



City of Portsmouth
Planning Department
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Memorandum

To: Planning Board

From: Peter Stith, AICP
Assistant Planning Director

Date: July 10, 2026

Re: Recommendations for the July 16, 2026 Planning Board Meeting

I. APPROVAL OF MINUTES

A. Approval of the June 18, 2026 meeting 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 June 18, 2026 meeting and vote to approve meeting minutes with edits if needed.

II. DETERMINATIONS OF COMPLETENESS

SITE PLAN REVIEW

- A. **WITHDRAWN** The request of **Regan Electric CO INC (Owner)**, and **Chinburg Development (Applicant)**, for property located at **94 Langdon Street** and **98 Cornwall Street** requesting Site Plan Review approval. **WITHDRAWN**

Planning Department Recommendation

Vote to 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 application for consideration.

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- A. **WITHDRAWN** The request of **Regan Electric CO INC (Owner)**, and **Chinburg Development (Applicant)**, for property located at **94 Langdon Street** and **98 Cornwall Street** requesting Site Plan Review approval to merge the two lots, demolish the existing buildings, and construct three (3) single-family dwellings with associated site improvements. Said property is located on Assessor Map 139 Lots 1, 8 and lies within the Mixed Residential Business (MRB) District. **WITHDRAWN**

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 **Griffin Road Realty LLC (Owner)**, for property located at **218 Griffin Rd** requesting a Wetland Conditional Use Permit from Section 10.1017.50 for the construction of a new mobile trailer loading dock, new security fencing/gates, and added ADA accessible parking spaces. The project includes removing existing asphalt in the loading dock area and replacing with concrete and installation of a new chain link fence, all within existing impervious areas. This project proposes a permanent impact of approximately 5,181 s.f. within the 100' wetland buffer. Said property is located on Assessor Map 263 Lot 1-5 and lies within the Industrial (I) District. (LU-26-78)

Project Background

The applicant is requesting a Wetland Conditional Use Permit to facilitate improvements to the existing FedEx distribution facility at 218 Griffin Road, including construction of a mobile trailer loading dock, installation of new security fencing and gates, and ADA parking improvements. The project will result in approximately 5,181 square feet of disturbance within the City's 100-foot wetland buffer; however, all work is proposed within areas that are already developed and largely impervious.

Staff notes that the wetland buffer impact area increased from 4,753 square feet, as presented to the Conservation Commission, to 5,181 square feet in the Planning Board application. According to the applicant, the increase resulted from expanding the sawcut and pavement transition area needed to accommodate installation of the proposed concrete loading dock pad. The applicant states that the additional impact area is located to the north of the previously proposed disturbance area and does not extend the project closer to the wetland resource. The revised impact area remains entirely within the wetland buffer and does not result in direct wetland impacts or additional impervious surface coverage.

The legal notice for this application referenced the 4,753 square feet and not the 5,181. This is a minimal increase in the area of disturbance and impacts and does not change the overall request of the applicant, especially since the area is already impervious.



Staff Analysis – Wetland CUP

According to Article 10 Section 10.1017.50 the applicant must satisfy the following conditions for approval of this project.

1. The land is reasonably suited to the use activity or alteration.

This project is proposed within a previously disturbed area and involves impervious surface replacement and the construction of a loading dock over existing impervious space.

2. There is no alternative location outside the wetland buffer that is feasible and reasonable for the proposed use, activity or alteration.

This location is previously disturbed and no new impervious impacts are proposed.

3. There will be no adverse impact on the wetland functional values of the site or surrounding properties.

The proposed work is occurring within a previously disturbed buffer area, but no erosion control devices are proposed. Due to the amount of ground disturbance and construction, erosion controls are needed.

4. Alteration of the natural vegetative state or managed woodland will occur only to the extent necessary to achieve construction goals.

This project appears to be replacing existing impervious and not disturbing any previously vegetated areas. Any opportunities to introduce additional buffer planting areas to the site would be beneficial due to the close proximity of the resource to the proposed work.

5. The proposal is the alternative with the least adverse impact to areas and environments under the jurisdiction of this section.

This proposal as designed will have no net increase in impacts to the wetland buffer.

6. Any area within the vegetated buffer strip will be returned to a natural state to the extent feasible.

This application does not delineate the vegetated buffer strip, but it appears as though this area may have pre-existing impervious impacts.

Project Review, Decisions, and Recommendations

The project was before the Conservation Commission. See below for details.

Conservation Commission

The applicant was before the Conservation Commission at its regularly scheduled meeting of Wednesday, [June 10, 2026](#) the Commission unanimously (6-0) to recommend approval with following condition:

- 1. Please submit plan showing temporary impacts alongside permanent impacts if applicable.*
- 2. Applicant shall have wetland delineation stamped, signed and dated by a NH Certified Wetland Scientist.*
- 3. Applicant shall delineate vegetated buffer strip on plan set.*
- 4. Applicant shall include a note on the plan stating that no constructions materials and/or debris shall be left exposed on site and that the construction site shall be swept after construction activities have finished to limit runoff into the wetland.*
- 5. It is recommended that the property owner should perform parking lot sweeping at least twice per year as part of annual maintenance to prevent sediment runoff into the wetland.*

6. 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 for this location that wetland boundary markers be considered along the guardrail or behind the guardrail on top of the bank. These should be placed every 50' within the wetland buffer and should not go outside of the area of site work.

The conditions above have been added in the Planning Board application.

Planning Department Recommendation
Wetland Conditional Use Permit

1) Vote 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.

(Alt.) Vote 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 amended.

2.) Vote 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. It is recommended for this location that wetland boundary markers be considered along the guardrail or behind the guardrail on top of the bank. These should be placed every 50' within the wetland buffer and should not go outside of the area of site work.

V. PRELIMINARY CONCEPTUAL CONSULTATION

- A. The request of **St. Nicholas Greek Orthodox Church (Owner)**, for property located at **0 Lafayette Road** requesting Preliminary Conceptual Consultation for the construction of an 11,200 square foot, 15-unit apartment building with associated site improvements. Said property is located on Assessor Map Lot and lies within the Gateway Neighborhood Corridor (G-1) District. (LUPD-26-3)

The applicants have provided a preliminary site plan for their project. As authorized by NH [RSA 676:4,II](#), the Site Plan Regulations require preliminary conceptual consultation for certain proposals, including (1) the construction of 30,000 sq. ft. or more gross floor area, (2) the creation of 20 or more dwelling units, or (3) the construction of more than one principal structure on a lot. Preliminary conceptual consultation precedes review by the Technical Advisory Committee. The application does not fall under any requirements for Preliminary Conceptual Consultation, however the applicant would like to get Planning Board feedback prior to submitting an application for site plan review.

Preliminary conceptual consultation is described in the state statute as follows: *[Preliminary conceptual consultation] ... shall be directed at review of the basic concept of the proposal and suggestions which might be of assistance in resolving problems with meeting requirements during final consideration. Such consultation shall not bind either the applicant or the board and statements made by planning board members shall not be the basis for disqualifying said members or invalidating any action taken. The board and the applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals under the master plan.*

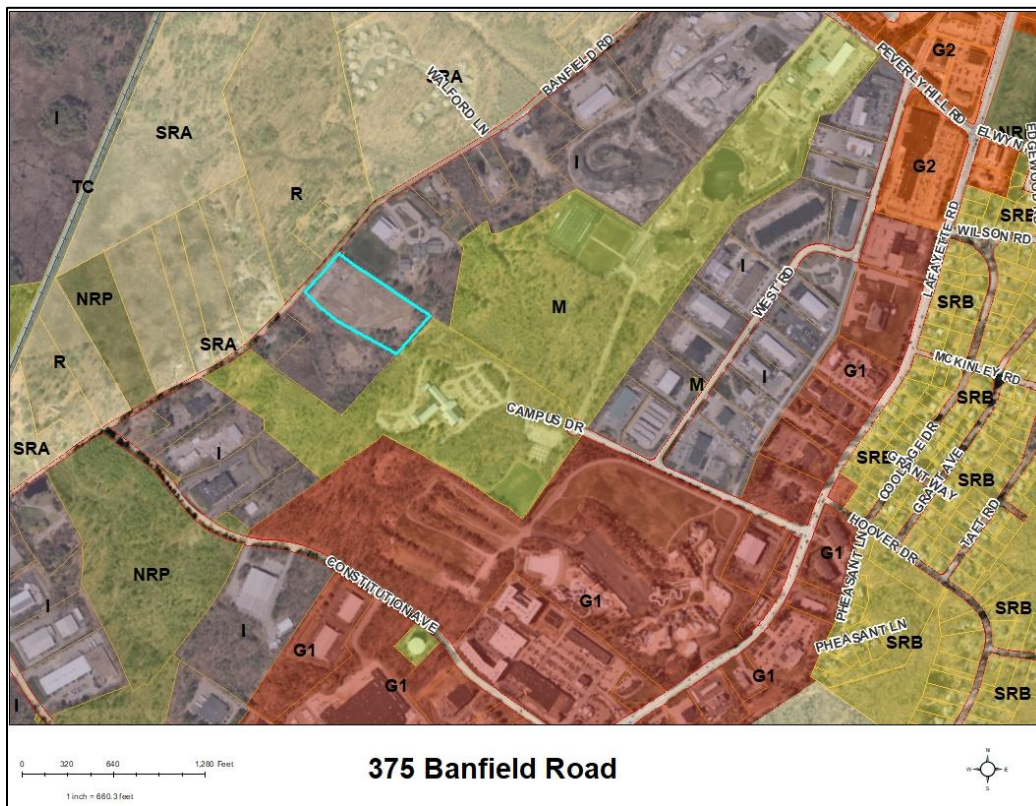
The preliminary conceptual consultation phase provides the Planning Board with an opportunity to review the outlines of a proposed project before it gets to detailed design (and before the applicant refines the plan as a result of review by the Technical Advisory Committee and public comment at TAC hearings). In order to maximize the value of this phase, Board members are encouraged to engage in dialogue with the proponent to offer suggestions and to raise any concerns so that they may be addressed in a formal application. Preliminary conceptual consultation does not involve a public hearing, and no vote is taken by the Board on the proposal at this stage. Unlike Design Review, completion of Preliminary Conceptual Consultation does not vest the project to the current zoning.

V. CITY COUNCIL REFERRALS

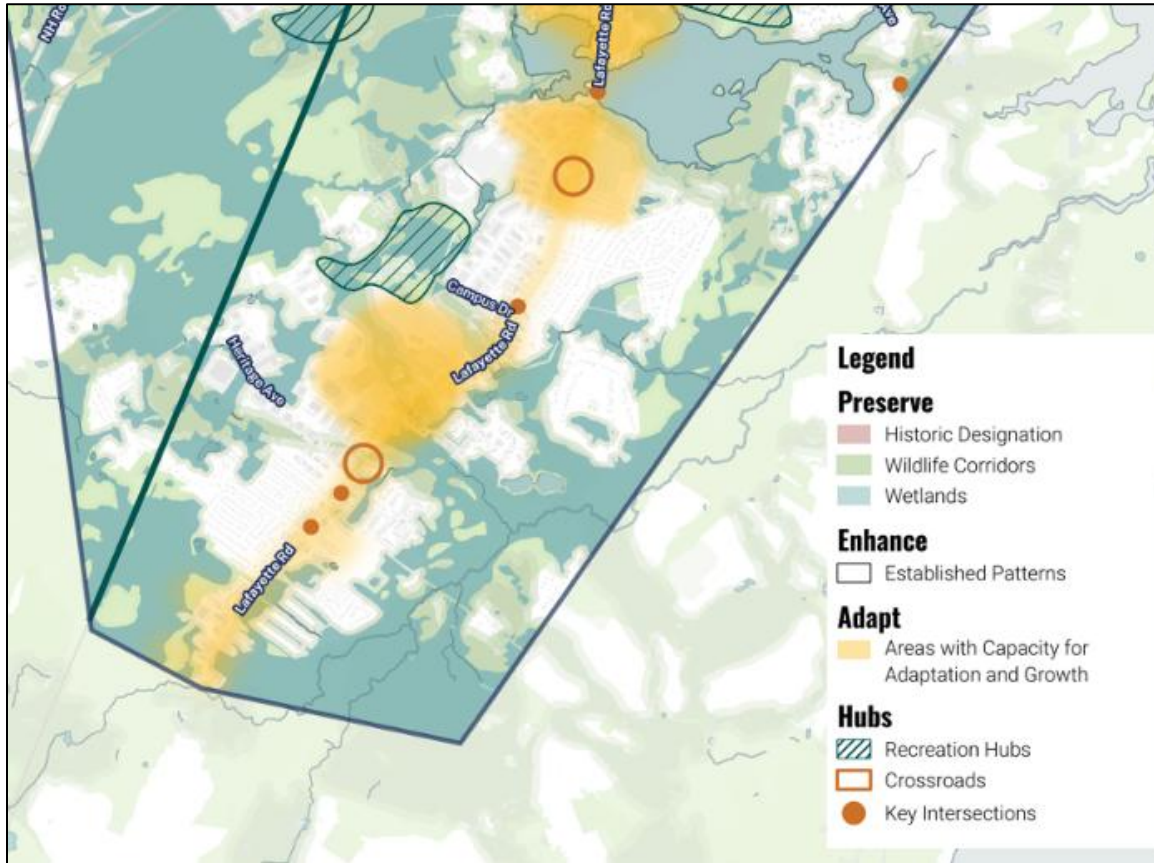
- A.** The request of **Banfield Realty LLC (Owner)**, for property located at **375 Banfield Road** requesting to be rezoned from Industrial (I) to Gateway Neighborhood Business (G-1) Said property is located on Assessor Map 266 Lots 7, 7-1 and lies within the Industrial (I) District.

Project Background

The applicant has requested that the Planning Board consider supporting a zoning amendment to rezone 375 Banfield Road from Industrial (I) to Gateway Corridor (G1) to facilitate future multifamily residential development. A letter was sent to the City Council with the same request in March and the Council accepted the letter and placed it on file. The property is currently zoned Industrial and has an approved site plan for a warehouse development.



The City is currently undertaking a comprehensive Master Plan update, and the Banfield Road industrial area is not presently identified for rezoning consideration as part of that effort. The two images below are from maps produced for the Master Plan update as that show potential growth areas and Banfield Road is just outside of those areas.



Issues & Opportunities

- Lack of NE to SW connections parallel to Lafayette/Rt1
- Lack of connection to Community Campus and Greenway
- Lack of open space and natural assets
- Opportunity for additional multi-family housing development

Place dots on the map:

- Asset
- Issue
- Opportunity

When you're done, find a Planning Team member and tell them about why you placed your dot(s) where you did.



- Focus activity and development on NW side of Lafayette/Rt1
- Create dual mixed-use core with NE to SW connectivity parallel to Lafayette



- Increased street network connectivity throughout, with deliberate connections to lower density residential uses in SE
- Reinforce connectivity through commercial anchor parking lots (Walmart, Portsmouth Green)



- Establish greenway network along potential wildlife corridor to connect to Community Campus, enhance ecological restoration, and build community ecological stewardship

What did we miss?

Place your sticky notes here!



Legend

- ↔ Improved Transit Corridor
- ↔ Mixed-Use
- ↔ Multi-Family Residential
- ↔ Roads/Thoroughfares
- ↔ Green Space
- ↔ Multi-Use Pathway
- ||||| Existing Greenway

Four draft motions have been provided below for the Planning Board to consider. The first is to accept the request and place on file.

The second is to take no action but include the Banfield Road corridor in the Master Plan for consideration. Including the Banfield Road corridor in the Master Plan process would allow the City to evaluate the area comprehensively rather than through a parcel-specific zoning request. The corridor includes existing industrial land, nearby residential areas, a school, wetland resources, transportation, and potential infrastructure needs. A Master Plan review would provide an opportunity to consider whether future land use changes along Banfield Road should support additional housing, retain industrial uses, improve multimodal transportation connections, address environmental constraints, and identify any public infrastructure improvements needed to support future development. This broader review would help ensure that any zoning recommendations for the corridor are coordinated with the City's long-term land use goals.

The third option would be to recommend the Council to move forward with the request. The Planning Board may find that rezoning the property to Gateway Neighborhood Business (G-1) is appropriate at this time and that rezoning to Gateway would support the applicant's stated intent to facilitate future multifamily residential development and provide an opportunity to introduce additional housing along the Banfield Road corridor. The Board may also determine that the request is appropriate for City Council consideration if it finds that a transition from Industrial to G-1 zoning could be compatible with the surrounding area. If this is the direction the Board would like to go, staff would recommend looking at other parcels in the corridor for consideration.

The fourth option would be to recommend the Council not move forward with the request at this time. The Planning Board may find that the requested rezoning is premature because the City is currently undertaking a comprehensive Master Plan update and the Banfield Road industrial area has not been identified for rezoning consideration as part of that effort. The Board may also determine that a parcel-specific zoning change should not proceed before the broader Banfield Road corridor is evaluated through the Master Plan process.

Below are Planning Board actions to consider:

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- 1. Vote to accept the letter from Banfield Realty LLC regarding the request to rezone 375 Banfield Road from Industrial (I) to Gateway Neighborhood Business (G-1) and place the letter on file.*
 - 2. Vote to refer the request from Banfield Realty LLC to rezone 375 Banfield Road from Industrial (I) to Gateway Neighborhood Business (G-1) to the Master Plan process for consideration as part of a broader review of the Banfield Road corridor.*

- 3. Vote to recommend that the City Council approve the requested zoning map amendment to rezone 375 Banfield Road from Industrial (I) to Gateway Neighborhood Business (G-1), and hold first reading of the proposed ordinance at its next meeting.*
 - 4. Vote to recommend that the City Council deny the requested zoning map amendment to rezone 375 Banfield Road from Industrial (I) to Gateway Neighborhood Business (G-1).*
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V. OTHER BUSINESS

- A. The request of **Giri Portsmouth 505 INC (Owner)**, for property located at **505 US Route 1 Bypass** requesting a 1-Year Extension for the Site Plan approval and Wetland Conditional Use Permit for an electric vehicle charging station originally granted on July 17, 2025.

On July 17, 2025, the Planning Board granted Site Plan approval and a Wetland Conditional Use permit for the project referenced above. The applicant has yet to obtain a building permit and has requested the one-year extension per Section 2.14 of the Site Plan Regulations below.

Section 2.14 Approval Expiration and Extension

1. Site plan approval by the Planning Board shall expire unless used (obtain a Building Permit) within a period of one (1) year from the date granted.
2. The Planning Board may, for good cause shown, extend such period by as much as one (1) year if requested and acted upon prior to the expiration date.
3. If additional one (1) year extensions are requested, the owner will be required to have the previously approved plans reviewed by the TAC and the Planning Board. For this review the owner shall provide to the Planning Department the previously approved plans and supporting data.
4. Upon review of a request for an extension, the Planning Board shall have the authority to amend or deny a previously approved application. This review shall not require an application fee; however, the Planning Board and/or TAC may, if deemed necessary by either chair, conduct a public hearing at the owner's expense.

Planning Department Recommendation

Vote to grant a one-year extension of the Site Plan and Wetland Conditional Use permit to July 17, 2027.

- B. Chairman's Updates and Discussion Items
- C. Board Discussion of Regulatory Amendments and Other Matters
- I. Zoning Amendments
 - II. Site Plan Regulations

The draft zoning amendments serve three purposes. First, they move off-street parking requirements from the Zoning Ordinance to the Site Plan Review Regulations. This change was referred to the Planning Board by the City Council in September 2025, following recommendations from the Housing Committee. While the location of the parking requirements changes, the substantive parking standards generally remain the same with the main difference replacing the parking conditional use process with a site plan waiver process in the Site Plan Regulations, providing a more streamlined administrative process.

Second, the amendments update public notice requirements for the Zoning Board of Adjustment by replacing locally adopted notice provisions with a direct reference to New Hampshire notice requirements, ensuring consistency with State law.

Finally, the amendments revise Conditional Use Permit extension procedures by aligning CUP approvals with associated site plan approvals so that a CUP remains valid for the duration of an approved site plan, including any approved extensions. For standalone CUPs, the amendments allow an administrative one-year extension by the Planning & Sustainability Director and permit additional one-year extension by the Planning Board following a public hearing when good cause is demonstrated.

Planning Department Recommendation on Zoning Changes

Vote to recommend City Council hold first reading on the proposed zoning amendments as presented/amended.

Planning Department Recommendation on Site Plan Regulation Changes

The proposed Site Plan Review Regulation amendments are intended to take effect at the same time as the corresponding Zoning Ordinance amendments. This effective date ensures that the off-street parking requirements are removed from the Zoning Ordinance and placed in the Site Plan Review Regulations without creating a gap or overlap in the applicable parking standards.

Staff recommend separate motions to distinguish between the parking-related Site Plan Review Regulation amendments, which should be coordinated with the City Council's zoning amendments, and any non-parking-related Site Plan Review Regulation amendments that can be adopted independently.

Vote to adopt the proposed Site Plan Review Regulation amendments related to off-street parking, effective on the same date that the corresponding Zoning Ordinance amendments adopted by the City Council become effective.

Vote to adopt the proposed non-parking-related amendments to the Site Plan Review Regulations as presented/amended, effective immediately.

VI. ADJOURNMENT