

PROGRAM HIGHLIGHTS**COMMUNITY PLANNING**

<u>SERVICE INDICATORS</u>	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Estimated</u> <u>2009</u>	<u>Projected</u> <u>2010</u>
1. Development & Design Review Applications	106	65	65	65
2. Plats filed at County Registry	50	32	35	35
3. Number of Planning Board Meetings	21	24	18	20
4. Number of Conservation Commission meetings	12	12	12	12
5. Number of Heritage Commission meetings	13	12	13	12
6. Number of Rec & Parks Adv Com meetings	7	7	6	8

2010 GOALS

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.
2. Continue to initiate supplemental planning studies, and capital improvement projects for the Planning Board, Heritage Commission, and Recreation and Parks Advisory Committee in accordance with the recommendations for the same as contained in the Master Plan 2030, and within the limits of budgetary constraints.
3. Complete the update of Subdivision Regulations for consideration and adoption by the Planning Board.
4. Upon completion of the Subdivision Regulations, prepare an update of Site Plan Regulations for consideration and adoption by the Planning Board.
5. Continue to provide support for, and coordination with, the federal government, the State of NH, Merrimack County, and the Central New Hampshire Regional Planning Commission relative to proposed projects and programs within, or having an effect upon, the City of Concord.
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 the 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 and open space management program.

2009 GOALS STATUS

1. Initiate amendments to the Zoning Ordinance in accordance with the recommendations for the same as contained in the Master Plan 2030.

9-Month Status: A report was prepared by a consultant on Transfer of Development Rights (TDR) and a public workshop on this report was held by the Planning Board in July. In addition to the public, the Board notified other interested City boards and commissions of the workshop. The Board has asked the Planning Division to prepare some locally based examples to demonstrate how such an ordinance would work. The TDR report is available on the City's website.

A consultant prepared a draft report on Traditional Neighborhood Development (TND) and a public workshop on this report was held by the Planning Board in March. The Board requested the consultant to prepare a draft ordinance. The TND report is available on the City's website.

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The mandatory cluster development ordinance was passed by the City Council in 2007, and the Conservation Commission is undertaking an evaluation of the results of the cluster developments to date, with a particular focus on the smaller developments and the open space resulting from the same. A grant was obtained for consultant assistance for the preparation of an aquifer protection ordinance. A draft ordinance has been prepared and will be the focus of a public workshop by the Planning Board in April. The draft aquifer ordinance is available on the City's website. The Division has researched the new Statutes related to small wind energy systems and has prepared a draft of a zoning amendment to implement these new statutory provisions.

2. Initiate supplemental planning studies and capital improvement projects in accordance with the recommendations for the same as contained in the Master Plan 2030.

9-Month Status: The Board adopted the Master Plan 2030 with sections on Community Facilities and Public Utilities to be added at a later date. CIP #449 was included in the FY 2008 capital budget for a study of the City Hall campus, which would be included as part of the Community Facilities section. The City Administration had taken the lead on this project and the Planning Division was committed to participate in it; however, the Administration has suspended action on this project.

The Division has continued to participate in the implementation of improvements to White, Terrill, Merrill, and Kimball Parks which were developed pursuant to park master plans previously prepared under the Division's oversight.

CIP #56 has funds for a gazebo at Rollins Park. The Planning Division has volunteered to spearhead this effort for which some preliminary research has been conducted relative to cost and availability of pre-designed gazebos which can be assembled on-site.

CIP #60 contains funds for preparing a master plan for Kiwanis Riverfront Park with particular focus on integrating the current Fire Training area which is scheduled to move to Old Turnpike Road. The Engineering Division is preparing the plan.

3. Prepare an update of Subdivision Regulations for consideration and adoption by the Planning Board.
9-Month Status: A draft update of the Subdivision Regulations has been prepared by the Planning Division and a number of review sessions have been conducted with the professional staff of the Engineering Division. Additional review meetings continue to be scheduled and, as the draft is refined, staff of the Code and Fire Departments will be asked to review items of interest to the respective departments. A draft regulation will then be submitted to the Planning Board to initiate the formal public review and adoption process.
4. Upon completion of the Subdivision Regulations, prepare an update of Site Plan Regulations for consideration and adoption by the Planning Board.
9-Month Status: A draft update of the Site Plan Regulations is being prepared by the Planning Division. Interdepartmental review and a formal public review and adoption process by the Planning Board will follow adoption of the Subdivision Regulations.
5. Continue to provide support for, and coordination with, the federal government, the State of NH, Merrimack County, and the Central New Hampshire Regional Planning Commission (CNHRPC) relative to proposed projects and programs within, or having an effect upon, the City of Concord.

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9-Month Status: A representative of the NH Division of Public Works meets with Division staff on a monthly basis to review all active State projects in Concord. The Planning Division participates in the State Capital Regional Planning Commission meetings on a quarterly basis. A member of the Planning Board serves on the CNHRPC board, and the CNHRPC and Planning Division staff converse regularly about transportation related matters. The Assistant City Planner attends meetings with State, federal, and county officials on development projects within the City on an as needed basis. When provided with the opportunity for comment on State projects, pursuant to RSA 674:54, Governmental Land Uses, in most cases the Planning Board will hold public hearings, and in all instances will provide comments to the relevant State agency. The most hearings were held relative to the expansion of the programs of Plymouth State University at 2 Pillsbury Street. The Planning Division staff has continued to provide review commentary on the siting of a fueling facility by NHDOT.

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.

9-Month Status: The Division supported these Boards as follows: The Planning Board has held a total of twelve regular, recessed, and special meetings; the Conservation Commission, the Heritage Commission, and the Design Review Committee have each held nine regular meetings; and the Recreation and Parks Advisory Committee has had three regular meetings.

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.

9-Month Status: The Division has continued to support the legal defense of the action brought against the Planning Board by US Cellular in US District Court, which has been delayed at the request of the plaintiff. The Division also provided assistance in the defense of the City's sign ordinance in both the NH Superior and the US District and First Circuit Courts. The case brought in NH Superior Court by Juniper Fells LLC concerning a subdivision approval granted in 2005 went to the NH Supreme Court and was remanded to Superior Court which sent the matter back to the Board. The plaintiff is now evaluating its options. Four property owners appealed the Board's conditional subdivision and site plan approvals granted to the Parmenter Road PUD. The Planning Division assisted the Legal Department in preparing the Certified Record and developing responses to the appeal which was non-suited by the plaintiffs. An abutting property owner to the Parmenter Road PUD sued the City claiming ownership rights in City land and a public highway right-of-way. The Planning Division assisted the Legal Department in preparing a response. A request for a preliminary injunction was resolved; however, this matter remains before the Court. An applicant for a commercial development has brought legal action pursuant to an action of the Zoning Board of Adjustment, but has challenged the constitutionality of the City's Zoning Ordinance and raised issues with regard to an anticipated re-subdivision of land. The Division will be assisting in the City's defense against Tropic Star Development, LLC at 161 North State Street.

8. Continue to provide support for, and coordinate with, the NH Department of Transportation study and design process relative to the safety and capacity issues of I-93.

9-Month Status: Other than bridge maintenance, no improvements to the I-93 corridor have been included in the State's Ten Year Plan and, therefore, activity on the I-93 Study has slowed. A member of the Planning Division has been assigned to attend all of the I-93 Study meetings and has attended five meetings related to the Community Technical Assistance Program (CTAP).

COMMUNITY PLANNING**BUDGET DETAIL**

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 BUDGETED ENCUMBERED	2009 ESTIMATED	2010 FISCAL YEAR BUDGET
REVENUE						
SITE PLAN FEES	\$59,218	\$93,294	\$33,464	\$25,000	\$30,000	\$25,000
SUBDIVISION FEES	\$44,336	\$25,494	\$19,320	\$18,000	\$15,000	\$15,000
MISC PLANNING REVENUES	\$834	\$494	\$354	\$500	\$320	\$350
TRANS FRM EC DEV UDAG TRUST	\$45,000	\$0	\$0	\$0	\$0	\$0
Total	\$149,388	\$119,282	\$53,138	\$43,500	\$45,320	\$40,350
APPROPRIATIONS						
COMPENSATION	\$322,844	\$279,648	\$281,987	\$275,580	\$265,390	\$279,780
OUTSIDE SERVICES	\$23,821	\$29,639	\$33,838	\$25,821 \$7,311	\$24,650	\$15,540
SUPPLIES	\$6,166	\$4,944	\$5,947	\$6,200	\$5,200	\$6,200
INSURANCES	\$3,638	\$3,273	\$3,269	\$8,730	\$3,490	\$3,780
EQUIPMENT	\$2,742	\$532	\$0	\$0	\$0	\$0
FRINGE BENEFITS	\$88,815	\$79,445	\$90,464	\$94,450	\$84,010	\$97,458
HERITAGE COMMISSION	\$800	(\$10)	\$1,485	\$2,340	\$1,150	\$1,460
Total	\$448,825	\$397,472	\$416,990	\$413,121 \$7,311	\$383,890	\$404,218

<u>POSITION TITLE</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
City Planner	1.0	1.0	1.0	1.0
Assistant City Planner	1.0	1.0	1.0	1.0
Planner	1.0	1.0	1.0	1.0
Community Development Specialist	0.5	*0.0	0.0	0.0
Administrative Specialist II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	** <u>1.0</u>
Total	4.5	4.0	4.0	4.0

* Community Development Specialist was moved to City Administration in FY 2008, as described in Community Development Grants Administration section.

**Position will be shared with Engineering Division.

FUNDING IMPACT**COMMUNITY PLANNING**

Staffing Consolidation

In an effort to meet the overall Department's budgetary target, the Planning Division's Administrative Specialist II will split time with and provide clerical support to the Engineering Division.

Professional Development

Reductions to professional development will limit memberships in some statewide organizations and reduce conference participation.

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NOTES
