

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
THURSDAY, JUNE 8, 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), Duane Egner-Remote (Assistant Fire Chief), Alan Lowe (Captain, Police Department)

MEMBERS ABSENT:

OTHERS PRESENT: Calvin Hunnewell (Inspector)

1. Call to Order

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

2. Notice of Regional Impact

A MOTION by Tim Corwin that the two applications on the agenda today have no potential for regional impact.

The motion was seconded by Alan Lowe.

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

Duane Egner joined the meeting online.

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**

Frank J Barrett, architect, and applicant Balvin Bowen appeared in support of the application.

Mr. Barrett introduced the site plan. He worked with Wayne McCutcheon, who found a 1954 survey, and created a workable, scaled plan. Mr. Barrett noted the advantages of one-way traffic in and out, adding that the future roundabout would be very helpful. Mr. Bowen described the plan for the restaurant. Mr. Reichert commented on the potential for impact by the traffic circle. Mr. Vincent recommended adjusting the design to avoid any impact from the roundabout. Mr. Hunnewell stated that the plan can work and agreed that the one-way traffic would be good.

Officer Lowe noted that making a left turn to enter the one-way entrance would be very difficult. Mr. Reichert suggested a two-way option for entering the site using Dana Street. Mr. Barrett stated that it would depend on the curb cut on the site. Mr. Vincent agreed that the two-way entrance would work well,

and well-maintained striping would be important. There was a discussion of possible regrading and repaving of the property.

Mr. Reichert stated that a long-term plan, which includes the future roundabout, would be preferable. Mr. Barrett stated that the owner should be consulted regarding the plans for accommodating the roundabout and reconditioning the parking surface. Mr. Reichert stated that conditions could be added to include future changes. Mr. Barrett suggested a two-phased approach to confirm changes that would occur once the roundabout is created.

Mr. Reichert agreed that adding trees would improve the look of the area.

Mr. Reichert invited Public Comment. There was none.

Mr. Egner stated that there are no fire concerns.

Mr. Corwin stated that the application is complete enough for the Committee to accept jurisdiction and commence review.

A MOTION by Tim Corwin that the application of Balvin Bowen (applicant), Sanel Realty, Inc. (property owner), 100 Main Street (Tax Map 72, Lot 66), zoned CBD, is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review.

The motion was seconded by Brian Vincent.

Roll Call Vote:

Voting in Favor – Mr. Vincent, Mr. Lowe, Mr. Reichert, Mr. Corwin, Mr. Egner

Voting Against – None

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

The Committee members provided suggestions for additional conditions.

A MOTION by Tim Corwin that the Lebanon Minor Site Plan Committee **APPROVE** the application of **Balvin Bowen (applicant), Sanel Realty, Inc. (property owner), regarding 100 Main Street (Tax Map 72, Lot 66), zoned CB, PB2023-19-MSP**, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations for a proposed restaurant conversion of a previous office space to a restaurant together with associated site improvements, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

Conditions to be Satisfied Prior to Application for a Building Permit

1. The applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department and the City Engineer:
 - a) The parking configuration shall be broken into two phases. Phase One, which will be the bulk of the lot, will consist of the site plan as amended, and Phase Two will be the area of the northwest part of the property to be reconciled with the plans for the city's redevelopment of the traffic circle at the location.
 - b) Change Dana Street access to a two-way access. Review of site access shall be evaluated and reassessed in connection with Phase 2.

2. 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.

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

3. 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.
4. All water and sewer fees shall be paid as set forth in City Code Chapter 68.

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

5. The impact fee calculated pursuant to Condition of Approval #3 shall be paid.
6. All improvements depicted on the plan set 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.

General Conditions

7. The applicant shall obtain a sign permit prior to the installation of any signage as required by Section 608 of the Zoning Ordinance and shall comply with all applicable requirements of Section 608.
8. 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.

The motion was seconded by Alan Lowe.

Roll Call Vote:

Voting in Favor – Mr. Vincent, Mr. Lowe, Mr. Reichert, Mr. Corwin, Mr. Egner

Voting Against – None

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

- 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**

Susan and Eric Cole appeared in support of the application. Mr. Cole described the conversion plan and site improvements. Mr. Hunnewell stated that the accessibility ramp needs to be improved. Ms. Cole stated that it is being addressed and they would provide the details.

Mr. Corwin noted several conditions of approval.

Mr. Cole provided additional details of the plan and the waiver requests. Mr. Corwin inquired if a new waiver from the sprinkling requirement would be required. Mr. Egner stated that a new waiver may be required. Mr. Vincent reviewed several items. Mr. Reichert inquired about EV charging for residents. Mr. Cole stated that it had not been considered.

Mr. Egner noted that there may be some waivers to other building code requirements. Mr. Reichert stated that the building would need to be in code compliance, regardless of occupancy.

A MOTION by Tim Corwin that the application of Eric & Susan Cole, 162 Mechanic Street (Tax Map 105, Lot 714), zoned R-2, is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review.

The motion was seconded by Brian Vincent.

Roll Call Vote:

Voting in Favor – Mr. Vincent, Mr. Lowe, Mr. Reichert, Mr. Corwin, Mr. Egner

Voting Against – None

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

Mr. Reichert invited Public Comment. There was none, and he closed the Public Hearing.

A MOTION by Tim Corwin that the Lebanon Minor Site Plan Committee **APPROVE** the application of Eric & Susan Cole regarding 162 Mechanic Street (Tax Map 105, Lot 714), zoned R-2, PB2023-24-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to convert a portion of the existing multi-family dwelling to an office use, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

Conditions to be Satisfied Prior to Application for a Building Permit

1. 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.

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

2. 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.
3. All water and sewer fees shall be paid as set forth in City Code Chapter 68.

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

4. The impact fee calculated pursuant to Condition of Approval #2 shall be paid.
5. All improvements depicted on the plan set 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.

General Conditions

6. The applicant shall obtain a sign permit prior to the installation of any signage as required by Section 608 of the Zoning Ordinance and shall comply with all applicable requirements of Section 608.

The motion was seconded by Brian Vincent.

Roll Call Vote:

Voting in Favor – Mr. Vincent, Mr. Lowe, Mr. Reichert, Mr. Corwin, Mr. Egner

Voting Against – None

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

4. Other Business - None

5. Approval of Minutes

A. May 11, 2023

A MOTION by Alan Lowe to approve the Minor Site Plan Committee minutes of May 11, 2023, as presented.

The motion was seconded by Brian Vincent.

Roll Call Vote:

Voting in Favor – Mr. Vincent, Mr. Lowe, Mr. Reichert, Mr. Corwin

Voting Against – None

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

6. Adjournment

A MOTION by Alan Lowe to adjourn the meeting.

The motion was seconded by Tim Corwin.

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

The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Holly Howes
Recording Secretary