FINAL

LEBANON PLANNING BOARD
Regular Session
Monday, July 25, 2022, 6:30 PM
City Council Chambers, City Hall
or Remote Via Microsoft Teams
LebanonNH.gov/Live

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Karen Zook (City Council Rep), Tom Martz, Kathie Romano, Jeremy Rutter, Laurel Stavis, Thomas Jasinski (Alternate), Cori Hirai (Alternate)

MEMBERS ABSENT: Gregorio Amaro, Kim Chewning

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

Call to Order

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

Tom Jasinski and Cori Hirai were appointed to replace Kim Chewning and Gregorio Amaro.

2. Study Items

A. Review and Discussion of Draft Strategic Plan

City Manager Mulholland explained the purpose and application of the Draft Strategic Plan. The focus is on the actual functions performed by multiple city departments when necessary work is undertaken. This will determine the areas in the city budget with target application of the new Strategic Plan in 2024. The goal is for the City Council to be determining and prioritizing objectives for funding in each budget cycle.

The Board members asked for clarification on several aspects of the plan, and Mr. Mulholland provided additional examples of how the process would work. Mr. Rutter noted that the Dana House and the Seminary Hill School property need to be featured and funded. Ms. Stavis commented on the planning and fundraising done regarding the properties in 2013 and the outcome when the Lebanon School Board chose to move its administrative offices into the empty school building.

Chair Garland, who was having an issue with his hearing, appointed Vice Chair Matthew Hall to continue overseeing the meeting.

Mr. Hall inquired if the Board members would like to review the draft of the Strategic Plan and have a discussion in August. The Board members agreed that having time would be preferable, and Mr. Hall asked for the topic to be put on the August agenda and that the three-year planning term be highlighted.

B. Surplus Property Determination: At the request of the City Manager, the Board will review whether the City-owned property at Old Etna Road (Tax Map 50, Lot 31) is surplus to City needs pursuant to the City's Real Property Transaction Policy.

Mr. Mulholland inquired if the Board had any feedback on the property, which is a swamp. The Board members commented on the property and its potential for use. Mr. Corwin explained what would be required to make the property buildable. Mr. Mulholland stated that the property would be appraised if there was interest in a purchase.

A straw poll of the Board Members was taken as to whether the city should keep the property. The consensus was that it was unlikely that the city would have a use for the property.

C. Presentation by Sherry Boschert on Electric Vehicle (EV) charging needs and new development

Ms. Boschert gave a presentation on the status and future of electric vehicles (EV's). She has driven an EV for 20 years and is the author of *Plug-In America*. She noted that Lebanon is unprepared for the growing EV charging needs. Most charging is done at home and work. Developers have very low-cost options for providing stations while building, and adding it later is much more costly. Vermont has far more stations than New Hampshire. The number of vehicles is projected to increase dramatically, particularly for long distance EV's. There are different levels of readiness for charging and different levels of charging capacity. Home charging is preferable for both convenience and cost. There are many different levels of charging using individual and shared units, and costs are site-specific. Ms. Hirai endorsed the facts and features of EV charging. Ms. Stavis noted that the gas tax funding road upkeep is a factor in the lower level of EV's in New Hampshire. Mr. Hall suggested that developers would be providing charging, which would limit the need for the city to provide charging units. The Board members commented on EV issues. Ms. Stavis suggested that there would be more impact at the state level by approaching the state legislature. There is an equity issue around the capacity for people to afford an EV. Mr. Jasinski noted that a requirement in the site plan regulations could be a possibility, but Ms. Boschert stated that there are no cities or towns with such a requirement.

D. Discussion re: possible zoning amendments to allow digital signs

Mr. Corwin stated that digital, scrolling signage is not allowed in Lebanon. There may be interest in pursuing a change with an amendment. Ms. Hirai would create an amendment if the Board were interested in changing the zoning on digital signage. The Board members discussed the aspects of digital signage. Ms. Hirai stated that lighting standards or other aspects of digital signage could be regulated. Mr. Corwin stated that the Board could revisit the parameters around digital signage and a new ordinance. Mr. Hall surveyed the Board members to determine their interest in exploring the issue. The consensus was that seeing a draft ordinance from Ms. Hirai would be useful.

3. Other Business

A. Minor Site Plan Committee jurisdiction

Mr. Corwin stated that he sent out an outline of the types of projects qualifying for minor site plan review. Mr. Jasinski inquired about the use of "and/or" related to the items. Mr. Corwin said that if a proposed site plan is more complex than the thresholds set forth in Section 3.1.C of the Site Plan Review Regulations, the application would be forwarded to the full Planning Board for review. Mr. Hall suggested that requiring a report to the full Board following a decision by the Minor Site Plan Committee would be a good idea.

B. Discussion re: procedure for the denial of an application

Chair Garland stated that this discussion was prompted by a recent approval that could have gone against the applicant. Mr. Corwin stated that there is a new House bill that is relevant to this discussion, and a Board must satisfy new NHMA requirements. He noted that a vote on an application needs to be based upon a project not satisfying the requirements or that does not have the necessary waivers or conditions. It would be important to be able to note the specifics of a negative vote related to the requirements. Denial of an application needs to be documented. Ms. Romano noted that a negative vote needs to be explained in the discussion portion of the motion. Ms. Stavis stated that based upon HB1661, a Board needs to provide written findings of fact when denying an application.

C. Jolin Salazar-Kish, 8-10 & 14 Bank Street (Tax Map 92, Lots 125 & 124), zoned LD: Review of a minor alteration to an approved site plan (PB2019-39-SPR) per Section 9.2 of the Site Plan Review Regulations.

Mr. Hall stated that the new schematic provides an update on the ADA ramp for 10 Bank Street. Mr. Corwin stated it is not unusual for changes to be made to a site plan following approval. Ms. Romano noted that there is a discrepancy on one of the inclines stated. The consensus was to allow the minor change.

4. Committee Reports

A. **Planning Board Subcommittees:**
--Planning Board Capital Improvement Program
--Planning Board Development Regulations Update

B. **City Council Subcommittees:**
--Class VI Roads Advisory Committee
--Lebanon Energy Advisory Committee

C. **Other Subcommittees:**
--City Council Representative
--Heritage Commission
--Pedestrian & Bicyclist Advisory Committee
--Upper Valley Lake Sunapee Regional Planning Commission
--UV SubCommittee of the Connecticut River Joint Commissions
--Upper Valley Transportation Management Association
--Mascoma River Local Advisory Committee
--Steering Committee for the Implementation of the Master Plan
--West Lebanon Revitalization Advisory Committee
--Planning & Development Department – Task Status

5. Approval of Minutes

A. June 27, 2022

A MOTION by Laurel Stavis to approve the Planning Board Minutes of June 27, 2022, as presented. The motion was seconded by Bruce Garland.
****The MOTION was approved (9-0).***

6. Adjournment

A MOTION by Bruce Garland to adjourn the meeting.
The motion was seconded by Tom Martz.
****The MOTION was approved (9-0).***

The meeting was adjourned at 8:51 PM**.**

Respectfully Submitted,

Holly Howes
Recording Secretary