



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**  
**Planning Division**

**MEMORANDUM**

**TO:** Planning Board  
Architectural Design Review Committee

**FROM:** AnneMarie Skinner, City Planner

**RE:** Architectural Design Review Process and role of the Architectural Design Review Committee

**DATE:** October 11, 2024

**Article 28-9-1 Boards and Departments**

(c)(4) *Design Review Committee.* A Design Review Committee has been established by the Planning Board for the purpose of providing advice to the Board relative to the conformance of development applications with compatibility standards of this ordinance and Architectural Design Guidelines as adopted by the Board as part of the Site Plan Review Regulations. The Design Review Committee is appointed by the Planning Board.

**Article 28-9-4 Decisions by the Planning Board**

(f) *Architectural Design Review.*

- (1) *Requirement for Approval.* Applications for the following projects and permits shall require Architectural Design Review by the Planning Board:
  - a. All projects requiring major site plan review pursuant to Section 28-9-4(d), Site Plan Review, of this ordinance;
  - b. Manufactured housing parks, which are subject to the granting of a conditional use permit and a subdivision approval pursuant to Section 28-4-6, Manufactured Housing Parks, of this ordinance;
  - c. Cluster developments, which are subject to a subdivision approval pursuant to Section 28-4-7, Cluster Development, of this ordinance;
  - d. Sign permit applications where required in Section 28-6-9, Requirement for Architectural Design Review, of this ordinance; and
  - e. Building permit applications for any exterior alterations within the Performance Districts.
  - f. Building permit applications for new construction of single family detached dwellings with an ADU, or for any exterior modifications of existing single-family detached dwellings with an ADU.

- (2) *Application and Review Procedure.*
- a. Where a project or permit requiring Architectural Design Review is also subject to Planning Board action relative to an application for a conditional use permit, a major site plan review, or a subdivision approval, the Board shall consider the Architectural Design Review simultaneous with consideration of the other application.
  - b. Where a project or permit requiring Architectural Design Review is independent of any other Planning Board action, an application for Architectural Design Review shall be submitted to the Planning Board. The Board shall place the application on its next available agenda for consideration. The Board shall take action only after receipt of recommendations from the Design Review Committee, or no later than sixty-five (65) days after the meeting at which the application first appeared upon the agenda.
  - c. Recommendations from the Design Review Committee will be received and considered for all projects and permits that are subject to Architectural Design Review.
- (6) *Standards for Review.* In the process of reviewing a project or permit for the purpose of making a decision thereon, the Planning Board shall take in to consideration the following:
- a. The criteria set forth in the Architectural Design Guidelines as adopted and most recently amended by the Planning Board;
  - b. The goals and recommendations contained in the Master Plan, as most recently amended;
  - c. The purposes of this ordinance and of the several districts established herein;
  - d. The recommendations of the Design Review Committee;
  - e. Reports of the City Departments;
  - f. Reports, graphics, and other relevant materials together with information presented at the hearing by the applicant and the applicant's agents; and'
  - g. Reports, graphics, and other relevant materials together with information presented at the hearing by anyone who can demonstrate that they are directly affected by the application.

#### **Article 28-9-6 - Advisory Recommendations by the Design Review Committee.**

- (a) *Generally.* The Design Review Committee provides professional and technical review and recommendations to the Planning Board on all applications, projects, and permits for which there is a requirement for Architectural Design Review pursuant to Section 28-9-4, Decisions by the Planning Board, of this ordinance.
- (b) *Review Procedure.* Any application, project, or permit for which there is a requirement for Architectural Design Review, and which is placed on an agenda for consideration and action by the Planning Board, shall be placed on an agenda for consideration and recommendation by the Design Review Committee such that the Committee's recommendation is available to the Planning Board prior to any decision by the Board. All meetings of the Design Review Committee shall be subject to the requirements of RSA 91-A:2, Meetings Open to Public. The Committee may receive information, presentations, and recommendations from the City Departments, the applicant and the applicant's agents, and any others who can demonstrate that they are directly affected by the application.
- (c) *Standards for Recommendations.* In developing its recommendations, the Design Review Committee shall utilize the criteria set forth in the Architectural Design Guidelines as adopted and most recently amended by the Planning Board.
- (d) *Record of Recommendation.* A written record of the recommendation of the Design Review Committee shall be forwarded to the Planning Board. The record shall state whether the project or permit is recommended for approval or disapproval, include any recommendations for conditions of approval, and state the reasons for recommending disapproval, if such is the Committee's recommendation.

**References:**

[Architectural Design Review Guidelines](#)

[Site Plan Regulations](#)

[Subdivision Regulations](#)

[Code of Ordinance](#)