



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 Road Subdivision

DATE: April 15, 2026 Planning Board Meeting

TFMoran Inc, has submitted a request for a one-year extension (PL-EXT-2026-0029) of minor subdivision approval for the condominium subdivision of 311 and 313 Loudon Road into two sub unit lots. When considering this request, the Board should consider the following:

1. On April 16, 2025, the Planning Board granted conditional minor subdivision approval for the condominium conversion of 311 and 313 Loudon Road into two sub unit lots in the Gateway Performance (GWP) District.
2. Per Section 9.08(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 April 16, 2025, the date by which the plat shall be recorded is April 16, 2026. The applicant will not be able to meet all requirements to facilitate recording of the plat by April 16, 2026.
5. Accordingly, the applicant submitted an extension application on March 18, 2026, requesting the allowed one-year extension.
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 **April 16, 2027**.