



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 – 2024-042 6 N State St Major Site Plan

**DATE:** May 30, 2025

Nobis Group, on behalf of CATCH Neighborhood Housing and Ciborowski Associates, has submitted a request for a one-year extension of the conditional major site plan approval. When considering this request, the Board should consider the following:

1. On July 17, 2024, the Planning Board granted conditional major site plan, conditional use permit, and architectural design review approvals for the construction of a new 28-unit residential building and associated site improvements at 6 N State in the Central Business Performance (CBP) 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. Once an extension has been granted, should the use or construction so authorized by a conditional use permit not be commenced within the one-year extension period, then the conditional use permit shall be deemed to have expired and the Planning Board's decision rendered null and void. **Approval for the conditional use permit was received on July 17, 2024, so the approval does not expire until July 17, 2026, for the conditional use permit. No extensions 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. Once an extension has been granted, should the use or construction so authorized by an architectural design review approval not be commenced within the one-year extension period, then the architectural design review approval shall be deemed to have expired and the Planning Board's decision rendered null and void.

**Architectural design review approval was received on July 17, 2024, so the approval does not expire until July 17, 2026, for the architectural design review. No extensions are 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.
6. The applicant has not met all precedent conditions and obtained the signature of the Chair and Clerk of the Planning Board 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 July 17, 2025.
7. Accordingly, the applicant submitted an extension application on May 19, 2025, requesting the allowed one-year extension referenced in #5 above.
8. The applicant stated that the extension is necessary to meet the precedent conditions of approval.
9. Neither the Zoning Code or the Site Plan Regulations provide requirements for a public hearing for an extension request.
10. This is the first extension request for the project.
11. Approval of the request will extend the expiration date to July 17, 2026.