

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
THURSDAY, JUNE 22, 2023, 1:30PM
ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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

MEMBERS ABSENT: Tim Corwin (Deputy Planning Director)

OTHERS PRESENT: Calvin Hunnewell (Inspector)

1. Call to Order

Mr. Reichert called the meeting to order at 1:32 PM.

2. Notice of Regional Impact

A MOTION by Brian Vincent that there are no applications on the agenda today regarding regional impact.

The motion was seconded by Alan Lowe.

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

3. Public Hearing Items

- A. **Children's Center of the Upper Valley, 178 Mechanic Street (Tax Map 105, Lot 12), zoned R2:** Applicant requests site plan review to expand the existing group day care facility including the installation of a mobile classroom and associated site work. **PB2023-25-MSP**

A MOTION by Brian Vincent that the application of Children's Center of the Upper Valley, 178 Mechanic Street (Tax Map 105, Lot 12), zoned R2, is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review.

The motion was seconded by Jeffrey Libby.

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

Jennifer Hosmer appeared in support of the application.

Ms. Hosmer described the pilot project and the mobile classroom, which would accommodate up to ten adult trainee participants.

Mr. Reichert noted the zoning approval and confirmed that nothing has been connected between the buildings. Mr. Hunnewell stated that he would be reviewing the project.

The Committee members reviewed several requirements including fire access, parking, and fuel source for the project.

There was no public comment.

The Committee members discussed conditions of approval.

A MOTION by Nathan Reichert that the Lebanon Minor Site Plan Committee **APPROVE** the application of **Children's Center of the Upper Valley, 178 Mechanic Street (Tax Map 105, Lot 12), zoned R2 (PB2023-25-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 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 #3 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.
7. 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.

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

- B. **LBK Properties, LLC, 0 Mechanic Street (Tax Map 89, Lot 4), zoned IND-L:** Applicant requests minor site plan review to install drainage improvements together with associated site work. **PB2023-26-MSP**

A MOTION by Brian Vincent that the application of LBK Properties, LLC, 0 Mechanic Street (Tax Map 89, Lot 4), zoned IND-L, is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review.

The motion was seconded by Jeffrey Libby.

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

Daniel Donley, LBK owner, and Dan Nash, Advanced Geomatics & Design, appeared in support of the application.

Mr. Donley explained the background and goals for the site application.

Mr. Nash noted all the permit applications that have been filed. He also described drainage features of the property, and the lack of involvement in wetlands.

Mr. Reichert requested copies of the permits.

A MOTION by Nathan Reichert that the Lebanon Minor Site Plan Committee **APPROVE** the application of **LBK Properties, LLC, 0 Mechanic Street (Tax Map 89, Lot 4), zoned IND-L (PB2023-26-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 provide a copy of the applicable wetlands and shoreline protection documents as needed.

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

2. 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

3. 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.

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

Mr. Donley asked for additional information regarding drainage.

4. Other Business

5. Approval of Minutes

A. June 8, 2023

A MOTION by Brian Vincent to approve the Minor Site Plan Review Committee minutes of June 8, 2023, as presented.

The motion was seconded by Jeffrey Libby.

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

6. Adjournment

A MOTION by Jeffrey Libby to adjourn the meeting.

The motion was seconded by Brian Vincent.

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

The meeting was adjourned at 2:14 PM.

Respectfully submitted,

Holly Howes
Recording Secretary