



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

MEMORANDUM

Date: April 15, 2026
To: Rich Woodfin, Chair, & Members, Planning Board
From: Timothy J. Thompson, AICP, Assistant Director of Community Development / Acting City Planner
Subject: **Planning Board Annual Meeting / Rules of Procedure Amendments**

Recommendation

Adopt the proposed amendments to the Planning Board Rules of Procedure.

Background

In preparation for the Annual meeting of the Planning Board for the purpose of electing officers for 2026, I reviewed the Board's Rule of Procedure, as was my common practice when I was employed in other communities as part of their annual meeting processes. In doing so, I determined that several sections of the Rules of Procedure were outdated, statutory changes had impacted other areas, and further still, other sections were limited in scope. Additionally, though it has been common practice by the Board for several years, there is no procedural outline for Consent Agenda items.

Discussion

Through collaboration with the City Solicitor's office, a comprehensive evaluation of the rules was undertaken, and the attached document represents the recommended amendments prepared by the Planning Division and City Solicitor to ensure that the Board's Rules of Procedure and compliant with Board policy/practices and all applicable state laws.