



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 – 2024-018 391 Loudon Rd major site plan

DATE: March 12, 2026

Granite Engineering, LLC, on behalf of Bradcore Holdings, LLC, has submitted a request a one-year extension to meet the precedent conditions of approval of major site plan approval. When considering this request, the Board should consider the following:

1. On March 19, 2025, the Planning Board granted conditional major site plan approval, architectural design review approval, conditional use permit approval for construction of fewer parking spaces, and conditional use permit approval for certain disturbance of wetland buffers, for the proposed phased construction of an 8,250-square-foot building addition with accompanying on and off-site circulation and parking improvements at 391 Loudon Road in the Gateway Performance (GWP) 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. **Said date of expiration for the two conditional use permits being March 19, 2027 and no extensions to the approvals are 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. **Said date of expiration for the architectural design review approval being March 19, 2027 and no extensions to approval 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 final 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. The Board may approve a second one-year extension provided that the approved major site plan remains in compliance with the current zoning and site plan regulations. **(The applicant is requesting their first, one-year extension)**
6. The applicant has not met all precedent conditions and obtained the required signatures 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 March 19, 2026.
7. The applicant submitted an extension application on February 12, 2026, requesting the allowed first one-year extension. The site plan remains in compliance with current zoning and site plan regulations.
8. Neither the Zoning Code or the Site Plan Regulations provide requirements for a public hearing for an extension request.
9. **Approval of the request will extend the expiration date of major site plan approval to March 19, 2027.**