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Zoning Coordinator  
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Mindy Lavallee  
Marcia Wilkins****Conservation and Environment****Planner II****Christopher Sullivan, ASLA****Mission**

The mission of the Planning Department is to provide the regulatory framework and leadership to guide the city in the process and maintenance of its vision and support of its respective boards and commissions.

**Overview**

The Nashua Planning Department experienced another active year in Fiscal Year 2014 with numerous plan approvals, construction activity, significant implementation of the Master Plan, continued implementation of the Land Use Code, and lastly, the annual Capital Improvements Plan.

The Planning Department provides technical expertise and services in an advisory capacity as staff to the Nashua City Planning Board (NCPB), the Zoning Board of Adjustment (ZBA), Capital Improvements Committee (CIC) a subcommittee of the Planning Board, Nashua Historic District Commission (HDC), the Nashua Conservation Commission (NCC) and the staff Traffic Committee. In addition to its regular daily functions and responsibilities including assistance to citizens, landowners and developers, the Department provided assistance to and initiated the following processes, projects, reports, analyses, and studies.

**Staff Reports**

The Department completed 112 detailed reports or reviews on conditional use permits, site plans, minor site plans and subdivision plans for the NCPB. The applicable reports are delivered to the NCPB prior to the meeting date. This process gives the Board better information to assist them in their decision process. The Department prepared ZBA reports on use variances to aid in their decision process. The Department processed 141 ZBA applications for variances, special exceptions, rehearing requests equitable waivers and minor home occupations. The Department also assisted the

NCC with 10 wetlands applications, and the HDC with 11 applications in the Historic Overlay District.

### **Capital Improvements Program**

The Department is the primary agency responsible for providing staff support to the Capital Improvements Committee, which coordinates and prepares the Capital Improvements Budget and Six-year Plan. The Committee is a subcommittee of the NCPB established by City Charter, Chapter 77a that annually recommends a fiscal year capital improvements program outlining long-range needs and anticipated expenditures.

### **Bond Rating Preparation**

The most current statistics available were compiled by the Director and the planning staff in preparation of Nashua's Official Statement including history, population, economy, planning and development, housing costs, employment base, largest employers, retail sales, unemployment, building permits, and state tax receipts. This information and that contained in the Capital Improvements Plan were contributing factors in the City obtaining a favorable interest rate on its bond issues and saving the City on interest payments.

### **Nashua Regional Planning Commission**

The Planning Director serves as an alternate citizen representative member on the Nashua Regional Planning Commission.

### **Land Use and Sign Permits**

The Zoning and Development Review Teams reviewed 948 land use permits, 38 minor home occupations and 113 sign permits as part of the land use sign permit process, in addition to responding to numerous telephone inquiries and requests for information. The permits are reviewed for conformance to subdivision, site plan and zoning approvals, as well as the land use ordinances under the Department's jurisdiction.

### **Special Projects**

The Department continues to facilitate the riverfront walk/trail. The Department completed the Nashua Riverwalk (Front Street) on the North side of the River from Main Street west to connect to the Riverwalk being constructed as part of the Cotton Mill Square development.

The Department is utilizing a Transportation Enhancement Grant to acquire former Worcester Railroad right of way east of Main Street to Temple Street and is ongoing with expectations on acquiring the remaining parcels in FY15.

The Department continues to provide assistance to the Nashua Conservation Commission to select and acquire easements, development rights or purchase to preserve conservation and historically significant properties around the City. The Commission is planning on exploring the connection of recently acquired conservation areas in the southwest area of the City by utilizing conservation funds in FY15.

The Department provided some design assistance to the Library for re-landscaping an area between the Library and 14 Court Street.

The Department managed and oversaw the contract for the invasive plant species removal and Nashua River bank restoration plan located adjacent to Peddler's Daughter Restaurant and the Jackson Falls Condominiums.

## Nashua River Invasive Removal and Bank Restoration



# FRONT STREET RIVERWALK DEVELOPMENT



