

PROGRAM HIGHLIGHTS**COMMUNITY PLANNING**

<u>SERVICE INDICATORS</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Estimated 2014</u>	<u>Projected 2015</u>
1. Development & Design Review Applications	57	68	54	60
2. Number of Planning Board Meetings	15	15	12	12
3. Number of Conservation Commission Meetings	12	13	14	13
4. Number of Heritage Commission Meetings	12	12	12	12

2015 GOALS

1. Continue to prepare and review proposed amendments to the Zoning Ordinance for consideration by the Planning Board, in accordance with recommendations of the Master Plan 2030, the Concord 20/20 zoning review study, and as needed to clarify inconsistencies within the ordinance that may require frequent interpretation or may be better located within the Site Plan Regulations.
2. Continue to look at ways to address sustainability in our land use regulations to create long-term economic, social and environmental vitality within Concord and the region, including economic diversity, resiliency to the expected impacts associated with a changing climate, efficient use of resources, reduction of waste, and prevention of pollution and environmental impacts, food security, community health, and a continued high quality of life.
3. With consultant assistance through grant funding from the NH Community Planning grant program, continue to work with Penacook residents to establish a mixed-use village center district for downtown Penacook, with new zoning standards.
4. With consultant assistance and in coordination with the Conservation Commission, prepare a new Open Space, Trails and Outdoor Recreation Plan for consideration and adoption by the Planning Board.
5. With consultant assistance and in coordination with the Planning Board and Design Review Committee, finalize the recommendations for the new city-wide Design Guidelines.
6. Within the limits of staff capacity, continue to provide support and assistance on a regular basis, and improve upon the delivery of said support and assistance, to the Planning Board, Conservation Commission, Heritage Commission, Design Review Committee, and Recreation and Parks Advisory Committee.
7. Continue to assist the Legal Department in the preparation of legal records and defense strategies for actions brought against the Planning Board in State and Federal courts.
8. Continue to assist the Conservation Commission with its land protection initiatives in accordance with the recommendations of Master Plan 2030 and with its open space management program.
9. Continue to assist the Heritage Commission with its historic surveys in accordance with the recommendations of Master Plan 2030 and with its preservation program.
10. Continue to assist the Recreation and Parks Advisory Committee with park planning and design in accordance with the recommendations of Master Plan 2030.
11. In cooperation with Code Administration, the Engineering Division and Community Development Administration, implement the recommendations of the LEAN process for improving development review procedures for Site Plan and Subdivision applications.
12. Continue to provide staff support to the Transportation Policy Advisory Committee and Traffic Operations Committee, and assist with the update of the Regional Transportation Model as part of the I-93 Part B Bow-Concord Study.
13. Continue to assist with the planning and design efforts for the proposed Merrimack River Greenway Trail.
14. Continue to assist City Council with their efforts to study opportunities and obstacles with respect to the redevelopment of the second and third floors within downtown Concord and Penacook.

COMMUNITY PLANNING**PROGRAM HIGHLIGHTS**

15. Continue to assist the City Council with their efforts to review the administration and cost of impact fees for new development and redevelopment within Concord.

2014 GOALS STATUS

1. Continue to prepare amendments to the Zoning Ordinance for consideration by the Planning Board in accordance with the recommendations for the same as contained in the Master Plan 2030, as have emerged from Concord 20/20's zoning review process, and as come up during the development review process to clarify inconsistencies and sections that require interpretation.
9-Month Status: Ongoing. The Planning Division continues to review proposed zoning amendments and prepares reports to the Planning Board and City Council. The Division is continuing to work on updates to Cluster Development/Open Space Residential Development Standards, in addition to working with the Zoning Administrator to review the sign ordinance. The Division is also working on a citizen request to draft language to permit carports in mobile home parks.
2. Continue to look at ways to address sustainability in our land use regulations to create long-term economic, social and environmental vitality within Concord and the region, including economic diversity, resiliency to the expected impacts associated with a changing climate, efficient use of resources, reduction of waste and prevention of pollution and environmental impacts, food security, community health, and a continued high quality of life.
9-Month Status: The Impact Fee Ordinance changes for reuse of existing buildings in the Central Business Performance (CBP) District were adopted by City Council on November 12, 2013.
3. Begin to analyze the Zoning Ordinance for opportunities to remove sections that are better located within the Site Plan Regulations.
9-Month Status: Ongoing.
4. The Planning Division, with consultant assistance through grant funding from the NH Community Planning grant program will establish a mixed-use village center district for downtown Penacook, with new zoning standards.
9-Month Status: The Planning Division has been working with consultants from Brown Walker Planners on the Penacook Village Zoning Study. A web site and Facebook page have been established and a Visual Preference Survey has been completed. A community visioning session was held in November 2013, and a second session was held in March 2014 to present the draft Vision Plan and zoning recommendations.
5. The Planning Division, with consultant assistance and in coordination with the Conservation Commission, will prepare a new Open Space, Trails and Outdoor Recreation Plan for consideration and adoption by the Planning Board.
9-Month Status: This work was not funded in the FY 2014 budget.
6. Provide support for the Chamber of Commerce's Backside Charette, to improve Concord's visibility and image from the highway.
9-Month Status: The Planning Division provided assistance to the Chamber of Commerce, and a second public workshop was held in November 2013.

PROGRAM HIGHLIGHTS**COMMUNITY PLANNING**

7. Within the limits of staff capacity, continue to provide support and assistance on a regular basis, and improve upon the delivery of said support and assistance, to the Planning Board, Conservation Commission, Heritage Commission, Design Review Committee, and Recreation and Parks Advisory Committee, which should include the development of new project evaluation/review forms for both the Planning Board and the Design Review Committee to increase thoroughness and consistency of review and provide a more transparent and predictable process for applicants.
9-Month Status: Ongoing. The Planning Division continues to provide staff assistance to the boards and committees mentioned above.
8. Continue to assist the Legal Department in the preparation of legal records and defense strategies for actions brought against the Planning Board in State and Federal courts.
9-Month Status: Ongoing.
9. Continue to assist the Conservation Commission with its land protection initiatives in accordance with the recommendations of Master Plan 2030 and with its open space management program.
9-Month Status: Ongoing. The Planning Division continues to assist the Conservation Commission with the acquisition of conservation easements and City-owned conservation land. The Broken Ground/Whispering Heights property was acquired in late 2013. Funding for this acquisition was contributed by Public Service of NH for wetland mitigation. The Planning Division worked with Five Rivers Conservation Trust to seek LCHIP grant funding for the purchase of a conservation easement on the Pierce property located off of Stickney Hill Road. The Planning Division oversaw an easement monitoring intern who continued the conservation easement monitoring program.
10. Continue to assist the Heritage Commission with its historic surveys in accordance with the recommendations of Master Plan 2030 and with its preservation program.
9-Month Status: Christopher Williams Architects has been hired to complete the Carriage House Study funded by the CLG Grant. The consultant began work in December 2013 and has submitted draft survey forms of structures within the project area.
11. Continue to assist the Recreation and Parks Advisory Committee with park planning and design in accordance with the recommendations of Master Plan 2030.
9-Month Status: Ongoing. Reuse planning for the Old Suncook Road landfill is nearly complete. The Legal Department is in the process of reviewing closure options and the consultant is preparing the final report.
12. In cooperation with Code Administration, Engineering, and Community Development Administration, help implement new customer service initiatives, including digital submission of permit applications and the creation of a land development brochure/citizen's guide to project review and the permit process.
9-Month Status: Ongoing.
13. Complete the process of organizing and consolidating paper files for storage and continue organizing digital files by project on the "S" computer drive.
9-Month Status: Ongoing. The reorganizing of our paper files has been expedited by the relocation of the Planning Division offices to the third floor.
14. If the funding request is approved, supervise interns to scan and digitally organize all the older plans in the vault. A database will be created to link the file number of each plan to the current MBL numbers, and to our current project tracking software.
9-Month Status: This work was not funded in the FY 2014 budget.

COMMUNITY PLANNING**BUDGET DETAIL**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
REVENUE						
SITE PLAN FEES	\$24,500	\$25,195	\$49,050	\$25,000	\$31,000	\$30,000
SUBDIVISION FEES	\$10,880	\$6,590	\$7,730	\$4,000	\$4,000	\$5,000
MISC PLANNING REVENUES	\$6,029	\$3,905	\$5,055	\$2,500	\$4,200	\$3,000
Total	\$41,409	\$35,690	\$61,835	\$31,500	\$39,200	\$38,000
APPROPRIATIONS						
COMPENSATION	\$290,082	\$247,558	\$245,902	\$262,880	\$232,860	\$262,970
OUTSIDE SERVICES	\$13,567	\$11,796	\$24,713	\$14,950	\$18,760	\$16,450
SUPPLIES	\$4,910	\$2,897	\$2,201	\$4,700	\$3,500	\$3,100
INSURANCES	\$3,855	\$3,356	\$3,059	\$970	\$920	\$789
EQUIPMENT	\$0	\$0	\$0	\$0	\$15,570	\$0
FRINGE BENEFITS	\$102,714	\$113,135	\$116,583	\$137,270	\$124,060	\$122,413
HERITAGECOMMISSION	\$1,589	\$995	\$313	\$850	\$120	\$850
Total	\$416,716	\$379,737	\$392,772	\$421,620	\$395,790	\$406,572

<u>POSITION TITLE</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
City Planner	1.0	1.0	1.0	1.0
Assistant City Planner	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	1.0
Administrative Specialist II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	4.0	4.0	4.0	4.0

FUNDING IMPACT**COMMUNITY PLANNING**

This budget reflects the following reductions:

- A reduction in Beneflex due to a voluntary change in employee insurance selections.
- Elimination of overtime.
- Reduction in printing costs for Design Review Guidelines.

COMMUNITY PLANNING

NOTES
