



**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 – 2025-033 313 Loudon Rd Minor Site Plan

**DATE:** April 15, 2026 Planning Board Meeting

TFMoran Inc, has submitted a request for a one-year extension of minor site plan approval. When considering this request, the Board should consider the following:

1. On April 16, 2025, the Planning Board granted minor site plan approval and architectural design review approval for the 1,867-square-foot addition at 313 Loudon Rd in the Gateway Performance (GWP) District.
2. 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 April 16, 2027 and no extensions to approval is needed at this time.**
3. 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 approval was granted; otherwise, said plans shall be null and void.
4. Per Section 7.08(10) Extension of Approvals of the Site Plan Regulations, at the request of the applicant, the approval of a minor site plan may be extended for one year by the Board.
5. 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 April 16, 2026.
6. Accordingly, the applicant submitted an extension application on March 16, 2026, requesting the allowed one-year extension.
7. Neither the Zoning Code or the Site Plan Regulations provide requirements for a public hearing for an extension request.
8. This is the first extension request for the project.
9. Approval of the request will extend the expiration date to **April 16, 2027.**