

**PLANNING BOARD  
PORTSMOUTH, NEW HAMPSHIRE**

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

**6:00 PM Non Public Session, Conference Room A**

**7:00 PM Public Hearings begin**

**April 16, 2026**

**MEMBERS PRESENT:** Rick Chellman, Chairman; Anthony Coviello, Vice-Chair; Karen Conard, City Manager; Joseph Almeida, Facilities Manager; Beth Moreau, City Councilor; Members Paul Giuliano, Andrew Samonas, William Bowen, Ryann Wolf; and Alternates Frank Perier and Logan Roy

**ALSO PRESENT:** Peter Britz, Planning & Sustainability Department Director

**MEMBERS EXCUSED:** None.

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Chair Chellman called the regular meeting to order at 7:00 p.m.

**I. APPROVAL OF MINUTES**

**A.** Approval of the **March 26, 2026** meeting minutes.

*Mr. Giuliano moved to approve the March 26 minutes as presented, seconded by Vice-Chair Coviello. The motion passed with all in favor, with Ms. Conard, Councilor Moreau, and Mr. Almeida abstaining.*

**II. DETERMINATIONS OF COMPLETENESS [Video timestamp 6:55]**

**SUBDIVISION REVIEW**

**A.** The request of **Paul J. Griffin Family Trust (Owner)**, for property located at **0 South Street and Richards Avenue** requesting Preliminary and Final Subdivision approval to subdivide one lot into two conforming lots with associated improvements. Said property is located on Assessor Map 112 Lot 24A and lies within the General Residence A (GRA) District.

*Mr. Giuliano moved that the Board determine that Item A is complete according to the Subdivision Review Regulations (contingent on the granting of any required waivers under Section IV of the agenda) and to accept the applications for consideration. Mr. Samonas seconded. The motion passed with all in favor.*

**SITE PLAN REVIEW**

- A.** The request of **1151 Sagamore Avenue CBC LLC (Owner)**, for property located at **1151 Sagamore Avenue** requesting Site Plan Review approval for the demolition of the existing structure and construction of four (4) standalone condominium single family structures with associated site improvements. Said property is located on Assessor Map 224 Lot 19 and lies within the Mixed Residential Office (MRO) District.

Councilor Moreau noted that the address number 1151 was missing from the owner's company name in the petition and should be added so that it reads 1151 Sagamore Avenue CBC LLC.

*Councilor Moreau moved that the Board determine that Item A is complete according to the Site Plan Review Regulations (contingent on the granting of any required waivers under Section IV of the agenda) and to accept the applications for consideration. Ms. Wolf seconded. The motion passed with all in favor.*

- B. REQUEST TO POSTPONE.** The request of **Brora LLC (Owner)**, for property located at **150 Portsmouth Boulevard** requesting Site Plan Review Approval for the construction of three (3), six (6) story multifamily residential buildings with associated site work including parking, driveway access, utility, drainage, landscaping, and lighting improvements and reconstruction of Portsmouth Boulevard in front of the development. Said property is located on Assessor Map 213 Lot 12 and lies within the Office Research (OR) and Gateway Neighborhood Overlay (GNOD) Districts. **REQUEST TO POSTPONE**

*At the applicant's request, Vice-Chair Coviello moved to **postpone** the petition to the May 21 meeting, seconded by Councilor Moreau.*

Councilor Moreau asked if the petitioner gave a reason for postponing, noting that the Board received emails from some abutters who did not get the postponement notice. Mr. Britz said the petitioner did not provide a reason and that there was no rule stating that the petitioner had to notify everyone. It was further discussed. [Timestamp 9:32]

*The motion passed with all in favor.*

### **III. PUBLIC HEARINGS -- OLD BUSINESS**

- A.** The request of **Double MC LLC (Owner)**, for property located at **134 Pleasant Street** requesting Site Plan Review approval for redevelopment of the site to include reuse and expansion of the existing structure, and construction of a new structure, for residential and commercial uses with associated site improvements. Said property is located on Assessor Map 116 Lot 30 and lies within the Character District 4 (CD4) and Historic Districts. (LU-25-138)

Mr. Almeida recused himself from the petition, and Mr. Roy took a voting seat.

**SPEAKING TO THE PETITION** [Timestamp 12:28]

Project engineer John Chagnon (via Zoom), owner Mark McNabb, civil engineer Shawn Tobey, architect Tracy Kozak, and transportation engineer Rebecca Brown were present. Mr. Chagnon noted that the project appeared before the Board at the March meeting but the petition was tabled for a City Council review relating to an easement and that the issue was ongoing. He said the team decided to rework the site to provide vehicular access from Pleasant Street only, so the plans were revised to place a vehicular turn around at the west that would maintain the garage access. He reviewed the site plan and said the changes were mostly in the west end of the access. He said some parking spaces were eliminated so that a driver could turn around if they could not find a parking space. He said the exiting access to the Parrott Avenue parking lot would be kept only for emergency access and would have a gate. He said the concerns of the abutters were addressed by adding the setback locations to the architectural plans. He said a Geotech report was submitted and that traffic studies were updated to show traffic only coming in and out of the entrances on Pleasant Street. He said the trip generation and bike issues were addressed. He said the driveway use was not changed and the proposed parking was increased from 48 to 86 spaces. He said TAC addressed the drainage connections.

[Timestamp 20:24] Ms. Brown reviewed the revised scope for traffic counts along Pleasant Street and the traffic operations analysis. Vice-Chair Coviello asked why the number of trips on the site was reduced when the square footage on the site was increased. Ms. Brown said there were two elements, 1) the residential use represented an increase but the existing office use would be more square footage than previously, and 2) there would be a 6400-sf bank, so the square footage would decrease by 3,000 square feet. She said there would still be two drive-thru windows and further explained why the trips would not increase. Vice-Chair Coviello asked if the applicant would use the amount of office space on the lot or would do it per building. Ms. Brown said it would be the entire site. Vice-Chair Coviello asked if a person walking into the building would gain access to the lobby that had access to the back office. Ms. Kozak said the office suite was accessed from Pleasant Street using a different entrance. Vice-Chair Coviello said it seemed to be multiple offices that were all less than 27,000 square feet and that the applicant was taking advantage of amenities that were not part of the building. Ms. Brown said it would still be a net reduction in trip generation because the bank portion created much of that reduction. Mr. Samonas said the square footage numbers on the plan did not match the ones that Ms. Brown cited. Ms. Kozak explained that the room tags on the plan were measured to the inside face of the outside walls, so there were a few dozen square feet of discrepancy in the wall's thickness. Ms. Brown said the 17,000 square feet was separate from the bank.

[Timestamp 33:50] Chair Chellman referred to the drive-thru and said the applicant was continuing to use a nonconforming use because they were not changing the outside where the cars parked to do bank business. Mr. Chagnon said the use was the same and the change was operational because the drive-thru was in the same place and accessed a type of delivery for the transaction that was in the same place. Chair Chellman asked if the existing building was associated with the use in the new building. Mr. Chagnon said the tube went to the new building or a different location but the point of use is the same. It was further discussed. Chair Chellman said it was a new nonconforming use on the property, which was not permitted, and he read the definition. After further discussion, he said the Board could not approve a site plan that did not conform to the zoning ordinance. Mr. McNabb said a bank is a permitted use in either building

and was never a part of a definition of a building, noting that it was always a pneumatic tube and not an interaction between a person and a driver. Chair Chellman said if the banking stayed inside the existing building, it would be different. Mr. McNabb said his team would have done so if they had known. He asked to have the petition continued so they could try to keep the teller component in the existing building. It was further discussed.

[Timestamp 51:35] Mr. Bowen asked if the stormwater went under the Parrott Avenue parking lot. Mr. McNabb said the current sewer and drainage went to the Parrott Avenue lot and that he agreed to spend the money for a new separated drain that the City Council would have to approve, and if they did not approve it, it would just stay combined. Mr. Bowen asked about the upcoming wetlands Conditional Use Permit (CUP). Mr. Chagnon said they would apply for one but that the City would apply for the permit. He said the Department of Public Works (DPW) reviewed all the permits and the application and that the Conservation Commission did not believe it would impact South Mill Pond. He said the Parrott Avenue pavement would be the same. It was further discussed. The drive-thru lane and canopies were discussed.

[Timestamp 1:00:03] Mr. McNabb asked for a continuance. He said they could do a few things, including continuing to work with the Legal Department to see if there was a different interpretation that could be accepted, going before the Board of Adjustment (BOA) for a variance, or revising their floor plans with the bank and not changing that component.

There was no public hearing.

#### **DECISION OF THE BOARD** [Timestamp 1:02:35]

*Vice-Chair Coviello moved to **continue** the petition to the May 21 meeting. Councilor Moreau seconded.*

Vice-Chair Coviello said it was a good project but that the Board was just making sure that they were following the rules regarding the drive-thru tube in the new building. Councilor Moreau agreed and thanked the applicant for his patience.

*The motion passed with all in favor, with Mr. Almeida recused.*

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

- A.** The request of **J. Paul Griffin Family Trust (Owner)**, for property located at **0 South Street and Richards Avenue** requesting Preliminary and Final Subdivision approval to subdivide one lot into two conforming lots with associated improvements. Said property is located on Assessor Map 112 Lot 24A and lies within the General Residence A (GRA) District. (LU-26-19)

#### **SPEAKING TO THE PETITION** [Timestamp 1:04:07]

Alexx Monastiero of Chinburg Properties and civil engineer Shawn Tobey were present. Ms. Monastiero said they wanted to divide the parcel into two residential lots, each with a single family home and a driveway. She said the driveways would be off South Street and the utilities, drainage and sewer would be in the back of the property. She said they would have more details as they went through the building permit process. She briefly explained the parcel's history.

Councilor Moreau said she appreciated the turnaround in the driveway because the cars would not have to back out onto South Street. Mr. Giuliano asked if the trees would remain. Ms. Monastiero explained which trees would be removed. Mr. Samonas said South Street had the largest conflict of traffic due to the school stop sign and crossing lanes and other traffic. He said he understood Lot 2 having access to the driveway but asked why Lot 1 could not exit onto Richards Avenue. Ms. Monastiero said DPW was not in favor of it due to the drainage lines, and the project could not meet the zoning requirements for the distance of the proposed driveway to the corner. Ms. Samonas said one driveway would be safer and thought Richards Avenue would be the superior access point. Mr. Tobey said they considered it but there was a sharp turn and a blind spot. He said the Technical Advisory Committee (TAC) agreed that the applicant's choice was the safer one because it was farther away from the Richards Avenue intersection and that the driveways were in the safest location. Chair Chellman asked if the applicant had considered just a Lot 2 driveway. Mr. Tobey agreed but said the problem was the turnarounds. He said if there was a shared driveway, the garage bays would face each other and create onsite turning movements. Chair Chellman suggested leaving the Lot 2 garage the way it was and not having the Lot 1 garage doors facing Lot 2. It was further discussed. Mr. Almeida said it seemed like the two houses would be mirror images of each other. Ms. Monastiero said the two custom homes would be unique from one another.

Chair Chellman opened the public hearing.

#### **SPEAKING TO, FOR, OR AGAINST THE PETITION [Timestamp 1:19:45]**

Michael Griffin of 579 Sagamore Avenue said his great-grandfather M. J. Griffin acquired the property from Elwyn Avenue all the way across South Street to Miller Avenue and created eight house lots that were now all occupied. He said his uncle Paul Griffin inherited the property in 1964 and placed animals on it, which became a part of Portsmouth's legacy.

Carol Milcher of 480 Richards Avenue said her driveway was the last one on Richards Avenue going up to South Street, so there was no space to put driveways on the other side of Richards Avenue. She said the driveways were dangerous because of all the schoolchildren.

No one else spoke, and Chair Chellman closed the public hearing.

#### **DECISION OF THE BOARD [Timestamp 1:24:37]**

- 1) Mr. Giuliano moved that the Board 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. Vice-Chair Coviello seconded. The motion passed with all in favor.*

2) *Mr. Giuliano moved that the Board 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 be 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.*

*Councilor Moreau seconded. The motion passed with all in favor.*

**B.** The request of **Atlas Commons LLC (Owner)**, for property located at **581 Lafayette Road** requesting a second one-year extension of the Site Plan for two 4-story additions to the existing building that will total 72 residential units with associated site improvements including lighting, utilities, landscaping, and stormwater treatment/management and a Conditional Use Permit from Section 10.5B72 for increased density, building height and footprint. Said property is located on Assessor Map 229 Lot 8B and lies within the Gateway Corridor (G1) District. (LU-23-189)

#### **SPEAKING TO THE PETITION [Timestamp 1:26:15]**

Project engineer John Chagnon (via Zoom) reviewed the application and said the new CUP included density, building height, and footprint variances and had modifications to setbacks to Lafayette Road as well as public improvements in another lot and zone. He said the 72 units would have 7.6 percent community space and a building footprint of 42,434 square feet, noting that those items were a part of the May 2024 approval. He said the proposal was a mixed-use building, so the restaurants would remain. He said the parking was compliant, the parking use would be 165 spaces where 161 are required, and there would be no change in traffic or direction of drainage flow. He said the density bonus was being handled with public realm and a minor wetland fill was approved. He said the community space would have an outdoor café and a pocket park, but there would be a significant area of offsite open space that would be maintained by the applicant. He said the CUP modifications were all previously approved. He said the plan had minor parking and utility changes. He said the Trees and Greenery Committee approved the park component and TAC's three stipulations were met.

Mr. Bowen asked if there was still a provision for 15 affordable housing units. Mr. Chagnon agreed and said the workforce housing document was in the packet.

Chair Chellman opened the public hearing.

**SPEAKING TO, FOR, OR AGAINST THE PETITION** [Timestamp 1:33:00]

Anna Kay Vorsteg, Executor Director of the Cross Roads House. said she wanted to hear more about what was meant by affordable. She said the site plan extension could consider whether there were in fact low-income folks who would want to access the bus stop across the street. She said there was a hazard in crossing Lafayette Road for people from Cross Roads and now possibly people from across the street. She said she tried to get extensions on the lights because people with disabilities could not safely cross the road.

No one else spoke, and Chair Chellman closed the public hearing.

**DECISION OF THE BOARD** [Timestamp 1:34:55]

Vice-Chair Coviello said low income housing and affordable housing were codified things and explained how affordable housing was different from low-income housing. He said the proposed low-income housing was really work force low market-rate housing. Mr. Samonas said none of the bus stops were on the existing site plan and that they fell on City property. Councilor Moreau said she would ask the City Council whether DPW could review the timing issues with the lights. Ms. Conard said City Engineer Eric Eby would have to coordinate with NHDOT.

- 1) *Mr. Giuliano moved that the Board finds that the Conditional Use Permit application meets the criteria set forth in Section 10.5B11 and 10.5B73 and to adopt the findings of fact as presented. Mr. Almeida seconded. The motion passed with all in favor.*
- 2) *Mr. Giuliano moved that the Board grant modifications of standards from Section 10.5B22.40 Special Setback Requirements on Lafayette Road, Section 10.5B73.20 to allow the public realm improvements to be located in a different zoning district, Section 10.5B34.80 to allow a building with 72 units, Section 10.5B41.80 to allow 7.6% community space where 10% is required, and to allow a building footprint of 42,434 square feet where 24,000 is allowed. Mr. Almeida seconded. The motion passed with all in favor.*
- 3) *Mr. Giuliano moved that the Board grant the Conditional Use Permit as presented. Mr. Almeida seconded. The motion passed with all in favor.*
- 4) *Mr. Giuliano moved that the Board grant a second one-year extension of the site plan to May 16, 2027, incorporating all of the conditions from the May 23, 2024 letter of decision and the **condition** below:*
  4. 1) *Applicant must obtain final approval of the catch basin from DPW.*

*Mr. Almeida seconded. The motion passed with all in favor.*

- C. **The request of 1151 Sagamore Avenue CBC LLC (Owner), for property located at 1151 Sagamore Avenue requesting Site Plan Review approval for the demolition**

of the existing structure and construction of four (4) standalone condominium single family structures with associated site improvements. Said property is located on Assessor Map 224 Lot 19 and lies within the Mixed Residential Office (MRO) District. (LU-25-178)

Mr. Bowen recused himself from the petition, and Mr. Perier took a voting seat.

#### **SPEAKING TO THE PETITION [Timestamp 1:39:39]**

Alexx Monastiero of Chinburg Properties, Kevin Neville of CBC Financial, and Drew Olehowski of Haley Ward were present. Ms. Monastiero said they proposed four detached condos with a shared driveway access that would be served by public water and sewer and fire sprinkling systems. She said the drainage and stormwater would be designed by Haley Ward and there would be a landscaping plan. She said the project was reviewed and supported by TAC.

[Timestamp 1:42:30] Vice-Chair Coviello confirmed that the four homes would look like the renderings in the packet. Mr. Samonas asked what would happen if there was a trench next to the ledge and if more than 10 feet of ledge on the second home had to be removed. Mr. Olehowski said the trench behind the house would capture offsite runoff and that he did not expect that more ledge would be removed than shown on the plan. Vice-Chair Coviello asked if the applicant talked to TAC about having the driveway go more towards the north. Mr. Olehowski said TAC asked to have the driveway come off Wentworth Road but that it would require taking out most of the front yard of the first building and would also make it difficult for emergency vehicles. He said the proposed driveway's location was the best one and further explained it. Vice-Chair Coviello suggested moving all the structures south. Mr. Olehowski said they felt that the proposed plan would work. Mr. Samonas asked if guest parking was required on the site. Mr. Olehowski said the buildings had garages and driveways that would be available to guests.

Chair Chellman opened the public hearing.

#### **SPEAKING TO, FOR, OR AGAINST THE PETITION**

No one spoke, and Chair Chellman closed the public hearing.

#### **DECISION OF THE BOARD [Timestamp 1:49:02]**

- 1) *Mr. Giuliano moved that the Board 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. Ms. Conard seconded. The motion passed with all in favor, with Mr. Bowen recused.*
- 2) *Mr. Guiliano moved that the Board 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) *The applicant shall provide an access easement to the City for water valve access and leak detection. The easement shall be reviewed and approved by the Planning and Legal Departments prior to acceptance by the City Council.*
- 2.4) *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:**

- 2.5) *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.*
- 2.6) *A stormwater inspection and maintenance report shall be completed annually and copies shall be submitted for review to the City's Stormwater Division/ Public Works Department.*

*Mr. Almeida seconded. The motion passed with all in favor.*

- D.** The request of **Peter Evans and Julie Myers Revocable Trust (Owner)**, for property located at **323 Jones Ave** requesting a Wetland Conditional Use Permit from Section 10.1017.50 for the construction of a set of exterior stairs to access an ADU above an existing garage which is located within the wetland buffer area. The stairs will create approximately 96 s.f. of impact within the buffer. The stairs will create approximately 96 s.f. of impact within the buffer. Said property is located on Assessor Map 222 Lot 72 and lies within the Single Residence B (SRB) District. (LU-26-28)

**SPEAKING TO THE PETITION [Timestamp 1:53:38]**

The owner Peter Evans was present. He said he wanted to turn the upstairs apartment into a 750-ft ADU and that the stairs would be the main entry and exit to the ADU.

The Board had no questions, and Chair Chellman opened the public hearing.

**SPEAKING TO, FOR, OR AGAINST THE PETITION**

No one spoke, and Chair Chellman closed the public hearing.

**DECISION OF THE BOARD** [Timestamp 1:54:58]

1) *Mr. Samonas moved that the Board 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. Ms. Conard seconded. The motion passed with all in favor.*

2) *Mr. Samonas moved that the Board 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. It is recommended that markers be placed near the existing stone wall at the rear of the property at 50-foot intervals.*

2.2) *Applicant shall place crushed stone below the proposed staircase to help with infiltration of stormwater.*

2.3) *Applicant shall construct the staircase with at least ¼ - ½" spacing between any boards to allow for permeability.*

*Ms. Conard seconded. The motion passed with all in favor.*

**E. REQUEST TO POSTPONE** The request of **Brora LLC (Owner)**, for property located at **150 Portsmouth Boulevard** requesting Site Plan Review Approval for the construction of three (3), six (6) story multifamily residential buildings with associated site work including parking, driveway access, utility, drainage, landscaping, and lighting improvements and reconstruction of Portsmouth Boulevard in front of the development. Said property is located on Assessor Map 213 Lot 12 and lies within the Office Research (OR) and Gateway Neighborhood Overlay (GNOD) Districts. **REQUEST TO POSTPONE** (LU-25-114)

**DECISION OF THE BOARD** (Note: the vote was taken at the beginning of the meeting).

*At the applicant's request, Vice-Chair Coviello moved to **postpone** the petition to the May 21 meeting. Councilor Moreau seconded. The motion passed with all in favor.*

**V. OTHER BUSINESS**

**A. Chairman Updates and Discussion Items** [Timestamp 1:59:15]

Chair Chellman said the Master Plan was underway and a meeting was scheduled with the Historic District Commission (HDC) on May 28 but the Chambers room was not available, so another option would be found. He said the Community Campus Open House would be held the following week. He said Mayor McEachern wanted to have a session about Master Plan topics

that would include ideas about having an expedited review process that tied in with having a fixed set of regulations so that simple projects could easily get through a less complicated path of review. He said it would also include discussion about having neighborhood centers and adding one to the Gateway Areas. He said there would be a joint meeting with the Conservation Commission to discuss wetlands and CUPS in the future.

**B. Board Discussion of Regulatory Amendments and Other Matters**

Councilor Moreau suggested that it clearly be stated at the beginning of a meeting that when something is postponed, the public hearing is also postponed so that any member of the public who was there to speak to it would be aware and not wait for hours. Mr. Samonas asked if TAC's comments or summary could be incorporated into the minutes.

**VI. ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

Submitted,

Joann Breault  
Planning Board Meeting Minutes Taker