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ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)
DRAFT MEETING MINUTES
August 25, 2026 @ 5:00PM
City Council Chambers
37 Green Street Concord (2nd Floor)
Concord, NH 03301

Attendees:
Committee Members:
Chuck Gilboy Chair, Mayor Byron Champlin, Emily Ricard, Sal Prizio, Patrick Tompkins, Ari Pollack, Jean Hakuzimana, Alex Stoyle, Michelline Dufort

Absent Members:
Bobby Segal, Judith Kurtz, Jim Bouley, Ali Sekou

Guests:
Catherine McLaughin, Concord Monitor

Staff Present:
Matt Walsh, Deputy City Manager – Development
Tim Thompson, AICP- Assistant Director of Community Development

Meeting called to order: 5:00 pm.

1. **Welcome by Chair and Comments by Mayor Champlin:** Chair Gilboy welcomed those in attendance. Mayor Champlin announced that Steve Duprey had resigned from EDAC due to other commitments. The Mayor noted there are two vacancies on the EDAC, which he intends to fill in the near future, and thanked those present for their continued service to the community.

2. **Adoption of Minutes of April 28, 2026:** Patrick Tompkins moved to approve the minutes as presented. Emily Ricard seconded. The motion was approved unanimously.

3. **Regulatory Updates**
   a) **Zoning Amendments**: Mr. Walsh provided a brief overview. He discussed the City's Council's 2026/2027 City priorities and specifically Goal #2 under "Economic & Community Development" to "remove barriers to commercial and residential development through regulatory and administrative reform" and noted that the Community Development Department has prepared several zoning amendments over

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the past 18 months which have served to implement this goal. Recent examples included zoning amendments pertaining to accessory dwelling units, day care facilities, multifamily housing design standards, regulations for conversion of structures into multifamily housing, glossary revisions for various housing definitions, as well as notification procedures for the Zoning Board of Adjustment (to name a few).

Mr. Walsh explained that the latest batch of proposed amendments being presented to EDAC today pertain to parking, nonconforming structures, as well as housekeeping amendments pertaining to FEMA Flood Insurance Rating Maps and roadway classifications.

i. **Article 28-7 Access, Parking, Circulation and Loading and Site Plan Review Regulations Sections 18 (Parking Lot Design Standards), 19 (Access and Driveway Standards), and 20 (Loading and Solid Waste Facility Standards):** Tim Thompson provided a brief overview of these proposed amendments and associated staff report. It was noted that these amendments were particularly complicated to prepare due to linkages between the Zoning Ordinance and Site Plan Review Regulations. Staff also noted that dozens of variations of the propose amendments had been prepared over the past 18 months before the final draft was ready for presentation to the City Council and Planning Board. Mr. Thompson also noted that these amendments were a collaborative effort with multiple members of the Community Development Department. He added that the proposed parking amendments have been a priority for City Administration, the development community, and Chamber of Commerce. He provided an overview of the proposed amendments and provided a detail explanation of the interplay between the Zoning Ordinance and Site Plan Review regulations with respect to parking. It was noted that the proposed amendments will essentially eliminate the need for variances for standards associated with parking, loading and circulation, as flexibility will now be provided via Conditional Use Permits with the Planning Board and/or waivers to the site plan regulatory requirements as applicable (which are also within the Planning Board's purview).

   A brief discussion ensued about changes to regulations pertaining to traffic medians.

   Mr. Walsh noted that the proposed amendments simplify and make the permitting process more efficient for staff and the development community, while protecting the public interest.

   After additional discussion, Ari Pollack moved to recommend that the City Council adopt the Zoning amendments and the Planning Board adopt the Site Plan Review Regulation amendments as presented. Sal Prizio seconded. The motion carried unanimously.

ii. **Article 28-8 Nonconforming Structures:** Tim Thompson presented the proposed amendments to Article 28-8 of the Zoning Ordinance pertaining to nonconforming structures. He explained 28-8-5 will become a conditional use permit with the Planning Board rather than a special exception, thus giving the

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Planning Board more control over design details associated with applications to replace certain nonconforming structures in kind.

Mr. Thompson also explained the purpose of proposed 28-8-7 and 28-8-8, which is intended to provide relief for subdivisions involving lawfully existing pre-existing nonconforming structures or dimensional requirements / design standards that are not directly affected by the proposed subdivision. He and Mr. Walsh discussed instances whereby subdivisions had to go to the Zoning Board of Adjustment for variances because the act of the subdivision negates such nonconformities unless otherwise provided for within the City's regulations. As such, these amendments are proposed.

After additional discussion, Michelle Dufort moved to recommend that the City Council adopt the Zoning amendments as presented. Alex Stoyle seconded. The motion carried unanimously.

iii. **Article 28-2-3(b)(1) The Zoning Overlay District Maps**: Mr. Thompson provided a brief presentation of this proposed amendment. He noted that FEMA recently adopted more revisions to the Flood Insurance Rating Maps; hence the City's floodplain ordinance must be updated accordingly.

After additional discussion, Ari Pollack moved to recommend that the City Council adopt the Zoning amendments as presented. Sal Prizio seconded. The motion carried unanimously.

iv. **Appendices B and C – List of Arterial and Collector Streets:** Mr. Thompson provided a brief presentation of this proposed amendment. He explained this is a house keeping item to update the list of Arterial and Collector Streets in the City. The list is important as certain development regulations are tied to street classifications.

After additional discussion, Emily Ricard moved to recommend that the City Council adopt the Zoning amendments as presented. Patrick Tompkins seconded. The motion carried unanimously.

b) **Building Code Amendments: Chapter 8 (Fire), Chapter 26 (Building and Housing Codes) and Chapter 27 (Housing and Maintenance Occupancy Code):** Mr. Walsh provided a brief introduction and explained that these regulations are being updated to bring them into compliance with recent changes to State Law and other City development regulations, as well as to implement , as well as to further implement the City's Council's 2026/2027 City priorities with respect to removing barriers to commercial and residential development through regulatory and administrative reform.

David Hall, Code Administrator provided a brief presentation of the proposed amendments and answered questions. He noted that these amendments have been a work in process for more than a year.

Staff collectively explained the rationale for certain amendments. For example, the City's Hazardous Building Ordinance is proposed to be repealed as it is duplicative to

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RSA 155-B which governs such structures. Staff also noted that deletion of various manufactured housing requirements are proposed as such issues are duplicative to the Zoning Ordinance and other regulations.

After additional discussion, Michelle Dufort moved to recommend that the City Council adopt the various code amendments as presented. Ari Pollack seconded. The motion carried unanimously.

4. **2050 Master Plan Update:** Mr. Walsh provided a brief update. He explained that the consultant team was in Concord on July 21st for a tour of the City and kick off meeting with the Planning Board.

   Mr. Walsh also reported that the project website has been launched (www.concordnh.gov/masterplanupdate).

   Mr. Walsh further reported that, during its August 19, 2026 meeting, the Planning Board has decided to appoint a 15-person Master Plan Advisory Subcommittee, which will consist of 6 members of the Planning Board, six members representing the City's six subject matter boards and commissions (Conservation, Energy & Environment, Economic Development Advisory, Heritage, Recreation and Parks Advisory, and Transportation Policy Advisory), as well as 3 members of the general public. The Planning Board will be contacting EDAC to request its nominations to the Advisory Subcommittee shortly.

   Lastly, Mr. Walsh updated EDAC about the Citywide Community Visioning Open House on September 19th at 9AM at the Capital Center for the Arts, and encouraged all members of EDAC to attend. He also discussed the public engagement strategy for the project which, in addition to the Visioning Open House, includes a community survey, 6 neighborhood forums, focus groups centered on housing, economic development, and new Americans. He also discussed future meetings the consultant team will be having with the six subject matter expert boards and commissions.

5. **Opportunity Zones 2.0:** Mr. Walsh provided a brief overview of the report included within the agenda packet. He explained that 53 census tracts in New Hampshire qualify for potential inclusion in the program, including two in Concord. However, of the 53 eligible tracts, the State can only select 25 tracts for inclusion in the program per Federal regulations. The State is currently accepting applications for nominations, and the City will nominate the two tracts in Concord by the August 28th deadline. Development projects in those tracts enrolled in the Opportunity Zone 2.0 Program will be eligible to receive special federal tax incentives.

6. **Other Business:** The Committee noted that its next meeting is September 22, 2026. A decision to hold the meeting will depend on whether there is any business for EDAC to consider.

The meeting adjourned at 6:12PM.

Respectfully Submitted,

Matthew R. Walsh
Deputy City Manager – Development

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