

**City of Concord Planning Board**  
**January 15, 2020**  
**Minutes – DRAFT**

The regular monthly meeting of the City Planning Board was held on January 15, 2020, 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 Erle Pierce, Members, Susanne Smith-Meyer, and John Regan.

Absent: Teresa Rosenberger (Ex-Officio for City Manager), Members, Matthew Hicks, David Fox, 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 Erle Pierce, Susanne Smith-Meyer, and John Regan.

**3. Approval of December 18, 2019 Planning Board Meeting Minutes**

On a motion made by Councilor Pierce, and seconded by Ms. Foss, the Board voted unanimously to approve the December 18, 2019, Planning Board Meeting Minutes, as written.

**4. Planning Board Chair Overview**

There were no changes to the agenda.

**5. Design Review Applications by Consent**

**5A. Millburn Plaza, LLC, on behalf of 7-Eleven, requests ADR approval to replace an internally illuminated wall sign at 125 Loudon Road in the General Commercial (CG) District.**

On a motion made by Mr. Regan, and second by Ms. Smith-Meyer, the Board voted unanimously to approve the design as submitted by consent.

**5B. Brixmore Capitol SC LLC, on behalf of Orangetheory Fitness, requests ADR approval to add two new internally illuminated wall signs at 80 Storrs Street in the Opportunity Performance Corridor (OCP) District.**

On a motion made by Mr. Regan, and second by Ms. Smith-Meyer, the Board voted unanimously to approve the design as submitted by consent.

**Public Hearings**

**6. Design Review Applications**

**6A. Daniel Brennan, on behalf of Concord Plaza (Panera), requests a Conditional Use Permit for construction of an enclosed seating area and new signage at 75-77 Fort Eddy Road in the Gateway Performance (GWP) District.**

Per the applicant's request, this application was continued to the February 19, 2020 meeting.

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**Other Business**

**7. Street Tree Committee Presentation**

Ted Diers, Chair of the Concord Tree Committee met with the Planning Board along with Peter Breu to give an overview of the Committee, which is a subcommittee of the Concord Conservation Commission. Members include himself, Mr. Breu, Craig Tufts, Heidi Lemay, and Zib Corell, with Rick Chormann as the Conservation Commission Representative, and John Regan as a contributing volunteer. Beth Fenstermacher is the staff liaison and there is attendance from staff from General Services at the meetings.

Mr. Diers stated that the subcommittee was created last year for the purpose of addressing the continual loss in the City's tree canopy. Every year there is a loss of trees at a rate of 10-20% of tree coverage and the trees are not being replaced in kind. Parks are also being challenged with replacing trees due to staff and resource constraints. He added that there are conflicts between uses, which are due to climate change, road salt, pests, invasive species, disease, etc. The life span of urban trees is about 20 years. Many trees that were planted 20 years ago are now being removed for various reasons and not replaced.

The goal is to meet with each committee and board to do a presentation and outreach. They have already met with Parks & Recreation staff, the Energy & Environment Advisory Committee, and the ZBA.

The committee is planning to update the 2000 street tree inventory and using the older information to go through the neighborhoods to see where trees have been lost or added. Over time they hope it will help inform the City's schedule and plan for replacing trees.

Mr. Diers explained the City's sustainable tree program where the residents pay for a tree and the City plants it. He noted that this program is very underutilized. He stated that the City needs to consider tree infrastructure as important as other types of infrastructure such as stormwater and utilities, and be strategic about plantings.

Chairman Woodfin suggested that there be some visuals available showing prior aerial photos of the neighborhoods comparing with current day photos to show the loss of canopy.

Discussion ensued as to the enforcement and the new CUP application for payments in lieu of tree plantings.

The Board thanked Mr. Diers and Mr. Breu for attending the meeting and sharing the goals of the tree committee.

**8. CodeNEXT Zoning Update**

Ms. Shank gave a brief zoning update of the continued progress of the zoning code. She stated that she is continuing to determine what should be placed in the zoning regulations and what could be moved to the site plan regulations. She noted that the City's consultants, Code Studio, will be in town February 18-20<sup>th</sup> for presentation of the full first draft of the code, along with public meetings and stakeholder meetings to be held at that time. Information will be posted soon on the project website, concordnext.info.

**9. Election of Officers**

*Chairman:*

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Mr. Regan made a motion nominating Mr. Woodfin for Chair of the Planning Board through December 2020. Ms. Foss seconded the motion. With no other nominations, the motion passed unanimously.

*Vice-Chairman:*

Mr. Regan made a motion nominating Ms. Foss as Vice-Chair of the Planning Board through December 2020. Mr. Regan seconded the motion. With no other nominations, the motion passed unanimously.

**Adjournment**

At the request of Chairman Woodfin, Councilor Pierce made a motion to adjourn at 8:06 PM, seconded by Ms. Smith-Meyer. The motion carried unanimously.

A TRUE RECORD ATTEST:

Lisa Fellows-Weaver,  
Administrative Specialist