

NASHUA CITY PLANNING BOARD  
May 7, 2020

The regularly scheduled meeting of the Nashua City Planning Board was held on May 7, 2020 at 7:00 PM in the 3<sup>rd</sup> floor auditorium in City Hall.

Members Present:     Scott LeClair, Chair  
                          Adam Varley, Vice Chair  
                          Edward Weber, Secretary  
                          Dan Hudson, City Engineer  
                          Maggie Harper  
                          Bob Bollinger  
                          Larry Hirsch

Also Present:         Linda McGhee, Deputy Planning Manager  
                          Scott McPhie, Planner I  
                          Chris Webber, Department Coordinator

**COVID-19 Address**

Mr. LeClair addressed the COVID-19 pandemic as follows: Due to the State of Emergency declared by Governor Sununu as a result of COVID-19 pandemic and in accordance with the Governor's Emergency Order #12, pursuant to Executive Order 2020-04, this public body is authorized to meet electronically until further notice.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized to meet electronically pursuant to the Governor's order. However, in accordance with the Emergency Order, this is to confirm that we are:

**1. Access**

Public access to this meeting is provided via WebEx. The link to this meeting is contained in the meeting agenda, available on the city website. The meeting can be streamed thru the city's website on Nashua Community Link and also on Channel 16 on Comcast.

## **2. Public Notice**

The Board previously gave public notice to the meeting and the necessary information for accessing the meeting through public postings, and where applicable notice to abutters. Instructions have also been posted to the city website, and publicly noticed at City Hall.

## **3. Public Alert**

The Board is providing a mechanism for the public to alert the Board during the meeting if there are problems with access. If for some reason you can't connect to WebEx, please contact us at (603) 589-3115.

## **Adjourning the Meeting**

In the event that the public is unable to access the meeting via the methods above, the meeting will be adjourned and rescheduled.

## **4. Procedures**

The Chair is in control of the meeting, and to the extent practicable and advisable the Board will follow the procedures identified in the Bylaws. The applicant will present the applicant's case, followed by questions by the Board. The Chair will then allow testimony from persons wishing to speak in favor, or with questions or opposition, before the Board deliberates and determines an outcome.

Applicants and their representatives, and individuals required to appear before the Board are appearing remotely, and are not required to be physically present. These individuals may contact the Planning Department to arrange an alternative means of real time participation if they are unable to use Webex. Documentary exhibits and/or visual presentations must be submitted in advance of the meeting so that they may be displayed for remote public access viewing.

Real-time public comment can be addressed to the Board utilizing Webex virtual meeting software for remote access. Real-time public comments via audio will be addressed at the conclusion of the public hearing. This application will allow users to view the meeting, and submit questions or comments to the Board utilizing the Webex software.

The public is also encouraged to submit their comments via email to the Department email at [planningdepartment@nashuanh.gov](mailto:planningdepartment@nashuanh.gov) or by mail. Please be sure to include your name, address, and comments. Letters should be addressed to Planning Department, P.O. Box 2019, Nashua, NH 03061.

Please note that all votes taken during this meeting will be done by roll call. Planning Board meetings will be held electronically until further notice, when it is deemed safe to conduct meetings at City Hall.

The Planning Department and Board thank you for your understanding and patience during this difficult time.

### **Approval of Minutes**

#### April 16, 2020 - Training Meeting

**MOTION** by Mr. Varley to approve the minutes of the April 16, 2020 training meeting, as written.

**SECONDED** by Mr. Weber

**MOTION CARRIED 7-0**

#### April 23, 2020

**MOTION** by Mr. Weber to approve the minutes of the April 23, 2020 meeting, as written.

**SECONDED** by Ms. Harper

**MOTION CARRIED 7-0**

### **COMMUNICATIONS**

Mr. McPhie went over the following items that were received after the case packets were mailed:

- Email requesting to postpone Case#1

### **REPORT OF CHAIR, COMMITTEE & LIAISON**

Mr. LeClair gave an update on the Master Plan; they are in the process of interviewing for a consultant.

**OLD BUSINESS - CONDITIONAL/SPECIAL USE PERMITS**

None

**OLD BUSINESS - SUBDIVISION PLANS**

None

**OLD BUSINESS - SITE PLANS**

None

**NEW BUSINESS - CONDITIONAL/SPECIAL USE PERMITS**

None

**NEW BUSINESS - SUBDIVISIONS**

None

**NEW BUSINESS - SITE PLANS**

1. WS Development (Owner) JP Morgan Chase Bank (Applicant) - Application and acceptance to proposed site plan amendment to tear down the existing building and construct a Chase Bank along with associated site improvements. Property is located at 275 Amherst Street. Sheet G - Lot 456. Zoned "GB" General Business. Ward 2.

**MOTION** by Mr. Varley to postpone the application until the May 21, 2020 meeting.

**SECONDED** by Ms. Harper

**MOTION CARRIED 7-0**

**OTHER BUSINESS**

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

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

**SECONDED** by Ms. Harper

**MOTION CARRIED 7-0**

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2. Referral from the Board of Alderman on on proposed R-20-028, authorizing the City of Nashua to enter a Master Development Agreement with Lansing Melbourne Group, LLC. **[Tabled to the May 21, 2020 Meeting]**

**DISCUSSION ITEMS**

None

**MOTION** to adjourn by Mr. Weber at 7:13 PM.

**MOTION CARRIED 7-0**

**APPROVED:**

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Mr. LeClair, Chair, Nashua Planning Board

DIGITAL RECORDING OF THIS MEETING IS AVAILABLE FOR LISTENING DURING REGULAR OFFICE HOURS OR CAN BE ACCESSED ON THE CITY'S WEBSITE. DIGITAL COPY OF AUDIO OF THE MEETING MAY BE MADE AVAILABLE UPON 48 HOURS ADVANCED NOTICE AND PAYMENT OF THE FEE.

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Prepared by: Kate Poirier

Taped Meeting