

**CITY OF CONCORD PLANNING BOARD  
February 19, 2014 MEETING**

The regular monthly meeting of the City Planning Board was held on February 19, 2014, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

Present at the meeting were Chair Drypolcher, Vice Chair Swope and Members Hicks, Foss, Smith-Meyer and Councilor Champlin. Acting City Planner Henninger, Ms. Hebert and Ms. Murray of the City's Planning Division were also present.

At 7:00 p.m., a quorum was present and the Chair called the meeting to order. Chair Drypolcher introduced Councilor Champlin who is the newly appointed City Council representative to the Planning Board.

**PUBLIC HEARINGS**

**Architectural Design Review Applications**

1. Applications by the following for approval of signs at the following locations under the provisions of Section 28-9-4 (f), Architectural Design Review, of the City of Concord's Code of Ordinances:

The Chair opened the public hearings for all the sign applications.

- a. **Application by Associated Enterprises, Inc., on behalf of the Gyro House, requesting Architectural Design Review Approval for a new affixed sign and a new hanging sign at 58 N. Main Street, within the Central Business Performance (CBP) District.**

Ms. Hebert informed the Board that the owner revised the application; the hanging sign is now an internally illuminated circular sign containing the logo and the affixed sign remains the same. Remi Hinxhia was present to speak to the application. Mr. Hinxhia stated that the ADRC recommended external illumination on the hanging sign. Mr. Hinxhia explained his reasons for requesting internal illumination; Mr. Hinxhia stated he wanted the sign to be visible from both sides of the street and the internal illumination was within code and other businesses have similar signs on Main Street. The Board confirmed with Planning staff that internal illumination is permitted for the sign in question.

There were no other comments or discussions.

Mr. Swope moved to grant Architectural Design Approval for a new affixed sign and a new hanging sign at 58 N. Main Street as submitted by the applicant including proposed internal illumination. Mr. Hicks seconded the motion. Motion carried unanimously.

- b. **Application by Concord Area Trust for Community Housing, on behalf of the Vivid Hair Studio, requesting Architectural Design Review Approval for a new hanging sign at 4 Pleasant Street Ext., within the Central Business Performance (CBP) District.**

Ms. Hebert spoke to the application which is located in the Endicott Building. Ms. Hebert noted the sign is not illuminated and the bracket is new. The colors in the graphic match the interior accent wall. She also noted that the photo simulation of the sign on the façade was more effective in conveying the appearance of the sign than was the graphic provided in the application.

There were no further comments or discussions.

Ms. Foss moved to grant Architectural Design Approval as recommended by the Architectural Design Review Committee for a new hanging sign at 4 Pleasant Street Ext. as submitted by the applicant. Ms. Smith-Meyer seconded the motion. Motion passed unanimously.

**c. Application by Ciborowski Associates, on behalf of Wellington's, requesting Architectural Design Review Approval for a new affixed sign, a new canopy sign, and a new hanging sign at 124 N. Main Street, within the Central Business Performance (CBP) District.**

Ms. Hebert stated that the ADRC recommended that the affixed sign "Wellington's" is centered over the canopy and that a one inch border around the text is maintained between the edge of the valance and the lettering on the awning.

Ms. Smith-Meyer moved to grant Architectural Design Approval as recommended by the Architectural Design Review Committee for a new affixed sign, a new canopy sign, and a new hanging sign at 124 N. Main Street as submitted by the applicant with the condition that the affixed sign "Wellington's" is centered over the canopy and that a one inch border around the text is maintained between the edge of the valance and the lettering on the awning. Ms. Foss seconded the motion. Motion passed unanimously.

**d. Application by the Local Government Center requesting Architectural Design Review Approval for a new free-standing sign at 25 Triangle Park Drive, within the Gateway Performance (GWP) District.**

Ms. Hebert stated that the ADRC recommended that landscaping around the base of the sign be included in the plan. A discussion regarding the placement of the monument and the readability of the text ensued. Sandt Michener, Advantage Signs, was present to discuss the application. He stated that they conducted studies to ensure the readability of the sign.

Mr. Swope moved to grant Architectural Design Approval as recommended by the Architectural Design Review Committee for a new free-standing sign at 25 Triangle Park Drive as submitted with the condition that landscaping around the base of the sign be included in the plan. Ms. Smith-Meyer seconded the motion. The motion passed unanimously.

**e. Application by PFP Associates Ltd Partnership, on behalf of the Center for Advanced Veterinary Care (AVC), requesting Architectural Design Review Approval for a new hanging sign at 22 Bridge Street, within the Opportunity Corridor (OCP) District.**

Ms. Hebert stated that the ADRC recommended approval with the condition that the existing wall pack light above the stairway be moved if shadows are casted or light is blocked on any area of the stairs.

Mr. Swope moved to grant Architectural Design Approval as recommended by the Architectural Design Review Committee for a new hanging sign at 22 Bridge Street as submitted with the condition that a wall pack light will be moved if shadows are casted or light is blocked on any area of the stairs. Ms. Smith-Meyer seconded the motion. The motion passed unanimously.

**f. Application by NH Distributors Associates for two (2) new free-standing signs at 65 Regional Drive, within the Industrial (IN) District.**

Ms. Hebert noted that the signs would be located adjacent to the two main entrances and the project has extensive frontage. A discussion regarding the proportionality of the lettering ensued.

Mr. Swope made the motion to recommend Design Review approval for two (2) new free-standing signs at 65 Regional Drive as submitted. Ms. Foss seconded the motion. The motion passed unanimously.

### **Subdivision Applications**

## **2. Application by The State of New Hampshire, Department of Health and Human Services, for a Minor Subdivision to create a new 2.9 acre lot for an existing building, at 84 Iron Works Road. (2014-04)**

- 1. Determination of Completeness**
- 2. Public Hearing**
- 3. Deliberations and Action on the Application**

Mr. Henninger recommended that the application be determined complete and the public hearing opened.

Mr. Swope moved to determine the application complete. Councilor Champlin seconded the motion. Motion passed unanimously.

The Chair opened the public hearing.

Mr. Mike Conner, Mr. Jerry Dion and Mr. Dan Mullen were present to discuss the project. The purpose of this subdivision is to divide one lot (Lot 1) of 3.20 acres, containing an existing house and barn, from a 13.15 acre parcel leaving a 10.25 acre remnant parcel (Lot 2) as part of the Russell Shea State Forest. The Department of Health and Human Services (HHS) intends to sell Lot 1 to a private party, hence the subdivision is not exempt from local review and approval since there is no intended state function for the new lot.

The Chair asked if members of the public had any comments or questions on the application.

There being no comments from the members of the public, the Chair closed the public hearing.

Ms. Smith-Meyer moved to grant a waiver to Section 28.04(6) of the City of Concord Subdivision Regulations which requires street trees to be installed prior to the recording of the plat, or be secured by a financial guarantee. The State of NH has agreed to add this requirement to the purchase and sale agreement for Lot 1, and a note to this effect has been added to the plat.

Ms. Foss seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a waiver to Section 20.09 of the City of Concord Subdivision Regulations to defer the reduction of the driveway width from 85' to 24' prior to the recording of the plat, or the provision of a financial guarantee. The State of NH has agreed to add this requirement to the purchase and sale agreement for Lot 1, and a note to this effect has been added to the plat.

Ms. Foss seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant waiver to Section 15.03 of the City of Concord Subdivision Regulations to not show for the entirety of the remnant parcel (Lot 2), dimensions of all property lines, topography, and natural features.

Ms. Foss seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a Conditional Use Permit pursuant to Section 28-5-46 Single Family Dwellings in a Standard (Noncluster) Subdivision. The applicant has shown 78% of the total parcel to be incorporated into the Russell State Forest where 60% open space is required.

Ms. Smith-Meyer seconded the motion. Motion passed unanimously.

Councilor Champlin moved to grant final subdivision approval for the “Subdivision Plat of the State of New Hampshire” for the parcel identified as Map 93, Block 1, Lot2, at 84 Iron Works Road subject to the following conditions:

1. Prior to the final plat being signed by the Planning Board Chair and Clerk, the applicant shall revise the plat drawings to address the minor corrections and omissions noted by City staff.
2. Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
3. Prior to the final plat being signed by the Planning Board Chair and Clerk, the entirety of Lot 2 shall be officially incorporated into the Russell State Forest, in a manner which demonstrates that the land will be protected in perpetuity in accordance with Section 28-4-7(g)(2) of the Zoning Ordinance.
4. Within 90 days after the transfer of the title to proposed Lot 1, the six (6) required street trees shown on the plat shall be installed. The Clerk of the Board may extend this time frame appropriately, if the transfer occurs during the winter. The applicant shall advise the Clerk of the Planning Board of the conveyance of the property within 30 days following date of the transfer.
5. Within 90 days after the transfer of the title to proposed Lot 1, the existing driveway shall be reduced from 85 feet in width to 24 feet in width. A driveway permit from the City Engineering Division shall be required for the work, and the Clerk of the Board may extend this time frame appropriately, if the transfer occurs during the winter. The applicant shall advise the Clerk of the Planning Board of the conveyance of the property within 30 days following the date of the transfer.

Ms. Foss seconded the motion. Motion carried unanimously.

3. **Application by Siena Investments, LLC, on behalf of Capri Real Estate Holdings, LLC, City of Concord, State of New Hampshire, and Everett L. and Patricia A. Foster, for a Minor Subdivision to consolidate five existing lots to create two new lots of 3.474 acres and 0.623 acres, between Loudon Road and Old Loudon Road opposite the Steeplegate Mall. (2014-02)**

1. **Determination of Completeness**
2. **Public Hearing**
3. **Deliberations and Action on the Application**

Mr. Henninger recommended that the application be determined complete and the public hearing opened.

Mr. Swope moved to determine the application complete. Mr. Hicks seconded the motion. Motion passed unanimously.

The Chair opened the public hearing. (See item 5 for combined discussion)

Mr. Swope moved to grant final subdivision approval for the “Non-residential Subdivision plan – Siena investments, LLC” subject to the following conditions:

1. Prior to the final plat being signed by the Planning Board Chair and Clerk, the applicant shall revise the plat drawings to address the minor corrections and omissions noted by City staff.
2. Prior to the final plat being signed by the Planning Board Chair and Clerk, the following easement documents, in a form acceptable to the City Solicitor and suitable for recording in the Merrimack County Registry of Deeds, will be provided to the Planning Division:
  - a) A utility easement for the existing overhead utility lines along the Loudon Road frontage acceptable to Unutil.
  - b) A drainage easement for the existing storm water drainage system including a drain line from Old Loudon Road, a detention basin, catch basin and outfall located near the corner of the Old Loudon Road and Loudon Road on the Capri property (11C/2/1).
  - c) A right-of-way easement for the new alignment of Old Loudon Road at the Loudon Road/D’ Amante Drive Easement.
  - d) An easement for the traffic signal equipment; both existing and proposed equipment to be located outside the existing and proposed rights-of way at the Old Loudon Road/Loudon Road/D’ Amante Drive intersection, as well as for the new project entrance/Loudon Road/Steeplegate Mall signalized intersection. The easements include the area required for the traffic signal equipment on the south side of Loudon Road at both signalized intersections.
  - e) Slope easements outside the right-of-way for the construction of the realigned Old Loudon Road intersection.
  - f) An easement to the City of Concord to allow for a future interconnected parking lot(s) to the parcels to east of the property between Loudon Road and Old Loudon Road.
3. Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
4. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), the applicant will provide to the City Solicitor a financial guarantee for all public improvements on and off site and a guarantee for the site stabilization in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
5. A pre-construction meeting shall be required prior to the start of any construction activities within the public right-of-way. No construction activity may commence prior to the payment of inspection fees in an amount approved by the City Engineer.

Mr. Hicks seconded the motion. Motion carried unanimously.

### Site Plan Review

**4. Application by Duprey Associates, LLC, on behalf of 2 Pillsbury Street LLC, requesting Major Site Plan Approval and Architectural Design Review Approval for the expansion of an existing parking lot at 46 Pillsbury Street, including lighting and landscaping. (2014-03)**

**a. Determination of Completeness**

Ms. Hebert recommended that application be determined complete. She stated that the applicant has requested Major Site Plan Approval and Architectural Design Review approval for the construction of a parking lot at 46 Pillsbury Street. The parking lot contains 32 spaces and will provide overflow parking for the office buildings at 2 Pillsbury Street and 30 Pillsbury Street.

There is an existing residence on the property. The building will be demolished and the site will be redeveloped into a surface parking lot with driveway access through the adjacent parking lot off of Dakin Street. The site improvements include porous asphalt pavement, exterior lighting, a new fence and plantings along the western side lot line to screen the adjacent residential property.

Mr. Swope moved to determine the application complete for review and to set the application for public hearing on March 19, 2014.

Ms. Foss seconded the motion. Motion carried unanimously.

**5. Application by Siena Investments, LLC, on behalf of Capri Real Estate Holdings, LLC, City of Concord, State of New Hampshire, and Everett L. and Patricia A. Foster, for Major Site Plan Approval to construct a 22,596 square foot retail building and a 4,950 square foot restaurant, including parking, landscaping, drainage, and lighting between Loudon Road and Old Loudon Road opposite the Steeplegate Mall. The approval includes the relocation of the Old Loudon Road intersection with Loudon Road from its current location opposite Branch Turnpike to the existing signalized intersection with D'Amante Drive. (2013-69)**

**1. Public Hearing**

**2. Deliberations and Action on the Application**

Matt Peterson, Mike D'Amante, Jeff Merritt, Keach Nordstrom, Heather Monticup, Greenman-Pedersen, Inc and John Jordan, Jordan Design were present to discuss the application. Mr. Peterson gave an overview of the application. The application involves the construction of a new one story 22,596 SF retail building and a 4,950 SF one-story restaurant, along with parking for 158 automobiles, landscaping, lighting, drainage, and utilities.

Two existing homes are being removed as part of the project. A companion subdivision plan has been submitted to combine the five existing lots into two lots, one on each side of the new D'Amante Drive/Old Loudon Road intersection, and to layout the new right-of-way for Old Loudon Road. The retail development will be located to the east of the new Intersection of Old Loudon Road with Loudon Road at D'Amante Drive.

Mr. Merritt gave an overview of the drainage system which will be closed and will funnel all to the front of the property. He stated that the soil is good and sandy. He also spoke about proposed landscaping which will include all necessary components. Ms. Monticup gave an overview of the reconfiguration of Old Loudon Road stating that the project involves the relocation of the westerly intersection of Old Loudon Road and Loudon Road to the signalized intersection of D'Amante Drive. A new driveway to

the site will be provided off Old Loudon Road. A new access will be created to the site from Loudon Road as the fourth leg of the existing signalized entrance to the Steeplegate Mall (near Sears). Mr. Jordan gave an overview of the retail space stating that there are 5 existing tenants and the design was inherited by what is currently there.

The Board questioned the coordination of the Loudon Road project with this application specifically if the plans include the proposed bike lane. Ms. Hebert stated that the plans do take into account for the bike lane transition. Discussion ensued regarding landscaping. Mr. Henninger explained that the applicant would have to go back to the ADRC once landscape, building façade and signage is finalized.

Mr. Swope moved to deny a waiver to Section 15.03 (4) of the Site Plan Review Regulations to allow an existing topographic survey to be submitted in NGVD 29 Datum instead of the required NAVD 88 Datum. The current standards have been a City requirement since 2010. This is a new development proposal, on largely undeveloped property, and the applicant has not demonstrated a unique hardship or unusual circumstances to support the waiver.

Ms. Foss seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a waiver to Section 21.02 Sidewalks Required of the Site Plan Review Regulations to not require the construction of a sidewalk along the Old Loudon Road frontage to the east of the project entrance. Commercial development on the north side of Loudon Road has not been required to construct a sidewalk on the Old Loudon Road where no access to Old Loudon Road is provided. In addition, there are no existing or proposed sidewalks in the vicinity for which a future connection may be made along either Old Loudon Road or Portsmouth Street southerly of I-393.

Councilor Champlin seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a waiver to Section 21 Design Standards for Streets, Subsection 21.02 Collector, Arterial and Non-residential/Mixed Use Local Street Sections to not require the installation of vertical granite curbing along Old Loudon Road frontage to the east of the project entrance. Commercial development on the north side of Loudon Road has been required to construct curbing along their frontage on Old Loudon Road where no access to Old Loudon Road is provided.

Councilor Champlin seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a waiver to Section 21 Design Standards for Streets, Subsection 21.02 Collector, Arterial and Non-residential/Mixed Use Local Street Sections to reduce the required 2% platform at the new intersection of Old Loudon Road from 60' to 26'. To lower the grade further at this location would require the relocation of the 12" high pressure gas transmission line for Liberty Utilities in Old Loudon Road, which is a major undertaking, costly, and not recommended by the Liberty Utilities. *Note: the extent of the design waiver may be revised based on further discussions with the Engineering Division.*

Councilor Champlin seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a waiver to Section 22.07 Storm Water Management to allow for a minimum of three (3) feet to be maintained between the bottom of the infiltration system and the ground water where four (4) feet is required. The NH Department of Environmental Services Department has revised their regulations since the City adopted this standard and the Engineering Division finds the standard requested to be acceptable.

Councilor Champlin seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a waiver to Section 22.07 Storm Water Management to allow for an increase in the quantity of off-site flow (acre feet) for the 10-year storm event of less than 0.1 acre feet. The increase is resulting from the Old Loudon Road realignment at the Old Loudon Road/D'Amante Road intersection and a section of the new driveway at the eastern signalized project entrance

Ms. Foss seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant a Conditional Use Permit pursuant to Section 28-7-14(b) Off-street Loading Area of the Zoning Ordinance to allow the installation of refuse containers at two locations in a front yard. The property is uniquely shaped with three (3) front yards and a side yard adjacent to two existing residences. The refuse containers are appropriately sited and provided with opaque screen fences.

Ms. Foss seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant Design Review Approval as requesting for the design of the 23,600± square foot retail building and the design and placement of the proposed free-standing sign. This action does not include Architectural Design Review approval of the landscape plan and site plan, the elevations of the restaurant building, nor any tenant signage.

Ms. Smith-Meyer seconded the motion. Motion passed unanimously.

Mr. Swope moved to grant Conditional Site Plan Approval for the site, landscaping and building plans by Siena Investments, LLC, for a retail building and restaurant on Loudon Road opposite the Steeplegate Mall, subject to the following conditions:

1. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), approvals of construction drawings and specifications for all public and private improvements shall be obtained from the Engineering and Planning Divisions.
2. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), the companion subdivision plan creating the development lot shall be recorded in the Merrimack County Registry of Deeds.
3. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), the following State and federal permits shall be obtained and copies provided to the Planning Division:
  - a. NH Department of Environmental Services Alteration of Terrain Permit (RSA 485-A:17) and,
  - b. NH Department of Environmental Services Water Quality and Sewer Discharge Permit.
4. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), the following executed easement documents, will be provided to the Planning Division which are acceptable to the Clerk of the Planning Board and in a form acceptable to the City Solicitor, suitable for recording in the Merrimack County Registry of Deeds:
  - a. A utility easement for the existing overhead utility lines along the Loudon Road frontage acceptable to Unutil.

- b. A drainage easement for the existing storm water drainage system including a drain line from Old Loudon Road, a detention basin, catch basin and outfall located near the corner of the Old Loudon Road and Loudon Road on the Capri property (11C/2/1).
  - c. A right-of-way easement for the new alignment of Old Loudon Road at the Loudon Road/D'Amante Drive Easement. The development agreement between the City and Siena Investments requires this right of way to be conveyed in fee.
  - d. An easement for the traffic signal equipment; both existing and proposed equipment to be located outside the existing and proposed rights-of way at the Old Loudon Road/Loudon Road/D'Amante Drive intersection, as well as for the new project entrance/Loudon Road/Steeplegate Mall signalized intersection. The easements include the area required for the traffic signal equipment on the south side of Loudon Road at both signalized intersections.
  - e. Slope easements outside the right-of-way for the construction of the realigned Old Loudon Road intersection.
  - f. An easement to the City of Concord to allow for a future interconnected parking lot(s) to the parcels to east of the property between Loudon Road and Old Loudon Road.
5. Prior to the issuance of a certificate of approval by the Planning Board Chair (and issuance of any building permits for construction activity on the site), the applicant will provide to the City Solicitor a financial guarantee for all public improvements on and off site and a guarantee for the site stabilization in an amount approved by the City Engineer, and in a form acceptable to the City Solicitor.
  6. A pre-construction meeting shall be required prior to the start of any construction activities onsite. Prior to the pre-construction meeting seven copies of the final approved site plan shall be provided to the Planning Division for endorsement by the City Engineer as "approved for construction."
  7. No construction activity may commence prior to the payment of inspection fees in an amount approved by the City Engineer.
  8. No certificate of occupancy for any building or use shall be issued until all public and private improvements have been substantially completed to the satisfaction of the City Engineer and City Planner.
  9. Traffic impact fees shall be assessed for any non-residential construction contained within the limits of the approved site plan. The impact fees and procedures shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance. The specific fees assessed are those contained in Section 29.2.1-1 Assessment and Collection; subsection (b) Computation of the Amount of Impact Fees; Table 3, Transportation Facilities Impact Fee per Variable Unit. Please see attached worksheet.
    - a. Transportation Facilities - Retail (5,001 SF to 100,000 SF)
    - b. Transportation Facilities - High-turnover Restaurant
  10. The following improvements to be constructed are deemed to be eligible for credits against the assessed traffic impact fees. The procedures for determining the eligibility and the calculation of the credit shall be those in effect at the time of the issuance of a building permit as set forth in the City of Concord Code of Ordinances, Title IV, Subdivision Code: Chapter 29.2, Public Capital Facilities Impact Fee Ordinance.

- a. The realignment of Old Loudon Road with Loudon Road at the D'Amante Drive/Loudon Road signalized intersection consistent with City of Concord Capital Improvement Program (CIP #35). The eligible improvements include the new approach to Loudon Road, turning lanes at the signalized intersection, traffic signal modifications, the closure of the existing Loudon Road/Old Loudon Road (west end) intersection and the turnaround required for this closure, and appurtenances such as medians, curbing, street signs, etc., except for sidewalks and curbing along the project frontage.

Ms. Smith-Meyer seconded the motion. Motion passed unanimously.

### **REGULAR MEETING**

#### **6. Approval of the minutes of the January 15, 2014 Planning Board meeting.**

Mr. Swope moved to accept the minutes of the January 15, 2014 Planning Board Meeting as written. Ms. Smith-Meyer seconded. Motion carried unanimously.

#### **7. Consideration of amendments to Section 28-7-7, Signs of the City of Concord Zoning Ordinance related to the installation of mechanical scrolling message signs.**

Mr. Craig Walker, Zoning Administrator was present to discuss the amendments. The Zoning Board of Adjustment received a request for a variance to allow a "scroller" type sign for fuel price display on a freestanding sign at a motor vehicle fuel filling station. This type of sign contains a vinyl scroll that can scroll up or down to display a specific image in the display window. These signs are not currently permitted under the City's Sign Regulations so the variance was not granted.

Mr. Walker is also proposing to amend the glossary to add definitions for: electronic message centers; environmentally activated; programmed; and mechanical scrolling.

A discussion ensued regarding scrolling signs. Mr. Walker informed the Board that there is one existing example in Concord at the Cumberland Farms on Manchester Street. After some discussion, Chair Drypolcher suggested tabling the item until Planning Staff can research what other communities within and outside of the state of NH are doing and report back to the Board. Ms. Hebert stated that this would delay the public hearing until April. Mr. Walker agreed to this.

Ms. Foss made a motion to table this item until a report from Planning Staff is received by the Planning Board. Ms. Smith-Meyer seconded the motion. Motion carried unanimously.

#### **8. Consideration of the draft Utility Section (XI) for the Master Plan 2030.**

Tabled.

#### **9. Annual Organization Meeting**

- a. **Election of Chair for 2014**
- b. **Election of Vice Chair for 2014**
- c. **Designation of two representatives to the Central New Hampshire Regional Planning Commission (CNHRPC)**
- d. **Designation of a representative to the Heritage Commission**

Tabled.

**10. Any other business which may legally come before the Board**

Chair Drypolcher expressed his gratitude for Mr. Swope's service to the Planning Board.

**INFORMATION**

**11. Minutes of the February 11, 2014 Design Review Committee meeting.**

**12. Commendation letter from Carlos Baía.**

- Next regular monthly meeting on Wednesday, March 19, 2014.

There was no further business to come before the Planning Board and the Chair adjourned the meeting at 9:11 pm.

A TRUE RECORD ATTEST:

Stephen Henninger  
Acting City Planner