

**City of Concord Planning Board  
November 20, 2019  
Minutes - DRAFT**

The regular monthly meeting of the City Planning Board was held on November 20, 2019, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Attendees: Chairman Richard Woodfin, Vice-Chair Carol Foss, Councilor Byron Champlin, Teresa Rosenberger (Ex-Officio for City Manager), Members, Susanne Smith-Meyer, Matthew Hicks, David Fox, and Erle Pierce.

Absent: John Regan, Alternate Chiara Dolcino, and Alternate Frank Kenison.

Staff: Heather Shank (City Planner), Beth Fenstermacher (Assistant City Planner), Sam Durfee (Senior Planner), Lisa Fellows-Weaver (Administrative Specialist), and Bryant Anderson (Associate Engineer).

**1. Call to Order**

Chairman Woodfin called the meeting to order at 7:00 pm.

**2. Roll Call**

Chairman Richard Woodfin, Vice-Chair Carol Foss, Councilor Byron Champlin, Teresa Rosenberger, Susanne Smith-Meyer, Matthew Hicks, David Fox, and Erle Pierce.

**3. Approval of October 16, 2019 Planning Board Meeting Minutes**

On a motion made by Councilor Champlin, and seconded by Mr. Pierce, the Board voted unanimously to approve the October 16, 2019, Planning Board Meeting Minutes, as written.

**4. Planning Board Chair Overview**

Chairman Woodfin announced that staff has determined item 6D to not be complete due to a boundary line dispute.

**6D. Hank Amsden, on behalf of Scott and Julie Spiewak, requests Minor Subdivision approval for a lot line adjustment between 232 South Street and 12 and 18 Iron Works Road in the Single Family Residential (RS) District.**

Chairman Woodfin announced that the applicant has requested that item 6I be tabled.

**6I. Banks Chevrolet, on behalf of Sanel Realty Company, Inc., requesting Major Site plan approval to demolish an existing building and construct a new 164,580 sf vehicle storage area and associated site improvements, and Conditional Use Permit for reduced driveway separation, at 129 Manchester Street in the Highway Commercial (CH) District.**

On a motion made by Mr. Pierce, and seconded by Councilor Champlin, the Board voted unanimously to table item 6I, Banks Chevrolet; and determined that item 6D was incomplete and would not be heard due to a boundary line dispute.

**5. Design Review Applications**

**5A. Price Auto Sales 2, on behalf of David and Jennifer Albert, request ADR approval to install a new wall sign at 126 Manchester Street in the Highway Commercial (CH) District.**

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to approve the design as submitted by consent.

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- 5B. Whole Heath Concord, on behalf of Norman Ballard, requests ADR approval to replace 2 externally illuminated wall signs and an externally illuminated freestanding sign at 7 Broadway Street in the Commercial Neighborhood (CN) District.

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to approve the design as submitted by consent subject to the recommendations of the Architectural Design Review Committee (ADR) as conditions of approval, and the building signs will be resubmitted to staff with larger text to fill excess white space.

- 5C. Rik Yeames, on behalf of Merrimack County Savings Bank (Dominoes), requests ADR approval to install two new internally illuminated wall signs and a new freestanding sign at 212 Fisherville Road in the General Commercial (CG) District.

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to approve the design as submitted by consent.

- 5D. Rik Yeames, on behalf of Merrimack County Savings Bank (Aroma Joe's), requests ADR approval to install a new internally illuminated wall sign at 214 Fisherville Road in the General Commercial (CG) District.

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to approve the design as submitted by consent subject to the recommendations of the Architectural Design Review Committee (ADR) as conditions of approval, to resubmit the pole sign design to staff to accurately depict the thickness, border, and shape of the cabinet sign and that it is coordinated with the Dominos symbol on the same pole.

**Public Hearings**

**6. Site Plan, Subdivision, and Conditional Use Permit Applications**

- 6A. Laura Hartz, on behalf of Capital Hotel Company (Tru Hilton), request Conditional Use Permit approval for a sign over 25 feet above grade at 404 & 406 S. Main Street in the General Commercial (CG) District.

On a motion made by Councilor Champlin, and second by Mr. Pierce, the Board voted unanimously to determine the application complete, determine that this application does not meet the criteria for a Development of Regional Impact, and open the public hearing.

Chairman Woodfin opened the public hearing.

Mr. Durfee provided an overview of the proposal and stated that the ADRC recommended approval of this application relative to the CUP application for the location and height of the sign on the northern elevation and that a complete sign package will still appear before ADR for review.

Atty. Hartz, of Orr & Reno, represented the application. She gave a PowerPoint presentation of the property and design. She explained that the CUP is necessary to allow for one building sign, the Tru sign, to be located more than 25 feet above grade; it is prohibited unless the CUP is granted.

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

On a motion made by Councilor Champlin, and second by Ms. Rosenberger, the Board voted unanimously to grant the Conditional Use Permit to allow the hotel wall sign to be 36 feet above grade at 406 South Main Street in the General Commercial (CG) District.

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- 6B. Jeffrey K. and Betty E. Hoadley requesting a Conditional Use Permit (CUP) to allow a second driveway where the frontage requirement for a second driveway is not met at 92 North State Street in the Neighborhoods Residential (RD) District.

On a motion made by Councilor Champlin, and second by Mr. Pierce, the Board voted unanimously to determine the application complete, determine that this application does not meet the criteria for a Development of Regional Impact, and open the public hearing.

Chairman Woodfin opened the public hearing.

Ms. Fenstermacher explained that the applicant is proposing to construct a 24'x24' garage and an additional 12' wide driveway to access a proposed garage on the property. 150 feet of frontage is required; however, there is only 125 feet of additional frontage on N. State Street.

Jeffrey and Betty Hoadley represented the application.

Mr. Hoadley gave an overview of the project explaining that there is an existing garage and driveway; however, the garage is not large enough to service vehicles designed today. He stated that there will not be any impacts with the additional driveway or garage. The garage will be one story. A 40 foot setback will be maintained to the adjacent driveway and a 30 foot setback will be maintained at the intersection.

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

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to grant Conditional Use Permit approval in accordance with Section 28-7-8(b) of the Zoning Ordinance to allow for the construction of an additional driveway at 92 North State Street where sufficient frontage is not provided, subject to the following conditions:

- (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 the commencement of site construction, unless otherwise specified:

- (1) Address Staff review comments to the satisfaction of the Engineering Division.
- (2) Submit two (2) copies of revised plans.

- (b) Subsequent Conditions – to be fulfilled as specified:

- (1) A Driveway Permit will need to be obtained from the Engineering Services Division.

- 6C. dpb Consulting Services, representing Panera, on behalf of Concord Plaza, requests a Conditional Use Permit to allow required parking to be offsite for the expansion restaurant seating area at 75-77 Fort Eddy Road in the Gateway Performance (GWP) District.

On a motion made by Councilor Champlin, and second by Mr. Pierce, the Board voted unanimously to determine the application complete, determine that this application does not meet the criteria for a Development of Regional Impact, and open the public hearing.

Chairman Woodfin opened the public hearing.

Dan Brennan represented the application.

Ms. Fenstermacher explained that the proposal is to allow for 29 parking spaces on an adjacent parcel of land. The CUP is required to meet the parking requirements for the proposed expansion of the Panera space. A total of 83 spaces exist on the lot. The total number of parking spaces required is 108.

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Mr. Brennan stated that the parking off site will be for employees and overflow.

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

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to grant Conditional Use Permit approval to allow for the use of 29 off-site parking spaces to meet the parking requirements for 75-77 Fort Eddy Road, subject to the following precedent and subsequent conditions noted below to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and the commencement of site construction, unless otherwise specified:

- (1) The Applicant shall provide a copy of the permanent easement, condominium declaration, or other recordable binding legal instrument that may terminate only upon termination of the principal use, to allow for the use of the parking spaces on the adjacent parcel.
- (2) Address Staff review comments to the satisfaction of the Planning and Engineering Divisions.

6E. T.F. Moran Inc., on behalf of Newspapers of New Hampshire Inc., requests Minor Subdivision approval for a two lot subdivision at 1 Monitor Drive in the Industrial (IN) District.

On a motion made by Councilor Champlin, and second by Mr. Pierce, the Board voted unanimously to determine the application complete, determine that this application does not meet the criteria for a Development of Regional Impact, and open the public hearing.

Mr. Durfee provided an update, noting that a draft easement had been provided. Revised plans were received earlier today reflecting staff comments. Waivers are requested and supported by staff.

Chairman Woodfin opened the public hearing.

James O'Neil of T. F. Moran represented the application.

Mr. O'Neil stated that the proposal is for a two lot subdivision that would create an 8.2 acre lot with the existing structure and a 77 acre remaining lot.

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

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to grant the waivers from the Subdivision Regulations to not provide the following information on the subdivision plat, 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.

- Section 12.07 Wetland Delineation
- Section 12.08(1) Full Boundaries
- Section 12.08(3) Topography
- Section 12.08(4) Soils

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to grant Minor Subdivision approval for the lot line adjustment at 1 Monitor Drive 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 above, to the satisfaction of the Planning

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- (2) Address Review Comments from Bryant Anderson, P.E., to the satisfaction of the Engineering Division.
- (3) Waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the waiver(s), the 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) 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) A NH Certified Wetland Scientist shall sign and seal the final plans and mylars.
- (7) 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.
- (8) 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.
- (9) Prior to the issuance of any building permits, the 50' wetland buffer shall be marked with discs available at the Planning Division.

6F. John Radley requests Minor Site Plan approval to convert a single family home into 3 units at 159 Rumford Street in the Neighborhood Residential (RD) District.

On a motion made by Councilor Champlin, and second by Ms. Foss, the Board voted unanimously to determine the application complete, determine that this application does not meet the criteria for a Development of Regional Impact, and open the public hearing.

Ms. Fenstermacher stated that this is an after the fact application; the house is constructed. She added that there have been several variances received. The current parking does not meet the requirements; however, the applicant is working with the Engineering Division and it appears that the requirement can be met. She added that a portion of the house was built within the setbacks; however, Mr. Radley is working with Code to see if a variance will be required. She noted that the applicant stated they will be adding loam and seed.

Chairman Woodfin opened the public hearing.

Mr. Radley provided an overview of the projects. He stated that the conversion will add additional housing to the area.

Councilor Champlin expressed concern with the way Mr. Radley worked around the process to build a multi-family in a district where it is not allowed by right. Although there is a need for more housing in the City, he does not agree with the manner in which Mr. Radley disregarded the permit process.

Mr. Radley provided the history of the house and the project for building a two family and now a three family. He stated that he has obtained all required permits for the project.

Ms. Shank stated that the applicant received a building permit to convert a single family to a 2-unit but constructed a 3 unit instead. He then was denied a variance by the ZBA for the 3 unit, appealed

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that decision in Superior Court, and won. He is now legally allowed to have the 3 units. The site plan approval will complete the process for the applicant to obtain the certificate of occupancy for the third unit.

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

On a motion made by Mr. Hicks, and second by Mr. Pierce, to grant a conditional Minor Site Plan approval for the proposed construction of a 3-unit multifamily residence, subject to the following 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 certificate of occupancy, or the commencement of site construction, unless otherwise specified:

- (1) Address Technical Review comments to the satisfaction of the Planning Division.
- (2) Address Engineering review comments to the satisfaction of the Engineering Division.
- (3) Obtain variance for encroachment into the side yard setback, if required.
- (4) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

The motion passed; 6/2. Mr. Fox and Councilor Champlin were opposed.

6G. TF Moran, Inc., on behalf of Unifit Energy Systems, Inc., requesting Minor Site Plan approval and a Conditional Use Permit to impact wetland buffer for the expansion of a substation at 5 Gulf Street in the Gateway Performance District.

Ms. Fenstermacher stated that the application was determined complete at the October 16, 2019 Planning Board meeting. The public hearing was opened, and the application was tabled to this meeting pending additional information from the applicant. It has been determined that the sewer line was abandoned and plantings can be placed along the fence. Revised plans were received with the majority of comments addressed.

Nick Golon of TF Moran and Nathan Sherwood of Unifit represented the application.

A discussion was held regarding the planting proposed. Only one species of evergreen is proposed and a waiver has been requested to allow more than 25% of the trees to be one species. It was suggested that at least one other tree species be provided. The trees will be 8 feet on center and of a mature width.

Ms. Fenstermacher stated that ADR recommended approval subject to Staff review of the landscaping plan for compliance.

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

On a motion made by Councilor Champlin, and seconded by Ms. Foss, the Board voted unanimously to grant Architectural Design Review approval with the condition that the Applicant address landscaping comments to the satisfaction of the Planning Division.

On a motion made by Councilor Champlin, and seconded by Mr. Pierce, the Board voted unanimously to grant Conditional Use Permit approval for the following:

- (1) Article 28-7-11(f) (ZO) to allow for two driveways on  $\pm 232'$  of frontage where 250' of frontage is required, and to allow for 65' of driveway separation where 100' is required.
- (2) Article 28-4-3 (ZO) to allow disturbance of 2,430 sf of wetland buffer for site improvements

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and grading.

On a motion made by Councilor Champlin, and seconded by Ms. Foss, the Board voted unanimously to grant a waiver to Section 27.07(4) of the Site Plan Regulations to allow more than 25% of the trees planted to be of the same species.

On a motion made by Councilor Champlin, and seconded by Ms. Foss, the Board voted unanimously to grant Minor Site Plan approval for the proposed substation construction at 5 Gulf Street, 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) Conditional Use Permit(s) and waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Zoning Ordinance and Site Plan Regulation(s).
  - (2) Easements, or some other form of agreement agreeable to the City Solicitors office, for proposed work on the State-owned parcels shall be submitted, and referenced on the revised plans.
  - (3) 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) Address Post-Approval/Pre-Construction Items as outlined in the memo from Engineering Services Division dated October 7, 2019.
  - (2) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
  - (3) 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.
  - (4) 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.
  - (5) 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.

6H. Irving Oil requests an extension to the tabled applicator deadline for the Major Site Plan Application for the proposed development at 163 N. State Street.

Ms. Fenstermacher stated that Irving has submitted a request to the Board for a six-month extension to address the request for additional information. She explained that this application was addressed by the Planning Board on September 19, 2018. The public hearing was opened and was continued to allow the applicant time to hold a community meeting with the neighborhood and address the design. The applicant submitted a request to table the application at the Board's November 20,

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2018 meeting at which time the Board granted that request to table the application to no date certain. Per Section 6.07 of the Site Plan Regulations, any application which has been tabled shall be automatically determined to be withdrawn after one year from the date of tabling. Therefore, as of November 20, 2019, the application would be determined to be withdrawn. The applicant is requesting that the Board allow an additional 6 months to address the additional information.

The Planning Board agreed that a substantial amount of time has lapsed since the initial public hearing, and a new application should be submitted after a community meeting is held, as was originally requested by the Board.

On a motion made by Councilor Champlin, and seconded by Ms. Smith-Meyer, the Board voted unanimously to deny the request to extend the tabled Major Site Plan Application for the proposed Irving Oil site improvements at 163 North State Street & 22 & 24 Penacook Street. Per Section 6.07 of the Site Plan Regulations, a new application, and applicable fees will be required for any further consideration of the application.

**7. Amendments**

**7A. Council referral regarding a request to amend Article 28-5-19, Motor Vehicle and Recreational Equipment Sales, and 28-7-10, Parking Area Landscape Standards.**

Ms. Shank stated that a request was submitted on October 19, 2019 on behalf of Banks Chevrolet to amend the zoning ordinance with an effort to facilitate development of their property. Staff met with the petitioner on a number of occasions to discuss possible amendments that would address their concerns.

Ms. Shank explained that the current parking lot landscape provisions require one tree for every 1,000 sf of impervious surface area, which includes drive aisles and other impervious areas within the parking lot. The requirement is equivalent to approximately one tree for every 2.5 parking spaces, which is challenging on very large sites. The proposal is to reduce the requirement by half, to one tree per 2,000 sf of impervious area; the requirement is still one tree per five spaces, which is consistent with other requirements in the ordinance.

In addition, Ms. Shank stated that the amendment would allow applicants to apply for a Conditional Use Permit to allow a fee in lieu, paid into the City of Concord Urban Tree Trust Fund, for the cost of trees that would not be installed. This approach would allow trees to be relocated to other public spaces such as City rights of way, parks, or other municipal property. She mentioned the benefits of trees to be retained include offset heat island effects; stormwater management, water quality, and infiltration functions; shade and aesthetic enhancements; and improved air quality and offset carbon emissions.

Ms. Shank stated that after discussions with the petitioner, it was determined that their needs will be met through the parking lot tree reduction and the fee in lieu option would not be necessary.

In addition, Staff is proposing an amendment to Vehicle Display – Permitted Uses & Landscape Requirements. Ms. Shank explained that the petitioner's property is in the Highway Commercial (CH) District, which allows display of motor vehicles on a lot where the sale and lease of motor vehicles is the principal use. Currently, the ordinance does not specifically allow the display of motor vehicles on a lot where no sale or lease of vehicles occurs; intentionally to avoid large lots being used for non-tax generating purposes. The only district that allows vehicular sales and display is the CH District. There are several major employers within the City that need this use for the continued success of their business. The amendment proposed by staff will allow vehicular displays in the CH District on lots that abut a lot where the principal use of sales or lease occurs.



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With regard to landscaping, lots for vehicle display would need to comply with the same landscaping requirements that apply to other parking areas. In order to comply with the regulations, parking lot islands are inadvertently required. Staff notes that the functions needed for display of motor vehicles for sale or lease involve different operations and use of a lot than are needed for retail store parking lots, including snow removal and storage. Staff is proposing an amendment to the landscape standards that allows required landscaping to be located around the perimeter of a lot, instead of in landscape islands for vehicle display in the CH District.

Chairman Woodfin opened the public hearing.

Peter Burger of Orr & Reno, and Erin Lambert of Wilcox & Barton were present along with Tracy Banks.

Atty. Burger encouraged the Board to recommend the amendments and forward along to City Council for approval.

Ms. Banks thanked City staff for the work thus far. She stated that there has been a great amount of work done and she appreciates.

Ms. Lambert spoke to the amendments proposed and believes that the changes will be a benefit and enhance. She supports the CUP. There will be landscaping around the parking area as there is on site now. Their site would also provide the required amount of trees; therefore, a fee in lieu would not be necessary. She explained that they will be proposing a robust underground infiltration system that will compensate more than 4.7 million gallons off of Manchester Street.

Ms. Smith-Meyer stated that she is not in favor of the amendment proposing “a fee in lieu of”. She added that trees should be planted to shade the asphalt and there should be trees all the way around the perimeter. She suggested that additional trees be added along the building.

Ms. Rosenberger agreed with Ms. Smith-Meyer and added that she believes that applicants will resort to the fee payment as it could be easier.

Ms. Foss noted that applicants can obtain a variance from the ZBA for all landscaping should a land owner not want to meet the planting requirements. At least with the fee alternative the benefit to the City from having trees is maintained.

Councilor Champlin stated that the CUP does give some assurance that there will be something provided or at least some discussion will be held. It is better than having nothing at all with no benefit to the City.

Ms. Shank explained that the funds will be applied to the Urban Tree Fund and will be assessed at a wholesale value to include the instillation.

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

On a motion made by Councilor Champlin, and seconded by Mr. Peirce, the Board voted unanimously to recommend the amendments to council; noting the fee concerns expressed by Ms. Rosenberger and Ms. Smith-Meyer.

- 7B. Proposed Ordinance Amendment to Section 29.2-1-2(b), Computation of the Amount of Impact Fee, updating the variable unit rate for Transportation, and Recreation Facilities in accordance with the annual inflationary rate.

Mr. Durfee explained that this item is brought to the Board annually for review. He stated that the Board needs to determine whether to recommend an inflationary adjustment to the City Council to

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amend the impact fee table for Chapter 29.2, Public Capital Facilities Impact Fee Ordinance, to reflect an adjusted schedule of fees.

The Transportation Facility Impact Fee Table and the Recreation Facility Impact Fee Table were last updated in July 2015 and July 2014 respectively. Fees are used towards the cost of Capital Improvement Projects (CIP) related to expanding the capacity of City managed transportation or recreation facilities. The collected fees are then allocated to different projects based on the location of the subject property and the location of the City project.

Chairman Woodfin opened the public hearing.

A discussion was held regarding an increase and what a healthy percentage is to recommend as an increase. Ms. Smith-Meyer stated that the Board should consider an increase of 2% as doing nothing is irresponsible; however, not a 13% increase. Additional comments were provided relative to the effect to the tax rate if an increase is supported as well as the added costs to housing from developers. Discussion also occurred over eliminating the transportation impact fee for residential altogether.

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

On a motion made by Ms. Smith-Meyer, and seconded by Mr. Woodfin, to recommend a 2% increase to the fees that are currently being collected of the Public Capital Facilities Impact Fee Ordinance, Section 29.2-1-2(b). The motion failed; 2/6. Ms. Smith-Meyer and Chairman Woodfin were in favor.

On a motion made by Mr. Pierce, and seconded by Councilor Champlin, the Board voted 6/2, (Opposed: Ms. Foss and Ms. Smith-Meyer) to recommend no changes to the fees that are currently being collected of the Public Capital Facilities Impact Fee Ordinance, Section 29.2-1-2(b).

**Other Business**

**8. Architectural Design Review Committee Appointment**

A discussion was held regarding the need for an alternate member for the Architectural Design Review Committee (ADR). This item was tabled to the December meeting to allow Planning Board members to attend the December ADR meeting.

**Adjournment**

At the request of Chair Woodfin, Mr. Hicks made a motion to adjourn at 8:51 PM, seconded by Councilor Champlin. The motion carried unanimously.

A TRUE RECORD ATTEST:

Lisa Fellows-Weaver,  
Administrative Specialist