

City of Concord Planning Board
August 16, 2017
Minutes

The regular monthly meeting of the City Planning Board was held on August 16, 2017, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

1. Call to Order
Chairman Woodfin called the meeting to order at 7:00 pm. Planning Staff present included Heather Shank (City Planner), Beth Fenstermacher (Assistant City Planner), John Stoll (Senior Planner), and Lisa Fellows-Weaver (Administrative Specialist). Engineering Staff present included Bryant Anderson (Associate Engineer).
2. Roll Call
Present: 8 – Chairman Richard Woodfin, Vice-Chair Carol Foss, Teresa Rosenberger (Ex-Officio for City Manager), Susanne Smith-Meyer, Ian West, David Fox, Matthew Hicks, and John Regan.
Absent: 3 – Councilor Byron Champlin, Alternate Chiara Dolcino and Alternate Frank Kenison.
3. Approval of July 19, 2017 Planning Board Meeting Minutes
On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted unanimously to accept the minutes of July 19, 2017, as written.
4. Planning Board Chair Overview
Chairman Woodfin announced that at the request of the petitioner, the City Council referral regarding a request from Concord Orthopaedic to rezone portions of the Medium Density Residential (RM) District along Pleasant Street to the Institutional (IS) District has been postponed to September 20, 2017.

Consent Agenda Items

5. Determination of Completeness by Consent
 - 5A. Hillside Design Group, LLC, on behalf of Dundee Investments, LLC, requesting Major Site Plan approval for construction of two retail buildings and a restaurant, and Conditional Use Permits for disturbance of wetland buffers and for the proposed dumpster location, at 285-287 Loudon Road in the in the Gateway Performance (GWP) District. MBL: 111E/1/2; 111E/1/3; 111E/1/8-11 (2017-31)

On a motion made by Ms. Foss, and seconded by Mr. West, the Board voted unanimously to determine the application complete and set the public hearing for September 20, 2017.
6. Design Review Applications by Consent

If an applicant, Planning Board member, or audience member wishes to remove an item from the Consent Agenda for discussion, it will be pulled for consideration during the public hearing segment of the agenda. Otherwise, consent items are approved subject to the recommendations of the Design Review Committee.

 - 6B. McCandless & Nicholson – Attorneys at Law, on behalf of 58 N.S.S. Property, LLC, requesting ADR approval to install a replacement sign on existing posts, and install a new wall sign, at 58 N. State Street in the Civic Performance (CVP) District. MBL: 46/2/8

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

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- 6C. Tarbell & Brodich, PA Attorneys at Law, on behalf of Eaton Tarbell, Jr., Trustee of the Eaton W. Tarbell Jr. Revocable Trust of 2016, requesting ADR approval to install a new freestanding sign at 45 Centre Street in the Civic Performance (CVP) District. MBL: 44/1/13

Ms. Smith-Meyer commented on the applications for the proposed signs for Tarbell & Brodich, stating that the signs appear cluttered and the phone numbers are noted on the signs, which is not something the Architectural Design Review Committee, (ADRC) has supported in the past. Ms. Shank stated that the ADRC did recommend that the “www.” be removed from the signs, as it is implied information today. She also noted that several members explicitly stated that they did not have an issue with the phone number being on the sign.

On a motion made by Ms. Foss, and seconded by Mr. West, the Board voted unanimously to approve the application by consent, subject to the condition that the “www.” text is removed, that the sign be installed on the existing post, and that should the post need to be replaced due to disrepair, the replacement post is also wood.

- 6D. Tarbell & Brodich, PA Attorneys at Law, on behalf of EWT 50, LLC, requesting ADR approval to install a new freestanding sign at 14 Centre Street in the Civic Performance (CVP) District. MBL: 46/1/5

On a motion made by Ms. Foss, and seconded by Mr. West, the Board voted unanimously to approve the application by consent, subject to the condition that the “www.” text is removed, that the proposed posts are wood, and with the suggestion that the existing brick planter be removed.

- 6E. Concord Hospital requesting ADR approval for an amendment to a previously approved Major Site Plan pertaining to façade changes at 250 Pleasant Street in the Institutional (IS) District MBL: 95/3/4

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

Items Pulled from the Consent Agenda

- 6A. Foxfire Property Management requesting ADR approval to install a new monument sign with tenant panels at 1 Granite Place in the Institutional (IS) District. MBL: 583/Z64

Ms. Shank explained that this application was pulled from the Consent Agenda at the request of the applicant due to the recommendations from the Architectural Design Review Committee, (ADRC) which was to lower the sign by 2 feet and use 10-inch wide posts.

Mr. Messinger represented the application. Paul Cole was present on behalf of Steve Duprey. Mr. Messinger explained that the proposal is for a free-standing, directory sign on the property. A variance was obtained from the ZBA for having a second sign on the property, with the understanding that no additional signage will be added at the site. Mr. Messinger stated that the height was chosen for visibility by passing cars and also to allow clearance of the tenant panels when snow is piled up. He noted that the sign meets all other requirements.

Mr. Cole stated that they had no problem providing the 10-inch wide granite posts but that they want to keep the sign at the proposed height for visibility purposes.

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Ms. Smith-Meyer agreed with ADRC and stated that the intent is for this sign to be more of a monument sign, which is lower. As far as the visibility with the snow, she does not believe it would be an issue as the area is not wide enough to cause snow build up. Mr. Cole stated that the sign will be advertising a multi-tenant building with sign panels for each tenant. Ms. Foss stated that there may be an issue with snow banks blocking the sign as one approaches the sign. Discussion ensued regarding the height of the sign and the scale of the area.

Mr. Messenger stated that there is no sign in the existing location. Discussion ensued regarding the existing monument sign on the property.

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

On a motion made by Mr. Hicks, and seconded by Mr. West, the Board voted to grant approval of the sign height as submitted in the application with the condition that 10-inch wide granite posts be installed. The motion passed; Ms. Smith-Meyer was opposed.

Public Hearings

7. Site Plan & Subdivision Applications

7A. WarrenStreet Architects on behalf of Sheep Davis Partners, requesting a CUP for a parcel currently with two structures on one lot and proposing to add another sign on the property at 248-256 Sheep Davis Road in the Gateway Performance (GWP) District. MBL: 111/H3/3

Bill Lustig, Sign-A-Rama, represented the applicant. He provided an overview of the property noting that this is a new owner who is renovating the property and would like a new sign. The proposal is for two multi-tenant directory signs with tenant panels. Two existing signs on the property will be removed. No changes to the building are proposed.

Mr. Lustig explained that there are two buildings on the property, though only one sign per property is permitted by right in this district. However, with a Conditional Use Permit (CUP), each building is permitted to have one sign. The proposal is for one sign to be installed per building and placed in the center of the building frontage. Both signs will consist of 40 square feet. He added that they plan to remove some of the pine trees which he believes will help define the access better.

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

On a motion made by Ms. Foss, and seconded by Mr. West, the Board voted unanimously to **Grant Conditional Use Permit approval** to allow two (2) freestanding signs on a single lot subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

(1) Both freestanding signs shall be installed at least 150' from any side lot lines, and at least 300' from any other freestanding sign located on the lot.

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(2) All temporary signage, and existing free standing signs, shall be removed from the lot prior to the issuance of the sign permit.

- 7B. Richard D. Bartlett & Associates, on behalf of John & Sheri Raffensberger, requesting Minor Subdivision approval for conversion of a two family home into two condominiums at 11-13 Holt Street in the Residential Neighborhood (RN) District. MBL:41/4/3 (2017-30)

On a motion made by Mr. West, and seconded by Ms. Foss, the Board voted unanimously to determine the application complete.

Mark Sargent of Richard D. Bartlett & Associates represented the application; Mr. and Mrs. Raffensberger were in attendance as well. Mr. Sargent provided an overview explaining that the applicant is proposing a conversion of a two-family residential dwelling unit into condominiums. There will be limited common area for parking. It was noted that the garage is over the property line. Mr. Anderson stated that the Engineering Department is not recommending anything with regards to the encroachment. Water and sewer items were addressed and Mr. Anderson stated that no upgrades are being recommended or required at this time.

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

On a motion made by Mr. West, seconded by Ms. Smith-Meyer, the Board voted unanimously to **Grant Minor Subdivision approval** to convert an existing 2-family residential unit into condominiums subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

- (1) Address Engineering Review Comments dated August 7, 2017 to the satisfaction of the Engineering Division.
- (2) Address Technical Review Comments, noted in Section 2 above (of the planning staff report), to the satisfaction of the Planning Division.
- (3) The applicant shall submit documentation that the meter configuration has been reviewed and that it complies with City standards.
- (4) Digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
- (5) The Licensed Land Surveyor shall sign and seal final plans and mylars.
- (6) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
- (7) The Applicant shall deliver to Planning, three plan sets and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

8. Amendments & Other Items

- 8A. City Council referral regarding a request from Concord Orthopaedic to rezone portions of the Medium Density Residential (RM) District along Pleasant Street to the Institutional (IS) District.

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Postponed to September 20, 2017, per the petitioners request.

Other Business

9. Open Space Plan – Overview of Final Draft

Ms. Fenstermacher presented an overview of the update to the Open Space Plan that was prepared by Moosewood Ecological with the Conservation Commission. She indicated that the purpose of the update was to incorporate new available data and additional studies completed since the 2008 plan, to provide additional technical information for informed decision making, and to create a new GIS database. She also presented the online version of the Open Space Plan that was created as a “story map”, or an interactive viewing plan for the public on the City’s website. She showed how the various maps of the report were interactive, and briefly illustrated how to move through the many sections of the plan.

A discussion was held regarding the next steps. It was agreed that this information will be accepted as an addendum and the information will be embedded into the next revision of the Master Plan. Ms. Fenstermacher will be presenting the Open Space Plan to Council for endorsement.

On a motion made by Ms. Foss, seconded by Mr. Fox, the Board voted unanimously to adopt the Open Space Plan as an addendum to the existing Master Plan.

10. Design Guidelines Update

Ms. Shank stated that she and Mr. Stoll are still working with the ADRC and are trying to complete the update to present next month.

Adjournment

At the request of Chair Woodfin, Ms. Foss made a motion to adjourn at 7:42 p.m., seconded by Mr. West. Motion carried unanimously.

A TRUE RECORD ATTEST:

Lisa Fellows-Weaver
Administrative Specialist