

City of Concord, New Hampshire  
Architectural Design Review Committee  
May 9, 2017 Minutes

The Architectural Design Review Committee (ADRC) held its regular monthly meeting on May 9, 2017 in the 2<sup>nd</sup> floor conference room at 41 Green Street.

Present at the meeting were members Jennifer Czysz, Jay Doherty, Elizabeth Durfee-Hengen, Doug Shilo, and Margaret Tomas. Craig Walker of the Code Administration Division; Heather Shank of the City Planning Division; and John Stoll Senior Planner, were also present.

**Sign Applications Requiring Design Review:**

- 1. Mitsubishi Motors, requesting ADR approval to install three internally illuminated wall signs, including two replacement signs and one new sign, at 93 Manchester Street in the Commercial Highway (CH) District. MBL: 110/D1/7**

Cliff Conte from New Hampshire signs represented the application. Mr. Conte explained that the proposed sign had a metal face and would appear black and white. Elizabeth Hengen clarified that the proposal included 3 wall signs. Mr. Conte confirmed.

Motion: Ms. Tomas made a motion to approve the application as submitted

Second: Mr. Doherty

Voted: 5-0 in favor, motion passed unanimously

- 2. HDC-192 Loudon Road, LLC, requesting ADR approval to install three new internally illuminated wall signs and a new internally illuminated freestanding sign at 196 Loudon Road in the General Commercial (CG) District. MBL:117/D2/10**

Heather Dedko of National Sign represented the application. Three wall signs and one free standing sign are being proposed for Dairy Queen which will be internally illuminated with LED lighting. Ms. Shank asked Mr. Walker if Code Enforcement reviewed brightness. Mr. Walker responded that Code Enforcement did not review proposed signs for brightness.

Mr. Shilo asked what the post (free-standing sign) would be made of, and Ms. Dedko confirmed that it would be wood and aluminum. Ms. Hengen asked if landscaping was being proposed around the base of the freestanding sign. Ms. Dedko stated that landscaping was not part of the sign application. Ms. Shank agreed to review the approved plan to determine if landscaping had been proposed. Ms. Hengen asked if there were any restrictions regarding variable messages in this district. Mr. Walker stated that nothing was restricted under the Zoning Ordinance. Ms. Hengen asked how many lines of text were being proposed for the bottom sign. Mr. Walker responded four (lines of text). Mr. Walker clarified that the applicant had received a variance to permit two free standing signs on one lot.

Board members discussed potentially reducing the lines of text proposed on a sign by integrating the two lower panels. They also discussed the materials of the pole and recommended that the design tie in better with the design of the building.

Ms. Dedko stated that the applicant would probably not be in favor of the recommendations and asked that the application be removed from the Planning Board consent agenda.

Motion: Ms. Hengen moved to approve the wall signs as submitted application with the following conditions for the freestanding sign:

- Eliminate the “Grill & Chill” sign and combine the message with the lower sign or just reduce lines of text to three instead of four on the lower sign.
- If no landscaping is indicated on the site plan, the applicant should submit a landscape plan for the base of the sign, to be reviewed by staff.
- Consider lowering the height of the pole to 16 feet.
- Provide a stone façade for the post instead of aluminum to better integrate and identify the sign with the building.

Second: Ms. Czysz

Voted: 5-0 in Favor, motion passed unanimously

**3. Concord Coach Lines, requesting ADR approval to install a new externally illuminated wall sign at 5 Langdon Street in the Office Park Performance (OCP) District. MBL: 25/B1/2**

Gabriel Dinacola represented the application, and explained that the applicants would like to add some additional wayfinding text to the sign since customers were getting confused by multiple signs. He also stated that goose neck lighting is being proposed instead of the internal illumination that was indicated on the original application from several months ago for exterior building renovations.

Motion: Mr. Doherty made a motion to approve the application as submitted

Second: Ms. Tomas second

Voted: 5-0 in favor, motion passed unanimously

**4. Liberty Utilities, on behalf of, Mark Ciborowski, requesting ADR approval to install a new externally illuminated wall sign at 18 N. Main Street in the Central Business Performance (CBP) District. MBL: 35/3/6**

Craig Morrill represented the application and explained that the applicant would like to replace an existing sign frame structure and install new letters and logo on the face of the wall sign.

Motion: Ms. Hengen made a motion to approve the application as submitted

Second: Mr. Doherty

Voted: 5-0 in favor, motion passed unanimously

5. **Jane Sylvia Salon, on behalf of Alexander Constant, requesting ADR approval to install a new freestanding sign at 30 S. Main Street in the Central Business Performance (CBP) District. MBL: 35/6/9**

Nobody appeared to represent this application. Mr. Walker explained that the new sign would be approximately the same size as the previous one installed at this location 3' x 5'. He added that staff had visited the site to confirm that the proposed location would not cause any line of sight issues with traffic.

Motion: Mr. Shilo made a motion to approve the application as submitted

Second: Mr. Doherty

Voted: 5-0 in favor, motion passed unanimously

#### **Building Permits for Exterior Modifications in Performance Districts**

6. **Robert Baker, on behalf of Northern New England Tel Ops LLC, requesting ADR approval to install an 80 kW generator on a 5 foot by 10 foot concrete pad to support wireless equipment at 12 South Street in the Civic Performance (CVP) District. MBL: 36/1/6**

Victor Manougian of McLane-Middleton represented the application; Bryan O'Donnell of Hudson Design Group was in attendance as well. Mr. Manougian explained that Verizon routinely installs generators at all site for emergency services. In the absence of a power outage, the generator will cycle once per week for 5-10 minutes; this takes place on weekday afternoons. Mr. Walker clarified that there was an existing generator at the site and that this proposed generator would replace the existing generator. Ms. Shank explained that there would be additional construction as a component of this application but that only the generator was subject to design review. Ms. Hengen suggested that the brick of the building addition match the brick coloring of the existing building. Members also made suggestions that the conduit, doors, and vents be painted a dark color.

Motion: Ms. Czysz made a motion to approve the application with the recommendation that the generator be a dark color

Second: Mr. Shilo

Voted: 5-0 in favor, motion passed unanimously

#### **Major Site Plan Applications Requiring Design Review**

7. **Northpoint Engineering, LLC, on behalf of GJC Associates, requesting ADR approval for a Major Site Plan application to expand an existing parking lot at 264 Pleasant Street in the Institutional (IS) District. MBL: 95/3/1 & 95/3/2 (2017-09)**

Jeff Lewis of Northpoint Engineering represented the application. Mr. Lewis explained that this was an expansion of an existing parking lot for Concord Orthopaedics. This expansion would create an egress for the adjacent Unitarian Church, and eliminate existing stacked parking stalls within the site.

Ms. Hengen suggested that the applicant create a connecting sidewalk from the parking lot to the existing sidewalk. Mr. Lewis stated that this would be difficult due to the existing site topography.

Motion: Ms. Hengen moved to approve as submitted subject to the following conditions:

- When the Langley Parkway expansion takes place and the driveway is redesigned that the applicant gives special consideration to pedestrian access to the site.
- That ornamental trees proposed on the landscape plan be replaced with shade trees

Second: Mr. Doherty

Voted: 5-0 in favor, motion passed unanimously

**8. Northpoint Engineering, LLC, on behalf of Thomsonburger Ventures, LLC, requesting ADR approval for a Major Site Plan application for construction of a new 1,480 sf structure for the purpose of a cold-weather homeless shelter, along with a parking lot and related site improvements at 238 N. Main Street in the Urban Commercial (CU) District. MBL: 55/5/13 (2017-08)**

Mr. Lewis and Kelly Leitner represented the application and explained that this would be a permanent cold weather shelter with a centralized location near the Friendly Kitchen and transit stops. This could potentially house up to 42 people over night. No pedestrian access will be available to access the Friendly Kitchen directly from the building because the sites are separated by the private property of the Concord Center. Ms. Leitner explained that changes between submitted elevations and those handed out at the meeting are due to the addition of a basement area for a mechanical room and reconfiguration of the ground floor. An overhang of the roof runs the length of the building and provides cover for people waiting outside. There are no plans for use outside of cold weather months. Members discussed the need for landscaping and the space constraints on the site for snow storage.

Mr. Dougherty suggested not providing siding for any part of the basement section. Mr. Lewis stated that it might actually increase cost for them but he would check. Ms. Czyns said they would prefer to have it removed for aesthetic reasons but that they would support whatever the lowest cost alternative is for the applicant.

Motion: Ms. Hengen made a motion to approve the application as submitted

Second: Mr. Shilo

Voted: 5-0 in favor, motion passed unanimously

**9. Chris Carley, on behalf of the Merrimack Superior Court House, requesting ADR review of a proposed retaining wall and encroachment into the N. Main Street right-of-way, as part of a Major Site Plan submission to demolish an existing structure and construct a new Courthouse at 163 North Main Street in the Civic Performance (CVP) District. MBL: 46/1/1 (2017-07)**

Gary Goodrow represented the application. The proposal is revised from the previous month's submission based on feedback from Committee members. A granite base with landscaping bed is now proposed at the base of the wall along the sidewalk. Landscaping installed at the top of the wall

will grow down into landscaping at the bottom of the wall, instead of up a trellis structure as was previously proposed. A fence is proposed at top of wall with a timber guard rail for parked cars. Mr. Goodrow stated that the fence would look similar to the center photograph on the second page of the submission. Community artwork for the retaining wall is included as a component of the license agreement, which states that it will be installed within one year of the certificate of occupancy. Construction is estimated to begin the first week of August 2017.

Motion: Mr. Shilo made a motion to approve the application subject to the condition that proposed plant species are submitted for staff review, and with the recommendation that a central access for stairs be included for pedestrian access from North Main Street.

Second: Ms. Tomas

Voted: 5-0 in favor, motion passed unanimously

### **Other Items for Discussion**

#### 10. Main Street Guide – Discussion and strategy

Ms. Shank explained that staff has been asked to develop guidelines for Main Street. ADR should be included in the development of these guidelines along with Heritage Commission. A suggestion was made to involve Planning Board, ADR, and the Heritage Commission together, potentially creating a subcommittee. Items potentially addressed by the guidelines were discussed; Ms. Hengen suggested that façade alteration recommendations could be included. Mr. Walker asked whether downtown Penacook would be covered by the guidelines. Ms. Shank noted that it was a possibility but that there may need to be context sensitive changes for Penacook. Mr. Shilo also noted that applicants should be required to give more specific plans, noting that the recent balcony application was basically a photo rendering with no materials or construction specifications. Ms. Shank stated that staff would begin working on some concepts and bring them to ADR for review and direction moving forward. A suggestion was made that special night meetings might be a better option for doing this work.

Ms. Shank also suggested that the Committee should elect a Chair to lead the group through what may be a more expanded role in helping to preserve and enhance the character of the community moving forward. Mr. Dougherty and Ms. Hengen volunteered to be Co-Chairs. Ms. Shank suggested that the group vote on this at the next meeting.

#### 11. Any other business which may legally come before the Committee

### **Adjournment**

The Committee adjourned at approximately 10:40 a.m.

Respectfully submitted,  
Heather Shank, City Planner