FINAL

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)

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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).***

3. Public Hearing Items

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

Kim Chewning recused herself.

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

Ms. Kish explained the updates to the plan.

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

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

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

Chair Garland explained the order of business.

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

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

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

Ms. Romano reiterated her opinion that parking spaces #56 and #48 should be removed. Spaces #36, 29, and #37 should also be removed to provide room for snow storage in the winter and recreation space in the summer months. Ms. Salazar-Kish stated that she is willing to cover the cost of snow removal in order to maintain the planned parking spaces, which make the units rentable. Ms. Romano added that leasing parking spaces is not allowed per zoning ordinance. In response to concern over the abutters' fences, Ms. Salazar-Kish explained the three types of fencing required and confirmed responsibility for maintenance of all fencing on the project property. Mr. Corwin explained the decision for replacement fencing is up to the applicant. Ms. Monroe suggested putting the fencing replacement in the conditions. She also expressed concern about space #56 due to fact that those backing out could interact with those leaving the green area and heading east on Bank Street. Ms. Monroe stated that removing spaces #26 and #39 would provide better area for snow storage. Ms. Salazar-Kish explained that most of the snow storage is planned to be at the other end of the parking lot. Snow would not be left in the walkway to the Library trash area. Ms. Romano suggested that most motorcycle owners want a more private parking location than #56 would provide and still recommended removing that space. The location would be convenient to public transit. Ms. Salazar-Kish reiterated that it is needed. Mr. Winny commented that he looks for a more protected space for his motorcycle and doesn't see space #56 as a problem.

Chair Garland invited public comments.

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

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

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

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

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

- **<u>Partial Waiver of Section 6.2.B.4</u> –** *requiring that trees to be planted no closer than 8 ft. to any lot line*

- **<u>Waiver of Section 6.2.B.6</u> –** *requiring a 20 ft. wide opaque buffer between the proposed multi-family use and the abutting office use at 18 Bank Street*

- **<u>Partial Waiver of Section 6.2.D</u> –** *"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."*

- **<u>Partial Waiver of Section 6.2.E.1</u>** – *requiring parking areas to be visually screened with 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).***

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 coming off the roof of the neighbor's barn 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:*

<u>Conditions to be Satisfied Prior to Application for a Building Permit</u>

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

<u>Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy</u>

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.

<u>General Conditions</u>

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

Voting Against - None
****The MOTION was approved (8-0).***

Ms. Chewning returned to the meeting

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

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

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

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).***

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

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

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

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).***

D. Mary Hitchcock Memorial Hospital, One Medical Center Drive (Tax Map 10, Lot 8), zoned MC: Request 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. **PB2020-34-SPR -** Application deemed complete on December 14, 2020; public hearing to commence on January 11, 2021.

Mr. Hall recused himself.

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

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

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

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

Mr. Corwin explained the waiver requests.

Chair Garland invited comments from the Board members.

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

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

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

Ms. Monroe inquired about the 25' poles for lighting, noting that she currently sees sky glow at her home. 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).***

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. Chewning, Ms. Stavis
Voting Against - None
****The MOTION was approved (8-0).***

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

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

Roll Call Vote:
Voting in Favor – Mr. Garland, Ms. Monroe, Ms. Romano, Ms. Stavis, Mr. Rutter, Ms. Chewning, Mr. Amaro, Mr. Winny, Mr. Hall
Voting Against - None
****The MOTION was approved (9-0).***

6. Election of Officers

A. Chair and Vice Chair

Mr. Brooks opened the nominations for Chair.

Matthew Hall Nominated Bruce Garland as Chair. No other nominations were received and the nomination period was closed.
Seconded by Kathie Romano
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 Nomination of Bruce Garland as Chair was approved (9-0).***

Mr. Brooks opened nominations for Vice Chair.

Joan Monroe Nominated Matthew Hall as Vice Chair. No other nominations were received and the nomination period was closed.
Seconded by Laurel Stavis
Voting in Favor – Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning
Voting Against - None
****The Nomination of Matthew Hall for Vice Chair was approved (9-0).***

6. Adjournment

A MOTION by Matthew Hall to adjourn the meeting.
Seconded by Laurel Stavis.

Roll Call Vote:
Voting in Favor – Mr. Garland, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Stavis, Mr. Rutter, Ms. Chewning, Mr. Amaro, Mr. Hall
Voting Against - None
****The MOTION was approved (9-0).***

The meeting was adjourned at 9:23 PM.

Respectfully submitted,
Holly Howes
Recording Secretary