

FINAL

**LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANNONNH.GOV/LIVE
MONDAY, SEPTEMBER 16, 2024 6:30 PM**

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

MEMBERS ABSENT: NONE

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Brian Vincent (City Engineer)

1. CALL TO ORDER

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

Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

Mr. Rutter explained he was attending remotely because he is recuperating from knee replacement surgery. He said he was attending as an observer only and would not participate in any votes at this meeting.

2. NOTICE OF REGIONAL IMPACT

The following additional application was received by the Planning and Development Department on September 10, 2024:

- **XYZ Dairy, LLC, River Park Drive (Tax Map 44, Lots 21 - 30, and Tax Map 44, Lot 7), zoned CB, IND-L and R-3: Appeal of administrative decision made on September 10, 2024, that conditions 1, 2, 4, 5, 7 and 14-4 of the River Park development Site Plan approval as set forth in the Notice of Action dated September 9, 2019, for PB2018-34-SPA, have not yet been satisfied and, consequently, that construction of Phase 1 may not commence. PB2024-40-AAD**

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

A MOTION was made by Richard Ford Burley that the application of XYZ Dairy, LLC, River Park Drive (Tax Map 44, Lots 21 - 30, and Tax Map 44, Lot 7), zoned CB, IND-L and R-3: Appeal of administrative decision made on September 10, 2024, that conditions 1, 2, 4, 5, 7 and 14-4 of the River Park development Site Plan approval as set forth in the Notice of Action dated September 9, 2019, for PB2018-34-SPA, have not yet been satisfied and, consequently, that construction of Phase 1 may not commence does not have the potential for regional impact. The Motion was seconded by Patrick Kennelly.

****The MOTION was approved (5-0, with Romano abstaining).***

3. PUBLIC HEARING ITEMS

- A. The Muse Lebanon, LLC (applicant), City of Lebanon (property owner), 20 Spencer Street (Tax Map 92, Lot 31), zoned LD: Request for Site Plan Review for a proposed +/-76,064 sq. ft. multi-family building with 80 affordable housing units, together with parking, utilities, landscaping, access, and other related site improvements. Applicant also requests a Conditional Use Permit pursuant to Article III, Section 307.6.B.2 of the Zoning Ordinance to waive the requirement to reserve space within the street level story of the building for non-residential uses. PB2024-36-SPR**

Mr. Corwin noted this is a continuation of the discussion that began at the September 09, 2024 Planning Board meeting.

Deputy City Manager David Brooks introduced the team: Mr. Steve Tamposi, Mr. Daniel Riggs, Mr. Nick Olen, and Mr. Jake Tamposi, who were present on behalf of the applicant.

Mr. Olen outlined the benefits of the project and reviewed the goals:

- Provide affordable housing
- Create spaces for artists
- Develop a site that is connects with the Spencer Street streetscape and the Rail Trail
- Construct a building that is sustainable and lasting

He said the building would be renovated into an apartment building with live/work units on the upper floors and an artist gallery space on the ground floor. He explained that live/work units would be larger than typical apartments to accommodate a dedicated artist workspace.

Ms. Romano asked what research had been done to decide one-, two-, or three-bedroom units. Mr. Jake Tamposi said the breakdown of units is driven by both the market need and by certain scoring categories for the financing application with New Hampshire housing, where the state of New Hampshire has a demonstrated need for certain types of units.

Mr. Olen said the building has to be located above the floodplain. He said the east side of the building is most closely located to the floodplain on the property. The group discussed the

stormwater requirements of the property, given that it is a brownfield site, and how water treatment may be provided.

Ms. Romano asked about the security at the gallery entrance, where public bench seating is planned. Mr. Steve Tamposi said an onsite manager will be present and a fob system will be installed for secure entry.

Mr. Ford Burley asked where the accessible parking spots will be located, noting some southern facing areas of parking lots can get quite hot in the sun which is challenging for persons with certain disabilities. He asked if these parking spots could be shaded or located in shaded areas. Mr. Olen noted that EV spaces have been added to the plans.

Mr. Hill asked if the fire department has reviewed the parking and turnaround plans to ensure emergency vehicles are able to navigate those spaces. Mr. Steve Tamposi confirmed the plans had been reviewed by the fire department.

The group discussed the height of the first floor, and Mr. Corwin stated that, for this application, the first floor height must meet the 12-foot minimum height and 10-foot minimum height for the other floors. He said if the floor heights change during the evolution of the design, the project team can amend the application by requesting a conditional use permit.

The group discussed the type of artistry work that might be conducted by the residents, and if special conditioning might be required to accommodate these activities. Mr. Jake Tamposi said the types of artistic endeavors that could take place in those units will be restricted by the building code for residential use and good housekeeping in terms of property management. He said it would be unlikely that a sculptor with a kiln would reside here because the leases wouldn't allow that type of use. He said the space would have acoustical standards to ensure that sound pollution will not transfer from one unit to another. Mr. Corwin discussed how art studio use can be quantified as a permissible accessory use to multi-family dwelling use, but he said specific uses may have to be reviewed by the zoning administrator to ensure compliance with zoning ordinances. He said the studio would also qualify for a home business permit in a residential zone, and he noted that Downtown Lebanon is not purely residential zoning.

Mr. Corwin said fire safety and ventilation needs that resulted from specific art activities would be addressed in the building permit application. Mr. Tamposi noted that the interior design plans have not been finalized yet.

Mr. Kennelly noted that soundproofing is not easy and can be expensive. Ms. Romano noted that these kinds of elements may greatly increase the cost of the renovation and reminded the group that these are intended to be affordable residential units. Mr. Tamposi said the rent and total housing cost should be no greater than 30% of the resident's income, which he said, based on their estimates, would fall in the \$600-\$2,000 per month range (average \$1,300 or \$1,400 per month).

Mr. Olen gave an overview of the traffic research they conducted and submitted with the plan. The group discussed how traffic peaks on Bank Street between 9:00am and 10:00am (618 trips)

on Saturdays, which is higher than the determined peak hours 3:00pm-5:00pm (427). He said this volume of traffic does not approach the highest use and therefore they are requesting a waiver of the traffic study requirement. The group discussed things that may impact traffic during the different seasons of the year, and other plans that the City already has for changes to the signage and traffic flow in and around the Colburn Park area.

Mr. Corwin noted that the Lebanon Pedestrian & Bicycle Committee reviewed the plans and submitted some recommendations:

1. Install a rapid flashing beacon at the crosswalk
2. Bring back Spencer Street stop sign at the CCBA curve
3. Make Parkhurst, Spencer, and Campbell Streets a three-way stop.
4. Make the Rail Trail Crossing safer by adding speed tables to Spencer Street, extend blinking light signage, or raise the Northern Rail Trail crossing.

Mr. Corwin said these suggestions would have to be reviewed by DPW and some or all of these suggestions could be made conditions of approval if the Board desires.

Mr. Olen said the team wants to ask for a three-year extension to align the timing for the project deadlines better with the overall development agreement. Mr. Corwin said the Board does have the ability under City regulations and state statute to extend the two-year active and substantial development timeline up to five years. He said it can also change the definition of what constitutes active and substantial development.

Mr. Brooks said under the development agreement that was negotiated and approved by the City Council, the team must get all of its entitlements and funding lined up before closing on the property. He said a funding application deadline is approaching in the next few weeks, and if funding isn't secured in this round the team may have to wait a full 12 months to be able to apply for the funding again (Fall of 2025). He said that may mean construction would not start until the spring of 26, which leaves very little time to gain a full understanding of how "active and substantial" is defined today.

Mr. Jake Tamposi said competition for these funds is very strong and typically New Hampshire housing has only been doing one funding round for each type of project per year, so it is beneficial to have a little bit more time because some projects apply several times before being funded. He said having that flexibility and having certainty around entitlements is very important to keep the project on track and make sure it continues to be competitive in both the current round and any potential future rounds.

The group agreed to extend the two-year timeframe for obtaining a building permit to five years.

The group discussed the landscaping and stormwater management waivers that are being requested. They also discussed the playground area that would be adjacent to the Rail Trail corridor space. Mr. Brooks confirmed this proposal is not prohibited by the terms of the 2003 agreement that the City has with the state regarding the Rail Trail. Chair Faunce opened the public comment portion of the meeting.

Ms. Meg Carlton (Hanover) said she is the owner of an abutting property to 20 Spencer Street. She said there is nothing in the City codes that addresses the issue of hydrostatic pressure and what it does to the floodplain. She said this is a very large building that will add hydrostatic pressure on the groundwater. She said, after the Spencer Street improvements were made last year, the area had its first flood in a very long time when water came up through the drain and the road had to be closed. She said she did not know how the additional flows from this project may affect that.

She also said the images of the renovated mill building look to her like a really attractive concrete prison building and it doesn't appear to be a place where creative endeavors will take place.

Mr. Brian Vincent said he believed the foundation will be a shallow spread footing foundation for this project, and said he advised the project team to limit the foundation depth to five feet because the water table is so shallow in the area. He recommended that the Board see a geotechnical review of the hydrostatic pressure and the water table. He noted that the flooding last year was from the Mascoma River and not from stormwater. He said the stormwater management plan for this project was designed to minimize the risk of stormwater flow coinciding with peak water surface elevation to prevent the rise in water through the drains.

Mr. Kennelly asked if any plans were being made for embodied energy in the materials for the project. Mr. Olen said the primary focus was on affordability and keeping energy, heating, and cooling costs low for residents.

Ms. Chris Haidari (Ward 3) noted that, currently, bikers on the Rail Trail often do not follow speed limits or even good biking practices. She said if this project is going to add even more traffic to the Rail Trail, some consideration should be made to address speed and unsafe biking activities.

Chair Faunce closed the public comment portion of the meeting.

The group discussed the waiver requests that are part of the application. The group agreed to waive the traffic study requirement in favor of adding some of the suggestions of the Ped & Bike committee.

A MOTION was made by Richard Ford Burley that, for the application of The Muse Lebanon, LLC, PB2024-36-SPR, the Lebanon Planning Board approves a partial waiver for Section 5.1.G.2 in light of the discussion at the meeting. The Motion was seconded by Kathie Romano.

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

A MOTION was made by Richard Ford Burley that, for the application of The Muse Lebanon, LLC, PB2024-36-SPR, the Lebanon Planning Board approves partial waivers for the following Sections of the Site Plan Regulations:

• Section 6.2.B.1.a – perimeter landscaping requirements

- *Section 6.2.B.4 – requiring all trees to be planted a minimum of 8 ft. from any property line*
- *Section 6.2.B.6 – additional buffer requirements*
- *Section 6.2.D.1 – landscaping around buildings requirements*
- *Section 6.6.C.1.2.K – requiring test pit data for stormwater management design*
- *Section 6.6.G – stormwater management design standards for redevelopment*

The Motion was seconded by Kathie Romano.

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

At 8:44pm, Mr. Hill left the meeting.

A MOTION was made by Richard Ford Burley:

At duly-noticed meetings of the Lebanon Planning Board held on September 9, 2024 and September 16, 2024, there appeared representatives on behalf of The Muse Lebanon, LLC (applicant) and the City of Lebanon (property owner) regarding 20 Spencer Street (Tax Map 92, Lot 31), zoned LD, requesting a Conditional Use Permit per Section 307.6.B.2 of the Zoning Ordinance to waive the requirement that a portion of the street level story of the proposed multi-family building is reserved for a non-residential use. PB2024-36-SPR,

I. FINDINGS OF FACT

Based on testimony given, application materials presented, and supporting documents submitted, the Planning Board makes the following findings of fact:

- 1. The Muse Lebanon, LLC proposes to redevelop the subject property with a +/-76,064 sq. ft. multi-family building containing 80 affordable dwelling units.*
- 2. Pursuant to Section 307.6.B.1, a portion of the street level story of the new building at the subject property is required to be reserved for non-residential uses.*
- 3. Pursuant to Section 307.6.B.2, the applicant requests a Conditional Use Permit to waive the requirements of Section 307.6.B.1.*
- 4. In order to grant the requested Conditional Use Permit, the Board must find the applicant's proposal satisfies the Enhanced Performance Standards set forth in Section 302.4.D as well as the specific requirements of Section 307.6.B.2.*

II. CONCLUSIONS OF LAW

As a result of the above findings of fact and based on testimony given, application materials presented, and supporting documents submitted, the Planning Board concludes the following with respect to the Enhanced Performance Standards set forth in Section 302.4.D and the criteria set forth in Section 307.6.B.2 of the Zoning Ordinance:

- 1. The site is suitable for the proposal. (§302.4.D.1)*

2. *The external impacts of the proposed use on abutting properties and the neighborhood are commensurate with the impacts of adjacent existing uses or other uses permitted in the zoning district. (§302.4.D.2)*
3. *The proposal does satisfy the criteria of Section 302.4.D.3*
4. *The proposal does satisfy the criteria of Section 302.4.D.4*
5. *The proposal does satisfy the criteria of Section 302.4.D.5*
6. *Non-residential uses on the street level story are not inappropriate given the unique characteristics of the subject property. (Section 307.6.B.2.a)*
7. *The proposal does provide improvements to streetscapes, public ways, or public spaces that implement recommendations for downtown Lebanon in current plans, policies, or programs adopted by the City of Lebanon including but not limited to the Master Plan, Downtown Visioning Study, and the Capital Improvement Program. (Section 307.6.B.2.b)*
8. *The proposal does include a high-quality design with attention to architectural quality and detail, universal accessibility, and/or environmental sustainability. (Section 307.6.B.2.c)*

III. DECISION

Now therefore be it resolved that the Planning Board, on this 16th day of September, 2024, hereby grants the request of The Muse Lebanon, LLC for a Conditional Use Permit per Section 307.6.B.2, as set forth above and per testimony, plans, and materials submitted.

The Motion was seconded by Kathie Romano.

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

MOTION ON THE SITE PLAN APPLICATION

A MOTION made by Richard Ford Burley that the Lebanon Planning Board approve the application of The Muse Lebanon, LLC (applicant) and the City of Lebanon (property owner), regarding 20 Spencer Street (Tax Map 92, Lot 31), zoned LD, PB2024-36-SPR, for Site Plan approval to construct a +/-76,064 sq. ft. multi-family building with 80 affordable housing units, together with parking, utilities, landscaping, access, and other related site improvements as shown on a plan set titled “Muse Apartments,” prepared by TFMoran, Inc., dated August 12, 2024, last revised August 26, 2024, File 96202.01, including any and all submissions and testimony provided for and during the public hearing.

In support of its decision, the Board finds that the applicant has submitted plans, testimony, technical data, information, reports, and studies that together satisfactorily demonstrate compliance with the applicable requirements of the Site Plan Review Regulations, except as may reasonably be addressed through the imposition of certain conditions of approval, set forth below, and except as may have been waived pursuant to Section 7.1.

This approval is subject to the following conditions:

General Conditions

1. *It shall be the applicant's responsibility to be familiar with and aware of these conditions of approval, and it shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them within the relevant timeframes outlined below.*
 2. *The development is subject to the Site Plan Review Regulations adopted May 13, 1991, last revised January 23, 2023, and the Zoning Ordinance adopted January 16, 2013, last amended April 3, 2024, which are the regulations in effect at the time the application was submitted.*
 3. *A building permit must be applied for and issued within three and a half (3.5) years of the date of this approval (4.10.A), subject to an extension if applied for by the applicant and if approved by the Planning Board per Section 4.10.B. This extension of 1.5 years from the usual two is granted by the Board due to the nature and timeline of the funding cycle for affordable housing grants from the New Hampshire Housing Finance Authority.*
 4. *"Active and substantial development," as defined in Section 8.4.A.1 of the Site Plan Review Regulations, shall be achieved within five (5) years of the date of this approval (8.4.A.2). If active and substantial development is not achieved within five (5) years of the date of the Planning Board's approval, the development shall be subject to any changes in the City's land use regulations. This extension of three years from the usual two is granted by the Board due to the nature and timeline of the funding cycle for affordable housing grants for the New Hampshire Housing Finance Authority.*
 5. *"Substantial completion," as defined in Section 8.4.B.1 of the Site Plan Review Regulations, shall be achieved within five (5) years of the date of this approval. If substantial completion is not achieved within five (5) years of the date of the Planning Board's approval, the development shall be subject to any changes in the City's land use regulations.*
 6. *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.*
 7. *The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.*
 8. *Prior to the start of any construction activities on the property, erosion control measures, including edge-of-disturbance fencing if applicable, shall be installed and maintained before and during any site work, to be verified by the City Engineer or City's third-party inspector on site.*
 9. *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).*
 10. *All service areas and facilities, including garbage and waste disposal containers, recycling bins, electrical and mechanical equipment such as transformers and compressors, meter clusters, and other utility elements must be screened in accordance with Section 6.2.B.8 and Section 6.10.B.5 of the Site Plan Review Regulations.*
- Conditions to be Satisfied Prior to Application for a Building Permit and Prior to the Start of Any Construction Activities**
11. *Within 45 days of the Planning Board's approval, the applicant shall address comments set forth in the memo dated September 9, 2024, from Duane Egner, Lebanon Fire Inspector, to the satisfaction of the Fire Department.*

12. Within 45 days of the Planning Board's approval, the applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department and the City Engineer:

- a) Any changes made pursuant to Condition of Approval #11 above.
- b) Depict all off-site information required by Sections 5.1.E.7, 9, and 17, within 200 ft of the site.
- c) Provide that all curbing shall be granite as required by Section 6.5.F.1.
- d) Add plan note regarding the groundwater management permit for the property and any ongoing monitoring and reporting requirements.
- e) On the cover sheet:
 - i. Identify the proposed use and the maximum number of permitted parking spaces per Section 607 of the Zoning Ordinance.
 - ii. Add sheet numbers to Table of Contents and add sheet numbers in the lower right-hand corner of all plan sheets with a prominent font size.
- f) On the existing conditions plan, confirm/clarify use of "floodway" terminology and associated elevations.
- g) On Sheet C-05 (or additional plan sheet):
 - i. Remove snow storage areas that overlap with handicap accessible signage.
 - ii. Add dashed line on the inside of the curb to the legend.
 - iii. Add note indicating that on-site hydrant(s) will be dedicated to the City for ownership and maintenance.
- h) On Sheets C-05 through C-10, depict outline of entrance features.
- i) On Sheet C-05 or additional plan sheet, delineate easement area to be conveyed to the City for the purpose of maintaining the sidewalk (if deemed necessary by the City's legal counsel) and the on-site hydrant(s), and for the purpose of accessing the water shut-off valve.
- j) On Sheet C-06, amend Note 2 to provide that replacement of pipe shall require coordination with and approval by the City Engineer.
- k) On Sheet C-10:
 - i. Provide landscaping for the freestanding sign as required by Section 608.4.A.4.b.i of the Zoning Ordinance.
- l) On Sheet A-200:
 - Amend to demonstrate compliance with the minimum story height requirements of Section 307.8.C of the Zoning Ordinance.
 - Identify length/width measurements for each elevation.
- m) Amend the cover sheet to provide description of plan revisions (5.1.E.4.d).

The applicant shall provide the Planning and Development Department with one (1) full size copy of the revised plan set, and a digital copy of the revised plan set saved in a PDF-A format for archival purposes.

13. The applicant shall obtain a Floodplain Permit from the Floodplain Administrator and shall verify with the Building Inspector that development complies with the applicable floodplain-related requirements of the Building Code.

14. *The applicant shall provide a letter or certification from the engineer of record or other qualified design professional confirming that the approved plan set meets the accessibility standards of the State of New Hampshire Building Code.*
15. *The applicant shall schedule and hold a pre-building permit application meeting with the Planning and Development 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.*
16. *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.*
17. *All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations.*
18. *The applicant shall apply to the Department of Public Works for an Excavation Permit, Driveway Permit, and Stormwater Permit.*

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

19. *Prior to the start of any construction activities on the property, the applicant shall record in the Grafton County Registry of Deeds notice of the stormwater management and erosion and sediment control plans as required per Section 6.6.H.2.d of the Site Plan Review Regulations. Such notice shall be reviewed by the Planning & Development Department prior to recording.*
20. *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 City shall retain the services of an independent third-party inspector, for which the applicant shall be responsible for all inspection fees related to (a) on-site work related to sewer, water, temporary sedimentation and erosion control, and drainage improvements, and (b) all off-site work within the City's right-of-way (including but not limited to water, sewer, driveways, drainage), in accordance with 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 and shall sign an Infrastructure Inspection Agreement.*
21. *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 May 20, 2024. 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.*
22. *All water and sewer fees shall be paid as set forth in City Code Chapter 68.*
23. *The applicant shall obtain from the Department of Public Works an Excavation Permit, Driveway Permit, and Stormwater Permit.*

24. Prior to the start of any construction activities on the property, the applicant shall obtain or update (if appropriate) any required Federal or State approvals, including but not limited to:

- a) EPA Stormwater Pollution Prevention Plan (SWPPP)**
- b) NHDES Sewer Connection Permit**

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

- 25. The applicant shall enter into an agreement with the City of Lebanon and the State of New Hampshire for the construction of the proposed 2,560 sq. ft. playground depicted on the Site Layout Plan sheet, dated August 12, 2024, last revised August 26, 2024, prepared by TFMoran, Inc., File 96202.01.**
- 26. The applicant shall grant an easement or other authorization to the City in a form acceptable to the Department of Public Works to access the on-site water shut-off valves and, if deemed necessary by the City's legal counsel, to maintain the sidewalk along the property frontage.**
- 27. The applicant shall dedicate the on-site hydrant(s) to the City for ownership and maintenance, subject to appropriate easements. Said conveyance and easements shall be approved by the City Attorney and the Department of Public Works and recorded in the Grafton County Registry of Deeds. The applicant shall also dedicate the sidewalk along the property frontage for ownership and maintenance if deemed necessary by the City's legal counsel.**
- 28. The impact fee calculated pursuant to Condition of Approval #21 shall be paid.**
- 29. Third-party engineer or design engineer inspection reports and contractor 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.**
- 30. 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.**
- 31. The applicant shall work with the Department of Public Works to evaluate the feasibility and desirability of implementing Recommendation 2A or 2B from the Pedestrian and Bicyclist Advisory Committee included in the staff memo prepared for the 9/16/24 meeting and shall be responsible for implementing any such recommendations in accordance with required city procedures.**

The Motion was seconded by Patrick Kennelly.

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

At 8:56pm, Chair Faunce called a three-minute recess.

At 9:05pm, the meeting resumed.

9. OTHER BUSINESS

A. Review of DRAFT Housing Opportunity Planning (HOP) Grant Support Letter

Chair Faunce shared a draft of the HOP Grant Support letter. Mr. Corwin said this grant is being sought to fund a consultant to help the Lebanon Housing Task Force update the Housing Chapter of the Master Plan.

A MOTION was made by Richard Ford Burley to authorize Andrew Faunce as the Chair of the Lebanon Planning Board to sign the Housing Opportunity Planning (HOP) Grant Support Letter on behalf of the Lebanon Planning Board. The Motion was seconded by Kathie Romano.

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

B. Planning Board Representative to the Lebanon Housing Task Force

Chair Faunce said he has an interest in the goals of the committee, but he would support another member who may also have an interest in working on the committee.

A MOTION was made by Richard Ford Burley to nominate Andrew Faunce as the Planning Board Representative to the Lebanon Housing Task Force. The Motion was seconded by Kathie Romano.

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

10. APPROVAL OF MINUTES

August 6, 2024 Site Walk

August 7, 2024 Site Walk

August 12, 2024 Meeting

A MOTION was made by Richard Ford Burley to approve the August 6, 2024 and August 7, 2024 Site Walk Minutes, and the August 12, 2024 Meeting Minutes as amended. The Motion was seconded by Patrick Kennelly.

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

Mr. Corwin shared these reminders:

- At the City Council meeting on Wednesday, September 18, 2024 the results of the Route 120 Corridor study and findings of the Pattern Zone project will be presented. Mr. Corwin encouraged members of the Board to attend
- The Planning Board agenda for the September 23, 2024 work session will include zoning amendments related to the outcomes of the Route 120 Corridor Study and the Pattern Zoning project
- The Housing and Economy Conference will be held on October 23, 2024 by the New Hampshire Housing Authority. He said the Planning Department will cover the registration fee for any Planning Board member who would like to attend

Mr. Corwin asked if the Board would be willing to meet at a special meeting on September 30, 2024 to discuss the application for One Foundry Street, Applicant LWM Residential LLC, which was supposed to be heard at the September 09, 2024 meeting but could not be heard because

there was not enough time. The group agreed to hold the September 30, 2024 meeting at 6:30pm in Council Chambers.

At 9:22pm, Mr. Hill rejoined the meeting.

11. ADJOURNMENT

***A MOTION was made by Richard Ford Burley to adjourn the meeting at 9:23pm.
The Motion was seconded by Brandon Hill.***

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

The meeting was adjourned at 9:23pm.

Respectfully submitted,
Paula Roux
Recording Secretary