

PROGRAM HIGHLIGHTS**COMMUNITY PLANNING**

<u>SERVICE INDICATORS</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Estimated 2013</u>	<u>Projected 2014</u>
1. Development & Design Review Applications	48	57	66	60
2. Number of Planning Board Meetings	19	15	16	16
3. Number of Conservation Commission meetings	14	12	13	13
4. Number of Heritage Commission meetings	12	12	12	12

2014 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, 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.
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. Begin to analyze the Zoning Ordinance for opportunities to remove sections that are better located within the Site Plan Regulations.
4. With consultant assistance through grant funding from the NH Community Planning grant program, establish a mixed-use village center district for downtown Penacook, with new zoning standards.
5. 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.
6. Provide support for the Chamber of Commerce's Backside Charette, to improve Concord's visibility and image from the highway.
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.
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. 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.
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.
11. Continue to assist the Recreation and Parks Advisory Committee with park planning and design in accordance with the recommendations of Master Plan 2030.
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.
13. Complete the process of organizing and consolidating paper files for storage and continue organizing digital files by project on the "S" computer drive.

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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.

2013 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 and as have emerged from Concord 20/20's zoning review process.
9-Month Status: The Planning Division continues to work on revisions to the Zoning Ordinance including a major rewrite of the Cluster Subdivision regulations, zoning for a new principal use "Continuing Care Retirement Community (CCRC)," an update to the Impact Fee Ordinance fee schedule, changes to the Impact Fee Ordinance allowing for exemptions in the Central Business Performance Zoning District (CBP), and changes to the supplemental standards section on the CBP. The Planning Board has completed their review of the Cluster Regulation revisions and will set the public hearing for the April Planning Board meeting. The Board held the third public hearing on CCRC zoning in March and it seems likely that the CCRC zoning will be recommended to the City Council in either March or April. The Planning Board held a public hearing on the proposed exemptions within the CBP in December and recommended the changes to City Council. The Planning Division is currently working with Legal and CD-Administration on revisions to the proposed exemptions. It is anticipated that the proposed ordinance changes will be ready for the April City Council meeting. The proposed changes to the CBP supplemental standards were reviewed by the Economic Development Advisory Committee at the January meeting. Further changes will be brought to Development Team before the Planning Board.
2. Complete the public hearing process for an Energy Chapter, making revisions and adjustments as necessary based on public input, for consideration and adoption by the Planning Board as part of the Master Plan 2030.
9-Month Status: Work on the Energy Chapter is complete. A Planning Board public hearing is planned for April.
3. With consultant assistance, prepare new Design Review Guidelines for consideration and adoption by the Planning Board.
9-Month Status: Work on the Design Review Guidelines is underway. Photos have been taken and are in the process of being sorted by key word. An analysis of the Zoning Ordinance as it pertains to the Design Guidelines has been completed and sent to the consultant. The Planning Division is currently working on revisions to a matrix of all the Design Districts, which was submitted by the consultant.
4. In coordination with General Services and the Engineering Division, prepare a Utilities Chapter, including a section on telecommunications, for consideration and adoption by the Planning Board as part of the Master Plan 2030.
9-Month Status: Planning staff completed the first draft of the Utilities Chapter and sent it out to other departments/divisions for comment. Planning and General Services met and reviewed the document line by line, and Planning is now in the process of incorporating the suggested changes. Planning staff has produced comprehensive maps of the sewer and water systems and is analyzing the current zoning as it relates to ability to provide service. Several proposed zoning changes are expected to be the outcome of that analysis.

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5. Continue to conduct research for and begin preparation of a Cottage Zoning Ordinance for consideration and adoption by the Planning Board as part of the Master Plan 2030.
9-Month Status: Because State statute does not currently allow the type of design review of single-family homes that would be required to create a Cottage Housing Development, Planning staff prepared enabling legislation authorizing cottage housing development as an innovative land use control (2013-H-0223-R) sponsored by State Representative Stephen Shurtleff. The City Planner spoke at the legislative committee hearing on the bill at the end of January, the bill was passed/adopted by the House on February 20, 2013, and the most recent Legislative Bulletin listed the legislation as “Ought to Pass” in the Senate.

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 (RPAC), 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 support for all of the above committees and their subcommittees. For all committees except RPAC, this includes responsibility for the preparation of agendas, minutes, legal notices, and correspondence. The Division also continues to attend and assist other committees including TPAC, the Parking Committee, the State Capitol Region Planning Commission, the CNHRPC Technical Advisory Committee, the Mid-state Regional Coordinating Council, the Trails Committee, the Energy Committee, the Downtown Complete Streets Improvement Project Advisory Committee, and the New England Municipal Sustainability Network. The Planning Division recently updated, clarified and streamlined all permit application forms, which have been put on the City’s new website.

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: No actions have been brought against the Planning Board in State or Federal court in FY 2013.

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-Month Status: Ongoing. The Planning Division continues to provide all of the requisite support for the Commission’s acquisition of land and conservation easements. Title work and legal documentation are coordinated by the Planning Division, as well as the day to day interaction with the sellers during negotiations and once the Purchase and Sales Agreement is signed. Planning staff recently met with property owners regarding a potential land protection project in the area of West Parish Road and Ferrin Road, and are currently working with the developers of the Whispering Heights subdivision to protect nearly 300 acres. The Division also coordinates land management activities including making arrangements for the installation of signs, debris removal and the construction and maintenance of trails, staffing the Trails Committee and the Conservation Commission, and managing the contract with the Commission’s consultant forester.

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.
9-Month Status: The previous fiscal year’s grant funded survey has been completed. The next CLG grant round has not been announced yet, but it is anticipated that the Heritage Commission will write a proposal for funding for a survey of historic carriage houses. The Commission is also working on a template for the recordation of historic properties that are going through the demolition delay process.

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10. Continue to assist the Recreation and Parks Advisory Committee (RPAC) with park planning and design in accordance with the recommendations of Master Plan 2030.
9-Month Status: Planning staff attend the monthly RPAC meeting. The City Planner and the Director of Parks and Recreation continue to work with the HL Turner Group on the design of a new Skate House for White Park. Planning staff are also working with Parks and Recreation staff on a landscape plan for the Beaver Meadow Golf Course.

11. In cooperation with Code Administration, Engineering, and Community Development Administration, help implement new customer service initiatives, which should include the creation of a land development brochure/citizen's guide to project review and the permit process.
9-Month Status: The Planning Division has participated in the development of the new City website, with a focus on making the Department web page more user friendly. The City Planner has researched permitting guides from other communities, mainly in Massachusetts, to find a template for a Concord Permitting Brochure/Guide and has sought direction from the Deputy City Manager - Development.

12. Begin 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 Planning Division continues to provide support to the Downtown Complete Streets Improvement Project Advisory Committee, focusing on enhancing livability and the economic potential of Downtown, promoting walkability and bicycling, and providing examples of green infrastructure. A short section on climate change has been added to the Energy Chapter of the Master Plan.

13. Begin the process of organizing and consolidating paper files for storage and organizing digital files by project.
9-Month Status: Ongoing.

BUDGET DETAIL

COMMUNITY PLANNING

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
REVENUE						
SITE PLAN FEES	\$35,550	\$24,500	\$25,195	\$24,000	\$30,225	\$25,000
SUBDIVISION FEES	\$5,980	\$10,880	\$6,590	\$7,500	\$3,555	\$4,000
MISC PLANNING REVENUES	\$581	\$6,029	\$3,905	\$2,500	\$3,500	\$2,500
Total	\$42,111	\$41,409	\$35,690	\$34,000	\$37,280	\$31,500
APPROPRIATIONS						
COMPENSATION	\$271,777	\$290,082	\$247,558	\$263,210	\$257,486	\$262,880
OUTSIDE SERVICES	\$9,857	\$13,567	\$11,796	\$16,685	\$12,211	\$14,950
SUPPLIES	\$4,673	\$4,910	\$2,897	\$6,450	\$5,000	\$4,700
INSURANCES	\$3,069	\$3,855	\$3,356	\$3,740	\$3,740	\$970
FRINGE BENEFITS	\$95,571	\$102,714	\$113,135	\$122,740	\$122,740	\$137,270
HERITAGECOMMISSION	\$1,494	\$1,589	\$995	\$850	\$900	\$850
Total	\$386,441	\$416,716	\$379,737	\$413,675	\$402,077	\$421,620

<u>POSITION TITLE</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</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
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

* One Full-Time Administrative Specialist II is shared with the Engineering Division.

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FUNDING IMPACT

This budget contains no significant funding changes.