



**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 – 2024-039 270 Loudon Rd Major Site Plan Amendment

**DATE:** June 19, 2025

Gallagher, Callahan & Gartrell, PC, on behalf of Onyx Steeplegate Concord, LLC, has submitted a request for a one-year extension of the conditional major site plan amendment approval. When considering this request, the Board should consider the following:

1. On July 17, 2024, the Planning Board granted conditional major site plan amendment approval and architectural design review amendment approval for the demolition of approximately 425,000 square feet of the former Steeplegate Mall building at 270 Loudon Rd in the GWP (Gateway Performance) 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. 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.  
**Staff notes that the architectural design review approval expiration is July 17, 2026, so no extensions to the architectural design review approval are needed.**
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 final approval was granted; otherwise, said plans shall be null and void.
4. 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.

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 July 17, 2025.
6. Accordingly, the applicant submitted an extension application on June 3, 2025, requesting the allowed one-year extension referenced in #4 above.
7. The applicant stated that the extension is necessary because the applicant remains in discussions with existing tenants as to their tenancy intentions, and therefore respectfully requests additional time to complete demolition planning and avoid multiple mobilizations with demolition contractors.
8. Neither the Zoning Code or the Site Plan Regulations provide requirements for a public hearing for an extension request.
9. This is the first extension request for the amendment approval.
10. Approval of the request will extend the expiration date of the major site plan amendment approval to July 17, 2026.