FINAL

LEBANON PLANNING BOARD
Regular Session
Monday, July 24, 2023, 6:30 PM
Council Chambers, City Hall
or Remote Via Microsoft Teams
LebanonNH.gov/Live

MEMBERS PRESENT: Jeremy Rutter (Vice Chair), Karen Zook (City Council Rep), Kim Chewning, Andrew Faunce, Kathie Romano

MEMBERS ABSENT: Matthew Hall (Chair), Bruce Garland, Patrick Kennelly, Laurel Stavis

STAFF PRESENT: Nathan Reichert (Planning Director), Tim Corwin (Deputy Planning Director), Brian Vincent (City Engineer), Shaun Mulholland (City Manager), Carl Gross (Airport Manager), David Brooks (Deputy City Manager – Administrative Services), Jay Cairelli (Assistant Director – Public Works), Nik Coates (Deputy City Manager – Public Services), Patrick McCarthy (Cemetery Sexton), Paul Coats (Director – Recreation, Arts, & Parks), Tad Montgomery (Energy & Facilities Manager), Vicki Lee (Finance Director)

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1. Call to Order

Vice Chair Rutter called the meeting to order at 6:31 PM.

2. Study Items

A. Review of CIP; adopt CIP and submit final recommendation for 2023 capital budget

Mr. Corwin provided context for the Board regarding the CIP changes and process. A prepared statement outlining the current role of the Planning Board and the review process was read into the record. A list of projects was displayed and discussed. A document describing projects for the Lebanon School District was provided.

City Manager Mulholland spoke regarding the plans for the replacement of the fire stations. The Board members discussed the fire stations. Mr. Mulholland explained the prioritization of the projects and the impact of climate change.

Mr. Corwin displayed the Lebanon School District information.

Stephen Muszynski, Director of Facilities for the Lebanon School District, provided background on the process used by the school district and the projects planned for 2024. The spreadsheet of projects was displayed. The Board members had an opportunity to inquire about the 2024 impact.

Ms. Romano inquired about the cost increases. Mr. Mulholland explained the additional funding sources that mitigate the overall cost to the taxpayers.

Mr. Gross explained the airport projects and funding.

Mr. Mulholland provided the rationale for the fire department facility priorities.

Mr. Reichert provided an explanation of the impact fee calculations.

The Board members received clarification regarding the individual projects on the CIP plan.

Ms. Chewning expressed her thoughts about the previous CIP process being more comprehensive and understandable.

The Board members discussed the other projects on the list.

Vice Chair Rutter asked the members if they had additional questions regarding the projects.

A MOTION by Jeremy Rutter that the Lebanon Planning Board **APPROVES AND ADOPTS** the Capital Improvement Program for the six-year period (2024-2029) as presented in the July 24, 2023 agenda packet, and hereby **SUBMITS** Year 1 (2024) of the CIP as the Board's recommendation to the City Council for capital budget funding for 2024. The Planning Board also wishes to acknowledge and highlight the importance of the CIP program and process as an essential component of the City's overall financial and community planning effort and as a mechanism for anticipating future facility and infrastructure requirements in order to ensure that they are funded in a responsible and systematic fashion.

The motion was seconded by Kathie Romano.
****The MOTION was approved (5-0).***

B. Review of proposed amendments to the Site Plan Review Regulations re: electric vehicle (EV) charging infrastructure **- Continued from June 26, 2023**

The Board members did not receive a copy of the proposed design regulations. Mr. Corwin stated that the proposed regulations would be included in the next agenda packet.

Mr. Montgomery described the three EV charging levels. Mr. Corwin noted that there has not been any feedback on the regulations passed by the City Council earlier in the year.

Mr. Corwin stated that the Board could schedule a public hearing for September.

A MOTION by Kathie Romano to continue the discussion to August 28, 2023, at 6:30 PM.

The motion was seconded by Andrew Faunce.
****The MOTION was approved (5-0).***

C. Rules of Procedure/Planning Board Meeting Procedures **- Continued from May 22, 2023**

Mr. Corwin stated that the Board members could offer any feedback at this time with the final approval at the August 28, 2023 work session.

Vice Chair Rutter suggested a minor change in wording to Section 1.4.

The Board's consideration will continue at the August 28, 2023 work session.

D. Zoning Ordinance Amendments

Mr. Reichert provided an overview of the annual amendment process. He invited the Board members to provide direction to Staff for the next round of amendments.

The Board members commented on references to steep slopes and certain types of housing.

Vice Chair Rutter inquired about the scenic corridors noted in Section 405. Mr. Corwin stated that he was not aware of any specific regulations.

Mr. Reichert commented on several special zoning topics including accessory dwelling units.

Ms. Romano inquired about the description of cottage development. Mr. Corwin stated that Section 509 of the Zoning Ordinance details cottage development. He noted that any minor edits should be emailed to Staff.

3. Committee Reports

A. City Council Subcommittees

--Class VI Roads Advisory Committee
--Lebanon Energy Advisory Committee

B. 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

C. Minor Site Plan Committee

4. Other Business

5. Approval of Minutes all three together

A. May 22, 2023
B. June 12, 2023
C. June 26, 2023

A MOTION by Kathie Romano to approve the Planning Board Minutes of May 22, 2023; June 12, 2023; and June 26, 2023, as presented.

The motion was seconded by Kim Chewning.
****The MOTION was approved (5-0).***

6. Adjournment

A MOTION by Kathie Romano to adjourn the meeting.

The motion was seconded by Andrew Faunce.
****The MOTION was approved (5-0).***

The meeting was adjourned at 8:52 PM.

Respectfully submitted,

Holly Howes
Recording Secretary