**FINAL**

**LEBANON PLANNING BOARD**
**Regular Session**
**Monday, January 23, 2023, 6:30 PM**
**City Council Chambers, City Hall**
**or Remote Via Microsoft Teams**
**LebanonNH.gov/Live**

**MEMBERS PRESENT:** Matthew Hall (Chair), Jeremy Rutter (Vice Chair), Douglas Whittlesey (Alt. City Council Rep), Kim Chewning, Bruce Garland, Kathie Romano - remote, Cori Hirai (Alternate), Thomas Jasinski (Alternate)

**MEMBERS ABSENT:** Karen Zook (City Council Rep), Laurel Stavis

**STAFF PRESENT:** Nathan Reichert (Planning Director), Tim Corwin (Deputy Planning Director), Brian Vincent (City Engineer)

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**1. Call to Order**

Chair Hall called the meeting to order at 6:36 PM.

Cori Hirai and Tom Jasinski were appointed in place of the empty positions.

Ms. Romano was attending remotely due to being out of town.

**2. Public Hearing Items**

A. **CP Centerra LLC, 12 Centerra Parkway (Tax Map 10, Lot 11, Plot 100), zoned IND-L:** Request for Site Plan Review to construct a +/-2,273 sq. ft. restaurant with a drive through (Starbucks) together with associated site improvements. PB2022-45-SPR - **Continued from December 19, 2022**

Mr. Garland recused himself for this application.

Kerry McCormack of Crosspoint Associates appeared online in support of the application.

Mr. Corwin recapped the progress to date on the application and brought up the request for additional time of four years instead of the usual two years. He also noted the issue of the third-party engineer and asked Mr. McCormack to discuss the applicant's request.

Mr. McCormack commented on the site drawings presented and stated that the final drawings from Starbucks will take additional time due to the extensive project. He stated that due to current supply conditions, they are requesting four years to get utilities in the ground. Chair Hall inquired if the usual two years would give them enough time. Mr. McCormack stated that they would find a two-year timeframe extremely onerous.

Mr. Corwin commented that staff would not object to the design engineer performing the required inspection services depending on the size of the site disturbance. A draft motion has been prepared for the Board's consideration with new conditions related to the project. Mr. Vincent noted that inspection criteria would be specified. Mr. Corwin noted that the new conditions could provide some flexibility for the applicants to use their own design engineer.

With respect to the request to extend the time within which a building permit must be obtained, Chair Hall stated that four years would be too long in his view, considering that traffic and zoning regulations may change during that time, so he recommended keeping to the usual two-year time frame.

Mr. Rutter commented that it could establish a bad precedent to allow four years. Ms. Hirai suggested that the applicant come back once there is more specific information from Starbucks to complete the entire details of the project. Councilor Whittlesey inquired why the applicants were submitting the application without all the site plan details in place. Mr. McCormack stated that they are attempting to limit the upfront costs while they don't know whether the entire project will be approved. There is still geotechnical data needed and going back and forth with the tenant and obtaining financing would also take additional time. Three years would be a minimum to give the applicants enough time.

Ms. Romano stated that if three years makes more sense than coming back for an additional year, she would be in favor of it if the popular shopping area will not be torn up for any additional time.

Chair Hall noted that the applicant could come back for an additional year's extension after two years, which is common practice.

Chair Hall invited public comment. Hearing none, he closed the Public Hearing.

Mr. Jasinski noted that the application presented has additional conditions but is essentially the same as a typical application for two years.

***A MOTION by Jeremy Rutter that*** the Lebanon Planning Board **APPROVE** the application of CP Centerra LLC regarding 12 Centerra Parkway (Tax Map 10, Lot 11, Plot 100), zoned IND-L, PB2022-45-SPR, for Site Plan Review to construct a +/-2,273 sq. ft. restaurant with a drive through (Starbucks) together with associated site improvements as shown on a plan set titled "Centerra Marketplace 'Starbucks'" prepared by Pathways Consulting, LLC, dated October 10, 2022, last revised November 28, 2022 (17 sheets), including any and all submissions and testimony provided for and during the public hearing.

In support of its decision, the Board finds that the applicant has submitted plans, testimony, technical data, information, reports, and studies – variously prepared by a professional civil engineer, professional traffic engineer, licensed land surveyor, an architect, and a landscape architect – that together satisfactorily demonstrate compliance with the applicable requirements of the Site Plan Review Regulations, except as may reasonably be addressed through the imposition of certain conditions of approval, set forth below, and except as may have been waived pursuant to Section 7.1.

This approval is subject to the following conditions:

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

1. The applicant shall provide a temporary stormwater and erosion control management plan (in plan view) for review and approval by the City Engineer.

2. The applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department:
    a) Remove references to "Orange Theory" tenant.
    b) Identify the height of the existing buildings (5.1.E.4.e.8).
    c) Add the temporary stormwater and erosion control management plan required by condition of approval #1.

d) Amend the cover sheet to provide description of plan revisions (5.1.E.4.d).

3. 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.

4. 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.

5. 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**

6. 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 City shall retain the services of an independent third-party inspector, for which the applicant shall be responsible for all inspection fees related to (a) on-site work related to sewer, water, temporary sedimentation and erosion control, and drainage improvements, and (b) all off-site work within the City's right-of-way (including but not limited to water, sewer, roadway, sidewalks, crosswalks, bus stops/shelters, driveways, 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 and shall sign a Water & Sewer Extension and Infrastructure Inspection Agreement in accordance with Chapters 136 and 182 of the City Code.

7. 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 October 13, 2021. 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.

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

9. Prior to the start of any construction activities on the property, the applicant shall obtain or update (if appropriate) any required State approvals.

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

10. The impact fee calculated pursuant to Condition of Approval #7 shall be paid.

11. Third-party 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.

12. 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**

13. 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.

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

15. 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).

***The motion was seconded by Tom Jasinski.***

Mr. Jasinski asked about the third-party engineer requirement. Mr. Corwin stated it is up to the Board to make the recommendation for a third-party engineer whenever the Board believes it is necessary. Mr. Corwin stated that it is up to the Board to allow the applicant the choice of utilizing their design engineer or a third-party engineer. Chair Hall noted that if the City Engineer is okay with using a design engineer, than he would be.

Ms. Romano inquired about the difference in cost of using the design engineer versus a third-party engineer. Ms. Hirai noted that the cost would be the same.

Ms. Chewning inquired as to the way the City determines the size of the site disturbance. Mr. Corwin noted that there is less need for scrutiny on a smaller project. Mr. Vincent stated that it depends on the potential impact on abutters due to the size of the site disturbance. Mr. Corwin noted that Section 8.2 provides the requirements for this policy. Ms. Chewning stated that she believes it's an arbitrary decision. Mr. Corwin stated that Staff is comfortable with allowing the applicant's design engineer to oversee the project and provide formal confirmation that the site plans were carried out as presented and approved. Councilor Whittlesey stated that it is important that someone impartial inspects the work rather than someone hired by the contractor. A third party would have an independent viewpoint.

Chair Hall conducted an informal poll of the Board members regarding their preference for a third-party engineer versus the applicant's engineer.

Mr. Corwin made an adjustment to the motion to reflect the Board members' preference for a third-party engineer (see Condition #6 above for the motion as adjusted).

***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Ms. Hirai, Ms. Romano***
***Voting Against – None***

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

Bruce Garland returned to the Board.

B. **Altaria Lebanon Park, LLC, NH Route 120 & Cavendish Court (Tax Map 10, Lots 26-34), zoned IND-L**: Pursuant to Section 7.13 of the Subdivision Regulations, Applicant requests approval to construct the 11-lot Altaria Planned Business Park development in phases. **PB2022-53-FMAJA - Continued from January 9, 2023**

Chair Hall noted that the dates for the phasing need to be determined.

Mark Rosenshein and Peter Knights of Lebanon Altaria Park, Attorney Nate Burke, and Kevin Worden of Engineering Ventures appeared in support of the application.

Mr. Rosenshein stated that they had met with Staff to discuss the dates for phasing and explained the parameters of the phases.

Chair Hall noted that the Board had issues regarding the phasing plan, stating that it must carry all the requirements and conditions of the original, approved plan.

Chair Hall invited public comment. Hearing none, he closed the Public Hearing.

***A MOTION by Douglas Whittlesey*** that the Lebanon Planning Board **APPROVE** the application of Altaria Lebanon Park, LLC, to construct the 11-lot Altaria Planned Business Park development in phases per Section 7.13 of the Subdivision Regulations as shown on the plan set titled, "Construction Phasing Plan," prepared by Engineering Ventures, PC, dated November 8, 2022, last revised January 20, 2023, EV #: 09428 ("Phasing Plan"), PB2022-52-FMAJA, including any and all supplemental submissions and testimony provided during the public hearing, with the following conditions:

1. The applicant shall comply with all applicable conditions of the Planning Board's prior Notices of Action for the Altaria Planned Business Park development, including but not limited to, the Notice of Action dated November 12, 2013, PB2013-27-FMAJ, except that the development shall be constructed in phases pursuant to and in accordance with the Phasing Plan.

2. With respect to the **Phase 2** site improvements, the applicant shall be required to (a) achieve Active and Substantial Development or Building, as defined in Section 14.1.B.1 of the Subdivision Regulations, by July 31, 2024; and (b) achieve Substantial Completion, as defined in Section 14.1.B.2, by July 31, 2025.

3. With respect to the **Phase 3** site improvements, the applicant shall be required to (a) achieve Active and Substantial Development or Building, as defined in Section 14.1.B.1 of the Subdivision Regulations, by July 31, 2025; and (b) achieve Substantial Completion, as defined in Section 14.1.B.2, by July 31, 2026.

4. Prior to the start of any construction activities or site work, the applicant shall update all Subdivision Agreements, Security Agreements, and other documents, as necessary, to reflect the dates of the extended and phased approval (per Section 14.1.B.1.c of the Subdivision Regulations).

5. Prior to the start of any construction activities or site work, the applicant shall, pursuant to Sections 7.10 and 14.5 of the Subdivision Regulations, enter into a Performance Security Agreement and provide security necessary for the completion of all Phase 2 required improvements and utilities. The Agreement shall specify that security for Phase 3 shall be posted by no later than September 31, 2024.

***The motion was seconded by Jeremy Rutter.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
****The MOTION was approved (8-0).***

C. **Upper Valley Technology Park, LLC, 0 Plainfield Road (Tax Map 131, Lot 3), zoned IND-L:** Request for Site Plan Review to construct a +/-9,400 sq. ft. building for a proposed equipment and machinery sales, rental, and service use, together with associated site improvements. The building and improvements will be located on lot 2 (110 Airpark Road) of a proposed 3-lot industrial planned unit development **(PB2022-51-CUPMIN)**. Applicant also requests a Conditional Use Permit per Section 303.4 of the Zoning Ordinance to allow a proposed outdoor storage area to occupy an area greater than 20 percent of the footprint area of the proposed principal building. **PB2022-52-SPR**

Mr. Corwin stated that Staff has determined that the application is complete enough for the Planning Board to accept jurisdiction and commence review.

***A MOTION by Bruce Garland that the application of Upper Valley Technology Park, LLC, 0 Plainfield Road (Tax Map 131, Lot 3), zoned IND-L, is complete enough for the Planning Board to accept jurisdiction and commence review.***
***The motion was seconded by Jeremy Rutter.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
****The MOTION was approved (8-0)***

Adam Morse of Engineering Ventures, Landscape Architect Paul Simon, Brad Farrin and Jeff Hytinen of Milton Cat, and Don Wells of DW Properties appeared in support of the application.

Mr. Farrin stated that Milton Cat is a construction equipment rental business and a facility for state-of-the-art servicing of construction equipment.

Mr. Morse explained the aspects of the site that prompted the requested waivers, many of which are partial waivers. Mr. Simon provided additional details for the waiver requests.

Mr. Corwin stated that Staff reviewed the project and recommend a third-party engineer. Mr. Vincent added that there are still details to resolve regarding stormwater management and a possible condition of approval.

Mr. Corwin stated that there is no draft motion for this meeting, but the Board can deal with waivers tonight and go forward with the hearing at the February 13, 2023 meeting.

Chair Hall inquired if the applicant agreed with this plan. Mr. Farrin agreed with that plan and with appointing a third-party engineer.

Mr. Garland inquired if this application is for one of three lots and if plans are ready for this one and not the others. Mr. Morse agreed. Mr. Corwin inquired of Mr. Morse how many acres were in each parcel. Mr. Morse stated that there were 6 acres, 4 acres, and 27 acres for a total of 37 acres. Mr. Wells stated that they are in talks with other companies for the other lots.

Mr. Corwin noted that the 37-acre lot was subdivided in December, and the subdivision plat would need to be recorded as a condition of approval. The 6-acre lot is the one in this application.

Mr. Morse stated that the CUP is to allow retail sales of equipment. Mr. Hytinen added that there would be sales of construction-related items and accessories such as safety vests, hard hats, and safety glasses.

Councilor Whittlesey inquired if they would be using the proposed building for the equipment sales. Mr. Morse stated that they would. The Councilor also noted that there was no comment from the Fire Department.

Mr. Garland noted that the Board is not qualified to assess the fire safety requirements and that the building is not sprinkled. He recommends that the applicant meet with the Fire Department. Mr. Morse agreed and will consult with the new Fire Chief.

Ms. Hirai inquired about the bike rack waiver. Mr. Farrin stated that they are only servicing their own equipment and not equipment for the public. Mr. Morse stated that there are 7-10 employees and service techs on the road in their own trucks. Mr. Farrin noted that it is not the best area for bikes.

Mr. Rutter, inquiring about parking and trees, asked if they would consider changing the proposed spacing or locations of trees. Mr. Simon provided the details of the landscaping plan.

Ms. Romano noted the absence of stormwater management information and Fire Department comments. She inquired about the dumpster screening. Mr. Corwin noted that there would be an enclosure for the dumpster but not vegetation. Ms. Romano stated that a bike rack would be okay for an employee without a car.

Chair Hall invited public comment. There was none.

Ms. Hirai inquired about minimizing the island to limit impervious surface. Mr. Simon stated that they are meeting the shade requirements for parking. The display areas go around the building, and they are doing as much as they can. The surface in the display area is gravel.

Chair Hall suggested that the Board members vote on all waivers except the one concerning a bicycle rack.

***A MOTION by Jeremy Rutter*** that for the application of **Upper Valley Technology Park, LLC, 0 Plainfield Road (Tax Map 131, Lot 3), zoned IND-L**, the Lebanon Planning Board **APPROVE** waivers from the following sections of the Site Plan Review Regulations:

- **Section 6.2.D** – 10-foot building landscaping (partial)

- **Section 6.2.B.1** – perimeter landscaping requirement (partial)

- **Section 6.2.B.10** – trees being spaced no more than 40 feet apart (partial)
- **Section 6.5.C.1** – building façade oriented towards the street frontage
- **Section 6.5.C.2** – sidewalks along the street frontage
- **Section 6.5.D.5** – prohibiting new parking area within the front yard
- **Section 6.5.E.7** – the front yard setback for parking
- **Section 6.2.B.8** – landscape screens for dumpsters (partial)

***The motion was seconded by Douglas Whittlesey.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
****The MOTION was approved (8-0).***

***A MOTION by Tom Jasinski to approve the waiver from Section 6.5.1.3 – installation of a bicycle rack.***
***The motion was seconded by Douglas Whittlesey.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai***
***Voting Against – Ms. Chewning, Ms. Romano***
****The MOTION was approved (6-2).***

Mr. Corwin recommended continuing the hearing and noted the need for a Conditional Use Permit due to the showroom size.

Ms. Hirai stated the need for EV charging.

***A MOTION by Jeremy Rutter to continue the hearing of Upper Valley Technology Park, LLC, 0 Plainfield Road (Tax Map 131, Lot 3), zoned IND-L, to February 13, 2023, at 6:30 PM.***
***The motion was seconded by Bruce Garland.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
****The MOTION was approved (8-0).***

D. **Amendments to the Site Plan Review Regulations:** The Lebanon Planning Board will hold a public hearing for the purpose of receiving input and taking action on proposed amendments to Sections 3.1 and 3.2 of the Site Plan Review Regulations to modify the minor site plan jurisdictional thresholds and review procedures. Copies of the proposed amendments are available for review at the Planning and Development Department and will be made available online at the City's website, lebanonnh.gov.

Mr. Corwin stated that a public hearing was scheduled for October 24, 2022, at the September 26, 2022, work session, but the hearing was postponed. The amendments were approved by the Board members, but public input was needed.

Regarding item 3.1.C.1, Ms. Romano suggested wording of "equal to or greater than" five units in column B of the accompanying table, as well as other items.

Mr. Jasinski, commenting on item 3.2.B. 4.d, suggested the Minor Site Plan Committee provide a summary of actions taken since the preceding Board meeting, in much the same fashion as the Board deals with regional impact items at the start of its meetings. Chair Hall agreed and noted that this change would require a vote.

Mr. Corwin noted that formal approval would also be needed to change the sq. ft. requirements to "equal to or greater than" instead of simply "greater than" in item 3.1.C.1.

The Board members finished their discussion.

***A MOTION by Bruce Garland to approve the Site Plan Review Regulations as amended.***
***The motion was seconded by Tom Jasinski.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
****The MOTION was approved (8-0).***

**3. Committee Reports**

A. **Planning Board Subcommittees:**

--Planning Board Capital Improvement Program – Jasinski – nothing to report
--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
--West Lebanon Revitalization Advisory Committee
--Planning & Development Department – Task Status

D. Minor Site Plan Committee

Mr. Corwin stated that there hasn't been any recent activity, but he will add a recap at the next Board meeting.

**4. Other Business**

A. Potential disposition of city-owned parcels for housing - Continued from January 9, 2023

Chair Hall noted that only the City Council knows the status of every lot, but if certain ones are of concern to Board members, they should discuss them now.

Ms. Romano commented on the two lots at foot of Seminary Hill Road, suggesting it would be premature to dispose of them now with all the ongoing reconstruction activity in the immediate area. She added that the City should be setting aside areas for important things that the city needs, such as the new Fire Department location.

Mr. Reichert stated that disposition of property by the City Council is based on the City's needs by determining if it is surplus and if it is needed to implement the Master Plan. The Council must supply comment as to why or why not. Until the City knows what the Seminary Hill properties will look like after some is used for road improvements, they should not be sold.

Ms. Hirai suggested that if it means expanding conserved land, they should do it, like the property on North Main St. Mr. Reichert noted that when the Conservation Commission looks at them, they will note if any should be determined as useful for conservation protection. Mr. Goodwin on behalf of the Conservation Commission noted that one property had been recommended for conservation and five others to remain undeveloped.

***A MOTION by Tom Jasinski that the Planning Board passes on to the City Council, except for the 0 North Main Street, Lot 14-23, and the 3 Seminary Hill, Lot 86/56, and 5 South Main Street, Lot 86/55, the remaining lots are surplus property and offering them for sale is consistent with the Master Plan.***
***The motion was seconded by Bruce Garland.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
***Abstaining – Councilor Whittlesey***
****The MOTION was approved (7-0-1).***

***A MOTION by Cori Hirai that the Planning Board recommends that 0 North Main Street, Lot 14-23, be conserved.***
***The motion was seconded by Kim Chewning.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Ms. Chewning, Mr. Rutter, Mr. Garland, Ms. Hirai***
***Voting Against – Mr. Hall, Ms. Romano***
***Abstaining – Councilor Whittlesey***
****The MOTION was approved (5-2-1).***

***A MOTION by Kim Chewning that the Planning Board recommends that the disposition of the lots at 5 South Main Street and 3 Seminary Hill in West Lebanon be delayed until all area reconstruction is completed.***
***The motion was seconded by Cori Hirai.***
***Voting in Favor – Mr. Jasinski, Ms. Chewning, Mr. Rutter, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – Matthew Hall***
***Abstaining – Councilor Whittlesey***
****The MOTION was approved (6-1-1).***

B. Zoning Amendments Ballot Amendments concise statements

The Board members discussed the proposed concise statements and made suggestions for edits to amend the statements to:

#1 – Endorsing Cottage Developments
#2 – Encouraging Manufactured Housing consistent with similar Lebanon developments
#3 – Removing the requirement for a Special Exception for an ADU to one-family dwellings in RL-3
#4 – Allowing ADU's for owner-occupied, two-family dwellings consistent with the current neighborhood.

***A MOTION by Tom Jasinski to approve the concise statements for the Zoning Ballot Amendments as amended.***
***The motion was seconded by Bruce Garland.***
***Roll Call Vote:***
***Voting in Favor – Mr. Jasinski, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Mr. Hall, Mr. Garland, Ms. Hirai, Ms. Romano***
***Voting Against – None***
****The MOTION was approved (8-0).***

Chair Hall congratulated Cori Hirai for her time on the Board as this would be her last meeting.

**5. Approval of Minutes**

A. December 19, 2022 – Postponed to February 13, 2023

**6. Study Items**

A. CIP Process

Mr. Corwin stated that the City is under a statutory requirement to use the CIP process, which is a planning tool to be used to provide feedback to the City Council. It is important to make sure procedures are followed.

Mr. Jasinski displayed a framework for the CIP process. He noted that the first steps in February and March didn't happen in 2021 and suggested that the CIP Committee be convened in January and could include City Council and Budget Committee members. He also noted that the current sequence of events and responsibility are currently not as originally designed.

Mr. Corwin noted that the Planning Department coordinates the information provided by the other departments. Mr. Reichert noted that the Master Plan is the guiding document and some items have not been completed. It would be important to know which items have not yet been finished and which are proposed.

Chair Hall commented on the necessity of the CIP Committee, noting that the compilation of the proposed projects is currently done by the Planning Department.

Mr. Reichert stated that there is a finite budget, which includes federal funding as well as funds from other sources. All projects must be considered as supporting the Master Plan and must be evaluated based on need. The CIP Committee provides valuable, independent feedback to the City Council.

Councilor Whittlesey described the aspects of the project review process from his point of view. He noted the different sources of funds and the numerous facts to consider in the needs of the departments. The feedback from the 2021 CIP Committee with the scoring and explanations was most helpful.

The Board members agreed that further discussion and planning is needed for the CIP Committee. Mr. Jasinski was asked to continue this discussion with Staff and report back to the Board.

**7. Adjournment**

***A MOTION by Cori Hirai to adjourn the meeting.***
***The motion was seconded by Bruce Garland.***
***Roll Call Vote:***
***Voting in Favor –Ms. Hirai, Councilor Whittlesey, Ms. Chewning, Mr. Rutter, Ms. Romano, Mr. Hall, Mr. Jasinski, Mr. Garland***
***Voting Against – None***
****The MOTION was approved (8-0).***

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

Holly Howes
Recording Secretary