



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

**Staff Report for Planning Board**

**Meeting on June 17, 2026**  
**Project Summary – Minor Subdivision**

Project: Two-lot Subdivision (2026-052)  
Property Owner: 52 Fisherville Road LLC  
Applicant: Hoyle Tanner & Associates, Inc.  
Project Address: 52 Fisherville Road  
Tax Map Lot: 303Z 1

**Determination of Completeness:**

Per Section 9.06 *Determination of Completeness* of the Subdivision Regulations, 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.**

If it is determined that the application is complete, only then shall the Board open the public hearing on said application.

The Planning Division reviewed the application for completeness based upon the criteria of the Subdivision Regulations and concluded that the application contains sufficient information and detail for a full review and action by the Board.

**Based upon staff's review of the application, it is recommended 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 June 17, 2026, and end on **August 21, 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 two-lot subdivision at Tax Map 303Z Lot 1, addressed as 52 Fisherville Road in the Urban Transitional (UT) District. The intent of the application is

to split the original lot 1 into two new 7,970-square-foot lots.

**Compliance:**

The following analysis of compliance with the Zoning Ordinance and Subdivision Regulations is based on a 2-page project narrative dated May 14, 2026, prepared by Hoyle Tanner & Associates, Inc; and a 2-sheet subdivision plan titled “52 Fisherville Road LLC”, dated May 2026, prepared by Hoyle Tanner & Associates, Inc.

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

Zoning District: Urban Transitional (UT) District  
 Existing Use: Manufactured Home House Lot (now vacant)  
 Proposed Use: Residential Use (unspecified)  
 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 Lot 1	Proposed Lot 1-1
Minimum Total Area	10,000 square feet	7,970 square feet	7,970 square feet
Minimum Buildable Land	5,000 square feet	7,970 square feet	7,970 square feet
Minimum Lot Frontage	80 feet	179.62 feet	179.62 feet
Minimum Front Yard	15 feet	Not Developed	Not Developed
Minimum Rear Yard	25 feet	Not Developed	Not Developed
Minimum Side Yard	10 feet	Not Developed	Not Developed
Maximum Lot Coverage	75%	12%	0%
Maximum Building Height	35 feet	Not Developed	Not Developed

**2. General Comments:**

- 2.1 Staff notes that, per Section 12.01 *Research*, applicants shall familiarize themselves with all city, state, and federal regulations relative to zoning, subdivision, land sales, utilities, drainage, health, buildings, roads, and other pertinent data so that the applicants are aware of the obligations, standards expected, and documents to be submitted.
- 2.2 The Engineering Services Division general comments are noted in the attached 2-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated June 9, 2026.
- 2.3 The Assessing and Fire Departments reviewed the application and had no general comments.
- 2.4 The General Services Department reviewed the application and noted that the existing curb cut on Fisherville Road should be discontinued.

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

The items below are partially provided or missing from the submittal and **the Subdivision Regulations REQUIRE the items for the application to be deemed complete (unless a waiver from the requirement is otherwise approved).**

- 3.1 Per Section 12.08(10) *Municipal Utilities*, the size and type of the existing water and sewer service shall be added to the plans.
- 3.2 Per Section 15.02(9) *Proposed Use*, Plan Note 1 on sheets 1 and 2 of the plan set shall be revised to include a statement of the proposed type of residential use (single-family, duplex, multi-family, townhouse).
- 3.3 Per Section 15.03(18) *Conditions of Approval*, the conditions of approval which remain to be fulfilled after the recording of the plat shall be noted on the plat. This condition can be satisfied by listing the subsequent conditions of approval on the plat, or adding a note stating “The development is subject to all subsequent conditions of Planning Board approval granted on \*INSERT DATE HERE\* for application 2026-052.”

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

- 3.4 Per Section 19.05(10) *Access for Single Family or Duplex Lots*, prior to final approval, the applicant shall obtain the necessary permits from the City Engineering Division and discontinue/close in the existing curb cut on Fisherville Road, so that the new lot 1 does not derive access from Fisherville Road and instead will utilize a driveway from Elijah Street.
- 3.5 The Assessing, General Services, and Fire Departments reviewed the application and had no compliance requirements.
- 3.6 The Engineering Services Division compliance comments are noted in the attached 2-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated June 9, 2026.

**4. Variances:**

- 4.1 At the meeting held on August 6, 2025, the Zoning Board of Adjustment granted the applicant’s requested variances as follows:
  - Section 28-4-1(b) Minimum Lot Size/(h) Table of Dimensional Regulations, to allow two lots of less than 10,000 square feet in area, where 10,000 square feet is otherwise required. (ZBA 0306-2025)

**5. Waivers:**

- 5.1 The applicant requests waivers from the following sections of the Subdivision Regulations:
  - a. Section 19.05(4) *Useable Lot Area Rectangle*

The applicant provided an analysis of the five waiver criteria listed in Section 35.08 of the Subdivision Regulations, and the criteria in RSA 674:36(II)(n). **Staff reviewed the criteria and found the criteria to be satisfactorily addressed**

**6. Conditional Use Permits:**

- 6.1 Conditional use permits are not required for this application, nor were any submitted.

**7. Architectural Design Review:**

- 7.1 Architectural design review is not required for this application.

**8. Conservation Commission:**

- 8.1 Conservation Commission review is 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/or, 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 the waiver requests below** from the listed sections of the Subdivision Regulations, based on the evidence provided showing that the criteria of RSA 674:36(II)(n) and Section 35.08 of the Subdivision Regulations are met:

a. Section 19.05(4) *Useable Lot Area Rectangle*

9.3 **Grant minor subdivision approval** for the two-lot subdivision at 52 Fisherville 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 12.08(10) *Municipal Utilities*, the size and type of the existing water and sewer service shall be added to the subdivision plans.
    - b. Per Section 15.02(9) *Proposed Use*, Plan Note 1 on sheets 1 and 2 of the plan set shall be revised to include a statement of the proposed type of residential use (single-family, duplex, multi-family, townhouse).
    - c. Per Section 15.03(18) *Conditions of Approval*, the conditions of approval which remain to be fulfilled after the recording of the plat shall be noted on the plat. This condition can be satisfied by listing the subsequent conditions of approval on the plat, or adding a note stating “The development is subject to all subsequent conditions of Planning Board approval granted on \*INSERT DATE HERE\* for application 2026-052.”
    - d. Per Section 19.05(10) *Access for Single Family or Duplex Lots*, the plan shall be revised to show and/or note the discontinuance and closing of the existing curb cut on Fisherville Road.
  2. Revise the plat for compliance with the Subdivision Regulations and Construction Standards and Details as noted in the attached 2-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated June 9, 2026
  3. Per Section 19.05(10) *Access for Single Family or Duplex Lots*, prior to final approval, the applicant shall obtain the necessary permits from the City Engineering Division and discontinue/close in the existing curb cut on Fisherville Road.
  4. 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.
  5. 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).

6. Per Section 19.04, a New Hampshire licensed land surveyor shall place permanent reference monuments in the subdivision, as required by the Subdivision Regulations and as approved by the City Engineer.
  7. Per Section 15.02(12), the applicant shall ensure that the subdivision plat to be recorded complies with the current standards of the Merrimack County Registry of Deeds, including materials, font size, plan size, margins, and plat layout.
  8. Upon notification from the Planning Division that the project complies with the precedent conditions, Zoning Ordinance, and Subdivision Regulations, deliver to the Planning Division for signature one full size plan and one mylar of the subdivision plat that contains the signature and seal of the appropriate licensed professionals as required by Section 9.08(7) of the Subdivision Regulations.
- (b) Subsequent Conditions**
1. Per Section 13.02(13), at the time of recording, the applicant shall provide the recording fees required by the Merrimack County Registry of Deeds for all plans and documents to be recorded.
  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 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.
  4. Per Section 26.02(1) Underground Utilities, all utility facilities including, but not limited to, gas, steam, electric power, telephone, telecommunication, and CATV cables, shall be located underground throughout the subdivision. Whenever existing utility facilities are located above ground on the property proposed for subdivision, the above ground utilities shall be removed and placed underground.



**CITY OF CONCORD**  
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*Community Development Department*

Michael S. Bezanson, PE  
*City Engineer*

**MEMORANDUM**

**TO:** Alec Bass, Assistant City Planner

**FROM:** Paul Gildersleeve, PE, Project Manager and Pete Kohalmi, PE, Associate Engineer

**DATE:** June 9, 2026

**SUBJECT:** Minor Subdivision and waiver  
Engineering Review  
52 Fisherville Road, Map 303Z, Lot 1; City Project 2026-052

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

- Subdivision Plan by Hoyle and Tanner, dated May 2026
- Application for Minor Subdivision by TF Bernier, dated May 14, 2026

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. Since the existing drive will not be used, please show proposed curb to fill the area left by the removed driveway, rebuild the sidewalk where the driveway crosses the existing sidewalk, and put a grass strip and loam between the ROW and curb not covered by the sidewalk.
2. Show the proposed water, sewer, and any other utilities serving the site.
3. If the existing water and sewer will not be used, show the water service capped at the main and removed. Show the sewer service capped at the property line.
4. Based on the Potential New Driveways shown on Sheet 2 of 2, New Lot 1 will have the address of 2 Elijah Street and New Lot 1-1 will have the address of 4 Elijah Street. Please add this info to each lot within the plan view.

Re: 2026-042 Eng. Review Comments  
Date: May 5, 2026

Page 2 of 2