



**LEBANON PLANNING BOARD
SEPTEMBER 13, 2021 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Notice of Regional Impact**
 - 3. Public Hearing Items**
 - A. Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD:** Request for Site Plan Review to construct a 15,000 sq. ft. addition to an existing warehouse building. PB2021-13-SPR - Continued from August 9, 2021
 - B. Gordon E. Bagley, III and Cynthia L. Louzier, 18 Eastman Hill Road (Tax Map 112, Lot 12) and 32 Eastman Hill Road (Tax Map 112, Lot 10), zoned RL-2:** Request for approval of a Boundary Line Adjustment between lands located at 18 Eastman Hill Road and 32 Eastman Hill Road. PB2021-27-BLA
 - C. Novo Nordisk US Bio Production, Inc., 5 & 9 Technology Drive (Tax Map 145, Lot 3), zoned IND-L:** Request for Site Plan Review to expand the existing building at 5 Technology Drive with two additions totaling +/- 7,915 sq. ft., together with associated site improvements including utilities, lighting, stormwater management, sidewalks, and parking. PB2021-26-SPR
 - D. Amendments to the Site Plan Review Regulations:** The Lebanon Planning Board will hold a public hearing for the purpose of receiving input and taking action on proposed amendments to the Site Plan Review Regulations to create an administrative technical review committee per NH RSA 674:43, III, for the purpose of reviewing minor site plans, and to specify application, acceptance and approval procedures, and to define what size and kind of site plans may be reviewed by the site review committee. The amendments primarily include changes to Article II (Definitions) and Article III (Administration), and also include related changes to Article IV (Procedure), Article V (Submission Requirements), and Article IX (Modifications and Minor Alterations to an Approved Site Plan). Copies of the proposed amendments are available for review at the Planning and Development Department and will be made available online at the City's Web site.
 - 4. Other Business**

- A. Review of CIP Subcommittee discussions; adopt CIP and submit final recommendation for 2022 capital budget to Council via the City Manager

5. Approval of Minutes

- A. August 9, 2021
- B. August 3, 2021 CIP Mins
- C. August 19, 2021 CIP Mins

6. Adjournment

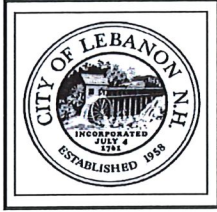
The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #3A
Public Hearing Items**

**Mason Storage, LLC,
38 Spencer Street
(Tax Map 78, Lot 39),
Zoned LD
PB2021-13-SPR**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

September 13, 2021 Meeting

Staff Memorandum – PB2021-13-SPR – *continued from 8/9/21*

APPLICATION INFORMATION

Agenda Item: 3.A

Application ID: PB2021-13-SPR

Application Type:

Site Plan Review for a proposed addition to an existing warehouse building

Property Location & Tax Map:

38 Spencer Street (Tax Map 78, Lot 39)

Applicant/Property Owner:

Mason Storage, LLC

Zoning District: Lebanon Downtown

(LD) District

Future Land Use Map:

Central Business District

Property Size:

+/-1.2 acres (+/-52,272 sq. ft.)

Existing Use & Improvements:

+/-13,000 sq. ft. industrial building constructed in 1984, per the City Assessor's records (a non-conforming use in the LD District per §306.2)

Proposed Use:

Construct a +/-15,000 sq. ft. building expansion; non-conforming warehouse use to continue

Overlay Districts: Floodplain District

LEGAL NOTICE

Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD: Request for Site Plan Review to construct a 15,000 sq. ft. addition to an existing warehouse building. PB2021-13-SPR

NEW APPLICATION DOCUMENTS

- ▶ Letter dated August 23, 2021, from Daniel Nash, PE, of Advanced Geomatics & Design (2 pages)
- ▶ Revised Application for Waivers dated August 23, 2021 (2 pages)
- ▶ Applicant's responses to staff's comments sent to applicant via e-mail on August 9, 2021 (response document undated) (11 pages)
- ▶ Truck access vehicle simulations prepared by Corey Mack, WCG, dated August 23, 2021 (4 pages)
- ▶ Lighting fixture specifications for WDGE2 LED Architectural Wall Sconce by Lithonia Lighting (4 pages)
- ▶ Revised plan set titled "Mason Storage, LLC" prepared by Daniel A. Nash, PE, dated April 11, 2021, last revised August 23, 2021, PN: 19-003 (14 Sheets)
- ▶ Architectural rendering titled, "Spencer Street Elevation", prepared by Barrett Architecture, PC, dated August 2021 (1 page)

STAFF COMMENTS & RECOMMENDATIONS

Following the Planning Board's August 9, 2021 meeting (at which the subject application was first heard), staff consolidated all outstanding comments and issues and provided these to the applicant as a numbered list. Several of staff's comments have been addressed. However, several still remain unaddressed as noted on the following pages.

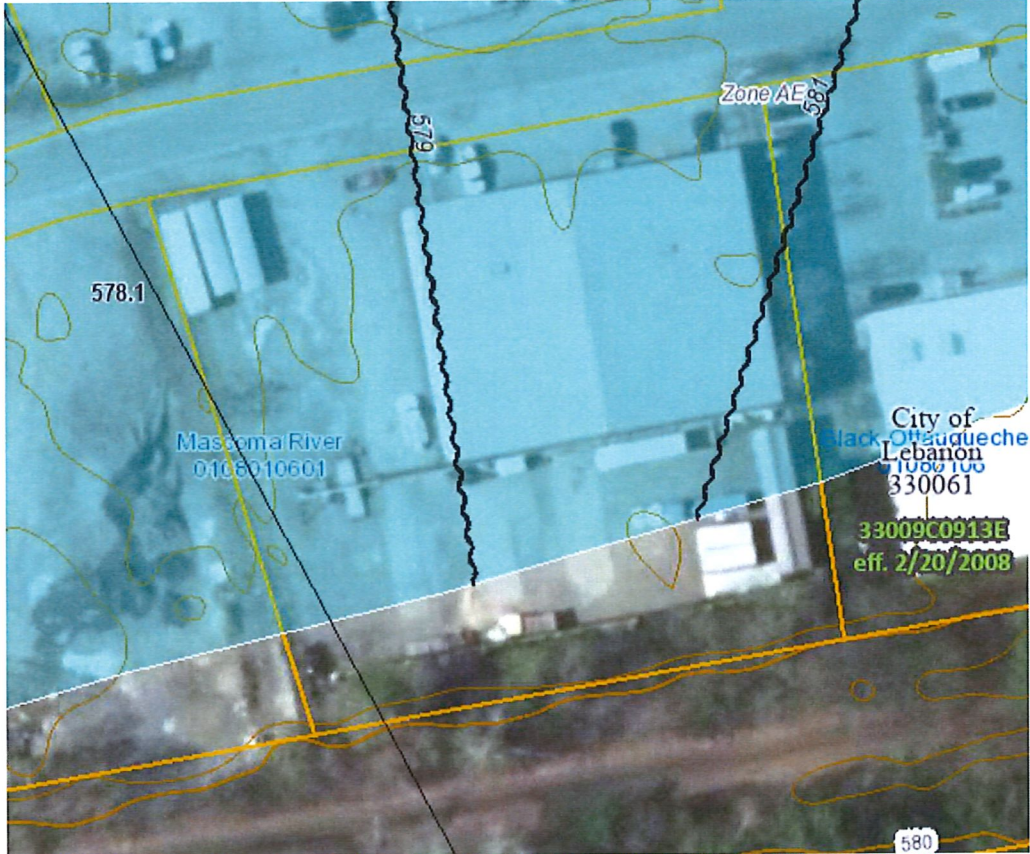
Prior to the Board's consideration of the applicant's waiver requests and Conditional Use Permit request, and prior to the close of the public hearing, staff recommends that the Board ask the applicant to satisfactorily address the issues and questions raised in this memo, and to provide all requested and required additional information as discussed herein.

cc: Shawn Mason, Mason Storage, LLC (via e-mail)
Daniel Nash, PE, of Advanced Geomatics & Design (via e-mail)
File

STAFF MEMORANDUM

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In staff's view, the following staff comments must be satisfactorily addressed in order for the application to be considered complete (*all numbers refer to the corresponding staff comment on the attached 11-page document provided by the applicant*):

Staff Comment	Staff Notes
2	The limits of the 100-year flood floodplain – which bifurcates the property as shown in the image below - must be depicted on the plan set as required by Section 5.5.E.15. See also staff comment 25 below.  https://nhosi.maps.arcgis.com/apps/webappviewer/index.html?id=a932e48a62e74f71bf17fd6aed84af88
6 and 13	Staff requests that the applicant provide detailed existing spot grades along the fence line between 20 Spencer Street and 38 Spencer Street in order to clearly shows current flow patterns along the western property line. If in fact stormwater currently flows to 20 Spencer Street, to an existing catch basin located on that property, then the Applicant may continue to take advantage of that flow provided that the applicant obtain an easement from the City to allow the stormwater flow. Although currently owned by the City, 20 Spencer Street is under a purchase and sales agreement, and any such easement will require review and approval by the purchaser.
8	The Applicant's engineer has indicated that the estimated seasonal high water table (SHWT) is 4 feet below ground surface. Infiltration practices, as described in the SPRR by reference to NHDES Stormwater Management Manual, Volume 2, require that the bottom of the practice be 3 feet or more from the SHWT. Based on the

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	infiltration practice detail provided on Sheet C-3 of the plan set, the bottom of the practice would essentially be at the SHWT. As such, infiltration practices do not appear to be a good candidate for this site. The Department of Public Works suggests implementing a filter practice, such as use of bioretention system as described in the NH Stormwater Management Manual, Volume 2. A gravel wetland may also be an option near the road frontage. In addition, an updated drainage analysis and report will be required in order to reflect any new proposed stormwater treatment practices in accordance with SPRR 6.6.E.9 and the NH Stormwater Manual, Volume 2, to include treatment/flow modeling using either published or on-site determined saturated hydraulic conductivity rates, as would be required for stormwater filtration practices.
18	The application does not meet the following design requirements, and therefore, waivers from these sections must be requested: • <u>Section 6.2.B.10</u> – <i>requiring trees along the front of the property, spaced no more than 40 ft. apart</i> • <u>Section 6.5.B.6</u> – <i>“Entrance walks must provide direct access between the primary public pedestrian corridor and at least one primary building entrance.”</i> • <u>Section 6.5.C.7</u> – <i>“No new parking or circulation areas for vehicles shall be located in the front.”</i> ○ Regarding the applicant's response, note that existing pavement does not automatically mean that those existing paved areas are parking areas. Comparing the existing conditions plan with the proposed site plan, the number of parking spaces within the front yard is increasing. ○ Staff recommends that, once requested by the applicant, the Board consider this waiver request at the same time as the Conditional Use Permit request. • <u>Section 6.10.B.8</u> – <i>LD District roof edge articulation requirements</i> ○ The applicant's response is insufficient in that it only addresses the rear of the roof. ○ With respect to the “2’ overhang on the rear [of the new roof]”, staff recommends that the Board consider whether this is sufficient to satisfy Section 6.10.B.8 at least with respect to the rear roof of the proposed addition. • <u>Section 6.10.C.1.b</u> – <i>LD District pedestrian aisle requirements</i>
19.c	• The orientation of the landscaping plan (Sheet 8 of the plan set) is oriented in the opposite direction of the other plan sheets. • The survey included with the prior plan set has been removed. The existing conditions plan on the revised plan set notes that, “SURVEY OF SUBJECT PARCEL PROVIDED BY VIVE LIBRE GEOMATICS, LLC”. In order to verify compliance with Section 5.1.E.5, the date of the field survey and the surveyor's stamp must be provided.

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25	Section 6.5.D.3 provides that, "Provisions shall be made to assure that the proposal is consistent with the need to minimize flood damage. For example, sewer, gas, electrical, and water systems should be elevated and constructed to minimize or eliminate flood damage, and adequate drainage should be provided so as to reduce exposure to flood hazards." Given the lack of detail provided in the applicant's response, staff cannot verify to the Board that the requirements of Section 6.5.D.3 have been satisfied.
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Staff also recommends that the applicant satisfactorily address the following staff comments prior to the closing of the public hearing (*all numbers refer to the corresponding staff comment on the attached 11-page document provided by the applicant*):

Staff Comment	Staff Notes
7	The vehicle turning analysis prepared by Corey Mack, WCG, dated August 23, 2021, appears to be a computer-generated model. Staff requests that the applicant identify the model software used, methodology, assumptions, discussion, results and conclusions.
9	The plans should identify the water service pipe types. In addition, the domestic water shutoff valve should be located within the City's right-of-way.
12	The Applicant's engineer has noted that proposed temporary erosion control measures are shown on Sheet C-3. However, there do not appear to be any temporary erosion control measure details shown on the detail sheets.
19.d	A detail of the proposed screening for the dumpster should be provided.
19.f.i	Staff is unable to verify that the Section 6.2.B.5 requirements for shrub sizes will be met. The meaning of the "B&B" and "cont." abbreviations in the final column of the plant schedule and the meaning of the "#3" and "#5" notations in the size column should be identified.
28	The lighting plan still indicates that the proposed color correlated temperature is 3,500 K which exceeds the maximum permitted by Section 6.7.B.9. This should be revised to 3,000 K or less.
32	Section 6.10.B.5 provides as follows: "HVAC, mechanical and electrical equipment, transformers, plumbing, meter clusters, refuse and other utility and storage elements must be screened or otherwise integrated unobtrusively into the overall building and site design and away from the public view as much as possible." The applicant's response only addresses HVAC.

With respect to the following comments, Staff recommends that the Planning Board evaluate whether they have been satisfactorily addressed by the applicant (*all numbers refer to the corresponding staff comment on the attached 11 page document provided by the applicant*):

Staff Comment	Staff Notes
18	• Section 6.5.C.6 – "All loading areas shall be designed so as not to interfere with other planned circulation on the site and so as to provide adequate space and facilities." • Section 6.10.C.4 and C.4.a – LD District buffer requirement for the screening of parking areas and buffer design requirements:

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	“Screening of Parking Areas. Parking areas shall be screened to ensure that they do not detract from downtown appearance or walkability. Off-street parking shall be designed to have a minimal presence, if any, along streets and other public spaces. • Accessory Parking Areas. For parking areas located on the same lot as a building containing the principal use, a landscaped buffer of at least 5 feet shall be provided along the frontage of any primary street or secondary street, as defined above. The buffer shall be designed to create an attractive streetscape and shall be provided through an appropriate combination of plantings, planters, benches, fences, public art, pedestrian-scale lighting, and low walls under four feet in height.”
19.e.i and ii	The site plan is still difficult to read with unnecessary and confusing layers and with unidentified lines, shapes and marking. Staff continues to recommend that the applicant provide a site plan sheet that (a) primarily shows the above-ground proposed physical improvements that is readable and is without any unnecessary or confusing information; and (b) provides a legend specifically for the site plan sheet and/or provide additional labels that more clearly identify the different lines, shapes and markings.
22	Section 6.5.B.1 – <i>“The public streets providing access to the site shall be sufficient and have adequate capacity and features for the safety of vehicles, pedestrians and bicycles. This will include the main traffic arteries that must be utilized for travel to and from the site. The Board shall not approve a proposed site plan without such sufficient and adequate access capacity and features.”</i>
24	Section 6.5.B.2 – <i>“The traffic patterns on, at, and around the site shall be coordinated so as to compose a safe and efficient system for vehicles, pedestrians, and bicyclists, in support of complete streets, including alignment with the City of Lebanon’s Complete Streets Policy (2017). There shall be proper arrangement of roadways, loading areas, and parking areas within and around the site, in relation to existing and planned streets, so the proposed development of the site shall not endanger the safety or welfare of vehicles, pedestrians, or bicyclists. There shall be adequate traffic access to and from City streets to ensure the safety of vehicles, pedestrians, and bicyclists.”</i>
34	It is not clear from the architectural renderings provided with the plan set exactly what’s proposed and what the different lines and shapes represent. Staff recommends that the renderings provide additional labeling.

Finally, in reviewing the revised plan set, staff offers the following additional comments:

- a. With respect to the applicant’s requested waiver from the “opaque surfaces” requirement of Section 6.10.B.3, staff recommends that the applicant demonstrate compliance with the requirements of Section 6.10.B.3 at least with respect to the north and west facades of the proposed addition.
- b. The cover sheet must include a description of each plan revision, as required by Section 5.1.E.4.d (note that this requirement is not eligible for waiver).
- c. Sheet 3 (Existing Conditions/Demolition Plan)
 - i. Identify the pavement to be removed (see note 8 on Sheet 4/C-1).

STAFF MEMORANDUM

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- d. Sheet 4/C-1 (Site Plan)
 - i. As required by Section 5.1.E.10, the plan shall indicate dimensions and direction of travel for all proposed driveways, emergency vehicle accesses, parking spaces, and sidewalks.
 - ii. Comparing Sheet 4 with Sheet 8 (the landscaping plan), the proposed snow storage now appears inaccessible. Moreover, staff questions whether the size of the proposed snow storage area is sufficient in size.
- e. Sheet 8/L-1 (Landscaping Plan)
 - i. The orientation of the landscaping plan sheet is opposite the remainder of the plan sheets. as noted above
 - ii. The text on the drawing portion of the landscaping plan sheet is oriented upside down making it difficult and confusing to read.
 - iii. The plan in general is confusing to read and complicated by unnecessary layers and unidentified lines, shapes, and markings.
 - iv. The "Perimeter Landscaping Requirement" table indicates that 21 trees; however, only 14 trees are identified in the "Plant Schedule".
 - v. Will the plantings grow properly over the underground propane tank along the western boundary of the property?
- f. Sheet 12/D-1 includes a detail for a "PAINTED CROSSWALK DETAIL (IN PARKING AREAS)". Staff was unable to locate any such painted crosswalk on the site plan.



23 August 2021

Tim Corwin, Planning Office
City of Lebanon
51 North Park Street
Lebanon, NH 03766

Re: Site Plan Lot 78-39
38 Spencer Street

Dear Mr. Corwin:

Mason Storage has submitted revised plans. We believe we have addressed the concerns outlined in your 9Aug21 email. Responses are attached.

Again, as mentioned in my 27 July letter, the first item we wish to address is the spirit of the regulations. This parcel has been CBD since the city adopted zoning, as far as I know. It was recently changed to LD. The general principle with zoning changes is that new projects must comply. Existing site plans that are being modified must make an attempt to comply as much as possible. It is not the intent of zoning or site plan to wipe out all vestiges of pre-existing uses. In addition, our parcel is at the tail end of the new zone. The line could have as easily stopped at the DPW parcel. This parcel is not and never will be a "downtown parcel" in the true meaning of the word. It is on a dead-end street, at the tail end of the zone.

One of the things that has caused great confusion is the difference between the zoning and site plan standards. The LD zone allows a landowner to develop his property up to the property lines, except for 10' in the rear yard. In my opinion, zoning trumps site plan. Cities cannot have site plan without zoning. The site plan sets standards for uses in relation to the allowed zoning. The zoning makes it clear that no landscape space is required. In the LD zone, the intent is to have public space provide landscaping and green space. Good examples are Colburn Park and the mall. A vital downtown requires density to survive. The density allows a walkable community. Again, as zoning allows 100% lot coverage, any landscaping provided by landowners should be considered a bonus. To require landowners in this zone to lose valuable building space for landscaping is unjust.

This project falls within the TIF district. The LD vision includes many public improvements. Without the "I" (Increment) there are no funds to perform the desired improvements. This is a worthy project that will create over \$1million in taxable property. The project, as proposed, goes a long way toward making the subject property an improved member of the LD district.

Another factor of significance is the reduction in impervious. As mentioned above, the LD zoning allows 100% impervious coverage. The current lot has only 82% coverage. The removal

38 Spencer Street
City of Lebanon
27Jul2021

of a significant amount of hard surface and the addition of significant landscaping areas reduces the imperviousness of this site by more than 10%.

Please let us know if you need any additional materials to support this request.

Sincerely,

Daniel A. Nash, PE
Principal

Attachments:

- 1-Response to 36 Item staff memo
- 2-Updated Plan set dated 8/23/21
- 3-Turning movement memo
- 4-Architectural Rendering
- 5-Lighting cut sheets
- 6-Updated waiver requests

CC: Shawn Mason
Barrett Architecture

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City of Lebanon, New Hampshire APPLICATION FOR WAIVERS

Office Use Only

Date Received: _____

File No.: _____

PROJECT INFORMATION

Name of Applicant: _____ **Mason Storage, LLC**

Project Name: _____ **Mason Storage**

Project Address: _____ **38 Spencer Street**

WAIVER REGULATIONS

In order to grant a Waiver from a requirement of the City of Lebanon Site Plan Review or Subdivision Regulations, the Planning Board must find that the Waiver is justified under one of the following criteria (See Article VII of the Site Plan Review Regulations and Section 7.15 of the Subdivision Regulations):

Criteria A. Strict conformity would pose an unnecessary hardship to the Applicant and waiver would not be contrary to the spirit and intent of the regulations;

OR

Criteria B. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

WAIVER REQUEST(S)

I (we) hereby request a Waiver from:

[You can respond in the space provided, or attach a separate statement. Please be prepared to address each request during your public hearing. You must show that you have justified granting the Waiver(s).]

1. Section **302.4** (circle one) **Site Plan Review** / Subdivision Regulations. A Waiver of this Section meets (circle one) **Criteria A** / Criteria B because _____

The parking and loading areas are existing and have been for many years. They are necessary to support the functions of the existing portion of the building.

2. Section **6.10.A.9** (circle one) **Site Plan Review** / Subdivision Regulations. A Waiver of this Section meets (circle one) **Criteria A** / Criteria B because _____

The existing building is a warehouse. Windows, except minimal ones needed for the office areas are not needed or recommended for a warehouse use.

3. Section **6.10.C.2.B** (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

The parking and loading areas in the front of the building are existing and have been for many years. They are necessary to support the functions of the existing portion of the building. This existing use precludes the front yard landscaping.

4. Section **6.5.B.5** (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

The proposed building is proposed to be sprinklered. the site does not lend itself to providing such a fire lane, and the fire lane should not be necessary. It is important to note the site abuts the rail trail which is accessible by fire vehicles.

5. Section **6.2.D.1** (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

The parking and loading areas in the front of the building support the functions of the existing portion of the building. This existing use precludes the 10' foundation landscaping. On the west side, the narrowness of the lot prevents the full 10' width; 5' have been provided.

6. Section **6.2.E.1** (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

As noted above, a landscaped bed of sufficient width to support trees is not possible on the east side of new parking. The site does not have double rows of parking to take advantage of the "internal planting" shading calculation.

7. Section **6.2.B.3** (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

The site already has plentiful proposed landscaping in a zone that allows 100% lot coverage and no landscaping. Applicant has proposed some understory trees, but cannot practically plant all that are required.

8. Section **6.10.B.3** (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

The proposed building is a warehouse. It is not practical or reasonable to provide windows on this type of building.

SIGNATURE

I (we) hereby submit this application to the Planning Board and attest that to the best of my (our) knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As the applicant or as the agent of the applicant, I attest that I am duly authorized to act in this capacity.

Signature of Applicant: _____ Date: **23Aug21**

**38 Spencer Street
Site Plan Review
PB2021-13-SPR**

Staff Comments as of August 9, 2021

FIRE:

1. The turning plans provided for the proposed addition are inadequate; the International Fire Code (IFC) requires that the specifications for the City's fire apparatus are used (whereas the turning plans submitted utilize a moving truck).

This is a pointless exercise as there is essentially no areas for the fire vehicles to maneuver. No responsible Fire Chief is going to deploy a \$0.5million vehicle this close to a building on fire. However, we have prepared the simple movements to the loading dock for moving vehicles and the movement plans for fire vehicles, should they wish to back into the site, or maneuver around the front service area.

ENGINEERING (based on a PDF of a plan set submitted on July 26, 2021, bearing a revision date of June 28, 2021):

2. Please show limits of floodplain and Base Flood Elevation (BFE) on key plans within the plan set as required by the Site Plan Review Regulations Section (SPRR) 5.5.E.15. A City of Lebanon floodplain Permit will be required for this project to include a cost estimate of the proposed improvements as well as the value existing facility. Please note that renovations to the existing facility may be required to meet the requirements of the Floodplain Permit standards.

The limits of the flood plain on the site cannot be shown, as the flood plain covers the entire site. This is noted in Note 1 on Sheet C-1.

3. The Site Plan shows cross-hatching adjacent to the City ROW, as well as other line work. Please include call out notes as to what these site plan element are or represent. During the design phase of the Spencer Street Roadway Improvements project, the proposed treatment of the front of the existing building at 38 Spencer Street was discussed between the Owner and City of Lebanon DPW. The two parties agreed upon the street/sidewalk design approach, as presented in the Spencer Street Improvements Plans dated March 8, 2021. The proposed Spencer Street Improvements along the frontage of 38 Spencer Street does not appear to be accurately shown on the proposed site plan, however, it is our understanding that that was the Applicant's intent. Please address.

The plan has been revised to eliminate the hatching and the proposed public improvements, as shown on the plan set entitled "Spencer Street Roadway Improvement" dated March 2021.

4. Please show proposed spot grades (or existing spot grades if no grade changes are proposed), within the proposed ADA space and associated ADA striping.

The spot grades are shown on Sheet C-2, Detailed Site Grading.

5. The proposed ADA ramp grading (spot grade elevations) and overall new door entrances do not appear to be shown on the site plan. Please address.

The ramp grading is shown on Sheet C-2. The new door entrances are depicted inside the building footprint.

6. The proposed site plan does not show appear to show proposed grades as required by SPRR 5.1.E.6. In addition, based on the drainage report prepared by the Applicant's engineer, it appears that the engineers understanding is that stormwater currently crosses the west property line and flows into an existing catch basin located on 20 Spencer Street property directly to the west. Based on a site walk conducted by DPW on July 26, 2021, it appears that there is a vegetated earthen berm at the fence line extend north-south that separates the two properties. As such, it is not clear that the stormwater today currently flows from a portion of 38 Spencer Street to the catch basin located on 20 Spencer Street. Please provide spot grades in a 10-foot by 10-foot grid, including along the existing fence line, such that the actual existing stormwater flow patterns can be assessed. Also, please provide a separate proposed grading plan, with similar spot grades for clarity. Please show, on the proposed grading plan, the limits of the areas on the site that are not intended to be regraded with this project. DPW considers areas that are to be "smoothed and graded to provide improved surface" to be areas that will have a change in grade, and therefore considered regraded.

The proposed grades are shown on Sheet C-2. The site stormwater does flow to an existing catch basin on city property. There is no earthen berm on the property line. Recent earthwork on city property has pushed fill up to the property line, but there is no berm preventing such flow. The new sidewalk will create a barrier for site flow to get to the new CB along Spencer Street. Legal principles provide that existing runoff patterns are allowed to remain and cannot be altered by one landowner to cause harm to another. I envision the following possible solutions:

1. The detailed mapping suggested be performed.
2. The city obtains a legal opinion that states they can prevent the current flow of runoff.
3. Mason Storage applies for and receives an easement for site runoff to flow to the existing CB (as it does now).
4. Mason Storage applies for permission to construct a CB on its property and connect it to the existing CB.

I suggest the resolution of this matter be a condition of approval of obtaining a building permit.

7. Please graphically show how design vehicles will access and maneuver the site (to include actual design vehicle turning radii shown graphically) at the proposed loading areas/door, in accordance with SPRR 5.1.E.24. The turning movements plans should include the proposed improvements of the Spencer Street project.

The access and maneuvering for the site is shown on the attached memo prepared by Corey Mack of WCG (Wall Consulting Group) dated 8/23/21.

8. For the proposed infiltration practices:
 - a. Please provide construction details of each of the proposed infiltration basins to include any proposed piping, select soil materials, topsoil, plantings, etc. in accordance with SPRR Section 5.1E.17.

A detail of the proposed infiltration system is provided on Sheet C-3. There are no special soil materials or plantings other than those shown in the site details and landscaping plan.

- b. Please provide estimated seasonal high water table elevations in the areas of the proposed infiltration practices, as well as the saturated hydraulic conductivity (Ksat) of the soil receiving layers in accordance with SPRR 6.6.E.4.

The estimated seasonal high water table is 4'. The Ksat is not a requirement of this section. However, it requires an applicant to demonstrate why disconnect to municipal drainage system is not possible. This site does not rely on direct drainage from paved and roof surfaces to CB's and piping. Roof and surface runoff is conveyed across landscaped surfaces, caught in small depressions with infiltration pipes, then flows overland, across landscape surface before entering a catch basin.

- c. Please also show and detail proposed pre-treatment measures in accordance with SPRR 6.6.E.10.

The site relies on the landscape surface prior to infiltration to provide treatment.

- d. Please indicate how proposed landscaping plans/plantings will be placed relative to these proposed infiltration basins. Based on review of the landscape plans, there may be conflicts between drainage and landscape elements.

The infiltration piping is intended to be 4' deep. The landscape planting will be shallow. Trees will be planted to avoid the piping.

- e. Please provide stormwater management calculations in accordance with SPRR 6.6.E.9 that show the volume of stormwater intended to be discharged to each infiltration basin for each calculated storm, expected infiltration rates for each system, and expected overflows, if any. Please include the 1" storm (first flush).

These calculations should not be necessary. The proposed site plan reduces site impervious area by over 10%. The infiltration basins and ample landscaping provide suitable stormwater management without specific calculations.

- f. Please provide sufficient technical information to demonstrate how the project will achieve the requirements within the SPRR with respect to stormwater treatment, as described in the SPRR Section 6.6.G.2.

The site provides disconnect (not connected directly to piped drain systems) for the new roof and the re-organized parking area.

9. Please show on the site plans, the proposed water service type and proposed valves, valve locations and associated details.

The water service is proposed to be 4" ductile iron with a 1" domestic service branch. A typical service detail is provided on Sheet D-3, Water Details.

10. Please describe the purpose of the proposed 4" water service connection.

The 4" water service is proposed for both sprinkler and domestic needs.

11. It appears that the current proposed sewer service extends from the water main in the street. Please address.

The was a drafting error and has been corrected. See Sheet C-1.

12. Please provide an Erosion Control Plan in accordance with Section 6.6.C.2 of the SPRR.

An Erosion Control Plan has been provided as Sheet C-3.

13. Please provide documentation, in writing, that 38 Spencer Street has the right to discharge stormwater into the catch basin at 20 Spencer Street without an written easement. Please site any RSA or other laws that permit this discharge. If no such documentation can be provided, please seek a drainage easement to discharge stormwater to the catch basin located on 20 Spencer Street, or direct stormwater to the proposed drainage system within the City ROW.

See discussion under Item 6, above.

PLANNING (based on a hard copy of a plan set submitted on July 26, 2021, bearing a revision date of July 26, 2021):

14. So that there is no confusion as to what constitutes your complete application package, please submit the entirety of what you intend the Board to review as your complete application package in a single e-mail submission to the Planning and Development Department by no later than end of the day on Monday, August 23rd. The application package shall address all comments herein and contain all components of the application (e.g. application form, checklist, Application for Waivers, project narrative, plan set, lighting specifications, etc). Please also provide written responses to each of the comments set forth herein. On or before Monday, August 23rd, please e-mail the application package to:

- tim.corwin@lebanonnh.gov
- brian.vincent@lebanonnh.gov, and
- crystal.taplin@lebanonnh.gov.

15. Applicant has requested a partial waiver of Section 6.2.D.1 (landscaping around buildings requirements). However, with respect to the western façade of the existing building, note that Section 7.2.A of the Site Plan Review Regulations provides that, "Waivers from landscaping requirements shall not be considered in cases where adequate parking areas cannot be provided due to landscaping requirements. In such cases, the development shall be scaled down so that landscaping requirements can be met." Consequently, the plans will need to be amended to provide landscaping 10 ft. in width along the western side of the existing building where currently landscaping only 4 ft. in width is provided.

The site plan has been amended to provide a 10' wide landscape strip along the western side of the existing building.

16. Staff does not support the requested waiver from the 30% parking area shading requirement as it's not clear why the requirement cannot be satisfied. The applicant is encouraged to provide the required shading.

The landscape plan has been revised to include required shading.

17. Applicant has requested a waiver of Section 6.10.C.2.b (front yard improvement pedestrian improvement requirements). Based on the site plan as submitted, staff does not support a waiver from this request and encourages the applicant to provide some sort of front yard/streetscape improvement(s) that would at least help to meet the spirit of Section 6.10.C.2.b.

The site plan provides streetscape areas in three places: in front of the closed loading dock and on each side of the driveway. The landscape areas now cover 38% of the site frontage (93'/242').

18. Staff has identified additional requirements of the Site Plan Review Regulations from which the applicant requires a waiver. A revised Application for Waivers is required adding the following:

- **Section 6.2.B.3** – *requiring understory trees to be provided in landscaped areas.*

See revised waiver request.

- **Section 6.2.B.4** – *requiring that trees be planted no more than 8 ft. from the property line.*

This item should read “no closer than 8”. The landscape plan complies with this requirement; therefore a waiver is not required.

- **Section 6.2.B.6 & 7** – *requiring a 5 ft. wide semi-opaque buffer on the east side of the property and a 10 ft. opaque on west side of the property in conformance with and as required by Sections 6.2.B.6 and 6.2.B.7.*

See discussion on Item 9.f.iv.

- **Section 6.2.B.10** – *requiring trees along the front of the property, spaced no more than 40 ft. apart*

See discussion on Item 9.f.v.

- **Section 6.5.B.4** – “All projects proposed for [...] shall install sidewalks along the street frontage(s).”
 - Note: it may be that only a partial waiver of Section 6.5.B.4 is required, but it is unclear from the applicant’s site plan whether sidewalks are proposed on either side of the drive aisle. A legend and clearly markings on the site plan should be added to resolve the ambiguity.

A waiver from this item is not required. The city is constructing a sidewalk along the property frontage as part of the Spencer Street improvements. In fact, this landowner has provided the ROW/land for the sidewalk to be built.

- **Section 6.5.B.6** – “Entrance walks must provide direct access between the primary public pedestrian corridor and at least one primary building entrance.”

A waiver from this item is not required. See discussion on Item 33.

- **Section 6.5.C.6** – “All loading areas shall be designed so as not to interfere with other planned circulation on the site and so as to provide adequate space and facilities.”

This waiver is not required. The new site complies with these requirements. Also, see discussion under Item 22.

- **Section 6.5.C.7** – “No new parking or circulation areas for vehicles shall be located in the front.”

This waiver is not required. There are no new parking or circulation areas in the front of the building. The parking and circulation in front of the existing building will remain as it has been for quite some time.

- **Section 6.10.B.3** – LD District opaque surface requirements

See revised waiver request.

- **Section 6.10.B.8** – LD District roof edge articulation requirements

This waiver is not required. The new roof has a 2' overhang on the rear.

- **Section 6.10.C.1.b** – LD District pedestrian aisle requirements

A waiver from this item is not required. See discussion on Item 33.

- **Section 6.10.C.2.b.i & ii** – LD District requirements re: front yard improvements

This is included as part of Waiver 3 on the waiver list.

- **Section 6.10.C.2.b.iii** – LD District prohibition of service areas in the front yard

This is included as part of Waiver 3 on the waiver list.

- **Section 6.10.C.4 and C.4.a** – LD District buffer requirement for the screening of parking areas and buffer design requirements

This waiver is not required. The new site complies with these requirements. The re-organized parking area has screening/landscape areas 37' wide by 41' deep on the east and 41' wide by 30' deep, where a 5' depth is required.

19. Please address the following comments of the Senior Planner, originally provided to the applicant via e-mail on May 10, 2021:

- a. Streetscape improvements: The site plan [Sheet 5 of 14, i.e. Sheet C-1] is very difficult to read and, therefore, it is not clear what improvements are proposed at the front of the property. However, please note that there should be a proposal for streetscape improvements consistent with Section 6.5.B.2 (complete streets policy), and as required by Section 6.2.B (perimeter landscaping requirements), Section 6.5.B.4 (sidewalk requirement), and Section 6.10.C.2.B (the Lebanon Downtown front yard requirements for commercial uses). This proposal should be discussed with the Department of Public Works prior to submitting revised plans.

The site plan has been revised to address these concerns.

- b. Please identify how the project complies with Section 6.5.E of the Site Plan Review Regulations (groundwater protection).

The site plan provides disconnect for roof and parking runoff (no direct connection to piped storm drainage). Runoff is treated by being routed over vegetated surfaces. A portion of runoff is capture by infiltration basins and recharged to groundwater.

- c. Please use same orientation of the property throughout the site plan site – (*staff note: the property survey is oriented opposite to the other plan sheet sets. It is not clear why this is so since the site plan should have been prepared utilizing the survey.*)

All the plans are oriented in the same direction. Since the boundary survey caused such confusion, it has been removed from the plan set.

- d. (Regarding the proposed dumpster,) please provided screening as required by Section 6.2.B.8 of the Site Plan Review Regulations.

Screening note provided as Note 12, Sheet C-1.

- e. Regarding the site plan (Sheet 5 of 14, i.e. Sheet C-1):
 - i. The plat is very difficult to read. There are multiple aspects of the plan that are unreadable, unlabeled (e.g., what are the 6 rectangular shapes at the northeast corner of the property? Etc.), confusing (e.g. the text is oriented differently throughout the sheet), and unclear as to what's existing (are the circles at the rear of the building existing or proposed, and what are they?), what's proposed to be constructed (e.g. curbing is shown, but no indication as to the material to used (granite is required per Section 6.5.D.1) Etc.), and what's proposed to stay or to be removed (e.g. are the trailers at the northwest corner of the property staying? etc.). For the benefit of the Planning Board members and the site plan review process, please provide a site plan that primarily shows the above-ground proposed physical improvements that is readable and is without any unnecessary or confusing information.

The site plan has been revised to address these concerns.

- ii. Please provide a legend and and/or labels that more clearly identify the different lines (e.g. what is the zig zag line that runs through the building lengthwise? etc.) and markings (e.g. what are the dots to the rear of the building intended to symbolize? etc.), and remove unnecessary layers - including the existing conditions - to make the plan less confusing and more readable.

The site plan has been revised to address these concerns.

- f. Regarding the Section 6.2 landscaping requirements:
 - i. Confirm that the plant/tree size requirements of Sections 6.2.B.5, and 6.2.E.6.b will be met.

The site plan has been revised to address these concerns.

- ii. The plan should demonstrate compliance with Section 6.2.B.3 which requires that, "Within the landscaped areas, the Applicant shall propose a mix of shade trees, understory trees, shrubs, well-kept grassed areas, and ground cover[.]"

The site plan has been revised to address these concerns.

- iii. Please address Section 6.2.B.4 which requires trees to be planted no more than 8 ft. from the property line.

The site plan has been revised to address these concerns.

- iv. Provide a 5 ft. wide semi-opaque buffer on the east side of the property and a 10 ft. opaque on west side of the property in conformance with and as required by Sections 6.2.B.6 and 6.2.B.7.

These sections do not apply as the abutting property is currently vacant (former DPW garage).

- v. Confirm that the plan will comply with Section 6.2.B.10 (tree spacing requirement).

The site plan indicates new streetscape areas, to comply with the current Spencer Street Improvements.

- vi. Please add notes relative to the planting and seeding of disturbed areas.

The landscape plan has been revised to address these concerns.

- vii. Please add the following sections of the Site Plan Review Regulations as plan notes:
 - 6.2.B.3 ("All new plant material shall be nursery-grown stock.")
 - 6.2.B.4 (just the first sentence)
 - 6.2.H.1
 - 6.2.K

The landscape plan has been revised to address these concerns.

20. Please address the following:

- a. The site layout utilized for the landscaping plan does not match the site layout shown on the site plan sheet (i.e. Sheet 5/Sheet C-1 of the plan set).

The site layouts now match.

- b. The plan identifies the perimeter landscaping area as 12,823 sq. ft. which requires 106 shrubs and understory trees. However, only 98 shrubs are accounted for in the chart and no understory trees are provided (as is required by Section 6.2.B.2).

The plan now provides 106 shrubs. It is interesting to note that with the intense scrutiny this project is receiving, it now has what I believe to be the most intensely landscaped site in all of the CBD or LD zone.

- c. Identify the size of the proposed shrubs in accordance with the size requirements of Section 6.2.B.5).

Size is noted in the Landscape table.

- d. Indicate how the requirements of Section 6.2.L will be satisfied ("Landscaped areas within and adjacent to all parking and vehicular areas shall be protected by curbing, wheel stops, or fencing").

Sloped curbing has been provided on the east side of the re-organized parking area and both sides of the entry drive.

21. Ensure that the plans clearly and consistently indicate whether the easternmost existing dock will be removed.

See Note 2 on Sheet X-1 and Note 8 on Sheet C-1.

22. If proposed by the applicant, staff appreciates the closing of the easternmost dock, but would prefer a solution that eliminates the need for backing in and out of Spencer Street across the sidewalk in order access the remaining two docks. Even with the closing of the dock, it is not clear how the requirements of Section 6.5.B.1 can be satisfied ("The public streets providing access to the site shall be sufficient and have adequate capacity and features for the safety of vehicles, pedestrians and bicycles. [...] The Board shall not approve a proposed site plan without such sufficient and adequate access capacity and features." Please address.

The existing site has operated safely for many years. The existing building and operation will remain the same; the new building will have its own parking and loading access.

23. If proposed, the closing of the dock presents an opportunity to provide improvements in front of the former loading dock that could help to satisfy a variety of applicable design requirements including but not limited to Section 6.5.B.2 (complete streets policy) and Section 6.10.C.2.B (the Lebanon Downtown front yard requirements for commercial uses). However, it appears that the front yard between the existing building and Spencer Street is proposed to remain as is except for the striping of additional parking spaces (which requires a Conditional Use Permit per Section 307.9.B of the Zoning Ordinance) and a painted crosswalk along the front property line. Please address.

Per the suggestion of the Board, we have removed the paving in front of the loading dock to be eliminated and converted that space to landscaping. There are no new or additional parking spaces, so a Conditional Use Permit is not necessary. If the Board disagrees, we have provided and application for the same.

24. Please address how the project complies with Section 6.5.B.2 which provides that: "The traffic patterns on, at, and around the site shall be coordinated so as to compose a safe and efficient system for vehicles, pedestrians, and bicyclists, in support of complete streets, including alignment with the City of Lebanon's Complete Streets Policy (2017). There shall be proper arrangement of roadways, loading areas, and parking areas within and around the site, in relation to existing and planned streets, so the proposed development of the site shall not endanger the safety or welfare of vehicles, pedestrians, or bicyclists. There shall be adequate traffic access to and from City streets to ensure the safety of vehicles, pedestrians, and bicyclists."

The site has a proper arrangement of loading and parking areas. The re-organized area on the west side of the existing building is simply a regrading, elimination of some paving to provide landscape space, and repaving and restriping. It is not a new lot. The new building will not endanger the safety or welfare of vehicles, pedestrians, or bicyclists.

25. Please address Section 6.5.D.3: "Provisions shall be made to assure that the proposal is consistent with the need to minimize flood damage. For example, sewer, gas, electrical, and water systems should be elevated and constructed to minimize or eliminate flood damage, and adequate drainage should be provided so as to reduce exposure to flood hazards."

The building has been elevated to provide protection against flood damage.

26. Please address Section 6.5.D.4: "Design provisions shall also be made to minimize or eliminate infiltration of floodwaters into new or replacement water supply systems and/or sanitary sewer systems and, conversely, to minimize or eliminate discharges from these systems into floodwaters. On-site waste disposal systems shall be located so as to avoid impairment of them or contamination from them during flooding."

The building floor has been elevated to provide flood protection. This site is connected to municipal sewer and does not have an on-site waste disposal system.

27. Add the proposed lighting fixture mounting height to the lighting plan.

The mounting height has been added.

28. The lighting plan indicates that the proposed color correlated temperature is 3,500 K which exceeds the maximum permitted by Section 6.7.B.9. This should be revised to 3,000 K or less.

As indicated in the shop drawings, the CCT is 3,000K.

29. It is not clear why Sheet 11 was included as it appears to represent existing lighting conditions. Staff recommends that the applicant consider removing Sheet 11 from the plan set.

This sheet has been removed from the plan set.

30. A total of 26 parking spaces are proposed, as shown on Sheet 5 of the Plan Set (i.e. Sheet C-1). However, 28 proposed parking spaces are identified in the "Zoning Comparison – LD District" chart on the cover sheet. The applicant should clarify which number is correct and revise the plans accordingly.

This has been corrected. We have also reduced the number of parking spaces, as suggested by the board. There are now 20 spaces on the site plan, and 20 shown on the cover sheet.

31. The Application for Conditional Use Permit Support Statement does not appear that the applicant has addressed the specific requirement set forth in Section 307.9.B providing that a Conditional Use Permit may only be granted when it is demonstrated that "there is no other location on the lot to provide parking". Please address.

We believe we have addressed the need. This area is **existing**, and NOT new. The existing front parking and loading is necessary to support the operation of the existing building. The re-

organized parking on the west side of the existing building and loading dock support the new structure. The two buildings will be adjacent but will be separate operations.

32. Please address how the proposal satisfies Section 6.10.B.5 which provides as follows:
“HVAC, mechanical and electrical equipment, transformers, plumbing, meter clusters, refuse and other utility and storage elements must be screened or otherwise integrated unobtrusively into the overall building and site design and away from the public view as much as possible.”

Any HVAC equipment required will be placed internal to the building.

33. Please address how the proposal satisfies Section 6.10.B.6 which provides as follows:
“Buildings shall be oriented towards public ways and sidewalks to prioritize pedestrian access. **Buildings shall respond to public trails, including the Northern Rail Trail and Mascoma River Greenway**, as a secondary access point where appropriate. Along the riverfront and Downtown Mall, buildings shall be oriented towards major public spaces and pedestrian ways.”

This building is not intended to have any access from the public sidewalk. All our patrons will access the site with vehicles, and enter through the stairs, ramp, or loading dock. The requirement to respond to public trails clearly says, “where appropriate”. Again, as this building is not intended to serve any pedestrian traffic, it is not appropriate to “respond to the Northern Rail Trail”.

34. It is not clear from the architectural renderings provided with the plan set exactly what’s proposed and what the different lines and shapes represent. Please update the renderings with additional labeling and provide color renderings.

We are not aware of any specific requirements for the elevations. A color rendering is not a requirement, but we have provided one as a separate sketch for your review.

35. The parking spaces along the eastern side of the proposed lot must be 18 ft. in length. Parking spaces perpendicular to a sidewalk area may overhang the sidewalk, provided that the sidewalk is a minimum of 6 feet wide, excluding curbing.

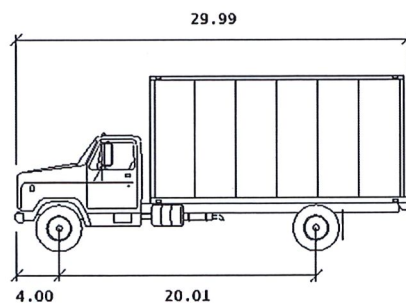
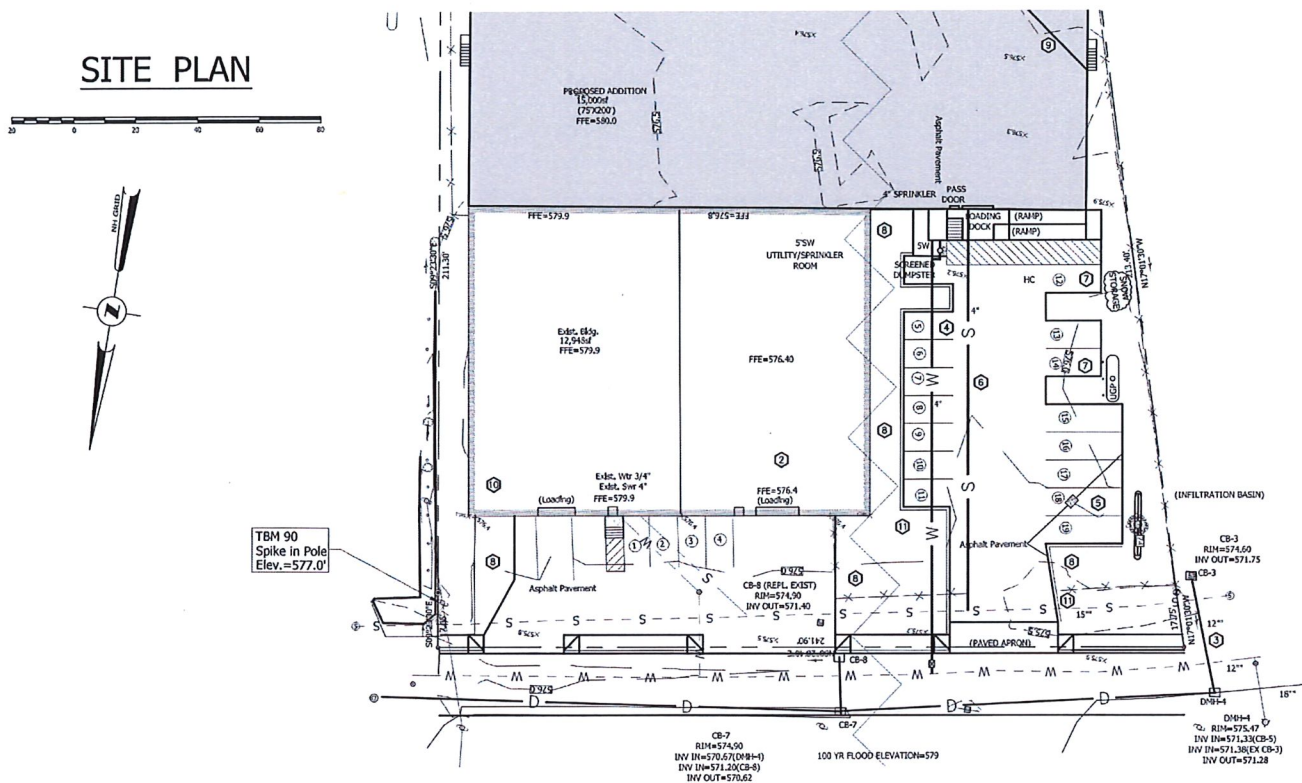
Section 6.5.c.3 recommends spaces abutting landscape beds be 16’ in length to reduce impervious area. That is exactly what the plan does.

36. Resolve the inconsistency between the proposed painted sidewalk shown on the site plan and the construction of an actual sidewalk per prior discussions with the City Engineer.

This has been addressed in Item 3, above.



10



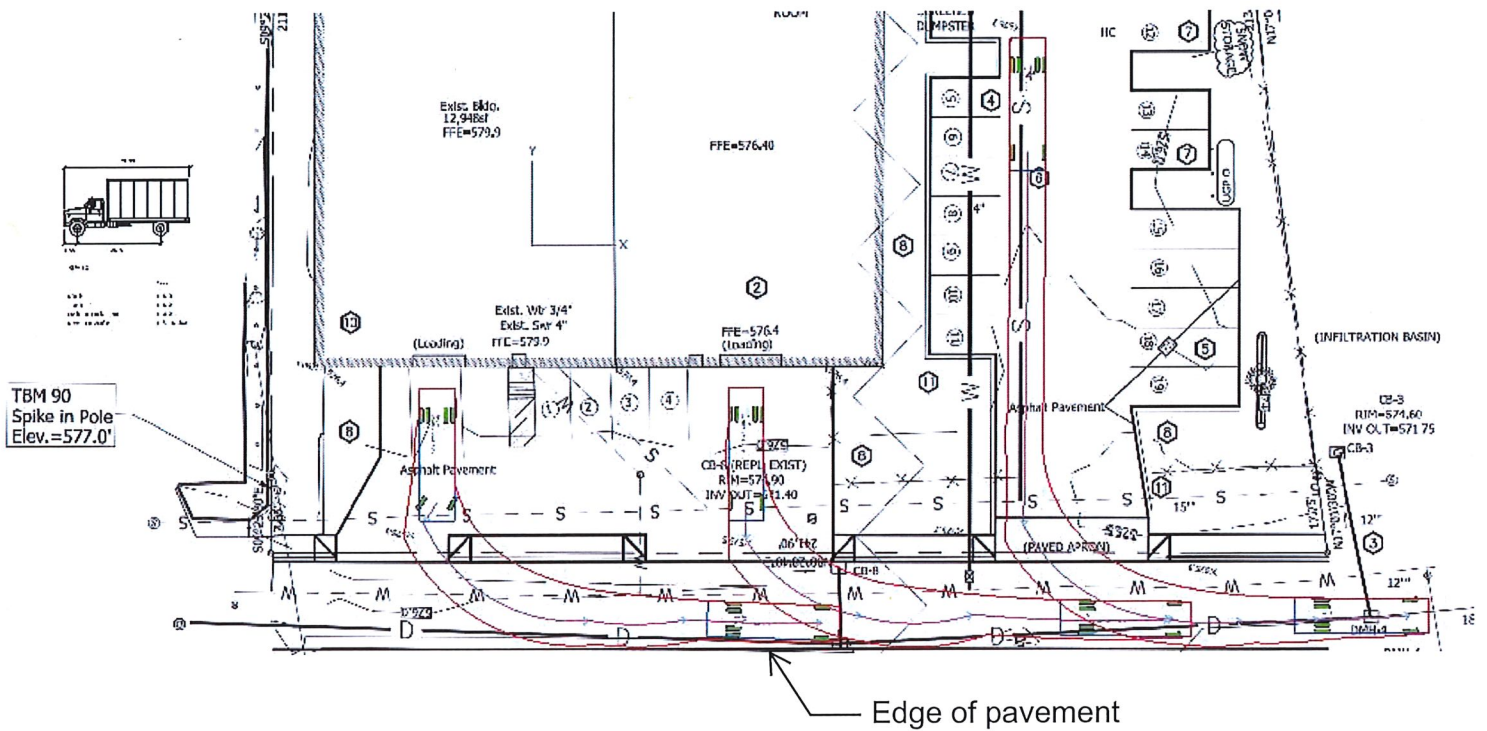
SU-30

	Feet
Width	: 8.01
Track	: 8.01
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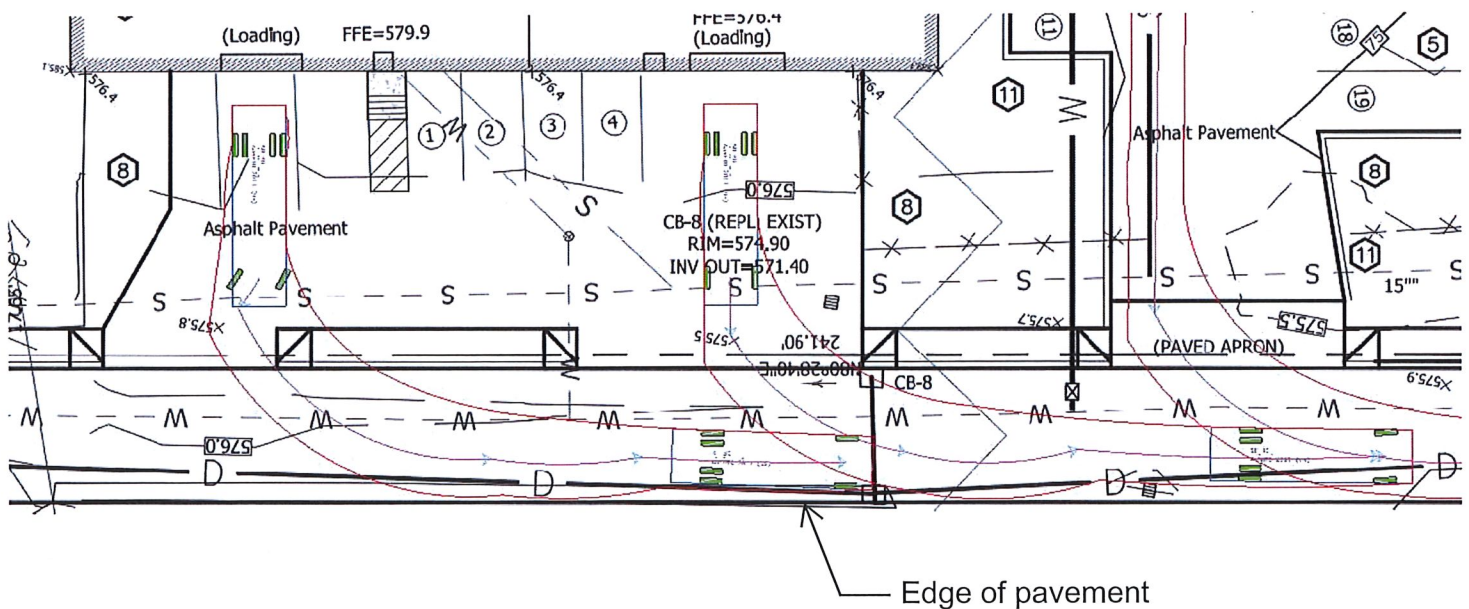




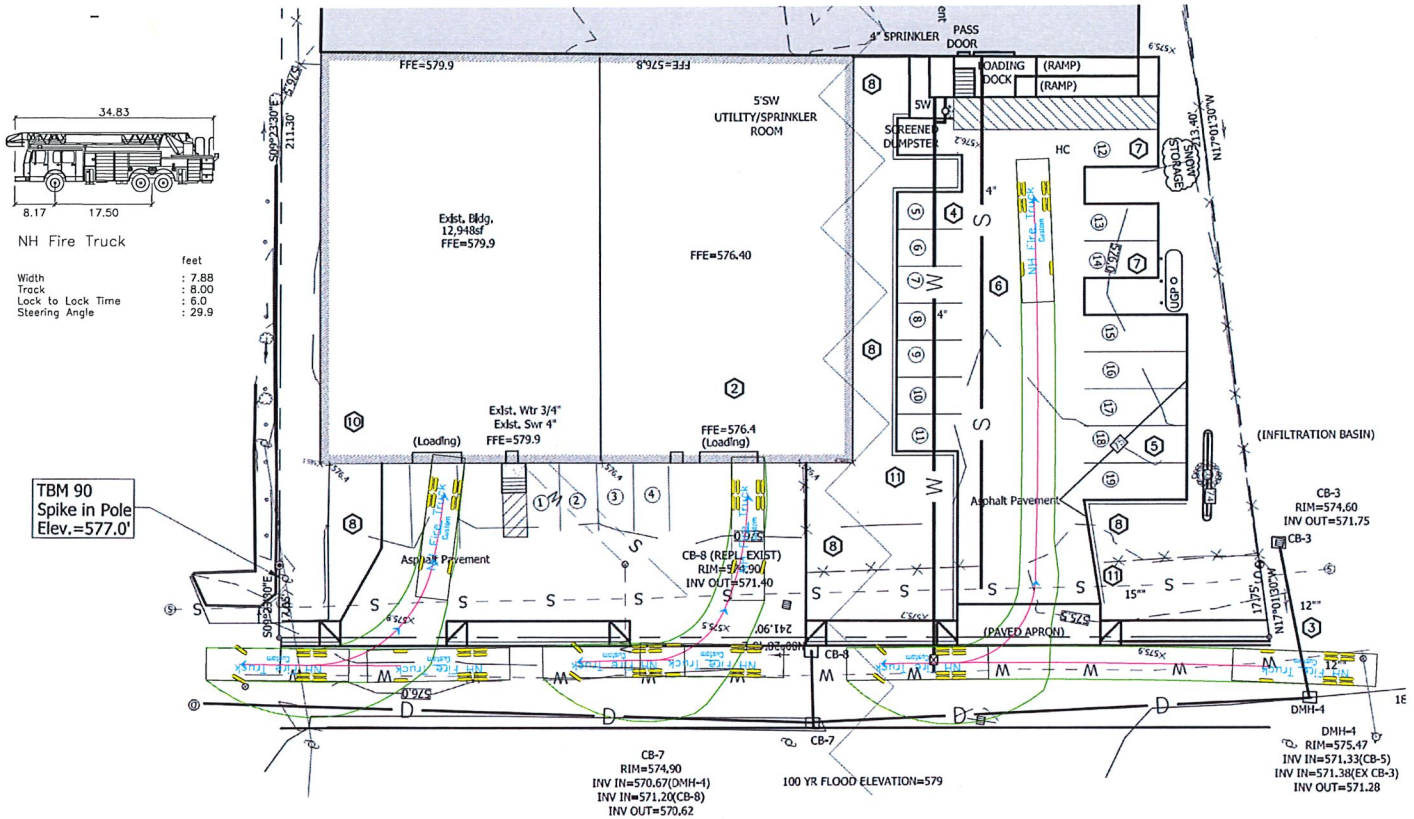
SU-30 Loading Exits: All Loading Docks



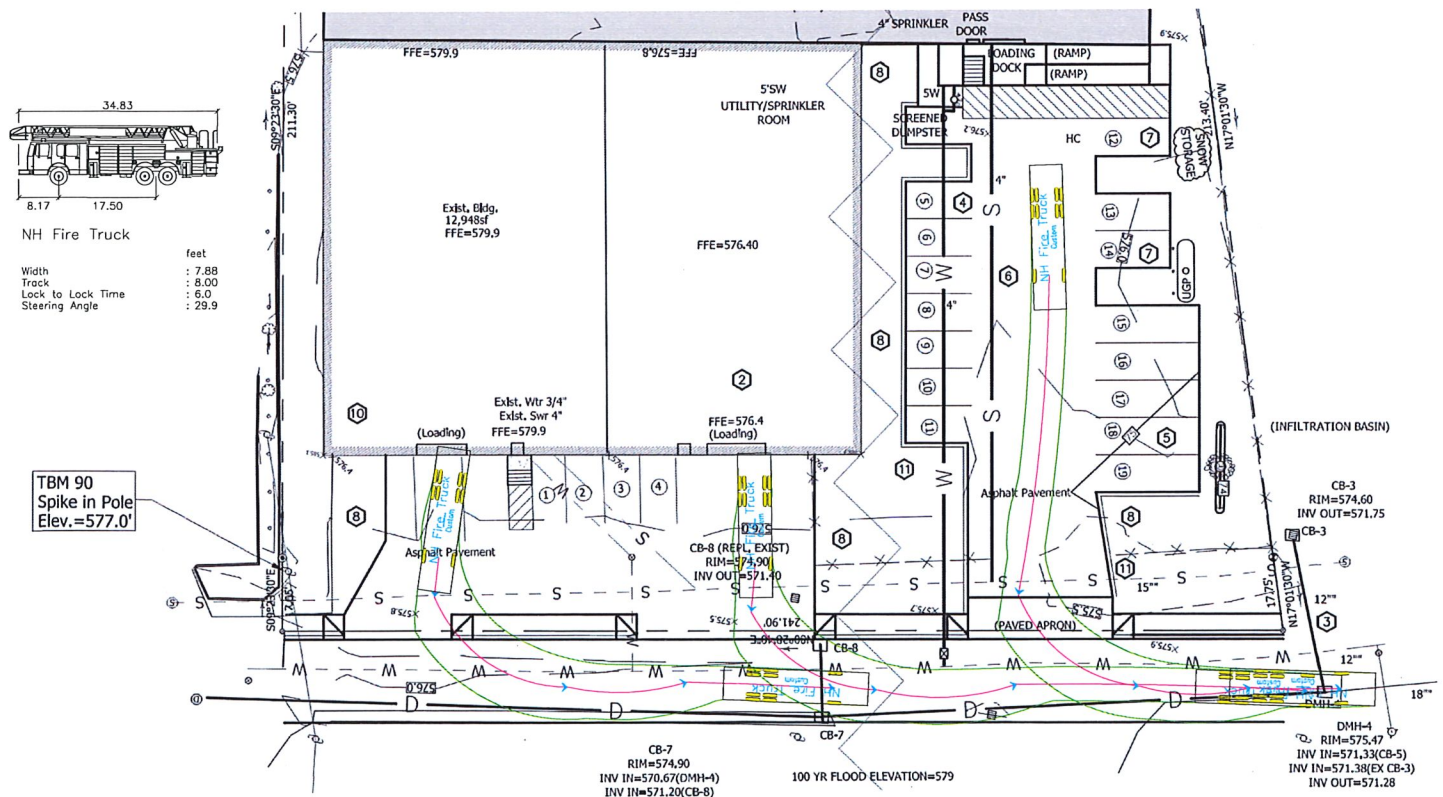
SU-30 Loading Exits: All Loading Docks - Detail



Firetruck Reverse Enters

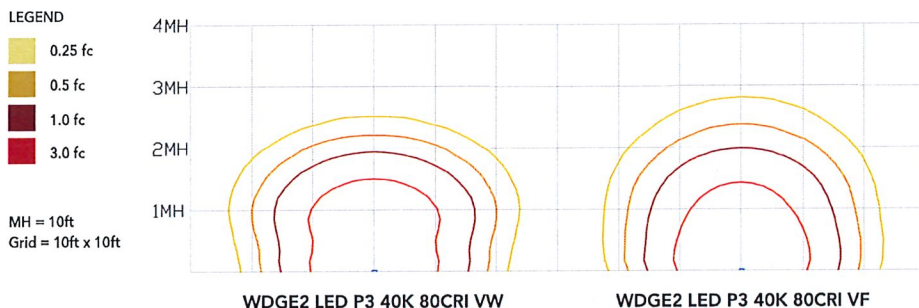


Firetruck Exits



Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit the Lithonia Lighting WDGE LED homepage. Tested in accordance with IESNA LM-79 and LM-80 standards.



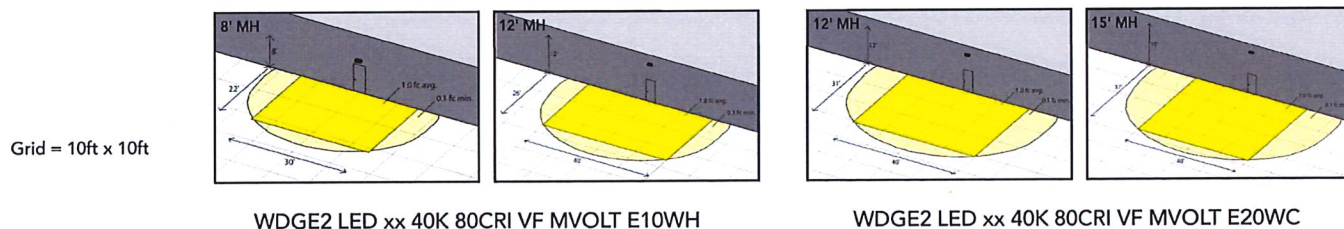
Emergency Egress Options

Emergency Battery Backup

The emergency battery backup is integral to the luminaire — no external housing required! This design provides reliable emergency operation while maintaining the aesthetics of the product. All emergency battery backup configurations include an independent secondary driver with an integral relay to immediately detect loss of normal power and automatically energize the luminaire. The emergency battery will power the luminaire for a minimum duration of 90 minutes (maximum duration of three hours) from the time normal power is lost and maintain a minimum of 60% of the light output at the end of 90 minutes.

Applicable codes: NFPA 70/NEC – section 700.16, NFPA 101 Life Safety Code Section 7.9

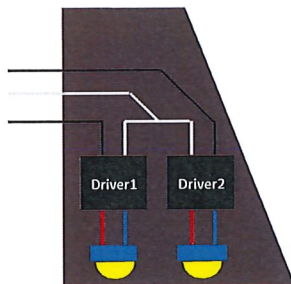
The examples below show illuminance of 1 fc average and 0.1 fc minimum in emergency mode with E10WH or E20WC and VF distribution.



Dual Switching (DS) Option

The dual switching option offers operational redundancy that certain codes require. With this option the luminaire comes integrated with two drivers and two light engines. These work completely independent to each other so that a failure of any individual component does not cause the whole luminaire to go dark. This option is typically used with a back generator or inverter providing emergency power.

Applicable codes: NFPA 70/NEC – section 700.16, NFPA 101 Life Safety Code Section 7.9



Control / Sensor Options

Motion/Ambient Sensor (PIR, PIRH)

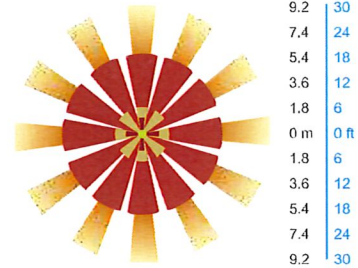
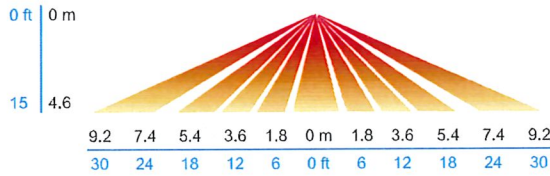
Motion/Ambient sensor (Sensor Switch MSOD) is integrated into the the luminaire. The sensor provides both Motion and Daylight based dimming of the luminaire. For motion detection, the sensor utilizes 100% Digital Passive Infrared (PIR) technology that is tuned for walking size motion while preventing false tripping from the environment. The integrated photocell enables additional energy savings during daytime periods when there is sufficient daylight. Optimize sensor coverage by either selecting PIR or PIRH option. PIR option comes with a sensor lens that is optimized to provide maximum coverage for mounting heights between 8-15ft, while PIRH is optimized for 15-40ft mounting height.

Networked Control (NLTAIR2)

nLight® AIR is a wireless lighting controls platform that allows for seamless integration of both indoor and outdoor luminaires. Five-tier security architecture, 900 MHz wireless communication and app (CLAIRITY™ Pro) based configurability combined together make nLight® AIR a secure, reliable and easy to use platform.

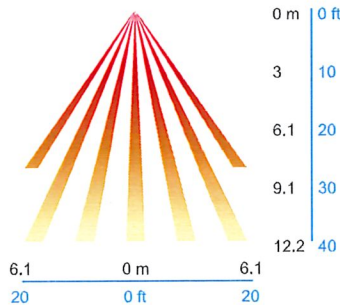
PIR

HIGH VIEW

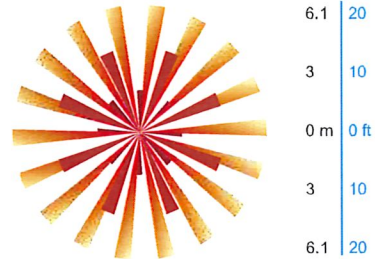


PIRH

SIDE VIEW



TOP VIEW



Option	Dim Level	High Level (when triggered)	Photocell Operation	Motion Time Delay	Ramp-down Time	Ramp-up Time
PIR or PIRH	Motion - 3V (37% of full output) Photocell - 0V (turned off)	10V (100% output)	Enabled @ 5fc	5 min	5 min	Motion - 3 sec Photocell - 45 sec
PIR1FC3V, PIRH1FC3V	Motion - 3V (37% of full output) Photocell - 0V (turned off)	10V (100% output)	Enabled @ 1fc	5 min	5 min	Motion - 3 sec Photocell - 45 sec
NLTAIR2 PIR, NLTAIR2 PIRH (out of box)	Motion - 3V (37% of full output) Photocell - 0V (turned off)	10V (100% output)	Enabled @ 5fc	7.5 min	5 min	Motion - 3 sec Photocell - 45 sec

Mounting, Options & Accessories

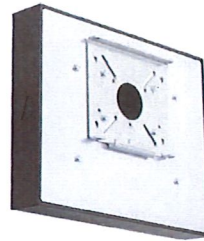


**NLTAIR2 PIR – nLight AIR
Motion/Ambient Sensor**

D = 7"

H = 11"

W = 11.5"



PBBW – Surface-Mounted Back Box
Use when there is no junction box available.

D = 1.75"

H = 9"

W = 11.5"



AWS – 3/8inch Architectural Wall Spacer

D = 0.38"

H = 4.4"

W = 7.5"

FEATURES & SPECIFICATIONS

INTENDED USE

Common architectural look, with clean rectilinear shape, of the WDGE LED was designed to blend with any type of construction, whether it be tilt-up, frame or brick. Applications include commercial offices, warehouses, hospitals, schools, malls, restaurants, and other commercial buildings.

CONSTRUCTION

The single-piece die-cast aluminum housing integrates secondary heat sinks to optimize thermal transfer from the internal light engine heat sinks and promote long life. The driver is mounted in direct contact with the casting for a low operating temperature and long life. The die-cast door frame is fully gasketed with a one-piece solid silicone gasket to keep out moisture and dust, providing an IP66 rating for the luminaire.

FINISH

Exterior painted parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling. Standard Super Durable colors include dark bronze, black, natural aluminum, sandstone and white. Available in textured and non-textured finishes.

OPTICS

Well crafted reflector optics allow the light engine to be recessed within the luminaire, providing visual comfort, superior distribution, uniformity, and spacing in wall-mount applications. The WDGE LED has zero uplight and qualifies as a Nighttime Friendly™ product, meaning it is consistent with the LEED® and Green Globes™ criteria for eliminating wasteful uplight.

ELECTRICAL

Light engine consists of high-efficacy LEDs mounted to metal-core circuit boards to maximize heat dissipation and promote long life (up to L91/100,000 hours at 25°C). The electronic driver has a power factor of >90%, THD <20%. Luminaire comes with built in 6kV surge protection, which meets a minimum Category C low exposure (per ANSI/IEEE C62.41.2).

INSTALLATION

A universal mounting plate with integral mounting support arms allows the fixture to hinge down for easy access while making wiring connections. The 3/8" Architectural Wall Spacer (AWS) can be used to create a floating appearance or to accommodate small imperfections in the wall surface. The ICW option can be used to mount the luminaire inverted for indirect lighting in dry and damp locations. Design can withstand up to a 1.5 G vibration load rating per ANSI C136.31.

LISTINGS

CSA certified to U.S. and Canadian standards. Luminaire is IP66 rated. PIR options are rated for wet location. Rated for -40°C minimum ambient. DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified. International Dark-Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 2700K and 3000K color temperature only and SRM mounting only.

BUY AMERICAN

This product is assembled in the USA and meets the Buy America(n) government procurement requirements under FARS, DFARS and DOT. Please refer to www.acuitybrands.com/resources/buy-american for additional information.

WARRANTY

5-year limited warranty. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.



COMMERCIAL OUTDOOR

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Rev. 03/17/21

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #3B
Public Hearing Items**

**Gordon E. Bagley, III and
Cynthia L. Louzier,
18 Eastman Hill Road
(Tax Map 112, Lot 12) and
32 Eastman Hill Road
(Tax Map 112, Lot 10),
zoned RL-2
PB2021-27-BLA**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

September 13, 2021 Meeting

Staff Memorandum – PB2021-27-BLA

APPLICATION INFORMATION

Agenda Item: 3.B

Application ID: PB2021-27-BLA

Application Type:
Boundary Line Adjustment

Property Location & Tax Map:

- 18 Eastman Hill Road (Tax Map 112, Lot 12)
- 32 Eastman Hill Road (Tax Map 112, Lot 10)

Property Owners/Applicants:

- Gordon E. Bagley, III
- Cynthia L. Louzier

Property Sizes (existing):

- 18 Eastman Hill Road (Tax Map 112, Lot 12): +/-3.04 acres *per boundary line plat*
- 32 Eastman Hill Road (Tax Map 112, Lot 10): +/-6.00 acres *per boundary line plat*

Property Sizes (proposed):

- 18 Eastman Hill Road (Tax Map 112, Lot 12): *no change – even exchange of land area*
- 32 Eastman Hill Road (Tax Map 112, Lot 10): *no change – even exchange of land area*

Zoning District:

Rural Lands Two (RL-2)

Zoning Overlay District(s):

None

LEGAL NOTICE

Gordon E. Bagley, III and Cynthia L. Louzier, 18 Eastman Hill Road (Tax Map 112, Lot 12) and 32 Eastman Hill Road (Tax Map 112, Lot 10), zoned RL-2: Request for approval of a Boundary Line Adjustment between lands located at 18 Eastman Hill Road and 32 Eastman Hill Road. PB2021-27-BLA

PLANS AND APPLICATION MATERIALS

- ▶ Application form (1 page)
- ▶ Letter dated August 9, 2021, from Joseph E. Nalette, LLS, of Pathways Consulting, LLC (project description; 1 page)
- ▶ Subdivision Regulations - Technical Checklist (2 pages)
- ▶ Plat titled "Lot Line Adjustment Plan for Gordon E. Bagley, III & Cynthia L. Louzier", prepared by Pathways Consulting, LLC, dated August 9, 2021, revised June 26, 2021, Project No. 12858

COMPLETENESS REVIEW

This application has been reviewed in accordance with the Lebanon Subdivision Regulations. The Planning and Development Department recommends that the Board find that the application is complete enough to accept jurisdiction and to commence review.

APPLICATION OVERVIEW

This is a request for a Boundary Line Adjustment between lands located at 18 Eastman Hill Road (Tax Map 112, Lot 12) and 32 Eastman Hill Road (Tax Map 112, Lot 10). The applicants propose to exchange two (2) triangular-shaped parcels, each having an area of +/-0.06 acres. As a result of the even exchange of land, each property will retain its current size of 3.04 and 6.00 acres, respectively.

STAFF COMMENTS

ASSESSING

No comment.

BUILDING INSPECTION

No comment.

FIRE

No comment.

POLICE

No comment.

PUBLIC WORKS/CITY ENGINEER

No comment.

PLANNING & ZONING

Both lots currently conform to the applicable minimum lot sizes and dimensional requirements as set forth in the Zoning Ordinance and will continue to after reconfiguration.

STAFF RECOMMENDATIONS

If the Board moves to approve this application, then based on the information reviewed by City staff, the Planning and Development Department recommends that the Board approve the application with the following conditions prior to the signing and recording of the plat:

1. The applicants shall provide to the City a draft copy of the deed of the land transfer for review to ensure the transfer will be completed properly for Assessing and recording purposes.
2. The applicants shall provide one (1) full-size copy of the plat and a digital record drawing (Cad .dwg Format using NH State Plane Coordinate system).

Attachments

cc: Gordon E. Bagley, III
Cynthia L. Louzier
File

CITY OF LEBANON APPLICATION FOR

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☒	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Gordon E. Bagley III & Cynthia L. Louzier TEL.#:

MAILING ADDRESS: P.O. Box 926 & 32 Eastman Hill Road - Lebanon, New Hampshire 03766

E-MAIL ADDRESS:

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Pathway Consulting, LLC TEL.#: (603) 448-2200

MAILING ADDRESS: 240 Mechanic Street, Suite 100 - Lebanon, New Hampshire 03766

E-MAIL ADDRESS: skip.nalette@pathwaysconsult.com

PROJECT LOCATION:

TAX MAP #: 112 LOT#: 10 & 12 PLOT #: ZONE: RL-2

STREET ADDRESS OF PROJECT: 18 & 32 Eastman Hill Road

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO

FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT: Lot Line Adjustment

Parcel 'A' (0.06 Acres - 3,000 Sq. Ft.) to be annexed to Map 112 Lot 10 from Map 112 Lot 12

Parcel 'B' (0.06 Acres - 3,000 Sq. Ft.) to be annexed to Map 112 Lot 12 from Map 112 Lot 10

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☒ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL

PROPOSED ☐ VACANT ☒ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on September 13, 2021, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: _____ DATE: _____

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: Gordon E. Bagley III Cynthia L. Louzier DATE: 8-6-21

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE \$ AMOUNT	DATE PAID	VOUCHER #
8/9/21	112/10 & 12	PB2021-27-	71.10	8/9/21	18381

PATHWAYS CONSULTING, LLC

Planning • Civil & Environmental Engineering • Surveying • Construction Assistance
240 Mechanic Street • Suite 100
Lebanon, New Hampshire 03766
(603) 448-2200 • Fax: (603) 448-1221

August 9, 2021

Tim Corwin, Zoning Administrator
City of Lebanon
51 North Park Street
Lebanon, New Hampshire 03766

RE: APPLICATION FOR MINOR LOT LINE ADJUSTMENT FOR GORDON E.
BAGLEY, III, AND CYNTHIA L. LOUZIER, 18 AND 32 EASTMAN HILL ROAD,
LEBANON, NEW HAMPSHIRE (Project No. 12858)

Dear Tim:

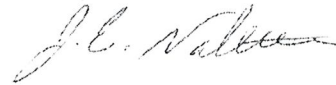
On behalf of Gordon E. Bagley, III, and Cynthia L. Louzier (Applicants), please find enclosed application materials for review of a Minor Lot Line Adjustment for the referenced property. The application includes this cover letter, a signed application, a fee schedule, a check in the amount of \$71.10, a certified notification list, technical checklists, eight full size sets of plans, and an electronic version of the plan on a disk.

The proposed lot line adjustment is between lots 112-10 and 112-12, each owned separately by the applicants. The proposal is to exchange 3,000 square feet of property between the lots, resulting in no change to the overall acreage of the lots.

We look forward to discussing this project at staff review and presenting this application to the Planning Board. Please do not hesitate to contact us if you have any questions.

Sincerely,

PATHWAYS CONSULTING, LLC



Joseph E. "Skip" Nalette, LLS
Director of Land Surveying Services

JEN:gjb

Enclosures

✓

CITY OF LEBANON, NH SUBDIVISION REGULATIONS – TECHNICAL CHECKLIST MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT		
PROJECT NAME:	Boundary Line Adjustment for Gordon E. Bagley, III Cynthia L. Louzier	
APPLICANT:	Gordon E. Bagley III Cynthia L. Louzier	DATE: August 8, 2021
GENERAL SUBMISSION REQUIREMENTS:		

All applications to the Planning Board for Subdivision Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§7.7.C] Submissions must be accompanied by the following information or review of the application may be delayed:

- ☒ A properly completed and signed Application Form. [§7.7.A(1)]
- ☒ The appropriate filing fees. [§7.7.A(2)]
- ☒ A written project description. [§7.7.A(3)]
- ☒ A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§7.7.A(4)]
- ☒ A completed and signed Technical Checklist. [§7.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Section 7.15 of the Subdivision Regulations, as appropriate.]
- ☒ Eight (8) sets of project plans to be distributed for Staff Review. [§8.2.A]
[A Staff Review meeting is held at City Hall one (1) week following the cutoff date. Staff Review meetings begin at 2:00PM, unless otherwise noted. All revised and/or additional information or materials must be submitted within one (1) week following the Staff Review meeting.]
- ☒ A digital copy of Subdivision plan in .PDF format. [§8.2.B]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by the Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Minor Lot Line Adjustment / Boundary Line Agreement plans shall include the information described below pursuant to Section 8 of the Lebanon Subdivision Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. The scale of the plans shall be appropriate to the size of the overall development. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Subdivision Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Section 7.15 of the Subdivision Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§8.2.C]

Plan Requirements	Info. Provided	Waiver Sought
8.2.A(1) - - Name of the City and County in which the subdivision is proposed; - A Locus map; - North arrow; - Scale of the plat; - Date of the plat and of any revisions to the plat; (NOTE: The date on the plat at the time of initial submission for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plat shall include a revision date and description of the revision(s).)	☒ ☒ ☒ ☒ ☒	☐ ☐ ☐ ☐ ☐
8.2.A(2) - Names and mailing addresses of Applicant(s); Owner(s) of Record of subject properties; Owners of abutting properties, including tax map and lot references; and Holders of any easements, rights-of-way, or other restrictions.	☒	☐
8.2.A(3) - Names and business addresses of the surveyor, including license number and seal, and of every engineer, architect, soil scientist, or wetlands scientist whose professional seal appears on any plan or document submitted to the Board.	☒	☐
8.2.A(4) - Zoning District in which the subject lots are located, including district boundaries if in more than one district.	☒	☐
8.2.A(5) - Location of all existing structures on the subject lots.	☒	☐
8.2.A(6) - Site location map showing the original boundaries of the subject lots and adjacent lots.	☐	☐
8.2.A(7) - The new surveyed property line(s) as a result of the application, including bearings and distances, as determined by an actual field survey by a licensed land surveyor, including the date of the completion of the survey. All dimensions shall be shown in feet and decimals, and the area of the altered lots shall be shown in square feet and acres.	☒	☐

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

Plan Requirements (cont.)	Info. Provided	Waiver Sought
8.2.A(8) - The plat shall be titled to include the names of the owners of all lots altered by the application.	☒	☐
8.2.A(9) - A statement shall be placed on the plat as follows: "This plan shows Minor Lot Line Adjustments / Boundary Line Agreements and does not require the approval of the Lebanon Planning Board as a subdivision."	☒	☐

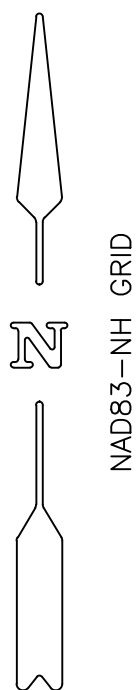
NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO SECTION 8 OF THE SUBDIVISION REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: J. E. Nalotte

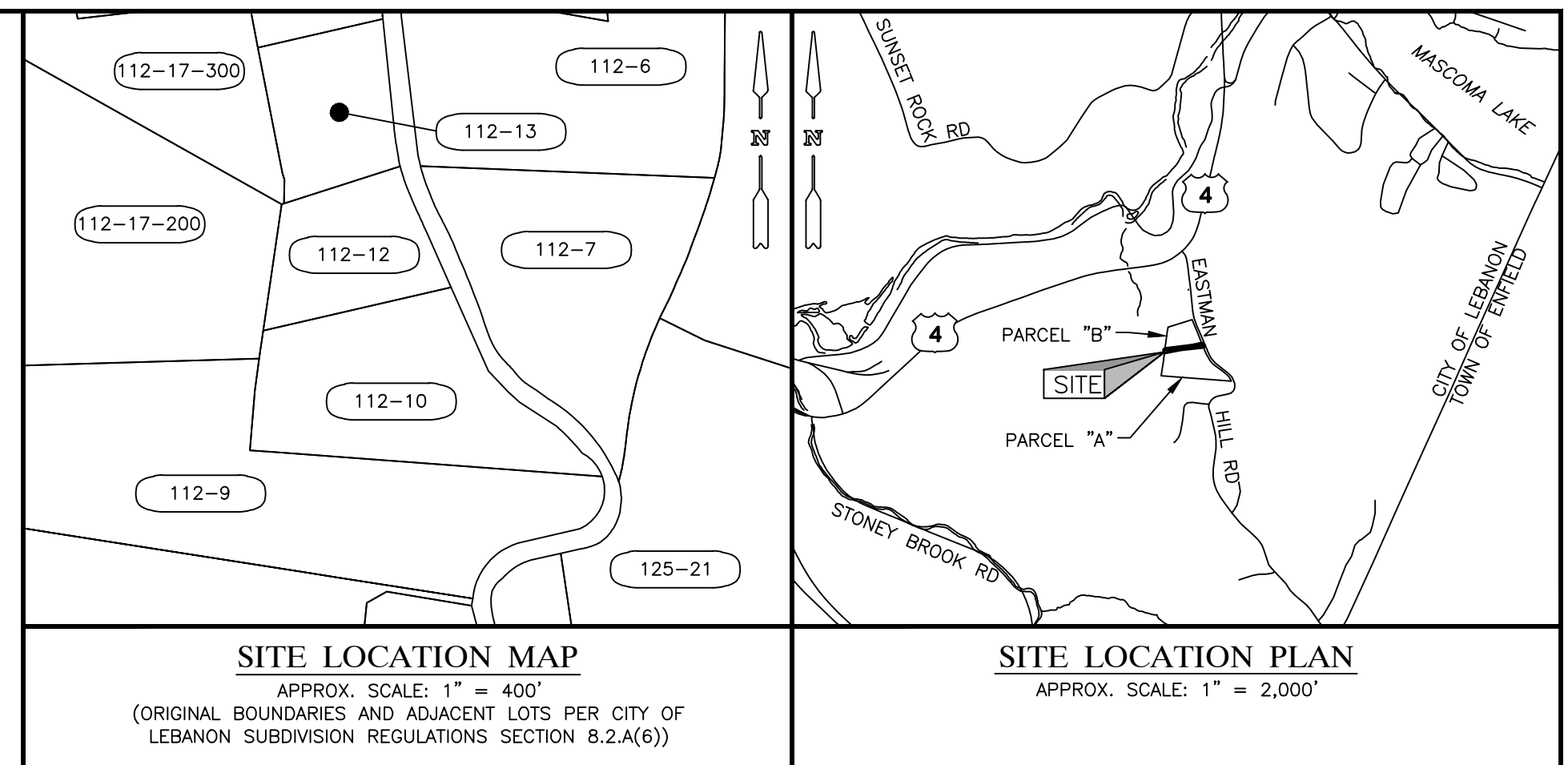
Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

(Last Revised 05/22/13)



CLOSURE LINE TABLE		
FROM-TO	BEARING	DISTANCE
A-B	S22°24'40"E	343.57'
B-C	S22°40'20"E	25.00'
A-C	S22°25'40"E	368.57'
D-C (TIE)	N38°50'00"W	590.26'
B-G	S77°58'00"W	495.75'
H-G (TIE)	N10°06'40"E	79.90'
H-F (TIE)	N10°02'40"E	104.75'
F-I	N7°08'30"E	301.67'
I-J	S64°51'30"E	3.62'
K-A (TIE)	S7°03'50"E	385.74'



- PLANS OF REFERENCE:

1. REFERENCE IS MADE TO THE FOLLOWING PLANS RECORDED AT THE GRAFTON COUNTY REGISTRY OF DEEDS:
- A. BOOK 739, PAGE 95, ENTITLED: "SUBDIVISION OF PART OF PROPERTY OF LEE BATCHELDER," PREPARED BY DAVID LOW AND FRANCIS R. D., DATED MAY 1947.
 - B. PLAN NO. 222, ENTITLED "SUBDIVISION OF CORDAN E. BAGLEY," PREPARED BY T&M SURVEYS, INC., PROJECT NO. 95179, DATED JUNE 1979.

GENERAL SURVEY NOTES:

1. HORIZONTAL DATUM IS NEW HAMPSHIRE STATE PLANE GRID NAD83 (SURVEY FEET) FROM GPS OBSERVATION.
2. PATHWAYS CONSULTING, LLC COLLECTED DATA FOR THIS PLAN IN OCTOBER–NOVEMBER 2020.
3. PATHWAYS CONSULTING, LLC IS NOT AWARE OF ANY CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTIONS NOR OF ANY EASEMENTS OR OTHER RESTRICTIONS ON OR OVER THE SUBJECT PROPERTIES.
4. THE LOT NOT PROTECTED WITHIN THE ZONING DISTRICT OF LEBANON, NEW HAMPSHIRE RURAL LANDS 2 (RL2) ZONING DISTRICT.
5. STRUCTURES FOR UNDERGROUND UTILITIES ARE SHOWN AS OBSERVED. THE SURVEYOR DOES NOT CERTIFY THAT ANY UNDERGROUND UTILITIES DO NOT EXIST. UNDERGROUND UTILITIES ARE NOT WARRANTED TO BE EXACT OR COMPLETE AND ARE TO BE FIELD VERIFIED PRIOR TO ANY EXCAVATION OR SITE MODIFICATIONS.
6. PARCEL "A" TO BE ANNEXED TO MAP 112, LOT 10 FROM MAP 112, LOT 10.
7. PARCEL "B" TO BE ANNEXED TO MAP 112, LOT 12 FROM MAP 112, LOT 10.

RECORD OWNER: GORDON E. BAGLEY III
MAP 112, LOT 12 PO BOX 926
LEBANON, NH 03766
DEED REFERENCE: BOOK 3260, PAGE 228

RECORD OWNER: CYNTHIA L. LOUZIER
MAP 112, LOT 10 32 EASTMAN HILL ROAD
LEBANON, NH 03766
DEED REFERENCE: BOOK 4485, PAGE 642

ZONING DISTRICT: RL2

THIS PLAN SHOWS MINOR LOT LINE ADJUSTMENTS/BOUNDARY LINE AGREEMENTS AND DOES NOT REQUIRE THE APPROVAL OF THE LEBANON PLANNING BOARD AS A SUBDIVISION.

I HEREBY CERTIFY TO THE BEST OF MY BELIEF AND KNOWLEDGE THAT A NEW HAMPSHIRE RURAL CLASS SURVEY WAS PERFORMED ON PARCEL A ONLY SHOWN HEREON. BOUNDARY LINES ARE CONSISTENT WITH EXISTING MONUMENTATION AND THE REFERENCED DEEDS AND PLANS UNLESS NOTED OTHERWISE.

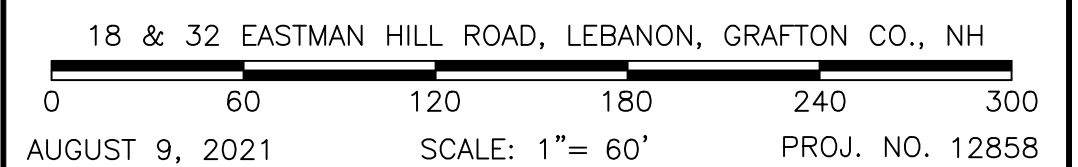
PURSUANT TO RSA 676:18,III AND RSA 672:14, I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

08/09/21
DATE


STEVEN L. CASEY, LLS 933

Date	Revision	By

LOT LINE ADJUSTMENT PLAN FOR
GORDON E. BAGLEY III &
CYNTHIA L. LOUZIER



PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766

LEGEND:

EXISTING IRON PIPE OR REBAR
CAPPED REBAR TO BE SET
COMPUTED POINT
UTILITY POLE
BOUNDARY LINE
RIGHT-OF-WAY
STONE WALL
TAX MAP/LOT NUMBER
DEED BOOK/PAGE

☒ AS NOTED
☐
☒




 -17-300
 (OK/PAGE)

STEVEN L. CASEY LLS NO. 933

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #3C
Public Hearing Items**

**Novo Nordisk US Bio
Production, Inc.,
5 & 9 Technology Drive
(Tax Map 145, Lot 3),
zoned IND-L
PB2021-26-SPR**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

September 13, 2021 Meeting

Staff Memorandum – PB2021-26-SPR

APPLICATION INFORMATION

Agenda Item: 3.C

Application ID: PB2021-26-SPR

Application Type:

Site Plan Review for a proposed addition to an existing building

Property Location & Tax Map:

5 & 9 Technology Drive (Tax Map 145, Lot 3)

Applicant/Property Owner:

Novo Nordisk US Bio Production, Inc.

Zoning District:

Light Industrial (IND-L) and Heavy Industrial (IND-H)

Future Land Use Map: Industrial

Property Size:

+/-14.11 acres (per City Assessor's records)

Existing Use & Improvements:

- 5 Technology Drive: +/-29,136 sq. ft. (finished) industrial building constructed in 1998 (per the City Assessor's records)
- 9 Technology Drive: +/-150,517 sq. ft. (finished) industrial building, constructed in 1989 and 1990 (per the City Assessor's records)

Proposed Improvements:

5 Technology Drive: construct two (2) additions totaling +/-7,915 sq. ft., and associated site improvements
9 Technology Drive: no change

Overlay Districts:

- Wetlands Conservation District
- Airport Protection District

LEGAL NOTICE

Novo Nordisk US Bio Production, Inc., 5 & 9 Technology Drive (Tax Map 145, Lot 3), zoned IND-L: Request for Site Plan Review to expand the existing building at 5 Technology Drive with two additions totaling +/- 7,915 sq. ft., together with associated site improvements including utilities, lighting, stormwater management, sidewalks, and parking. PB2021-26-SPR

PLANS AND APPLICATION MATERIALS

- ▶ Application form
- ▶ Letter dated August 9, 2021, from James Jackson, PE, Pare Corporation (project description; 3 pages)
- ▶ Letter dated August 30, 2021, from Matthew B. Alford, PE, Pare Corporation (additional project description and response to staff comments; 12 pages)
- ▶ Application for Waivers, undated (2 pages)
- ▶ Site Plan Review Regulations Technical Checklist dated August 9, 2021, revised August 30, 2021 (10 pages)
- ▶ Traffic data from the ITE Trip Generation Manual, 10th Edition, undated (2 pages)
- ▶ Turning plan, undated (1 page)
- ▶ Plan set titled "5 Technology Drive Upgrade," prepared by Pare Corporation, dated August 9, 2021, revised August 30, 2021 (cover sheet plus 16 sheets)
- ▶ Excerpt of Stormwater Report for Novo Nordisk – 5 Technology Drive Upgrade, prepared by Pare Corporation, dated August 9, 2021, revised August 30, 2021, Pare Project No. 20139.00 (13 pages)

On file at the Planning and Development Department and available for review upon request:

- ▶ Plan sheet titled, "Overall Roof Plan," prepared by DPS, dated June 28, 2021 (1 sheet)
- ▶ Plan sheet titled, "Overall Level 1 Finish / Equip Plan," prepared by DPS, dated June 28, 2021 (1 sheet)
- ▶ Stormwater Report for Novo Nordisk – 5 Technology Drive Upgrade, prepared by Pare Corporation, dated August 9, 2021, revised August 30, 2021, Pare Project No. 20139.00 (164 pages)

COMPLETENESS REVIEW

In order to accept jurisdiction and commence review of the applicant's proposal, the Planning Board must first determine that the application is complete. NH RSA 676:4, I(c)(1). Section 4.7.C.2 ("Initial Completeness Determination") of the Site Plan Review Regulations provides as follows:

- a. The Planning & Development Department shall review the application for completeness pursuant to the requirements of Section 4.7.A and Section 5.1. If the Planning & Development finds that the application is complete, or lacks only those items or documents for which waiver requests have been submitted, then the Planning & Development Department shall make preliminary determination of whether the waiver requests meet the standards of Section 7.2 of these Regulations, and if so, then the Planning & Development Department shall recommend to the Board acceptance of the application for review.
- b. If the Planning & Development Department finds that the application is not complete or that one or more of the waiver requests do not meet the standards of Section 7.2, the Planning & Development Department shall so advise the Applicant, who can elect to complete the missing submission requirements. [...]

The Planning and Development Department has reviewed the application in accordance with the Lebanon Site Plan Review Regulations and, per Section 4.7.C.2.b, has requested additional information from the applicant in order to make a recommendation to the Board with respect to completeness. The outstanding completeness items include providing a current survey (Section 5.1.E.5), a delineation of the wetlands (Section 5.1.E.8), parking data for the building at 9 Technology Drive (Section 5.1.E.4.e(5)), revised architectural renderings to show the height and location of wall-mounted lighting fixtures (Section 5.1.E.13), and a written waiver request from Section 6.7.B.2 (lighting intensity requirements).

APPLICATION OVERVIEW

The subject property is owned and used by Novo Nordisk Bio Production, Inc., and is improved with a +/- 29,136 sq. ft. industrial building (with an address of 5 Technology Drive), and a +/- 150,517 sq. ft. industrial building (with an address of 9 Technology Drive). Following the Planning Board's approval of a compressed natural gas (CNG) facility located between the two buildings (PB2020-19-SPA), the applicant voluntarily merged the properties occupied by the buildings at 5 and 9 Technology Drive into a single lot (PB2020-22-VLM). The former boundaries of 5 Technology Drive are outlined in blue in Figure 1 below, and the former boundaries of 9 Technology Drive are outline in yellow. The shared boundary highlighted in red was removed as a result of the Voluntary Lot Merger.

As described in the attached letter from James Jackson, PE, of the Pare Corporation, dated August 9, 2021, the applicant proposes to expand the existing building at 5 Technology Drive with the construction of two additions totaling +/- 7,915 sq. ft. of new building area for the purpose of accommodating additional manufacturing space, indoor utility facilities, and offices. A +/- 5,255 sq. ft. addition is proposed in approximately the location depicted by the red stars in Figure 2 below; and a +/- 2,660 sq. ft. addition is proposed for the location approximately depicted by a yellow star. Also proposed are associated site improvements including utilities, lighting, landscaping, stormwater management infrastructure, and parking.

STAFF MEMORANDUM

PB2021-26-SPR

5 & 9 Technology Dr (145-3)

Agenda Item 3.C

September 13, 2021 PB Mtg

Page 3 of 9

Figure 1. Location Map.



Figure 2. Bird's Eye View (looking west).



Image ©2021 Eagleview (image taken 4/3/2021)

Figure 3. Bird's Eye View of the Subject Property (looking south).



Image ©2021 Eagleview (image taken 4/3/2021)

STAFF COMMENTS

PLANNING

I. SITE PLAN REVIEW REGULATIONS:

Planning Board approval of the proposed project is required pursuant to Section 3.1.C of the Site Plan Review Regulations which requires site plan review for the construction of building additions of 1,000 gross sq. ft. or more.

Waiver Requests

Pursuant to Section 7.1 ("Waiver of Regulations"), the applicant has requested waivers from certain provisions of the Site Plan Review Regulations, as set forth in the attached Application for Waivers and as listed below:

- **Partial General Waiver of Article V and Article VI requirements** – The applicant is only proposing to redevelop a portion of the property. However, the Site Plan Review Regulations apply to the entire lot (containing both the 5 and 9 Technology Drive buildings) and not just the portion of the property that the applicant proposes to redevelop. Therefore, the applicant is

requesting a general waiver from the Article V submission requirements and Article VI design requirements as they may apply outside of the specific area of the lot proposed to be redeveloped.

- **Partial Waiver of Sections 5.1.E.5 and 5.1.E.10** – The applicant's Application for Waivers indicates that a waiver is being requested with respect to parking. However, it does not appear that a waiver of Sections 5.1.E.5 or 5.1.E.10 as they relate to parking is required. Staff has requested that the applicant provide parking data for the entire property pursuant to Section 5.1.E.4.e(5) (which is a non-waivable requirement), but it does not appear that a waiver is required from the parking-related requirements of Sections 5.1.E.5 and 5.1.E.10.
- **Waiver of Section 5.1.E.14** – Requiring a sign plan.
 - *Staff note: no waiver is required as no new signage is proposed.*
- **Waiver of Section 5.1.E.20** – Requiring a plan for the development showing provisions for automobile, transit, bicyclist, and pedestrian access and circulation.

Pursuant to Section 7.1 of the Site Plan Review Regulations, the Board may grant a waiver of any part of the Regulations if it finds, by majority vote, that either:

- A. Strict conformity would pose an unnecessary hardship to the Applicant and waiver would not be contrary to the spirit and intent of the regulations; or
- B. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

The applicant's basis for each waiver request is described in the attached Application for Waivers. Note that the granting of a waiver from a design requirement does not relieve an applicant from making the improvements that are depicted on the approved site plan, even if the depicted improvement would have been covered by the waiver had it not been included on the approved site plan.

Staff has identified an additional requirement of the Site Plan Review Regulations from which the applicant requires a waiver, and has asked the applicant to provide a written request:

- **Section 6.7.B.2** – *“The light intensity at adjoining streets or commercial property boundaries shall not exceed 0.5 foot-candles at grade level[.]”*

SECTION 5 – SUBMISSION REQUIREMENTS

5.1 (Drawings and Other Submittals): The applicant has provided the attached materials pursuant to the submission requirements of Section 5.1 of the Site Plan Review Regulations. Please see the attached letters from Matthew B. Alford, PE, of the Pare Corporation, dated August 9, 2021, and August 30, 2021, for a discussion of the project, and the Application for Waivers for an explanation of the requested waivers.

SECTION 6 – DESIGN AND CONSTRUCTION REQUIREMENTS

6.2 (Landscaping Standards): The applicant has submitted a landscaping plan for the development area in accordance with Section 5.1.E.15 of the Site Plan Review Regulations and the landscaping design standards set forth in Section 6.2. The type, quantity, and location of proposed trees and shrubs are shown on Sheets 13-15 (L-1 – L-3) of the plan set.

6.4 (Fees and Assessments in Effect at time of Connection): New construction will be subject to the City's Impact Fee Ordinance and fee schedule adopted by the Board on August 13, 2018.

6.6 (Stormwater Management): The applicant proposes a stormwater management system that includes the installation of a 3-chamber Stormtech SC-310 underground infiltration system underneath the parking area adjacent to the north side of the building, in addition to utilizing two (2) existing vegetated stormwater basins located to the south of the building and at the north end of the property. See Sheet 6/C4.1 for additional detail.

6.7 (Lighting): The applicant has submitted a lighting plan in accordance with Section 5.1.E.12 of the Site Plan Review Regulations and the lighting design standards set forth in Section 6.7 (except as noted below). The type, quantity, and location of proposed lighting fixtures are shown on the plan which is Sheet 16 of the plan set. The applicant requires a waiver from Section 6.7.B.2 ("The light intensity at adjoining streets or commercial property boundaries shall not exceed 0.5 foot-candles at grade level"), and should clarify whether 16 or 17 lights fixtures are proposed (16 are shown on the plan while 17 are identified in the table).

6.8 (Off-Site Improvements): Other than certain ancillary improvements within the City's right-of-way directly adjacent to the subject property, the applicant does not propose any off-site improvements.

6.9 (Premature and Scattered Development): This section provides that the Planning Board "may disapprove a site plan application that proposes development that is scattered or premature, so as to involve danger or injury to health, safety, or prosperity of the community. For purposes of this section, a development shall be considered scattered or premature if it will cause, or poses an undue risk of causing, a substantial or appreciable adverse impact upon any of the factors or parameters set forth in the General or Specific Purposes of Site Plan Review, as outlined in Sections 1.4 and 1.5 of these Regulations." Staff does not recommend a finding that the proposed development is scattered and premature as such a finding would appear to be without basis.

6.10 (Additional Regulations for the Lebanon Downtown District): *Not applicable.*

II. ZONING ORDINANCE:

As shown on Sheet 4 (C2.1), the applicant proposes to locate some of the concrete pads at the rear of the building within the minimum required 20 ft. rear yard. On February 1, 2021, the Zoning Board of Adjustment approved a Variance (ZB2021-03-VAR) from Article III, Section 303.3 of the Zoning Ordinance to allow the proposed concrete pads for a generator and chillers to be placed up to 13 ft. from the rear lot line where a minimum rear yard 20 ft. is required.

CITY ASSESSOR

No comment at this time.

BUILDING INSPECTOR

No comment at this time.

ENGINEERING/PUBLIC WORKS

1. The final water service configuration should be coordinated with the Department of Public Works (DPW) prior to application for a building permit. DPW maintains water service from the water main extending up to the curb stop and/or valves located at the edge of the City's right-of-way.

2. The built-in ladder within the typical manhole detail shown on Sheet C5.3 should be eliminated, consistent with DPW sewer standards.

FIRE DEPARTMENT

No comment at this time.

POLICE DEPARTMENT

No comment at this time.

STAFF RECOMMENDATIONS

If the Planning Board moves to approve this request, then based on the information reviewed by City staff, the Planning and Development Department recommends that the Planning Board approve the application with the conditions noted below:

Conditions to be Satisfied Prior to Application for a Building Permit

1. The applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department and the City Engineer:
 - a) Eliminate the built-in ladder within the typical manhole detail shown on Sheet C5.3, consistent with DPW sewer standards.
 - b) Add survey and wetland delineation to the plan set.
 - c) Update plan sheet numbers.
 - d) Title block text is illegible. Please address.
 - e) Amend the cover sheet to:
 - i. provide description of plan revisions (5.1.E.4.d).
 - ii. add the name, seal, and business address of the wetland scientist.
 - iii. update the zoning analysis table to identify the parking calculations for the entire property (5.1.E.4.e(5)).
 - iv. Add Pare project number, if applicable.
 - f) Amend Sheet 4/C2.1 to:
 - i. Identify dashed line to the rear of the property.
 - ii. Clarify the number of parking spaces proposed at the southeastern corner of the building, and update the zoning analysis table on the cover sheet, as needed.
 - iii. Remove the limits of disturbance lines and the compost filter sock line.
 - iv. Show snow removal areas.
 - g) Amend the lighting plan to:
 - i. Clarify whether 16 or 17 lighting fixtures are proposed.
 - ii. Add Sections 6.7.2.c and 6.7.2.d of the Site Plan Review Regulations as plan notes.
 - h) Vegetative screening of at least 5 ft. in height shall be provided for all mechanical equipment (Section 6.2.B.8).

The applicant shall provide the Planning and Development Department with one (1) full size copy of the revised plan set, and a digital copy of the revised plan set saved in a PDF-A format for archival purposes.

2. The applicant shall schedule and hold a pre-building permit application meeting with the Planning and Development Department, City Building Inspectors, City Engineer/Department of Public

Works, and Fire Department, in order to help streamline the building permit review process and to review applicable code requirements.

3. The applicant shall coordinate the final water service configuration with the Department of Public Works (DPW).
4. The applicant shall obtain approval from the City Council or the City Manager's office for any additional water and/or sewer flows in accordance with the applicable Chapter 136 and 182 of the City Code.
5. All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations.

Conditions to be Satisfied Prior to the Issuance of a Building Permit

6. The City shall retain the services of an independent third-party inspector, for which the applicant shall be responsible for all inspection fees related to the construction of sewer and water and for work within the City's right-of-way (water, sewer, road, drainage), in accordance with Chapters 136 and 182 of the City Code and Section 8.2 of the Site Plan Review Regulations. The applicant shall provide funding for inspection services in a form and amount acceptable to the City, and shall sign a Water & Sewer Extension and Inspection Agreement in accordance with Chapters 136 and 182 of the City Code.
7. The development shall be subject to City of Lebanon Impact Fees, pursuant to Section 213 of the Zoning Ordinance. The Impact Fee shall be calculated at the time of Building Permit issuance based on the Impact Fee Schedule adopted on August 13, 2018. In accordance with RSA 674:39, the approved site plan shall be exempt from any future changes in impact fees and methodology for five years from the date of approval; however, any building permits which are issued after the end of that five-year period shall be fully subject to whatever impact fees and methodology are in effect at the time of building permit issuance.
8. All water and sewer fees shall be paid as set forth in City Code Chapter 68.
9. Prior to the start of any construction activities on the property, the applicant shall obtain or update (if appropriate) any required State approvals including, but not limited to, the following:
 - a) NHDES Sewer Connection Permit, if necessary

Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy

10. The impact fee calculated pursuant to Condition of Approval #7 shall be paid.
11. Third-party engineer or design engineer inspection reports and as-built drawings provided by the applicants (PDF format and CAD .dwg format, using the NH State Plane Coordinate System), including tie sheets, shall be reviewed and approved by the City Engineer prior to acceptance of any utility improvements by the City.
12. All improvements depicted on the plan shall be completed, and shall be constructed as depicted on the approved plan, including any modifications to the plan as may be approved by the Planning Board in accordance with the Subdivision Regulations and Site Plan Review Regulations.

General Conditions

13. The applicant shall obtain an Excavation Permit from the Department of Public Works for any site work in the public right-of-way prior to any work in the right-of-way.
14. All required landscape plantings shall meet the minimum size requirements for such plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of installation.
15. The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.
16. The property owner is responsible for the maintenance and operation of the stormwater management system in accord with the O&M plan, and such responsibility shall run with the land. (Section 6.6.H.2.b of the Site Plan Review Regulations).

Attachments

cc: Novo Nordisk US Bio Prod Inc, c/o Stuart Sawyer (via e-mail)
Matthew B. Alford, P.E., Pare Corporation (via e-mail)
File

**CITY OF LEBANON
APPLICATION FOR**

SPECIAL EXCEPTION	☐	☒	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Novo Nordisk US BIO PROD INC

TEL.#:

MAILING ADDRESS: 9 Technology Drive West Lebanon, NH 03784

E-MAIL ADDRESS:

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Stuart Sawyer

TEL.#: 603-667-8290

MAILING ADDRESS: 9 TECH Drive West Lebanon, NH 03784

E-MAIL ADDRESS: ZSAW@novonordisk.com

PROJECT LOCATION:

TAX MAP #: 130-1

LOT#: 130

PLOT #: 1

ZONE: IND-L

STREET ADDRESS OF PROJECT: 5 Technology Drive

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☒ YES ☐ NO **HISTORIC DISTRICT** ☐ YES ☒ NO

FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Office and manufacturing additions with accessory chiller and generator utilities.

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☒ INDUSTRIAL

PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☒ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**

USE: Light Manufacturing

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY

OWNER: [Signature]

DATE: 04 Aug 2021

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY

OWNER: [Signature]

DATE: 04 Aug 2021

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
8-9-21	130/1	PB2021-26-SRR	996.10	8-9-21	18373



Engineers | Scientists | Planners

PARECORP.COM



August 9, 2021

City of Lebanon Planning Board
51 N Park Street
Lebanon, NH 03766

Re: **Site Plan Review**
Novo Nordisk - 5 Technology Drive Upgrade
5 Technology Drive
Lebanon, NH 03784
(Pare Project No. 20139.00)

Dear City of Lebanon Planning Board:

On behalf of Novo Nordisk INC., Pare Corporation has prepared a Site Plan Review submission package for the City of Lebanon Planning Board for the construction of two - one story building additions at 5 Technology Drive, Lebanon NH, and identified on the City of Lebanon's Assessor Plat 130 Lot 1. This project was discussed with the Board at the February 8, 2021, Concept Plan Review Public Hearing.

The project includes a 5,255 square foot building addition with manufacturing space, indoor utility facilities, and offices; a 2,660 SF central utility building and vestibule along with revised parking areas, walkways, utility connections, and stormwater management system to support the two additions. The project is located within Industrial Light Zone IND L. The project specific use is Light Manufacturing.

Stormwater runoff is planned to be managed by the proposed storm piping system around the proposed additions. A and a new infiltration system to be located north of the existing building. The Infiltration system is designed to treat the required stormwater treatment area as calculated for this redevelopment project to provide water quality treatment, recharge, and mitigate peak flows in the post-development condition.

For the Site Plan Review please find enclosed the following items:

- One (1) copy of the completed Site Plan Review Application
- One (1) copy of the Site Plan Review Plan Review Technical Checklist and Stormwater Checklist
- One (1) copy of the calculated Fee Schedule
- One (1) copy of the names and mailing address of all persons to be notified
- Two (2) copies of the Full-size 24"x36" Plan Set
- Two (2) copies of the Stormwater Report with Hydrologic & Hydraulic Analysis
- One (1) Check in the amount of \$1,065.97 for the Site Plan Review Fee



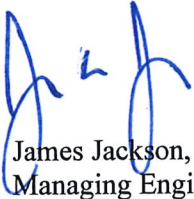
The complete submission package will also be provided to the City electronically via e-mail.

The following information outlines items of note in regards to the site plan review technical checklist –

- 5.1.E(5) Certified Survey
 - A certified survey plan will be provided prior to the public hearing.
- 5.1.E(7) Elevation views
 - Roof architectural plans by DPS have been submitted as part of the drawing package
- 5.1E(8) Wetlands
 - GZA is in the process of performing wetland flagging for the site, locations of which will be provided with the updated survey.
- 5.1E(13) Outdoor Lighting
 - The parking lot and walking lighting are to remain without modification. The only additional exterior lighting under this project will be related to the added structure; splash at exterior doors and wall packs to cover the west walkway.
- 5.1.E(14) Signs
 - No lit signs are proposed. Proposed signs onsite are limited to the ADA parking sign.
- 5.1.E(15) 100-yr Floodway
 - 100-yr flood elevations are not applicable onsite
- 5.1E(16) Landscape Plan
 - A landscape plan was not included, the site plan calls out landscaping to match the existing plantings at the building entrance area with all other disturbed areas to be loamed and seeded.
- 5.1E(20) Access and Circulation
 - No changes are proposed to access and circulation onsite. Technology Drive does not have sidewalks for pedestrian access. Advance Transit does not have a bus stop within ¼ mile of the site. No additional traffic control devices have been proposed.
- 5.1E(21) Utility Profiles
 - Profiles of the proposed drainage system are available as part of the hydraulic calculations in the Stormwater Report. Elevations have not been determined for the proposed water service at this time.
- 5.1E(23) Recreational Facilities
 - Not applicable
- 5.1E(24) Fire Protection
 - Not applicable, the site is connected the water main on Technology Drive.
- 5.1G(1) Phasing and Schedules
 - It is not anticipated that major phasing plans will be developed due to the limited nature of the construction activities. Schedules for construction have not been determined at this time.
- 5.1G(2) Estimated Timetable
 - See 5.1E(21)
- 5.1G(2) Trip Generation
 - The proposed development is not anticipated to generate a net increase of 100 peak hour trips or 1,000 average daily trips.

Thank you for your consideration in this matter. We look forward to discussing this project further at the upcoming meeting. Please feel free to contact us with any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Jackson', is written over the printed name.

James Jackson, P.E.
Managing Engineer

JJ/MA/CW
Attachments

\\MAHost\d-server\JOBS\20 Jobs\20139.00 NovoNordisk - cGMP Warehouse Reno - NH\CORRESP\Letters\2020-10-30 Preliminary Plan Cover Letter.docx

August 30, 2021

Mr. Tim Corwin, AICP
Senior Planner
City of Lebanon
51 No. Park Street
Lebanon, NH 03766

Re: **NovoNordisk**
5 Technology Drive Renovation
West Lebanon, New Hampshire
(Pare Project No. 20139.00)

Dear Mr. Corwin:

On behalf of Novo Nordisk INC., Pare Corporation has prepared a Revised Site Plan Review submission package for the City of Lebanon Planning Board for the construction of two - one story building additions at 5 Technology Drive, Lebanon NH, and identified on the City of Lebanon's Tax Map ID: 145-3. This project was discussed with the Board at the February 8, 2021, meeting.

The project includes a 5,255 square foot building addition with manufacturing space, indoor utility facilities, and offices; a 2,660 SF central utility building and vestibule along with revised parking areas, walkways, utility connections, and stormwater management system to support the two additions. The project is located within Industrial Light Zone IND L. The project specific use is Light Manufacturing.

Stormwater runoff is planned to be managed by the proposed storm piping system around the proposed additions. A and a new infiltration system to be located north of the existing building. The Infiltration system is designed to treat the required stormwater treatment area as calculated for this redevelopment project to provide water quality treatment, recharge, and mitigate peak flows in the post-development condition.

Comments were provided at the staff review meeting held on Monday, August 16, 2021 and follow-up comments were provided on August 18, 2021. Responses to comments are provided below, and the following revised documents are attached.

- The Site Plan Review Plan Review Technical Checklist and Stormwater Checklist – REVISED August 30th, 2021
- The Stormwater Report with Hydrologic & Hydraulic Analysis - REVISED August 30th, 2021
- Turning Movements Figures 1 and 2 – Electronic only
- Trip generation table
- Architectural Roof plan and Overall level 1 Finish/Equipment Plan

Hard copies of the following have also been mailed to the City.

- Two (2) copies of the Full-size 24"x36" Plan Set – REVISED August 30th, 2021
- Twelve (12) 11x17 copies of the Plan Set – REVISED August 30th, 2021





On behalf of Pare Corporation (Pare) please find responses to your staff's comments issued by your office on August 19, 2021, for the subject project located in West Lebanon, New Hampshire.

ENGINEERING COMMENTS

1. **COMMENT:** Please further elaborate within the text of the stormwater report as to how the hydraulics of the stormwater infiltration system will work in terms of inflow and discharge to and from the proposed system. Please also note the infiltration system inlet and outlet design intent on the Drainage and Utility plan (Sheet C4.1) and ensure that the related details on Sheet C5.4 match the proposed inlet and outlet design intent.

RESPONSE: Text of the stormwater report and stormwater design have been revised to provide further clarity on the inflow and discharge from the proposed system. Callouts have been added to sheet C4.1 matching the inlet and outlet inverts of the underground system.

2. **COMMENT:** The test pit data for TP21-6 seems to show that the estimated seasonal high water table (SHWT) is at elevation 551.8. The text of the stormwater report notes that the SHWT is at 550.8. The required separation from SHWT is 3.0 feet measured from the bottom of the proposed stormwater infiltration practice. If the test pit data is correct, it appears that only 2.0 vertical feet of separation is provided in the design. Please address.

RESPONSE: Surface grade of TP21-6 was reported in error at 558.5, and has been revised to the correct elevation of 557.5. This does correspond with a seasonal high groundwater elevation of 550.83' as shown in the report text.

3. **COMMENT:** Please address verbal plan review comments discussed during our August 16, 2021 meeting including additional clarity on legends, abbreviations, proposed water service connection configuration and valving/details, and proposed curb radii.

RESPONSE: Verbal review comments have been addressed in the revised plans.

FIRE COMMENTS

1. **COMMENT:** Where a fire, emergency equipment, or similar vehicle turnaround area is provided, it must have an adequate turn radius. Provide CAD Autoturn data or a similar basis of design for the turn radius. 5.1.E.24.

RESPONSE: Autoturn data for has been provided for the northern parking area as supplemental Figure 2.



2. **COMMENT:** Show how building will be connected to the municipal fire alarm system and location of the master box.

RESPONSE: Utility plan revised as noted.

3. **COMMENT:** Please address any other comments raised by Duane Egner at the staff review meeting.

RESPONSE: Plans revised as noted.

PLANNING COMMENTS

General

1. **COMMENT:** Note that the property's Tax Map and Lot number is 145-3; "130-1" was retired when 5 and 9 Technology Drive were merged.

RESPONSE: Plans and stormwater report revised to reflect this.

2. **COMMENT:** The Site Plan Review Regulations apply to the entire property (which contains both 5 & 9 Technology Drive), not just the portion of the site that is the subject of the application. As a result, staff recommends that the applicant delineate a "development area" on the plan set and request a general waiver from having to satisfy the Article V submission requirements and the Article VI design requirements outside of the "development area" (*except that the requirements of Section 5.1.4.E.1 through 4 cannot be waived and, therefore, those requirements must be satisfied with respect to the entire property, not just the development site*).

RESPONSE: Development area has been established at the project limit of work. See sheet C0.2. General waiver for "Development Area" review only requested.

3. **COMMENT:** It appears a waiver or partial waiver is required from the following requirements of the Site Plan Review Regulations (*please note that the identification of necessary waivers below should not – unless otherwise indicated – be construed as staff's support or endorsement of such waiver requests*):

- a. 6.5.B.4 (sidewalk required along frontage).
- b. Any other requirements identified in the comments below that remain unaddressed.

RESPONSE: General waiver for "Development Area" review only requested.



4. **COMMENT:** Provide an [Application for Waivers](#) requesting any necessary waivers (note that it's very likely you'll find that waivers will be needed from at least some of the Section 6.2 landscaping requirements). Note that the Board must find either Criteria A or Criteria B (as identified on the Application for Waivers) is satisfied in order to grant the waiver. Each waiver request, therefore, should demonstrate how the request meets either Criteria A or B.
- RESPONSE:** Landscape plans provided within plan set. General waiver for "Development Area" review only requested.
5. **COMMENT:** Please identify how the project complies with Section 6.5.E of the Site Plan Review Regulations (groundwater protection).
- RESPONSE:** Groundwater protection is maintained onsite via treatment and infiltration of the water quality volume (WQV). Please note that per the NHDES infiltration practice worksheet, pretreatment is not required for infiltrating roof runoff, the only source of stormwater to the infiltration practice. Owner shall submit Registration and Notification for Stormwater Infiltration to Groundwater application (RSA 485-A:6, VII; 485:3, X; Env-Wq 402) prior to construction.
6. **COMMENT:** Provide emergency vehicle turn radius diagrams as requested by the Fire Department (5.1.E.24)
- RESPONSE:** Autoturn data for E-ONE HR-100 fire truck has been provided for the northern parking area under supplemental Figure 2.
7. **COMMENT:** Provide an estimated timetable for construction and completion of buildings, parking facilities, landscaping, and other required improvements. (5.1.G.1)
- RESPONSE:** October 2021 to October 2022 are the projected start and end dates for construction.
8. **COMMENT:** A lighting plan has not been provided as required by Section 5.1.E.12, and no waiver has been requested. Staff recommends that a lighting plan sheet is added to the plan set that depicts lighting fixtures, lighting levels, average and minimum foot-candle measurements etc., at least for the development site. Please review Section 6.7 for the lighting standards and request a waiver from any applicable Section 6.7 requirements that are not satisfied
- RESPONSE:** Lighting plan provided within plan set. General waiver for "Development Area" review only requested.
9. **COMMENT:** A landscaping plan has not been provided as required by Section 5.1.E.15, and



no waiver has been requested. Staff recommends that a landscaping plan is submitted in accordance with the requirements of Section 5.1.E.15 and the design requirements of Section 6.2. Please request a waiver from any applicable Section 6.2 requirements that cannot be satisfied.

RESPONSE: Landscaping plan provided in plan set. General waiver for “Development Area” review only requested.

8/9/21 Cover Letter From Pare

10. **COMMENT:** Page 1 – staff recommends that “Concept Plan Review Public Hearing” is replaced with “meeting”, “2,660 SF central utility building” is replaced with “2,660 SF central utility addition”, and “Industrial Light Zone IND L” is replaced with “Light Industrial (IND-L)”, and that typos in second paragraph are corrected.

RESPONSE: Addressed.

11. **COMMENT:** Page 2 – no estimated timetable is provided as required by Section 5.1.G.2 – the reference provided (“See 5.1.E.21”) is incongruent.

RESPONSE: October 2021 to October 2022 are the projected start and end dates for construction.

12. **COMMENT:** Page 2 – under 5.1.G.2, staff recommends providing an estimate of additional trip generation

RESPONSE: Trip generation is under 100 peak hour vehicle trips and 1,000 daily vehicle trips and therefore does not require a traffic impact study. See attached trip generation table.

13. **COMMENT:** Page 2 – update comments under Sections 5.1.E.12 and 15 if a lighting plan and landscaping plan are submitted as recommended by staff.

RESPONSE: Lighting Plan provided within plan set.

PLAN SET COMMENTS

General

14. **COMMENT:** Left side edge of large size plan sheets are illegible, apparently a printing error. Please ensure all sheets are legible and printed correctly upon resubmission.



RESPONSE: Revised plans provided.

15. **COMMENT:** Please add a plan sheet of revised Sheet 3 (“General Plan”) to show proposed conditions only, and without any unnecessary or confusing layers showing underground conditions. Please increase the scale of the additional plan sheet so that it is focused on the development area and is easier to read. Utilizing color is encouraged. See also comment 26 below.

RESPONSE: See landscape plans for proposed surface conditions without existing conditions underlying.

16. **COMMENT:** The plan set appears to be missing the information required by the following Sections of the Site Plan Review Regulations (refer to the Site Plan Review Regulations for the specific requirements of each):

- a. 5.1.E.5 (current survey – the survey for the entire property should be provided)
- b. 5.1.E.6 (existing structures within 200 ft of site)
- c. 5.1.E.8 (wetland delineation by a certified wetlands scientist)
- d. 5.1.E.9 (additional requirements to show existing conditions within 200 ft of the site)
- e. 5.1.E.10 (access/circulation requirements including providing curve radii)
- f. 5.1.E.13 (lighting plan requirements)
- g. 5.1.E.16 (landscaping plan requirements)
- h. 5.1.E.17 (requiring plans to show City drainage facilities with 200 ft of the site)
- i. 5.1.E.19 (snow removal storage)

Please provide the required information or, if necessary, request a waiver per Article VII of the Site Plan Review Regulations and utilizing the [Application for Waivers](#) form.

RESPONSE: Sheet C0.2 – Overall Plan has been provided in the revised set at a scale to show the entire property, wetland delineation, existing structures within 200 ft, etc. Landscape and lighting plans have been separately provided, and snow removal storage locations have been provided in the Stormwater report’s O&M plan. A Revised survey that includes entire boundary of 5 and 9 technology and existing conditions of gas decompression area are currently being prepared. Revised wetlands delineation by GZA has been completed and will be incorporated on plans when received.

General waiver for “Development Area” review only requested.
for drainage facilities within 200’ outside of “development area” (specifically around 9 technology drive) and curb cut site distances.



17. **COMMENT:** Staff recommends that the roof plan and equipment plan (Sheets 11-12) are removed from the plan set and submitted separately (in the same way that the lighting fixture specifications, for example, are submitted separately)

RESPONSE: Removed as requested. Separate sheets attached.

Cover Sheet

18. **COMMENT:** Change “GIS Parcel ID: 130-1” to “Tax Map ID: 145-3”

RESPONSE: Revised as noted.

19. **COMMENT:** Add name of County (5.1.E.4.a)

RESPONSE: Revised as noted.

20. **COMMENT:** Add name and business address of Certified Wetlands Scientist (5.1.E.3)

RESPONSE: Lindsey E. White of GZA is currently preparing updated wetland flagging for the property, which will be provided on the cover of the plans following incorporation of the flagging into the plan set.

21. **COMMENT:** Change the title of “Index of Sheets” to “Table of Contents” (Section 5.1.E).

RESPONSE: Revised as noted.

22. **COMMENT:** Add plan date and the date and description of any revisions (5.1.E.4.d)

RESPONSE: Revised as noted.

23. **COMMENT:** Remove Sheets 11-12 from the Table of Contents

RESPONSE: Revised as noted

24. **COMMENT:** Please correct/amend the “Zoning Analysis Table” as follows:

- a. Data provided must be for the whole site (the combined 5 & 9 Technology property) – the requirement cannot be waived
- b. Change “IND L – Industry Light” to “Light Industrial (IND-L)”
- c. Update existing and proposed frontage, lot area, side yard, rear yard, and building coverage % to take into account the whole lot



- d. 5.1.E.4.e(12) and 5.1.E.10 – Provide the total square footage (in addition to percentage) of existing and proposed lot/impervious coverage (for the whole property)
- e. Provide existing and proposed conditions for both buildings (5 & 9) including height, number of stories, gross floor area of each floor, total gross floor area of each building, GFA of the building addition, total GFA of combined buildings
- f. 5.1.E.4.e(10) – add existing and proposed use
- g. 5.1.E.4.3(13) – identify whether or not the property is subject to any zoning overlay districts per Article IV of the Zoning Ordinance
- h. Parking calculations: identify the minimum number of parking spaces required for the whole property per Section 607.1 of the Zoning Ordinance, the calculations used (as required by Section 607.1), the number of maximum parking spaces permitted per Section 607.3.A of the Zoning Ordinance, the total number of existing spaces, and the total number of proposed parking spaces.
- i. Amend the Variance note to identify the Zoning Board application # (ZB2021-03-VAR) and date of approval (2/1/21)

RESPONSE:

Revised as noted. Waiver requested for parking at 5 Technology Drive. General waiver requested for parking on 9 Technology Drive

Sheet 1

25. **COMMENT:**

Ideally, a customized legend and abbreviation legend would be included with each plan sheet. However, if using a general legend, please remove symbols that do not appear anywhere in the plan set.

RESPONSE:

General legend revised to remove unneeded symbols.

Sheet 3

26. **COMMENT:**

The site plan is difficult to read and contains unnecessary and confusing information. For the benefit of the Planning Board members and the site plan review process, please provide a site plan that primarily shows the above-ground proposed physical improvements that is readable and is without any unnecessary or confusing information. Please simplify, focus in on the development site at a larger scale, remove unnecessary layers such as existing conditions that will change and underground utilities, and provide additional sheets, if needed. See also comment 15 above.

- a. The idea is that Planning Board members, in general, are primarily interested in understanding how the site will operate and what it will look like above ground when its finished. It's confusing and unnecessary then to have the existing conditions shown. Of course it's important from an engineering/construction standpoint to have a sheet that overlays the proposed conditions on top of the existing conditions. But from a Planning



Board review perspective, it's just as important to also have a sheet that only shows the above-ground site as it will be. I hope this makes sense. If not, please let me know.

RESPONSE: Site plans have been updated for clarity. Landscape plan shows only the above ground improvements.

27. **COMMENT:** Show required sight distances at curb cuts and dimensions for the inside radii of all curves. (5.1.E.10)

RESPONSE: Revised as noted. Curb cuts are outside of the development area and are not being altered. General waiver for "Development Area" review only requested.

28. **COMMENT:** Please add direction of travel throughout the site and identify width of main drive aisles (5.1.E.10)

RESPONSE: Revised as noted.

29. **COMMENT:** Provide plans for snow removal and storage. (5.1.E.19)

RESPONSE: Snow removal can be found in the O&M plans in the Stormwater report.

30. **COMMENT:** Provide a customized legend on this page so that Board members do not have to go back and forth between this sheet and the legend on Sheet 1. Please be sure to identify all lines so that it's clear what is being proposed. Remove notes regarding relocation of access easement (unless this will occur by the time the PB is expected to approve the site plan)

RESPONSE: Revised as noted.

31. **COMMENT:** Remove info for 9 Technology Drive as 5 & 9 Technology Dr have been merged into a single lot

RESPONSE: Revised as noted

32. **COMMENT:** Update plan using current survey of entire property

RESPONSE: Overall plan provided showing entire property. Survey file has been updated with design drawings information for the gas decompression station. Updated survey is currently being conducted.



33. **COMMENT:** Please provide accurate number of parking spaces – there is a confusing overlap between the number of the existing spaces and the numbering of the proposed spaces.
- RESPONSE:** Revised as noted.
34. **COMMENT:** Identify the nature of the work within the LOD area extending into the cul-de-sac
- RESPONSE:** Work within the cul-de-sac is related to fire and domestic water service upgrades.
35. **COMMENT:** Update zoning analysis table per comments above.
- RESPONSE:** Revised as noted.
36. **COMMENT:** Identify how compressed gas chamber will be screened as required by Section 6.2.B.8
- RESPONSE:** Slats will be provided on the chain link fence as a screening measure for the compressed gas chamber area.
37. **COMMENT:** Identify rear yard setback for the proposed generator concrete pad.
- RESPONSE:** Revised as noted.
38. **COMMENT:** Identify widths of sidewalks per 5.1.E.10, especially where adjacent to parking spaces (e.g. on the north side of the building)
- RESPONSE:** Revised as noted.
39. **COMMENT:** It is recommended that the landscaping notes are removed and a separate landscaping plan is prepared.
- RESPONSE:** Landscape plan provided.
40. **COMMENT:** Add the following note: “Prior to any work within the right-of-way, developer or designee shall obtain all required approvals from the City of Lebanon including without limitation any such approvals as may be required through the Planning & Development Department, Department of Public Works, Police



Mr. Tim Corwin, AICP

(11)

August 30, 2021

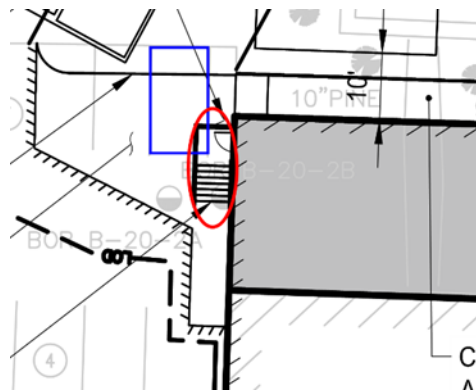
Department, and Fire Department.”

RESPONSE:

Revised as noted.

41. **COMMENT:**

It appears that the stairwell proposed for the southeast of the building (circled in red in the image below) will interfere with the parking space outlined in blue. Please address.



RESPONSE:

The three parking spaces in conflict with the proposed edge of pavement and stairway are proposed to be removed. Plans updates with pavement hatching to provide clarity.



Mr. Tim Corwin, AICP

(12)

August 30, 2021

Sheet 5

42. **COMMENT:** Clearly identify all improvements and/or utilities or portions thereof proposed to be conveyed to, owned by, and/or maintained by the City of Lebanon, and delineate all easement areas, if needed.

RESPONSE: Provided on utility plan.

Sheet 4

43. **COMMENT:** Are contours referenced to USGS datum? (5.1.E.6)

RESPONSE: Per survey notes on C0.1, the horizontal datum NAVD83 NH State Plane and the vertical datum is NAVD 88.

Sheets 11 – 12

44. **COMMENT:** Please remove from plan set and provide as a separate exhibit to the application.

RESPONSE: Revised as noted.

Sheet 13

45. **COMMENT:** Elevations must show the location of all existing and proposed building-mounted lighting fixtures and the height of each such fixture. (5.1.E.13).

RESPONSE: See electrical plans for height of proposed electrical fixtures.

46. **COMMENT:** Add note that architectural renderings are conceptual only.

RESPONSE: Revised as noted.

Sincerely

Matthew B. Alford, P.E.
Project Engineer

MA/dp



City of Lebanon, New Hampshire APPLICATION FOR WAIVERS

Office Use Only

Date Received: _____

File No.: _____

PROJECT INFORMATION

Name of Applicant: Novo Nordisk

Project Name: 5 Technology Drive Upgrade

Project Address: 5&9 Technology Drive

WAIVER REGULATIONS

In order to grant a Waiver from a requirement of the City of Lebanon Site Plan Review or Subdivision Regulations, the Planning Board must find that the Waiver is justified under one of the following criteria (See Article VII of the Site Plan Review Regulations and Section 7.15 of the Subdivision Regulations):

Criteria A. Strict conformity would pose an unnecessary hardship to the Applicant and waiver would not be contrary to the spirit and intent of the regulations;

OR

Criteria B. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

WAIVER REQUEST(S)

I (we) hereby request a Waiver from:

[You can respond in the space provided, or attach a separate statement. Please be prepared to address each request during your public hearing. You must show that you have justified granting the Waiver(s).]

1. Section 5&6 of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B ~~because~~ for all areas outside of the "Development Area" designated on sheet C0.2. The proposed project is a building addition and many of the requirements are outside of the project area. Regulations were met to the maximum extent practicable outside of the "Development Area"
2. Section 5.1.E(5&10) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B ~~because~~ The total parking spaces in the existing condition exceed the maximum. The total spaces provided compared to total spaces required is a betterment compared to the existing condition.

5.1.E(14)
3. Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
No signs are proposed. Existing signs are outside of the development area.

5.1.E(20)
4. Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
Access to the site is existing and not applicable to the "development area"

5. Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

6. Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

7. Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

8. Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

SIGNATURE

I (we) hereby submit this application to the Planning Board and attest that to the best of my (our) knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As the applicant or as the agent of the applicant, I attest that I am duly authorized to act in this capacity.

Signature of Applicant: _____ Date: _____

CITY OF LEBANON, NH SITE PLAN REVIEW REGULATIONS TECHNICAL CHECKLIST	
PROJECT NAME: 5 TECHNOLOGY DRIVE UPGRADE	
APPLICANT: STUART SAWYER - NOVO NORDISK	DATE: AUGUST 09, 2021 REVISED - AUGUST 30, 2021
GENERAL SUBMISSION REQUIREMENTS:	

All applications to the Planning Board for Site Plan Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§4.7.B] Submissions must be accompanied by the following information or review of the application may be delayed:

A properly completed and signed Application Form *(available at www.lebanonnh.gov).*
 [§5.1.A]

The appropriate filing fees. [§5.1.B]

A written project description. [§5.1.C]

A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§5.1.D]

A completed and signed Application for Waivers *(available at www.lebanonnh.gov)* [§5.1.G.3]

A completed and signed Technical Checklist *(available at www.lebanonnh.gov).* [§4.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Article VII of the Site Plan Review Regulations, as appropriate.]

Two (2) full-size sets of the Site Plan set. [§5.1.E]

A digital copy of the Site Plan set in .PDF format. [§5.1.F]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by Article V of these Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Site plan drawings shall include the information described below pursuant to Article V of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Site Plan Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning & Development Department.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§5.1.G(4)] NOTE: The submission requirements described in paragraphs 5.1.E(1) through 5.1.E(4) shall not be waivable under the procedures of Article VII of the Site Plan Review Regulations. [§5.1.E]

[Checklist begins on following page]

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST**

[illegible]

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(6) - Existing and proposed grades, including topographic contours with spot elevations, (referenced to USGS or FEMA Flood Insurance Rate Map datums, as appropriate) prepared by a professional engineer or land surveyor licensed in NH. (Where grades are less than 20%, contours shall be at 2 ft. intervals; otherwise they shall be at 5 ft. intervals.)	☒	☐
5.1.E(7) - Shape, size, height, and location of all existing structures located on site and within 200 feet of site.	☒	☐
5.1.E(7) - Elevation views indicating shape, size, height, and location of all proposed structures, including expansions of or additions to existing buildings. Such elevation views shall provide sufficient detail to allow for review by the Board and City staff of the adequacy of proposed access and egress points, walkways, lighting, and other site-related improvements.	☒	☐
5.1.E(8) - Location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing man-made features such as roads and structures. Indicate those natural and man-made features that are to be removed, retained, or altered.	☒	☐
5.1.E(8) - Wetlands on the property, if any, shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plan. Documentation in the form of U.S. Army Corps of Engineers New England District Wetlands Delineation Data Sheets and/or other field notes and materials concerning the delineation shall be submitted.	☒	☐
5.1.E(9) - Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of property.	☒	☐
5.1.E(9) - Location of streets, pedestrian paths/trails, and bicycle routes within 200 feet of the site boundary; and the location of curb cuts and vehicle accesses within 200 feet of the site boundary.	☒	☐
5.1.E(10) - Proposed streets, driveways, emergency vehicle accesses, parking spaces, and sidewalks, with indication of dimensions and direction of travel. Show required sight distances at curb cuts and dimensions for the inside radii of all curves.	☒	☐
5.1.E(10) - Vehicle and bicycle parking spaces shall be numbered.	☐	☒
5.1.E(10) - Loading spaces and facilities used in connection with any structures on the site shall be shown	☒	☐
5.1.E(10) - Total square footage and percentage of the lot covered by impervious cover shall be shown.	☒	☐
5.1.E(11) - Parking area safety measures including raised crosswalks/speed tables, signage, walkway lighting, striping and similar markings such as dedicated pedestrian/bicycle crossings and lanes through parking areas, fire lanes, compact and/or electric vehicle parking/charging, parking wayfinding, ADA signage and access aisles.	☒	☐
5.1.E(12) - Size and location of all existing and proposed public and private utilities. <i>(Note: the applicant is encouraged to submit a Sewer Use Permit Application and obtain a Notice of Permitted Allocation, and to obtain a Water Use Permit prior to submission of the Site Plan Review application.)</i>	☒	☐

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(13) - Plan for outdoor lighting showing proposed location, mounting height, fixture type, lamp type, color correlated temperature (CCT), and wattage of all exterior free-standing lighting or building-mounted fixtures.	☒	☐
5.1.E(13) - Analyses and illuminance-level diagrams, to include average and minimum foot-candle measurements, showing that proposed installation conforms to the lighting-level standards in Site Plan Review Regulations.	☒	☐
5.1.E(13) - Manufacturer's specification information for each proposed light fixture and lamp (NOTE: This information may be provided on the plan or as a separate attachment).	☒	☐
5.1.E(13) - Drawings of all relevant building elevations showing location and height of all building-mounted fixtures, illumination levels of walls or architectural features, and aiming points for any remote light fixtures.	☒	☐
5.1.E(14) - Plan for location of free-standing or building-mounted signs, including location, mounting, aiming, and shielding of any remote light fixtures for externally-lit signs.	☐	☒
5.1.E(14) - For internally-lit signs, relevant information concerning the method of illumination and the opacity of the sign background, showing that the proposed installation conforms to the requirements of the Regulations.	☐	☒
5.1.E(15) - 100-yr flood elevation, floodway, and floodplain limits, where relevant.	☒	☐
5.1.E(16) - Landscaping plan showing proposed new plantings to be installed and existing natural vegetation to be retained. Plan shall show in detail the number, size (height and/or caliper), and species (botanical and common names) of all proposed shrubs and trees.	☒	☐
5.1.E(16) - Existing trees over 12 inches in diameter (measured 4.5 feet above ground surface) within 25 feet of the disturbed area, must be counted and shown on the plan, if included towards fulfilling landscaping requirements.	☒	☐
5.1.E(16) - Calculations for square footage of perimeter landscaping.	☒	☐
5.1.E(16) - Parking lot shading calculations shall be provided by depicting new trees and shrubs at 10-year crown size.	☒	☐
5.1.E(17) - Existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200' of site.	☒	☐
5.1.E(17) - Plans for retention, detention, slow release, and treatment of storm water shall be provided, where necessary.	☒	☐
5.1.E(17) - Drainage plans prepared by a professional engineer registered in NH, whose seal and signature shall appear on plan(s).	☒	☐
5.1.E(18) - Section 6.6. Stormwater Management submission requirements.	See Stormwater Checklist	
5.1.E(19) - Plans for snow removal and storage.	☒	☐
5.1.E(20) - A plan for the development showing provisions for automobile, transit, bicyclist, and pedestrian access and circulation. Such plan shall show both existing and proposed means of access to the site including connections with, public streets, sidewalks, transit stops, and formal paths/trails. Plans shall include any traffic calming and traffic control devices necessary in conjunction with the site development, as well as the location of all existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property.	☐	☒

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(21) - Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, ground-mounted signage (e.g., fire lanes, ADA parking, commercial), surface treatments, transit shelters, energy generation units (e.g., solar), bike rack style, electric vehicle charging, outdoor lighting, outdoor furniture, retaining walls, tree boxes and other site systems or structures. Accompanying specifications and cutsheets may be required.	☒	☐
5.1.E(21) - Where applicable, roadway, drainage, water and sewer utility profile drawings shall be provided at a scale of 1"=40 feet (horizontal) and 1"=4 feet (vertical) and typical cross-section drawings shall be provided at a scale of 1"=5 feet (horizontal and vertical), unless prior approval is granted by the City Engineer.	☒	☐
5.1.E(22) - Depict any current and proposed easements, rights-of-way, and deed restrictions including those related to sewer, electrical utility, shared access, etc.	☒	☐
5.1.E(23) - For multi-family structures, plans for on-site recreational facilities.	☐	☒
5.1.E(24) - Plans for fire protection including emergency vehicle turn radius diagrams, if requested by the Lebanon Fire Department.	☒	☐
Supporting Documents and Information, Where Applicable	Info. Provided	Not Applicable
5.1.G(1) - An estimated timetable, to include phasing schedules, for construction and completion of buildings, parking, facilities, landscaping, and other required improvements.	☒	☐
5.1.G(2) - Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the ITE Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NHDOT. The Board may, at its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.	☐	☒
5.1.G(3) - Written requests for waivers from all applicable provisions of these Regulations shall be provided pursuant to Article VII - "Waiver Procedure". (note: use <i>Application for Waivers</i> form).	☒	☐
5.1.G(4) - For multi-family dwelling developments and mixed-use developments resulting in a net increase of 50 dwelling units or more, the application shall include the information and impact statements identified in Section 6.9.B.	☐	☒

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE V OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: James Jackson, P.E.

(Last Revised 4/19/2021)

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST**

CITY OF LEBANON, NH STORMWATER REVIEW REGULATIONS TECHNICAL CHECKLIST	
PROJECT NAME: 5 TECHNOLOGY DRIVE UPGRADE	
APPLICANT: STUART SAWYER - NOVO NORDISK	DATE: AUGUST 9, 2021

NOTE: Stormwater plans shall include the information described below pursuant to Article VI of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§6.6.I]

[Stormwater checklist begins on following page]

Info Provided is for "Development Area" only. General waiver sought for items outside of the "Development Area".

Page 8 of 10
Page 77 of 164

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
g. Plan references and notes (including sequence of soil disturbance) h. Proposed and existing public and private utilities i. Proposed project components to become property of or the responsibility of the City shall be labeled as such j. Existing and proposed impervious cover, with areas used to calculate effective impervious cover (EIC, as defined herein) clearly identified and the square footage of each type identified and labeled. k. Test Pit(s) locations and data where stormwater practices are proposed, as appropriate. l. Details of individual design elements shown on separate plan sheets following the Proposed Conditions SMP. The Existing Conditions SMP & the Proposed Conditions SMP shall be provided on sheets no larger than 24" x 36", at a scale of one (1) inch = 20 feet for urban areas, and one (1) inch = 40 feet for non-urban areas. The City Engineer will make the final determination as to the appropriate scale, ensuring that all important site and hydrologic features are easily recognized. If plan shall encompass more than two (2) sheets, at the required 1:40 or 1:20 scale, a separate large scale representation plan sheet (e.g. 1:100) is required to be provided, so as to show entirety of site, as well as off-site contributing areas.	☒ ☒ ☒ ☒ ☒ ☒	☐ ☐ ☐ ☐ ☐ ☐
6.6.C.2 - In addition to the above described SMP plan sheets, the following SMP supplemental information is required: 1. A drainage analysis that includes calculations comparing pre- and post-development stormwater runoff rates (cubic feet per minute) and volumes (cubic feet) based on a 1-inch rainstorm, and the 2-year, 25-year, 50-year, and 100-year, 24-hour frequency storms. Calculations shall include, but not be limited to, the sizing of all structures and BMPs, including sizing of emergency overflow structures based on the 50-year 24-hour frequency storm discharge rate, with 1-foot of free-board. Storm rates shall be based on current design depths from the Northeast Regional Climate Center - http://precip.eas.cornell.edu. <i>Any site that was primarily wooded in the last five years shall be considered undisturbed woods Any site from which wooded vegetation has been removed within 5 years prior to the first submission to the planning board with respect to a proposed development, or upon which, at some earlier time, clearing has occurred in anticipation of development, shall be treated as undisturbed woodland for purposes of calculating pre-development runoff volumes. For purposes of this paragraph any tree cutting which occurred without leaving stands of healthy, growing trees within areas near waters and highways, as required by RSA 227-J:9, I, shall be presumed to have occurred in anticipation of development</i>	☒	☐

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST**

Plan Requirements (cont.)	Info. Provided	Waiver Sought
2. A drainage analysis results summary tabulated (pre & post) for each proposed outfall or catchment outlet point including runoff rates and volumes for each storm event analyzed above.	☒	☐
3. An Erosion and Sediment Control Plan for all proposed construction activities in accordance with the NH Stormwater Management Manual Volume 3, (December 2008 or current revision; downloadable from the website)	☒	☐
4. A comprehensive Operation and Maintenance Plan for long-term maintenance of all proposed stormwater management elements and BMPs including the proposed schedule of inspections and anticipated maintenance (see section H.2 Operations & Maintenance Plan for detailed requirements).	☒	☐
<u>6.6.D</u> - Phased Development: For phased developments, the plans and calculation requirements under this section (6.6) shall apply as though the development of the entire parcel were being proposed in one single application. The review and approval process for phased development applications is provided in section 4.9 of the Lebanon Site Plan Regulations.	☒	☐

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE VI OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: James Jackson, P.E.

(Last Revised 04/19/2021)

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

ITE Trip Generation Manual 10th Edition

LAND USE CODE	<u>PROPOSED</u>	<u>WEEKDAY</u>		
	PER 1,000 SF	AM PEAK HOUR OF GENERATOR (Fitted Curve)	PM PEAK HOUR OF GENERATOR (Fitted Curve)	DAILY (Avg Rate)
150 - Warehouse	5660 SF	31	23	54
110 - General Light Industrial	5255 SF	16	8	78
	TOTAL	47	31	132

** Most conservative of Fitted Curve and Average Rate was used.*

<u>SATURDAY</u>	
PEAK HOUR OF GENERATOR (Avg. Rate)	DAILY (Avg Rate)
0	1
2	26
2	27

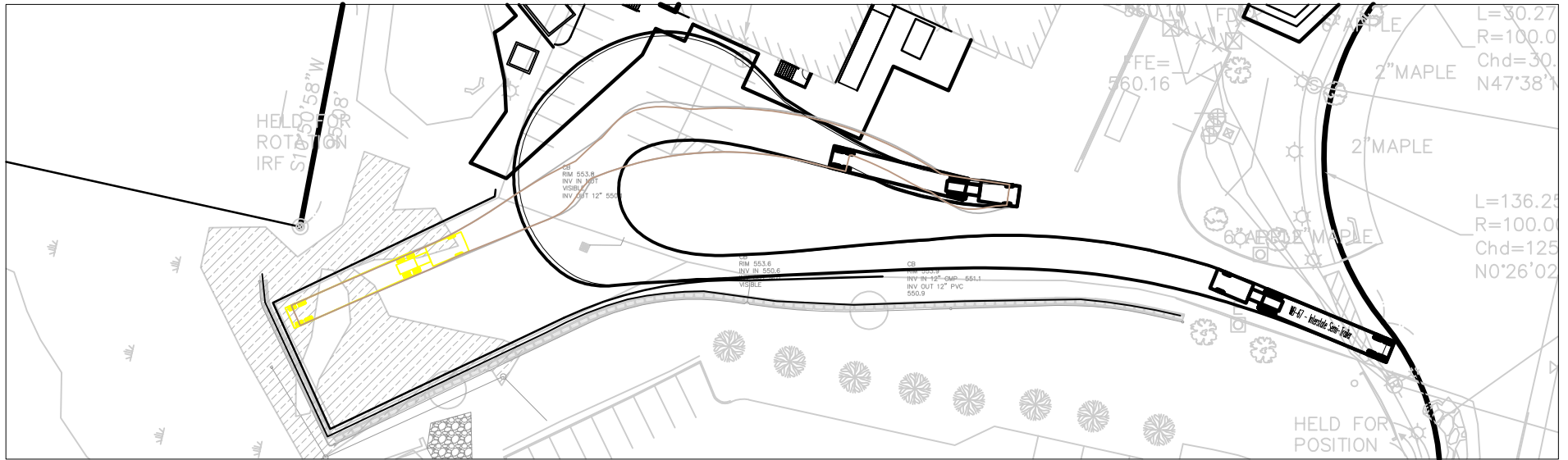


FIGURE 1 – WB-67 TURNING INTO TRUCK DEPOT



FIGURE 2 – E-ONE HR-100 FIRE TRUCK TURNING INTO NORTHERN PARKING

5 Technology Drive Upgrade

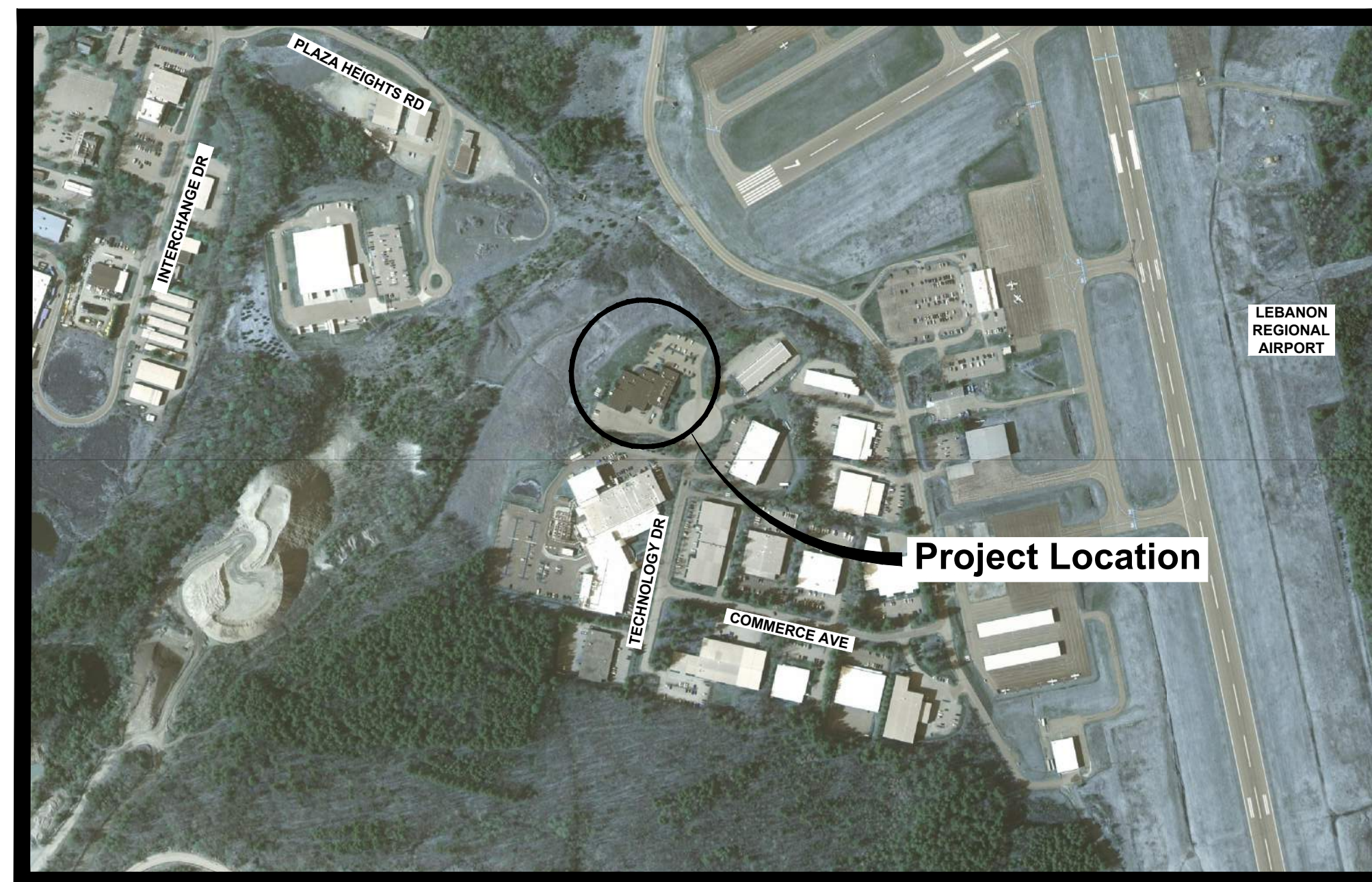
Tax Parcel ID: 145-3
5 Technology Drive
West Lebanon, NH 03784
Grafton County

CIVIL ENGINEER:



PARE CORPORATION
ENGINEERS - SCIENTISTS - PLANNERS
8 BLACKSTONE VALLEY PLACE
LINCOLN, RI 02865
401-334-4100
10 LINCOLN ROAD, SUITE 210
FOXBORO, MA 02035
508-543-1755

ARCHITECT



Scale : N.T.S.

SITE PLAN REVIEW SUBMISSION
AUGUST 9, 2021
REVISED AUGUST 30, 2021

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2	C0.2	OVERALL PLAN
3	C1.1	DEMOLITION, EROSION & SEDIMENT CONTROL PLAN
4	C2.1	GENERAL PLAN
5	C3.1	GRADING PLAN
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7-11	C5.1-C5.5	DETAILS 1-5
12	AE.201	EXTERIOR ELEVATIONS
13	L-1	LANDSCAPE PLAN
14	L-2	LANDSCAPE DETAILS
15	L-3	PERIMETER LANDSCAPING AND PARKING SHADING
16	EE-202	SITE PHOTOMETRICS LIGHTING PLAN

ZONING ANALYSIS TABLE			
USE	LIGHT INDUSTRY & LAB RESEARCH /WAREHOUSE		
ZONING DISTRICT	LIGHT INDUSTRIAL (IND-L)		
ZONING OVERLAY	AIRPORT PROTECTION		
ZONE CRITERIA	REQUIRED	EXISTING	PROVIDED
MIN. FRONTAGE	200'	1008'	NO CHANGE
MIN. LOT AREA	2 ACRES	14.11 ACRES	NO CHANGE
MIN. FRONT YARD SETBACK	40'	31'	NO CHANGE
MIN. SIDE YARD SETBACK	20'	29'	NO CHANGE
MIN. REAR YARD SETBACK	20'	21'	13' (V)
MAX. BUILDING COVERAGE	50%	18%	19%
MAX. HEIGHT	65'	<65'	<65'
MAX HEIGHT (5 TECH)	65'	19.5'	21.5'
TOTAL IMPERVIOUS COVERAGE	N/A	8.78 ACRES 62.2%	8.91 ACRES 63.2%
PARKING SPACES	62	85	77
PARKING REQUIREMENTS (5 TECHNOLOGY DRIVE ONLY)	WAREHOUSE: 1 SPACE/1,000 SF SPACE/ 600 SF MIN. 62 SPACES LIGHT IND.: 1 SPACE/ 1,000 SF MIN. 74 SPACES		

(V) - VARIANCE APPROVED, APPLICATION NO. ZB2021-03-VAR (2/1/2021)

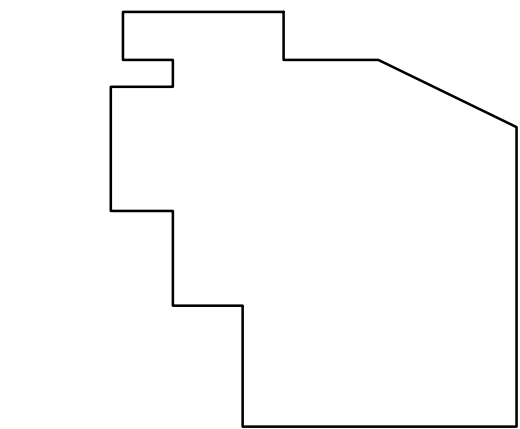
DEVELOPMENT AREA / 5 TECHNOLOGY DRIVE ONLY			
ZONE CRITERIA	REQUIRED	EXISTING	PROVIDED
GROSS FLOOR AREA		29,918 SF	37,804 SF
BICYCLE STORAGE SPACES		0	0
LOADING DOCK SPACES		4	3

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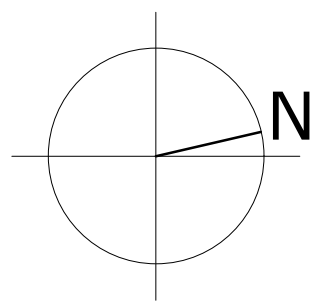
NOT FOR CONSTRUCTION

CONFIDENTIAL

KEY PLAN



PROJECT NORTH



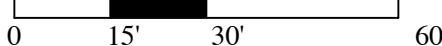
STAMP



NOTES:

- CONTRACTOR SHALL PROVIDE LOAM AND SEED ON ALL DISTURBED AREAS UNLESS NOTED OTHERWISE. SEE LANDSCAPE PLANS.
- ALL ACCESSIBLE RAMPS SHALL BE CONSTRUCTED WITH DETECTABLE WARNING PAVERS.
- PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL EMPLOY A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF NEW HAMPSHIRE TO ESTABLISH CONTROL ON THE SITE AND TO PERFORM FIELD MEASUREMENTS AS REQUIRED TO LAYOUT THE PROPOSED BUILDING AND SITE IMPROVEMENTS. THE CONTRACTOR'S SURVEYOR SHALL COORDINATE THE BUILDING LAYOUT WITH THE PROJECT LAND SURVEYOR TO ACCURATELY LOCATE THE BUILDING ON THE SITE.
- PRIOR TO ANY WORK WITHIN THE RIGHT-OF-WAY, DEVELOPER OR DISIGNEE SHALL OBTAIN ALL REQUIRED APPROVALS FROM THE CITY OF LEBANON INCLUDING WITHOUT LIMITATION ANY SUCH APPROVALS AS MAY BE REQUIRED THROUGH THE PLANNING & DEVELOPMENT DEPARTMENT, DEPARTMENT OF PUBLIC WORKS, POLICE DEPARTMENT, AND FIRE DEPARTMENT.

Scale: 1"=30'



PROPOSED LEGEND

LIMIT OF DISTURBANCE	---
CHAIN LINK FENCE	-X-X-
CURBING	=====
EDGE OF PAVEMENT	=====
SAWCUT LINE	=====
SIGN	---
COMPOST FILTER SOCK	---
NO. OF PARKING SPACES	---
CONCRETE WALK	---
HOT MIX ASPHALT	---



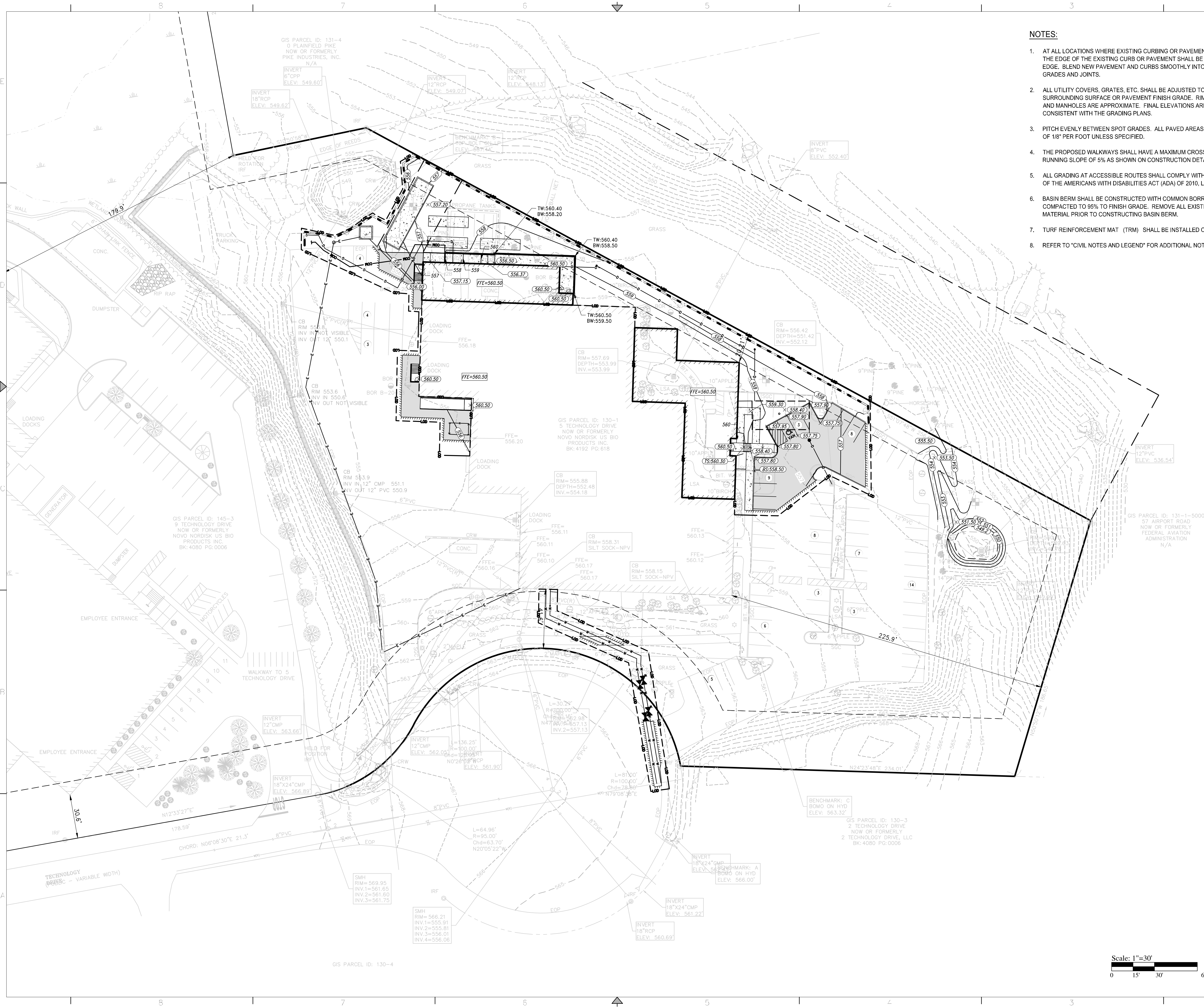
Novo Nordisk US Bio Production, Inc.

Technology Drive, West Lebanon, NH 03784

GENERAL PLAN

C2.1

4 of 11 B



- NOTES:
1. AT ALL LOCATIONS WHERE EXISTING CURBING OR PAVEMENT ABUT NEW CONSTRUCTION, THE EDGE OF THE EXISTING CURB OR PAVEMENT SHALL BE SAW CUT TO A CLEAN, SMOOTH EDGE. BLEND NEW PAVEMENT AND CURBS SMOOTHLY INTO EXISTING BY MATCHING LINES, GRADES AND JOINTS.
 2. ALL UTILITY COVERS, GRATES, ETC. SHALL BE ADJUSTED TO BE FLUSH WITH THE SURROUNDING SURFACE OR PAVEMENT FINISH GRADE. RIM ELEVATIONS OF STRUCTURES AND MANHOLES ARE APPROXIMATE. FINAL ELEVATIONS ARE TO BE SET FLUSH AND CONSISTENT WITH THE GRADING PLANS.
 3. PITCH EVENLY BETWEEN SPOT GRADES. ALL PAVED AREAS MUST PITCH TO DRAIN AT A MIN. OF 1/8" PER FOOT UNLESS SPECIFIED.
 4. THE PROPOSED WALKWAYS SHALL HAVE A MAXIMUM CROSS SLOPE OF 2% AND A MAXIMUM RUNNING SLOPE OF 5% AS SHOWN ON CONSTRUCTION DETAILS.
 5. ALL GRADING AT ACCESSIBLE ROUTES SHALL COMPLY WITH THE RULES AND REGULATIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) OF 2010, LATEST EDITION.
 6. BASIN BERM SHALL BE CONSTRUCTED WITH COMMON BORROW PLACED IN 12" LEFTS AND COMPACTED TO 95% TO FINISH GRADE. REMOVE ALL EXISTING TOPSOIL AND ORGANIC MATERIAL PRIOR TO CONSTRUCTING BASIN BERM.
 7. TURF REINFORCEMENT MAT (TRM) SHALL BE INSTALLED ON ALL SLOPES 3:1 OR GREATER.
 8. REFER TO "CIVIL NOTES AND LEGEND" FOR ADDITIONAL NOTES.



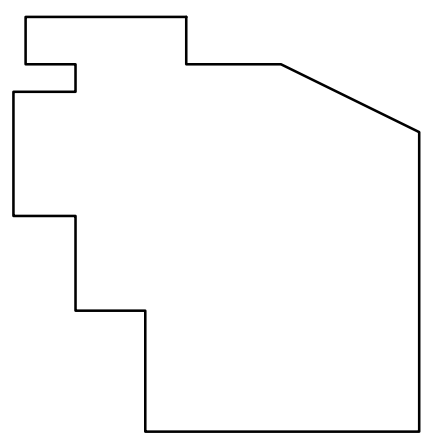


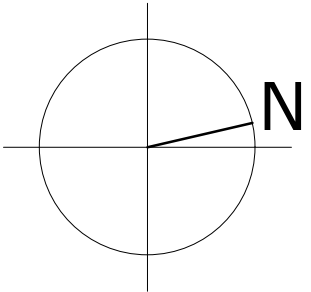
PARE CORPORATION
ENGINEERS - SCIENTISTS - PLANNERS
8 BUCKSTONE VALLEY PLACE
LINCOLN, RI 02865
401-334-1100

10 LINCOLN ROAD, SUITE 210
FOXBORO, MA 02035
508-949-1755

NOT FOR CONSTRUCTION

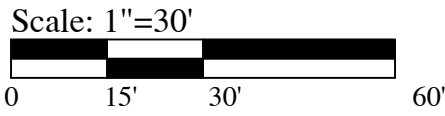
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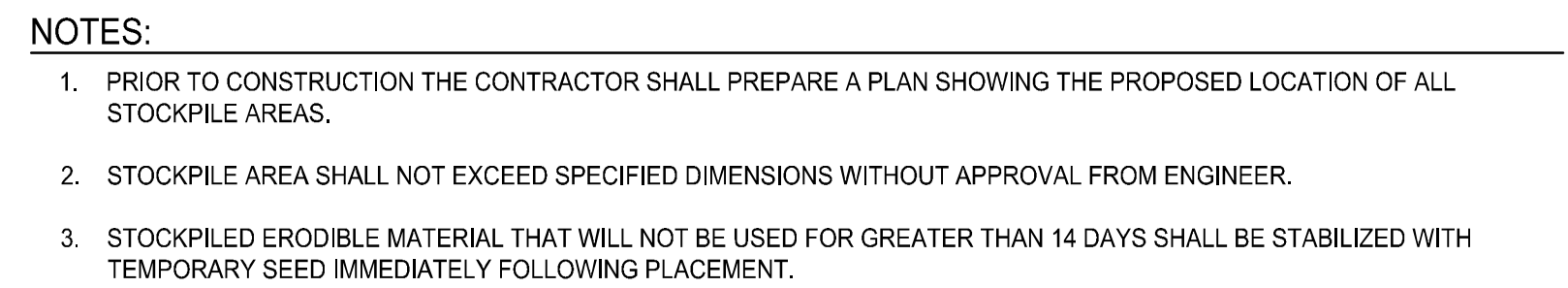
KEY PLAN

PROJECT NORTH

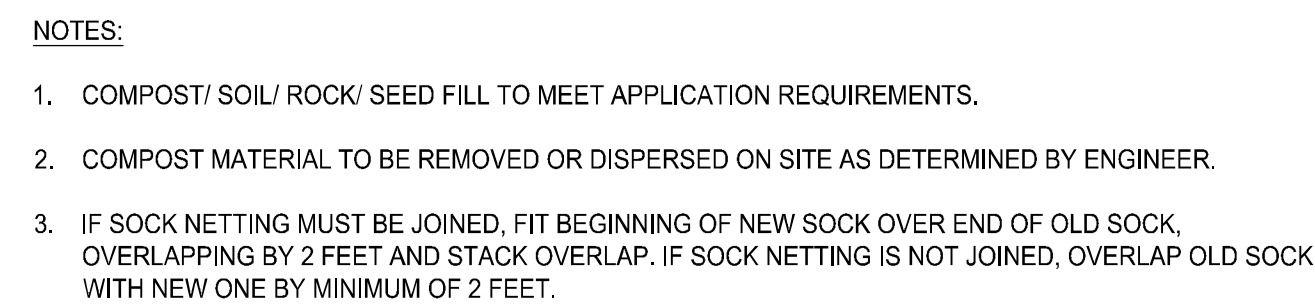
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NOVO NORDISK		Novo Nordisk US Bio Production, Inc.	
Technology Drive, West Lebanon, NH 03784			
TOLERANCES		DATE: 9AUG2022	
VERTICALS		1"=30'	
HORIZONTALS		D. 517	
BY: N/A		C3.1	
		5 of 11	
		B	

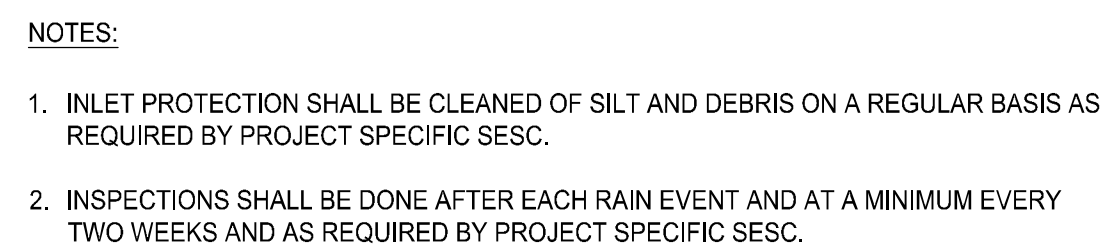




ERODIBLE MATERIAL STOCKPILE
NOT TO SCALE



CFS COMPOST FILTER SOCK DETAIL
NOT TO SCALE



TIP TEMPORARY INLET PROTECTION
NOT TO SCALE



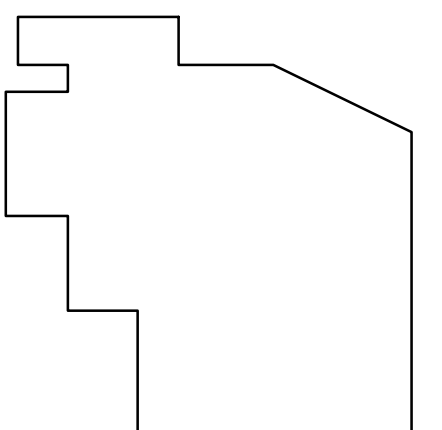
TGP TREE GROUP PROTECTION DETAIL
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NOT FOR CONSTRUCTION

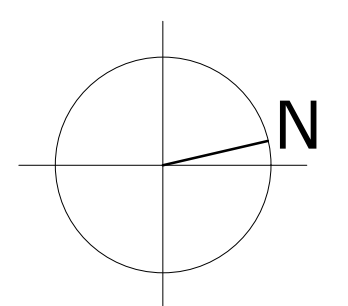
CONFIDENTIAL

KEY PLAN



PROJECT NORTH

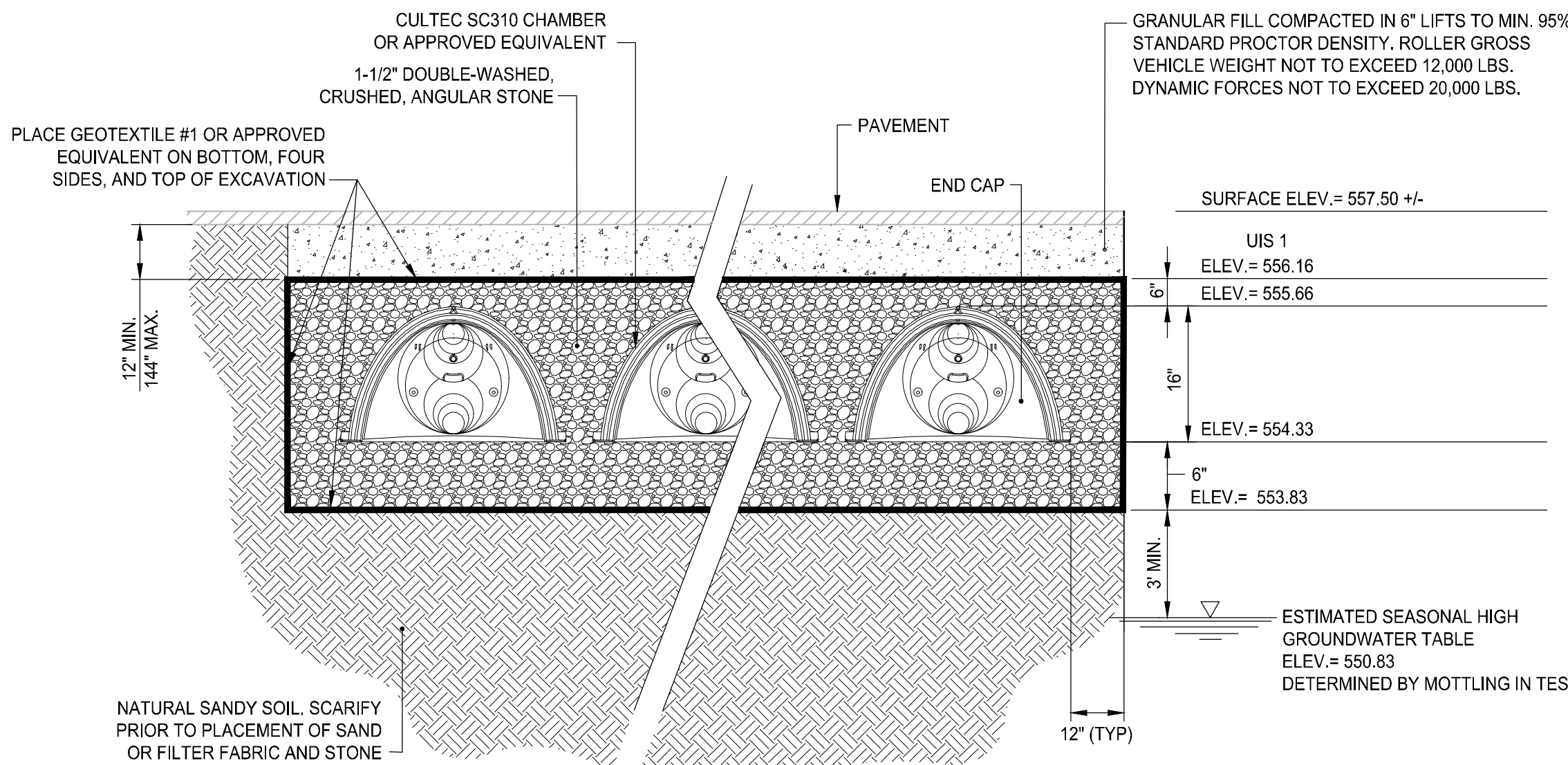
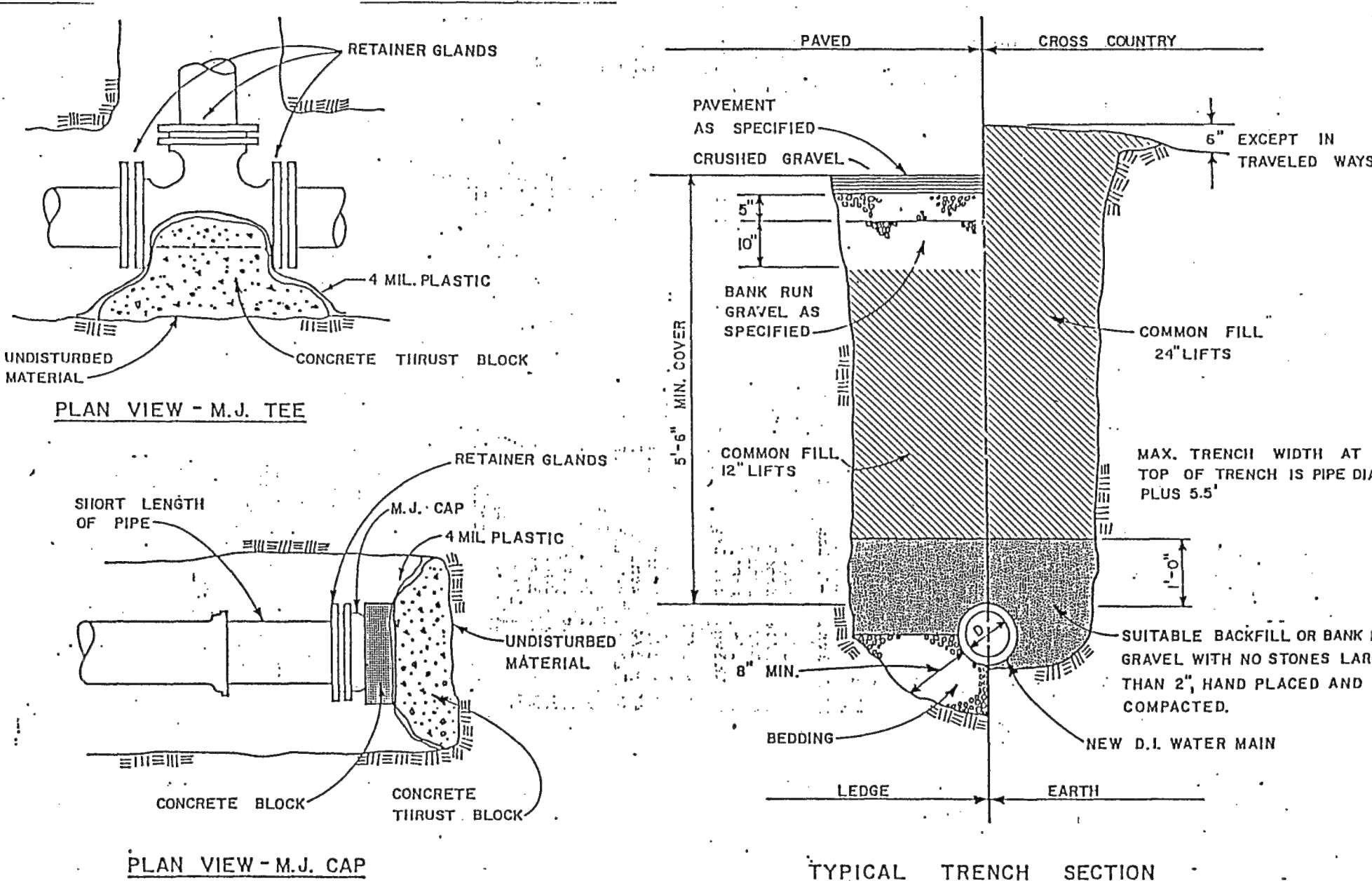
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THRUST BLOCK BEARING AREA IN SQ. FT.
(Pressure = 150 psi, Factor of Safety = 2.0)

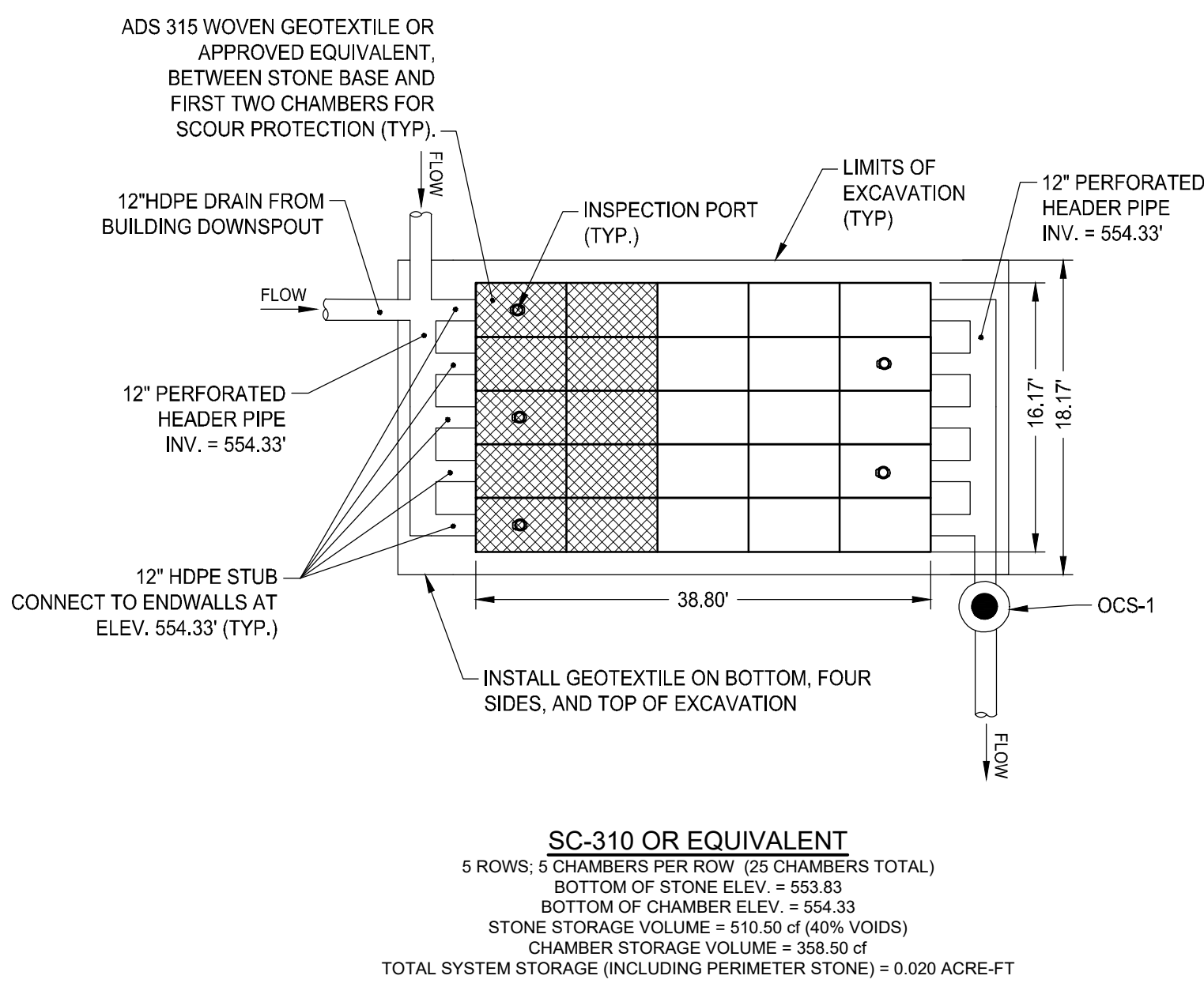
<u>Soil Type</u>	<u>Bearing Capacity (psf)</u>
Muck	-0-
Wet Silt & Soft Clay	1000
Silt	2000
Sand	3000
Coarse Sand & Gravel	4000
Hardpan	5000

Table developed from calculations using formulas provided in
The Ductile Iron Pipe Research Association's HANDBOOK OF
DUCTILE IRON PIPE

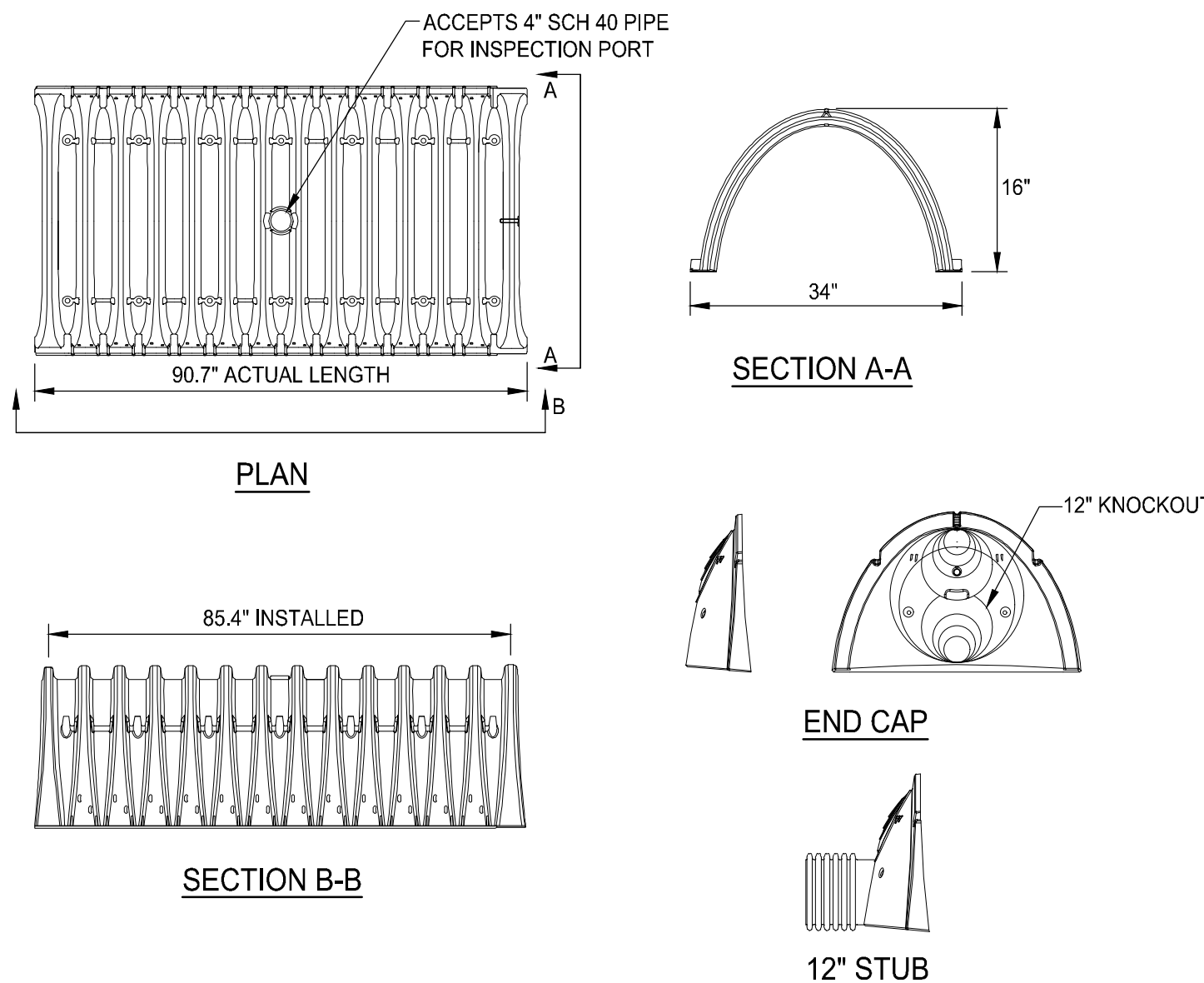


1. CONTRACTOR SHALL TAKE PRECAUTION NOT TO COMPACT SUBGRADE.
2. CONTRACTOR SHALL NOT PLACE OR OPERATE MACHINERY ON SUBGRADE.
3. CONTRACTOR SHALL NOTIFY ENGINEER (48 HRS MIN) PRIOR TO EXPOSING SUBGRADE TO SCHEDULE INSPECTION.
4. ONCE CONTRACTOR HAS SUBGRADE EXPOSED, THE ENGINEER SHALL BE CONTACTED FOR INSPECTION.
5. CONSTRUCTION OF THE SYSTEM SHALL NOT COMMENCE UNTIL ENGINEER INSPECTS SUBGRADE AND CRUSHED STONE AND GRANTS PERMISSION TO PROCEED.
6. CONTRACTOR SHALL INSTALL UNDERGROUND INFILTRATION SYSTEM PER MANUFACTURERS RECOMMENDATIONS.

NOT TO SCALE



NOT TO SCALE



NOT TO SCALE



PARE CORPORATION
ENGINEERS - SCIENTISTS - PLANNERS

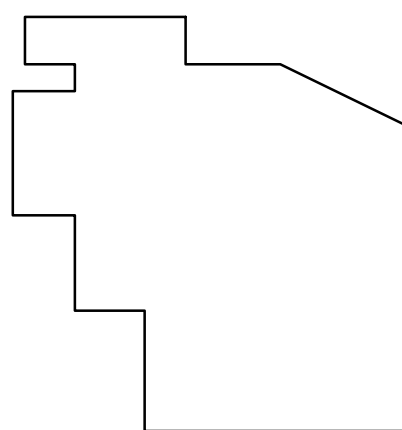
8 BLACKSTONE VALLEY PLACE
LINCOLN, RI 02865
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10 LINCOLN ROAD, SUITE 210
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508-543-1755

NOT FOR CONSTRUCTION

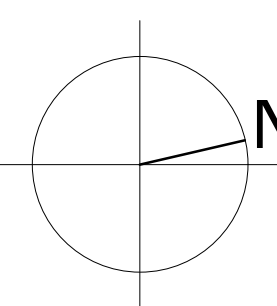
CONFIDENTIAL

KEY PL



PROJECT NORTH

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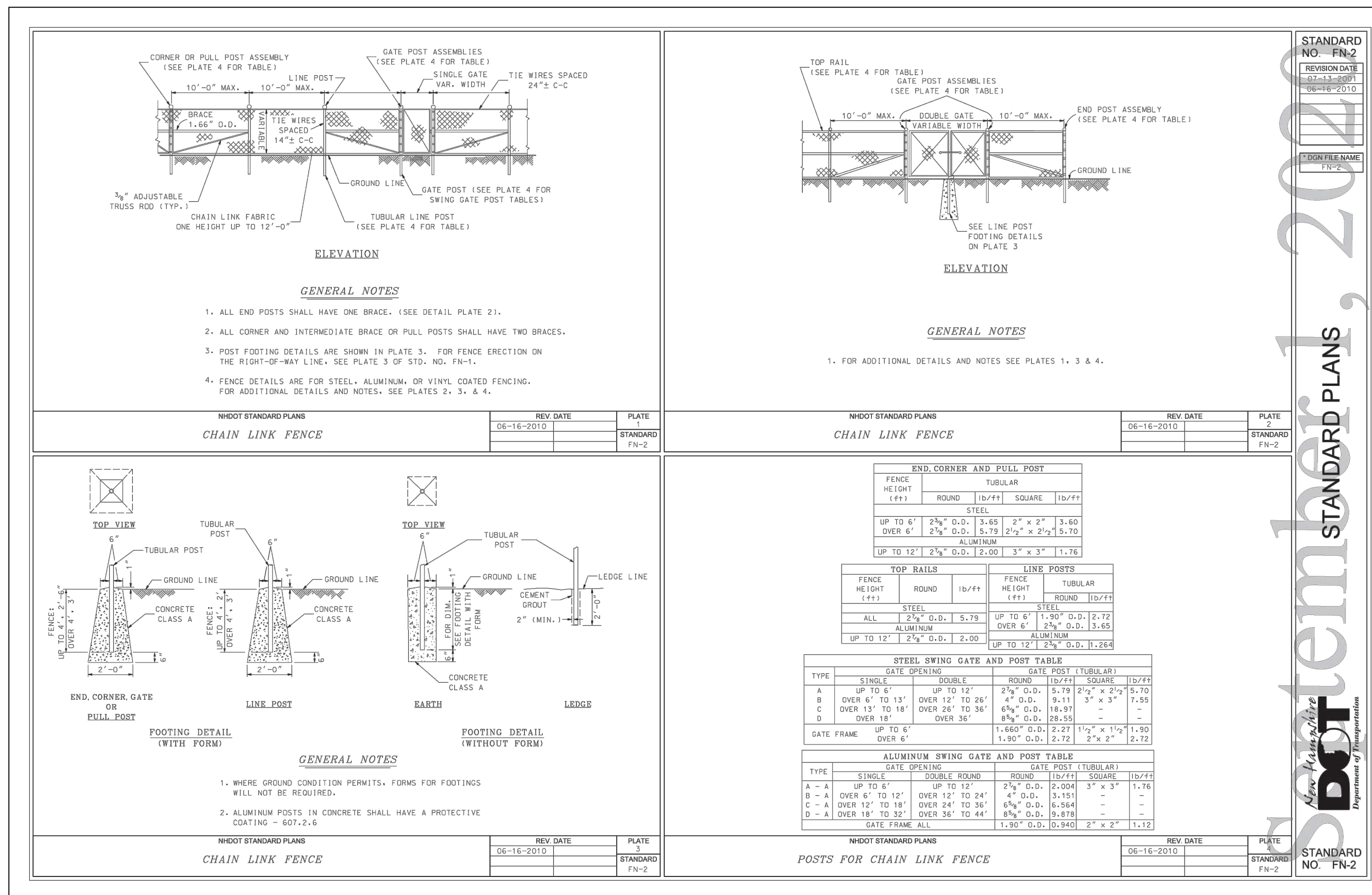
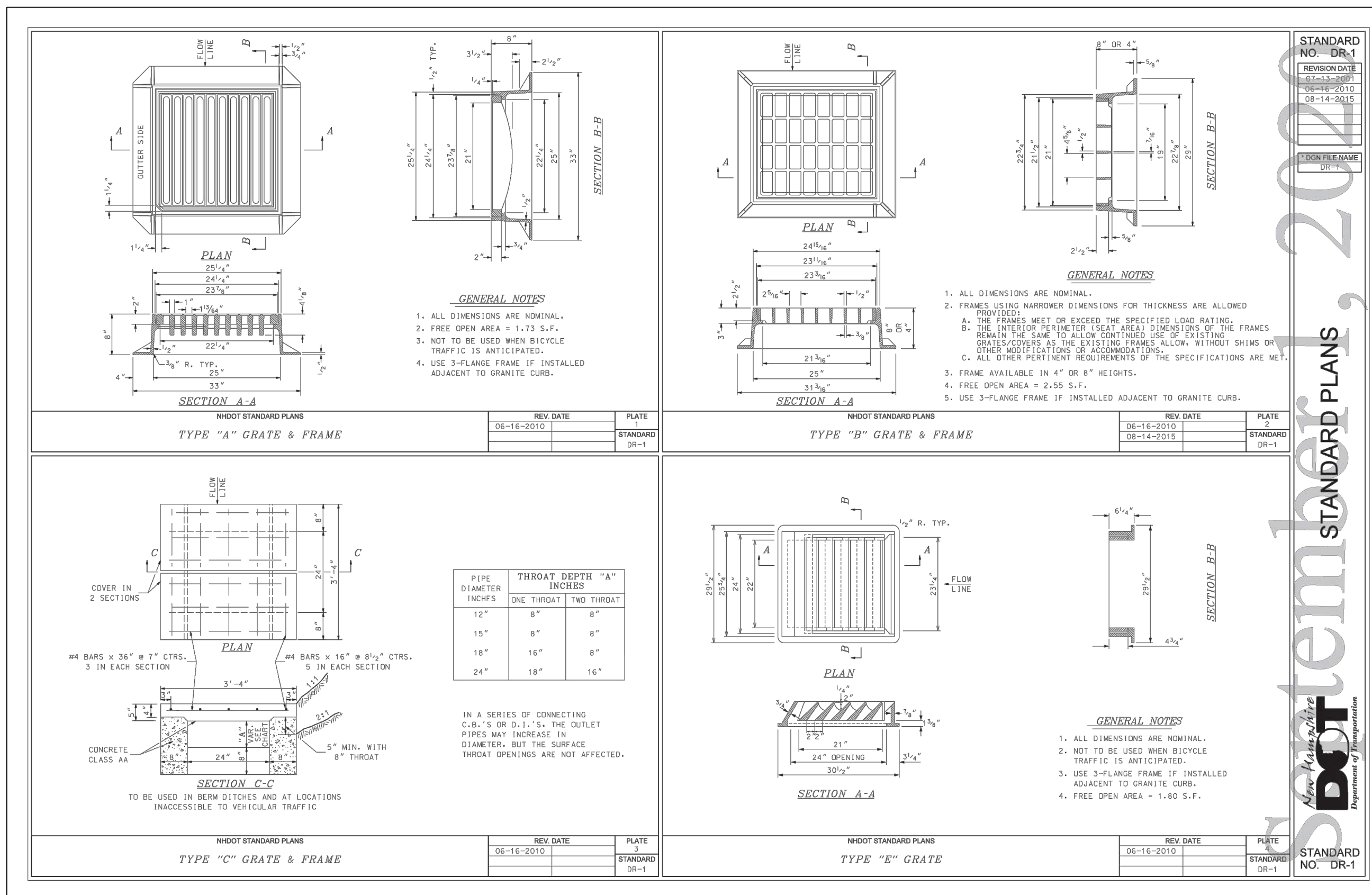
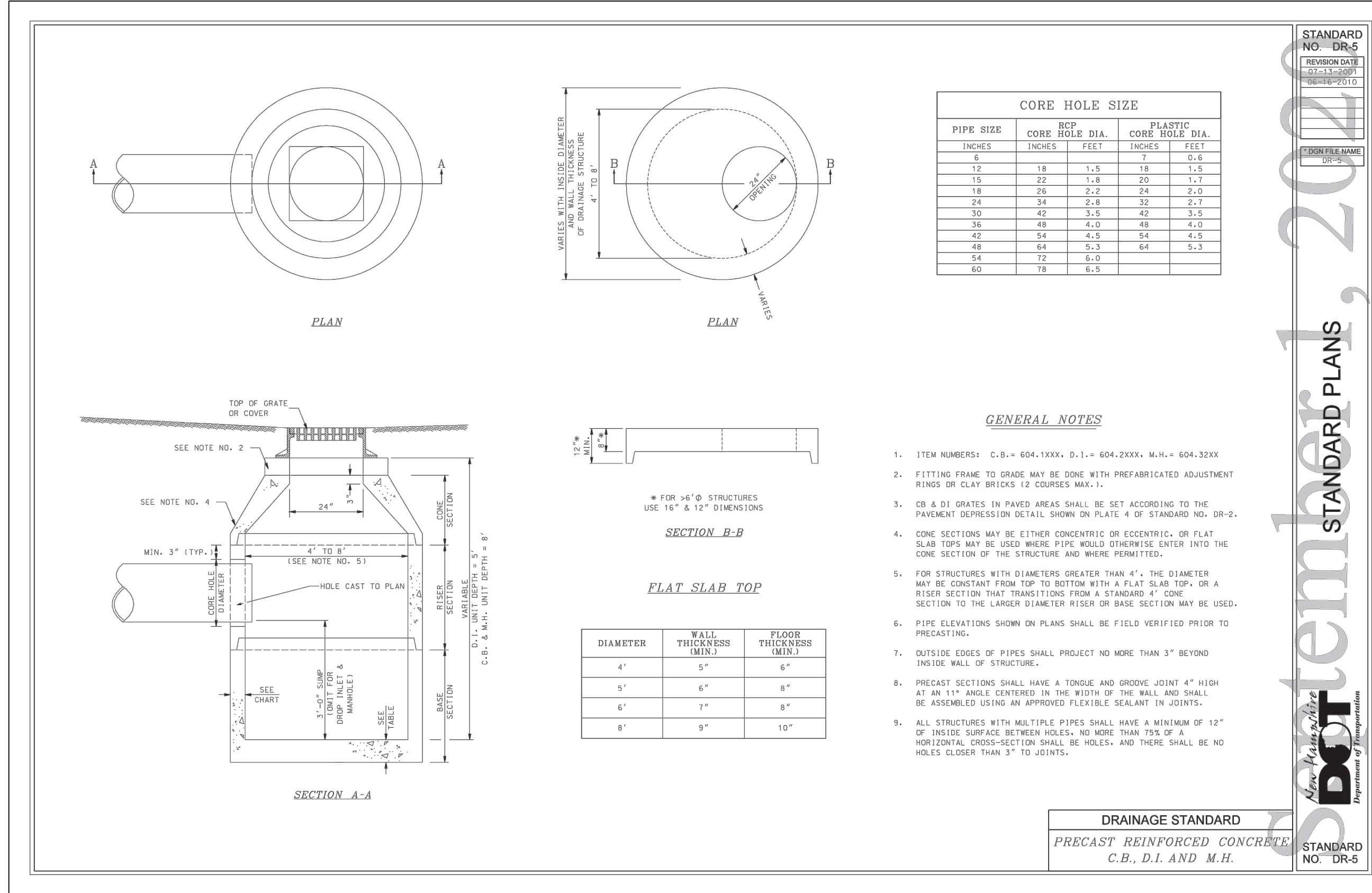
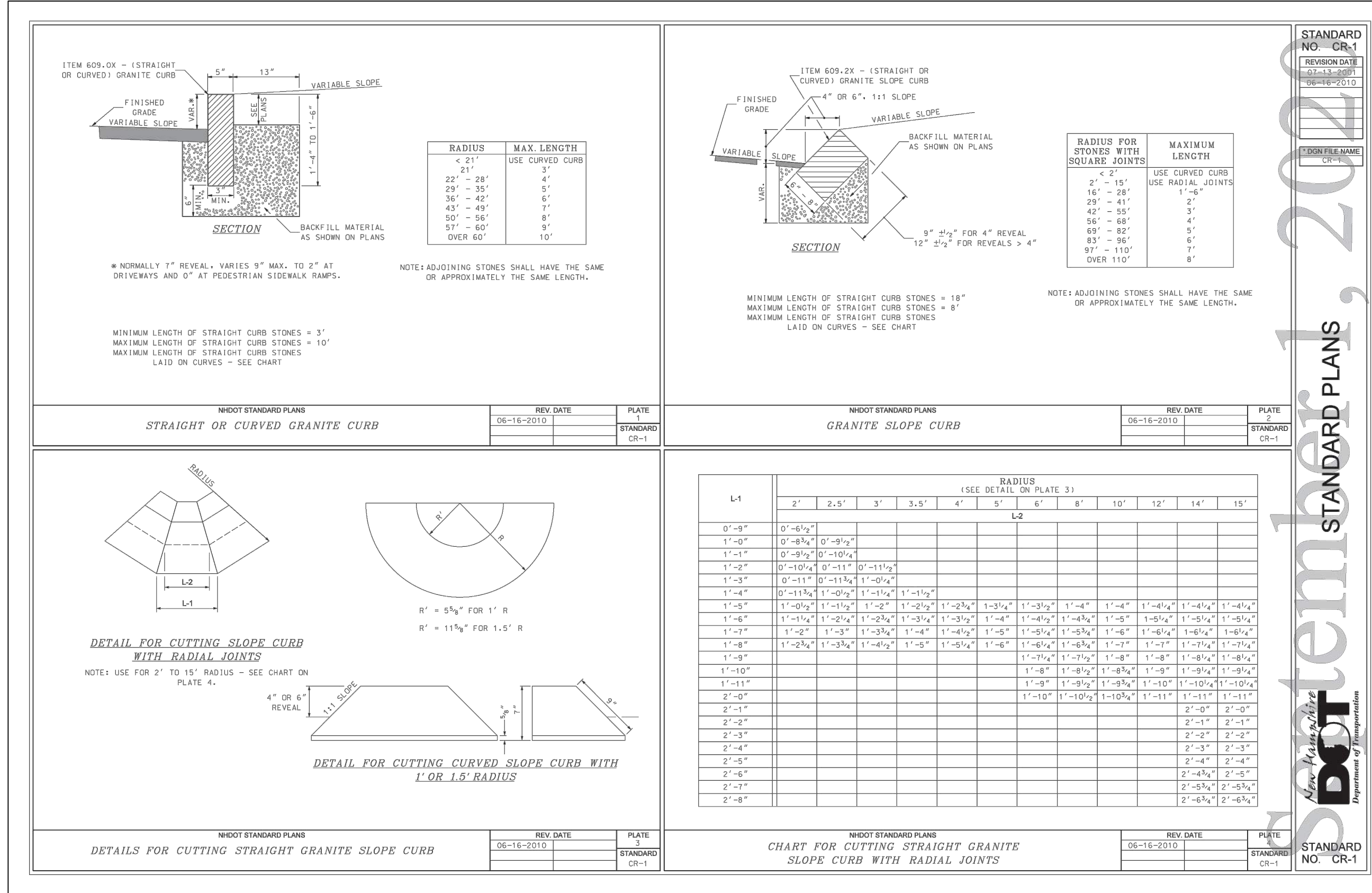
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REVISIONS

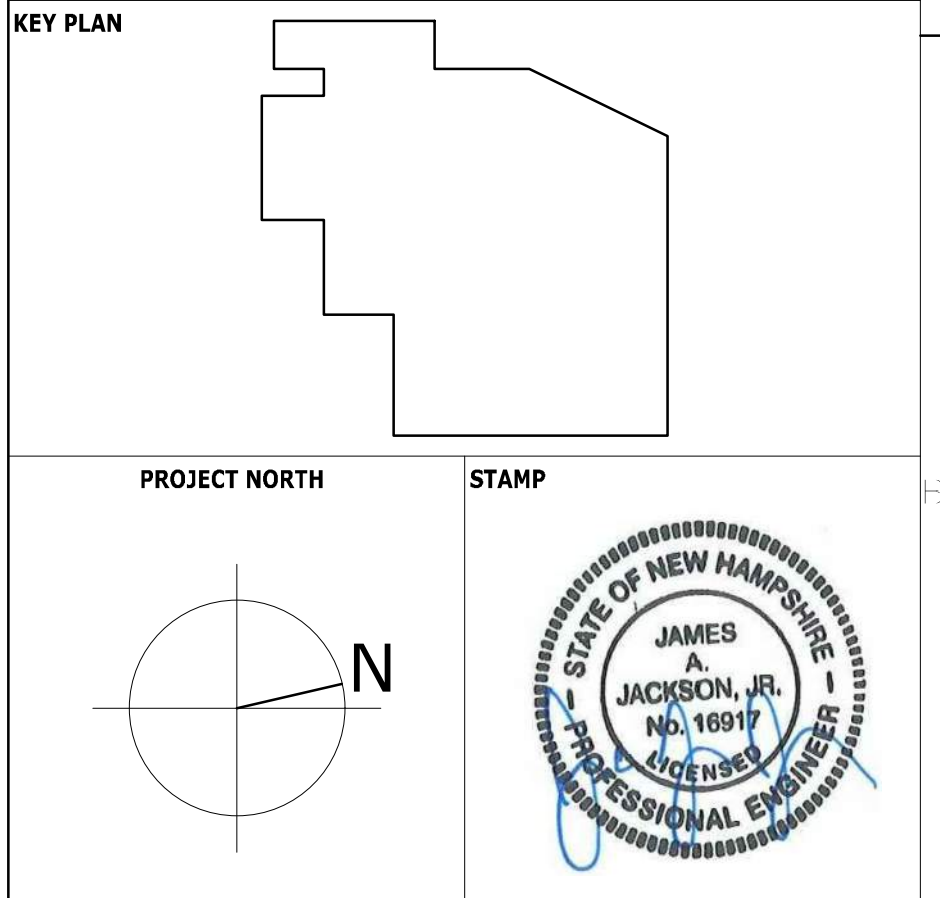
Novo Nordisk US Bio Production, Inc.

Technology Drive, West Lebanon, NH 03784

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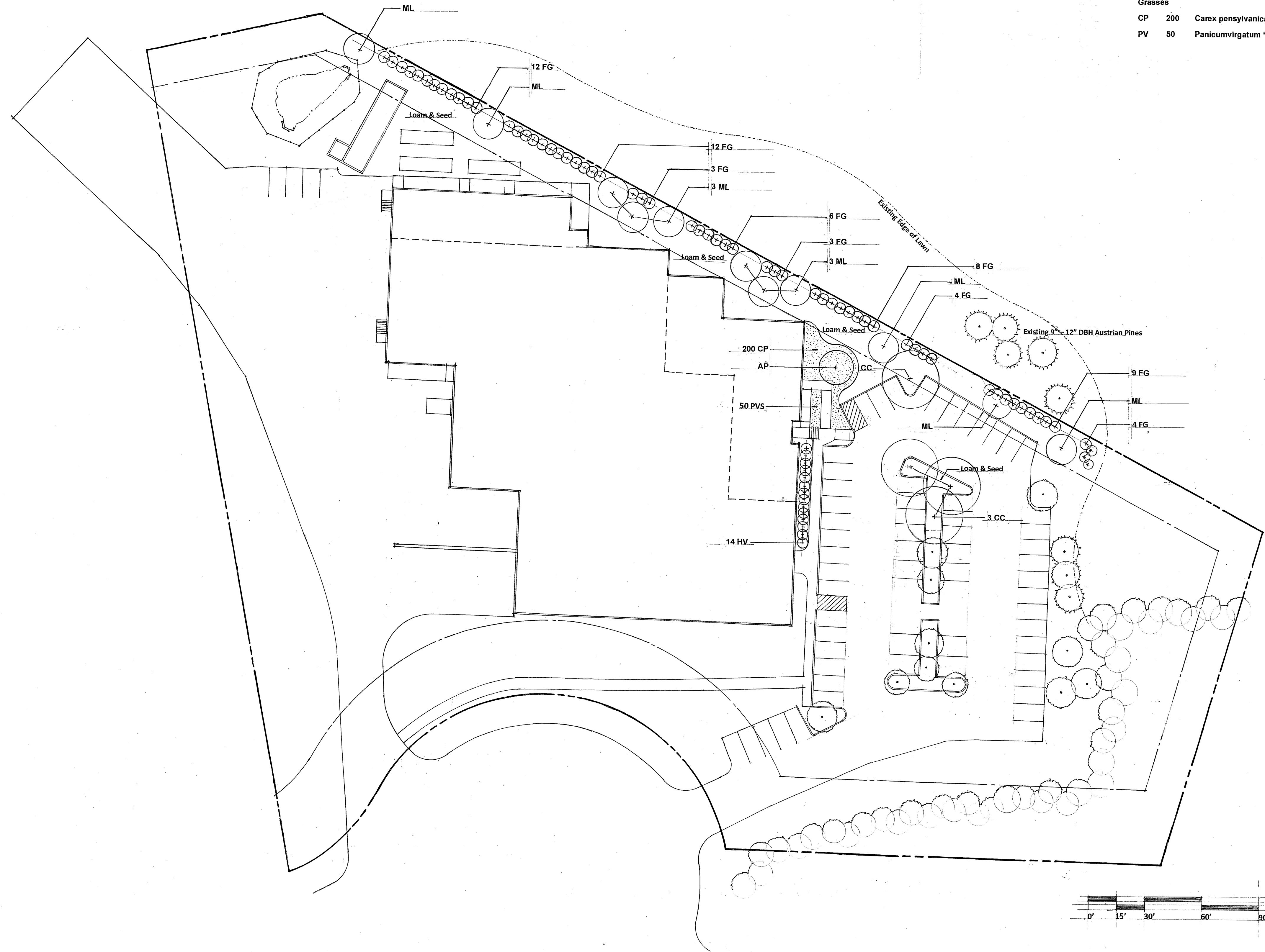
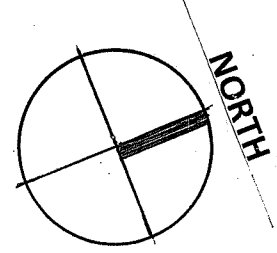


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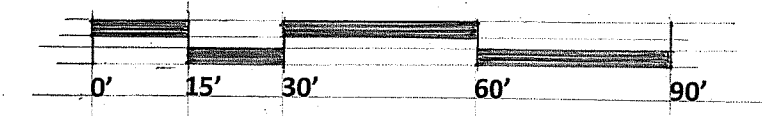
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Note: Architectural renderings are conceptual only.



Plant List

Key	Qty.	Botanical Name	Common Name	Size	Root	Comment
Trees						
AP	1	Acer pseudosieboldianum 'North Wind'	Korean Maple 'North Wind'	2 1/2" - 3" caliper	B&B	
CC	4	Carpinus caroliniana	American Hornbeam	2 1/2" - 3" caliper	B&B	
ML	11	Magnolia liliiflora 'Ann'	Lily magnolia 'Ann'	8' - 10' high	B&B	
Shrubs						
FG	61	Fothergilla Garenil 'Suzanne'	Dwarf Fothergilla 'Suzanne'	24" - 30" high	B&B	
HV	14	Hamamelis vernalis	Vernal Witchhazel	24" - 30" high	B&B	
Grasses						
CP	200	Carex pensylvanica	Pennsylvania Sedge	#1	Cont.	18" O.C.
PV	50	Panicumvirgatum 'Shenandoah'	Switch Grass 'Shenandoah'	#3	Cont.	12" O.C.



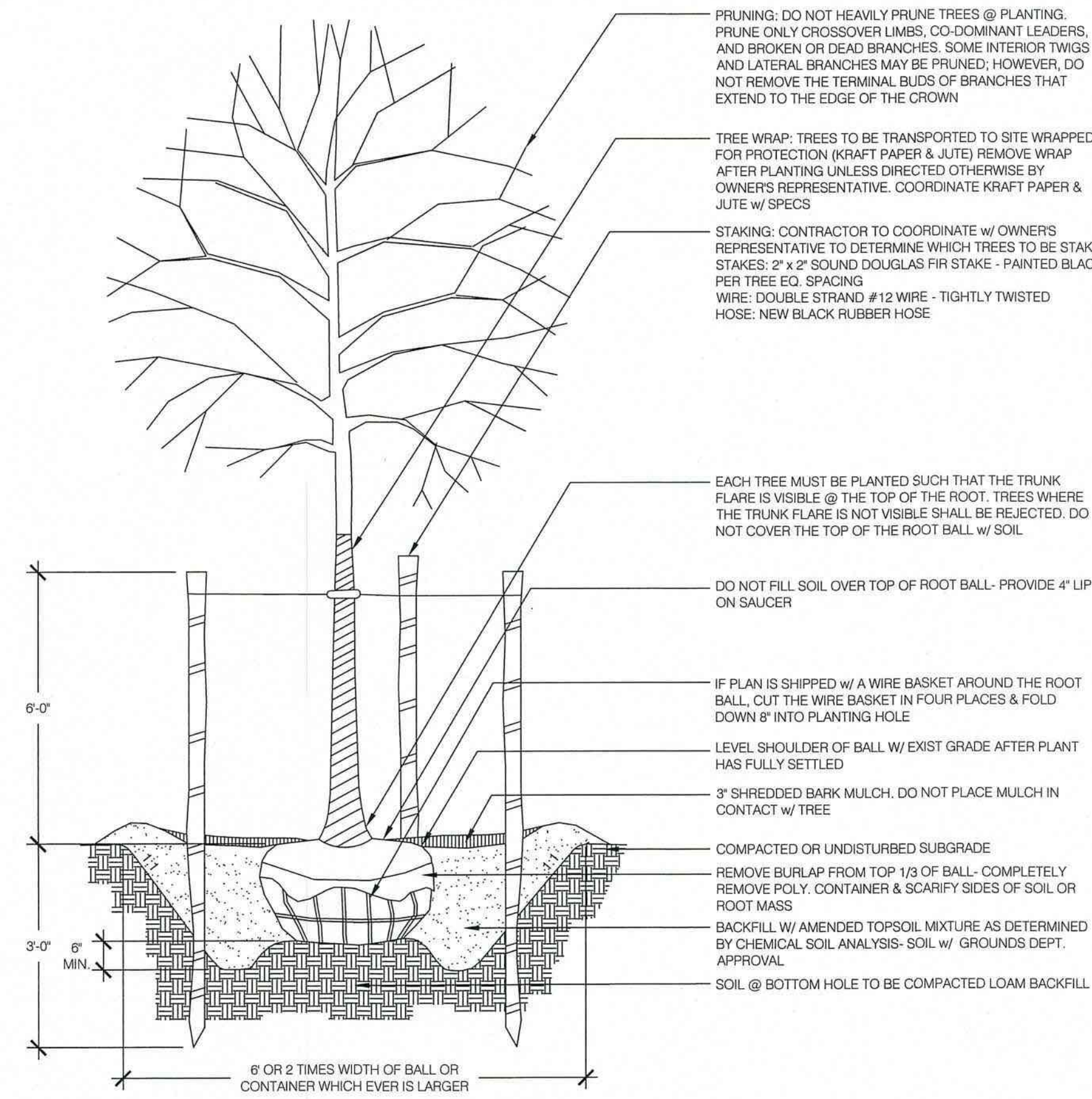
LANDSCAPE PLAN FOR
5 TECHNOLOGY DRIVE UPGRADE
NOVO NORDISK, 5 TECHNOLOGY DRIVE - WEST LEBANON - NEW HAMPSHIRE

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

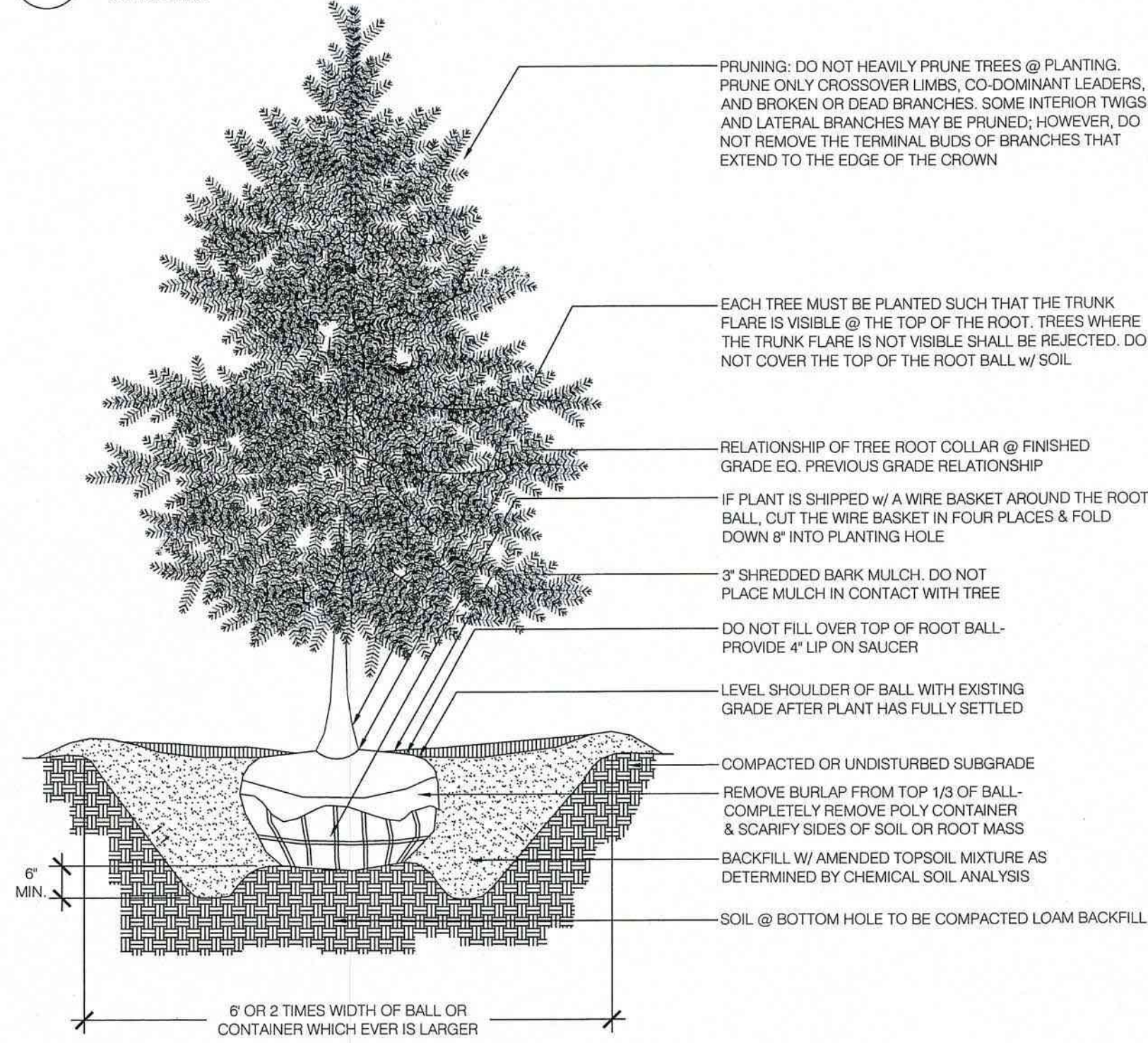
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DESIGNED BY: ANS
DRAWN BY: DAS
CHECKED BY: RJF
DATE: 08/30/21
PROJ. NO. 10157-03

L-1
SHEET 1 OF 3

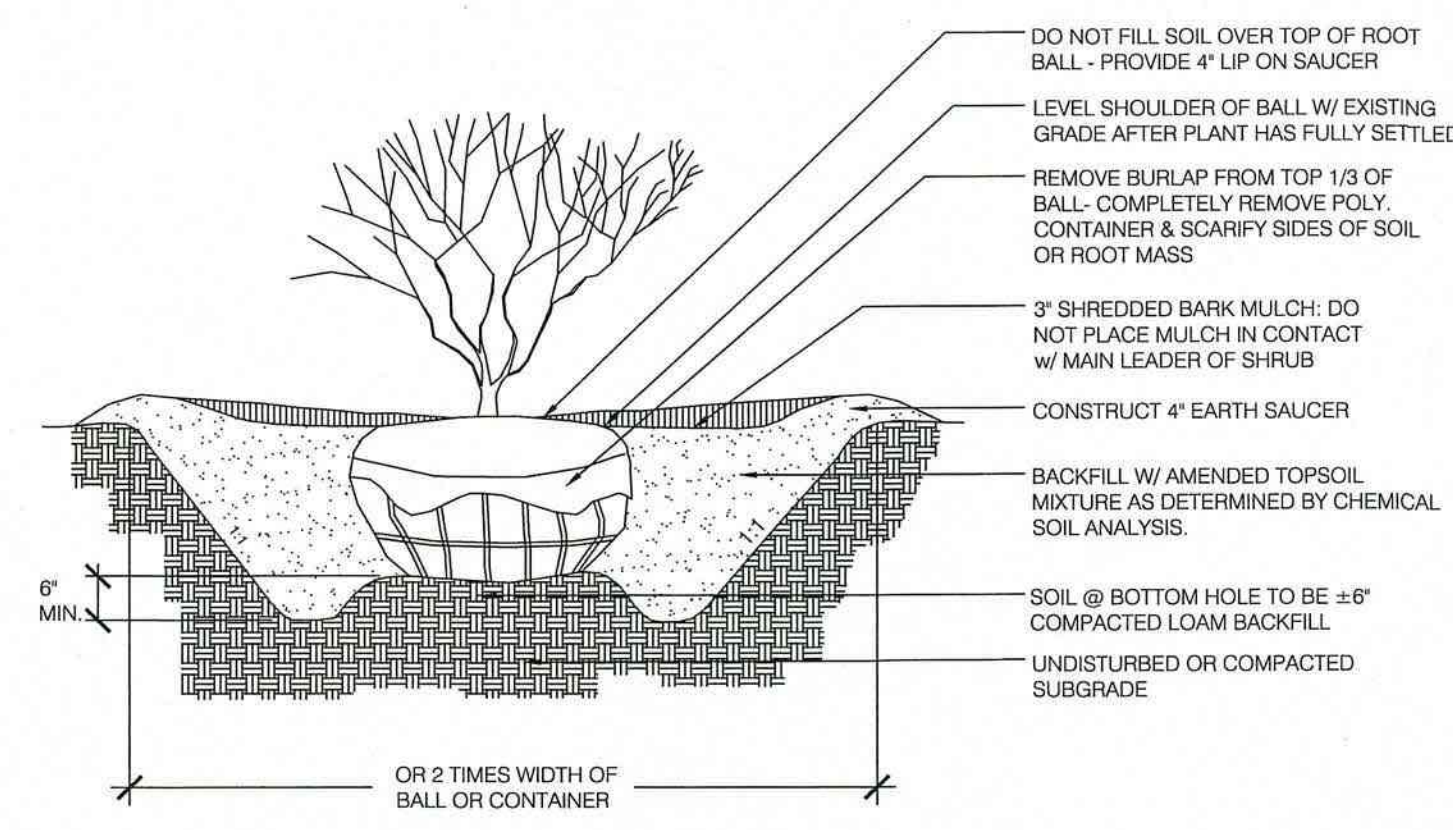
REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY



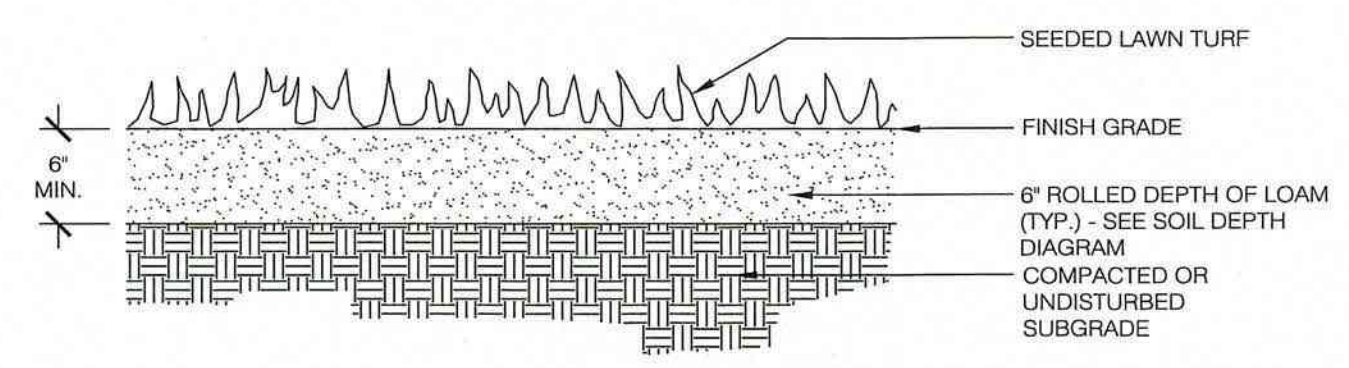
TYPICAL DECIDUOUS TREE PLANTING DETAILS
SCALE: N.T.S.



TYPICAL EVERGREEN TREE PLANTING
SCALE: N.T.S.



TYPICAL SHRUB PLANTING DETAIL
SCALE: N.T.S.



TYPICAL LOAM AND SEED DETAIL
SCALE: N.T.S.

- PLANTING NOTES:**
1. The Contractor shall review the written specifications for tree and shrub planting, groundcover & plants and seeding prior to submitting bid. No extraneous requirements have been included in the Specifications and Drawings. The Contractor shall also become familiar with existing and proposed site conditions prior to submitting bid.
 2. The Contractor shall coordinate this work with other contractors performing work on the site.
 3. The Contractor shall verify all grades, dimensions, and existing conditions and report any discrepancies to the Landscape Architect.
 4. The Contractor shall locate and verify all existing and newly installed underground utilities prior to any lawn work or tree and shrub planting and shall immediately report any conflicts to the Landscape Architect.
 5. The Contractor shall supply all plant material in quantities sufficient to complete the planting shown on the drawings. Quantities in Plant Schedule are for reference only.
 6. All new plant material shall be nursery-grown stock and shall conform to guidelines established by the "American Standards for Nursery Stock" published by the American Association of Nurserymen: latest edition (ANSI Z60.1).
 7. No plant or cultivar substitutions will be acceptable.
 8. Plant material shall be inspected by Owner's Representative for acceptance prior to planting.
 9. Locations of new plant material shall be staked or set out by Contractor and approved and faced by the Landscape Architect prior to planting.
 10. Refer to Planting Details and Specifications for information relating to planting pit dimensions and extent and composition of backfill material.
 11. The trees shall bear the same relationship to tree pit finish grade as to the original grade prior to digging.
 12. The Contractor shall remove all plastic materials from around the root balls of the plants after positioning in the plant pits. Remove burlap, rope, and wire from around the trunks sufficiently so that no burlap, rope, or wire will be exposed after backfilling.
 13. Contractor shall exercise extreme care in working in areas of existing trees. Existing plants to remain and be protected which are injured or destroyed during construction shall be replaced by Contractor with plants of equal size and species at no cost to the Owner.
 14. All areas that have been disturbed by construction activity and not paved or occupied by site structures, etc., shall be topsoiled and seeded / reconditioned as specified.
 15. The trees and shrubs shall be watered by the contractor twice during the first 24 hours of planting.
 16. The plants shall be maintained by the contractor during the warranty period.
 17. At the time of planting, all deciduous trees shall be a minimum 2.5 to 3 inches in caliper, measured 6 inches above the finish grade level; all evergreen trees shall be a minimum of 6 to 7 feet n height.
 18. Shrubs shall be planted as a mix, ranging from 50% to 70% flowering, with the remainder being evergreen. At the time of planting, all shrubs whether deciduous or evergreen, shall be 24 to 30 inches in height and/or 18 to 24 inches in spread.
 19. The Property Owner shall be responsible for maintaining all landscaping, to include grass and mulch, in a good, healthy condition so as to present a neat and orderly appearance. The Property Owner shall replace any unhealthy or dead plant materials in conformance with the landscape plan approved by the Board as part of the site plan.
 20. After the issuance of a Certificate of Occupancy, the storage, display, or parking of motor vehicles, boats, mobile homes, trailers, or construction equipment within the landscaped areas, buffers, or screens, shown as such on the approved landscape plan, is expressly prohibited and a violation of the Notice of Action.

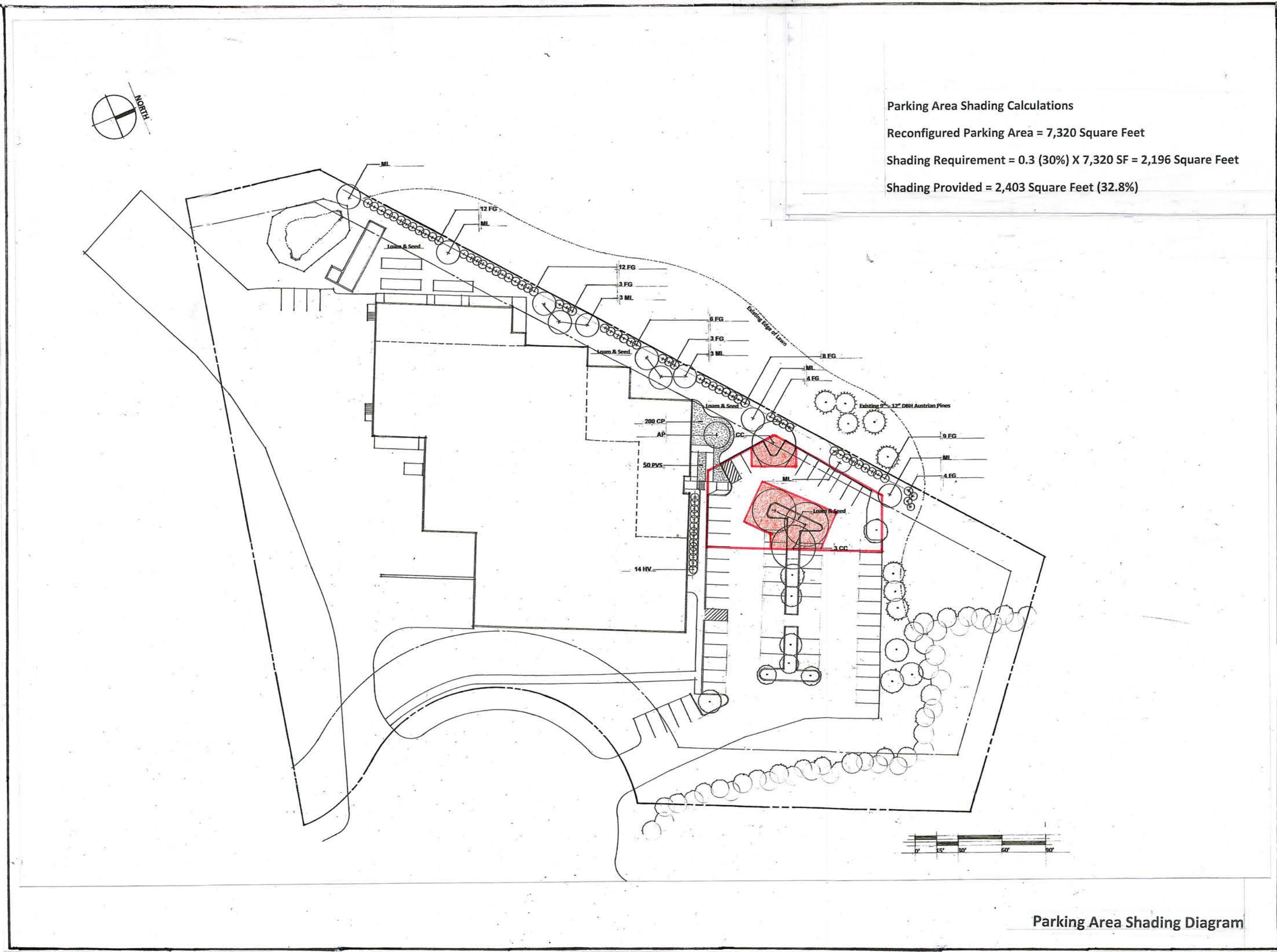
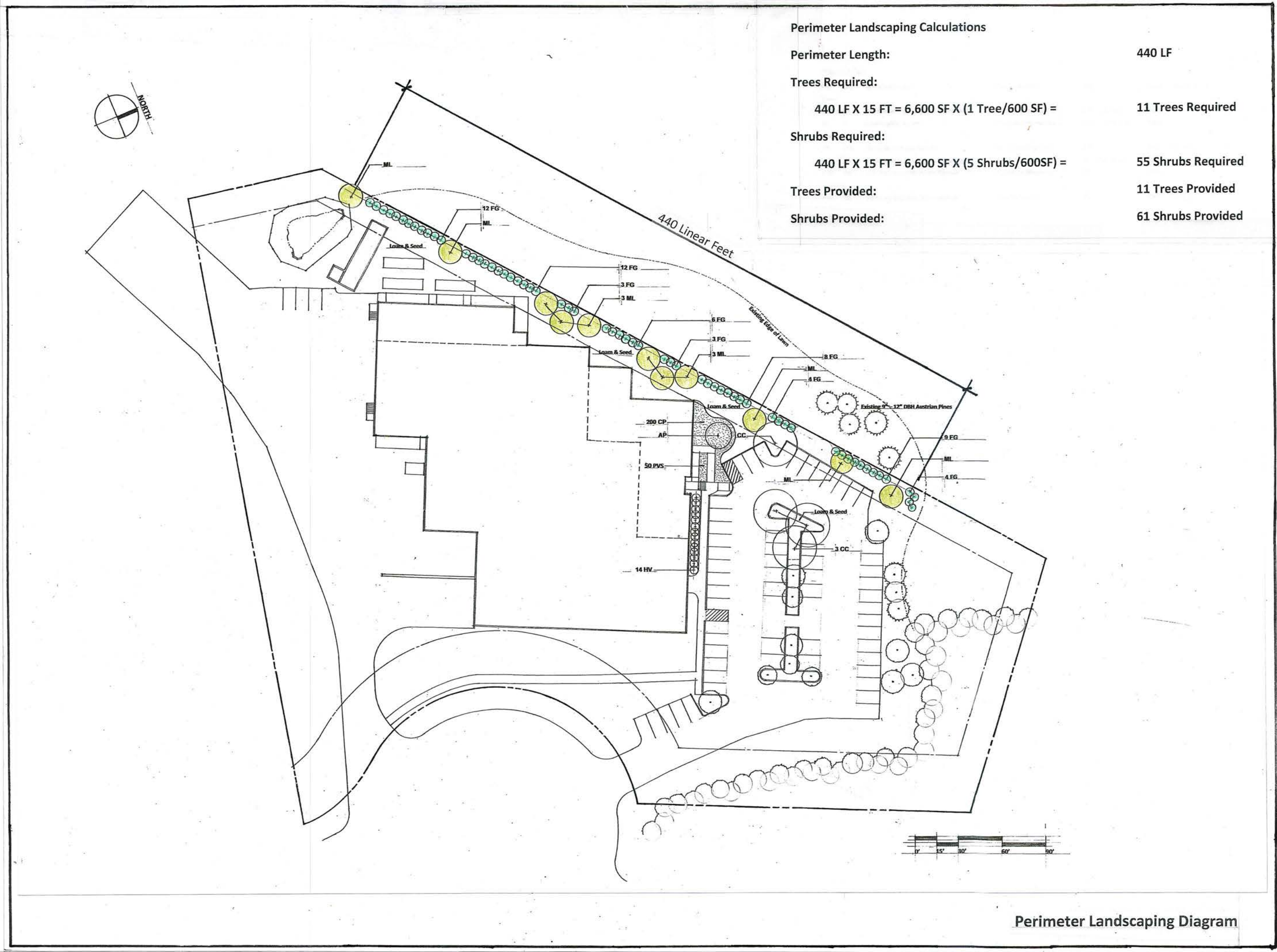
LANDSCAPE DETAILS FOR
5 TEHCNOLOGY DRIVE UPGRADE
NOVO NORDISK, 5 TECHNOLOGY DRIVE - WEST LEBANON - NEW HAMPSHIRE

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: N.T.S.
DESIGNED BY: ANS
DRAWN BY: DAS
CHECKED BY: RJF
DATE: 08/30/21
PROJ. NO. 10157-03

L-2
SHEET 2 OF 3

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY



PERIMETER LANDSCAPE & PARKING LOT CALCULATIONS FOR

5 TECHNOLOGY DRIVE UPGRADE

NOVO NORDISK, 5 TECHNOLOGY DRIVE - WEST LEBANON - NEW HAMPSHIRE

PATHWAYS CONSULTING, LLC

240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: N.T.S.

DESIGNED BY: ANS

DRAWN BY: DAS

CHECKED BY: RJF

DATE: 08/30/21

PROJ. NO. 10157-03

L-3

SHEET 3 OF 3

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

Page 99 of 100

STORMWATER REPORT

NOVO NORDISK - 5 TECHNOLOGY DRIVE UPGRADE 5 TECHNOLOGY DRIVE LEBANON, NH

SUBMITTED TO:

**CITY OF LEBANON
PLANNING BOARD
51 N PARK STREET
LEBANON, NH 03766**

**AUGUST 9, 2021
REVISED AUGUST 30, 2021**



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Introduction

Novo Nordisk is proposing the construction of one story building additions at 5 Technology Drive, Lebanon NH.. The additions include a 5,255 square foot building addition with manufacturing space, indoor utility facilities, and offices; and a 2,660 SF central utility building and vestibule. Associated site improvements include stormwater management systems, parking area improvements, walkways, and utility equipment are also proposed near the additions. The project area encompasses 0.53 acres and is located on the City Assessor's Plot 145-3. The parcel is owned by Novo Nordisk and is approximately 14.12 acres is made up of the former 5 Technology Drive and 9 Technology Drive parcels, which have since merged. . Please note that for the purposes of this stormwater report, we are considering only the former 3.79 acre parcel of 5 Technology Drive and attached truck parking; no work is proposed at the former 9 Technology Drive parcel.

The existing site includes a 29,305 square foot building with offices and research space, existing parking areas, landscaping areas, and walkways. The Site is zoned as "Manufacturing Light" where light industry, warehouses, or research laboratory uses are allowed by right. Light industrial facilities border the site to the south and east. To the north, the site is bounded by the Lebanon Municipal Airport. To the west, the steep slopes lead to heavy industrial facilities.

Record plans for the property indicate that there is a wetland area at the previous property boundary 9 Technology Drive and 5 Technology Drive. A recent project to construct retaining wall and truck access was approved and constructed in the buffer area to this wetland and within the wetland area itself.

The proposed project is classified as a redevelopment site with more than 40% impervious area onsite per the Lebanon Site Plan Regulations.

Methodology

Hydrologic calculations for existing and proposed conditions were performed using HydroCAD Version 10.00 software, which uses TR-55 methodology to calculate runoff and TR-20 methodology for storm routing through the stormwater detention facilities. Site hydrology was



evaluated for the 1” storm event as well as the 2-year, 25-year, 50-year, and 100-year frequency storms in accordance with the Lebanon, NH stormwater regulations and the New Hampshire Department of Environmental Services (NHDES) Stormwater Manual. Existing and Proposed Stormwater Management Plans, indicating the subwatersheds and associated stormwater flow paths may be found in Appendices A and B.

The hydraulic design calculations were completed using the Rational Method to calculate the accumulated flows to each structure. The stormwater conveyance system was designed using Manning’s Equation. Autodesk Storm and Sanitary Analysis software was used to perform the design calculations. The stormwater conveyance system was designed to handle the runoff generated by a 25-year design storm.

The stormwater drainage design was developed in accordance with the NHDES Stormwater Manual.

Existing Conditions

Light industrial facilities border the site to the south and east. To the north, the site is bounded by the Lebanon Municipal Airport. To the west, the steep slopes lead to heavy industrial facilities. The watershed analyzed for the project has a total area of approximately 3.92 acres, including the property and the previously noted section of the adjacent property used for site operations and truck parking. The limit of disturbance for the project is 0.53 acres.

The limits of a palustrine scrub shrub/emergent wetland at the south westernmost edge of the property were delineated by others in 2020 as part of a previous Novo Nordisk project. Approximately 4,500 square feet of the wetland were permitted by NH DES (File No. 2020-01232) to be filled to complete the project. Based on our review of available mapping, the wetland appears to continue to the north along the western property limits.

Wetland delineation in the vicinity of the current project will be performed by a New Hampshire Certified Wetland Scientist from GZA and is anticipated to be completed by the end of August 2021. The delineation will be completed in accordance with the Army Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, using the Routine Determined Method; in conjunction with the Regional Supplement to the Corps 1987 Wetland Delineation Manual;



Northcentral and Northeast Region, Technical Report ERDC/EL TR-09-19; ACOE Cold Regions Research and Engineering Laboratory: National Wetland Plant List (2018), and Field Indicators for Identifying Hydric Soils in New England, Version 4, 2020.

Per available NHDES mapping, the project site is not located within any Priority Resource Areas including Prime Wetlands and their associated 100-foot buffers.

According to the FEMA Flood Insurance Rate Map for Community-Panel 33009C1052E, effective date February 20, 2008, the project is not within a flood hazard.

Existing geologic information was obtained from data produced by the National Cooperative Soil Survey operated by the USDA Natural Resource Conservation Services. The soils located at the site are Windsor Loamy Sand 8-15 percent slopes (26C) hydrologic soil group A. A portion at the southern end of the site is comprised of Charlton Fine Sandy Loam 3-8 percent slopes (62B) hydrologic soil group B.

Three (3) test pits were excavated on 7/30/2021 to review below grade conditions at potential stormwater infiltration locations onsite. Locations can be found on the plans and test pit logs can be found in Appendix F. The on-site soils generally consist of loamy sands, which is supported by test pit logs. Upon the classification of soils surrounding the site and soil properties during the test pit excavations, the on-site soils are modeled within Hydrologic Group “A” in this analysis. Based on Ksat Values for New Hampshire Soils, September 2009, Windsor soils have a Ksat low value of 6.00 inches/hour. The New Hampshire Stormwater Manual requires a factor of safety of 2 for default infiltration rates; therefore, an infiltration rate of 3.00 inches/hour was used for stormwater design.

The estimated seasonal high groundwater table varies for the three stormwater test pits performed. Redoximorphic features at the selected infiltration location, test pit 6, was observed at a depth of 80 inches. This corresponds to a seasonal high groundwater elevation of 550.83’ at this location.

The existing topography of the site generally slopes downward to the northwest of the project area, where an offsite drainage channel is located. Stormwater onsite in the existing condition

concentrates at two basins, one at the southwest corner of the site and one at the northeast corner. Drainage paths are described in detail below when discussing existing subcatchments.

The existing site contains approximately 2.18 acres of impervious area within the hydrology limits, which consists of buildings, parking areas, sidewalks, equipment pads, and access drives. The remaining portions of the site are grassed areas with some trees. The existing pervious surface covers were modeled as >75% grass cover, good, HSG A, with a CN value of 39 in the hydrologic analysis. Impervious area was modeled with a CN value of 98.

As previously noted, the proposed project is classified as a redevelopment site with more than 40% impervious area onsite per the Lebanon Site Plan Regulations. The 3.92 acre parcel, including the area on the adjacent parcel, results in a 55.6% lot coverage. This project will implement LID techniques onsite to provide treatment for at least 50% of the redevelopment area per Lebanon's Site Plan Regulations. The proposed infiltration system provides treatment for 0.13 acres of impervious area. The total change in impervious area onsite is 0.13 acres; treatment onsite exceeds the 50% requirement.

Stormwater from the existing site ultimately flows to 1 design point: "Analysis Point-1 ", (AP-1).

Design point "AP-1" is located to the northwest of the project area. Runoff reaches this design point via overland flow, and via overflow from the existing basins and sand filters.

Under existing conditions, 4subwatersheds were analyzed, EDA-1A, EDA-1B, EDA-2, and EDA-3. Sheet H1.0 included in Appendix A depicts the limits of the existing conditions hydrology.

EDA-1A is comprised of pavement, concrete walks, and grassed area, at the southern section of the property. Runoff flows over pavement, into existing catch basins, and into the southwest basin. The basin drains to a sand filter offsite, and ultimately offsite to the north. EDA-1A contributes to Design Point "AP-1".

EDA-1B is comprised of roof area, at the center of the property. Runoff flows to downspouts at the roof, through the existing drainage system, and into the southwest basin. The basin drains to a sand filter offsite, and ultimately offsite to the north. EDA-1B contributes to Design Point “AP-1”.

EDA-2 is comprised of pavement, concrete walks, and grassed area, at the northern section of the property. Runoff flows over pavement, into existing catch basins, and into the northeast basin. The basin drains to a sand filter offsite, and ultimately offsite to the north. EDA-2 contributes to Design Point “AP-1”.

EDA-3 is comprised of grassed area along the northern and western edge of the property, and a portion of the northern parking area that flows offsite without flowing through the basin. Runoff flows overland and ultimately offsite to the north. EDA-3 contributes to Design Point “AP-1”.

Proposed Conditions

The project involves the construction of a one-story, 5,255 square foot building addition including manufacturing space, indoor utility facilities, and offices; and a 2,660 SF central utility building and vestibule. This will increase the buildings gross floor area to approximately 37,100 860 square feet. 16,210 Square feet of warehouse area and loading facilities will also be renovated. An existing loading area featuring two (2) overhead doors will be renovated and brought in 2’ to the north.

The building additions will require approximately 10 additional parking spaces (1 space per 600 SF office, 1 space per 1,000 SF warehouse) resulting in a total parking requirement of 62 spaces where approximately 85 spaces exist on the site and 77 are proposed. The building addition will extend into the existing parking lot and remove parking spaces to the north of the building. We recommend the owner confirm that the existing on-site parking will be sufficient for their anticipated parking needs.

The existing bituminous walkway to the north connecting the parking area to the building shall be removed for the building addition; one light pole in the area will also need to be relocated. New walks, ramps, and stairs will be constructed to connect the building addition entrances to the



parking areas. A ramp is anticipated at the proposed northern entrance to account for a two-foot elevation difference between the finish floor of the addition and the existing northern parking area approximately twelve feet away. It is anticipated that a wall will be constructed at the west entrance to provide access at finish floor elevation. A ramp is anticipated along the proposed addition at the west to provide access to the parking area approximately four feet below finish floor elevation.

An 8'x8' transformer and 12'x50' generator are proposed as part of the electrical utilities upgrades for the proposed additions. Three (3) chiller units are anticipated between the western property line and the western addition. These chillers are proposed within the rear yard setback, a variance from the Zoning Board of Appeals has been approved. The chillers will also be proposed proximate to a loading ramp to the proposed building additions.

The proposed project will require stormwater management systems to handle the increase in stormwater runoff and pollutant loading to AP-1. All new stormwater collection, storage, and treatment systems will be designed and constructed in accordance with the *New Hampshire Stormwater Manual Volume 2*, prepared by the New Hampshire Department of Environmental Science (NHDES) dated December 2008. Pre-development runoff rates will be maintained and released into existing drainage paths downstream of proposed improvements. Proposed impervious areas will be treated prior to leaving the site.

The grading scheme is designed to shed water as in the existing conditions to the maximum extent possible. Grades generally slope away from the building so to protect the building from stormwater runoff. Stormwater is conveyed to best management practices (BMP's) via overland flow and a stormwater conveyance system consisting of building downspouts, manholes, and HDPE piping. The proposed drainage system's infiltration BMP is an underground infiltration system north of the building. The proposed building expansion's roof area flows to the underground infiltration system via downspouts and HDPE piping. An outlet control structure controls peak flows during large storm events. Overflow from the infiltration system is piped to an existing catch basin, which in turn flows to the existing stormwater basin at the northern edge of the Site. The overflow catch basin inside of the stormwater basin will be raised as a measure to handle peak flows control. Additionally, the low flow outlet orifice for the existing northern basin will be reduced from 10" diameter to 8" to assist with peak flow control.

Under proposed conditions, the site was divided into a total of 6 subwatersheds: PDA-1A, PDA-1B, PDA-1C, PDA-1D, PDA-2, and PDA-3. The subwatersheds are depicted in H2.0 which is included in Appendix B.

PDA-1A is comprised of pavement, concrete walks, and grassed area, at the southern section of the property. Runoff flows over pavement, into existing catch basins, and into the southwest basin. The basin drains to a sand filter offsite, and ultimately offsite to the north. PDA-1A contributes to Design Point “AP-1”.

PDA-1B is comprised of roof area at the center of the property. Runoff flows to downspouts at the roof, through the existing drainage system, and into the southwest basin. The basin drains to a sand filter offsite, and ultimately offsite to the north. PDA-1B contributes to Design Point “AP-1”.

PDA-1C is comprised of roof area for the southern section of the building expansion at the center of the property. Runoff flows to downspouts at the roof and is piped to the underground infiltration system. Overflow from the infiltration system flows to the existing northern stormwater basin. PDA-1C contributes to Design Point “AP-1”.

PDA-1D is comprised of roof area for the northern section of the building expansion at the center of the property. Runoff flows to downspouts at the roof and is piped to the proposed underground infiltration system. Overflow from the infiltration system flows to the existing northern stormwater basin. PDA-1D contributes to Design Point “AP-1”.

PDA-2 is comprised of pavement, concrete walks, and grassed area, at the northern section of the property. Runoff flows over pavement, into existing catch basins, and into the northeast basin. The basin drains to a sand filter offsite, and ultimately offsite to the north. PDA-2 contributes to Design Point “AP-1”.

PDA-3 is comprised of grassed area along the northern and western edge of the property. Runoff flows overland and ultimately offsite to the north. PDA-3 contributes to Design Point “AP-1”.



Stormwater Management Design Criteria

The stormwater management system is designed to meet the Design Criteria of the NHDES Stormwater Manual and the City of Lebanon Site Plan Review Regulations. The following sections describe the approach to meeting the requirements for each Design Criteria.

Criteria 1: Water Quality Volume (WQV)

Water quality volume calculations per the NHDES WQV Worksheet for the proposed underground infiltration system have been provided in Appendix D. The required water quality volume associated with the change in impervious area onsite (0.13 acres) 448 CF. 484 CF is provided below the outlet control structure's lowest orifice.

Criteria 2: Water Quality Flow (WQF)

Water quality flow calculations per the NHDES WQF Worksheet for the proposed underground infiltration system have been provided in Appendix D. The required water quality volume for the infiltration system is 0.125 CFS. However, as the system is design to infiltrate the water quality volume, WQF is not applicable to the project.

Criteria 3: Groundwater Recharge Volume (GRV)

Groundwater recharge volume calculations per the NHDES GRV Worksheet for site has been provided in Appendix D. The required recharge volume for the site, based on the change in impervious area, is 189 CF. The proposed underground infiltration system provides 484 CF below the outlet control structure's lowest orifice.

Criteria 4: Effective Impervious Cover (EIC)

Per the Lebanon Site Plan Review Regulations, Effective Impervious Cover is defined as the total impervious surface areas less the area of disconnected impervious cover (areas where runoff is captured and infiltrated or otherwise treated). H2.0 and H2.1, the existing and proposed impervious plans, depicts all EIC onsite. EIC area is limited to EDA-3 and PDA-3, which bypass the existing basins and proposed infiltration system. There is a 5.6% drop in EIC area from the existing to the proposed condition, from 5.8% of total area onsite to 0.2%. This is largely due to a proposed swale that will redirect a portion of stormwater runoff from the northern parking park back to the northeast basin, which was the design intent of the original construction.

Criteria 5: Channel Protection (CP)

Per the stormwater manual, the 2 year, 24 hour post-development storm volume does not increase due to the development. As such, the 2 year, 24 hour post-development peak flow rate must be controlled to pre-development rate. This has been achieved, see peak flow criteria for applicable tables.

Criteria 6: Peak Control

Per the Lebanon Site Plan Review Regulations for redevelopment, run-off rates shall not be increased for the 2-year, 25-year, 50 year, and 100-year 24 hour storms. Per the Lebanon Stormwater Review Regulations Technical Checklist, drainage analysis is required for the 1-inch, 2-year, 25-year, 50 year, and 100-year 24 hour storms. The following tables detail peak flow rates and volumes for the storm events above. Peak flow rates are maintained or reduced for all storm events. Flow volume increases by a maximum of 0.022 acre-ft across storm events; however, a reduction in volume is not required per redevelopment requirements. Hydrology calculations for storm events can be found in Appendices A and B.



Table 1 - Existing Hydrology - Analysis Point 1

	1 Inch Storm (1 inch)	2 Year Storm (2.49 inches)	25 Year Storm (4.37 inches)	50 Year Storm (5.11 inches)	100 Year Storm (5.97 inches)
Peak Flow Rate (CFS)	1.53	3.53	4.52	5.62	6.94
Volume (Acre-Ft)	0.086	0.308	0.495	0.658	0.861

Table 2 - Proposed Hydrology - Analysis Point 1

	1 Inch Storm (1 inch)	2 Year Storm (2.49 inches)	25 Year Storm (4.37 inches)	50 Year Storm (5.11 inches)	100 Year Storm (5.97 inches)
Peak Flow Rate (CFS)	1.46	3.24	4.28	5.07	6.02
Volume (Acre-Ft)	0.077	0.286	0.498	0.659	0.859

Table 3 - Change - Existing to Proposed (negative # indicates reduction)

	1 Inch Storm (1 inch)	2 Year Storm (2.49 inches)	25 Year Storm (4.37 inches)	50 Year Storm (5.11 inches)	100 Year Storm (5.97 inches)
Peak Flow Rate (CFS)	-0.07	-0.29	-0.24	-0.55	-0.92
Volume (Acre-Ft)	-0.009	0.022	0.003	0.001	-0.002

Criteria 7: Drainage System Hydraulics

Per the Lebanon Site Plan Review Regulations, closed drainage systems shall be designed for the 25 year storm, and to include a check for the 50 and 100 year storms. Hydraulic analysis indicates no surcharging of the proposed drainage system in the 25, 50, or 100 year storm events. Peak flow rates for each of the storms described above were used in the hydraulics calculations, specifically from the roof area of PDA-1C, overflow from the infiltration system, and overflow from the existing northern stormwater basin. See Appendix C for hydraulic calculations.

Conclusion

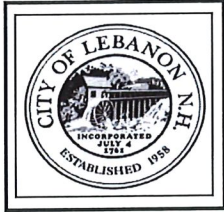
In conclusion, the proposed development meets the Design Criteria as required by NHDES and the City of Lebanon. The stormwater management system provides reductions in peak runoff rate within the hydrologic analysis area for the design storm events evaluated to improve existing conditions.



**Agenda
Planning Board
September 13, 2021**

**Agenda Item #3D
Public Hearing Items**

Amendments to the Site Plan Review Regulations



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Planning Board

FROM: Planning and Development Department Staff

RE: Minor Site Plan Review and Minor Site Review Committee –
Proposed Amendments to the Site Plan Review Regulations
September 13, 2021 Planning Board Meeting – Agenda Item 3.D

DATE: September 7, 2021

At the June 14, June 28, July 26, and August 9, 2021, Planning Board meetings, the Board discussed draft amendments to the Site Plan Review Regulations to create a minor site plan review process and Minor Site Review Committee (as authorized by NH RSA 674:43 ("Power to Review Site Plans")). The minor site plan concept was initially discussed with the Planning Board at the August 24, 2020, work session and was subsequently reviewed with the Board's Development Regulations Subcommittee. Creation of a minor site plan committee was originally authorized by the City Council on August 10, 2010, and was reauthorized by the City Council on September 1, 2021.

Following the Board's discussions and following legal review by the City's attorney, staff made revisions to the draft amendments. An updated redline incorporating these revisions is attached. The proposed new or revised text (as compared to the current regulatory language) is blue and underlined. The text to be deleted from the current regulations is shown as ~~red with a strike-out~~. The most notable differences between the current redline and the redline reviewed at the August 9th Planning Board meeting include: the addition of a "major change" definition, changing the term "non-material change" to "minor change", and expanding the exclusions under the term "land development".

As required by RSA 675:6, a public hearing on the proposed amendments has been scheduled for the Board's September 12, 2021, regular meeting. Notice of the hearing has been provided in accordance with RSA 675:7. After the completion of the public hearing, the amendments may be adopted by an affirmative vote of a majority of the members of the Board.

Attachment

- Excerpt of the Site Plan Review Regulations (14-page redline last revised September 7, 2021)

SITE PLAN REVIEW REGULATIONS

MINOR SITE PLAN REVIEW DRAFT AMENDMENTS

[...]

ARTICLE I – ENACTMENT AND GENERAL PROVISIONS

Section 1.1 – Authority

Under the general authority granted in the New Hampshire Revised Statutes Annotated Title LXIV, these Regulations are adopted by the Lebanon Planning Board, procedurally under RSA 675:6, after having adopted both a zoning ordinance and subdivision regulations as required under RSA 674:43, and as authorized by the City Council on July 16, 1986 and on March 21, 1990. Pursuant to RSA 674:43, the Planning Board [\(or, as applicable, the Minor Site Plan Committee\)](#) will review and may approve or disapprove site plans for the development or change or expansion of use of tracts for nonresidential uses or for multifamily dwelling units, which are defined as containing more than two dwelling units.

[...]

Section 1.6 – Compliance

- A. [These Site Plan Review Regulations apply to all *land development*, and no such *land development* shall proceed without first obtaining a jurisdictional determination from the Planning and Development Department pursuant to Section 3.1.](#)
- AB. Site plans shall be prepared in accordance with all applicable local, state and federal ordinances, laws, codes, regulations, and requirements. A reference sheet prepared by the Planning and Development Department identifying some of the more common ordinances, laws, codes, regulations, and requirements that an applicant may need to comply with and which may impact the design of a proposed land development shall be made available on the City of Lebanon website.
- BC. No Building Permit shall be approved for a building or structure on a site that does not comply with these Regulations.
- CD. The Building Inspector shall not issue a Certificate of Occupancy under the Lebanon Building Code for any building on a site plan that does not comply with the Notice of Action on the approved site plan. Any requirement of the Notice of Action to be performed in the future and that has been bonded under Section 8.2 of these Regulations will satisfy the condition for the issuance of the Certificate of Occupancy.

ARTICLE II – DEFINITIONS

[...]

Land development. A physical improvement or alteration to a lot, whether vacant or improved, and/or an increase in the size of a building, and/or a change of use to a non-residential, mixed use, or multi-family dwelling. The term “land development” does not include the following:

- The construction of one-family and two-family dwelling units or associated accessory uses, in accordance with RSA 674:43, I, or any alterations or improvements to any property where the sole principal use is a one-family or two-family dwelling.
- Repair or maintenance that does not result in any changes to the layout or design of the property (e.g. repaving a parking lot that maintains the number and location of parking spaces, and the in-kind replacement of landscaping, fencing, light poles, etc.).
- The following home-based businesses:
 - Home businesses (see Section 600 of the Zoning Ordinance).
 - Family day care homes (see Section 604.3 of the Zoning Ordinance).
 - Home-based contractor’s yards (see Section 600A of the Zoning Ordinance), unless site plan review is otherwise required by the Zoning Board of Adjustment as a condition of Special Exception approval.
 - Home-based agricultural businesses (see Section 600B of the Zoning Ordinance), unless site plan review is otherwise required by the Zoning Board of Adjustment as a condition of Special Exception approval (see the zoning district tables of use in Article III of the Zoning Ordinance for additional information on when a Special Exception is required).
- Buildings and structures in the Rural Lands (RL) One, Two, and Three zoning districts that are used for an agriculture use.
- Physical alterations to the natural landscape that are made independently of any development of the lot. Such physical alterations include but are not limited to logging and grading.

[...]

Major change. Any land development which, in the reasonable determination of the Planning and Development Department, necessitates or results in a significant change to access; parking, vehicular and/or pedestrian circulation; traffic; drainage patterns or drainage structures; topography; lighting; visual features; natural resources; City services or facilities; improved surfaces; and/or required landscaping. “Major change” shall also mean the establishment of any new non-residential principal use in which no principal buildings are proposed, including uses such as gravel pits, cemeteries, golf courses, parking lots, communications towers, or other non-residential uses.

Material cChange. Any proposed alteration to a previously approved Site Plan and/or previously developed property, which necessitates or results in significant changes to access, parking, circulation, drainage, lighting, or required landscaping on the site. (See Sections 39.1 and 9.2)

[...]

Minor change. Any land development which, in the reasonable determination of the Planning and Development Department, is not a **major change**, but does necessitate or result in an appreciable change to access; parking, vehicular and/or pedestrian circulation; traffic;

drainage patterns or drainage structures; topography; lighting; visual features; natural resources; City services or facilities; improved surfaces; and/or required landscaping.

[...]

Planning Director. The Director of Planning and ~~Zoning~~ Development for the City of Lebanon, or his or her designee.

Planning Office and Development Department. ~~The Planning Division within the Department of Community Development and Preservation for the City of Lebanon. The Planning Office is the Administrative Office.~~ The administrative office for the Planning Board.

[...]

Screen. Landscaping, fencing, or functionally similar elements designed to conceal from view all or part of a structure or site that, in the judgment of the Planning Board (or, as applicable, the Minor Site Plan Committee), is unattractive or otherwise warrants mitigation of the effect of its appearance.

[...]

ARTICLE III – ADMINISTRATION

Section 3.1 – Site Plan Review Jurisdiction

Before the formal submission of a site plan review application for any proposed **land development**, the property owner and/or developer is encouraged to meet with Planning and Development Department staff to informally review the proposal. The applicant is encouraged to use this opportunity to ask staff questions regarding the site plan review process and applicable design regulations. Staff is generally available to meet in person or by phone, and may also be contacted via e-mail (see the City of Lebanon website for contact information).

A. JURISDICTIONAL DETERMINATION

1. Any person proposing a **land development** shall be required to submit a site plan drawing and project description to the Planning and Development Department to:

a. Verify whether the proposed **land development** is:

- i. Exempt from site plan review per Section 3.1.B, or
- ii. Eligible for site plan review by the Minor Site Plan Committee per Section 3.1.C, or
- iii. Requires site plan review by the Planning Board per Section 3.1.C; and

b. To provide a record of such change on the property.

The Planning and Development Department may request additional information as reasonably needed to make the jurisdictional determination.

2. The jurisdictional determination of the Planning and Development Department may be appealed to the Planning Board provided the appeal is

filed within 20 days of the Department's decision. The Board shall act on the appeal within a reasonable time. Such a determination shall be considered administrative, and no noticed public hearing shall be required for the Board to act on the appeal.

B. LAND DEVELOPMENT EXEMPT FROM SITE PLAN REVIEW.

Site plan review ~~and approval~~ shall not be required for ~~one family and two family dwelling units or associated accessory uses, in accordance with RSA 674:43, I.~~ any land development that, in the reasonable determination of the Planning and Development Department, does not necessitate or result in any appreciable change to access; parking, vehicular and/or pedestrian circulation; traffic; drainage patterns or drainage structures; topography; lighting; visual features; natural resources; City services or facilities; improved surfaces; and/or required landscaping, provided that:

1. Prior to the commencement of any such land development, a plan depicting the proposed changes shall be provided to the Planning and Development Department to mark the plan approved as an amendment to the approved site plan; and
2. The proposed land development complies with any applicable design requirements of the Site Plan Review Regulations, as determined by the Planning and Development Department.

~~An Applicant shall obtain site plan approval from the Board for any of the following types of development or change or expansion of use of tracts for non residential uses or for multi family dwelling units, which are defined as any structures containing three (3) or more dwelling units,, whether or not such development includes a subdivision or re-subdivision of the site (RSA 674:43, I) Threshold criteria for determining when Site Plans are to be reviewed by the Planning Board are as follows:~~

~~A. Construction of any new principal building(s), including reconstruction of existing principal building(s), for multi family or non-residential use, regardless of size.~~

~~B. Establishment of any new non-residential principal use(s), and/or material changes or expansions of existing non-residential principal use(s), subsequent to the effective date of these Site Plan Review amendments, in which no buildings are proposed, including uses such as gravel pits, cemeteries, golf courses, parking lots, communications towers, or other non-residential uses.~~

~~C. Construction or installation of any combination of the following, where the total of new construction, subsequent to the effective date of these Site Plan Review amendments, is 1,000 gross square feet or more:~~

- ~~1. Any new accessory building(s), and/or any series of additions to or expansions of existing principal or accessory building(s), or;~~

~~2. Any new paved or improved surfaces, and/or any series of additions to or expansions of existing paved or improved surface(s), including, but not limited to, gravel or paved parking areas, driveways, walkways, or other improved surfaces, whether or not such surfaces are pervious or impervious.~~

~~D. Conversion of any existing building(s), in whole or in part, whether or not the thresholds listed above in Paragraph C are exceeded, as follows:~~

~~1. From a residential use containing one or two dwelling units to a multi-family use of three or more dwelling units.~~

~~2. From a residential use to a non-residential or mixed use;~~

~~3. From an existing non-residential or mixed use to another non-residential or mixed use if the new use increases the intensity of on-site or off-site impacts;~~

~~4. From a non-residential or mixed use to a multi-family use of three or more dwelling units.~~

~~E. Any other **material change** to a previously approved Site Plan and/or previously developed property, which in the judgment of the **Planning Director** warrants review and approval by the Planning Board. Whenever the Planning Director determines that a proposed change warrants review and approval by the Planning Board, a written statement of the reasons for such recommendation shall be provided to the property owner and the Board.~~

C. MINOR SITE PLAN COMMITTEE REVIEW

Minor site plan approval from the Minor Site Plan Committee in accordance with the procedures set forth in Section 3.2 shall be required for any of the following:

1. Land development involving:

a. Any increase in the gross floor area of a building between 500 sq. ft. and 2,500 sq. ft. and which is less than 25% of the existing gross floor area of the building; and/or

b. Any new improved surface(s) greater than 500 sq. ft. and less than 2,500 sq. ft. Such improved surfaces include but are not limited to, gravel or paved parking areas, driveways, walkways, or other improved surfaces, whether or not such surfaces are pervious or impervious; and/or

c. An increase in the number of dwelling units within an existing multi-family dwelling of five (5) or more dwelling units, not to exceed 20% of the existing units; and/or

- d. Conversion of an existing building, in whole or in part, to a multi-family dwelling containing less than five (5) dwelling units, unless review by the Planning Board is required per Section 601.9 of the Zoning Ordinance; and/or
- e. Conversion of an existing building, in whole or in part, from a residential use to a non-residential use, unless review by the Planning Board is required per Section 601.9 of the Zoning Ordinance.

Notwithstanding the above, where in the reasonable judgment of the Planning and Development Department the proposal constitutes a **major change**, the application shall be reviewed by the Planning Board per Section 3.1.D.

- ~~f. —~~
- 2. Any other **land development** that constitutes a **minor change** to a property.

Applications for **land development** that meet one or more of the criteria set forth above and which are submitted less than two (2) years from the date of the last minor site plan approval shall be reviewed by the Planning Board per Section 3.1.D.

D. PLANNING BOARD REVIEW

Land development that constitutes a **major change** to a property, including any **land development** that exceeds the thresholds set forth in Section 3.1.C.1.a-e, shall require site plan approval from the Planning Board in accordance with the procedures set forth in Article IV.

Section 3.2 – Information Required and Jurisdictional Determination

- ~~A. — Any person proposing a development or change or expansion of use of tracts for non-residential uses or for multi-family dwelling units which results in exterior site alterations, and which otherwise requires a Zoning Permit pursuant to Section 901 of the Zoning Ordinance, shall also be required to submit a site plan drawing and project description to the Planning Office prior to the issuance of such permit, regardless of whether or not Site Plan Review is required by the provisions of Section 3.1 of these Regulations.~~

~~The purpose of such submission shall be to allow for review by the City Staff: i) to ensure compliance with the City's Zoning Ordinance, applicable development regulations, and utility standards; ii) to verify whether Planning Board review is or is not required, and; iii) to provide a record of such change on the property. Copies of plans and information submitted to the Zoning Administrator pursuant to Section 901.2 of the Lebanon Zoning Ordinance shall normally be sufficient to comply with this paragraph; however, the Planning Office may request additional information, if necessary, for the above-described purposes.~~

- ~~B. — The initial determination of whether Site Plan Review and approval is or is not required by the provisions of Section 3.1 of these Regulations shall be made by the Planning Director based on the submission under Section 3.2.A above. However, the landowner, any Board member, or any person aggrieved may, within 30 days~~

~~of such determination, make a written request for determination on this issue by majority vote of the Planning Board. The Board shall act on the request within a reasonable time. Such a determination shall be considered administrative, and no noticed public hearing shall be required.~~

Minor Site Plan Review

A. MINOR SITE PLAN COMMITTEE

1. ESTABLISHMENT

A Minor Site Plan Committee is established in accordance with RSA 674:43, III, and the resolution passed by the City Council on September 1, 2021, for the purpose of reviewing minor site plan applications per Section 3.1.C.

2. MEMBERSHIP

The Minor Site Plan Committee consists of the Planning and Development Department's Senior Planner and Associate Planner, and a representative from each of the following City departments: Fire, Police, and Public Works. The Senior Planner shall serve as chair and may use his or her reasonable discretion in coordinating the activity of the committee in an efficient and effective manner. The Director of Planning and Development may, at his or her discretion, substitute for the Senior Planner or Associate Planner and may, at his or her discretion, serve as chair while substituting. A quorum necessary to transact business shall constitute one (1) member from the Planning and Development Department and two (2) members from any two (2) of the other departments represented on the Minor Site Plan Committee.

B. REVIEW PROCESS

1. PRE-SUBMISSION REVIEW

Prior to submitting an application for minor site review, the applicant is encouraged to meet with the Planning and Development Department for a determination as to the applicability of the Article VI design and construction requirements to the applicant's project. The applicant may request that Planning staff provide the determination in writing. See also Section 3.2.B.8 (Design Standards).

2. APPLICATION

Fees for a minor site plan application may be assessed in accordance with the Fee Schedule adopted by the Planning Board pursuant to Section 4.2.

Upon receipt of an application for minor site review, the Planning and Development Department shall review the application to determine if it qualifies for minor site plan review per Section 3.1.D and if all required materials have been submitted per Section 3.2.B.7 (Submission Materials). The Planning and Development Department shall coordinate with the applicant to obtain any additional necessary information, documentation, or clarifications to understand the proposal and to help determine if it qualifies for minor site review and if all required application materials have been submitted. The Planning and Development Department shall also make a determination

as to the applicability of the Article VI design and construction requirements to the applicant's project, pursuant to Section 3.2.B.8.

If the Planning and Development Department determines that the proposal is a minor site plan and that all required materials have been submitted, the application shall be forwarded to the Minor Site Plan Committee for review. If the plan does not address the applicable design and construction requirements of Article VI as determined by the Planning and Development Department, the Department shall forward the plan to the Minor Site Plan Committee with a recommendation that the application is transferred to the Planning Board per Section 3.2.B.5 (Referral to Planning Board).

Minor site plan applications are subject to the provisions of Section 4.4 which outlines the procedure when approvals from the Zoning Board of Adjustment are required. References in Section 4.4 to the Planning Board shall be deemed to be references to the Minor Site Plan Committee for purposes of this section.

Submission of a minor site plan application shall be deemed as the granting of permission to visit the property in accordance with Section 4.11. References to the Planning Board in Section 4.11 shall be deemed to be references to the Minor Site Plan Committee for purposes of this section.

3. PUBLIC HEARING

- a. If the proposal is approved for minor site review, the Planning and Development Department shall set a date for a public hearing before the Minor Site Plan Committee. The date of the public hearing shall be set for no later than 30 days following the submission of the application.
- b. The Planning and Development Department shall send notices to abutters and other parties in accordance with RSA 676:4, I(d)(1) and shall post public notice at least ten (10) days in advance of the public hearing, as specified in RSA 676:4, I(d)(1).
- c. Prior to the opening of the hearing, the Minor Site Plan Committee shall:
 - i. Determine if the application has regional impact in accordance with Section 4.6. References therein to the Planning Board shall be deemed to be references to the Minor Site Plan Committee for purposes of this section. If deemed to have regional impact, the Committee shall refer the application to the Planning Board for review per Section 3.2.B.5.
 - ii. Determine if the application is complete according to the Submission Requirements in Section 3.2.B.7. If it is determined that the application is complete, the Committee shall accept the application. If it is determined that the application is incomplete, the Committee shall vote to find the application incomplete and shall state the reasons for

such findings. The Committee may postpone the opening of the hearing to a new date or may require the submission of a new application.

- d. The Committee shall open the public hearing on the completed formal minor site plan application. Any abutter, member of the general public or any person with a direct interest in the matter may testify in person or in writing.

4. FINAL ACTION

- a. Following the conclusion of the public hearing, the Minor Site Plan Committee shall either:
 - i. approve the application as submitted;
 - ii. approve the application with conditions;
 - iii. deny the application;
 - iv. decline to make a final decision itself and refer the application to the Planning Board for review per Section 3.2.B.5; or
 - v. request an extension of time from the applicant if needed.
- b. The Board shall provide a written decision within five (5) days of the conclusion of the public hearing.
- c. A digital copy of the approved plan, modified as necessary pursuant to any conditions of approval, shall be provided to the Planning and Development Department by the applicant for digital signature by the Chair of the Minor Site Plan Committee.
- d. The Planning and Development Department shall provide the Planning Board with a copy of the written decision made by the Minor Site Plan Committee and a copy of the approved plan.
- e. The time periods set forth in Section 4.10 shall apply to minor site plan approvals. References in Section 4.10 to the Planning Board shall be deemed to be references to the Minor Site Plan Committee for purposes of this section.

5. REFERRAL TO PLANNING BOARD

At or before the time of the Minor Site Plan Committee completeness review under Section 3.2.B.3.c.ii, the Minor Site Plan Committee in its reasonable discretion and/or at the request of the Applicant may transfer the application to the Planning Board. If such a transfer occurs, the Planning Board shall act on the proposed site plan within 65 days following a completeness finding, regardless of whether the completeness finding was made by the Minor Site Plan Committee or the Planning Board.

When an application is referred to the Planning Board for review it shall be treated as a regular site plan application with new notices and a new public hearing, and shall be placed on the next available Planning Board agenda. All applicable procedures of Article IV shall apply except that no additional application fees shall be charged other than for

notices, the materials submitted for the minor site plan review shall be adequate unless the Planning Board determines that other materials are needed, and the site plan application deadline shall not apply.

6. APPEAL TO PLANNING BOARD

A decision of the Minor Site Plan Committee may be appealed to the Planning Board in accordance with RSA 674:43, III, provided the appeal is filed within 20 days of the Committee's decision. The Planning Board shall hold a public hearing on any appeal, pursuant to the notice requirements and procedures set forth in Section 4.8. Any additional fees for notices shall be paid by the applicant. No new application fee shall be charged. All applicable procedures of Article IV shall apply.

7. SUBMISSION MATERIALS

An applicant for minor site plan review shall submit the following:

- a. A completed minor site application utilizing a form to be provided by the Planning and Development Department.
- b. A completed minor site plan technical checklist utilizing a form to be provided by the Planning and Development Department.
- c. The appropriate fees as established by the Board's fee schedule.
- d. A list of the name(s) and address(es) of all persons to be notified by certified mail in accordance with RSA 676:4, I(d), including the following:
 - i. The Applicant(s);
 - ii. The Owner(s) of record of the site;
 - iii. The Owners of abutting properties;
 - iv. Every surveyor, engineer, architect, soil scientist, or wetlands scientist whose professional seal appears on any plan or document submitted to the Board;
 - v. All persons holding conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property, or, when there are no such restrictions on the subject property, the applicant shall provide a definitive statement to that effect;
 - vi. The holders of any easements, rights-of-way, or other restrictions on or over the subject property, or, when there are no such easements, rights-of-way, or other restrictions on the subject property, the applicant shall provide a definitive statement to that effect;
 - vii. The holders of any easements, rights-of-way, or other restrictions on or over the subject property.
- e. A scaled plan clearly illustrating the proposal, utilizing the approved site plan as a base map, if available, and identifying all abutters. Plans must be sufficiently accurate and detailed so as to:

- i. Indicate the site location, the address and zoning classification of the subject property, and the uses of adjoining properties;
 - ii. Describe the size, shape, and use of the subject property, together with relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features, and about proposed changes to these;
 - iii. Show the size, dimensions, location, and height of existing and proposed structures, expansions to existing structures, or other improvements, including landscaping, parking areas, ramps, walkways, driveways, lighting fixtures, signs, stormwater control devices, exterior waste receptacles, exterior equipment, utilities, solar panels, wind generators, condensers, transformers, or other;
 - iv. Demonstrate conformity with the standards and requirements for proposed developments set forth in Article VI, as determined to be applicable by the Planning and Development Department pursuant to Section 3.2.B.8; and
 - v. Demonstrate full compliance with the Zoning Ordinance, including the conditions of approval of any special exception or variance granted by the Zoning Board of Adjustment.
- f. Any additional materials and documentation which the Minor Site Plan Committee reasonably requires to fully understand the proposal.

The Planning and Development Department or Minor Site Plan Committee (per Section 3.2.B.3.c.ii) may postpone action on an application that is not complete.

8. DESIGN STANDARDS

- a. The design and construction requirements of Article VI shall apply to minor site plans (i) to the extent reasonably related to the scope of the proposed project, and (ii) to the maximum extent practicable to bring the property into compliance with the Article VI design and construction requirements.
- b. The applicability of the Article VI requirements to an applicant's project shall be determined by the Planning and Development Department in consultation with the applicant. See also Section 3.2.B.1.

ARTICLE IV – PROCEDURE

Section 4.1 – Purpose

The purpose of this article is to set forth the procedure for Planning Board review and action on applications for site plan approval per Section 3.1.D ("Planning Board Review"). The procedure is intended to facilitate the orderly and expeditious processing of such applications.

[...]

Section 4.3.1 – Consultation with City Staff

As noted in Section 3.1, Prior to the submission of an application to the Planning Board, applicants are encouraged to consult with staff from the Planning and Development Department, Fire Department, and Department of Public Works. Such consultations are opportunities for the applicant to ask questions and for staff to identify potential issues or concerns as well as any additional codes and regulations that may apply to the development and which may impact the proposed land development's site design and layout. ~~Such additional codes and regulations may include those identified in Section 1.6.A.~~

Section 4.4 – Procedure When Approvals from the Zoning Board of Adjustment Are Required

[...]

Any Site Plan application submitted prior to submission for necessary ZBA approvals will not be accepted by the Planning ~~Office~~ and Development Department.

[...]

Section 4.10 – Expiration of Site Plan Approval

[...]

- B. Notwithstanding paragraph A above, the Board may grant an extension of up to two (2) additional years beyond the original expiration date. A request for such an extension must be submitted by the Applicant to the Planning ~~Office~~ and Development Department prior to such expiration date, and requests for extension of the site plan approval received after the expiration date will not be considered by the Board. An extension may be granted only after a public hearing with notice as provided in Section 4.8 of these Regulations.

[...]

Section 4.11 – Permission to Visit Property

[...]

- B. Submission of a Site Plan application shall be deemed as the granting of permission for City staff, Lebanon Planning Board members, and others attending the public hearings, to enter onto the property for purposes of review, during orderly visits, subject to reasonable notice. It shall be assumed that this permission is extended until the Board has acted to formally approve or disapprove an application. If for any reason an applicant wishes to place some limitation upon such access, the applicant shall so inform the Planning ~~Office~~ and Development Department at the time of submission of the Site Plan application.

[...]

ARTICLE V – SUBMISSION REQUIREMENTS

Section 5.1 – Drawings and Other Submittals

Applications [reviewed by the Planning Board](#) shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

[...]

ARTICLE IX – MODIFICATIONS AND MINOR ALTERATIONS TO AN APPROVED SITE PLAN [PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY](#)

Section 9.1 – Modifications to an Approved Site Plan

Once a plan has received approval from the Board [\(or, as applicable, the Minor Site Plan Committee\)](#) and prior to the issuance of a Certificate of Occupancy, no modification shall take place unless the modification of the plan has been approved by the Board [\(or, as applicable, the Minor Site Plan Committee\)](#), except as provided by Section 9.2 below. Following the issuance of a Certificate of Occupancy for an approved Site Plan, any changes proposed to a tract for multi-family or non-residential use shall be addressed under the provisions of Article III of these Regulations.

Modifications shall normally be treated by the Board [\(or, as applicable, the Minor Site Plan Committee\)](#) as a new plan application, which will require notification of abutting property owners, a public hearing, staff review, and formal Board [\(or, as applicable, Minor Site Plan Committee\)](#) action. A request for a modification which would entail a reversal or relaxation of any condition or determination made by the Board [\(or, as applicable, the Minor Site Plan Committee\)](#) as part of its original approval, shall not be heard unless the applicant demonstrates that a **material change** of circumstances has occurred affecting the merits of the original application.

Modifications to an Approved Site Plan granted by the Planning Board [\(or, as applicable, the Minor Site Plan Committee\)](#) pursuant to this paragraph shall not alter the time periods set forth in Section 4.10 of these Regulations for expiration of Site Plan Approval, unless the Planning Board [\(or, as applicable, the Minor Site Plan Committee\)](#), for good cause stated in its written Notice of Action, explicitly specifies some alternative expiration date.

Section 9.2 – Minor Alterations to an Approved Site Plan

- A. A minor alteration may be approved in writing by the Planning Director subsequent to final site plan approval, but prior to the issuance of a Certificate of Occupancy, if the alteration is not deemed to be a **material change** in the plan, and if the alteration is either necessitated by unforeseen or unanticipated circumstances, or constitutes a deviation from the plan which was constructed or installed as a result of a good-faith error, rather than negligence. The full Board [\(or, as applicable, the Minor Site Plan Committee\)](#) shall be notified in writing of any such approval within 30 days of the approval, and the Applicant shall submit a revised site plan to the Planning ~~Office~~ [and Development Department](#) reflecting the approved minor alteration.

B. For purposes of this section, a change shall be deemed to be a minor alteration only if all of the following apply:

1. It is relatively minor, in light of the overall scope of the approval;
2. It does not result in a violation of any express condition of the approval, or of any zoning or other local, state, or federal regulatory provision, and;
3. The Planning Director concludes that no reasonable Board [\(or, as applicable, Minor Site Plan Committee\)](#) member could consider the change as grounds for reconsidering or altering any aspect of the Notice of Action.

Any modification which does not meet these criteria may be approved only as provided in Section 9.1 of these Regulations.

C. The applicant, any Board member [\(or, as applicable, Minor Site Plan Committee member\)](#), or any person aggrieved may make a written request for an approval under this section to be reviewed by the full Board [\(or, as applicable, the Minor Site Plan Committee\)](#). The Board [\(or, as applicable, the Minor Site Plan Committee\)](#) shall act on the request within a reasonable time. Such a determination shall be considered administrative, and no noticed public hearing shall be required. The Board [\(or, as applicable, the Minor Site Plan Committee\)](#), by majority vote, shall either affirm the approval of the minor alteration, or shall require the owner or applicant to submit a modification request under Section 9.1 of these Regulations.

[...]

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #4A
Other Business**

Review of CIP Subcommittee discussions



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Planning Board

FROM: David Brooks, Director of Planning & Development

RE: 2022 – 2027 Capital Improvements Program

DATE: August 23, 2021

Planning Board members:

On August 3rd and 19th, the Planning Board Capital Improvements Program (PBCIP) Subcommittee met to review and discuss those projects from the proposed 2022-2027 Capital Improvements Program, which meet the definition of a CIP Item as set forth in the Board's CIP Policy and Procedures document. Present for the discussions were the City Manager, Finance Director, and staff from the Public Works, Recreation, Airport, Fire, Police, and Planning Departments as well as the Lebanon School District.

The Subcommittee reviewed all proposed CIP projects regardless of which year(s) the projects are proposed for funding. Also, the Subcommittee scored the projects in each of seven different categories as part of the statutory requirement to "classify projects according to the urgency and need for realization".

This year's CIP list once again includes projects anticipated for funding beyond the immediate 6-year time period in order to further enhance the usefulness of the CIP as a financial and community planning tool. Including projects beyond the typical 6-year time period is a component of the City Manager's debt management policy recommendation to the City Council.

The following CIP projects (which are listed in bold red text on the attached project list) were reviewed by Department staff and discussed and scored by the PBCIP Subcommittee:

Department

Project Description

Public Works

City Hall Renovation
Property Acquisition – Mascoma Street
Hanover Street Reconstruction
South Main Street Dry Bridge Replacement #062-117
Mechanic St/Slayton Hill Rd Intersection
Mt. Support Road/Lahaye Drive Intersection
Water System Improvements
New Water Supply Source Study
Lebanon Sewer System Rehabilitation
Septage Receiving Facility - WWTP Upgrade
Landfill Phase 3-4 Design and Permitting
Landfill Phase 3 Construction
Landfill Gas Collection & Control System

<u>Airport</u>	Landfill Gas-to-Energy Project (Liberty Utilities Upgrades)
<u>Fire</u>	Runway Safety Area Improvements – 18/36
	Station 2 Replacement
	Station 1 Replacement
<u>Police</u>	Police Parking Lot Expansion and Renovation
	Police Facility Renovation and Expansion
<u>Recreation & Parks</u>	Community Center
	Recreation Playing Fields
<u>Planning & Zoning</u>	West Lebanon Capital Improvements
	Climate Action Plan
	Lebanon Complete Streets/Multi-Modal Plan
	Miracle Mile Pedestrian and Transit Improvements
<u>Lebanon School District</u>	

The draft minutes of the PBCIP Subcommittee meetings are attached for review and highlight some of the discussions that took place concerning each project. Subcommittee members are encouraged to expand on these notes, as appropriate, to inform the full Planning Board.

As mentioned above, the Subcommittee again reviewed and scored each project based on criteria developed by the Board and the Department. The final scoring tabulation for each project is enclosed for the Board's review.

On September 13, 2021, the full Planning Board will discuss the PBCIP Subcommittee's recommendations and shall review and revise the CIP Project List, if needed. The Planning Board shall adopt the CIP Project List and shall submit its recommendation for the 2022 capital budget for CIP Items to the City Council through the City Manager.

Department	Project Name	Total Appropriated	Prior to 2022	2022-2027	2022	2023	2024	2025	2026	2027	2028+
AIRPORT FUND											
AIR	Runway Safety Area Improvements_18-36	\$14,630,000	\$280,000	\$14,350,000	\$1,775,000	\$5,125,000	\$4,150,000	\$1,425,000	\$1,875,000	\$0	
AIR	West Apron Rehabilitation	\$1,700,000	\$0	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$1,700,000	
	TOTAL AIRPORT	\$16,330,000	\$280,000	\$16,050,000	\$1,775,000	\$5,125,000	\$4,150,000	\$1,425,000	\$1,875,000	\$1,700,000	\$0
GENERAL FUND											
FACILITIES											
FIRE	Station 2 Replacement	\$6,464,900	\$775,000	\$5,689,900	\$5,689,900	\$0	\$0	\$0	\$0	\$0	
FIRE	Station 1 Replacement	\$15,572,280	\$0	\$15,572,280	\$0	\$0	\$0	\$0	\$0	\$15,572,280	
LPD	Police Parking Lot Expansion & Renovation	\$330,600	\$0	\$330,600	\$330,600	\$0	\$0	\$0	\$0	\$0	
LPD	Police Facility Renovation and Expansion	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,567,305
DPW	City Hall Renovation	\$6,848,601	\$6,848,601	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,740,272
DPW	Property Acquisition - Mascoma Street	\$235,000	\$0	\$235,000	\$235,000	\$0	\$0	\$0	\$0	\$0	
REC	Community Center	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,423,000
FLEET & EQUIPMENT											
FIRE	Ambulance Replacements	\$790,000	\$0	\$790,000	\$380,000	\$0	\$410,000	\$0	\$0	\$0	
FIRE	Staff Vehicle Replacement	\$180,000	\$0	\$180,000	\$0	\$60,000	\$0	\$120,000	\$0	\$0	
FIRE	Self-Contained Breathing Apparatus (SCBA) Replacement	\$200,000	\$0	\$200,000	\$0	\$0	\$200,000	\$0	\$0	\$0	
FIRE	Ladder #1 Replacement	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000	\$0	\$0	
FIRE	Engine #2 Replacement	\$800,000	\$0	\$800,000	\$0	\$0	\$0	\$0	\$800,000	\$0	
FIRE	Remaining Apparatus Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,835,000
DPW	Fleet and Equipment Replacement	\$2,526,264	\$0	\$2,526,264	\$451,699	\$450,500	\$472,714	\$382,560	\$405,978	\$362,813	
ROADS & BRIDGES											
DPW	Hanover Street Reconstruction	\$355,000	\$355,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$974,744
DPW	Trues Brook Road Bridge Replacement #066-059	\$3,549,329	\$349,329	\$3,200,000	\$3,200,000	\$0	\$0	\$0	\$0	\$0	
DPW	South Main Street Bridge Replacement #062-117	\$12,977,096	\$5,889,305	\$7,087,791	\$0	\$7,087,791	\$0	\$0	\$0	\$0	
DPW	Kimball Street Infrastructure Improvements - Road, SW, Curb-	\$1,191,160	\$41,160	\$1,150,000	\$1,150,000	\$0	\$0	\$0	\$0	\$0	
DPW	Mack Avenue Infrastructure Improvements - Road, SW, Curb-	\$840,000	\$0	\$840,000	\$80,000	\$760,000	\$0	\$0	\$0	\$0	
DPW	Hanover Street/Route 120 Bridge #121-117	\$2,110,000	\$325,000	\$1,785,000	\$0	\$0	\$0	\$1,785,000	\$0	\$0	
DPW	Forest Avenue Reconstruction	\$1,000,000	\$0	\$1,000,000	\$60,000	\$940,000	\$0	\$0	\$0	\$0	
DPW	Mechanic St/Slayton Hill Rd Intersection	\$891,000	\$0	\$891,000	\$0	\$0	\$0	\$500,000	\$0	\$391,000	\$4,209,000
DPW	Mechanic St Bridge over Mascoma River #100/110	\$70,000	\$0	\$70,000	\$0	\$70,000	\$0	\$0	\$0	\$0	
DPW	Mount Support Road/Lahaye Drive Intersection	\$2,500,000	\$250,000	\$2,250,000	\$0	\$2,250,000	\$0	\$0	\$0	\$0	
PLN	West Lebanon Capital Improvements	\$665,000	\$465,000	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	
PLANS & STUDIES											
PLN	Climate Action Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
PLN	Lebanon Complete Streets/Multi-Modal Plan -Phase 2	\$45,000	\$25,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	
OTHER											
PLN	Miracle Mile Pedestrian & Transit Improvements	\$600,000	\$400,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$1,000,000
DPW	Phase 1 Solar Project Buyout	\$275,472	\$0	\$275,472	\$0	\$0	\$0	\$275,472	\$0	\$0	
REC	Recreation Playing Fields	\$676,000	\$120,000	\$556,000	\$0	\$556,000	\$0	\$0	\$0	\$0	\$2,568,010
	TOTAL GENERAL FUND	\$63,262,702	\$15,913,395	\$47,349,307	\$11,797,199	\$12,174,291	\$1,082,714	\$4,563,032	\$1,205,978	\$16,526,093	\$26,417,331

Department	Project Name	Total Appropriated	Prior to 2022	2022-2027	2022	2023	2024	2025	2026	2027	2028+
	<u>WATER FUND</u>										
DPW-WATER	Fleet and Equipment Replacement	\$237,761	\$0	\$237,761	\$42,436	\$49,173	\$0	\$0	\$47,762	\$98,390	
DPW-WATER	Kimball Street Infrastructure Improvements - Water (SRF)	\$893,370	\$30,870	\$862,500	\$862,500	\$0	\$0	\$0	\$0	\$0	
DPW-WATER	Mack Avenue Infrastructure Improvements - Water (SRF)	\$630,000	\$0	\$630,000	\$60,000	\$570,000	\$0	\$0	\$0	\$0	
DPW-WATER	Forest Avenue Reconstruction (SRF)	\$750,000	\$0	\$750,000	\$45,000	\$705,000	\$0	\$0	\$0	\$0	
DPW-WATER	<i>Water System Improvements (non-SRF)</i>	\$5,215,908	\$0	\$5,215,908	\$551,136	\$163,636	\$1,271,703	\$1,028,837	\$1,133,477	\$1,067,119	\$20,381,000
DPW-WATER	<i>New Water Supply Source Study</i>	\$245,000	\$145,000	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$10,000,000
DPW-WATER	<i>Hanover Street Reconstruction</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$584,846
DPW-WATER	Water System Improvements-So. Main Bridge SRF	\$250,000	\$0	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	
DPW-WATER	Water System Improvements-Mechanic St SRF	\$300,000	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	
DPW-WATER	Water System Improvements-Miracle Mile SRF	\$2,700,000	\$0	\$2,700,000	\$2,700,000	\$0	\$0	\$0	\$0	\$0	
DPW-WATER	Phase 1 Solar Project Buyout	\$368,605	\$0	\$368,605	\$0	\$0	\$0	\$368,605	\$0	\$0	
	TOTAL WATER FUND	\$11,590,644	\$175,870	\$11,414,774	\$4,561,072	\$1,837,809	\$1,271,703	\$1,397,442	\$1,181,239	\$1,165,509	\$30,965,846
	<u>SEWER FUND</u>										
DPW-SEWER	Fleet and Equipment Replacement	\$782,824	\$0	\$782,824	\$127,308	\$191,227	\$0	\$46,371	\$417,918	\$0	
DPW-SEWER	<i>Lebanon Sewer System Rehabilitation</i>	\$3,580,000	\$2,580,000	\$1,000,000	\$0	\$0	\$250,000	\$250,000	\$250,000	\$250,000	
DPW-SEWER	<i>Septage Receiving Facility - WWTP Upgrade</i>	\$550,000	\$0	\$550,000	\$0	\$50,000	\$500,000	\$0	\$0	\$0	
DPW-SEWER	Kimball Street Infrastructure Improvements - Sewer	\$893,370	\$30,870	\$862,500	\$862,500	\$0	\$0	\$0	\$0	\$0	
DPW-SEWER	Mack Avenue Infrastructure Improvements - Sewer	\$630,000	\$0	\$630,000	\$60,000	\$570,000	\$0	\$0	\$0	\$0	
DPW-SEWER	Forest Avenue Reconstruction (SRF)	\$750,000	\$0	\$750,000	\$45,000	\$705,000	\$0	\$0	\$0	\$0	
DPW-SEWER	<i>Hanover Street Reconstruction</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$389,897
DPW-SEWER	Mill Rd Slope Stabilization	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500,000
DPW-SEWER	Phase 1 Solar Project Buyout	\$359,331	\$0	\$359,331	\$0	\$0	\$0	\$359,331	\$0	\$0	
	TOTAL SEWER FUND	\$7,645,525	\$2,710,870	\$4,934,655	\$1,094,808	\$1,516,227	\$750,000	\$655,702	\$667,918	\$250,000	\$5,889,897
	<u>SOLID WASTE FUND</u>										
DPW-SOLID	Fleet and Equipment Replacement	\$1,611,181	\$0	\$1,611,181	\$122,841	\$170,852	\$234,144	\$280,515	\$433,060	\$369,769	
DPW-SOLID	Landfill Tarp Machine Replacement	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	
DPW-SOLID	<i>Landfill Phase 3-4 Design and Permitting</i>	\$1,000,000	\$100,000	\$900,000	\$0	\$0	\$400,000	\$0	\$500,000	\$0	
DPW-SOLID	<i>Landfill Phase 3 Construction</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000
DPW-SOLID	<i>Landfill Gas Collection & Control System</i>	\$724,400	\$290,000	\$434,400	\$137,800	\$144,700	\$151,900	\$0	\$0	\$0	
DPW-SOLID	<i>Landfill-Liberty Util. Electrical Grid Improvements</i>	\$250,000	\$0	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	
DPW-SOLID	Phase 1 Solar Project Buyout	\$235,105	\$0	\$235,105	\$0	\$0	\$0	\$235,105	\$0	\$0	
	TOTAL SOLID WASTE FUND	\$3,920,686	\$390,000	\$3,530,686	\$610,641	\$315,552	\$786,044	\$515,620	\$933,060	\$369,769	\$3,000,000
	TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM	<u>\$102,749,557</u>	<u>\$19,470,135</u>	<u>\$83,279,422</u>	<u>\$19,838,720</u>	<u>\$20,968,879</u>	<u>\$8,040,461</u>	<u>\$8,556,796</u>	<u>\$5,863,195</u>	<u>\$20,011,371</u>	<u>\$66,273,074</u>
	TOTAL LEBANON SCHOOL DISTRICT CAPITAL IMPROVEMENTS			<u>\$5,571,157</u>	<u>\$1,324,007</u>	<u>\$1,224,500</u>	<u>\$683,000</u>	<u>\$608,350</u>	<u>\$736,500</u>	<u>\$994,800</u>	
	TOTAL 2022 - 2027 CAPITAL IMPROVEMENTS PROGRAM			<u>\$88,850,579</u>	<u>\$21,162,727</u>	<u>\$22,193,379</u>	<u>\$8,723,461</u>	<u>\$9,165,146</u>	<u>\$6,599,695</u>	<u>\$21,006,171</u>	

bold italicized project names reviewed by Planning Board CIP Subcommittee as CIP Program Items.

DRAFT

**LEBANON PLANNING BOARD
AUGUST 3, 2021 - 5:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Bruce Garland (Chair), Kim Chewning, Matthew Hall, and Laurel Stavis

STAFF PRESENT: David Brooks (Planning and Zoning Director), Shaun Mulholland (City Manager), Christina Hall (City Engineer), Everett Hammond (Assistant Director of Public Works), Jay Cairelli (Assistant Director of Public Works), Marc Morgan (Solid Waste Manager), Kelly Crate

1 **1. CALL TO ORDER** – Chair Garland called the meeting to order at 5:36 PM.

2
3 **2. PROJECT REVIEW: 2022-2027 CIP PROJECTS**

4
5 Mr. Brooks gave an overview of the CIP scope, process, and criteria.

6
7 City Manager Mulholland noted that the project schedule is going to change based upon the new debt
8 management policy and the funds involved. Additional plans are being created to address City needs. The
9 nature and availability of funding for City and School District projects was explained.

10
11 Chair Garland commented on Page 3 of the CIP document regarding the school district budget and the
12 dollar amount required for capital projects under the School Board as compared with capital projects
13 under the City budget as approved by the City Council. The two processes are very different both

14
15 Mr. Hall inquired if this year's review would be considered academic. Mr. Mulholland stated that the City
16 must pay all of its debt, which is 7% of such debt in the State and very high. Ms. Stavis referred to Mr.
17 Hall's comment, noting that the City is spending the money, and the amounts are not presented separately
18 to the public for the City and School District expenditures. Mr. Mulholland stated that the School District
19 has to participate in the CIP program to manage the debt load and property taxes. The members and Staff
20 present discussed the impact of the differences in the budgeting process for the City and the School
21 District.

22
23
24 **A. Public Works:**

25
26 **City Hall Renovation** – Everett Hammond

27
28 The planned renovations will include a number of lower priority items to be addressed under year 2028,
29 but some work would be undertaken as funding becomes available prior to that year.

30
31
32 Appropriation: \$1,457,500 in 2021; \$1,740,000 in 2028
33

1
2 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
3 this project.

4
5 **Property Acquisition – Mascoma Street** – Everett Hammond

6
7 This project is expected to potentially generate \$1,156,200 in revenue from burial and cremation costs at
8 Lebanon Valley Cemetery. It is viewed as a high priority project by the DPW.

9
10 Appropriation: \$235,000

11
12 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
13 this project.

14
15
16 **Hanover Street Reconstruction** – Jay Cairelli

17
18 This project is one portion of the planned improvements on Hanover Street. The improvements to
19 Hanover Street will include the design and reconstruction of the roadway, drainage infrastructure, water
20 and wastewater infrastructure improvements, pedestrian and biking accommodations, landscaping and
21 streetlights. The DPW has rated this project of a lower priority.

22
23 Appropriation: \$1,949,487

24
25 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
26 this project.

27
28 **South Main Street Bridge Replacement #062-117** – Christina Hall

29
30 The purpose of this project is to replace and/or widen the South Main Street Dry Bridge (Rt. 12A) over
31 the railroad right-way. It is a NHDOT Red listed Bridge, which is a high priority. If the project is not
32 undertaken and completed, the road would need to be closed. There are long term cost savings.

33
34 Appropriation: \$1,089,222 (NEW)

35
36 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
37 this project.

38
39 **Mechanic St/Slayton Hill Rd Intersection** – Christina Hall

40
41 This project is the second phase of the Mechanic Street improvements to improve traffic flow at the
42 Mechanic Street/Mascoma Street/Slayton Hill Road Intersection area. The railroad overpass would be
43 raised with sidewalks and a roundabout on Mechanic Street. The appropriation represents the City's
44 matching requirement for State funding. The DPW states that this is a higher priority project.

45
46 Appropriation: \$891,000

47
48 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
49 this project.

Mt. Support Road/Lahaye Drive Intersection

During the course of Planning Board review for several large development projects in the Mt. Support Road corridor, traffic studies prepared on behalf of the applicants have highlighted that the intersection of Lahaye Drive and Mt. Support Road is operating at near capacity overall and that certain turning movements are already over capacity and failing. These additional developments will result in traffic impacts that will place this intersection into a decreased low level of service. The proposed improvements will include additional turning lanes and the possibility of a round-about to alleviate traffic congestion.

Appropriation: \$2,250,000

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

Water System Improvements – Jay Cairelli

This project is intended to upgrade the watermain, gate valves and fire hydrants throughout the water system. The upgrade will replace aged water system components. The plan provides for a portion of money each year in order to complete the project.

Appropriation: \$5,215,908

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

New Water Supply Source Study – Jay Cairelli

Phase 2 of this project will further investigate treatment requirements and piping needed to tie the new source into the existing system if the initial phase of the study proves the potential new well site to be viable. DPW Staff expressed the high priority for this project as it impacts City drinking water and would prevent higher expenditures in the future.

Appropriation: \$100,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Lebanon Sewer System Rehabilitation – Jay Cairelli

This project will be a multi-year project to physically address segments of key areas in which to continually gain increased sewer capacity.

Appropriation: \$1,000,000

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

Septage Receiving Facility – WWTP Upgrade – Jay Cairelli

This project is intended to improve operations to accommodate increases in septage and grease receiving to the WWTP. These upgrades will improve receiving functionality and efficiency. Increases in septage and grease receiving will result in increased revenues to cover project costs.

Appropriation: \$550,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Phase 3-4 Design and Permitting – Marc Morgan

This project is a high priority as the Lebanon Regional Solid Waste Facility (Landfill) has an estimated remaining life capacity of 9-12 years. It is imperative that the City start a design and permitting phase to obtain approval from NHDES in accordance with their Solid Waste Rules to increase the Landfill's lifespan.

Appropriation: \$900,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Phase 3 Construction - Marc Morgan

This project is a high priority as the Lebanon Regional Solid Waste Facility (Landfill) has an estimated remaining life capacity of 10-12 years. It is important that the City start construction at least 2 years before the end of its current life capacity/expectancy of the existing cell capacity as construction schedule will be a two-year period for the new Phase 3 cell.

Appropriation: \$3,000,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Gas Collection & Control System – Marc Morgan

Adding additional landfill gas collection infrastructure is required by the City's permit with the NHDES and the approved operating plan. This is a multi-year project with the initial design performed in 2020 and with the GCCS installed by a contractor in years 2020 through 2025 and construction coordination by DPW-Solid Waste staff.

Appropriation: \$434,400

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Gas-to-Energy Project (Liberty Utilities Upgrades) – Marc Morgan

Upgrades to the substation are needed to connect LF gas project to the “grid”. The Lebanon Solid Waste Division – LF Gas to Energy Project is underway and upgrades have been identified by Liberty Utilities and National grid in order for the project to connect to the electrical distribution system and substation. The recommended upgrades are necessary to connect the LF gas generator to the distribution grid. Installation of equipment is estimated to take 12 months.

Appropriation: \$250,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Mr. Brooks stated that the committee would meet again on August 19, 2021, at 5:30 PM to review the remaining projects. The meeting ended at 7:35 PM.

Respectfully submitted,

Holly Howes

Recording Secretary

DRAFT

**LEBANON PLANNING BOARD
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE
AUGUST 19, 2021 - 5:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Bruce Garland (Chair), Kim Chewning, and Matthew Hall,

STAFF PRESENT: David Brooks (Planning and Development Director), Shaun Mulholland (City Manager), Vicki Lee (Finance Director), Carl Gross (Airport Manager), Chris Christopoulos (Fire Chief), Matthew Isham (Deputy Police Chief), Paul Coats (Recreation, Arts & Parks Director), Dana Arey (Director of Facilities, SAU 88)

1. CALL TO ORDER – David Brooks called the meeting to order at 5:33 PM.

2. PROJECT REVIEW: 2022-2027 CIP PROJECTS

Mr. Brooks gave an overview of the CIP scope, process, and criteria.

Note: The published agenda was taken out of order and the minutes reflect the actual meeting.

D. Recreation:

Community Center – Paul Coats

The project is of secondary priority and would build a 60,000 square foot indoor community center that includes an artificial turf playing field, multi-use sport court, walking/running track, meeting space, locker rooms, and Recreation Department offices. The anticipated project year is 2023 if suitable land can be obtained.

Appropriation: \$3,423,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Recreation Playing Fields – Paul Coats

The project is a top priority for the Recreation Department, and the goal is to build at least one full-size field (200'x350') that can also be repurposed as 3 smaller fields (100'x200'), accommodating a variety of age groups at different times.

1 Appropriation: \$275,000

2
3 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
4 scores for this project.
5

6
7 **A. Airport:**
8

9 **2022 Runway Safety Project** – Carl Gross
10

11 In 2022, the project will provide engineering services for the airport safety project. The services include
12 the design of the Runway 36 extension, design of Taxiway A extension, and design of Taxiway A1 and
13 A2 relocation. This will remove direct access from aprons to the runway and provide a full parallel
14 taxiway to the runway. This project will correct the existing facilities to meet current FAA design
15 standards and has a high priority.
16

17 Appropriation: \$1,775,000 (FAA \$1,595,000; NHDOT \$90,000; City \$90,000)
18

19 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
20 scores for this project.
21

22
23 **B. Fire Department:**
24

25 **2022 Station 2 Replacement** – Chris Christopoulos
26

27 This high priority request supports the construction of a new FD-2 facility on a new, one-acre
28 site addressing location, site parameters including location in an area of the City experiencing the
29 most growth, lot shape, topography, traffic impact, and response time.
30

31 Appropriation: \$6,464,900
32

33 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
34 scores for this project.
35

36
37 **Station 1 Replacement** – Chris Christopoulos
38

39 This high priority request supports the construction of a new FD-1 facility on a new, one-acre
40 site addressing location, site parameters including location in an area of the City experiencing the
41 most growth, lot shape, topography, traffic impact, and response time.
42

43 Appropriation: \$15,572,280
44

45 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
46 scores for this project.
47

1
2 **C. Police Department:**
3

4 **Parking Lot Expansion and Renovation – Matthew Isham**
5

6 The overall project will increase the amount of parking available, by adding an additional 10
7 spaces in the staff parking area, and 2 spaces in the cruiser parking. Replacing the present
8 curbing and paving of all surfaces will reduce potential safety hazards and improve the
9 appearance of the police station and property. The cost included in the budget for this project is
10 estimated and will be updated when the data is available.
11

12 Appropriation: \$330,600
13

14 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
15 scores for this project.
16
17

18 **Police Department Facility Expansion and Renovation - Matthew Isham**
19

20 Proposed construction includes adding on to the station on three sides and constructing a five-
21 bay detached garage for cruiser storage and maintenance. The additions will include a
22 community room/training facility, two-bay prisoner sally-port and booking area along with office
23 and storage space. Existing interior spaces will be renovated as specified in the attached plans.
24

25 Appropriation: \$8,567,305
26

27 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
28 scores for this project.
29
30

31 **F. Lebanon School District SAU 88**
32

33 Mr. Arey updated the Committee on the nature and scope of the projects the Lebanon School District is
34 considering.
35

36 Chair Garland noted that it is challenging to combine the capital projects in order to keep the public
37 informed and address the tax impact. Mr. Brooks added that it is important to know what major school
38 district projects are needed and being planned. The school district budgeting also occurs at a different
39 time of year from the City Council's process. Chair Garland suggested that an overview of the school
40 district's potential projects be included in the information that goes to the City Council. Coordination of
41 the two budgeting processes is important for both the tax impact and planning. Mr. Arey noted the needs
42 for Mt. Lebanon and Hanover Street Schools, both of which require major renovations. Mr. Brooks stated
43 that the City's capital projects would be presented to the City Council in October. Mr. Arey stated that he
44 would bring the information regarding coordination of budget needs to the Lebanon School Board.
45
46

47 **E. Planning and Development**
48

West Lebanon Capital Improvements – David Brooks

This is a high priority request to add funds to the existing West Lebanon Capital Improvements project (1455-4118-01-0003 or 1455-4119-01-0019) for implementation of various improvements resulting from the 2019 West Lebanon Visioning Charrette effort, including components of the ongoing West Lebanon Streetscape Study, the ongoing West Lebanon River Trail Feasibility Study, or other improvements identified by the West Lebanon Revitalization Advisory Committee.

Appropriation: \$200,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Lebanon Climate Action Plan – David Brooks

The goal of the Plan is to set realistic, short- and medium-term interim targets and identify the most important and feasible actions and priorities to set Lebanon on track for achieving its long-term climate goals.

Ms. Joan Monroe reported on a discussion of the Lebanon Energy Advisory Committee regarding the recently released IPCC climate report and suggested that certain members of that Committee could provide important input when considering the City's climate challenges.

The Committee members discussed a range of climate-related issues that would be considered. The committee members suggested that addressing climate change should be a higher priority for the City generally.

Appropriation: \$100,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Lebanon Multimodal Plan – David Brooks

The Planning & Development Department proposes to engage a consultant to develop Lebanon's Multimodal Plan in two phases. Phase 1 was funded as a capital project in 2021 and will be started during the second half of the year. Phase 2 is proposed to be funded in 2022 as a continuation of the overall project. The Plan will apply, update, and prioritize existing information, processes, and recommendations for actions/projects, from multiple City, State and private plans and projects. It will serve as a master plan, with a baseline vision for how the City can objectively improve multimodal safety for all, and an action plan, with specific tasks to improve local networks.

Appropriation: \$20,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Miracle Mile Pedestrian and Transit Improvements - David Brooks

The City has designed sidewalk improvements for Sections 2 and 3 on the Project Area Map and expects the Section 2 portion was completed earlier this summer. Future segments would extend to the east toward Poverty Lane and eventually tie-in with improvements planned for Mechanic Street (Section 3 on the attached Project Area map). The ultimate goal is to achieve a complete sidewalk network from West Lebanon Village to downtown Lebanon via the Miracle Mile.

Appropriation: \$200,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

*A MOTION by Matthew Hall to adjourn the meeting.
The motion was seconded by Kim Chewning.*

**The MOTION was approved (3-0).*

The meeting was adjourned at 7:53 PM.

Respectfully Submitted,

Holly Howes
Recording Secretary

Department	Project Name	Dept/ Division Priority	Corrects Known or Anticipated Deficiency	Provides Capacity for Future Growth	Results in Long-Term Cost Savings	Supports Job Dev't/ Tax Base	Furthers Master Plan /Other Plan	Leverages Non-Prop Tax Rev or Matching Funds	TOTAL
PUBLIC WORKS	<i>South Main Street Bridge Replacement #062-117</i>	3	3	3	1	3	3	3	19
DPW-WATER DEPT	<i>Water System Improvements</i>	3	3	3	3	1	3	2	18
DPW-SEWER DEPT	<i>Lebanon Sewer System Rehabilitation</i>	3	3	3	3	3	0	2	17
DPW-SOLID WASTE	<i>Landfill Phase 3-4 Design and Permitting</i>	2	3	3	2	2	3	2	17
DPW-SOLID WASTE	<i>Landfill Phase 3 Construction</i>	2	3	3	2	2	3	2	17
DPW-SOLID WASTE	<i>Landfill Gas-to-Energy Project (Liberty Utilities Upgrades)</i>	3	3	3	2	0	3	3	17
PLANNING & ZONING	<i>Climate Action Plan</i>	3	3	3	2	3	3	0	17
PLANNING & ZONING	<i>Lebanon Complete Streets/Multi-Modal Plan</i>	2	3	3	1	2	3	2	16
AIRPORT	<i>Runway Safety Area Improvements_18-36</i>	3	3	3	1	0	2	3	15
DPW-SOLID WASTE	<i>Landfill Gas Collection & Control System</i>	1	3	3	2	0	3	3	15
PUBLIC WORKS	<i>Property Acquisition - Mascoma Street</i>	3	2	3	3	0	1	3	15
FIRE	<i>Station 1 Replacement</i>	3	3	3	2	0	3	0	14
PUBLIC WORKS	<i>Mount Support Road/Lahaye Drive Intersection</i>	2	3	3	0	2	1	3	14
RECREATION & PARKS	<i>Community Center</i>	2	3	3	0	0	3	3	14
FIRE	<i>Station 2 Replacement</i>	2	3	3	2	0	3	0	13
PLANNING & ZONING	<i>West Lebanon Capital Improvements</i>	2	3	3	0	2	3	0	13
PLANNING & ZONING	<i>Miracle Mile Pedestrian and Transit Improvements</i>	2	3	3	0	2	3	0	13
PUBLIC WORKS	<i>Mechanic St/Slayton Hill Rd Intersection</i>	2	3	3	0	0	2	3	13
DPW-WATER DEPT	<i>New Water Supply Source Study</i>	2	3	3	2	0	2	0	12
POLICE	<i>Police Facility Renovation and Expansion</i>	3	3	3	0	0	3	0	12
RECREATION & PARKS	<i>Recreation Playing Fields</i>	3	3	3	0	0	3	0	12
POLICE	<i>Police Parking Lot Expansion and Renovation</i>	2	3	3	0	0	3	0	11
PUBLIC WORKS	<i>Hanover Street Reconstruction</i>	1	3	3	0	0	3	0	10
PUBLIC WORKS	<i>City Hall Renovation</i>	1	1	0	2	0	0	3	7
DPW-SEWER DEPT	<i>Septage Receiving Facility - WWTP Upgrade</i>	2	0	0	0	0	0	3	5

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #5A
Approval of Minutes**

August 9, 2021

DRAFT

LEBANON PLANNING BOARD
Regular Meeting
Monday, August 9, 2021, 6:30 PM
City Council Chambers, City Hall
or Remote Via Webex
LebanonNH.gov/Live

MEMBERS PRESENT: Bruce Garland (Chair), Karen Zook (Council Representative), Kim Chewning, Joan Monroe, Jeremy Rutter, Kathie Romano, Laurel Stavis

MEMBERS ABSENT: Matthew Hall, Gregorio Amaro

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Brian Vincent (City Engineer), Rebecca Owens (Associate Planner)

1. Call to Order

Chair Garland called the meeting to order at 6:32 PM.

2. Notice of Regional Impact

The following applications were received by the Planning and Development Department on or before August 9, 2021:

- **Gordon E. Bagley, III and Cynthia L. Louzer, 18 Eastman Hill Road (Tax Map 112, Lot 12) and 32 Eastman Hill Road (Tax Map 112, Lot 10), zoned RL-2:** Request for approval of a Boundary Line Adjustment between lands located at 18 Eastman Hill Road and 32 Eastman Hill Road. PB2021-27-BLA
- **Novo Nordisk US Bio Production, Inc., 5 Technology Drive (Tax Map 130, Lot 1), zoned IND-L:** Request for Site Plan Review to expand the existing building with the construction of a +/-5,255 sq. ft. addition, and to construct a +/-2,660 sq. ft. central utility building together with associated site improvements including utilities, lighting, stormwater management, sidewalks, and parking. PB2021-26-SPR

Mr. Corwin stated that the applications above have no potential for regional impact.

A MOTION by Laurel Stavis that the above applications have no potential for regional impact. The motion was seconded by Jeremy Rutter.

**The MOTION was approved (7-0).*

3. Public Hearing Items

A. **St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner), 425 Miracle Mile (Tax Map 103, Lot 15), zoned GC:** Request for Site Plan Review to expand the existing building with the construction of +/-12,900 sq. ft. of additional building area to accommodate a showroom and additional vehicle service bays, together with associated site improvements including

1 utilities, lighting, landscaping, stormwater management, parking, and access. PB2021-19-SPR -
2 Completeness Review and Public Hearing - Continued from July 12, 2021
3
4
5

6 Civil Engineer Adam Morse, Landscape Architect Maura Robinson, Architect Joe Greene, and dealership
7 representative Nate Loschiavo appeared in support of the application.
8

9 Mr. Morse gave an overview of the additional landscaping, including shading for parking areas and
10 additional landscaping in several other areas of the property. Ms. Robinson explained the details of the
11 additional trees and shrubs added to the landscaping plan.
12

13 Mr. Morse noted that several parking spaces were removed to allow for additional trees. Chair Garland
14 inquired about the changes to the façade. Mr. Morse explained the changes to the surface and colors will
15 be updated to match the Ford brand.
16

17 Ms. Monroe commented on the planting choices.
18

19 Mr. Green explained the changes to the stormwater management. Mr. Vincent stated that the plan now
20 meets the stormwater management requirements. Ms. Romano inquired about the details of the proposed
21 retention pond. Mr. Green described the gravel wetland that will have plantings and manage the
22 stormwater. It would not be a pond with standing water.
23

24 Chair Garland invited public comment. There was none.
25

26 Mr. Corwin reviewed the landscaping waiver requests. Mr. Morse explained that the nature of the Miracle
27 Mile makes the waivers necessary. Chair Garland clarified that the waivers are now partial waivers.
28

29 ***A MOTION by Joan Monroe*** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
30 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
31 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
32 Regulations **Section 6.2.B.1-4 – perimeter landscaping requirements**.

33 ***The motion was seconded by Kathie Romano.***

34 ****The MOTION was approved (7-0).***
35

36 ***A MOTION by Joan Monroe*** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
37 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
38 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
39 Regulations **Section 6.2.B.10 – requiring trees along the front of the property**.

40 ***The motion was seconded by Kathie Romano.***

41 ****The MOTION was approved (7-0).***
42

43 ***A MOTION by Joan Monroe*** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
44 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
45 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
46 Regulations **Section 6.2.D – landscaping around buildings requirement**.

47 ***The motion was seconded by Kathie Romano.***

48 ****The motion was approved (7-0).***
49

1 **A MOTION by Joan Monroe** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
2 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
3 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
4 Regulations **Section 6.2.E.1 – requires parking areas to be visually screened by landscaping.**

5 **The motion was seconded by Kathie Romano.**

6 ***The motion was approved (7-0).**

7
8 **A MOTION by Joan Monroe** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
9 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
10 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
11 Regulations **Section 6.2.E.2 – the end of each row or parking shall have a landscape bed to protect**
12 **any vehicle next to a travel lane.**

13 **The motion was seconded by Kathie Romano.**

14 ***The motion was approved (7-0).**

15
16 **A MOTION by Joan Monroe** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
17 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
18 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
19 Regulations **Section 6.2.E.3 – any parking area containing three or more rows of parking shall be**
20 **planted along the perimeter.**

21 **The motion was seconded by Kathie Romano.**

22 ***The motion was approved (7-0).**

23
24 **A MOTION by Joan Monroe** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
25 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
26 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
27 Regulations **Section 6.2.E.4 – any single or double row of parking longer than 100 feet shall be**
28 **disbursed every 100 feet or less by a landscape bed.**

29 **The motion was seconded by Kathie Romano.**

30 ***The motion was approved (7-0).**

31
32 **A MOTION by Joan Monroe** that the Lebanon Planning Board **APPROVE** a partial waiver for the site
33 plan application of St. Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner),
34 regarding 425 Miracle Mile (Tax Map 103, Lot 15), PB2021-19-SPR, from the Site Plan Review
35 Regulations **Section 6.2.E.5 – perimeter curbing; and Section 6.2.L - curbing.**

36 **The motion was seconded by Kathie Romano.**

37 ***The motion was approved (7-0).**

38
39
40 Chair Garland invited public comment. There was none.

41
42 Mr. Corwin recommended that a note be added to specify that landscaped areas not be used for parking or
43 display of vehicles. It would be a general condition and a note as 2c.

44
45 Ms. Monroe confirmed that any plants that die must be replaced as stated in the site plan.

46
47 Chair Garland closed the Public Hearing.

1 **A MOTION by Joan Monroe** that the Lebanon Planning Board **APPROVE** the application of St.
2 Johnsbury Automobile Group (applicant) and ORQT, LLC (property owner), regarding 425 Miracle Mile
3 (Tax Map 103, Lot 15), PB2021-19-SPR, for Site Plan Review to construct a +/-12,900 sq. ft. of building
4 addition together with associated site improvements, as shown on a plan set titled "425 Miracle Mile,
5 Lebanon Ford Addition" prepared by Engineering Ventures, PC, dated May 19, 2021, project no. 21198,
6 as revised pursuant to the plan set submitted to the Planning and Development Department on August 2,
7 2021, including any and all submissions and testimony provided for and during the public hearing, with
8 the following conditions:
9

10
11 **Conditions to be Satisfied Prior to Application for a Building Permit**
12

- 13 1. The applicant shall address the following to the satisfaction of the City Engineer, consistent with
14 the revised plan sheet submitted to the Planning Board at the August 9, 2021 hearing:
15 a) It appears that the proposed gravel-wetland does not have the required free-board as
16 described in the Site Plan Review Regulations (SPRR) Section 6.6C.2.1. Please address.
17 b) Please ensure that there is at least a 10-foot wide "berm" on around the south and east
18 sides of the proposed gravel wetland.
19 c) It appears that some of the drainage structures do not have enough separation between the
20 crown of the proposed pipe(s) and the required materials above the crown as depicted in
21 the catch basin detail (frame, grate, bricks, mortar, concrete, pipe thickness, etc.). Please
22 address or amend the catch basin details as needed.
23
24 2. Prior to the start of any construction activities on the property, the applicant shall provide two (2)
25 revised plans sets depicting the following revisions to the satisfaction of the Planning and
26 Development Department and the City Engineer, as follows:
27 a) Any changes made pursuant to Condition of Approval #1; and
28 b) Identify date and nature of plan revisions on the cover sheet as required by Section
29 5.1.E.4.d of the Site Plan Review Regulations.
30 c) Add a note that landscaped areas shall not be utilized for the parking and display of
31 vehicles.

32 The applicant shall provide the Planning & Development Department with two (2) full size copies
33 of the revised plan set, and a digital copy of the revised plan set saved in a PDF-A format for
34 archival purposes.
35

- 36 3. The applicant shall obtain approval from the City Council or the City Manager's office for any
37 additional water and/or sewer flows in accordance with the applicable Chapter 136 and 182 of the
38 City Code.
39
40 4. All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan
41 Review Regulations.
42

43 **Conditions to be Satisfied Prior to the Issuance of a Building Permit**
44

- 45 5. The development shall be subject to City of Lebanon Impact Fees, pursuant to Section 213 of the
46 Zoning Ordinance. The Impact Fee shall be calculated at the time of Building Permit issuance
47 based on the Impact Fee Schedule adopted on August 13, 2018. In accordance with RSA 674:39,
48 the approved site plan shall be exempt from any future changes in impact fees and methodology
49 for five years from the date of approval; however, any building permits which are issued after the

1 end of that five-year period shall be fully subject to whatever impact fees and methodology are in
2 effect at the time of building permit issuance.

3
4 6. All water and sewer fees shall be paid as set forth in City Code Chapter 68.

5
6 7. Prior to any construction activities, the applicant shall obtain an Excavation Permit from the
7 Department of Public Works and/or license from the City for the proposed site work in the public
8 right-of-way, and a Driveway Permit if determined to be necessary by the City Engineer.

9
10 8. Prior to the start of any construction activities on the property, the applicant shall obtain or update
11 (if appropriate) any required State approvals.

12
13 **Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy**

14
15 9. The impact fee calculated pursuant to Condition of Approval #5 shall be paid.

16
17 10. All improvements depicted on the plan shall be completed and shall be constructed as depicted on
18 the approved plan, including any modifications to the plan as may be approved by the Planning
19 Board in accordance with the Site Plan Review Regulations.

20
21 **General Conditions**

22
23 11. The applicant shall implement and maintain NHDES Site Specific Best Management Practices
24 before, during, and after construction.

25
26 12. All required landscape plantings shall meet the minimum size requirements for such plantings set
27 forth in Section 6.2.B of the Site Plan Review Regulations at the time of installation.

28
29 *The motion was seconded by Jeremy Rutter.*

30 **The motion was approved (7-0).*

31
32
33 B. **Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD:** Request
34 for Site Plan Review to construct a 15,000 sq. ft. addition to an existing warehouse building. PB2021-13-
35 SPR - Continued from July 12, 2021

36
37 Property Owner Sean Mason and Dan Nash of Advanced Geomatics & Design attended in support of the
38 application.

39
40 Mr. Mason shared a representation of a similar building to the one being proposed. Mr. Nash noted the
41 differences including just one entrance and inside storage. There would be no traffic, as it is self-storage
42 without onsite employees. The overall plan and security of the property were explained. It will be an
43 improvement to the streetscape on Spencer Street, and would reduce the impervious surface.

44
45 Mr. Corwin summarized the content of the staff memo.

46
47 The Board members commented on the application. The necessity of compliance with flood plain
48 requirements was noted. Mr. Nash stated that there will be adjustments made to comply with the
49 requirements. Ms. Monroe stated that consistency in the plan presentation would be helpful. Mr. Rutter
50 commented on the absence of landscape screening on the west elevation. Ms. Romano noted the

1 contamination of the DPW property next door to the proposed site. Mr. Nash stated that the outer limit of
2 the contamination does not infringe on the proposed site. Ms. Chewning reiterated that there are many
3 issues related to the Staff comments.

4
5 Chair Garland stated that the new building must meet all of the LD requirements, which will require many
6 waivers. Chair Garland stated that fire regulations have been updated, and compliance needs to be worked
7 out with the Fire Department.

8
9 Mr. Nash noted that this project is for the updating of an existing building and that the addition is just a
10 box.

11
12 Ms. Stavis stated that the organization of the application documents is the major issue.

13
14 Chair Garland suggested that compliance with the LD requirements is essential for this project to move
15 forward.

16
17 Mr. Corwin stated that the LD requirements are in effect, and the perimeter landscaping requirement still
18 applies as do other landscaping requirements. While the staff questions the merit of some of the waiver
19 requests, the primary issue is the need for a complete and coherent application that both Staff and the
20 Board can use for a proper review.

21
22 Chair Garland stated the need for a continuance of the hearing.

23
24
25 Mr. Mason expressed the need for more direction from Staff. Mr. Corwin stated that all of the required
26 information is outlined in the Staff Memo.

27
28 ***A MOTION by Joan Monroe to continue the hearing of Mason Storage, LLC, 38 Spencer Street (Tax***
29 ***Map 78, Lot 39), zoned LD to Monday, September 13, 2021, at 6:30 PM. The applicant to provide a***
30 ***single submission of information by Monday, August 23, 2021.***
31 ***The motion was seconded by Laurel Stavis.***

32
33 ****The MOTION was approved (7-0).***

34 35 36 37 **4. Study Items**

38
39 A. Proposed amendments to the Site Plan Review Regulations creating a minor Site Plan
40 Review process and Minor Site Plan Committee

41
42 Mr. Corwin reviewed some changes to the redline as had been proposed by the Chair and by legal
43 counsel. He also noted that legal counsel recommends that the City Council clarify the original 2010
44 resolution authorizing the creation of a Minor Site Plan Committee, and that staff hopes the City Council
45 will be able to do so soon.

46
47 ***A MOTION by Laurel Stavis for a public hearing to create a Minor Site Plan Review process and***
48 ***Minor Site Plan Committee as amended on September 13, 2021 at 6:30 PM.***
49 ***The motion was seconded by Kim Chewning.***

50 ****The MOTION was approved (7-0).***
51

1
2 **5. Other Business**
3

4 Mr. Corwin reported that the hearing before the Housing Appeals Board regarding the Brady Sullivan
5 issue took place two Fridays ago. The decision should be issued within 60 days.
6

7 **6. Approval of Minutes - None**
8
9

10 **7. Adjournment**
11

12 *A MOTION by Jeremy Rutter to adjourn the meeting.*

13 *The motion was seconded by Laurel Stavis.*
14

15 *The MOTION was approved (7-0).*
16

17 The meeting was adjourned at 9:09 PM.
18

19 Respectfully submitted,
20

21 Holly Howes

22 Recording Secretary

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #5B
Approval of Minutes**

**August 3, 2021
CIP**

DRAFT

**LEBANON PLANNING BOARD
AUGUST 3, 2021 - 5:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Bruce Garland (Chair), Kim Chewning, Matthew Hall, and Laurel Stavis

STAFF PRESENT: David Brooks (Planning and Zoning Director), Shaun Mulholland (City Manager), Christina Hall (City Engineer), Everett Hammond (Assistant Director of Public Works), Jay Cairelli (Assistant Director of Public Works), Marc Morgan (Solid Waste Manager), Kelly Crate

1. CALL TO ORDER – Chair Garland called the meeting to order at 5:36 PM.

2. PROJECT REVIEW: 2022-2027 CIP PROJECTS

Mr. Brooks gave an overview of the CIP scope, process, and criteria.

City Manager Mulholland noted that the project schedule is going to change based upon the new debt management policy and the funds involved. Additional plans are being created to address City needs. The nature and availability of funding for City and School District projects was explained.

Chair Garland commented on Page 3 of the CIP document regarding the school district budget and the dollar amount required for capital projects under the School Board as compared with capital projects under the City budget as approved by the City Council. The two processes are very different both

Mr. Hall inquired if this year's review would be considered academic. Mr. Mulholland stated that the City must pay all of its debt, which is 7% of such debt in the State and very high. Ms. Stavis referred to Mr. Hall's comment, noting that the City is spending the money, and the amounts are not presented separately to the public for the City and School District expenditures. Mr. Mulholland stated that the School District has to participate in the CIP program to manage the debt load and property taxes. The members and Staff present discussed the impact of the differences in the budgeting process for the City and the School District.

A. Public Works:

City Hall Renovation – Everett Hammond

The planned renovations will include a number of lower priority items to be addressed under year 2028, but some work would be undertaken as funding becomes available prior to that year.

Appropriation: \$1,457,500 in 2021; \$1,740,000 in 2028

1
2 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
3 this project.

4
5 **Property Acquisition – Mascoma Street** – Everett Hammond

6
7 This project is expected to potentially generate \$1,156,200 in revenue from burial and cremation costs at
8 Lebanon Valley Cemetery. It is viewed as a high priority project by the DPW.

9
10 Appropriation: \$235,000

11
12 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
13 this project.

14
15
16 **Hanover Street Reconstruction** – Jay Cairelli

17
18 This project is one portion of the planned improvements on Hanover Street. The improvements to
19 Hanover Street will include the design and reconstruction of the roadway, drainage infrastructure, water
20 and wastewater infrastructure improvements, pedestrian and biking accommodations, landscaping and
21 streetlights. The DPW has rated this project of a lower priority.

22
23 Appropriation: \$1,949,487

24
25 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
26 this project.

27
28 **South Main Street Bridge Replacement #062-117** – Christina Hall

29
30 The purpose of this project is to replace and/or widen the South Main Street Dry Bridge (Rt. 12A) over
31 the railroad right-way. It is a NHDOT Red listed Bridge, which is a high priority. If the project is not
32 undertaken and completed, the road would need to be closed. There are long term cost savings.

33
34 Appropriation: \$1,089,222 (NEW)

35
36 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
37 this project.

38
39 **Mechanic St/Slayton Hill Rd Intersection** – Christina Hall

40
41 This project is the second phase of the Mechanic Street improvements to improve traffic flow at the
42 Mechanic Street/Mascoma Street/Slayton Hill Road Intersection area. The railroad overpass would be
43 raised with sidewalks and a roundabout on Mechanic Street. The appropriation represents the City's
44 matching requirement for State funding. The DPW states that this is a higher priority project.

45
46 Appropriation: \$891,000

47
48 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
49 this project.
50

Mt. Support Road/Lahaye Drive Intersection

During the course of Planning Board review for several large development projects in the Mt. Support Road corridor, traffic studies prepared on behalf of the applicants have highlighted that the intersection of Lahaye Drive and Mt. Support Road is operating at near capacity overall and that certain turning movements are already over capacity and failing. These additional developments will result in traffic impacts that will place this intersection into a decreased low level of service. The proposed improvements will include additional turning lanes and the possibility of a round-about to alleviate traffic congestion.

Appropriation: \$2,250,000

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

Water System Improvements – Jay Cairelli

This project is intended to upgrade the watermain, gate valves and fire hydrants throughout the water system. The upgrade will replace aged water system components. The plan provides for a portion of money each year in order to complete the project.

Appropriation: \$5,215,908

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

New Water Supply Source Study – Jay Cairelli

Phase 2 of this project will further investigate treatment requirements and piping needed to tie the new source into the existing system if the initial phase of the study proves the potential new well site to be viable. DPW Staff expressed the high priority for this project as it impacts City drinking water and would prevent higher expenditures in the future.

Appropriation: \$100,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Lebanon Sewer System Rehabilitation – Jay Cairelli

This project will be a multi-year project to physically address segments of key areas in which to continually gain increased sewer capacity.

Appropriation: \$1,000,000

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

Septage Receiving Facility – WWTP Upgrade – Jay Cairelli

This project is intended to improve operations to accommodate increases in septage and grease receiving to the WWTP. These upgrades will improve receiving functionality and efficiency. Increases in septage and grease receiving will result in increased revenues to cover project costs.

Appropriation: \$550,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Phase 3-4 Design and Permitting – Marc Morgan

This project is a high priority as the Lebanon Regional Solid Waste Facility (Landfill) has an estimated remaining life capacity of 9-12 years. It is imperative that the City start a design and permitting phase to obtain approval from NHDES in accordance with their Solid Waste Rules to increase the Landfill's lifespan.

Appropriation: \$900,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Phase 3 Construction - Marc Morgan

This project is a high priority as the Lebanon Regional Solid Waste Facility (Landfill) has an estimated remaining life capacity of 10-12 years. It is important that the City start construction at least 2 years before the end of its current life capacity/expectancy of the existing cell capacity as construction schedule will be a two-year period for the new Phase 3 cell.

Appropriation: \$3,000,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Gas Collection & Control System – Marc Morgan

Adding additional landfill gas collection infrastructure is required by the City's permit with the NHDES and the approved operating plan. This is a multi-year project with the initial design performed in 2020 and with the GCCS installed by a contractor in years 2020 through 2025 and construction coordination by DPW-Solid Waste staff.

Appropriation: \$434,400

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Landfill Gas-to-Energy Project (Liberty Utilities Upgrades) – Marc Morgan

Upgrades to the substation are needed to connect LF gas project to the “grid”. The Lebanon Solid Waste Division – LF Gas to Energy Project is underway and upgrades have been identified by Liberty Utilities and National grid in order for the project to connect to the electrical distribution system and substation. The recommended upgrades are necessary to connect the LF gas generator to the distribution grid. Installation of equipment is estimated to take 12 months.

Appropriation: \$250,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Mr. Brooks stated that the committee would meet again on August 19, 2021, at 5:30 PM to review the remaining projects. The meeting ended at 7:35 PM.

Respectfully submitted,

Holly Howes
Recording Secretary

**Agenda
Planning Board
September 13, 2021**

**Agenda Item #5C
Approval of Minutes**

**August 19, 2021
CIP**

DRAFT

**LEBANON PLANNING BOARD
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE
AUGUST 19, 2021 - 5:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Bruce Garland (Chair), Kim Chewning, and Matthew Hall,

STAFF PRESENT: David Brooks (Planning and Development Director), Shaun Mulholland (City Manager), Vicki Lee (Finance Director), Carl Gross (Airport Manager), Chris Christopoulos (Fire Chief), Matthew Isham (Deputy Police Chief), Paul Coats (Recreation, Arts & Parks Director), Dana Arey (Director of Facilities, SAU 88)

1. CALL TO ORDER – David Brooks called the meeting to order at 5:33 PM.

2. PROJECT REVIEW: 2022-2027 CIP PROJECTS

Mr. Brooks gave an overview of the CIP scope, process, and criteria.

Note: The published agenda was taken out of order and the minutes reflect the actual meeting.

D. Recreation:

Community Center – Paul Coats

The project is of secondary priority and would build a 60,000 square foot indoor community center that includes an artificial turf playing field, multi-use sport court, walking/running track, meeting space, locker rooms, and Recreation Department offices. The anticipated project year is 2023 if suitable land can be obtained.

Appropriation: \$3,423,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Recreation Playing Fields – Paul Coats

The project is a top priority for the Recreation Department, and the goal is to build at least one full-size field (200'x350') that can also be repurposed as 3 smaller fields (100'x200'), accommodating a variety of age groups at different times.

1 Appropriation: \$275,000

2
3 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
4 scores for this project.
5

6
7 **A. Airport:**
8

9 **2022 Runway Safety Project** – Carl Gross
10

11 In 2022, the project will provide engineering services for the airport safety project. The services include
12 the design of the Runway 36 extension, design of Taxiway A extension, and design of Taxiway A1 and
13 A2 relocation. This will remove direct access from aprons to the runway and provide a full parallel
14 taxiway to the runway. This project will correct the existing facilities to meet current FAA design
15 standards and has a high priority.
16

17 Appropriation: \$1,775,000 (FAA \$1,595,000; NHDOT \$90,000; City \$90,000)
18

19 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
20 scores for this project.
21

22
23 **B. Fire Department:**
24

25 **2022 Station 2 Replacement** – Chris Christopoulos
26

27 This high priority request supports the construction of a new FD-2 facility on a new, one-acre
28 site addressing location, site parameters including location in an area of the City experiencing the
29 most growth, lot shape, topography, traffic impact, and response time.
30

31 Appropriation: \$6,464,900
32

33 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
34 scores for this project.
35

36
37 **Station 1 Replacement** – Chris Christopoulos
38

39 This high priority request supports the construction of a new FD-1 facility on a new, one-acre
40 site addressing location, site parameters including location in an area of the City experiencing the
41 most growth, lot shape, topography, traffic impact, and response time.
42

43 Appropriation: \$15,572,280
44

45 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite
46 scores for this project.
47

C. Police Department:**Parking Lot Expansion and Renovation – Matthew Isham**

The overall project will increase the amount of parking available, by adding an additional 10 spaces in the staff parking area, and 2 spaces in the cruiser parking. Replacing the present curbing and paving of all surfaces will reduce potential safety hazards and improve the appearance of the police station and property. The cost included in the budget for this project is estimated and will be updated when the data is available.

Appropriation: \$330,600

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Police Department Facility Expansion and Renovation - Matthew Isham

Proposed construction includes adding on to the station on three sides and constructing a five-bay detached garage for cruiser storage and maintenance. The additions will include a community room/training facility, two-bay prisoner sally-port and booking area along with office and storage space. Existing interior spaces will be renovated as specified in the attached plans.

Appropriation: \$8,567,305

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

F. Lebanon School District SAU 88

Mr. Arey updated the Committee on the nature and scope of the projects the Lebanon School District is considering.

Chair Garland noted that it is challenging to combine the capital projects in order to keep the public informed and address the tax impact. Mr. Brooks added that it is important to know what major school district projects are needed and being planned. The school district budgeting also occurs at a different time of year from the City Council's process. Chair Garland suggested that an overview of the school district's potential projects be included in the information that goes to the City Council. Coordination of the two budgeting processes is important for both the tax impact and planning. Mr. Arey noted the needs for Mt. Lebanon and Hanover Street Schools, both of which require major renovations. Mr. Brooks stated that the City's capital projects would be presented to the City Council in October. Mr. Arey stated that he would bring the information regarding coordination of budget needs to the Lebanon School Board.

E. Planning and Development

West Lebanon Capital Improvements – David Brooks

This is a high priority request to add funds to the existing West Lebanon Capital Improvements project (1455-4118-01-0003 or 1455-4119-01-0019) for implementation of various improvements resulting from the 2019 West Lebanon Visioning Charrette effort, including components of the ongoing West Lebanon Streetscape Study, the ongoing West Lebanon River Trail Feasibility Study, or other improvements identified by the West Lebanon Revitalization Advisory Committee.

Appropriation: \$200,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Lebanon Climate Action Plan – David Brooks

The goal of the Plan is to set realistic, short- and medium-term interim targets and identify the most important and feasible actions and priorities to set Lebanon on track for achieving its long-term climate goals.

Ms. Joan Monroe reported on a discussion of the Lebanon Energy Advisory Committee regarding the recently released IPCC climate report and suggested that certain members of that Committee could provide important input when considering the City's climate challenges.

The Committee members discussed a range of climate-related issues that would be considered. The committee members suggested that addressing climate change should be a higher priority for the City generally.

Appropriation: \$100,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

Lebanon Multimodal Plan – David Brooks

The Planning & Development Department proposes to engage a consultant to develop Lebanon's Multimodal Plan in two phases. Phase 1 was funded as a capital project in 2021 and will be started during the second half of the year. Phase 2 is proposed to be funded in 2022 as a continuation of the overall project. The Plan will apply, update, and prioritize existing information, processes, and recommendations for actions/projects, from multiple City, State and private plans and projects. It will serve as a master plan, with a baseline vision for how the City can objectively improve multimodal safety for all, and an action plan, with specific tasks to improve local networks.

Appropriation: \$20,000

The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for this project.

1 **Miracle Mile Pedestrian and Transit Improvements - David Brooks**
2

3 The City has designed sidewalk improvements for Sections 2 and 3 on the Project Area Map and expects
4 the Section 2 portion was completed earlier this summer. Future segments would extend to the east
5 toward Poverty Lane and eventually tie-in with improvements planned for Mechanic Street (Section 3 on
6 the attached Project Area map). The ultimate goal is to achieve a complete sidewalk network from West
7 Lebanon Village to downtown Lebanon via the Miracle Mile.
8

9 Appropriation: \$200,000
10

11 The Committee discussed the project, and Mr. Brooks recorded the Planning Board composite scores for
12 this project.
13

14
15 ***A MOTION by Matthew Hall to adjourn the meeting.***

16 ***The motion was seconded by Kim Chewning.***
17

18 ****The MOTION was approved (3-0).***
19

20 The meeting was adjourned at 7:53 PM.
21

22 Respectfully Submitted,
23

24 Holly Howes

25 Recording Secretary