



# CITY OF CONCORD

*New Hampshire's Main Street™*

## **Community Development Department**

### **Planning Division**

#### Staff Report for Planning Board

January 21, 2026

#### **Project Summary – Amendment to Minor Subdivision - Condominium**

Project: Carriage House Condominium (2024-067)  
Property Owner: 87 South Main St, LLC  
Applicant: Richard D. Bartlett & Associates, LLC  
Property Address: 85-87 South Main Street  
Tax Map Lot: 7413Z 38

#### **Project Description:**

The applicant requests an amendment to a previously approved minor subdivision application for a condominium conversion of two existing structures at 85-87 South Main Street. The applicant proposes to modify the limited common area assignments of the recorded condominium plan and documents. Specifically, the garage spaces on the first floor of 87 South Main St. The site is located in the Urban Commercial (UC) District.

#### **Compliance:**

The following analysis of compliance with the Zoning Ordinance and Subdivision Regulations is based on a 2-page project narrative dated December 11, 2025, prepared by Richard D. Bartlett & Associates, LLC; a 2-sheet condominium plat titled “Amended Condominium Plat of The Carriage House Condominium,” dated December 12, 2025, prepared by Richard D. Bartlett & Associates, LLC; a 2-page amended condominium declaration titled “First Amendment to Declaration of Condominium For The Carriage House Condominium”; and, a 2-page waiver narrative dated December 11, 2025, prepared by Richard D. Bartlett & Associates.

#### **1. Project Details and Zoning Ordinance Compliance**

1.1 Staff determined the application as submitted conforms with the zoning ordinance.

#### **2. Comments:**

2.1 Section 17.06 Condominium Declaration and By-Laws requires the approved condominium documents shall be considered part of the official approval and shall not be altered to be inconsistent with the recorded plat, without further review and approval by the Board of a revised subdivision application.

The applicant is proposing to reconfigure the limited common area with amendments to the recorded subdivision plan and declaration. Accordingly, an amendment to an approved plan application has been submitted for the Board’s review and approval.

#### **3. Compliance with Subdivision Regulations:**

3.1 Section 17.06 *Condominium Declaration and By-Laws* requires all condominium documents, including the declaration of condominium and by-laws shall be provided for review and approval

*Planning*

*City Hall • 41 Green Street • Concord, NH 03301 • (603) 225-8515*  
*planning@concordnh.gov*

as to form and content by the City Solicitor and Clerk of the Board. Specifically, the signature dates need to be revised from the year 2025 to 2026, then resubmitted for final review by the City Solicitor and Clerk of the Board.

**4. Variances:**

4.1 No variances are requested or found to have been required as part of the proposed amendment.

**5. Waivers:**

5.1 The applicant requests waivers from the following sections of the Subdivision Regulations:

- a. 15.02(3) *Scale* – To allow a scale of 1" = 10' where normally a scale of 1" = 20', 1" = 30', 1" = 40', 1" = 50', or 1" = 60' is required.
- b. 15.03(11) *Municipal Sewer* – To not provide location, size, rim, and invert elevations of existing and proposed sanitary and storm sewers including manholes, catch basins, and culverts other than what has been provided for onsite and adjacent storm drains.

The applicant provided an analysis of the five waiver criteria listed in Section 35.08 of the Subdivision Regulations and New Hampshire State Statute RSA 674:36(II)(n)(1).

**Staff reviewed the evidence submitted and determined that the waivers are not necessary to be granted. As part of the conditional approval granted on October 16, 2024, the Planning Board also voted to grant these same waivers to Section 15.02(3) Scale and Section 15.03(11) Municipal Sewer. Staff suggests the applicant withdraw the request for these waivers.**

**6. Conditional Use Permits:**

6.1 No conditional use permits are requested or found to have been required as part of the proposed amendment.

**7. Architectural Design Review:**

7.1 No architectural design review is required for a minor subdivision.

**8. Conservation Commission:**

8.1 No appearances before the Conservation Commission are necessary for this application.

**9. Recommendations:**

9.1 Staff recommends that the Planning Board **discuss and adopt the findings of fact**, which include: information provided in staff reports; the applicant's submission materials; testimony provided during the public hearing; and/or, other documents or materials provided in the public hearing.

**Based on the adopted findings of fact, staff recommends that the Planning Board make the motion outlined below:**

9.2 **Staff recommends that the applicant withdraw their two waiver requests. If the applicant does not, then staff recommends that the Board grant the waiver requests below from the listed sections of the Subdivision Regulations, using the criteria of RSA 674:36(II)(n)(1) and Section 35.08 of the Subdivision Regulations:**

- a. 15.02(3) *Scale* – To allow a scale of 1" = 10' where normally a scale of 1" = 20', 1" = 30', 1" = 40', 1" = 50', or 1" = 60' is required.
- b. 15.03(11) *Municipal Sewer* – To not provide location, size, rim, and invert elevations of existing and proposed sanitary and storm sewers including manholes, catch basins, and culverts other than what has been provided for onsite and adjacent storm drains.

9.3 **Grant approval of the minor subdivision amendment** to reconfigure the limited common area at 85-87 South Main Street, subject to the following conditions:

(a) **Precedent Conditions** - to be fulfilled within one year and prior to signature of the final plat by the Planning Board Chair and Clerk, unless otherwise specified:

1. For compliance with the Subdivision Regulations, the following revisions shall be made:
  - a. The signature dates in the amended declaration document need to be revised from the year 2025 to 2026, then resubmitted for final review by the City Solicitor and Clerk of the Board.
2. The plat shall list all approvals, variances, waivers, and conditional use permits with the section numbers and description, and date of approval. Unless otherwise noted, the plan shall comply with the regulatory requirements in any instances where waivers have been denied by the Planning Board.
3. Prior to the recording of the plat and as required by Section 12.09 *Electronic Submission* of the Subdivision Regulations, digital information from the plat shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information (GIS) and tax maps. The digital information shall be submitted in a format and media conforming to standards promulgated by the City Engineer. The layers listed in Section 12.09(1) through (8) shall be submitted referencing New Hampshire State Plane Grid Coordinates and shall be based on National American Vertical Datum 1988 (NAVD 88).
4. Upon notification from the Planning Division that the final plat complies with Planning Board conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division one mylar, one full-size plan set, and one 11x17 plan set for endorsement by the Planning Board Chair and Clerk and subsequent recording of the mylar at the Merrimack County Registry of Deeds. Per Section 15.02(1) *Licensed Land Surveyor*, the final plat drawings shall contain the signature and stamp of the New Hampshire licensed land surveyor who prepared the plat.
5. Per Section 13.02(13) *Recording Fees*, the applicant is responsible for submittal of required recording fees.
6. Per Section 4.02, no land shall be subdivided or portions of a lot transferred within the corporate limits of the City, until a subdivision plat for said land has been prepared in accordance with the regulations, approved by the Board, endorsed by the Chair and Clerk of the Planning Board, and filed at the Merrimack County Registry of Deeds.
7. Per Section 15.02(12) *Registry Requirements*, the applicant is responsible for ensuring that the plat to be recorded complies with the current standards of the Merrimack County Registry of Deeds.

(b) **Subsequent Conditions** – to be fulfilled as specified

1. The application is subject to all previous remaining conditions of approval from the October 16, 2024 Planning Board decision.