

**CITY OF CONCORD PLANNING BOARD
January 15, 2014 MEETING**

The regular monthly meeting of the City Planning Board was held on January 15, 2014, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Present at the meeting were Chair Drypolcher, Vice Chair Swope and Members Lavers, Hicks, Foss and Kenison. Acting City Planner Henninger, Ms. Hebert and Ms. Murray of the City's Planning Division were also present. Alternate Member Kenison was seated for Member Smith-Meyer.

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

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.

- a. **Application by PFP Associates, on behalf of Pain Care, requesting Architectural Design Review Approval for revisions to two (2) affixed signs at 24 Bridge Street, within the Opportunity Corridor Performance (OCP) District.**

The existing signs boards are being removed due to maintenance issues and will be replaced with new aluminum signs that will be the same shape and size as the existing signs. Mr. Henninger informed the Board that the signs are non-conforming but are grandfathered. The Architectural Design Review Committee noted for the record that it was unfortunate that we did not have the opportunity to bring these sign into zoning conformity, and have the opportunity to have the sign relocated from the roof and made more attractive.

There were no other comments or discussions.

Mr. Swope moved to grant Architectural Design Approval for revisions to two (2) affixed signs at 24 Bridge Street as submitted by the applicant and recommended by the Architectural Design Review Committee. Ms. Foss seconded the motion. Motion carried unanimously.

- b. **Application by Shannon Drake, on behalf of the Soup Gallery, requesting Architectural Design Review Approval for a new affixed sign at 55 N. Main Street, within the Central Business Performance (CBP) District.**

Mr. Henninger noted that the sign is proposed to be located at the rear of the property facing the Durgin Block Garage.

There were no further comments or discussions.

Mr. Swope moved to grant Architectural Design Approval as recommended by the Architectural Design Review Committee for a new affixed sign at 55 N. Main Street as submitted by the applicant. Mr. Hicks seconded the motion. Motion passed unanimously.

Subdivision Applications

2. Application by Kip Garvin and Michael T. Harrison & Catherine M. Gunter, for property located at 7 Timberline Drive and 38 Currier Road, requesting Minor Subdivision approval to transfer 2.171 acres from the parcel at 7 Timberline Road to the parcel at 38 Currier Road. (2014-01)

- 1. Determination of Completeness**
- 2. Public Hearing**
- 3. Deliberations and Action on the Application**

Mr. Henninger recommended that the application be determined complete and the public hearing opened.

Mr. Kenison moved to determine the application complete. Mr. Lavers seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Mr. Roger Rodewald was present to discuss the project. Kip Garvin at 7 Timberline Drive is proposing to transfer a 2.171 acre portion of his existing lot to Michael Harrison & Catherine Gunter at 38 Currier Road. No new lots are proposed and no additional development is proposed. The revised lots will be 2.431 acres and 4.345 acres and each will contain an existing single family residence. At present the Harrison garage is slightly over the lot line; the lot line adjustment will correct this.

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

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

Mr. Swope moved to grant the following Waivers of the Subdivision Regulations to not show the following information on the drawings and final plat:

- Section 15.03(1) Abutting Property (buildings, driveways, septic system, wells)
- Section 15.03(4) Topography
- Section 15.03(6) Natural Features
- Section 15.03(9) Streets and Right-of-Way
- Section 15.03(12) Septic Systems
- Section 15.03(14) Wells
- Section 15.03(15) Other Utilities

Mr. Lavers seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant conditional minor subdivision approval for property located at 7 Timberline Drive and 38 Currier Road to transfer 2.171 acres from the parcel at 7 Timberline Road to the parcel at 38 Currier Road as recommended by staff subject to the following 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, 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.

Mr. Hicks seconded the motion. Motion carried unanimously.

Site Plan Review

3. **Application by Concord AC Tennis Div., Inc., DBA The Racquet Club of Concord, on behalf of Executive Health & Sports Center, requesting Major Site Plan Approval, Architectural Design Review Approval and a Conditional Use Permit pursuant to Article 28-4-4(d), to allow disturbances to Bluffs and Bluff Buffers, for renovations and expansion of an existing health and fitness club and the addition of medical offices at 10 Garvins Falls Road, including modifications to the existing parking, site access, lighting and landscaping. (2013-67)**
 - a. **Public Hearing**
 - b. **Deliberations and Action on the Application**

Ms. Hebert recommended that the public hearing be opened. The Chair opened the public hearing.

Chris Rice and Bob Duval, from TF Moran, and Mike Benton, the owner, were present. Mr. Benton presented a 60 second video of the Executive Court Club in Manchester to show what the club in Concord would offer. The applicant is proposing renovations and building additions to improve the existing Racquet Club of Concord at 10 Garvins Falls Road. The building improvements include three phases of additions and extensive interior renovations to increase the health club space and add medical offices. Overall the area and use of the building will increase from 72,378 sq. ft. of health club space to 103,593 sq. ft. of health club space and 12,043 sq. ft. of medical office space. Mr. Duval spoke about the traffic impact of the project.

Ms. Hebert explained the three phases of the project. She said that each phase would be valid for a period of two years and the applicant would have up to six years to build all three phases. The Phase One improvements for the Executive Health and Sports Center includes a 4,554 sq. ft. addition to the northern side of the building for new health club space, interior infill of 8,330 sq. ft. of new health club space, interior addition of 6,319 sq. ft. of medical office space, the removal of 2,017 sq. ft. of health club space and the construction of a right turn lane at the Manchester Street/Garvins Falls Road intersection. The applicant may apply for building permits to renovate the existing health club space provided the permit does not allow for the expansion of the existing floor area of the building or the change of use to medical offices.

Phase Two consists of a 10,184 sq. ft. addition to the northern side of the building for new health club space, an interior addition of 5,724 sq. ft. of medical office space, landscaping and lighting improvements, and the reconstruction of the parking lots and associated site improvements. Phase Three includes a 10,164 sq. ft. addition to the southern side of the building for new health club space.

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

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

Ms. Foss questioned the drainage in the buffer to the bluff and why it could not be infiltrated rather than discharged. After some discussion, Ms. Laura Aibel, Assistant City Engineer, was asked to respond. Ms. Aibel responded that the proposed system meets all regulations and that the soil is not as good as expected but tests show that runoff at the 3-year storm level was reduced to zero.

Mr. Swope moved to approve a Conditional Use Permit (CUP) pursuant to Section 28-4-4(d) of the Zoning Ordinance, to allow for disturbance to the buffer to bluff along the Merrimack River for the removal of existing pavement and for the reconstruction the parking lot, installation of underground detention system and drainage outfall within a portion of the bluff. The proposed plan reduces the existing encroachment within the bluff buffer.

Ms. Foss seconded the motion. Motion carried unanimously.

Mr. Swope moved to grant Architectural Design Review Approval for the site plan, architectural building elevations, landscape plan and lighting plan for the development of the all three phases of the proposed improvements to the Executive Health & Sports Center with the condition that the applicant return to the Design Review Committee for final review and approval of the main entrance to the building.

Mr. Hicks seconded the motion. Motion carried unanimously.

Mr. Hicks moved to approve conditional site plan approval for Phase 1 for renovations and expansion of an existing health and fitness club and the addition of medical offices at 10 Garvins Falls Road, including modifications to the existing parking, site access, lighting and landscaping as recommended by staff subject to the following conditions:

1. Prior to the issuance of a certificate of approval by the Planning Board and the issuance of any building permits for construction activity on the site, final approvals of construction drawings and specifications for all private and public improvements for Phases One, Two and Three shall be obtained from the City Planner and plans shall be revised to address omissions and corrections noted by staff.
2. Prior to the issuance of a certificate of approval by the Planning Board and issuance of any building permits for construction activity on the site, the following State permits shall be obtained and copies provided to the Planning Division:
 - a) NH Department of Environmental Services Alteration of Terrain Permit
3. Prior to the issuance of a certificate of approval by the Planning Board and issuance of any building permits for Phase One construction, the final design and construction drawings for the proposed right turn lane at the intersection of Garvins Falls Road/Manchester Street and associated off-site improvements shall be approved by the City Engineer.
4. Prior to the issuance of a certificate of approval by the Planning Board and issuance of any building permits for Phase One construction, the applicant will provide to the City Solicitor a financial guarantee for the proposed off-site improvements associated with the construction of the right turn lane in an amount approved by the City Planner and City Engineer, and in a form acceptable to the City Solicitor.
5. Prior to the issuance of a certificate of approval by the Planning Board and issuance of any building permits for Phase One construction, 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) The necessary right-of-way easement deeds and plans for the construction of the right turn lane and associated off-site improvements
6. Prior to the issuance of a certificate of approval by the Planning Board and issuance of any building permits for Phase One construction, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.08 of the Site Plan Review Regulations.
7. Prior to the issuance of a certificate of approval by the Planning Board and issuance of any building permits for Phase One construction, the applicant shall file a Voluntary Merger application with the City to merge parcels 110I/2/4 & 110I/2/7.
8. No construction activity for Phase One may commence prior to the payment of inspection fees in an amount approved by the City Engineer.
9. A pre-construction meeting shall be required prior to the start of Phase One construction activities onsite. Prior to the pre-construction meeting seven copies of the final approved site plan shall be provided to the Planning Division for endorsement by the City Engineer as “approved for construction.”
10. No Certificate of Occupancy for any building or use within Phase One shall be issued until all public and private improvements, including the construction of the right turn lane at the Manchester Street/Garvins Falls Road and the associated off-site improvements have been substantially completed to the satisfaction of the City Planner and City Engineer.
11. Prior to the issuance of a Certificate of Occupancy for Phase One, as-built drawings of the public and private improvements shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Review Regulations.
12. Prior to the issuance of any building permits for the construction of the proposed tennis dome in either Phase One, Two or Three, the applicant will provide to the City Planner final construction plans for the dome, for review and approval to ensure compliance with the required building height.
13. 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 - Medical Office (*worksheet to be provided upon approval of final cost estimate for off-site improvements*)
 - b. Transportation Facilities - Health Club (*worksheet to be provided upon approval of final cost estimate for off-site improvements*)
14. The following improvements to be constructed are deemed to be eligible for credits against the assessed traffic impact fees. The procedures for determining the eligibility and the calculation of the credit 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.

- a) Right turn lane at the intersection of Garvins Falls Road and Manchester Street (*Credit includes the cost of construction and right of way conveyance*)

Mr. Lavers seconded the motion. Motion carried unanimously.

Mr. Kenison moved to approve conditional site plan approval for Phase 2 and 3 for renovations and expansion of an existing health and fitness club and the addition of medical offices at 10 Garvins Falls Road, including modifications to the existing parking, site access, lighting and landscaping as recommended by staff subject to the following conditions:

- 1) A pre-construction meeting shall be required prior to the start any construction activities onsite for each Phase. Prior to the pre-construction meeting seven copies of the final approved site plan shall be provided to the Planning Division for endorsement by the City Engineer as “approved for construction.”
- 2) No construction activity may commence for Phase Two prior to the payment of inspection fees in an amount approved by the City Engineer.
- 3) Prior to the issuance of a certificate of approval by the Planning Board for Phases Two and Three and issuance of any building permits for Phase Two construction activity on the site, the applicant will provide to the City Solicitor a financial guarantee for the proposed public improvements on and off site in an amount approved by the City Planner and City Engineer, and in a form acceptable to the City Solicitor.
- 4) Prior to the issuance of a Certificate of Occupancy for Phase Two, the applicant will refurbish the existing shed or remove it. The plans for refurbishment shall be approved by the City Planner.
- 5) Prior to the issuance of any building permits for the construction of the proposed tennis dome in either Phase One, Two or Three, the applicant will provide to the City Planner final construction plans for the dome, for review and approval to ensure compliance with the required building height.
- 6) Prior to the issuance of a Certificate of Occupancy for Phase Two, as-built drawings of the public and private improvements shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Review Regulations.
- 7) 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 - Medical Office (*worksheet to be provided upon approval of final cost estimate for off-site improvements*)
 - b) Transportation Facilities - Health Club (*worksheet to be provided upon approval of final cost estimate for off-site improvements*)
- 8) The following improvements to be constructed are deemed to be eligible for credits against the assessed traffic impact fees. The procedures for determining the eligibility and the calculation of the credit 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.

- a) Right turn lane at the intersection of Garvins Falls Road and Manchester Street (*Credit includes the cost of construction and right of way conveyance*)

Mr. Lavers seconded the motion. Motion carried unanimously.

- 4. Application by Siena Investments, LLC, on behalf of Capri Real Estate Holdings, LLC, City of Concord, State of New Hampshire, and Everett L. and Patricia A. Foster, for Major Site Plan Approval to construct a 22,596 square foot retail building and a 4,950 square foot restaurant, including parking, landscaping, drainage, and lighting between Loudon Road and Old Loudon Road opposite the Steeplegate Mall. The approval includes the relocation of the Old Loudon Road intersection with Loudon Road from its current location opposite Branch Turnpike to the existing signalized intersection with D'Amante Drive. (2013/-69)**

- a) **Determination of Completeness**

Mr. Henninger recommended that the application be determined complete. The application involves the construction of a new one story 22,596 SF retail building and a 4,950 SF one-story restaurant, along with parking for 158 automobiles, landscaping, lighting, drainage, and utilities.

The project involves the relocation of the westerly intersection of Old Loudon Road and Loudon Road to the signalized intersection of D'Amante Drive. A new driveway to the site will be provided off Old Loudon Road. A new access will be created to the site from Loudon Road as the fourth leg of the existing signalized entrance to the Steeplegate Mall (near Sears).

Two existing homes are being removed as part of the project. A resubdivision plan will be needed to combine the six existing lots into two lots, one on each side of the new D'Amante Drive/Old Loudon Road intersection, and to layout the new right-of-way for Old Loudon Road.

The retail development will be located to the east of the new Intersection of Old Loudon Road with Loudon Road at D'Amante Drive.

Mr. Hicks moved to determine the application to construct a 22,596 square foot retail building and a 4,950 square foot restaurant, including parking, landscaping, drainage, and lighting between Loudon Road and Old Loudon Road opposite the Steeplegate Mall complete for review and set the application for public hearing on February 19, 2014. The approval includes the relocation of the Old Loudon Road intersection with Loudon Road from its current location opposite Branch Turnpike to the existing signalized intersection with D'Amante Drive.

Mr. Swope seconded the motion. Motion passed unanimously.

REGULAR MEETING

- 5. Further consideration of Site Plan and Subdivision Applications by Thomas Cheney and Zaremba Program Development, LLC for a proposed 9,278 square foot Dollar General retail store, and the construction of parking and loading areas, site lighting, landscaping, drainage, utility and signage improvements at 197-207 Fisherville Road. (2013-60) (2013-59)**

Mr. Henninger spoke to the application. Subsequent to the action by the Planning Board, the developer representing Dollar General met with city staff about the requirement to either construct, or guarantee, the construction of the municipal sewer line to the mid-point of the southernmost lot of this subdivision along Fisherville Road as required in conditions number 5 and 6 of the Planning Board's approval.

The distance required for the extension of the municipal sanitary sewer line is approximately 613' southerly from the Manor Road/Borough Road intersection with Fisherville Road.

The final phase of the US-3 North project is scheduled for construction in 2015 which will include the removal of the last of the concrete road base southerly of the Manor Road/ Borough Road intersection in Route 3, and a complete reconstruction to the northerly property line of this development by the City of Concord.

While the conditions of sewer extension are part of the subdivision process, the approval of an interim septic system will require an amendment to the approved site plan for Dollar General. A revised site plan has been submitted showing the temporary septic system under the proposed parking spaces on the south side of the building. Provisions for decommissioning the septic system and connection to the municipal sewer system when it is extended in Fisherville Road are included in the plan set.

The applicant, Zarembo Program Development, LLC, has proposes a modification to the process for the sewer extension.

The proposal worked out jointly in principal between the City and the developer has a number of positive aspects including:

- The applicant will pay for the cost of the sewer extension.
- The City will construct the extension as part of the Phase 6 - US 3 North project. The design is programmed for 2014 with construction in calendar year 2015. The City Engineer believes that the City will receive a better, more consistent product with a single contractor being responsible for all the utility work and the road reconstruction work.
- The cost to the applicant will be less since they will not be responsible for removing the concrete base in Fisherville Road and temporarily resurfacing this 630' section of Fisherville Road.
- The proposal would avoid disturbing and inconveniencing residents, motorists, owners and business clients by having construction occurring along this section of Fisherville for two construction seasons. Based on the current approval, the developer would be installing the new sewer line in 2014, and then the City would be reconstructing the road in 2015.
- The applicant would be allowed to complete and open the Dollar General store in 2014. The applicant would install a state licensed septic system as a temporary measure, and has agreed to connect to the municipal sewer line when it is extended.

Ms. Erin Lambert, Nobis Engineering, was present to respond to questions from the Board.

Mr. Drypolcher commented that the proposal accomplished the Board's objective of having the sewer system extended to this commercial area. He complimented both the staff and the applicant in coming to a creative solution.

Ms. Foss moved to grant revised final subdivision approval for the "Resubdivision of the Land of Thomas Cheney, 169 Fisherville Road, Concord, NH 03303" subject to the following 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) Proposed Access Easement for common private drive.
 - b) Easements for Interconnected parking lots between this property and parcel 201P-3 to the north and parcel 201P-72 to the south.
3. Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
4. The three existing driveways along the Fisherville Road frontage shall be closed, and vertical granite curbing and sidewalk shall be constructed across the driveway openings, prior to issuance of a Certificate of Occupancy for any development within the subdivision.
5. Prior to the final plat being signed by the Planning Board Chair and Clerk, a development agreement shall be executed between the City of Concord and the developer, Zarembo Program Development, LLC, establishing the contribution for the sewer system extension to be paid by the developer.
6. Prior to the final plat being signed by the Planning Board Chair and Clerk, a financial guarantee, or cash contribution, shall be provided to the City of Concord in the amount approved by the City Engineer and the Planning Board Clerk, specifically earmarked for the extension of the proposed sewer line to the midpoint of the frontage on Fisherville Road of the proposed 3.06 acre southernmost lot.
7. No additional development shall be permitted on both lots beyond the construction of the approved Dollar General retail store on the 1.83 acre parcel until the sewer line is extended in Fisherville Road.

Mr. Hicks seconded the motion. Motion passed unanimously.

Ms. Foss moved to grant revised conditional Site Plan Approval for the site, landscaping and building plans for a Dollar General at 207 Fisherville Road, subject to the following 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), approvals of construction drawings and specifications for all public and private improvements shall be obtained from the Engineering and Planning Divisions.
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 will provide to the City Solicitor a financial guarantee for all public improvements on and off site and a guarantee for the site stabilization in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
3. A pre-construction meeting shall be required prior to the start of any construction activities onsite. Prior to the pre-construction meeting seven copies of the final approved site plan shall be provided to the Planning Division for endorsement by the City Engineer as “approved for construction.”

4. No construction activity may commence prior to the payment of inspection fees in an amount approved by the City Engineer.
5. 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 Engineer and City Planner.
6. 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. Please see attached worksheet.
 - a. Transportation Facilities - Retail (5,001 SF to 100,000 SF)
7. Prior to the issuance of a certificate of approval by the Planning Board Chair and the issuance of any building permits for construction activity on the site, the access aisle for the loading area shall be reduced to the minimum necessary to provide for truck turning movement to the satisfaction of the City Engineer and 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 companion subdivision plat entitled, "Resubdivision of the Land of Thomas Cheney, 169 Fisherville Road, Concord, NH 03303" shall be recorded in the Merrimack County Registry of Deeds.
9. The property owner shall connect to the municipal sewer system, and shall decommission the temporary septic system for the development, within 90 days of the extension of a municipal sewer line in Fisherville Road along the project frontage.
10. 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 following State and federal permits shall be obtained and copies provided to the Planning Division:
 - a. NH Department of Environmental Services, Water Supply and Pollution Control Division, approval for the on-site septic system.

Mr. Hicks seconded the motion. Motion passed unanimously.

6. Minutes of the December 18, 2013, Planning Board meeting

Mr. Swope moved to accept the minutes of the December 18, 2013 Planning Board Meeting as written. Mr. Lavers seconded. Motion carried unanimously.

7. Consideration of a draft of the Utility Section (XI) of the Year 2030 Master Plan.

The Board will review the draft and this will be an item on the February agenda.

8. Any other business which may legally come before the Board

Mr. Swope announced his resignation as of March 1, 2014. Chairman Drypolcher noted that officers will need to be voted on at the next Board meeting.

INFORMATION

9. Minutes of the January 7, 2014, Architectural Design Review Committee meeting.

10. Next regular monthly meeting of the Planning Board will be on Wednesday, February 19, 2014.

There was no further business to come before the Planning Board and the Chair adjourned the meeting at 8:26 pm.

A TRUE RECORD ATTEST:

Stephen Henninger
Acting City Planner