

**CITY OF CONCORD PLANNING BOARD
August 15, 2012 MEETING**

The regular monthly meeting of the City Planning Board was held on August 15, 2012, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Present at the meeting were Chair Drypolcher and Members Hicks, Foss, Councilor Shurtleff, Regan, Dolcino, and Kenison. City Planner McPherson, Mr. Henninger, Ms. Hebert and Ms. Muir of the City's Planning Division were also present, as was Ms. Aibel, the City's Associate Engineer.

At 7:00 p.m., a quorum was present and the Chair called the meeting to order. The Chair seated Ms. Dolcino for Member Swope and Mr. Kenison for Member Lavers.

PUBLIC HEARINGS

Architectural Design Review Applications

- 1. Applications by the following for approval of signs at the following locations under the provisions of Section 28-9-4 (f), Architectural Design Review, of the City of Concord's Code of Ordinances:**

The Chair opened the public hearings for all the sign applications.

- **Application by Butter's Fine Food and Wine, LLC, for a revised panel in an existing freestanding sign and a new affixed sign at 249 Sheep Davis Road, within the Gateway Performance (GWP) District.**

Mr. Henninger stated that the application was for a revised panel in an existing freestanding sign and a new affixed sign. The Architectural Design Review Committee (ADRC) recommended approval of the signs as submitted.

Kristy Ammann, from Soiree Cakery, LLC, was present to respond to questions from the Board.

Ms. Foss moved to grant Architectural Design Review approval for the revised panel in an existing freestanding sign and the new affixed sign as submitted. Mr. Hicks seconded the motion. Motion passed unanimously.

- **Application by Spirit Halloween for two new affixed signs at 270 Loudon Road, within the Gateway Performance (GWP) District.**

Mr. Henninger reported that the application was for two new affixed signs. The ADRC recommended approval of the signs as submitted.

Michael Cutting, from Spirit Halloween, was present to respond to questions from the Board.

Mr. Hicks moved to grant Architectural Design Review approval for the two new affixed signs as submitted. Ms. Foss seconded the motion. Motion passed unanimously.

- **Application by Sleepy's for a new affixed sign, a new window sign, and two replacement panels in two existing freestanding signs at 77 Fort Eddy Road, within the Gateway Performance (GWP) District.**

Mr. Henninger explained that the application was for a new affixed sign, a new window sign, and two replacement panels in two existing freestanding signs. The ADRC recommended approval as submitted, with the recommendation that the raceway bar on the affixed sign be painted to match the building eifs.

Peter Marsh, from NH Signs, was present on behalf of the applicant.

Ms. Foss moved to grant Architectural Design Review approval for a new affixed sign, a new window sign, and two replacement panels in two existing freestanding signs, as submitted with the condition that the raceway bar on the affixed sign be painted to match the building eifs. The applicant was in agreement with the condition. Ms. Dolcino seconded the motion. Motion carried unanimously.

- **Application by NH Odd Fellows Home, Inc., for two new freestanding signs at 200 Pleasant Street, within the Institutional (IS) Zoning District.**

Ms. Hebert stated that the application was for two new freestanding signs. The ADRC recommended that the internally illuminated freestanding sign application be tabled pending a decision on the applicant's request for a variance. The ADRC noted that they are not in favor of the internally lit letters, and also noted that the sign is not well integrated with the existing landscaping and stone wall.

Mr. Regan moved to table the application for the freestanding sign pending the decision of the Zoning Board of Adjustment. Mr. Hicks seconded the motion. Motion carried unanimously.

Ms. Hebert explained that the ADRC reviewed the application for the smaller sign which will replace the current freestanding sign at the entrance of the property, and recommended approval of the sign as submitted with the suggestions that the font for the street address be changed to match the organizational name, that a black border be added around the sign, and that the posts be black.

Councilor Shurtleff moved to approve the sign as submitted with the suggestions that the font for the street address be changed to match the organizational name, that a black border be added around the sign, and that the posts be black. Ms. Foss seconded the motion. Motion carried unanimously.

- **Application by Tom Smith / Depot Antiques & Toys for a revised hanging sign and a revised affixed sign at 30 and 32 North Main Street, within the Central Business Performance (CBP) District.**

Ms. McPherson reported that the application was for a revised hanging sign, a revised affixed sign, and a new hanging sign. She explained that this is a single business with two street addresses, two

storefronts, and two doors, but that only one door will not be used. The ADRC moved to recommend that the signs be redesigned to provide graphic unity among all three signs and for the applicant to come back to the Committee with revisions.

Ms. Foss moved to table the application until the applicant returns with redesigned signs. Councilor Shurtleff seconded the motion. Motion carried unanimously.

Planning Board Discussion of Public Hearing Process

The Chair stated that there was going to be a new process for public hearings, where the applicants would be presenting their own projects.

Ms. McPherson reviewed the modest change to the way applications are presented to the Planning Board and provided a flow chart delineating the revised public hearing process. She stated that the applicants are being asked to present their own applications. The reason for the change is twofold – it often appears that the Planning staff is advocating for the project they are presenting, and having the applicants present their applications will hopefully provide for more open dialogue between the Planning Board members and the applicants.

The Chair stated that the applicants and the Planning Board have had it somewhat easy by relying on the Planning staff's presentations, reports and comments. He hopes this will provide for better interaction and involvement between the Planning Board and the applicants.

The Chair recommended that for those applicants who do not have attorneys, surveyors, engineers or other land development professionals representing them, the Planning staff will assist with the presentations.

The Chair recommended that the Planning Board will try out this change in the way applications are presented and review it in a few months.

Minor Subdivision Applications

2. Consideration of an application by Scott and Samantha Daniels and Douglas Hicks, for property located at 134 Mountain Road and 95 Shaker Road, requesting Minor Subdivision approval for a lot line revision between two existing lots. (2012-0035)

Mr. Hicks recused himself from the Planning Board for the duration of this hearing.

Mr. Henninger reported that the application is complete and ready for public hearing.

Mr. Kenison moved and Ms. Dolcino seconded that the Planning Board determine this application to be complete and to open the hearing. Motion carried unanimously.

The Chair opened the public hearing.

Mr. Henninger explained that the application is to adjust the lot lines between the two properties. The applicants have submitted a waiver request to not provide the natural features information as required in Section 12.08(5) of the Subdivision Regulations. The existing 47.23 acre parcel at 95 Shaker Road is not materially affected by this subdivision as there is no site work or construction proposed at this time.

Mark Sargent, from Richard D. Bartlett & Associates was present on behalf of the applicants. Mr. Sargent explained that the Daniels lot will be decreased from 4.46 acres to .81 acres, and the Hicks property will be increased from 47.23 acres to 50.88 acres.

Ms. Dolcino asked whether the applicants had reviewed the letter received from Marsha and Jere Turner. Mr. Sargent stated he had not. Ms. McPherson read the letter into the record. (The letter has been incorporated into the project file). Ms. McPherson stated that she had responded to the abutters and explained that this project was a lot line adjustment and no site work was planned.

The Chair stated that he had heard concerns about school buses using the private road, which was not what the school had indicated in the past to the Planning Board, when improvements were made to the private road.

Douglas Hicks, one of the applicants, responded that it would be virtually impossible for any buses to travel down that private roadway, as it is very narrow and is blocked near the school. He stated that the improvements were made to a portion of the road and not the entire length of the private road.

Jaime Goddard, an abutter from 127 Mountain Road, said that he had concerns regarding the 60 foot piece of land that is being kept in the Hicks Trust. Mr. Goddard stated that the last time improvements were made the access road was put in with a new driveway installed off of the access road.

The Chair stated that many times a private road is used as shared access to driveways, as it helps to minimize disturbances to wetlands.

Sharyn Goddard, an abutter from 127 Mountain Road, said that she does a lot of gardening and therefore was outside when a bus came down the access road and turned onto Mountain Road. Ms. Goddard stated a smaller white Shaker Road School bus used the road on prom night.

Sarah Heffner, a neighbor from 145 Mountain Road, stated that Mountain Road is an extremely busy road and it is difficult to get in and out of driveways. Ms. Heffner said that she didn't understand why there was a need for a driveway that large, and she is concerned that the private road will become a fully developed road. She stated that she would like the owner to be forthright about his plans.

The Chair stated that there will not be a decision on any roads this evening, as the application is simply to adjust lot lines. The Chair stated that he was simply providing an opportunity for the public to be heard and for the applicant to hear the concerns of the neighborhood.

Matthew Hicks, an abutter from 126 Mountain Road, stated that there is a deeded easement across the driveway which provides shared access to his house and the private road. When this easement

was signed, his driveway on Mountain Road was removed. Mr. Hicks stated that as an abutter, he has no problems with the lot line adjustment and he appreciates listening to and getting to meet his neighbors here at the Planning Board meeting.

Mr. Henninger stated that if there are issues with the private road being used for school buses, the abutters should contact the City's Code Enforcement Division.

Hearing no additional comments from the applicant or the public, the Chair closed the public hearing and the Board began deliberations.

Ms. Dolcino moved to grant a waiver to Section 12.08(5) of the Subdivision Regulations to allow the plat to be submitted without the natural features information required on the existing 47.23 acre parcel at 95 Shaker Road, since the property is not materially impacted by the proposed subdivision. Mr. Kenison seconded the motion. Motion carried unanimously.

Ms. Dolcino moved to grant Final Subdivision approval for the "Resubdivision Plat prepared for Scott A. Samantha H. Daniels, Douglas W. Hicks, & Douglas W. Hicks 2000 Trust," prepared by Richard D. Bartlett & Associates, LLC, subject to the following standard conditions:

Standard Conditions:

1. Prior to the final plat being signed by the Planning Board Chair and Clerk, the applicant shall revise the plat drawing to address the minor corrections and omissions noted by City staff.
2. 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 12.08 of the Subdivision regulations.

Mr. Regan seconded the motion. Motion carried unanimously.

- 3. Consideration of an application by St. Paul's School and Stuart and Janet Arnett, for property located at 6 and 10 Fiske Road, requesting Minor Subdivision approval for a lot line revision between three existing lots. (2012-0036)**

Ms. Hebert reported that the application is complete and ready for public hearing.

Mr. Hicks moved and Ms. Foss seconded that the Planning Board determine this application to be complete and to open the hearing. Motion carried unanimously.

The Chair opened the public hearing.

Ms. Hebert stated that the purpose of the application is to adjust the lot lines between the properties at 6 & 10 Fiske Road and a larger parcel owned by St. Paul's School at 310 Pleasant Street.

Mark Sargent, from Richard D. Bartlett & Associates was present on behalf of the applicants. Mr. Sargent explained that the lot line adjustment will annex land from St. Paul's property at 310 Pleasant

Street to the smaller parcels on Fisk Road -- .07 acres to the 6 Fisk Road property and .43 acres to the 10 Fisk Road property.

Ms. Foss asked how the drainage from Millers Brook affects the properties. Mr. Sargent responded that Millers Brook crosses through the properties at 310 Pleasant Street and 10 Fisk Road, and the 75 foot Shoreland Overlay Protection setback crosses through all three properties.

Ms. Hebert stated that the garages at both 6 and 10 Fisk Road are located immediately adjacent to the side lot line. The subdivision plan includes the conveyance of reciprocal maintenance easements adjacent to each garage, so each property owner can maintain the side of the garage that faces the neighboring property.

Hearing no additional comments from the applicant or the public, the Chair closed the public hearing and the Board began deliberations.

Ms. Dolcino moved to grant Final Subdivision approval for the minor subdivision application of St. Paul's School and Stuart and Janet Arnett at 6 & 10 Fisk Road and 310 Pleasant Street, as prepared by Richard D. Bartlett & Associates for the plan entitled "Lot Line Adjustment Plat of the land of St. Paul's School & Janet Arnett" subject to the following standard conditions:

Standard Conditions:

1. Prior to the final plat being signed by the Planning Board Chair and Clerk, the applicant shall revise the plat drawings to address the minor corrections and omissions noted by City staff.
2. Prior to the final plat being signed by the Planning Board Chair and Clerk, the following easement documents, in a form acceptable to the City Solicitor and suitable for recording in the Merrimack County Registry of Deeds, will be provided to the Planning Division:
 - a. Maintenance Easements to benefit Lot 97/3/8 and 97/3/10.

Mr. Regan seconded the motion. Motion carried unanimously.

Ms. McPherson thanked Mark Sargent for being the first to present using the new public hearing process and noted that he set the bar high with the clarity and simplicity of his presentations.

Major Site Plan Application

4. **Consideration of an application by the Concord Boys & Girls Club, Inc., for property located at 55 Bradley Street, requesting Major Site Plan approval and Design Review approval for the renovation of an existing building and the construction of two additions, redesign of the parking lot and vehicular access, with related paving, drainage, landscaping, lighting, and associated site improvements and the upgrade of Bradley Street. (2012-0033)**

The Chair opened the public hearing.

Ms. McPherson reported that the application had been determined complete at the last Planning Board meeting. She explained that the Concord Boys & Girls Club is proposing to renovate their existing building at 55 Bradley Street. The improvements include the construction of two additions,

improvements to the site, including the construction of additional parking, sidewalks, driveways, drainage, landscaping, lighting, and the relocation of the existing Kimball Park basketball court and parking, as well as upgrades to Bradley Street.

Chris Emond, Executive Director of the Concord Boys & Girls Club, Inc., Frank Anzalone, from Frank Anzalone Associates, and Erin Reardon, from Nobis Engineering, were present on behalf of the applicant.

Mr. Emond provided the Planning Board with an overview of the programs and activities that the Concord Boys & Girls Club offers. He stated that the current facility and parking is inadequate to meet the needs of the Club and the existing building will be completely renovated, two additions will be constructed, and the proposed parking lot will include more than 60 parking spaces for use by the Club and the general public. Mr. Emond reported that the Club has held two public sessions to obtain comments and suggestions from Concord citizens, with positive responses.

Mr. Anzalone explained that by redirecting the approach to the building to one main entrance on the north side of the building, overall access to the site will be improved.

Ms. Reardon reported that as part of the project, the applicant will be making improvements to Bradley Street within the City's right-of-way. Bradley Street is the primary access to Kimball Park and, as such, the Planning Division wanted Bradley Street to be made as pedestrian and bicycle friendly as possible. She stated that the applicant is proposing a 22-foot wide street with no on-street parking and an 8 foot wide paved multiuse path adjacent to the curb between Penacook Street and the residential driveway on the east side of Bradley Street.

Ms. McPherson said that David Gill, the Director of the City's Parks and Recreation Division, was happy with the design of the multiuse path.

Ms. Reardon stated that abutters to the property had concerns with the lighting. All lighting for the project conforms to City standards. Some abutters also had issues with the proposed location of the trash dumpster. Ms. Reardon explained that Mr. Emond has discussed this issue with the trash removal company to have a later trash pickup time. Ms. Reardon stated that there will be a wooden fence to screen the dumpster and vegetation planted to enhance the fence.

Ms. Foss had questions regarding the width of the multiuse path, the density of use of the park, and the letter that was submitted to the Planning Board by Robert Baker, a resident at 26 Penacook Street. Ms. McPherson read the letter into the record. (The letter has been incorporated into the project file). Ms. McPherson stated that she spoke with Mr. Baker regarding his comments.

In response to Ms. Foss' questions, Ms. McPherson stated that the multiuse path is separated from the street with a five foot wide tree belt and that there will be a sign to let people know that this is a shared use path. Ms. McPherson stated that it would be not be possible to make the path 10 feet wide and keep the street trees within the 40-foot right-of-way. Ms. Hebert stated that it would be more confusing if the path was striped for a separate bike path.

As for the density of use of the park and the number of parking spaces, Mr. Anzalone responded that more of the children are being dropped off by their parents, instead of riding their bikes to the Boys & Girls Club. Ms. Foss responded that children do ride their bikes to Kimball Park to use the park, pool and basketball court, and just because most don't ride their bikes now, doesn't mean that won't change in the future.

Ms. Reardon stated that the City's parking requirements have been met and that bicycle racks will be installed.

Meredith Hatfield, a resident at 5 Perkins Street, thanked the Boys & Girls Club for their outreach to the neighborhood regarding the project. She stated that there is a lot of high speed traffic at the intersection of Penacook and Bradley Streets and that she agrees with Mr. Baker's comments in his letter that this is a big improvement, but that additional improvements could also be made...perhaps striping of a crosswalk, or a sidewalk installed on the north side of Penacook Street. She hopes that the City considers the bigger picture with traffic now and not hold off with any improvements until the Langley Parkway is ready to be built. Ms. Hatfield stated that it would be great to have the multiuse path ten feet wide, but is happy that there will be a multiuse path. She stated that snow removal was an issue discussed at the outreach meetings and would like to reiterate that the Boys & Girls Club needs to be diligent with the removal of snow.

Hearing no additional comments from the applicant or the public, the Chair closed the public hearing and the Board began deliberations.

Ms. Dolcino stated that she is thrilled with the project and that this will be a huge improvement. Mr. Hicks agreed and said he is glad that the Boys & Girls Club is staying in Concord.

The Chair explained that some of the issues brought up by Mr. Baker are things that would require City funding and were not appropriate items for a non-profit to be responsible for.

Ms. McPherson stated that the project received architectural design review approval in July and site plan approval in August.

Ms. McPherson stated that there are still a few items that need to be worked out with the applicant, such as lighting fixtures to match those at White Park, the number and type of street trees to be planted, the location of the landscaping relative to the lighting fixtures, some grading issues, and an amendment to the lease with the City. She added that Laura Aibel from the Engineering Division reviewed the plans and believed that the outstanding grading issues can be resolved without any changes to the site layout.

Mr. Kenison moved to grant Design Review approval for the proposed building renovations and site plan of the Concord Boys & Girls Club, Inc., as submitted by the applicant. Ms. Dolcino seconded the motion. Motion carried unanimously.

Ms. Dolcino moved to grant Conditional Site Plan approval for the site plan application of the Concord Boys & Girls Club, as shown on the plans and documents prepared by Nobis Engineering, Inc.,

Susanne Smith Meyer, Landscape Architect, and Frank Anzalone Associates, Architect, subject to the following conditions:

Conditions:

1. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, the applicant shall receive authorization from the NH Department of Resources and Economic Development to exchange Land and Water Conservation Fund restrictions on land within Kimball Park, to allow for the conditionally approved improvements.
2. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, the applicant shall receive authorization from the City Council for the City Manager to amend the lease with the Boys & Girls Club to allow for the conditionally approved improvements. The executed amended lease shall be provided to the Clerk of the Board prior to the issuance of any building permits.
3. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, the applicant shall receive authorization from the City Council to make public improvements to City-owned property at 55 Bradley Street.
4. This approval will stand as the Planning Board's favorable recommendation to the City Council in regard to the proposed improvements to Kimball Park and Bradley Street.
5. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, the applicant shall submit, in a form acceptable to the City Solicitor, an agreement for maintenance of the public parking lot and associated vehicular and pedestrian circulation areas.
6. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, approvals of construction drawings for all private and public improvements shall be obtained from the Planning and Engineering Divisions. The applicant shall revise the plans to address minor corrections and omissions as noted by Staff.
7. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, the applicant shall provide construction plans and details for the replacement of the basketball court acceptable to the Concord Parks and Recreation Department and the City Planner.
8. Prior to the issuance of a certificate of approval by the Planning Board Chair and issuance of any building permits for construction activity on the site, the applicant will provide a financial guarantee for improvements to the site and Bradley Street, in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
9. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), the applicant will provide a construction staging and interim parking and access plan to minimize impacts to Kimball Park; such plan shall be approved by the City Planner and City Engineer.
10. No construction activity may commence prior to the payment of inspection fees in an amount approved by the City Engineer.
11. Prior to the issuance of a certificate of occupancy, the City Council shall convert Bradley Street to a one-way street northerly of the existing commercial driveway on the east side of Bradley Street and shall prohibit on-street parking on Bradley Street.

12. Prior to the issuance of a certificate of occupancy, the applicant shall install a free-standing sign located at the northwest corner of the intersection of Bradley Street and Penacook Street. The primary message on the sign should reference Kimball Park, but the sign may also identify the Boys & Girls Club. The sign shall be subject to Architectural Design Review Approval.
13. No certificate of occupancy for any building or use shall be issued until all public and private improvements have been substantially completed to the satisfaction of the City Planner and City Engineer.
14. Prior to the release of a financial guarantee for any public improvement, an as built plan shall be provided to the City Engineer in form and content acceptable to the City Engineer.
15. Traffic impact fees shall be assessed for any non-residential construction contained within the limits of the approved site plan. The impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The specific fees assessed are those contained in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees; Table 3, Transportation Facilities Impact Fee per Variable Unit.
 - a. Transportation Facilities - All other uses - \$195.35 per new trip (4,050 SF addition, Recreational Community Center)

Mr. Kenison seconded the motion. Motion carried unanimously.

Mr. Henninger stated that any potential issues raised during the public testimony could be referred to the Traffic Operations Committee. The Chair asked that the Planning staff, on behalf of the Planning Board, refer the comments from Mr. Baker's letter and the public hearing to the Traffic Operations Committee.

Review of Governmental Land Uses Pursuant to RSA 674:54

- 5. Application by the New Hampshire Department of Administrative Services requesting consideration under the provisions of RSA 674:54, Governmental Land Uses, for the renovation of the Tobey Building, construction of a parking deck, and related site improvements, located at 45 South Fruit Street (2012-0034)**

Mr. Henninger stated that this is a RSA 674:54 project and that the staff report to the Planning Board has been updated and the information provided by the State in response to the staff report is printed in blue.

Mark Nogueira, Administrator for the NH Bureau of Public Works, and John Harper, from Lavallee Brensinger Architects, were present on behalf of the applicant.

Mr. Nogueira provided a brief history of the Tobey Building. He stated that although the building is not listed on the National Register, the state is retaining the historical aspects of the building. He stated that Nadine Pederson, from the NH Division of Historical Resources, has been involved with the project.

Mr. Nogueira discussed that the project will include 268 new parking spaces and that landscape islands may be added at a later time. He stated that the traditional lighting fixtures are not dark sky compliant, but the State will be taking the Planning Division's comments under advisement. Mr. Nogueira explained that the trees for screening the parking garage will be planted across the road to allow for security personnel to have a clear view into the parking garage levels.

According to Mr. Nogueira, in response to a Planning Division suggestion, a traffic study is scheduled for early September, once school is underway. The State cannot commit at this time to a second traffic study in two years.

Ms. Dolcino stated her concerns that the parking garage footprint exceeds the size of the building and will be located in front of the building. Mr. Harper explained that due to the grading in other areas of the site, this was the best place for the parking garage. He also stated that the garage was part of the State's Master Plan.

The Chair requested that Planning staff submit a letter with the Planning Board's comments to the State, once the revised landscaping and lighting plan has been received and reviewed by the Planning staff.

6. Application by the New Hampshire Department of Administrative Services requesting consideration under the provisions of RSA 674:54, Governmental Land Uses, for the renovation of the Anna Philbrook Center, expansion of two existing parking lots, and related site improvements, located at 121 South Fruit Street. (2012-0037)

Ms. Hebert reported that this is another RSA 674:54 project to renovate the Anna Philbrook House into office space for approximately 20 state licensing boards and agencies. The Philbrook House is located on the grounds of the Hugh J. Gallen State Office Park at the corner of South Fruit and Clinton Streets.

Mark Nogueira, Administrator for the NH Bureau of Public Works, Ken Coombs, Project Manager from the NH Bureau of Public Works, Jen Viarengo, Civil Engineer from Tighe & Bond, and Fred Matuszewski, from CMK Architects, were present on behalf of the applicant.

Mr. Matuszewski stated that the Philbrook Center was constructed in two phases – the first phase in 1956/1957 and the second phase in 1969. The building consists of a series of one- and two-story wings which are connected by ramps. He stated the existing entrance will be reused, and the project will have staff parking located at the rear of the building and visitor parking located at the front of the building. Mr. Matuszewski reported that the lighting is dark sky friendly.

Ms. Viarengo reported that the two existing parking areas will be expanded to include 31 additional spaces and a new circular turnaround at the main entrance to the building, which will allow for emergency and delivery vehicular traffic. She stated that to address the small increase in impervious pavement, a small rain garden is proposed within the circular turnaround and a portion of the eastern parking lot will drain towards the lawn area, with the remaining stormwater being captured in the existing closed drainage system.

Ms. Viarengo explained that the Planning staff recommended saving several existing large trees and the State will comply. She also stated that new utilities will be brought in underground to the site.

The Chair asked whether the Planning staff's recommendation that a sidewalk be installed from South Fruit Street into the site was included in the project. Ms. Viarengo stated that it would not be.

The Chair asked whether the chain link fence was to be removed as part of this project. Mr. Coombs stated that the State wants to keep the fence as Little League baseball teams play in that area, and the fence keeps people from crossing in the middle of the street rather than at the corners.

Ms. Hebert noted that the fence is in bad repair with unkempt vegetation, and that this is an important gateway into the downtown. The Chair highly suggested that the State reconsider removing the fencing. Mr. Nogueira responded that the budget for this project is very tight, but perhaps removal of the fence could be incorporated in future phasing of the project. He stated that he would see if the State's General Services Department could make the fence look better.

Ms. Hebert stated that a revised plan had been received from the State via email; however, a lighting plan was still needed and there were no provisions for trees to be planted at the perimeter of the back parking lot.

The Chair requested that Planning staff submit a letter with the Planning Board's comments to the State, once the revised plan has been reviewed by the Planning staff.

Ms. McPherson thanked the State for their prompt responses to comments from the Planning staff for both the Tobey Building and Anna Philbrook Center projects.

REGULAR MEETING

7. Consideration of a request by Donald Cloutier for an extension of the period of validity of the conditional approval of the Cloutier / Keeler Minor Subdivision, formerly known as Sandy Brook/Keeler. (2008-0021)

Mr. Henninger stated that the applicant is requesting a one-year extension, and that this project is a companion project to the Glen Ellen subdivision. He stated that the applicants are just about ready to record the projects, but needed some additional time to finalize all the easements.

Mr. Kenison moved to grant a one-year extension of the period of validity of the conditional approval of the Cloutier / Keeler Minor Subdivision, formerly known as Sandy Brook / Keeler. Ms. Dolcino seconded the motion. Motion carried unanimously.

8. Mapped Lines of Future Streets

Mr. Henninger provided a brief background of the implementation of the Mapped Lines of Future Streets provisions. He outlined the Planning staff's recommendations for the following:

1. The discontinuation of five remnant mapped lines – the extensions of Bow Street, Brookside Drive, Old Suncook Road to Mulberry Street, Manchester Street to Terrill Park Drive and Old Turnpike Road, and Concord and Royal Gardens.
2. The creation of four new mapped lines - Whitney Road Extension to Sewalls Fall Road, Storrs Street Extension South, Garvins Falls Area Phase 1 & 2, and Storrs Street Extension North to Commercial Street.

The Chair directed the Planning staff to move forward, as time permits, and prepare formal amendments for the proposed changes. The Planning Board will then review and hold public hearings on each of the amendments prior to requesting authorization from City Council to establish or discontinue the mapped lines.

9. Consideration of Minutes of the July 18, 2012, Planning Board meeting.

Councilor Shurtleff moved to approve the minutes of the July 18, 2012, Planning Board meeting as written. Mr. Hicks seconded the motion. Motion carried unanimously.

INFORMATION

- The Chair reminded the Planning Board that a work session to continue the review of proposed changes to the Cluster Regulations will be held on Monday, August 27, 2012, at 7:00 p.m., in City Council Chambers.
- The Chair reminded the Planning Board that the next regular monthly meeting will be held on Wednesday, September 19, 2012, at 7:00 p.m., in City Council Chambers.

There was no further business to come before the Planning Board, and the meeting adjourned at 9:41 p.m.

A TRUE RECORD ATTEST:

Gloria McPherson
Clerk

djm