

**CITY OF CONCORD PLANNING BOARD  
March 18, 2015 MEETING**

The regular monthly meeting of the City Planning Board was held on March 18, 2015, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Present at the meeting were Chair Drypolcher, Members Champlin, Hicks, Lavers, Rosenberger, and Smith-Meyer. City Planner Larson, Ms. Shank and Ms. Murray of the City's Planning Division were also present.

At 7:00 p.m., a quorum was present and the Chair called the meeting to order.

**Determination of Completeness (no public testimony will be taken)**

- 1. Application by Winthrop Management Corp on behalf of Goodwill Industries of Northern New England requesting Major Site Plan review to raze existing facility and redevelop existing property in order to accommodate a new 16,500 sf Goodwill donation center and retail store at 204 Loudon Road, within the General Commercial (CG) District. Map/Block/Lot: 111B-2-6 (2015-0009)**

Ms. Larson recommended that the application be determined complete and set for public hearing.

Mr. Lavers moved to determine the application complete and set it for a public hearing on April 15, 2015. Mr. Hicks seconded the motion. Motion carried unanimously.

- 2. Application by Bedford Design on behalf of Calamar Elderly Housing requesting Major Site Plan approval for the construction of a 140 unit elderly (over 62 years old) 3 story housing development proposed for 19 & 25 Triangle Park Drive and 177-181 Pembroke Road in the GWP (Gateway Performance) and the OFP (Office Performance) Districts. Map/Block/Lot: 111H/4/21, 111H/4/22, & 111B/1/16 (2015-0001)**

Ms. Larson recommended that the application be determined complete and set for public hearing.

Mr. Lavers moved to determine the application complete and set it for a public hearing on April 15, 2015. Mr. Hicks seconded the motion. Motion carried unanimously.

**PUBLIC HEARINGS**

**Architectural Design Review Applications**

- 3. Consideration of requests for Architectural Design Review Approval by the following applicants, for signs, buildings and/or site plans at the noted locations, under the provisions of Section 28-9-4(f), Architectural Design Review, of the Code of Ordinances:**

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

- a. Application by Latchis Properties LLC, on behalf of Willow Mauck, requesting Architectural Design Review Approval for one (1) new 4 sq. ft. non-illuminated affixed wall sign at 55 South Main Street, within the Central Business Performance (CBP) District. MBLU: 34-5-2  
*Tabled from February 18, 2015 Planning Board Meeting.***

Ms. Larson stated the ADRC did not take action on the application due to the lack of information including a photograph of the proposed location for the affixed sign. Since the ADRC meeting, the Planning Division received a photo submitted by Ms. Mauck of the proposed sign at the proposed location which Ms. Larson brought to the Board's attention.

Ms. Willow Mauck was present to speak to the application. She stated she would like to open the restaurant by April and would appreciate a sign approval. Mr. Hicks asked if the radish that was proposed on the original drawing was included in the final proposed sign. Ms. Mauck stated the radish would not be on the final sign.

Councilor Champlin moved grant Architectural Design Approval for one (1) new 4 sq. ft. non-illuminated affixed wall sign at 55 South Main Street, within the Central Business Performance (CBP) District, MBLU: 34-5-2, as submitted with the condition that the sign shall not cover up the brick arch feature over the window, i.e. that the sign be installed in the location shown in the photograph submitted to the Planning Division on March 13, 2015 and to the Planning Board on March 18, 2015. Ms. Smith-Meyer seconded the motion. Motion carried unanimously.

- b. Application by Fred Potter dba 125 NNS LLC, requesting Architectural Design Review Approval for one (1) new 20 sq. ft. externally illuminated freestanding sign, at 125 North State Street, within the Neighborhood Residential (RN) District. MBLU: 60-2-2**

Ms. Larson stated the ADR committee recommended approval as submitted. There were no other comments or discussions.

Mr. Lavers moved to grant Architectural Design Approval for one (1) new 20 sq. ft. externally illuminated freestanding sign, at 125 North State Street, within the Neighborhood Residential (RN) District, MBLU: 60-2-2, as submitted by the applicant. Ms. Smith-Meyer seconded the motion. Motion carried unanimously.

- c. Application by GTY MA/NH Leasing Inc., on behalf of Nouria Energy, requesting Architectural Design Review for one (1) replacement 127 sq. ft. internally illuminated freestanding sign, at 24 Loudon Road, within the Gateway Performance (GWP) District. MBLU: 114-2-1**

Ms. Larson stated the sign is a rebranding GTY MA/NH Leasing is doing at all their gas stations. She stated the ADRC requested a resubmittal including a photo of one of the new signs installed elsewhere and a revised sketch of the proposed sign considering a more simplified design and color palate (at a minimum, grouping together "Food Mart" with "Car Wash", removing the box around "Food Mart" and removing "Accepted" after the credit card logo) which is more consistent with the crisp, clean design on the existing sign.

Mr. Cliff Conte, NH Signs was present to speak to the application. Mr. Conte provided pictures of a newly installed sign at a station in Derry, NH, an updated version of the proposed sign with "Food Mart" and "Car Wash" together and night time version of the sign. Mr. Conte explained the retro pole system.

Mr. Hicks moved to grant Architectural Design Approval for one (1) replacement 127 sq. ft. internally illuminated freestanding sign, at 24 Loudon Road, within the Gateway Performance (GWP) District. MBLU: 114-2-1 as submitted with the condition that the sign is representative of the revised photos presented to and received by the Planning Board at the March 18, 2015 meeting. Mr. Lavers seconded the motion. Motion carried unanimously.

- d. Application by Estate of Jacob S Ciborowski, on behalf of Kathy Sheehy, requesting Architectural Design Review for one (1) replacement 4.4 sq. ft. non-illuminated window sign, one (1) replacement 7.5 sq. ft. retractable awning, and one (1) replacement 16 sq. ft. non-illuminated affixed sign at 3 North Main Street, within the Central Business Performance (CBP) District. MBLU: 35-4-1**

Ms. Larson stated the ADR committee recommended approval as submitted. Ms. Smith-Meyer stated that at that end of North Main Street, the signs are clean and advertise the place of business without the use of telephone numbers. She stated that the way the sign is placed in the proposal even if cars were driving north on Main St it would not be seen because of the angle of their view to the sign. She also stated that for pedestrians the telephone number could be on the door. She feels the telephone number printed on the sign clutters the overall design of the sign. She would prefer, for the simplicity of the sign and keeping consistency in the neighborhood, that the sign not display a telephone number. There were no other comments or discussions.

Mr. Lavers moved to grant Architectural Design Approval for one (1) replacement 4.4 sq. ft. non-illuminated window sign, one (1) replacement 7.5 sq. ft. retractable awning, and one (1) replacement 16 sq. ft. non-illuminated affixed sign at 3 North Main Street, within the Central Business Performance (CBP) District, MBLU: 35-4-1, as submitted by the applicant with option to reduce the font size or remove the telephone number from the proposed 16 sq. ft. sign. Mr. Hicks seconded the motion. Motion carried unanimously.

- e. Application by NHH Invest, LLC, on behalf of Substyle Vapors, LLC, requesting Architectural Design Review for one (1) new 6 sq. ft. externally illuminated hanging sign, and one (1) new 12 sq. ft. externally illuminated affixed sign at 6 North Main Street, within the Central Business Performance (CBP) District. MBLU: 35-3-2**

Ms. Larson stated the ADR committee recommended approval as submitted with the recommendation that staff approve the dimensions to ensure proper fit for both proposed signs.

Mr. Alex Moody was present to speak to the application. He stated he is not proposing any façade change. He stated the size and dimensions of the proposed sign match the existing Flagworks sign.

Ms. Smith-Meyer moved to grant Architectural Design Approval for one (1) new 6 sq. ft. externally illuminated hanging sign, and one (1) new 12 sq. ft. externally illuminated affixed sign at 6 North Main Street, within the Central Business Performance (CBP) District, MBLU: 35-3-2 as submitted by the applicant. Mr. Hicks seconded the motion. Motion carried unanimously.

- f. Application by Seman Enterprises, LLC, on behalf of The Cloud Lounge, LLC c/o Alex Moody, requesting Architectural Design Review for one (1) new 16 sq. ft. externally illuminated affixed sign, at 328 Village Street, Penacook, within the Central Business Performance (CBP) District. MBLU: 1412P-59**

Ms. Larson stated the ADR committee recommended approval as submitted with the recommendation with the recommendation that the sign will not obscure any part of the arch constructed on top of the entry and the sign location is a minimum of 1 brick course above the arch, 1 brick course below the windowsill above and is centered over the arch.

Mr. Alex Moody was present to speak to the application. He stated the size and dimensions of the proposed sign match the existing sign.

Councilor Champlin stated the proposed sign looks a bit crude as compared to the proposed signs in downtown Concord at Substyle Vapors. Mr. Moody responded that the proposed sign is intentionally done so that the freehand lettering represents vapors.

Ms. Smith-Meyer moved to grant Architectural Design Approval for one (1) new 16 sq. ft. externally illuminated affixed sign, at 328 Village Street, Penacook, within the Central Business Performance (CBP) District, MBLU: 1412P-59 as submitted. Mr. Hicks seconded the motion. Motion carried unanimously.

**g. Application by 31 South Main Acquisition, LLC, on behalf of Laurie J Sanborn Revocable Trust requesting Architectural Design Review for one (1) replacement front door at 27 South Main Street, within the Central Business Performance (CBP) District. MBLU: 35-1-1**

Ms. Larson stated staff is recommending tabling the application since application fees have not been received from the applicant. She stated ADRC did not take action on the application. She also stated staff had requested additional information from the applicant including additional drawings to supplement the drawings received. The requested information has not been received at present.

Councilor Champlin asked for clarification of the process for façade changes. He asked if the applicant can move forward at their own personal hazard. He stated that the proposed door has already been installed. Ms. Larson stated she was made aware of the proposed door already being installed at the ADRC meeting. Discussion ensued regarding regulations.

Ms. Smith-Meyer moved to table the application by 31 South Main Acquisition, LLC, on behalf of Laurie J Sanborn Revocable Trust requesting Architectural Design Review for one (1) replacement front door at 27 South Main Street, within the Central Business Performance (CBP) District, MBLU: 35-1-1, until April 15, 2015 at 7:00pm, 37 Green St, Council Chambers. Councilor Champlin seconded the motion. The motion passed unanimously.

### **Site Plan Applications**

**4. Application by Terrain Planning and Design LLC on behalf of Todd Hayward/Phenix Mutual Fire Insurance Co., requesting Major Site Plan approval for the demolition of an existing building, construction of a new parking lot, and reconstruction of an existing parking lot at 42 Pleasant Street and 11 Blake Street, within the Civic Performance (CVP) District. Map/Block/Lot: 36-5-11 & 36-5-4 (2015-0006)**

- a. Public Hearing**
- b. Deliberations and Action on the Application**

The Chair opened the public hearing.

Ms. Larson distributed a letter from Nadine Peterson, Women's Club of Concord. Ms. Larson stated the ADRC did not recommend Design Review approval and had concerns regarding the demolition of the existing building for parking surface and other concerns including that this project is inconsistent with the purpose of Section 28-1-5 of the Zoning Ordinance due to the adverse impact to the unique character of Blake Street streetscape and environment, the loss of housing in close proximity to the downtown or within the downtown, the unsettling trend towards the demolition of homes or existing structures for surface parking which together is not consistent with the vision for the City, and that this site is adjacent to a zoning district that has no required parking. The ADRC also wants to ensure, if this project is approved, that the drainage is sufficient as to not cause negative stormwater impacts for neighboring properties.

Ms. Larson stated the applicant proposes demolition of the existing residential structure on 11 Blake Street, and renovation and expansion of the existing parking lot serving 42 Pleasant Street. The applicant proposes to add nine (9) parking spaces and 1,272 square feet of paved area.

Mr. Rolf Gesen, President, Phenix Mutual Fire Insurance Co, was present to speak to the application. Mr. Gesen gave an overview of the property stating that very little maintenance has been done to the parking lot since the building was built in 1969. They are currently moving forward with some building renovations and believe it is a good time to make improvements to the parking lot. From a business plan standpoint they are looking at some significant growth in the next 5 to 10 years and because of that they see a future need for additional parking spaces. The parking lot project includes improvement to the existing lot and an expansion to 11 Blake St. The property at 11 Blake St was purchased about 25 years ago with the plan that the property would be converted to parking when the need arose. He stated he understands the concerns of the ADR Committee but this plan is important for his business to move forward. He stated they are committed to maintaining their location in downtown Concord when Phenix Mutual has been since founded in 1886.

Mr. Eric Buck, Terrain Planning and Design LLC, spoke to the application. While referring to the plan set Mr. Buck gave an overview of the existing conditions and the proposed project. He stated presently there is a 23 car parking lot separated from the building by a large two-tiered retaining wall. There are a few mature street trees on the Blake Street side of the parking lot. He stated the 11 Blake Street property has an existing two story wood frame house and garage. The proposal is to demolish the existing house and garage in an attempt to provide additional parking spaces. The available parking spaces will increase from the existing 23 spaces to 32 spaces. They will bring the parking lot up to current landscaping specifications by adding street trees, buffering, proper snow storage areas, additional vertical granite curbing across the Blake Street side, closing off driveway access on Blake Street and closing the current drive-thru access on Pleasant Street. He stated compact car spaces are now proposed to provide preservation of the mature street trees along Blake Street. A universally accessible space will be provided with a walkway/ramp way to Pleasant Street. The entrance on Pleasant Street will be widened to accommodate two-way traffic. The drainage on the property will be updated with a new catch basin installed on the upper terrace and the lower terrace and both will tie into the drainage system on Blake Street.

Chair Drypolcher asked about the moisture in that area as referenced in the letter from The Women's Club of Concord and if the proposed drainage system would take that problem into consideration. Mr. Buck responded that the new system does take the moisture problem into consideration. He stated that Phenix Mutual also has a problem with moisture in the basement. He said a new footing drain will be installed around the south and north sides of the building to help accommodate the moisture issues in that building and revising and repaving the existing parking lot funneling the stormwater into the catch basin should also improve the conditions. Mr. Buck also stated he had spoken to a representative from The Women's Club of Concord and said they are also looking at a capital improvement project. Mr. Gesen reiterated that he is very open to coordinating the projects.

Discussion ensued regarding the neighborhood and the position of the Phenix building and the 11 Blake Street lot. The existing house on 11 Blake Street has been a 2 unit rental property until recently. Councilor Champlin asked the level of employees Phenix was anticipating hiring. Mr. Gesen responded that staff would consist of underwriting staff, support staff and staff that specifically work within the building. He stated sales staff generally works remotely. Councilor Champlin asked what age group they would be hiring; young or experienced middle aged people. Mr. Gesen replied that it would depend on the position but certainly at this point they have a staff that is at the higher end of the age spectrum so he wants to ensure business continuity so bringing in young people to train to take over after the retirement of staff is part of the plan. Councilor Champlin stated he agrees with ADRC about the plans to demolish the existing building and stated he thinks their thinking is mired by decades in the past because when he talks to young professionals many of them want to live close to where they work, want to live in the inner city, and many want to walk or ride a bike to work. His concern is that their thinking is behind the curve relative to what he is seeing. He also stated this site is right around the corner from a parking garage. Mr. Gesen stated he appreciates the comments and understand the

trends but historically and currently 80-85% of his staff lives outside of Concord and 100% drive to work. He stated it would be a little short-sighted to think that the applicants they attract would live in the center of the city.

Ms. Larson noted that Mr. Gesen mentioned significant growth in 5 to 10 years but this site plan only proposes 9 additional parking spaces which would bring their total spaces to 32 where 36 are required. She stated this raises a red flag for her when in 5 to 10 years they are looking for additional growth they will come back to ADRC and Planning Board looking to demolish another property. Mr. Gesen stated that was not his intent and currently they are not fully utilizing the parking spaces that they have. He said currently, on average, they have 19 cars parking daily. He anticipates to be fully staffed in 5 to 10 years with 30 -33 staff members. He feels the proposed numbers of spaces will be ample enough for the projection of staff. He also stated the city's parking requirements exceed their need for spaces. Mr. Gesen stated it makes sense to develop the parking lot now in conjunction with the other improvements proposed.

Ms. Rosenberger asked if the demolition has been approved by the Demolition Review Committee. Mr. Gesen replied that the Heritage Commission Demolition Review Committee was against the demolition of the building at 11 Blake Street. Mr. Buck stated there is currently no demolition permit. It has been applied for. Ms. Rosenberger asked if they were going to lease the proposed extra parking spaces until they are needed. Mr. Gesen replied they hadn't thought of that but certainly it is an option. Ms. Rosenberger stated that she works downtown in a professional office and all their staff, including professionals, walks further than Phenix staff would have to walk and she doesn't think that would be a deterrent to hiring people.

Ms. Shank informed the Board that about half of the block from State Street to Blake Street is parking lot. The rest of the block has three houses on the south side, which includes the building proposed for demolition, and there are seven houses on the north side of the street. Mr. Gesen stated that the residents utilize the Phenix parking lot after hours as there is very little on-site parking at those houses. Ms. Shank confirmed that on her site visit she witnessed residents using the parking lot. She also stated that with the reconfiguration the access to the parking lot will be changed making it more difficult and less useful for residents to access the lot.

Ms. Smith-Meyer stated she parks on Blake Street five days a week and has no problem parking on the street for an hour. She stated she had read somewhere that Phenix Mutual stated they would not proceed with the demolition of the existing building until the need arose for the parking lot. Mr. Gesen replied that may be misconstrued a bit. He stated they had told the Heritage Commission that they would not demolish the building until the parking lot project was moving forward. Ms. Smith-Meyer stated she was actively involved in the Master Plan project and she is very much supportive of the ADRC's vote. She stated it distresses her that housing is being demolished for parking and stated that one of the things that distinguishes Concord from Manchester is that there is nice housing within walking distance from downtown Concord. She stated she feels for the neighbors in the Blake Street area because the house at 11 Blake Street has been in disrepair for a long time and it is a blight to the neighborhood. She stated to construct this project for not that many parking spaces in an area so close to public parking garages is a waste and a huge negative for anybody who lives in that neighborhood. She also stated that to construct the parking lot, which will just create heat from the asphalt, without the immediate need is incompatible with the City's Master Plan.

The Chair asked if members of the public had any comments or questions.

Nadine Peterson, Women's Club of Concord, 44 Pleasant Street, spoke. She stated she is the author of the letter Ms. Larson referred to. She wanted to reiterate that The Women's Club of Concord's building is listed with the National Register of Historical Places and they did receive an LCHIP grant this year to do some significant rehabilitation work on the building. She stated they plan to do some regarding because they are seeing paint failure due to moisture. This work will commence this spring and go into summer. They are concerned with scheduling; making sure their project does not impact the Phenix project and vice versa. She stated their mission is to do community service as well as being a steward for the Chamberlain House which they have had since 1919. She stated they need to make sure that their full time residents have access to their shared parking

out back. She wants to emphasize the sensitive nature of their property and encourages retaining the residential feel in the area. She stated they are more than happy to work with Phenix Mutual to find mutual agreements.

Caren Maynard, 8 and 10 Blake Street, and Jeff Marsh, 13-15 Blake Street, spoke. Ms. Maynard owns the house directly opposite the existing Phenix Blake Street driveway and she and Mr. Marsh co-own the house next to 11 Blake Street. She stated she is concerned of what the project will do to the property values. She is also concerned by the damage the locust tree roots cause to the roadway. Mr. Marsh stated it is an intrusive root system that heaves the roads. Mr. Marsh also has concerns regarding the proposed lighting. He stated he is supportive of the landscape plan but has a few concerns about the trees they are proposing specifically elm trees which can drop a lot of branches. He stated he had not heard what the plan was for plowing because with the new configuration the only place to plow would be right against his house. Ms. Maynard stated she would like an assurance that the lot will be maintained as the existing house has been neglected. Ms. Larson stated that should be part of the site plan approval. Ms. Maynard stated she does not support the parking lot but the existing house is beyond repair.

Mr. Gesen replied that he is not opposed to tabling the application until next month to have some time to meet with the neighbors for more conversations.

The Chair asked if any other members of the public had any comments or questions.

A discussion ensued regarding zoning and the Master Plan. Ms. Larson explained that a parking lot is a permitted primary use within the Civic Performance District and it will become a primary use as soon as they build the parking lot. More discussion regarding the CVP and CBP districts ensued. Discussion ensued regarding section 28-1-5 of the zoning ordinance.

Ms. Shank noted that the Planning Board has two actions to take; rule on Architectural Design Review and rule on Major Site Plan Application. She stated making a decision for Site Plan Application the zoning ordinance is used and for making a decision for Architectural Design Review the standards for review for Architectural Design approval are used as stated in her staff report to the Board. She stated it may not be clear to staff what the implications would be if the Planning Board denied ADR approval. She stated legal advice may need to be sought.

Councilor Champlin moved to table the Terrain Planning and Design LLC on behalf of Todd Hayward/Phenix Mutual Fire Insurance Co., requesting Major Site Plan approval for the demolition of an existing building, construction of a new parking lot, and reconstruction of an existing parking lot at 42 Pleasant Street and 11 Blake Street, within the Civic Performance (CVP) District, Map/Block/Lot: 36-5-11 & 36-5-4, until April 15, 2015 at 7:00pm, 37 Green St, Council Chambers. Ms. Smith-Meyer seconded the motion. The motion passed unanimously.

### **Subdivision Plan Applications**

- 5. Application by Richard D Bartlett & Associates on behalf of Jonathan and Margaret Chorlian, requesting Minor Subdivision approval to convert three attached residential dwellings into three residential condominium units at 78 School Street, within the Neighborhood Residential (RN) District. Map/Block/Lot: 42-4-4 (2015-0010)**
  - a. Determination of Completeness**
  - b. Public Hearing**
  - c. Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Mr. Lavers moved to determine the application complete and to open the public hearing. Ms. Smith-Meyer seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Mr. Jonathan Chorlian was present to speak to the application. Mr. Chorlian stated the site received minor site plan approval to convert an existing single-family residential dwelling into three residential units at 78 School Street at the Planning Board meeting held on September 17, 2014. He has purchased the property and now proposes to convert the units into condominiums.

The Chair asked if members of the public had any comments or questions.

Ms. Leslie Thomas, 76 School Street, spoke. Ms. Thomas stated she is supportive of the condo conversion but has concerns for snow removal without blocking the sidewalks and inhibiting the use of the City's sidewalk plow.

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

Ms. Smith-Meyer moved to grant final minor subdivision approval for the Application by Richard D Bartlett & Associates on behalf of Jonathan and Margaret Chorlian, requesting Minor Subdivision approval to convert three attached residential dwellings into three residential condominium units at 78 School Street, within the Neighborhood Residential (RN) District. Map/Block/Lot: 42-4-4 with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. Final plans and mylars shall be signed and sealed by the appropriate professionals.
2. Floor plans of condominium building units shall be provided at a scale of 1" = 5', 1" = 10', or 1" = 20' showing the location and horizontal and vertical dimensions of each unit and common area in accordance with Section 17.03 of the Subdivision Regulations.
3. A legal description by metes and bounds of the land to be attached to the Declaration of Condominium as "Exhibit A" and submitted to the Planning Division for review and approval. Draft Declaration of Condominium to be reviewed and approved by the City Solicitor's office for content and format. Upon approval, final executed document(s) to be submitted to Planning for recording.
4. Applicant to submit check(s) for recording the plans (and the Declaration of Condominium) at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). All checks are to be made payable to the Merrimack County Registry of Deeds.
5. Address to the satisfaction of the Engineering Division, review comment received in a Memo from Paul Gendron, LLS, City Surveyor dated March 6, 2015 (see attached).
6. Revise the floor plans to add the unit numbers to each plan.
7. Please swap the order and titling of the floor plans so that Drawing Number A-2 and the First Floor Plan appear after Drawing Number A-1 (Basement Plan).
8. Please clarify the number of bedrooms for Unit 3 and make any edits to Declaration of Condominium and/or floor plans as necessary.
9. Revise the Site Plan/Condominium Subdivision Plan to indicate limited common area dedicated to each condominium.

Mr. Hicks seconded the motion. Motion carried unanimously.

- 6. Application by Richard Askins, on behalf of Askins Family Revocable Trust, requesting Minor Subdivision approval to convert two detached residential dwellings into two residential condominium units at 24 South Spring Street, within the Neighborhood Residential (RN) District. Map/Block/Lot: 36-6-14 (2015-0011)**
- a. Determination of Completeness**
  - b. Public Hearing**
  - c. Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Mr. Lavers moved to determine the application complete and to open the public hearing. Ms. Smith-Meyer seconded the motion. Motion carried unanimously.

The Chair opened the public hearing.

Mr. Richard Askins was present to speak to the application. This three-story single-family home with detached carriage barn was constructed circa 1792. Mr. Askins stated the carriage barn was previously located behind the home (to the north west side) before being moved to its current location. A previous Zoning Board of Adjustment decision permitted conversion of the carriage barn to a single family residential dwelling unit. At their meeting held on May 7, 2014, the ZBA granted variances to Article 28-2-4(h) to permit two single-family detached dwellings on one lot which is neither a Cluster nor a Planned Unit Development.

The Chair asked if members of the public had any comments or questions. There being no comments from the members of the public, the Chair closed the public hearing.

Mr. Lavers moved to grant final minor subdivision approval for the application by Richard Askins, on behalf of Askins Family Revocable Trust, requesting Minor Subdivision approval to convert two detached residential dwellings into two residential condominium units at 24 South Spring Street, within the Neighborhood Residential (RN) District, Map/Block/Lot: 36-6-14 (2015-0011) with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. Final plans and mylars shall be signed and sealed by the appropriate professionals.
2. A legal description by metes and bounds of the land consistent with the condominium subdivision plan to be attached to the Condominium Declaration as "Exhibit A" and submitted to the Planning Division for review and approval. Surface parking spaces for Unit 2 to be added to Unit Boundaries under Description of Units within the Condominium Declaration.
3. Draft Condominium Declaration and Bylaws to be reviewed and approved by the City Solicitor's office for content and format. Upon approval, final executed documents to be submitted to Planning for recording.
4. Applicant to submit check(s) for recording the plans (and the Condominium Declaration and Bylaws) at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). All checks are to be made payable to the Merrimack County Registry of Deeds.

Councilor Champlin seconded the motion. Motion carried unanimously.

- 7. Application by Bedford Design on behalf of Calamar Elderly Housing requesting approval of a Lot Line Adjustment between a vacant lot on Pembroke Road (111B-1-16) and 25 Triangle Park Drive (111H-4-22) and 19 Triangle Park Drive (111H-4-21). Also requested is approval of a Minor Subdivision Plan of one vacant lot into two on Pembroke Road (111B-1-16). Parcels are located in the GWP (Gateway Performance) and the OFP (Office Performance) Districts. (2015-0001)**

- a. Determination of Completeness**
- b. Public Hearing**
- c. Deliberations and Action on the Application**

Ms. Larson recommended that the application be determined complete and the public hearing opened.

Councilor Champlin moved to determine the application complete and to open the public hearing. Mr. Hicks seconded the motion. Motion carried unanimously.

The Chair opened the public hearing.

Mr. George Chadwick, Bedford Design, was present to speak to the application. The proposed Lot Line Adjustment is between a vacant lot on Pembroke Road (111B-1-16) and 25 Triangle Park Drive (111H-4-22) and 19 Triangle Park Drive (111H-4-21). Also requested is approval of a Minor Subdivision Plan of one vacant lot into two on Pembroke Road (111B-1-16). The NH Municipal Association (NHMA) is located directly to the north, Triangle Park Drive to the east, a mix of office, vacant land and Pembroke Road lie southerly and easterly and McKenna's Purchase residential condominiums lie directly to the west. The Zoning Board of Adjustment granted a variance to Article 28-4-1(h) of the Zoning Ordinance to permit the creation of a lot fronting in the GWP Zoning District with 240 feet of road frontage, whereas 300 feet is required.

The Chair asked if members of the public had any comments or questions. There being no comments from the members of the public, the Chair closed the public hearing.

Mr. Lavers moved to grant final lot line adjustment and subdivision application approval for application by Bedford Design on behalf of Calamar Elderly Housing requesting approval of a Lot Line Adjustment between a vacant lot on Pembroke Road (111B-1-16) and 25 Triangle Park Drive (111H-4-22) and 19 Triangle Park Drive (111H-4-21). Also requested is approval of a Minor Subdivision Plan of one vacant lot into two on Pembroke Road (111B-1-16). Parcels are located in the GWP (Gateway Performance) and the OFP (Office Performance) Districts, with the following precedent conditions to be fulfilled within 2 years and prior to endorsement of the final plans by the Planning Board Chair and Clerk, unless otherwise specified:

1. The Licensed Land Surveyor shall sign and seal final plans and mylar.
2. Applicant to 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.
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. Applicant to receive written confirmation (email is sufficient) from the Assessing Department confirming that the final lot numbering is acceptable. Written confirmation is to be submitted to Planning.
5. Add the Zoning Districts to the Lot Area Table to demonstrate that the proposed lot area and/or road frontage for each lot complies with the district requirements, or is permitted by variance (with a reference to variance note(s)).
6. Address to the satisfaction of the Engineering Division, review comments 1-3 found on p. 2/4 received in a Memo from Laura Aibel, PE, Jeffrey Warner, PE, and Paul Gendron, LLS dated March 11, 2015 (see attached).

Ms. Smith-Meyer seconded the motion. Motion carried unanimously.

**REGULAR MEETING**

**8. Approval of the minutes of the February 18, 2015 Planning Board Meeting.**

Mr. Lavers moved to approve the February 18, 2015 Meeting as written. Councilor Champlin seconded the motion. Motion carried unanimously.

**9. Designation of two representatives to the Central New Hampshire Regional Planning Commission (CNHRPC) *Continued from the January 21, 2015 Planning Board meeting.***

The Chair asked whether Mr. Hicks wanted to continue as Planning Board designees to the Central New Hampshire Regional Planning Commission. Mr. Hicks answered in the affirmative. Chair Drypolcher will email Ms. Foss as to her preference to continue.

**10. Penacook Vision Plan summary presentation.**

Ms. Shank presented a PowerPoint presentation on the Penacook Vision Plan. The Plan has been finalized and will be sent to printing.

**11. Any other business which may legally come before the Board.**

**INFORMATION**

- Minutes of the March 10, 2015 Design Review Committee meeting
- Next regular monthly meeting on Wednesday, February 18, 2015

There was no further business to come before the Planning Board and the Chair adjourned the meeting at 9:50 pm.

A TRUE RECORD ATTEST:

Nancy Larson  
City Planner