



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

**Staff Report for Planning Board**

Meeting on May 20, 2026  
Project Summary – Minor Subdivision

Project: Minor Subdivision (2026-034)  
Property Owner: Craig and Gina Weyant  
Applicant: Mark Sargent, Richard Bartlett and Associates  
Property Address: 17 Clarke St  
Tax Map Lot: 393/Z 55

**Determination of Completeness:**

Per Section 9.06 *Determination of Completeness* of the Subdivision Regulations, a completed application will contain the required information listed in Section 15.01 *Required Information* and Section 15.02 *Plat Requirements* of the Subdivision Regulations and will be legible and competently prepared. In making a determination of completeness, the Board shall consider the written recommendation of the Planning Division, as well as 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.**

An application which is determined to be incomplete may be revised and resubmitted to a subsequent hearing of the Board for another determination of completeness. If it is determined that the application is complete, only then shall the Board open the public hearing on said application.

Section 35.16(1) *Determination of Completeness* of the Subdivision Regulations provides additional language regarding the determination of completeness, and states that a completed application shall contain all required information for each stage of the application process; shall be legible and properly prepared; shall accurately portray existing conditions; shall be accompanied by copies of special investigative studies; and shall contain sufficient information and detail for a full review and action by the Board.

The Planning Division reviewed the application for completeness based upon the criteria of the Subdivision Regulations and concludes that the application **does not** contain sufficient information and detail for a full review and action by the Board. Additional staff comments regarding this recommendation can be found in General Comment 2.1 below.

**Unless the applicant agrees to continue the determination of completeness and public hearing to a date certain , based upon staff's review of the application, it is recommended that the Board move to:**

- **Determine the application incomplete;**

- Advise the applicant that a new application (including new application fees) which addresses the incomplete items noted in this staff report is required in order for the Planning Board to consider the merits of the application.

**Project Description:**

The applicant is seeking minor subdivision approval at 17 Clarke St in the Neighborhood Residential (RN) District. The site is identified as Tax Map Lot 393Z 55. The intent of the application is to create a new with an area of 28,270 square feet and 121.37 feet of frontage leaving the remaining parcel with 21,316 square feet and 80 feet of frontage.

**Compliance:**

The following analysis of compliance with the Zoning Ordinance and Subdivision Regulations is based on a narrative, submitted April 10, 2026 and a 1-sheet subdivision plat, prepared by Richard Bartlett and Associates LLC.

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

Zoning District: Neighborhood Residential (RN) District  
 Existing Use: Single-Family Dwelling  
 Proposed Use: Two-Lot Subdivision

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

Zoning Code Item	Required	Proposed Lot 1	Proposed Lot 2
Minimum Total Area	10,000 square feet	21,316 square feet or 0.49 acres	28,270 square feet or 0.65 acres
Minimum Buildable Land	5,000 square feet	20,000 square feet	13,790 square feet
Minimum Lot Frontage	80 feet	80 feet	121.37 feet
Minimum Front Yard	15 feet	Within the 15-foot setback	Not developed
Minimum Rear Yard	25 feet	Within the 25-foot setback	Not developed
Minimum Side Yard	10 feet	Within the 10-foot setback	Not developed
Maximum Lot Coverage	60%	8%	Not developed

**2. General Comments:**

- 2.1 The submitted plan does not depict the location of the proposed driveway for the new lot or the relocation of the existing driveway. As a result, staff is unable to determine whether conditional use approval or variances may be required to Section 28-7-8(b) *Access and Driveway Standards* of the Zoning Ordinance. This item must be addressed to verify

conformance with Zoning requirements as is required before any application is determined complete. Staff suggests that the applicant consider continuing the determination of completeness and public hearing to a future date certain to allow for the plans to be updated, any relief obtained, and so that the Board does not need to determine the application to be incomplete.

- 2.2 The Engineering Services Division's general requirements are noted in the attached memo to Kearsten O'Brien from Paul Gildersleeve, dated May 11, 2026.

**3 Subdivision Regulations Determination of Completeness:**

**The following items from Sections 12, 13, and 15 of the Subdivision Regulations appear to be missing from the application, all of which are minimum components necessary to determine the application complete.**

- 3.1 Section 12.02 (b) requires that the name and address of the owner and applicant be provided in the title block. The address is missing under the Owner's name and shall be added prior to final approval.
- 3.2 Section 12.08(7) *Building and Structures*, requires that the location, layout, and use of the existing buildings and structures with exterior dimensions be provided. The plan is missing the exterior dimensions of the existing structure.
- 3.3 Section 12.08 (22) and 15.03(1) *Abutting Properties*, requires the abutting properties, including intersecting property lines, buildings, driveways, wells, and septic systems be shown on the plat. The plat is missing buildings and driveways on the abutting properties.
- 3.4 Section 12.08(23)(b) requires the square footage of each building be broken down by floor and use category. This item is missing from the plan.
- 3.5 Section 15.02 (8) requires the address of each existing and proposed lot shall be noted on the plat as approved by the City Engineer. The plan is missing the addresses approved by the City Engineer and shall be added prior to final approval.
- 3.6 Section 15.02 (9) *Proposed Use*, requires that each plat shall include a statement of the proposed type of residential use of any lot (single-family, duplex, multi-family, townhouse) and all uses other than residential proposed by the applicant. The proposed use is not provided on the submitted plat.
- 3.7 Section 15.03(3) *Abutting Properties*, requires the existing abutting properties including property lines, buildings, wells and septic systems, owner's names and addresses, property addresses, and Tax Assessors Map-Block- Lot numbers. Staff recognizes the applicant did provided the names and addresses of the abutting property owners, the Tax Assessors Map-Block-Lot numbers and the deed references the plan is missing the buildings.
- 3.8 Section 15.03(5) *Monumentation*, requires the type and location of existing and required monuments (bounds) at the corners of lots, at points of curvature, tangency, and deflection points along the street rights-of-way to be shown on the plan. Staff recognizes the plan does call out monumentation to be set but does not indicate the type of the monument.
- 3.9 Section 15.03 (9) *Access and Driveways*, requires all existing and proposed driveways along the subdivision frontage, on abutting properties and on the opposite sides of the street be shown on the plan. Staff recognizes that the plan does show the existing driveway for 17 Clarke St with a note that states "driveway to be removed and located". The applicant shall

depict on the plan where the driveway will be relocated and shall show the proposed driveway for the proposed new lot.

**4 Variances:**

- 4.1 Until comments 2.1 and 3.9 are addressed, staff is unable to determine if a variance is needed for driveway separation under Section 28-7-8(b).

**5 Waivers:**

- 5.1 The applicant requests waivers from the following sections of the Subdivision Regulations:

- a. Section 12.07 *Wetland Delineations*, to not provide the signature and seal of the certified wetland specialist on the subdivision plat;
- b. Section 19.05(4) *Useable Lot Area Rectangle*, to not provide the usable lot area rectangle.

**6 Conditional Use Permits:**

- 6.1 Until comments 2.1 and 3.9 are addressed, staff is unable to determine if a Conditional Use Permits is needed.

**7 Architectural Design Review:**

- 7.1 No architectural design review is required for a subdivision.

**8 Conservation Commission:**

- 8.1 No appearances before the Conservation Commission are necessary.



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Michael S. Bezanson, PE  
*City Engineer*

**MEMORANDUM**

**TO:** Kearsten O'Brien, Senior Planner  
**FROM:** Paul Gildersleeve, PE, Project Manager  
**DATE:** May 11, 2026  
**SUBJECT:** Minor Subdivision and Waivers  
Engineering Review  
17 Clarke Street, Map 393Z, Lot 55; City Project 2026-034

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The Engineering Services Division (Engineering) has received the following items for review:

- Plan prepared by RD Bartlett & Assoc., dated April 8, 2026
- Project Narrative by RD Bartlett & Assoc., dated April 9, 2026
- Waivers from Subdivision Sections 12.07 and 19.05(4)

As a supplement to any comments offered by the Planning Division, Engineering offers the following design related comments. With subsequent submissions, the applicant shall provide a response letter that acknowledges or addresses each of these comments and discusses any additional changes to the plans.

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**General**

1. The street asphalt in Clarke Street was reclaimed in 2025, so it is in the 5-year moratorium period. Excavation of the street may be allowed with permission of the City Engineer because this is a new parcel. However, a street damage fee would be applied and enhanced street restoration requirements pursuant to the 2009 Street Excavation Permit Regulations would also apply.

**Survey**

1. The owner information for Gina & Craig Weyant is shown on the lot to the east of Map 393Z Lot 56.

2. The drainage line crossing the subject property is not shown correctly. The 12" VC drain pipe does not connect to the drainage system on Map 393Z, Lot 54; it daylights at a headwall. Also, the drainage line is subject to rights to the City based on MCRD Book 373, Page 584.