



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

**MEMORANDUM**

**TO:** Planning Board  
**FROM:** Kearsten O'Brien, Senior Planner  
**RE:** Extension Request – 2025-047 Curtisville Road Subdivision  
**DATE:** May 20, 2026 Planning Board Meeting

Wilcox & Barton Inc, on behalf of Braydin and Kelsey Clouthier have submitted a request for a one-year extension of the conditional minor subdivision approval. When considering this request, the Board should consider the following:

1. On June 18, 2025, the Planning Board granted conditional approval for a 2-lot minor subdivision and a conditional use permit on Curtisville Rd in the Open Space Residential (RO) District.
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 June 18, 2025 approval, the Board granted a conditional use permit for use in the Disturbance to the Wetland Buffer. **This conditional use permit is set to expire on June 18, 2027 and no extension is needed at this time.**
3. Per Section 9.08(8) *Expiration of Approval* of the Subdivision Regulations, approved plats shall be filed at the Merrimack County Registry of Deeds within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise, said plats shall be null and void.
4. Per Section 9.08 (9) *Extension of Approvals* of the Subdivision Regulations, at the request of the applicant, the approval of a minor subdivision may be extended for a one-year period by the Board.

5. With conditional approval having been received on June 18, 2025, the date by which the plat shall be recorded is June 18, 2026. The applicant will not be able to meet all requirements to facilitate recording of the plat by June 18, 2026.
6. Accordingly, the applicant submitted an extension application on April 15, 2026, requesting the allowed one-year extension.
7. Neither the Zoning Code or the Subdivision Regulations provide requirements for a public hearing for an extension request.
8. This is the first extension request for the project. Approval of the request will extend the expiration date to **June 18, 2027**.