

**City of Concord, New Hampshire
Architectural Design Review Committee
November 4, 2025 Minutes - DRAFT**

The Architectural Design Review Committee (ADRC) held its regular monthly meeting on November 4, 2025, in Council Chambers, at 37 Green St, Concord, NH.

Attendees: Co-Chair Jay Doherty, Member Claude Gentilhomme, Co-Chair Elizabeth Durfee Hengen, Member Ron King, Member Douglas Proctor and Alternate Member Amanda Savage

Absent: Member Merle Thorpe

Staff: Tim Thompson, Acting City Planner; Alec Bass, Assistant City Planner – Community Planning; Brian Tremblay, Planning and Zoning Inspector; and Krista Tremblay, Administrative Technician III

1. Call to Order

Co-Chair Hengen called the meeting to order at 8:32 a.m.

2. Minutes – Approve minutes from September 30, 2025

Co-Chair Doherty moved, seconded by Member King, to approve the meeting minutes from September 30, 2025, as written. All in favor. The motion passed unanimously.

3. Staff Memorandum

4. Sign Applications

- 4.1 Signarama of Concord, on behalf of Noble Spirit and Stephen and Sharon Wareing, requests architectural design review recommendations to replace an existing free-standing sign panel with a new 52.18-square-foot internally illuminated free standing sign panel (SP-0648-2025), and to replace an existing building wall sign with a new 20.75-square-foot non-illuminated building wall sign (SP-0649-2025) at 234 S Main St in the Urban Commercial (UC) District. (PL-ADR-2025-0131) (2025-118)

Member Gentilhomme arrived at 8:34 a.m.

Kendra Price (249 Sheep Davis Rd, Concord) is present to represent this application. Ms. Price showed the pylon sign that is already existing and they will change the faces out. The sign cabinet is existing and they will be changing the faces out with adding some iron pieces.

Member King asked if it is double sided.

Ms. Price responded correct and just adding more flare to the sign itself. There is a building sign above the front door.

On a motion made by Member King, seconded by CO-Chair Doherty, the Committee voted to recommend the Planning Board approve the application as submitted. All in favor. The motion passed unanimously.

5. Building Permit Applications

- 5.1 Alex Stoye, on behalf of Monitor Statesman, LLC, requests an architectural design review recommendation for exterior changes of a building at 10 Pleasant St Extension, in the Central Business Performance (CBP) District. (PL-ADR-2025-0133) (2025-121)

No one is present to represent this application.

Mr. Bass stated agenda item 5.1 and agenda item 5.2 are essentially the same project. They are doing some minor renovations to the building and more substantial renovations to the city owned courtyard because they are two different properties they are two different applications.

Mr. Thompson noted there is a license agreement required with the City Council to use the city's property

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at the corner of Storr's Street and Pleasant Street Extension. The license agreement will be on the City Council agenda for next week.

Co-Chair Doherty thinks there could be issues with the door location because it is not ADA accessible.

Co-Chair Hengen would like a little more detail on what the new door will look like. Co-Chair Hengen noted the assumption is that all of the existing window sash is staying and being repaired. It is an interesting architectural detail on that building that type of sash and she would like confirmation that sash is staying or being replaced in kind.

Member Savage noted in their application on page three of three they are showing window update samples and pictures below. They are not duplicating the four single panes. The one below is an eight over two. Member Savage stated they do not give a full description.

Co-Chair Doherty noted the frame is much thicker and the space between on the lower level.

Co-Chair Hengen stated she knows you can get replacement windows with the molding profile.

Member Savage also sees a difference in material between the original wood frame and the example provided.

Co-Chair Hengen would also encourage them to do a different color to make the building more interesting like a deep green.

Member Savage noted they might be trying to match the brick.

Member Proctor asked on the original door location is there a photograph of the cornice that was removed.

Member Savage stated it does not seem based on the comments that there is a consensus within the Committee.

Co-Chair Hengen thinks there is a lot of detail that is missing and there are other options to consider.

Member Savage asked if the Committee would recommend to approve or provide suggestions.

Mr. Thompson suggested the Committee provide the feedback to the applicant and have them come back next month. Mr. Thompson will confer with the applicant to confirm they wish to continue to next month's meeting and table to the December meeting.

Co-Chair Hengen agreed with that.

On a motion made by Member Gentilhomme, seconded by Member King, the Committee voted to recommend that the Planning Board continue the application to the December meeting to allow the applicant to return to ADR to provide a more detailed and complete application, including how the relocated entrance will interact with the alleyway.

All in favor. The motion passed unanimously.

- 5.2 Alex Stoye, on behalf of the City of Concord, requests an architectural design review recommendation for certain site and landscape improvements at 75 Storrs St, in the Central Business Performance (CBP) District (PL-ADR-2025-0132) (2025-119)

No one is present to represent this application.

Mr. Thompson stated this is a portion of the Storrs Street garage property. Mr. Thompson noted they are looking for the property to have a more evening type use.

Mr. Thompson stated there is a license agreement on the City Council agenda for next week. City Council will consider licensing this area similar to what they do with the outdoor patio at Cheers because that is city property. There is a license agreement for Cheers to operate on city property. If it is approved by City Council it will allow the City Manager and Mr. Thompson to finalize the agreement. They would then be

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subject to property taxes on the portion of the property that they are using and they would have a license with specific limitations of what they can and cannot do, what types of modifications they can do with the property and in the chance the city needs to do something with the property there is also eviction language that the city has the right to kick them out and they have to restore the property back to the way it was.

Co-Chair Hengen asked what is the term of the city license.

Mr. Thompson stated it runs with the specific licensee and it runs with the owner Monitor Statesman LLC. If they cease to own the property whoever comes next can relicense or come up with a new alternative. Mr. Thompson noted it does have the sign that the Heritage Commission commissioned that highlights some of the history in the area. Mr. Thompson noted they will have to work with the Heritage Commission to discuss where that sign will be relocated. There is landscaping and infrastructure that will need to be dealt with. This is the first step of future steps that will need to be taken.

Member King stated this is a public area where you can sit and this will not be that it will take it away from the public.

Mr. Thompson noted it would and stated based on the feedback from City Council they told them to move forward with the applicant on this process.

Member Savage stated it would add to our social vibrancy. There is a 110 Grill restaurant across the street and they have an outdoor patio. It will add to that culture and thinks it will be a good thing for Concord.

Co-Chair Hengen stated if you think about the long-term master plan is to have Storrs Street be a second Main Street.

Mr. Thompson noted the state will soon be demolishing the legislative parking garage over Storrs Street and that is an economic development opportunity.

Co-Chair Hengen asked about the sign that was commissioned by the Heritage Commission and noted where it lands and how oriented is important. It should be between the sidewalk and the seating area so it is parallel to Storrs Street.

Co-Chair Doherty asked if there are any comments on landscaping.

Member Savage asked about the tree types and need to consider trees that do not have berries or nuts over an eating area.

Co-Chair Hengen asked about the fence design.

Member Savage noted there are gates for when the operator is not open.

Member Savage asked how tall is the fence.

Mr. Bass stated it is a four-foot fence.

Member Gentilhomme made a motion to recommend that the Planning Board continue the application to the December meeting, seconded by Member King.

Discussion

Mr. Bass noted this application is more complete than the other application.

Member Savage asked if this would prevent City Council from discussing anything in the next couple weeks.

Mr. Thompson responded no.

Mr. Bass stated the Committee is recommending to continue this to the December meeting but the motion doesn't demonstrate why.

Member Savage stated to be in sync with the other application.

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Mr. Bass noted that should be up to the applicant whereas this is a separate application.

Mr. Thompson noted as the property owners the city would like them to have a license agreement in place prior to any action is taken by the Planning Board.

Mr. Bass stated a condition of approval could be that the license agreement be secured. Mr. Bass noted if the Committee does not have any issue with the application it might be more prudent to recommend an action on this and let applicant decide from there. Mr. Bass noted when the Committee reviewed the first application Co-Chair Doherty wanted to know more about the door, and that the application was missing details.

Co-Chair Hengen noted on the site plan she has heard questions about material of the fence and more detail on sign location.

Co-Chair Hengen noted there is no way you can read the sign where it is proposed, and it is facing the wrong way.

Co-Chair Hengen suggested it be relocated on Pleasant Street Extension.

Member Gentilhomme noted the back of the sign should face Storrs Street.

Co-Chair Hengen asked that it would be accessible when this is closed off.

Member Gentilhomme suggested right around where the curb starts.

Member King asked if there should be a note about trees not being fruit or nut producing.

Co-Chair Hengen stated those three things are all she heard for comment and asked for a motion to recommend the Planning Board to approve.

Member Gentilhomme withdrew the motion and Member King withdrew is second.

Member Gentilhomme made motion to recommend the Planning Board approve this application as submitted with the following conditions: the existing Heritage Sign shall be relocated along the Pleasant Street Extension between the accessible ramp in the corner with Storrs Street, landscaping shall not be fruit or nut bearing; and, a detail of the fence shall be provided. Member King seconded.

Discussion

Mr. Bass suggested another condition is that a license with the city shall be obtained prior to final approval.

Co-Chair Hengen asked if the Committee should put that into the motion.

Co-Chair Doherty noted there is a ramp coming in off the street and there is a patio next to it. Co-Chair Doherty asked if that is an ankle twister there.

Member Proctor asked for the slopes on the ramp.

Co-Chair Doherty responded 4.7.

Member Proctor asked if they need hand rails.

Member Gentilhomme asked for clarification.

Mr. Bass recommended a condition of approval could be to provide additional spot grades along the accessible routes demonstrating how they will blended with the adjacent seating areas.

Co-Chair Doherty suggested a simple railing to divide the two.

Co-Chair Hengen asked if they agree to have that folded into the motion and the second.

Member Gentilhomme and Member King agreed.

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Member Proctor stated it looks like it is less than 20 feet from the sidewalk to the turn and why questioned the slope.

Co-Chair Doherty noted it is a three-foot opening.

Member Proctor noted the length of the first ramp is less than 20 feet.

Co-Chair Doherty noted for safety they need a hand rail or a guard rail.

Member Gentilhomme noted the more important thing for them to address is the ramp intersection with the patio and they need to figure it out.

On an amended motion made by Member Gentilhomme, seconded by Member King, the Committee voted to recommend that the Planning Board approve the application as submitted with the following conditions: the existing heritage sign shall be relocated along the Pleasant Street extension so that the reader is looking toward Storrs St when viewing; landscaping trees shall not be fruit or nut bearing; a detail of the fence shall be provided, including material; a license with the City of Concord shall be in place prior to final approval; and, additional spot grades shall be provided along the accessible route to show how the slope will interact and blend with the adjacent seating areas to assure safety and accessible compliance.

All in favor. The motion passed unanimously.

6. Site Plan Applications

- 6.1 Nobis Group, on behalf of St. Paul's School, as part of a major site plan, requests an architectural design review recommendation for the construction of a 17,600-square-foot building addition, relocated squash courts, and other site improvements at Tax Map 724Z Lot 1/10/A, addressed as 80 Dunbarton Road and Tax Map 811Z Lot 1/A, addressed as 117 Dunbarton Road in the Institutional (IS) and Open Space Residential (RO) Districts. (PL-SPR-2025-0026) (2025-114)

Ari Pollack (214 N Main St, Concord), Bill Massey (325 Dunbarton Rd, Concord), Kelly Farrell (110 Chauncy St, Boston) and Emily Parris (110 Chauncy St, Boston) are present to represent this application.

Ms. Parris stated this is a squash facility and it incorporates ten squash courts in addition to the existing athletic building. The design is to come into the main building and have a fully symmetrical facility all the way through on the upper level. One of the goals of doing this is to create an intimate space off set from the main campus drive and adjacent to the other athletic programs. The parking on the west side of the building will remain and they will repave or restripe parts of it. There will be an access path underneath the building as the primary facility is up at the second level. There is an additional landscape buffer to soften the edges of the new facility as you approach. There will be lower level space for recreation and multipurpose. There is a smaller footprint with an accessible walkway.

Co-Chair Hengen asked if the students will come in through the main entrance and then walking through.

Ms. Parris pointed the primary entrance and the location of the squash courts.

Co-Chair Hengen asked about buses for teams.

Mr. Massey stated there are two options for visiting teams to drop off and they would prefer they come in through the main entrance. There is an exit from the building but that is meant for emergency exit.

Co-Chair Doherty asked what is the ground material outside the multipurpose doors.

Ms. Farrell stated the purpose to come out of the multipurpose room and there will be a continuation of a multipurpose space where students can have protected outdoor exercise space.

Co-Chair Hengen noted this property is impossible to see from anywhere.

Ms. Farrell noted there is limited soft scape because most of the ground plain is underneath the upper

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building. As you approach the side entrance from the parking lot they were able to add some landscaping. They are planning on putting some ornamental trees and native shrubs that are well adapted to the site. Part of the parking lot, while keeping the same number of spaces, it is getting reconfigured for the that new entrance and service drive. They are replacing and adding to the number of trees on the parking island. They will be adding trees where there is enough space between the building and the limits of disturbance.

On a motion made by Member Gentilhomme, seconded by Member King, the Committee voted to recommend the Planning Board approve the application as submitted. All in favor. The motion passed unanimously.

7. Other Business

7.1 Any other business which may legally come before the Committee.
None.

7.2 Adjournment

Member King moved, seconded by Member Gentilhomme, to adjourn the meeting at 9:58 a.m. All in favor. The motion passed unanimously.

Respectfully submitted,

Krista Tremblay

Krista Tremblay

Administrative Technician III