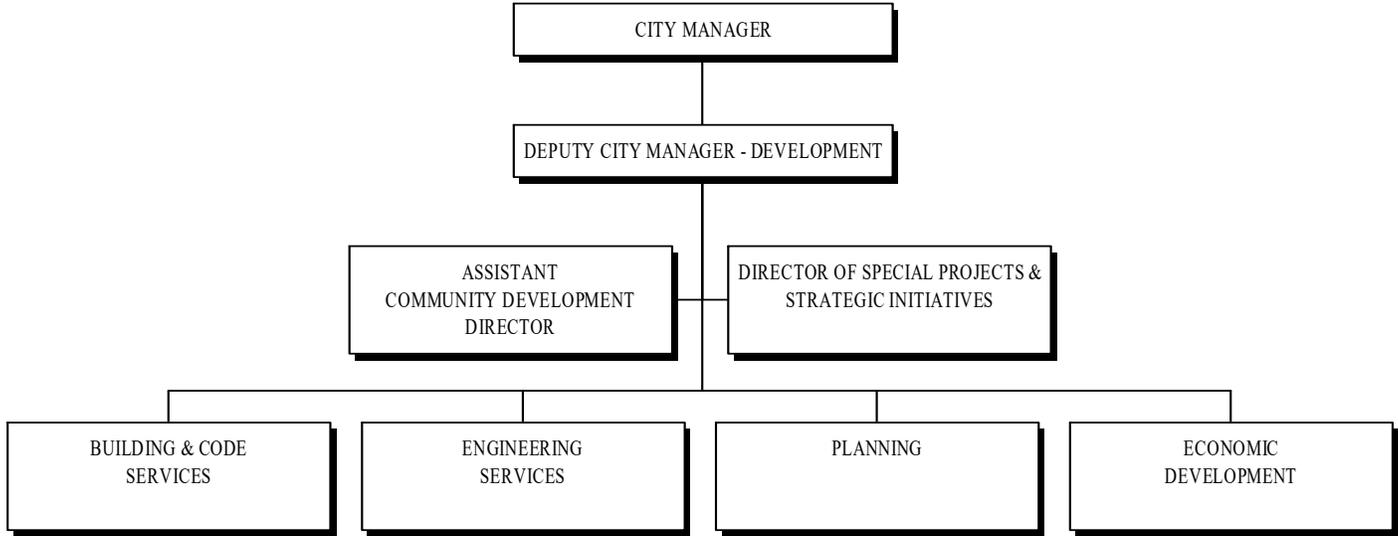


Community Development

Mission

To enhance the quality of life and economic vitality of the City.

COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



Core Responsibilities

1. **Administration Division:** Manages the department and coordinates the activities of the department's respective divisions to ensure quality customer service is rendered and City Council priorities are met. Liaison to the business and development community and various ad hoc committees. Manages special projects, economic development programs and initiatives, as well as public private partnerships. Staff liaison to the Community Development Advisory Committee, Airport Advisory Committee, Parking Committee, three Tax Increment Advisory Boards, Energy and Environment Committee, Economic Development Advisory Committee, and Tree Committee. Manages the Revolving Loan Fund and Community Development Block Grant (CDBG) programs. Oversees the Concord Municipal Airport and coordinates the City's Parking System.
2. **Building & Code Services Division:** Administers building, life safety, property management, and health codes, as well as all related permitting and inspection processes associated therewith, to protect public health and safety. Seeks compliance with pertinent codes and regulations.
3. **Engineering Services Division:** Designs and manages roadway, sidewalk, water distribution, sewer collection, and storm water infrastructure improvements. Manages dam, bridge network, and airport improvement projects. Provides review and oversight of private development projects. Administers the Transportation Policy Advisory Committee, Traffic Operations Committee, and Poles and Wires Committee.
4. **Planning Division:** Prepares community master plans and zoning amendments. Administers and enforces the Zoning Ordinance, Site Plan and Subdivision Regulations. Reviews and coordinates development applications for the Planning Board and Zoning Board. Liaison to the Planning Board, Zoning Board, Design Review Committee, and Conservation and Heritage Commissions, and provides staff support to the Recreation Policy Advisory Committee. Provides staff support to the Transportation Policy Advisory Committee and select subcommittees thereof.

Community Development

<u>Budget Detail</u>	2024	2025	2025	2025	2026
	Actual	Adopted	Revised	Projected	Budget
Revenue					
Construction Permits	\$1,371,367	\$1,141,000	\$1,141,000	\$1,217,000	\$1,167,000
Other Permits	\$418,492	\$250,400	\$250,400	\$350,000	\$250,000
Licenses	\$157,062	\$157,800	\$157,800	\$159,990	\$160,200
Street Damage Fees	\$99,239	\$80,000	\$80,000	\$60,000	\$75,000
Reports, Prints, and Copies	\$1,911	\$1,300	\$1,300	\$500	\$700
Application Fees	\$42,132	\$25,000	\$25,000	\$18,000	\$20,000
Review Fees	\$92,875	\$150,000	\$150,000	\$114,800	\$94,800
Inspection Fees	\$17,113	\$0	\$0	\$0	\$0
Timber Sales	\$14,904	\$5,000	\$5,000	\$44,920	\$5,000
Other Service Charges	\$0	\$2,000	\$2,000	\$0	\$0
Rental Income	\$4,210	\$400	\$400	\$400	\$400
Other Revenue	\$27,215	\$4,100	\$33,350	\$33,020	\$3,520
Transfer In - Trust	\$7,718	\$46,007	\$46,007	\$375	\$46,322
Transfer In - Water	\$13,380	\$13,380	\$13,380	\$13,380	\$13,380
Transfer In - Wastewater	\$13,380	\$13,380	\$13,380	\$13,380	\$13,380
Total Revenue	\$2,280,997	\$1,889,767	\$1,919,017	\$2,025,765	\$1,849,702

Community Development

<u>Budget Detail</u>	2024	2025	2025	2025	2026
	Actual	Adopted	Revised	Projected	Budget
Expense					
Full Time	\$2,461,109	\$2,958,820	\$3,002,041	\$2,611,160	\$2,917,930
Part Time	\$29,789	\$31,398	\$31,856	\$16,450	\$38,592
Temporary	\$30,516	\$51,660	\$51,660	\$47,130	\$53,720
Overtime	\$18,366	\$34,850	\$35,025	\$28,030	\$37,240
Allowance	\$5,950	\$7,800	\$7,800	\$7,200	\$7,800
Retirement	\$333,884	\$405,039	\$410,973	\$359,070	\$376,654
FICA	\$194,117	\$229,668	\$233,023	\$205,790	\$228,970
Beneflex	\$587,122	\$779,665	\$779,665	\$614,290	\$703,331
Worker's Compensation	\$45,670	\$36,100	\$36,100	\$35,950	\$33,730
Unemployment Insurance	\$1,314	\$1,296	\$1,296	\$1,290	\$1,438
Professional Development	\$47,271	\$92,727	\$92,727	\$91,994	\$90,196
Business Expense	\$29,054	\$26,060	\$26,060	\$27,860	\$28,260
Professional Services	\$88,883	\$110,721	\$116,971	\$119,243	\$120,651
Software/Hardware Maintenance	\$26,706	\$28,494	\$28,494	\$26,000	\$43,318
Advertising	\$9,520	\$7,650	\$7,650	\$5,150	\$7,650
Communications	\$10,116	\$9,300	\$9,300	\$10,445	\$15,451
Postage	\$13,158	\$12,650	\$12,650	\$12,250	\$12,650
Office Supplies	\$16,882	\$27,830	\$37,330	\$42,717	\$26,920
Departmental Supplies	\$9,229	\$11,845	\$11,845	\$11,185	\$11,815
Grounds and Horticultural	\$0	\$2,500	\$2,500	\$0	\$2,500
Vehicle Fuel	\$7,433	\$8,150	\$8,150	\$8,150	\$8,150
Property and Auto Insurance	\$270	\$270	\$270	\$270	\$0
Liability Insurance	\$20,690	\$20,150	\$20,150	\$20,150	\$20,970
Capital Outlay - GL	\$17,577	\$0	\$0	\$0	\$0
Transfer Out - Trust	\$99,339	\$80,000	\$80,000	\$60,000	\$75,000
Total Expense	\$4,103,963	\$4,974,643	\$5,043,536	\$4,361,774	\$4,862,936

Community Development

<u>Service Indicators</u>	2023 <u>Actual</u>	2024 <u>Actual</u>	2025 <u>Estimated</u>	2026 <u>Projected</u>
1. Development and Design Review Applications	95	68	61	53
2. Total Building and Zoning Permits Issued	2,175	incl. below	incl. below	incl. below
3. Total Building / Electric / Plumbing Permits	incl. above	2,397	2,200	2,000
4. Total Health & Licensing Permits	incl. above	693	725	725
5. Total Zoning Applications	incl. above	104	52	50
6. Capital Projects Designed/Managed by Engineering	12	incl. below	incl. below	incl. below
7. Capital Projects Managed by CD Department (Total/Active)	N/A	56/23	56/23	56/23
8. Acres of Protected Open Space	7,273	7,273	7,273	7,273
9. Acres of Harvested Forest Land	55	60	18	70
10. CDBG Grant Applications	6	2	3	2
11. CDBG Grant Awards	6	0	2	2
12. Amount of CDBG Funding Requested	\$2,646,718	\$1,000,000	\$550,000	\$1,000,000
13. Amount of CDBG Funding Awarded	\$2,646,718	0	\$50,000	\$1,000,000

2026 Goals

Administration Division:

1. Advance those 2024-2025 City Council priorities that specifically pertain to the Community Development Department.
2. Achieve full staffing in the Department. As of March 30, 2025, the Department had three vacancies.

Code Administration:

1. Continue streamlining and enhancing the Energov online permitting system.
2. Continue staff training.
3. Continue to digitize paper files and plan sets.
4. Continue staff development, training and certifications initiatives for new hires and existing staff.
5. Increase automation of Food Licenses.

Engineering Services:

1. Commence construction of the Heights Sewer Collection Improvements project (CIP #91).
2. Advance the final design of the Loudon Road Bridge Rehabilitation project (CIP #588).
3. Advance the final design of the McKee Square Intersection Improvement project (CIP #31).

Planning:

1. Subject to the appropriation of funds for CIP #563, and working with the Planning Board, initiate the process to update the City's 2030 Master Plan.
2. Continue streamlining and enhancing the Energov online permitting system.
3. Prepare interim Zoning Ordinance amendments in accordance with City Council priorities.
4. Prepare amendments to the Site Plan and Subdivision Regulations to coordinate these with applicable zoning provisions, as well as the City's construction standards.
5. Continue training of Planning Division staff members, including a certified floodplain manager.
6. Continue digitization of paper files.

Community Development

2025 Goals Status

Administration Division:

1. Advance those 2024-2025 City Council priorities that specifically pertain to the Community Development Department.

9-Month Status:

A. Housing / Homelessness:

1. RSA 79-E Community Tax Relief Incentives: On August 14, 2023, the City Council approved Resolution #9573, later revised and extended by Resolution #9636 on April 8, 2024, which authorized an RSA 79-E Community Tax Relief Incentive for the “First Church” market rate housing project located at 177 North Main Street. The anticipated total value of the seven-year tax incentive is valued at \$393,411 (combined). The project will preserve and renovate the historic former First Congregational Church into 30 units of market rate housing. The project will be substantially complete by the end of FY 2025.
2. Community Development Block Grants: During FY 2025, the City received a CDBG Planning Grant to assist Families in Transition with a feasibility study to explore potential conversion of ground floor commercial spaces into residential units at 5 Market Lane. The study is ongoing.
3. Revolving Loan Fund Program: During FY 2025, the City provided a \$7,500 loan to demolish a condemned garage located at 17 Canterbury Road.
4. Zoning Amendments: Please see Planning Division Goal #4 herein.
5. Pursue City / County / State Partnerships:
 - a) The City was awarded a \$35,000 InvestNH Grant in September 2024 to support redevelopment of 3 North State Street into a 12-unit rooming house for persons with disabilities. The project is now complete.
 - b) On December 11, 2024, the State of New Hampshire designated Concord as a “Housing Champion”. The City was one of 18 communities in the State to secure this designation due to the City’s progressive land use regulations which facilitate housing, as well as leadership on affordable housing. This designation has afforded the City with preferential access to the State’s InvestNH grant program to support infrastructure investments which facilitate housing. On February 28, 2025, the City applied for \$1.75 million from InvestNH to support the Heights Sewer Improvement Project (CIP #91 and #257).

B. Transportation & Utility Infrastructure

1. Loudon Road Bridge (CIP #588): Please see Engineering Division Goal #2 herein.
2. Heights Sewer Improvement Project (CIP #91): Please see Engineering Division Goal #2 herein.
3. McKee Square (CIP #31): Please see Engineering Division Goal #2 herein.
4. I-93 Bridge Park Project (CIP #567): On June 12, 2023, the City Council approved Resolution #9562, which appropriated the sum of \$200,000 for the I-93 Bridge Park Project. A community meeting was held on February 20, 2024. Working with the NH Department of Transportation, the feasibility study identified two potential design alternatives costing between \$76 - \$115 million. These concepts were presented to the public on February 4, 2025. The project is now complete and will be presented to City Council at its May 12, 2025 meeting.

C. Community & Economic Development

1. Interim Zoning Amendments / Initiate Master Plan Update / Concord Next 2.0: Please see Planning Division Goal #4 herein.
2. Implement Economic Development Advisory Committee: EDAC was reconstituted by Ordinance #3159 on March 11, 2024. Appointments to EDAC were confirmed by City Council on April 8, 2024. As of March 30, 2025, EDAC has met five times since being reconstituted. EDAC is staffed by the Administration Division of the Community Development Department.
3. Economic Development Website / Digital Marketing Package: The Economic Development website was overhauled in 2024 and continues to be refined. Forthcoming changes include project summaries and “success stories” related to City-sponsored public private partnerships and RSA 79-E Community Revitalization Tax Incentives, as well as updated information about City demographics.

Community Development

2025 Goals Status (continued)

9-Month Status:

C. Community & Economic Development (continued)

4. Regulatory Amendments—Charitable Gaming: On July 8, 2024, the City Council approved Ordinance #3167, which established specific zoning requirements for Charitable Gaming facilities.
5. Mayor’s Visitation Program: The program was initiated in August 2024. As of March 30, 2025, visits have included Boyce Highlands, Grappone Mazda, Delta Dental, as well as the Viking House / Capital Craftsmen / Hilltop Consignment.
6. Historic Preservation Initiatives: The City continues to work with the NH Preservation Alliance on redevelopment strategies for the Gas Holder building. Recent amendments to zoning provisions for height in the Central Business Performance District were drafted to include protections for demolition of historic buildings. Also, preservation and adaptive reuse of the First Congregational Church located at 177 North Main Street, which was supported by a City RSA 79-E Community Tax Relief Incentive valued at \$393,000, is nearing completion. Additionally, the City applied for a USEPA Brownfields Grant for clean-up of the Concord Stables building, and invested \$160,000 to weatherize and secure the historic structure to preserve it for future adaptive reuse. The City continues to market the former Penacook Library at 3 Merrimack Street for adaptive reuse. A covenant to protect the historic building will be placed on the property at time of sale.
7. New Airport Terminal: Please see Engineering Division Goal #2 herein.
8. Placemaking / Gateways / Community Art / Murals: As part of the FY 2025 budget, \$35,000 was appropriated to clean up landscaping at the Exit 14 Gateway. Work was initiated and is ongoing. On February 6, 2025, Brixmor (the owner of the Capitol Shopping Plaza at 80 Storrs Street) granted the City a beautification easement, which will allow the City to install murals or other improvements at the property to beautify views of downtown from I-93. The easement was a condition of Planning Board approval for renovation of the plaza.

D. Energy / Environment / Sustainability

1. Community Power Review: On March 11, 2024, City Council approved Resolution #9620, adopting a Community Power Plan and authorizing the City to join the Community Power Coalition of New Hampshire. The Draft Community Power Electric Aggregation Plan was submitted to the Public Utilities Commission on April 15, 2024. The Community Power program launched on October 1, 2024.
2. Complete Solar Arrays at Old Turnpike Road Landfill and Hall Street Waste Water Treatment Plant: As of March 30, 2025, a lease has been negotiated and the developer has filed applications with the Planning Board for the project.
3. Convert Remaining Ornamental Street Lights to LED: Staff continues to research potential grant opportunities to complete this conversion, as contemplated in CIP #628.
4. EV Charging Stations: Staff continues to research potential grant opportunities to complete this conversion, as contemplated in CIP #636.
5. Street Trees / Open Space: These programs continued to be implemented in FY 2025.

E. Public Safety:

1. New Police Station (CIP #643): Please see Administration Division Goal #3 herein.
2. City Hall Campus Master Plan & Schematic Design (CIP #65): The FY 2025 budget included \$250,000 in CIP #65 to complete a City Hall Master Plan. A request for proposals has been issued. Proposals are due on April 22, 2025.

F. Recreation & Leisure:

1. Complete Construction of New Canal Street Riverfront Park: The new park was substantially completed in Fall 2024. An informal, soft opening event was held on December 16, 2024. Remaining punch list items will be completed in spring 2025.
2. Complete New Penacook Library & Activity Center / Divest of 3 Merrimack Street (Penacook): The new Penacook Library/Activity Center was completed in August 2024. The City took ownership of its condominium unit on October 30, 2024. Operations at the new facility began on December 5, 2024. In accordance with Resolution #9518, which was adopted on December 12, 2022, City Administration has initiated efforts to divest of the existing Penacook Library, located at 3 Merrimack Street, for redevelopment. Divestment shall include the requirements to preserve and adaptively reuse the existing building.

Community Development

2025 Goals Status (continued)

9-Month Status:

F. Recreation & Leisure (continued):

3. Bicentennial Square “Light Renovation” (Paver Replacement): The FY 2025 Budget included \$100,000 in CIP #579 for design of park improvements. As of March 30, 2025, a design team led by VHB has been engaged for the project. Geotechnical studies and conceptual designs are underway. A community meeting to review concepts will be held in the coming months.
 4. Merrimack River Greenway Trail (MRGT): In September 2024, the City completed a 0.75 mile section of the trail at the City’s Gully Hill Sunflower Field between 6 Loudon Road and the Merrimack River Eddy near Terrill Park. That section, which had a total budget of \$705,000, was financed by Land & Water Conservation Fund grants, donations and City dollars. Negotiations are underway between the City, NH Department of Transportation and CSX to acquire 6+/- mile of section of the Northern Main Line between Horseshoe Pond Lane and the Contoocook River. An updated real estate appraisal and title review have been completed by the City, at its expense, and are under review with CSX. A draft purchase and sales agreement has been prepared and is being refined by the parties. Additionally, with support from the Friends of the Merrimack River Greenway Trail, the City is negotiating an easement which will facilitate an extension over property located at 6 Loudon Road so the trail may pass beneath the Loudon Road Bridge to access the soon to be added shared use path on the bridge to facilitate crossing over the Merrimack River. Lastly, the Comprehensive Development Plan approval for ROI Properties’ mixed use development at Black Hill Road included provisions for extension of the MRGT over the property, which will, in turn, facilitate future extensions to Garvins Falls Road and the Town of Pembroke.
2. Implement proposed reorganization of Code and Planning Divisions whereby Zoning is transferred to the Planning Division.
9-Month Status: On July 8, 2024, the City Council adopted Ordinances #3164, #3165, and #3166, which implemented this reorganization. During the fall of 2024, Zoning staff were physically transferred from office space in the Code Division to the Planning Division. Recruitment for the position of Assistant City Planner—Zoning was ongoing as of March 30, 2025.
 3. Continue to lead efforts to design and construct a new Police Station at 4 Bouton Street (CIP #643), as well as conduct a City Hall Campus Master Plan study.
9-Month Status: On May 24, 2024, the City acquired 4 Bouton Street for the sum of \$3,924,173. As part of the FY 2025 Budget, the City Council appropriated the sum of \$3,371,800 to weatherize the property, as well as design a new Police Station at this location. Weatherization was completed in the fall of 2024. On October 14, 2024, Milestone Construction was selected to be the Construction Manager for the project. On January 7, 2025, the design contract was awarded to a team led by Harriman. Schematic design is currently underway.

Code Administration:

1. Continue to streamline and enhance the Energov on-line permitting system to improve efficiency and user friendliness for applicants and City staff.
9-Month Status: During FY 2025, the Code Division continued efforts to refine the Energov Permitting Module. Refinements included changes to internal reports which track development, improvements to application forms and back-office forms / operational processes to improve the application review process, and incremental changes to application forms.
2. Continue to digitize paper files and historical plan sets.
9-Month Status: During FY 2025, the Code Division continued to digitize building permits and plans as resources allowed. During FY 2025, approximately 4,000 files were digitized. As of March 30, 2025, more than 31,000 Code files have been digitized.
3. Continue staff development, training and certification initiatives for new hires and existing staff.
9-Month Status: Code inspectors and supervisors continue to participate in professional development trainings and seminars, as required, to maintain their certifications. These include monthly trainings / seminars with the NH Building Officials Association. In-house sessions were held to train new hires and existing staff on the use of Energov and other applications.

Community Development

2025 Goals Status (continued)

Engineering Services:

1. Complete preliminary and final design of the Heights Sewer Collection Improvements project (CIP #91) in preparation for construction in FY 2026.
9-Month Status: Preliminary (30%) design plans for the Heights Sewer Collection Improvements project (CIP #91) were completed in fall 2024. Final design plans continue to be developed in anticipation of a summer 2025 bid advertisement, and commencement of construction in FY 2026.
2. Continue to advance other major capital projects such as, but not limited to, Loudon Road Bridge Rehabilitation project (CIP #588), McKee Square (CIP #31), Manchester Street (CIP #36), Traffic Signals (CIP #283), and new Airport Terminal Building (CIP #383).
9-Month Status:
 - Loudon Road Bridge Rehabilitation project (CIP #588): The data collection phase is now complete, including traffic data update and existing conditions traffic model, bridge inspection/assessment, and geotechnical program. A community meeting was held on March 20, 2025. Design and permitting efforts to continue into FY 2026 and FY 2027.
 - McKee Square Intersection Improvements Project (CIP #31): In August 2024, the NH Department of Transportation awarded a Congestion Mitigation and Air Quality grant to the City for the McKee Square project. Subject to approval of the FY 2026-2035 CIP, funding for the Preliminary Engineering Phase will be available in FY 2026. Initial concepts have been developed and will be presented at a neighborhood public meeting in the coming months.
 - Manchester Street (US Route 3) Improvement project (CIP #36): Design and permitting efforts continue in preparation for construction of this corridor improvement project following the construction in FY 2028.
 - Traffic Signal Improvements (CIP #283): The design for North Main/Ferry/Washington Street and North State/Centre Street signalized intersections is being finalized for anticipated construction in FY 2026. Design has also begun on Pleasant/Green/South Street, North State/Bouton Street, and North State/Penacook Street signalized intersections. Construction is anticipated to commence on these intersection improvements prior to the end of FY 2026.
 - Airport Terminal Building (CIP #383): Design was initiated in accordance with a February 2024 “Notice of Intent to Fund” from the Federal Aviation Administration (FAA). However, the project was subsequently suspended due to a determination by the FAA that the 2011 Environmental Assessment (EA) was insufficient for the project and that a new EA must be completed.
3. Complete revisions to the Division’s “3 Tier” permitting and inspection fee structure, which was implemented in 2022 for the Energov software program.
9-Month Status: The Division is finalizing proposed amendments to Excavation and Utility Connection (Water, Sewer, and Storm Drain) Permit fees. Additionally, the Division is working to develop a new “Private Development Permit” that will encompass the necessary Engineering Services permits for construction of an approved private development. These proposed permit fees and related ordinance amendments will be presented to City Council in the coming months.
4. Work with Code, Planning and General Services to update City regulations pertaining to piggyback utility connections.
9-Month Status: The Engineering Division continues to work with the Planning Division and the General Services Department to ensure that all applicable regulations are consistent with respect to water and sewer utility services.
5. Continue to transition the Geographic Information System (GIS) away from internally developed, custom built software applications to commercially available software packages.
9-Month Status: The latest version of GIS software incorporates enhanced functionality for many useful tools. Because there does not appear to be a commercially available software package that will provide all of the unique applications that City staff currently utilize to manage workflows, inventories, inspections, records, etc., staff are developing a plan to update all older applications to the latest version of GIS software.

Community Development

2025 Goals Status (continued)

Engineering Services: (continued)

6. Continue staff development, training and certification initiatives for new hires and existing staff.
9-Month Status: A Civil Engineer/Project Manager was hired in September 2024; and a second Civil Engineer/Project Manager is anticipated to begin employment on March 31, 2025. Five other Engineering Division staff members were hired in 2023 and two vacancies still need to be filled. Staff development has been critical over the past couple of years, as private development has been very active and several large capital projects continue to be managed by the Division. Staff have received applicable training courses, certification courses, and on-the-job training. Technical training sessions have been hosted on-site by the City and staff have attended off-site training as well. Training for all staff will continue and has been budgeted in the Division's Professional Development account line. As new staff are hired and the Division approaches a full staffing level, the budget for Professional Development will be reviewed for potential increase next year (FY 2027).

Planning:

1. Continue to streamline and enhance the Energov on-line permitting system to improve efficiency and user friendliness for applicants and City staff; review and revise Planning Board applications to collect more information about developments for improved data tracking and reporting to the community.
9-Month Status: As of March 30, 2025, Energov continues to be refined by the Planning Division (and others in the City) to improve efficiency and user friendliness. Recently, Energov was updated accordingly when zoning applications were transferred from the Code Division to the Planning Division. Subject to appropriation of funds by City Council, additional Energov Licenses will be procured in FY 2026, thus allowing for multiple departments to review and sign applications and condominium declarations entirely in the Energov Module. Additionally, customized reports are being developed to better track "real time" status of residential and commercial development activity in the City.
2. Update the Planning Division web page with more specific information regarding development review processes and updated development application checklists to improve the permitting process.
9-Month Status: As of March 30, 2025, the web site has been updated. Additionally, revisions to application checklists are approximately 50% complete and will be implemented in the coming months.
3. Document standard operating procedures for the Planning Division and create a standardized staff report template, with normal and customary precedent and subsequent conditions of approval for each type of Planning development permit application.
9-Month Status: This goal has been accomplished, and the new format / approach to staff reports has been well received by the Planning Board and development community.
4. Prepare interim amendments to the Zoning Ordinance in accordance with 2024-2025 City Council priorities.
9-Month Status: In addition to the recently adopted zoning amendments pertaining to Charitable Gaming and changes to height and design standards for the Central Business Performance District and Opportunity Corridor Performance District, the Planning Division has begun the process of preparing other interim zoning amendments. The initial batch of proposed amendments will be released in the last quarter of FY 2025. Others will follow. Staff plans to work with the Planning Board, the Economic Development Advisory Committee, the City Council, and others with a goal of completing the process by the end of the second quarter of FY 2026.
5. Continue staff development, training and certification initiatives for new hires and existing staff.
9-Month Status: As of March 30, 2025, this goal is ongoing.
6. Initiate a plan to digitize paper files and historical plan sets.
9-Month Status: The effort to digitize past Planning Board application files and other documents is underway and will take multiple years to complete.