FINAL

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

MEMBERS PRESENT: Nate Reichert (Chair) (Director of Planning & Development/Zoning Admin), Tim Corwin (Deputy Planning Director), Alan Lowe (Captain, Lebanon Police Department), Adam Leland (Lieutenant, Lebanon Police Department), Jeff Libbey (Deputy Fire Chief) (REMOTE), Brian Vincent (City Engineer)

MEMBERS ABSENT: None

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1. CALL TO ORDER

Chair Reichert called the meeting to order at 1:30pm. He reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT

Mr. Corwin said that the Staff recommends that the Minor Site Plan Review application for **27 Glen, LLC, 27 Glen Road (Tax Map 101, Lots 38), zoned GC/IND-RA** does not have the potential for regional impact.

A MOTION was made by Tim Corwin that the application of 27 Glen LLC does not have the potential for regional impact. The motion was seconded by Captain Lowe.

**** The Vote on the Motion was approved (4-0, with Deputy Chief Libbey abstaining).***

3. PUBLIC HEARING ITEMS

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

Mr. Timothy O'Hara was present on behalf of the applicant. Mr. O'Hara gave an overview of the project. He said the intent is to convert the second story of the office / retail building at 27 Glen Road into three separate dwelling units. He said the space is currently unoccupied and they are currently engaged in having a sprinkler system and fire alarm system designed. He said the first

floor of the building will remain for its current use, which is retail and office space. The group discussed the history of the building and its former owners and uses.

Mr. Corwin noted that previous alterations to the building were included in an approved 1995 site plan. He said that 1995 site plan is still applicable, because the renovations currently being proposed do not involve major alterations to the site.

He suggested the applicants add any vegetation that was proposed but not installed for the 1995 site plan approval. He said that would be a way to meet the requirements of that site plan prior to the issuance of the Certificate of Occupancy.

Mr. Vincent noted that a change from retail or office space to residential requires a permit for water and sewer use, and a condition of approval will be that all water/sewer fees will be paid.

The group discussed the parking spaces needed for residential and commercial uses. Mr. O'Hara said parking spaces would be designated for the residential tenants.

Mr. Reichert said, once a tenant is ready to move in, the team will need to get sign permits and change of use permits that will trigger a building permit based on what the tenant fit-out will be.

Deputy Chief Libbey confirmed that the whole building will be sprinklered and a fire alarm will be installed. He said those can be deferred during construction. He asked about curbing at the entrance to the parking lot because he said curbing can be restrictive for fire trucks attempting to enter the parking lot. He also suggested they consider the turn radius for the larger trucks/equipment when designing the parking lot space.

Mr. Vincent said New Hampshire passed a new law requiring lead testing and a lead safe certificate for buildings built prior to 1978. He said the front portion of the building was built in 1975. He noted that demolition permit for removal of the house foundation should not be required, but the cellar hole that exists should be filled in with clean fill. The group discussed an existing well that is no longer in use on the property.

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

A MOTION was made by Tim Corwin that the Lebanon Minor Site Plan Committee approves the application of 27 Glen, LLC, 27 Glen Road (Tax Map 101, Lots 38), zoned GC/IND-RA: for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to convert the existing second story retail/office use to (3) three residential units with the first floor to remain retail, as is depicted and described in the application materials, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

GENERAL

1. ***The Notice of Action for Simonds Properties, Inc./Dr. Elaine Brown dated September 11, 1995 (signed December 12, 1995)_and the site plan set referenced therein and the Notice of Action for Edward & Elaine Brown dated May 11, 1998 (signed May 29, 1998) shall remain in force and in effect as may be modified per the conditions of approval below and except as modified by the notes on the plan sheet submitted with PB2024-32-MSP.***

2. ***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 outline below.***

3. ***A building permit must be applied for and issued within two (2) years of the date of this approval (4.10.A).***

4. ***Parking spaces shall be designated for residents once the first floor is occupied.***

5. ***Existing open foundation hole at the east end of the property shall be filled to grade to be made safe and shall be seeded.***

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

6. ***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.***

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

7. ***Submit a turn radius plan to the Fire Department for their approval.***

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 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 subject to whatever impact fees and methodology are in effect at the time of the building permit issuance.***

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

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

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

11. ***The applicant shall verify that the property is in compliance with the Planning Board's Notice of Action for Simonds Properties, Inc./Dr. Elaine Brown dated September 11, 1995 (signed December 12, 1995) and the site plan set referenced therein and the Notice of***

Action for Edward & Elaine Brown dated May 11, 1998 (signed May 29, 1998), except as modified pursuant to Condition of Approval #1 above.

The Motion was seconded by Alan Lowe.

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

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

4. OTHER BUSINESS

Captain Lowe said he would no longer be the primary contact for this committee. He said Lt. Adam Leland (soon-to-be promoted to Captain) would now be the primary contact and he would be the back-up.

Mr. Corwin said regulations provide that the senior planner, associate planner, and a building official are members of the Minor Site Plan Review Committee, but currently they are not. He suggested that he should come off the committee as a voting member. He said he would submit these recommendations to the Planning Board to make those changes soon.

5. APPROVAL OF MINUTES - May 23, 2024

A MOTION was made by Alan Lowe to approve the Minor Site Plan Review Committee Meeting Minutes of May 23, 2024. The Motion was seconded by Tim Corwin.

**** The Vote on the Motion was approved (4-0, with Brian Vincent abstaining).***

4. ADJOURNMENT

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

**** The Vote on the Motion was approved (5-0).***

The meeting adjourned at 2:11pm.

Respectfully submitted,
Paula Roux
Recording Secretary