

FINAL

**LEBANON PLANNING BOARD &
CONSERVATION COMMISSION JOINT MEETING
Monday, April 25, 2022, 6:30 PM
City Council Chambers, City Hall
or Remote Via Microsoft Teams
LebanonNH.gov/Live**

PLANNING BOARD

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Karen Zook (City Council Rep), Kim Chewning, Kathie Romano, Laurel Stavis, Cori Hirai (Alternate)

PLANNING BOARD

MEMBERS ABSENT: Gregorio Amaro, Tom Martz, Jeremy Rutter, Thomas Jasinski (Alternate)

CONSERVATION COMMISSION

MEMBERS PRESENT: Sarah Riley (Chair), Bruce James (Vice Chair), Erling Heistad (City Council Rep), Ernst Oidtmann, Susan Almy, Don Lacey, Barbara Hirai (Alternate)

CONSERVATION COMMISSION

MEMBERS ABSENT: Christopher Johnson, Darla Bruno (Alternate), Megan Smith (Alternate)

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Mark Goodwin (GIS Coordinator)

1. Call to Order

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

Cori Hirai was appointed to replace one of the absent Planning Board members.

The members of both boards introduced themselves.

2. Joint meeting of Planning Board & Conservation Commission

A. Development/Conservation Trends Overview (10 mins)

Mr. Goodwin gave a presentation which included historic metrics and trends of population, development, and conservation. The members present asked clarifying questions, and the Staff present responded.

B. Development Review Process

- Tools –Wildlife Corridor Study, Zoning Ordinance, Development Regulations

Mr. Corwin described the tools and process involved in land development. The Zoning Ordinance and the land use regulations are used by the boards as they evaluate development projects. Those documents are reviewed and updated on a regular basis.

C. Long Range Planning process

- Tools –Master Plan, NRI, Open Space Plan

Mr. Brooks commented on the various tools used and their utility when the Planning Board reviews projects. The Master Plan and NRI can be used to help update and amend the regulatory tools, such as the zoning and development regulations. Many of the resources have been created in part by the Conservation Commission.

D. Open Discussion

- How can the Planning Board and Conservation Commission coordinate more frequently

It was suggested that it would be helpful for the Conservation Commission to review a project earlier in the approval process to give informed input on issues such as wetlands. Mr. Corwin explained the review process, which requires wetland issues to be reviewed by the Conservation Commission before decisions are made by the Zoning Board of Approval and subsequently by the Planning Board.

The members present inquired about several review issues. One topic involved the coverage of the expense of review. Mr. Brooks explained that permit fees generally cover most review expenses. Wetland and wildlife issues were discussed. Mr. Brooks described the mitigation that was implemented to address those issues based upon official reports. There was discussion of the application of regulations and the fairness of the process to all applicants.

Chair Garland opened a discussion of the Open Space Plan. Mr. Brooks explained the preparation and review of the plan and its importance in the planning process. He noted that the Planning Board's questions and confusion about the Open Space Plan was a driving factor for holding a joint meeting with the Conservation Commission and that staff would still like to have the Planning Board endorse the Plan once it has a better understanding. Mr. Goodwin described the purpose of the Open Space Plan. The members present discussed the plan. Suggestions were made for gathering background information that could inform Planning Board members before they review applications.

3. Committee Reports

A. **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/C. Hirai)
- Mr. Hall stated that the committee would be meeting soon.

B. **City Council Subcommittees:**

- Class VI Roads Advisory Committee (VACANT)
- Lebanon Energy Advisory Committee (VACANT)

C. **Other Subcommittees:**

- City Council Representative (K. Zook/D. Whittlesey)
- 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)
- West Lebanon Revitalization Advisory Committee (L. Stavis)
- Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

4. Other Business

Mr. Corwin updated the Board members on the Minor Site Plan Review Committee activities.

Mr. Brooks stated that a community meeting and walkabout in the West Lebanon area resulted in good conversation and observations for the Main Street Streetscape improvement project. The goal is to bring the plan forward to the City Council in the next month or two to seek authorization for additional steps for the streetscape improvement project. The project is a top priority for funding and implementation.

Ms. Romano raised an issue of a property in West Lebanon that was rezoned and then razed and a possible plan for low-income housing in its place. Mr. Brooks stated that there are several properties that may be used for such workforce housing. Ms. Zook noted that the City Council learned the building on that property was full of black mold, which made the building unsafe. Mr. Brooks commented on other projects under consideration.

5. Approval of Minutes

A. March 28, 2022

A MOTION by Matthew Hall to approve the Planning Board Minutes of March 28, 2022, as presented. The motion was seconded by Cori Hirai.

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

6. Adjournment

A MOTION by Matthew Hall to adjourn the meeting.

The motion was seconded by Kathie Romano.

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

The meeting was adjourned at 9:19 PM.

Respectfully Submitted,

Holly Howes
Recording Secretary