



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

MEMORANDUM

TO: Planning Board

FROM: Kearsten O'Brien, Senior Planner

RE: Extension Request – 2025-044 Shaker Road Subdivision

DATE: April 15, 2026 Planning Board Meeting

Richard Barlett & Associates, a Division of Nobis Group, on behalf of Brian Lewis D.P.O.A for Elizabeth Terrell have submitted a request for a one-year extension of the conditional minor subdivision approval. When considering this request, the Board should consider the following:

1. On May 21, 2025, the Planning Board granted conditional approval for a 3-lot minor subdivision on Shaker Rd in the Medium Residential (RM) 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 May 21, 2025, the date by which the plat shall be recorded is May 21, 2026. The applicant will not be able to meet all requirements to facilitate recording of the plat by May 21, 2026.
5. Accordingly, the applicant submitted an extension application on March 10, 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 **May 21, 2027**.