

EXPANDED DRAFT MEETING SUMMARY
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NASHUA CITY PLANNING BOARD
September 3, 2026

The regularly scheduled meeting of the Nashua City Planning Board was held on September 3, 2026 at 7:00PM in the 3rd floor auditorium in City Hall.

Members Present: Joe MacIntyre, Mayor's Representative
Bob Bollinger, Chair
Adam Varley, Vice Chair
Ald. Patricia Klee
Larry Hirsch
Benjamin Zoller

Also Present: Sam Durfee, Planning Manager
Connor Muise, Deputy Planning Manager
Scott McPhie, Planner I

APPROVAL OF MINUTES

August 6, 2026

MOTION by Mr. MacIntyre to approve the minutes, as written

SECONDED by Ald. Klee

MOTION CARRIED 5-0-1 (Hirsch abstained)

COMMUNICATIONS

- **A26-0103, 28 Lincoln Ave**
 - o Updated staff report

REPORT OF CHAIR, COMMITTEE, & LIAISON

Historic District Commission: Mr. Hirsch requested to step down from the board appointed role.

PROCEDURES OF THE MEETING

After the legal notice of each conditional, special use permit, site plan or subdivision plan is read by the Chair, the Board will determine if that the application is complete and ready for the Board to take jurisdiction. The public hearing will begin at which time the applicant or representative will be given time to present an overview and description of their project. The applicant shall speak to whether or not they agree with recommended staff

stipulations. The Board will then have an opportunity to ask questions of the applicant or staff.

The Chair will then ask for testimony from the audience. First anyone wishing to speak in opposition or with concern to the plan may speak. Please come forward to the microphone, state their name and address for the record. This would be the time to ask questions they may have regarding the plan. Next public testimony will come from anyone wishing to speak in favor of the plan. The applicant will then be allowed a rebuttal period at which time they shall speak to any issues or concerns raised by prior public testimony.

One public member will then be granted an opportunity to speak to those issues brought by the applicant during their rebuttal period. The Board will then ask any relevant follow-up questions of the applicant if need be.

After this is completed the public hearing will end and the Board will resume the public meeting at which time the Board will deliberate and vote on the application before us. The Board asks that both sides keep their remarks to the subject at hand and try not to repeat what has already been said.

Above all, the Board wants to be fair to everyone and make the best possible decision based on the testimony presented and all applicable approval criteria established in the Nashua Revised Ordinances for conditional, special use permits, site plans and subdivisions. Thank you for your interest and courteous attention. Please turn off your cell phones and pagers at this time.

Per our legal charter, we have a quorum when five members are present. There may be some recusals this evening for certain board members, but as long as five members are sitting each case can be heard. At the discretion of the chair, the order of the cases can be rearranged.

NEW BUSINESS – SUBDIVISION PLANS

A26-0154 78 Amherst Street, LLC (Owner), Family Realty Investments, LLC (Owner & Applicant) requesting site plan and condominium subdivision approval to merge both lots and construct two duplexes, for a total of ten condominium units on one lot. Property is located at 3-13 Putnam Street & 78 Amherst Street. Map 62 – Lots 83 & 85. Zoned B Urban Residence (R-B). Ward 2. **(Postponed to the September 17, 2026 meeting)**

NEW BUSINESS - SITE PLANS

A26-0153 78 Amherst Street, LLC (Owner), Family Realty Investments, LLC (Owner & Applicant) requesting site plan and condominium subdivision approval to merge both lots and construct two duplexes, for a total of ten condominium units on one lot. Property is located at 3-13 Putnam Street & 78 Amherst Street. Map 62 - Lots 83 & 85. Zoned B Urban Residence (R-B). Ward 2. **(Postponed to the September 17, 2026 meeting)**

NEW BUSINESS - SUBDIVISION PLANS

A26-0103 Kelly A. McAllister (Owner & Applicant) requesting approval for a 2-lot subdivision. Property is located at 28 Lincoln Avenue. Map 9 - Lot 18. Zoned B-Urban Residence (RB). Ward 7. **(Postponed to September 3, 2026 meeting)**

MOTION by Mr. Varley that the application is complete and the Planning Board is ready to take jurisdiction

SECONDED by Mr. Zoller

MOTION CARRIED 6-0

Greg Wood, Survey Technician, Meridian Land Services, 31 Old Nashua Rd Ste 2, Amherst, NH

Mr. Wood introduced himself on behalf of the owner. He said we are proposing a two-lot subdivision. The new lot will be just over 6,000-sqft, with the remainder lot being about 15,000-sqft. We are requesting three waivers, as detailed in the staff report.

Mr. Wood said he feels this is a fairly straightforward request, and he is available for questions.

Mr. Bollinger asked if there was a formal request in the staff report to provide a landscaping plan.

Mr. Durfee said we have landscaping requirements, and they are universally applicable to all cases that come before the Board. It may not be a full standalone landscaping plan, even a simple planting detail on the plan to show where they will go suffices.

Mr. Bollinger asked if that is covered in the Engineering review letter.

Mr. Varley indicated where it is covered.

Mr. Bollinger said one of the waivers was to not construct underground utilities, he can understand that. The 1,000-ft property surveying distance as well. Does staff have an opinion on the lighting waiver?

Mr. Durfee said no. This waiver may not be applicable, if there is no lighting proposed, then no need for a lighting plan.

Mr. Bollinger asked if they should use the belt and suspenders approach.

Mr. Durfee said we can ask the applicant if there is any intention for lighting beyond the standard wall sconce by the door.

Mr. Bollinger said the last time this came up it was for a similar type of situation. Most homes have some form of exterior lighting.

Mr. Durfee said no harm done in granting the waiver.

Mr. Wood said he doesn't know the intent of the structure being built. He's seen the structure proposed and there is nothing out of the ordinary from what he can see.

Mr. Varley asked what would trigger a lighting plan.

Mr. Durfee said it's a weedy question. Typically you think of the obvious cases, like a multifamily development with lighting in the parking lot, clearly that needs a lighting plan. But what happens when you have a subdivision built years ago in a neighborhood where someone now puts up a flood light, and people are complaining about it? Obviously that wasn't caught in any lighting plan for a single family subdivision. So where is the line? We don't have one defined in the code, we have to use our judgement within the context of what is being requested. This is an infill lot in a residential neighborhood, there will probably not be lighting onsite that would traditionally necessitate a lighting plan where we're concerned about light trespass.

Mr. MacIntyre said the approach on Fifield Street is unique with that wall. That's a place where kids learn how to drive manual transmissions.

Mr. Hudson said not anymore.

Mr. MacIntyre said on his driving test years back that was one of the things, getting up that hill.

Mr. MacIntyre said this is a small lot, it's tight in there. What is the general guidance for how much leeway the city gives when subdividing one lot into two?

Mr. Durfee said we have minimum lot area requirements. This lot meets that. It is slightly oddly shaped, that does reduce the buildable area footprint for the site. If it meets the minimum dimensional requirements, it's a legal lot that could be created.

Mr. MacIntyre asked what the general guidance is for the smallest size of a lot we would allow on a subdivision.

Mr. Durfee said it depends on the zone. In this zone 6,000-sqft is required.

Mr. MacIntyre said then they just make it.

Mr. Durfee said that's pretty small. They make it by 106-sqft.

Ald. Klee asked if the entrance to one of the lots will be off of Fifield Street.

Mr. Wood said it will be off of Circle Ave.

Ald. Klee asked if there was a multifamily home to the north of the property.

Mr. Wood said he believes that is a 2-family, yes.

Ald. Klee asked if there would be two driveways off of Circle Ave. There's a big wall on Fifield and a small wall on Lincoln. Would the two lots have a shared driveway off Circle?

Mr. Wood said there is a preexisting garage off Circle now, with its own access off of that. It will continue to be used.

Mr. Bollinger said there is an existing driveway on Lincoln that serves the current residence. He believes that will remain in place.

Ald. Klee said she is glad to hear they are separate driveways.

Mr. Bollinger said the site has some topography, particularly with the drop-off to the back at Fifield. Are there any special drainage considerations or issues foreseen?

Mr. Wood said there was a letter provided by the site engineer proposing a catch basin in the middle of the lot.

Mr. Zoller said the existing garage will be razed. He recommends that they follow all soil stabilization requirements.

Mr. Bollinger said there were no specific comments in Engineering's letter with respect to drainage. He assumes that the engineer's letter was reviewed by staff, and any issues would have been included in their comments. One of the conditions addresses satisfying Public Works.

Mr. Durfee said there is a yard drain proposed between the building envelope and the circle, like a leaching catch basin. There is a note in the report that the soil is well draining and excessively sandy. A leaching catch basin would perform in such an environment.

SPEAKING IN OPPOSITION OR CONCERN

None

SPEAKING IN FAVOR

None

PUBLIC MEETING

Mr. Bollinger closed the public hearing and opened the public meeting. He said the size is a little small, but it meets the requirements. It's not a perfect rectangle, but they tried to do what they could to while maintaining the integrity of the current structure. It meets the basic spatial requirements. After a review of the Engineering letter, there are no deal breakers on the technical side. He is in favor of approving this.

No Board members raised objection.

Mr. Bollinger said the waivers for surveying within 1,000-ft and above-ground utilities are fairly common and would not be contrary to the spirit and intent of the ordinance. In regards to the

lighting waiver, he would follow staff's determination that it's better to grant it than strike it. Beyond that it seems fairly straightforward.

MOTION by Mr. Varley to approve the following waivers for New Business - Site Plan A26-0103:

- a. §190-282 (B)(9): not to show all existing conditions within 1000 feet of property line boundaries.
- b. §190-221 (A): not to locate all electrical utilities underground.
- c. §190-275 not to provide a lighting plan.

As per RSA 674:36(II)(N), RSA 674:44(III)(e), and §190-148(D), Strict conformity would pose an unnecessary hardship to the Applicant and the waiver would not be contrary to the spirit and intent of the regulations; and specific circumstances, or conditions of the land, and the waiver will properly carry out the spirit and intent of the regulations.

SECONDED by Mr. Hirsch

MOTION CARRIED 6-0

Mr. McPhie requested to add a condition to the Subdivision plan motion, that the garage shall be demolished before construction takes place.

Mr. Durfee said before the recording of the plan.

MOTION by Mr. Varley to approve New Business - Subdivision Plan A26-0103. The Board finds that the application meets the Approval Criteria under §190-138(G) with the following conditions:

- a. All conditions from the approval letter will be added to the cover page of the plan.
- b. Any waiver(s) granted shall be listed on the plan. Should any waiver(s) be denied, the plan must be revised to comply with the applicable site plan regulations.
- c. The plan set shall be sealed and signed by a New Hampshire licensed land surveyor.

- d. All technical review comments listed in Section 5 of the Planning Board staff report shall be addressed to the satisfaction of the Planning Department.
- e. All comments in a Memo from Joseph Mendola, PE, senior staff engineer, will be addressed to the satisfaction of the Division of Public Works.
- f. All comments in an e-mail from Jeff Labrie, Fire Marshal's Office, dated June 8 & 22, 2026, will be addressed to the satisfaction of the Fire Department.
- g. Prior to the issuance of a building permit, the change in addressing of 1-3 Circle shall be approved by the Board of Aldermen.
- h. The Applicant shall submit the recording fees required by the Hillsborough County Registry of Deeds for the plat to be recorded.
- i. Prior to the recording of the plan, a CAD file depicting the new lot line configuration shall be submitted to the Planning Department.
- j. Prior to the commencement of site work, a pre-construction meeting shall be held, and a financial guarantee, to be reviewed and approved by City staff, shall be in place.
- k. Prior to the issuance of a building permit, driveway plans shall be submitted and approved by the Engineering Department.
- l. Prior to the issuance of a Certificate of Occupancy, all relevant stormwater documents shall be recorded at the Applicant's expense.
- m. Prior to the issuance of a Certificate of Occupancy, all site improvements will be completed in accordance with the approved plan.
- n. Prior to the issuance of a Certificate of Occupancy, school impact fees shall be paid for the newly created residential lot, in accordance with Article VIII Impact Fees of the Nashua Land Use Code.

- o. The garage identified on the plan shall be demolished before the recording of the plan.

SECONDED by Mr. Hirsch

MOTION CARRIED 6-0

OTHER BUSINESS

1. Review of tentative agenda to determine proposals of regional impact.

MOTION by Mr. Varley that there are no items of regional impact

SECONDED by Mr. Zoller

MOTION CARRIED 6-0

2. Re-Code & Site Plan Thresholds Presentation

Mr. Muise gave a presentation regarding the threshold for Planning Board site plan review. Discussion ensued.

DISCUSSION ITEMS

None

MOTION to adjourn by Mr. Hudson at 8:53 PM

MOTION CARRIED 5-0

DIGITAL RECORDING OF THIS MEETING IS AVAILABLE FOR LISTENING DURING REGULAR OFFICE HOURS. DIGITAL COPY OF AUDIO OF THE MEETING MAY BE MADE AVAILABLE UPON 48 HOURS ADVANCED NOTICE AND PAYMENT OF THE FEE.

Kate Poirier - Taped Hearing