City of Concord Planning Board
July 15, 2026
Minutes

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

Attendees: Dina Condodemetraky, David Fox, Matthew Hicks, Alternate Member LaFreniere, Teresa Rosenberger (Ex-Officio for City Manager), Amanda Savage, Eaton Tarbell, Councilor Brent Todd, and Chair Richard Woodfin

Absent: Alternate Frank Kenison

Staff: Kellie Caron (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 Clerk of the Planning Board, Kellie Caron, did the roll call, noting that a quorum is present.

3. **Approval of Meeting Minutes**
   On a motion made by Member Hicks, seconded by Member Condodemetraky, the Planning Board voted 9-0-0 to approve the June 17, 2026, Planning Board meeting minutes, as written.

4. **Agenda Overview**
   On a motion made by Member Tarbell, seconded by Councilor Todd, the Planning Board voted 9-0-0 to continue agenda item 10A to a date certain of August 19, 2026, at the request of the applicant.

   On a motion made by Member Condodemetraky, seconded by Member Wilber, the Planning Board voted 9-0-0 to continue agenda item 10B to a date certain of August 19, 2026, at the request of the applicant.

   On a motion made by Member Wilber, seconded by Member Condodemetraky, the Planning Board voted 9-0-0 to continue agenda item 10C to a date certain of August 19, 2026, at the request of the applicant.

   Chair Woodfin stated for the record that agenda item 10D has withdrawn this application at the request of the applicant.

5. **Architectural Design Review by Consent**
   On a motion made by Member Wilber, seconded by Member Condodemetraky, the Board voted 9-0-0 to approve agenda items 5A-5D as submitted, subject to the recommendations of the Architectural Design Review Committee.

5A. Spirit Halloween on behalf of Albertsons and Fort Eddy LLC's, requests an architectural design review approval for a new 75-square-foot non-illuminated building wall sign (SP-0782-2026) at 24 Fort Eddy Rd in the Gateway Performance (GWP) District. (PL-ADR-2026-0184) (2026-056)
The Planning Board approved the application as submitted.

5B. Who Doesn't Want That, on behalf of 31 South Main Acquisition, LLC, requests an architectural design review approval for a new 6.25-square-foot externally illuminated hanging sign at 31A South Main Street in the Central Business Performance (CBP) District. (SP-0788-2026) (PL-ADR-2026-0185) (2026-057)

The Planning Board approved the application as submitted.

5C. Classic Signs Inc, on behalf of The Granite Group and Capitol Supply Associates, requests architectural design review approvals for two new non-illuminated building wall signs of 86.38-square-foot (SP-0786-2026) and 70-square-foot (SP-0791-2026) at 6 Storrs Street in the Opportunity Corridor Performance (OCP) District. (PL-ADR-2026-0187) (2026-058)

The Planning Board approved the application as submitted.

5D. Magpie, on behalf of Harold and Judith Ekstrom, requests an architectural design review approval for an existing 4-square-foot non-illuminated projecting sign (SP-0790-2026) that was previously non-permitted at 15 Green St in the Civic Performance (CVP) District. (PL-ADR-2026-0189) (2026-060)

The Planning Board approved the application as submitted.

6. Determination of Completeness Items by Consent

6A. Nobis Group, on behalf of The Stabile Group, Bow Mills United Methodist Church, Inc, and D. McLeod Inc, requests approval for a major subdivision application for a new 24-lot subdivision of an existing 10.7-acre parcel known as Tax Map 8814Z Lot 4, including the construction of an approximately 900-foot municipal roadway, proposed as a continuation of Mooreland Avenue, which will connect to an approximately 800-foot municipal extension of Heather Lane, and associated municipal and non-municipal infrastructure. The project also includes a lot line adjustment with the abutting property known as Tax Map 8814Z Lot 3, addressed as 271 South Street, in the Single Family Residential (RS) District. (2026-059) (PL-MAS-2026-0013)

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 9-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and set the public hearing for August 19, 2026.

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

Public Hearings

7. Conditional Use Permit Applications

7A. RL Bellia Properties, LLC and Cronin, Bisson & Zalinsky P.C.3, on behalf of the City of Concord,

request approval for a conditional use permit application in accordance with Section 28-5-48 (a) to allow for ground floor residential at Tax Map 1412P Lot 62, addressed as 3 Merrimack Street (Penacook) in the Central Business Performance (CBP) District. (2026-068) (PL-CUP-2026-0121)

Ms. Caron stated this application seeks a Conditional Use Permit to allow a first-floor residential use within the Central Business Performance (CBP) District as part of the adaptive reuse of the former Penacook Branch Library at 3 Merrimack Street. The proposal would convert the vacant municipal building into a two-unit residential building, returning the property to the tax rolls following its sale by the City. The application is exempt from site plan review; however, a Zoning Board variance will still be required to permit the duplex use, as duplexes are not otherwise allowed in the CBP District. As part of the sale, deed restrictions will preserve the historic building and prohibit demolition. Staff is recommending the Board determine the application complete, not of regional impact, and following the public hearing, grant the requested Conditional Use Permit subject to the condition that the required ZBA variance is obtained.

On a motion made by Member Savage, seconded by Member Hicks, the Board voted 9-0-0 to **determine the conditional use permit application to be complete** for the residential use on the ground floor of a building within the Central Business Performance (CBP) District at 3 Merrimack Street, Penacook. As part of the motion, the Board determined that the project is not a development of regional impact per RSA 36:55, and opened the public hearing.

Chris Drescher (722 Chestnut St, Manchester), Raymond Bellia (26 Ermer Rd, Salem) and Tim Thompson (41 Green St, Concord) are present to represent this application. Mr. Drescher stated they are asking for a conditional use permit to allow for the ground floor of this building to be repurposed as a residential spaced which is not otherwise allowed with a conditional use permit. The applicant desires to turn that building into a duplex with one apartment on the ground floor and an apartment on the second floor. Mr. Drescher stated they also need to seek a variance to allow the duplex use in that zone. Mr. Drescher noted his client has signed a purchase and sale with the city to purchase this and they want to make sure the use is checked for both the residential use and the duplex before they close on the property. Mr. Drescher stated they will need to come back for site plan.

Chair Woodfin asked what is happening to the outside of the building.

Mr. Drescher stated his understanding is the keep the historic feel of the building. Mr. Drescher noted they have to keep it that was as a part of the deal.

Mr. Bellia stated the handicap ramp will be removed. Mr. Bellia noted the stairs that are there will either remain or new stairs will be put in.

Mr. Thompson stated this project results from the relocation of the Penacook Branch Library from this location to the new community center on Community Drive in Penacook. Mr. Thompson noted back in 2022 City Council gave permission to city staff to find another use for this property once the project was complete. The Penacook Community Center project was completed in 2024. Mr. Thompson noted as part of this agreement the city will be selling the triangular lot at the corner of Sanders St and Merrimack St. Currently that is a vacant city owned piece in conjunction with this because there is no on-site parking on the library site. Mr. Thompson noted they will look into

making some changes to the parking in the ordinance in this area. Mr. Thompson stated right now Merrimack Street has a limited two-hour parking and they will look to establishing a 10-hour zone. Mr. Thompson noted they are requiring the property have a historic façade easement or a covenant and restrictions to ensure that the historic nature of this building is preserved.

Chair Woodfin asked if there is any member of the Board or audience that has questions or concerns about this application, with none, 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 Councilor Todd, the Board voted 9-0-0 to **grant the conditional use permit** from Section 28-5-48(a), the residential use on the ground floor of a building within the Central Business Performance (CBP) District at 3 Merrimack Street, Penacook, with the following precedent condition:

(a) The applicant shall obtain a variance from Section 28-2-4, *Allowable Principal and Accessory Uses in Zoning Districts*, to allow the duplex use within the CBP District.

7B. Christopher and Sandara LeGrand, requests approval for a conditional use permit application in accordance with Section 28-4-3(d) of the Zoning Ordinance for impacts to the 50-foot wetland buffer for the construction of a residential storage shed at Tax Map 18Z Lot 12, addressed as 294 Elm St in the Open Space Residential (RO) District.-(2026-065) (PL-CUP-2026-0120)

Ms. Caron stated this application seeks a Conditional Use Permit to allow temporary and permanent disturbance of a wetland buffer for the construction of a shed at an existing single-family residence on 294 Elm Street. The proposed shed is located entirely outside the wetland and within an area of the buffer currently maintained as lawn. The Conservation Commission reviewed the proposal and recommended approval. Staff identified several minor plan revisions needed prior to final approval, including correcting the plan scale, adding erosion control and revegetation details, and providing a Planning Board approval block. Staff is recommending the Board determine the application complete, not of regional impact, and following the public hearing, grant conditional approval subject to the recommended precedent and subsequent conditions outlined in the staff report.

On a motion made by Member Fox, seconded by Councilor Todd, the Board voted 9-0-0 to **determine the conditional use permit application to be complete** for the impacts to wetland buffers at Tax Map 18Z Lot 12, addressed as 294 Elm Street. As part of the motion, the Board determined that the project is not a development of regional impact, per RSA 36:55, and opened the public hearing.

Christopher LeGrand (294 Elm St, Concord) is present to represent this application. Mr. LeGrand stated they are looking to install a 12 by 18 shed in an area that is maintained as a lawn. In the process of scoping out this project there are site constraints on different parts of the property. There is a wetland that was previously undocumented on the edge of the property. They had the property delineated by a certified wetland scientist and the area they are looking to install the shed has the least constraints and sits within the wetland buffer that is maintained as their lawn. They put together a

plan that will have minimal disturbance. Mr. LeGrand noted the Conservation Commission thought the plan was adequate.

Councilor Todd asked about the erosion aspect of this due to floods and are they comfortable with the erosion plan as it sits now.

Mr. LeGrand stated he does not have an erosion plan as of now. That is something they will be adding as a condition. Mr. LeGrand noted they have had ice jamming in the winter and early spring. Mr. LeGrand stated it is along the front of the property along Elm St. The edge of the property that defines the wetland has a sharp drop off from the edge of the lawn into the wetland area. Mr. LeGrand noted in the subsequent conditions there are two conditions he would like the Board to take into consideration a different approach. The first one is the wetland buffer delineation being permanently marked. Mr. LeGrand noted this would require disc or signage markers. Mr. LeGrand stated at Conservation Commission they did not think it was a good idea or practical to do that given the wetland buffer runs directly through the middle of the lawn. So, marking it as such would lead them to put signage directly through the center of our usable lawn. Mr. LeGrand stated the Conservation Commission did not think given the scale and type of the project that was practical. Mr. LeGrand wants to see if there is a way to have those markers temporary during the construction and can be removed when the project is complete. Mr. LeGrand asked if that could be waived. The other consideration is item six which is the driveway permit as he is not sure why that would be included as a condition because there is no driveway being put in. Mr. LeGrand noted driveway access will not be a part of this project.

Mr. Bass does not mind if the applicant is proposing no driveway or gravel material as a part of the shed and the Board can strike that subsequent condition. Mr. Bass stated if it remains as a subsequent condition and none of the thresholds are met then it will automatically resolve itself. Mr. Bass noted if they remove it as a precedent condition or subsequent condition and the plan changes it comes down to if the thresholds are hit. Mr. Bass stated they are there as a flag. As it pertains to the wetland buffers where they are putting the shed has been used as a yard for over 26 years. Staff would support the idea that we do not want construct any permanent markers in what has been maintained for that area. Mr. Bass noted it is important to leave the subsequent condition but can add language that subject to the clerk of the board's discretion markers will not be placed in the existing front lawn. The regulation allows discretion for the clerk where disturbance is likely.

Chair Woodfin asked if there is any member of the audience that has questions or concerns about this application, with none, closed the public hearing.

Member Savage asked about the markers to be temporary during construction is that was they are agreeing on or is there some other agreement.

Ms. Caron stated she would be amenable to the temporary during construction.

Chair Woodfin agreed with that.

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 Councilor Todd, seconded by Member Hicks, the Board voted 9-0-0 to **grant the conditional use permit** for Article 28-4-3 (d) *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers,* to allow for temporary and permanent disturbance of the wetland buffer, for the construction and installation of a shed at 294 Elm St, subject to the following precedent and subsequent conditions:

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

1. For compliance with the Site Plan Regulations, revise the plans as follows:
    a. Per Section 12.02(2) *Scale* requires a scale to be provided on all plans. The plan provides does not accurately scale at 1" = 60' as indicated on the plan and shall be revised to scale accurately with the listed scale.
    b. The plan shall be revised to show temporary erosion control devices and the revegetation materials to be used for the disturbances to the wetland buffer in accordance with Section 28-4-3(b) of the Zoning Ordinance.
    c. Planning Board Approval Block to be added to the Site Plan.
2. The plans submitted for final approval shall contain the signature and seal of the appropriate licensed professional responsible for preparing the plans as outlined in Section 12.03(1) through (6), as applicable.
3. A note shall be added to the plan annotating the Planning Board's subsequent conditions of approval.
4. Upon notification from the Planning Division that the final plan set complies with Planning Board conditions, Zoning Ordinance requirements, and the Site Plan Regulations, the applicant shall deliver to the Planning Division three plan sets (two full-size and one 11x17) for endorsement by the Planning Board Chair and Clerk.

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

1. The applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
2. Erosion control measures shall be installed and maintained in accordance with Section 27.09 of the Site Plan Regulations.
3. Per Section 36.19 of the Site Plan Regulations, it shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith, to the attention of the City Solicitor and Code Administrator.
4. Wetland buffers shall be temporarily marked in areas where disturbance is likely prior to construction or issuance of a building permit and may be removed once construction is complete. If, in the opinion of the Clerk of the Planning Board there are areas outside of the front yard area that may be disturbed permanent markers shall be established.
5. In accordance with Article 28-9-4(b)(7) Expiration of a Conditional Use Permit, if the use or construction so authorized by granting a conditional use permit has not commenced within a two-year period from the date of the decision of the Planning Board, then the conditional use permit shall be deemed to have expired and the Planning Board's decision shall be considered null and void.

8. Comprehensive Development Plan Applications

8A. Gallagher, Callahan, & Gartrell, PC, Jones and Beach Engineering, Inc, and Onyx Partners, Ltd, on behalf of Onyx SteepleGate Concord, LLC, Onyx Regal Concord, LLC, and Onyx TD Concord, LLC, requests comprehensive development plan approval for the consolidation of condominium and resubdivision into separate lots and ownership, and a proposed mixed-use redevelopment to include certain on and offsite improvements, a fueling station, and approximately 600 residential unit apartments, approximately 329,200-square-feet of commercial/retail, and approximately 5,040 square-feet of restaurant use at Tax Maps: 611Z Lot 40 addressed as 270 Loudon Rd; 611Z Lot 39 addressed as 282 Loudon Rd; 61Z Lot 9 addressed as 277 Sheep Davis Rd 270; and, 611Z Lot 41 addressed as 260 Loudon Road, all within the Gateway Performance (GWP) District. (2026-041)(PL-CDP-2026-0002)

Chair Woodfin reopened the public hearing.

Doug Richardson (220 Reservoir St, Needham MA) and Ian McKinnon (85 Portsmouth Ave, Stratham) are present to represent this application.

Mr. McKinnon noted for the CDP portion of the project they received staff comments. Today they submitted for the August meeting an updated plan set. The new plans are addressing staff comments. Mr. McKinnon stated they are prepared to continue to the August 19th meeting to allow time for the review of the comments.

Mr. Richardson has worked with the city for a traffic peer review and their comments should be completed by Friday of this week. Mr. Richardson stated they are asking for a continuance of this application to the August 19th meeting.

Chair Woodfin asked if the Board or any member of the audience has questions or concerns on this application.

Jeff Santacruce (50 Shawmut St, Concord) has a few questions about the plans. There appears to be on the existing site conditions plans has a lot of traffic signal equipment that is not shown along D'Amante Drive, Loudon Rd and Sheep Davis Rd. Then when you look at the overlying existing easements and proposed easements without the equipment it is difficult to tell if the existing easements are covering all of that information. Mr. Santacruce noted for the next review that should be included. Mr. Santacruce noticed the sidewalk along D'Amante Drive with a sidewalk easement. The issue is that is where all of the existing signage is all along D'Amante Drive. With the five-foot easement there would be no place for the signs. Mr. Santacruce noted the easements with city and state for drainage or other utilities and on the proposed easement plan they are not noted. There are not a lot of accommodation for bicycles and the path is not wide enough for bikes and pedestrians. Mr. Santacruce suggested a ten-foot path. Mr. Santacruce noted on the plans there is no open space or grass for the people on the plans.

Chair Woodfin asked Mr. Santacruce to provide comments to staff so it can be shared to the applicant. Chair Woodfin asked if there is any other member of the audience that wishes to speak on this application, with none, closed the public hearing. Chair Woodfin asked the applicant back to the table.

Mr. Richardson stated they welcome the feedback and made notes. Mr. Richardson noted they will look into the easements, sidewalks and widths. Mr. Richardson stated they did file for a driveway permit with the state in June and they are in the 45-day period to receive their first response.

Member Condodemetraky asked about the north residential building there is an enclosed courtyard and asked how is the building going to be developed.

Mr. Richardson stated this is a CDP it is a master plan they establish a layout to begin with and it will evolve. There might be adjustments however, it will stay within the approval of the CDP.

Member Savage asked about the C2L landscaping plan there is not a lot identified other than a few tree marks and asked if there is another page to review the landscaping plan.

Mr. Richardson noted landscaping will be a part of the site plan. Mr. Richardson stated they will have a registered landscape architect.

On a motion made by Chair Woodfin, seconded by Member Hicks, the Planning Board voted 9-0-0 to continue agenda items 8A to continue this application to the August 19, 2026 meeting at the request of the applicant.

9. Design Review Applications

9A. Gallagher, Callahan, & Gartrell, PC, Jones and Beach Engineering, Inc, and Onyx Partners, Ltd, on behalf of Onyx SteepleGate Concord, LLC, Onyx Regal Concord, LLC, and Onyx TD Concord, LLC, requests non-binding Design Review consultation as part of a development review application for the consolidation of condominium and resubdivision into separate lots and ownership, and a proposed mixed-use redevelopment consisting of multi-family apartment dwellings, retail, and restaurant uses, at Tax Maps: 611Z Lot 40 addressed as 270 Loudon Rd; 611Z Lot 39 addressed as 282 Loudon Rd; 61Z Lot 9 addressed as 277 Sheep Davis Rd 270; and, 611Z Lot 41 addressed as 260 Loudon Road, all within the Gateway Performance (GWP) District. (2026-069) (PL-PDR-2026-0002)

Ms. Caron stated this application is for a preliminary, non-binding design review consultation for the proposed mixed-use redevelopment of the former Steeplegate Mall and Regal Cinema properties. The proposal includes a wholesale retail use, approximately 600 residential units, additional retail buildings, and the continued operation of the existing bank, restaurant, trampoline park, and relocated health club on newly configured lots. The design review is being considered concurrently with the binding Comprehensive Development Plan application and provides an opportunity for the Board to offer feedback on matters including circulation, driveway consolidation, pedestrian and bicycle connections, loading and refuse areas, parking, easements, utilities, sustainability, signage, and lighting. Staff is recommending the Board determine the design review application complete, conduct the public meeting, and provide non-binding comments and recommendations. Unless the applicant

requests a continuance to August 19, 2026, the design review phase will conclude at the end of the meeting, with no formal motion or approval required.

Chair Woodfin noted in the packet there is a determination that the application for design review phase is complete.

On a motion made by Councilor Todd, seconded by Member Condodemetraky, the Board voted 9-0-0 to determine the application complete and open the public meeting.

Doug Richardson (220 Reservoir St, Needham MA) and Ian McKinnon (85 Portsmouth Ave, Stratham) are present to represent this application. Mr. Richardson noted to do a project of this size there are many moving parts and they wanted to get this in front of the Board. There is a condominium currently that they acquired as they purchased the mall. The condominium consists of the mall, Applebees and TD Bank. The Regal is its own separate lot. In order to remove and dissolve the condominium and the deal structure with the large warehouse project they need to subdivide. They have submitted for a subdivision the Applebee's, Td Bank, the warehouse and the rest of the mall will each be their own lot for a total of hour lots. They have gone for variances for frontage requirements.

Chair Woodfin asked about comments from staff.

Ms. Caron noted the intent of this meeting is that the design review phase for this application will be complete at the end of this public meeting. The expectation is that a hearing will be scheduled at a later time.

Mr. Bass noted architectural design review is not required for either the CDP or the design review phase. The applicant did chose to go before the architectural design review committee and that is reflected in the staff reports.

Chair Woodfin asked if there are any questions from the Board, with none and there is no action for the Board to take.

Mr. McKinnon requested to continue the design review application to a date certain of the August 19th meeting.

10. Site Plan and Subdivisions

10A. 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) (Continued to August 19, 2026, at the request of the applicant)
This agenda item was continued to a date certain of August 19, 2026 in agenda item 4.

10B. TFMoran Inc, on behalf of 94 Manchester St, LLC, requests approval for a major site plan application for a new 4-story, 14,768-square-foot footprint building and other site improvements at Tax Map 781Z Lots 12, 12-1, 12-2 and 12-3, addressed as 94-98 Manchester Street in the Highway Commercial (HC) and Office Park Performance (OCP) Districts. (2026-005) (PL-SPR-2026-0057)

(This application has been continued to the date certain of August 19, 2026, at the request of the applicant)
This agenda item was continued to a date certain of August 19, 2026 in agenda item 4.

10C. Wilcox & Barton Inc, on behalf of Two Wheeler Holdings, LLC, requests major site plan and architectural design review approvals for the conversion of an existing 30,310-square-foot building along with a 2,470-square-foot addition for a car dealership, 70,270-square-feet of additional pavement for driveways, parking, and vehicle storage, and other associated site improvements at Tax Map 782Z Lot 44, addressed as 110 Manchester Street in the Highway Commercial (CH) and Office Park Performance (OFP) Districts. (2026-044) (PL-SPR-2026-0061) (Applicant has requested to continue to the date certain of August 19, 2026)
This agenda item was continued to a date certain of August 19, 2026 in agenda item 4.

10D. Northpoint Engineering, LLC, on behalf of Granite Municipal Manufacturing & Sales, LLC, requests major site plan and architectural design review approvals for the construction of 3 new 31,200-square-foot gross area, 4-story buildings for mixed flex industrial and self-storage use, a new 2,040-square-foot gross area, 2-story building office and caretaker apartment building, and associated site improvements at Tax Map 40Z Lot 6, addressed as 52 Locke Road in the Industrial (IN) and Open Space Residential (RO) Districts. As part of the major site plan application, the applicant also requests conditional use permit approval pursuant to Section 28-4-3(d) Conditional Use Permits Required for Certain Disturbance of Wetland Buffers to allow for the previous 54,781-square-feet of temporary wetland buffer impact for tree clearing and 2,936-square-feet of permanent wetland buffer impact for grading associated with the proposed stormwater management system. (2026-045)(PL-SPR-2026-0062) (PL-CUP-2026-0114) (The applicant has requested to withdraw this application)

This agenda item was withdrawn in agenda item 4.

10E. Stonefield Engineering and Design, on behalf of Associated Enterprises Inc, request major site plan, architectural design review approval, and certain waivers from the Site Plan Regulations 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 approvals. One, 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. The second, pursuant to Section 28-7-8(c)(2) of the Zoning Ordinance, to allow for an existing driveway on an arterial road with less than 200-feet of separation from adjacent drives, be expanded to 24-feet in width, to accommodate 2-way traffic. (2026-028) (PL-SPR-2026-0059) (PL-CUP-2026-0108) (PL-CUP-2026-0115)

Mr. Bass the applicant has been before the Board and they have made changes that were requested either by staff or the Board. They have reconfigured the location and they way there are going to do trash pickup based on feedback that was received. Staff recommends conditional approval. They are recommending granting most of the waivers they are requesting. They are recommending denial of the waiver for the bituminous curbing.

Adam Drake (120 Washington St, Salem MA) and Kreg Jones (39 Concord State Rd, Weare) are present to represent this application. Mr. Drake noted they went to the Zoning Board and were granted relief to reduce the driveway width to 20 feet for the driveway. There will be a separate four-foot sidewalk with a six-inch curb. They did research for the garage truck and updated the truck turns. They will designate an area in the first floor to store the garage and when ready for removal they will wheel it to the trash hauling area. The truck will be able to come in and with one movement turn around to pull out.

Chair Woodfin asked if there are any questions for the Board or audience, with none, asked the applicant if there is any more testimony.

Mr. Drake stated they proposed asphalt curbing and it was not recommended. Mr. Drake noted the applicant would be billing to do the granite curbing along the driveway. Then exclude curbing from the parking area.

Mr. Bass stated curbing is required around the perimeter of the parking lot due to the size of it.

Mr. Drake stated they read through the zoning ordinance and the threshold is 25 parking spaces and then it would be able to get waived.

Chair Woodfin stated they have been very critical of bituminous curbing on certain applications if there are hills or water flowing down through it due to plows hitting it. Chair Woodfin noted it is an issue they try to be consistent on but do not want to put a burden on the applicant if it is not needed.

Mr. Drake noted they have graded the parking lot and no storm water will run along the curb line.

Mr. Bass stated curbing around driveways is required around the perimeter of the parking areas that contain more than five spaces. There is an item that says for parking areas that require less than 25 spaces curbing may be omitted along the sides and rear of the parking area with the approval of the Deputy City Manager of development. Mr. Bass noted staff was unaware this was being considered and there is no staff comment on whether it would be supported or not.

After receiving 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 Fox, the Board voted 9-0-0 to **grant the waiver requests below from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:**

a. Section 12.03 *Plan Certification*, 15.02(1) Preparation, and 16.02(1) Preparation, to not require a New Hampshire Licensed Landscape Architect to prepare, sign or seal the landscape plans.
b. Section 21.05 (2) *Width*, to allow for a 4-foot wide sidewalk on site where normally 5-feet is required.

c. Section 18.17 *Tree Plantings*, to require only 8 parking area trees where 10 would normally be required, with the condition that it is the removal of the two Honey Locust (GLE) tree's, located in the rear of the property which are removed to total the count of 8 trees.
d. Section 29.04 *Building and Façade Lighting*, to not require compliance with the uniformity ratio, as the applicant is replacing, not relocating existing building fixtures as part of the conversion.

Chair Woodfin noted for the curbing it would be needed down the driveway, to the right of it and maybe not in the back.

Ms. Bass stated it is going up along the driveway on both sides and around the perimeter of the parking area. Mr. Bass noted that is what is required unless the Deputy City Manager allows it not to be required on the side or rear.

Member Fox asked if the Board is making a decision on no curbing or require curbing.

Mr. Bass stated if the Board wants to require curbing that is a reasonable condition for the Board. The zoning requires it unless the Deputy City Manager says it is not.

Member Fox noted the process is in the applicant's hands with the Deputy City Manager.

Mr. Bass noted unless the Board states we want that perimeter curbing.

Chair Woodfin noted there are three things are play: all bituminous curbing around the whole thing, granite curbing up and down the driveway and nothing in the back or granite curbing up and down the driveway with bituminous around the outside.

Mr. Bass noted if they grant the waiver a partial then yes.

Chair Woodfin stated he is inclined to put curbing in and not opposed to not having any curbing in the back given the lot. Chair Woodfin noted it is important to put the curbing where it matters up and down the driveway. Then if they can get an approval for the Deputy City Manager they will do it that way.

Mr. Bass clarified the Board's position is granite curbing up and down the driveway as required and the Board if indifferent if the applicant places curbing around the perimeter of the parking area but that is entirely subject to the Deputy City Manager. Mr. Bass noted there could be some other factors to consider if curbing is required around the parking area do you want that to be curbing or you could consider granting the waiver with the condition if curbing is required around the perimeter of the parking that it may be allowed to be bituminous.

Chair Woodfin responded yes, that is the best way to phrase it.

Member Condodemetraky suggested to not have the bituminous curbing at all.

On a motion made by Chair Woodfin, seconded by Member Hicks, the Board voted 9-0-0 to **grant the waiver requests below from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:**

a. Section 18.19 Curbing and Guardrails, to allow for the use of asphalt curb, if required, around the side and rear of the parking area.

On a motion made by Councilor Todd, seconded by Member Hicks, the Board voted 9-0-0 to **grant the conditional use permit** for Section 28-4-5(e)(1) *Mixed Use Component Required* to not require a nonresidential use on a lot larger than 20,000-square-feet that is located within the Civic Performance (CVP) District.

On a motion made by Member Wilber, seconded by Councilor Todd, the Board voted 9-0-0 to **grant the conditional use permit** for Section 28-7-8(c)(2) *Separation of Driveways in Nonresidential Districts* and Section 28-7-11(f) *Driveway Separation Alternatives*, to not require 200-foot separation be maintained between adjacent driveways on adjacent lots located on collector and arterial streets.

On a motion made by Member Tarbell, seconded by Councilor Todd, the Board voted 9-0-0 to **grant 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 submitted.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 9-0-0 to **grant major site plan 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 submitted, and subject to the following precedent and subsequent conditions:

(a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval,* approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void.

1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
   a. Per Section 21.01 *General Requirements*, the sidewalk from the accessible parking area shall be graded to provide proper drainage for the running slope, in addition to the cross slope.
   b. Provide the City of Concord Planning Board Approval Block on the architectural cover sheet and include a sheet index, or provide the approval block on the architectural elevations separately, or incorporate the architectural elevations into the civil plan set and include in the sheet index on the cover sheet.
2. The Engineering Services Division compliance comments as noted in the attached 7-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 10, 2026
3. List all approved variances, waivers, and conditional use permits, with section numbers, descriptions, and date of approval on the cover sheet or site plan sheet. Unless otherwise noted, the plan set shall comply with any waivers denied by the Planning Board

4. Per Section 11.01(7), 13.01(6) 13.02(8) *State and Federal Permits,* copies of approval for any required State or Federal Permits shall be provided to the City Planning Division prior to final plan approval.
5. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets, including civil, landscaping, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk

(b) **Subsequent Conditions** – to be fulfilled as specified.

1. This approval notwithstanding the applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
2. Unless otherwise permitted by Site Plan Regulation or New Hampshire State Statute, the site plan approval shall expire should the use or construction so authorized not be active and substantially developed, as defined by the Site Plan Regulations, within 3-years of final approval.
3. No building permit shall be issued or the start of construction commenced until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building improvements have been completed to the satisfaction of the Clerk of the Planning Board according to the approved plans and conditions of Planning Board approval. (Section 11.09(6))
4. The applicant, successors, and assigns shall be responsible for the regular maintenance of all plantings and other landscape features. Plant materials shall be maintained alive, healthy, and free from pests and disease. Tree stakes and guys shall be removed after the first growing season. (Section 27.07(8))
5. Temporary sediment and erosion control devices shall not be removed until permanent stabilization is established for the entire site. All temporary erosion and sediment control measures shall be removed after the completion of construction. (Section 27.09(5))
6. A site stabilization guarantee shall be provided to ensure that sites are properly stabilized. The City Engineer may call said financial guarantee, and stabilize a disturbed site, if upon notice, the applicant has not stabilized or restored the site. (Section 27.11)
7. The Clerk shall inspect the exterior appearance of sites to determine if the exterior of a building, site, and signage are in conformity with the architectural design review approval granted by the Planning Board. No certificate of occupancy may be issued prior to a determination by the Clerk that the site is consistent with the Board's approval. (Section 33.08)
8. If there is a conflict between regulations, rules, statutes, provisions or law, or the approved plan set, whichever provisions are the more restrictive or impose higher standards shall control, unless a specific waiver from the provision has been granted by the Planning Board. (Sections 36.04 and 36.05)
9. No site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits shall be issued prior to satisfactory completion of pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy unless the site is found to comply with the approved site plan and the conditions of Planning Board approval. (Sections 36.15 and 36.24)
10. It shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith to the attention of the City Solicitor. (Section 36.19)

11. At the completion of construction or prior to the issuance of a certificate of occupancy, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist. (Sections 12.09, 13.02(11), and 36.25)
12. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided. (Sections 13.02(5) and 36.26)
13. All trash, construction material, debris and any existing invasive species shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))

10F. Wilcox & Barton Inc, on behalf of 3JB, LLC, requests major site plan approval, architectural design review approval, and certain waivers from the Site Plan Regulations for the construction of a new 2-story, 3,500-square-foot commercial addition with basement, and the conversion of existing structures into 5 residential units, and certain site improvements at Tax Map 7413Z Lot 9, addressed as 47-49 South State St. As part of the major site plan, the applicant also requests conditional use permit approval pursuant to Section 28-7-11(f) Driveway Separation Alternatives to allow an existing driveway to remain 174-feet from an intersection where 200-feet is required. (2026-040) (PL-SPR-2026-0060) (PL-CUP-2026-0111)

Ms. Caron stated this application proposes the construction of a new two-story, 3,500-square-foot commercial addition and the conversion of the addition and existing three-story building into five residential townhouses while maintaining commercial retail space at 47-49 South State Street. The proposed site improvements include parking lot reconfiguration, landscaping, lighting, utility upgrades, and stormwater improvements. The applicant has previously obtained the necessary ZBA variances, is requesting several site plan waivers related to parking setbacks, dumpster pad size, and parking aisle widths, and seeks a Conditional Use Permit for driveway separation. The Architectural Design Review Committee recommended approval with the condition that the proposed porch lighting be relocated beneath the canopy as intended. Staff is recommending the Board grant the requested waivers, Conditional Use Permit, Architectural Design Review approval, and conditional major site plan approval subject to the precedent and subsequent conditions outlined in the staff report.

Erin Lambert (2 Home Ave, Concord) is present to represent this application. The portion of the building that was being used as commercial is a three-story building that used to be a two family. They would like to convert it back to residential. The only utility work will be completed. Ms. Lambert noted McLeod's would undergo a renovation and reopen in the fall. That will be phase one of the project. Phase two would to be construct three residential townhouses attached to the building where the greenhouses where removed. They are requesting to phase the project because South State Street is under a moratorium until the fall of 2027. They will use the parking lot as it exists today. The only utility work that is required is the building does need to be sprinklered and they can bring in the connection off of Concord Street which is not under a moratorium. Next year they will construct three townhouses and install utilities after the moratorium expires. They will bring the water, sewer and gas off South State Street. There is already electric on site. The property will have 31 parking spaces which is what is required by code 28 surface spaces and three in the garages. They will be adding sight lighting, landscaping and drainage control. Ms. Lambert noted there is a variance to exceed lot coverage and they are about 85% impervious and with the redevelopment they will be below 80%. They will no longer need the variance as they will be about 78%. As part of the phase two of the

project they will have an interconnection and that will improve the site circulation. In order to reuse the existing parking lot, they needed to receive seven variances from the Zoning Board. The main entrance is 20 feet wide and they were granted a variance to allow the driveway width to remain at 20 feet. The aisle then tapers to 22 feet wide where the city requires 24 feet and they did receive a variance. The loading dock is on South State Street and it is inside and all of the parking and sidewalks have been built to accommodate it. They did receive a variance for that and they do have a corresponding waiver request. Ms. Lambert noted they are requesting four waivers for perimeter landscaping, parking, loading space location and dumpster pad dimensions. There is a shared easement with the property to the south. They are also requesting a conditional use permit for the existing driveway.

Chair Woodfin noted the parking on the south end of the property is shared and asked how many housing units are there.

Ms. Lambert responded four and they have their own parking on the side however, that is their only driveway means of access.

Member Savage asked about the dumpster pad the standard is 12 by 12 and asked if it is already existing.

Ms. Lambert stated it will be new.

Member Savage asked about the advantage do they get with the extra two feet.

Ms. Lambert stated it is less impervious and there is plenty of room with a 10 by 12 and they are making room for the parking spaces.

Member Savage asked if they are required to make it 12 by 12 are they losing something with parking.

Ms. Lambert stated when looking at the truck turning movements the truck can pull in and leave without impacting any parking spaces.

Chair Woodfin asked if there are questions from the Board or audience. After receiving 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 Chair Woodfin, seconded by Member Condodemetraky, the Board voted 9-0-0 to **grant the waiver requests below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:

a. Section 18.12 *Perimeter Landscaping* to allow off-street parking within 5' of a lot line and to allow parking in a non-residential district to occur within 10' of the front lot line where it abuts the right-of-way of an arterial street; and

b. Sections 16.02(22) and 20.07 *Design of Solid Waste Disposal Area* to allow a dumpster pad to be 10'x12' where the City of Concord Construction Detail requires 12'x12'.
c. Section 18.07 *Parking Lot Aisles,* and per Section 28-7-7 *Parking Area Design Standards* (g)(2) to permit the existing aisles width at the entrance to be 20 feet within the expansion to 22 feet where 24 is required and along the southern parking area to be 13' 10" to 15' where 24 feet is required.
d. Section 20.04 *Location of Loading Spaces*, to allow an existing loading space to maintain is existing location in the front of the building.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 9-0-0 to **grant the conditional use permit** Section 28-7-8(c)(2) *Separation of Driveways in Nonresidential Districts* and Section 28-7-11(f) *Driveway Separation Alternatives*, to not require 200-foot separation be maintained between adjacent driveways on adjacent lots located on collector and arterial streets.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 9-0-0 to **grant architectural design review approval** for the constructing a 2-story 3,500 SF commercial addition with a basement, the converting the addition and the 3-story portion of the existing building into 5 residential townhouses with the condition that the porch lighting, be placed underneath the canopy on the lighting plan as intended per the ADRC at their meeting on June 30, 2026.

On a motion made by Member Hicks, seconded by Member Savage, the Board voted 9-0-0 to **grant major site plan approval** for the construction of a 2-story 3,500 SF commercial addition with a basement, the converting the addition and the 3-story portion of the existing building into 5 residential and associated site improvements at Tax Map 7413Z Lot 9, addressed as 47-49 South State Street in the Urban Commercial (CU) District as submitted, and subject to the following precedent and subsequent conditions:

(a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval,* approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void.

1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
    a. Per Section 12.04 *Location Plan* the plot plan on the cover sheet shall be revised to provide the tax assessor's map, block and lot number for abutters and the properties to be developed and needs provide the zoning district boundaries.
    b. Per Section 29.03 *Parking Lot Lighting* the Parking lot lighting shall conform to the standards for illumination in Article 28-7-7(j), Illumination of Parking Areas, and Article 28-7-13(g), Illumination of Loading Areas of the City of Concord Zoning Ordinance.
    c. Per Section 29.04 and 29.05 *Building and façade lighting and Canopy Lighting requires* tabulations shall be provided on the lighting plan demonstrating that the building lighting meets or exceeds the requirements from Section 28-7-7(j) of a 4:1

lighting uniformity ratio, which is the ratio of average illumination to minimum illumination.

2. The Engineering Services Division compliance comments as noted in the attached 6-page memo to Kearsten O'Brien from Paul Gildersleeve and Pete Kohalmi, dated June 22, 2026
3. List all approved variances, waivers, and conditional use permits, with section numbers, descriptions, and date of approval on the cover sheet or site plan sheet. Unless otherwise noted, the plan set shall comply with any waivers denied by the Planning Board
4. Per Section 11.01(7), 13.01(6) 13.02(8) *State and Federal Permits,* copies of approval for any required State or Federal Permits shall be provided to the City Planning Division prior to final plan approval.
5. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets, including civil, landscaping, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk

(b) **Subsequent Conditions** – to be fulfilled as specified.

1. The applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
2. Unless otherwise permitted by Site Plan Regulation or New Hampshire State Statute, the site plan approval shall expire should the use or construction so authorized not be active and substantially developed, as defined by the Site Plan Regulations, within 3-years of final approval.
3. No building permit shall be issued or the start of construction commenced until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building improvements have been completed to the satisfaction of the Clerk of the Planning Board according to the approved plans and conditions of Planning Board approval. (Section 11.09(6))
4. The applicant, successors, and assigns shall be responsible for the regular maintenance of all plantings and other landscape features. Plant materials shall be maintained alive, healthy, and free from pests and disease. Tree stakes and guys shall be removed after the first growing season. (Section 27.07(8))
5. Temporary sediment and erosion control devices shall not be removed until permanent stabilization is established for the entire site. All temporary erosion and sediment control measures shall be removed after the completion of construction. (Section 27.09(5))
6. A site stabilization guarantee shall be provided to ensure that sites are properly stabilized. The City Engineer may call said financial guarantee, and stabilize a disturbed site, if upon notice, the applicant has not stabilized or restored the site. (Section 27.11)
7. The Clerk shall inspect the exterior appearance of sites to determine if the exterior of a building, site, and signage are in conformity with the architectural design review approval granted by the Planning Board. No certificate of occupancy may be issued prior to a determination by the Clerk that the site is consistent with the Board's approval. (Section

33.08)

8. If there is a conflict between regulations, rules, statutes, provisions or law, or the approved plan set, whichever provisions are the more restrictive or impose higher standards shall control, unless a specific waiver from the provision has been granted by the Planning Board. (Sections 36.04 and 36.05)
9. No site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits shall be issued prior to satisfactory completion of pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy unless the site is found to comply with the approved site plan and the conditions of Planning Board approval. (Sections 36.15 and 36.24)
10. It shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith to the attention of the City Solicitor. (Section 36.19)
11. At the completion of construction or prior to the issuance of a certificate of occupancy, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist. (Sections 12.09, 13.02(11), and 36.25)
12. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided. (Sections 13.02(5) and 36.26)
13. All trash, construction material, debris and any existing invasive species shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))

10G. Colliers Engineering & Design, on behalf of Wal-Mart Real Estate Business Trust and Walmart Inc, requests approval for a minor site plan application for a 6,310-square-foot addition to the south side of the existing building and other site improvements at Tax Map 46Z Lot 56, addressed as 344 Loudon Road in the Gateway Performance (GWP) District. (2026-063) (PL-SPM-2026-0030)

Ms. Caron stated this application proposes a minor site plan approval for a 6,310-square-foot addition to the south side of the existing Walmart building to expand its Online Pickup & Delivery (OPD) operations, along with associated parking lot, circulation, utility, landscaping, and site improvements. The applicant previously obtained ZBA variances to allow the reduced number of parking spaces and existing/proposed nonconforming parking stall dimensions. The Architectural Design Review Committee recommended approval of the building design, and no Conditional Use Permits or waivers are requested as part of this application. Staff is recommending the Board determine the application complete, not of regional impact, open the public hearing, and grant Architectural Design Review and conditional minor site plan approval subject to the precedent and subsequent conditions outlined in the staff report.

On a motion made by Member Wilber, seconded by Member Tarbell, the Board voted 9-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing.

Marah Mackenzie (280 E Broad St, Rochester NY) is present to represent this application. Wal-Mart is proposing to construct an addition for online pick up. Ms. Mackenzie stated Wal-Mart is proposing to construct a 6310 square foot addition to the south side of the existing store. This is to facilitate their online pickup and delivery operations. It will house refrigerators, racks and a reach in freezer. It will

expand the parking stalls for the online pickup and delivery from 35 to 45. They did receive a variance from the Zoning Board to grant parking variances. They did go to Architectural Design Review Committee to address the building signage. There will be utility relocations as the expansion footprint will impact a water line, electric line and telephone line. Those are non-municipal utilities and they are working with those companies closely to discuss the relocation of those utilities.

Chair Woodfin asked if the Board or if there is any member of the audience that has questions or concerns about this application and there was none.

Mr. Bass stated the city has recently received a formal complaint about this property. There was a removal of landscape areas and mulch beddings that were replaced with stone. In response to the formal complaint for site plan compliance staff is recommending an additional subsequent condition of approval that "*Prior to certificate of occupancy, all existing landscape areas shall be restored to previously approved landscape conditions, including removing any placed stone beds. Where no previous approvals exist in required landscape areas, they shall be restored by removing the stone and replacing with grass or planted ground covers pursuant to Section 18.16 Restrictions in Required Landscape Areas of the Site Plan Regulations*".

Member Tarbell asked for the scope of how far they are out of compliance.

Mr. Bass noted there are a few site photos and it appears that the mulch was removed from the beddings and replaced with stone. Mr. Bass stated the city does not allow that in required landscape areas per site plan regulations. Mr. Bass stated there are some trees along the shared common drive that have been removed along with some other shrubs.

Ms. Mackenzie stated that will be resolved by the way of this condition.

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 Condodemetraky, seconded by Member Fox, the Board voted 9-0-0 to **grant architectural design review** approval for the 6,310-square-foot addition to the south side of the existing building at Tax Map 46Z Lot 56, addressed as 344 Loudon Road in the Gateway Performance (GWP) District as submitted with the condition that elevations associated with the building permit are consistent with the Board's review and approval.

On a motion made by Member Wilber, seconded by Member Condodemetraky, the Board voted 9-0-0 to **grant minor site plan approval** for the construction of an approximate 6,310-square-foot addition to the south side of the existing building and associated site improvements at Tax Map 46Z Lot 56, addressed as 344 Loudon Road in the Gateway Performance (GWP) District as submitted, and subject to the following precedent and subsequent conditions:

(a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval,* approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the

Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void.

1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
   a. Per Section 12.02(1)(a), a consistent plan title needs to be provided on the cover sheet, and added to the title block throughout the plan set.
   b. Per Section 12.02(1)(b), the name and address of the owner needs to be added to the title block throughout the plan set.
   c. Per Section 12.02(3) North Arrow and Bar Scale, a bar scale, along with the listed scale shall be provided on Sheet C160 Lighting Plan and Sheet ODP Details Pickup Signage and Marking Details.
   d. Per Section 12.04 Location Plan, a location plan, prepared at a minimum scale of 1" =400' shall be added to the cover sheet or site plan. The location plan shall also include the required information contained in 12.04(1) through (10) of the Site Plan Regulations.
   e. Per Section 12.05 Vicinity Plan, a vicinity plan, prepared at a scale of between 1" =1,000' and 1" =2,000' shall be added to the cover sheet or site plan. The vicinity plan shall also include the required information contained in 12.05(1) and (2) of the Site Plan Regulations.
   f. Per Section 12.06(1) Certificate of Ownership, a note shall be added to both the existing conditions sheet and site plan sheet identifying the parcel owner, including a deed citation from the Merrimack County Registry of Deeds.
   g. Per Section 15.03(13) Flood Hazard, a note shall be added to Note 3 of the "Alta Table "A" Items" on the existing conditions sheet, as to whether or not the property is located within the City of Concord's Flood Hazard Overlay (FH) District.
   h. Per Section 15.03(22) Abutting Properties, the owners address, property address, and Map Block Lot shall be added for the subject parcel and all abutting properties within the limits of the existing conditions plan.
   i. Per Section 15.04(5) Addresses, the property address shall be provided on the site overview plan.
   j. Per Section 15.04(12) Easements and Rights-of-Way, the applicant shall demonstrate which easements on the property are still applicable, and then show them, as applicable, on the site overview plan, and on the site plan if within the vicinity of the scope of work.
   k. Per Section 15.04(20) Flood Hazard, a notation on the site plan or site overview plan, shall be added stating whether or not the property is located in the City's Flood Hazard (FH) Overlay District.
   l. Per Section 18.19 Curbing and Guardrails, the proposed curbing shall be vertical or sloped granite curbing for compliance with Section 3.02.C Curb of the City of Concord Construction Standards and Details, unless a waiver is otherwise requested and granted from this section of the Site Plan Regulations.
   m. Per Section 29.03 Parking Lot Lighting, a note shall be added to the lighting plan or provided detail, clearly demonstrating the proposed light fixture will be a full cutoff fixture. Additionally, while multiple fixtures on site appear to have an existing mounted height of 42-feet, the addition of the proposed lighting pole would increase this non-conformity and is not permitted without variance relief from Section 28-7-7(j)

Illumination of Parking Areas, which requires full cut off fixtures and no mountain height in excess of 25-feet.

n. Provide the City of Concord Planning Board Approval Block on the cover sheet and site plan sheets. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.
o. The 2-sheet existing conditions plan set, titled "ALTA/NSPS Land Title Survey," dated April 30, 2026, prepared by Colliers Engineering & Design, Inc needs to be added to the civil plan set. This will also require revising the drawing index on the cover sheet accordingly.

2. The Engineering Services Division compliance comments as noted in the attached 5-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 6, 2026.
3. List all approved variances, waivers, and conditional use permits, with section numbers, descriptions, and date of approval on the cover sheet or site plan sheet. Unless otherwise noted, the plan set shall comply with any waivers denied by the Planning Board
4. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets, including civil, landscaping, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk

(b) **Subsequent Conditions** – to be fulfilled as specified.

1. This approval notwithstanding the applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
2. Unless otherwise permitted by Site Plan Regulation or New Hampshire State Statute, the site plan approval shall expire should the use or construction so authorized not be active and substantially developed, as defined by the Site Plan Regulations, within 3-years of final approval.
3. No building permit shall be issued or the start of construction commenced until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building improvements have been completed to the satisfaction of the Clerk of the Planning Board according to the approved plans and conditions of Planning Board approval. (Section 11.09(6))
4. The applicant, successors, and assigns shall be responsible for the regular maintenance of all plantings and other landscape features. Plant materials shall be maintained alive, healthy, and free from pests and disease. Tree stakes and guys shall be removed after the first growing season. (Section 27.07(8))
5. Temporary sediment and erosion control devices shall not be removed until permanent stabilization is established for the entire site. All temporary erosion and sediment control measures shall be removed after the completion of construction. (Section 27.09(5))
6. A site stabilization guarantee shall be provided to ensure that sites are properly stabilized. The City Engineer may call said financial guarantee, and stabilize a disturbed site, if upon notice, the applicant has not stabilized or restored the site. (Section 27.11)
7. The Clerk shall inspect the exterior appearance of sites to determine if the exterior of a

building, site, and signage are in conformity with the architectural design review approval granted by the Planning Board. No certificate of occupancy may be issued prior to a determination by the Clerk that the site is consistent with the Board's approval. (Section 33.08)

8. If there is a conflict between regulations, rules, statutes, provisions or law, or the approved plan set, whichever provisions are the more restrictive or impose higher standards shall control, unless a specific waiver from the provision has been granted by the Planning Board. (Sections 36.04 and 36.05)
9. No site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits shall be issued prior to satisfactory completion of pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy unless the site is found to comply with the approved site plan and the conditions of Planning Board approval. (Sections 36.15 and 36.24)
10. It shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith to the attention of the City Solicitor. (Section 36.19)
11. At the completion of construction or prior to the issuance of a certificate of occupancy, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist. (Sections 12.09, 13.02(11), and 36.25)
12. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided. (Sections 13.02(5) and 36.26)
13. All trash, construction material, debris and any existing invasive species shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))
14. Prior to certificate of occupancy, all existing landscape areas shall be restored to previously approved landscape conditions, including removing any placed stone beds. Where no previous approvals exist in required landscape areas, they shall be restored by removing the stone and replacing with grass or planted ground covers pursuant to Section 18.16 *Restrictions in Required Landscape Areas* of the Site Plan Regulations

10H. Nobis Group, on behalf of CATCH Neighborhood Housing, request approval for a major site plan application for the construction of a new 3-story, 35,886-square-foot multifamily development to accommodate 34-units and associated site improvements at Tax Map 303Z Lot 68, addressed as 43 Fisherville Road in the General Commercial (CG) District. (2026-066) PL-SPR-2026-0064)

Member Savage recused due to a conflict with her employer could potentially be participating in the construction when the solicitation for an RFP goes out.

Chair Woodfin asked Alternate Member LaFreniere to be a voting member.

Ms. Caron stated this application proposes the demolition of the existing buildings at 43 Fisherville Road and the construction of a new three-story, 34-unit multifamily residential building with associated parking, utilities, landscaping, stormwater improvements, and site infrastructure. The applicant previously obtained several ZBA variances related to density, building length, setbacks, parking location, and loading requirements, and is requesting several waivers from the Site Plan Regulations, including a waiver to allow the determination of completeness and public hearing at the

same meeting. The Architectural Design Review Committee recommended approval with several architectural and site design modifications, and staff supports most of the requested waivers but recommends denial of the waiver to allow reduced sewer pipe cover beneath pavement. Staff is recommending the Board grant the requested waiver for concurrent completeness and public hearing, determine the application complete, not of regional impact, and following the public hearing, grant Architectural Design Review and conditional major site plan approval subject to the recommended conditions outlined in the staff report.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 8-0-0 to **grant the waiver** from Sections 6.03(2)(c) and 11.05 of the Site Plan Regulations to allow for the completeness and public hearing to be held in the same meeting.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 8-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing.

Chris Nadeau (18 Chenell Dr, Concord), Jonathan Halle (4 Crescent St Unit 2, Concord) and Alex Panagrolakos (105 Loudon Rd Unit 1, Concord) are present to represent this application. Mr. Nadeau stated CATCH Housing is proposing 34 apartments, 36,000 square feet, in a three-story building at 43 Fisherville Rd with 43 parking spaces.

Ms. Panagrolakos stated this will be affordable housing based on the applicant's household income. This will be home to 51 adults and 24 children with 20 of them being school age. This would be for profit and pay taxes to the City of Concord.

Mr. Nadeau noted there is a request for waivers and there are some staff is in support and one they are not in support which is to cover over a sewer line. Mr. Nadeau noted they can fix it and agree with the denial of the waiver.

Member Tarbell asked about the northbound turning.

Mr. Nadeau noted cars turning left may have to wait to gain access.

Member Tarbell asked if there is room for cars to go around them or if there a turning lane.

Mr. Nadeau noted this did not trip the requirement for a traffic study.

Councilor Todd asked what the solar capacity will serve.

Mr. Halle stated they have not done a study yet and they are designing the building to support solar and it will depend on if they can afford to add the solar.

Chair Woodfin asked if there is any member of the audience that wishes to speak on this application.

Roy Schweiker (12 Chapel St, Concord) stated when this was brought up at the Zoning Board there was a concern about the over 55 community abutting the property and concerned about the noise that this project would bring.

Chair Woodfin asked if there is any other member of the audience that has questions or concerns about this application, with none, asked the applicant back to the table.

Mr. Nadeau noted there is an existing six-foot stockade fence that runs about three quarters along the property line. Mr. Nadeau stated they are about 34 feet away from that property.

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 Fox, seconded by Alternate Member LaFreniere, the Board voted 8-0-0 to **grant the waiver requests below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:

a. Section 12.02(1)(a)(b), to allow the existing conditions plat to reflect information for the current property owner rather than for the applicant, and have a different title than the civil plan set.
b. Section 22.02 *Construction Standards,* to allow 2-feet of cover where 4-feet is required for stormwater facilities, with the condition that rigid insulation is constructed pursuant to Section 6(3)(F)(2) of the City of Concord Construction Standards.
c. Section 22.07(2) *Storm Water Recharge,* to allow 4 feet of separation between the bottom of the proposed raingarden and the seasonal high-water table (SHWT), where normally 4-feet is required.

On a motion made by Member Wilber, seconded by Councilor Todd, the Board voted 8-0-0 to **deny the waiver requests** below from the listed sections of the Site Plan Regulations, because the request does not meet the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:

a. Section 24.03 *Design Standards for Municipal Sanitary Sewers,* to allow less than 6-feet of cover over sewer piping under pavement.

On a motion made by Member Hicks, seconded by Member Condodemetraky, the Board voted 8-0-0 to **grant architectural design review approval** for the construction of a new 34-unit multifamily development within a 35,886-square-foot gross floor area, 3-story building, associated site improvements, as submitted with the following conditions: the screening of the dumpster enclosure shall be revised to be a darker color to help hide it; on the labeled "southern elevation", the pilaster on the "vinyl stone" material shall be removed; on the eastern side of the building, the sidewalk shall be moved away from the building to provide additional privacy for those tenants. If possible, some type of landscaping, or low shrub should be planted; screening, either through landscaping or some type of opaque material, or combination of both, shall be provided to screen the view from any public right-of-way to any external utility meters, as permitted by non-municipal regulations; lighting proposed under the canopy, including tabulations for illumination and uniformity ratios, shall be provided on

the lighting plan prior to final approval; and, the blue be continued down to the bays, with some detailing be provided where the seams are on the labeled "southern elevation"

On a motion made by Member Hicks, seconded by Member Fox, the Board voted 8-0-0 to **grant major site plan approval** for the construction of a new 34-unit multifamily development within a 35,886-square-foot gross floor area, 3-story building, associated site improvements at Tax Map 303Z Lot 68, addressed as 43 Fisherville Road in the General Commercial (CG) District as submitted, and subject to the following precedent and subsequent conditions:

(a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval,* approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void.

1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
    a. Per Section 12.02(1) Title Block, the title block for the architectural elevations shall be revised to provide a consistent title of plan as the civil plan set, shall provide the name and address of the owner and applicant, and provide the address and seal of the licensed professional who prepared the plan. Please also note, the date of the plan shall remain, and the date of any subsequent revisions be added to the title block.
    b. Per Section 12.02(2) Scale, the scales on the landscape sheet shall be revised to all be civil, not architectural scales. Additionally, the architectural scale bars shall be removed from the sheet, and scale bars that match each civil scale shall be provided for each separate plan on the sheet.
    c. Per Section 12.02(3) North Arrow and Bar Scale, a scale bar needs to be added to the lighting plan to match the 1" =20' scale listed.
    d. Per Section 15.02(8) Addresses, the address, as assigned by the City Surveyor, shall be provided on the buidling within the site plan.
    e. Per Section 15.04(23) Zoning, the applicant shall provide the zoning district boundary lines on the site plan.
    f. Per Section 15.04(28) *Tabulations*, provide the following tabulations on the site plan:
        1) 15.04(28)(c) ground coverage of buildings and structures in square feet and percent;
        2) 15.04(28)(d), ground coverage for parking areas including aisles and internal landscaping in square feet and percent;
        3) 15.04(28)(h), dwelling unit density per usable acres;
        4) 15.04(28)(n), interior parking lot landscaping in square feet and percent; and,
        5) 15.04(28)(o), calculations of required trees to be provided on the landscape plan and number provided.
    g. Per Section 16.02(18) *Demolition Plan,* the limits of pavement removal shall include what will be necessary for the installation of vertical granite curbing along Fisherville Road, the removal of the existing curb ramps and raising of tipped granite curb, the installation of the proposed water line, and the installation of the 12" RCP and DMH 3. Additionally, either on the removal plan, or site plan, the restoration limits shall be

provided, which shall be presented as a uniform restoration and not consist of multiple patches in the public right-of-way.

h. Per Section 16.03(1) *Preparation*, the architectural elevations shall be signed and sealed by the New Hampshire Licensed Architect responsible for preparing the plans.
i. Per Section 16.03(3) *Scale and Plan Size*, the architectural elevations do not appear to have a scale and one shall be added that is a minimum scale of 1/8" = 1'.
j. Per Section 16.03(4) *Elevations*, the north and south elevation label on the architectural elevations shall be revised to accurately represent the correct elevation facing.
k. Per Section 16.03(5) *Windows, Doors and Roofs*, the type and pitch of roof shall be noted on the architectural elevations. Additionally, the size and spacing of all windows and door openings shall be noted on the elevations.
l. Per Section 16.03(7) *Colors and Materials*, the proposed colors and materials to be used for all siding, roofs, foundations, trim, doors, windows, mechanical equipment, and all other appurtenant features shall be noted on the architectural elevations.
m. Per Section 16.03(8) *Dimensions*, the horizontal and vertical dimensions shall be provided on the architectural elevations. Including a dimension for maximum height and each floor level.
n. Per Section 18.17 *Tree Plantings,* the applicant shall provide the tabulations for the number of required and proposed trees (1 tree per 1,000-square-feet of parking area) and revise the landscape plan if necessary.
o. Per Section 27.06(5) *Underground Utilities*, the proposed 8-inch water main, running parallel in front of the building shall be relocated to achieve proper separation from the three tree's in front of the building (one of each - Pyramidal European Horn (PEH) Cherokee Chief Dogwood (CCD) Kwanzan Cherry (PAT))
p. Per Section 29.04 *Building and Façade Lighting*, the Statistic tabulations on the lighting sheet shall be revised to provide tabulations for the building lighting, including demonstrating compliance with the uniformity ratio (Avg/Min).
q. Per Section 29.07 *Nuisance and Glare*, the two S4-HS fixtures proposed closest to Fisherville Road appear to exceed the light trespass threshold and the lighting plan shall be revised for compliance.
r. Provide the City of Concord Planning Board Approval Block on the cover sheet and site plan sheets. The Planning Board approval block shall also be provided on the architectural elevations, unless they are incorporated into the civil plan set and included in the sheet index on the cover sheet. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.

2. The Engineering Services Division compliance comments as noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 6, 2026
3. List all approved variances, waivers, and conditional use permits, with section numbers, descriptions, and date of approval on the cover sheet or site plan sheet. Unless otherwise noted, the plan set shall comply with any waivers denied by the Planning Board
4. Per Section 11.01(7), 13.01(6) 13.02(8) *State and Federal Permits,* copies of approval for any required State or Federal Permits shall be provided to the City Planning Division prior to final plan approval.
5. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction Standards and

Details, the applicant shall deliver to the Planning Division two full-size plan sets, including civil, landscaping, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk

(b) **Subsequent Conditions** – to be fulfilled as specified.

1. This approval notwithstanding the applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
2. Unless otherwise permitted by Site Plan Regulation or New Hampshire State Statute, the site plan approval shall expire should the use or construction so authorized not be active and substantially developed, as defined by the Site Plan Regulations, within 3-years of final approval.
3. No building permit shall be issued or the start of construction commenced until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building improvements have been completed to the satisfaction of the Clerk of the Planning Board according to the approved plans and conditions of Planning Board approval. (Section 11.09(6))
4. The applicant, successors, and assigns shall be responsible for the regular maintenance of all plantings and other landscape features. Plant materials shall be maintained alive, healthy, and free from pests and disease. Tree stakes and guys shall be removed after the first growing season. (Section 27.07(8))
5. Temporary sediment and erosion control devices shall not be removed until permanent stabilization is established for the entire site. All temporary erosion and sediment control measures shall be removed after the completion of construction. (Section 27.09(5))
6. A site stabilization guarantee shall be provided to ensure that sites are properly stabilized. The City Engineer may call said financial guarantee, and stabilize a disturbed site, if upon notice, the applicant has not stabilized or restored the site. (Section 27.11)
7. The Clerk shall inspect the exterior appearance of sites to determine if the exterior of a building, site, and signage are in conformity with the architectural design review approval granted by the Planning Board. No certificate of occupancy may be issued prior to a determination by the Clerk that the site is consistent with the Board's approval. (Section 33.08)
8. If there is a conflict between regulations, rules, statutes, provisions or law, or the approved plan set, whichever provisions are the more restrictive or impose higher standards shall control, unless a specific waiver from the provision has been granted by the Planning Board. (Sections 36.04 and 36.05)
9. No site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits shall be issued prior to satisfactory completion of pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy unless the site is found to comply with the approved site plan and the conditions of Planning Board approval. (Sections 36.15 and 36.24)
10. It shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith to the attention of the City Solicitor. (Section 36.19)

11. At the completion of construction or prior to the issuance of a certificate of occupancy, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist. (Sections 12.09, 13.02(11), and 36.25)
12. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided. (Sections 13.02(5) and 36.26)
13. All trash, construction material, debris and any existing invasive species shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))

10I. Nobis Group, on behalf of Dartmouth Hitchcock Clinic, requests approval for a major site plan application for a 40,050 SF addition to the existing Dartmouth Hitchcock Medical Center including expanding the parking lot and upgrades to utilities and drainage infrastructure, and other certain site improvements at Tax Map 734Z Lot 22, addressed as 251 Pleasant Street in the Institutional (IS) District. (2026-071)PL-SPR-2026-0065

Member Savage returned to the room.

Chair Woodfin recognized Member Savage is back in the room and Alternate Member LaFreniere is no longer a voting member.

Ms. Caron stated this application proposes the construction of an approximately 41,000-square-foot addition to the existing Dartmouth Hitchcock Medical Center at 251–253 Pleasant Street, including an expanded parking area, utility and drainage upgrades, and associated site improvements, with no change to the existing medical use. The applicant previously obtained multiple ZBA variances to address existing parking and landscaping nonconformities and is requesting several waivers from the Site Plan Regulations, including a waiver to allow the determination of completeness and public hearing at the same meeting. While the Architectural Design Review Committee recommended approval with minor architectural revisions, staff does not support several requested waivers related to parking lot grades, stormwater discharge, and the traffic study, and notes that a completed traffic study and peer review are necessary before the Board can adequately evaluate the proposal. Staff is recommending the Board determine the application complete, not of regional impact, open the public hearing, and continue the application to August 19, 2026, to allow submission and review of revised plans addressing staff, engineering, and traffic review comments.

On a motion made by Councilor Todd seconded by Member Tarbell, the Board voted 9-0-0 to grant a waiver from Section 6.03(2)(c) and 11.05 of the Site Plan Regulations to allow for the completeness and public hearing at the same meeting.

On a motion made by Councilor Todd, seconded by Member Condodemetraky, the Board voted 9-0-0 to determine the application complete, not a development of regional impact, per RSA 36:55, and open the public hearing.

Chris Nadeau (18 Chenell Dr, Concord), John Adams (383 US Route 1, Scarborough ME) and Tim Bishop are present to represent this application. Mr. Nadeau stated they are proposing a four story 40,000 square foot addition to an existing building that is 60,000 square feet.

Mr. Bishop stated they have had increased demand on outpatient specialty care services. They will expand diagnostic imaging capabilities with a new mobile imaging dock, new cancer center hematology and oncology services.

Mr. Nadeau noted the project is on the south side of the existing building. Mr. Nadeau noted the grades there are fairly steep. They will lose one tier of parking with this addition. There will be a new drop off for patients at the new entrance for the addition. Mr. Nadeau noted they submitted a full traffic study today.

Mr. Adams stated the traffic study they looked at new trip generations and it will generate 107 trips in the morning at the peak hour and 140 in the afternoon peak hour. The study area included both site entrances and the signals on either side of both entrances. The new trips from the site have a small amount of impact to the intersections. They looked at site distances from both site entrances and noted that both site entrances have satisfactory sight distances based on the posted speed.

Mr. Nadeau noted the staff report suggested to continue to the September meeting and they are asking if the Board would consider to the August meeting now that the traffic study has been submitted.

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 8-0-0 to **continue the public hearing** for the major site plan aplication for the construction of an approximately 41,000-sqare-foot addition to the existing Dartmouth Hitchcock Medical Center, including expanding the parking lot, upgrades to utilities and drainage infrastructure, and other associated site improvements at Tax Map 734Z Lot 22, addressed as 251-253 Pleasant Street, in the Institutional (IS) District, to the date certain of **August 19, 2026**.

11. Other Business

11A. Any other business which may legally come before the Board.

Ms. Caron provided a reminder that the Board will have a special meeting on July 21st at 6 p.m. for the master plan and the consultant will provide a presentation to the Board.

Adjournment

On a motion made by Member Fox, seconded by Councilor Todd, the Board voted 9-0-0 to adjourn the meeting at 9:19 p.m.

The next regular meeting is Wednesday, August 19, 2026, at 7:00 p.m.

TRUE RECORD ATTEST:
Krista Tremblay
Krista Tremblay
Administrative Technician III