



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

Staff Report for Planning Board

Meeting on June 17, 2026
Project Summary – Minor Subdivision

Project: Two-lot Subdivision (2026-053)
Property Owner: Johns Trust
Applicant: Hoyle Tanner & Associates, Inc.
Project Address: 19-23 Coral St
Tax Map Lot: 1413P 28

Determination of Completeness:

Per Section 9.06 *Determination of Completeness* of the Subdivision Regulations, the Board shall consider the written recommendation of the Planning Division, as well as any written communications from the applicant, abutters, and parties of interest; **however, no hearing shall be opened nor shall testimony be received on a determination of completeness.**

If it is determined that the application is complete, only then shall the Board open the public hearing on said application.

The Planning Division reviewed the application for completeness based upon the criteria of the Subdivision Regulations and concluded that the application contains sufficient information and detail for a full review and action by the Board.

Based upon staff's review of the application, it is recommended that the Board move to:

- **Determine the application complete;**
- **State that the project does not meet the criteria for a development of regional impact per RSA 36:55; and**
- **Open the public hearing.**

The Board has 65 days within which to consider and act on the application once the application is determined complete, per RSA 676:4(I)(c). Provided the Board determines the application complete, the 65-day period shall commence on June 17, 2026, and end on **August 21, 2026**. The applicant may waive the requirement for Planning Board action within the 65-day time period and consent to an extension of the public hearing as may be mutually agreeable, or the Board may approve, approve conditionally, or deny the application based on the information provided at that time.

Project Description:

The applicant is seeking minor subdivision approval for a two-lot subdivision at Tax Map 1413P Lot 28, addressed as 19-23 Coral St in the Urban Commercial (CU) District. The intent of the subdivision is to

create separate lots for the existing homes and remove the non-conformity of having two single-family dwellings on a single lot. This subdivision is possible due to the relief granted by the Zoning Board on June 3, 2026.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Subdivision Regulations is based on a 2-page project narrative and waiver requests dated May 12, 2026, prepared by Hoyle Tanner & Associates, Inc; and a 1-sheet subdivision plan titled “19-23 Coral Street”, dated May 2026, prepared by Hoyle Tanner & Associates, Inc.

1. Project Details and Zoning Ordinance Compliance:

Zoning District: Urban Commercial (CU) District
 Existing Use: Two Single-Family Dwellings on a single lot
 Proposed Use: Two lot subdivision, each with a single-family dwelling
 Overlay Districts:
 Flood Hazard (FH) District: None
 Shoreland Protection (SP) District: None
 Historic (HI) District: None
 Penacook Lake Watershed (WS) District: None
 Aquifer Protection (AP) District: None
 Wetlands: None
 Wetlands Buffers: None

Zoning Code Item	Required	Proposed Lot 1	Proposed Lot 2
Minimum Total Area	12,500 square feet	8,564 square feet (0.197 acres)	6,289 square feet (0.144 acres)
Minimum Buildable Land	6,250 square feet	8,033 square feet	5,613 square feet
Minimum Lot Frontage	100 feet	63.53 feet	40.18 feet
Minimum Front Yard	15 feet	Outside of setbacks	Outside of setbacks
Minimum Rear Yard	15 feet	Outside of setbacks	Outside of setbacks
Minimum Side Yard	15 feet	Outside of setbacks	Outside of setbacks
Maximum Lot Coverage	80%	28%	38%
Maximum Building Height	45 feet	Not provided	Not provided

2. General Comments:

- 2.1 Staff notes that, per Section 12.01 *Research*, applicants shall familiarize themselves with all city, state, and federal regulations relative to zoning, subdivision, land sales, utilities, drainage, health, buildings, roads, and other pertinent data so that the applicants are aware of the obligations, standards expected, and documents to be submitted.
- 2.2 The Engineering Services Division general comments are noted in the attached 2-page memo to Kearsten O’Brien from Paul Gildersleeve and Pete Kohalmi, dated June 9, 2026.
- 2.3 The Assessing Department reviewed the application and have noted the following the "Lot Area Table", shows the size of the original lot 28 incorrectly. It shows the "Lot Area" as 6,356 sqft (0.146-ac). Based on size of the new lots, appears it should be 0.341 based on the size descriptions for the new lots (0.197 + 0.144).

2.4 The General Services and Fire Departments reviewed the application and had no general comments.

3. Subdivision Regulations Determination of Completeness:

The items below are partially provided or missing from the submittal and **the Subdivision Regulations REQUIRE the items for the application to be deemed complete (unless a waiver from the requirement is otherwise approved).**

3.1 Per Section 12.02(4) and 15.03(18) Conditions of Approval, the conditions of approval which remain to be fulfilled after the recording of the plat shall be noted on the plat. This condition can be satisfied by listing the subsequent conditions of approval on the plat, or adding a note stating “The development is subject to all subsequent conditions of Planning Board approval granted on *INSERT DATE HERE* for application 2026-053.”

3.2 Per Section 12.04(8) *Location Plan*, provide the tax assessor’s map, block and lot number for abutters and properties to be subdivided on the plat.

3.3 Per Section 12.08(7) and 15.03(1) *Buildings and Structures*, the plat is missing the exterior dimensions of the existing buildings. The applicant shall either provide the exterior dimensions or request a waiver from the requirement..

3.4 Per Section 12.08(23)(b) *Tabulations*, the applicant shall provide the square footage of each existing building be broken down by floor and use category on the plat or request a waiver from the requirement.

3.5 Per Section 15.02(6) *Error of Closure*, the missing error of closure shall be added to the final plat prior to final approval.

3.6 Per Section 15.02(7) *Lot Numbers*, as directed by the Assessing Department, 19 Coral St shall have a Tax-Block Lot number of 1413P 28 and 23 Coral St shall have a Tax-Block Lot number of 1413P 28-1.

3.7 Per Section 15.03(9) *Access and Driveways*, the applicant shall indicate the driveway at the abutting property of 20 Coral St which is missing from the Subdivision plat or request a waiver to the requirement.

Subdivision Regulations Compliance:

The submittal was found to be compliant with all other sections of the Subdivision Regulations except as listed below, noting that the items below are missing as required for full compliance but are **not required for the determination of completeness.**

3.8 Per Section 13.02 (9) *Agreement to Convey a Private Easement*, an easement or an agreement to convey an easement for the existing overhead utility crossing 19 Coral St for 23 Coral shall be provided prior to final approval for review by the Clerk of the Planning Board and City Solicitor and shall be recorded concurrently with the subdivision plat.

3.9 The Assessing, General Services, and Fire Departments reviewed the application and had no compliance requirements.

3.10 The Engineering Services Division compliance comments are noted in the attached 2-page memo to Kearsten O’Brien from Paul Gildersleeve and Pete Kohalmi, dated June 9, 2026.

3.11 The applicant shall remove Note 11 from the plan notes, as this note appears to reference a different project not subject to this application.

4. Variances:

4.1 At the meeting held on May 6, 2026, the Zoning Board of Adjustment granted the applicant's requested variances as follows:

- Section 28-4-1(h) Table of Dimensional Regulations, for relief from requirements for frontage, side, minimum lot size and front setbacks and Section 28-2-4(j) Table of Principal Uses to maintain two existing single-family dwelling units where single-family homes are prohibited. (0395-2026)

5. Waivers:

5.1 The applicant requests waivers from the following sections of the Subdivision Regulations (staff notes that the requested waiver for driveway width is not applicable and has been withdrawn by applicant):

- a. Section 12.08(10) *Municipal Utilities*
- b. Section 19.04(2) *Monumentation*
- c. Section 19.05(4) *Useable rectangle*

The applicant provided an analysis of the five waiver criteria listed in Section 35.08 of the Subdivision Regulations, and the criteria in RSA 674:36(II)(n). **Staff reviewed the criteria and found the criteria to be satisfactorily addressed**

6. Conditional Use Permits:

6.1 Conditional use permits are not required for this application, nor were any submitted.

7. Architectural Design Review:

7.1 Architectural design review is not required for this application.

8. Conservation Commission:

8.1 Conservation Commission review is not required for this application.

9. Recommendations:

9.1 Staff recommends that the Planning Board **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 motions outlined below:

9.2 **Grant the waiver requests below** from the listed sections of the Subdivision Regulations, based on the evidence provided showing that the criteria of RSA 674:36(II)(n) and Section 35.08 of the Subdivision Regulations are met:

- a. Section 12.08(10) *Municipal Utilities*
- b. Section 19.04(2) *Monumentation*
- c. Section 19.05(4) *Useable Lot Area Rectangle*

9.3 **Grant minor subdivision approval** for the two-lot subdivision at 19-23 Coral St, subject to the following precedent and subsequent conditions:

- (a) **Precedent Conditions** – to be fulfilled within one year and prior to signature of the subdivision plat by the Chair and Clerk of the Planning Board, unless otherwise specified.
1. Revise the subdivision plat as follows:
 - a. Per Section 12.04(8), the applicant shall provide the tax assessor’s map, block and lot number for abutters and properties to be subdivided on the plat.
 - b. Per Section 12.08(7) and 15.03(1) the applicant shall provide the exterior dimensions of the existing buildings on the plat.
 - c. Per Section 12.08(22) and Section 15.03(9) the applicant shall indicate the driveway for the abutting parcel of 20 Coral Street on the plat.
 - d. Per Section 12.08(23)(b) the applicant shall provide the square footage of each existing building broken down by floor and use category on the plat.
 - e. Per Section 15.02(6) the missing error of closure shall be added to the final plat.
 - f. Per Section 15.02(7) as directed by the Assessing Department, the plat should be revised to indicate that 19 Coral St shall have a Tax-Block Lot number of 1413P 28 and 23 Coral St shall have a Tax-Block Lot number of 1413P 28-1.
 - g. Per Section 15.03(18), the conditions of approval which remain to be fulfilled after the recording of the plat shall be noted on the plat. This condition can be satisfied by listing the subsequent conditions of approval on the plat, or adding a note stating “The development is subject to all subsequent conditions of Planning Board approval granted on *INSERT DATE HERE* for application 2026-053.”
 2. The applicant shall revise the plat for compliance with the Subdivision Regulations and Construction Standards and Details as noted in the attached 2-page memo to Kearsten O’Brien from Paul Gildersleeve and Pete Kohalmi, dated June 9, 2026
 3. Per Section 13.02 (9), an easement or an agreement to convey an easement for the existing overhead utility crossing 19 Coral St for 23 Coral shall be provided prior to final approval for review by the Clerk of the Planning Board and City Solicitor and shall be recorded concurrently with the subdivision plat.
 4. The applicant shall remove Note 11 from the plan notes, as this note appears to reference a different project not subject to this application.
 5. The plat shall list, describe, and date all approvals, variances, waivers, and conditional use permits received. The application shall also be revised to conform with any denials made by the Board.
 6. 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).
 7. Per Section 19.04, a New Hampshire licensed land surveyor shall place permanent reference monuments in the subdivision, as required by the Subdivision Regulations and as approved by the City Engineer.
 8. Per Section 15.02(12), the applicant shall ensure that the subdivision plat to be recorded complies with the current standards of the Merrimack County Registry of Deeds, including materials, font size, plan size, margins, and plat layout.

9. Upon notification from the Planning Division that the project complies with the precedent conditions, Zoning Ordinance, and Subdivision Regulations, deliver to the Planning Division for signature one full size plan and one mylar of the subdivision plat that contains the signature and seal of the appropriate licensed professionals as required by Section 9.08(7) of the Subdivision Regulations.
- (b) **Subsequent Conditions**
1. Per Section 13.02(13), at the time of recording, the applicant shall provide the recording fees required by the Merrimack County Registry of Deeds for all plans and documents to be recorded.
 2. This approval notwithstanding, the applicant is responsible for full knowledge of, and compliance with, the municipal code, Subdivision Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted
 3. Per Section 4.03 of the Subdivision Regulations, no building permit or certificate of occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and which is not in conformity with, the provisions of the Subdivision Regulations.
 4. Per Section 26.02(1) Underground Utilities, all utility facilities including, but not limited to, gas, steam, electric power, telephone, telecommunication, and CATV cables, shall be located underground throughout the subdivision. Whenever existing utility facilities are located above ground on the property proposed for subdivision, the above ground utilities shall be removed and placed underground.



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Michael S. Bezanson, PE
City Engineer

MEMORANDUM

TO: Kearsten O'Brien, Senior Planner
FROM: Paul Gildersleeve, PE, Project Manager, and Pete Kohalmi, PE, Associate Engineer
DATE: June 9, 2026
SUBJECT: 23 Coral St- Minor Subdivision and waivers- Engineering Review
23 Coral St.; Map 1413P, Lot 28; Project 2026-053

The Engineering Services Division (Engineering) has received the following items for review:

- Application for Minor Subdivision prepared by Hoyle Tanner, dated May 12, 2026
- Subdivision Plan prepared by Hoyle Tanner, dated May 2026

As a supplement to any comments offered by the Planning Division, Engineering offers the following design related comments. With subsequent submissions, the applicant shall provide a response letter that acknowledges or addresses each of these comments and discusses any additional changes to the plans.

1. Waivers

- a. The applicant is applying to waive City of Concord Subdivision Regulations (CSR) 19.04(2), to use an iron rod instead of granite or reinforced concrete; 12.08(10), to not show structure rim/invert/material; and 20.09(3), to have a common drive that meets the requirements of a minimum of 10' wide instead of splitting the common drive to be less than the 10' requirement. Engineering supports these waivers.

2. General

- a. The City recommends considering that the existing water and sewer services are upgraded due to the age of these utilities.
- b. Coral Street is a moratorium street, which means it cannot be damaged without written permission from the City Engineer within 5 years of the pavement work. The street was last reclaimed in 2023 and will not come out of moratorium until September of 2028.