



**LEBANON MINOR SITE PLAN COMMITTEE
OCTOBER 12, 2023 - 1:30 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Notice of Regional Impact**
 - 3. Public Hearing Items**
 - A. James Wasser, 9 Allen Street (Tax Map 92, Lot 44), zoned R-2:**
Applicant proposes to convert the existing two (2)-family dwelling to a four (4) - unit multi-family dwelling. **PB2023-35-MSP**
 - 4. Other Business**
 - 5. Approval of Minutes**
 - A. September 14, 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 _____

PROPERTY OWNER (APPLICANT):

NAME: James Wasser TEL#: 603-667-5895

MAILING ADDRESS: P.O. Box 373, Lebanon, NH 03766

E-MAIL ADDRESS: jimw@studionexusarch.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: TEL#:

MAILING ADDRESS:

E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 92 LOT#: 92-44 PLOT #: ZONE: R2

STREET ADDRESS OF PROJECT: 9 Allen Street, Lebanon, NH 03766

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

SCOPE OF PROJECT:

Convert 2-Family residence to a 4-unit apartment, adding sprinklers and alarm, fire separations, an exterior egress stair, two kitchens, one shower and two washer/dryers. Parking remains the same.

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: _____

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 October 12, 2023, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: James R. Wasser DATE: 9/26/2023

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 #		
9/26/2023	192-44	PB2023-35-MIN		



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.

The project is to take an existing 2-Family residence and convert it to a 4-Family residence. Sprinklers, alarm, and fire separations will be added per code, along with two kitchens, two washer/dryers and a shower. The net result will be a change from a 3-bedroom/1-bedroom duplex to a (2) studios, (1) 1-bedroom, and (1) 2-bedroom multi-family apartment. The only exterior changes consist of an egress stair, dormer and door. The site plan remains the same, with five parking spaces before and after the renovation.

III. SITE PLAN TECHNICAL CHECKLIST

The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	☒
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	☒
<u>3.2.B.7.e</u> - Identify all abutters	☒
<u>3.2.B.7.e.i</u> - Indicate the site location	☒
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	☒
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☒
<u>3.2.B.7.e.ii</u> - 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 - expansions to existing structures - landscaping - parking areas - walkways / ramps - driveways - lighting fixtures - stormwater control devices - exterior waste receptacles - exterior equipment - utilities - all other improvements	☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☒ ☒ ☒ ☒ ☒	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐
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	☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒	☐ ☐ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐

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.


 Signature of Applicant

September 26, 2023
 Date

9 ALLEN STREET

Lebanon, NH 03766



OWNER:

JAMES WASSER
PO BOX 373
LEBANON, NH 03766

CONTACT: **JIM WASSER**
EMAIL: jimw@studionexusarch.com
PHONE: 603.667.5895

ARCHITECT:

STUDIO NEXUS
ARCHITECTS + PLANNERS, LLC
46 SOUTH MAIN STREET, SUITE 206
PO BOX 275
WHITE RIVER JUNCTION, VT 05001

CONTACT: **JIM WASSER**
EMAIL: jimw@studionexusarch.com
PHONE: 802.275.5110 EXT. 501

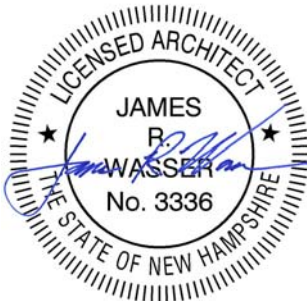
DRAWING INDEX

G-1	COVER SHEET, PROJECT TEAM & DRAWING INDEX
G-2	ARCHITECTURAL SITE PLAN
A2-1	FIRST FLOOR PLAN
A2-2	SECOND FLOOR PLAN
A4-1	EXTERIOR ELEVATIONS
A4-2	EXTERIOR ELEVATIONS
A9-1	SIGN SCHEDULE, TYPES & DETAILS



**STUDIO
NEXUS**

ARCHITECTS + PLANNERS
PO Box 275, White River Junction, VT 05001
802 275 5110 | studionexusarch.com



**WASSER
RESIDENCE**

9 Allen Street
Lebanon, NH 03766

Issued For:

MINOR SITE PLAN REVIEW

Date: September 26, 2023

Scale:

COVER SHEET,
PROJECT TEAM &
DRAWING INDEX

Project No.: Project Number

G-1



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RESIDENCE**

9 Allen Street
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MINOR SITE PLAN REVIEW

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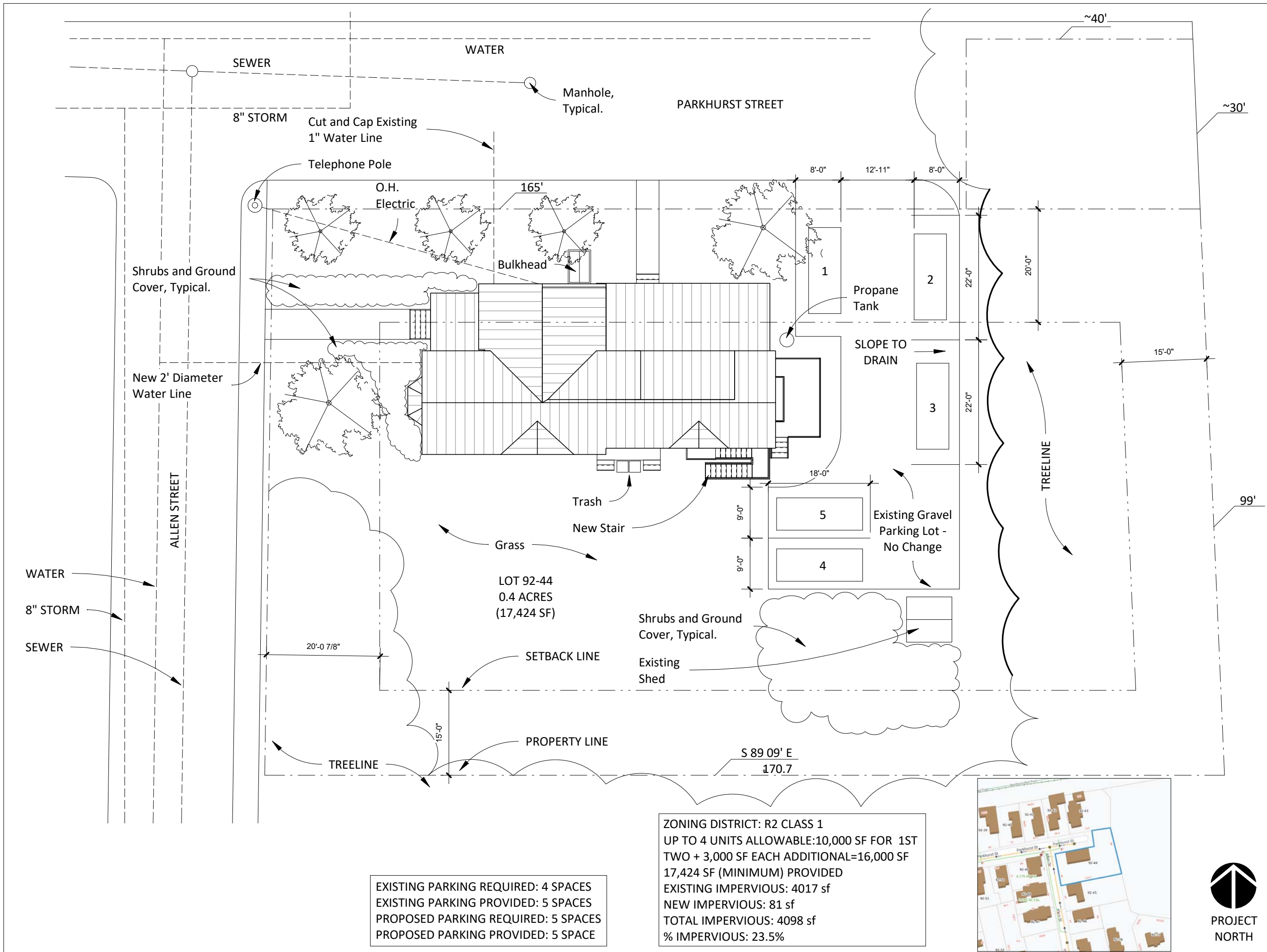
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**ARCHITECTURAL
SITE PLAN**

Project No.: Project Number

G-2

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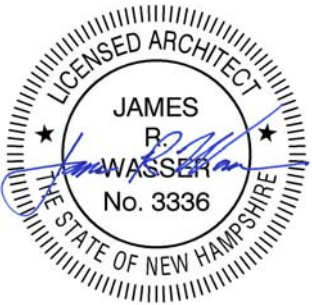




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WASSER RESIDENCE

9 Allen Street
Lebanon, NH 03766

Issued For:

MINOR SITE PLAN REVIEW

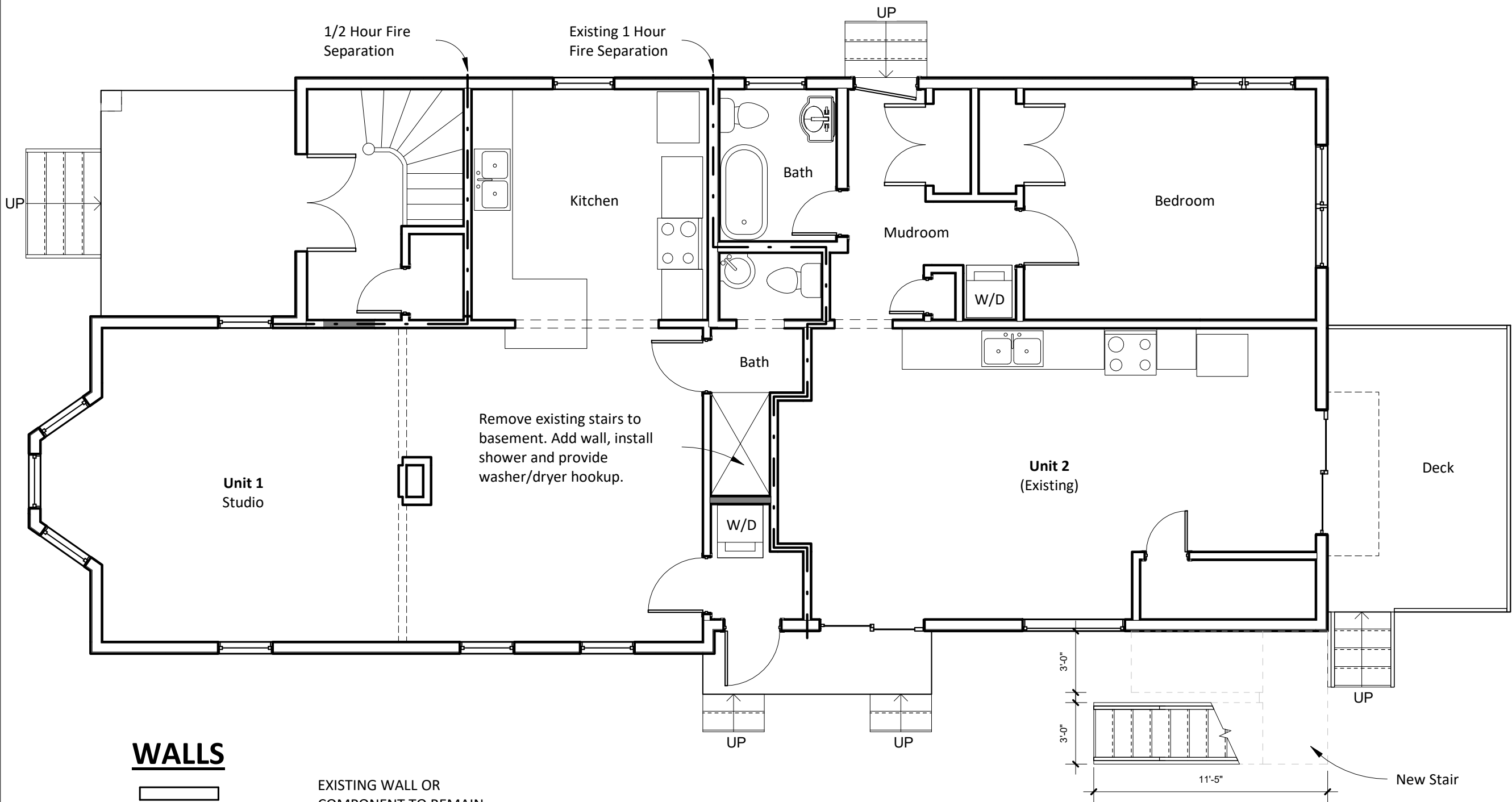
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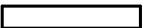
FIRST FLOOR PLAN

Project No.: Project Number

A2-1



WALLS



EXISTING WALL OR
COMPONENT TO REMAIN,
UNLESS NOTED OTHERWISE



WALL OR COMPONENT TO BE
REMOVED



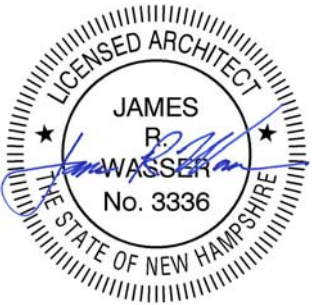
NEW WALL OR COMPONENT



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WASSER RESIDENCE

9 Allen Street
Lebanon, NH 03766

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MINOR SITE PLAN REVIEW

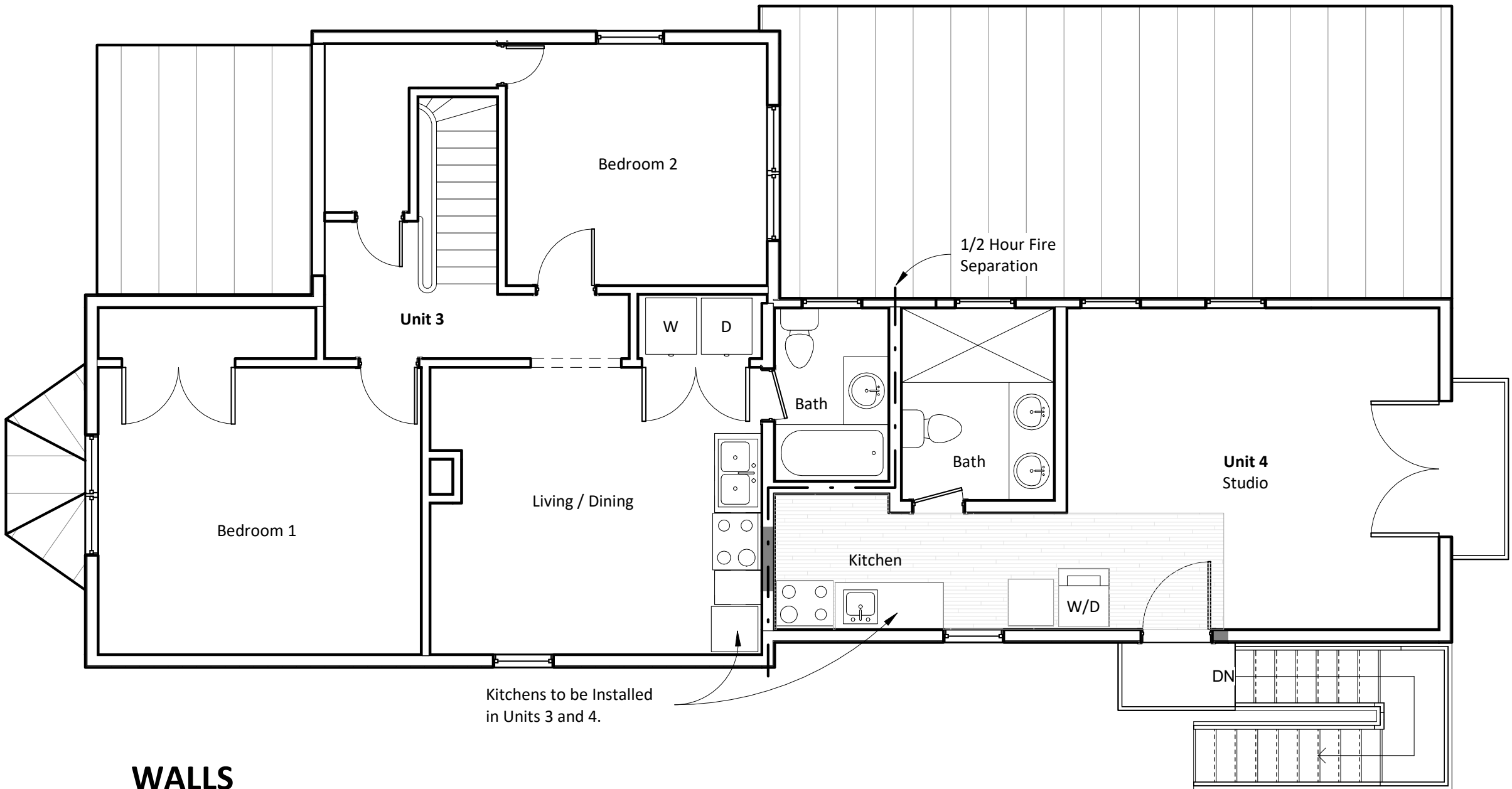
Date: September 26, 2023

Scale: As indicated

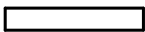
SECOND FLOOR PLAN

Project No.: Project Number

A2-2



WALLS



EXISTING WALL OR
COMPONENT TO REMAIN,
UNLESS NOTED OTHERWISE



WALL OR COMPONENT TO BE
REMOVED



NEW WALL OR COMPONENT



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WASSER RESIDENCE

9 Allen Street
Lebanon, NH 03766

Issued For:

MINOR SITE PLAN REVIEW

Date: September 26, 2023

Scale: 1/8" = 1'-0"

EXTERIOR ELEVATIONS

Project No.: Project Number

A4-1

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② EAST ELEVATION
1/8" = 1'-0"

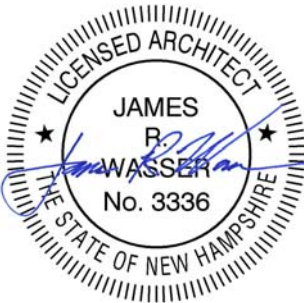


① NORTH ELEVATION
1/8" = 1'-0"



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WASSER RESIDENCE

9 Allen Street
Lebanon, NH 03766

Issued For:

MINOR SITE PLAN REVIEW

Date: September 26, 2023

Scale: 1/8" = 1'-0"

EXTERIOR ELEVATIONS

Project No.: Project Number

A4-2

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SECOND FLOOR
PLAN
10' - 0"

FIRST FLOOR
PLAN
0' - 0"

② WEST ELEVATION
1/8" = 1'-0"



SECOND FLOOR
PLAN
10' - 0"

FIRST FLOOR
PLAN
0' - 0"

① SOUTH ELEVATION
1/8" = 1'-0"

DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE
THURSDAY, SEPTEMBER 14, 2023, 1:30PM
ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Tim Corwin (Deputy Planning Director), Rebecca Owens (Senior Planner), Matthew Isham (Deputy Police Chief), Charlie Parker (Fire Department), Erica Douglas (Solid Waste Manager)

MEMBERS ABSENT: Brian Vincent (City Engineer)

OTHERS PRESENT: Nathan Reichert (Planning Director-Remote), Calvin Hunnewell (Inspector-Remote)

1. Call to Order

Mr. Corwin called the meeting to order at 1:41 PM.

2. Notice of Regional Impact

Gordon E. Bagley, Jr. TTEE, 695 Dartmouth College Hwy (Tax Map 99, Lot 8), zoned RL-1: Request for Site Plan Approval to relocate Units 1, 8 and 9, replacing Unit 15 and connecting these units, along with Unit 20, to new, compliant, on-site wastewater disposal systems. PB2023-31-MSP

Mr. Corwin stated that the above application does not have regional impact.

A MOTION by Tim Corwin that the application of Gordon E. Bagley, Jr. TTEE, 695 Dartmouth College Hwy (Tax Map 99, Lot 8), zoned RL-1, does not have the potential for regional impact. The motion was seconded by Rebecca Owens.

Roll Call Vote:

Voting in Favor – Ms. Douglas, Ms. Owens, Mr. Isham, Mr. Parker, Mr. Corwin

Voting Against – None

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

3. Public Hearing Items

A. Gordon E. Bagley, Jr. TTEE, 695 Dartmouth College Hwy (Tax Map 99, Lot 8), zoned RL-1: Request for Site Plan Approval to relocate Units 1, 8 and 9, replacing Unit 15 and connecting these units, along with Unit 20, to new, compliant, on-site wastewater disposal systems. PB2023-31-MSP

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

1 ***A MOTION by Tim Corwin that the application of Gordon E. Bagley, Jr. TTEE, 695 Dartmouth***
2 ***College Hwy (Tax Map 99, Lot 8), zoned RL-1, is complete enough for the Minor Site Plan Committee***
3 ***to accept jurisdiction and commence review.***
4 ***The motion was seconded by Douglas Isham.***
5 ****The MOTION was approved (5-0).***
6

7 Jeff Goodrich of Pathways Consulting, LLC, appeared in support of the application.
8

9 Mr. Goodrich provided an overview of the application. Currier Mobile Home Park owned by Gordon
10 Bagley, who was unable to attend due to health concerns, is the subject of the application. The wastewater
11 disposal systems have been under replacement for at least fifteen years to achieve compliance. The
12 request will complete the project to achieve compliance for all units except Unit 19, which may be
13 relocated.
14

15 Mr. Corwin requested that the units being relocated be identified by their original location and new
16 location to clarify the rendering.
17

18 Mr. Goodwin stated that the park was originally created piecemeal, and this project is intended to correct
19 previous anomalies.
20

21 Mr. Corwin invited comments from the other members.
22

23 Mr. Reichert inquired about the turnover rate for the other homes in the park and the plan for dealing with
24 it. Mr. Goodwin stated that there is a large demand for mobile home units at present, and the owners are
25 staying for many years. There would be little turnover.
26

27 Ms. Douglas agreed with updating the rendering and inquired if the driveway surfaces would be gravel.
28 Mr. Goodwin stated that they would.
29

30 Ms. Owens inquired if the septic systems require pumping. Mr. Goodwin stated that pumping every two
31 years would be usual.
32

33 Ms. Douglas inquired if there would be any increase of impervious surface and suggested showing that.
34 Mr. Goodwin stated that he would review it. Ms. Douglas commented on stormwater management.
35

36 Mr. Corwin commented on conditions of approval. The park is not completely in line with Section 503
37 requiring certain provisions for surfaces related to manufactured housing, and there would be conditions
38 of approval to satisfy them.
39

40 Mr. Corwin noted that there was no one with public comment.
41

42 Mr. Corwin enumerated the items requiring conditions of approval.
43

44 ***A MOTION by Tim Corwin that the Minor Site Plan Committee APPROVE the application of Gordon***
45 ***E. Bagley, Jr. TTEE, regarding 695 Dartmouth College Hwy (Tax Map 99, Lot 8), zoned RL-1, PB2023-***
46 ***31-MSP, for Minor Site Plan Review to relocate Units 1, 8 and 9, replacing Unit 15 and connecting these***
47 ***units, along with Unit 20, to new, compliant, on-site wastewater disposal systems, together with***
48 ***associated site improvements, including any and all submissions and testimony provided for and during***
49 ***the public hearing, with the following conditions:***
50

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

- 1
2 1. Applicant shall make the following revisions to the plan set to the satisfaction of the Planning
3 and Development Department and the City Engineer:
 - 4 a. Identify where the relocated units are being relocated from;
 - 5 b. Provide a gravel detail or note;
 - 6 c. Review and confirm the accuracy of the Site Information on Sheet 2 of the plan set;
 - 7 d. Provide a nonporous pad for each relocated manufactured housing unit per Section
8 503.5.A (of the Zoning Ordinance); and
 - 9 e. Relocate each manufactured housing unit so that it is at least 20 ft. from the surface of
10 the interior road per Section 503.5.C.
- 11
12 2. Applicant shall work with the City Engineer to demonstrate satisfactory compliance with the
13 stormwater management requirements of Section 6.6 of the Site Plan Review Regulations.
14 Conditions to be Satisfied Prior to the Issuance of a Building Permit.
- 15
16 3. Applicant shall obtain all applicable state approvals including but not limited to on-site
17 wastewater disposal approvals and all other NH DES approvals, etc.

18
19 General Conditions:

- 20
21 4. Applicant shall comply with the requirements of Section 503.4 relative to meeting local and
22 state regulations for water supply source, sewage disposal, provision of utilities and providing
23 for disposal of household garbage and rubbish.

24
25 *The motion was seconded by Rebecca Owens.*

26 *Roll Call Vote:*

27 *Voting in Favor – Ms. Douglas, Ms. Owens, Mr. Isham, Mr. Parker, Mr. Corwin*

28 *Voting Against – None*

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

30
31
32 **4. Other Business**

33
34 Mr. Corwin confirmed that the Montessori School at 112 Etna Road would be coming before the
35 committee.

36
37 **5. Approval of Minutes**

38
39 A. June 22, 2023

40
41 *A MOTION by Nathan Reichert to approve the Minor Site Plan Committee Minutes of June 22, 2023,*
42 *as presented.*

43 *The motion was seconded by Charlie Parker.*

44 *Roll Call Vote:*

45 *Voting in Favor - Mr. Isham, Mr. Parker, Mr. Corwin, Mr. Reichert*

46 **The MOTION was approved (4-0-1). Erica Douglas abstained*

47
48 **6. Adjournment**

49
50 *A MOTION by Nathan Reichert to adjourn the meeting.*

51 *The motion was seconded by Charlie Parker.*

1 ****The MOTION was approved (5-0).***
2

3 The meeting was adjourned at 2:22 PM.
4

5 Respectfully submitted,
6

7 Holly Howes
8

8 Recording Secretary