LEBANON MINOR SITE PLAN COMMITTEE
JULY 11, 2024 - 1:30 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

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1. Call to Order

A. To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 246 829 098#). If you have trouble accessing this meeting, please email nathan.reichert@lebanonnh.gov.

2. Notice of Regional Impact

3. Public Hearing Items

A. **27 Glen, LLC, 27 Glen Road (Tax Map 101, Lot 38), zoned GC/IND-RA:** Applicant proposes to convert the existing second story retail/office use to (3) three residential units. The first floor will remail retail. **PB2024-32-MSP**

4. Other Business

5. Approval of Minutes

A. May 23, 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 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: 27 GLEN LLC TEL.#: 603 643 6607

MAILING ADDRESS: 44 SOUTH MAIN ST HANOVER NH 03755

E-MAIL ADDRESS: jsoocho@gmail.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: TIMOTHY OHARA / SLINGSHOT ENTERPRISE TEL.#: 802 222 7333

MAILING ADDRESS: timothyezraohara@gmail.com

E-MAIL ADDRESS: PO Box 206 Wilder VT 05088

PROJECT LOCATION:

TAX MAP #: 101 LOT#: 38 PLOT #: ZONE: GC+IND-RA

STREET ADDRESS OF PROJECT: 27 GLEN RD WEST LEBANON NH 03784

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☑ NO **HISTORIC DISTRICT** ☐ YES ☑ NO

FLOOD PLAIN ☐ YES ☐ NO

SCOPE OF PROJECT:

CONVERT SECOND STORY OF RETAIL/OFFICE BUILDING TO MULTI-FAMILY RESIDENTIAL: ADD SPRINKLER SYSTEM

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: RETAIL/OFFICE

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 July 11, 2024, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: _____ DATE: 6/24/24

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: 6/24/24

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - $ AMOUNT	DATE PAID	VOUCHER #
6/24/2024		PB2024-32-MSP			

27 Glen Rd Project Description:

We plan to convert the second story of the two story commercial building at 27 Glen Rd, consisting of 2406 square feet of office space, into 3 separate dwelling units of 1 bedroom and 1 bathroom each.

As part of this work, we propose to add a sprinkler system and central fire alarm system to the entire building, as well as the necessary plumbing and electrical work to create the new dwelling units.

We do not intend to change the use of the retail/office space on the first floor of the building which is currently vacant. We do not intend to make any structural changes to the building as part of this work.

There are no plans to make significant alterations to the outside of the building or to the site as part of this project, only minor landscaping changes and updating of the outdoor light fixtures.

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.

See attached

III. SITE PLAN TECHNICAL CHECKLIST

The site plan shall:	Info. Provided
3.2.B.7.e - Be scaled	☑
3.2.B.7.e - Be prepared utilizing the current approved site plan as a base map, if available	☑
3.2.B.7.e - Identify all abutters	☑
3.2.B.7.e.i - Indicate the site location	☑
3.2.B.7.e.i - Indicate the address of the subject property	☑
3.2.B.7.e.i - Indicate the zoning classification of the subject property	☑
3.2.B.7.e.ii - Describe the size, shape, and use of the subject property	☑
3.2.B.7.e.ii - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☑
3.2.B.7.e.ii - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☑

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	☑	X
• proposed use(s) of property	☑	X
• 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

8/24/24
Date

last revised 11/9/2021

CERTIFIED NOTIFICATION LIST

Notice shall be sent by certified mail to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property; the holders of easements, rights-of-way, and other restrictions; and every engineer, architect, land surveyor, or soil or wetlands scientist whose seal appears on any plan submitted to the Board; and any other persons required by RSA 676:4, I(d). The names and mailing addresses shall be furnished by the Applicant.

672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.
Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

Map & Lot Number: 101-38	**Map & Lot Number:**
Property Owner: 27 GLEN RD LLC 44 SOUTH MAIN ST HANOVER, NH 03755	Applicant, Co-Applicant, Agent, or Lessee: TIM OHARA PO BOX 206 WILDER VT 05088
Map & Lot Number: 101-36	**Map & Lot Number:** 115-11
BETCO BLOCK + PRODUCTS 331 NEWMAN SPRINGS RD STE 236 RED BANK NJ 07701	CTR POWERHOUSE LLC 23 S MAIN ST HANOVER NH 03755
Map & Lot Number: 115-7	**Map & Lot Number:** 101-37
~~PEARCE~~ CHARLES PEARCE III 41 GLEN RD WEST LEBANON NH 03784	TRITON REALTY CORP 1 GLEN RD STE 211 WEST LEBANON NH 03784

FEE SCHEDULE
LEBANON PLANNING BOARD
Adopted January 24, 2022

LOT LINE ADJUSTMENT (Boundary Line Adjustment)

		TOTALS
FILING FEE	$25.00	$25.00
ADVERTISING FEE	$100	$100
NOTIFICATION FEE **(see note on page 2)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)
TOTAL DUE		$

MINOR SUBDIVISION

		TOTALS
FILING FEE	$150.00	$150.00
ADVERTISING FEE	$100.00	$100.00
NOTIFICATION FEE **(see note on page 2)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)
TOTAL DUE AT TIME OF FILING		$

****Engineering Review fees may also be required. See note on page 2.**

PRELIMINARY REVIEW OF A MAJOR SUBDIVISION

		TOTALS
FILING FEE	$200.00	$200.00
NUMBER OF LOTS* _____	$30.00 per lot*	
ADVERTISING FEE	$100.00	$100.00
NOTIFICATION FEE **(see note on page 2)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)
TOTAL DUE AT TIME OF FILING		$

Or units when the subdivision does not create individual lots.

****Engineering Review fees will also be required. See note on page 2.**

FINAL REVIEW OF A MAJOR SUBDIVISION

		TOTALS
FILING FEE	$500.00	$500.00
FIRST FIVE (5) LOTS*	$75.00 per lot*	
NUMBER OF LOTS 6+*	$150.00 per lot*	
ADVERTISING FEE	$100.00	$100.00
NOTIFICATION FEE **(see note on page 2)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)
TOTAL DUE TIME OF FILING		$

Or units when the subdivision does not create individual lots.

****Engineering Review fees will also be required. See note on page 2.**

SITE PLAN REVIEW

		TOTALS
FILING FEE	$250.00	$250.00
SQUARE FOOTAGE	$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	$100.00	$100.00
NOTIFICATION FEE **(see note on page 2)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	$250.00	$250.00
SQUARE FOOTAGE	$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	$100.00	$100.00
NOTIFICATION FEE **(see note below)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)
TOTAL DUE AT TIME OF FILING		$
**Engineering Review fees may also be required. See note below.		

OTHER
- **-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES)**
- **-EXTENSION REQUESTS**
- **-CONDITIONAL USE PERMITS**

		TOTALS
FILING FEE	$250.00	$250.00
ADVERTISING FEE	$100.00	$100.00
NOTIFICATION FEE **(see note below)**	$5.00 + Current USPS rate per certified notice (see below) X_____notices	$5.00 $_____(abutter certifieds)
TOTAL DUE AT TIME OF FILING		$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	$150.00	$150.00
NOTIFICATION FEE **(see note below)**	Current USPS rate per certified notice (see below) X 6 notices	$ 30.24 (abutter certifieds)
TOTAL DUE		$ 180.24

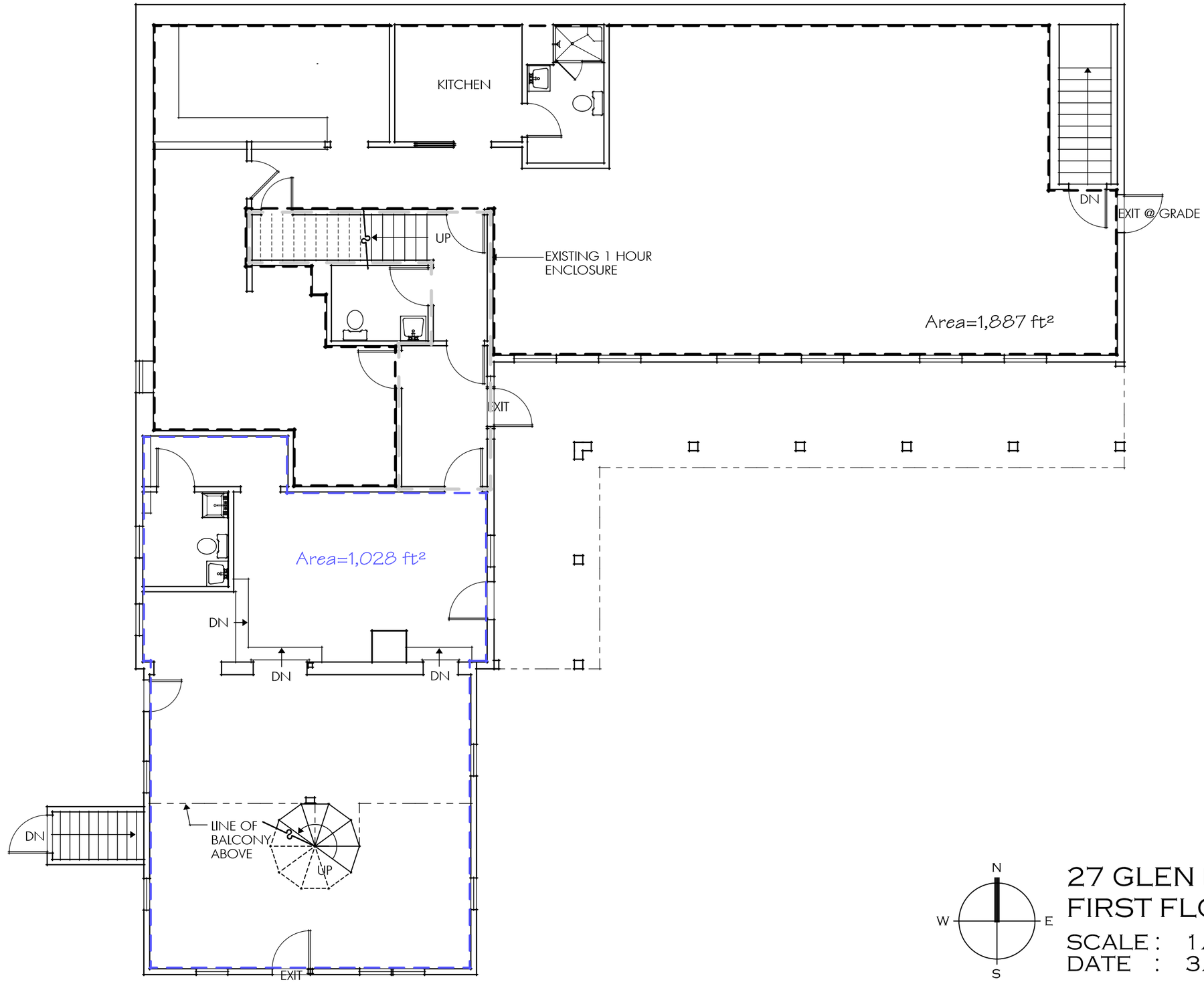
ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

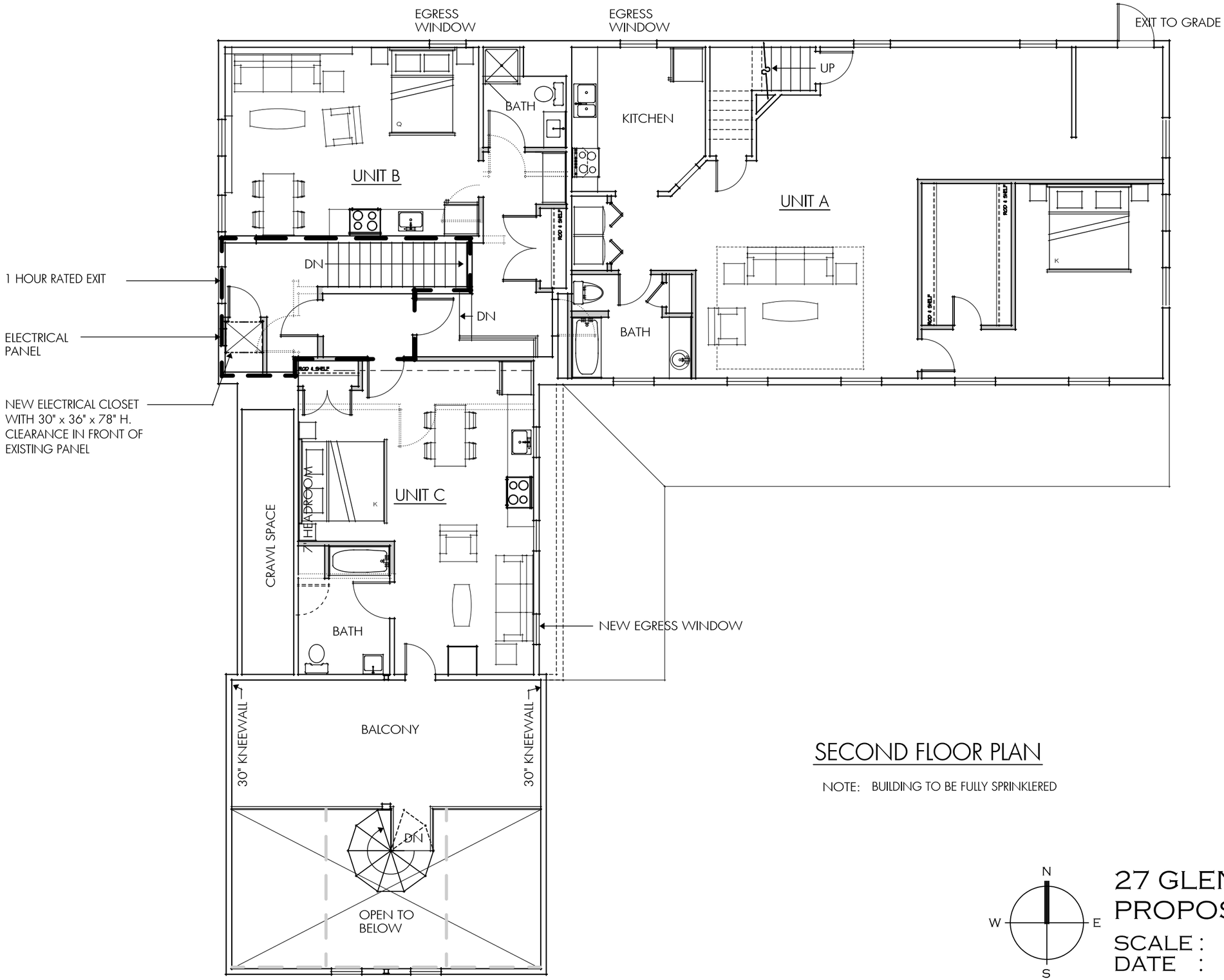
NOTIFICTION FEE: CURRENT FEE as of January 2024 is $5.04 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).



27 GLEN ROAD
FIRST FLOOR PLAN

SCALE : 1/8" = 1'-0"
DATE : 3/19/2024



SECOND FLOOR PLAN

NOTE: BUILDING TO BE FULLY SPRINKLERED

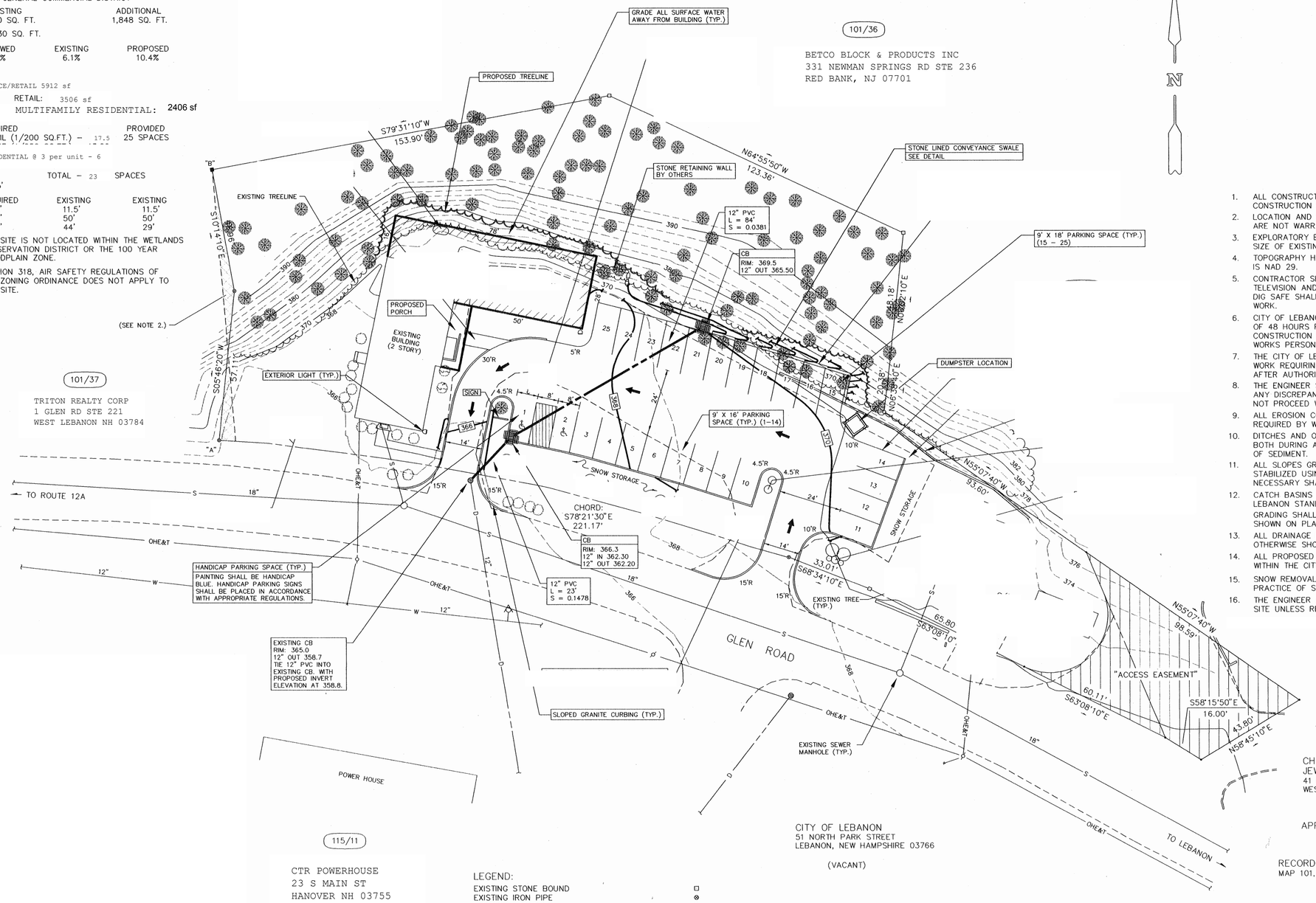
N
W E
S

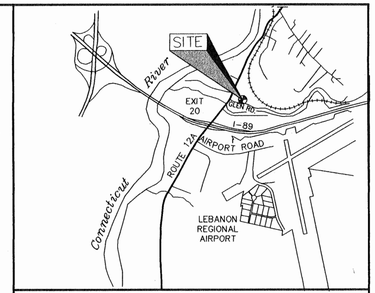
27 GLEN ROAD
PROPOSED

SCALE : 1/8" = 1'-0"
DATE : 5/3/2024

SITE INFORMATION

TAX MAP & LOT NUMBER:	TAX MAP 101 LOT 38
ZONING DISTRICT:	"GC" GENERAL COMMERCIAL DISTRICT
BUILDING FOOT PRINTS:	EXISTING 2,580 SQ. FT. — ADDITIONAL 1,848 SQ. FT.
AREA OF LOT:	42,430 SQ. FT.
LOT COVERAGE:	ALLOWED 30% — EXISTING 6.1% — PROPOSED 10.4%
NUMBER OF STORIES:	2
EXISTING USE:	OFFICE/RETAIL 5912 sf
PROPOSED USE:	RETAIL: 3506 sf MULTIFAMILY RESIDENTIAL: 2406 sf
PARKING SPACES:	REQUIRED RETAIL (1/200 SQ.FT.) – 17.5 RESIDENTIAL @ 3 per unit – 6 TOTAL – 23 SPACES PROVIDED 25 SPACES
BUILDING HEIGHT:	<45'
BUILDING SETBACKS:	REQUIRED / EXISTING / EXISTING SIDE 40' / 11.5' / 11.5' FRONT 20' / 50' / 50' REAR 20' / 44' / 29'
WETLANDS CONSERVATION DISTRICT/FLOODPLAIN DISTRICT:	THE SITE IS NOT LOCATED WITHIN THE WETLANDS CONSERVATION DISTRICT OR THE 100 YEAR FLOODPLAIN ZONE.
AIR SAFETY REGULATIONS:	SECTION 318, AIR SAFETY REGULATIONS OF THE ZONING ORDINANCE DOES NOT APPLY TO THE SITE.





SITE LOCATION PLAN

GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF LEBANON CONSTRUCTION STANDARDS AND SPECIFICATIONS.
2. LOCATION AND SIZE OF EXISTING PIPES AND OTHER UNDERGROUND UTILITIES ARE NOT WARRANTED TO BE EXACT OR COMPLETE.
3. EXPLORATORY EXCAVATION SHALL BE REQUIRED TO VERIFY LOCATION AND SIZE OF EXISTING UTILITIES AND APPURTENANCES.
4. TOPOGRAPHY HAS BEEN COMPILED BY T & M ASSOCIATES, INC. BASE DATUM IS NAD 29.
5. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING ELECTRIC, CABLE TELEVISION AND TELEPHONE UTILITIES PRIOR TO COMMENCEMENT OF WORK. DIG SAFE SHALL BE NOTIFIED AT LEAST 3 WORKING DAYS PRIOR TO ANY WORK.
6. CITY OF LEBANON PUBLIC WORKS PERSONNEL SHALL BE NOTIFIED A MINIMUM OF 48 HOURS PRIOR TO ANY UTILITY TIE–IN CONSTRUCTION. UTILITY CONSTRUCTION MAY ONLY BEGIN AFTER AUTHORIZATION FROM PUBLIC WORKS PERSONNEL.
7. THE CITY OF LEBANON SHALL BE NOTIFIED PRIOR TO ANY ROADWAY OR WORK REQUIRING TRAFFIC IMPEDANCE. CONSTRUCTION MAY ONLY BEGIN AFTER AUTHORIZATION FROM CITY PERSONNEL.
8. THE ENGINEER SHALL BE NOTIFIED PRIOR TO CONSTRUCTION IF THERE ARE ANY DISCREPANCIES IN PLANS OR EXISTING DATA. CONSTRUCTION SHALL NOT PROCEED WITHOUT WRITTEN PERMISSION FROM THE ENGINEER.
9. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED AS OFTEN AS REQUIRED BY WEATHER CONDITIONS.
10. DITCHES AND OTHER RUNOFF COLLECTION AREAS SHALL BE MAINTAINED BOTH DURING AND AFTER CONSTRUCTION TO ENSURE THE PROPER REMOVAL OF SEDIMENT.
11. ALL SLOPES GREATER THAN 3:1 (3 HORIZONTAL TO 1 VERTICAL) SHALL BE STABILIZED USING MULCH NETTING. ADDITIONAL STABILIZATION MEASURES NECESSARY SHALL BE IMPLEMENTED AS REQUIRED.
12. CATCH BASINS SHALL HAVE 2' SUMPS IN ACCORDANCE WITH CITY OF LEBANON STANDARDS, EXCEPT AS NOTED OTHERWISE.
    GRADING SHALL BE DIRECTED TOWARD CATCH BASINS UNLESS OTHERWISE SHOWN ON PLANS OR DIRECTED BY THE ENGINEER IN WRITING.
13. ALL DRAINAGE FACILITIES SHALL BE INSTALLED IN EXISTING GROUND UNLESS OTHERWISE SHOWN ON PLANS OR DIRECTED BY THE ENGINEER IN WRITING.
14. ALL PROPOSED SITE CURBING SHALL BE SLOPED GRANITE. ENTRANCE CURBING WITHIN THE CITY RIGHT OF WAY SHALL BE VERTICAL CURBING.
15. SNOW REMOVAL WILL BE PERFORMED IN ACCORDANCE WITH THE CURRENT PRACTICE OF STORING THE SNOW ON–SITE.
16. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR CONSTRUCTION ON THIS SITE UNLESS RETAINED FOR CONSTRUCTION INSPECTION SERVICES.

LEGEND:

EXISTING STONE BOUND	□
EXISTING IRON PIPE	⊘
EXISTING REBAR	○
COMPUTED STONE BOUND	■
COMPUTED POINT	•
UTILITY POLE	-o-
EXISTING SEWER LINE W/ MANHOLE	S
EXISTING WATER LINE W/ HYDRANT	W
EXISTING DRAIN LINE W/ CATCH BASIN	D
PROPOSED DRAIN LINE W/ CATCH BASIN & INLET PROTECTION	
EXISTING CONTOUR	368
PROPOSED CONTOUR	366
EXISTING EDGE OF ROAD	
PROPOSED EDGE OF ROAD	
PROPOSED CURBING	
OVER HEAD ELECTRIC & TELEPHONE	OHE&T
DIRECTIONAL FLOW ARROW	
EXISTING HARDWOOD	
EXISTING SHRUB	
PROPOSED SHRUB	
HANDICAP SYMBOL	

1. REFERENCE IS MADE TO THE FOLLOWING PLAN:
   A. "BAYNE STEVENSON – POWERHOUSE – ROUTE 12A & GLEN ROAD – WEST LEBANON, N.H." DATED: JUNE 2, 1987 PROJ. NO. 101983A PREPARED BY K.A. LECLAIR ASSOC., INC.
   B. "BAYNE STEVENSON – GLEN ROAD – WEST LEBANON, N.H." DATED: SEPTEMBER 11, 1985 PROJ. NO. 100985 PREPARED BY K.A. LECLAIR ASSOC., INC.
2. LINE "A–B" SUBJECT TO BOUNDARY LINE AGREEMENT BETWEEN LOTS 36, 37 AND 38. THE CROSS HATCH AREA SHOWN IS THE AREA WERE CONFLICT EXISTS WITH ORIGINAL DEEDS AND CURRENT MONUMENTATION AND REQUIRES A BOUNDARY LINE AGREEMENT.

I HEREBY CERTIFY TO THE BEST OF MY BELIEF AND KNOWLEDGE THAT A CLOSED TRAVERSE TOTAL STATION SURVEY WAS DONE ON THE PROPERTY SHOWN WITH A PRECISION OF > 10,000. BOUNDARY LINES WERE DETERMINED FROM EXISTING MONUMENTATION, DEEDS AND PLANS AS NOTED.

115/7
CHARLES & KATHERINE PEARCE
JEWELRY & DESIGN CENTER
41 GLEN ROAD
WEST LEBANON, NEW HAMPSHIRE 03784
(COMMERCIAL)

APPLICANT: 27 GLEN RD LLC
44 SOUTH MAIN ST
HANOVER NH 03755

RECORD OWNER: 27 GLEN RD LLC
MAP 101, LOT 38

RECEIVED NOV 1995 CITY OF LEBANON INSPECTION DEPT

REV. NO.	DATE	DESCRIPTION	MADE BY	CHKD BY	APP'D BY

SITE PLAN FOR
27 GLEN LLC

1

T&M ASSOCIATES, INC.
ENGINEERING & SURVEYING
254 DARTMOUTH COLLEGE HIGHWAY
LEBANON, NEW HAMPSHIRE 03766
(603) 448–1295

SCALE: 1"= 20'

DATE: 6/21/24

DRAFT

LEBANON MINOR SITE PLAN COMMITTEE
MEETING ROOM ONE, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
MAY 23, 2024 - 1:30 PM

MEMBERS PRESENT: Nate Reichert (Chair) (Director of Planning & Development/Zoning Admin), Tim Corwin (Deputy Planning Director), Alan Lowe (Captain, Lebanon Police Department), Jeff Libbey (Assistant Fire Chief) (REMOTE)

MEMBERS ABSENT: Brian Vincent (City Engineer)

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1. CALL TO ORDER

Chair Reichert called the meeting to order at 1:30pm.

2. NOTICE OF REGIONAL IMPACT

A MOTION was made by Tim Corwin that the application of Twin State Sand & Gravel, regarding 73 Elm Street West & 82 Seminary Hill does not have the potential for regional impact. The motion was seconded by Captain Lowe.

**** The Vote on the Motion was approved (4-0).***

3. PUBLIC HEARING ITEMS

A. Twin State Sand & Gravel, 73 Elm Street West & 82 Seminary Hill (Tax Map 116, Lots 2 & 3), zoned IND-RA: Applicant proposes to utilize portions of the property as a contractor's yard. PB2024-19-MSP

Mr. Seth Ames, President and CEO of Twin State Sand & Gravel, and Mr. Nik Fiore of Engineering Ventures, were present on behalf of the applicant.

Mr. Fiore gave an overview of the project. He said most of the site is being used by Twin State Sand & Gravel.

He said they have identified four areas on the site that are not being used by Twin State Sand & Gravel, but they would like to make available to other local contractors for storing materials.

Mr. Fiore said the areas are currently being used as follows:
Area A: Casella Waste is storing empty dumpsters
Area B: R.S. Audley is storing parts of I-89 construction projects
Area C: Knox Excavating is storing gravel
Area D: Eastman Trucking is storing heavy equipment

Mr. Ames said the areas are accessed throughout each day for work projects while crews are on their job sites. He said crews are using Glen Road to access the areas. He said three companies would not be using these areas indefinitely; he said only Cassella will use the area permanently.

Mr. Reichert asked if a condition could be put on this use that, as tenants change, notice must be provided to the Planning Department in case additional permitting is needed based on the activities/needs of any new clients. Mr. Ames agreed to that condition.

Mr. Reichert asked whether there are any materials (garbage or waste) in Area A where Cassella is storing empty dumpsters. Mr. Ames confirmed no materials are being stored on that site, and he said he periodically checks to ensure no hazardous materials are being stored.

Mr. Ames said the areas are somewhat dynamic, but he did not foresee them changing or expanding in the future. Mr. Reichert said if the areas are going to be expanded, or more areas are added to the site, the Planning Department needs to be informed.

Mr. Reichert said some of the neighbors in the area are concerned about the truck traffic coming and going on Elm Street West. Mr. Fiore said the concern was that the large trucks might have trouble clearing the Glen Street bridge. He said crews would prefer to go out Elm Street West onto Route 12A, or towards the Hanover Area onto Route 10. Captain Lowe said there may be concerns next year about the extra traffic activity on Elm Street West once the bridge construction begins.

Mr. Corwin asked about the hours that crews would be coming and going from the site, particularly if Cassella would be picking up dumpsters outside of typical daytime hours. Mr. Ames said the activity would depend on their clients' needs. Mr. Reichert suggested a condition could be put on the use that, if the trucks are working outside business hours, they will use Glen Road so the neighbors on Elm Street West are not disturbed outside typical daytime hours.

Mr. Reichert opened the public hearing and invited public comment.

Ms. Alexandra Rich, resident of the Westboro Woods Condo Association, asked whether the areas are already being used, and, if so, why is the public hearing happening after they are already in use? Mr. Corwin said the City was not aware that the users were on site and responded to a concern made to the City Council about truck traffic on Elm Street West. He said the public hearing was scheduled in response to their research into those concerns.

Ms. Rich said their Condo area includes a stone/gravel path and asked if the trucks may ever try to get down that gravel path into the Westboro Woods Condo area. Mr. Ames said that was a construction access road and the sewer line follows that path. He confirmed there is no intention to have the trucks use that path. Ms. Rich thanked the City for thinking about possible hazard waste resulting from future client uses.

Ms. Denise DuCharme, of Hawthorne Ave., said she had also been concerned that hazardous waste or other construction debris might be stored on the site, and she said her concerns have been addressed during the discussion in the meeting.

Mr. Reichert closed the public hearing.

A MOTION was made by Tim Corwin that the Lebanon Minor Site Plan Committee approves the application of Twin State Sand & Gravel, regarding 73 Elm Street West & 82 Seminary Hill (Tax Map 116, Lots 2 & 3), zoned IND-RA, PB2024-19-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to utilize portions of the property as a contractor's yard, as shown on a plan sheet titled, "Twin State Sand & Gravel Storage Areas," prepared by Engineering Ventures, PC, dated April 19, 2024, Project #24135, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

1. ***It shall be the applicant's responsibility to be familiar with and aware of these conditions of approval.***

2. ***Any new contractor's yard areas or any substantial expansion of the contractor's yard areas as shown on the approved plan shall require an amendment to the Minor Site Plan approval.***

3. ***No garbage processing or any storage of garbage or hazardous materials shall be allowed without an amendment to the Minor Site Plan approval.***

4. ***The applicant shall notify the Planning & Development Department of any future changes to the tenants of the contractor's yard areas so that a determination can be made as to whether any additional permitting or approvals are required.***

5. ***Storage of materials that require additional containment systems and/or construction of any new buildings shall require an amendment to the Minor Site Plan approval.***

6. ***To the greatest extent practical, the applicant shall encourage the contractor's yard tenants to utilize the Glen Road access, especially outside of normal business hours.***

The Motion was seconded by Alan Lowe.

Roll Call Vote:
Voting For: Mr. Libby, Mr. Lowe, Mr. Reichert, Mr. Corwin
Voting Against – None

The MOTION was approved (4-0).

4. OTHER BUSINESS

5. APPROVAL OF MINUTES

A. October 12, 2024

A MOTION was made by Tim Corwin to approve the Minor Site Plan Review Committee Meeting Minutes of October 12, 2024. The Motion was seconded by Alan Lowe.

**** The Vote on the Motion was approved (4-0).***

4. ADJOURNMENT

A MOTION was made by Tim Corwin to adjourn the meeting at 2:11pm. The Motion was seconded by Alan Lowe.

**** The Vote on the Motion was approved (4-0).***

The meeting adjourned at 2:11pm.

Respectfully submitted,
Paula Roux
Recording Secretary