City of Concord Planning Board
August 19, 2026
Minutes

The regular monthly meeting of the Concord Planning Board was held on August 19, 2026, at 7:00 p.m., in City Council Chambers at 37 Green St, Concord.

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

Absent: Alternate Frank Kenison

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

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

2. **Roll Call**
   Acting Clerk Thompson 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 Wilber, the Planning Board voted 8-0-0 to approve the July 15, 2026 and July 21, 2026, Planning Board meeting minutes, as written.

   Member Condodemetraky arrived at 7:01 p.m.

4. **Agenda Overview**
   On a motion made by Member Savage, seconded by Member Hicks, the Planning Board voted 9-0-0 to continue agenda items 8A to a date certain of September 16, 2026, at the request of the applicant.

   On a motion made by Member Hicks, seconded by Member Savage, the Planning Board voted 9-0-0 to continue agenda items 8B to a date certain of September 16, 2026, at the request of the applicant.

   On a motion made by Member Hicks, seconded by Member Savage, the Planning Board voted 9-0-0 to continue agenda items 8C to a date certain of September 16, 2026, at the request of the applicant.

5. **Architectural Design Review by Consent**
   On a motion made by Member Condodemetraky, seconded by Member Hicks, 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. Sousa Signs, LLC, on behalf of Price Automotive Sales & Service and D&J Realty Holdings, LLC, requests an architectural design review approval for a new 62.7-square-foot internally illuminated freestanding sign panel (SP-0777-2026), to replace an existing sign panel at 79 Manchester Street in the Highway Commercial (CH) District. (PL-ADR-2026-0182) (2026-051)

The Planning Board approved the application as submitted.

5B. City Buffet, LLC, on behalf of Concord Re Property, LLC, requests architectural design review approvals for two new internally illuminated freestanding sign panels of 54.55-square-foot (SP-0794-2026) and 35.51-square feet (SP-0795-2026) at 161 Loudon Road in the General Commercial (CG) District. (PL-ADR-2026-0190) (2026-064)

The Planning Board approved the application as submitted.

5C. NEOPCO Signs, on behalf of Concord Smoke Shop and Remi's Block, LLC, requests architectural design review approvals for a new 5.5-square-foot internally illuminated projecting blade sign (SP-0806-2026), and a new 11-square-foot internally illuminated building wall sign (SP-0807-2026) at 154 North Main Street in the Central Business Performance (CBP) District. (PL-ADR-2026-0193) (2026-073)

The Planning Board approved the application as submitted with the understanding that both signs will be non-illuminated.

5D. NEOPCO Signs, on behalf of Hvizda Reality Group and HRG Invests, LLC, requests an architectural design review approval for a new 9-square-foot internally illuminated blade sign panel (SP-0813-2026) to replace an existing blade sign panel, at 26 Pleasant Street in the Central Business Performance (CBP) District. (PL-ADR-2026-0194) (2026-074).

The Planning Board approved the application as submitted with the condition that an opaque background will be placed behind the white background leaving the red text and red sun to remain illuminated.

5E. Signarama of Concord, on behalf of Uncle Charlie's Eatery and TDL Investments LLC, request architectural design review approvals for a new 18.28-square-foot internally illuminated freestanding tenant panel sign (SP-0814-2026), to replace an existing tenant panel, and a new 33-square-foot internally illuminated building wall sign (SP-0815-2026), to replace an existing building wall sign, at 376 Loudon Road in the Gateway Performance (GWP) District. (PL-ADR-2026-0195) (2026-076)

Mr. Thompson stated agenda item 5E has been pulled from consent at the request of the applicant. Please see public hearings agenda item 5E.

6. Extension Requests by Consent

6A. Gallagher, Callahan & Gartrell, PC, on behalf of Onyx Partners, Ltd, requests a second, one-year extension to the July 17, 2024, conditionally approved amendment to a major site plan, extending conditional approval expiration from July 17, 2026, to July 17, 2027, for 270 Loudon Rd, in the Gateway Performance (GWP) District. (2024-039) (PL-EXT-2026-0031)

On a motion made by Member Hicks, seconded by Councilor Todd, the Board voted 9-0-0 to **grant a second a one-year extension** to the July 17, 2024, conditionally approved amendment to a major site plan, extending conditional approval expiration from July 17, 2026, to July 17, 2027, for 270 Loudon Rd, in the Gateway Performance (GWP) District.

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

Public Hearings

5E. Signarama of Concord, on behalf of Uncle Charlie's Eatery and TDL Investments LLC, request architectural design review approvals for a new 18.28-square-foot internally illuminated freestanding tenant panel sign (SP-0814-2026), to replace an existing tenant panel, and a new 33-square-foot internally illuminated building wall sign (SP-0815-2026), to replace an existing building wall sign, at 376 Loudon Road in the Gateway Performance (GWP) District. (PL-ADR-2026-0195) (2026-076)

Mr. Bass stated this sign application went to architectural design review committee and they recommended approval as submitted. The applicant since reached out and they have a minor revision to make to the sign. They are coming to the Board as a public hearing to show the revision and potentially grant architectural design review at this board meeting instead of having them come back through the process.

Kendra Price (249 Sheep Davis Rd, Concord) presented the application. The client reached out to Ms. Price Monday to see if they can add the drive-thru portion on the pylon sign. Ms. Price noted it is still within the guidelines.

Mr. Thompson noted the drive-thru portion of the sign was not reviewed by architectural design review committee and because of that this was pulled from consent so the Planning Board can consider whether or not the addition of the drive-thru signage is ok.

Member Savage suggested note to have the red bar and having drive-thru with the arrow without the red.

Ms. Price noted the existing sign for Morning Dew Coffee also had a similar bar with drive-thru and they were trying to incorporate the red from the leaf.

Chair Woodfin noted the sign needs to differentiate a little bit.

Member Rosenberger noted when you look at the sign it is the only drive-thru and it is ok to be in red with the yellow.

Ms. Price stated when she was going through the revision for the sign they did just the arrow and drive-thru in white with no banner and it blended in with the logo.

Chair Woodfin asked if there was white text instead of the yellow text.

Ms. Price noted that would work.

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.

On a motion made by Member Savage, seconded by Member Fox, the Board voted 9-0-0 to **approve the application as submitted with the condition that the yellow copy of "drive thru" be made white.**

7. Design Review Applications

7A. Yamas Greek Eatery, on behalf of Yamas Greek Eatery and The Draft, LLC, requests architectural

design review approvals for a 16-square-foot, externally illuminated existing non-permitted building wall sign (SP-0767-2026) and a new 1.77-square-foot non-illuminated projecting sign (SP-0792-2026) at 25 South Main Street in the Central Business Performance (CBP) District. (PL-ADR-2026-0179) (2026-047)

Mr. Bass stated this application is non-conforming with zoning and they were to appear before the Zoning Board earlier this month, but were not present at the meeting, and were continued to the September ZBA meeting. The owner of this property has been contacted and is now aware of the schedule and process. Staff recommends continuing this application to the September 16 meeting so they can get the Zoning Board decision prior to a final decision by the Planning Board.

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.

On a motion made by Member Hicks, seconded by Member Savage, the Board voted 9-0-0 to **continue the application to the date certain of September 16, 2026.**

7B. NEOPCO Signs, on behalf of Capital Vision Center and Red Eagle Management, LLC, requests architectural design review approvals for a new 36-square-foot internally illuminated freestanding sign panel (SP-0797-2026), to replace an existing freestanding sign panel, and two new internally illuminated building walls signs of 74.75-square-feet (SP-0798-2026) and 49.78-square-feet (SP-0799-2026) at 92 South Street in the Neighborhood Commercial (CN) District. (PL-ADR-2026-0192) (2026-070)

Mr. Bass stated this application came before ADR and the recommendation was approval as submitted with the condition that an opaque background be provided behind the white of the pylon panel sign pursuant to Section 5.4(c) of the Design Review Guidelines, especially whereas this property abuts a residential district boundary. The applicant requested to be removed from consent and appear before the Planning Board.

Glen Schadlick (5 Crosby St, Concord) presented the application. Mr. Schadlick noted disagreement with the ADRC recommendation to change the sign face from translucent to opaque. Mr. Schadlick presented his arguments as to why he believed that the design guidelines language is not mandatory and that the opaque background should not be required.

Mr. Bass and Mr. Thompson discussed the construction and rationale for the regulatory requirements and guidelines, concluding that the Planning Board has broad discretionary decision making authority based on the guidelines and recommendations from ADR. They have been consistent over several years that when you have a white background that it is an opaque background as the recommendation for light pollution purposes.

The Board, staff, and Mr. Schadlick continued to discuss the sign in the context of the neighborhood the regulatory standards, and recommendations of the ADRC, seeking to find a compromise position on the approval of the sign.

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

On a motion made by Member Savage, seconded by Chair Woodfin, the Board voted 9-0-0 to **approve the application as submitted with the condition** that the upper section of the pylon sign (sign C in the application) be dimmed and that an opaque background be provided on the lower sign until such time that future tenant panel signs are provided which will either have a dark background with light copy, an opaque background be provided, or they too shall also be dimmed.

8. Site Plan, Subdivision and Conditional Use Permit Applications

8A. 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) (Applicant has requested to continue to date certain of September 16, 2026)

This agenda item was continued to a date certain of September 16, 2026 in agenda item 4.

8B. 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 September 16, 2026)

This agenda item was continued to a date certain of September 16, 2026 in agenda item 4.

8C. 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) (Continued to September 16, 2026, at the request of the applicant)

This agenda item was continued to a date certain of September 16, 2026 in agenda item 4.

8D. Kimball Jenkins, Inc, requests conditional use permit approval pursuant to Section 28-6-9(b)(2) and Section 28-6-7(i) of the Zoning Ordinance, to allow for a building wall sign to be located between rows of windows on a building that is 3 or more stories in height, above the sills of the first level of windows above the first story, or placed more than 25-feet above grade at Tax Map 641Z Lot 19, addressed as 264 North Main Street in the Neighborhood Residential (RN) District. (2026-075)(PL-CUP-2026-0122)

Mr. Thompson stated this application is for a conditional use permit for the proposed Kimball Jenkins signage on the south wall of the building, facing I-393. Due to the grades in the area, Kimball Jenkins is requesting the sign be placed at a height above the sills of the first-floor windows. The

Heritage Commission has already granted a certificate of approval for the signage (located in the Historic District). City Staff is recommending acceptance of the application as complete, and following the public hearing recommend conditional approval of the CUP per the recommendations in the staff memo.

On a motion made by Member Condodemetraky, seconded by Member Wilber the Board voted 8-0-0 to determine the application complete and not a development of regional impact, per RSA 36:55.

Chair Woodfin opened the public hearing.

Chris Nadeau (18 Chenell Dr, Concord) presented the application. Mr. Nadeau noted you cannot see the estate and art school from the south and along 393. This sign is for people to see where the campus is located.

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

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

On a motion made by Member Tarbell, seconded by Member Hicks, the Board voted 9-0-0 to **grant conditional use permit approval** to allow the proposed signage placed above the sills of the first level of windows above the first story on the same wall, and/or placed more than twenty-five (25) feet above grade at 264 North Main Street, based on the evidence provided showing that the criteria of Section 28-9-4(b) have been met, with the following precedent and subsequent conditions:

(a) Precedent Conditions – to be fulfilled within two years and prior to signature of the conditional use permit plat by the Chair and Clerk of the Planning Board, unless otherwise specified.
   1. The applicant shall revise the conditional use permit plat to provide the Planning Board Approval Block on the 1-sheet, signage elevation plan and the 1-sheet sign site plan.
   2. Upon notification from the Planning Division that the project complies with the precedent conditions, Zoning Ordinance, and Site Plan Regulations, deliver to the Planning Division for signature two full-size or 11x17 conditional use permit plan sets.

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

8E. Nobis Group, on behalf of Society for the Protection of New Hampshire Forests, requests approval for an amendment to the previously approved 1999 Large Scale Development plan (1999-078) for the installation of a 102-Kw AC ground-mounted solar photovoltaic array as an accessory use to the existing conservation center, and certain associated site improvements at Tax Map 482Z Lot 14, addressed as 52-54 Portsmouth Street in the Open Space Residential (RO) District. (1999-078) (PL-AMEND-2026-0024)

Mr. Thompson stated this application would amend the Board's 1999 approval for the SPNHF site, allowing for the installation of ground mounted solar and minor relocation of some required parking,

resulting in a small increase to the amount of impervious surface on the site. City Staff is conditional approval of the CUP per the recommendations in the staff memo.

Chair Woodfin opened the public hearing.

Morgan Dunson (18 Chenell Dr, Concord) presented the application. Ms. Dunson noted the site entry comes off the paved drive on Portsmouth St. Ms. Dunson is proposing to install solar arrays for the HVAC system to provide renewable energy on site. There is an existing conservation building and project area is in existing gravel parking lot. They are proposing to install solar panel arrays in the northern portion of the parking lot and they will need to reconfigure the parking lot to current standards. The impervious surface will increase by 295 square feet and that does not include the solar panels. There is a limited amount of tree clearing. The only earth work will be for the panels themselves. There are utilities an existing water and drain line. The new electrical will be from the existing building to the new site. They are requesting a waiver from the site plan regulations to allow the continuation of timber curbs within the parking lot.

Chair Woodfin asked how the panels will be pointed and if can see from Portsmouth St.

Ms. Dunson noted the panels will be pointed towards the Board and will not be visible from Portsmouth St.

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

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

On a motion made by Member Hicks, seconded by Member Condodemetraky, the Board voted 9-0-0 to **grant the waiver requests below from the listed sections of the Site Plan Regulations,** based on evidence provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations are met:

a. Section 18.19 *Curbing and Guardrails,* to allow the use of timber curbing, similar to the existing conditions on site, where otherwise granite curbing would be required.

On a motion made by Member Hicks, seconded by Member Wilber, the Board voted 9-0-0 to **grant the amendment to the approved site plan** for the proposed ground mounted solar photovoltaic array, relocated parking, and associated site improvements at Tax Map 482Z Lot 14, addressed as 52-54 Portsmouth Street, subject to the following precedent and subsequent conditions:

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

1. The cover sheet or site plan notes shall be revised to list all approvals, variances, waivers, and conditional use permits with the section numbers and description, and date of approval. Unless otherwise noted, the plan shall comply with the regulatory requirements in any instances where waivers have been denied by the Planning Board.

2. The application shall be revised to comply with and satisfy the Engineering Services Division compliance comments as noted in the attached 2-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 29, 2026.
3. Upon notification from the Planning Division that the plan set and amendment complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Concord Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size amendment plan sets for endorsement by the Planning Board Chair and Clerk. The plan sets shall contain the signature and seal of the appropriate licensed professionals as outlined in the Site Plan Regulations.

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

1. The application is subject to all previous conditions of approval for case 1999-078.
2. The applicant is responsible for compliance with the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional u se permit is granted.
3. Per Section 36.25 and Section 12.09 of the Site Plan Regulations, and prior to the issuance of a certificate of occupancy, the applicant's engineer or surveyor shall submit to the City Engineer a detailed "as-built" survey showing the location of buildings, structures, utilities, parking areas, driveways and access, as well as for any public improvement constructed indicating location, dimensions, materials, and other information required by the City Engineer. The as-built survey shall also be submitted in digital format and media conforming to the Engineering Services Division's as-built checklist.

8F. 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. As part of the major site plan, the applicant also requests a conditional use permit approval pursuant to Section 28-4-1(f)(3) of the Zoning Ordinance to allow for appurtenant structures, or structures not intended for human occupancy to exceed the maximum height restrictions of Section 28-4-1(h) Table of Dimensional Regulations of the Zoning Ordinance (2026-071) (PL-SPR-2026-0065) (PL-CUP-2026-0123)

Mr. Thompson 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. The applicant has also submitted an accompanying conditional use permit application to accompany their major site plan to allow for mechanical equipment and its associated screening to be placed on top of the building in exceedance of the height restrictions pursuant to Section 28-4-1(f)(3) of the Zoning Ordinance. The project is also now proposed to be phased, to allow for the temporary relocation of a portable MRI unit to be utilized while the full building expansion is being constructed. The staff report recommends continuance of the application to September, primarily to address traffic study concerns raised by staff and our peer review consultant. There was a meeting on 8/18 between the applicants' team and City staff, and based on that discussion, it appears that the issues can be resolved post-conditional

approval. I will ask Alec to summarize that discussion as we proceed into the public hearing. If the Board is comfortable with the outstanding traffic study items being addressed as a precedent condition of approval, then staff would recommend conditional approval of the ADR, CUP and Site Plan per items 9.2 through 9.7 of the staff memos, with any modifications the Board makes during the public hearing.

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

Chair Woodfin opened the public hearing.

Chris Nadeau (18 Chenell Dr, Concord) and John Adams (383 US Route 1, Scarborough ME) are presented the application. Mr. Nadeau noted they were before the Planning Board in July and they want to update with three items. The first is they submitted a phasing plan as part of the site plan approval. The yellow is what will be constructed during phase one that includes the parking lot up in the triangle piece and relocation of the mobile imaging unit. The second is in regards to the conditional use permit to allow the screening height to be higher than the 45-foot maximum height of the building. The third change is the traffic study.

Mr. Adams noted there were nine comments from the peer review and City staff. Mr. Adams noted seven of the comments are pretty straight forward. They are working on their written comments to the peer review.

Mr. Nadeau stated they are asking the Board for conditional approval tonight so they can keep on their schedule.

The Board and applicant reviewed the public comment regarding site lighting. The design was determined to be compliant with the regulations.

Chair Woodfin noted the Board usually follows staff's recommendations and if they are recommending a continuance he would like to get feedback on the traffic study.

Mr. Kohalmi noted they had a third-party peer review of the traffic, which was only received a few days ago. There were a number of issues raised in the review that primarily that had to do with missing information or information that was presented as is traditionally done. Mr. Kohalmi noted they have some work to do and a resubmitting on Friday. Mr. Kohalmi stated they do not want to push ahead without knowing that there might be some kind of additional traffic work that might be warranted for an extra turning lane or adjustments to the traffic light. They do not know if they have the information to make that determination.

Mr. Thompson noted it is difficult for staff to recommend approval without knowing what potential off-site improvements may be required.

Mr. Bass suggested that if there are any off-site improvements which are minor and then also one of the recommendation conditions of approval is that if you move forward with a conditional approval

they need to satisfy all of the third-party peer review comments. If any off-site improvements are required that would be considered a major change and they would be required to come back before the Board.

Chair Woodfin asked for public comment.

Cynthia Trombley (227 Pleasant St, Concord) is representing Pleasant View Retirement and they want to know how it will affect the building.

Mr. Nadeau stated Pleasant View is off to the east and it is separated by an apartment building. The addition should not have impact on lighting or traffic.

There being no further 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 Wilber, 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 6.03(c) and 11.05, to allow the determination of completeness and public hearing in the same meeting.
b. Section 12.02(1)(a) *All Applications*, to allow the existing conditions plat as it is titled to reflect the Owner of Record rather than a specific project, and it's plan title to differ from those used throughout the civil set.
c. Section 12.07 *Wetland Delineations*, to permit the wetland delineations to be shown solely on the survey plan.
d. Section 16.02(19) *Required Information*: Traffic Control Plan, to require a traffic control plan prior to construction, to be completed by the site contractor, with the condition that the contractor submits this plan before engineering permits are approved and the preconstruction meeting is held.
e. Section 18.17 *Tree Plantings*, to require 1 tree per 2,000-square-feet of parking area instead of 1 per 1,000-square-feet, and to apply this standard only to the new parking area proposed as part of the project.
f. Section 20.05 *Screening of Loading Areas*, to not require full screening of the loading areas, and instead maintain the existing location and screening conditions in place.
g. Section 20.06 *Solid Waste Facility Screening*, to not require full screening of the solid waste facilities, and instead maintain the existing location and screening conditions in place.
h. Section 20.07 *Design of Solid Waste Disposal Areas*, to maintain the existing dumpster location within 25-feet of an existing trench drain, with the condition the dumpster location is provided on the site plan.
i. Section 18.22 *Parking Lot Design Standards*: Grades, to allow localized parking area slopes, exclusive of ADA or primary pedestrian routes, of approximately 6%, where 5% is the maximum.

j. Section 22.07(3) *Storm Water Design Standards for Site Plans with Significant Impact: Off-Site Flows*, to allow post development volume of off-site discharge to exceed pre-development conditions for the 10-year storm event.

On a motion made by Chair Woodfin, seconded by Councilor Todd, the Board voted 9-0-0 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 32.08 *Elements of a Traffic Study*, to not provide a full traffic study, meeting all listed elements at the time of site plan application submission.

On a motion made by Chair Woodfin, seconded by Member Hicks, the Board voted 9-0-0 to **grant Conditional Use Permit Approval for Article 28-4-1(f) *Maximum Height of Buildings or Structures* (3)** of the Zoning Ordinance to allow for appurtenant structures, or structures not intended for human occupancy to exceed the maximum height restrictions of Section 28-4-1(h) *Table of Dimensional Regulations* of the Zoning Ordinance with the following subsequent condition:

a. Additional screening will be required if it is determined that the mechanical rooftop equipment can be seen from Pleasant Street, anywhere between the Langley Parkway and East Drive intersections.

On a motion made by Member Hicks, seconded by Chair Woodfin, the Board voted 9-0-0 to **grant Architectural Design Review** approval for the of an approximately 41,000-sqare-foot addition to the existing Dartmouth Hitchcock Medical Center at 251-253 Pleasant Street as submitted.

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 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 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 of the architectural plans needs to be revised to provide a consistent title of plan which matches the title of the civil set; name and address of owner and applicant; provisions for dates of subsequent revisions without removing the date the plan was prepared; and the address and seal of the licensed professional who prepared the plan.
   b. Per Section 12.02(1) *Title Block*, the title block of the lighting plans (L-1 through L-4) needs to be revised to provide a consistent title of plan which matches the rest of the civil set; provide the name and address of the owner and applicant; provisions for dates of subsequent revisions without removing the date the plan was prepared; and provide the name, address,

and seal of the licensed professional who prepared it if applicable. Lastly, the four lighting sheets shall also include the L1 through L4 labels as represented by the sheet index on the cover sheet, and be located within the plan set in the correct order in which they are listed on the sheet index.

c. Per Section 12.02(2) *Scale*, the lighting plan and photometric plan sheet scales shall be revised to be a scale consistent with a typical civil scale (1" =10', 1" =20', 1" =30', or 1" =40') and similar to scales used on other sheets of the plan set. The appropriate scale bar shall also be provided.
d. Per Section 12.02(3) *North Arrow and Bar Scale*, a bar scale needs to be provided on the architectural elevation and floor plan sheets.
e. Per Section 12.03(4) *Plan Certification*, the New Hampshire Licensed Architect, who prepared the architectural elevations shall sign and seal the architectural elevation sheet.
f. Per Section 12.04 *Location Plan,* the scale of the location plan on the cover sheet needs to be revised to a minimum scale of 1" = 400'.
g. Per Section 12.06(1) *Certificate of Ownership*, the site plan shall include a note for certificate of ownership, including property, name of owner, and the deed citation for each deed from the MCRD.
h. Per Section 12.06(2) *Easements*, both the existing conditions and site plan sheet shall provide additional reference notes for the easements on the property.
i. Per Section 15.03(2) *Abutters*, on the existing conditions sheet, the abutting Map Block 723Z Lot 1, addressed a 275 Pleasant Street, is incorrectly labeled as "Map 734," and shall be revised.
j. Per Section 15.03(13) *Flood Hazard*, a note as to whether or not the parcel is located within the City's Flood Hazard (FH) Overlay District shall be added to the existing conditions sheet. As an alternative, it may also be added to Note 6 of the existing conditions sheet.
k. Per Section 15.04(28)(o), the site plan shall provide tabulations for the required trees to be provided on the landscape plan, and the number provided.
l. Per Section 16.02(18) *Demolition Plan,* the limits of pavement removal shall include: the removal of pavement necessary within the driveway as part of the proposed water replacement; what will be necessary for the discontinuation of water and non-municipal utilities at the main locations in Pleasant Street and, 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; and, the applicant shall confirm whether or not the existing sanitary sewer for 247-249 Pleasant Street was properly discontinued in accordance with the City of Concord Construction Standards when the building was demolished (estimated around 2014), and if necessary, will show the proper discontinuance of this sanitary sewer per City standards.
m. 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.
n. Per Section 18.12 *Perimeter Landscaping,* pursuant to Section 28-7-10(d) *Landscape Material Standards* of the Zoning Ordinance, the required 10-foot perimeter areas shall also contain shrub and ground cover plantings, which shall be added as part of the landscape plan.
o. Per Section 18.13 *Interior Parking Lot Landscaping*, pursuant to Section 28-7-10(d) *Landscape Material Standards* of the Zoning Ordinance, the required internal parking lot areas shall also contain shrub and ground cover plantings, which shall be added as part of the landscape plan.

p. Per Section 27.03 *Landscape Plans*, the planting box reference label on the landscape plan appears to incorrectly reference the detail on sheet LA104, where the detail appears to be located on sheet LA103, and shall be revised accordingly.
q. Per Section 27.06(5) *Underground Utilities*, the landscape plan appears to show certain underground utilities that do not appear to match existing or proposed conditions and shall be revised to either be removed, or more preferably, show the correct utility locations to assist in determination conflict between underground utilities and the required 10-foot separation. Specifically, it appears as though at least the following tree's conflict with this required separation and either the utility, or the tree location needs to be revised for compliance:
    1) The BLG and AMB in near the southwest corner of the addition conflicting with the proposed 8" sanitary sewer location;
    2) The REMB and AMB located in the southwest corner of the addition, adjacent to CB 13 and CB 14;
    3) The SGM, located in the southeastern portion of the parking area, conflicting with the proposed 4" ZCLDIP water line;
    4) The SGM, located in the perimeter parking bump out, conflicting with the stormwater lateral between CB7 and DMH 5;
    5) The SGM located in perimeter parking bump out, conflicting with the proposed fire hydrant.
    6) The AMB located in the internal landscape island conflicting with the stormwater lateral between DMH 4 and CB 5;
    7) The AMB located in the internal landscape island conflicting with the stormwater lateral between CB 2 and DMH 1;
    8) The SGM, located in the internal landscape island, that appears to be located in the proposed sidewalk tip down before the stair case to the accessible spaces. The landscape plan appears to show a different sidewalk orientation than the site plan which shall also be reviewed and revised accordingly;
    9) The BLG, located in the small internal landscape island, conflicting with the proposed underground electric and fiberoptic non-municipal utilities;
    10) The AMB, located near the northeast corner of the existing building, conflicting with the stormwater lateral between existing CB 3753 and existing CB 3754; and,
    11) The BLG, located in the internal landscape island, near CB 4, conflicting with the proposed underground gas non-municipal utility.
r. Per Section 27.07(4) *Biodiversity*, requires no more than 25% of the trees to be of the same species.
s. Per Section 29.01 *General Requirements*, the lighting plan shall be revised to more clearly demonstrate if the proposed lighting fixtures comply with the required mounting height and full cut off fixture requirements. This may be achieved by adding a note on the plan accordingly, and also referencing the typical light pole foundation detail depicted on Sheet C-7.0 *Construction Details*.
t. Per Section 29.07 *Nuisance and Glare*, the proposed lighting plan shall be revised so that there is no light trespass beyond property boundaries greater than 0.2-foot-candles. Specifically, it appears as though this trespass takes place along Pleasant Street and on the abutting property to the east, Tax Map 734 Lot 20. Lastly, the lighting plan shall be revised to also better delineate the property boundaries to make this assessment easier.

   u. Provide the City of Concord Planning Board Approval Block 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. Per Section 32.03 *Review Fees and Process*, the applicants completed traffic study will be subject to peer review by the City's traffic consultant pursuant to Section 32 *Special Investigative Studies – Third Party Review* of the Subdivision Regulations, and the site plan shall be modified accordingly, as determined by the City Engineer, based on recommendations provided. Any changes constituting a major change as defined in the Site Plan Regulations, shall return as an amendment application and receive Planning Board approval.
3. Per Section 36.02 *Conditions*, for compliance with the Zoning Ordinance, and noted in the project proposal, prior to final approval, the applicant shall submit, and complete a voluntary lot merger application, pursuant to Section 11 *Voluntary Merger Procedures and Requirements of the Subdivision* for Tax Map 734Z Lot 22 and Tax Map 734Z Lot 21.
4. Satisfy 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 9, 2026 and the revised 4-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi dated July 31, 2026.
5. 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.
6. 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.
7. 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 three full-size plan sets, including civil, landscaping, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk.
8. Revise the application to satisfy the following compliance comments provided by the Fire Department:
   a. Hydrant location to be installed within the required distance to the building's FDC.
   b. Office room addressing requires to be in line with the current addressing in the existing building.
9. The civil and architectural plan sets shall be revised to include the accompanying phasing plan sheets as applicable.

(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. Prior to a certificate of occupancy, the subsequent condition of approval for the accompanying conditional use permit application shall be considered satisfied to the satisfaction of the Clerk of the Planning Board, or their representative.

9. Comprehensive Development Plan 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 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)

Mr. Thompson stated as mentioned at prior meetings, this CDP application is the first step in the process to facilitate the redevelopment of the former Steeplegate Mall and Regal Cinema sites. Because the property is located in the Gateway Performance District, a CDP is required by the Zoning Ordinance prior to the submission of any subdivision applications. At this time, only minor changes to the submission have been provided to the City, and additional items remain to be resolved and addressed prior to an approval of the CDP. Staff is recommending the Board continue the CDP application to October 21 in order for the applicant to address the concerns raised in the staff review and provide appropriate response to the peer review of the updated traffic impact analysis.

Ari Pollack (214 N Main St, Concord) and Doug Richardson (40 Franklin St, Needham MA) presented the application.

Chair Woodfin reopened the public hearing and noted that the CDP was determined complete at the May Planning Board meeting.

Mr. Pollack requests the application be continued to a date certain of October 21st to provide more information on the project. Mr. Pollack noted that will give the applicant's team until the September deadline to make responses to what is in the staff report. They have supplied the supplemental traffic materials to the DOT to review. There are also traffic requirements in the city engineering report that will require a response. Mr. Pollack noted Onyx has now filed for a major site plan application for the first component of this redevelopment project.

Councilor Todd asked for a timeline for the first part of the construction.

Mr. Richardson stated approximately 18 months.

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

On a motion made by Chair Woodfin, seconded by Councilor Todd, the Board voted 9-0-0 to **continue this application to a date certain of October 21, 2026.**

10. Design Review Applications

10A. 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)

Mr. Thompson stated no new information has been provided for this non-binding, pre-application process. Staff recommends that the Board determine that the Design Review phase of the application process is complete tonight.

The Board determined that the Design Review phase of the application process is considered to be complete as of the completion of the public meeting tonight.

11. Regulatory Amendments

11A. Review of proposed Zoning Ordinance Amendments: amending Article 28-7, Access, Circulation, Parking and Loading.

Mr. Thompson summarized the proposed amendments, which will provide significantly increased flexibility for relief from the regulatory requirements associated with parking, loading, and driveway access. The shift of the majority of design standards to the Site Plan Regulations allows the use of waivers, a less stringent statutory standard of relief, administered by the Planning Board, eliminating most of the need to seek variance relief from the Zoning Board of Adjustment. For the minority of projects that do not require site plan review, the ordinance amendments will create conditional use permit relief valves, again putting administration of relief in the hands of the Planning Board rather than the ZBA. Lastly, these zoning and regulation amendments eliminate the challenges associated with differing standards that exist today between the regulations and Zoning Ordinance.

On a motion made by Chair Woodfin, seconded by Member Fox, the Board voted 9-0-0 to **recommend City Council adopt the proposed amendments**.

11B. Review of proposed Site Plan Regulation Amendments: amending Sections 18 (Parking Lot Design Standards), 19 (Access and Driveway Standards), 20 (Loading and Solid Waste Facility Standards), and 29 (Lighting).

Mr. Thompson summarized the proposed amendments as part of the discussion on item 11A.

On a motion made by Chair Woodfin, seconded by Member Wilber, the Board voted 9-0-0 to **schedule a public hearing to adopt the proposed amendments** at the Board's September 16 meeting at 7 p.m.

11C. Review of proposed Zoning Ordinance Amendments: amending Section 28-8-5 Nonconforming Structures, 28-8-5(d) Removal and Replacement of Certain Nonconforming Residential Structures, creating new Sections 28-8-7 Effect of Subdivision on Nonconforming Structures and 28-8-8 Effect of Subdivision on Nonconforming Dimensional Requirements or Design Standards.

Mr. Thompson summarized the proposed amendments, which will provide increased flexibility for residential conversions of nonconforming structures in the RD and UT Districts, and eliminate the need for subdivisions involving nonconforming structures and dimensional requirements to obtain variance relief from the Zoning Board, instead requiring either no variance at all or a more appropriate Conditional Use Permit process. These proposed changes are common sense interim amendments and assist the City in becoming more efficient and flexible where structures pre-date current zoning standards and requirements.

On a motion made by Chair Woodfin, seconded by Member Hicks, the Board voted 9-0-0 to **recommend City Council adopt the proposed amendments**.

11D. Review of proposed Zoning Ordinance Amendments: amending Appendix B List of Arterial Streets and Appendix C List of Collector Streets.

Mr. Thompson summarized the proposed amendments to the appendices, which have not been updated in many years, and that changed traffic and land use patterns necessitate that the lists be updated, given the varying standards in several sections of the Zoning Ordinance that use these roadway classifications to determine standards and requirements. In order to more accurately reflect the nature of the City's roadway network, staff is providing the attached proposed zoning amendment to revise the lists in the appendices.

On a motion made by Chair Woodfin, seconded by Member Condodemetraky, the Board voted 9-0-0 to **recommend City Council adopt the proposed amendments**.

11E. Review of proposed Zoning Ordinance Amendments: amending Article 28-2-3, The Zoning Map, by amending Section 28-2-3(b)(1) The Zoning Overlay District Maps.

Mr. Thompson summarized the proposed amendments. The City of Concord participates in the National Flood Insurance Program (NFIP) through the Federal Emergency Management Agency (FEMA). In order for the city to remain complaint or in "good standing" within the NFIP, the City must adopt FEMA's new FIS and FIRM. The City Council updated this section of the Ordinance in early 2026, but additional revisions to the FIS and FIRMs have occurred since the adoption of the previous amendment. The new effective date of the FIS is November 13, 2026 and FIRMs are both January 23 and November 13, 2026.

On a motion made by Chair Woodfin, seconded by Member Hicks, the Board voted 9-0-0 to **recommend City Council adopt the proposed amendments.**

12. Other Items

12A. Review 2050 Master Plan Update - Project website, Public Engagement Plan, September 19th Community Visioning Session, Advisory Subcommittee composition and appointment process.

Mr. Walsh announced the master plan website went live on August 18th. Master Plan information will be on the website along with calendar events. There will be a community visioning session on Saturday September 19th at the Capital Center for the Arts.

On a motion made by Chair Woodfin, seconded by Member Hicks, the Board voted 8-1-0 (Savage voted no) to confirm the September 19 date for the Visioning Session, set a start time of 9 a.m.

Chair Woodfin suggested to the Board to elect a subcommittee and it was the consensus of the Board to have an advisory subcommittee for the Master Plan that will meet four times.

The Board discussed the members of the subcommittee that will consist of 15 members (6 Planning Board members, 6 members of advisory committees listed in Mr. Walsh's memo, and 3 public members seeking to engage a member to represent seniors, youth, and housing expertise). The Board suggested to have a regular member and an alternate member for the 6 members of advisory committees listed in Mr. Walsh's memo in case there is an attendance issue. The Planning Board members that volunteered for the advisory subcommittee are: Amanda Savage, Paige Wilber, Rich Woodfin, Dina Condodemetraky, Leon LaFreniere and Matt Hicks.

13. Other Business

Any other business which may legally come before the Board.

Adjournment
On a motion made by Councilor Todd, seconded by Member Fox, the Board voted 9-0-0 to adjourn the meeting at 10:05 p.m.

The next regular meeting is Wednesday, September 16, 2026, at 7:00 p.m.

TRUE RECORD ATTEST:
Krista Tremblay
Krista Tremblay
Administrative Technician III



PANTONE 4060 C
PANTONE 7577 C
PANTONE 367 C
PANTONE 2597 C
PANTONE 5535 C
WHITE

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