

FINAL

**LEBANON PLANNING BOARD
REGULAR SESSION
MONDAY, JANUARY 29, 2024 6:30 PM
COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Matthew Hall (Chair), Richard Ford Burley (Vice Chair), Jeremy Rutter, Andrew Faunce, Patrick Kennelly, Kathie Romano (REMOTE)

MEMBERS ABSENT: Karen Zook (City Council Rep), Laurel Stavis

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nate Reichert (Director of Planning & Development/Zoning Admin), Catheryn Hembree (Associate Planner) REMOTE

1. CALL TO ORDER

Chair Hall called the meeting to order at 6:30pm. Ms. Romano said she is attending remotely because she is out of town. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT

The following applications were received by the Planning and Development Department on or before January 8, 2024:

- **Oakes Storage, LLC and Oakes Real Estate SPE, LLC, 92 Riverside Drive (Tax Map 111, Lot 16), zoned RL-1: Pursuant to Section 9.1 of the Site Plan Review Regulations, applicants request a modification to a previously approved Site Plan (PB2022-06-SPR) to construct a +/-26,176 sq. ft. commercial self-storage unit facility together with related site improvements. Applicants propose to lower the site 4 ft. and to relocate the garage and entry drive. PB2024-05-SPA**
- **Growthcap, Investments, LLC, 22 Maple Street (Tax Map 73, Lot 70), zoned R-3: Request for a Minor Subdivision of the subject property into two (2) lots. PB2024-06-MIN**

Mr. Corwin said staff recommends that neither application has the potential for regional impact.

A MOTION was made by Andrew Faunce that the applications of Oakes Storage, LLC and Oakes Real Estate SPE, LLC, 92 Riverside Drive (Tax Map 111, Lot 16), zoned RL-1 and Growthcap, Investments, LLC, 22 Maple Street (Tax Map 73, Lot 70), zoned R-3 do not have the potential for regional impact. The motion was seconded by Richard Ford Burley.

Roll Call Vote:

Voting in Favor – Mr. Faunce, Mr. Rutter, Mr. Hall, Mr. Ford Burley, Mr. Kennelly, Ms. Romano

Voting Against – None

****The MOTION was approved (6-0).***

3. PUBLIC HEARING ITEMS

A. Edwards Properties, LLC, 99 Heater Road (Tax Map 78, Lot 41), zoned IND-L: Request for a Conditional Use Permit pursuant to Section 303.2 of the Zoning Ordinance for a proposed office use. PB2024-02-CUP

Mr. Corwin said staff followed up with the applicant and requested additional information, which resulted in significant changes to the site plan. He said staff recommended that the applicant withdraw the Conditional Use permit application and submit a revised Conditional Use permit application and the Site Plan Review together for consideration by the Planning Board at one meeting. He said the applicant instead requested a continuance of the Conditional Use Permit application to the February 12, 2024 Planning Board meeting.

The Board members discussed whether two or three weeks was ample time for the applicant to gather all the needed information.

A MOTION was made by Richard Ford Burley that the discussion of the application of Edwards Properties, LLC, 99 Heater Road (Tax Map 78, Lot 41), zoned IND-L: Request for a Conditional Use Permit pursuant to Section 303.2 of the Zoning Ordinance for a proposed office use will be continued to the March 11, 2024 Planning Board meeting. The motion was seconded by Andrew Faunce.

Ms. Romano asked if the applicant would have the answers to questions raised at the last meeting related to parking in time for the proposed March meeting date. Mr. Corwin said the applicant should have the information at that time.

Roll Call Vote:

Voting in Favor – Mr. Faunce, Mr. Rutter, Mr. Hall, Mr. Ford Burley, Mr. Kennelly, Ms. Romano

Voting Against – None

****The MOTION was approved (6-0).***

4. STUDY ITEMS

A. MASTER PLAN CHAPTER UPDATE PROCESS

Mr. Corwin noted that administration, management, updating, and implementation of the Master Plan falls within the purview of the Planning Board. (per RSA 674:1). He said the last discussion about the Master Plan was at the April Planning Board work session. He said one chapter, Chapter 5: Natural Resources, has been updated.

Ms. Hembree gave an overview of what a Master Plan is, how it is reviewed and the process the City has employed to update it. She said volunteers will be involved in the updating process through public forums, advisory committees, and community groups. She also said workgroups will need to be created to work on the following chapters:

- Housing
- Transportation
- Recreation
- Community Facilities & Services
- Lebanon Central Business District

Ms. Hembree said if anyone is interested in learning more about the Master Plan, she is giving a presentation during the Lebanon Citizens Academy on February 22, 2024.

Chair Hall said he feels the Master Plan is too large and unwieldy to be practical. He said he doesn't see how it has a practical impact on Planning Board activity.

Mr. Ford Burley asked what the timeline is for the creation of the new committees. Ms. Hembree said the working groups will be created by May/April. Mr. Ford Burley suggested the time to create those committees be doubled because it is difficult to find members willing to join committees.

Mr. Rutter said it would be helpful to have a few examples of situations where the Master Plan has impacted the City and how the community has changed because of the Master Plan.

Mr. Corwin noted that the Master Plan will be available via the Citizens Academy and will be added to the Master Plan webpage on the City's website. Mr. Corwin briefly explained what the Citizens Academy is and that there are some spots still available. Ms. Romano said she participated in it several years ago and it is a very good overview of all the departments/functions of the City and the people who run them. Mr. Ford Burley noted the people participating in the Citizens Academy may be interested in joining a committee so it's a good networking opportunity.

Mr. Brandon Hill of West Lebanon said the process of updating the Master Plan may matter more than the document itself. Chair Hall said community input is very important to the updating process. The group discussed how the size of the document and number of chapters makes it difficult to use. Mr. Corwin said chapters can be combined and asked the Planning Board members to consider as

they review the Master Plan. Chair Hall said a possible way to more easily accomplish the City's goals is to streamline the chapters and put the activities that are required by state law first.

B. RECAP 2024 ADOPTED CAPITAL BUDGET, COMMENCE 2025-2030 CIP PROCESS

Mr. Corwin said the Planning Board will discuss the CIP at a meeting next month.

C. STRATEGIC PLAN – ANNUAL GOALS & WORKPLAN

Mr. Reichert gave an overview of the Strategic Plan. He said it is a collection of the objectives that the City is seeking to achieve with measurable results. He said the Strategic Plan is developed from the Master Plan.

Mr. Reichert asked the Planning Board to consider the following:

- What is the City being asked to do in 2024?
- What does the 2025 Strategic Plan look like?
- What are the resources that the City needs to provide in order to meet these objectives?

Mr. Reichert asked the Planning Board to review the Strategic Plan (he said he would provide a link to the document), and then have a more in-depth discussion at the February meetings. He said the Planning Board's collective ideas should then be sent to him for inclusion in the Planning Department's submission to the City Manager.

There was discussion about how the headings/chapters of the Master Plan and Strategic Plan match up, and perhaps the Master Plan should be subordinated to the Strategic Plan instead of the other way around. Mr. Rutter asked why the goals are scheduled the way they are – for example, why is Land Use at the very end of the schedule. Mr. Corwin said the preliminary schedule may be up for discussion between City staff and the Planning Board. Chair Hall asked, as with the Master Plan, if the goals that are state law-mandated should come first in the schedule.

Ms. Romano suggested the City publicize the fact that there are spaces available in the Citizens Academy in the newspaper. Chair Hall said perhaps a note could be added to residents' property bills, because he said people do read those.

5. OTHER BUSINESS

None

6. APPROVAL OF MINUTES

None

7. COMMITTEE REPORTS

Mr. Corwin said there are vacancies on the Pedestrian & Bicycle Advisory Committee and the Lebanon Energy Advisory Committee, and it would be very beneficial to have Planning Board representatives on those committees. He noted the Regional Planning Commission also has vacancies. Chair Hall said committee vacancies should be an agenda item for the February work session.

Ms. Romano said she is not sure how active the Mascoma River Committee is but said she would reach out to get a status on the committee.

Mr. Corwin said he did not have an update on the Minor Site Committee.

A. City Council Subcommittee

B. Other Subcommittees

Mr. Reichert thanked Matt Hall, who has said he will not continue as Planning Board Chair after February, for his time and commitment to the City on the Planning Board.

8. ADJOURNMENT

A MOTION was made by Richard Ford Burley to adjourn the meeting at 7:49pm. The motion was seconded by Andrew Faunce.

Roll Call Vote:

Voting in Favor – Mr. Faunce, Mr. Rutter, Mr. Hall, Mr. Ford Burley, Mr. Kennelly, Ms. Romano

Voting Against – None

****The MOTION was approved (6-0).***

The meeting was adjourned at 7:49pm.

Respectfully submitted,
Paula Roux
Recording Secretary