



City of Portsmouth
Planning Department
1 Junkins Ave, 3rd Floor
Portsmouth, NH
(603)610-7216

Memorandum

To: Planning Board

From: Peter Stith, AICP
Planning Manager

Date: December 12, 2025

Re: Recommendations for the December 18, 2025 Planning Board Meeting

I. APPROVAL OF MINUTES

A. Approval of the November 20, 2025 meeting minutes and September 16, 2025 site visit minutes.

Planning Department Recommendation

1) Board members should determine if the draft minutes include all relevant details for the decision-making process that occurred at the November 20, 2025 meeting and the September 16, 2025 site visit with Utile and vote to approve meeting minutes with edits if needed.

II. 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. **REQUEST TO POSTPONE** The request of **Perkins Kwoka Joint Revocable Trust (Owner)**, for property located at **224 Broad Street, Unit 3** requesting a Wetland Conditional Use Permit from Section 10.1017.50 for the replacement and expansion of an existing 192 s.f. sunroom and the demolition of a 286 s.f. rear deck, with new construction for a 384 s.f. addition to the existing sunroom, a new 367.5 s.f. rear deck and regrading of a portion of the site including a retaining wall, stone drip edge and underdrain for stormwater control, replacement of the existing lawn with a micro-clover seed mix, and a planting plan. Said property is located on Assessor Map 131 Lot 13-3 and lies within the General Residence A (GRA) District. (LU-23-179) **REQUEST TO POSTPONE**

III. 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. POSTPONED** The request of **John Galt LLC (Owner)**, for property located at **14 Market Square** requesting a Conditional Use Permit from Section 10.112.14 to allow 4 parking spaces where 8 are required. Said property is shown on Assessor Map 107 as Lot 29 and lies within the Character District 5 (CD5), Downtown Overlay and Historic Districts. **POSTPONED**

This item was noticed incorrectly and must be advertised again; therefore it will go on the January 22, 2026 agenda.

IV. CITY COUNCIL REFERRALS

A. Historic District Boundary

The current boundary extending out of downtown along New Castle Avenue and Middle Street is a distance of 150 feet on either side, which bisects parcels and, in some cases, buildings. It also includes parcels that do not front on Middle Street. The revised proposal removes the 150-foot boundary and instead includes the entire parcel that fronts the street or corner and removes or includes parcels that are currently bisected by the district.

The Board discussed the proposed map changes at the November 10, 2025 work session and had consensus on the overall changes with the exception of Map 152 Lot 47. This parcel was the only one proposed to be added to the district in its entirety and has since been removed, which is reflected in the draft ordinance and maps below.

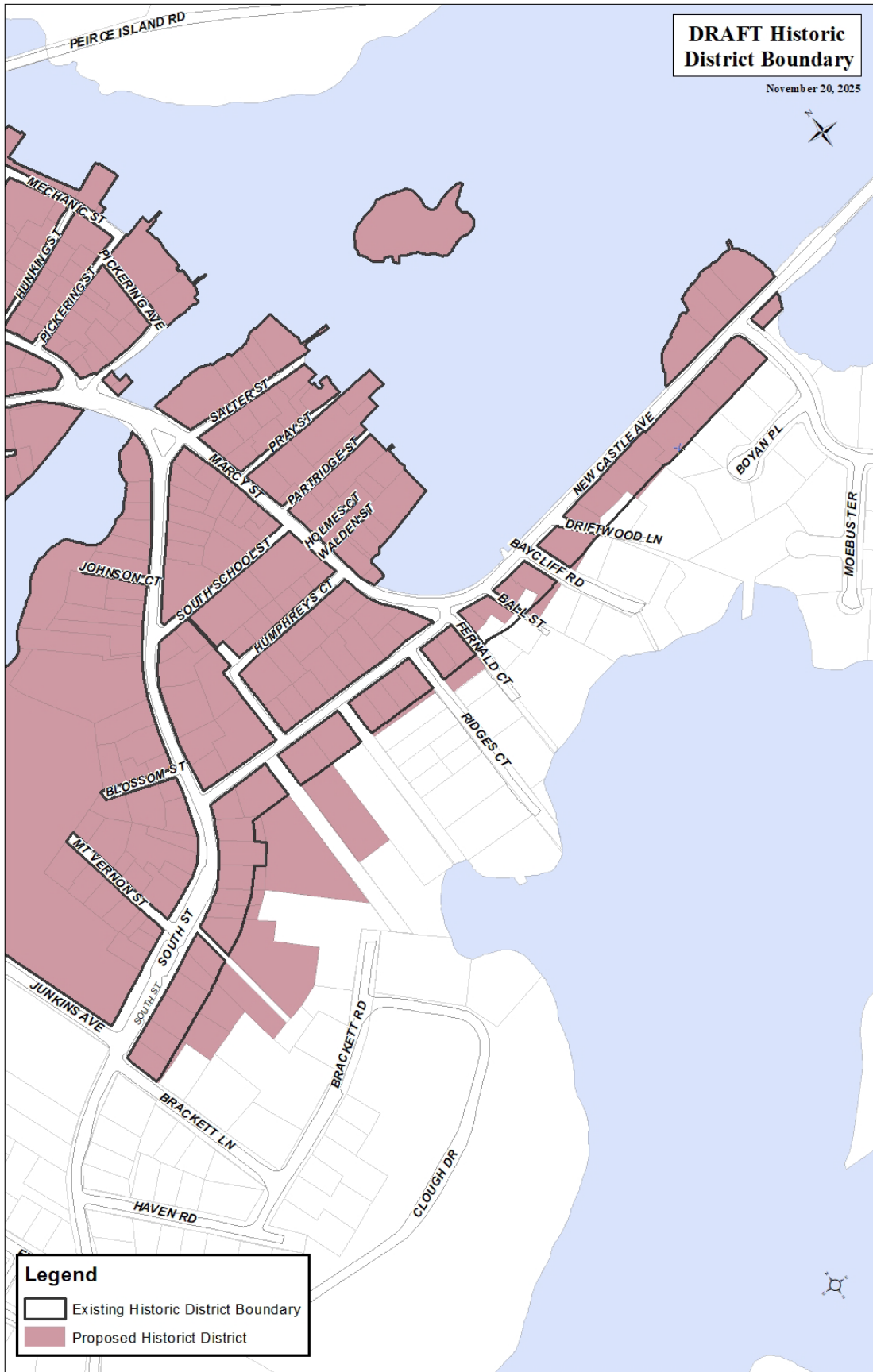
At the November 20, 2025 Planning Board meeting, the Board referred two parcels (43 and 53 Austin Street) to the Historic District Commission (HDC) for a recommendation back on whether these two parcels should be included in the Historic District.

The HDC met at their regular meeting on Wednesday, December 3, 2025 and voted not to recommend including the properties at 43 and 53 Austin for the following reasons:

1. One property (43 Austin Street) is already deed restricted and has levels of protection that our existing Historic District wouldn't necessarily add to.
2. Adding the properties would be misaligned with the Methodology of redefining the boundaries, which is to include properties abutting Middle Street.
3. The Commission would prefer to move forward with the boundary revisions as originally drafted but would like to have further future discussions during the Master Plan process on the future of the district.









Planning Department Recommendation

Vote to recommend the City Council schedule first reading on the proposed Historic District map amendments as presented/as amended.

B. 569 Submarine Way – Request to rezone property

A letter from the Executive Director of the Portsmouth Submarine and Maritime Association was sent to the City Council requesting to change the zoning of their property at 569 Submarine Way from Singel Residence B (SRB) to one of the two Gateway Districts. At the November 17, 2025 City Council meeting, the Council referred this to the Planning Board per the action below:

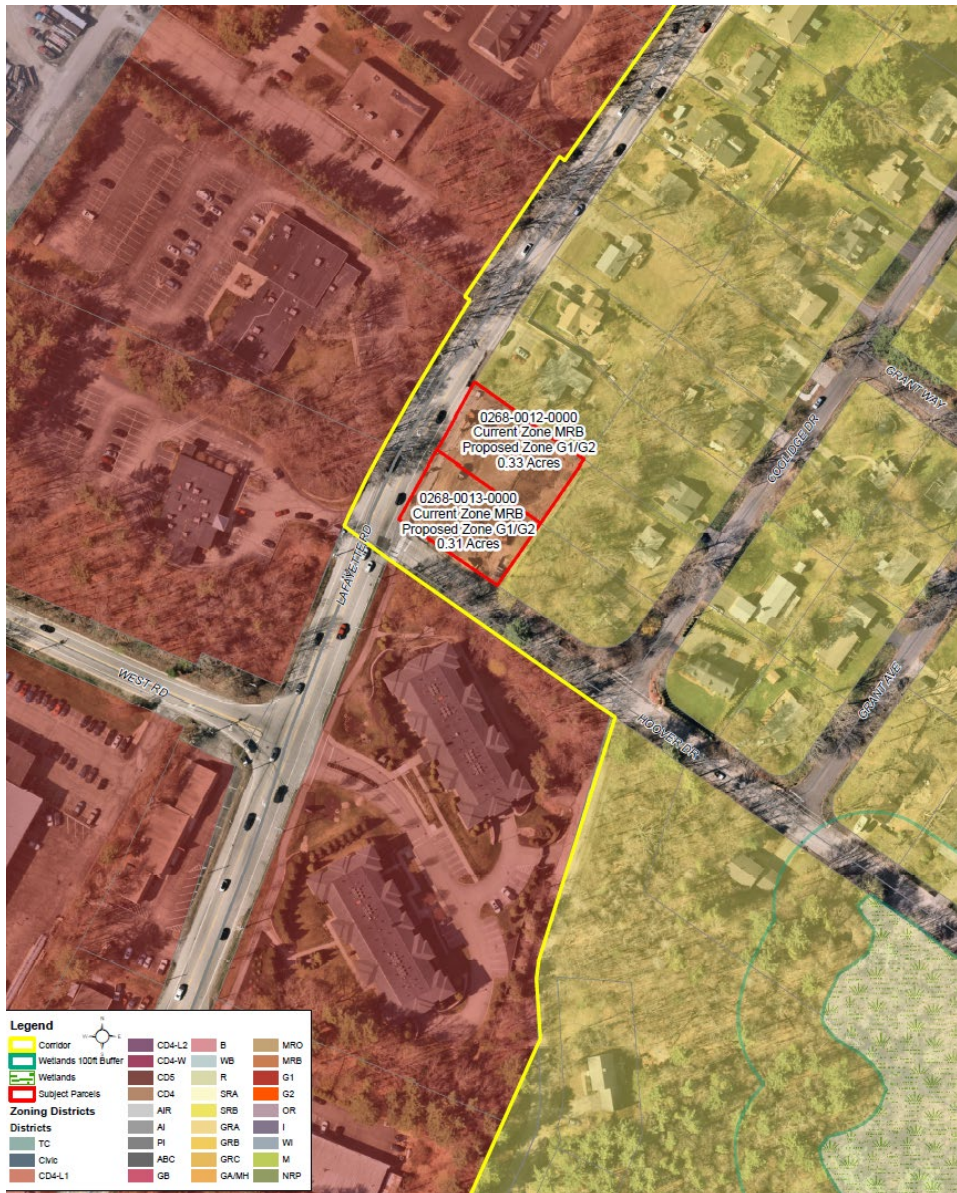
37. Letter from Dean Savramis, Executive Director, The Portsmouth Submarine and Maritime Association, requesting a zoning change for the Albacore Park for property located at 569 Submarine Way – Voted to refer to the Planning Board for a report back to the City Council.

The property has been a museum since 1981, which is not a permitted use in the SRB district. Any expansion of the use requires a variance and as recently as 2023, they were before the Board of Adjustment to add an addition to the visitor center. The letter requests rezoning the property to Gateway-1 or Gateway-2 and touches on future plans for the property to expand the use. Maps below show the parcel and zoning, with Gateway-2 nearby on Market Street, which would be the more appropriate change of the two districts. It is important to note that a museum use requires a Special Exception in both G1 and G2. If the Board recommends changing the zoning of this property, consideration of changing the use to permitted may also be appropriate.



C. Gateway Parcels

At the November meeting, the Planning Board voted to recommend map amendments to the City Council to change certain parcels to either Gateway-1 or Gateway-2. The map below was presented to the Board to be changed to either G1 or G2, but the Board did not decide on which district. Staff would like clarification prior to taking to Council on whether these two parcels should be rezoned to G1 or G2. It is adjacent to G1 and across Lafayette Rd is zoned G1. The closest G2 zoning is the Market Basket Plaza.



Planning Department Recommendation

Vote to recommend the City Council to change these two parcels to G1 (or G2) and schedule first reading on the proposed map amendments as presented/as amended.

V. OTHER BUSINESS

- A.** January 22, 2026 meeting date change
- B.** Chairman's Updates and Discussion Items
- C.** Board Discussion of Regulatory Amendments and Other Matters

VI. ADJOURNMENT