



**LEBANON PLANNING BOARD
FEBRUARY 22, 2021 - 6:30 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

2. Study Items

- A. Recap 2021 adopted Capital Budget, Commence 2022-2027 CIP process
- B. Proposed Site Plan and Subdivision Regulation Amendments
- C. Discussion Re: Ped & Bike, Master Plan goals & Smart Growth principles

3. Other Business

- A. Purcell Properties, LLC (applicant), Chiplin Enterprises, Inc. (owner). 14 & 28 Main Street (Tax Map 72, Lots 88 & 84), zoned CBD: Conceptual review per Section 4.3 of the Site Plan Review Regulations to convert existing two (2) residential & commercial space to six (6) apartments & commercial space. PB2021-06-CON

4. Committee Reports

- A. **Planning Board Subcommittees:**
 - Planning Board Capital Improvement Program (VACANT/VACANT/B. Garland/L. Stavis)
 - Planning Board Development Regulations Update (M. Hall/K. Romano/ J. Rutter / J. Monroe)
- B. **City Council Subcommittees:**
 - Class VI Roads Advisory Committee (J. Monroe)
 - Lebanon Energy Advisory Committee (J. Monroe)
- C. **Other Subcommittees:**
 - City Council Representative (J. Winny/K. Liot Hill)
 - Heritage Commission (J. Rutter)
 - Pedestrian & Bicyclist Advisory Committee (G. Amaro)
 - Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/L. Stavis)
 - UV Sub-Committee of the Connecticut River Joint Commissions (B. Garland)
 - Upper Valley Transportation Management Association (VACANT)
 - Mascoma River Local Advisory Committee (K. Romano)
 - Steering Committee for the Implementation of the Master Plan (B. Garland/K. Chewning /VACANT/J. Monroe)
 - West Lebanon Revitalization Advisory Committee (L. Stavis)
 - Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

5. Approval of Minutes

- A. January 11, 2021
- B. January 25, 2021

6. Adjournment

The order of agenda items is subject to change.

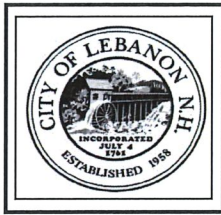
Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

Agenda
Planning Board
February 22, 2021

Agenda Item #2A
Study Items

**Recap 2021 adopted Capital Budget,
Commence 2022-2027 CIP process**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Planning Board

FROM: David Brooks, Planning Director

RE: Capital Improvements Program (CIP)
Review of 2021 Capital Budget and adopted CIP

DATE: February 8, 2021

Planning Board members,

As described in the Capital Improvement Program (CIP) Policy and Procedures document adopted in January 2019, the annual CIP procedure begins with a review of prior years of City Council-adopted capital budgets. This review of previously-adopted capital budgets versus the Board's adopted CIP for the same time periods enables the Board to see which recommended CIP Projects are being funded through the budget process and which projects, if any, are being delayed to subsequent years. This review also assists the Board in initiating the Project List for the upcoming 2022-2027 CIP.

Attached to this memo is a spreadsheet showing the Planning Board's adopted CIP project list for 2021-2026 sorted by Department or Division. Project names listed in ***bold italicized*** font on the spreadsheet indicate that the project was reviewed as a Capital Improvement Program Item by the Planning Board's CIP Subcommittee. Other capital projects did not meet the definition of a CIP Item in accordance with the Board's Policy and Procedures document.

In the two highlighted columns, dollar amounts in **bold** text represent the capital funding amount approved by the City Council in December 2020. As you can see, there are some differences in the amount actually funded for some projects as compared to the estimated project cost reflected in the Planning Board's adopted CIP. In some cases, CIP projects recommended for funding in 2021 were "zeroed-out", while in other cases additional capital funds were approved to enable projects to move forward. Overall, the City Council's adopted capital budget for 2021 reflects a reduction of just over \$3 million dollars compared with the list of CIP projects recommended for funding in the CIP.

Staff will be prepared to review and discuss this information in depth at the work session.

CIP Year	Department	Project Name	Total Appropriated	Prior to CIP Period	2017-2022; 2018-2023; 2019-2024; 2020-2025; 2021-2026	Estimated project cost from adopted CIP 2021	Actual 2021 Capital Funding amount, if different	Estimated project cost from adopted CIP 2022	Actual 2022 Capital Funding amount, if different	Estimated project cost from adopted CIP 2023	Actual 2023 Capital Funding amount, if different	Estimated project cost from adopted CIP 2024	Actual 2024 Capital Funding amount, if different	Estimated project cost from adopted CIP 2025	Actual 2025 Capital Funding amount, if different	Estimated project cost from adopted CIP 2026	Actual 2026 Capital Funding amount, if different	2027+
		(<i>Bold Italics</i> = CIP Item)																
2021	AIRPORT	<i>Runway Safety Area Improvements (estimated)</i>	\$9,783,500	\$1,000,000	\$8,783,500	\$280,000	\$0	\$835,000		\$1,978,500		\$1,010,000		\$3,850,000		\$1,110,000		
2021	AIRPORT	Reimbursable Agreement-Localizer Relocation	\$60,000	\$0	\$60,000	N/A	\$60,000											
2021	AIRPORT	EA-Runway Safety Area Improvements	\$220,000	\$0	\$220,000	N/A	\$220,000											
2021	AIRPORT	Terminal & Maintenance Building Improvements	\$830,000	\$0	\$830,000	\$830,000		\$0		\$0		\$0		\$0		\$0		
2021	DPW-SEWER DEPT	Fleet and Equipment Replacement	\$788,000	\$0	\$788,000	\$400,000	\$103,000	\$120,000		\$0		\$175,000		\$40,000		\$350,000		
2021	DPW-SEWER DEPT	<i>Hanover Street Reconstruction - Sewer</i>	\$150,000	\$0	\$150,000	\$0		\$0		\$0		\$150,000		\$0		\$0		\$889,594
2021	DPW-SEWER DEPT	<i>Huber Sludge Dewatering Press</i>	\$1,375,000	\$1,100,000	\$275,000	\$275,000		\$0		\$0		\$0		\$0		\$0		
2021	DPW-SEWER DEPT	Kimball Street Infrastructure Improvements - Sewer	\$516,000	\$0	\$516,000	\$30,870		\$485,130		\$0		\$0		\$0		\$0		
2021	DPW-SEWER DEPT	<i>Lebanon Sewer System Rehabilitation</i>	\$3,330,000	\$2,000,000	\$1,330,000	\$0	\$580,000	\$0		\$0		\$250,000		\$250,000		\$250,000		\$1,500,000
2021	DPW-SEWER DEPT	Mack Avenue Infrastructure Improvements - Sewer	\$360,330		\$360,330	\$0		\$30,030		\$330,300		\$0		\$0		\$0		
2021	DPW-SEWER DEPT	<i>Septage Receiving Facility - WWTP Upgrade</i>	\$550,000	\$0	\$550,000	\$0		\$50,000		\$500,000		\$0		\$0		\$0		
2021	DPW-SOLID WASTE	Fleet and Equipment Replacement	\$2,030,000	\$0	\$2,030,000	\$400,000	\$0	\$320,000		\$300,000		\$300,000		\$40,000		\$1,070,000		
2021	DPW-SOLID WASTE	<i>Landfill Gas Collection & Control System</i>	\$724,400	\$0	\$724,400	\$290,000		\$137,800		\$144,700		\$151,900		\$0		\$0		
2021	DPW-SOLID WASTE	<i>Landfill Gas-to-Energy Project (Liberty Utilities Upgrade)</i>	\$0		\$0	\$1,000,000	\$0	\$0		\$0		\$0		\$0		\$0		
2021	DPW-SOLID WASTE	<i>Landfill PFAS Preliminary Study</i>	\$50,000	\$0	\$50,000	\$50,000		\$0		\$0		\$0		\$0		\$0		
2021	DPW-SOLID WASTE	<i>Landfill Phase 3 Construction</i>	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0		\$3,000,000
2021	DPW-SOLID WASTE	<i>Landfill Phase 3-4 Design and Permitting</i>	\$1,000,000	\$0	\$1,000,000	\$100,000		\$0		\$0		\$400,000		\$0		\$500,000		
2021	DPW-SOLID WASTE	<i>Landfill Property Acquisition</i>	\$0	\$0	\$0	\$75,000	\$0	\$0		\$0		\$0		\$0		\$0		
2021	DPW-SOLID WASTE	Landfill Tarp Machine Replacement	\$80,000	\$0	\$80,000	\$0		\$80,000		\$0		\$0		\$0		\$0		
2021	DPW-WATER DEPT	Fleet and Equipment Replacement	\$125,000	\$0	\$125,000	\$0		\$40,000		\$45,000		\$0		\$0		\$40,000		
2021	DPW-WATER DEPT	<i>Hanover Street Reconstruction - Water</i>	\$250,000	\$0	\$250,000	\$0		\$0		\$0		\$250,000		\$0		\$0		\$889,594
2021	DPW-WATER DEPT	Kimball Street Infrastructure Improvements - Water	\$516,000	\$0	\$516,000	\$30,870		\$485,130		\$0		\$0		\$0		\$0		
2021	DPW-WATER DEPT	Mack Avenue Infrastructure Improvements - Water	\$360,330	\$0	\$360,330	\$0		\$30,030		\$330,300		\$0		\$0		\$0		
2021	DPW-WATER DEPT	<i>New Water Supply Source Study</i>	\$145,000	\$0	\$145,000	\$145,000		\$0		\$0		\$0		\$0		\$0		
2021	DPW-WATER DEPT	<i>Water System Improvements</i>	\$3,310,000	\$0	\$3,310,000	\$0		\$1,020,000		\$535,000		\$560,000		\$585,000		\$610,000		
2021	FIRE	Ambulance Replacements	\$790,000	\$0	\$790,000	\$0		\$380,000		\$0		\$410,000		\$0		\$0		
2021	FIRE	Cardiac Monitor Replacement	\$180,000	\$0	\$180,000	\$180,000		\$0		\$0		\$0		\$0		\$0		
2021	FIRE	Engine #2 Replacement	\$800,000	\$0	\$800,000	\$0		\$0		\$0		\$0		\$0		\$800,000		
2021	FIRE	F-350 Utility Vehicle Replacement	\$75,000	\$0	\$75,000	\$75,000		\$0		\$0		\$0		\$0		\$0		
2021	FIRE	Ladder #1 Replacement	\$1,500,000	\$0	\$1,500,000	\$0		\$0		\$0		\$0		\$1,500,000		\$0		
2021	FIRE	Self-Contained Breathing Apparatus (SCBA) Replacement	\$200,000	\$0	\$200,000	\$0		\$0		\$0		\$200,000		\$0		\$0		
2021	FIRE	Staff Vehicle Replacement	\$235,000	\$0	\$235,000	\$60,000		\$0		\$55,000		\$0		\$120,000		\$0		
2021	FIRE	<i>Station 1 Replacement</i>	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0		\$11,000,000
2021	FIRE	<i>Station 2 Replacement</i>	\$5,290,000	\$0	\$5,290,000	\$375,000	\$0	\$5,290,000		\$0		\$0		\$0		\$0		
2021	LIBRARY	Kilton Library Restroom Renovation	\$0	\$0	\$0	\$76,500	\$0	\$0		\$0		\$0		\$0		\$0		
2021	LIBRARY	<i>Lebanon Library Renovation - Design/Engr/Constr.</i>	\$1,960,210	\$240,000	\$1,720,210	\$1,720,210	\$1,720,210	\$0		\$0		\$0		\$0		\$0		
2021	PLANNING & ZONING	<i>Airport TIF District Infrastructure Improvements</i>	\$3,442,350	\$350,000	\$3,092,350	\$2,964,700	\$1,929,700	\$0		\$0		\$0		\$1,162,650		\$0		
2021	PLANNING & ZONING	<i>Climate Action Plan</i>	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0		\$100,000
2021	PLANNING & ZONING	<i>Lebanon Complete Streets/Multi-Modal Plan</i>	\$45,000	\$0	\$45,000	\$25,000		\$20,000		\$0		\$0		\$0		\$0		
2021	PLANNING & ZONING	<i>Miracle Mile Pedestrian and Transit Improvements</i>	\$400,000	\$400,000	\$0	\$0		\$0		\$0		\$0		\$0		\$0		\$1,200,000
2021	POLICE	<i>Police Facility Renovation and Expansion</i>	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0		\$8,567,305
2021	PUBLIC WORKS	<i>City Hall Renovation</i>	\$6,848,601	\$6,690,270	\$158,331	\$285,669	\$158,331	\$0		\$0		\$0		\$0		\$0		\$1,379,290
2021	PUBLIC WORKS	DPW Fleet and Equipment Replacement	\$1,925,000	\$0	\$1,925,000	\$325,000	\$300,000	\$325,000		\$325,000		\$325,000		\$325,000		\$325,000		
2021	PUBLIC WORKS	DPW Fleet Mobile Lift	\$76,000	\$0	\$76,000	\$76,000		\$0		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Facility Assessment Plan</i>	\$75,000	\$75,000	\$0	\$0		\$0		\$0		\$0		\$0		\$0		\$100,000
2021	PUBLIC WORKS	<i>Glenwood Cemetery - Columbarium</i>	\$65,000	\$0	\$65,000	\$65,000		\$0		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Hanover Street Reconstruction - Road/Drainage</i>	\$1,788,440	\$355,000	\$1,433,440	\$0		\$0				\$1,433,440		\$0		\$0		\$4,151,439
2021	PUBLIC WORKS	Hanover Street/Route 120 Bridge #121-117	\$2,220,000	\$325,000	\$1,895,000	\$0		\$0		\$1,895,000		\$0		\$0		\$0		
2021	PUBLIC WORKS	Kimball Street Infrastructure Improvements - Road/Drainage	\$688,000		\$688,000	\$41,160		\$646,840		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	Mack Avenue Infrastructure Improvements - Road, SW, C	\$480,440		\$480,440	\$0		\$40,040		\$440,400		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Mechanic St/Slayton Hill Rd Intersection</i>	\$500,000	\$0	\$500,000	\$0		\$0		\$0		\$0		\$500,000		\$0		\$4,600,000
2021	PUBLIC WORKS	Mill Rd Slope Stabilization	\$800,000	\$0	\$800,000	\$100,000		\$350,000		\$350,000		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Mount Support Road/Lahaye Drive Intersection</i>	\$2,500,000	\$0	\$2,500,000	\$250,000		\$2,250,000		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	Phase 1 Solar Project Buyout	\$1,240,000	\$0	\$1,240,000	\$0		\$0		\$0		\$0		\$1,240,000		\$0		
2021	PUBLIC WORKS	<i>South Main Street Bridge Replacement #062-117</i>	\$10,161,305	\$5,889,305	\$4,272,000	\$0		\$4,272,000		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Spencer Street Improvements - Road/Drainage</i>	\$1,130,000	\$0	\$1,130,000	\$984,000	\$1,130,000	\$0		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Spencer Street Improvements - Water</i>	\$0	\$0	\$0	\$413,000	\$0	\$0		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Spencer Street Improvements - Sewer</i>	\$0	\$0	\$0	\$590,000	\$0	\$0		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	Trues Brook Road Bridge Replacement #066-059	\$3,549,329	\$349,329	\$3,200,000	\$0		\$3,200,000		\$0		\$0		\$0		\$0		
2021	PUBLIC WORKS	<i>Valley Cemetery - Maintenance Building Replacement</i>	\$405,000	\$0	\$405,000	\$405,000		\$0		\$0		\$0		\$0		\$0		
2021	REC & PARKS	<i>Community Center</i>	\$70,000	\$50,000	\$20,000	\$20,000		\$0		\$0		\$0		\$0		\$0		\$3,423,000
2021	REC & PARKS	<i>Parks Storage & Maintenance Building</i>	\$260,000	\$0	\$260,000	\$260,000		\$0		\$0		\$0		\$0		\$0		
2021	REC & PARKS	Rail Trail Paving	\$170,000	\$0	\$170,000	\$120,000	\$170,000	\$0		\$0		\$0		\$0		\$0		
2021	REC & PARKS	<i>Recreation Playing Fields</i>	\$120,000	\$75,000	\$45,000	\$45,000		\$0		\$0		\$0		\$0		\$0		\$2,568,010
2021	PUBLIC WORKS	Moulton Avenue Paving & Trail Construction** (funds from	\$300,000	\$0	\$300,000	N/A	\$300,000											
			\$76,843,235	\$18,898,904	\$57,944,331	\$9,725,141	(\$3,024,848)											



LEBANON PLANNING BOARD

CAPITAL IMPROVEMENT PROGRAM POLICY AND PROCEDURES

CITY OF LEBANON, NEW HAMPSHIRE

ADOPTED: September 22, 2003
LAST REVISED: January 28, 2019

**CITY OF LEBANON
CAPITAL IMPROVEMENT PROGRAM
POLICY AND PROCEDURES**

TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
ARTICLE I	ENACTMENT AND GENERAL PROVISIONS	1
	Authority	1
	General Purpose	1
	Definitions	2
	Compliance	3
ARTICLE II	CIP PROCEDURE	3
	Purpose	3
	Policy	3
	Procedure	3

ARTICLE I – ENACTMENT AND GENERAL PROVISIONS

Authority

Under the general authority granted in the New Hampshire Revised Statutes Annotated Title LXIV, the Lebanon Planning Board adopts this Policy and Procedures Document, pursuant to RSA 674:5, after having adopted a Master Plan and having been authorized to annually prepare and amend a recommended program of municipal capital improvement projects by the Lebanon City Council on January 08, 1986. Pursuant to RSA 674:7, the Planning Board will confer, in a manner deemed appropriate by the Board, with the City Manager, Finance Director, municipal departments, and the Lebanon School District, and shall review the recommendations of the Master Plan in relation to the proposed Capital Improvements Program.

Such that the Planning Board is so authorized to execute the Capital Improvement Program, every municipal department and the Lebanon School District shall, upon request of the Planning Board, transmit to the Board a statement of all capital projects it proposes to undertake during the term of the Program (6 years). The Planning Board shall study each proposed capital project that qualifies as a Capital Improvement Program Item, as defined herein, and shall advise and make recommendations to the municipal department or School District concerning the relation of its project to the Capital Improvements Program being prepared.

Pursuant to RSA 674:8, the Planning Board will submit its Capital Improvements Program recommendations for the ensuing fiscal year through the City Manager to the City Council and the Capital Budget Committee, if one exists, for consideration as part of the annual budget.

General Purpose

This Policy and Procedures Document authorizes the Planning Board to prepare and submit a Capital Improvement Program that supports and furthers the goals established in the City's Master Plan. This Policy and Procedures Document shall be administered to ensure orderly growth and development and supplement and facilitate the provisions in the City of Lebanon's Master Plan, Zoning Ordinance, and capital budget. This Policy and Procedures Document ensures that there is harmonious development of a City capital budget. The Capital Improvement Program does not create the capital budget, but is a recommendation to the City Council in preparation of the capital budget. This Policy and Procedures Document guides the Planning Board in creating and delivering the Capital Improvement Program to the City Council.

Definitions

For the purposes of this Policy & Procedures Document, in addition to the terms included in this Article, the meaning of terms used herein shall be as defined in the Lebanon City Code and RSA.

Board – The word ‘Board’ shall mean the Lebanon Planning Board.

Capital Improvement Program (CIP) – The words ‘Capital Improvement Program’ shall mean the document written and authorized by the Board and contains Capital Improvement Program Items. The Planning Board recommends common usage of this definition.

Capital Improvement Program Items – CIP Items will be those items that pertain to planning and land use within the City only. CIP Items are to include:

- a) Any Physical Public Betterment and studies relative thereto;
- b) Acquisition of land;
- c) Construction of new buildings and facilities with an estimated value in excess of \$50,000;
- d) Facilities engineering design and other preconstruction costs in excess of \$50,000, unless such costs are part of a project that does not result in more capacity for growth;
- e) Major planning-related studies and analysis requiring utilization of independent professional consultants in excess of \$25,000;
- f) Reconstruction of existing facilities resulting in more capacity for City growth.

Capital items that are operational in scope, vehicles for example, are not considered to be CIP Items.

Physical Public Betterment – The words ‘Physical Public Betterment’ shall mean any new use of land or infrastructure that is for the benefit of the community. **Excluded from this definition are operational maintenance and improvements accruing a benefit to the community, which do not increase capacity for growth, for example resurfacing a road, fixing a sidewalk, and other in-kind repairs.**

CIP Project List – The term ‘CIP Project List’ shall be the Planning Board's list communicating to the City those Board Items deemed as important for capital budget funding for the ensuing fiscal year. Projects previously approved and funded for completion are not included in the current six-year plan.

Capital Budget Form – The term ‘Capital Budget Form’, created by the Finance Director, is the official request by the Board, submitted through city staff, for a CIP Item to be included in the CIP document.

Planning Board Capital Improvement Program (CIP) Committee – The term ‘Planning Board Capital Improvement Program Committee’ is the body appointed by the Board to develop the CIP. The Board may elect to have a committee with non-board members so long as the Board represents more than 50% of the committee membership.

Compliance

No Capital Improvement Program shall be approved by the Planning Board unless such plan complies with all the provisions of this Policy and Procedures Document and state and federal laws.

No Capital Improvement Program Item will be approved unless it is submitted in accordance with this Policy and Procedures Document.

No authority other than the Planning Board will be permitted to change the CIP document.

This Policy and Procedures Document supersedes all other City Staff policies relative to the CIP.

ARTICLE II – CIP POLICY AND PROCEDURES

Purpose

This procedure allows timely submission and review of the Planning Board's Capital Improvement Program (CIP) by the City Council, City Manager, Finance Director, municipal departments, and the Lebanon School District. This procedure defines a process by which information is given to the Planning Board by municipal departments and the Lebanon School District and sets forth the schedule for the Board's development of the CIP recommendation by late August. By producing the CIP by late August, the City Council or capital budget committee shall use the document for capital budget recommendations per City Policy 98-01-A.

Policy

The Planning Board shall create a preliminary CIP Project List at least by the end of **March** with the intent it be considered by all departments when they receive the Capital Budget Form. All departments shall receive the Planning Board CIP Project List when the Planning Director distributes Capital Budget Form in early April, approximately 210 days prior to budget submission date of October 31st. All department CIP Project Lists shall be submitted to the Planning Director in early May, approximately 180 days prior to the budget submission date. The Finance Director shall evaluate and analyze the fiscal capacity and financial programming of the Planning Board CIP requests.

Procedure

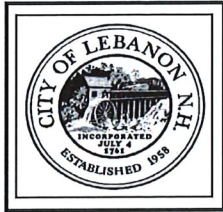
1. The **February Planning Board Work Session** shall initiate the CIP Project List for the subsequent year. The Board shall evaluate up to the prior three (3) years' City Council-adopted Capital Budgets versus the Board's CIP Project List and identify changes and make recommendations relevant to the CIP.
2. The Planning Board, with input from the Board or Committee leading the implementation of each Master Plan chapter, shall complete the preliminary CIP Project List and submit it to the Planning Director by the March Planning Board Work Session.

3. **In early April:** The Planning Director shall distribute the CIP Project List and Capital Budget Form, guidelines, and instructions to all municipal departments, and the Lebanon School District, approximately 210 days prior to the budget submission.
4. **In early May:** Each Director of a municipal department and the Superintendent of the Lebanon School District shall inventory existing facilities; identify new projects and determine the status of previously approved projects; and prepare and submit to the Planning Director Capital Budget forms, with such supporting documentation, data, required analysis, and timelines as required by the City Manager and Planning Board, approximately 180 days prior to the budget submission date.
5. **By late June:** The Planning Director, City Manager, and Finance Director shall analyze fiscal capacity and financial programming of the CIP Project List and shall submit analysis to the CIP Committee for review.
6. **By late July:** The CIP Committee shall review, evaluate, rank, and revise the Capital Improvement Program Project List. The preliminary Planning Board CIP Project List created for that year (per step 2 above) shall be available as a guide to the CIP Committee. The CIP Committee shall request that each municipal department and the Lebanon School District appear before the CIP Committee to discuss project proposals. Each CIP Committee member shall be given a copy of the draft CIP Project List as generated by the Planning Director and Finance Director. The CIP Committee shall propose modifications and changes to the draft CIP Project List and submit it to the full Planning Board. The draft CIP will contain the six-year Capital Improvement Program that consists of a first-year capital budget recommendation for CIP Items and a subsequent five-year plan that is known, in total, as the CIP.
7. **By late August:** The Planning Board shall review and revise, as needed, the CIP Project List. The Planning Board shall adopt the CIP Project List and submit their CIP recommendations to the City Council through the City Manager.
8. Upon adoption, the Planning Director shall cause a certified copy of the CIP to be filed with the New Hampshire Office of Strategic Initiatives (NHOSI) in accordance with RSA 675:9.

Agenda
Planning Board
February 22, 2021

Agenda Item #2B
Study Items

Proposed Site Plan and Subdivision Regulation Amendments



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Planning Board

FROM: Planning & Development Department Staff

RE: Draft Amendments to the Site Plan Review and Subdivision Regulations
Agenda Item #2.B

DATE: February 16, 2021 for February 22, 2021 Planning Board meeting

Following the Board's discussion at the January 25, 2021 work session, attached please find updated redlines identifying proposed amendments to the Site Plan Review and Subdivision Regulations. The new or revised text is blue and underlined. The text to be deleted is shown as ~~red with a strike out~~.

The redlines have primarily been updated to reflect comments made by the Board at the January 25th work session, and to remove certain other provisions, primarily those relating to pedestrian/bicycle regulations. This will allow for additional in-depth review of the proposed ped-bike amendments at the February 22nd work session (time permitting), and at the March work session.

As of the writing of this memo, Planning staff continues to coordinate with the Fire Department on the proposed fire-related amendments to the Site Plan Review and Subdivision Regulations and, therefore, have removed those from the redlines for now. Staff anticipates finalizing the fire-related amendments prior to Monday's work session and will update the Board accordingly.

Please note that, with respect to multi-family developments, the Board still needs to determine the number of proposed dwelling units that will automatically require the preparation of an impact statement per Section 6.9.B of the Site Plan Review Regulations. This number needs to be added to Sections 5.1.G.4 and 5.2.D on page 8 of the attached redline, as well as Section 6.5.H.2 on page 15. As a reminder, whichever number of dwelling units is chosen by the Board to *automatically* require preparation of an impact statement, the proposed amendments grant the Board the authority to require the impact statement even for multi-family developments where the number of proposed dwelling units falls below the number that automatically requires preparation of the impact fee statement (see proposed Section 5.2.D on page 8).

In order to adopt the proposed regulatory amendments, RSA 675:6, I requires that the Board first hold a public hearing. Therefore, following any further discussion on the draft amendments at the February 22nd work session, staff recommends that the Board schedule a public hearing for the March 22, 2021 work session.

Attachments

- Excerpt of the Site Plan Review Regulations (redline last revised February 16, 2021)
- Excerpt of the Subdivision Regulations (redline last revised February 16, 2021)

SITE PLAN REVIEW REGULATIONS – DRAFT AMENDMENTS

ARTICLE I – ENACTMENT AND GENERAL PROVISIONS

[...]

Section 1.3 – Interpretation, Conflict, and Separability

- A. In the interpretation and application of these Regulations, the provisions shall be held to be minimum requirements, except where they are expressly stated to be maximum requirements. More stringent provisions may be required if it is demonstrated that different standards are necessary to promote the public health, safety, and welfare.
- B. Where the conditions imposed by any provisions of these Regulations are either more restrictive or less restrictive than comparable conditions imposed by these Regulations or other ordinances, laws, or regulations, the regulations which are more restrictive and impose higher standards or requirements shall govern.
- C. To facilitate the understanding of hierarchy in provisions, restrictiveness is typically prefaced by prescriptive or permissive language. “Must” or “shall” is used for an obligation, “must not” or “shall not” is for a prohibition, “may” is for a discretionary action, “should” is for a recommendation, and “includes” or “including” is used to mean by way of illustration but not limitation.
- D. The provisions of these Regulations are separable. If a section, sentence, clause, or phrase of these Regulations is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the remaining portions of these Regulations.

[...]

ARTICLE II – DEFINITIONS

[...]

Complete streets: The design, construction and operation of travel corridors in a way that aims to: establish continuous and convenient connections; accommodate the mobility needs of all transportation users and modes; enable context sensitive as well as equitable and safe access; promote an integrated network of connected facilities (including stormwater, sewer and other utilities, where possible); and create attractive public spaces for the health, well-being, and economic development benefit of the community, at large.

[...]

Electric vehicle (EV): A vehicle which uses one or more electric motors for propulsion, including battery, fuel cell electric or plug-in hybrid EVs per NH RSA Title XX Chapter 236.

Electric vehicle charging (EV charging station): The electric components or clusters of component assemblies designed specifically to charge an **electric vehicle** battery by transferring electric energy to a battery or a storage device in the vehicle.

Electric vehicle parking: parking spaces adjacent to **electric vehicle charging** that are signed as designated for the exclusive use of actively charging **electric vehicles**.

[...]

Maximum extent practicable (MEP): To show that a proposed development has met a standard to the maximum extent practicable, the applicant must demonstrate the following: (1) all reasonable efforts have been made to meet the standard, (2) a complete evaluation of all possible management measures has been performed, and (3) if full compliance cannot be achieved, the highest practicable level of management is being implemented. ~~Pervious Cover: A land surface with a high capacity for infiltration.~~

Pervious: A land surface with a high capacity for infiltration.

[...]

Parking, bicycle: A dedicated accessory space, fixture (e.g., rack), or structure dedicated for the secure storage of bicycles.

Place-making: The act of highlighting, designing and arranging buildings, streets, natural resources, and other distinct elements on the site, such as parks, plazas, public amenities, waterfront, and outdoor markets in a manner that augments and reinforces the area's character, connects residents and passerby with the community, promotes pedestrian activity, and fosters positive user interactions.

[...]

Recreational facility: Usable outdoor private or open space convenient to most occupants and which creates or enhances existing recreational opportunities on or near the site, including but not limited to a park, outdoor dining area, landscaped courtyard, playground or sports area, fitness facility, trail system, or accessible connection to such amenities.

[...]

Screen: ~~Landscaping or fencing, or both~~ and/or similar elements, designed to conceal from view all or part of a structure or site that, in the judgment of the Planning Board, is unattractive or otherwise warrants mitigation of the effect of its appearance.

[...]

Streetscape: Improvements in or adjacent to a public way, usually along sidewalks or front yard space, installed to support community livability, create visual interest and foster cohesive community identity when achieved as a coordinated set of design elements, such as textured or patterned surfaces, outdoor lighting, seating, tree plantings, accent flags, and planters.

[...]

Traffic calming: General term for a variety of physical design measures intended to modify driver behavior, slow vehicles, aesthetically enhance corridors, and reduce the noise and safety effects of motorized vehicle traffic. Relates to adopted City Traffic Calming Policy.

Transit: Any vehicle that is used primarily for the transportation of the general public and has a seating capacity of 10 or more passengers.

[...]

ARTICLE IV – PROCEDURE

[...]

Section 4.2 – Fees

The Planning Board has established, and from time to time may amend, a schedule of fees, which is ~~hereby attached to these Regulations on file at the Planning & Development Department and available on the City's website under "Planning Board Applications & Procedures"~~, and is made a part hereof.

[...]

ARTICLE V – SUBMISSION REQUIREMENTS

Section 5.1 – Drawings and Other Submittals

[...]

An application for Site Plan Review shall include the following information:

[...]

- E. Paper copies of the proposed Site Plan drawing (the number to be determined by the Planning ~~Office~~ & Development Department on an as-needed basis).

[...]

Site Plan drawings shall include the following information (NOTE: The submission requirements described in paragraphs E.1 through E.4 below shall not be waivable under the procedures set forth in Article VII - "Waiver Procedure" of these Regulations):

[...]

4. The following information shall be provided on the first page (or cover page, if applicable) of the Site Plan:
 - a. The name of the City and County in which the development is proposed;
 - b. A north arrow;
 - c. The scale of the plan;
 - d. The date of the plan and of any revisions to the plan;

(NOTE: The date on the plan at the time of the initial submission to the City for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plan shall include a revision date and description of the revision(s).)

- e. The following basic site information in TABLE FORM:
- (1) Zoning designation for the subject property;
 - (2) Tax Map and Lot number(s) for the subject property;
 - (3) Area of lot;
 - (4) Gross floor area of existing and proposed buildings/ additions;
 - (5) Number of existing and proposed on- and off-street parking spaces as a table. The table must show required (minimum) and permitted (maximum) and the calculations for each, future proposed, and existing parking capacity. If the site is part of an existing development or subdivision, the master table must provide such information for all related sites and phases, individually and as a project total;
 - (6) Number of existing and proposed short- and long-term bicycle storage spaces;
 - ~~(76)~~ Number of existing and proposed loading spaces;
 - ~~(87)~~ Height of existing and proposed buildings/additions;
 - ~~(98)~~ Number of stories and gross square footage of each;
 - ~~(109)~~ Proposed use;
 - ~~(110)~~ Required and proposed front, side, and rear yard setbacks;
 - ~~(124)~~ Maximum allowable lot coverage with existing and proposed calculations, and;
 - ~~(132)~~ Indication as to whether or not the parcel is subject to any City Overlay Districts pursuant to Article IV of the Zoning Ordinance (for example, the Wetlands Conservation District or Flood Plain District) or to NHDES Comprehensive Shoreland Protection jurisdiction.

[...]

8. The location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing man-made features such as roads and structures. The plan shall indicate those natural and man-made features that are to be removed, retained, or altered. Wetlands on the property shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plan. In addition, documentation in the form of the U.S. Army Corps of Engineers New England District Wetlands Delineation Data Sheets and/or other field notes and materials concerning the delineation shall be submitted to the Planning ~~Office~~ & Development Department.
9. The Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of the site boundary; the location of roads, pedestrian and bicycle facilities, streets,; and the location of curb cuts and vehicle accesses ~~driveways~~ within 200 feet of the site boundary.

10. Proposed streets, driveways, emergency vehicle accesses, parking spaces, and sidewalks, with indication of dimensions, and direction of travel. Show required sight distances at curb cuts and dimensions for ~~width, and~~ the inside radii of all curves. ~~P~~Vehicle and bicycle parking spaces shall be numbered. Loading spaces and facilities used in connection with any structures on the site shall be shown. The total square footage and percentage of the lot covered by impervious cover shall also be shown. Such elements related to traffic and access must demonstrate coordination with utilities, landscaping, open space/recreation, snow storage, and other plan features.
11. Parking area safety countermeasures including raised crosswalks/speed tables, signage, walkway lighting, striping and similar markings such as dedicated pedestrian/bicycle crossings and lanes through parking areas, fire lanes, compact and/or electric vehicle parking/charging, parking wayfinding, ADA signage and access aisles.
- ~~12.~~ The size and location of all existing and proposed public and private utilities. Applications may not be submitted that rely on the use of utilities planned or under construction unless the proposed utilities are part of the application.
 - a. If a Site Plan is proposed to be served by public wastewater services, no Planning Board approval shall become final until a Notice of Permitted Allocation has been obtained pursuant to City Code Chapter 136. In order to avoid delays, the Applicant is encouraged to submit a Sewer Use Permit Application and obtain a Notice of Permitted Allocation prior to submission of the Site Plan Review application in order to verify the availability of sewer capacity and to reserve such capacity for the proposed development.
 - b. If a Site Plan is proposed to be served by public water supply, no Planning Board approval shall become final until a Water Use Permit has been obtained pursuant to City Code Chapter 182. In order to avoid delays, the Applicant is encouraged to apply for and obtain a Water Use Permit prior to submission of the Site Plan Review application in order to verify the availability of water capacity and to reserve such capacity for the proposed development.
- ~~13.~~ A plan for outdoor lighting showing the proposed location mounting height, fixture type, lamp type, and wattage of all exterior free-standing or building-mounted light fixtures, as well as analyses and illuminance-level diagrams, to include average and minimum foot-candle measurements, showing that the proposed installation conforms to the lighting level standards in these Regulations. Manufacturer's specification information shall be provided for each proposed light fixture and lamp. The plan shall also include drawings of all relevant building elevations, showing the location and height of all building-mounted fixtures, the portions of any walls or architectural features to be illuminated, the illumination levels of the walls or architectural features, and the aiming points for any remote light fixtures.

143. A plan for the location of free-standing or building-mounted signs, including the location, mounting, aiming, and shielding of any remote light fixtures for externally-lit signs. For internally-lit signs, relevant information concerning the method of illumination and the opacity of the sign background shall be provided, showing that the proposed installation conforms to the requirements of these Regulations.
154. The 100-year flood elevation, floodway, and flood plain limits, where relevant.
165. A landscaping plan showing proposed new plantings to be installed and existing natural vegetation to be retained. The combination of existing and new plantings must meet or exceed the required total as set forth in these Regulations. The plan shall show in detail the number, size (height and/or caliper), and species (botanical and common names), of all proposed shrubs and trees. Existing trees over 12 inches in diameter, measured 4.5 feet above the ground surface, and within 25 feet of the disturbed area, must be counted and shown on the plan, if included towards fulfilling the landscaping requirements. All calculations for square footage of perimeter landscaping shall be shown. All landscape plans shall show parking lot shading calculations by depicting new trees and shrubs at their 10-year crown size.
176. All existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200 feet of the site. Plans for retention, detention, slow release, and treatment of storm water shall be provided, in accordance with the requirements of section 6.6.
18. All existing and proposed public and private amenities on the project site or adjacent streets, including **streetscape** installations along sidewalks, plazas, and other outdoor areas. Label the item(s) and note dimensions on the landscape plan; provide specifications for proposed on-site installations on detail sheets in the drawing set.
197. See Section 6.6. (Stormwater Management) for additional submission requirements.
2018. Plans for snow removal and storage.
2149. A plan for the development showing provisions for automobile, **public transit**, bicyclist, and pedestrian access and circulation that supports **complete streets** including alignment with the City of Lebanon's Complete Streets Policy (2017). Identify safe, interconnected, and accessibility-compliant provisions for building entrances, on- and off-site circulation, signage, on- and nearby off-site pedestrian crossings, related pavement/surface markings, and **traffic calming**. Such plan shall show means of access to the site and any proposed changes to, including proposed connections with, —existing and planned public streets, or sidewalks, **transit stops**, and formal paths/trails. Plans shall include any

traffic control devices necessary in conjunction with the site development, as well as the location of all existing **transit** routes and **transit** stops located or passing within 1/4 mile (1,320 feet) of the property.

~~22~~²⁰. Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, ground-mounted signage (e.g., fire lanes, ADA parking, commercial), surface treatments, transit shelters, energy generation units (e.g., solar), bike rack style, electric vehicle charging, outdoor lighting, outdoor furniture, retaining walls, tree boxes and other site systems or structures. Accompanying specifications and cutsheets may be required. Where applicable, roadway, drainage, water and sewer utility profile drawings shall be provided at a scale of 1"=40 feet (horizontal) and 1"=4 feet (vertical) and typical cross-section drawings shall be provided at a scale of 1"=5 feet (horizontal and vertical), unless prior approval to use an alternate scale is granted by the Reviewing Engineer. (NOTE: Ordinarily, only two (2) sets of such construction drawings shall be provided to the Planning & Development Department with the application submission.)

~~23~~²¹. Where applicable, phasing lines and schedules for construction and completion of buildings, parking facilities, landscaping, and other required improvements.

~~24~~. Depict any current and proposed easements, rights-of-way, and deed restrictions including those related to sewer, electrical utility, shared access, etc.

~~25~~². For multi-family structures, plans for on-site **recreational facilities**.

~~23~~⁶. Plans for fire protection including turn radius, if requested by the Lebanon Fire Department, ~~if the site is not connected to a City water main.~~

F. A digital copy of the Site Plan drawings (.PDF format) shall be provided depicting the information required under Paragraph E above.

G. The following supporting documents and information:

1. An estimated timetable, to include phasing schedules (where applicable), for construction and completion of buildings, parking facilities, landscaping, and other required improvements.
2. Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the Institute of Transportation Engineers' Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NH Department of Transportation. The Board may, in its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.

3. Written requests for waivers from all applicable provisions of these Regulations shall be provided pursuant to Article VII - "Waiver Procedure."
4. For multi-family dwelling developments and mixed-use developments resulting in a net increase of **TBD** dwelling units or more, the application shall include the information and impact statements identified in Section 6.9.B.

Section 5.2 – Additional Information

The Board may require such additional information as may be reasonably necessary for the purpose of these Regulations including, but not limited to, the information noted below:

- A. Where deemed appropriate, the Planning Board may require the applicant to obtain and provide a letter stating agreement by the public utilities and cable television companies to serve the site, including for planned installations of electric vehicle charging. This letter shall include the size and location of existing off-site public utilities with which connections are planned or located within 100 feet of the site.
- B. Depending on the complexity of the proposed project, the Board may require the submission of a digital copy of the site plans in a CAD .dwg file or similar format for City Staff to more effectively and efficiently review the proposed development.
- C. Such investigative studies or reviews as deemed necessary by the Board in accordance with Section 4.7(F) of these Regulations.
- D. For all developments other than multi-family dwelling developments and mixed-use developments resulting in a net increase of **TBD** dwelling units or more, the Planning Board may require the information and impact statements identified in Section 6.9.B if the Board has reason to believe such development could have a significant impact on municipal or school services or finances.

In the event that additional information is so required, and if the Board's request is not made to the Applicant prior to the public hearing, the Board may continue the public hearing to a specified date, time, and place. Additional information provided by the applicant, whether or not such information was required by the Board, shall be submitted to the Planning ~~Office~~ & Development Department at least two (2) weeks prior to the date to which the Board continued the public hearing in order to provide City staff with sufficient time to review and comment on the information. Submitting information to the Board less than two (2) weeks prior to the date to which the Board continued the public hearing may result in a delay in the review of such information by City staff and the Planning Board.

ARTICLE VI – DESIGN AND CONSTRUCTION REQUIREMENTS

The Planning Board shall approve the proposed site plan only upon determination that the following requirements have been met:

Section 6.1 – General Requirements

- A. The site shall be of such character that it can be used safely for the construction and installation of the improvements, proposed by the Applicant, without excessive grades, inadequate drainage, and other hazardous conditions. Site clearing shall be kept to the minimum required for the construction of buildings and improvements, taking into consideration the need for pedestrian and vehicular safety and the need for natural light and air. Natural cover shall be retained to the extent possible and reasonable. The overall intensity of site development shall be harmonious with the municipality, the neighborhood, and adjacent properties.
- B. Site and structural improvements should be in harmony with the performance and community character goals stated in the municipal master plan and any current, adopted design standards, vision plans or similar expressions of the master plan and relevant regional/state references.
- C. A modification or set of modifications to an existing developed property that requires site plan review under these regulations may require the applicant to propose commensurate modifications that bring the property into greater compliance with the regulations.

Section 6.2 – Landscaping Standards

[...]

B. Perimeter Landscaping

- 1. ~~On all parcels subject to these Regulations, a~~ minimum landscaped area along the front, side, and rear property lines shall be provided, ~~except within the Central Business District and Lebanon Downtown District where proposed development of the site does not allow.~~ This area shall be a minimum of 15 feet in width for the length of each property line and shall comply with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, ~~and shall total at least 20% of the entire lot area. Landscaping around buildings or in parking lots that does not fall within the perimeter zone shall not be counted toward this requirement.~~

 - a. Exception. Development in the Central Business (CB) District and Lebanon Downtown (LD) District shall provide the required perimeter landscaping in accordance with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, except within those portions of the required perimeter landscaped area proposed to be occupied by (i) a building, and/or (ii) a parking area located in the side and/or rear yard. The purpose of this exception is to avoid a conflict between the minimum 15 ft. perimeter landscaping

requirement and the CB District and LD District zoning regulations which, except as otherwise provided in the Zoning Ordinance, do not require a minimum setback along the front and side lot lines (see Sections 306.3 and 307.3 of the Zoning Ordinance), and which require a rear setback of only 10 ft.

[...]

D. Landscaping Around Buildings

1. Landscaping around buildings shall be provided to a minimum width of 10 feet and planted with trees, shrubs, and ground cover appropriate to the architecture in order to buffer parking areas, define entrances, provide foundation planting, and soften large expanses of walls or long roof lines.
2. As part of the landscape design, functional features (such as patios, entrance walks, and loading areas that cross through the landscaped area to the building) may be permitted if they are necessary for the normal functioning of the building. Entrance walks must provide direct (short, safe and convenient) access between the primary public pedestrian corridor and at least one primary building entrance.
3. The landscape design on large multifamily and commercial properties should demonstrate at least one **place-making** element that enhances pedestrian-level engagement and offers visibility on the principal frontage. Where a multifamily or commercial use property provides front yard additional to the minimum required front yard setback, the development must provide such **streetscape** enhancements. Elements may include but are not exclusive to: usable public open space such as a plaza, or pocket park with seating; landscaping integrated with structural elements (e.g., awning, gazebo, vegetated wall, trellis, shade pergola, or **screen**); distinct or custom outdoor lighting, plant hangers, banners, or **bicycle parking**; interactive design (e.g., play equipment); hardscape installations like terracing and water features; attractive wayfinding; permanent or rotating public art space and installations; and/or other amenities that contribute to and are compatible with the primary neighborhood character and function.
4. Service areas, equipment storage, utility boxes, fuel storage, waste enclosures, and similar functions shall not be located in the front yard. Exceptions may be allowed where adequate **screening** is proposed.

E. Landscaping of Parking Areas

~~In order to~~ To moderate summer temperatures due to heated pavement, and to minimize the visual effects of parking areas, and provide separated space for pedestrians to walk through parking lots, and support on-site stormwater management, parking lots shall be dispersed by landscaped beds and integrated with pedestrian access, as follows:

1. ~~these~~ Those areas containing one or two rows of parking spaces shall be planted with deciduous trees along the perimeter, so placed to shade 30% of the total parking area, and supplemented with shrubs, perennials, or understory trees to visually **screen** the parking area.
2. The end of each row of parking shall have a landscape bed to protect any vehicle parked next to a travel lane. End beds shall be at least 8 feet in width, except for corner radii, and shall be long enough to protect tree roots and vehicles parked in the adjacent parking space, and be planted with deciduous trees for shade.

[...]

4. Any single or double row of parking longer than 100 feet (e.g., with 11 perpendicular parking spaces) shall be dispersed every 100 feet or less by a landscaped bed that is at least 8 by 8 feet, exclusive of curbing. Rows addressed by full-length landscape buffers may be excluded.
5. The perimeter of the parking area shall be delineated by the curbing, pavement edge, and fencing that encircles the parking area.
6.
 - a. The number of trees required to meet the 30% shading requirement for parking areas shall be calculated on a minimum crown diameter of 30 feet, which each tree shall have attained within 10 years from planting.
 - b. Trees at maturity must have a trunk diameter of at least 12 inches, measured 4 feet above the ground surface.
7. Required landscaped islands and beds shall be designed to concurrently fulfill other site plan regulation requirements, such as for pedestrian facilities, lighting, snow storage and drainage, utility boxes, and stormwater management (e.g., LID) features, so as to limit parking capacity impacts from such features and maximize land use efficiency.

[...]

I. Maintenance and Materials

1. The Property Owner shall be responsible for maintaining all landscaping, to include grass and mulch, in good, healthy condition so as to present a neat and orderly appearance. The Property Owner shall replace any unhealthy or dead plant materials in conformance with the landscape plan approved by the Board as part of the site plan.
2. The Property Owner shall plant materials appropriate to the particular location's soil ~~and~~ moisture conditions , and proximity to substantial open space and wildlands ~~of the particular location~~.

All plant stock intended to fulfill these landscaping requirements must be hardy to Zone 4 or lower.

Plants tolerant of salt shall be planted in areas where they are likely to be exposed to dust and salt, such as in parking areas or along driveways. Suggested salt-tolerant species are listed below:

Shade Trees for Dusty, Salty Locations

<i>Acer ginnala</i>	Amur maple
<i>Crataegus</i> spp.	Hawthorne
<i>Fraxinus pennsylvanica</i> 'Patmore'	Patmore ash
<i>Fraxinus pennsylvanica</i> 'Summit'	Summit ash
<i>Fraxinus pennsylvanica</i>	Green ash
<i>Gleditsia triacanthos</i>	Honey locust
<i>Tilia cordata</i> 'Greenspire'	Greenspire linden
<i>Tilia cordata</i>	Littleleaf linden

[...]

M. Protection of Landscaped Areas

Landscaped areas provided within and adjacent to all parking and vehicular areas shall be protected by curbing, wheel stops, or fencing, with exception to areas with LID features, when deemed to be acceptable by the Reviewing Engineer.

N. Low Impact Design (LID) Features

- ~~1.~~ LID design features may replace required landscaping components as approved by the Planning Board.

[...]

Section 6.5 – Coordination of Roads, Parking, Loading, Recreation, and Safety

A. Construction Standards

[...]

B. [TBD]

C. [TBD]

DB. Access and Traffic

1. The public ~~highways~~ streets providing access to the site shall be sufficient and have adequate capacity and features for the safety of vehicles, pedestrians and bicycles. This will include the main traffic arteries that must be utilized for travel to and from the site. The Board shall not approve a proposed site plan without such sufficient and adequate access capacity and features.

[...]

3. Improvements to off-site existing streets may include signal devices, sidewalks, [crosswalks](#), and other features, ~~if as~~ necessary, to mitigate the increased traffic generated by the development of the site.

[...]

EG. Parking and Loading Areas

1. At its discretion, the Board may require that parking areas and areas for internal circulation on the site shall be physically delineated (for instance, by curbing or wheel stops) so as to protect adjacent vegetation and pedestrians.
2. Parking areas shall be finished with improved materials. [The Planning Board may modify the requirements contained herein when it is appropriate as relates to safety/visibility, water quality, drainage, and/or aesthetic considerations.](#)
 - a. [Porous pavements should be considered for feasibility for commercial and industrial applications for general and overflow parking areas in new development, in support of general requirements for stormwater management under Section 6.6 and landscaping for parking areas under Section 6.2.](#)
 - b. [Where provided, pervious pavement shall be appropriately sited and designed for traffic and vehicle loading conditions. Porous pavement will generally not be included in the calculation of impervious surface areas for site development. Construction quality assurance during installation and production of porous pavements, and long-term operations and maintenance will be required to ensure success.](#) Porous or **pervious** surfaces shall be designed and constructed in accordance with NH Stormwater Manual, Volumes 1 & 2 (December 2008 or current version), Stormwater and Antidegradation for specific design guidelines for stormwater best management practices, [and be accompanied by an Owner's Project Requirements \(OPR\) manual or a property maintenance schedule \(e.g., surface cleaning\).](#)
 - a.c. Impervious cover cross-sections shall include a minimum of 2 inches of bituminous pavement over 6 inches of crushed stone and 12 inches of bank-run gravel for light-duty parking areas (for example, small retail uses, office uses, and multifamily uses); and 3 inches of bituminous pavement over 6 inches of crushed stone and 18 inches of bank-run gravel for heavy-duty parking areas (for example, large retail uses, shopping centers, and industrial uses). ~~The Planning Board may modify the requirements contained herein when it is appropriate because of water quality, drainage, and/or aesthetic considerations, so that the safety of pedestrian and vehicle traffic is assured.~~

3. Parking spaces shall measure a minimum of 9 x 18 feet. Where the parking spaces are perpendicular to a landscape bed, it is encouraged for them to they may measure 16 feet in length on the pavement, with an additional 2 feet of unobstructed overhang into the landscape bed, to reduce paved impervious surface area. Parking spaces perpendicular to a sidewalk area may overhang the sidewalk, provided that the sidewalk is a minimum of 6 feet wide, excluding curbing.
4. Aisles between parallel rows of 90-degree spaces shall be a minimum of 24 feet wide.
5. Alternative parking designs may be considered as recommended by the Reviewing Engineer. The Board may modify the requirements contained herein when it is appropriate to use a substitute for paving because of water quality, drainage, and/or aesthetic considerations, so long as the safety of pedestrian and vehicular traffic is assured.
6. All loading areas shall be designed so as not to interfere with other planned circulation on the site and so as to provide adequate space and facilities.
7. No new parking or circulation areas for vehicles shall be located in the front yard for new construction or existing developments where material changes are proposed, with the exception of multifamily development with less than 5 units. Where a lot abuts more than one street, this restriction shall only apply to the front yard along the principal frontage.
8. Large parking lots with multiple driving aisles shall be oriented perpendicular to the building to reduce the number of traffic aisles that a pedestrian must cross to reach the building.
9. Minimize the negative environmental, visual, and safety aspects as well as land use and runoff inefficiencies of expansive surface parking facilities. Site plans that require the creation of new parking facilities in the GC or any mixed use districts shall submit a letter outlining correspondence with abutting owners on the possibility of having a minimized, shared parking facility based on the calculations outlined in section 607.6 of the Zoning Ordinance. Shared structure and surface parking are particularly encouraged for large projects exceeding 100,000 square feet of gross floor area.
10. Provision of **electric vehicle charging** facilities, or capacity for future facilities, should be considered where feasible, and particularly for developments proposing 50 or more vehicle parking spaces.

FD. Snow Removal, Curbing, and Floodproofing

1. Curbing used in the Central Business (CB) District and Lebanon Downtown (LD) District shall be granite. Curbing in all other zones shall be concrete or granite. The Board may modify the requirements contained herein when it is appropriate because of water quality, drainage, aesthetic, or practical

considerations, so long as the safety of pedestrian and vehicular traffic is assured.

[...]

H. Multi-family Open Space and Recreational Facilities

1. Site plans for multi-family dwelling developments shall make adequate provision for the on-site **recreational facility** needs of the residents of the proposed development. The plan shall be designed to minimize the likelihood that public safety will be endangered by the extensive use of internal roads and parking areas for recreation.
2. In all zoning districts except the Central Business (CB) and Lebanon Downtown (LD) Districts, site plans for multi-family dwelling developments resulting in a net increase of **TBD** dwelling units or more shall provide open space as required by and in accordance with Section 12.2 ("Open Space and Recreation Area") of the Subdivision Regulations.

[...]

Section 6.7– Lighting

A1. Purpose

The purpose of this section is to guide property owners and applicants in appropriately lighting their non-residential and multi-family development proposals.

New lighting technologies have produced lights that are extremely powerful and thus need to be installed sensibly so that they do not create problems of excessive glare, light trespass, skyglow, and higher energy use. Outdoor lighting along roadways, walkways, parking lots, and other public areas shall be designed and located with consideration to fixture and lamp type, mounting height, spacing, and distribution of light in order to: assure adequate illumination for the safety and security of drivers, pedestrians, bicyclists, and other passersby; avoid adverse impacts to adjacent properties and on wildlife habitat; assure that light pollution does not limit the ability of citizens to enjoy the nighttime sky; and minimize the unnecessary use of electricity.

~~Outdoor lighting shall be located, mounted, aimed, and shielded in such a way that adjacent uses are suitably protected from light trespass. Such lighting shall not interfere with traffic on nearby highways. The standards and guidelines contained in the most current edition of the Illuminating Engineering Society of North America (IESNA) Lighting Handbook shall be utilized to determine the appropriateness of exterior lighting levels and conformity with these Regulations.~~

B2. General Requirements

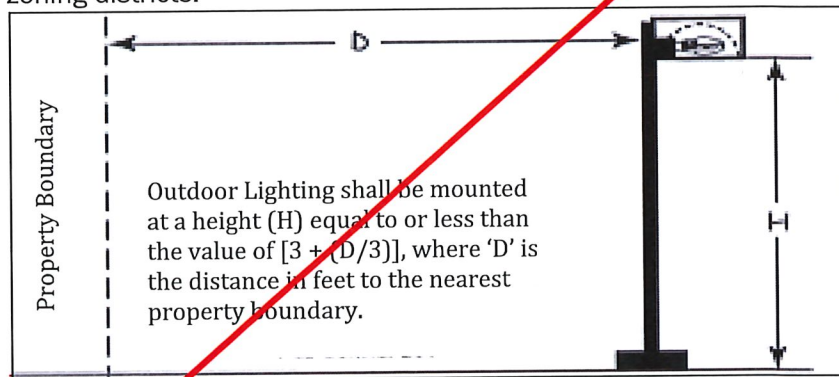
Proposed lighting installations may be approved only if the Board finds that they are designed to prevent light trespass onto adjacent properties or streets, minimize light directed skyward, and do not result in excessive lighting levels.

Outdoor lighting shall be located, mounted, aimed, and shielded in such a way that adjacent uses are suitably protected from light trespass. Such lighting shall not interfere with traffic on nearby highways. The standards and guidelines contained in the most current edition of the *Illuminating Engineering Society of North America (IESNA) Lighting Handbook* shall be utilized to determine the appropriateness of exterior lighting levels and conformity with these Regulations.

All light fixtures, including fixtures mounted inside buildings or structures, shall be located, mounted, aimed, and shielded so as to minimize glare perceptible to drivers, pedestrians, bicyclists, and other passersby within adjacent streets or rights-of-way. In addition to these general standards, the following shall also apply:

[...]

- 5e. ~~The mounting height of all light fixtures shall be equal to or less than the value of $(3+D/3)$, where 'D' is the distance in feet to the nearest property boundary.~~ The maximum mounting height of the light fixture shall not exceed fifteen (15) feet in residential zoning districts or twenty (20) feet in commercial, institutional, or mixed zoning districts.



~~(2003) Image from Fairfax County, VA Outdoor Lighting Standards~~

6. Lighting installations used to illuminate areas such as streets, walkways, or parking lots shall utilize energy-efficient lighting such as LED (light-emitting diodes), low-pressure sodium, high-pressure sodium, metal halide lamps, or equivalent technology in terms of luminaire efficacy as measured in lumens/watt. Mercury vapor lamps shall not be used due to their inefficiency, high operating costs, and toxic mercury content.

Technological advances in outdoor lighting may allow for options not otherwise considered in these Regulations. The use of new technologies, especially those that have energy-saving properties,

is encouraged. Applications that use new technologies and follow the purpose and intent of these Regulations will be considered and evaluated for approval.

7. Floodlights or spotlights shall be mounted above the object or area targeted for lighting and shall be shielded and aimed no higher than 45 degrees above straight down (half-way between straight down and the horizontal plane).
8. Uplighting is prohibited, except as allowed for the Lighting of Building Façades and Landscaping, as set forth in Paragraph 5 below.
9. In order to minimize the risk of disability glare, harm to human and ecological health, and to promote visual access to dark skies, all outdoor lighting shall have a Color Correlated Temperature (CCT) of 3000 Kelvin (K) or less (warmer light), unless a compelling need for a higher CCT (cooler light) can be demonstrated based on supporting evidence. Luminaires may prove qualification by being listed as Dark Sky Friendly by the International Dark Sky Association.

[...]

~~G. — Multifamily Recreational Facilities~~

~~Site plans for multifamily structures shall make adequate provision for the on-site recreational needs of the residents of the proposed development. The plan shall be designed to minimize the likelihood that public safety will be endangered by the extensive use of internal roads and parking areas for recreation.~~

[...]

Section 6.9 – Premature and Scattered Development

A. GENERAL

The Planning Board may disapprove a site plan application if it determines by majority vote that such application proposes development that is scattered or premature, so as to involve danger or injury to health, safety, or prosperity of the community by reason of the lack of water supply, drainage, transportation, schools, fire department, or other public services or which necessitates an excessive expenditure of public funds for the supply of such services.

For purposes of this section, a development shall be considered scattered or premature if it will cause, or poses an undue risk of causing, a substantial or appreciable adverse impact upon any of the factors or parameters set forth in the General or Specific Purposes of Site Plan Review, as outlined in Sections 1.4 and 1.5 of these Regulations, or as set forth in Section 6.9.B if such information is required to be submitted per Section 5.1.G.4 or Section 5.2.D.

If a development is determined by the Planning Board to be scattered or premature, the applicant may show through both on and off-site improvements made at the expense of the applicant, that the development is not scattered or premature or, if so, is overcome by remedial actions of the applicant.

B. AREAS OF STUDY AND INFORMATION

The following areas shall be considered in such studies and such information provided to the Board to determine the effect of the proposed development. The Planning & Development Department may provide administrative guidelines to assist the developer in providing appropriate information.

1. Statement of impact of the proposed development on natural resources and environmental quality including, but not limited to, water quality, air quality, wetlands, soil erosion and agricultural soils and a statement of pollution control and environmental impact mitigation measures.
2. Capacity of the school system; effect on school bus transportation and distance of the proposed subdivision from the nearest elementary school.
3. Adequacy of streets and/or sidewalks in the general area of the development including major intersections providing access, and such other areas as requested by the Board.
4. Sufficiency, availability and capacity of utility services to provide water, fire protection, and sewer, and further, the impact of the development on the municipal solid waste disposal facilities.
5. (If applicable) The impact of on-site subsurface sewage disposal systems as to adjacent wells, water supply systems, and any known aquifers so designated by the United States Geological Survey.
6. Any special fire, police and public safety problems due to location and/or special conditions relative to the type of use.
7. Impact of storm drainage from the development on abutting properties and potential storm drainage problems both on the site of the development and downstream from the development.
8. Fiscal impact statement analyzing the impact of the development on municipal, school and county revenues and expenditures, including estimated potential tax revenue and estimated number of school children.

[...]

SUBDIVISION REGULATIONS – DRAFT AMENDMENTS

SECTION 5 – DEFINITIONS

[...]

Major Subdivision. Any division of a lot, tract, or parcel of land either (a) into four (4) or more lots, plats, building sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development~~land which results in four (4) or more lots, plats, building sites, or other divisions of land, or (b) which requires involves the creation of new streets, or the extension of existing new streets, utilities, or public improvements.~~ (See also the definition of "Subdivision" below)

[...]

Minor Subdivision. Any division of a lot, tract, or parcel of land into no more than three (3) lots, plats, building sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development~~land which results in no more than three (3) lots, plats, building sites, or other divisions of land, each fronting on an existing Class IV or V highway, and not involving the creation of new streets or the extension of existing new streets~~~~the creation or extension of any new street or extension of municipal facilities nor the creation of any public improvements.~~ (See also the definition of "Subdivision" below)

[...]

Subdivision. The definition of this term shall be as provided in RSA 672:14, as set forth below:

- A. "Subdivision" means the division of the lot, tract, or parcel of land into two (2) or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.

[...]

SECTION 6 – JURISDICTION

6.1 General~~Subdivision.~~

These Regulations shall apply to ~~the subdivisions~~s of land within the boundaries of the City of Lebanon. The definition of a subdivision shall be as provided in RSA 672:14,~~and is intended to give the Planning Board the most comprehensive jurisdiction as permitted under state law.~~

The Board also has jurisdiction over Minor Lot Line Adjustments and Boundary Line Agreements.

6.2 **Exceptions**

- A. Subdivision review shall not be required for ~~building~~ developments consisting of more than one (1) building erected on a lot in single ownership ~~in a commercial, industrial, institutional, or mixed-use zoning district~~ including, but not limited to, residential developments involving rental units under single ownership (e.g. an apartment complex), a shopping mall, or industrial park.

6.3 **Condominium Conversion.**

When land and existing buildings under single ownership are proposed to be converted into a condominium form of ownership, and where no physical changes to the property are proposed, subdivision approval shall only be required if the Planning Director determines that be required, but the Planning Board's involvement shall be limited to such review as it deems necessary to ensure that the underlying existing use of the property will ~~not~~ be materially altered by the conversion. If the ~~Board~~ Planning Director determines that, due to the specific facts of the case, the effect of the conversion will be to materially alter the nature or intensity of the use of the property, then full review under these Regulations shall be required. The landowner, any Board member, or any person aggrieved may, within 30 days of such determination, may appeal the Planning Director's determination to the Planning Board. The Board shall act on the appeal within a reasonable time. Such a determination shall be considered administrative, and no noticed public hearing shall be required for the Board to act on the appeal.

[...]

Agenda
Planning Board
February 22, 2021

Agenda Item #3A
Other Business

Purcell Properties, LLC (applicant),
Chiplin Enterprises, Inc. (owner), 14
& 28 Main Street (Tax Map 72, Lots
88 & 84), zoned CBD
PB2021-06-CON

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: Chipmunk Enterprises, Inc. TEL.#:

MAILING ADDRESS: 30 Main St, W. Lebanon, NH 03784

E-MAIL ADDRESS:

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Purcell Properties, LLC TEL.#: 603-448-1335

MAILING ADDRESS: 21 School St, Lebanon, NH 03760

E-MAIL ADDRESS: Kevin@Purcellprop.com

PROJECT LOCATION:

TAX MAP #: 72 LOT#: 84 & 88 PLOT #: ZONE: CBD

STREET ADDRESS OF PROJECT: 14 & 28 Main St.

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Converting existing two residential apartments and commercial space to six apartments and commercial space.

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: _____

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 _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY

OWNER: _____ DATE: _____

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: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
2/5/2021	72-84+	PB2021-	NA	NA	NA
	72-88	06-CON			

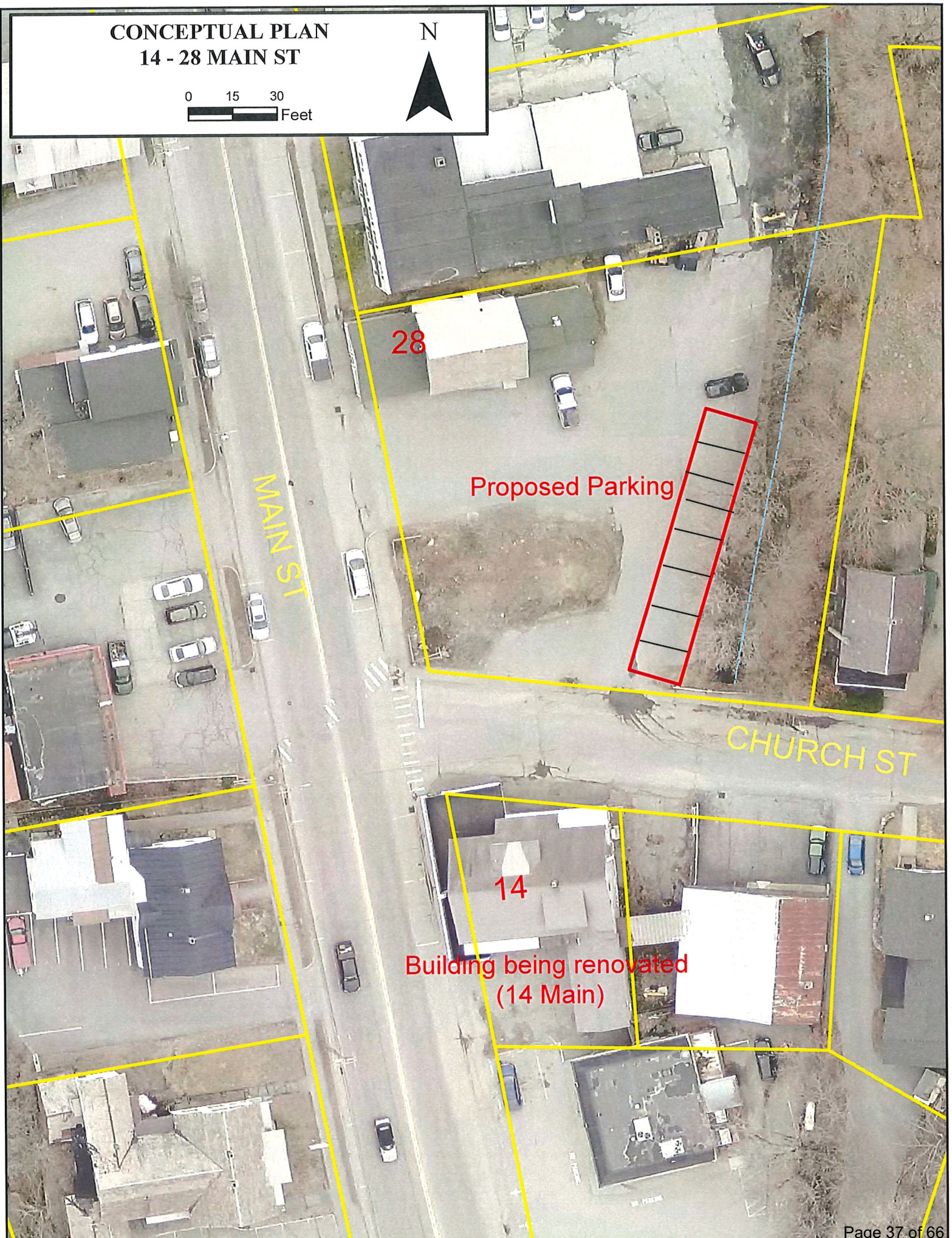
The sites we are developing, 14 & 28 Main Street, are currently being utilized as mixed use. We intend to improve 14 Main Street, taking it from two apartments and two floors of commercial space (4500 sq'+/-) to six apartments and 3000 sq' of commercial space. The commercial space will all be on the ground floor. Parking for the property will be on the adjacent lot, 28 Main Street. We will provide 10 spaces for the apartments and commercial space. We feel this is adequate given the street parking that is available on Main Street.

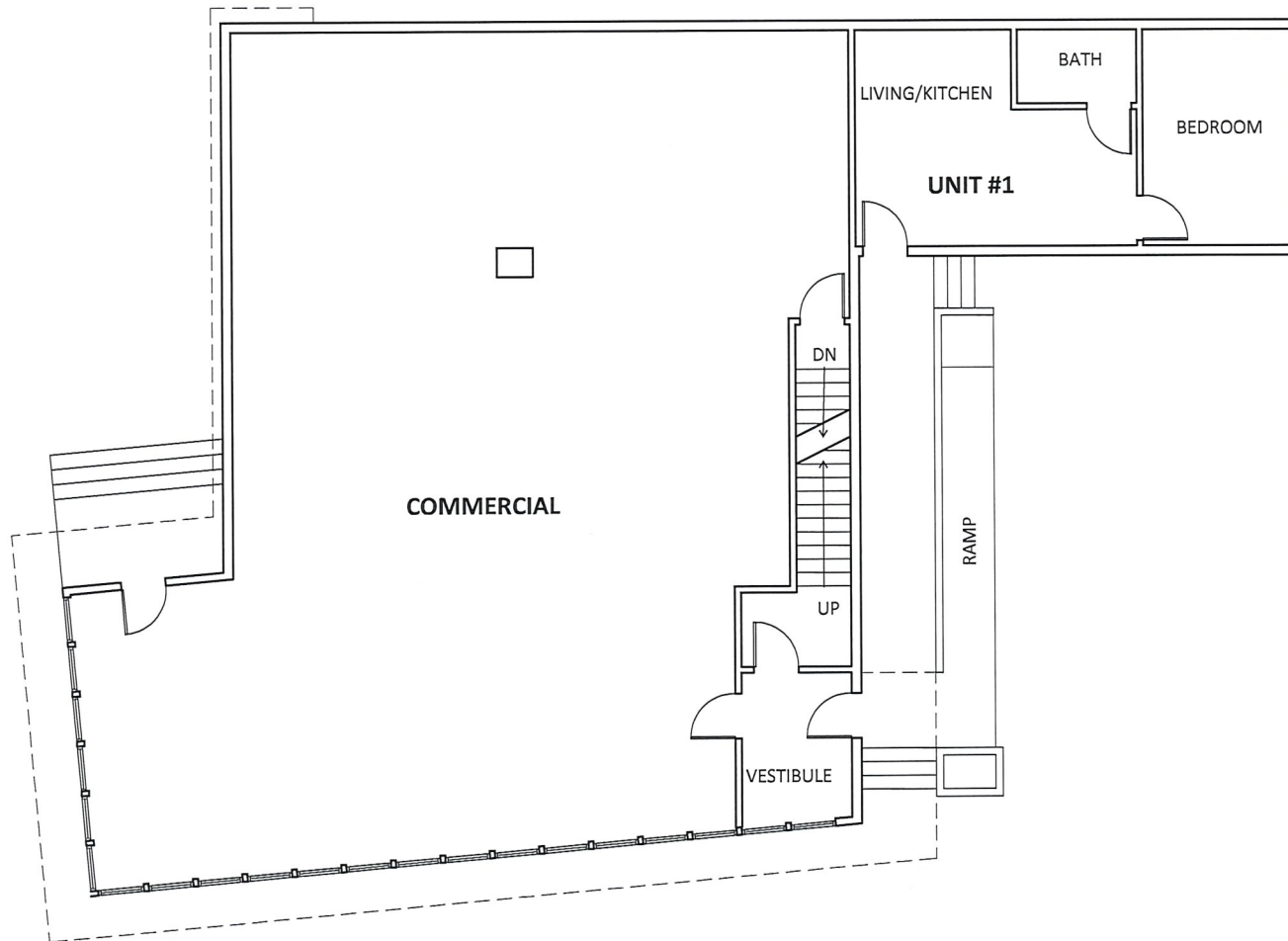
The project conforms with the master plan as it will be creating true workforce housing along with commercial use in the core West Lebanon Central Business District. This mixed-use concept is specifically mentioned in the West Lebanon Central Business District section of the Master Plan. See attached document.

CONCEPTUAL PLAN
14 - 28 MAIN ST

0 15 30
Feet

N

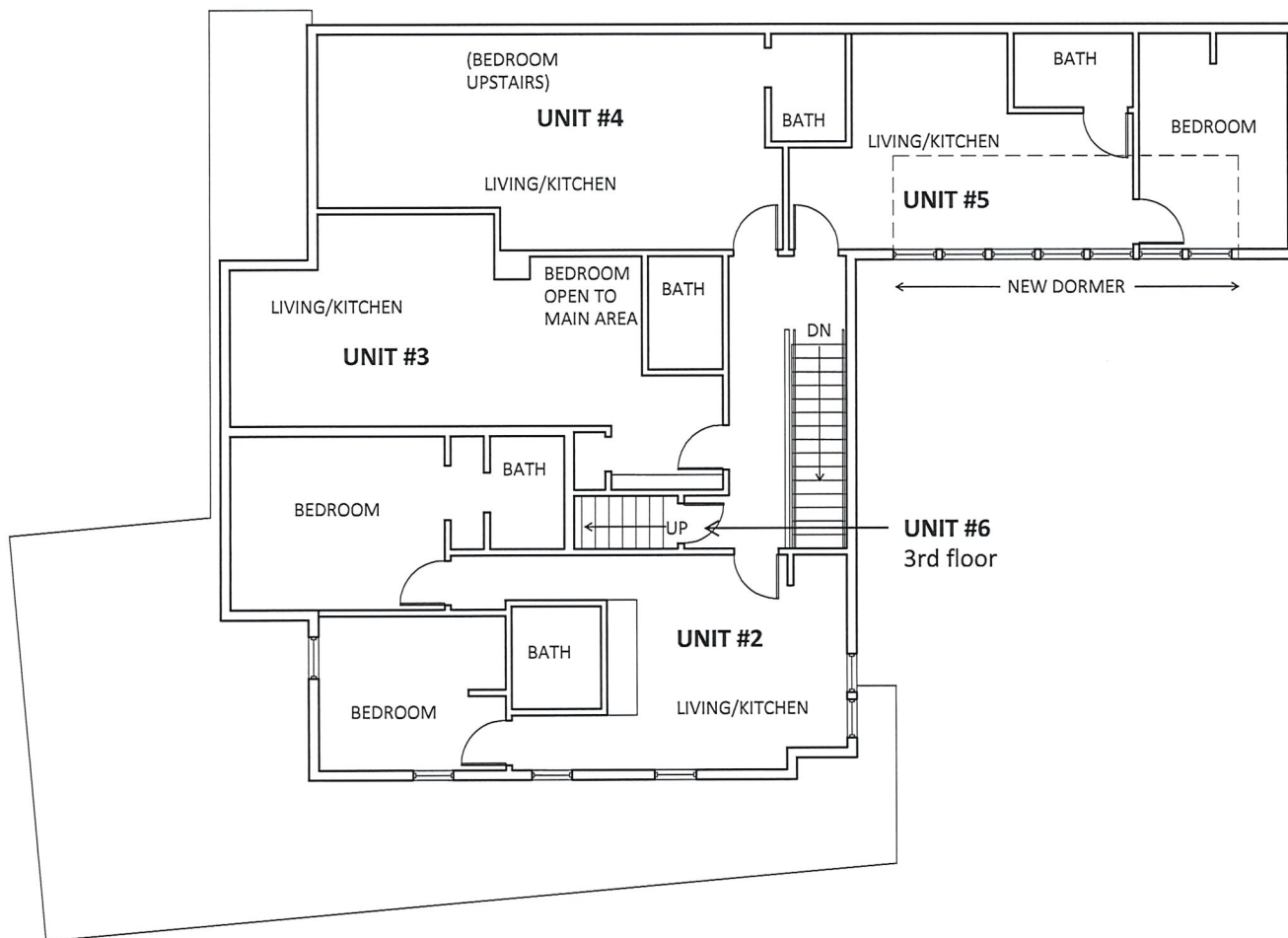




1st FLOOR PLAN - PROPOSED

SCALE: 1/8" = 1'-0" (11X17 FORMAT)

**14 MAIN STREET
WEST LEBANON, NH**



2ND FLOOR PLAN - PROPOSED

SCALE: 1/8" = 1'-0" (11X17 FORMAT)

**14 MAIN STREET
WEST LEBANON, NH**

West Lebanon Central Business District

4|A Vision & Purpose

Downtown West Lebanon shall be a vibrant village - a crossroads where residents and visitors work, meet, shop, and share in a good quality of life and a firm sense of community and belonging. The City of Lebanon seeks to promote and enhance downtown West Lebanon as a historic center offering a "small-town" atmosphere, serving the commercial, service and recreational needs of residents in surrounding neighborhoods, and providing opportunities for professional and similar businesses seeking the benefits of a downtown location.

4|B Issues & Priorities

4|B-1 Downtown Revitalization

The area that is now the West Lebanon Central Business District developed as a linear village along the Connecticut River with what is now Route 4 as its main street. The village's historic fabric has experienced considerable fraying during the past half century, but its role as a center for surrounding neighborhoods and key gateway location remain strong incentives for revitalization. There are ample opportunities to redevelop single-use sites within the district with higher-density, mixed-use projects. Such development, along with traffic calming, access management, streetscape and pedestrian improvements, and related amenities, would enhance the vitality and economic viability of the district. An active and coordinated group of stakeholders is needed to assist the City with planning and implementing revitalization efforts.

4|C Existing Conditions & Trends

4|C-1 General Description

Currently, the West Lebanon Central Business District covers approximately 50 acres along Main Street from Seminary Hill to just north of Bridge Street, and from the Connecticut River east to an approximate boundary midway between Main Street and Maple Street. The pattern of commercial development within this area is primarily linear, occurring along both sides of Main Street.

Within this area, there is a fair amount of diversity as to the businesses and related services for local residents, some of which are expanding. However, some central lots continue to be vacant or under-utilized despite the CBD's in-place infrastructure, available services, and familiarity among local and neighboring clientele, which provide a cost-effective environment for businesses to locate and grow.

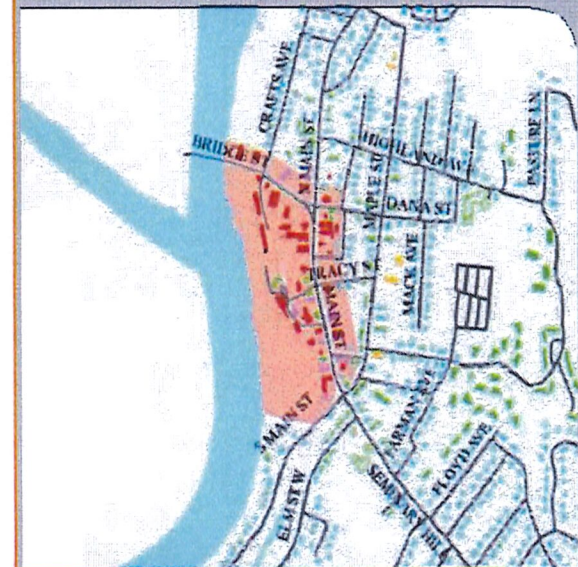
The City re-zoned the 38-acre area to the north of the existing CBD, located between the Connecticut River and North Main Street, in 2010 and the Planning Board subsequently approved a mixed-use project in that area to include life sciences Office and research space, service retail stores, single-family homes and rental housing.

key points | vision & purpose

- Enhance downtown West Lebanon's role as a vibrant village
- Preserve West Lebanon's historic and small-town character

key points | issues & priorities

- Promote revitalization of the West Lebanon CBD to improve the viability of its businesses and vitality of surrounding community



west lebanon CBD and surrounding neighborhoods

key points | existing conditions & trends

- West Lebanon CBD developed as a linear village, and has potential for redevelopment and infill at higher densities
- Historic, primarily single-family, residential neighborhoods extend outward from the CBD.
- The new Kilton library is a center for community activities and there are a number of recreation areas within walking distance of the CBD.
- West Lebanon's main street is a heavily traveled state highway and the CBD experiences traffic congestion at peak travel times.



kilton public library

4 | C-2

Surrounding Residential Neighborhoods

The residential areas adjacent to the West Lebanon CBD consist primarily of single-family homes, with a mix of two-family and multi-family buildings. Seminary Hill, Maple Street, North Main Street, Crafts Avenue, and South Main Street are all within walking distance of the downtown area. The Maple Street and Crafts Avenue residential areas have been considered for Historic District designation, which would preserve the area's historic characteristics and design elements. A historic resources inventory of a part of the West Lebanon Village area was completed in 1997 and should serve as a basis for ongoing historic preservation in the area.

4 | C-3

Cultural and Recreation Resources

The new Kilton Library located on Main Street has the opportunity to serve as a community center, helping to promote the revitalization of the West Lebanon.

Recreation areas near downtown West Lebanon include Civic Memorial Field behind Seminary Hill School, walking trails behind "The Falls" development on Route 10, and the Little League Park at Smith Field on Maple Street. Playgrounds at Mt. Lebanon and Seminary Hill schools also serve as recreation areas.

4 | C-4

Traffic

The traffic on Main Street, averaging 15,000 vehicles per day, is likely to be detrimental to some downtown businesses as the congestion can discourage and inhibit customers, but may be beneficial to others, as it relates to the number of travelers exposed to this area.

The peak commuting times and Saturdays are most problematic. Congestion is particularly a problem at the intersections of Seminary Hill Road/Route 12A/Maple Street and Main Street/Bridge Street/Dana Street. This congestion increases the conflict between vehicles parking in the West Lebanon CBD and those traveling through to Route 12A or Route 4 towards Lebanon. Extensive curb cuts along the roadway add to the problem.

4 | D

Future Challenges & Opportunities

4 | D-1

Downtown Revitalization

The revitalization of the West Lebanon Central Business District can flourish if there is a concerted effort among City officials, business owners, and residents to address community needs, traffic and parking concerns, and the preservation of historic assets, economic vitality, and small-town character. Continued rehabilitation, reuse of older buildings, and plans for new construction will improve the area for business uses. Additionally, the reopening of the Claremont-Concord Rail Line for freight service may open new economic opportunities in this area.

The focus should be on infill and redevelopment rather than developing new properties which would compete with existing commercially-zoned properties. Making better use of existing retail space in the City's downtown areas was an issue repeatedly emphasized at the January 2009 Master Plan Forum. A comprehensive inventory

of both vacant and under-utilized downtown buildings and sites would be a good first step in an overall strategy to increase infill and redevelopment.

Any new developments within the West Lebanon CBD should be compatible with existing uses and be attractive and complementary to the community's history. In general, mixed use should be encouraged, such as combining commercial storefronts with upper-story residential units. This will help maintain and expand housing opportunities in the downtown.

The current mix of businesses in the district could provide a more consistent identity or unified vision for the downtown. In order for the CBD to remain a viable downtown center, serving the needs of residents and attracting regular customers, a coordinated plan will be needed that assesses its economic viability and business market potential, preserves its historic features and appearance, and takes into account the many needs of local residents.

As there is a critical mass of residents of all ages who live within and just outside of the West Lebanon CBD, community-oriented services and shopping (such as civic services, grocery, restaurants, pharmacy, day care, or a farmers' market) should be encouraged to stay in or move to the West Lebanon CBD to meet the needs of the people who work and live in or near the downtown. School-aged children should specifically be included among those to be served by community facilities and commercial establishments. The proximity and concentration of different services to surrounding residential neighborhoods and public transit allow more tasks and activities to be accomplished with significantly less vehicular traffic generated. Providing additional recreation, park, or enhanced community center functions is essential to the vitality of this area, completing the symbiotic relationship between the existing businesses in the core, and the nearby residents.

The 1989 West Lebanon Downtown Study, prepared by the Upper Valley Lake Sunapee Council (now Regional Planning Commission) for the West Lebanon Downtown Study Committee may provide a good foundation for a plan for the West Lebanon CBD. The desired revitalization work cannot be done without a coordinated planning effort, involving businesses, the City, and residents, as well as the help of organizations and agencies. The New Hampshire Main Street Program, which is part of the National Trust for Historic Preservation, is one resource available to communities who are willing to make a commitment to downtown revitalization.

4 | D-2 Civic Oversight

The West Lebanon Civic Association was recently created to work with the City, the Chamber of Commerce, local businesses and other interested parties to develop a comprehensive plan for the West Lebanon CBD that addresses market potential, design, traffic, parking, and a host of other issues, as described within this chapter. The civic association could also develop a strategy for recruiting the types of businesses that would complement the existing mix, build on the area's assets, and provide the services residents want and need.

4 | D-3 Relationship with the Route 12A Commercial District

One key element to retaining the village identity and character of the West Lebanon CBD is to maintain the current transition area between the West Lebanon CBD and the Route 12A Commercial District. The current mix of residential and professional uses on South Main Street serve as an effective buffer and should be maintained

key points | future challenges & opportunities

- Downtown revitalization efforts should focus on redevelopment and infill at higher densities, and on maintaining stable businesses that provide neighborhood residents with basic goods and services.
- The recently created West Lebanon Civic Association should work with the City, the Chamber of Commerce, local businesses and other interested parties, is needed to develop a comprehensive plan for the West Lebanon CBD.
- To retain the village identity and character of the West Lebanon CBD, the current transition area between the West Lebanon CBD and the Route 12A Commercial District must be maintained.
- Given the proximity of the West Lebanon CBD and White River Junction to each other and to the river, both communities might benefit from coordinated planning and development strategies.
- There are opportunities to reestablish an attractive and functional streetscape in the West Lebanon CBD, which could be an important economic development tool.
- The Westboro Rail Yard property is perhaps the West Lebanon CBD's single greatest obstacle and its greatest opportunity, and its future redevelopment will have a major impact on the village.
- West Lebanon CBD needs a variety of improvements to its transportation infrastructure including: better traffic flow and circulation, increased access management, safe routes for pedestrian and bicyclists, additional parking, better public transit facilities to meet growing demand, and accommodations for renewed rail service.
- The preservation and re-use of historic structures within the CBD could be an integral piece of a downtown revitalization plan, and would strengthen community pride and identity.
- Areas adjacent to the West Lebanon CBD provide much needed workforce housing, and encouraging additional workforce housing opportunities in this area would benefit the village.

without introducing more commercial uses. Restricting commercial uses will also protect the potential aquifer site located in this area, which the City may need as a back-up water supply source (see 2001 Wright/Pierce Study). Maintaining a compact West Lebanon CBD with well-established boundaries, and a village scale and pattern of development, will help maintain its character and ensure a continued sense of community for West Lebanon residents and business owners.

4 | D-4 Relationship with White River Junction

The 1989 West Lebanon Downtown Study recommended that certain components of a downtown revitalization study might be more successful if they were addressed cooperatively between the White River Junction, Vermont and West Lebanon business districts. This observation remains true today, and perhaps even more relevant as White River Junction is planning for significant redevelopment of the under-utilized properties along Route 4 just across the river from the West Lebanon CBD. Given the proximity of both historic villages to each other and to the river, both communities might benefit from coordinated planning and development strategies, and be better positioned to successfully compete with other commercial areas. The 1989 study listed several examples of potential cooperation, including:

- Route 4/Bridge Street improvements
- Joint advertising and branding, such as “The River Towns”
- Creating a Railroad Bridge walkway

The 2007 study, *Pedestrian / Bicycle Trail Linking Lebanon and Hartford via the Railroad Bridge over the Connecticut River*, assessed the feasibility of a rails-with-trails connection between the two communities and concluded that a multi-use trail over the existing railroad bridge appeared feasible provided sufficient funding is available.

4 | D-5 Architecture, Landscape & Urban Design

Another component of a downtown revitalization plan addresses design improvements. There are opportunities to reestablish an attractive and functional streetscape in the West Lebanon CBD. Providing physical continuity along the street, signs and building facades in character with the village’s history, as well as appropriate landscaping can all improve the downtown streetscape. Design should not be overlooked as an important economic development tool. The City of Lebanon Heritage Commission could assist both the City and private enterprise to plan and evaluate new development for design that is compatible with the character of the City.

4 | D-6 Westboro Rail Yard

The Westboro Rail Yard property is perhaps the West Lebanon CBD’s single greatest obstacle and its greatest opportunity. The property, by itself, constitutes about 40 percent of the land in the district, so its future redevelopment will have a major impact on the village. In addition to its economic and transportation opportunities, the property contains river frontage, including an opportunity to complete a proposed Brownfield-to-Greenfield project on the north end of this property where the City of Lebanon has purchased three acres of property, for a community “green space” and river “car-top” boat launch.

Many of the existing buildings in the Westboro Yard are deteriorating, unsightly, and potentially unsafe. Although they are a physical reminder of West Lebanon's railroad heritage, residents and property owners have expressed the opinion that those buildings which cannot be restored for historic value should perhaps be condemned and demolished to prevent potential hazards and to improve the overall appearance of the downtown area.

The state leases the Westboro Yard to a private freight operator and the New Hampshire Department of Transportation has indicated its intention to maintain the rail uses on the property for the foreseeable future. However, continued active rail use and limited public access to the property and adjoining riverfront conflict with some of the stated goals of the community.

Many ideas for using the property have been expressed by the public, including commercial, residential, and/or recreational development. The idea for a riverfront park in West Lebanon and the residents' overall desire for more green space and parks have been discussed for many years. Also, there is still a potential to link with the riverfront and the railroad museum in White River Junction, Vermont for a bi-state park. All of these ideas should continue to be explored by the City Council's Westboro Yard committee in cooperation with residents, business owners, the state, and the railroad operator.

4 | D-7

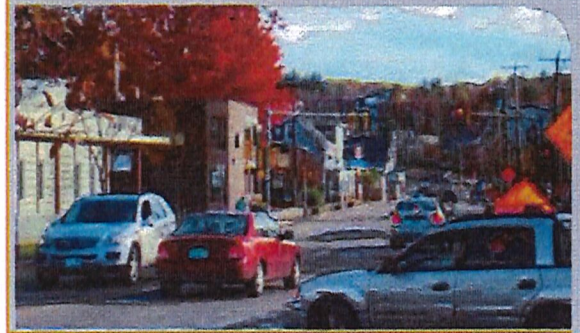
Transportation Coordination

Traffic Management. If the City decides to continue building out Route 12A, the traffic impacts to West Lebanon CBD will need to be addressed in a comprehensive manner.

Any reactivation of uses of the Westboro Yard as described previously, could contribute to additional traffic. The railroad operator estimated that their plan to restore freight use would bring 3,600 trucks to the Westboro Yard per year, or about 10 per day. Opportunities to divert heavy truck traffic from Main Street should be evaluated to help minimize its negative impact on the roadways and the pedestrian experience. Even the creation of a riverfront park would generate increased traffic. A thorough study should be conducted on potential impacts to traffic of any future redevelopment of the Westboro Yard.

The City and state are in the process of designing a new bridge to replace the current one over the rail tracks near the intersection of Routes 4 and 12A. This is a complex and important intersection, both logistically and aesthetically, especially if the new design is to include access into the southern end of the Westboro Rail Yard. The state is also designing a new bridge over the Connecticut River to White River Junction, Vermont to replace the current bridge, which has been found to be structurally deficient. Care should be taken to ensure that these new bridges are an asset to the West Lebanon CBD, rather than just efficient arteries for through traffic.

Traffic flow must be accommodated and improved while drivers are encouraged to stop and do business, rather than just travel through the village to other commercial areas. Limiting new curb cuts and providing a centralized parking lot or parking garage downtown would limit the number of vehicles turning and entering in a number of locations along the street, and would likely decrease congestion. Synchronized traffic lights or solutions that do not require stoplights, such as a "roundabout" (a smaller and safer version of a rotary), might help relieve congestion.



main street, west lebanon



west lebanon transit stop

Public Transit. Use of public transit should be encouraged since multiple bus routes in the Advance Transit network meet at the Kilton Library site. Also, in response to very strong ridership, Advance Transit has begun a second bus on the “Red Route”, which provides more frequent bus service between the Route 12A plazas and downtown West Lebanon. Developing and improving amenities for public transit use, such as shelters, benches, trash barrels and access to public rest rooms, often encourages increased usage. These amenities can be developed when planning public facilities and roadway modifications. All of these alternatives should be explored in greater depth, perhaps as part of an overall downtown revitalization plan.

Pedestrians and Bicyclists. There are many fairly low-cost and measurable improvements that can be implemented to enhance both community character and business in the West Lebanon CBD. Still greatly needed in the West Lebanon CBD are pedestrian amenities, such as benches, sidewalks, landscaping, and bike paths for connection to adjacent neighborhoods. Pedestrian and bicycle circulation can be improved by creating a network of connecting pathways in and around the West Lebanon CBD, as well as connections to the surrounding residential neighborhoods, schools, and recreational areas. This is an issue that was repeatedly raised by members of the public during the master planning process. Developing a citywide system of pedestrian paths, bikeways and bike lanes, as well as bike racks, will encourage residents and employees living and working in or near the West Lebanon CBD to walk or bike more frequently, lessening the extent and impact of vehicular traffic, creating recreational opportunities, and bringing in more pedestrian business to the downtown.

The extension of the Northern Rail Trail/Mascoma River Greenway from the Lebanon CBD to the West Lebanon CBD (and on to the 12A commercial area and to White River Junction) would be extremely beneficial to provide linkages for pedestrians and bicyclists. Improved pedestrian and bicycle access from Lebanon to West Lebanon and White River Junction is an issue often raised at public meetings.

The Upper Valley Trails Alliance has created the Upper Valley Loop Trail, a continuous and safe bicycle route connecting Lebanon, Hanover, Norwich, and Hartford. The Westboro Rail Yard Bridge is one potential option for pedestrian and bicycle crossings to connect this trail. In addition, the new Route 4 bridge over the Connecticut River being designed by the state is expected to have improved bike lanes and a sidewalk which will improve the Loop Trail concept.

Curb extensions at crosswalk locations, raised and/or textured crosswalks, or segregated sidewalks with landscape buffers are all potential measures to improve pedestrian safety and provide a more pleasant experience for the pedestrian. In addition, crossing guards should be considered for the crosswalks near the Kilton Library site as a significant afternoon destination for school-aged children. The sidewalk network should be well maintained and interconnected, and provide benches, landscaping and shade trees, and attractive, non-obtrusive lighting. Although some of these measures can be implemented in the short-term, they should all be part of an overall revitalization plan, as described earlier in this chapter.

4 | D-8

Historic Resources

The Lebanon Historical Society also has a keen interest in the preservation of the Roundhouse, Sand House, and Bunk House in Westboro Rail Yard, if possible. The preservation of these structures would provide opportunities for heritage tourism. Additionally, the Heritage Commission will evaluate the possibility of creating a new historic district in West Lebanon’s Maple Street/Crafts Avenue residential area, which would recognize

and preserve the historic nature of these neighborhoods. The preservation and usage of all of these historic features could be an integral piece of a downtown revitalization plan, and support existing community pride and identity.

4 | D-9

Housing

Areas adjacent to the West Lebanon CBD provide much needed workforce housing. Residents of these areas contribute significantly to the financial well-being of businesses within the West Lebanon CBD, provide a continuing employee base for area businesses, and create a diverse and lively community. Appropriate housing that should be encouraged in or adjacent to the West Lebanon CBD including multi-family housing, upper-story apartments above retail or Office storefronts, and accessory apartments. Co-locating compatible professional, residential, and commercial uses encourages people to live where they work, fostering a vibrant downtown and healthy local economy. Encouraging additional workforce housing opportunities in this area would benefit this area as well as the overall community of Lebanon.

OUTCOME 1 Promote revitalization of the West Lebanon CBD to improve the viability of its businesses and vitality of surrounding community.

STRATEGIES

- 1 Support interested residents, business, and property owners to develop a vision and strategy for downtown revitalization.
- 2 Work to maintain or draw in governmental offices and social service agencies in the CBD as well as other community-oriented services and shops, such as groceries, cafes, and pharmacies.
- 3 Invest in the downtown by constructing and upgrading the infrastructure, such as including centrally located public parking, sidewalks, decorative street lighting, benches, public transit shelters, and parks, street trees, and other streetscape amenities.
- 4 Plan and develop, over time, a citywide system of pedestrian paths, bikeways, and bike lanes that connect neighborhoods, recreational areas, and the West Lebanon CBD.
- 5 Maintain and promote the mixed use of buildings within the CBD to maximize use of space and provide a diversity of housing opportunities.
- 6 Plan for the continued use of the former West Lebanon library building.
- 7 Encourage the Heritage Commission to explore the creation of an Historic District in West Lebanon, with Maple Street and Crafts Avenue as its core.
- 8 Encourage the Heritage Commission and Lebanon Historical Society partnership to preserve West Lebanon's many historic structures, including those that were identified in the West Lebanon Historic Resources Survey.
- 9 Consider joining forces with downtown White River Junction to jointly promote the two downtowns, to more successfully compete with larger commercial areas.
- 10 Restore riparian attributes and preserve aquifers.
- 11 Reorient downtown toward the river.
- 12 Promote the redevelopment of the Westboro Rail Yard.
- 13 Work to acquire all or part of the Westboro Rail Yard property from the State of New Hampshire for redevelopment.
- 14 Implement plans for recreation facilities including boating access as described in the 1989 West Lebanon Downtown Study and the 1998 Recreational Facilities Master Plan.
- 15 Continue negotiations with the state, Claremont-Concord, civic leaders, residents, and business owners to create a riverfront park, including boating access, while ensuring that the park is developed in an environmentally sensitive manner.
- 16 Promote a sense of community in the West Lebanon CBD by providing improved recreational facilities and gathering places.

ACTIONS

- 1 Develop a site area implementation plan, including urban design components, as a starting point for revitalizing the West Lebanon CBD.
- 2 Develop a marketing survey or similar tool, as part of an overall revitalization plan, to examine the area's existing strengths and determine the kinds of businesses, restaurants, and services that residents and visitors want and need.
- 3 Develop design guidelines for the downtown area such as appropriate signage, building front facades, and landscaping to ensure compatibility with the vision for the downtown. Provide these design guidelines to landowners and encourage their implementation.
- 4 Investigate placing overhead utilities underground to improve the area's aesthetic appearance.
- 5 Investigate the New Hampshire Main Street Program to help revitalize downtown West Lebanon.
- 6 Investigate the potential of a business development tax credit program to encourage development and redevelopment within the West Lebanon CBD.
- 7 Begin redevelopment of the Westboro Rail Yard by focusing on clean-up efforts including demolition of unsafe structures that cannot be restored for historic value and removal of contamination and other hazardous materials on the site.
- 8 Identify properties in the West Lebanon CBD for a centrally located park and/or community center facility, as well as pocket parks. Coordinate any land banking with the most recent recreation master plan and NRI report.
- 9 Increase the police presence in West Lebanon, possibly including bicycle or foot patrols, to provide a greater sense of safety and security for businesses and patrons.
- 10 Develop a plan for a safe, convenient, and attractive network of pedestrian paths, bikeways, and bike lanes, including connections to parks and transit stops, as well as bikeracks.
- 11 Improve crosswalks, by considering curb extensions and raised, textured or colored crosswalks.
- 12 Provide benches, landscaping, and shade trees, and attractive, non-obtrusive lighting.
- 13 Develop a plan for traffic improvements in the West Lebanon CBD.
- 14 Study potential impacts on traffic that may result from redevelopment/reuse of the Westboro Rail Yard.
- 15 Develop and improve accessibility to and amenities for mass transit use, such as shelters, benches, and access to public rest rooms. These amenities can be developed when planning public facilities and roadway modifications.

OUTCOME 1 Promote revitalization of the West Lebanon CBD to improve the viability of its businesses and vitality of surrounding community.

STRATEGIES

- 17 Promote linkages within the West Lebanon CBD as well as to other recreational areas and the Lebanon CBD, for pedestrian and bicycle activity, including both planning and subsequent development of an interconnected system of pedestrian and bicycle ways.
- 18 Provide a safer and more pleasant environment for pedestrians in the West Lebanon CBD.
- 19 Consider separating sidewalks from the roadway with landscape buffers, and ensure that the sidewalk network and streetscape improvements are well maintained and interconnected.
- 20 Work to re-route or otherwise limit the amount of heavy truck traffic passing through the CBD.
- 21 Limit new curb cuts along South Main Street.
- 22 Provide sufficient centrally located public parking areas downtown.
- 23 Consider improving traffic lights at the problematic intersections, including Seminary Hill/South Main St and Main St/Bridge St, and also consider roundabouts or other solutions, where appropriate.
- 24 Ensure that the new bridges on South Main Street and Bridge Street are well-designed and become assets to the West Lebanon CBD area.
- 25 Maintain a diversity of housing types in or adjacent to the CBD, including multi-family housing, upper-story apartments above retail storefronts, and accessory apartments, to provide needed housing and to foster a vibrant downtown with a healthy economy.
- 26 Provide higher density housing while protecting the historical character and scale of the CBD.
- 27 Encourage and work with the Lebanon Housing Authority and other organizations working on housing issues to concentrate new housing for all ages, income categories, and physical abilities within or close to the West Lebanon CBD.
- 28 Provide good sidewalks and separate bike/pedestrian paths to encourage safe use of these alternatives to driving from nearby neighborhoods to the WLCBD.
- 29 Explore incentives for creating housing opportunities on upper level floors of CBD businesses.
- 30 Encourage accessory apartments and multiple-family dwellings in areas around the CBD.
- 31 Consider allowing taller mixed-use buildings within the CBD to offset the costs of code requirements while maintaining compatibility with existing residential uses.

ACTIONS

- Develop a plan for bikeways/pedestrian paths connecting neighborhoods to the CBD core. 16
- Develop additional public parking in West Lebanon. 17

Agenda
Planning Board
February 22, 2021

Agenda Item #5A
Approval of Minutes

January 11, 2021

DRAFT

LEBANON PLANNING BOARD
Regular Meeting
Monday, January 11, 2021, 6:30 PM
Remote Via Microsoft Teams
LebanonNH.gov/Live

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Jim Winny (Council Representative), Gregorio Amaro, Kim Chewning, Joan Monroe, Kathie Romano, Jeremy Rutter, and Laurel Stavis

MEMBERS ABSENT: None

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Brian Vincent (City Engineer)

1. Call to Order Chair Garland called the meeting to order at 6:30 PM.

A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams. All members identified themselves.

Chair Garland conducted a roll call of members present as reported above.

2. Notice of Regional Impact

Brady Sullivan Prospect Hills, LLC, 0 Prospect Street (Tax Map 108, Lot 2), zoned R-3:

Pursuant to Section 14.1.B.1.c of the Subdivision Regulations, a request for an extension of time to achieve active and substantial development of Phase II of a project identified as Prospect Hills, a 171 unit Planned Unit Residential Development located off Moulton Drive and Prospect Street, Tax Map 108 Lot 2 (phase 2) and Lot 14 (phase 1). PB2021-02-EXT

ICV-NH, LLC, 67 Etna Road (Tax Map 26, Lot 2), zoned IND-L: Request for modifications to the required open space for the Industrial PUD approved in 2016 (PB2016-04-SPR), and to the subdivision plat required to be recorded for the 75-unit multi-family condominium conversion approved in 2018 (PB2018-30-FMAJ). PB2021-03-FMAJSPA

Staff recommended that neither application has the potential for regional impact.

*A MOTION by Laurel Stavis that the above applications do not have the potential for regional impact.
Seconded by Jeremy Rutter*

Roll Call Vote:

Voting in Favor – Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano

Voting Against - None

**The MOTION was approved (9-0).*

1
2 **3. Public Hearing Items**
3

- 4 **A. Jolin Salazar-Kish, 8-10 & 14 Bank Street (Tax Map 92, Lots 125 & 124), zoned**
5 **LD:** Request for Site Plan Review of a proposed 47-unit multi-family residential
6 development to consist of one existing building and two new buildings on two lots to be
7 merged, together with associated site improvements. **PB2019-39-SPR** - Continued from
8 December 14, 2020
9

10 Kim Chewning recused herself.
11

12 Property Owner Jolin Salazar-Kish, Sue Reed, and Dan Nash of Advanced Geomatics attended on behalf
13 of the application.
14

15 Ms. Kish explained the updates to the plan.
16

17 Mr. Corwin reported on a request by the Fire Department and a subsequent additional condition of
18 approval.
19

20 Mr. Vincent explained the resolution of comments to date. The remaining comments would be resolved
21 before issuing a building permit. The parking space #56 issue is still under discussion. Additional
22 parking, grading, and walkway issues are also being resolved.
23

24 Mr. Corwin stated there are no parking requirements in the Lebanon Downtown District, and it is up to
25 the Board to determine adequate parking. The current proposal provides 2.2 parking spaces per unit, but
26 that must be approved by the Board. The spaces cannot be leased by anyone outside the property.
27

28 Chair Garland explained the order of business.
29

30 Ms. Salazar-Kish explained that parking space #56 would be designated motorcycle parking only, which
31 would eliminate the impact on the property entrance. The parking is calculated as one space per
32 bedroom; and parking is driving the design, as rental depends on access to parking.
33

34 Mr. Hall noted that parking was his concern, and motorcycle space is a good compromise.
35

36 Mr. Rutter inquired about rain gardens. Mr. Nash confirmed that there are no rain gardens on this version
37 of the plan.
38

39 Ms. Romano reiterated her opinion that parking spaces #56 and #48 should be removed. Spaces #36, 29,
40 and #37 should also be removed to provide room for snow storage in the winter and recreation space in
41 the summer months. Ms. Salazar-Kish stated that she is willing to cover the cost of snow removal in
42 order to maintain the planned parking spaces, which make the units rentable. Ms. Romano added that
43 leasing parking spaces is not allowed per zoning ordinance. In response to concern over the abutters'
44 fences, Ms. Salazar-Kish explained the three types of fencing required and confirmed responsibility for

1 maintenance of all fencing on the project property. Mr. Corwin explained the decision for replacement
 2 fencing is up to the applicant. Ms. Monroe suggested putting the fencing replacement in the conditions.
 3 She also expressed concern about space #56 due to fact that those backing out could interact with those
 4 leaving the green area and heading east on Bank Street. Ms. Monroe stated that removing spaces #26 and
 5 #39 would provide better area for snow storage. Ms. Salazar-Kish explained that most of the snow
 6 storage is planned to be at the other end of the parking lot. Snow would not be left in the walkway to the
 7 Library trash area. Ms. Romano suggested that most motorcycle owners want a more private parking
 8 location than #56 would provide and still recommended removing that space. The location would be
 9 convenient to public transit. Ms. Salazar-Kish reiterated that it is needed. Mr. Winny commented that he
 10 looks for a more protected space for his motorcycle and doesn't see space #56 as a problem.

11
 12 Chair Garland invited public comments.

13
 14 Frank Mastro and Maryann Mastro of 15 Green Street made comments. Mr. Mastro stated that space #56
 15 could be an issue when someone backs out. The plan for snow area does not look adequate. Spaces #26
 16 and #39 have very limited backout area, and piling snow will make it worse. Mrs. Mastro commented
 17 that parking should be more than adequate to keep units rented even with those spaces removed.

18
 19 Doreen Schweitzer of 16 Bank Street expressed concern that the most recent plan from Ms. Salazar-Kish
 20 suggests that the fence behind the barn should be 6' high, not 4'. She would like to see the fence beige or
 21 brown rather than white as it would be less obvious.

22
 23 Chair Garland opened the discussion of the waivers, suggesting that they be voted as a block.

24
 25 Mr. Corwin noted that some landscaping had been removed due to the fence at the back of the building
 26 and explained the waivers. Ms. Monroe expressed concern that trees were being removed and inquired if
 27 trees were being added elsewhere for proper shading. Ms. Salazar-Kish stated that they did adjust the tree
 28 allocation to meet the shading requirement.

29 *A MOTION by Matthew Hall that the Lebanon Planning Board **APPROVE** waivers for the application*
 30 *of JOLIN SALAZAR-KISH, #PB2019-39-SPR, from the following section of the Site Plan Review*
 31 *Regulations:*

- 32 • **Partial Waiver of Section 6.2.B.4** – requiring that trees to be planted no closer than 8 ft. to any
 33 lot line
- 34
- 35 • **Waiver of Section 6.2.B.6** – requiring a 20 ft. wide opaque buffer between the proposed multi-
 36 family use and the abutting office use at 18 Bank Street
- 37
- 38 • **Partial Waiver of Section 6.2.D** – “Landscaping around buildings shall be provided to a minimum
 39 width of 10 feet and planted with trees, shrubs, and ground cover appropriate to the architecture
 40 in order to buffer parking areas, define entrances, provide foundation planting, and soften large
 41 expanses of walls or long roof lines.”
- 42
- 43 • **Partial Waiver of Section 6.2.E.1** – requiring parking areas to be visually screened with
 44 landscaping

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro

Voting Against - None

**The MOTION was approved (8-0). {recusal is not the same as abstaining, and should not be indicated in the vote total}*

Chair Garland invited Board comment on the conditions of approval.

Ms. Romano commented on the fences at the rear of property, which are owned by abutters but on the applicant's property and lack consistency. The fence behind #16 is very close to the building. Ms. Salazar-Kish explained that the fence is as it is because the owner put it that close to the building, adding that they can remove a section for painting. They plan to use 4' fencing to limit damage from snow, and the intention is to have two heights. Ms. Romano wondered about the ability of abutters to access the back of their house. Ms. Salazar-Kish confirmed the abutter would need permission to paint now given the building's location. Ms. Monroe suggested that allowing neighbors access is desirable.

Mr. Brooks inquired if snow would go beyond the fence. Ms. Salazar-Kish stated that it would.

Chair Garland invited public comment.

Mary Ann Mastro commented that the need for waivers is self-induced, and inquired why they would be granted by the Board. Chair Garland stated that the Board must consider that the plan meets the spirit of the waiver.

Chair Garland closed the Public Hearing.

Mr. Corwin noted that a few of the conditions have been rearranged except Condition #1.

A MOTION by Matthew Hall that the Lebanon Planning Board APPROVE the application of JOLIN SALAZAR-KISH for Site Plan Review of a proposed 26-unit multi-family residential development to consist of one existing building and one new building on two lots to be merged, together with associated site improvements at 8-10 & 14 BANK STREET (Tax Map 92, Lots 125 & 124), zoned CBD, PB2019-39-SPR, as shown on a plan set titled "Bank Street Apartments" prepared by Advanced Geomatics and Design, dated December 28, 2020 (originally dated November 12, 2019), PN: 19-001 (27 sheets), including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

Conditions to be Satisfied Prior to Application for a Building Permit

1. Prior to the start of any construction activities on the property for which construction inspection is required pursuant to this decision or any applicable ordinance or code, the applicant shall provide two (2) revised plans sets depicting the following revisions to the satisfaction of the Planning & Development Department, the City Engineer, and the Fire Department, as follows:

- a) The plans shall be updated to satisfactorily address comments #2-#5 of the City Engineer and the Department of Public Works as set forth in the staff memo prepared for the January 11, 2021 Planning Board meeting.
 - b) Any changes to the driveway width and curbing height as may be deemed necessary by the Fire Department to ensure safe and efficient fire truck access.
 - c) Update the landscaping plan to:
 - i. Add a note that an opaque fence with a minimum height of 4 ft. shall be maintained along the rear of the property.
 - ii. Remove all existing conditions that are proposed to change (e.g. existing building footprints and existing driveway edge) and provide an updated legend to identify all lines used (e.g. dashed lines identifying parking overhangs should be identified).
2. The applicant shall provide a digital copy of the revised plan set and any revised application materials depicting any changes made pursuant to Condition of Approval #1, to the satisfaction of the Planning & Development Department and the City Engineer. The digital copy of the plan set shall use a PDF-A format for archival purposes.
 3. Prior to the start of any construction activities on the property for which construction inspection is required pursuant to this decision or any applicable ordinance or code, the applicant shall schedule and hold a pre-building permit application meeting with the Planning Department, City Building Inspectors, City Engineer/Department of Public Works, and Fire Department, in order to help streamline the building permit review process.
 4. 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.
 5. All outstanding engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations.
 6. The applicant shall apply for a voluntary merger of 92-125 and 92-124 (10 and 14 Bank Street) with the Planning & Development Department. Upon approval by the City, the voluntary merger shall be recorded at the Grafton County Registry of Deeds.

Conditions to be Satisfied Prior to the Issuance of a Building Permit

7. The City shall retain the services of an independent third-party inspector, for which the applicant shall be responsible for all inspection fees related to the construction of sewer and water both on-site and work within the City's right-of-way (water, sewer, road, drainage), in accordance with Chapters 136 and 182 of the City Code and Section 8.2 of the Site Plan Review Regulations. The applicant shall provide funding for inspection services in a form and amount acceptable to the City. Prior to the start of any construction activities on the property for which construction inspection is required pursuant to this decision or any applicable ordinance or code, the applicant shall sign a Water & Sewer Extension and Inspection Agreement in accordance with Chapters 136 and 182 of the City Code.
8. 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 August 13, 2018. 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.

9. All water and sewer fees shall be paid as set forth in City Code Chapter 68.

10. Prior to the start of any construction activities on the property, the applicant shall obtain or update (if appropriate) any required State approvals including, but not limited to, the following:
a) NHDES Sewer Connection Permit, if necessary

Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy

11. The impact fee calculated pursuant to Condition of Approval #8 shall be paid.

12. Third-party engineer or design engineer inspection reports and as-built drawings provided by the applicants (PDF format and CAD .dwg format, using the NH State Plane Coordinate System), including tie sheets, shall be reviewed and approved by the City Engineer prior to acceptance of any utility improvements by the City.

13. 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.

General Conditions

14. The applicant shall obtain an Excavation Permit from the Department of Public Works for any site work in the public right-of-way prior to any work in the right-of-way, and construction or installation of any new driveway(s) shall also require a Driveway Permit from the Department of Public Works.

15. All required landscape plantings shall meet the minimum size requirements for such plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of installation.

16. The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.

17. The property owner is responsible for the maintenance and operation of the stormwater management system in accord with the O&M plan, and such responsibility shall run with the land. (Section 6.6.H.2.b of the Site Plan Review Regulations).

Seconded by Laurel Stavis

The Board members continued to discuss the details of the fence replacement. Mr. Brooks stated that the fence addresses the screening requirements, and a condition should require a solid fence if that is the Board's concern and not specify the type, color, or height. Ms. Romano suggested that the condition state, "The property owner shall maintain an opaque fence with a minimum height of 4' along the entire rear property line."

Roll Call Vote:

Voting in Favor – Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter

1 *Voting Against - None*

2 **The MOTION was approved (8-0). {recusal is not the same as abstaining, and should not be indicated*
3 *in the vote total}*

4
5 Ms. Chewning returned to the meeting

6
7 **B. 89 Donuts, LLC (applicant), Miracle Mile Realty, LLC (property owner), 388**
8 **Miracle Mile (Tax Map 103, Lot 6), zoned GC:** Request for Site Plan Review to
9 construct a +/-1,332 sq. ft. drive-in restaurant (a Dunkin' Donuts with a drive-through
10 window and walk-in service) within the existing parking lot, together with associated
11 site improvements. **PB2020-32-SPR** - Completeness determination and public hearing
12 requested to be continued until February 8, 2021.

13
14 Mr. Corwin reported that the traffic study needs to be completed along with additional technical
15 information. Further discussion with the applicant is also needed. Staff recommends postponing the
16 hearing to February 8, 2021.

17
18 *A MOTION by Laurel Stavis that the hearing of 89 Donuts, LLC (applicant), Miracle Mile Realty,*
19 *LLC (property owner), 388 Miracle Mile (Tax Map 103, Lot 6), zoned GC, be continued to February 8,*
20 *2021, at 6:30 PM.*

21 *Seconded by Jeremy Rutter*

22
23 *Voting in Favor – Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms.*
24 *Stavis, Mr. Hall, Mr. Garland*

25 *Voting Against - None*

26 **The MOTION was approved (9-0).*

27
28 **C. Basic Holdings, LLC, 5 & 11 Oak Ridge Road, (Tax Map 4, Lots 5 & 6), zoned R-**
29 **3:** Request for Final Major Subdivision Review, Site Plan Review, and a Conditional
30 Use Permit for a proposed Planned Unit Residential Development (PURD) pursuant to
31 Section 501.2 of the Zoning Ordinance, containing 22 residential units together with
32 related site improvements and amenities. **PB2020-31-FMAJ** -Public hearing to
33 commence on January 11, 2021 if the Board finds that the application is complete.

34
35 Staff recommended postponing the completeness determination to February 8, 2021.

36
37 *A MOTION by Laurel Stavis to continue the completeness determination of Basic Holdings, LLC, 5 &*
38 *11 Oak Ridge Road, (Tax Map 4, Lots 5 & 6), zoned R-3, to February 8, 2021, at 6:30 PM.*

39 *Seconded by Kathie Romano*

40
41 *Voting in Favor – Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr.*
42 *Winny, Ms. Monroe, Ms. Romano*

43 *Voting Against - None*

44 **The MOTION was approved (9-0).*

1 **D. Mary Hitchcock Memorial Hospital, One Medical Center Drive (Tax Map 10, Lot**
2 **8), zoned MC:** Request for Site Plan Review to expand the existing emergency department at Dartmouth
3 Hitchcock Medical Center with the construction of +/-4,631 sq. ft. of additional building area, together
4 with the reconfiguration of the ambulance staging area, construction of a new overflow ambulance
5 parking area, as well as the installation of associated site improvements. **PB2020-34-SPR** - Application
6 deemed complete on December 14, 2020; public hearing to commence on January 11, 2021.

7
8 Mr. Hall recused himself.

9
10 David Stiger, Director of Project Management at DHMC; David Duncan, VP of Facilities at DHMC; Joe
11 Lonergan, Lavalle Brensinger Architects; and Nik Fiore of Engineering Ventures all attended on behalf
12 of the application.

13
14 Mr. Stiger described the proposed expansion for a psychiatric patient and quarantine area in the
15 Emergency Department (ED). The project adds seven new psychiatric safe rooms with a separate
16 entrance to provide improved, safer care. The area can provide negative pressure rooms or be a large,
17 decontamination space. The location is planned for the middle of the current ambulance drop off area.

18
19 Mr. Fiore described the location of the project, which would be north of the east entrance of the hospital.

20
21 Mr. Lonergan stated that it would be part of Level 2 of the hospital and an expansion of the current ED. It
22 would have a separate entrance but connects to the present ED. Ambulance access would be
23 reconfigured. Mr. Fiore gave a more detailed description of the new design's interface with the current
24 building. DART ambulance can be accommodated, and ADA parking would be relocated. The utility
25 connections were explained.

26
27 Mr. Corwin explained the waiver requests.

28
29 Chair Garland invited comments from the Board members.

30
31 Mr. Winny noted the benefit of an expanded psychiatric space to address a great need in the State.

32
33 Ms. Romano commented positively on the expansion of the ED and inquired about parking and drainage,
34 noting that spaces were being eliminated and impervious surface increased. Mr. Vincent stated that the
35 amount of change in impervious surface would be very small, with little change in flow of stormwater.
36 Mr. Fiore explained the way stormwater is handled on the DHMC site, with much flowing toward the
37 beaver pond. The modeling software shows no change to impervious surface, and the parking spaces
38 being eliminated are ones designated for other service vehicles, not for visitors.

39
40 Ms. Chewning inquired about a possible increase in ambulance traffic. Mr. Fiore stated the goal is better
41 service and does not expect an increase in traffic. There is no report on stormwater management.

42
43 Ms. Monroe inquired about the 25' poles for lighting, noting that she currently sees sky glow at her home.
44 Mr. Fiore explained that the existing poles are 25' high. They will be adding one and moving others. Ms.

Monroe noted the changing regulations on the color of bulbs to a Correlated Color Temperature (CCT) rating of 3,000K. Mr. Corwin stated that the changes are pending. Mr. Fiore responded that they would change to 3,000K if the City changes its regulations. Mr. Stiger stated that it involves the area for ambulances. Ms. Monroe observed that the lower rating tones down the glow but doesn't dramatically change the color.

Ms. Stavis confirmed there is a dire situation for those with mental illness in the State and inquired if DHMC is in any agreement with the State to take on patients from other areas. Mr. Stiger stated that he is in facilities and unable to comment. Mr. Duncan offered to inquire and get back to the Board.

Chair Garland inquired if anyone had public comment. Hearing none, Chair Garland suggested approval of the waivers as a block.

A MOTION by Joan Monroe that the Lebanon Planning Board APPROVE waivers for the application of Mary Hitchcock Memorial Hospital regarding One Medical Center Drive (Tax Map 10, Lot 8), PB2020-34-SPR, from the following sections of the Site Plan Review Regulations:

- **Partial Waiver of Article VI design requirements** – The applicant requests a general waiver from having to comply with the Article VI design requirements outside of the specific area of the lot proposed to be redeveloped.
- **Section 5.1.E.5** – requiring a current survey certified by a land surveyor licensed in New Hampshire
- **Section 5.1.E.8** – requiring the plans to depict wetlands on the property shall be delineated by a NH Certified Wetlands Scientist
- **Section 5.1.E.15** – requiring a landscaping plan
- **Sections 5.1.E.16 & 17** – requiring a stormwater management plan and compliance with the Section 6.6. stormwater design requirements
- **Section 6.7.2.e** – requiring a maximum lighting fixture mounting height of no more than 20 feet

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Ms. Stavis, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano

Voting Against - Ms. Chewning

****The MOTION was approved (7-1). {recusal is not the same as abstaining, and should not be indicated in the vote total}***

Ms. Chewning explained her position.

Chair Garland closed the Public Hearing.

A MOTION by Joan Monroe that the Lebanon Planning Board APPROVE the application of Mary Hitchcock Memorial Hospital regarding One Medical Center Drive (Tax Map 10, Lot 8), PB2020-34-SPR, for Site Plan Review to expand the existing emergency department at Dartmouth Hitchcock Medical

Center with the construction of +/-4,631 sq. ft. of additional building area, together with the reconfiguration of the ambulance staging area, construction of a new overflow ambulance parking area, as well as the installation of associated site improvements, "Dartmouth-Hitchcock Medical Center Psych ED Expansion" prepared by Engineering Ventures, PC, dated November 9, 2020, last revised December 23, 2020, project no. 19235 (13 sheets), including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

Conditions to be Satisfied Prior to Application for a Building Permit

1. The applicant shall schedule and hold a pre-building permit application meeting with the Planning Department, City Building Inspectors, City Engineer/Department of Public Works, and Fire Department, in order to help streamline the building permit review process and to review applicable code requirements.
2. 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.
3. All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations.
4. The applicant shall provide to the City Engineer documentation necessary to demonstrate to the satisfaction of the City Engineer that the proposed hazardous waste holding tank and associated indoor plumbing does not result in any release of hazardous waste compounds to the municipal sewer system.

Conditions to be Satisfied Prior to the Issuance of a Building Permit

5. 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 August 13, 2018. 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.
6. All water and sewer fees shall be paid as set forth in City Code Chapter 68.
7. Prior to the start of any construction activities on the property, the applicant shall obtain or update (if appropriate) any required State approvals.

Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy

8. The impact fee calculated pursuant to Condition of Approval #5 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.

General Conditions

10. The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewing, Ms. Stavis

Voting Against - None

**The MOTION was approved (8-0). {recusal is not the same as abstaining, and should not be indicated in the vote total}*

Matthew Hall returned to the Board.

4. Other Business

Chair Garland inquired about an update on the potential Timberwood lawsuit. Mr. Brooks stated that the City has been served regarding the Saxon application and is working with legal counsel. Saxon Partners are intervening to help defend the Board's decision.

Mr. Rutter expressed concern about the Dunkin' Donuts application traffic study due to the proximity to Listen and other factors. Mr. Brooks stated that it is still under review. He would take the comment as Staff continues to work with the applicant.

Ms. Romano referred to the policy change allowing the City to hire third party engineers at the expense of the applicants and asked if staff could discuss how many private engineers were hired and how it is working. Mr. Corwin stated that there have only been two projects that used the outside engineering review option, and it has worked well. Mr. Vincent noted that the City selected one engineering firm to be on call when necessary.

Ms. Monroe stated that Right to Know Laws governing comments by Planning Board members are clear and would caution the Board from ever discussing a project that is open and under review outside the designated time for that project.

Mr. Brooks commented on the development regulations subcommittee and the desired amendment for lighting and CCT rating requirements. The plan is to pause the subcommittee review of further amendments and bring forward the ones already discussed. The new amendments would be considered later in the spring as they are ready.

5. Approval of Minutes

- A. December 14, 2020

1 *A MOTION by Matthew Hall to approve the minutes of the December 14, 2020, Planning Board*
2 *Meeting as presented in the January 11, 2020 Planning Board meeting packet.*
3 *Seconded by Laurel Stavis.*

4
5 *Roll Call Vote:*

6 *Voting in Favor – Mr. Garland, Ms. Monroe, Ms. Romano, Ms. Stavis, Mr. Rutter, Ms. Chewning, Mr.*
7 *Amaro, Mr. Winny, Mr. Hall*

8 *Voting Against - None*

9 **The MOTION was approved (9-0).*

10
11 **6. Election of Officers**

12
13 **A. Chair and Vice Chair**

14
15 Mr. Brooks opened the nominations for Chair.

16
17 *Matthew Hall Nominated Bruce Garland as Chair. No other nominations were received and the*
18 *nomination period was closed.*

19 *Seconded by Kathie Romano*

20 *Voting in Favor – Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms.*
21 *Stavis, Mr. Hall, Mr. Garland*

22 *Voting Against - None*

23 **The Nomination of Bruce Garland as Chair was approved (9-0).*

24
25 Mr. Brooks opened nominations for Vice Chair.

26
27 *Joan Monroe Nominated Matthew Hall as Vice Chair. No other nominations were received and the*
28 *nomination period was closed.*

29 *Seconded by Laurel Stavis*

30 *Voting in Favor – Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe,*
31 *Ms. Romano, Ms. Chewning*

32 *Voting Against - None*

33 **The Nomination of Matthew Hall for Vice Chair was approved (9-0).*

34 **6. Adjournment**

35
36 *A MOTION by Matthew Hall to adjourn the meeting.*

37 *Seconded by Laurel Stavis.*

38
39 *Roll Call Vote:*

40 *Voting in Favor – Mr. Garland, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Stavis, Mr. Rutter, Ms.*
41 *Chewning, Mr. Amaro, Mr. Hall*

42 *Voting Against - None*

43 **The MOTION was approved (9-0).*

44
45 The meeting was adjourned at 9:23 PM.

46
47 Respectfully submitted,

48 Holly Howes

49 Recording Secretary

Agenda
Planning Board
February 22, 2021

Agenda Item #5B
Approval of Minutes

January 25, 2021

DRAFT

**LEBANON PLANNING BOARD
Work Session Meeting
Monday, January 25, 2021, 6:30 PM
Remote Via Microsoft Teams
LebanonNH.gov/Live**

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Jim Winny (Council Representative), Gregorio Amaro, Kim Chewning, Joan Monroe, Kathie Romano, Jeremy Rutter, and Laurel Stavis

MEMBERS ABSENT: None

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Rebecca Owens (Associate Planner)

1. Call to Order Chair Garland called the meeting to order at 6:30 PM.

A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams. All members identified themselves.

Chair Garland conducted a roll call of members present as reported above.

2. Study Items

A. Discussion Re: Housing affordability/workforce housing definitions

The information provided in the meeting packet was discussed. Mr. Brooks clarified the household income limits provided and the basis used to calculate them.

Gregorio Amaro joined the Board at 6:40 PM.

B. Review and discussion of draft amendments to Site Plan Review Regulations and Subdivision Regulations.

The Board Members discussed the draft amendments to the Site Plan Review Regulations and Subdivision Regulations. Staff explained the proposed changes and answered Board members' questions.

C. Concise Statements for Proposed Zoning Amendments: Prepare concise statements in accordance with section 1000.4.C of the Zoning Ordinance with regard to proposed zoning amendments for placement on the March ballot. Statement will indicate the Board's approval/disapproval of the proposed amendments and state reasons for such.

A MOTION by Matthew Hall to approve the supporting statement for Amendment 1, that the Planning Board approves of and endorses the adoption of the proposed zoning amendment as it supports the goals of the Lebanon Master Plan. The proposed amendment will enable the development of needed housing

in the City in a more compact form that minimizes impervious coverage and avoids the excessive disturbance of natural vegetation by facilitating the placement of parking underneath buildings.

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny

Voting Against – Ms. Chewning, Ms. Monroe, Ms. Romano

**The MOTION was approved (6-3).*

A MOTION by Matthew Hall to approve the supporting statement for Amendment 2, that the Planning Board approves of and endorses the adoption of the proposed zoning amendment, which will change “house of worship” from a use allowed by Special Exception to a Permitted use within R-3 District, which is consistent with all other districts in which “house of worship” is allowed.

Seconded by Laurel Stavis

Roll Call Vote:

Voting in Favor – Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro

Voting Against - None

**The MOTION was approved (9-0).*

A MOTION by Matthew Hall to approve the supporting statement for Amendment 3, that the Planning Board approves of and endorses the adoption of the proposed zoning amendment as it clarifies an existing ambiguity in the Zoning Ordinance.

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland

Voting Against - None

**The MOTION was approved (9-0).*

3. Committee Reports

A. Planning Board Subcommittees:

-Planning Board Capital Improvement Program (VACANT/VACANT/Garland/L. Stavis)

Vacancies will be addressed for summer 2021 meetings.

-Planning Board Development Regulations Update (M. Hall/K. Romano/ J. Rutter / J. Monroe)

B. City Council Subcommittees:

-Class VI Roads Advisory Committee (J. Monroe)

Ms. Monroe reported that the Committee recommended four roads to Class A Trail status, which are on hold awaiting resolution of any objections. Five more roads will be considered at upcoming meetings.

-Lebanon Energy Advisory Committee (J. Monroe) - Ms. Monroe will report next month.

C. Other Subcommittees:

- City Council Representative (J. Winny/K. Liot Hill)
- Heritage Commission (J. Rutter)
- Pedestrian & Bicyclist Advisory Committee (G. Amaro)
- Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/L. Stavis)
- UV Sub-Committee of the Connecticut River Joint Commissions (B. Garland)

Chair Garland reported that Jim Kennedy has retired as chair and as a member. The City of Lebanon applied to the State for the CSO Project. There are plans for four presentations. The hydro-dam is under review for reauthorization. The current owners have made a new proposal to protect the riverbanks

- Upper Valley Transportation Management Association (VACANT)
- Mascoma River Local Advisory Committee (K. Romano)
- Steering Committee for the Implementation of the Master Plan (B. Garland/K. Chewning/VACANT/J. Monroe)
- West Lebanon Revitalization Advisory Committee (L. Stavis)

Ms. Stavis reported that the Committee has met twice and is working with the City Manager and City Council on revitalization of W. Lebanon. There have been some good presentations and there are many skilled members. They are coordinating with the State representatives. Ms. Stavis commented on the dry bridge.

- Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

Mr. Brooks reported on the zoning amendments being presented in March. In addition, the appeals of the Saxon application are likely to be withdrawn. The Master Plan reporting effort is being reviewed and a SCIMP will be scheduled in the future.

4. Other Business

- A. Review of minor alterations to approved site plan for Trustees of Dartmouth College/Michaels Student Living, LLC, 401 Mount Support Road (Tax Map 24, Lot 2) (PB2020-07-SPR)

The light poles are within the landscaping islands, and the lights will be moved to maintain even lighting.

Chair Garland reported that Tom Martz is slowly recovering and would be glad to hear from other members. In the distant future, it is hoped that he would be back on the Board.

5. Approval of Minutes

- A. None

6. Adjournment

*A MOTION by Matthew Hall to adjourn the meeting.
Seconded by Joan Monroe.*

- 1 **Roll Call Vote:**
- 2 **Voting in Favor – Ms. Stavis, Mr. Garland, Mr. Winny, Ms. Monroe, Ms. Romano, Mr. Rutter, Ms.**
- 3 **Chewning, Mr. Amaro, Mr. Hall**
- 4 **Voting Against - None**
- 5 ***The MOTION was approved (9-0).**
- 6
- 7 The meeting was adjourned at 9:25 PM.
- 8
- 9 Respectfully submitted,
- 10 Holly Howes
- 11 Recording Secretary