

City of Concord, New Hampshire
Architectural Design Review Committee
June 13, 2017 Minutes

The Architectural Design Review Committee (ADRC) held its regular monthly meeting on June 13, 2017 in the 2nd floor conference room at 41 Green Street.

Present at the meeting were members Jay Doherty, Jennifer Czysz, Claude Gentilhomme, and Margaret Tomas. Craig Walker of the Code Administration Division; Heather Shank of the City Planning Division; and Lisa Fellows-Weaver Administrative Specialist, were also present.

Sign Applications Requiring Design Review:

1. **Granite State Pain Associates, on behalf of PFP Associates, LTD Partnership, requesting ADR approval to replace four non- illuminated signs, including a wall sign, two roof signs, and a freestanding sign, at 24 Bridge Street in the Highway Commercial (CH) District. MBL: 45/A1/2**

Carrie Vaughn from Portsmouth Sign Company represented the application. Ms. Vaughn stated that the proposal is due to a name change. Ms. Shank stated that the signs are all replacement signs. Ms. Vaughn confirmed.

Motion: Mr. Doherty made a motion to approve the application as submitted.

Second: Ms. Tomas

Vote: 5-0 in favor, motion passed unanimously

2. **Charla Mayotte, on behalf of 154 Profile, LLC, requesting ADR approval for a window sign at 8 N. Main Street in the Central Business Performance (CBP) District. MBL: 35/3/3**

No one appeared to represent this application. Mr. Walker explained that the proposal is for a 4 square foot vinyl window coating, which is permitted on a second floor business as there is no street frontage.

Motion: Mr. Gentilhomme made a motion to approve the application as submitted.

Second: Ms. Czysz

Vote: 5-0 in favor, motion passed unanimously

Major Site Plan Applications Requiring Design Review

3. **TF Bernier, Inc. on behalf of H. Byers Smith & Marian B. Smith Trust, requesting ADR review as part of a Major Subdivision application for a 7-lot subdivision at 393 Mountain Road in the Medium Density Residential (RM) District. MBL: 122/4/3 (2017-0016)**

Tim Bernier from TF Bernier represented the application. Mr. Bernier explained the project is a subdivision of 26 acres into 7 lots; three lots fronting on Sewall's Falls Road and four lots fronting on Mountain Road. The subdivision is proposed as a cluster development due to the wetlands and other restrictions from overlay districts and sloping fields. Much of the open space is currently fields and the intent is to continue to mow them. Two common driveways will service all of the lots. The existing barn and farmhouse will be removed.

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Mr. Bernier stated that a 50 foot buffer will be provided around the perimeter. Ms. Shank explained that a buffer is required around the perimeter; however, there are no specifications in the ordinance for the buffers. She noted that deciduous trees would be provided along the Sewall's Falls frontage, and a mix of deciduous and evergreen trees for screening along the Mountain Road frontage. She stated that she was fine with only the deciduous trees along the frontage because the proposed density appears similar to the existing density of lots across the street.

Mr. Doherty asked if vegetation would be provided along the I-93 side. Mr. Bernier replied that trees would not be provided in that buffer, but that there was some existing vegetation. The intent is to have the area adjacent to the field remain open. Ms. Shank noted that staff had not recommend vegetation along the I-93 side but that the Committee could make that recommendation. Mr. Doherty affirmed that he would suggest that trees be provided in that location.

Ms. Tomas stated that the White Pine behind the proposed house locations should be replaced with other species due to the possibility of causing damage from breakage. Discussion ensued as to other proposed species of trees as well as a concern with the site distance being difficult in the area.

Motion: Mr. Gentilhomme made a motion to approve the application as submitted with the recommendation that the White Pines be replaced.

Second: Mr. Doherty

Vote: 5-0 in favor, motion passed unanimously

4. JDH Realty Holding, LLC, on behalf of Jay W. Stewart Realty Holdings, LLC, requesting ADR review as part of a Major Site Plan application for a 12,000 sf structure for the purpose of a warehouse and office, parking, and related site improvements at 52 Locke Road in the Residential Open Space (RO) District and the Industrial (IN) District. MBL: 40/Z/6 (2017-0015)

Jonathan Halle represented the application. He explained that the applicant is proposing to construct a 12,000 sf building with 9,000 sf for a warehouse and 3,816 sf for a two story office space. Parking will be located in front of the building with 28 parking spaces on site. He stated that there is an easement for a future road and the owner is working with the City to diminish. The lot coverage is less than the prior site plan. The building is proposed to be a 2-story gable end facing the road. Solar panels are proposed to be attached to the building. The exterior is proposed to be vinyl sided with PVC trim.

A discussion was held regarding the existing turnaround on the adjacent property.

Motion: Mr. Gentilhomme made a motion to approve the application as submitted.

Second: Ms. Tomas

Vote: 5-0 in favor, motion passed unanimously

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5. **Richard D. Bartlett & Associates, on behalf of Lee B. Marden Revocable Trust of 2001 requesting ADR review as part of a Major Site Plan application for the construction of a 14,650 sf addition to an existing 50,500 sf building at 132-134 Hall Street in the Industrial (IN) and Residential Open Space (RO) Districts. MBL: 5/1/8, 5/1/9 (2016-58)**

Mark Sergeant represented the application. He explained that the applicant is requesting Major Site Plan approval to construct a 14,650 sf building addition with a new parking area, new access and circulation, and all other related site improvements. The 5 acre property is the existing Concord Business Center, and abuts the Boston Main Railroad. Mr. Sargent stated that this addition will be three units for a total of 12 units. The addition location will be on the front of the existing building with parking in the front; however, some additional parking will be on the side. There will be 12 units after the addition is completed. The façade is proposed to be similar to the Concord Business Center. Pictures were distributed. The drainage will be shared with the abutting property with a berm in between. All landscape will be similar to the existing property. Mr. Sargent added that there were some compliance issues that have been addressed.

Mr. Doherty asked about the balcony on the second floor. Mr. Sargent stated that the balcony is for the existing care takers unit. Mr. Walker stated that the caretakers unit would need to be approved by the Zoning Board for a special exception before being used for that purpose.

Motion: Mr. Gentilhomme made a motion to approve the application as submitted.

Second: Ms. Tomas

Vote: 5-0 in favor, motion passed unanimously

Other Items for Discussion

6. **Main Street Guide – Discussion and strategy**

Ms. Shank presented a rough draft of the Main Street Guide. She referred to the Table of Contents and noted that she anticipated certain guidelines would be regulatory, though most would be recommendations. Additional discussion was held regarding whether existing information from other documents should be included and if so, making sure that revisions are updated correctly, and not repeating or contradicting materials. Also, discussed was whether new buildings should be covered by the guidelines or primarily existing buildings. The consensus was that new buildings should be covered.

The Committee discussed with staff how new buildings should be addressed. The Committee felt that guidelines on the types of materials that should be encouraged would be helpful, but that the guidelines should not limit too strictly the types of architecture or architectural details that should be provided. The general consensus of the Committee was that two separate sections for façades should be created, for existing and new construction, and that guidelines for structures should maintain continuity with existing regulations.

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Work sessions will be scheduled during the July 11 meeting.

7. Chair

Ms. Shank noted that at the May 9 meeting, Mr. Dougherty and Ms. Hengen volunteered to be Co-Chairs of the Committee.

Motion: Mr. Gentilhomme made a motion to recommend Mr. Doherty and Ms. Hengen as Co-Chairs for the ADRC.

Second: Ms. Tomas

Vote: 5-0 in favor, motion passed unanimously

8. Any other business which may legally come before the Committee

Adjournment

As there was no further business to come before the Committee, the meeting adjourned at 9:41 AM.

Respectfully submitted,
Heather Shank, City Planner