

**PLANNING BOARD  
PORTSMOUTH, NEW HAMPSHIRE**

**EILEEN DONDERO FOLEY COUNCIL CHAMBERS  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

**7:00 PM Public Hearings begin**

**September 18, 2025**

**ACTION SHEET**

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**REGULAR MEETING 7:00pm**

**I. APPROVAL OF MINUTES**

**A.** Approval of the August 21, 2025 meeting minutes.

*The Board voted to approve the minutes as presented.*

**Motion:** B. Moreau; **Second:** R. Wolf

*Motion passed with all in favor with K. Conard and T. Coviello abstaining*

**II. DETERMINATIONS OF COMPLETENESS**

**SUBDIVISION REVIEW**

**A. REQUEST TO POSTPONE** The request of **Walter D. Hett Trust (Owner)**, for property located at **0 Banfield Road** requesting Preliminary and Final Subdivision approval and Site Plan Review approval to subdivide one lot into 5 new residential lots with associates site improvements. **REQUEST TO POSTPONE**

**SITE PLAN REVIEW**

**A. REQUEST TO POSTPONE** The request of **Walter D. Hett Trust (Owner)**, for property located at **0 Banfield Road** requesting Preliminary and Final Subdivision approval and Site Plan Review approval to subdivide one lot into 5 new residential lots with associates site improvements. **REQUEST TO POSTPONE**

*The Board voted to **postpone** both applications to the October meeting.*

**Motion:** J. Almeida; **Second:** K. Conard

*Motion passed with all in favor*

### III. PUBLIC HEARINGS -- OLD BUSINESS

*The Board's action in these matters has been deemed to be quasi-judicial in nature.  
If any person believes any member of the Board has a conflict of interest,  
that issue should be raised at this point or it will be deemed waived.*

- A.** The request of **SLF Realty Group LLC (Owner)**, for property located at **400 Spaulding Turnpike** requesting an amended Site Plan approval to change the temporary access path to a permanent access path. Said property is located on Assessor Map 238 Lot 2 and lies within the Gateway Corridor (G1) District. (LU-25-50)

*Motion to consider Old Business Items A and B.*

**Motion:** B. Moreau; **Second:** J. Almeida

*Motion passed with all in favor*

- 1) The Board voted to find that the Site Plan Application meets the requirements set forth in the Site Plan Regulations Section 2.9 Evaluation Criteria and adopt the findings of fact as presented.*

**Motion:** T. Coviello; **Second:** J. Almeida

*Motion passed with all in favor*

- 2) The Board voted to **grant** Amended Site Plan approval.*

**Motion:** T. Coviello; **Second:** J. Almeida

*Motion passed with all in favor*

- B.** The request of **SLF Realty Group LLC (Owner)**, for property located at **400 Spaulding Turnpike** requesting an after-the-fact Wetland Conditional Use Permit for permanent wetland buffer impacts that were not included in the original Wetland Conditional Use Permit for this project. The new request is an increase in wetland buffer impacts from 1,644 square feet to 3,685 square feet. Said property is located on Assessor Map 238 Lot 2 and lies within the Gateway Corridor (G1) District. (LU-25-50)

- 1) The Board voted to find that the Conditional Use Permit Application meets the requirements set forth in Section 10.1017.50 of the Ordinance and adopt the findings of fact as presented.*

**Motion:** T. Coviello; **Second:** J. Almeida

*Motion passed with all in favor*

- 2) The Board voted to **grant** the Conditional Use Permit with the following **conditions**:*

*2.1) In accordance with Section 10.1018.40 of the Zoning Ordinance, applicant shall permanently install wetland boundary markers, which may be purchased through the City of Portsmouth Planning & Sustainability Department. The Commission recommends placing two*

*markers on either side of the proposed gate at the bottom of the access road. These markers must be installed by December 31, 2025.*

**Motion:** T. Coviello; **Second:** J. Almeida

*Motion passed with all in favor*

- C. The request of **Market Square LLC (Owner)**, for property located at **1 and 15 (21) Congress Street** requesting a Conditional Use Permit from Section 10.440, Use 1.71 Coliving. Said property is located on Assessor Map 117 Lots 12 & 14 and lies within the Character District 4 (CD-4), Character District 5 (CD-5), Historic, and Downtown Overlay Districts. (LU-22-12)

- 1) *The Board voted to find that the Conditional Use Permit application meets the criteria set forth in Section 10.243 and to adopt the findings of fact as presented.*

**Motion:** K. Conard; **Second:** J. Almeida

*Motion passed 8-1 with member Bowen voting in opposition*

- 2a.) *The Board voted to **grant** the modification from Section 10.815.26 to allow more than 80 residents per building and more than 40 residents per floor as presented.*

**Motion:** K. Conard; **Second:** J. Almeida

*Motion passed 5-4 with members Wolf, Samonas, Bowen, and Chellman voting in opposition.*

- 2.b) *The Board voted to grant the modification from Section 10.815.25 to: require one full-time on-site manager available 24/7/365 and one off-site manager available 24/7/365 located within one-half mile of the property, with the additional condition the applicant will report back one year from the issuance of the Certificate of Occupancy as required by the Ordinance. If the applicant wishes to change the on-site management at that time, they must demonstrate the on-site 24/7/365 management is not necessary based on data and City staff reports demonstrating that there have been no substantial issues or complaints.*

**Motion:** T. Coviello; **Second:** B. Moreau

*Motion passed 6-3 with members Wolf, Samonas, and Bowen voting in opposition*

- 3) *The Board voted to **grant** the Conditional Use Permit for Coliving with the following **condition**:*

- 3.1) *The applicant shall obtain a permit through the City Clerk's office in accordance with Section 10.815.50 prior to a Certificate of Occupancy for any Coliving Facility.*

**Motion:** B. Moreau; **Second:** K. Conard

*Motion passed 7-2 with members Samonas and Bowen voting in opposition.*

*The Board voted to continue past 10 pm.*

**Motion:** B. Moreau; **Second:** K. Conard

*Motion passed with all in favor*

#### **IV. PUBLIC HEARINGS – NEW BUSINESS**

*The Board's action in these matters has been deemed to be quasi-judicial in nature.*

*If any person believes any member of the Board has a conflict of interest,  
that issue should be raised at this point or it will be deemed waived.*

- A.** The request of **Roger and Elizabeth Trudeau and The Carol A. Claburn and Billy J. Claburn Revocable Trust of 2014 (Owner)**, for property located at **10 and 40 Crescent Way** requesting approval of a lot line relocation between two lots with 2,088 square feet being transferred from Assessor's Map 212 Lot 163 to Map 212 Lot 165. The proposed lot line relocation will straighten the common lot line between the two lots. Said property is located on Assessor Map 212 Lot 163, 165 and lies within the General Residence B (GRB) District. (LU-25-128)

- 1) *The Board voted to **grant** the requested waivers to the Subdivision Standards from Section IV.9/V.8 Requirements for Preliminary Plat and Requirements for Final Plat.*

- a) *Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.*

**Motion:** B. Moreau; **Second:** R. Wolf

*Motion passed with all in favor.*

- 2) *The Board voted to find that the Subdivision (Lot Line Revision) application meets the standards and requirements set forth in the Subdivision Rules and Regulations to adopt the findings of fact as presented.*

**Motion:** B. Moreau; **Second:** A. Samonas

*Motion passed with all in favor*

- 3) *The Board voted to **grant** Preliminary and Final Subdivision approval with the following **Conditions**:*

*3.1) The subdivision plan, and any easement plans and deeds shall be recorded simultaneously at the Registry of Deeds by the City or as deemed appropriate by the Planning Department.*

*3.2) GIS data shall be provided.*

**Motion:** B. Moreau; **Second:** K. Conard

*Motion passed with all in favor*

- B. REQUEST TO POSTPONE** The request of **Walter D. Hett Trust (Owner)**, for property located at **0 Banfield Road** requesting Preliminary and Final Subdivision approval and Site Plan Review approval to subdivide one lot into 5 new residential lots with associated site improvements. Said property is located on Assessor Map 255 Lot 2 and lies within the Single Residence A (SRA) District. **REQUEST TO POSTPONE (LU-25-22)**

*The Board voted to **postpone** the to the October meeting.*

**Motion:** J. Almeida; **Second:** K. Conard

*Motion passed with all in favor*

- C. REQUEST TO POSTPONE** The request of **Walter D. Hett Trust (Owner)**, for property located at **0 Banfield Road** requesting a Wetland Conditional Use Permit in accordance with Section 10.1017.50 for the installation of a shared residential driveway, underground utility piping, grading work, and at-grade stormwater management BMPs for the proposed five-lot subdivision including 3,393 s.f. of permanent disturbance in the 100' wetland buffer. Said property is located on Assessor Map 255 Lot 2 and lies within the Single Residence A (SRA) District. **REQUEST TO POSTPONE (LU-25-22)**

*The Board voted to **postpone** the request to the October meeting.*

**Motion:** J. Almeida; **Second:** K. Conard

*Motion passed with all in favor.*

## **V. PRELIMINARY CONCEPTUAL CONSULTATION**

- A.** The request of **Double MC LLC (Owner)**, for property located at **134 Pleasant Street** requesting Preliminary Conceptual Consultation. Said property is located on Assessor Map 116 Lot 30 and lies within the Character District 4 (CD4) and Historic Districts. (LUPD-25-9)
- B.** The request of **Meadowbrook Inn Corp (Owner)**, and **Portsmouth Chevrolet (Applicant)** for property located at **549 US Rt 1 Bypass** requesting Preliminary Conceptual Consultation. Said property is located on Assessor Map 234 Lot 51 and lies within the Gateway Corridor (G1) District. (LUPD-25-11)
- C.** The request of **PNF Trust of 2013** and **282 Middle Street LLC (Owners)**, for property located at **84 Pleasant Street** and **266-278 State Street** requesting Preliminary Conceptual Consultation. Said property is located on Assessor Map 107 Lots 77-80 and lies within the Character District 4(CD4), Downtown Overlay and Historic Districts. (LUPD-25-13)

**VI. OTHER BUSINESS**

**A. Zoning Amendments**

*The Board voted to **postpone** the zoning amendments to the October meeting.*

***Motion:*** B. Moreau; ***Second:*** J. Almeida

*Motion passed with all in favor*

**B. Chairman updates and discussion items**

**C. Board discussion of Regulatory Amendments & other matters**

**VII. ADJOURNMENT**

*The meeting adjourned at 11:30 pm*