

FINAL

**LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, MARCH 18, 2024, 6:30 PM**

MEMBERS PRESENT: Andrew Faunce (Chair), Jeremy Rutter, Patrick Kennelly, Brandon Hill, Karen Zook (City Council Rep), Kathie Romano (REMOTE)

MEMBERS ABSENT: Richard Ford Burley (Vice Chair), Laurel Stavis

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nate Reichert (Director of Planning & Development/Zoning Admin), Rod Finley (City Engineer)

1. CALL TO ORDER

Chair Faunce called the meeting to order at 6:34pm. 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 application was received by the Planning and Development Department on or before March 11, 2024:

- **Dartmouth Hitchcock Medical Center, 1 Medical Center Drive (Tax Map 10, Lot 8), zoned MC: Applicant requests a Site Plan amendment to expand and reconfigure four existing parking lots and to widen a driveway, together with associated site improvements. PB2024-12-SPA**

Mr. Corwin said staff recommends the application does not have the potential for regional impact.

A MOTION was made by Jeremy Rutter that the application of Dartmouth Hitchcock Medical Center, 1 Medical Center Drive (Tax Map 10, Lot 8), zoned MC does not have the potential for regional impact. The motion was seconded by Brandon Hill.

Roll Call Vote:

Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano

Voting Against – None

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

Chair Faunce said Public Hearing Item 3.B. would be discussed first, which is out of the order of the agenda for this meeting.

3. PUBLIC HEARING ITEMS

B. Edwards Properties, LLC, 135 Heater Road (Tax Map 78, Lot 41), zoned IND-L: In conjunction with a pending Conditional Use Permit application (PB2024-02-CUP), applicant requests Site Plan Review for a conversion of the existing two-family dwelling to a mixed-use building for a proposed office use and a dwelling unit, together with associated site improvements including additional parking spaces and a handicap ramp. PB2024-08-SPR

Mr. Dan Nash, of Advanced Geomatics & Design, was present on behalf of the applicant. Mr. Nash gave a brief overview of the project.

Mr. Corwin said the staff memo notes an addition of an accessible ramp to the project plans. He said, if needed, construction of a ramp would require a variance, which should have been requested prior to the submission of the request for Site Plan Review to the Planning Board. Mr. Johannes Cicotte, the property owner, said he had an architect review the plans. He said the architect said there would be no external handicap access added, so there would be no changes to the exterior of the property and, therefore, no changes need to be made to the site plan. He said the architect would confirm this in writing.

Mr. Corwin said there are other items related to completeness listed in the staff memo, notably outstanding storm water and drainage concerns. Mr. Corwin said it is the staff recommendation that the applicant take more time to address these issues and waiver requests. He noted that completeness issues typically are left to the Planning Board to decide whether to continue or not, but he said the Planning Board has indicated it wants to follow Site Plan regulations more strictly than it has in the past.

Ms. Romano said, last time the Board reviewed this application, there were open questions:

- Would there be enough room to park vehicles with trailers
- With all the parking requirements, will there still be room for a certifiable septic system

She noted the materials presented at this meeting include a proposed leach field. She asked if that leach field has been approved. She said she also did not see a large parking area for trailer parking. She said she would like to see those questions addressed if the applicant needs to come back at another meeting.

Attorney Barry Schuster, also present on behalf of the applicant, said all the items in the staff memo were addressed in a letter to the City dated March 13, 2024. Mr. Corwin said new information had been submitted that was different than what had been reviewed previously.

A MOTION was made by Jeremy Rutter the application as submitted is incomplete and that the Planning Board should postpone further consideration of this application to a future date. The motion was seconded by Kathie Romano.

Roll Call Vote:

***Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano
Voting Against – None***

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

Mr. Corwin noted if the application is deemed incomplete, it must be resubmitted. He said if the applicant can resubmit a full, complete set of materials to the Planning Board by Friday, March 29, 2024, staff would include the review on the April 8, 2024 Planning Board Meeting agenda. [He noted City offices are closed on Fridays, so Thursday, March 28, 2024, is an alternate day acceptable for submittal.]

A. Edwards Properties, LLC, 135 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 – Continued from January 29, 2024

Chair Faunce asked if this conditional use permit request should be considered with the other request by this applicant for this project, which was just postponed to a future meeting. Mr. Corwin noted there are three concerns that affect this request for a Conditional Use permit for proposed office use and that must be addressed prior to site plan review:

- The accessible ramp, which was discussed earlier in the meeting
- Parking calculations
- Having a gravel surface for parking lot, which will require approval via waiver prior to site plan review

A MOTION was made by Kathie Romano to postpone this Conditional Use Permit Hearing to coincide with the hearing on the Site Plan Review so all conditions associated with the plans can be handled at one time. The motion was seconded by Jeremy Rutter.

Roll Call Vote:

***Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano
Voting Against – None***

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

C. City of Lebanon, 198 Dartmouth College Highway (Tax Map 108, Lot 23), zoned R-3: Site plan review for a temporary fire station including the construction of a +/-5,800 sq. ft. garage, two living facility trailers, one office trailer, and additional parking spaces. PB2024-09-GOV (NOTE: This application will be reviewed as a Governmental Land Use pursuant to RSA 674:54)

Ms. Zook said she is an abutter to this property and asked if she should recuse herself from this agenda item. Mr. Corwin suggested she just reserve comment during the discussion.

Mr. David Fenstermacher and Mr. Corey Woloschin (REMOTE) from ReArch, and Lebanon Fire Chief Jim Wheatley were present to discuss the project.

Mr. Fenstermacher gave an overview of the project, which involves temporary housing of the Lebanon Fire Department equipment on an existing DPW site during construction of the new fire station in Lebanon. He said the structure will be removed once the new fire station is completed.

Chief Wheatley said gravel and rock from the project area has been moved to a different location on the site. Mr. Hill asked how long the fire trucks are. Chief Wheatley said the longest is 37 feet long. He said the temporary structure is 84 feet long, and can house two trucks “double-stacked.” Chief Wheatley reviewed how the trucks would enter and exit the site, and how the fire teams would accommodate pedestrian and vehicular traffic in the area.

Chief Wheatley said the timeline for use of the buildings is 16-18 months, beginning July 2024 and ending (projected) December 2025. He said, once the buildings are taken down, the site will be available to DPW for equipment storage. He said the address of the site is on Pumping Station Road, but the address of the temporary station (for 911) is 198 Dartmouth College Highway.

Mr. Kennelly asked several questions about the use of AFFF foam on the temporary site. Chief Wheatley said the foam will not be used and the tanks will not be drained on the site. He said equipment will be cleaned/drained in a storage bin at a site near the Lebanon Airport. He said if there are issues of ground contamination, they will come up during site plan review. He confirmed that the temporary buildings are being leased by the City.

Chair Faunce invited public comment.

Mr. Bruce Garland (Ward 3) said he’s concerned about the cost of the project and the impact it will have on taxes for residents. He asked why the site could not be the permanent site for the new fire house. Chief Wheatley said the site is not large enough to house all the equipment as well as administrative personnel and functions. He said an additional, temporary, Seminary Hill Road site has been established for administrative personnel during the construction.

Chair Faunce closed the public hearing.

Ms. Romano said homes within a certain distance of the downtown fire station have red fire box alarms, and asked how the alarm system will be affected during the construction. Chief Wheatley said the system that monitors the fire alarm boxes will stay on the site in a job trailer so there will be no effect on the operation of the system. He said the alarms will go to a different fire house at a different location.

**D. Adimab, LLC, 7 Lucent Drive (Tax Map 10, Lot 11, Plot 2600), zoned IND-L:
Pursuant to Section 9.1 of the Site Plan Review Regulations, applicant requests a**

modification to a previously approved Site Plan (PB2020-14-SPR) to change the parking lot surface material, to reduce the tree shading required, and to amend the approved landscaping and lighting plans. PB2024-10-SPA

Mr. Corwin said the Adimab application was not ready for this meeting and requested this discussion be postponed to the April 8, 2024 Planning Board meeting.

A MOTION was made by Jeremy Rutter to postpone the application of Adimab, LLC, 7 Lucent Drive (Tax Map 10, Lot 11, Plot 2600), zoned IND-L: Pursuant to Section 9.1 of the Site Plan Review Regulations, applicant requests a modification to a previously approved Site Plan (PB2020-14-SPR) to change the parking lot surface material, to reduce the tree shading required, and to amend the approved landscaping and lighting plans. PB2024-10-SPA to the April 8, 2024 Planning Board meeting. The motion was seconded by Brandon Hill.

Roll Call Vote:

Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano

Voting Against – None

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

C. City of Lebanon, Layout of Additional Right-of-Way Areas for Trues Brook Road, 117 Trues Brook Road (186-37), 0 Hall Road (159-6), 133 Trues Brook Rd (186-38), 124 Trues Brook Rd (186-4), 136 Trues Brook Rd (186-3): Applicant requests a review per RSA 674:40, III, for the layout of additional areas of the existing Class V public highway known as “Trues Brook Road”. The proposed additional highway areas are needed to enable construction of a new bridge to replace the existing Trues Brook Road Bridge together with related roadway approaches and associated improvements. PB2024-07-LAY (Rehearing)

City Engineer Rod Finley was present to answer questions about the project.

Mr. Corwin said this project was reviewed by the Planning Board at its February work session. He said the noticing of the public about that meeting erroneously did not include two resident abutters to the project, and therefore the item was being reheard at this meeting to give all abutting residents a chance to give input on the project.

Chair Faunce invited public comment.

Mr. Dave McLaughlin of 38 Hall Road said the Conservation Commission, at its March 14, 2024 meeting, had a discussion about how cutting the trees to accommodate utility wires or poles will change the shade they provide and may affect the fish environment in the brook.

He said the Commission also discussed how the abutment for the existing bridge will be moved back and that rip rap would be installed around the abutment of the bridge.



Mr. Finley outlined the differences between the existing abutment and the proposed abutment. He said no ledge will be removed from the area near the deep fishing hole.

Chair Faunce closed the public hearing.

A MOTION was made by Karen Zook that the Planning Board approves the application of the City of Lebanon, PB2024-07-LAY for the layout of the widening of Trues Brook Road to facilitate the replacement of the Trues Brook Road Bridge and the reconstruction of the roadway and other improvements approaching each side of the bridge, as shown on the plans entitled, "Trues Brook Road Over Bloods Brooke Easement Plan (1 of 2) and Easement Plan (2 of 2), (Sheets 8 and 9 of 47), prepared by Hoyle Tanner, dated January 2024, Project #21 point 906414.00 as contemplated by the City Council.

In approving, the Planning Board notes that an abutter has expressed concerns regarding the placement of the overhead wires, and the Council may wish to examine that aspect in greater detail. The MOTION was seconded by Brandon Hill.

Roll Call Vote:

Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano

Voting Against – None

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

4. OTHER BUSINESS

A. CIP Recap 2024 Adopted Capital Budget, Commence 2025-2030 CIP Process

Mr. Corwin said this item will be postponed to the March work session meeting (March 25, 2024). He said the Planning Board will also discuss Impact Fees at that meeting.

5. APPROVAL OF MINUTES – February 12, 2024

Amendments: Page 3 Line 14: Change “He said, alternatively,” to “Alternatively, he said”
Page 3 Line 40: Change “Boad” to “Board”
Page 5 Line 20: Change “1A” to “1a”

A MOTION was made by Kathie Romano to approve the Planning Board Minutes of February 12, 2024, as amended. The motion was seconded by Jeremy Rutter.

Roll Call Vote:

Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano

Voting Against – None

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

6. ADJOURNMENT

A MOTION was made by Jeremy Rutter to adjourn the meeting at 8:14pm. The motion was seconded by Brandon Hill.

Roll Call Vote:

Voting in Favor – Mr. Hill, Mr. Rutter, Mr. Faunce, Ms. Zook, Mr. Kennelly, Ms. Romano

Voting Against – None

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

The meeting was adjourned at 8:14pm.

Respectfully submitted,
Paula Roux
Recording Secretary