



**LEBANON PLANNING BOARD
JUNE 8, 2023 - 1:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Notice of Regional Impact**
 - 3. Public Hearing Items**
 - A. Balvin Bowen (applicant), Sanel Realty, Inc. (property owner), 100 Main Street (Tax Map 72, Lot 66), zoned CBD:** Applicant requests minor site plan review for a proposed restaurant conversion of a previous office space to a restaurant together with associated site improvements. **PB2023-19-MSP**
 - B. Eric & Susan Cole, 162 Mechanic Street (Tax Map 105, Lot 714), zoned R-2:** Applicant requests minor site plan review to convert a portion of the existing multi-family dwelling to an office use. **PB2023-24-MSP**
 - 4. Other Business**
 - 5. Approval of Minutes**
 - A. May 11, 2023**
 - 6. Adjournment**

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

CITY OF LEBANON
APPLICATION FOR

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☒ OTHER minor site plan

PROPERTY OWNER (APPLICANT):

NAME: Bobby Segal Sanel Healthy Inc 603- TEL #: 603-410-2597
MAILING ADDRESS: 102 old Turnpike Rd. Concord, NH 03301
E-MAIL ADDRESS: Bsegal & Sanel NAPA.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: BALVIN Bowen TEL #: 603-306-9710
MAILING ADDRESS: 75 Seminary Hill Rd. West Lebanon NH 03784
E-MAIL ADDRESS: BALVIN-Bowen@yahoo.com

PROJECT LOCATION: 100 Main St West Lebanon NH 03784

TAX MAP #: 72 LOT #: 666 PLOT #: _____ ZONE: CBP

STREET ADDRESS OF PROJECT:

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☐ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT: Convert The old Rymes propane office
to a Restaurant primarily take out. will seat around 10
people. Dumpster trash

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**
USE: RESTAURANT

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: _____ DATE: _____

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #		
<u>4/25/2023</u>	<u>72-666</u>	<u>PB2023-19-</u>		

msf

CITY OF LEBANON APPLICATION FOR

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☒ OTHER minor site plan

PROPERTY OWNER (APPLICANT):

NAME: Bobby Segal TEL.#: 603-410-2597
MAILING ADDRESS: 102 Old Turnpike Rd. Concord, NH 03301
E-MAIL ADDRESS: BSEGAL@SAMELMA.PA.COM

CO-APPLICANT, AGENT, OR LESSEE:

NAME: BALVIN BOWEN TEL.#: 603-306-9710
MAILING ADDRESS: 75 Seminary Hill Rd. West Lebanon NH 03784
E-MAIL ADDRESS: BALVIN-BOWEN@YAHOO.COM

PROJECT LOCATION: 100 Main St West Lebanon NH 03784

TAX MAP #: _____ LOT #: _____ PLOT #: _____ ZONE: _____
STREET ADDRESS OF PROJECT: _____
IS THIS PROPERTY LOCATED IN THE: WETLANDS ☐ YES ☒ NO HISTORIC DISTRICT ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT: Convert the old Rymes Propane office to a Restaurant primarily take out. will seat around 10 people. Dumpster trash

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
IF USE IS COMMERCIAL OR INDUSTRIAL, PLEASE NOTE SPECIFIC
USE: RESTAURANT

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.
PROPERTY OWNER: [Signature] DATE: April 20, 2025

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #

(Last Revised 4/04/18)



City of Lebanon, New Hampshire

APPLICATION FOR MINOR SITE PLAN REVIEW

SUPPORT STATEMENT

Office Use Only Date Received: _____ Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

An Application, completed in full and signed by the property owner [§3.2.B.7.a]

This Support Statement, completed in full and signed by the applicant [§3.2.B.7.b]

Payment of the appropriate filing fees [§3.2.B.7.c]

A completed Public Hearing Notification List [§3.2.B.7.d]

A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format

Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

*I Am Proposing the change of use from The old Rymes
Propane Office To A Restaurant Primarily Take Out There
will be one spot for handicap parking
I will put trash dumpster outside*

III. SITE PLAN TECHNICAL CHECKLIST

The site plan shall:	Info. Provided
3.2.B.7.e - Be scaled	☐
3.2.B.7.e - Be prepared utilizing the current approved site plan as a base map, if available	☐
3.2.B.7.e - Identify all abutters	☐
3.2.B.7.e.i - Indicate the site location	☐
3.2.B.7.e.i - Indicate the address of the subject property	☐
3.2.B.7.e.i - Indicate the zoning classification of the subject property	☐
3.2.B.7.e.ii - Describe the size, shape, and use of the subject property	☐
3.2.B.7.e.ii - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☐
3.2.B.7.e.ii - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☐

MINOR SITE PLAN REVIEW

Support Statement

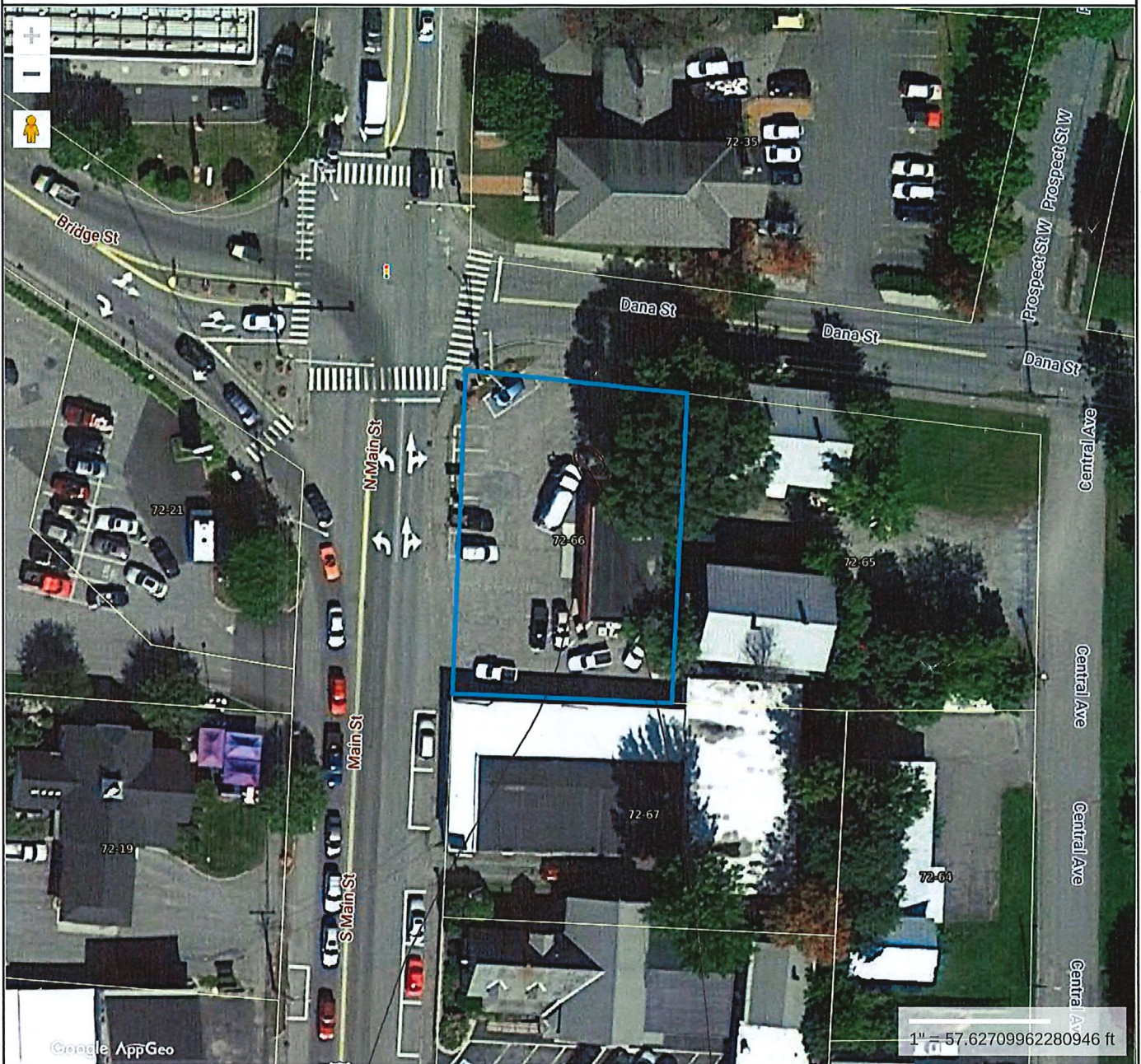
Page 2 of 2

The site plan shall:	Info. Provided	Not Applicable
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of: - existing structures - proposed structures <i>same</i> - expansions to existing structures <i>NON</i> - landscaping - parking areas <i>adding handicap</i> - walkways / ramps - driveways - lighting fixtures - stormwater control devices - exterior waste receptacles <i>gar</i> - exterior equipment - utilities - all other improvements	<i>11615 ft</i> ☒ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☒	☐ ☒ ☒ ☒ ☐ ☒ ☒ ☒ ☒ ☒ ☐ ☒ ☒ ☐
3.2.B.7.e.iv (Article VI design compliance) - Identify or show: where/how stormwater will be discharged	☐	X
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show: - setbacks (in ft.) of existing buildings and structures - setbacks (in ft.) of proposed buildings and structures - existing use(s) of property - proposed use(s) of property - size of each existing and proposed non-residential unit - number of existing and proposed dwelling units - number of existing on-site parking spaces - for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance - total proposed number of on-site parking spaces	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☒ ☒ X X ☐ ☐ ☐ ☐ ☐ ☐

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.

B. Bowen
Signature of Applicant

4-24-23
Date



Property Information

Property ID 72-66
Location 100 MAIN ST
Owner SANEL REALTY, INC

*Handicap
space*



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 12/28/2022
Data updated 11/18/2018

Drainage

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

PUBLIC HEARING NOTIFICATION LIST

IN ACCORDANCE WITH RSA 676:4, THE CITY SHALL NOTIFY THE FOLLOWING PERSONS, BY CERTIFIED MAIL, OF PUBLIC HEARINGS BEFORE THE PLANNING BOARD: ALL ABUTTERS; THE APPLICANT; PROPERTY OWNER; HOLDERS OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTIONS (AS DEFINED UNDER RSA 477:45) ON THE SUBJECT PROPERTY; HOLDERS OF EASEMENTS, RIGHTS-OF-WAY, AND OTHER RESTRICTIONS ON THE SUBJECT PROPERTY; AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR, SOIL SCIENTIST, OR WETLANDS SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD.

THE APPLICANT SHALL PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

MAP & LOT NUMBER: _____ PROPERTY OWNER: molloy Developer, llc 89 MAIN ST, STE 3 WEST LEBANON NH 03784	MAP & LOT NUMBER: _____ APPLICANT:
MAP & LOT NUMBER: _____ ABUTTER/OTHER: 97 W MAIN ST. Jolley ASSOCIATES PO BOX 671 ST. ALBANS VT 05478	MAP & LOT NUMBER: _____ ABUTTER/OTHER:
MAP & LOT NUMBER: _____ ABUTTER/OTHER: 106 W. MAIN ST. GIER HOLDINGS LLC 106 W. MAIN ST WEST LEBANON NH 03784	MAP & LOT NUMBER: _____ ABUTTER/OTHER:
MAP & LOT NUMBER: _____ ABUTTER/OTHER: 2-4 DANA ST. PCF DANA LLC 32 MAIN ST WEST LEBANON NH 03784	MAP & LOT NUMBER: _____ ABUTTER/OTHER:
MAP & LOT NUMBER: _____ ABUTTER/OTHER: 98 MAIN ST SAMEL REALTY INC PO BOX 504 CONCORD NH 03301	MAP & LOT NUMBER: _____ ABUTTER/OTHER:
MAP & LOT NUMBER: _____ ABUTTER/OTHER:	MAP & LOT NUMBER: _____ ABUTTER/OTHER:

(Last Revised 10/09/09)

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) 4.75 X 6 notices	\$28.50 (abutter certified)
TOTAL DUE		\$ 178.50

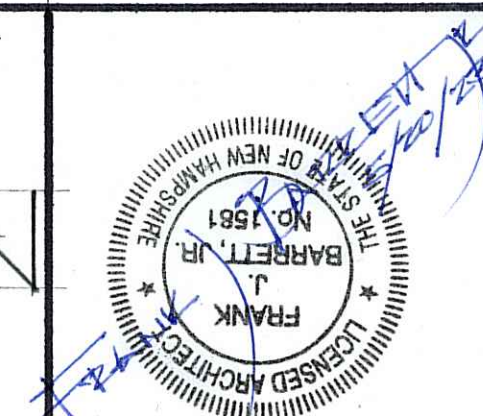
ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of 1/23/2023 is \$4.75 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

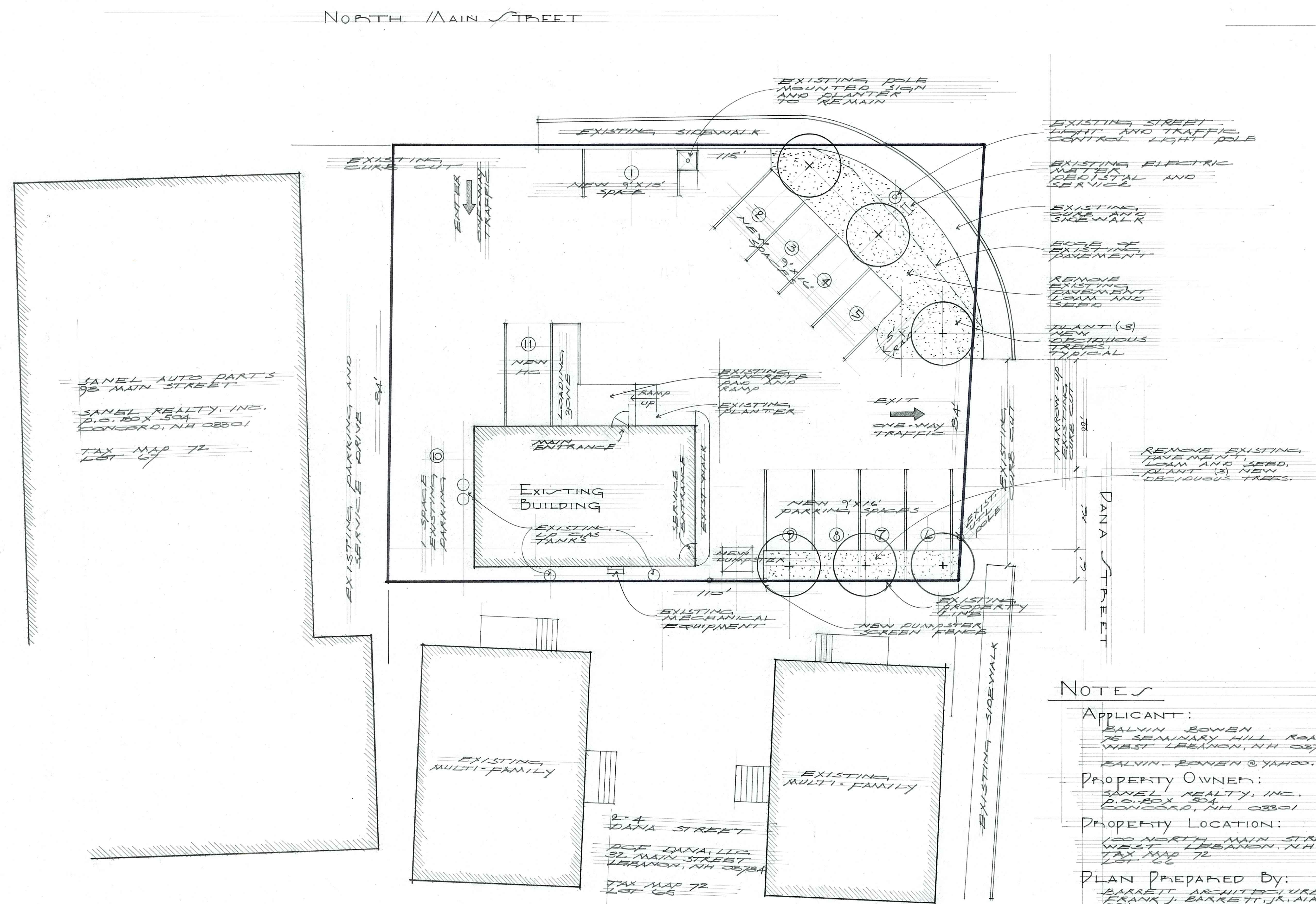


100 MAIN STREET
LEBANON • NEW HAMPSHIRE

barrett architecture
FRANK J. BARRETT, JR., AIA.
281 The Bend Road ■ Greensboro Bend ■ VI 05842
(802) 296-0004 ■ frankjbarrettjr@gmail.com

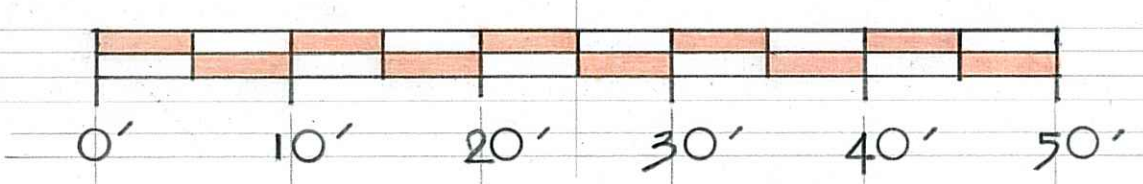
DATE: MAY 20, 2023
REVIEWED:

1 OF 1



• PROPOSED SITE PLAN •

SCALE: 1" = 10' - 0"



NOTES

APPLICANT:
BALVIN BOWEN
75 SEMINARY HILL ROAD
WEST LEBANON, NH 03784
BALVIN_BOWEN@YAHOO.COM

PROPERTY OWNER:
SANEL REALTY, INC.
PO BOX 504
CONCORD, NH 03301

PROPERTY LOCATION:
100 NORTH MAIN STREET
WEST LEBANON, NH 03784
TAX MAP 72
LOT 66

PLAN PREPARED BY:
BARRETT ARCHITECTURE, P.C.
FRANK J. BARRETT, JR., AIA, ARCHITECT
151 THE BEND ROAD
GREENSBORO BEND, VT 05242
(502) 296-0044
FRANKJ.BARRETTJR@GMAIL.COM

THIS PLAN IS BASED UPON A SURVEY PREPARED BY SAMUEL STEINER AND ASSOCIATES, INC. FROM FIELD WORK BY WAYNE MCUTEHEON ASSOC. APRIL, 2023; AND FIELD VERIFICATION BY FRANK J. BARRETT, JR. ARCHITECT MAY 19, 2023.

AN EASEMENT WAS GRANTED
TO THE CITY OF LEBANON
MARCH 25, 2015 OVER THE
NORTHWEST CORNER.

CITY OF LEBANON
APPLICATION FOR

SPECIAL EXCEPTION	☐	☒	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT
☐ OTHER _____			

PROPERTY OWNER (APPLICANT):

NAME: ERIC & Susan Cole TEL.#: 603-252-2567 / 603-381-5522
MAILING ADDRESS: 450 Poverty Lane, Lebanon NH 03766
E-MAIL ADDRESS: escc.cole@gmail.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: TEL.#:
MAILING ADDRESS:
E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 105 LOT#: 14 PLOT #: ZONE: R-2
STREET ADDRESS OF PROJECT: 162 Mechanic St.
IS THIS PROPERTY LOCATED IN THE: WETLANDS ☐ YES ☒ NO HISTORIC DISTRICT ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT: Convert a portion of the existing multi-family dwelling @ 162 Mechanic St. to an office use, specifically for the purpose of a Real Estate Office by Applicant

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
IF USE IS COMMERCIAL OR INDUSTRIAL, PLEASE NOTE SPECIFIC
USE: Real Estate office

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: [Signature] DATE: 8/20/2022

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #			
11-17-22	105-14	PB2023-			

CITY OF LEBANON, NH
PLANNING BOARD
SITE PLAN REVIEW

Prepared By: Eric Cole

Date: October 10, 2022

Subject Property: 162 Mechanic Street, Lebanon NH, Grafton County

Tax Map/Lot: 105-14

Applicant/Owners: Eric and Susan Cole
450 Poverty Lane
Lebanon, NH 03766

Zoning District: R-2

Property Size: +/- 0.36 Acres (+/-15,682 sq.ft.)

Existing Structures: +/- 2160 sq. ft. (Finished) two story building constructed in 1900 containing three (3) dwelling units and a detached garage

The one condition of the Special Exception granted by the Lebanon Zoning Board to Change the use of one (1) of the existing dwelling units containing +/- 480 sq. ft. to a Real Estate office was to obtain Planning Board Site Plan Review. This property is surrounded by a mix of uses and is located directly across the street from the General Commercial (GC) District. In the process of converting the dwelling unit to the office there were no physical alterations to the buildings interior or exterior with the exception of updated floor coverings, painting and other general cosmetic improvements. When we purchased the property the exterior landscaping and overall general appearance of the property showed signs of neglect and overall a general lack of maintenance. The shrubs in the front of the house (Mechanic Street) had grown to a height where they almost completely blocked the front porch from view. The shrubs on the Slayton Hill North side of the house had also grown to a point where the house looked uninhabited. All of the existing landscaping/shrubs/weeds were removed and replaced with mulched flower beds in both front yards facing the streets. We also removed all the trees and shrubs that had grown up to the left of the detached garage and cleaned up the fence line that we shared with the neighbors to the west. According to the minimum off street parking requirements we need a total of 4 parking spaces which were present prior to the change of use (see site plan and pictures).

162 Mechanic Street - Vicinity Sketch



MAP FOR REFERENCE ONLY NOT A LEGAL DOCUMENT

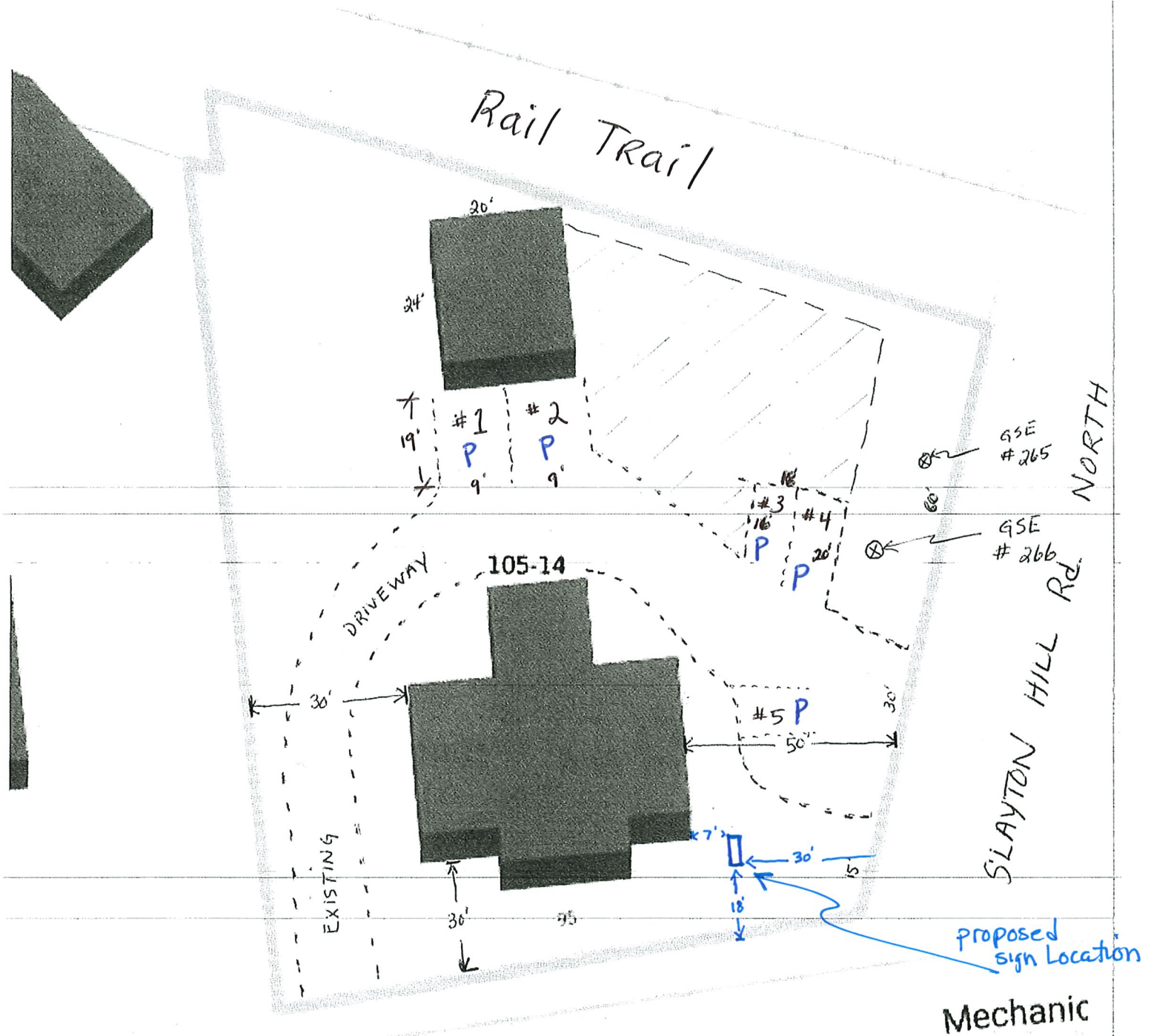
City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 12/29/2021
Data updated 11/18/2018

Print map scale is approximate.
Critical layout or measurement activities should not be done using this resource.

5.1.E (1)

SITE PLAN
162 Mechanic St.
Lebanon, NH



ERIC & Susan Cole
Map 105 Lot 14
R-2 District

First Floor

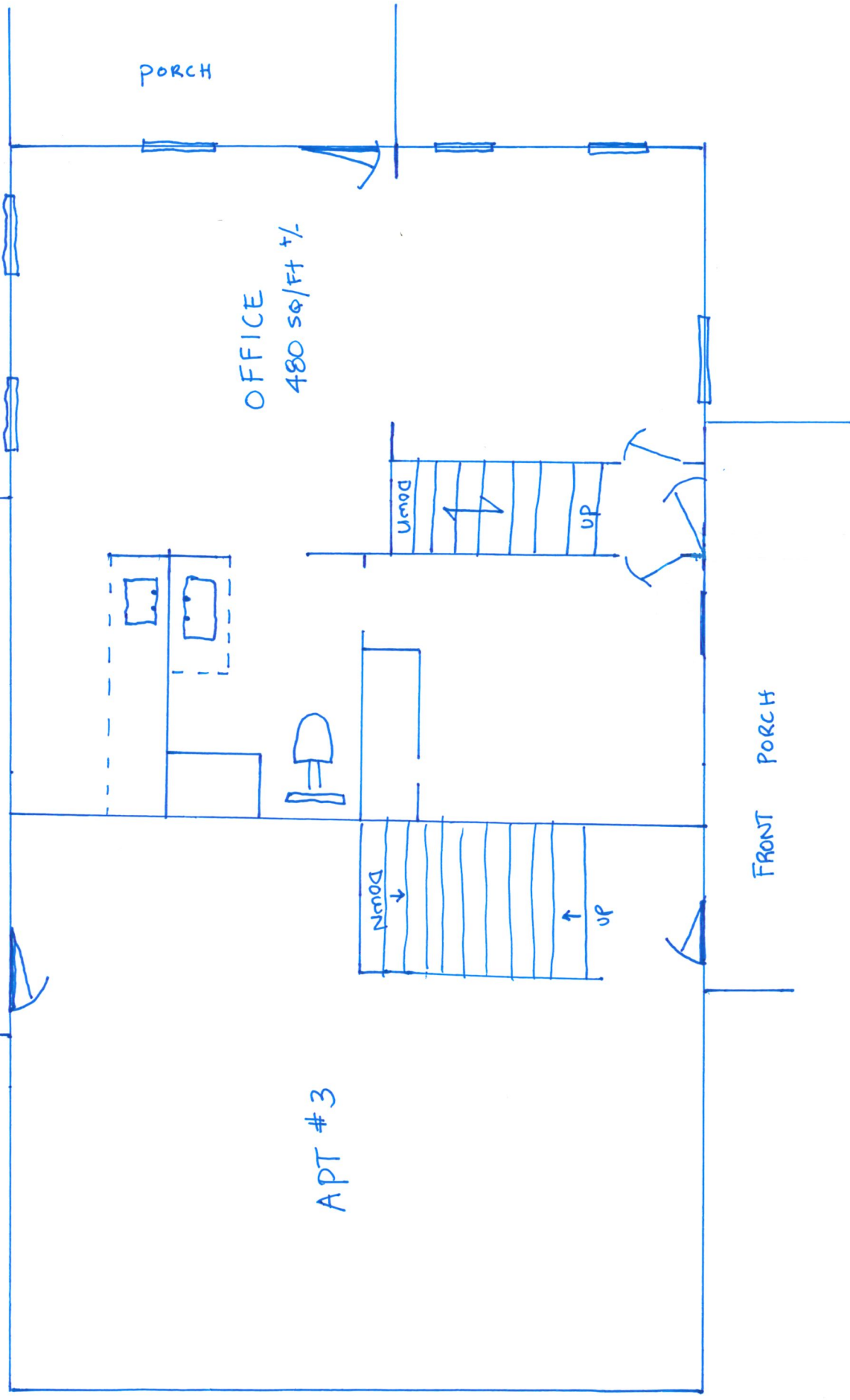
BACK ROOM

porch

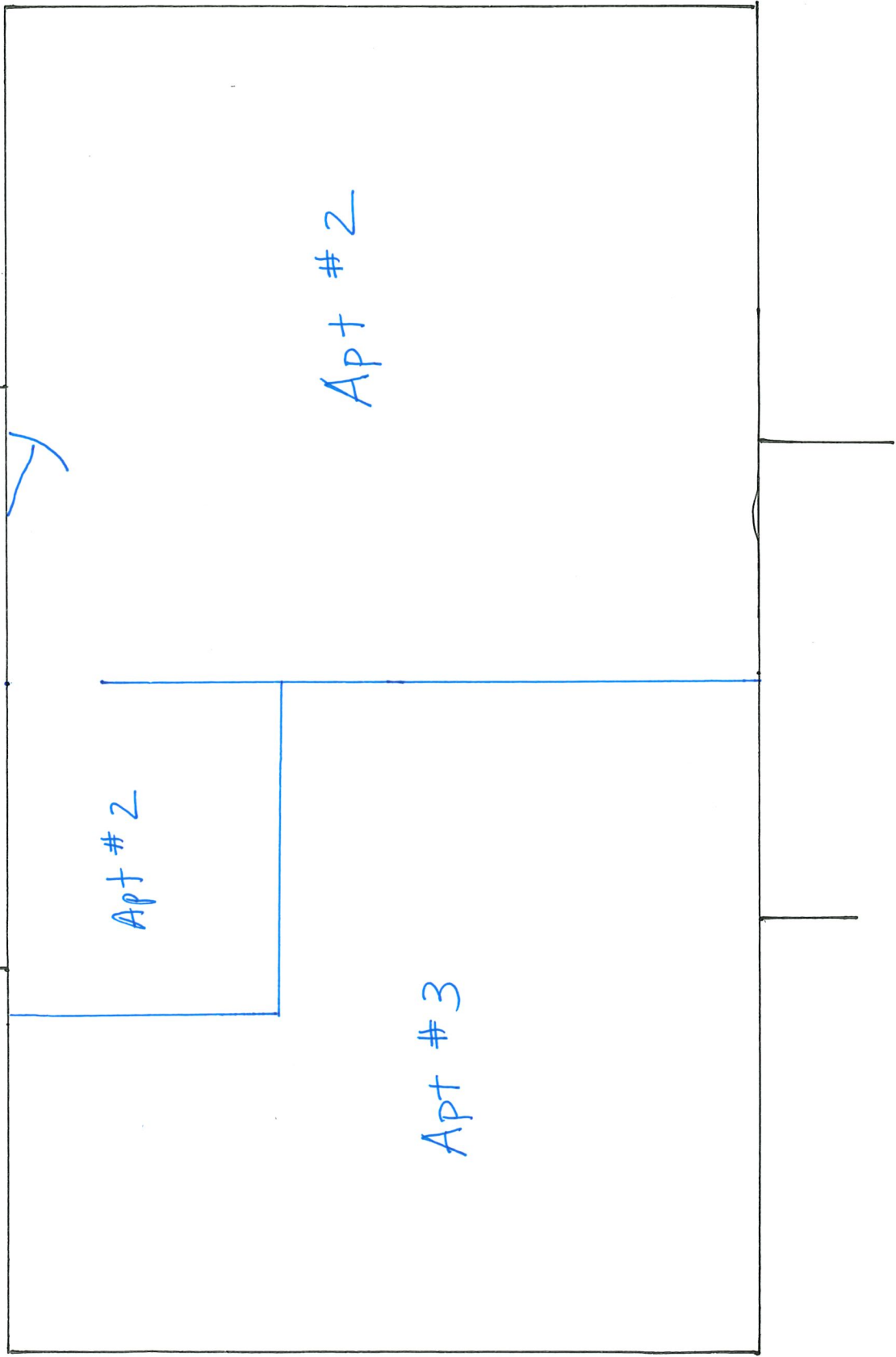
OFFICE
480 sq/Ft +/-

APT #3

FRONT PORCH



Second Floor



MINIMUM OFF STREET PARKING REQUIREMENTS

Land Use	Units	Parking Spaces per unit	# of Units	Min # Parking Spaces	
Office	Gross floor area	1.0/250 sq.ft.	480 sq.ft.	1	
Dwelling, Apartment, One Bedroom and up	Dwelling	1.5 per unit	2	3	
		Total Minimum Off Street Parking Required		4	

Shared Parking Calculation for Mixed Use Buildings

Land Use	Weekday Daytime (9am to 4pm)	Weekday Evening (6pm to midnight)	Weekend Daytime (9am to 4pm)	Weekend Evening. (6pm to midnight)	Nighttime (midnight to 6:00am)
Office (1 unit)	100%	10%	10%	5%	5%
Residential (3 units)	50%	75%	100%	80%	100%
Office	1	0.1	0.1	0.05	0.05
Residential	1.5	2.25	3	2.4	3
Total	2.5	2.26	3.01	2.45	3.05
Minimum Spaces	3	(3.05 rounded down)			
Max Spaces (120%)	3	(3.6 rounded down)			

Shared Parking Calculation for Mixed Use Buildings

Land Use	Weekday Daytime (9am to 4pm)	Weekday Evening (6pm to midnight)	Weekend Daytime (9am to 4pm)	Weekend Evening. (6pm to midnight)	Nighttime (midnight to 6:00am)
Office (1 unit)	100%	10.0%	10.0%	5%	5%
Residential (3 units)	50.0%	75%	100%	80.0%	100%
Office	1	0.1	0.1	0.05	0.05
Residential	1.5	2.25	3	2.4	3
Total	2.5	2.26	3.01	2.45	3.05
Minimum Spaces	3	(3.05 rounded down)			
Max Spaces (120%)	3	(3.6 rounded down)			
# of Bicycle spaces	0				
# of loading spaces	0				
Proposed building Additions	0				
Setbacks	Existing				
Allowable coverage	Existing				
City Overlays	None				































City of Lebanon, New Hampshire APPLICATION FOR WAIVERS

Office Use Only

Date Received: _____

File No.: _____

PROJECT INFORMATION

Name of Applicant: Eric & Susan Cole

Project Name: 162 Mechanic St. Lebanon, NH

Project Address: 162 Mechanic St, Lebanon, NH

WAIVER REGULATIONS

In order to grant a Waiver from a requirement of the City of Lebanon Site Plan Review or Subdivision Regulations, the Planning Board must find that the Waiver is justified under one of the following criteria (See Article VII of the Site Plan Review Regulations and Section 7.15 of the Subdivision Regulations):

Criteria A. Strict conformity would pose an unnecessary hardship to the Applicant and waiver would not be contrary to the spirit and intent of the regulations;

OR

Criteria B. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

WAIVER REQUEST(S)

I (we) hereby request a Waiver from:

[You can respond in the space provided, or attach a separate statement. Please be prepared to address each request during your public hearing. You must show that you have justified granting the Waiver(s).]

1. Section 5.1.E(5) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

2. Section 5.1.E(6) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

3. Section 5.1.E(7) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

4. Section 5.1.E(7) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

5. Section 5.1.E(8) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

6. Section 5.1.E(8) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

7. Section 5.1.E(9) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

8. Section 5.1.E(10) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

9. Section 5.1.E(10) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

10. Section 5.1.E(10) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

11. Section 5.1.E(11) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

12. Section 5.1.E(12) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

13. Section 5.1.E(13) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

14. Section 5.1.E(13) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

15. Section 5.1.E(13) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

16. Section 5.1.E(13) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

17. Section 5.1.E(14) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
18. Section 5.1.E(15) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
19. Section 5.1.E(15) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
20. Section 5.1.E(16) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
21. Section 5.1.E(16) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
22. Section 5.1.E(16) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
23. Section 5.1.E(16) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

24. Section 5.1.E(17) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
25. Section 5.1.E(17) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
26. Section 5.1.E(19) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
27. Section 5.1.E(20) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
28. Section 5.1.E(21) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
29. Section 5.1.E(21) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____
30. Section 5.1.E(22) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 31 Section 5.1.E(23) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 32 Section 5.1.E(24) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 33 Section 5.1.G1 of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 34 Section 5.1.G2 of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 35 Section 5.1.G4 of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 36 Section 6.6.C.1(1) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

- 37 Section 6.6.C.1(2) of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

38. Section 6.6.C.2 of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

39. Section 6.6.D of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

Section ____ of the (circle one) Site Plan Review / Subdivision Regulations. A Waiver of this Section meets (circle one) Criteria A / Criteria B because _____

SIGNATURE

I (we) hereby submit this application to the Planning Board and attest that to the best of my (our) knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As the applicant or as the agent of the applicant, I attest that I am duly authorized to act in this capacity.

Signature of Applicant: Enrich Date: 10-10-22

Waiver Requests

We hereby request waivers from the sections outlined in the application. We feel these waiver requests meet criteria A under the waiver regulations section of the application. Strict conformity to the requirements would pose an unnecessary hardship to the applicant and a waiver would not be contrary to the spirit and intent of the regulations.

The change of use does not require any alterations of the land surrounding the structure. There is also adequate parking to meet city requirements. Furthermore, most of the site plan requirements do not pertain to the scope of our request.

CITY OF LEBANON, NH SITE PLAN REVIEW REGULATIONS TECHNICAL CHECKLIST	
PROJECT NAME: 162 Mechanic Street	
APPLICANT: Eric & Susan Cole	DATE: 8-10-22
GENERAL SUBMISSION REQUIREMENTS:	

All applications to the Planning Board for Site Plan Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§4.7.B] Submissions must be accompanied by the following information or review of the application may be delayed:

A properly completed and signed Application Form *(available at www.lebanonnh.gov)*. [§5.1.A]

The appropriate filing fees. [§5.1.B]

A written project description. [§5.1.C]

A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§5.1.D]

A completed and signed Application for Waivers *(available at www.lebanonnh.gov)* [§5.1.G.3]

A completed and signed Technical Checklist *(available at www.lebanonnh.gov)*. [§4.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Article VII of the Site Plan Review Regulations, as appropriate.]

Two (2) full-size sets of the Site Plan set. [§5.1.E]

A digital copy of the Site Plan set in .PDF format. [§5.1.F]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by Article V of these Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST**

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Site plan drawings shall include the information described below pursuant to Article V of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Site Plan Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning & Development Department.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§5.1.G(4)] NOTE: The submission requirements described in paragraphs 5.1.E(1) through 5.1.E(4) shall not be waivable under the procedures of Article VII of the Site Plan Review Regulations. [§5.1.E]

[Checklist begins on following page]

CITY OF LEBANON, NH SITE PLAN REVIEW REGULATIONS

[illegible]

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(6) - Existing and proposed grades, including topographic contours, with spot elevations. Where the grade is less than 20%, the contours shall be at 2-foot intervals; otherwise they shall be at 5-foot intervals. All contours shall be referenced to USGS or FEMA Flood Insurance Rate Map (FIRM) datums, as appropriate. Existing topographic information shall be prepared by a professional engineer registered in New Hampshire or land surveyor licensed in New Hampshire.	☐	☒
5.1.E(7) - Shape, size, height, and location of all existing structures located on site and within 200 feet of site.	☐	☒
5.1.E(7) - Elevation views indicating shape, size, height, and location of all proposed structures, including expansions of or additions to existing buildings. Such elevation views shall provide sufficient detail to allow for review by the Board and City staff of the adequacy of proposed access and egress points, walkways, lighting, and other site-related improvements.	☐	☒
5.1.E(8) - Location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing man-made features such as roads and structures. Indicate those natural and man-made features that are to be removed, retained, or altered.	☐	☒
5.1.E(8) - Wetlands on the property shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plan. Documentation in the form of U.S. Army Corps of Engineers New England District Wetlands Delineation Data Sheets and/or other field notes and materials concerning the delineation shall be submitted.	☐	☒
5.1.E(9) - Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of property.	☒	☐
5.1.E(9) - Location of streets, pedestrian paths/trails, and bicycle routes within 200 feet of the site boundary; and the location of curb cuts and vehicle accesses within 200 feet of the site boundary.	☐	☒
5.1.E(10) - Proposed streets, driveways, emergency vehicle accesses, parking spaces, and sidewalks, with indication of dimensions and direction of travel. Show required sight distances at curb cuts and dimensions for the inside radii of all curves.	☐	☒
5.1.E(10) - Vehicle and bicycle parking spaces shall be numbered.	☒	☐
5.1.E(10) - Loading spaces and facilities used in connection with any structures on the site shall be shown	☐	☒
5.1.E(10) - Total square footage and percentage of the lot covered by impervious cover shall be shown.	☐	☒
5.1.E(11) - Parking area safety measures including raised crosswalks/speed tables, signage, walkway lighting, striping and similar markings such as dedicated pedestrian/bicycle crossings and lanes through parking areas, fire lanes, compact and/or electric vehicle parking/charging, parking wayfinding, ADA signage and access aisles.	☐	☒
5.1.E(12) - Size and location of all existing and proposed public and private utilities. (Note: the applicant is encouraged to submit a Sewer Use Permit Application and obtain a Notice of Permitted Allocation, and to obtain a Water Use Permit prior to submission of the Site Plan Review application.)	☐	☒

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(13) - Plan for outdoor lighting showing proposed location, mounting height, fixture type, lamp type, color correlated temperature (CCT), and wattage of all exterior free-standing lighting or building-mounted fixtures.	☐	☒
5.1.E(13) - Analyses and illuminance-level diagrams, to include average and minimum foot-candle measurements, showing that proposed installation conforms to the lighting-level standards in Site Plan Review Regulations.	☐	☒
5.1.E(13) - Manufacturer's specification information for each proposed light fixture and lamp (NOTE: This information may be provided on the plan or as a separate attachment).	☐	☒
5.1.E(13) - Drawings of all relevant building elevations showing location and height of all building-mounted fixtures, the portions of any walls or architectural features to be illuminated, illumination levels of walls or architectural features, and aiming points for any remote light fixtures.	☐	☒
5.1.E(14) - Plan for location of free-standing or building-mounted signs, including location, mounting, aiming, and shielding of any remote light fixtures for externally-lit signs.	☒	☐
5.1.E(14) - For internally-lit signs, relevant information concerning the method of illumination and the opacity of the sign background, showing that the proposed installation conforms to the requirements of the Regulations.	☐	☒
5.1.E(15) - The location and boundaries of any Overlay Districts established pursuant to Article IV of the Zoning Ordinance (including but not limited to the Wetlands Conservation District, Riverbank Protection District, Steep Slopes District, and Floodplain District) and, if applicable, protected shorelands pursuant to the Shoreland Water Quality Protection Act (NH RSA 483-B).	☐	☒
5.1.E(15) - For properties located within the Floodplain District, the 100-year flood elevation, floodway, shoreland protection zone, and flood plain limits shall be identified.	☐	☒
5.1.E(16) - Landscaping plan showing proposed new plantings to be installed and existing natural vegetation to be retained. Plan shall show in detail the number, size (height and/or caliper), and species (botanical and common names) of all proposed shrubs and trees.	☐	☒
5.1.E(16) - Existing trees over 12 inches in diameter (measured 4.5 feet above ground surface) within 25 feet of the disturbed area, must be counted and shown on the plan, if included towards fulfilling landscaping requirements.	☐	☒
5.1.E(16) - Calculations for square footage of perimeter landscaping.	☐	☒
5.1.E(16) - Parking lot shading calculations shall be provided by depicting new trees and shrubs at 10-year crown size.	☐	☒
5.1.E(17) - Existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200' of site.	☐	☒
5.1.E(17) - Plans for retention, detention, slow release, and treatment of storm water shall be provided shall be provided in accordance with the requirements of Section 6.6.	☐	☒
5.1.E(18) - Section 6.6. Stormwater Management submission requirements.	See Stormwater Checklist	
5.1.E(19) - Plans for snow removal and storage.	☐	☒

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(20) - A plan for the development showing provisions for automobile, transit, bicyclist, and pedestrian access and circulation. Such plan shall show both existing and proposed means of access to the site including connections with, public streets, sidewalks, transit stops, and formal paths/trails. Plans shall include any traffic calming and traffic control devices necessary in conjunction with the site development, as well as the location of all existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property.	☐	☒
5.1.E(21) - Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, ground-mounted signage (e.g., fire lanes, ADA parking, commercial), surface treatments, transit shelters, energy generation units (e.g., solar), bike rack style, electric vehicle charging, outdoor lighting, outdoor furniture, retaining walls, tree boxes and other site systems or structures. Accompanying specifications and cutsheets may be required.	☐	☒
5.1.E(21) - Where applicable, roadway, drainage, water and sewer utility profile drawings shall be provided at a scale of 1"=40 feet (horizontal) and 1"=4 feet (vertical) and typical cross-section drawings shall be provided at a scale of 1"=5 feet (horizontal and vertical), unless prior approval to use an alternate scale is granted by the Reviewing Engineer. (NOTE: Ordinarily, only two (2) sets of such construction drawings shall be provided to the Planning and Development Department with the application submission.)	☐	☒
5.1.E(22) - Depict any current and proposed easements, rights-of-way, and deed restrictions including those related to sewer, electrical utility, shared access, etc.	☐	☒
5.1.E(23) - For multi-family structures, plans for on-site recreational facilities.	☐	☒
5.1.E(24) - Where a fire, emergency equipment, or similar vehicle turnaround area is provided, it must have an adequate turn radius. Provide CAD Autoturn data or a similar basis of design for the turn radius, if requested by Lebanon Fire or Engineering staff. City staff may also ask for this information at any time.	☐	☒
Supporting Documents and Information, Where Applicable	Info. Provided	Not Applicable
5.1.G(1) - An estimated timetable, to include phasing schedules, for construction and completion of buildings, parking, facilities, landscaping, and other required improvements.	☐	☒
5.1.G(2) - Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the ITE Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NHDOT. The Board may, at its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.	☐	☒
5.1.G(3) - Written requests for waivers from all applicable provisions of these Regulations shall be provided pursuant to Article VII - "Waiver Procedure". (note: use Application for Waivers form).	☒	☐
5.1.G(4) - For multi-family dwelling developments and mixed-use developments resulting in a net increase of 50 dwelling units or more, the application shall include the information and impact statements identified in Section 6.9.B.	☐	☒

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE V OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: E. N. C.

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST**

CITY OF LEBANON, NH STORMWATER REVIEW REGULATIONS TECHNICAL CHECKLIST	
PROJECT NAME: 162 Mechanic Street	
APPLICANT: Eric & Susan Cole	DATE: 8-10-22

NOTE: Stormwater plans shall include the information described below pursuant to Article VI of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§6.6.I]

[Stormwater checklist begins on following page]

[illegible]

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
g. Plan references and notes (including sequence of soil disturbance) h. Proposed and existing public and private utilities i. Proposed project components to become property of or the responsibility of the City shall be labeled as such j. Existing and proposed impervious cover, with areas used to calculate effective impervious cover (EIC, as defined herein) clearly identified and the square footage of each type identified and labeled. k. Test Pit(s) locations and data where stormwater practices are proposed, as appropriate. l. Details of individual design elements shown on separate plan sheets following the Proposed Conditions SMP. The Existing Conditions SMP & the Proposed Conditions SMP shall be provided on sheets no larger than 24" x 36", at a scale of one (1) inch = 20 feet for urban areas, and one (1) inch = 40 feet for non-urban areas. The City Engineer will make the final determination as to the appropriate scale, ensuring that all important site and hydrologic features are easily recognized. If plan shall encompass more than two (2) sheets, at the required 1:40 or 1:20 scale, a separate large scale representation plan sheet (e.g. 1:100) is required to be provided, so as to show entirety of site, as well as off-site contributing areas.	☐ ☐ ☐ ☐ ☐ ☐	☒ ☒ ☒ ☒ ☒ ☒
6.6.C.2 - In addition to the above described SMP plan sheets, the following SMP supplemental information is required: 1. A drainage analysis that includes calculations comparing pre- and post-development stormwater runoff rates (cubic feet per minute) and volumes (cubic feet) based on a 1-inch rainstorm, and the 2-year, 25-year, 50-year, and 100-year, 24-hour frequency storms. Calculations shall include, but not be limited to, the sizing of all structures and BMPs, including sizing of emergency overflow structures based on the 50-year 24-hour frequency storm discharge rate, with 1-foot of free-board. Storm rates shall be based on current design depths from the Northeast Regional Climate Center - http://precip.eas.cornell.edu. <i>Any site that was primarily wooded in the last five years shall be considered undisturbed woods Any site from which wooded vegetation has been removed within 5 years prior to the first submission to the planning board with respect to a proposed development, or upon which, at some earlier time, clearing has occurred in anticipation of development, shall be treated as undisturbed woodland for purposes of calculating pre-development runoff volumes. For purposes of this paragraph any tree cutting which occurred without leaving stands of healthy, growing trees within areas near waters and highways, as required by RSA 227-J:9, I, shall be presumed to have occurred in anticipation of development</i>	☐	☒

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
2. A drainage analysis results summary tabulated (pre & post) for each proposed outfall or catchment outlet point including runoff rates and volumes for each storm event analyzed above.	☐	☒
3. An Erosion and Sediment Control Plan for all proposed construction activities in accordance with the NH Stormwater Management Manual Volume 3, (December 2008 or current revision; downloadable from the website)	☐	☒
4. A comprehensive Operation and Maintenance Plan for long-term maintenance of all proposed stormwater management elements and BMPs including the proposed schedule of inspections and anticipated maintenance (see section H.2 Operations & Maintenance Plan for detailed requirements).	☐	☒
6.6.D - Phased Development: For phased developments, the plans and calculation requirements under this section (6.6) shall apply as though the development of the entire parcel were being proposed in one single application. The review and approval process for phased development applications is provided in section 4.9 of the Lebanon Site Plan Regulations.	☐	☒

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE VI OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: En R. Al

(Last Revised 9/20/2021)

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

CERTIFIED NOTIFICATION LIST

THE CITY OF LEBANON IS REQUIRED UNDER NH RSA 672:3 TO NOTIFY THE FOLLOWING PERSONS OF PUBLIC HEARINGS BEFORE THE PLANNING BOARD: ALL ABUTTERS; THE APPLICANT; PROPERTY OWNER; HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR, OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD.

PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

MAP & LOT NUMBER: <u>105-14</u>	MAP & LOT NUMBER: _____
PROPERTY OWNER: <i>Eric R. & Susan L. Cole</i> <i>480 Poverty Lane</i> <i>Lebanon, NH 03766</i>	APPLICANT:
MAP & LOT NUMBER: <u>105-27</u>	MAP & LOT NUMBER: <u>105-13</u>
ABUTTER/OTHER: <i>Laurentide Prop LLC</i> <i>65 Great Brook Rd</i> <i>Lebanon NH 03766</i>	ABUTTER/OTHER: <i>Tracy and Julie Pelletier</i> <i>170 Mechanic St.</i> <i>Lebanon NH 03766</i>
MAP & LOT NUMBER: <u>105-107</u>	MAP & LOT NUMBER: _____
ABUTTER/OTHER: <i>Denise Roberts</i> <i>149 Mascoma St.</i> <i>Lebanon NH 03766</i>	ABUTTER/OTHER: <i>Rail Trail</i>
MAP & LOT NUMBER: <u>105-108</u>	MAP & LOT NUMBER: <u>105-32</u>
ABUTTER/OTHER: <i>Vision Realty Holdings</i> <i>165 Mechanic St.</i> <i>Lebanon NH 03766</i>	ABUTTER/OTHER: <i>Upper Valley Utopia LLC</i> <i>29 Barker Rd</i> <i>Plainfield NH 03781</i>
MAP & LOT NUMBER: _____	MAP & LOT NUMBER: _____
ABUTTER/OTHER:	ABUTTER/OTHER:
MAP & LOT NUMBER: _____	MAP & LOT NUMBER: _____
ABUTTER/OTHER:	ABUTTER/OTHER:

FEE SCHEDULE LEBANON PLANNING BOARD

Adopted January 24, 2022

LOT LINE ADJUSTMENT		
		TOTALS
FILING FEE	\$25.00	\$25.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE		\$ _____
MINOR SUBDIVISION		
		TOTALS
FILING FEE	\$150.00	\$150.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
**Engineering Review fees may also be required. See note on page 2.		
PRELIMINARY REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
FILING FEE	\$200.00	\$200.00
NUMBER OF LOTS* _____	\$30.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
*Or units when the subdivision does not create individual lots.		
**Engineering Review fees will also be required. See note on page 2.		
FINAL REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
FILING FEE	\$500.00	\$500.00
FIRST FIVE (5) LOTS*	\$75.00 per lot*	
NUMBER OF LOTS 6+*	\$150.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE TIME OF FILING		\$ _____
*Or units when the subdivision does not create individual lots.		
**Engineering Review fees will also be required. See note on page 2.		
SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + \$4.57 per certified notice X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	\$4.57 per certified notice X _____ notices	\$ _____ (abutter certified)
TOTAL DUE		\$ _____

ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE:

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE
THURSDAY, MAY 11, 2023, 1:30PM
ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Nathan Reichert (Planning Director), Tim Corwin (Deputy Planning Director), Brian Vincent (City Engineer), Jeffrey Libby (Assistant Fire Chief), Alan Lowe (Captain, Police Department)

MEMBERS ABSENT:

OTHERS PRESENT: Calvin Hunnewell (Inspector)

1. Call to Order

Mr. Corwin called the meeting to order at 1:34 PM.

2. Notice of Regional Impact

Mr. Corwin stated that the two applications on the agenda today have no potential for regional impact.

A MOTION by Tim Corwin that the applications of Balvin Bowen (applicant), Sanel Realty, Inc. (property owner), 100 Main Street (Tax Map 72, Lot 66), zoned CBD, AND 11 Lafayette Centerra, LLC, 11 Lafayette Street (Tax Map 10, Lot 11, Plot 2100), zoned IND-L, have no potential for regional impact.

The motion was seconded by Brian Vincent.

**The MOTION was approved (4-0).*

3. Public Hearing Items

- A. Balvin Bowen (applicant), Sanel Realty, Inc. (property owner), 100 Main Street (Tax Map 72, Lot 66), zoned CBD:** Applicant requests minor site plan review for a proposed restaurant. Conversion of a previous office space to a restaurant together with associated site improvements. **PB2023-19-MSP - Application to be postponed to May 25, 2023**

A MOTION by Tim Corwin to postpone the application of Balvin Bowen (applicant), Sanel Realty, Inc. (property owner), 100 Main Street (Tax Map 72, Lot 66), zoned CBD, to Thursday, May 25, 2023, at 1:30 PM.

The motion was seconded by Brian Vincent.

**The MOTION was approved (4-0).*

1 B. **11 Lafayette Centerra, LLC, 11 Lafayette Street (Tax Map 10, Lot 11, Plot**
2 **2100), zoned IND-L:** Applicant requests minor site plan review for a proposed
3 loading dock and revisions to the parking lot layout. **PB2023-20-MSP**
4

5 *A MOTION by Tim Corwin that the application of 11 Lafayette Centerra, LLC, 11 Lafayette Street*
6 *(Tax Map 10, Lot 11, Plot 2100), zoned IND-L, is complete enough for the Minor Site Plan Committee*
7 *to accept jurisdiction and commence review.*
8

9 *The motion was seconded by Brian Vincent.*

10 **The MOTION was approved (4-0).*
11

12 Project Engineer Jacob Fowler of Fuss & O'Neill and the agent for Lafayette Centerra, LLC, appeared in
13 support of the application.
14

15 Mr. Fowler stated that the plan is to remove a vestibule and replace it with a new vestibule and loading
16 dock along with minor parking lot revisions. He also described the property and drainage plans.
17

18 The Committee members inquired about several aspects of the project. Mr. Hunnewell inquired about
19 handicap access. Mr. Fowler stated there would be no change to the ones already in place. Mr. Hunnewell
20 noted they will need to check the requirements and comply. Mr. Vincent asked if the parking lot island is
21 permeable. Mr. Fowler stated it is just painted. Mr. Vincent inquired about the direction of the stormwater
22 discharge, and Mr. Fowler confirmed it runs to the east. Mr. Lowe asked about the width of the parking
23 lanes. Mr. Fowler stated they are 24 feet wide.
24

25 Mr. Corwin noted that removing a landscape island would create a minor net loss of landscaping, and it
26 needs to be striped.
27

28 Mr. Reichert invited public comment.
29

30 Elizabeth Asch of FitKids Childcare at the River Valley Club, inquired about the possible content of
31 runoff from the site and any increase in the size or amount of traffic to the site. Mr. Fowler stated that
32 there would be no 18-wheelers, just large delivery trucks. Ms. Asch spoke about fast traffic recently and
33 the risk of spills and flow from the site above the daycare. Mr. Fowler stated that he doesn't know what is
34 in the trucks. Ms. Asch noted that currently the daycare has 130 children and is expanding to 230 children
35 soon.
36

37 Mr. Reichert inquired about the nature of business at the site. Mr. Fowler stated that it is a lab for
38 industrial work, and there are no chemicals on the site.
39

40 Ms. Asch asked if there are any special requirements if a school is nearby. Mr. Reichert stated that there
41 would be oversight from the Fire Department.
42

43 Mr. Vincent stated that if only dry goods are used at the facility, it would be low risk.
44

45 Mr. Reichert noted that there are several issues for the applicant to consider.
46

47 Mr. Reichert closed the Public Hearing.
48

49 *A MOTION by Tim Corwin that the Lebanon Minor Site Plan Committee **APPROVE** the application of*
50 *11 Lafayette Centerra, LLC, regarding 11 Lafayette Street (Tax Map 10, Lot 11, Plot 2100), zoned IND-*

L, PB2023-20-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to construct a proposed loading dock and revisions to the parking lot layout, as shown on a plan set titled “Hazen Hill Construction – Proposed Loading Dock,” prepared by Fuss & O’Neill, dated January 24, 2023 (3 sheets), including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

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

1. The development is subject to the 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 12, 2021, and such fees shall be due and payable at the time of issuance of a Certificate of Occupancy.

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

2. The impact fee calculated pursuant to Condition of Approval #1 shall be paid.
3. 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 Minor Site Plan Committee in accordance with the Site Plan Review Regulations.

The motion was seconded by Brian Vincent.

The MOTION was approved (4-0).

4. Other Business

Mr. Corwin noted that the Committee will meet May 25th if the applicant is ready.

4. Approval of Minutes

- A. March 9, 2023

A MOTION by Brian Vincent to approve the Minor Site Plan Committee minutes of March 9, 2023, as presented.

The motion was seconded by Tim Corwin.

**The MOTION was approved (3-0-1). Mr. Libbey abstained*

- B. April 13, 2023

A MOTION by Brian Vincent to approve the Minor Site Plan Committee minutes of April 13, 2023, as presented.

The motion was seconded by Tim Corwin.

**The MOTION was approved (3-0-1). Mr. Libbey abstained*

6. Adjournment

A MOTION by Jeffrey Libbey to adjourn the meeting.

The motion was seconded by Brian Vincent.

1 ****The MOTION was approved (4-0).***

2

3 The meeting was adjourned at 2:06 PM.

4

5 Respectfully submitted,

6

7 Holly Howes

8 Recording Secretary