



CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department
Planning Division

MEMORANDUM

TO: Planning Board

FROM: Alec Bass – Assistant City Planner – Community Planning

RE: Extension Request – 2025-006 150 Manchester St Major Site Plan

DATE: April 15, 2026 Planning Board

Northpoint Engineering, LLC has submitted a request for a one-year extension of major site plan approval at 150 Manchester Street. When considering this request, the Board should consider the following:

1. On April 16, 2025, the Planning Board granted major site plan approval, architectural design review approval, and conditional use permit approval for the expansion of the automobile parking and inventory display areas at 150 Manchester Street in the Highway Commercial (CH) and Industrial (IN) Districts.
2. Per Section 28-9-4(b)(7) of the Zoning Ordinance, if the use or construction so authorized by granting conditional use permit has not commenced within a two-year period from the date of the decision of the Planning Board, then the conditional use permit shall be deemed to have expired and the Planning Board's decision shall be considered null and void. Upon request, submitted prior to the date of expiration, the Planning Board may extend the period of validity of a conditional use permit for one additional year provided that the applicant presents evidence of a good faith effort made to commence the use or construction so authorized by the conditional use permit, that the delay in commencement was beyond the applicant's control, and that the circumstances relating to the property and the surrounding neighborhood have not changed substantially since the date of the original decision. As part of the April 16, 2025 approval, the Board granted a conditional use permit for use in the Aquifer Protection (AP) District. **This conditional use permit is set to expire on April 16, 2027 and no extension is needed at this time.**
3. Per Section 28-9-4(f)(9) *Expiration of Approval* of the Zoning Ordinance, if a project or permit, for which an application for architectural design review has been approved, has not been initiated or exercised within two years from the date of the Planning Board's decision, then the approval shall be deemed to have expired and the Planning Board's decision rendered null and void. Upon request, submitted prior to the date of expiration, the Planning Board may extend the period of validity of an architectural design review approval for one additional year. As part of the April 16, 2025 approval, the Board granted architectural

design review approval. **This architectural design review approval is set to expire on April 16, 2027 and no extension is needed at this time.**

4. Per Section 7.08(9) *Expiration of Approval* of the Site Plan Regulations, approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional approval was granted; otherwise, said plans shall be null and void.
5. Per Section 11.09(8) *Extension of Approvals* of the Site Plan Regulations, at the request of the applicant, the approval of a major site plan may be extended for one year by the Board.
6. The applicant has not met all precedent conditions and obtained the signature of the Chair and Clerk of the Planning Board as of the date of this memorandum, nor does the applicant anticipate meeting the precedent conditions and obtaining the required signatures by the expiration date of April 16, 2026.
7. Accordingly, the applicant submitted an extension application on March 2, 2026, requesting the allowed one-year extension.
8. Neither the Zoning Code or the Site Plan Regulations provide requirements for a public hearing for an extension request.
9. This is the first extension request for the project.
10. Approval of the request will extend the expiration date to **April 16, 2027**.