

CITY OF CONCORD PLANNING BOARD

October 21, 2015 MEETING

The regular monthly meeting of the City Planning Board was held on October 21, 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, Dolcino, Foss, Regan, and Woodfin. City Planner Larson, Ms. Shank, Ms. Fenstermacher, 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.

PUBLIC HEARINGS

Determination of Completeness

1. **Application by TF Bernier, Inc. on behalf of FLOMAC Limited Partnership requesting Major Site Plan approval for the Construction of a drive-up window including the relocation of the refuse container facility and the construction of a new stacking lane to the window at 8 Loudon Road within the Gateway Performance (GWP) and Open Space Residential (RO) Districts. Map/Block/Lot: 114-1-1 (2015-0040)**
 - a. **Determination of Completeness**

Ms. Larson recommended that the application be determined complete and the public hearing set for November 18, 2015.

Mr. Woodfin recused himself.

Ms. Foss moved to determine the application complete and to set the public hearing for November 18, 2015.

Mr. Regan seconded the motion. Motion carried unanimously.

Architectural Design Review Applications

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:

2. Signs (Consent Agenda Items)

The Chair asked if members of the public had any comments or questions. There were no comments from the audience.

- a. **Application by Millwood Partners LP VII on behalf of Cabinet Depot, requesting ADR approval to install one (1) new 24 sf non-illuminated affixed wall sign at 254 Sheep Davis Road in the Gateway Performance (GWP) District. MBL: 111H/3/3**

Item removed from the consent agenda for discussion
- b. **Application by BJJ Investments Inc. on behalf of Papa John's Pizza, requesting ADR approval to install one (1) new 58.50 sf internally illuminated freestanding sign at 234 N. Main Street in the Urban Commercial (CU) District. MBL: 55/5/11**

Item approved as submitted with consent agenda.
- c. **Application by 41 South Main Street, LLC requesting ADR approval to install one (1) new 21 sf wall sign consisting of internally illuminated channel letters at 41 S. Main Street in the Central Business Performance (CBP) District. MBL: 34/4/7**

Item approved as submitted with consent agenda, subject to the condition that the bar behind the letters be painted blue or black, and that the blue sign letters be sufficiently different from the color of the house to stand out.

- d. Application by Flomac Limited Partnership on behalf of CosmoProf, requesting ADR approval to install one (1) new 35 sf wall sign consisting of internally illuminated channel letters, and one (1) new 26 sf internally illuminated tenant panel in an existing freestanding sign at 8 Loudon Road in the Gateway Performance (GWP) District. *MBL: 114/1/1***

Item approved as submitted with consent agenda.

- e. Application by Sienna Investments, LLC on behalf of Elements Massage, requesting ADR approval to install one (1) new 20 sf wall sign consisting of internally illuminated channel letters, and one (1) new 5.25 sf internally illuminated tenant panel sign in an existing freestanding sign at 265-273 Loudon Road in the Gateway Performance (GWP) District. *MBL: 111E/1/12***

Item approved as submitted with consent agenda.

- f. Application by Sienna Investments, LLC on behalf of Hair Cuttery, requesting ADR approval to install one (1) new 16.25 sf internally illuminated wall sign, and one (1) new 5.67 sf internally illuminated tenant panel sign in an existing freestanding sign at 265-273 Loudon Road in the Gateway Performance (GWP) District. *MBL: 111E/1/12***

Item approved as submitted with consent agenda, with the understanding that the sign will be aligned horizontally and scaled vertically to match previously approved signs for this building.

- g. Application by Centerco Concord, LLC on behalf of SLEEPY'S, requesting ADR approval to install one (1) new 59.04 sf wall sign consisting of internally illuminated channel letters, and one (1) new 15 sf internally illuminated tenant panel on an existing freestanding sign at 240 Loudon Road in the Gateway Performance (GWP) District. *MBL: 111B/3/14***

Item approved as submitted with consent agenda.

- h. Application by Centerco Concord LLC on behalf of The Vitamin Shoppe, requesting ADR approval to install one (1) new 29.83 sf wall sign consisting of internally illuminated channel letters, and one (1) new 18 sf (sign area to be confirmed with applicant) internally illuminated tenant panel on an existing freestanding sign at 240 Loudon Road in the Gateway Performance (GWP) District. *MBL: 111B/3/14***

Item approved as submitted with consent agenda.

Councilor Champlin moved approval of the consent agenda, as amended, with item (a) being removed for discussion. Mr. Regan seconded the motion. Motion carried unanimously.

i. Public Hearings – For any item(s) pulled from the Consent Agenda

The Chair opened the public hearing for sign applications pulled from the consent agenda.

- **(a.) Application by Millwood Partners LP VII on behalf of Cabinet Depot, requesting ADR approval to install one (1) new 24 sf non-illuminated affixed wall sign at 254 Sheep Davis Road in the Gateway Performance (GWP) District. *MBL: 111H/3/3***

Councilor Champlin stated he requested this item be pulled from the consent agenda because of the concerns ADRC raised with their recommendation that the quality of construction of the sign was poorly executed. He stated that the sign is consistent with the ordinance but is concerned that this type of fairly rudimentary sign could potentially be approved for Main Street and the ordinance does not address signs used in high profile locations.

Ms. Larson reported that she visited the site and took pictures of the proposed sign which was propped up in the window. She distributed pictures of the proposed sign to Board members. She stated the sign looks much crisper than what is portrayed in the packet photo and is consistent with the building materials and other signs in the area. Ms. Larson also distributed instructions for sign approval and stated there is not a whole lot of teeth to the regulations.

Councilor Champlin stated he is prepared to move approval of the sign but would like staff to review ordinances and to look into assuring some protection to the quality of signs.

Anna Hanchuck, Cabinet Depot, was present. Ms. Hanchuck stated the business is new and the sign is based on specifications from Millwood Park. She stated the sign is not the best but it will eventually be replaced. She stated it was confusing looking at existing signs at the park since they are inconsistent.

Councilor Champlin moved to grant ADR approval as submitted. Ms. Dolcino seconded the motion. Motion carried unanimously.

Site Plan Applications

3. Application by HL Turner Group on behalf of Penacook Community Center requesting Major Site Plan approval for the construction of a 40,000 sf 1-story building. Design includes site development, off-street parking, landscaping, and lighting at 99 Village Street within the Medium Density Residential (RM) and the General Commercial (CG) Districts. Map/Block/Lot: 143P-29, 143P-30, 143P-31 (2015-0029)

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

The Chair opened the public hearing.

Richard Uchida, Hinckley, Allen and Snyder; Mark McLeod, HL Turner Group; Deb Cuddahy, Penacook Community Center; Doug Proctor, HL Turner Group; Steve Pernaw, Stephen G Pernaw & Company; and Robbi Woodburn, Woodburn and Company Landscape Architecture were present to speak to the application.

Atty. Uchida stated the application is for a new community center which will be located on 3.5 acres of land on Village Street. The applicant has received all necessary variances and a special exception from the Zoning Board of Adjustment. There have been two public meetings with neighbors to date and issues have been mitigated.

Ms. Cuddahy spoke about the history of the center which has been in the community for over 61 years. She distributed handouts of a listing of participants. The center now offers more than 50 programs. The current facility is not able to handle the growth nor is it handicap assessable or on public transportation routes. She stated the Village Street property is the perfect location and size as echoed by City Council through the sale of the abutting property to the Center. The proposed Center will create new jobs and will increase the capacity of offered programs. She stated the facility design had been modified due to meetings with the neighbors. The interior layout has been flipped to relocate the childcare section. There will be no activity on the residential side of the building. All evening activity will be in the center of the building and on the cemetery side. The exterior fencing has been changed from 6 foot to an 8 foot fence. The exterior design was modified to look homier rather than institutional. Ms. Cuddahy stated she has been in contact with the cemetery and will coordinate activities to not interfere with any services scheduled at the cemetery. An indoor play space was also created. Traffic flow was designed to keep traffic away from residences. The facility will not be open on Sundays.

Mr. McLeod went over the site plans. He further explained the traffic flow. He stated the dumpster will be moved away from the neighbors. He explained the CUPs being requested.

Chair Drypolcher asked about the issue ARDC raised with the crosswalk going between two parking spaces. Mr. Turner replied that the crosswalk and parking spaces had been redesigned to resolve that issue.

Mr. Proctor detailed the building design and proposed landscaping.

Atty. Uchida reiterated that the neighbors' instructions were taken to heart resulting in a redesigned plan that includes a more aggressive buffer and the building layout change.

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

Ms. Kathleen St. Louis, 15 Rosewood Drive, spoke on behalf of area seniors. She urged the Planning Board to approve the site plan stating that seniors need a home base for activities which are currently scattered; the proposed building will have a dedicated senior room with scheduled activities. She stated the location of the proposed building is an advantage for seniors on a budget because the location is on the bus line.

Chair Drypolcher read letters of support of the application from the City of Concord and SAU 46 Andover and Merrimack Valley School Districts into the record.

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

Mr. Regan moved to grant Architectural Design Review approval for construction of a new 40,000 sf one-story building, and related site improvements, subject to the condition that the applicant return to the ADR Committee to share samples of building materials and colors. Ms. Dolcino seconded the motion. The motion passed unanimously.

Ms. Dolcino moved to grant Conditional Use Permit approval pursuant to Zoning Ordinance Section 28-7-11(b) to allow 117 parking spaces where 140 parking spaces are required. Mr. Regan seconded the motion. The motion passed unanimously.

Ms. Foss moved to grant Conditional Use Permit approval pursuant to Zoning Ordinance Section 28-7-11(b) to allow greater than 25% of the parking spaces to be compact. Ms. Dolcino seconded the motion. The motion passed unanimously.

Councilor Champlin moved to grant Conditional Use Permit approval pursuant to Zoning Ordinance Section 28-7-11(f) to allow a separation of 150 feet between driveways, where a separation of 200 feet is required. Ms. Foss seconded the motion. The motion passed unanimously.

Ms. Dolcino moved to grant Major Site Plan approval, subject to the following precedent and subsequent conditions:

- (a) Precedent Conditions – to be fulfilled prior to issuance of any building permits or the commencement of site construction, unless otherwise specified:
 - (1) Raise and curb the sidewalk access off of Village Street, and relocate one parking space to provide greater room to either side of the walkway for pedestrians.
 - (2) Address to the satisfaction of the City Engineer, the attached review comments from Laura Aibel, P.E., and Jeff Warner, P.E. dated October 2015.
 - (3) File an application for lot merger with the Planning Division to consolidate lots 143P/29, 143P/30, and 143P/31. Lot merger to be recorded at the Registry of Deeds.
 - (4) Revise plan to fully describe all CUPs granted.
 - (5) Provide a breakdown of the square footage for each proposed use for the purpose of calculating traffic impact fees.
 - (6) Provide to the City Solicitor a financial guarantee for the site stabilization and a separate guarantee for the offsite improvements in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.

- (7) Submit one set of final plans for sign off by the Planning Board Chair and Clerk, to be returned to the applicant for making copies.
 - (8) The applicant shall submit draft language for the proposed easement for the bus shelter for review and approval by Engineering and the City Solicitor. The final executed easement shall be submitted for recording at the registry.
 - (9) The proposed easement for the bus shelter shall be shown on the plan and described by bearings and distances.
- (b) Subsequent Conditions – to be fulfilled as specified:
- (1) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
 - (2) A pre-construction meeting shall be required prior to the start of any construction activities onsite. Ten copies of the final signed plan set shall be provided by the applicant at the pre-construction meeting.
 - (3) Prior to the issuance of a Certificate of Occupancy, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Review Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
 - (4) Prior to the issuance of a Certificate of Occupancy, 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 and all information shall be converted to a vertical datum of NAVD 88.
 - (5) 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 credit will be issued for the existing single-family house (impact fee worksheet to follow).
 - (6) 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.

Ms. Foss seconded the motion. Motion carried unanimously.

4. **Application by Esterly, Schneider & Associates Inc., AIA on behalf of O'Reilly Auto Enterprises, LLC requesting Major Site Plan approval to construct a 7,385 SF building and related site improvements for the purpose of the retail sale of auto parts at 189 Fisherville Road, within the General Commercial (CG) District. Map/Block/Lot: 204P-73 (2015-0030)**

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

Applicant requests postponement to the November 18, 2015 Planning Board Meeting.

Mr. Regan moved to postpone the application until the November 18, 2015 Planning Board Meeting held at City Council Chambers, 27 Green Street at 7:00pm. Ms. Foss seconded the motion. Motion passed unanimously.

5. **Application by The Salvation Army/McKenna House requesting Minor Site Plan approval for the construction of a 2-story, 4260 sf addition to the McKenna House to provide 34 additional beds in**

two separate dormitory rooms; new gender specific bathrooms; and a common/recreational area for residents at 100 South Fruit Street within the Institutional (IS) District. A Conditional Use Permit (CUP) application is also submitted to allow the Residential Social Service Center within the Institutional (IS) District. Map/Block/Lot: 95-1-8 (2015-0039)

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

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

Ms. Foss moved to determine the application complete and to open the public. Councilor Champlin seconded the motion. Motion carried unanimously.

The Chair opened the public hearing.

Steven Warren, Salvation Army, and Mark McLeod, HL Turner Group were present to speak to the application.

Mr. Warren gave a history of the McKenna House which is a transition residence for homeless/jobless individuals who receive individual action plans and tools to self-support. The shelter currently houses 26 individuals on a nightly basis and throughout the day. Eighty percent of people move into permanent housing after their stay at McKenna House. There is a need to increase the current capacity to service more people.

Mr. McLeod stated the building currently has 26 beds and this plan would increase capacity to 42 beds. He stated the center maintains a good relationship with neighbors and the school has written a letter of support.

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

Ms. Dolcino moved to grant a waiver for Relief from the Lighting Plan requirement under 16.02(16). Mr. Regan seconded the motion. Motion passed unanimously.

Mr. Woodfin moved to grant a waiver for Relief from the Landscape Plan requirement under 16.02(15), with the condition that the Applicant work with Planning staff to provide additional buffer plantings along the western perimeter of the property, and provide street trees along South Fruit Street. Councilor Champlin seconded the motion. Motion passed unanimously.

Councilor Champlin moved to grant Conditional Use Permit approval pursuant to Zoning Ordinance Section 28-2-4 (j) to allow the Residential Social Services Center as a permitted use. Ms. Dolcino seconded the motion. The motion passed unanimously.

Councilor Champlin moved to grant Conditional Use Permit approval pursuant to Zoning Ordinance Section 28-7-14(b) to allow for an alternative location for refuse loading, with the condition that the refuse container is screened in accordance with ZO 28-7-14(e). Ms. Foss seconded the motion. The motion passed unanimously.

Mr. Regan moved to grant Minor Site Plan approval, subject to the following precedent and subsequent conditions:

- (a) **Precedent Conditions** – to be fulfilled prior to issuance of any building permits or the commencement of site construction, unless otherwise specified:
 - (1) The Professional Engineer shall sign and seal final plans.
 - (2) Address to the satisfaction of the Engineering Division review comments received in a Memo from Laura Aibel, PE and Jeffrey Warner, PE dated October 6, 2015 (see attached).

- (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 Site Plan Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
 - (4) Any Conditional Use Permit(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the Conditional Use Permit(s), applicant shall comply with said submission requirement(s).
 - (5) If the Conditional Use Permit to locate the dumpster in front of the building is granted, Applicant shall provide acceptable screening from South Fruit Street, in accordance with ZO 28-7-14(e).
 - (6) Provide to the City Solicitor a financial guarantee for the site stabilization in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
 - (7) Provide a Planning Board Approval signature block on the Site Plan and Grading Plan.
 - (8) Submit one set of final plans for sign off by the Planning Board Chair and Clerk of the Planning Board, to be returned to the applicant for making copies.
- (b) Subsequent Conditions – to be fulfilled as specified:
- a. Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
 - b. A pre-construction meeting shall be required prior to the start of any construction activities onsite. Ten copies of the final approved plan set shall be provided by the applicant at the pre-construction meeting.
 - c. Prior to the issuance of a Certificate of Occupancy, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Review Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
 - d. Prior to the issuance of a Certificate of Occupancy, 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 and all information shall be converted to a vertical datum of NAVD 88.
 - e. 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.
 - f. Prior to the issuance of a building permit, School, Recreational and Transportation Impact Fees shall be assessed for any construction 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, based on the methodology in place at the time the fees are assessed; Table 3, Transportation Facilities Impact Fee. (Impact fee worksheet to follow).

Ms. Foss seconded the motion. The motion passed unanimously.

6. Application by Nobis Engineering on behalf of St. Paul's School requesting Minor Site Plan approval for the construction of a new 4-unit 10,653 SF faculty housing building including three detached garages, driveways, utilities, landscaping and stormwater controls at 199 Dunbarton Road within the Open Space Residential (RO) District. Map/Block/Lot: 92-2-1 (2015-0041)

a. Determination of Completeness

b. Public Hearing
c. Deliberations and Action on the Application

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

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

The Chair opened the public hearing.

Shawn McDowell, Nobis Engineering and Derek Russell, St. Paul's School were present to speak to the application.

Mr. McDowell stated the applicant is proposing to construct a new 4-unit faculty housing building with two detached garages, driveways, utilities, landscaping, and stormwater controls. The new building will replace an existing single-family residence at 199 Dunbarton Road.

Mr. Woodfin noted that the Heritage Commission would want to photograph the building proposed for demolition. The applicant will follow up on this as noted in the conditional approval.

Ms. Foss moved to grant the following waivers to the Site Plan Regulations (SPR):

- a) 15.03(1) property lines with bearings and dimensions
- b) 15.03(4) soils: the identification and classification of the extent and type of soils using USDA NRCS system
- c) 15.03(19) setbacks and buffer yards on Existing Conditions Plan: setbacks and buffer yards shall be shown and dimensioned
- d) 15.04(22) setbacks and buffer yards on Site Plan

Councilor Champlin seconded the motion. The motion passed unanimously.

Mr. Regan moved to grant Minor Site Plan approval, subject to the following precedent and subsequent conditions:

- (b) **Precedent Conditions** – to be fulfilled prior to issuance of any building permits or the commencement of site construction, unless otherwise specified:
 - a. The Professional Engineer shall sign and seal final plans. A Professional Landscape Architect shall sign and seal the landscape plan.
 - b. Address to the satisfaction of the Engineering Division review comments received in a Memo from Laura Aibel, PE and Jeffrey Warner, PE dated October 5, 2015 (see attached).
 - c. Per ZO Section 28-4-5(d)(4), Applicant shall revise site plan to include private yards that are a minimum of 300 sf in area. Private yards shall be clearly depicted and labeled on the plan.
 - d. Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
 - e. Any variance(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Zoning Ordinance.
 - f. Applicant to file an application for lot merger with the Planning Division to consolidate Map 92/2/1 with an adjacent parcel thus creating a contiguous lot with legal frontage (Applicant to consult with City Assessor to determine the correct Map/Block/Lot number(s) involved in the merger). Lot merger to be recorded at the Registry of Deeds.

- g. Provide to the City Solicitor a financial guarantee for the site stabilization in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
 - h. Applicant to seek comments from the Concord Heritage Commission as requested by the NHDHR.
 - i. Applicant to receive final written comments/recommendations from the NHDHR. Should NHDHR comments require substantive revisions to the plan, those revisions shall be approved by the Planning Board.
 - j. Submit one set of final plans for sign off by the Planning Board Chair and Clerk of the Planning Board, to be returned to the applicant for making copies.
 - k. Address to the satisfaction of the Planning Division, the Technical Review Comments listed in paragraph (c) below.
- (b) Subsequent Conditions – to be fulfilled as specified:
- (1) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
 - (2) A pre-construction meeting shall be required prior to the start of any construction activities onsite. Ten copies of the final approved plan set shall be provided by the applicant at the pre-construction meeting.
 - (3) Prior to commencement of work related to the site plan approval, the wetland buffers shall be field located by the Licensed Land Surveyor and clearly and permanently marked with Planning Division issued signs indicating “Protected Wetland Buffer. Do Not Disturb.” Erosion control measures protecting the buffer shall also be installed.
 - (4) Prior to the issuance of a Certificate of Occupancy, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Review Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
 - (5) Prior to the issuance of a Certificate of Occupancy, 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 and all information shall be converted to a vertical datum of NAVD 88.
 - (6) 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.
 - (7) Prior to the issuance of a building permit, School, Recreational and Transportation Impact Fees shall be assessed for any construction 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, based on the methodology in place at the time the fees are assessed; Table 1, School Facilities Impact Fee; and Table 2, Recreational Facilities Impact Fee; and Table 3, Transportation Facilities Impact Fee. All assessed fees will be based on a Multi-unit/apartment (other than townhouses or duplexes) type of development listed in Tables 1, 2, and 3 of Chapter 29.2 – Public Capital Facilities Impact Fees Ordinance. A credit will be issued for the existing single-family house (impact fee worksheet to follow).

(c) Planning Staff Technical Comments

- (1) Per SPR Section 12.04 include the following information on the Location Plan: property lines and abutting property, tax assessor's map, block and lot for abutters and properties to be developed, and zoning district designations and boundaries.
- (2) Per SPR Section 12.06(1), provide certificate of ownership, including a deed citation for each deed from the Merrimack County Registry of Deeds.
- (3) The Existing Conditions Plan identifies that the wetland delineation was completed by Beaver Tracks, LLC in March 2011. Sheet C-3 lists Stoney Ridge Environmental, LLC in August 2010. Per SPR 12.07, wetland delineations are to be prepared by a NH Certified Wetland Scientist who shall sign and seal the existing conditions plan and site plan, including the date of the wetland delineation. In addition to providing wetland scientist seal and signature, Applicant shall clarify the discrepancy with respect to certified wetland scientist.
- (4) Throughout Site Plan set, the parcel is identified as Map 92/2/1A. According to the Assessor's Office, the Lot should be revised to "1"; "1A" is only for Current Use purposes.
- (5) Revise Planning Board Approval signature block to include an additional signature space for the Planning Board Chair.

Ms. Dolcino seconded the motion. Motion passed unanimously.

Request for Amendments to Previously Approved Plans

7. **Request by Concord AC Tennis Div., Inc., DBA The Racquet Club of Concord for a two-year extension of the period of validity of the conditional 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 granted by the Planning Board on January 15, 2014. (2013-67)**

The Chair opened the public hearing.

A representative from Concord AC Tennis was present. He stated he purchased the property about a year ago and would like to proceed with the plans and is seeking an extension to do so.

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.

Councilor Champlin moved to grant a two-year extension of Conditional Major Site Plan Approval, Architectural Design Review Approval and Conditional Use Permit approval pursuant to Section 28-4-4(d) of the Zoning Ordinance. All conditions of approval for the original site plan remain in effect. The approval for Phase 1 expires on January 15, 2018, with two years for each subsequent phase of the project. Ms. Dolcino seconded the motion. Motion passed unanimously.

REGULAR MEETING

8. **Approval of the minutes of the September 16, 2015 Planning Board Meeting.**

Councilor Champlin moved to approve the September 16, 2015 meeting minutes as written. Mr. Woodfin seconded the motion. Motion carried unanimously.

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

INFORMATION

- Minutes of the September 8, 2015 Design Review Committee meeting

- Next regular monthly meeting on Wednesday, November 18, 2015

There was no further business to come before the Planning Board and the Chair adjourned the meeting at 8:53pm.

A TRUE RECORD ATTEST:

Nancy Larson
City Planner