LEBANON PLANNING BOARD
OCTOBER 25, 2021 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
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1. Call to Order

2. 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 October 12, 2021

3. Committee Reports

A. **City Council Subcommittees:**
--Class VI Roads Advisory Committee (J. Monroe)
--Lebanon Energy Advisory Committee (J. Monroe)

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)
--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

A. 195 Mechanic Street (Tax Map 105, Lot 114), zoned GC: Review of a minor alteration to an approved site plan - PB2019-28-SPR

B. Master Plan overview and discussion

5. Approval of Minutes

A. September 27, 2021

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
October 25, 2021

Agenda Item #2A
Public Hearing Items

Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), Zoned LD

PB2021-13-SPR

PLANNING BOARD

October 25, 2021 Meeting

Staff Memorandum – PB2021-13-SPR – *continued from 10/12/21*

APPLICATION INFORMATION

Agenda Item: 2.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

Staff Attachments: Life Safety Code, Sections 3.3.83-3.3.85

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

UPDATED WAIVER REQUESTS

The applicant requests waivers from the following requirements of the Site Plan Review Regulations *(the waivers are listed below in the order that they appear in the applicant's Application for Waivers):*

- **Section 6.10.B.9** (misidentified as "Section 6.10.A.9" on the applicant's Application for Waivers) – *requiring that a minimum percentage of the building's façade is comprised of windows or glass doors.*
- **Section 6.10.C.2.b** – *establishing front yard design requirements.*
- **Section 6.5.B.5** – *"Minimum access requirements shall include a 50-foot turning radius and 22-foot fire lanes at the rear of the buildings."*
- **Partial Waiver of Section 6.2.D.1** – *"Landscaping around buildings shall be provided to a minimum width of 10 feet and planted with trees, shrubs, and ground cover appropriate to the architecture in order to buffer parking areas, define entrances, provide foundation planting, and soften large expanses of walls or long roof lines."*
- **Section 6.2.B.3** – *requiring understory trees to be provided in landscaped areas.*
- **Section 6.10.B.3** – "*Areas of opaque or blank wall without windows or doors shall extend no more than 20 feet horizontally on or along any building facade that faces a public way, park, or plaza and shall be mitigated by design strategies like varied materials, contrasting textures or depths, decorative reliefs, green walls, murals, or other architectural and landscaping strategies.*"
- **Section 6.2.B.10** – *establishing design requirements for roofs.*
- **Section 6.10.B.8** – *requiring trees along the front of the property, spaced no more than 40 ft. apart.*
- **Section 6.5.B.6** (misidentified as "Section 6.5.B.5" on the applicant's Application for Waivers) – *"Entrance walks must provide direct access between the primary public pedestrian corridor and at least one primary building entrance."*

STAFF COMMENTS

Staff has determined that a Conditional Use Permit per Section 307.9.B of the Zoning Ordinance to allow parking in the front yard is not required.

The Fire Department has reviewed the plan set for compliance with the applicable fire code regulations and recommends approval provided that:

- The applicant demonstrates compliance with the exit requirements of the Life Safety Code, 2015 Edition, Sections 3.3.83, 3.3.83.1, 3.3.84, 3.3.85, and 3.3.85.1, a copy of which is attached hereto as reference.
- The underground propane tank is sufficiently secured to prevent dislocation given its location in the floodplain, and additional bollards are added at the surface.

The Fire Department's recommendations are included as suggested conditions of approval #3 and #4.b set forth below under Staff Recommendations.

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 obtain a Floodplain Permit from the Floodplain Administrator pursuant to Chapter 74 of the City Code.

2. Address the following to the satisfaction of the City Engineer:
    a) Demonstrate that the proposed infiltration practice construction detail provides a minimum of 1 foot vertical separation from estimated seasonal high water table (SHWT). In addition:
        i. Revise the drainage report to (i) address saturated hydraulic conductivity of the existing receiving soils, (ii) include stormwater modeling of each proposed infiltration practice, and (iii) include a discussion of the proposed vegetative filter strips; and
        ii. Revise the plans to show or articulate the locations, lengths, and grading of these proposed pre-treatment practices.
    b) The stormwater leaving 38 Spencer Street to the west shall be controlled using the above-described infiltration practices. Stormwater flow crossing the property line shall be substantially minimized by adding two properly-sized infiltration systems west of the proposed parking area and west of the proposed building addition.

3. To the satisfaction of the Fire Department, the applicant shall (a) demonstrate compliance with the exit requirements of the Life Safety Code, 2015 Edition, Sections 3.3.83, 3.3.83.1, 3.3.84, 3.3.85, and 3.3.85.1, and (b) adopt measures to sufficiently secure the underground tank given its location in the floodplain, and provide additional bollards at the surface.

4. The applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department, the City Engineer, and the Fire Department:
    a) Incorporate any changes made pursuant to condition of approval #2.
    b) Incorporate any changes made pursuant to condition of approval #3.

c) A note shall be added to the architectural renderings providing that the entirety of the building shall be painted a consistent white or off white color, as represented by the applicant at the public hearing.
d) Amend the cover sheet to:
    i. Provide description of plan revisions (5.1.E.4.d).
    ii. Note that the plan was approved to the Site Plan Review Regulations adopted May 13, 1991, last revised March 23, 2021.
e) Add note to plan addressing the requirements of Section 6.10.B.5, consistent with representations made in the application materials.
f) As required by Section 5.1.E.10, the plan shall indicate of all proposed driveways.
g) Provide information required by Sections:
    i. 5.1.E.2 ("The names and mailing addresses of the Applicant; the Owner(s) of record of the site; the Owners of abutting properties; and the Holders of any easements, rights of way, or other restrictions, based on the current records of the City Assessor available at City Hall, not more than 5 days before the date of filing of the application.")
    ii. 5.1.E.5 ("A current survey certified by a land surveyor licensed in New Hampshire").
    iii. 5.1.E.7 ("The shape, size, height, and location of all existing structures, located on the site and within 200 feet of the site.")
    iv. 5.1.E.9 ("The Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of the site boundary; the locations 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.")
h) Remove floor plan sheet and update table of contents on cover sheet and the plan set pagination.
i) Amend the lighting plan to add Sections 6.7.2.c and 6.7.2.d of the Site Plan Review Regulations as plan notes.

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

5. 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.

6. 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.

7. 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

8. 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 both on-site and 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. Prior to the start of any construction activities on the property for which construction inspection is required pursuant to this decision or any applicable ordinance or code, the applicant shall sign a Water & Sewer Extension and Infrastructure Inspection Agreement in accordance with Chapters 136 and 182 of the City Code.

9. 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.

10. All water and sewer fees shall be paid as set forth in City Code Chapter 68.

11. 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

12. The impact fee calculated pursuant to Condition of Approval #9 shall be paid.

13. 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 Site Plan Review Regulations.

General Conditions

14. 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.

15. 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.

16. The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.

17. 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).

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

3.3.65 Draft Stop. A continuous membrane used to subdivide a concealed space to resist the passage of smoke and heat. (SAF-FIR)

3.3.66* Dwelling Unit. One or more rooms arranged for complete, independent housekeeping purposes with space for eating, living, and sleeping; facilities for cooking; and provisions for sanitation. (SAF-RES)

3.3.66.1* *One- and Two-Family Dwelling Unit.* A building that contains not more than two dwelling units with independent cooking and bathroom facilities. (SAF-RES)

3.3.66.2 *One-Family Dwelling Unit.* A building that consists solely of one dwelling unit with independent cooking and bathroom facilities. (SAF-RES)

3.3.66.3 *Two-Family Dwelling Unit.* A building that consists solely of two dwelling units with independent cooking and bathroom facilities. (SAF-RES)

3.3.67 Educational Occupancy. See 3.3.190.6.

3.3.68* Electroluminescent. Refers to a light-emitting capacitor in which alternating current excites phosphor atoms placed between electrically conductive surfaces and produces light. (SAF-MEA)

3.3.69 Elevator Evacuation System. See 3.3.274.1.

3.3.70 Elevator Lobby. A landing from which occupants directly enter an elevator car(s) and into which occupants directly enter upon leaving an elevator car(s). (SAF-MEA)

3.3.71 Elevator Lobby Door. See 3.3.62.1.

3.3.72 Emergency Stair Travel Device. See 3.3.61.1.

3.3.73 Enclosed Court. See 3.3.50.1.

3.3.74 Enclosed Parking Structure. See 3.3.272.7.3.

3.3.75 Equipment or Fixture. Any plumbing, heating, electrical, ventilating, air-conditioning, refrigerating, and fire protection equipment; and elevators, dumbwaiters, escalators, boilers, pressure vessels, or other mechanical facilities or installations that are related to building services. (SAF-FUN)

3.3.76 Equivalency. An alternative means of providing an equal or greater degree of safety than that afforded by strict conformance to prescribed codes and standards. (SAF-FUN)

3.3.77 Evacuation. The withdrawal of occupants from a building. [**72**, 2013] (SAF-BSF)

3.3.78* Evacuation Capability. The ability of occupants, residents, and staff as a group either to evacuate a building or to relocate from the point of occupancy to a point of safety.

3.3.78.1 *Impractical Evacuation Capability.* The inability of a group to reliably move to a point of safety in a timely manner. (SAF-BCF)

3.3.78.2 *Prompt Evacuation Capability.* The ability of a group to move reliably to a point of safety in a timely manner that is equivalent to the capacity of a household in the general population. (SAF-BCF)

3.3.78.3 *Slow Evacuation Capability.* The ability of a group to move reliably to a point of safety in a timely manner, but not as rapidly as members of a household in the general population. (SAF-BCF)

3.3.79 Exhibit. A space or portable structure used for the display of products or services. (SAF-AXM)

3.3.80 Exhibitor. An individual or entity engaged in the display of the products or services offered. (SAF-AXM)

3.3.81* Existing. That which is already in existence on the date this edition of the *Code* goes into effect. (SAF-FUN)

3.3.81.1 *Approved Existing.* That which is already in existence on the date this edition of the *Code* goes into effect and is acceptable to the authority having jurisdiction. (SAF-FUN)

3.3.82 Existing Building. See 3.3.36.5.

3.3.83* Exit. That portion of a means of egress that is separated from all other spaces of the building or structure by construction, location, or equipment as required to provide a protected way of travel to the exit discharge. (SAF-MEA)

3.3.83.1* *Horizontal Exit.* A way of passage from one building to an area of refuge in another building on approximately the same level, or a way of passage through or around a fire barrier to an area of refuge on approximately the same level in the same building that affords safety from fire and smoke originating from the area of incidence and areas communicating therewith. (SAF-MEA)

3.3.84 Exit Access. That portion of a means of egress that leads to an exit. (SAF-MEA)

3.3.85 Exit Discharge. That portion of a means of egress between the termination of an exit and a public way. (SAF-MEA)

3.3.85.1* *Level of Exit Discharge.* The story that is either (1) the lowest story from which not less than 50 percent of the required number of exits and not less than 50 percent of the required egress capacity from such a story discharge directly outside at the finished ground level; or (2) where no story meets the conditions of item (1), the story that is provided with one or more exits that discharge directly to the outside to the finished ground level via the smallest elevation change. (SAF-MEA)

3.3.86 Exposition. An event in which the display of products or services is organized to bring together the provider and user of the products or services. (SAF-AXM)

3.3.87 Exposition Facility. See 3.3.90.1.

3.3.88* Exposure Fire. A fire that starts at a location that is remote from the area being protected and grows to expose that which is being protected. (SAF-FUN)

3.3.89 Externally Illuminated. See 3.3.146.1.

3.3.90 Facility.

3.3.90.1 *Exposition Facility.* A convention center, hotel, or other building at which exposition events are held. (SAF-AXM)

3.3.90.2* *Limited Care Facility.* A building or portion of a building used on a 24-hour basis for the housing of four or more persons who are incapable of self-preservation because of age; physical limitations due to accident or illness; or limitations such as mental retardation/developmental disability, mental illness, or chemical dependency. (SAF-HEA)

3.3.91 Festival Seating. See 3.3.239.1.

3.3.92 Finish.

3.3.92.1 *Interior Ceiling Finish.* The interior finish of ceilings. (SAF-INT)

Agenda
Planning Board
October 25, 2021

Agenda Item #4A
Other Business

195 Mechanic Street (Tax Map 105, Lot 114), zoned GC

PB2019-28-SPR

MEMORANDUM

TO: **Planning Board**

FROM: **Planning and Development Department Staff**

RE: **Mixed-Use Building, 195 Mechanic Street (Tax Map 105, Lot 114)**
Minor Alteration to Approved Site Plan (PB2019-28-SPR)
October 25, 2021 Planning Board Meeting – *Agenda Item 4.A*

DATE: **October 18, 2021**

This memorandum serves to inform the Planning Board of an additional change to the approved site plan for the proposed mixed-use building currently under construction at 195 Mechanic Street (Tax Map 105, Lot 114). The site plan was originally approved by the Board on November 12, 2019 (PB2019-28-SPR). As set forth in the attached letter from Edward Kerrigan submitted to the Planning and Development Department on October 13, 2021, the applicant proposes to increase the number of dwelling units from 26 to 27 units. No exterior or site changes are necessitated by the additional proposed dwelling unit.

In accordance with Section 9.2 of the Site Plan Review Regulations, the Planning and Development Department is of the opinion that this change can be considered a Minor Alteration and does not require further Planning Board review. In accordance with Section 9.2.C, any Board member, or any person aggrieved may make a written request for an approval under this section to be reviewed by the full Board.

By way of further background, Section 9.2.A of the Site Plan Review Regulations allows the Planning Director to approve a "minor alteration" subsequent to final site plan approval, but prior to the issuance of a Certificate of Occupancy, provided that:

(a) The alteration is not deemed to be a "material change". The term "material change" is defined in Article II as, "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."

and

(b) The alteration either (i) is "necessitated by unforeseen or unanticipated circumstances", or (ii) "constitutes a deviation from the plan which was constructed or installed as a result of a good-faith error, rather than negligence."

Section 9.2.B further provides that 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.

Attachment
cc: Edward Kerrigan, 195 Mechanic Street, LLC (via e-mail)
File

195 Mechanic Street, LLC
227 Mechanic Street
Lebanon, NH 03766
603-448-6510

To David Brooks
Planning and Development Director
51 Park St.
Lebanon, NH 03766
Re: 195 Mechanic Street Project

Dear Mr. Brooks,

Earlier this fall, I spoke to Tim Corwin regarding a minor modification to the scope of the mixed-use building at 195 Mechanic Street. I would like to convert the "common room" on the second floor to a studio apartment. As with all construction projects these days costs and construction timelines have increased. Adding this apartment will allow for more revenue generation to help offset the additional costs. With this increase we will have 15 two bedroom, 11 one bedroom and 1 studio apartment.

This will not necessitate any site modification and I have confirmed that there are sufficient parking spaces (59 actual, 54 required) to allow for the addition of this unit. We have reviewed this with Calvin Hunnewell who also does not see any issues. A revised building permit has been submitted.

Please let me know if you have any questions or require additional information.

Sincerely,

Edward T. Kerrigan
Member/Manager 195 Mechanic St., LLC
Tim Corwin
Calvin Hunnewell

Agenda
Planning Board
October 25, 2021

Agenda Item #5A
Approval of Minutes

September 27, 2021

DRAFT

LEBANON PLANNING BOARD
Work Session
Monday, September 27, 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, Joan Monroe, Jeremy Rutter, Kathie Romano,

MEMBERS ABSENT: Kim Chewning, Laurel Stavis, Michael Smith (Alt.)

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner)

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1. Call to Order

Chair Garland called the meeting to order at 6:30 PM.

2. Study Items

A. Zoning Amendments - Review of proposed amendments to the Zoning Ordinance and Zoning Map

Mr. Corwin opened the preliminary discussion of the proposed amendments to the Zoning Ordinance and Zoning Map. The process was described, with the City Council initial submission date stated as Wednesday, October 6, 2021. An additional, residential, rezoning project was also described.

Mr. Hall commented on the lack of single-family homes as compared to apartment developments. Ms. Romano noted the number of large lots available around the city. Ms. Monroe inquired about the data related to housing in the city. Ms. Romano stated the need for increasing the public sewer system to serve additional housing. Ms. Monroe inquired about small housing units and "tiny homes" that would be on a foundation. Mr. Brooks confirmed that those would be considered single family homes.

Mr. Corwin stated that there is a proposal for the Lebanon Downtown District (LD) to include downtown West Lebanon, thereby removing the remaining areas of the Central Business District (CBD). The uses in the LD are compatible with the needs for a West Lebanon Downtown District. This would include adding three primary streets in West Lebanon. The Board members discussed the potential issues.

Ms. Romano noted that the height restrictions are currently different between Lebanon and West Lebanon and recommended taking the former school property on Seminary Hill out of the Downtown District. It was not used for the purpose that warranted the recent change in zoning. Mr. Brooks noted that there are many small lots and long-time owners in downtown West Lebanon and the West Lebanon Revitalization Advisory Committee recommended increasing building heights and what is allowed in the district in order to incentivize redevelopment. Ms. Monroe inquired if there was a rendering of the building heights in West Lebanon, including the former Seminary Hill school building.

Mr. Corwin suggested going through the redline items individually, with certain ones highlighted. The Board members discussed issues related to each of the redline items. Mr. Corwin noted that the elimination of barriers to providing affordable housing is a goal of the amendments.

The Board members and Staff discussed manufactured housing and potential changes in density and services. Mr. Brooks asked if the Board members were in favor of the manufactured housing redline items. The Board members generally approved.

Chair Garland introduced the issue of temporary parking. Mr. Brooks noted that projects are considered individually based upon the character of the property and circumstances and that any applicant may request a waiver from the standard parking requirements if there is justification.

3. Committee Reports

A. **City Council Subcommittees:**

--Class VI Roads Advisory Committee (J. Monroe)
Members of the Committee have been exploring the roads and are currently on hold due to a backlog of roads to be considered by the City Council.
--Lebanon Energy Advisory Committee (J. Monroe)
Communities are continuing to sign on to consolidate rates. The city does not have enough food waste to support a new anaerobic digester. There are new electric vehicle charging stations near Wal-Mart.

B. **Planning Board Subcommittees:**

--Planning Board Capital Improvement Program (B. Garland/L. Stavis/M. Hall/K. Chewing)
--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)

--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)
The new project advisory committee for the ongoing Multi-modal, Complete Streets Plan needs a representative from the Planning Board.

4. Other Business

Ms. Monroe suggested that additional information would be helpful regarding the nature of school district budgeting as opposed to the City's budgeting process. Chair Garland explained the basic differences between the two systems.

Mr. Brooks reported that the Planning Department sent information to the DES regarding possible violations of Alteration of Terrain rules near Exit 18.

There is no information regarding the Brady Sullivan court case.

5. Approval of Minutes

A. August 23, 2021, CIP Subcommittee Minutes

Page 2, line 17-18, remove the sentence beginning "Ms. Monroe."

A MOTION by Matthew Hall to approve the Planning Board Minutes of August 23, 2021, as amended. The motion was seconded by Kathie Romano.

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

B. August 3, 2021, CIP Subcommittee Minutes

A MOTION by Matthew Hall to approve the CIP Subcommittee Minutes of August 3, 2021, as amended.
The motion was seconded by Gregorio Amaro.

Ms. Monroe questioned the wording that notes the "the Planning Board scores." This would be amended by adding "Subcommittee's."

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

6. Adjournment

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

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

The meeting was adjourned at 9:15 PM**.**

Respectfully Submitted,

Holly Howes
Recording Secretary