City of Concord Planning Board
April 15, 2026
Minutes

The regular monthly meeting of the Concord Planning Board was held on April 15, 2026, at 7:00 p.m., in City Council Chambers at 37 Green St, Concord.

Attendees: Dina Condodemetraky, Matthew Hicks, Alternate Member Leon LaFreniere, Amanda Savage, Eaton Tarbell, Councilor Brent Todd (City Council Ex-Officio), and Chair Richard Woodfin

Absent: Teresa Rosenberger (Ex-Officio for City Manager), David Fox, Paige Wilber, Mayor Byron Champlin (Alternate City Council Ex-Officio), and Alternate Frank Kenison

Staff: Tim Thompson – (Assistant Director of Community Development / Acting City Planner), Alec Bass (Assistant City Planner – Community Planning), Krista Tremblay (Administrative Technician III), and Peter Kohalmi (Associate City Engineer)

1. **Call to Order**
   Chair Woodfin called the meeting to order at 7:00 p.m.

2. **Roll Call**
   The Acting Clerk of the Planning Board, Tim Thompson, did the roll call, noting that a quorum is present.

   Chair Woodfin appointed Alternate Member Leon LaFreniere to sit as a voting member of the Board due to Paige Wilber being absent.

3. **Approval of Meeting Minutes**
   On a motion made by Member Hicks, seconded by Member Condodemetraky, the Planning Board voted 6-0-1 to approve the March 18, 2026, Planning Board meeting minutes, as written. Member LaFreniere abstained. The motion passed.

4. **Agenda Overview**
   On a motion made by Chair Woodfin, seconded by Member Hicks, the Planning Board voted 7-0-0 to continue agenda items 5B to a date certain of June 17, 2026, at the request of the applicant.

   On a motion made by Chair Woodfin, seconded by Member Hicks, the Planning Board voted 7-0-0 to continue agenda items 7A to a date certain of May 20, 2026, at the request of the applicant.

   On a motion made by Chair Woodfin, seconded by Member Hicks, the Planning Board voted 7-0-0 to continue agenda items 9A to a date certain of June 17, 2026, at the request of the applicant.

   On a motion made by Chair Woodfin, seconded by Member Hicks, the Planning Board voted 7-0-0 to continue agenda items 9B to a date certain of May 20, 2026, at the request of the applicant.

5. **Architectural Design Review by Consent**

On a motion made by Member Condodemetraky, seconded by Councilor Todd, the Board voted 7-0-0 to approve agenda items 5A-5H as submitted, subject to the recommendations of the Architectural Design Review Committee.

5A. Poyant Signs, Inc, on behalf of Interchange Development, LLC, and Evviva Trattoria, requests architectural design review approvals for two new 53.77-square-foot internally illuminated building wall signs (SP-0705-2026 and SP-0724-2026)), a new 10.93-square-foot internally illuminated tenant sign panel (SP-0707-2026) to be installed within an existing freestanding sign at 16 Merchants Way in the Gateway Performance (GWP) District. (PL-ADR-2026-0167) (2026-022)

The Planning Board approved the application as submitted.

5B. Flynn Group Applebees, on behalf of MH Concord, LLC and Applebee's, requests architectural design review approvals for thirteen existing, non-permitted 24-square-foot externally illuminated awning signs (SP-0709-2026) (SP-0710-2026) (SP-0711-2026) (SP-0712-2026) (SP-0713-2026) (SP-0714-2026) (SP-0715-2026) (SP-0716-2026) (SP-0717-2026) (SP-0718-2026) (SP-0719-2026) (SP-0720-2026) (SP-0721-2026) at 260 Loudon Road in the Gateway Performance (GWP) District. (PL-ADR-2026-0157) (2026-009)

The Planning Board, at the applicants request, continued the application to the date certain of the June 17, 2026 Planning Board meeting.

5C. Sousa Signs, LLC, on behalf of Colliers International, Planet Fitness RealCo LLC, and NH Doughnut, requests architectural design review approvals for a new 16.2-square-foot internally illuminated building wall sign (SP-0727-2026) to replace an existing internally illuminated building wall sign and for a new 8.7-square-foot non-illuminated tenant panel (SP-0728-2026) to be installed on an existing illuminated freestanding sign at 89 Fort Eddy Road in the Gateway Performance (GWP) District. (PL-ADR-2026-0162) (2026-014)

The Planning Board approved the application as submitted.

5D. NEOPCO Signs, on behalf of IJMW, LLC and Coldwell Banker, requests architectural design review approvals for a new 12.75-square-foot non-illuminated building wall sign (SP-0729-2026) to replace an existing building wall sign, and a new 8.5-square-foot non-illuminated tenant panel sign (SP-0730-2026) to replace a sign panel on an existing freestanding sign at 30 South Main Street in the Central Business Performance (CBP) District. (PL-ADR-2026-0163) (2026-017)

The Planning Board approved the application as submitted.

5E. Signarama of Concord, on behalf of Bayberry Commons and Soul Serenity Massage requests an architectural design review approval for a new 1.68-square-foot externally illuminated tenant panel sign (SP-0731-2026) to replace a tenant panel on an existing freestanding sign at 261 Sheep Davis Road (Unit E-2) in the Gateway Performance (GWP) District. (PL-ADR-2026-0169) (2026-024)

The Planning Board approved the application as submitted.

5F. Signarama of Concord, on behalf of Metalmax LLC requests architectural design review approvals for a new 6-square-foot non-illuminated building wall sign (SP-0732-2026) and a non-permitted 60-square-foot non-illuminated building wall sign (SP-0733-2026) at 28 Locke Road in the Industrial (IN) District. (PL-ADR-2026-0164) (2026-019)

The Planning Board approved the application as submitted with the condition that an additional elevation showing the proposed wall sign in the location of the existing building wall sign be included with the application.

5G. Boston Sign Company, Inc, on behalf of Winlex LLC and Anna's Taqueria, requests architectural design review approvals for two new 62.5-square-foot internally illuminated building wall signs (SP-0735-2026 and SP-0736-2026) to replace existing building wall signs and a new 64.7 internally illuminated tenant panel (SP-0737-2026) to replace an existing tenant panel in an existing freestanding sign at 10 Fort Eddy Road in the Gateway Performance (GWP) District. (PL-ADR-2026-0166)(2026-021)

The Planning Board approved the application as submitted.

5H. Sousa Signs, on behalf of Brixmore Capital SC LLC and Boot Barn, requests architectural design review approvals for a new 125.3-square-foot internally illuminated building wall sign (SP-0742-2026) and a new 48.8-square-foot internally illuminated building wall sign (SP-0743-2026) at 80 Storrs Street in the Opportunity Corridor Performance (OCP) District. (PL-ADR-2026-0168) (2026-023)

The Planning Board approved the application as submitted.

6. Extension Requests by Consent

6A. Northpoint Engineering, LLC, on behalf of Manchester Street Concord Auto, LLC, and Manchester Street Concord Auto TIC, LLC, requests a one-year extension to meet the precedent conditions of approval for the major site plan application for the expansion of the automobile inventory display area, conditionally approved by the Planning Board on April 16, 2025, located at Tax Map 783Z Lot 16, addressed as 150 Manchester Street in the Highway Commercial (CH) and Industrial (IN) Districts. (2025-006) (PL-EXT-2026-0026)

On a motion made by Member Condodemetraky, seconded by Councilor Todd, the Board voted 7-0-0 to grant **a one-year extension** to meet the precedent conditions of approval for the major site plan application for the expansion of the automobile inventory display area, conditionally approved by the Planning Board on April 16, 2025, located at Tax Map 783Z Lot 16, addressed as 150 Manchester Street to an extension date of April 16, 2027.

6B. Richard D. Bartlett Associates, LLC, a division of Nobis Group, on behalf of Elizabeth E. Terrell, requests a one-year extension to meet the precedent conditions of approval for the three-lot minor subdivision application conditionally approved by the Planning Board on May 21, 2025, located at Tax Map 28Z Lot 25, an unaddressed Shaker Road address in the Medium Density Residential (RM) District. (2025-044) (PL-EXT-2026-0027)

On a motion made by Member Condodemetraky, seconded by Councilor Todd, the Board voted 7-0-0 to grant **a one-year extension** to meet the precedent conditions of approval for the three-lot minor subdivision application conditionally approved by the Planning Board on May 21, 2025, located at Tax Map 28Z Lot 25, an unaddressed Shaker Road to an extension date of May 21, 2027.

6C. TFMoran Inc, on behalf of West Street Keene, LLC, requests a one-year extension to meet the precedent conditions of approval for the 1,867-square-foot addition and minor site plan application conditionally approved by the Planning Board on April 16, 2025, located at Tax Map 46Z lot 63, addressed as 313 Loudon Road in the Gateway Performance (GWP) District. (2025-033) (PL-EXT-2026-0028)

On a motion made by Member Condodemetraky, seconded by Councilor Todd, the Board voted 7-0-0 to grant **a one-year extension** to meet the precedent conditions of approval for the 1,867-square-foot addition and minor site plan application conditionally approved by the Planning Board on April 16, 2025, located at Tax Map 46Z lot 63, addressed as 313 Loudon Road to an extension date of April 16, 2027.

6D. TFMoran Inc, on behalf of West Street Keene, LLC, requests a one-year extension to meet the precedent conditions of approval for the condominium conversion minor subdivision application conditionally approved by the Planning Board on April 16, 2025, located at Tax Map 46Z Lot 63, addressed as 313 Loudon Road in the Gateway Performance (GWP) District. (2025-033) (PL-EXT-2026-0029)

On a motion made by Member Condodemetraky, seconded by Councilor Todd, the Board voted 7-0-0 to grant **a one-year extension** to meet the precedent conditions of approval for the condominium conversion minor subdivision application conditionally approved by the Planning Board on April 16, 2025, located at Tax Map 46Z Lot 63, addressed as 313 Loudon Road to an extension date of April 16, 2027.

7. Determination of Completeness Items by Consent

7A. Stonefield Engineering and Design, on behalf of Associated Enterprises Inc, request major site plan and architectural design review approval for the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) District. As part of the major site plan, the applicant also requests conditional use permit approval, pursuant to Section 28-4-5(e)(1) of the Zoning Ordinance, to not require a non-residential use for a lot greater than 20,000-square-feet that is located within a performance district. (2026-028)(PL-SPR-2026-0059) (PL-CUP-2026-0108)

This agenda item was continued to a date certain of May 20, 2026 in agenda item 4.

*****End of Consent Agenda*****

Public Hearings

8. Design Review Public Hearings

8A. Advantage Signs, on behalf of Eagle Square Associate and Landvest, requests architectural design

review approvals for a new 10.54-square-foot non-illuminated window sign (SP-0739-2026) and a new 10.51-square-foot non-illuminated window sign (SP-0740-2026) at 3 Eagle Square in the Central Business Performance (CBP) District. (PL-ADR-2026-0165) (2026-020)

Mr. Bass stated this went to Architectural Design Review Committee at the March 31st meeting. The Committee recommended denial due to some inconsistencies in the application. The applicant has since revised their application and requested the public hearing to show those revisions to he Planning Board.

Chair Woodfin asked specifically what was the decision of the Architectural Design Review Committee.

Mr. Bass stated they recommend that the Planning Board deny the application due to inconstancy of the sizes of panels and location of panels in the windows, and overall randomness of the proposal per Section 5.4A of the Architectural Design Guidelines. With the suggestions that the application, be revised to include an elevation showing existing signage, that all proposed panels be of the same vertical dimensions from ground to bottom to panel and height of the panel, and continue panels around to the left for a balanced look.

Josh Messinger (128 Hall St Suite C, Concord) presented the application. Mr. Messinger stated there was a scaling issue. They are trying to put three frosted vinyl on one of the three windows. They will be 33 inches high with advertising their real-estate company.

Chair Woodfin asked if the text on the left picture if white text on gray frosted or its it clear.

Mr. Messinger stated it is white.

Chair Woodfin asked if the frosted is the background.

Mr. Messinger responded yes.

Member Savage stated ADR was asking for the frosted to go to the left and are those the windows that curve around to make uniform.

Mr. Messinger stated he believes so, however, they have existing listings in the window.

Member Condodemetraky asked what is they took the single one and moved it on the far end and then have the listings in the two fronts.

Chair Woodfin noted that would balance it out.

Mr. Thompson noted this is frosting and putting lettering on the windows rather than wall signs.

Chair Woodfin asked if there is any member of the audience that wishes to speak on this application, with none, closed the public hearing.

Chair Woodfin made a motion to approve the application as it was resubmitted with the design changes.

Councilor Todd noted they are seeing this photograph without any use of those windows and once there are the listings it will serve as a balance.

Councilor Todd seconded. With a vote of 7-0-0 the motion passed.

9. Site Plan, Subdivision, and Conditional Use Permit Applications

9A. Eastern Development, on behalf of Ryan Taber, requests minor subdivision approval for a 2-unit condominium conversion at Tax Map 494 Lot 3, addressed as 3 Palm Street in the Neighborhood Residential (RN) District. (2026-026)(PL-MIS-2026-0049)

This agenda item was continued to a date certain of June 17, 2026 in agenda item 4.

9B. Eastern Development requests minor subdivision approval for a 2-unit condominium conversion at Tax Map 202Z Lot 21, addressed as 184 Sewalls Falls Road in the Single-Family Residential (RS) District. (2026-027) (PL-MIS-2026-0050)

This agenda item was continued to a date certain of May 20, 2026 in agenda item 4.

9C. Keach-Nordstrom Associates, Inc, on behalf of Parmenter Place, requests minor subdivision approval for a 2-land unit condominium conversion at Tax Map 392Z Lot 22, addressed as 15 Parmenter Road in the Neighborhood Residential (RN) District. One unit will consist of the 6 existing buildings and 25 dwelling units, the other land unit will consist of 1 building and 8 dwelling units. (2026-029) (PL-MIS-2026-0051)

Member Tarbell recused due to representing a lender associated with the project 7:13 p.m.

Mr. Thompson stated this minor subdivision application proposes a land condominium conversion of the existing and proposed development at 15 Parmenter Road. The 2 land units will consist of 1) the existing residential units at the property and 2) the not yet constructed 8-unit townhouse which are part of the previously approved site plan (Case 2025-046). The intent of this application is to change the form of ownership (likely to assist in the financing of the site plan improvements) and no new construction, additions, or changes to the existing developed site or previously approved, yet to be constructed, improvements are proposed. Staff is recommending conditional approval in accordance with the recommendations in the staff memo.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 6-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing.

Patricia Ballard (57 N Main St, Concord) was present on behalf of the property owner.

Chair Woodfin noted it seems pretty straight forward and asked there is anything Ms. Ballard wants to add.

Ms. Ballard responded no, but will be happy to answer any questions.

There being no public testimony, Chair Woodfin closed the public hearing.

Chair Woodfin stated the findings of fact include the information provided in the staff reports; the applicant's submission materials; testimony provided during the public hearing; and/or other documents or materials provided in the public hearing.

On a motion made by Member Hicks, seconded by Member Condodemetraky, the Board voted 6-0-0 to grant subject to the following precedent and subsequent conditions:

(a) Precedent Conditions – to be fulfilled within one year and prior to signature of the subdivision plat by the Chair and Clerk of the Planning Board, unless otherwise specified:

1. Revise the subdivision plat as follows:
    a. Per Section 12.02(4) *Conditions of Planning Board Approval* and Section 15.03(17) *Conditions of Approval* subsequent conditions of the Planning Board approval shall be added to the final plat. Alternatively, a note can be added to the final plat that states: "The development is subject to all subsequent conditions of Planning Board approval granted on INSERT ACTUAL DATE HERE for application 2026-029."
    b. Per Section 12.07 *Wetland delineations* the applicant shall provide the required wetland delineation and date on the final plat or provide a note if no wetlands are present.
    c. Per Section 12.08 *Existing Conditions Plan* the applicant shall provide the required information from Sections 12.08(1) through 12.08(24) on an existing conditions sheet or on the final plat.
    d. Per Section 15.02(8) each structure shown on the final plat shall also provide the property address of 15 Parmenter Road. For example: 15 Parmenter Road – Units 1 & 2; 15 Parmenter Road – Units 3 & 4; and so on.
    e. Per Section 15.03 *Information to be Provided on the Final Plat* the applicant shall provide the required information from Sections 12.08(1) through 12.08(24) on the final plat.
    f. Per Section 17.02 *Site Plan* the bearings and dimensions for the land units are not shown and shall be provided on the final plat.
    g. Per Section 17.04(1) the location of all common facilities on the site shall be shown on the final plat, including all parking, driveways, landscaped areas, walkways, signs, solid waste facilities, fire hydrants, mail boxes, light poles, above ground utilities, fences, and other pertinent common facilities.
    h. Per Section 17.04(2) the dimensions of the common area for lots 21 and 23 shall be provided on the final plat and lot 22 shall clearly identify that the common

area of lot 22 is exclusive of any land unit area. Additionally, the Unit Description note on the final plat shall be revised to make it clearer that "phase 1" and "phase 2" are the land units proposed a part of this condominium conversion and consists of the building footprint. Lastly, the plat appears to designate the Parmenter Road and the public right-of-way as common area, which is not permissible, and shall be removed. The description of common area within the declaration of condominium shall also be reviewed for accuracy and a layout map as part of Appendix A shall be provided to assist in identifying the common areas.

i. Per Section 17.04(3) the applicant shall provide a note that the required water and sewer service information can be found on file with the City of Concord Planning Division (Case 2025-046) as part of the approved 21-sheet major site plan titled "Residential Site Plan Parmenter Place Phase II" prepared by Keach-Nordstrom Associates, Inc, dated April 15, 2025 with revisions through February 4, 2026. Additionally, the applicant shall provide a note on the condominium plat indicating as to how the acceptable means for water metering, water service, and sewer service is to be satisfied, and the declaration revised as applicable.

j. Per Section 17.05 *Acceptable Water Metering and Water Service* both the final plat and declaration of condominium shall provide for and demonstrate one or more acceptable means of water metering and service for the condominium conversion.

k. Per Section 17.06 *Condominium Declaration and By-Laws* prior to final approval, the declaration of condominium and by-laws shall be subject to review and approval by the City Solicitor and the Clerk of the Board.

2. The plat shall list, describe, and date all approvals, variances, waivers, and conditional use permits received. The application shall also be revised to conform with any denials made by the Board.
3. Prior to the recording of the plat and as required by Section 12.09 *Electronic Submission* of the Subdivision Regulations, digital information from the plat shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information (GIS) and tax maps. The digital information shall be submitted in a format and media conforming to standards promulgated by the City Engineer. The layers listed in Section 12.09(1) through (8) shall be submitted referencing New Hampshire State Plane Grid Coordinates and shall be based on National American Vertical Datum 1988 (NAVD 88).
4. Per Section 15.02(12) *Registry Requirements*, the applicant is responsible for ensuring that the plat, and all condominium documents to be recorded complies with the current standards of the Merrimack County Registry of Deeds
5. Upon notification from the Planning Division that the final condominium documents comply with the Planning Board conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division the final and signed original condominium documents required as part of the subdivision application for recording at the Merrimack County Registry of Deeds.
6. Upon notification from the Planning Division that the final plat complies with Planning Board conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division one mylar, one full-size plan set, and one 11x17 plan set for endorsement by the Planning Board Chair and Clerk and subsequent recording of the

mylar at the Merrimack County Registry of Deeds. Per Section 15.02(1) *Licensed Land Surveyor*, the final plat drawings shall contain the signature and stamp of the New Hampshire licensed land surveyor who prepared the plat and any other licensed professional as required by Section 9.08(7) of the Subdivision Regulations.

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

1. Per Section 13.02(13) *Recording Fees*, the applicant is responsible for submittal of required recording fees.
2. This approval notwithstanding, the applicant is responsible for full knowledge of, and compliance with, the municipal code, Subdivision Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
3. Per Section 17.06 *Condominium Declaration and By-Laws*, the approved condominium documents shall be considered part of the official approval and shall not be altered to be inconsistent with the recorded plat, without further review and approval by the Board of a revised subdivision application.
4. Per Section 4.03 of the Subdivision Regulations, no building permit or certificate of occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and which is not in conformity with, the provisions of the Subdivision Regulations.

Member Tarbell arrived back in the room at 7:17 p.m.

9D. Orr & Reno, on behalf of Arts Alley LLC, requests approval for a conditional use permit, pursuant to Section 28-6-9(b)(2), for a wall sign to be placed above the sills of the first story windows and more than 25-feet above grade, and architectural design review approval for 2 new signs on the building addressed as 22 South Main St in the Central Business Performance (CBP) District. (2025-133) (PL-CUP-2025-0104)(PL-ADR-2026-0170)

Mr. Thompson stated this application is to provide the necessary conditional use permit approval for a portion of the sign package related to the Arts Alley project, specifically for the wall signage associated with Rooftop Social and The Main Venue. Other necessary relief for the signs at this location have already obtained the necessary relief from the Zoning Board. Staff has reviewed the submitted information, and evaluated the CUP criteria. Staff recommends granting the CUP per the recommended conditions in the staff memo.

On a motion made by Member Condodemetraky, seconded by Councilor Todd the Board voted 7-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing.

Chair Woodfin opened the pubic hearing and noted there is history for signage on the second floor. Chair Woodfin noted there is no precedence here and the signs look great.

There being no public testimony, Chair Woodfin closed the public hearing.

Chair Woodfin stated the findings of fact include the information provided in the staff reports; the applicant's submission materials; testimony provided during the public hearing; and/or other documents or materials provided in the public hearing.

On a motion made by Member Hicks, seconded by Member Condodemetraky, the Board voted 7-0-0 to **grant Architectural Design Review approval** for the new 30-square-foot internally illuminated projecting sign and the new 25.1-square-foot internally illuminated building wall sign at 20 South Main Street in the Central Business Performance (CBP) District as submitted.

On a motion made by Member Hicks, seconded by Member Savage, the Board voted 7-0-0 to **grant conditional use permit approval** to allow the proposed signage on a 3-story building above 25 feet from grade at Tax Map Lot 7412Z 37, addressed as 22 South Main Street, based on the evidence provided showing that the criteria of Section 28-9-4(b) have been met, with the following precedent and subsequent conditions:

(a) **Precedent Conditions** – to be fulfilled within two years and prior to signature of the conditional use permit plat by the Chair and Clerk of the Planning Board, unless otherwise specified.

1. Revise the conditional use permit plat as follows:
    a. Provide the Planning Board Approval Block on the 2-sheet, signage plan and to include the GIS Site Map plan as part of the complete plan set submitted.
2. Upon notification from the Planning Division that the project complies with the precedent conditions, Zoning Ordinance, and Site Plan Regulations, deliver to the Planning Division for signature one full-size or 11x17 conditional use permit plan set.

(b) **Subsequent Conditions**

1. The applicant is responsible for compliance with the municipal code, Site Plan Regulations, and Construction Standards and Details, including obtaining necessary variances, waivers, and conditional use permits.

10. Amendments

10A. Planning Board Recommendations for Zoning Ordinance Amendments - Sections 28-4-5 Development of Attached and Multifamily Buildings, Section 28-5-2 Duplex or Two-Family Dwelling, 28-5-3 Conversion of Residential Building, 28-9-3 Decisions by the Zoning Board of Adjustment, and the Glossary

Mr. Thompson stated the City Council at their meeting on Monday (4/13) scheduled a public hearing for the various zoning amendments that are in your packets. These amendments are part of the City's strategy of making targeted interim zoning ordinance amendments ahead of the upcoming Master Plan process and any comprehensive zoning recommendations that may result, and are also being done as a means of addressing the City Council's 2026-2027 goals with a focus on removal of barriers to commercial and residential development through regulatory and administrative reform.

The proposed changes would:

- Clarify standards for attached and multifamily development, remove conflicts with other municipal regulations, and provide increased flexibility for development of such projects in zoning districts where they are already permitted;
- Improve ease of interpretation and administration, as well as help facilitate development of small-scale housing projects (1-5 units) via conversion of existing buildings in zoning districts where

such conversions are currently permitted, thus expanding "missing middle" housing opportunities in the City;

- Eliminating the existing supplemental lot area and frontage requirements for duplexes due to recently adopted changes to the accessory dwelling unit standards. The proposed amendments will eliminate confusion and improve ease of interpretation of the zoning ordinance, as well as facilitate development of duplexes in the 8 zoning districts where they are already permitted; and
- Housekeeping amendments relative to the Zoning Board's notification process to align with state law.

Staff asks for the Board's feedback and recommendations on the proposed amendments, such that we can incorporate them at the City Council's May 20 public hearing.

On a motion made by Chair Woodfin, seconded by Member Hicks the Planning Board voted 7-0-0 to recommend City Council adopt the recommendations as outlined.

11. Other Items

11A. Planning Board Annual Meeting - Election of Officers & Consideration of amendments to the Board's Rules of Procedure.

Member Hicks nominated Rich Woodfin as Chair of the Planning Board, seconded by Councilor Todd.

There were no other nominations for Chair. The Board voted 6-0-1 to elect Rich Woodfin as Chair.

Mr. Thompson opened the floor for Vice-Chair nominations.

Chair Woodfin nominated Matt Hicks as Vice-Chair of the Planning Board, seconded by Member Savage.

There were no other nominations for Vice-Chair. The Board voted 6-0-1 to elect Matthew Hicks as Vice-Chair.

Mr. Thompson stated staff has conducted a review of the Board's Rules of Procedure, and offers a number of changes to both modernize the rules, make them consistent with current Board practices, and address items that needed to be updated due to state law changes.

On a motion made by Member Hicks, seconded by Member Condodemetraky the Planning Board voted 7-0-0 to adopt the amended Rules of Procedure.

12. Other Business

The Board determined that no action was necessary on the regional notification for the proposed wireless communication tower in the Town of Windsor.

Adjournment

On a motion made by Member Condodemetraky, seconded by Councilor Todd, the Board voted 7-0-0 to adjourn the meeting at 7:31 p.m.

The next regular meeting is Wednesday, May 20, 2026, at 7:00 p.m.

TRUE RECORD ATTEST:
Krista Tremblay
Krista Tremblay
Administrative Technician III