

**PLANNING BOARD  
PORTSMOUTH, NEW HAMPSHIRE**

**Remote Meeting Via Zoom Conference Call**

*You are required to register in advance to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. Public comments can be emailed in advance to [planning@cityofportsmouth.com](mailto:planning@cityofportsmouth.com). For technical assistance, please contact the Planning Department by email ([planning@cityofportsmouth.com](mailto:planning@cityofportsmouth.com)) or phone (603) 610-7296.*

Per NH RSA 91-A:2, III (b) the Chair has declared COVID-19 outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-5, and Executive Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

**7:00 pm**

**MAY 21, 2020**

**ACTION SHEET**

**MEMBERS PRESENT:** Dexter Legg, Chair; Elizabeth Moreau, Vice Chair; Ray Pezzullo, Assistant City Engineer; Jeffrey Kisiel; Colby Gamester; Jody Record; Jay Leduc; Corey Clark, Alternate and Polly Henkel, Alternate

**ALSO PRESENT:** Juliet Walker, Planner Director; Jillian Harris, Planner I

**MEMBERS ABSENT:** Karen Conard, City Manager and Peter Whelan, City Council Representative

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**I. APPROVAL OF MINUTES**

- A. Approval of Minutes from the April 9, 2020, April 16, 2020, April 23, 2020 and April 30, 2020 Planning Board Meetings

All Planning Board minutes from April were approved.

**II. DETERMINATION OF COMPLETENESS**

**SITE PLAN REVIEW**

- A. The application of **Bonza Buildings, LLC, Owner**, for property located at **41 Salem Street** requesting Site Plan Review Approval.

Voted to determine that the application is complete according to the Site Plan Review Regulations and to accept the application for consideration.

**SUBDIVISION REVIEW**

- A. The application of the **Peter J. Loughlin Revocable Trust of 2003, Cynthia & John Hebert and Linda Langley, Owners**, for properties located on **Thaxter Road and Fells Road** requesting Preliminary and Final Subdivision Approval.

Voted to determine that the application is complete according to the Subdivision Regulations and to accept the application for consideration.

- B. The application of **Matthew Wajda, Owner**, for property located at **183 Coolidge Drive** requesting Preliminary and Final Subdivision approval.

Voted to determine that the application is complete according to the Subdivision Regulations and to accept the application for consideration.

### III. PUBLIC HEARINGS – NEW BUSINESS

- A. The application of the **Peter J. Loughlin Revocable Trust of 2003, Cynthia & John Hebert, and Linda Langley, Owners**, for properties located on **Thaxter Road and Fells Road** requesting Preliminary and Final Subdivision Approval (Lot line revision) for 3 lots as follows: Lot 5 on Assessor Map 167 decreasing in area from 209,821 s.f to 209,347 s.f.; Lot 6 on Assessor map 167 increasing in area from 11,508 s.f. To 11,712 s.f.; and Lot 7 on Assessor map 167 increasing in area from 10,532 s.f to 10,802 s.f. Said properties are shown on Assessor Map 167, Lots 5, 6 & 7 and lie within the Single Residence B (SRB) District.

The Board voted to **grant** Preliminary and Final Subdivision Approval with the following stipulations:

- 1) Property monuments shall be set as required by the Department of Public Works prior to the filing of the plat.
- 2) GIS data shall be provided to the Department of Public Works in the form as required by the City.
- 3) The final plat(s) shall be recorded at the Registry of deeds by the City or as deemed appropriate by the Planning Department

- B. The application of the **Society for the Protection of Forests, Owner**, for property located at **400 Little Harbor Road** requesting Wetland Conditional Use Permit approval to replace a failing septic system resulting in 2,200 square feet of permanent impact and 3,000 square feet of temporary impact in the inland wetland buffer. Said property is shown on Assessor Map 203 Lot 8 and lies within the Rural Residential (R) District.

The Board voted to **grant** Wetland Conditional Use Permit Approval as presented.

- C. The application of the **Society for the Protection of Forests, Owner**, for property located at **400 Little Harbor Road** requesting Wetland Conditional Use Permit approval for a temporary disturbance of 7,700 square feet in the inland and tidal wetland buffer. Said property is shown on Assessor Map 203 Lot 8 and lies within the Rural Residential (R) District.

The Board voted to **grant** Wetland Conditional Use Permit Approval with the following stipulation:

- 1) Where excavation for the waterline occurs in the wetland buffer a conservation seed mix shall be planted, with the exception of areas in the buffer of existing lawn and a gravel path that crosses the waterline. Both of those areas shall be restored in kind.

- D. **REQUEST TO POSTPONE** The application of the **Maud Hett Revocable Trust, Owner**, for property located on **Banfield Road** requesting Conditional Use Permit approval for an Open Space Planned Unit Development according to the requirements of Section 10.725 of the Zoning Ordinance and Site Plan Review approval for the construction of 22 single-family homes and a new road with related parking, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 256 Lot 02 and lies within the Single Residence A (SRA) District. **REQUEST TO POSTPONE**

The Board voted to **postpone** this request to the June 18, 2020 Planning Board meeting.

- E. The application of **Bonza Buildings, LLC, Owner**, for property located at **41 Salem Street** requesting Site Plan Review Approval to demolish the existing single-family residence and construct 3 new dwelling units, with related grading, utilities, landscaping, drainage and associated site improvements. Said property is shown on Assessor Map 144 Lot 31 and lies within the General Residence C (GRC) District.

The Board voted to **grant** Site Plan Review Approval with the following stipulations:

- 1) Sheet C6 shall be updated to add required note for existing water service to be capped at the main;
- 2) The site plan shall be recorded at the Rockingham County Registry of Deeds or as deemed appropriate by the Planning Department;
- 3) City DPW shall confirm drainage design and function prior to final release of the Site Review Bond by the City.

- F. **REQUEST TO POSTPONE** The application of **Richard Fusegni, Owner**, for property located at **1574 Woodbury Avenue** requesting a Conditional Use Permit for a drive-through facility in accordance with Section 10.440 (19.40) of the Zoning Ordinance and Site Plan Review Approval for the construction of a new retail bank with parking, utilities, landscaping, lighting, drainage and associated site improvements. Said property is shown on Assessor Map 238 Lot 17 and lies within the Gateway Neighborhood Mixed Use Corridor (G1) District. **REQUEST TO POSTPONE**

The Board voted to **postpone** this request to the June 18, 2020 Planning Board meeting.

- G. The application of **Matthew Wajda, Owner**, for property located at **183 Coolidge Drive** requesting Preliminary and Final Subdivision approval to subdivide a lot with an area of 20,444 s.f. and 209' of street frontage into two (2) lots as follows: proposed Lot 1 with an area of 10,113 s.f. and 85' of continuous street frontage; proposed Lot 2 with an area of 10,330 s.f. and 124' of continuous street frontage. Said property is shown on Assessor Map 268 Lot 29 and lies within the Single Residence B (SRB) District.

The Board voted to **grant** Preliminary and Final Subdivision approval with the following stipulations:

- 1) Property monuments shall be set as required by the Department of Public Works prior to the filing of the plat.
- 2) GIS data shall be provided to the Department of Public Works in the form as required by the City.

- 3) The final plat shall be recorded at the Registry of deeds by the City or as deemed appropriate by the Planning Department.
- 4) Construction of the rain garden shall be witnessed by DPW and/or by a certified design engineer and be in conformance with the NH stormwater manual.

#### IV. CITY COUNCIL REFERRALS

##### A. Portsmouth Housing Authority – Release of Reverter

This item was **postponed** to the June 18, 2020 Planning Board meeting.

##### B. Request for Report Back Regarding Impact Fees

The Board voted to recommend that the City Council not consider establishing impact fees at this time. The Board also voted that if the City Council decides to consider establishing impact fees at this time, the Council request that the City Manager work with City staff to develop a scope of work and estimate of cost for services to contract with a qualified expert to complete an impact fee analysis and develop a recommended methodology for the City.

##### C. Conservation Easement for 107-acre property adjacent to the Bellamy Reservoir.

Voted to **recommend that the City Council** proceed with acquisition of a conservation easement for the 107-acre property in Madbury owned by Mary Ellen Duffy.

#### V. ADJOURNMENT

The meeting adjourned at 8:45 pm.