

**City of Concord Planning Board**  
**August 15, 2018**  
**Minutes - DRAFT**

The regular monthly meeting of the City Planning Board was held on August 15, 2018, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

1. Call to Order

Chairman Woodfin called the meeting to order at 7:00 pm. Planning Staff present included Heather Shank (City Planner), Beth Fenstermacher (Assistant City Planner), Sam Durfee (Senior Planner), and Lisa Fellows-Weaver (Administrative Specialist). Engineering Staff present included Bryant Anderson (Associate Engineer).

2. Roll Call

**Present:** 7 – Chairman Richard Woodfin, Councilor Byron Champlin, Teresa Rosenberger, (Ex-Officio for City Manager), Members Matthew Hicks, David Fox, Ian West, and John Regan.

**Absent:** 4 –Vice-Chair Carol Foss, Susanne Smith-Meyer, Alternate Chiara Dolcino, and Alternate Frank Kenison.

3. Approval of July 18, 2018 Planning Board Meeting Minutes

On a motion made by Mr. West, and seconded by Mr. Fox, the Board voted unanimously to approve the minutes for July 18, 2018, as written.

4. Planning Board Chair Overview

Chairman Woodfin announced that the applicant of Items 7F and 7G has submitted a request to continue the applications to the September 19, 2018 meeting

7F. Jonathan Chorlian, on behalf of Roman Catholic Bishop of Manchester, requesting Major Site Plan approval for the construction of 3 attached residential structures totaling 10 dwelling units and renovation of an existing structure for the purpose of a community building at 135 N. State St. in the Neighborhood Residential (RN) District.

On a motion made by Councilor Champlin, and seconded by Mr. Regan, the Board voted unanimously to grant the applicant's request to continue the application to September 19, 2018.

7G. Jonathan Chorlian, on behalf of Roman Catholic Bishop of Manchester, 125 North State Street, LLC, and 20 Franklin Street, requesting Minor Subdivision approval for a two lot subdivision and lot line adjustments between 135 North State Street, 125 North State Street, and 20 Franklin Street, in the Neighborhood Residential (RN) District.

On a motion made by Councilor Champlin, and seconded by Mr. Regan, the Board voted unanimously to grant the applicant's request to continue the application to September 19, 2018.

7H. Nobis Engineering, on behalf of Smokestack Realty, requesting Major Site Plan approval to construct a new access road and parking areas totaling approximately 22,000 sf of new impervious area at 254 N. State Street in the Institutional (IS) District.

Mr. Durfee stated that no additional materials have been provided for Item 7H.

On a motion made by Mr. West, seconded by Mr. Regan, the Board voted unanimously to table this application.

5. Determination of Completeness

5A. MHF Design Consultants on behalf of Irving Oil Properties, requesting Major Site Plan approval for construction of a convenience store, fueling station, and related site

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improvements; and three Conditional Use Permits to allow a fueling station in the CU District, to allow two driveways on a frontage where only one is permitted, and to allow less than the required separation between driveways at 22 & 24 Penacook Street and 163 N. State Street in the Urban Commercial and Urban Transitional Districts.

On a motion made by Mr. Regan, and seconded by Mr. West, the Board voted unanimously to determine the application complete and set the public hearing for September 19, 2018.

**Public Hearings**

**6. Design Review Applications**

- 6A. Brixmore Capitol SC LLC requesting ADR approval to replace an existing wall sign at 80 Storrs Street in the Opportunity Corridor Performance (OCP) District.

The applicant was not present at the meeting. Ms. Shank stated that the Architectural Design Review Committee (ADRC) did not have any comments.

There being no comments from staff or members of the public, the Chair closed the public hearing.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to approve the sign application, as submitted.

- 6B. Coldwell Banker Lifestyles, on behalf of John Pappas Revocable Trust, requesting ADR approval to replace an existing wall sign at 84 N. Main Street in the Central Business Performance (CBP) District.

The applicant was not present at the meeting. Chairman Woodfin noted that the sign has been installed and is different than what was recommended by the ADRC.

A discussion was held regarding the fact that a sign was installed prior to approval. Board members asked if there are fines and if not, what the process is to establishing fines when there is a violation. Ms. Shank stated that the regulations allow the City to charge double the amount of the application fee if a sign is installed prior to approval. She also stated that it is unclear what the Code office policy is on when to implement the penalty. However, she noted that the sign as installed does not match the application that was submitted to the ADRC.

There being no further comments from staff or members of the public, the Chair closed the public hearing.

On a motion made by Chairman Woodfin, and seconded by Ms. Rosenberger, the Board voted unanimously to deny the application based on the fact that the sign was not the same sign as what was submitted on the application.

- 6C. Spring Corner Realty, LLC, requesting ADR approval for construction of a carport at 2-10 North Spring St. in the Civic Performance (CVP) District.

Eric Nickerson represented this application.

Mr. Nickerson explained that the proposal is to build a carport. A variance has been granted for setbacks. Ms. Shank stated that during the renovations, vertical pilasters were found under the exterior of the existing residential structure, which they plan to keep.

A discussion was held regarding any future plans for additional structures to be built in the parking lots. Mr. Nickerson replied that nothing is being built in the parking lots. It was suggested that maybe a chain link fence be added between the two properties.

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There being no further comments from staff or members of the public, the Chair closed the public hearing.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to approve the application as submitted.

- 6D. Jonathan Chorlian, on behalf of the City of Concord, requesting ADR approval for construction of an ADA accessible ramp in the right of way in front of 1 Eagle Square; a park and new parking area in the right of way in front of 4-6 Dixon Ave; and a patio and green space along the Storrs Street frontage of 8-14 Dixon Ave in the Central Business Performance (CBP) District.

Ms. Shank stated that there have been some updates as a result of ongoing discussions with the applicant relative to the ADA access ramp, serpentine ramp, and patio.

Jonathan Chorlian presented the application along with Steve Duprey.

Mr. Chorlian gave a presentation providing details of the projects included within the Granite Center that will result in rejuvenating three spaces, enhance the facades of Dixon Ave., and reconstruct 150 parking spaces. Façade improvements are proposed to 1 Eagle Square, 6 Dixon and 14 Dixon Ave. Construction of a new accessible sidewalk is proposed for 1 Eagle (“Eagle Plaza”), which will improve portions of the Dixon Ave. right of way (referred to as “Gateway Park”), and to improve the existing City lot immediately adjacent to 14 Dixon (referred to as “Dixon Plaza”).

Mr. Chorlian stated that the sidewalk section in front of 1 Eagle Square will now be elevated, which will provide ADA accessibility to the four existing retail businesses and the lobby. The stairs and benches that were part of the original proposal have been eliminated and replaced with a continuous seating wall.

*Gateway Park - Dixon Ave. Right of Way*

Mr. Chorlian explained that the walkway will not meet ADA requirements; there is not enough distance over the elevation change to get the slope. However, it will still be an improvement as there will be intermediate landings and railings, and the walkway will be 6 feet wide to allow for better winter maintenance.

Chairman Woodfin noted that this area is City land and asked about the City’s legal requirements to meet ADA standards. Mr. Anderson explained that there are many underground utilities, water lines, gas lines, etc., that will conflict with the construction of the original proposed ramp. They propose to add railings and level the landing area, which will be an improvement. He stated that the applicant and City are doing their due diligence to be ADA compliant as much as possible.

Mr. Chorlian stated that General Services suggested stamped concrete to clearly show the access through the vehicular area. Ms. Shank requested that construction details be further discussed with staff and a landscape plan be submitted.

Mr. Remi Hinxhia expressed frustration with the parking proposal due to the already minimal parking and minimal loading area. Mr. Chorlian commented that parking in other areas will be expanded.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to approve the gateway park improvements in the Dixon Ave right of way,

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subject to the conditions that the applicant continues to work with staff to finalize a design that includes construction details, grading, materials, and a landscape plan.

#### *6 Dixon Ave.*

Mr. Chorlian explained the improvements, including seven new apartments with balconies, and the removal and replacement of the existing entryway. Balconies are proposed to project 3 feet, but will be under the eave line of the roof and will be black. He stated that the ADRC was split on whether the balcony on the north side should remain 14 feet in length, or be split into two smaller balconies. Two members felt that the larger balcony mirrored the rail of the entrance and could provide some shelter from the elements. Two other members felt that the length was inappropriate and didn't work aesthetically. He added that he would prefer one balcony.

Discussion ensued as to the Board's preference to the balcony size, 30 inches or 36 inches, and with a single balcony or two separate balconies. Most Board members felt that the long 14 foot balcony, 36 inches in depth, was acceptable. The applicant preferred this option. Ms. Rosenberger felt that the balconies should be shortened to six feet in width.

On a motion made by Chairman Woodfin, and seconded by Mr. Hicks, the Board voted to approve the proposed façade changes to 6 Dixon subject to the ADRC conditions that the south balcony is reduced to six (6) feet in width and that all balconies are either powder coated aluminum black, or if galvanized, have a zinc rich primer to prevent rust and paint flaking. The motion passed 6/1. Ms. Rosenberger was opposed.

#### *14 Dixon Ave.*

Mr. Chorlian stated that there are minimal façade improvements proposed to 14 Dixon Ave. He explained that the lower level doors will be replaced and the windows. Per the request of ADRC, he did some research as to the historic style of windows and the replacements will be similar to the original proposal.

On a motion made by Mr. Regan, and seconded by Mr. West, the Board voted unanimously to approve the renovations proposed for the façade and patio subject to the condition that the applicant receives necessary approvals from staff relative to the right of way, access, and construction, grading and materials.

#### *Eagle Square*

Chairman Woodfin asked the height of the wall along the sidewalk of 1 Eagle Hotel. Mr. Chorlian replied 22 inches tall from the sidewalk. Discussion ensued regarding the need to add railings. Mr. Anderson stated that the seating will be taller such that the reveal on the ramp side is not less than 12 to 14 inches in height; however, railings will be installed if there are any safety issues.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to approve façade changes to 1 Eagle Square as submitted, and approve the ramp subject to the conditions that the applicant receives necessary approvals from staff relative to the right of way, access, and construction, grading and materials.

## 7. Site Plan & Subdivision Applications

- 7A. SVE Associates, on behalf of Caleb Development Corporation, requesting a one year extension of Major Site Plan approval for construction of a multifamily development at 31 Canal Street in the Opportunity Corridor Development (OCP) District.

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Robert Hitchcock represented the application.

Ms. Shank explained that this is a request for a one year extension for their approval.

There being no comments from staff or members of the public, the Chair closed the public hearing.

On a motion made by Mr. Regan, and seconded by Mr. Hicks, the Board voted unanimously to grant a one year extension for Major Site Plan approval for the construction of a multi-family development at 31 Canal Street, Penacook.

- 7B. H.H. Amsden & Sons on behalf of Mary Louise Hancock Estate and Richard M. Bragg & Sarah E. Bragg, requesting Minor Subdivision approval for a lot line adjustment between 30 Union Street and 33 Washington Street in the Downtown Residential (RD) District.

On a motion made by Mr. West, and seconded by Councilor Champlin, the Board voted unanimously to determine the application complete and open the public hearing.

Richard Bragg and Juliana Eades represented the application.

Ms. Fenstermacher provided a synopsis of the proposal explaining that this is a lot line adjustment that will annex 2,345 sf of land from 33 Washington Street, a multi-family residence, to the Bragg Family property at 30 Union Street, a single family residence. She noted that there are waivers being requested.

Chairman Woodfin asked if there were any future development plans for the property. Mr. Bragg replied that there were not.

There being no comments from staff or members of the public, the Chair closed the public hearing.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to **grant the following waivers from the Subdivision Regulations**, based on the nature of the application as a lot line adjustment for existing lots already built upon, exceeding minimum requirements, and no further development is intended, utilizing the criteria from RSA 674:36(II)(n)(2): Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

- 12.08(3) & 15.03(4) Topography, to not provide topography.
- 12.08(4) Soils, to not provide soils information.
- 12.08(2) Existing Vegetation, to not show existing vegetation
- 12.08(23)(d) & 19.05(4) Useable land to not provide useable land rectangle and calculations. Per 19.05(4), useable land is only required for each lot intended for development purposes. The lot line adjustment will not create any additional lots, and no further development is intended.
- 12.08(22) & 15.03(1) Abutting Properties & 15.03(9) Access & Driveways to not show buildings and driveways on adjacent properties.
- 12.08(10), 15.03(11)&(13) Municipal Utilities to not show existing water and sewer locations.
- 15.03(15) Other Utilities to not show other existing non-municipal utilities servicing the site.

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On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to **grant Minor Subdivision approval** for the lot line adjustment at 33 Washington Street and 30 Union Street, subject to the following precedent conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

1. Address Technical Review Comments, noted below, to the satisfaction of the Planning Division.
2. Address Engineering Division comments in the memo from Bryant Anderson, dated August 3, 2018.
3. Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Subdivision Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
4. Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
5. Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
6. The Applicant shall deliver to Planning, one plan set and mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

7C. FWS Land Surveying PLLC on behalf of David w. & Sandra A. Ford, Joint Revocable Trust, requesting Minor Subdivision approval for a 2,656 sf lot line adjustment between 11 Ormond Street and 47 Prescott Street in the High Density Residential District.

On a motion made by Mr. West, and seconded by Mr. Hicks, the Board voted unanimously to determine the application complete and open the public hearing.

Webster Stout represented the application.

Mr. Durfee explained that the application is a lot line adjustment to annex 0.061 acres or 2,656 sf from 11 Ormond Street to 47 Prescott Street. He stated that there are a few waivers requested. Staff is not in support of the waiver request for Section 12.05 SDR to not provide a vicinity plan on the subdivision plat. He explained that the applicant has requested this waiver citing that there is not enough room for both a location plan and a vicinity plan on the plat and that the location plan shows more detail. Staff feels that the purpose of a vicinity plan is intended to identify the approximate location of the site within the City, and is necessary at a larger scale with less detail.

Mr. Stout stated that providing the plan would be more difficult to read and this space is reserved for the waivers if they are required to be noted on the plan. He added that he does not feel that shrinking the Location Plan at a 400 scale shows the necessary neighborhood details. Mr. Durfee replied that the applicant could provide this information at a 200 scale and

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there should be ample room on the plat to add a Vicinity Plan to show the site's location in the City.

There being no comments from staff or members of the public, the Chair closed the public hearing.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to **grant the following waivers from the Subdivision Regulations**, based on the fact that this project is a lot line adjustment and there is no new construction proposed, utilizing the criteria from RSA 674:36(II)(n)(2): Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations:

- a) Section 12.08(3) Topography
- b) Section 12.08(4) Soils
- c) Section 12.08(5) Natural Features

And **deny the following waiver** to the Subdivision Regulations, based on the fact that the vicinity plan locates the site within the City limits, and there appears to be sufficient room on the plan:

- a) Section 12.05 Vicinity Plan

On a motion made by Mr. Fox, and seconded by Councilor Champlin, the Board voted unanimously to **grant Minor Subdivision approval** for the minor subdivision subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

- (1) Address the Planning Review Comments, noted in the August 15<sup>th</sup>, 2018 staff report to satisfaction of the Planning Division.
- (2) Address Engineering Review Comments in the memo dated August 2<sup>nd</sup>, 2018 to the satisfaction of the Engineering Division.
- (3) List the waivers granted by the Planning Board on the plat.
- (4) Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
- (5) The Licensed Land Surveyor shall sign and seal final plans and mylars.
- (6) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
- (7) The Applicant shall deliver to Planning, one (1) plan set(s) and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

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- 7D. Richard D. Bartlett & Associates on behalf of Spring Corner Realty, LLC, requesting Minor Subdivision approval for a condominium conversion for five (5) residential units at 2-10 North Spring Street and two (2) commercial units at 60-62 Pleasant Street in the Civic Performance (CVP) District.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to determine the application complete and open the public hearing.

Philip Hastings of Cleveland, Waters, and Bass, and Mark Sargent of Richard D. Bartlett and Associates represented the application.

Ms. Fenstermacher stated that the applicant is proposing to convert the existing residential and commercial buildings into seven (7) condominiums. A carport is also proposed as a limited common area for four (4) of the residential units, existing parking space as limited common area for the 5<sup>th</sup> residential unit, and areas along the frontage of Pleasant Street as limited common areas for the commercial units. No other additional development is proposed.

Mark Sargent provided an overview of the residential and commercial aspects of the site.

Ms. Fenstermacher noted that it appears that the parking area on the east side crosses over the property. She asked if there was an easement in place. Mr. Sargent confirmed that the pavement markings extend on to the adjacent parcel. Mr. Hastings stated that currently there is no easement in place. Ms. Shank questioned whether the application should be acted upon since the abutter did not give permission for the application. She noted that the spaces were included in the condominium documents, and that Assessing may have difficulty assessing the property since the value of the spaces is not entirely on the applicant's property. Mr. Hastings noted that the spaces are existing, and that the issue can be resolved through an easement and/or in the condominium documents. Ms. Fenstermacher stated that staff will work with the applicant to determine if an easement is required or how the condo documents should reflect that the parking spaces cross the property line. Ms. Fenstermacher noted that the City Surveyor, City Solicitor, and the Assessing Department still need to review the condo documents, and this matter should be addressed during the review. The parking is not required to meet Zoning requirements.

On a motion made by Councilor Champlin, and seconded by Mr. Fox, the Board voted unanimously to **grant Comprehensive Development Plan approval** for the redevelopment and condominium conversion of 2 commercial units at 60-62 Pleasant Street and 5 residential units at 2-10 North Spring Street.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to **grant Minor Subdivision approval** for the condominium conversion at 60-62 Pleasant Street and 2-10 North Spring Street, subject to the following precedent conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

1. Address Planning Review Comments, noted in Section 2 above, to the satisfaction of the Planning Division.
2. Applicant shall provide digital copies of the condominium documents, including declaration of condominium and by-laws, to be reviewed and approved by the City Solicitor and Clerk of the Board.



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3. The Licensed Land Surveyor shall sign and seal final plans and mylars. The floor plans may be signed and stamped by a NH Licensed Architect.
  4. The Applicant shall deliver to Planning, two plan sets and one mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.
  5. Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
  6. Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
- 7E. Stephen Duprey, on behalf of 14 Dixon Avenue Development Company, LLC, requesting Major Site Plan approval for reconstruction of two existing parking lots 4-6 Dixon Avenue in the Central Business Performance (CBP) District.

Steve Duprey and John Chorlian represented the application. Mr. Duprey stated that the overall goal of the project is to improve functionality of the alleyway and create more parking for future development in the area.

Mr. Chorlian presented a PowerPoint of the project. He explained that the parking lot is proposed to be reconfigured and reconstructed. A new retaining wall is proposed to replace the existing wall, and will raise the elevation of the lot. The single entrance and exit will remain. The alleyway is an existing Right of Passage for adjacent properties. The 12 foot passway will be increased to 18 feet. The new construction will also increase the parking by ten (10) spaces.

Mr. Duprey stated that a variance was granted by the ZBA for landscaping to not be required in accordance with the Zoning Ordinance.

Chairman Woodfin opened the public hearing.

Abutter and property owner Mark Ciborowski and Brian Shea, owner of The Barley House, commented on the traffic in the alleyway. Mr. Ciborowski stated that they are not opposed to the proposal; however, he expressed concern with the small area and the many deliveries, as well as employees' safety as they are walking in the area. Mr. Chorlian stated that the alleyway will become wider and easier for transporting and deliveries.

There being no further comments from members of the public, the Chair closed the public hearing.

Councilor Champlin noted that although the variance was granted, he appreciates the proposed landscaping; however, he would like to see if there is any way to add more. Ms. Shank agreed. Ms. Fenstermacher stated that the amount of landscaping area required is 5%; and 1 tree per 1000 sf of paving would be required. Although a variance was granted, staff recommended that at least some space be used for 1 or 2 shade trees. Chairman Woodfin stated that he felt that the other landscaping provided offset the lack of landscaping in the parking lot.

On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted unanimously to

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**grant Architectural Design Review approval** for the proposed site plan, as submitted.

On a motion made by Councilor Champlin, and seconded by Mr. West, the Board voted unanimously to **grant Conditional Use Permit** approval per Article 28-7-8(c) Separation of Driveways in Non-residential Districts to permit a driveway within 123' of a street intersection where 125' separation is required.

On a motion made by Mr. Fox, and seconded by Mr. West, the Board voted unanimously to **grant Major Site Plan** approval for the proposed parking lot improvements, subject to the following precedent and subsequent conditions noted below:

- (a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:
  - (1) Address Site Plan and Technical Review comments noted in Sections 3 and 4 of the Planning Board report, with the exception of providing additional landscape islands and trees. Applicant to provide landscaping to the greatest extent possible within the approved parking lot layout, as submitted.
  - (2) A Landscape Plan in accordance with Sections 16.02(15) and 27 of the Site Plan Regulations shall be submitted for review and approval by Planning staff.
  - (3) Address Engineering review comments to the satisfaction of the Engineering Division, with the exception of the comment regarding increasing the aisle width for the upper parking lot.
  - (4) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.
- (b) Subsequent Conditions – to be fulfilled as specified:
  - (1) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
  - (2) A pre-construction meeting shall be required prior to the start of any construction activities onsite. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
  - (3) Prior to a Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
  - (4) Prior to the issuance of a Certificate of Occupancy or final construction sign-off, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.08 of the Site Plan Review Regulations and all information shall be converted to a vertical datum of NAVD 88.

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Other Business

8. Presentation by the City Planner on the Concord NEXT Zoning Code Update: Zoning Code Assessment & Next Steps.

Ms. Shank gave a PowerPoint of the Concord NEXT Zoning Code Update. She updated the Board on the documents that have been submitted by the consultants, including the Zoning Assessment and the Character Analysis. She provided an update of the project schedule for the next few months.

9. Resignation

Mr. West stated that this would be his last meeting. He stated that he has enjoyed his time on the Planning Board.

On a motion made by Mr. Fox, and seconded by Councilor Champlin, the Board voted unanimously to accept the resignation of Mr. West, with regret.

**Adjournment**

At the request of Chair Woodfin, Councilor Champlin made a motion to adjourn at 9:44 p.m., seconded by Mr. Fox. Motion carried unanimously.

A TRUE RECORD ATTEST:

Lisa Fellows-Weaver,  
Administrative Specialist