



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

**Staff Report for Planning Board**

Meeting on April 15, 2026

**Project Summary – Minor Subdivision (Condominium)**

Project: Conversion to land unit condominium (2026-029)  
Property Owner: Parmenter Place  
Applicant: Keach-Nordstrom Associates, Inc  
Property Address: 15 Parmenter Road  
Tax Map Lot: 392Z Lots 21, 22, and 23

**Determination of Completeness:**

To determine completeness of a minor subdivision application, the Board shall consider the requirements of Sections 9.06, 15.01, 15.02, and 35.16(1) of the Subdivision Regulations, the written recommendation of the Planning Division, and 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, the Board shall then open the public hearing on said application. An application which is determined to be incomplete may be revised and resubmitted to a subsequent meeting of the Board for another determination of completeness.

The Planning Division reviewed the application for completeness based upon the criteria of the Subdivision Regulations and concluded that, even though the criteria for completeness are not totally met, the application contains sufficient information and detail for a full review and action by the Board.

**Based upon the Planning Division's review of the application, the Planning Division recommends 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 April 15, 2026, and end on **June 19, 2026**. If the applicant has not demonstrated compliance with the Subdivision Regulations by the end of the statutory timeline (**June 19, 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 condominium conversion of an existing and proposed development at Tax Map 392Z Lots 21, 22, and 23, addressed as 15 Parmenter Road into a 2-land unit condominium with limited and common area. Land unit 1, referenced as “phase 1” will consist of the 6 existing buildings and 25 dwelling units. Land unit 2, referenced as “phase 2” will consist of a single 8-unit building yet to be constructed. The yet to be constructed elements of land unit 2 and associated common area improvements are part of a major site plan (Case 2025-046) conditionally approved by the Planning Board on July 16, 2026 and receiving final approval on February 27, 2026.

The intent of this application is to change the form of ownership (likely to assist in the financing of the previously approved site plan improvements) and no *new* construction, additions, or changes to the existing developed site or previously approved, yet to be constructed, improvements are proposed.

**Compliance:**

The following analysis of compliance with the Zoning Ordinance and Subdivision Regulations is based on a 2-page Letter of Transmittal, prepared by Keach-Nordstrom Associates, LLC, dated March 18, 2026; a 1-page project narrative prepared by Keach-Nordstrom Associates, LLC, dated March 18, 2026; a 44-page condominium declaration titled “Declaration of Parmenter Place Condominium, Concord NH”; and, a 2-sheet condominium site plan titled “Parmenter Place Phase II” prepared by Keach-Nordstrom Associates, LLC, dated March 18, 2026.

**1. Project Details and Zoning Ordinance Compliance:**

Zoning District: Neighborhood Residential (RN) District  
 Existing Use: Attached dwelling unit development (33 units)  
 Proposed Use: Use will remain unchanged; the change is a land unit condominium conversion.

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
Minimum Total Area	10,000 square feet	Not Provided
Minimum Buildable Land	5,000 square feet	Not Provided
Minimum Lot Frontage	80 feet	Not Provided
Minimum Front Yard	15 feet	Not Provided
Minimum Rear Yard	25 feet	Not Provided
Minimum Side Yard	10 feet	Not Provided
Maximum Lot Coverage	50%	Not Provided

1.1 Staff determined that the application as submitted conforms with the Zoning Ordinance.

**2. General Comments:**

2.1 Section 4.04 of the Subdivision Regulations states that the regulations shall apply to re-subdivisions, minor lot line adjustments, and condominiums. Since the applicant is requesting approval for a condominium, the Subdivision Regulations apply.

2.2 Section 6.01(4) *Conformity with Zoning* requires compliance with the Zoning Ordinance at the time the abutter notifications were mailed. Staff was unaware of any nonconformities with the Zoning Ordinance at the time of the mailing.

2.3 Section 6.01(5) *Conditional Use Permits* requires submittal of a completed conditional use permit application, if one is required, at the same time as the subdivision application. Staff reviewed for compliance and determined that no conditional use permits are required.

2.4 Section 6.02 *Classification of Subdivisions* identifies the classification of subdivisions as minor or major subdivisions. Subdivisions not classified as a minor subdivision shall be major subdivisions. Existing developments proposed for conversion to condominiums, where there will be no change in the use of land and no change in the site layout shall be classified as minor subdivisions. Units 1 through 25 identified as “phase 1” is existing with no proposed change. Units 26 through 33 identified as “phase 2” are part of an approved 8-unit approved major site plan (Case 2025-046) and no change to the site layout is proposed as part of this condominium conversion. Therefore, with no changes to the existing or previously approved site layouts proposed, the subdivision application shall be classified as a minor subdivision.

2.5 Section 9.02 *Minor Subdivision Application Requirements* requires the filing of certain items for a completed application. The application form, owner authorization, application fee, and abutters list were submitted as required. An assessment of compliance with Section 15 *Minor Subdivision Requirements* follows in Item 3 of this staff report, no conditional use permits are required, no state or federal agency permits are required, and requested waivers are described in Item 5 of this staff report.

2.6 Staff has determined that the floor plans are not applicable to this application, as it is a land condominium rather than the conversion of dwelling units.

2.7 The Fire Department reviewed the application and had no general comments.

2.8 The Engineering Services Division reviewed the application and had no general comments.

**3. Subdivision Regulations Determination of Completeness:**

The items below are missing from the submittal and **the Subdivision Regulations REQUIRE the items for the application to be deemed complete.**

3.1 Section 12.02(4) *Conditions of Planning Board Approval* and Section 15.03(17) *Conditions of Approval* require listing conditions of approval which remain to be fulfilled after plat recording. There do not appear to be any indications on the condominium site plan regarding conditions of approval. For compliance with these sections, a note shall be added to the condominium site plan that states: “The development is subject to all subsequent conditions of Planning Board approval granted on INSERT ACTUAL DATE HERE for application 2026-029.”

- 3.2 Section 12.07 *Wetland delineations* requires wetland delineations are to be prepared by a NH Certified Wetland Scientist who shall sign and seal the existing condition plan and subdivision plat. The date of the wetland delineation shall be noted on the plans. Specifically, no wetlands are shown on the final plat, nor is there any note or reference indicating whether or not wetlands exist on the site. The applicant shall provide the required information on the plat or request a waiver from this section and provide a note referencing the approved 21-sheet major site plan application titled “Residential Site Plan Parmenter Place Phase II” prepared by Keach-Nordstrom Associates, Inc, dated April 15, 2025 with revisions through February 4, 2026 on file with the City of Concord Planning Division (Case 2025-046) if wetland delineation and information has been provided with the major site plan approval.
- 3.3 Section 12.08 *Existing Conditions Plan* requires an existing conditions sheet be provided for all subdivision applications and may be shown on the final plat for a minor subdivision, if the existing and new information can be legibly and clearly shown. The existing condition plan shall contain the information required in Sections 12.08(1) through 12.08(24). Specifically, none of the required existing conditions information has been provided on a separate existing conditions sheet or on the final plat. The applicant shall provide the required information from Sections 12.08(1) through 12.08(24), or request a waiver from Section 12.08 Existing Conditions Plan and add a note that the required existing conditions information can be found on file with the City of Concord Planning Division (Case 2025-046) as part of the approved 21-sheet major site plan titled “Residential Site Plan Parmenter Place Phase II” prepared by Keach-Nordstrom Associates, Inc, dated April 15, 2025 with revisions through February 4, 2026.
- 3.4 Section 12.09 *Electronic Submission* requires prior to the recording of the plat, digital information from the plat shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The digital information shall be submitted in a format and media conforming to standards promulgated by the City Engineer. The following layers shall be submitted referencing New Hampshire State Plane Grid Coordinates and shall be based on National American Vertical Datum 1988 (NAVD 88): Sections 12.09(1) through Section 12.09(8) of the Subdivision Regulations. If the applicant does not intend to add the required layer information to the final plat and is instead seeking waivers to instead reference the approved major site plan application (Case 2025-046), then the applicant should also request a waiver from this section of the Subdivision Regulations.
- 3.5 Section 15.02(8) *Addresses* requires the address of each existing and proposed lot shall be noted on the plat as approved by the City Engineer. Specifically, all existing (phase 1) and yet to be constructed (phase 2) unit numbers are shown on the plat, however for clarity, each structure shall also provide the property address of 15 Parmenter Road. For example: 15 Parmenter Road – Units 1 & 2; 15 Parmenter Road – Units 3 & 4; and so on.
- 3.6 Section 15.03 *Information to be Provided on the Final Plat* requires the information from Sections 15.03(1) through 15.03(18) to be accurately shown or noted on the plat drawing for all minor subdivisions. The applicant shall provide the required information from Sections 12.08(1) through 12.08(24), or request a waiver from Section 15.03 *Information to be Provided on the Final Plat* and add a note that the required final plat information as applicable, can be found on file with the City of Concord Planning Division (Case 2025-046) as part of the approved 21-sheet major site plan titled “Residential Site Plan Parmenter Place Phase II” prepared by Keach-Nordstrom Associates, Inc, dated April 15, 2025 with revisions through February 4, 2026.

### **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 listed below are missing as required for full compliance but are **not required for the determination of completeness.**

- 3.7 Section 17.02 *Site Plan* requires the bearings and dimensions for all condominium land units shall be provided on the condominium site plan, along with necessary ties to property corners. Specifically, the bearings and dimensions for the land units are not shown and shall be provided on the final plat.
- 3.8 Section 17.04(1) requires the location of all common facilities on the site shall be shown on the final plat, including all parking, driveways, landscaped areas, walkways, signs, solid waste facilities, fire hydrants, mail boxes, light poles, above ground utilities, fences, and other pertinent common facilities. Specifically, this information is missing and shall be provided on the final plat, and is necessary as Section 10.2 of the submitted declaration of condominium references these items.
- 3.9 Section 17.04(2) requires on the final plat and building floor plans the location, dimension and purpose of each common area, and limited common area shall be shown. Specifically, the dimensions of the common area are missing from lots 21 and 23 and shall be provided on the final plat and lot 22 shall clearly identify that the common area of lot 22 is exclusive of any land unit area. Staff also notes that the location and description of the land units is not obvious, and recommends revising the Unit Description note on the final plat to make it clearer that “phase 1” and “phase 2” are the land units proposed a part of this condominium conversion and consists of the building footprint. Additionally, the plat appears to designate the Parmenter Road and the public right-of-way as common area, which is not permissible, and shall be removed. The description of common area within the declaration of condominium shall also be reviewed for accuracy and staff recommends providing a layout map as part of Appendix A to assist in the determination of locations.
- 3.10 Section 17.04(3) requires on the final plat and building floor plans acceptable means for water metering, water service, and sewer service including existing and proposed water and sewer service connections. Please provide a note that the required water and sewer service information can be found on file with the City of Concord Planning Division (Case 2025-046) as part of the approved 21-sheet major site plan titled “Residential Site Plan Parmenter Place Phase II” prepared by Keach-Nordstrom Associates, Inc, dated April 15, 2025 with revisions through February 4, 2026. The condominium site plan shall also provide a note as to how the acceptable means for water metering, water service, and sewer service is to be satisfied.
- 3.11 Section 17.05 *Acceptable Water Metering and Water Service* requires the proposed condominium shall demonstrate one or more of the following provisions for water metering and water service
  - (1) Install separate water services and water meters for each condominium unit;
  - (2) Install separate water service valves at the street line and individual meters in the condominium units;
  - (3) Use single meter for each building with the condominium association assuming responsibility for the water billing; and

- (4) Install multiple water meters on a single water service where the service enters the building. The water meters and water service valves must be located in an accessible location, where water utility service personnel can enter without passing through individual condominium units.

Specifically, both on the final plat and declaration of condominium shall provide for and demonstrate one or more acceptable means of water metering and service for the condominium conversion.

- 3.12 Section 17.06 *Condominium Declaration and By-Laws* requires condominium documents, including the declaration of condominium and by-laws shall be provided for review and approval as to form and content by the City Solicitor and the Clerk of the Board. The approved condominium documents shall be considered part of the official approval and shall not be altered to be inconsistent with the recorded plat, without further review and approval by the Board of a revised subdivision application. Specifically, prior to final approval, the declaration of condominium and by-laws shall be subject to review and approval by the City Solicitor and the Clerk of the Board.
- 3.13 The Fire Department reviewed the application and had no compliance requirements.
- 3.14 The Engineering Services Division reviewed the application and had no compliance comments.

**4 Variances:**

- 4.1 No variances had been requested or required for this application.

**5 Waivers:**

- 5.1 No waivers had been requested as part of this application.

**6 Conditional Use Permits:**

- 6.1 Conditional use permits are not required for this application.

**7 Architectural Design Review:**

- 7.1 Architectural design review is not required for minor subdivision.

**8 Conservation Commission:**

- 8.1 Appearances before the Conservation Commission are 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, 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 minor subdivision approval** for the two-land unit condominium conversion of 15 Parmenter Road, 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 12.02(4) *Conditions of Planning Board Approval* and Section 15.03(17) *Conditions of Approval* subsequent conditions of the Planning Board approval shall be added to the final plat. Alternatively, a note can be added to the final plat that states: “The development is subject to all subsequent conditions of Planning Board approval granted on INSERT ACTUAL DATE HERE for application 2026-029.”
    - b. Per Section 12.07 *Wetland delineations* the applicant shall provide the required wetland delineation and date on the final plat or provide a note if no wetlands are present.
    - c. Per Section 12.08 *Existing Conditions Plan* the applicant shall provide the required information from Sections 12.08(1) through 12.08(24) on an existing conditions sheet or on the final plat.
    - d. Per Section 15.02(8) each structure shown on the final plat shall also provide the property address of 15 Parmenter Road. For example: 15 Parmenter Road – Units 1 & 2; 15 Parmenter Road – Units 3 & 4; and so on.
    - e. Per Section 15.03 *Information to be Provided on the Final Plat* the applicant shall provide the required information from Sections 12.08(1) through 12.08(24) on the final plat.
    - f. Per Section 17.02 *Site Plan* the bearings and dimensions for the land units are not shown and shall be provided on the final plat.
    - g. Per Section 17.04(1) the location of all common facilities on the site shall be shown on the final plat, including all parking, driveways, landscaped areas, walkways, signs, solid waste facilities, fire hydrants, mail boxes, light poles, above ground utilities, fences, and other pertinent common facilities.
    - h. Per Section 17.04(2) the dimensions of the common area for lots 21 and 23 shall be provided on the final plat and lot 22 shall clearly identify that the common area of lot 22 is exclusive of any land unit area. Additionally, the Unit Description note on the final plat shall be revised to make it clearer that “phase 1” and “phase 2” are the land units proposed a part of this condominium conversion and consists of the building footprint. Lastly, the plat appears to designate the Parmenter Road and the public right-of-way as common area, which is not permissible, and shall be removed. The description of common area within the declaration of condominium shall also be reviewed for accuracy and a layout map as part of Appendix A shall be provided to assist in identifying the common areas.
    - i. Per Section 17.04(3) the applicant shall provide a note that the required water and sewer service information can be found on file with the City of Concord Planning Division (Case 2025-046) as part of the approved 21-sheet major site plan titled “Residential Site Plan Parmenter Place Phase II” prepared by Keach-Nordstrom Associates, Inc, dated April 15, 2025 with revisions through February 4, 2026. Additionally, the applicant shall provide a note on the condominium plat indicating as to how the acceptable means for water metering, water service, and sewer service is to be satisfied, and the declaration revised as applicable.
    - j. Per Section 17.05 *Acceptable Water Metering and Water Service* both the final plat and declaration of condominium shall provide for and demonstrate one or more acceptable means of water metering and service for the condominium conversion.

- k. Per Section 17.06 *Condominium Declaration and By-Laws* prior to final approval, the declaration of condominium and by-laws shall be subject to review and approval by the City Solicitor and the Clerk of the Board.
  2. 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.
  3. 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).
  4. Per Section 15.02(12) *Registry Requirements*, the applicant is responsible for ensuring that the plat, and all condominium documents to be recorded complies with the current standards of the Merrimack County Registry of Deeds
  5. Upon notification from the Planning Division that the final condominium documents comply with the Planning Board conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division the final and signed original condominium documents required as part of the subdivision application for recording at the Merrimack County Registry of Deeds.
  6. Upon notification from the Planning Division that the final plat complies with Planning Board conditions, the Zoning Ordinance, and Subdivision Regulations, the applicant shall deliver to the Planning Division one mylar, one full-size plan set, and one 11x17 plan set for endorsement by the Planning Board Chair and Clerk and subsequent recording of the mylar at the Merrimack County Registry of Deeds. Per Section 15.02(1) *Licensed Land Surveyor*, the final plat drawings shall contain the signature and stamp of the New Hampshire licensed land surveyor who prepared the plat and any other licensed professional as required by Section 9.08(7) of the Subdivision Regulations.
- (b) **Subsequent Conditions** – to be fulfilled as specified:
1. Per Section 13.02(13) *Recording Fees*, the applicant is responsible for submittal of required recording fees.
  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 17.06 *Condominium Declaration and By-Laws*, the approved condominium documents shall be considered part of the official approval and shall not be altered to be inconsistent with the recorded plat, without further review and approval by the Board of a revised subdivision application.
  4. 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.