FINAL

LEBANON PLANNING BOARD
Work Session
Monday, August 23, 2021, 6:30 PM
City Council Chambers, City Hall
or Remote Via Webex
LebanonNH.gov/Live

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Karen Zook (Council Representative), Gregorio Amaro, Kim Chewning, Joan Monroe, Jeremy Rutter, Kathie Romano, Michael Smith (Alternate)

MEMBERS ABSENT: Laurel Stavis

STAFF PRESENT: David Brooks (Planning Director), Jay Cairelli (DPW Assistant Director), Brian Vincent (City Engineer)

---

1. Call to Order

Chair Garland called the meeting to order at 6:32 PM. Chair Garland introduced Michael Smith as a new alternate member of the Board but noted that he would not be voting on any motions tonight.

2. Study Items

A. Department of Public Works Presentation Re: Water/Sewer allocation process, capacity updates

In response to requests from Board members for additional knowledge of the City sewer system, the presentation was arranged by Mr. Brooks, who introduced Mr. Cairelli and Mr. Vincent. Mr. Cairelli gave the presentation and explained the capacity and projects related to the City sewer and water management system.

Mr. Vincent explained the sewer permitting process and the Sewer Use Permit Application for Allocation calculations and information.

The Board members' questions were asked and answered.

B. Impact fee discussion continued from July 26, 2021

Superintendent of Schools Joanne Roberts and School Board Chair Dick Milius attended online for the discussion.

Mr. Brooks stated that Bruce Mayberry gave his presentation in July. The focus of the presentation was on increasing the impact fee for the school district from only the middle school to all K-12 facilities. The table of possible impact fees was shown.

Chair Garland recapped the previous debate. Mr. Mayberry's letter of July 27, 2021 was referenced.

Mr. Hall suggested that the current economic trends would not favor raising the impact fees at this time. His recommendation was to revisit this in six months with a better view of the economy. Chair Garland noted that a new subdivision under construction would be minimally impacted by raising the fees.

Ms. Romano stated that she was opposed to any exemption from the impact fees and noted that the decision would be to both include all grades K-12 and possibly raise the fees. Mr. Rutter commented on the impact to the buyer and the low level of that impact. Ms. Chewning noted that the taxpayers would be covering the remaining costs from the impacts of new development.

Chair Garland asked for a show of hands on changing from middle school only to all K-12 facilities. All Board members agreed on that change.

The Board members discussed the issue of raising the fees. Mr. Brooks explained the impact to residential versus commercial properties.

Mr. Hall explained his rationale for maintaining the current fees and asserted that taxpayers should be making funding decisions for the school district.

Mr. Brooks stated that the increase would be an equal percentage for both the single family detached and all other housing types based upon the maximum recommended by Mr. Mayberry.

Ms. Romano explained her rationale for some increase in the impact fees.

Chair Garland asked for a show of hands for those in favor of increasing the fees by various increments. The Board members agreed on setting the fee at $2.00/SF for a single-family residence, which represents approximately 62.7% of the maximum supportable fee increase with a vote of 5 in favor and 3 opposed. Mr. Hall, Ms. Monroe, and Ms. Romano were against the level of increase. Mr. Brooks noted that the maximum supportable fee for multi-family residences would be reduced by the same percentage to keep the fees equitable.

3. Committee Reports

A. City Council Subcommittees:

--Class VI Roads Advisory Committee (J. Monroe)
--Lebanon Energy Advisory Committee (J. Monroe)
Energy aggregation is proceeding, and it will take many months to be completed. The City Council has expressed its approval of the process. There is a plan to purchase a digester for waste products. The latest national report on climate change indicates that the change is happening faster than anticipated. LEAC is offering to give presentations to the other boards and committees as well as civic groups.

B. Planning Board Subcommittees:

--Planning Board Capital Improvement Program (B. Garland/L. Stavis/M. Hall/K. Chewning)
--Planning Board Development Regulations Update (M. Hall/K. Romano/ J. Rutter/ J. Monroe)

C. Other Subcommittees:

--City Council Representative (D. Whittlesey/K. Zook)
--Heritage Commission (J. Rutter)
--Pedestrian & Bicyclist Advisory Committee (G. Amaro)
--Upper Valley Lake Sunapee Regional Planning Commission (B. Garland)
--UV SubCommittee of the Connecticut River Joint Commissions (B. Garland)

--Upper Valley Transportation Management Association (VACANT)
--Mascoma River Local Advisory Committee (K. Romano)
New members are still needed from Enfield and Canaan.

--Steering Committee for the Implementation of the Master Plan (B. Garland/K. Chewning /VACANT/J. Monroe)
--West Lebanon Revitalization Advisory Committee (L. Stavis)
--Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

4. Other Business

Mr. Brooks reported that the CIP process went well, and the results will be presented at the next meeting on September 13, 2021. The annual zoning amendments will be brought to the Board in late September.

5. Approval of Minutes

A. July 12, 2021

Page 6, line 23, to read, "…owners consider avoiding the use of pesticides and other chemicals."

A MOTION by Jeremy Rutter to approve the Planning Board minutes of July 12, 2021, as amended.
The motion was seconded by Joan Monroe.

****The MOTION was approved unanimously (8-0).***

B. July 26, 2021 (Non-public session)

A MOTION by Jeremy Rutter to approve the Planning Board minutes of July 26, 2021 non-public session as presented.
The motion was seconded by Kathie Romano.

****The MOTION was approved unanimously (8-0).***

C. July 26, 2021

A MOTION by Jeremy Rutter to approve the Planning Board minutes of July 26, 2021 as presented.
The motion was seconded by Kim Chewning.

****The MOTION was approved unanimously (8-0).***

6. Adjournment

A MOTION by Matthew Hall to adjourn the meeting.
The motion was seconded by Jeremy Rutter.

****The MOTION was approved unanimously (8-0).***

The meeting was adjourned at 8:57 PM.

Respectfully submitted,
Holly Howes
Recording Secretary