

City of Concord Planning Board

October 19, 2022

Minutes

The regular monthly meeting of the City Planning Board was held on October 19, 2022, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Attendees: Chairman Richard Woodfin, Councilor Byron Champlin, Teresa Rosenberger (Ex-Officio for City Manager), Members Matthew Hicks, Amanda Savage, Jeff Santacruce, and David Fox

Absent: Vice-Chair Carol Foss, Alternate Chiara Dolcino, Susanne Smith-Meyer, Councilor Erle Pierce, Alternate Frank Kenison

Staff: Heather Shank (City Planner), Beth Fenstermacher (Assistant City Planner), Alicen Twardosky (Administrative Specialist), and José Lovell (Associate City Engineer).

1. Call to Order

Chairman Woodfin called the meeting to order at 7:00 p.m.

2. Roll Call

Chairman Richard Woodfin, Councilor Byron Champlin, Teresa Rosenberger (Ex-Officio for City Manager), Members Matthew Hicks, Amanda Savage, Jeff Santacruce, and David Fox

3. Approval of Planning Board Meeting Minutes

September 21, 2022 Minutes

On a motion made by Mr. Santacruce, and seconded by Mr. Hicks, the Board voted unanimously to approve the September 21, 2022, Planning Board Meeting Minutes, as written.

Mr. Champlin recused himself due to inattendance.

4. Planning Board Chair Overview

Chairman Woodfin stated that item 8G would not be addressed at this meeting. A request has been received, by the applicant for Item 8G requesting the project be postponed to November 16th, 2022.

5. Determination of Completeness

- 5A. Wilcox & Barton Inc., on behalf of Morrill Mill Pond LLC, requesting Major Site Plan approval for structures of approximately 2200 sf and 2300 sf for the purpose of a restaurant with drive through and retail space, and Conditional Use Permit approval for the disturbance of wetland buffers at 10 Whitney Road in the Industrial (IN) District.

On a motion made by Councilor Pierce, and seconded by Mr. Fox, the Board voted unanimously to determine the application complete and set the public hearing for the November 16, 2022, Planning Board meeting. As part of the motion, the Board indicated that the project meets the criteria for a Development of Regional Impact (DRI), per RSA 36:55, due to the location proximity of the development to the Town lines with Boscawen and Canterbury.

6. Design Review Applications by Consent

Ms. Rosenberger recused herself from the Applications by Consent.

Items 6D and 6E were removed from the Consent Agenda.

- 6A. Rob O'Brien requests ADR approval for installation of an 11 sf non-illuminated wall sign at 8 N. Main Street in the Central Business Performance (CBP) District.

On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted by consent to approve the design as submitted per the ADR recommendation.

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- 6B. Devine Millet requests ADR approval for installation of a 4 sf non-illuminated wall sign at 64 N. Main Street in the Central Business Performance (CBP) District.

On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted by consent to approve the design as submitted per the ADR recommendation.

- 6C. Justin Stephens requests ADR approval for installation of a 16 sf externally illuminated freestanding sign at 61 Bog Road in the Open Space Residential (RO) District.

On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted by consent to approve the design as submitted per the ADR recommendation.

- 6F. Keith Wuest requests ADR approval to construct a residential carport at 262 Sheep Davis Road in the Gateway Performance (GWP) District.

On a motion made by Mr. Fox, and seconded by Mr. Hicks, the Board voted by consent to approve the application as submitted per the ADR recommendation.

Public Hearings

- 6D. PRM Holdings requests ADR approval for installation of a 15 sf non-illuminated window sign and 3 sf non-illuminated wall sign at 41 N. Main Street in the Central Business Performance (CBP) District.

The Chair opened the public hearing. The applicant was not present to discuss the application.

Several members of the Board felt the size of the graphics on the first two panels were disproportionate to the logo on the final panel. They suggested switching the order of the panels but didn't know if it was possible due to the color gradient. The Board wanted to ask the applicant if there was an underlying reason for the design of the panels.

No member of the public had comments. The Chair closed the public hearing.

On a motion made by Mr. Champlin and seconded by Mr. Santacruce the Board voted to table the application to in order to discuss the graphics with the applicant.

- 6E. Aranosian Oil, DBA, Aranco, requests ADR approval for installation of an 18 sf non-illuminated canopy sign, an 18 sf internally illuminated canopy sign, and replacement of a 189 sf internally illuminated panel on an existing freestanding sign at 15 Manchester Street in the General commercial (GC) District.

The Chair opened the public hearing. The applicant was not present to discuss the application.

Mr. Santacruce wants to be sure the small panels are being removed. He requested staff note to code that there are questions about the existing signs.

No member of the public had comments. The Chair closed the public hearing.

On a motion made by Mr. Santacruce and seconded by Mr. Fox, the Board voted to approve as submitted, subject to the recommendation that the background be opaque per the ADR recommendation.

7. Design Review Applications

- 7A. Scott Thomas, on behalf of CP Concord, LLC, requests ADR approval for façade changes and a new 60 sf internally illuminated wall sign at 310 Loudon Road in the Gateway Performance (GWP) District.

Chairman Woodfin opened the public hearing. Scott Thomas presented the application. Chairman Woodfin addressed the inconsistency between the image that presented at the public hearing and

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the images provided in the application. Mr. Thomas clarified that the images at the public hearing were correct.

Ms. Shank noted that the ADR Committee recommended to table the application at their meeting due to lack of clarity on the proposal, including proposed materials and side profiles of the new facade. Mr. Thomas presented additional images to the Board and explained that the proposed exterior was EIFS and would not protrude more than a few inches from the original façade. The Board felt there was sufficient information to vote on the application.

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

On a motion made by Mr. Santacruce, and seconded by Mr. Hicks, the Board voted unanimously to approve as submitted at the public hearing.

8. Site Plan, Subdivision and Conditional Use Permit Applications

- 8A. TF Bernier, on behalf of Black Water Loop, LLC, requests a Conditional Use Permit (CUP) for disturbance of a wetland buffer and steep slopes at 128 Horse Hill Road in the Open Space Residential (RO) District.

Chairman Woodfin opened the public hearing. Timothy Bernier (TF Bernier) and Angela Raymond (property owner) were present to represent the application. Mr. Bernier gave an overview of the proposal and requested waiver for the driveway length. He indicated that he confirmed with the Fire Department that the driveway will need to be 20 ft in width, and he will revise the drawings to show that it is 20 ft and not 16 ft as shown.

Mr. Santacruce visited the project site and says the area that has been cleared is concerning regarding getting too close to a wetland buffer on one side. He is also concerned with the steepness of the swales and the cross culvert. He cautions them to be careful. Mr. Lovell indicated that calculations for the sizing of the culvert were not submitted to Engineering for review.

Mr. Santacruce questioned the side slopes of the swales, but is deferring the judgment of this to Engineering for the swales not washing out or eroding.

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

On a motion made by Councilor Champlin, and seconded by Mr. Santacruce, the Board voted unanimously to grant the waiver to Section 20.09(6) of the Subdivision Regulations, utilizing the criteria of RSA 674:44 III(e)(2) specific circumstances relative to the conditions of the land indicate that the waiver will properly carry out the spirit and intent of the regulations as guidance, to construct a driveway greater than 1,000 linear feet with the condition that the driveway be constructed to provide 20 feet of clear travel-way for fire tank truck to access the residence, and that the surface be constructed and maintained with an all season durable material.

On a motion by Mr. Santacruce, seconded by Mr. Foxthe Board voted to grant Conditional Use Permit approval to allow for the disturbance of the wetland buffer for the construction of a driveway at 128 Horse Hill Road, subject to the following precedent and subsequent conditions noted below:

- (a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and the commencement of site construction, unless otherwise specified:

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(1) Address Staff review comments to the satisfaction of the Planning and Engineering Division including comments made by the Board at the Planning Board meeting.

(2) Submit two (2) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(3) Prior to the commencement of construction activities, the wetland buffers shall be clearly marked with wetland disks available through the Planning Division.

(b) Subsequent Conditions – to be fulfilled as specified:

(1) Prior to final construction sign-off, staff shall be contacted to inspect the buffer area.

8B. Brent Cole, P.E., on behalf of Pitco Frialator, LLC, requests an amendment to a conditionally approved Major Site Plan for layout changes at 15 Integra Drive in the Industrial (IN) District.

Chairman Woodfin opened the public hearing. Jennifer McCourt (Mccourt Engineering) and Brenton Cole (Granite Engineering) presented the application.

Ms. McCourt gave a general overview of the proposed amendment. The revisions pertained predominantly to relocation of loading areas, and minor access and parking changes.

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

On a motion made by Chairman Woodfin, seconded by Councilor Champlin the Board voted to grant the waiver to Section 21.02 of the Site Plan Regulations (SPR) to not provide screening for dumpsters since the dumpsters are behind the building and surrounded by existing screening utilizing the criteria from RSA 674:36(II)(N)(2): Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

On a motion made by Councilor Champlin and seconded by Mr. Santacruce, the Board voted to approve the Amendment to the Major Site Plan for the proposed 356,000 square foot industrial building for manufacturing, warehouse, and office space and associated site improvements at 15 Integra Drive, subject to the following precedent and subsequent conditions noted below:

(a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:

(1) The Applicant shall submit an easement deed and plan showing the extents of easements to the City for right of way for the future extension of Integra Drive in accordance with the map line of future street.

(2) Address all review comments from the Planning and Engineering Divisions.

(3) Waiver(s) and/or CUP(s) granted are to be noted and fully described on the plan including date granted and applicable Section and Article number(s) of the Site Plan Regulations and Zoning Ordinance. Should the Board vote to deny the Waiver(s), the Applicant shall comply with said submission requirement(s).

(4) Final plans shall be signed and sealed by the NH Registered Land Surveyor, Landscape Architect, and Professional Engineer.

(5) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(b) Subsequent Conditions – to be fulfilled as specified:

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- (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. The Applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the Applicant at the pre-construction meeting.
- (3) Prior to issuance of the final Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
- (4) Should the applicant change shift times from what was proposed and included for review in the original traffic study, the applicant (or their successor) shall be required to submit a new traffic study to the City to ensure that the Integra Drive/Manchester Street/Airport Road intersection does not fail as a result of that change. Should the traffic study demonstrate that the intersection fails due to the applicant's actions, the Planning Board shall retain the right to require the applicant to make changes to mitigate the impact on the intersection which could include, but not be limited to, additional shift changes or the construction of off-site improvements

8C. Wilcox & Barton, LLC, on behalf of NH Public Risk Management Exchange, requests Minor Site Plan approval for the addition of impervious surface for the purpose of constructing a patio and sidewalk at 46 Donovan Street in the Institutional (IS) District.

Ms. Rosenberger recused herself and left the room due to conflict of interest.

Chairman Woodfin opened the public hearing. Erin Lambert (Wilcox & Barton) was present to represent the application. She gave an overview of the proposed site improvements, which include a patio with associated walkways, and EV chargers in the parking area.

Mr. Santacruce would like it to be noted that while the proposed lighting plan meets regulations, light blocking should be considered to minimize the glare to the neighbors from the lights. Ms. Lambert confirmed that existing flood lights will be removed, and irrigation heads will be relocated. Primex feels that the trees provide enough of a shade so a roof will not be added.

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

On a motion made by Mr. Santacruce, and seconded by Mr. Hicks, the Board voted to grant the Minor Site Plan approval for the proposed patio and associated site improvements at 46 Donovan Street, subject to the following precedent and subsequent conditions noted below:

(a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:

- (1) Address Technical Review comments to the satisfaction of the Planning Division.
- (2) Address Engineering review comments to the satisfaction of the Engineering Division.
- (3) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(b) Subsequent Conditions – to be fulfilled as specified:

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- (1) Prior to the commencement of construction activity, the Conservation Easement boundary shall be clearly marked and confirmed by Staff.
- (2) Prior to commencement of construction activity, confirm with the Engineering Services Division for pre-construction requirements and fees.
- (3) Prior to a Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan 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 or final construction sign-off, 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

Ms. Rosenberger returned to the meeting.

- 8D. Nobis Engineering, LLC, on behalf of SV Property SS, LLC, requests Minor Site Plan approval for the addition of a 4,000 sf structure for the expansion of a storage use at 220 Loudon Road in the General Commercial (GC) District.

Chairman Woodfin opened the public hearing. Doug Lee and Sean McDowell were present to represent the application.

Ms. Fenstermacher updated that she received an email from an abutter, named Heather Klein, from 54 Branch Turnpike. Ms. Klein wanted to make sure that there was sufficient screening provided to block views of the new building from the McKenna's Purchase development.

Mr. McDowell gave an overview of the proposed site improvements, which include the relocation of parking spaces to accommodate an additional ROW easement to the City, and the addition of a 4,000 square foot storage unit building, and additional landscaping.

Ms. Fenstermacher explained that the Loudon Road Corridor study from 2001 identified a potential road connection on this property; however, a Mapped Line of Future Street was never formalized. Mr. Lee questioned whether the comment in the report about a potential legal instrument to protect this area for future road construction would be a requirement. Ms. Fenstermacher explained that it was not a requirement, the comment was to put the owner on notice that this existed. Mr. Lee explained that an easement or right of first refusal is not possible for them at this time.

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

On a motion made by Chairman Woodfin, and seconded by Councilor Champlin, the Board voted to grant the Minor Site Plan approval for the proposed 4,000 square foot self-storage unit building and associated parking revisions, subject to the following precedent and subsequent conditions noted below:

(a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:

- (1) Address Review comments to the satisfaction of the Planning Division.
- (2) Address Engineering review comments to the satisfaction of the Engineering Division.

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(3) Applicant shall prepare a Right-of-Way Easement and Easement Plan for review by the City Surveyor and City Solicitor. The Easement Documents shall be recorded at the Merrimack County Registry of Deeds prior to the issuance of the building permit.

(4) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(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.

(3) Prior to a Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan 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 or final construction sign-off, 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.

8E. TFMoran, on behalf of the NH Army National Guard (NHARNG), requesting Minor Site Plan approval for construction of a parking area in a portion of the Pembroke Road right of way at the corner of Loudon and Airport Rd in the Institutional (IS) District.

Chairman Woodfin opened the public hearing. Nick Golon presented the application. Mr. Golon described the improvements proposed, including 13 parking spaces (2 handicap accessible), and landscaping. He explained that a license and partial street discontinuance area were requested from Council to allow the improvements. He also noted that two waivers are requested, 1) for signage to be submitted at a later time; and for 2) Architectural renderings.

Mr. Golon explained that there were improvements to the Blodgett Street intersection that were previously agreed upon with the City but never constructed as part of a previous project. Staff noted that the current proposal increases the need for the intersection improvements. Staff had recommended that the license agreement with Council include a condition that the improvements be made. The Applicant will follow up with the City on this issue. Both parties acknowledged that the state should provide enforceable assurance that the intersection improvements would be made.

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

The Board voted to grant the waiver request from Sections 12.03(4) and 15.01(8) of the Site Plan Regulations (SPR) to not provide stamped architectural drawings at this time utilizing the criteria from RSA 674:44(III)(e)(1): Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations. On a motion made by Councilor Champlin, and seconded by Mr. Hicks, the Board voted to grant the Minor Site Plan approval for construction of a parking area and a building addition in the Pembroke Avenue right of way adjacent to 1 Minuteman Way, subject to the following conditions:

(a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:

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(1) The applicant must obtain from City Council a license agreement for the improvements proposed within the Pembroke Avenue right of way, and a discontinuance for the portion of the building within the Pembroke Avenue right of way.

(2) Address all review comments to the satisfaction of the Planning and Engineering Divisions. For all subsequent submissions, applicant shall provide a written response addressing/acknowledging all comments.

(3) Final plans shall be signed and sealed by the NH Licensed Land Surveyor, Landscape Architect, and Professional Engineer.

(4) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(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. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.

(3) Prior to issuance of the final Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.

8F. Granite State Credit Union requests a Major Site Plan approval for expansion of a parking lot, including the addition of four drive through teller lanes at 311 Sheep Davis Road in the Gateway Performance (GWP) District.

Staff notesd that the Application was determined complete at last month's Planning Board meeting.

Chairman Woodfin opened the public hearing. Michelle Plaza and Morgen Dunson presented the application.

No improvements are proposed to the existing building. They are requesting a waiver from Section 32.01 to not provide a Traffic Study. The applicant provided a memorandum from GPI stating that the improvements are not intended to increase customer base. The memo also noted that the use is not well represented in the ITE manual, since ITMs are different from ATMs, and statistical data is not available.

Mr. Santacruce recommends a traffic count before the project commences and at six months after completion to gauge the benefit of this work. Ms. Shank advised that staff should do this, it is not the responsibility of the applicants since the Board is not suggesting any conditions or improvements as a result of the data gathered.

Ms. Plaza clarifies that they do not anticipate more traffic but that the improvement is intended to better serve existing customers.

Councilor Champlin questioned the design regarding the alignment of the proposed exit lanes for exiting traffic. Ms. Dunson stated that the exit is appropriate to accommodate exiting traffic.

Mr. Santacruce voices the need for signage stating "Do Not Enter" and "No Left Turn."

With no additional comments from staff, members of the Board, or public, Chair Woodfin closed the public hearing.

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On a motion made by Mr. Hicks, and seconded by Ms. Rosenberger, the Board voted to grant ADR approval for the addition of drive through lanes for ITM machines, landscaping, and site layout at 311 Sheep Davis Road.

On a motion made by Mr. Santacruce and seconded by Mr. Hicks, the Board voted to grant the waiver request for Section 32.01 of the Site Plan Regulations to not provide a Traffic Study based on the fact that the ITMs are anticipated to serve existing customers already visiting the site, and utilizing the criteria of RSA 674:44(1), which state that strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.

On a motion made by Councilor Champlin and seconded by Mr. Hicks, the Board voted to grant the Major Site Plan approval for the addition of drive through lanes for ITM machines, landscaping, and site layout at 311 Sheep Davis Road, subject to the following precedent and subsequent conditions noted below:

(a) Precedent Conditions – to be fulfilled within one (1) year and prior to sign off by the Clerk and Chair of the Planning Board and issuance of any building permits, or the commencement of site construction, unless otherwise specified:

- (1) The Applicant obtains approval from City Council for the license agreement.
- (2) Address all Review comments to the satisfaction of the Planning and Engineering Divisions. For all subsequent submissions, applicant shall provide a response memo addressing/acknowledging all comments.
- (3) Final plans shall be signed and sealed by the NH Registered Land Surveyor, Landscape Architect, and Professional Engineer.
- (4) Submit three (3) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.

(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. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
- (3) Prior to issuance of the final Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.

8G. Andy Sanborn, on behalf of Big Step, LLC, requests Comprehensive Development Plan approval for a phased development to construct a charitable gaming hall, hotel, restaurant, and parking structure at 7 Break O' Day Drive in the Gateway Performance (GWP) District. Major Site Plan approval is also requested for Phase 1, which includes the gaming hall and restaurant, along with Conditional Use Permit

On a motion made by Councilor Champlin, seconded by Mr. Hicks the Board unanimously voted to postpone this item until the November 16th meeting.

9. Other Items

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Ms. Shank announced that the ConcordNEXT Phase 2 draft will be submitted to staff shortly.

No other business was discussed.

Adjournment

At the request of Chairman Woodfin, Mr. Hicks made a motion to adjourn, seconded by Ms. Rosenberger. The motion passed unanimously at 8:34 PM.

A TRUE RECORD ATTEST:

Alicen Twardosky,
Administrative Specialist