



**LEBANON PLANNING BOARD
JUNE 24, 2024 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 652 312 159#). If you have trouble accessing this meeting, please [email tim.corwin@lebanonnh.gov](mailto:tim.corwin@lebanonnh.gov).

2. Study Items

- A. Draft amendments to the Planning Board Rules of Procedure
B. Discussion re: site plan review procedural requirements and potential amendments to Article IV of the Site Plan Review Regulations
C. Discussion re: site plan review submission requirements and potential amendments to Article V of the Site Plan Review Regulations

3. Committee Reports

- A. **City Council Subcommittees:**
--Class VI Roads Advisory Committee
--Lebanon Energy Advisory Committee
B. **Other Subcommittees:**
--City Council Representative
--Heritage Commission
--Pedestrian & Bicyclist Advisory Committee
--Upper Valley Lake Sunapee Regional Planning Commission
--UV Subcommittee of the Connecticut River Joint Commissions
--Upper Valley Transportation Management Association
--Mascoma River Local Advisory Committee
--West Lebanon Revitalization Advisory Committee
--Planning & Development Department – Task Status
C. Minor Site Plan Committee

4. Other Business

- A. Planning Board process improvement/implementation of Rules of Procedure

5. Approval of Minutes

- A. June 10, 2024

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](https://lebanonnh.gov/live) where you will find instructions on how to enter the meeting. Members of the

Lebanon Planning Board Agenda
June 24, 2024

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.

DRAFT

**LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, JUNE 10, 2024, 6:30 PM**

MEMBERS PRESENT: Andrew Faunce (Chair), Richard Ford Burley (Vice Chair),
Jeremy Rutter, Patrick Kennelly, Brandon Hill, Kathie Romano

MEMBERS ABSENT: Karen Zook (City Council Rep)

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nate Reichert (Director
of Planning & Development/Zoning Admin), Brian Vincent (City
Engineer), Jim Wheatley (Lebanon Fire Chief)

1. CALL TO ORDER

Chair Faunce called the meeting to order at 6:30pm.

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, June 10, 2024:

- **Recreo, LLC, 2 Mascoma Street (Tax Map 91, Lot 254), zoned LD: Applicant requests an extension of time per Section 4.10.B of the Site Plan Review Regulations to obtain a building permit pursuant to a site plan to construct two (2) multi-family dwellings containing a total of 152 units together with associated site improvements, originally approved on July 11, 2022 (PB2022-17-SPR). PB2024-25-EXT**
- **Women's Information Service (WISE) of the Upper Valley Inc, 38 Bank Street (Tax Map 92, Lot 116), zoned R-O: Request for site plan review to replace the existing attached garage with a new two-story +/- 796 sq. ft. addition for use as a garage and an office, together with a new 138 sq. ft. covered open entry porch. PB2024-26-SPR**
- **Edwards Properties, LLC, 135 Heater Road (Tax Map 78, Lot 41), zoned IND-L: To allow the conversion of a dwelling unit to an office use, applicant requests (i) a Conditional Use Permit pursuant to Section 303.2 of the Zoning Ordinance to expand the office use approved by Conditional Use Permit on April 15, 2024 (PB2024-02-CUP), and (ii) pursuant to Section 9.1 of the Site Plan Review**

1 Regulations, a modification to the site plan approved on April 15, 2024 (PB2024-14-
2 SPR). PB2024-27-CUP

- 3
- 4 • **Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD: Pursuant**
5 **to Section 9.1 of the Site Plan Review Regulations, applicant requests a modification**
6 **to the approved architectural plans for a 30,000 sq. ft. addition to an existing**
7 **storage building, originally approved on October 25, 2021 (PB2021-13-SPR).**
8 **PB2024-28-SPA**
- 9
- 10 • **SPNH Lebanon North, LLC, 402 Mount Support Road (Tax Map 24, Lot 9), zoned**
11 **R-1: Pursuant to Section 9.1 of the Site Plan Review Regulations, applicant requests**
12 **modifications to the phasing plan for a 204-unit multi-family complex, originally**
13 **approved on February 14, 2022 (PB2021-33-SPR) and reapproved on October 9,**
14 **2023 (PB2023-34-SPR). PB2024-29-SPA**
- 15
- 16 • **Gregory W. Hagley & Marlee Dixon, 78 Bank Street (Tax Map 92, Lot 106), zoned**
17 **R-O: Request per Section 213.8.B of the Zoning Ordinance to waive the impact fees**
18 **assessed for the conversion of a previous office use to a one-family dwelling.**
19 **PB2024-30-AAD**
- 20

21 Mr. Corwin said staff recommends that these applications do not have the potential for regional
22 impact.

23
24 *A MOTION was made by Kathie Romano that the applications of the Recreo, LLC, 2*
25 *Mascoma Street (Tax Map 91, Lot 254), zoned LD, Women's Information Service (WISE) of*
26 *the Upper Valley Inc, 38 Bank Street (Tax Map 92, Lot 116), zoned R-O, Edwards Properties,*
27 *LLC, 135 Heater Road (Tax Map 78, Lot 41), zoned IND-L, Mason Storage, LLC, 38 Spencer*
28 *Street (Tax Map 78, Lot 39), zoned LD, SPNH Lebanon North, LLC, 402 Mount Support*
29 *Road (Tax Map 24, Lot 9), zoned R-1, and Gregory W. Hagley & Marlee Dixon, 78 Bank*
30 *Street (Tax Map 92, Lot 106), zoned R-O do not have the potential for regional impact. The*
31 *Motion was seconded by Richard Ford Burley.*

32
33 **The MOTION was approved (6-0).*

34 35 3. PUBLIC HEARING ITEMS

36
37 Chair Faunce noted that Item 3.D. has been postponed to the July 8, 2024 meeting.

- 38
- 39 **A. Dartmouth Hitchcock Medical Center, 1 Medical Center Drive (Tax Map 10, Lot 8),**
40 **zoned MC: Applicant requests a Site Plan amendment to expand and reconfigure**
41 **four existing parking lots and to widen a driveway, together with associated site**
42 **improvements. PB2024-12-SPA**
- 43

44 Mr. Hill recused himself from this discussion, stating that he is employed by the applicant,
45 Dartmouth Hitchcock Medical Center (DHMC).

1 Mr. Corwin said this application is considered a site plan amendment because it is a new project
2 (as opposed to other site plan amendments that are additions to existing projects). He said the
3 project's goal is to expand the parking on the campus at the DHMC complex. He said there are
4 two waiver requests being submitted: one is a waiver of the requirement of a current survey and
5 the other is a general waiver from all submission and design requirements that are outside the
6 proposed project area.

7
8 Mr. Corwin stated that Staff recommends that the application is complete enough for the
9 Planning Board to accept jurisdiction and commence review.

10
11 ***A MOTION was made by Patrick Kennelly that the application of Dartmouth Hitchcock***
12 ***Medical Center, 1 Medical Center Drive (Tax Map 10, Lot 8), zoned MC, where the applicant***
13 ***requests a Site Plan amendment to expand and reconfigure four existing parking lots and to***
14 ***widen a driveway, together with associated site improvements, is complete enough for the***
15 ***Planning Board to accept jurisdiction and commence review. The Motion was seconded by***
16 ***Jeremy Rutter.***

17
18 ****The MOTION was approved (5-0).***

19 Mr. David Stiger, of Mary Hitchcock Memorial Hospital, Mr. Nik Fiore, of Engineering
20 Ventures, and Mr. Dave Duncan, of Dartmouth Health, were present on behalf of the applicant.

21
22 Mr. Stiger said the main goals of the project are:

- 23 • Add spaces in the Emergency Department (ED) parking area for patients and visitors
24 • Add additional parking spaces in other areas on campus (Lots 2, 4, and 8)
25 • Expand turning areas near gas hook-ups to better accommodate the trailers that deliver
26 compressed natural gas on campus

27
28 Mr. Fiore said a total of 72 parking spaces will be added on campus. He explained how
29 stormwater will get channeled into the different water retention, rain gardens, and drainage areas.
30 He said in the ED lot, they plan to eliminate the mid-drive aisle and make the parking area lane a
31 one-way lane. He noted that the Tree Advisory Board made some suggestions for types of trees
32 to use in the landscaping, and they plan to use some of the suggested tree types.

33
34 Mr. Ford Burley asked whether the reconfigured traffic flow in the ED area may create back-ups
35 that may make it difficult for emergency vehicles to access the emergency department parking
36 lot. Mr. Stiger said emergency vehicles can access the parking spots using the existing driveway.
37 He said it's the flow in the parking area that they are making one-way.

38
39 Mr. Kennelly asked whether an island on the south side of the ED lot is required if the parking
40 rows are longer than 100 feet, or if the applicant needs to submit a waiver request. Mr. Corwin
41 read Section 6.2.E.4 of the Site Plan Review regulations: "*Any single or double row of parking*
42 *longer than 100 feet shall be dispersed every 100 feet or less by a landscape bed that is at least 8*
43 *feet by 8 feet, exclusive of curving. The board may exclude from this requirement any row of*
44 *parking that abuts a landscaped area along the full length of the row.*"

1 Mr. Corwin said if the parking rows on the south side of the lot is longer than 100 feet and abuts
2 a landscaped area, then the applicant does not need a waiver. He asked whether a landscape
3 island could fit into the South side, and Mr. Fiore said there is already a struggle to remove snow
4 and the addition of an island would increase the difficulty of snow removal. The group discussed
5 the possibility of rerouting the sidewalks through the landscaping in the area. Mr. Corwin said a
6 waiver of this requirement would need to be made in writing by the applicant.

7
8 At 7:01pm, Chair Faunce said the Board will pause the public hearing for this item until after the
9 conclusion of the next public hearing item on the agenda to allow the applicant a chance to
10 submit a written waiver request to Mr. Corwin via email.

11
12 **B. CP Centerra LLC, 12 Centerra Parkway (Tax Map 10, Lots 11, Plot 100), zoned**
13 **IND-L: Pursuant to Section 9.1 of the Site Plan Review Regulations, applicant**
14 **requests a modification to a previously approved site plan (PB2022-45-SPR) for a**
15 **restaurant with a drive-through together with associated site improvements.**
16 **Applicant proposes changes to the site circulation, parking, landscaping, and**
17 **utilities. PB2024-18-SPA**

18
19 At 7:03pm, Mr. Hill rejoined the meeting.

20
21 Mr. Corwin stated that Staff recommends that the application is complete enough for the
22 Planning Board to accept jurisdiction and commence review.

23
24 *A MOTION was made by Richard Ford Burley that the application of CP Centerra LLC, 12*
25 *Centerra Parkway (Tax Map 10, Lots 11, Plot 100), zoned IND-L, where the applicant*
26 *requests a modification to a previously approved site plan (PB2022-45-SPR) for a restaurant*
27 *with a drive-through and associated site improvements and proposes changes to the site*
28 *circulation, parking, landscaping, and utilities, is complete enough for the Planning Board to*
29 *accept jurisdiction and commence review. The Motion was seconded by Patrick Kennelly.*

30
31 **The MOTION was approved (6-0).*

32 Mr. Alan Saucier, of Pathways Consulting, and David Sweeney, of Passport Associates, were
33 present on behalf of the applicant.

34
35 Mr. Saucier gave an overview of the changes to the site:

- 36 • Drive-through will be reduced from two lanes to one lane (which he said should simplify
- 37 traffic and reduce the amount of impervious pavement)
- 38 • Change two-way lane near the northeast side of the drive-through area to a one lane heading
- 39 in northwesterly direction
- 40 • Narrow north entrance driveway to the parking area
- 41 • Add additional shade tree to northeast landscape island

42 He said the plan reduces the impervious pavement area by 1,200 square feet.

43
44 Mr. Saucier said the restaurant (which is a Starbucks) will provide a thorough and obvious way-
45 finding system for customers using the drive-through. He said the architectural enclosure for the

1 dumpster will be included in the building permit application. He noted no changes will be made
2 to the building. He said electrical service and water service had to be rerouted on the site. He said
3 these changes have already been made.

4
5 The group discussed the types of trees that the Tree Advisory Committee recommended. Chair
6 Faunce noted the Committee stated that one landscape island seems to have an insufficient water
7 supply for the plants in it. Mr. Saucier said they would consider using the suggested species and
8 removing an additional tree from the island where the water supply is considered insufficient.
9 Mr. Corwin said these elements could be made into conditions of approval.

10
11 Chair Faunce opened the public hearing and invited public comment.

12 Chair Faunce closed the public hearing.

13
14 ***A MOTION was made by Richard Ford Burley that the Lebanon Planning Board approves***
15 ***the application of CP Centerra LLC, PB2024-18-SPA, for a modification pursuant to Section***
16 ***9.1 of the Site Plan Review Regulations to a previously approved Site Plan (PB2022-45-SPR)***
17 ***for a restaurant with a drive-through together with associated site improvements. Applicant***
18 ***proposes changes to the site circulation, parking, landscaping, and utilities as set forth on a***
19 ***plan set titled, "Centerra Marketplace 'Starbucks'" prepared by Pathways Consulting, LLC,***
20 ***dated October 10, 2022, last revised April 4, 2024 (17 sheets), and including any and all***
21 ***submissions and testimony provided for and during the public hearing.***

22
23 ***In support of its decision, the Board finds that the applicant has submitted plans, testimony,***
24 ***technical data, information, reports, and studies that together satisfactorily demonstrate***
25 ***compliance with the applicable requirements of the Site Plan Review Regulations.***

26
27 ***This approval is subject to the following conditions:***

- 28
29 ***1. The applicant shall satisfy and comply with the Planning Board Notice of Action for***
30 ***PB2022-45-SPR, dated January 23, 2023, and all conditions of approval thereof.***
31
32 ***2. The applicant shall replace 50% of the red maples on the landscaping plan with other***
33 ***urban tree varieties suitable for the location.***

34 ***The Motion was seconded by Jeremy Rutter.***

35
36 ****The MOTION was approved (6-0).***

37 At 7:33pm, the group reopened the discussion on Item 3. A. Mr. Hill recused himself again from
38 the discussion.

39
40 Mr. Corwin said the applicant had emailed him a written waiver request from Section 6.2.E.4 of
41 the Site Plan Review regulations during the pause in the public hearing.

42
43 ***A MOTION was made by Richard Ford Burley that, for the application of Dartmouth***
44 ***Hitchcock Medical Center, PB2024-12-SPA, the Lebanon Planning Board approves waivers***
45 ***from the following sections of the Site Plan Review Regulations:***

- 1 • **Section 5.1.E.5 – requiring a current survey certified by a land surveyor licensed in New**
- 2 **Hampshire.**
- 3
- 4 • **Partial Waiver of Article V and Article VI – The applicant requests a general waiver from**
- 5 **having to comply with the Article V submission requirements and Article VI design**
- 6 **requirements as they may apply outside of the specific area of the lot proposed to be**
- 7 **redeveloped.**
- 8
- 9 • **Section 6.2.E.4 requiring a landscape island every hundred along a row of parking spaces.**

10

11 ***The Motion was seconded by Jeremy Rutter***

12

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

14 Chair Faunce closed the public hearing.

15 ***A MOTION made by Richard Ford Burley that the Lebanon Planning Board approves the***

16 ***application of Dartmouth Hitchcock Medical Center, PB2024-12-SPA, for a Site Plan***

17 ***amendment to expand and reconfigure four existing parking lots and to widen a driveway at 1***

18 ***Medical Center Drive (Tax Map 10, Lot 8), zoned MC, together with associated site***

19 ***improvements as set forth on a plan set titled, “Dartmouth-Hitchcock Medical Center Main***

20 ***Campus Parking Expansion” prepared by Engineering Ventures, PC, dated March 11, 2024,***

21 ***EV Project #23310 (27 Sheets), and including any and all submissions and testimony provided***

22 ***for and during the public hearing.***

23

24 ***In support of its decision, the Board finds that the applicant has submitted plans, testimony,***

25 ***technical data, information, reports, and studies that together satisfactorily demonstrate***

26 ***compliance with the applicable requirements of the Site Plan Review Regulations.***

27

28 ***This approval is subject to the following conditions:***

29

30 **General Conditions**

- 31
- 32 ***1. It shall be the applicant’s responsibility to be familiar with and aware of these conditions***
 - 33 ***of approval, and it shall be the applicant’s responsibility to satisfy these conditions of***
 - 34 ***approval and to satisfy them within the relevant timeframes outlined below.***
 - 35
 - 36 ***2. The project is subject to the Site Plan Review Regulations adopted May 13, 1991, last***
 - 37 ***revised January 23, 2023, and the Zoning Ordinance adopted January 16, 2013, last***
 - 38 ***amended February 7, 2024, which are the regulations in effect at the time the application***
 - 39 ***was submitted.***
 - 40
 - 41 ***3. “Active and substantial development,” as defined in Section 8.4.A.1 of the Site Plan***
 - 42 ***Review Regulations, shall be achieved within two (2) years of the date of this approval***
 - 43 ***(8.4.A.2), subject to an extension if applied for by the applicant and if approved by the***
 - 44 ***Planning Board per Section 8.4.A.3. If active and substantial development is not achieved***

1 *within two (2) years of the date of the Planning Board's approval, the development shall be*
2 *subject to any changes in the City's land use regulations.*

- 3
- 4 4. *"Substantial completion," as defined in Section 8.4.B.1 of the Site Plan Review*
5 *Regulations, shall be achieved within five (5) years of the date of this approval. If*
6 *substantial completion is not achieved within five (5) years of the date of the Planning*
7 *Board's approval, the development shall be subject to any changes in the City's land use*
8 *regulations.*
- 9
- 10 5. *All required landscape plantings shall meet the minimum size requirements for such*
11 *plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of*
12 *installation.*
- 13
- 14 6. *Edge-of-disturbance fencing shall be installed and maintained before and during any site*
15 *work, to be verified by the City Engineer or City's third-party inspector on site.*
- 16
- 17 7. *The property owner is responsible for the maintenance and operation of the stormwater*
18 *management system in accord with the O&M plan, and such responsibility shall run with*
19 *the land. (Section 6.6.H.2.b of the Site Plan Review Regulations).*
- 20

21 **Conditions to be Satisfied Prior to the Start of Any Construction Activities**

22

- 23 8. *Within 30 days of the Planning Board's approval, the applicant shall update the plan*
24 *sheets as follows to the satisfaction of the Planning and Development Department:*
25 a) *Under the Site Schedule on Sheet 13 (C204) renumber notations C4, C5, and C6 to*
26 *C3, C4, and C5, respectively;*
27 *and shall provide the Planning and Development Department with a digital copy of the*
28 *revised plan sheets saved in a PDF-A format for archival purposes.*
- 29
- 30 9. *All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site*
31 *Plan Review Regulations. (Staff note: applicant can request an invoice from the*
32 *Department of Public Works).*
- 33

34 **Conditions to be Satisfied Prior to the Issuance of a Certificate of Completion**

35

- 36 10. *Prior to the start of any construction activities on the property, the applicant shall obtain*
37 *or update (if appropriate) any required State approvals, including but not limited an*
38 *amendment to the property's NH DES Alteration of Terrain Permit, if needed.*
- 39

40 **Conditions to be Satisfied Prior to the Issuance of a Certificate of Completion**

41

- 42 11. *All improvements depicted on the plan shall be completed and shall be constructed as*
43 *depicted on the approved plan, including any modifications to the plan as may be approved*
44 *by the Planning Board in accordance with the Site Plan Review Regulations.*
- 45

46 *The Motion was seconded by Jeremy Rutter.*

47

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

2 At 7:43pm, Mr. Hill rejoined the meeting.

3
4 **C. City of Lebanon, 12 South Park Street (Tax Map 91, Lot 253), zoned LD: Site plan**
5 **review for a proposed +/- 24,796 sq. ft. municipal fire station to replace the existing**
6 **facility, together with associated site improvements. PB2024-21-GOV**
7

8 Mr. Dave Fenstermacher and Mr. Steve Fleurock of VHB, and Lebanon Fire Chief Jim Wheatley
9 were present on behalf of the applicant.

10
11 Chair Faunce noted that the purpose of the discussion at this meeting is to inform the community
12 of the plans for demolition and rebuilding of the fire station. He said the Planning Board does not
13 have jurisdiction over this project.

14
15 Mr. Fenstermacher gave an overview of the project.

16
17 The group discussed the parking areas that will be included inside and behind the new fire station
18 building, and that the new fire station will accommodate the largest trucks in use by the fire
19 department. Mr. Rutter asked, if demolition includes below-ground level penetration, would a
20 soil expert be on-hand to oversee that activity. Fire Chief Wheatley said there will be a meeting
21 about ground improvements tomorrow and he would bring that question up at that time.

22
23 The group had a lengthy discussion about how traffic will be rerouted around the rebuilt fire
24 station as well as the multi-unit residential apartment building that is planned for the area. Ms.
25 Romano noted the plans indicate that Church Street would go from being a two-way to a one-
26 way street as a result of the project. Chief Wheatley confirmed that travel from the back of the
27 rear fire station parking lot and the First Congregational Church parking lot to Park Street would
28 be changed from two-way to one-way.

29
30 Ms. Romano said, under the new configuration, fire and emergency personnel rushing to the
31 station to attend to a fire event would have to drive all the way around the Colburn Park area and
32 come in from the back to get to the station.

33
34 Chief Wheatley said the primary reasons for the change to a one-way traffic-flow plan are:

- 35 • It facilitates emergency staff vehicles coming of the building
36 • A traffic study indicated that the heaviest volume of traffic on Church St travels in the
37 northerly direction, which is the direction of the resulting one-way
38 • Necessary ground improvements resulted in the new fire station building having to be
39 situated further into Church St to provide enough room between the adjacent restaurant and
40 the fire station. Mr. Fleurock said the building will be situated about two feet further into
41 Church Street.

42
43 Chief Wheatley confirmed that residents of the planned apartment complex will be able to access
44 the apartment building via Church Street and through the parking lot of the fire station.
45

1 Chief Wheatley said demolition will commence on August 12, 2024, and anyone who would like
2 to take photos of the existing station building is welcome to come before demolition starts.

3
4 Chair Faunce opened the public hearing and invited public comment.

5
6 Mr. Marvin Steven Silver (Ward 2) said he is minister of the First Congregational Church. He
7 said the one-way traffic plan for Church Street is opposed by his congregation. He said
8 congregants will not know they have to go around the neighborhood to enter the church parking
9 lot, and conditions may be poor during the winter months. He said he is concerned about elder
10 congregants' safety while navigating this change in traffic flow. He said Assistant Chief Libby
11 had notified them of the change, but he said he never received any notice of a public hearing to
12 discuss the change. He asked if other alternatives to the one-way plan had been considered.

13
14 Chief Wheatley said the City Council public hearing on the matter was noticed publicly as usual.
15 He said the City Council passed the motion to make these changes based on the traffic study data
16 presented. He said the ground improvements forced the change in the building's location and no
17 other alternatives were presented.

18
19 Mr. Corwin reminded everyone that this project and the resulting traffic pattern decisions are not
20 within the Planning Board's jurisdiction but were approved by the City Council. Chief Wheatley
21 said signs to inform travelers of the new traffic flow will be erected by the start of August.

22
23 Mr. Brian Clancy said he is the church administrator of the First Congregational Church. He said
24 the building is used by more than just Sunday morning congregants. He said they have an active
25 community assistance program that helps 300-400 people each year, and many folks are not
26 familiar with the area and need to be directed to the church for assistance. He said the change in
27 traffic flow will be a hardship to the community. He also said there was no notice of a public
28 hearing made to them by certified mail.

29
30 Mr. Corwin confirmed the item was discussed at the May 15, 2024 City Council meeting. Chief
31 Wheatley said he would follow up with the City Manager's office tomorrow about the
32 notification process.

33
34 Mr. Clancy asked if the building could be moved one foot to the west on the site and preserve the
35 two-way traffic on Church Street. Chief Wheatley said the building location had to be moved to
36 the east into Church Street because of the equipment required for the ground improvements and
37 because of the reinforcements required to preserve the foundation of the Two Mascoma property.

38
39 Mr. Corwin said this is not the forum to discuss alternatives to the proposed plan, but he would
40 follow up with the City Manager's office as well to see if more communication could be had
41 with the community directly.

42
43 Mr. Reichert said he contacted the Deputy City Manager via text, who told him that direct notice
44 to abutters is not required for a change to City Code 168, and only the usual notices regarding

1 City Council public hearings were required. Mr. Reichert said he would follow up with the City
2 Manager's office as well.

3
4 Mr. Vincent suggested that the clay layer under the site should be checked to be sure it is deep
5 enough to accommodate the stormwater system planned for the project. Chief Wheatley said he
6 would confirm it is.

7
8 Mr. Tim Sidore said he is present on behalf of Execusuite, which is the owner of the Two
9 Mascoma Street property, the planned location of the multi-unit residential property. He said he
10 shares the concerns of the residents about the one-way traffic-flow plan. He said he did attend
11 the City Council public hearing on May 15, 2024 when this item was discussed. He said he has
12 had some productive meetings with the City Manager and the fire department, and he said they
13 discussed some ideas that may lead to solutions:

- 14 • Tweaks to the parking area behind the current restaurant building
- 15 • A possible plan to address parking and access in and out of the front parking lot area
- 16 • There is no plan to take down the restaurant building

17
18 Ms. Romano said people could come out of the church parking lot and go through the station
19 parking lot. Mr. Hill said that is how people will probably travel out of the church lot, if they can
20 access it, which may be a problem for the fire department personnel.

21
22 Chair Faunce closed the public hearing.

23
24 **D. Brickyard One Nominee Trust, 174 Hanover Street Ext (Tax Map 48, Lot 4), 0**
25 **Hanover Street Ext (Tax Map 48, Lot 2), 0 Hanover Street Ext (Tax Map 48, Lot 1),**
26 **and 238 Hanover Street (Tax Map 63, Lot 1), zoned R-1, R-O-1 & R-3: Site plan**
27 **review for a proposed 474-unit multi-family residential development totaling +/-**
28 **731,600 sq. ft. in size, consisting of 11 buildings together with parking, utilities,**
29 **landscaping, access, and other related site improvements. PB2024-22-SPR –**
30 **POSTPONED TO THE JULY 8, 2024 MEETING**

31 32 **4. OTHER BUSINESS**

33
34 **A. XYZ Dairy, LLC, 0 Beyerle Street (Tax Map 58, Lot 18), zoned R-3: Request for a**
35 **Conditional Use Permit pursuant to Section 310.2 and 309 of the Zoning Ordinance**
36 **for a proposed cottage development with 16 dwelling units and a community**
37 **building, together with related site improvements. PB2024-23-CON**

38 Mr. Corwin explained that, because this item was not fully noticed to abutters in time to be
39 discussed as a Conditional Use Permit Application at this meeting, the applicant decided to have
40 a conceptual review for this meeting. Mr. Corwin explained that the purpose of a conceptual
41 review is for the Board members to give helpful feedback to applicants as they further develop
42 their plans.

1 Mr. Chet Clem, president of Lyme Properties, was present as the applicant. He gave an overview
2 of the cottage courts plan, which involves 16 units to be built on one 1.3-acre lot, that he is
3 proposing near Crafts Avenue in West Lebanon. He said the units would be one-bedroom units
4 with 1.5 bathrooms and 1.5 allotted parking spaces.

5
6 The group discussed the project concept at length. Mr. Clem said the units would be rented and
7 owned by Lyne Properties as one entity. He said there would be a shared common area
8 accessible to all renters. He said the designated building site for each cottage exceeds 1,500-
9 square-feet.

10
11 Mr. Ford Burley said one thing missing from the proposal is information about the potential
12 environmental impacts of the proposed use, which makes it difficult for the Board to guarantee
13 the absence of environmental restraints. He suggested a topographical map of the site would be
14 helpful for the Board to ensure there will be no danger of erosion of the nearby steep slopes.

15
16 The group discussed whether two parking spaces should be allotted for each unit, as opposed to
17 the proposed 1.5 spaces. Ms. Romano stated that, if the goal is to create a community
18 environment within the complex, better accommodations should be made to enable residents to
19 invite people to their homes. She said the plan may be that one only one renter will reside in each
20 unit, but it is likely that two or more may actually live there. She said, in other areas of the City,
21 if a driveway is full, visitors can park on the street or on the front lawns. She said those
22 alternatives are not available to the residents who may live in this proposed development. Mr.
23 Clem said he disagreed and the 1.5 parking spaces meets the requirements of the zoning
24 ordinance. Mr. Corwin said the zoning administrator may have to make a decision about what
25 parking requirements apply to these units. Ms. Romano suggested that if the number of units is
26 reduced from 16 to 14, there may be more room for additional parking. Chair Faunce noted that
27 overflow parking will be on Crafts Ave. Mr. Clem said he would appreciate hearing the zoning
28 administrator's opinion about parking required for the units.

29
30 Mr. Clem gave details about how the plan had changed from a configuration where the units
31 faced the center of the community and had one storage unit per unit. He said the plans changed
32 to the present design based on feedback from Staff and in order to be in compliance with site
33 regulations. He said the design of the plan is in accordance with the City's rules and regulations.

34
35 ***A MOTION was made by Brandon Hill to extend the meeting to 9:45pm. The Motion was***
36 ***seconded by Kathie Romano.***

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

38 Chair Faunce opened the public hearing and invited public comment.

39
40 Mr. Cliff Saunders said he lived on Crafts Ave. He said he has concerns about parking on the
41 street. He said he is also concerned about increased traffic and said it took more than 20 years to
42 get the City to lower the speed limit from 30 to 25mph.

43
44 Ms. Kim Chewning said she's concerned about parking and traffic also. She asked if the City
45 will work with the developer to ensure the community is safe and they don't lose children, dogs,

1 or parents. She also noted that, for six months of the year, the trees have no leaves, and it seems
2 like there will be very limited screening in and around the complex during those months.

3
4 Mr. Clem said they will be using evergreen hedges on the east side of the property and have yet
5 to decide on what types of trees will be planted. He said he will consider suggestions that were
6 made at the hearing tonight and make informed decisions once the landscape plan takes shape.

7
8 Mr. Derek Sakiris said he's a resident of Crafts Ave. He said traffic and the safety of the
9 neighborhood children are big concerns of his. He said he raised six children and there are about
10 26 kids living on the street. He said he came before the City Council at least twice in the last 20
11 years to ask them to do something about traffic on the street. He said much of the traffic is from
12 people cutting through to Lebanon from Vermont to bypass traffic lights. He said he's also
13 concerned with the density of this project. He said that many additional units will increase the
14 population by about 20 percent. He also said he did not realize they would be rental units, as
15 opposed to a planned unit development where residents own their units. He said residents who
16 have ownership interest in a community have a different interest than those who rent. He also
17 said he has concerns about light noise coming from the development and what impact it may
18 have on the surrounding neighborhood.

19
20 Mr. Eric Endrulat said he is a resident of Crafts Ave. He said he's excited by the concept of the
21 cottage court design, but he said he's concerned about doing this kind of plan without some kind
22 of traffic calming measures.

23
24 Mr. Hill asked what the regulations are there for lighting, specifically in Section 509: Cottage
25 Developments. Mr. Corwin said there's nothing specific in that Section, but there's one reference
26 to lighting in the conditional use permit criteria in Section 302.D of the zoning ordinance. He
27 said there is an entire section on lighting in the Site Plan Review Regulations, which will be
28 discussed when the plan is submitted for Site Plan Review.

29
30 Mr. Todd Chewning, of Crafts Ave, asked what will happen to the structure at 51 Crafts Ave,
31 which he said is a shell of a building right now. He said he's also concerned about parking and
32 noted that there is a parking ban on Crafts Ave during the winter, which would further
33 complicate overflow parking from the unit. He said he's concerned about River Park, which he
34 said is a big "hole," and he said he's concerned the neighborhood did not have the bandwidth to
35 add more properties. Mr. Clem said he owns 51 Crafts Ave., and the plan is to demolish it. He
36 said he would not answer questions about River Park tonight, but he acknowledged that the
37 question had been raised.

38
39 Mr. Clem said he hoped the residents of the new development would drive as carefully as the
40 other neighbors living in the area. He said he understands that parking is a concern because this
41 is a different kind of neighborhood design. He said it would be the rare occasion where there is a
42 need for additional parking spaces. He said, because this is the first of its kind, there will be
43 some issues to work out.

44
45 Mr. Clem said he is still weighing whether he should invest any further money and time into this
46 project, based on zoning ordinance and other planning department regulations.

Chair Faunce closed the public hearing.

A MOTION was made by Richard Ford Burley to extend the meeting to 9:50pm. The Motion was seconded by Jeremy Rutter.

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

5. APPROVAL OF MINUTES

April 15, 2024, April 22, 2024, April 29, 2024, May 6, 2024 Site Walk, and May 20, 2024

Mr. Rutter suggested the following amendments to the meeting minutes:

- April 15: Page 2, Line 13: Omit “the” before “Liberty Utilities”
Page 7, Line 26: Omit “set titled” after initial word “titled”
- April 22: Page 1, Line 20: Hyphenate “drive-through”
Page 2, Line 27: Replace “a 150-buffer” with “a 150-foot buffer”
- April 29: Page 5, Line 35: Correct “Panning” to “Planning”
- May 20: Page 1, Line 27: Edit to “...together with related site improvements”
Page 2, Line 10: Change “statues” to “statutes”
Page 5, Line 33: Add “the” before “reason”
Page 8, Line 31: Delete “moved”
Page 10, Line 7: Insert the word “is” before “feasible”
Page 11, Line 37: Change “that” to “the”
Page 11, Line 45: Change “dwelling” to “residential”
Page 12, Line 11: Add “to be” before “dedicated”
Page 12, Line 32: Change “will” to “would”

A MOTION was made by Richard Ford Burley to approve the meeting minutes of April 15, 2024, April 22, 2024, May 6, 2024, and May 20, 2024. The Motion was seconded by Jeremy Rutter.

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

6. ADJOURNMENT

A MOTION was made by Brandon Hill to adjourn the meeting at 10:00pm. The motion was seconded by Patrick Kennelly.

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

The meeting was adjourned at 10:00pm.

Respectfully submitted,
Paula Roux
Recording Secretary