



AnneMarie Skinner, AICP
City Planner

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

MEMORANDUM

TO: Planning Board

FROM: AnneMarie Skinner, AICP
City Planner

RE: Extension Request – 2023-122 177 N Main St lot Line Adjustment

DATE: April 8, 2025

Wilcox & Barton, Inc., on behalf of First Church Holdings, LLC, has submitted a request for a two-year extension of the minor subdivision approval of the lot line adjustment at 177 N Main St. When considering this request, the Board should consider the following:

1. On April 17, 2024, the Planning Board granted conditional approval for a minor subdivision lot line adjustment between 177 N Main St and 181 N Main St.
2. Per Section 10.09(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.
3. 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.
4. With conditional approval having been received on April 17, 2024, the date by which the plat shall be recorded is April 17, 2025. The applicant will not be able to meet all requirements to facilitate recording of the plat by April 17, 2025.
5. Accordingly, the applicant submitted an extension application on March 20, 2025, requesting the allowed one-year extension referenced in #3 above.
6. Neither the Zoning Code or the Subdivision Regulations provide requirements for a public hearing for an extension request.
7. This is the first extension request for the project. Approval of the request will extend the expiration date to April 17, 2026.