



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 – (2024-043) 61 Mountain Rd Minor Subdivision

DATE: July 7, 2025

Richard D. Bartlett & Associates, LLC, on behalf of Thomas and Allison Kuepper, has submitted a request for a one-year extension of minor subdivision approval. When considering this request, the Board should consider the following:

1. On July 17, 2024, the Planning Board granted conditional approval for a 2-lot minor subdivision at 61 Mountain Rd in the Single-Family Residential (RS) District.
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 July 17, 2024, the date by which the plat shall be recorded is July 17, 2025. The applicant will not be able to meet all requirements to facilitate recording of the plat by July 17, 2025.
5. Accordingly, the applicant submitted an extension application on July 3, 2025, requesting the allowed one-year extension referenced in #4 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 July 17, 2026.