

**PLANNING BOARD
PORTSMOUTH, NEW HAMPSHIRE**

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

6:00 PM Work Session
7:00 PM Public Hearings begin

October 15, 2026

ACTION SHEET

REGULAR MEETING 7:00pm

I. WORK SESSION WITH CONSERVATION COMMISSION

A. Article 10 Zoning Amendments

II. APPROVAL OF MINUTES

A. Approval of the September 17, 2026 meeting minutes.

*The Board voted to **approve** the September 17, 2026 minutes as presented.*

Motion: P. Giuliano; ***Second:*** J. Almeida

The motion passed unanimously, with Vice Chair Coviello recusing.

III. DETERMINATIONS OF COMPLETENESS

SITE PLAN REVIEW

A. The request of **Marissa Valverde (Owner), Copley Properties LLC (Applicant)**, for property located at **20 Central Avenue** requesting Site Plan Review approval.

SUBDIVISION REVIEW

B. The request of **Marissa Valverde (Owner), Copley Properties LLC (Applicant)**, for property located at **20 Central Avenue** requesting Preliminary and Final Subdivision approval.

The Board voted to determine that both item A and Item B are complete according to the Site Plan and Subdivision Ordinances, (contingent on the granting of any required waivers under Section V of the agenda) and to accept the application for consideration.

Motion: P. Giuliano; ***Second:*** K. Conard

The motion passed unanimously.

IV. PUBLIC HEARINGS – OLD BUSINESS

- A. The request of **One Twenty Four Group Inc (Owner)**, for property located at **124 Heritage Avenue** requesting a Wetland Conditional Use Permit from Section 10.1017.50 and amended Site Plan approval for minor site improvements including stormwater conveyance modifications, a garden, ADA accessible ramp, parking lot re-striping, lighting, and landscaping. The project proposes an increase of 498 square feet of impervious surface within the wetland buffer area. Said property is located on Assessor's Map 284 Lot 8 and lies within the Industrial (I) District. (LU-26-61)

Wetland Conditional Use Permit

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: P. Giuliano; Second: K. Conard
The motion passed unanimously.

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

2.1) Prior to project completion: In lieu of the requirements of Section 10.1018.40 of the Zoning Ordinance to permanently install wetland boundary markers, applicant shall install an educational sign in the new garden area or area of the swale describing the sensitivity of the adjacent wetlands and the importance of the filtration of stormwater runoff into the revived grassed-swale.

Motion: P. Giuliano; Second: L. Roy
The motion passed unanimously.

Site Plan Review Approval

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: P. Giuliano; Second: K. Conard
The motion passed unanimously.

*2) The Board voted to **grant** Amended Site Plan Approval as presented.*

Motion: P. Giuliano; Second: K. Conard
The motion passed unanimously.

V. 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 **Marissa Valverde (Owner), Copley Properties LLC (Applicant)**, for property located at **20 Central Avenue** requesting Preliminary and Final Subdivision approval and Site Plan Review approval for the subdivision of one lot into three lots, each with a single-family dwelling and associated site improvements and a Conditional Use Permit from Section 10.674.10 Highway Noise Overlay District. Said property is located on Assessor Map 209 Lot 30 and lies within the General Residence A (GRA) and Highway Noise Overlay Districts. (LU-26-84)

Highway Noise Overlay District - Conditional Use Permit

1) The Board voted to find that the Conditional Use Permit Application meets the requirements set forth in Section 10.674 of the Ordinance and adopt the findings of fact as presented.

Motion: A. Coviello; **Second:** K. Conard

The motion passed unanimously.

*2.) The Board voted to **grant** the Conditional Use Permit as presented.*

Motion: A. Coviello; **Second:** K. Conard

The motion passed unanimously.

Subdivision

1) The Board voted to find that the Subdivision application meets the requirements set forth in the Subdivision Rules and Regulations and to adopt the findings of fact as presented.

Motion: A. Coviello; **Second:** K. Conard

The motion passed unanimously.

*2) The Board voted to **grant** Preliminary and Final Subdivision Approval with the following **conditions**:*

- 2.1) Property monuments shall be set as required by the Department of Public Works prior to the filing of the plat.*
- 2.2) GIS data shall be provided to the Department of Public Works in the form as required by the City.*
- 2.3) Any easement plans and deeds for which the City is a grantor or grantee shall been reviewed and approved by the Planning and Legal Departments and accepted by City Council.*
- 2.4) The final plat and all easement plans and deeds shall be recorded concurrently at the Registry of Deeds by the City or as deemed appropriate by the Planning Department.*

2.5) *Lot merger required prior to recordation of subdivision.*

Motion: A. Coviello; **Second:** K. Conard

The motion passed unanimously.

Site Plan

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: A. Coviello; **Second:** K. Conard

The motion passed unanimously.

2.) *The Board voted to **grant** Site Plan Approval with the following **conditions**:*

Conditions to be satisfied subsequent to final approval of site plan but prior to the issuance of a building permit or the commencement of any site work or construction activity:

- 2.1) *If applicable, any easement plans and deeds for which the City is a grantor or grantee shall be reviewed and approved by the Planning and Legal Departments and accepted by City Council.*
- 2.2) *The site plan and any easement plans and deeds shall be recorded at the Registry of Deeds by the City or as deemed appropriate by the Planning Department.*
- 2.3) *Provide documentation from NHDOT signing off on drainage easement.*
- 2.4) *Revise plans to shift Lot 1 drainage further away from Lot 2 so the deck for Lot 3 can be relocated outside of the drainage easement.*
- 2.5) *Any site development (new or redevelopment) resulting in 15,000 square feet or greater ground disturbance will require the submittal of a Land Use Development Tracking Form through the Pollutant Tracking and Accounting Program (PTAP) online portal. For more information visit:
<https://www.cityofportsmouth.com/publicworks/stormwater/ptap>*

Conditions to be satisfied subsequent to commencement of site work and construction activity but prior to release of surety bond or certificate of occupancy:

- 2.6) *All lots will require new driveway permits.*
- 2.7) *Foundation drains are to be constructed outside of the structures only. Sump pumps, if required, are to be discharged outside of the structure into a vertical entry pipe attached to the exterior foundation drain and located adjacent to the exterior of the respective structures.*
- 2.8) *The Engineer of Record shall submit a written report (with photographs and engineer stamp) certifying that the stormwater infrastructure was constructed to the approved plans and specifications and will meet the design performance;*

- 2.9) *A stormwater inspection and maintenance report shall be completed annually through the City's online portal ([link here](#)) for review by the City's Stormwater Division/ Public Works Department.*

Motion: A. Coviello; **Second:** K. Conard
The motion passed unanimously.

- B.** The request of **Society for the Protection of Forests (Owner)**, for property located at **400 Little Harbor Road** requesting a Wetland Conditional Use Permit from Section 10.1017.50 to replace an existing set of stairs with a new landing and stairs to conform with current egress requirements. The new landing and stairs will create approximately 55 s.f. of permanent impacts to the wetland buffer. The applicant will be adding four highbush blueberry bushes on site to help mitigate the impacts to the wetland buffer. Said property is located on Assessor Map 203 Lot 8 and lies within the Rural (R) District. (LU-26-68)

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: A. Coviello; **Second:** J. Almeida
The motion passed unanimously.

*2) The Board voted to **grant** the Conditional Use Permit as presented.*

Motion: A. Coviello; **Second:** J. Almeida
The motion passed unanimously.

VII. CITY COUNCIL REFERRALS

A. 0 Elm Street

The Board voted to recommend that this site may have an opportunity for a Single-Family Dwelling and would recommend review from the Fire Departments and Public Works to consider emergency access, site distance, safety and utilities.

Motion: A. Coviello; **Second:** P. Giuliano
The motion passed unanimously.

B. 361 Hanover Street - Landscape and pole license over City property

*The Board voted to recommend that the City Council approve a landscape license and pole license subject to the Department of Public Works recommendations outlined in the memo dated October 7, 2026 with the following **additions**:*

*To include in the memo under number 1 second bullet add: **“and replace if necessary”** after “maintain the existing retaining wall during the license period.”*

Add a new sentence that states:

“The City may request at anytime an analysis by a licensed professional engineer to assess the lifespan of the wall and the need for replacement at the owner’s expense.”

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

The motion passed unanimously, with City Councilor Moreau Recusing.

C. Cornwall Street

The Board voted to recommend the City Council approve the discontinuance of the identified portion of Cornwall Street, subject to recording a municipal utility easement over the existing sewer line in a form acceptable to the City Attorney and further request the City Council request a voluntary lot merger to align with what is shown on the tax map.

Motion: A. Coviello; **Second:** R. Wolf

The motion passed unanimously.

D. Taft Road

The Board voted to recommend the City Council approve the discontinuance of the identified portion of Taft Road, subject to recording a municipal utility easement over the existing water line in a form acceptable to the City Attorney.

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

The motion passed unanimously.

E. Heritage Commission

The Board delayed the conversation until the November meeting.

F. Preapproved Plans for Accessory Dwelling Units

The Board delayed the conversation until the November meeting.

VI. OTHER BUSINESS

A. 48 Langdon Street - Requesting a second 6-Month extension to the Subdivision approval, which is set to expire on November 20, 2026. (LU 25-124)

Councilor Moreau Recused on item VI. A.

*The Board voted to **grant** a six-month extension of the subdivision to **May 20, 2027**.*

Motion: P. Giuliano; **Second:** A. Coviello

The motion passed unanimously.

- B. 921 Islington Street** - Requesting a 1-Year extension to the Site Plan approval, which is set to expire on October 16, 2026. (LU-25-96)

*The Board voted to **grant** a one-year extension of the site plan approval to **October 16, 2027**.*

Motion: A. Coviello; ***Second:*** K. Conard

The motion passed unanimously.

- C.** Board discussion on Regulatory Amendments

- D.** Chairman updates and discussion items

VII. ADJOURNMENT

The meeting adjourned at 8:45 PM