

City of Concord, New Hampshire
Architectural Design Review Committee
January 9, 2018 Minutes

The Architectural Design Review Committee (ADRC) held its regular monthly meeting on January 9, 2018 in the 2nd floor conference room at 41 Green Street.

Present at the meeting were Co-Chairs Jay Doherty and Elizabeth Durfee-Hengen, Members Ron King, Margaret Tomas, Claude Gentilhomme, and Jennifer Czysz. Heather Shank, John Stoll and Lisa Fellows-Weaver of the City Planning Division; and Rich Woodfin, Chair of the Planning Board, were also present.

Sign Applications:

1. **Sports Clips, on behalf of Joseph Concord NH Trust, requesting ADR approval to install a new wall sign at 75/77 Fort Eddy Road in the Gateway Performance (GWP) District. MBL: 6412/45**

Craig Moore of Barlo Signs represented the application. Mr. Moore explained the proposed sign location at the edge of the building is due to the fact that the tenant is sharing the space and was trying to leave enough room for another sign. Members felt that the sign should be shifted to the right and also aligned with the Mattress Firm sign. Ms. Hengen suggested the font be reduced in size.

Motion: Mr. King motioned to approve the sign, subject to the conditions that the font be reduced, similar to the size of other existing tenant signs, that the location of the sign be shifted to the right such that the sign is left justified with the edge of the top parapet, and that the sign be horizontally aligned with the existing wall signs.

Second: Mr. Gentilhomme

Vote: 6-0 in favor, motion passed unanimously.

2. **The Smoking Turtle Smoke Shop, on behalf of Evangelos Lillios, requesting ADR approval to install a new projecting sign at 9 Pleasant Street Ext. in the Central Business Performance (CBP) District. MBL: 35/3/10**

Kevin Rutter represented the application. He explained that the sign is a two-sided sign and will be placed on the existing bracket.

Motion: Ms. Hengen recommended approval as submitted.

Second: Mr. Doherty

Vote: 6-0 in favor, motion passed unanimously.

3. **MHF Design Consultants, Inc., on behalf of Petrogas Group of New England, requesting ADR approval to replace four internally illuminated signs, including a new canopy sign, a new wall sign, and new panels in two freestanding sign structures. MBL: 44/2/1**

Ms. Hengen determined that this item would be discussed after the review of the building elevations described in Item 4.

Building Permits for Exterior Modifications:

4. **MHF Design Consultants, Inc., on behalf of Petrogas Group of New England, requesting ADR approval for exterior building modifications including a 379 sf addition for a walk-in cooler, a 267**

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sf building addition, and modification of the building façade at 417 South Main Street in the General Commercial (CG) District. MBL: 44/2/1

Ms. Shank stated that the proposed project does not meet the thresholds for Minor Site Plan review though it does trigger ADR review due to the building permits for exterior modifications.

Nicole Duquette of MHF Design Consultants, Inc., represented the application. She explained that the applicant is proposing to improve the existing gas station and are requesting to add a concrete pad with a 390 sf walk-in cooler and a 267 sf addition to the convenience store. A small portion of the addition will be in the Unitil easement and they are currently in the process of obtaining the necessary legal documents between Petrogas and Unitil for the encroachment. She added that there are multiple easements across the property.

Ms. Duquette explained the property layout noting that the rear of the property is sloped and the Unitil substation is also located in the rear. Due to the rear slopes, all mechanical items will be on the roof and the proposal is to build up the front building façade. She added that the parking will comply with ADA requirements as well as the sidewalk width and ramp. Parking will be increased by two spaces, dumpster screening will be changed to a new vinyl stockade fence, lighting will be updated to LED fixtures and additional landscaping will be provided at the driveway entrances. Additional discussion was held regarding adding trees. Ms. Duquette stated that due to the slopes and easements, there is no room to add trees. She noted that the existing shrubs are approximately 5 ft. tall. She will provide a list of landscaping materials. Mr. Gentilhomme noted that the site is surrounded by robust vegetation.

Ms. Duquette stated that the existing sign structures are not changing; they are re-facing all the existing signs.

Motion: Ms. Tomas recommended approval of the building elevations and Site Plans as presented.

Second: Mr. King

Vote: 6-0 in favor, motion passed unanimously.

Motion: Mr. Gentilhomme recommended approval of all signs as submitted.

Second: Ms. Czysz

Vote: 6-0 in favor, motion passed unanimously.

Major Site Plans Requiring Design Review

- 5. 117 Manchester Street, LLC requesting ADR approval as part of a Major Site Plan approval for the renovation of a 22,000 sf building to accommodate 31 residential units, along with associated site improvements, at 117 Manchester Street in the Highway Commercial (CH) District. MBL: 110D/1/8 (2017-50)**

Phil Hastings and Bob Sullivan represented the application along with Douglas Greiner, Landscape Architect. Mr. Hastings stated that the proposal is to renovate an existing vacant 2-story building for 31 residential units; 16 units on the second floor and 15 units on the first floor. The building has been permitted as retail/commercial on the bottom and residential on the top. A variance was just

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obtained to provide 122 parking spaces where 138 spaces are required. Substantial changes are proposed to the exterior, landscaping, and parking; however, no changes are proposed to the building. Ms. Shank noted that the applicant had done a great job responding to Staff comments and that the revisions to the circulation were a great improvement.

Mr. Sullivan provided photographs of the existing building and stated that the color is a grayish white and it is vinyl sided. He also presented revised elevations of the buildings. The columns are now proposed to be white with a wood base. The gable ends will remain, as well as the cedar shakes.

A discussion was held regarding the heating and cooling vent covers. Ms. Hengen suggested that the covers be painted to match the building to enhance the residential characteristics of the buildings. Mr. Sullivan stated that he would speak with the mechanical contractor. Members also recommended that canopies be added over the doors at either end of the building to better designate the entrances and provide cover for rain or snow.

Mr. Greiner spoke to the landscaping and paving throughout the site. He stated that the proposal will improve traffic circulation in the site. He noted that they are proposing to remove some parking spaces and rearrange other spaces along with curbing. One paved corner will be replaced with a landscaped common area for residents. Islands are proposed throughout the site along with landscaped bump-outs. Additional curbing will be installed along the right-of-way to hinder illegal parking. Currently there are 157 parking spaces which service both buildings. The redesigned plan will have 122 spaces, which is sufficient. These changes will also bring the parking lot interior landscaping up to the current code requirements. The existing trees will remain on site. He noted that a plant schedule was provided.

Mr. Sullivan stated that there are four existing light poles that are sufficient. He stated that nothing additional is proposed and nothing is proposed to be attached to the building.

A discussion was held regarding the dumpster location and screening. Mr. Greiner stated that the evergreen screening was suggested by staff. Ms. Tomas suggested relocating the dumpster away from the entrances to the building. Mr. Sullivan stated that this location is preferable because of the one way circulation around this section of the site and the location of driveways. He would prefer to keep it this way for ease of pick up; he added that this is the same location since 1979.

The applicant noted that curbing would be added at the front of the site to prevent front in parking off of Manchester Street. The area is currently gravel but is proposed to be seeded. Ms. Shank asked about access to the rear of the property and whether there would be an easement from the adjacent property owner for rear access. Mr. Sullivan stated that no access is provided to the rear of the building. The existing tenant who currently uses it due to ADA accessibility issues will be relocated to the front of the building where tip downs will now provide an accessible entrance. MS. Shank stated that the adequacy of access to the rear of the building should be confirmed with Fire.

It was noted that the roof sign may not be needed since it cannot be seen from the road and perhaps should be removed.

Motion: Mr. Gentilhomme recommended approval, subject to the conditions that the exterior vents for the heating and ventilation units are painted to match the building siding, and

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that canopies are added over the main residential entrances of the buildings.

Second: Ms. Tomas

Vote: 6-0 in favor, motion passed unanimously.

6. **Allan Moses, on behalf of Penacook Assisted Living Facility, requesting ADR approval as part of a Major Site Plan approval for a two-story 6,600 sf addition to an existing building for 18 residential units and associated site improvements, and a Conditional Use Permit (CUP) to allow construction of fewer parking spaces than is required, at 30 Borough Road in the Medium Density Residential (RM) and General Commercial (CG) Districts. MBL: 192P/89**

Bill Hickey and Barry Hoad of HL Turner Group represented the application along with Allan Moses. Revised floor plans and elevations were submitted.

Mr. Hickey provided an overview of the proposed building explaining that the proposal is to construct a 6,600 sf addition to the existing assisted living facility at 30 Borough Road in the Medium Density Residential (RM) and General Commercial (CG) Districts. The addition is proposed to be shaped as an "L" and will be two floors, each floor with 9 residential units. The exterior of the building is intended to be consistent with the existing buildings. He stated that the ZBA granted a variance for the length of the building. The proposal includes additional landscaping, additional parking, new site lighting, stormwater controls and the realignment of the driveway.

He noted that the parking spaces proposed are 13 spaces less than what is required and that a CUP has been requested for this. This amount is based on the demonstrated need and they feel it should be more than adequate. Ms. Hengen questioned whether too much parking is provided and suggested removing more if it may not be needed.

Motion: Mr. Gentilhomme recommended approval as submitted.

Second: Ms. Czysz

Vote: 6-0 in favor, motion passed unanimously.

Main Street Design Guide

Ms. Shank updated the members on the progress of the Main Street Design Guide. She stated that the Planning Board was okay with the proposed document enough to give a presentation to Council; however, removed the page relative to sandwich boards to allow more time to develop regulatory amendment. She stated that a number of text and photo changes were made in response to Ms. Hengen's review comments, mainly on pages pertaining to Awnings, Historic Buildings, and New Building Construction.

She also noted that the suggestion from Administration was to present the document with all regulatory language ("shall") removed but with a report indicating the proposed regulatory changes. She added that she will present the document to City Council in February, at which time they will provide feedback and/or vote on the proposed changes. Staff will then revise the document in accordance with Council decisions.

A discussion was held expressing concerns of balconies. Ms. Hengen felt that there should be a specific statement about how a balcony should be built and she expressed concern with damaging

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the buildings. She stated that balconies along the sides and rear of buildings should merit their own section. Discussion ensued regarding how balconies should be appropriate to the architecture of the building. It was suggested that architectural changes involving balconies will need to be assessed on a case by case basis. Discussion continued with the building of inset balconies and the concern that this style of balcony will lose the architectural details of a building.

Ms. Hengen suggested that the document reference the standards of the National Register of Historic Places and that a link to the National Register guidelines be added to the City's website. Ms. Shank concurred and also suggested that she and Ms. Hengen work together to revise the balcony page.

Adjournment

As there was no further business to come before the Committee, the meeting adjourned at 10:09 AM.

Respectfully submitted,
Heather Shank, City Planner