



City of Concord

Agenda Planning Board

Wednesday, June 18, 2025

7:00 PM

City Council Chambers
37 Green Street
Concord, NH 03301

1. **Call to Order**

2. **Roll Call**

3. **Approval of Meeting Minutes**

Planning Board meeting minutes - May 21, 2025

Attachments: [Minutes](#)

4. **Agenda Overview**

*****Consent Agenda*****

5. **Design Review Applications by Consent**

- 5A. Carolyn A. Parker Consulting and New England Signs & Awnings, on behalf of Langdon H. Wait, trustee of the trust under the will of Alice E. Ward and Sherwin Williams, requests an architectural design review approval for an 81.27-square-foot internally illuminated freestanding sign (SP-0520-2025) to reface an existing freestanding sign, and a 53.47-square-foot internally illuminated building wall sign (SP-0551-2025) to replace an existing building wall sign at 149 Loudon Rd in the General Commercial (CG) District. (2025-041) (PL-ADR-2025-0086)

Attachments: [2025-041 Application](#)
[2025-041 Record of Recommendation](#)

- 5B. Spirit Halloween, on behalf of Albertsons, requests an architectural design review approval for a new 75-square-foot non-illuminated building wall sign (SP-0547-2025) at 24 Fort Eddy Rd in the Gateway Performance (GWP) District. (2025-058) (PL-ADR-2025-0098)

Attachments: [2025-058 Application](#)
[2025-058 Record of Recommendation](#)

- 5C. Batten Bros Signs Inc, on behalf of Gallagher and 45 Constitution LLC, requests an architectural design review approval for a 77.25-square-foot internally illuminated building wall sign (SP-0549-2025) to replace an existing building wall sign, and a 10.3-square-foot non-illuminated monument sign (SP-0550-2025), to replace an existing monument sign at 45 Constitution Ave in the Opportunity Corridor Performance (OCP) District. (2025-051) (PL-ADR-2025-0092)

Attachments: [2025-051 Application](#)
 [2025-051 Record of Recommendation](#)

- 5D. Sousa Signs, LLC, on behalf of Swenson Stone Works and Swenson Granite Company, LLC, requests an architectural design review approval for a new 37.8-square-foot internally illuminated freestanding sign (SP-0571-2025) at 375 N State St in the Industrial (IN) District. (2025-052) (PL-ADR-2025-0093)

Attachments: [2025-052 Application](#)
 [2025-052 Record of Recommendation](#)

- 5E. Spectrum Signs & Graphics, on behalf of Hermanos and T&A Holdings, LLC, requests an architectural design review approval for two 29-square-foot internally illuminated building wall signs (SP-0572-2025 and SP-0573-2025) to replace two existing building wall signs, and an 8.7-square-foot internally illuminated hanging blade sign (SP-0574-2025) to replace an existing hanging blade sign at 11 Hills Ave in the Central Business Performance (CBP) District. (2025-053) (PL-ADR-2025-0094)

Attachments: [2025-053 Application](#)
 [2025-053 Record of Recommendation](#)

- 5F. Advantage Signs, on behalf of 80 Main LLC, requests an architectural design review approval for two new 37-square-foot internally illuminated building wall signs (SP-0575-2025 and SP-0576-2025) at 80 S Main St in the Urban Commercial (CU) District. (2025-054) (PL-ADR-2025-0095)

Attachments: [2025-054 Application](#)
 [2025-054 Record of Recommendation](#)
 [2025-054 Revised Application](#)

- 5G. Father - Daughter Customs LLC requests an architectural design review approval for an existing, non-permitted 21-square-foot non-illuminated window sign (SP-0542-2025) at 154 N Main St in the Central Business Performance (CBP) District.

Attachments: [Application](#)
 [Record of Recommendation](#)

6. Determination of Completeness Items by Consent

- 6A. Keach-Nordstrom Associates, Inc., on behalf of Parmenter Place, requests approval for major site plan, architectural design review, and certain waivers from the Site Plan Regulations, to add eight additional townhouse units to the existing development, at Tax Map Lot 392Z 22, addressed as 15 Parmenter Rd, in the Neighborhood Residential (RN) District. (2025-046) (PL-SPR-2025-0044) The applicant continued this application to July 16, 2025.

7. Extensions by Consent

- 7A. Northpoint Engineering, LLC, on behalf of ZV Investments, LLC, requests a time extension to the June 21, 2023, conditionally approved major site plan that was previously extended from June 21, 2024, to June 21, 2025, to now extend to June 21, 2026, and to the June 21, 2023, conditional use permit and architectural design review approvals, to extend said approvals from June 21, 2025, to June 21, 2026, for Tax Map Lot 631Z 19, addressed as 5 Thomas St, in the High Density Residential (RH) District. (2023-103) (PL-EXT-2025-0019)

Attachments: [2023-103 Staff Memo](#)
 [2023-103 Extension Request](#)

- 7B. Nobis Group, on behalf of CATCH Neighborhood Housing and Ciborowski Associates LLC, requests a time extension to the July 17, 2024, conditionally approved major site plan, extending conditional major site plan approval from July 17, 2025, to July 17, 2026, for Tax Map Lot 7411Z 2, addressed as 6 N State St, in the Central Business Performance (CBP) District. (2024-042) (PL-EXT-2025-0018)

Attachments: [2024-042 Memo](#)

*****End of Consent Agenda*****

Public Hearings

8. Design Review Applications

9. Site Plan, Subdivision and Conditional Use Permit Applications

- 9A. Jeffrey Kelly, on behalf of Mor Real Estate Holdings, LLC, and Allison Street Holdings, LLC, requests approvals for a minor site plan application and certain waivers from the Site Plan Regulations, to convert an office to an apartment in an existing building containing two existing apartments, at Tax Map Lot 644Z 54, addressed as 63 School St, in the Civic Performance (CVP) District. (2025-026) (PL-SPM-2025-0022) The application was continued from April 16, 2025, to May 21, 2025, at the request of the applicant. The application was continued from May 21, 2025, to June 18, 2025.

Attachments: [2025-026 Staff Report](#)
 [2025-026 Plans](#)
 [2025-026 Narrative](#)

- 9B. Wilcox & Barton, Inc., on behalf of Braydin R. and Kelsey E. Clouthier, requests approval for a minor subdivision, a conditional use permit for Section 28-4-3(d) Conditional Use Permits Required for Certain Disturbance of Wetland Buffer to disturb wetland buffer, and certain waivers from the Subdivision Regulations, to divide the site into two lots, at Tax Map Lot 42Z 28, unaddressed Curtisville Rd, in the Open Space Residential (RO) District. (2025-047) (PL-MIS-2025-0039, PL-CUP-2025-0089)

Attachments: [2025-047 Staff Report](#)
 [2025-047 Subdivision Plat](#)
 [2025-047 Waiver Request](#)
 [2025-047 Narrative](#)
 [2025-047 CUP Criteria](#)
 [2025-047 Wetland Buffer Impact](#)

- 9C. GZA GeoEnvironmental, Inc., on behalf of Public Service Co. of New Hampshire aka Eversource Energy, requests approval for conditional use permit applications for Section 28-3-3(f) Conditional Use Permit Required for Disturbance of Buffers in the SP District, Section 28-4-3(d) Conditional Use Permits Required for Certain Disturbance of Wetland Buffers, and Section 28-8-4(d) Conditional Use Permits Required for Certain Disturbance of Bluffs and Buffers, to disturb shoreland buffers, wetland buffers, bluff buffers for the 334G distribution line structure replacement project, at Tax Map Lot 89Z 14, Garvins Falls Rd, in the Office Performance (OFP) District and Open Space Residential (RO) District. (2025-055) (PL-CUP-2025-0090, PL-CUP-2025-0091, PL-CUP-2025-0092)

Attachments: [2025-055 Staff Report](#)
 [2025-055 Plan](#)
 [2025-055 Supplemental](#)

- 9D. Nobis Group, on behalf of St. Paul's School, requests approval for an amendment to an approved site plan at Tax Map Lot 723Z 13/6, addressed as 16 Dunbarton Rd, in the Institutional (IS) District. (2023-98) (PL-AMEND-2025-0015)

Attachments: [2023-98 Amendment Staff Report](#)
 [2023-98 Final Approved Plans](#)
 [2023-98 Proposed Amendment Plans](#)
 [2023-98 Construction Completed Sketch](#)
 [2023-98 Narrative Amendment](#)
 [2023-98 Amendment Waiver Requests](#)
 [2023-98 Narrative Detailed History](#)
 [2023-98 Sidewalk Photos](#)
 [2023-98 Completed Construction Photos](#)

- 9E. Richard D. Bartlett & Associates, LLC, on behalf of St. Paul's School, requests approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a lot line adjustment between Tax Map Lot 723Z 28-1, addressed as 310 Pleasant St, and Tax Map Lot 723Z 28, unaddressed Pleasant St, in the Medium Density Residential (RM) District and the Open Space Residential (RO) District. (2025-059) (PL-MIS-2025-0040)

Attachments: [2025-059 Staff Report](#)
 [2025-059 Subdivision Plat](#)
 [2025-059 Waivers](#)

- 9F. Wilcox & Barton, Inc., on behalf of Arts Alley LLC, requests approval for an amendment to an approved site plan at Tax Map Lot 7412Z 37, addressed as 20 ½ S Main St, in the Central Business Performance (CBP) District. (2022-047) (PL-AMEND-2025-0016)

Attachments: [2022-47 Amendment Staff Report](#)
 [2022-47 Amendment Plan](#)
 [2022-47 Amendment Supplemental](#)
 [Planning Board January 17, 2024 Minutes](#)
 [2022-47 Final Civil Plans](#)
 [2022-47 Final Architectural Plans](#)

- 9G. Zachary Letourneau, on behalf of McCarthy Family Trust of 2021, requests approval for a minor subdivision application and certain waivers from the Subdivision Regulations for a two-lot subdivision, at Tax Map Lot 92Z 4, addressed as 227 Garvins Falls Rd, in the Medium Density Residential (RM) District and Open Space Residential (RO) District. (2025-060) (PL-MIS-2025-0041)

Attachments: [2025-060 Staff Report](#)
 [2025-060 Subdivision Plat](#)
 [2025-060 Supplemental](#)
 [2025-060 Photos](#)

10. Other Business

- 10A. Zoning Ordinance amendment for compliance with RSA 674:39-aa, II

Attachments: [Report to Planning Board](#)
 [Ordinance](#)

Any other business which may legally come before the Board.

Adjournment

Information

- i. Architectural Design Review Committee meeting minutes - June 3, 2025

Attachments: [Minutes](#)

- ii. Report for June 18, 2025 - Minor Revisions to Approved Site Plans

Attachments: [Report](#)

Next regular monthly meeting is Wednesday, July 18, 2025

Note: To review meeting agendas please visit the City's Website, www.concordnh.gov, or view the notice posted at City Hall.

All City of Concord public meetings are accessible for persons with disabilities. Any person who feels that he or she may be unable to participate in a City of Concord public meeting due to a disability should, to the extent possible, call (603) 225-8515 at least 48 hours prior to the meeting so that a reasonable accommodation can be arranged.

For meetings held in the City Council Chambers, any person who is unable to access the upper level of the Council Chambers to address the City Council or any other public body may use the podium and/or microphone located at the lower level of the Council Chambers. Other reasonable accommodations may be available upon request.