



# City of Concord

## Agenda Planning Board

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Wednesday, May 21, 2025

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

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1. **Call to Order**

2. **Roll Call**

3. **Approval of Meeting Minutes**

3A. Planning Board meeting minutes - April 16, 2025

**Attachments:** [Minutes](#)

4. **Agenda Overview**

***\*\*Consent Agenda\*\****

5. **Design Review Applications by Consent**

5A. Advantage Signs, and Christ the King Parish, on behalf of Roman Catholic Bishop of Manchester, requests an architectural design review for a new 54-square-foot non-illuminated building wall sign (SP-0476-2025) and a new 5.4-square-foot non-illuminated building wall sign (SP-0477-2025) at 67 S State St in the Urban Transitional (UT) District. (2025-039) (PL-ADR-2025-0084)

**Attachments:** [2025-039 Application](#)  
[2025-039 Record of Recommendation](#)

5B. Sousa Signs, on behalf of St. Mary's Bank, requests an architectural design review for a new 16.8-square-foot internally illuminated building wall sign (SP-0513-2025), a new 53.1-square-foot internally illuminated building wall sign (SP-0498-2025), and a new 5.3-square-foot internally illuminated building wall sign (SP-0499-2025), at 16 Manchester St in the Gateway Performance (GWP) District. (2025-032) (PL-ADR-2025-0080)

**Attachments:** [2025-032 Application](#)  
[2025-032 Record of Recommendation](#)

- 5C. Signarama of Concord, on behalf of Humble Hands and New Hampshire Troopers Association Inc, requests an architectural design review for two new 2.5-square-foot, non-illuminated building wall signs (SP-0505-2025 and SP-0506-2025), at 109 North State St in the Civic Performance (CVP) District. (2025-038) (PL-ADR-2025-0083)

**Attachments:**    [2025-038 Application](#)  
                              [2025-038 Record of Recommendation](#)

- 5D. Harvey Signs, on behalf of Kasada, LLC and Raising Canes, requests an architectural design review for 3 new 32-square-foot internally illuminated building wall signs (SP-0523-2025, SP-0524-2025 and SP-0525-2025) and a new 27-square-foot internally illuminated tenant panel sign (SP-0534-2025) on an existing pylon at 287 Loudon Rd in the Gateway Performance (GWP) District (2025-40) (PL-ADR-2025-0085).

**Attachments:**    [2025-040 Application](#)  
                              [2025-040 Record of Recommendation](#)  
                              [2025-040 Master Sign Plan](#)  
                              [2025-040 Supplemental](#)

- 5E. Sousa Signs, on behalf of Arts Alley, LLC, and The Friendly Toast, requests an architectural design review for a new 52.96-square-foot internally illuminated canopy mounted wall sign (SP-0538-2025), and two new 0.95-square-foot non-illuminated window door signs (SP-0539-2025 and SP-0540-2025) at 20 South Main St in the Central Business Performance (CBP) District. (2025-43) (PL-ADR-2025-0087)

**Attachments:**    [2025-043 Application](#)  
                              [2025-043 Record of Recommendation](#)

- 5F. Spectrum Signs and Warrenstreet Architects on, on behalf of Interchange Development, LLC, and Concord Hospital, requests an architectural design review for a new 4.25-square foot internally illuminated tenant panel sign (SP-0541-2025) in an existing pylon sign at 1 Interchange Dr in the Gateway Performance (GWP) District. (2025-048) (PL-ADR-2025-0088).

**Attachments:**    [2025-048 Application](#)  
                              [2025-048 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 the application to a date certain of June 18, 2025.

7. **Extensions by Consent**

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

**Public Hearings**

8. **Design Review Applications**

- 8A. Advantage Signs, on behalf of LCHN and Dartmouth Health, requests an architectural design review for a new 5.16-square-foot non-illuminated building wall sign (SP-0511-2025), a 26.49-square-foot non-illuminated building wall sign (SP-0510-2025), and a new 26.72-square-foot non-illuminated freestanding sign (SP-0509-2025) at 280 Pleasant St in the Institutional (IS) District. (2025-035) (PL-ADR-2025-0081)

**Attachments:**    [2025-035 Application](#)  
                              [2025-035 Record of Recommendation](#)  
                              [2025-035 Application revised](#)

- 8B. Portsmouth Sign Company, on behalf of Double Tree by Hilton and Capital Hotel Company VII, LLC, requests an architectural design review for a 116.3-square-foot internally illuminated building wall sign (SP-0483-2025) to replace an existing building wall sign, a 115-square-foot internally illuminated building wall sign (SP-0484-2025) to replace an existing building wall sign, a 114.3-square-foot internally illuminated building wall sign (SP-0485-2025) to replace an existing building wall sign, a 48-square-foot internally illuminated pylon sign (SP-0486-2025) to replace an existing pylon sign, and a new 22.33-square-foot non-illuminated building wall sign (SP-0487-2025) at 172 North Main St in the Urban Commercial (CU) District. (2025-036) (PL-ADR-2025-0082)

**Attachments:**    [2025-036 Application](#)  
                              [2025-036 Record of Recommendation](#)

9. **Site Plan, Subdivision, Conditional Use Permit, and Amendment Applications**

**Applications**

- 9A. Ian MacKinnon and Jones & Beach Engineers, Inc., on behalf of Aaron LeClerc and Cara Scala, request approvals for a minor site plan application, a conditional use permit application for disturbance to a wetland buffer to construct a driveway, and certain waivers from the Site Plan Regulations, to construct a detached workshop building for a home-based business and an associated detached single-family dwelling, at Tax Map Lot 411Z 49, unaddressed Shaker Rd, in the Medium Density Residential (RM) District. (2024-074)

**Attachments:**    [2024-074 Staff Report](#)  
                          [2024-074 Plans](#)  
                          [2024-074 Supplemental](#)

- 9B. Ian MacKinnon and Jones & Beach Engineers, Inc., on behalf of Aaron LeClerc, Cara Scala, and Wilson Ralph W. and Jeanne M. A. Trust, request approvals for a minor subdivision application and certain waivers from the Subdivision Regulations, for a lot line adjustment between Tax Map Lot 28Z 43 (68 Shaker Rd) and Tax Map Lot 411Z 49 (unaddressed Shaker Rd) in the Medium Density Residential (RM) District. (2025-017) (PL-MIS-2025-0035)

**Attachments:**    [2025-017 Staff Report](#)  
                          [2025-017 Plan](#)  
                          [2025-017 Supplemental](#)

- 9C. 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.

- 9D. Kearsarge Solar, LLC, on behalf of the City of Concord, requests approvals for a minor site plan application, a conditional use permit application to allow a solar collection system, and certain waivers from the Site Plan Regulations, for the installation of a solar photovoltaic system, at Tax Map Lot 751Z 21, off of Old Turnpike Rd, in the Industrial (IN) District. (2025-034) (PL-SPR-2025-0042, PL-CUP-2025-0086) The application was continued from April 16, 2025, to May 21, 2025, at the request of the applicant.

**Attachments:**    [2025-034 Staff Report](#)  
                              [2025-034 Narrative](#)  
                              [2025-034 Civil Plans](#)  
                              [2025-034 Supplemental](#)

- 9E. Hebert & Dolder, PLLC, on behalf of York Properties, LLC, requests approval of a conditional use permit application per Section 28-4-3(d) Conditional Use Permits Required for Certain Disturbance of Wetland Buffer to disturb wetland buffer for the construction of a driveway, at Tax Map Lot 15P 35/1, addressed as 120 Elm St, Penacook, in the Neighborhood Residential (RN) District. (2025-037) (PL-CUP-2025-0087)

**Attachments:**    [2025-037 Staff Report](#)  
                              [2025-037 CUP Plan](#)  
                              [2025-037 DES Plans](#)  
                              [2025-037 Supplemental](#)

- 9F. Richard D. Bartlett & Associates, Inc., on behalf of 2 Granite Place, LLC, requests approval for a conditional use permit application per Section 28-7-11(f) Driveway Separation Alternatives to permit a reduction in the minimum requirement of 40 feet of separation between driveways in residential districts, to 30.1 feet for the construction of one new residential driveway, at Tax Map Lot 651Z 68, unaddressed Penacook St, in the Single Family Residential (RS) District and Open Space Residential (RO) District. (2025-042) (PL-CUP-2025-0088)

**Attachments:**    [2025-042 Staff Report](#)  
                              [2025-042 Plan Set](#)  
                              [2025-042 Supplemental](#)

- 9G. Richard D. Bartlett & Associates, Inc., on behalf of Elizabeth E. Terrell, requests approval for a three-lot subdivision and certain waivers from the Subdivision Regulations, at Tax Map Lot 28Z 35, unaddressed Shaker Rd, in the Medium Density Residential (RM) District. (2025-044) (PL-MIS-2025-0038)

**Attachments:**    [2025-044 Staff Report](#)  
                              [2025-044 Civil Plan Set](#)  
                              [2025-044 Supplemental](#)

- 9H. 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 Plan Set](#)  
                              [2025-047 Conditional Use Permit](#)  
                              [2025-047 Supplemental](#)

- 9I. Nobis Group, on behalf of Cornerstone Realty Holdings, Inc., requests approval for a minor site plan application and certain waivers from the Site Plan Regulations, for the addition of impervious surface and landscaping, at Tax Map Lot 751Z 24, addressed as 119 Old Turnpike Rd, in the Industrial (IN) District. (2025-045) (PL-SPM-2025-0024)

**Attachments:**    [2025-045 Staff Report](#)  
                              [2025-045 Civil Plans](#)  
                              [2025-045 Supplemental](#)

- 9J. TFMoran, Inc., on behalf of Interchange Development, LLC, requests approval of an amendment to an approved site plan at Tax Map Lot 06P 5/1, addressed as 1 Interchange Dr, in the Gateway Performance (GWP) District. (2023-105) (PL-AMEND-2025-0014)

**Attachments:**    [2023-105 Amendment Staff Report](#)  
                          [2023-105 Amendment Civil Plan](#)  
                          [2023-105 Amendment Architectural Plan](#)  
                          [2023-105 Amendment Supplemental](#)  
                          [July 19, 2023 Planning Board Minutes Excerpt](#)  
                          [2023-105 Approved Civil Plans](#)  
                          [2023-105 July 19, 2023 Architectural Plans Excerpt](#)

## **10. Other Business**

- 10A. Review of the Public Capital Facilities Impact Fees Ordinance (Impact fees from Dover, Manchester, and Nashua attached. Keene does not have impact fees.)

**Attachments:**    [Report](#)  
                          [Impact Fee Ordinance Chapter 29.2](#)  
                          [MAP - Recreation Benefit District](#)  
                          [MAP - Traffic Benefit District](#)  
                          [Other City Impact Fees](#)

Any other business which may legally come before the Board.

## **Adjournment**

## **Information**

- i. Architectural Design Review Committee meeting minutes - May 6, 2025

**Attachments:**    [Minutes](#)

- ii. Report for May 21, 2025 - Minor Revisions to Approved Site Plans

**Attachments:**    [Report](#)

Next regular monthly meeting is Wednesday, June 18, 2025.

Note: To review meeting agendas please visit the City's Website, [www.concordnh.gov](http://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.