



**LEBANON PLANNING BOARD
OCTOBER 26, 2020 - 6:30 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

2. Study Items

- A. Discussion of Fire Code requirements by the Lebanon Fire Department
- B. Discussion Re: Lighting Site Plan Review Amendments

3. Committee Reports

- A. Planning Board Subcommittees:
 - Planning Board Capital Improvement Program (VACANT/VACANT/ B. Garland/L. Stavis)
 - Planning Board Development Regulations Update (M. Hall/K, Romano/ VACANT / J. Monroe)
- B. City Council Subcommittees:
 - Class VI Roads Advisory Committee (J. Monroe)
 - Lebanon Energy Advisory Committee (J. Monroe)
- C. City Council Representative (J. Winny/K. Liot Hill)
- D. Heritage Commission (VACANT)
- E. Pedestrian & Bicyclist Advisory Committee (VACANT)
- F. Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/L. Stavis)
- G. UV Sub-Committee of the Connecticut River Joint Commissions (B. Garland)
- H. Upper Valley Transportation Management Association (VACANT)
- I. Mascoma River Local Advisory Committee (K. Romano)
- J. Steering Committee for the Implementation of the Master Plan (B. Garland/VACANT /VACANT/J. Monroe)
- K. West Lebanon Revitalization Advisory Committee (L. Stavis)
- L. Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

4. Approval of Minutes

- A. September 3, 2020 - Special Meeting
- B. September 10, 2020 - Special Meeting
- C. September 14, 2020 - Regular Meeting

5. Other Business

6. Adjournment

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV
The Order of Agenda Items is Subject to Change.

**Agenda
Planning Board
October 26, 2020**

**Agenda Item #2B
Study Items**

Discussion Re: Lighting Site Plan Review Amendments

Proposed Addition to City of Lebanon Site Plan Regulations

RE: Color Temperature of Outdoor Lighting

Proposed by City Councilor Clifton Below

6/19/20

I'd like to propose that the City's Site Plan Regulations be amended to require outdoor lighting to have a Color Correlated Temperature of 3000 K (Kelvin – a scale for measuring the color balance of light spectrum from warm to cool (yellow/red to blue). Incandescent lighting is mostly 2700 K. High Pressure Sodium, like most of the City's streetlights, mostly ranges from 1900 K to 2300 K, but is also available in 2700 K. Daylight starts and ends as warm or warmer than incandescent at dawn and dusk (2000 to 2700 K) and moves past 3000 K within the first hour of daylight up to 5500 K at noon on a sunny day and even cooler when it is overcast, around 6500 K. Today 3000 K and warmer LED and Metal Halide luminaires are widely available.

The American Medical Association has [an adopted policy](https://www.ama-assn.org/sites/ama-assn.org/files/corp/media-browser/public/about-ama/councils/Council%20Reports/council-on-science-public-health/a16-csaph2.pdf) calling for all outdoor lighting to be 3000 K CCT or warmer in color temperature to protect human and ecological health. (The blue wavelengths more prominent in light sources cooler than 3000 K suppresses melatonin production, a hormone that serves as a biological signal for sleep and rest in humans and other species, which is undesirable after dark. Bluer LEDs typically cause more disability glare than warmer LEDs after dark and also cause increased pupil dilation, slowing adjustment (night vision) to seeing in lower illumination areas.) The AMA's background report can be found here: <https://www.ama-assn.org/sites/ama-assn.org/files/corp/media-browser/public/about-ama/councils/Council%20Reports/council-on-science-public-health/a16-csaph2.pdf>.

[The International Dark Sky Association](#) also calls for outdoor lighting to be 3000 K CCT or warmer to be considered dark sky friendly. Both of these supporting policy statements are reference in City of Lebanon Administrative Policy, ADM-109 "*Lighting-Public Ways/Places/Parking Facilities*" adopted 10/18/18 by the City Manager. Although it only applies to City provided or paid for outdoor lighting, it specifies:

"4.2 Characteristics of Outdoor Lighting

In general, the City will seek to convert existing outdoor lighting and limit new installations to luminaires that are consistent with the AMA guidelines on avoidance of harm from outdoor community lighting and the International Dark Sky Association list of approved dark sky friendly fixtures, including, in particular use of lamps with:

- full horizontal cut-off consistent with the City's Site Plan Regulations for outdoor lighting;
- sharp cut off behind the fixture where light trespass onto private property may occur and not be desired;
- a Correlated Color Temperature (CCT) of 3000°K or less;
- a color rendering index of 70 or greater.

The DPW Director may allow exceptions to this policy where needed."

That policy is available at: <https://lebanonnh.gov/DocumentCenter/View/8431/2018-10-18-Approved-ADM-109-Lighting-Public-Places-Policy>.

It is worth noting that NH Law specifically includes a Dark Sky Policy that authorizes and encourages municipalities to regulate outdoor lighting to promote dark sky friendly lighting at RSA 9-E:3: <http://www.gencourt.state.nh.us/rsa/html/l/9-E/9-E-3.htm>.

The specific suggested amendment would be to Section 6.7, Lighting, ¶12, General Regulations, by adding a new subparagraph i, after the last subparagraph h (on p. 49):

i. [In order to minimize the risk of disability glare, harm to human and ecological health, and to promote visual access to dark skies,] **all outdoor lighting shall have a Color Correlated Temperature (CCT) of 3000 Kelvin (K) or less (warmer),** [unless a compelling need for a cooler temperature can be demonstrated based on supporting evidence]. Luminaires with a CCT of 2700 K or warmer are preferable. Luminaires may prove qualification by being listed as Dark Sky Friendly by the International Dark Sky Association.

The core of the proposal is the highlighted language. The other parts are optional.

I'd also like to note that on behalf of the City of Lebanon I provided written testimony in Liberty Utilities' DE 19-064 distribution rate case calling for Liberty to offer all of their outdoor LED lighting options in 3000K or warmer color temperature. As there was no rebuttal testimony, this provision was incorporated into the settlement of the case and includes a provision that 3000 K fixtures will be provided by default if the customer doesn't specify that they want a 4000 K luminaire. These new provisions should go into effect on 7/1/20. My testimony can be found here, the most relevant portions on pp. 9-10: https://www.puc.nh.gov/Regulatory/Docketbk/2019/19-064/TESTIMONY/19-064_2019-12-09_COL_TESTIMONY_BELOW.PDF and supporting exhibits (D – F concerning this issue, pp. 28-41) are found here: https://www.puc.nh.gov/Regulatory/Docketbk/2019/19-064/TESTIMONY/19-064_2019-12-10_COL_ATT_TESTIMONY_FILED_12-09-19.PDF.

Here is an example of site lighting (recently installed) in Lebanon (lower right, U-Haul facility from roof of One Court Street) that would violate this (and other provisions) of the regulations, if they applied, and you can see how cool LED lighting (probably 4000 or 5000 K) contrasts with other, mostly much warmer, outdoor lighting:



Section 6.7. – ~~Outdoor Lighting~~

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A. Purpose

The purpose of this section is to guide property owners and applicants in appropriately lighting their non-residential and multi-family development proposals.

New lighting technologies have produced lights that are extremely powerful and thus need to be installed sensibly so that they do not create problems of excessive glare, light trespass, skyglow, and higher energy use. Outdoor lighting along roadways, walkways, parking lots, and other public areas shall be designed and located with consideration to fixture and lamp type, mounting height, spacing, and distribution of light in order to: assure adequate illumination for the safety and security of drivers, pedestrians, bicyclists, and other passersby; avoid adverse impacts to adjacent properties and on wildlife habitat; assure that light pollution does not limit the ability of citizens to enjoy the nighttime sky; and minimize the unnecessary use of electricity.

B. General Requirements

Proposed lighting installations may be approved only if the Board finds that they are designed to prevent light trespass onto adjacent properties or streets, minimize light directed skyward, and do not result in excessive lighting levels.

~~Outdoor lighting shall be located, mounted, aimed, and shielded in such a way that adjacent uses are suitably protected from light trespass. Such lighting shall not interfere with traffic on nearby highways. The standards and guidelines contained in the most current edition of the Illuminating Engineering Society of North America (IESNA) Lighting Handbook shall be utilized to determine the appropriateness of exterior lighting levels and conformity with these Regulations.~~

Moved down [1]: Outdoor lighting shall be located, mounted, aimed, and shielded in such a way that adjacent uses are suitably protected from light trespass. Such lighting shall not interfere with traffic on nearby highways. The standards and guidelines contained in the most current edition of the Illuminating Engineering Society of North America (IESNA) Lighting Handbook shall be utilized to determine the appropriateness of exterior lighting levels and conformity with these Regulations¹

Moved (insertion) [1]

All light fixtures, including fixtures mounted inside buildings or structures, shall be located, mounted, aimed, and shielded so as to minimize glare perceptible to drivers, pedestrians, bicyclists, and other passersby within adjacent streets or rights-of-way.

In addition to these general standards, the following shall also apply:

1. Lighting installations shall be designed to provide the minimum illumination necessary to facilitate the use of the site. Except as otherwise stated in the special provisions of this section or unless approved by the Board, lighting levels shall not exceed the minimum level of illumination recommended by the IESNA for the proposed use and level of activity.
2. Light fixtures shall be located, mounted, aimed, and shielded so as to not cause light trespass upon adjacent properties or onto streets or rights-of-way in excess of the following levels: The light intensity at adjoining streets or commercial property boundaries shall not exceed 0.5 foot-candles at grade level, and the light intensity at adjoining residential property boundaries shall not exceed 0.1 foot-candles at grade level.

3. Lighting installations shall utilize fully-shielded fixtures, as defined herein, or full cut-off fixtures, as defined by the IESNA, so as to produce no light above a horizontal plane through the lowest direct light-emitting part of the fixture.

4. Lighting installations shall include timers, dimmers, sensors, and/or other energy-saving technologies to reduce overall energy consumption. Non-essential lighting shall be turned off or reduced after normal business hours, leaving only necessary lighting for security purposes. (Non-essential lighting includes, but may not be limited to, display, aesthetic, parking, and/or sign lighting as determined by the Board.)

5. The maximum mounting height of the light fixture shall not exceed fifteen (15) feet in residential zoning districts or twenty (20) feet in commercial, institutional, or mixed zoning districts.

6. Lighting installations used to illuminate areas such as streets, walkways, or parking lots shall utilize energy-efficient lighting such as LED (light-emitting diodes), low-pressure sodium, high-pressure sodium, metal halide lamps, or equivalent technology in terms of luminaire efficacy as measured in lumens/watt. Mercury vapor lamps shall not be used due to their inefficiency, high operating costs, and toxic mercury content.

Technological advances in outdoor lighting may allow for options not otherwise considered in these Regulations. The use of new technologies, especially those that have energy-saving properties, is encouraged. Applications that use new technologies and follow the purpose and intent of these Regulations will be considered and evaluated for approval.

7. Floodlights or spotlights shall be mounted above the object or area targeted for lighting and shall be shielded and aimed no higher than 45 degrees above straight down (half-way between straight down and the horizontal plane).

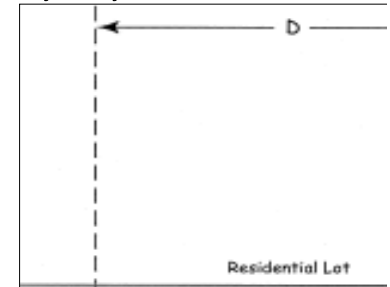
8. Uplighting is prohibited, except as allowed for the Lighting of Building Façades and Landscaping, as set forth in Paragraph 5 below.

9. In order to minimize the risk of disability glare, harm to human and ecological health, and to promote visual access to dark skies, all outdoor lighting shall have a Color Correlated Temperature (CCT) of 3000 Kelvin (K) or less (warmer light), unless a compelling need for a higher CCT (cooler light) can be demonstrated based on supporting evidence. Luminaires may prove qualification by being listed as Dark Sky Friendly by the International Dark Sky Association.

C. Lighting of Parking Lots, Passive Vehicular Storage Areas, and Exterior Display/Sales Areas

Deleted: The mounting height of all light fixtures shall be equal to or less than the value of $(3+D/3)$, where 'D' is the distance in feet to the nearest property boundary.

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(2003) Image from Fairfax County, VA Outdoor Lighting Standards...

In addition to the General Requirements listed in Paragraph 2 above, the following standards shall apply:

1. Areas designated as parking lots, passive vehicular storage areas, or exterior display/sales areas shall be illuminated so that the average horizontal illuminance at grade level is no more than 5.0 foot-candles. The uniformity ratio (ratio of average to minimum illuminance) shall be no greater than 4:1. The average and minimum shall be computed for only that area designated as parking lots, passive vehicular storage areas, and exterior display/sales areas.
2. The above standards shall also apply to the top and/or unenclosed levels of any parking structure.

D. Lighting of Gasoline Station/Convenience Store Aprons and Canopies

In addition to the General Requirements listed in Paragraph 2 above, the following standards shall apply:

1. Areas on the apron used for parking or vehicle storage away from the gasoline pump islands, as defined by the extent of the canopy, shall be illuminated in accordance with the requirements for parking areas set forth in Paragraph 3 above. If no gasoline pumps are provided, the entire apron shall be treated as any other parking area.
2. Areas around the pump islands and under the canopies shall be illuminated so that the minimum horizontal illuminance at grade level is at least 1.0 foot-candle and no more than 5.0 foot-candles. The uniformity ratio (ratio of average to minimum illuminance) shall be no greater than 4:1, which yields an average illumination level of no more than 20.0 foot-candles.
3. Light fixtures mounted on canopies shall be recessed, so that the lens cover either is recessed or flush with the bottom surface (ceiling) of the canopy, and/or is shielded by the fixture or the edge of the canopy. The light shall be restrained to no more than 85 degrees from vertical.
4. As an alternative (or supplement) to recessed ceiling lights, indirect lighting may be used whereby light is beamed upward and then reflected down from the underside of the canopy. In this case, fixtures must be shielded so that direct light is focused exclusively on the underside of the canopy.
5. Lights shall not be mounted on the top or fascias of the canopy, and the sides or fascias of the canopy shall not be illuminated.



The above photographs illustrate the impact of glare on a lighting installation. The left photo has high-glare, non-recessed fixtures under the canopy. Note how bright the lights themselves are and how dark the pump area is. The right photo shows the same gas station canopy with full-cutoff, recessed fixtures. Note how the light is directed effectively toward the gas pumps. Images from <http://www.skyandtelescope.com>

E. Lighting of Building Façades and Landscaping

When approved by the Board, building façades of a dark color (such as brick or dark paint), façades of symbolic or historic structures, and/or landscaping features when required for safety, may be illuminated according to the following guidelines:

1. The maximum illumination on any vertical surface or angular roof surface shall not exceed 5.0 foot-candles.
2. Light fixtures shall be carefully located, aimed, and shielded so that light is directed only onto the building façade or the object or area targeted for lighting. Light fixtures shall not be directed toward adjacent properties, streets or roads, nor skyward.
3. Light fixtures mounted on the building and designed to “wash” the façade with light are preferred.
4. To the extent practicable, light fixtures shall be directed downward, below the horizontal plane.

F. Lighting of Walkways/Bikeways and Parks

1. Areas within parks or along walkways and bikeways to be illuminated shall not exceed an average level of 1.0 foot-candle at grade level.
2. Light fixtures for walkways and bikeways and within parks shall be mounted no more than 15 feet above grade and shall be designed to direct light downward.

G. Lighting of Signs

1. Fixtures used to illuminate signs shall be located, aimed, and shielded so as to minimize glare perceptible to drivers, pedestrians, bicyclists, and other passersby within adjacent streets or rights-of-way.
2. Floodlights or spotlights used for external lighting of signs shall be mounted above the sign targeted for lighting. Illumination shall be properly focused upon and confined to the area of the sign.

3. Internally lit signs shall be designed with an opaque background so that only the lettering, symbols, or designs shall appear to be lighted in order to minimize glare visible from adjacent streets or rights-of-way.
4. Moving, fluttering, blinking, or flashing lights shall not be permitted for the illumination of signs in order to avoid undue distraction, confusion, or hazard to the surrounding area or vehicular traffic, except as allowed in Section 608 of the Zoning Ordinance.

H. Pre-existing Outdoor Lighting

1. Any light fixture that replaces a pre-existing, non-conforming light fixture, or any light fixture that is relocated, shall meet the standards of these Regulations, unless otherwise approved by the Board.

I. Exemptions

1. Light fixtures used for roadway illumination may be installed at a maximum height of 25 feet and may be positioned at that height up to the edge of any bordering property.
2. Notwithstanding the requirements of this Section, the Board may approve architectural or decorative light fixtures, which are not fully shielded, if such fixtures are designed to minimize glare; direct illumination downward; are not mounted at a height greater than 15 feet; and have an initial output of no more than 1,800 initial lumens (with 1,700 lumens being the typical output of a 100-watt incandescent bulb). In approving such fixtures, the Board may require that the light source be screened by a refractive lens or translucent globe, so that the light source is not directly visible.
3. Hazard-warning lights required by federal regulatory agencies, such as the Federal Aviation Administration (FAA) or Federal Communications Commission (FCC) shall be exempt from these Regulations. In addition, temporary lighting required by police, fire, public authorities, or other emergency services shall be exempt from these Regulations.
4. Seasonal holiday lighting and illumination of the American and state flags shall be exempt from these Regulations, provided that such lighting does not produce glare on roadways or neighboring properties.

Commented [R01]: Multifamily recreational facilities is relocated from this Lighting section to Section 6.5

Deleted: ¶

G. Multifamily Recreational Facilities¶

¶

Site plans for multifamily structures shall make adequate provision for the on-site recreational needs of the residents of the proposed development. The plan shall be designed to minimize the likelihood that public safety will be endangered by the extensive use of internal roads and parking areas for recreation

**Agenda
Planning Board
October 26, 2020**

**Agenda Item #4A
Approval of Minutes**

September 3, 2020

DRAFT

**Lebanon Planning Board
Special Meeting
Thursday, September 3, 2020 – 6:30 pm
Remote Via Microsoft Teams
LebanonNH.gov/Live**

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Kathie Romano, Kim Chewning, Jeremy Rutter

MEMBERS ABSENT: Jim Winny (Council Representative), Tom Martz, Joan Monroe, Laurel Stavis, and Gregorio Amaro (Alt.)

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

1 **1. CALL TO ORDER:** Chair Garland called the meeting to order at 6:30 PM.
2

3 A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.
4

5 Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams.
6 All members identified themselves.
7

8 **2. Public Hearings-Continued from August 10, 2020:**
9

10 A. **Lebanon Housing Authority (Applicant), Bayne Stevenson (Property Owner), 258 Heater**
11 **Road (Tax Map 64, Lot 7), zoned R-O-1:** Request for Site Plan Review to construct a proposed
12 45,678 sq. ft. multi-family dwelling with 44 dwelling units, together with parking, utilities,
13 landscaping, and other related site improvements. #PB2020-21-SPR
14

15 In attendance online in support of the application:

16 Jeffrey Merritt, Granite Engineering

17 Tom Sokoloski, Certified Wetland Specialist, TES Environmental

18 Jerry Wuebbolt, Project Coordinator

19 Ditha Alonso, Executive Director, Lebanon Housing Authority

20 Attorney Greg Chakmakas
21

22 Chair Garland specified a plan for the conduct of the meeting.
23

24 Mr. Hall stated that he visited the site. His main concern relates to traffic and bus stop placement but no
25 concerns about the building based on the site visit. Chair Garland expressed concern for the wetlands, but
26 the driveway would be well away from the wetlands.
27

28 Chair Garland noted that several letters with public comment had been received, and a Letter to the Editor
29 appeared in the Valley News. One letter concerned the impact on traffic on Dartmouth Avenue, and Chair
30 Garland asked the applicant to comment.
31

32 Mr. Merritt addressed the traffic generated by the project, stating that the project is considered a low
33 generator in terms of peak hours. A substantial upgrade to the bus stop is planned to include a turnout in
34 the shoulder and a waiting area.
35

1 The Board members commented on the bus stop and location of the turnout in relation to the driveway.
2 Mr. Vincent stated that moving the bus stop one or two car lengths toward the driveway could help with
3 the bus pulling out into traffic. The intersection of Heater and Old Etna Roads was not specifically studied
4 in the applicant's trip generation memo, but other recent studies have been done for projects along Mt.
5 Support Road that did look at this intersection. The level of service at the intersection is expected to be
6 good through 2031.

7
8 Ms. Romano expressed concern over the wetness of the lot. Mr. Vincent stated that he was surprised at
9 the low depth of the water table. Mr. Sokoloski noted the good soil conditions in February for his
10 evaluation. He found the water table to be deeper than 40". The soil was well drained and there was no
11 impervious layer. The water tables were typical for that time of year.

12 Mr. Wuebbolt stated that the water on site flows to a wetland area away from the building site. Storm
13 water mitigation is planned to reduce peak runoff by creating a bio retention feature that blends into the
14 landscaping. Mr. Brooks confirmed that the wetlands higher up along Mt. Support Road drain under Mt.
15 Support Road and flow behind Dartmouth Avenue toward Densmore Pond away from the proposed site.
16 Mr. Wuebbolt also addressed the location of the heater pads within ten-foot of the building.

17
18 Mr. Merritt addressed the sidewalk plan, stating that there is already a sidewalk on Old Etna Road and a
19 full length sidewalk on the other side of the Heater Road. They are proposing a sidewalk from the
20 intersection to the site driveway and onto the property. There is a crosswalk at the intersection of Bixby
21 and Heater Road for student use.

22
23 James Scott King, 13 Old Etna Road, commented on the location of the heater pads. He lives across the
24 street and is worried about light and noise that could impact his home. Mr. Wuebbolt stated that the pad
25 location would be down in grade 3' to 4', and heat pump units are not loud. There would also be
26 shrubbery for visual and sound screening.

27
28 **A MOTION by Matthew Hall** that the Lebanon Planning Board **APPROVE** waivers for the application
29 of **Lebanon Housing Authority (applicant)** and **Bayne Stevenson (property owner)** for **258 Heater**
30 **Road (Tax Map 64, Lot 7), #PB2020-21-SPR**, from the following sections of the Site Plan Review
31 Regulations:

- 32
33 • **Partial Waiver of Section 6.2.D** – *"Landscaping around buildings shall be provided to a minimum*
34 *width of 10 feet and planted with trees, shrubs, and ground cover appropriate to the architecture*
35 *in order to buffer parking areas, define entrances, provide foundation planting, and soften large*
36 *expanses of walls or long roof lines."*
37
38 • **Partial Waiver of Section 6.5.B.4** – *"All projects proposed for development, except for those in*
39 *rural lands and heavy industrial zoning districts, shall install sidewalks along the street*
40 *frontage(s)."*

41
42 ***Seconded by Jeremy Rutter.***

43
44 ***Roll Call Vote:***

45 ***Voting in Favor – Mr. Garland, Mr. Hall, Ms. Romano, Mr. Rutter, Ms. Chewning***

46
47 ****The MOTION was approved (5-0).***

48
49 Mr. Hall stated that he appreciated the thorough renderings and responses. Ms. Romano inquired about
50 the number of ADA units, as there is a shortage of such units in the area.

1 Mr. Wuebbolt stated that they are required to provide 5% accessible units, but all units are accessible by
2 wheelchair due to wide hallways, and each unit will have sufficient access to spaces like bathrooms and
3 are adaptable.

4
5 Chair Garland closed the Public Hearing.

6
7 **A MOTION by Matthew Hall** that the Lebanon Planning Board **APPROVE** the application of
8 **Lebanon Housing Authority (applicant)** and **Bayne Stevenson (property owner)** for Site Plan Review
9 to construct a proposed 45,678 sq. ft. multi-family dwelling with 44 dwelling units, together with parking,
10 utilities, landscaping, and other related site improvements at **258 Heater Road (Tax Map 64, Lot 7)**,
11 zoned R-O-1, **#PB2020-21-SPR**, as shown on a plan set titled “Heater Landing Apartments”, Granite
12 Engineering, LLC, dated July 13, 2020, last revised July 27, 2020, Project No. 20-0127-1 (19 sheets),
13 including any and all submissions and testimony provided for and during the public hearing, with the
14 following conditions:

15
16 **Conditions to be Satisfied Prior to Application for a Building Permit**

- 17
- 18 1. The applicant shall schedule and hold a pre-building permit application meeting with the
19 Planning & Development Department, City Building Inspectors, City Engineer/Department of
20 Public Works, and Fire Department, in order to help streamline the building permit review
21 process and to review applicable code requirements.
22
 - 23 2. The applicant shall obtain approval from the City Council or the City Manager’s office for any
24 additional water and/or sewer flows in accordance with the applicable Chapter 136 and 182 of the
25 City Code.
26
 - 27 3. All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Subdivision
28 Regulations.
29
 - 30 4. All sewer and water use permit fees shall be paid as set forth in City Code Chapter 68.
31
 - 32 5. The plans shall be revised to relocate the bus pull-off closer to the access drive, to the satisfaction
33 of the City Engineer.
34

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

- 36
- 37 6. The City shall retain the services of an independent third-party inspector, for which the applicant
38 shall be responsible for all inspection fees related to the construction of sewer and water both on-
39 site and work within the City’s right-of-way (water, sewer, road, drainage), in accordance with
40 Chapters 136 and 182 of the City Code and Section 8.2 of the Site Plan Review Regulations. The
41 applicant shall provide funding for inspection services in a form and amount acceptable to the
42 City, and shall sign a Water & Sewer Extension and Inspection Agreement in accordance with
43 Chapters 136 and 182 of the City Code.
44
 - 45 7. 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

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 sewer connection fees shall be paid.

9. Construction or installation of any new driveway(s) shall require a Driveway Permit and Excavation Permit from the City.

10. 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 Alteration of Terrain Permit, if necessary
- b) NHDES Sewer Connection Permit, if necessary

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

11. The impact fee calculated pursuant to Condition of Approval #6 shall be paid.

12. 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.

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).

Seconded by Kathie Romano.

Chair Garland commented on the change in placement for the bus stop. Mr. Brooks stated that if the Board wants it to happen, it needs to be a condition, which is added above.

Mr. Hall inquired if the applicant would have to come back to the Board if the bus stop is redesigned. Mr. Vincent stated that it is to his satisfaction. He is fine with that.

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Hall, Ms. Romano, Mr. Rutter, Ms. Chewning

1
2 **The MOTION was approved (5-0).*
3

4 **3. ADJOURNMENT:**
5

6 *A MOTION by Matthew Hall to adjourn the meeting.*
7 *Seconded by Jeremy Rutter.*
8

9 *Roll Call Vote:*

10 *Voting in Favor – Mr. Garland, Mr. Hall, Ms. Romano, Mr. Rutter, Ms. Chewning*
11

12 **The MOTION was approved (5-0).*
13

14 The meeting was adjourned at 8:04
15

16 Respectfully submitted,
17

17 Holly Howes

18 Recording Secretary

**Agenda
Planning Board
October 26, 2020**

**Agenda Item #4B
Approval of Minutes**

September 10, 2020

DRAFT

LEBANON PLANNING BOARD
Special Meeting
Thursday, September 10, 2020 – 6:30 pm
Remote Via Microsoft Teams
LebanonNH.gov/Live

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Joan Monroe, Laurel Stavis, Kathie Romano, Kim Chewning, Jeremy Rutter, and Gregorio Amaro (Alt.)

MEMBERS ABSENT: Jim Winny (Council Representative) and Tom Martz

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

1 **1. CALL TO ORDER:** Chair Garland called the meeting to order at 6:30 PM.
2

3 A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.
4

5 Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams.
6 All members identified themselves.
7

8 Chair Garland appointed Gregorio Amaro for Tom Martz.
9

10 **2. Public Hearings - Continued from August 10, 2020:**
11

12 A. **Saxon Partners (Applicant) and Alfred P. & Lorelee S. West (Property Owners), 343**
13 **Mount Support Road (Tax Map 24, Lot 1), zoned R-1 & RL-3:** Request for Site Plan
14 Review to construct a proposed multi-family residential development consisting of 250
15 dwelling units, together with parking, utilities, landscaping, access, and other related site
16 improvements. #PB2020-11-SPR – *continued from July 13, 2020*
17

18 Don Smith of Saxon Partners, Dave Fenstermacher and Jason Plourde of VHB, and Atty. Tim Britain
19 attended online on behalf of the application.
20

21 Jeremy Rutter and Kim Chewning indicated they would abstain from any votes since they are
22 relatively new to the Board and have not been present for a large portion of this application review.
23

24 Chair Garland stated that an email with attachments that was received yesterday would not be
25 discussed at this meeting, because the substance was primarily outside the jurisdiction of the Planning
26 Board. The information pertaining to the Planning Board was already included in the agenda packet
27 for the application.
28

29 Chair Garland asked for the Saxon team to present the changes to their plan.
30

31 Dave Fenstermacher gave an overview of the changes to the plan as stated on pages 133-136 of the
32 agenda packet. The changes were prompted by the site visit and follow-up meeting, which included
33 parking, stream restoration, roadside wall height and location, tree selection for landscaping, and
34 enhancements for the wildlife corridor.
35

1 Mr. Smith confirmed that the property would be Saxon's responsibility and all improvements left
2 behind from the trailer park would be removed by over-excavating.

3
4 Timberwood Commons and Saxon Partners were given equal time for their presentation and rebuttal,
5 respectively.

6
7 Attending for Timberwood Commons: Joseph Martell of Marion Partners, Alan Saucier and Jeff
8 Goodrich of Pathways Consulting, Atty. David Grayck, Dr. Rick Van de Poll, and Dr. Erica Wygonik
9 of RSG.

10
11 The Timberwood team commented on the NH-DES letter dated September 8, 2020, the visual impact
12 of the Saxon project, wildlife and wetland impacts, and traffic impacts.

13
14 Mr. Corwin read a letter from the management group for the Altaria Apartments in Lebanon. An
15 email was received today regarding a letter to the Conservation Commission, and it is part of the
16 record.

17
18 There were no other comments from the public.

19
20 Don Smith of Saxon Partners introduced the Saxon team as outlined above. Mr. Smith detailed some
21 factual points made by Timberwood related to the size and siting of the project that were inaccurate.
22 Mr. Fenstermacher noted that Saxon has been on board with the shared expense for the combined
23 traffic impact of the Mr. Support projects. Jason Plourde gave his credentials and reiterated his
24 comments on specific traffic issues, which were discussed at previous meetings.

25
26 Mr. Smith noted that the Saxon project process started in October 2019 with a conceptual review by
27 the Planning Board.

28
29 Atty. Tim Britain noted that his office has responded to all issues in a letter dated September 1st.

30
31 The Board members directed their questions to both Saxon and Timberwood representatives.

32
33 Mr. Hall stated that specific regulations needed to be referenced in the Timberwood comments.
34 Atty. Grayck outlined a number of regulations that Timberwood believe are in contention. Mr.
35 Corwin noted that the applicant has requested several waivers and stated that Staff disagrees with the
36 contention that the applicant is not in compliance with other sections.

37
38 The Board members brought up a number of issues regarding traffic, height and size of the project,
39 removal of trees, stormwater management, and recycling. Mr. Corwin stated that Staff would research
40 best practices to create a potential condition regarding recycling. Mr. Fenstermacher confirmed that
41 the stormwater management is geared to a 100-year storm. Mr. Brooks stated that there is no issue
42 with the proposed building height relative to the zoning requirement. Both Mr. Fenstermacher and
43 Mr. Smith confirmed that the fence on the retaining wall would be more decorative and attractive. Mr.
44 Fenstermacher also confirmed that the crosswalk near the bus stop would have a flashing beacon,
45 which would improve site distance with the enhanced crosswalk.

46
47 Chair Garland noted that the State has jurisdiction over wetlands.

48
49 There was a discussion of the wildlife corridor related to the culvert under Mt. Support Rd. Mr.
50 Brooks shared comments from NH Fish & Game staff during the Timberwood review that larger
51 mammals approach Mt. Support Road where there is cover from trees, not by the wetland area. The

4'x4' culvert has always been a drainage culvert and was formerly an 18" drainage pipe. The box culvert was designed to accommodate some small mammals. The City-owned fence is there as a result of the box culvert, but perhaps the City can have a discussion regarding removal of additional sections of the fence. Dr. Van de Poll listed several smaller species that have been found to use the culvert, but agreed that larger animals will follow the tree cover to the shortest crossing distance.

Mr. Corwin explained that Section 6.2.B requires a 15' perimeter landscape buffer with specific standards. If they are using existing vegetation, they must identify what is there. The waiver is from having to identify all the trees within the 15' buffer. Mr. Fenstermacher noted that they are only counted if part of the landscape requirement. Mr. Corwin added that there could be a condition to preserve a certain area, but it would need to be specific. Mr. Vincent noted that site plan approval has a limit on clearing, and the City has the ability to control what is cut. Applicants have to file an Intent to Cut Permit if they want to do additional cutting. Mr. Brooks stated that it is typical for the Board to include a condition for inspection for site disturbance and erosion control and the area of disturbance would be reviewed.

The Board members agreed to vote on the waivers individually.

A MOTION by Matthew Hall to extend the meeting to 9:45 PM.

Seconded by Joan Monroe.

Roll Call Vote:

Voting in Favor – Mr. Hall, Ms. Chewning, Ms. Romano, Ms. Monroe, Mr. Rutter, Mr. Amaro, Mr. Garland

Voting Against – Ms. Stavis

****The MOTION was approved (7-1)***

A MOTION by Matthew Hall to APPROVE a waiver of Section 5.1.E.15 of the Site Plan Review Regulations regarding perimeter landscaping as described in the staff memo.

Seconded by Joan Monroe

Roll Call Vote:

Voting in Favor – Mr. Hall, Ms. Stavis, Mr. Amaro, Mr. Garland

Voting Against – Ms. Romano, Ms. Monroe

Abstaining – Ms. Chewning, Mr. Rutter

****The MOTION was approved (4-2-2).***

A MOTION by Matthew Hall to APPROVE a waiver of Section 6.5.B.4 of the Site Plan Review Regulations regarding sidewalk installation as described in the staff memo.

Seconded by Joan Monroe

Roll Call Vote:

Voting in Favor – Mr. Hall, Ms. Stavis, Ms. Romano, Mr. Amaro, Mr. Garland

Voting Against – Ms. Monroe

Abstaining – Ms. Chewning, Mr. Rutter

****The MOTION was approved (5-1-2).***

A MOTION by Matthew Hall to APPROVE a waiver of Section 6.5.B.5 of the Site Plan Review Regulations regarding a 50-foot turning radius as described in the staff memo.

Seconded by Joan Monroe

Roll Call Vote:

Voting in Favor – Mr. Hall, Ms. Stavis, Ms. Romano, Mr. Amaro, Mr. Garland

Voting Against – Ms. Monroe

Abstaining – Ms. Chewning, Mr. Rutter

***The MOTION was approved (5-1-2).**

Mr. Goodrich was allowed to speak but had no new facts to share.

Chair Garland closed the Public Hearing.

A MOTION by Laurel Stavis to continue the hearing of Saxon Partners (Applicant) and Alfred P. & Lorelee S. West (Property Owners), 343 Mount Support Road (Tax Map 24, Lot 1), zoned R-1 & RL-3 to Monday, September 28, 2020 at 6:30 PM.

Seconded by Joan Monroe

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Amaro, Mr. Rutter, Ms. Monroe, Ms. Romano, Ms. Stavis, Ms. Chewning, Mr. Hall

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

3. Adjournment:

A MOTION by Matthew Hall to adjourn the meeting.

Seconded by Laurel Stavis.

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Hall, Ms. Romano, Mr. Rutter, Ms. Chewning, Ms. Monroe, Ms. Stavis, Mr. Amaro

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

The meeting was adjourned at 9:39 PM.

Respectfully submitted,

Holly Howes

Recording Secretary

**Agenda
Planning Board
October 26, 2020**

**Agenda Item #4C
Approval of Minutes**

September 14, 2020

DRAFT

LEBANON PLANNING BOARD
Regular Meeting
Monday, September 14, 2020 – 6:30 pm
Remote Via Microsoft Teams
LebanonNH.gov/Live

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Jim Winny (Council Representative), Kim Chewning, Joan Monroe, Kathie Romano, Jeremy Rutter, and Gregorio Amaro (Alt.)

MEMBERS ABSENT: Matthew Hall (Vice-Chair) and Laurel Stavis

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Erica Brittner (Assistant City Engineer)

1. CALL TO ORDER: Chair Garland called the meeting to order at 6:30 PM.

A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.

Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams. All members identified themselves.

2. NOTICE OF REGIONAL IMPACT:

Janet Wong (applicant) and Virginia Wong (property owner), 43 Mechanic Street (Tax Map 106, Lot 34), zoned LD: Request for Site Plan Review to convert an existing three (3) unit multi-family dwelling to a six (6) unit multi-family dwelling. **#PB2020-27-SPR**

One Mechanic Street, LLC and FSP LLC, 1 Mechanic Street (Tax Map 91, Lot 264) and 0 Foundry Street (Tax Map 91, Lot 262), zoned LD: Request for Site Plan Review to convert an existing three-story commercial building at 1 Mechanic Street (Tax Map 91, Lot 264) to an 18-unit multi-family dwelling, together with associated site improvements, and a request for a Conditional Use Permit per Section 607.5.A of the Zoning Ordinance to allow parking for the proposed multi-family use to be located at 0 Foundry Street (Tax Map 91, Lot 262). **#PB2020-28-SPR**

Mr. Brooks recommended that neither application has the potential for regional impact.

A MOTION by Joan Monroe that the applications listed above do not have potential for regional impact.

Seconded by Kathie Romano

Roll Call Vote:

Voting in Favor – Ms. Chewning, Ms. Romano, Mr. Winny, Ms. Monroe, Mr. Rutter, Mr. Garland

**The MOTION was approved (6-0)*

3. NEW APPLICATIONS – Completeness Review and Public Hearings:

A. Dana E. Seguin, 17 Summer Street (Tax Map 77, Lot 151), zoned R-3: Request for minor subdivision review per Section 6.3 of the Subdivision Regulations to convert an existing 3-

1 unit rental building into 3 condominium units. **PB2020-23-MIN**

2
3 Mr. Brooks gave an overview of the regulation at issue. The Subdivision Regulations Section 6.3 was
4 modified in relation to conversion of existing buildings into a condominium form of ownership. Prior
5 to 2013, such a change did not trigger any review. Since 2013, such changes require subdivision
6 review, but the Board's involvement is limited to ensuring that the underlying existing use is not
7 materially altered by the conversion. Mr. Corwin stated that he reviewed the application, and Staff
8 does not see a substantial change in use and feels there is no need to review this as a full application.

9
10 Dana Seguin, Property Owner and Atty. Nicholas Burke appeared online to speak on behalf of the
11 request.

12
13 Mr. Burke explained that Mr. Seguin filed a Declaration of Condominium in the summer of 2019
14 with Grafton County. He was not aware of the change in regulations and did not apply at that time.
15 The property consisted of three residential apartment units which were converted to three
16 condominium units for residential use. There were no changes to the structure, no improvements, and
17 the residential use remained the same.

18
19 Mr. Corwin stated that Staff has reviewed the application and recommends that it is complete enough
20 for the Planning Board to accept jurisdiction and commence deliberation.

21
22 ***A MOTION by Joan Monroe that the application of Dana E. Seguin, 17 Summer Street (Tax Map***
23 ***77, Lot 151), zoned R-3is complete enough for the Planning Board to accept jurisdiction and***
24 ***commence deliberation.***

25 ***Seconded by Jim Winny***

26
27 ***Roll Call Vote:***

28 ***Voting in Favor – Mr. Rutter, Ms. Monroe, Mr. Winny, Ms. Romano, Ms. Chewing, Mr. Garland***
29 ****The MOTION was approved (6-0).***

30
31 Ms. Romano inquired if this was a nonconforming three-unit building without the necessary upgrades
32 to wiring, interconnected smoke detectors, and separate electric meters. She also questioned the status
33 of fire inspections and building inspections. Mr. Brooks stated that this is not an illegal three-family
34 unit. Mr. Seguin obtained a variance in 2005 to construct a third unit on the property, which went
35 through both the Zoning Board and Building Permit process at that time with a review by the Fire
36 Department and the Building Department. Mr. Seguin added that the third unit went online in 2006
37 and met all City code requirements with upgrades to all services. The property will remain three units
38 once it is sold and an owner's association is in place, and Mr. Seguin will still be involved.

39
40 Mr. Amaro joined the meeting at 6:49pm and was appointed in place of Ms. Stavis.

41
42 Atty. Burke noted that the review is limited to whether the use is changing. Ms. Monroe stated that
43 the Board members can ask for additional information, particularly the safety requirements, as part of
44 a thorough review.

45
46 Chair Garland explained that a subcommittee is looking at certain regulations and will add this to the
47 list of items to be considered. If there is a change in use, an application would be required. If there is
48 no essential change in use, the Board process would not be required, saving the applicant and the City
49 time and money.

50
51 ***A MOTION by Jim Winny that the Planning Board finds no material change in use.***

Seconded by Joan Monroe

Voting in Favor – Mr. Garland, Mr. Winny, Ms. Romano, Ms. Chewning, Mr. Amaro, Mr. Rutter, Ms. Monroe

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

B. Chiplin Enterprises, Inc., 14 Main Street (Tax Map 72, Lot 88), zoned CBD: Request for Site Plan Review to convert a former 8,000 SF retail store into a Social Service Center.

PB2020-24-SPR-PLEASE NOTE THIS APPLICATION HAS BEEN WITHDRAWN BY THE APPLICANT

C. City of Lebanon and Ruth Guernsey Trust, 22 Green Street West and ROW of Spring Street West (Tax Map 59, Lot 49 and Tax Map 59, Lot 64), zoned R-3: Request for the Board to revoke a previously-approved Boundary Line Adjustment (PB2019-20-BLA) and to approve the layout of a new segment of public highway for turnaround purposes. **PB2020-25-DED**

Ms. Brittner explained that the City does not own the land under Spring Street West after all. The underlying land is owned by the original sub-divider. The property owner confirmed that they would still give the land as a right-of-way for a turnaround.

Ms. Romano recused herself.

Mr. Corwin noted the motions on Page 2 of the Staff Memo, one of which revokes last year's Boundary Line Adjustment approval and another to approve the layout of the new right-of-way.

A MOTION by Joan Monroe to revoke a previously-approved Boundary Line Adjustment (PB2019-20-BLA).

Seconded by Jeremy Rutter.

Voting in Favor – Ms. Monroe, Mr. Winny, Ms. Chewning, Mr. Garland, Mr. Amaro, Mr. Rutter

**The MOTION was approved (6-0)*

A MOTION by Joan Monroe to continue the hearing of City of Lebanon and Ruth Guernsey Trust, 22 Green Street West and ROW of Spring Street West (Tax Map 59, Lot 49 and Tax Map 59, Lot 64), zoned R-3 to September 28, 2020 at 6:30 PM.

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Ms. Chewning, Mr. Garland, Mr. Amaro, Mr. Rutter, Ms. Monroe, Mr. Winny

**The MOTION was approved (6-0).*

Ms. Romano returned to the meeting.

4. NEW APPLICATIONS – Completeness Review Only: None

5. OTHER BUSINESS:

A. Planning Board Capital Improvement Program (CIP) - Full Board review

1
2 Mr. Brooks gave an introduction of the 2021-2026 CIP process. The policy and procedures were updated
3 last year. There were 31 projects in this year's CIP that met the definition of a CIP Item. The Board
4 reviewed those projects with the department heads to discuss the projects. The CIP list includes items
5 beyond the 6-year planning horizon in order to use CIP as a planning tool and anticipating City needs.
6 The City Manager recommended not taking on more new debt than will be paid off during the 6 year
7 period. All projects were scored to rank the priority and need of each project. Emergency or public safety
8 needs are reflected in those scores.

9
10 Chair Garland reported on the CIP meeting stating that it is an interesting exercise and recommended
11 future participation to other Board members. All City departments participate, which provides insight into
12 the management of the City. The larger School projects will be voted on by the residents. There is a wide
13 range of projects, and it is difficult to compare them. The Fire Department requests were an illustration.

14
15 The Board members had the opportunity to comment on the projects and ask questions. The City Council
16 will review the CIP recommendations and make the final decision on funding as part of the City's budget.

17
18 ***A MOTION by Joan Monroe that the Planning Board APPROVES AND ADOPTS the Capital***
19 ***Improvement Program for the six-year period (2021-2026) as presented in the September 14, 2020***
20 ***agenda packet, and hereby SUBMITS Year 1 (2021) of the CIP as the Board's recommendation to the***
21 ***City Council for capital budget funding for 2021. The Planning Board also wishes to acknowledge and***
22 ***highlight the importance of the CIP program and process as an essential component of the City's***
23 ***overall financial planning effort and as a mechanism for anticipating future facility and infrastructure***
24 ***requirements in order to ensure that they are funded in a responsible and systematic fashion.***

25
26 ***Seconded by Jeremy Rutter.***

27
28 Mr. Brooks explained the scoring system to the new Board members, adding that the Board is
29 approving the overall list of projects and what will be recommended for funding in 2021. New issues arise
30 and things change over the coming year, so a new review will take place next year. The City Council
31 approves the funding for 2021 given all of the recommendations and information.

32
33 ***Roll Call Vote:***

34 ***Voting in Favor –Mr. Garland, Mr. Amaro, Mr. Rutter, Ms. Monroe, Mr. Winny, Ms. Romano, Ms.***
35 ***Chewning***

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

37
38
39 **6. CONCEPTIONAL REVIEW:**

40
41 **A. William G. Nisen, 75 Eastman Hill Rd. (Tax Map 125, Lot 21), zoned RL-2: Conceptual**
42 **review per Section 7.3 of the Subdivision Regulations for a proposed three (3) lot minor subdivision.**
43 **PB2020-26-CON**

44
45 Dan Nash of Advanced Geomatics & Design attended online to speak on behalf of the application.

46
47 Mr. Nash explained that the applicant wishes to create three lots. The terrain is very steep, and the major
48 challenge is access. It is planned that Lots 1 & 2 would use the same driveway. The Board members
49 observed that the line of sight for the Lot 3 driveway is very limited being on a curve. Mr. Nash noted that
50 the three lots may all use the same access, adding that it is very early in the planning. The Board members
51 agreed that there should not be a driveway off the curve.

Staff had no comments.

7. APPROVAL OF MINUTES:

A. August 13, 2020 and August 20, 2020 CIP Meetings

A MOTION by Joan Monroe to approve the minutes of the August 13, 2020 and August 20, 2020 CIP Meetings as presented.

Seconded by Jeremy Rutter.

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Winny, Ms. Romano, Mr. Rutter, Ms. Chewning, Ms. Monroe, Mr. Amaro

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

B. August 24, 2020 Planning Session

Page 1, line 19 to read, "...consultations may be non-meetings..."

A MOTION by Joan Monroe to approve the minutes of the August 24, 2020 Meeting as amended.

Seconded by Kathie Romano.

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Winny, Ms. Romano, Mr. Rutter, Ms. Chewning, Ms. Monroe,, Mr. Amaro

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

8. Adjournment:

A MOTION by Joan Monroe to adjourn the meeting.

Seconded by Kathie Romano.

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Winny, Ms. Romano, Mr. Rutter, Ms. Chewning, Ms. Monroe, Mr. Amaro

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

The meeting was adjourned at 9:09 PM.

Respectfully submitted,

Holly Howes

Recording Secretary