

FINAL

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

MEMBERS PRESENT: Nathan Reichert (Planning Director), Tim Corwin (Deputy Planning Director), Jeffrey Libbey (Assistant Fire Chief), Alan Lowe (Police Captain), Brian Vincent (City Engineer)

MEMBERS ABSENT:

1. Call to Order

Mr. Reichert called the meeting to order at 1:30 PM.

2. Notice of Regional Impact

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**

Mr. Corwin recommended that the above application does not have the potential for regional impact.

A MOTION by Tim Corwin that the application of James Wasser, 9 Allen Street (Tax Map 92, Lot 44), zoned R-2, does not have the potential for regional impact.

The motion was seconded by Brian Vincent.

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

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**

A MOTION by Tim Corwin that the application is complete enough for the Minor Site Plan Committee to accept jurisdiction and commence review.

The motion was seconded by Brian Vincent.

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

Jim Wasser of Studio Nexus Architects and property owner appeared in support of the application.

Mr. Wasser described the project stating that the property is currently a two-family building, but he would like to convert the 3-bedroom unit to three studio units.

Assistant Chief Libbey noted that there is a requirement to connect to the fire alarm system and smoke detection throughout. Mr. Wasser stated that the detection system is wired. Assistant Chief Libbey stated that the propane tank needs to be separated from the building. Mr. Reichert commented on the parking

and suggested providing additional space near the shed at the rear of the building. The Committee members discussed parking, plowing, landscaping, and electrical capacity.

Lisa Dustin of 6 Allen Street commented on the parking and inquired about the materials for the addition. Mr. Wasser stated that he is planning to incorporate the new stairs into the design of the neighborhood.

Mr. Reichert noted the fire alarm issues, exterior stairway, LP tank protection, EV ready spaces, and covered stairwell as they pertained to conditions of approval.

The Committee members discussed several aspects of the property and conditions of approval.

A MOTION by Tim Corwin that the Lebanon Minor Site Plan Committee **APPROVE** the application of James Wasser, regarding 9 Allen Street (Tax Map 92, Lot 44), zoned R-2, PB2023-35-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to convert the existing two (2)-family dwelling to a four (4)-unit multi-family dwelling, as shown on a plan set titled, “9 Allen Street,” prepared by Studio Nexus Architects & Planners, dated September 26, 2023 (6 sheets), including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

General Conditions

1. It shall be the applicant’s responsibility to be familiar with and aware of these conditions of approval, and it shall be the applicant’s responsibility to satisfy these conditions of approval and to satisfy them within the relevant timeframes outlined below.
2. A building permit must be applied for *and issued* within two (2) years of the date of this approval (4.10.A).
3. If a dumpster is utilized on site, an amendment to the Minor Site Plan approval will be required.

Conditions to be Satisfied Prior to Application for a Building Permit

4. The applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department:
 - a) Adjust driveway boundaries to facilitate traffic movements into and out of parking spaces and to add an additional parking space.
 - b) Provide roof over exterior stairwell and staircase design.
 - c) Depict the domestic and sprinkler water line split and show location of valves within the right-of-way.
 - d) Demonstrate compliance with the EV regulations set forth in Section 607 of the Zoning Ordinance.
 - e) Amend the cover sheet to provide description of plan revisions (5.1.E.4.d).

The applicant shall provide the Planning and Development Department with a digital copy of the revised plan set saved in a PDF-A format for archival purposes.

5. 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

6. The development shall be subject to 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 13, 2021. In accordance with RSA 674:39, the approved site plan shall be exempt from any future changes in impact fees and methodology for five years from the date of approval; however, any building permits which are issued after the end of that five-year period shall be fully subject to whatever impact fees and methodology are in effect at the time of building permit issuance.
7. 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

8. The impact fee calculated pursuant to Condition of Approval #6 shall be paid.
9. All improvements depicted on the plan 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 Planning Board in accordance with the Site Plan Review Regulations.

The motion was seconded by Brian Vincent.

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

4. Other Business

5. Approval of Minutes

A. September 14, 2023

A MOTION by Captain Alan Lowe to approve the Minor Site Plan Committee Minutes of September 14, 2023, as presented.

The motion was seconded by Assistant Chief Libbey.

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

6. Adjournment

A MOTION by Captain Lowe to adjourn the meeting.

The motion was seconded by Assistant Chief Libbey.

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

The meeting was adjourned at 2:20 PM.

Respectfully submitted,

Holly Howes
Recording Secretary