

FINAL

**LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, JANUARY 13, 2025 6:30PM**

MEMBERS PRESENT: Andrew Faunce (Chair), Richard Ford Burley (Vice Chair), Patrick Kennelly, Jeremy Rutter, Karen Zook (City Council Rep), Kathie Romano (REMOTE), Kellen Appleton, Eric Stacy (alt), Brian Ceglarski (alt)

MEMBERS ABSENT: None

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nate Reichert (Director of Planning & Development / Zoning Administrator), 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.

Ms. Romano said she was attending remotely because she was out of town. She said no one was in the room with her while attending the meeting.

2. NOTICE OF REGIONAL IMPACT

The following application was received by the Planning and Development Department:

- **XYZ Dairy, LLC, River Park Drive (Tax Map 44, Lots 21 - 30 & Tax Map 44, Lot 7), zoned CBD, IND-L and R-3: Applicant requests a 2-year extension of the River Park Site Plan approval (PB2010-25-SPR), as most recently amended on September 9, 2019 (PB2018-34-SPA) and extended on October 12, 2021 (PB2021-29-EXT). PB2025-05-EXT**

Mr. Corwin said this application was on the agenda for this meeting as Item 4A OTHER BUSINESS. He said the City's legal counsel has requested that the public hearing for this application be held at the February 10 Planning Board meeting instead of at this meeting.

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

Mr. David Clem, manager of XYZ Dairy, was present on behalf of the applicant. He asked that the Planning Board make sure that not only the agent but the applicant be informed of all

communications coming from the planning staff. He said he received conflicting information regarding this hearing. He said he was told to file for the February hearing, which he said he did this morning. He said he delivered the five printed copies that were requested by the Planning Department, as well as in addition to the electronic application. He said seeing a different communication from the Planning Staff saying the application was going to be on the agenda as OTHER BUSINESS was quite confusing. He asked that Staff notify not only the agent, but also the actual applicant on all communications so there's no confusion.

A MOTION was made by Richard Ford Burley that the application of XYZ Dairy, LLC, River Park Drive (Tax Map 44, Lots 21 - 30 & Tax Map 44, Lot 7), zoned CBD, IND-L and R-3: Applicant requests a 2-year extension of the River Park Site Plan approval (PB2010-25-SPR), as most recently amended on September 9, 2019 (PB2018-34-SPA) and extended on October 12, 2021 (PB2021-29-EXT). PB2025-05-EXT does not have the potential for regional impact. The MOTION was seconded by Patrick Kennelly.

Ms. Romano recused herself from the vote. Ms. Zook arrived at the meeting at 6:37pm, which was after the discussion of this application. She abstained from the vote.

Roll Call Vote:

Voting For – Ms. Appleton, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

Abstaining – Ms. Romano, Ms. Zook

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

3. PUBLIC HEARING ITEMS

- A. Grafton County Senior Citizens Council, Inc. and City of Lebanon, 10-12 Campbell Street (Tax Map 92, Lot 23), 0 Flynn Street (Tax Map 92, Lot 17), and 0 Flynn Street (Tax Map 91, Lot 245), zoned L-D: Request for approval of a Boundary Line Adjustment between Lot 92-23 and Lot 92-17 and a Voluntary Lot Merger of Lot 92-17 and Lot 91-245. PB2024-46-BLA - Postponed from December 9, 2024**

Mr. Corwin stated that Staff recommends that the application is complete enough for the Planning Board to accept jurisdiction and commence review.

A MOTION was made by Richard Ford Burley that the application of Grafton County Senior Citizens Council, Inc. and City of Lebanon, 10-12 Campbell Street (Tax Map 92, Lot 23), 0 Flynn Street (Tax Map 92, Lot 17), and 0 Flynn Street (Tax Map 91, Lot 245), zoned L-D: Request for approval of a Boundary Line Adjustment between Lot 92-23 and Lot 92-17 and a Voluntary Lot Merger of Lot 92-17 and Lot 91-245. PB2024-46-BLA is complete enough for the Planning Board to accept jurisdiction and commence review. The MOTION was seconded by Jeremy Rutter.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

Deputy City Manager David Brooks explained that, during an evaluation of the parking lots behind City Hall, the City became aware that a portion of land owned by the Grafton County Senior Citizens Council (GCSCC) extends into the parking lot that has been used by the City. He said the GCSCC has agreed to adjust the boundary line to give ownership of that portion to the City. He said the portion in question is about 2,200 square feet. Ms. Romano asked why the GCSCC boundary line was not extended to include the portion in question. Dep. City Manager Brooks said the GCSCC asked the City to be responsible for two large trees on that portion of the property and because, as a municipality, it has the appropriate liability protections.

Chair Faunce opened the public comment portion of the hearing. No one from the public attending either in person or on-line spoke.

Chair Faunce closed the public comment portion of the hearing.

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board approves the application of Grafton County Senior Citizens Council, Inc. and City of Lebanon, for a proposed Boundary Line Adjustment between Tax Map 92, Lot 23 and Tax Map 92, Lot 17 and a Voluntary Lot Merger of Tax Map 92, Lot 17 and Tax Map 91, Lot 245, PB2024-46-BLA, as shown on a plat titled "Boundary Line Adjustment & Merger Plan," prepared by Paton Land Surveying, dated September 12, 2024, revised November 26, 2024, including any and all supplemental submissions and testimony provided during the public hearing, subject to the following conditions:

A. General Conditions

- 1. This approval shall be considered void unless all conditions precedent are met and the plat is recorded in the Registry of Deeds within two (2) years from the date of the Notice of Action (Section 7.12.B). The plat shall be recorded by the Planning & Development Department in accordance with Planning & Development Department recording procedures.***
- 2. This approval shall automatically expire and be considered void upon failure to meet any of the conditions of approval set forth herein within the timeframes specified.***

B. Conditions to be Satisfied Prior to the Signing and Recording of the Plat

- 1. The applicants shall provide to the City draft copies of the deeds of the land transfer for review to ensure the transfer will be completed properly for Assessing and recording purposes.***
- 2. The applicants shall submit two (2) mylars of the approved plat and applicable recording fees to the Planning & Development Department in accordance with Planning & Development Department recording procedures. (8.1.D & 7.11)***
- 3. The applicants shall submit the executed deeds of the land transfer together with applicable recording fees to the Planning & Development Department to be recorded contemporaneously with the plat.***

The MOTION was seconded by Kellen Appleton.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board authorizes the Chair to sign the plat of Grafton County Senior Citizens Council, Inc. and City of Lebanon, PB2024-46-BLAVLM, titled “Boundary Line Adjustment & Merger Plan,” prepared by Paton Land Surveying, dated September 12, 2024, revised November 26, 2024.

The MOTION was seconded by Brian Ceglarski.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

- B. Cicotte Holdings, LLC, 51 Evans Drive (Tax Map 78, Lot 40, Plot 200), zoned R-O-1: Request for a Conditional Use Permit pursuant to Section 311A.2 of the Lebanon Zoning Ordinance and for Site Plan Review per Section 3.1.D of the Site Plan Review Regulations to expand the outdoor vehicular storage area for an existing vehicular sales use together with associated site improvements including landscaping and lighting. PB2024-48-SPRCUP - Postponed from December 9, 2024**

Mr. Corwin said Staff has not received a response to comment from this applicant. He said the applicant has requested a postponement of this hearing to complete its wetlands delineation, which would be the second postponement for this application. Mr. Corwin noted that the Planning Board recently updated its procedures (specifically Article 6.6.1) to limit the number of times an applicant can postpone a hearing for an application. Chair Faunce confirmed that the Board would grant this postponement but not any others. He confirmed that no one was present on behalf of the applicant at this meeting. Mr. Corwin said Staff will notify the applicant that no future postponement requests will be granted.

- C. Robert & Brenda Owens and Dustin & Tong Fei Meltzer, 163 Meriden Road (Tax Map 121, Lot 6) and 0 School Street (Tax Map 121, Lot 5), zoned R-3: Request for a Boundary Line Adjustment. PB2025-01-BLA**

Mr. Corwin stated that Staff recommends that the application is complete enough for the Planning Board to accept jurisdiction and commence review.

A MOTION was made by Richard Ford Burley that the application of Robert & Brenda Owens and Dustin & Tong Fei Meltzer, 163 Meriden Road (Tax Map 121, Lot 6) and 0 School Street (Tax Map 121, Lot 5), zoned R-3: Request for a Boundary Line Adjustment. PB2025-01-BLA is complete enough for the Planning Board to accept jurisdiction and commence review. The MOTION was seconded by Jeremy Rutter.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

Mr. Robert and Mrs. Brenda Owens, with Attorney Barry Schuster, were present on behalf of the applicants. Mr. Owens said he spoke with co-applicant Mr. Dustin Meltzer about appearing at this public hearing, but he said Mr. Meltzer was working and unavailable. He explained that both parties were in agreement to adjust the boundaries of the properties.

Dr. Rutter noted that the application has many references to disturbed rebars. Mr. Schuster said the relocation/adjustment of rebars needs to be noted for surveyors. He said Mr. Payton used new pins to mark the corners of the areas in question.

Chair Faunce opened the public comment portion of the hearing. No one from the public attending either in person or on-line spoke.

Chair Faunce closed the public comment portion of the hearing.

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board approves the application of PB2025-01-BLA, for a proposed Boundary Line Adjustment between 163 Meriden Road (Tax Map 121, Lot 6) and 0 School Street (Tax Map 121, Lot 5), PB2025-01-BLA, as shown on a plat titled “Lot Line Adjustment Plan prepared for Dustin Meltzer & Tong Fei Meltzer and Robert E. Owens & Brenda L. Owens,” prepared by Vive Libre Geomatics, dated November 12, 2024, Drawing 24035-bo, including any and all supplemental submissions and testimony provided during the public hearing, subject to the following conditions:

A. General Conditions

1. This approval shall be considered void unless all conditions precedent are met and the plat is recorded in the Registry of Deeds within two (2) years from the date of the Notice of Action (Section 7.12.B). The plat shall be recorded by the Planning & Development Department in accordance with Planning & Development Department recording procedures.

2. This approval shall automatically expire and be considered void upon failure to meet any of the conditions of approval set forth herein within the timeframes specified.

B. Conditions to be Satisfied Prior to the Signing and Recording of the Plat

- 1. The applicants shall submit two (2) mylars of the approved plat and applicable recording fees to the Planning & Development Department in accordance with Planning & Development Department recording procedures. (8.1.D & 7.11)**
- 2. The applicants shall submit the executed deeds of the land transfer together with applicable recording fees to the Planning & Development Department to be recorded contemporaneously with the plat.**

The MOTION was seconded by Kellen Appleton.

Mr. Schuster asked if the recording of deeds could be done electronically. Mr. Corwin said Staff can work with the applicant to reasonably apply that condition because the City has an account with the registry and its electronic process.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board authorizes the Chair to sign the plat of Robert & Brenda Owens and Dustin & Tong Fei Meltzer, PB2025-01-BLA, titled “Lot Line Adjustment Plan prepared for Dustin Meltzer & Tong Fei Meltzer and Robert E. Owens & Brenda L. Owens,” prepared by Vive Libre Geomatics, dated November 12, 2024, Drawing 24035-bo.

The MOTION was seconded by Eric Stacy.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

- D. CWM All Waste, LLC, 40 N Labombard Road (Tax Map 51, Lot 10), zoned IND-L: Request for Minor Subdivision approval to create a legal roadway for the proposed Signal Hill Planned Business Park. PB2025-02-PMAJ - To be postponed to February 10, 2025 and renoticed as a proposed major subdivision.**

Mr. Corwin said this application has been withdrawn by the applicant.

- E. Choice Storage, LLC, 0 Etna Rd (Tax Map 26, Lot 17), CWM All Waste, LLC, 40 N Labombard Rd (Tax Map 51, Lot 10), Chaloux Properties, LLC, 32 Labombard Rd (Tax Map 51, Lot 11), Route 120 Hotel, LLC, 35 Labombard Rd (Tax Map 64, Lot 21), Chaloux Properties, LLC, 25 Labombard Rd (Tax Map 64, Lot 25), Klubio, LLC, 39 Labombard Rd (Tax Map 51, Lot 14), TLL Realty, LLC, 41 Labombard**

Rd (Tax Map 51, Lot 1) & Notch Climbing Real Estate, LLC, 33 Labombard Rd (Tax Map 51, Lot 15), zoned IND-L and RL-3: Request for a Conditional Use Permit pursuant to Section 508 of the Lebanon Zoning Ordinance for a proposed Planned Business Park and for Preliminary Major Subdivision approval of a proposed 4-lot subdivision of 0 Etna Road (Tax Map 26, Lot 17). PB2025-03-PMAJCUP – Completeness review only on January 13, 2025; public hearing to commence at the February 10, 2025 meeting

Mr. Corwin said this applicant has submitted a variance to the Zoning Board for one aspect of the plan, so this application is being withdrawn for this meeting and will be brought back once the application has attained the variance.

F. City of Lebanon, 0 Barrows Street (Tax Map 77, Lot 106), zoned R-3: Request for Site Plan Review, Major Subdivision approval, and a Conditional Use Permit per Sections 310.2 and 509 of the Zoning Ordinance for a proposed 5-unit cottage development. 2025-04-FMAJSPRCUP

Mr. Corwin stated that Staff recommends that the application is complete enough for the Planning Board to accept jurisdiction and commence review.

A MOTION was made by Richard Ford Burley that the application of City of Lebanon, 0 Barrows Street (Tax Map 77, Lot 106), zoned R-3: Request for Site Plan Review, Major Subdivision approval, and a Conditional Use Permit per Sections 310.2 and 509 of the Zoning Ordinance for a proposed 5-unit cottage development. 2025-04-FMAJSPRCUP is complete enough for the Planning Board to accept jurisdiction and commence review.

The MOTION was seconded by Jeremy Rutter.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

Deputy City Manager Brooks, Mr. Paul Simon (Park Architecture), and City Engineer Rod Finley were present on behalf of the applicant. Dep. City Manager Brooks said Mayor Tim MacNamara is also part of the project team.

Dep. City Manager Brooks gave an overview of the work that has been done since the last time they were before the Planning Board (in August 2024). He noted that, at that time, they had received wetlands approval from DES to impact the small wetland area and avoid the larger wetland at the northern end of the site.

He said site work, including clearing and filling the site, has been accomplished. Mr. Finley said boulders from the 0 Barrows Street site and soil from another project site (Kimball Street / Forest Ave project) have been broken up and used as fill at the to raise and level the elevation for the cottage foundations. He said they installed some erosion setting control to stabilize the site.

Mr. Simon reviewed the site plan layout and the cottage style for all five cottages planned for the development. He said Cottage 1 will have lower first-floor elevations because the plan is to make it an ADA accessible unit. He said carports, which include some storage space, will have EV Charging stations. He said snow storage space will be included behind the carports.

He gave an overview of the erosion control plan. He said silt fencing would be needed around the existing wetland, removal of the existing paved surface and then along the south side of the property. He said the dumpster area would be fenced in and that riprap will be tied into the retaining wall behind the carports and near the dumpsters.

Chair Faunce asked about snow removal – in particular whether the site will be plowed, and if fire trucks will have clear access during the winter, both of which Mr. Simon confirmed. Chair Faunce also asked about the fencing around the dumpster, which Mr. Simon confirmed would otherwise be visible to neighbors of the property.

Mr. Finley discussed the underground stormwater detention system. He said the water off the parking area will drain into the stormwater system, and overflow will go into storm drain that directs water to the north side of the property.

Mr. Simon said the plan includes a patio area and natural stone boulders will be positioned near the patio as natural seating elements. Mr. Finley said the electrical/communication/telephone cables will be buried underground.

Mr. Simon reviewed the landscaping plan. Since the plan will not affect at least half the perimeters, the City is requesting waivers on portions of the permanent landscape requirements. He discussed the lighting plan for the site, particularly what is planned for the parking areas.

Dep. City Manager Brooks said the cottage cluster development layout consists of five, one-story detached residential units surrounding a central courtyard. He said each unit has approximately 930 square feet of gross living space. The group discussed how the cottages would have a below-grade level but, although it would not be a finished space (appropriate for a bedroom) at the time of the sale of the property, it is designed to be habitable. The group also discussed parking, which would be directly off Barrows Street.

The group discussed at length the challenge of building these units so as to offer them at an affordable price to potential owners. Dep. City Manager Brooks said the City plans to sell the units at cost and offer them in a lottery system for qualified applicants employed by the City, School District or Lebanon Housing Authority. He said the City's legal counsel is working on the purchase and resale documentation language so the affordability will be retained after the initial sale, should the initial owners desire to sell the properties in the future. He said the City hopes to be able to sell the units for \$350,000-\$375,000, and the group discussed the viability of selling in that price range. Dep. City Manager Brooks said details regarding ownership and resale of the properties are under review by the City's legal counsel.

Chair Faunce opened the public comment portion of the hearing.

Ms. Rebecca Kidder said she is an abutter to the property. She said she has gone to City Council meetings and brought up issues, one of which she said was ignored. She said her pet cemetery was dug up even though she said she was told numerous times that work would not be going on

in that area. She said she has several trees that have been gifted to her that she does not want moved without her knowing it.

She said she has gone to City Hall and asked people to explain what is going to happen on the site, but this is the first time she has seen this plan. Chair Faunce asked if the trees in question are located on City property and Ms. Kidder confirmed they are. Mr. Finley said he spoke with Ms. Kidder and said the City would relocate the trees. Chair Faunce suggested perhaps City employees could mark where on her property the trees would be relocated.

Mr. David Clem said he is in support of what's proposed, but he said there are aspects of this application that bear a little more discussion from the Planning Board. He said it would be interesting for the Planning Board to ask the City what third-party consultant expenditures were necessary in order to meet the application requirements. He suggested the Board take that total and divide by 5 to calculate a cost per unit. He said it is misleading if anyone thinks these units are going to cost \$350,000. He noted that, even if land costs are free, factoring in all the staff time, the expenditures thus far, the consultant time, and what the cost of construction is in today's world, he didn't think this project should be sold as workforce housing.

He said the issues of control and limited return on investment for the initial owners will constitute some form of subsidy to the first buyers. However the City conditions the first buyers' approval in terms of municipal employment, if they are going to have full property rights, they are likely to benefit from significant appreciation. He said the original intent of this prototype model of low-cost development may be lost if the properties are sold within some short period of time.

He said the City doesn't have to invent the wheel on this because there are multiple agencies that have addressed this issue and they have boilerplate material as to how to deal with it.

He said there are 14 waiver requests in this application. He said the Planning Board needs to understand each of them because it is setting a precedent in terms of future activity that's not related to the City and some of those waiver requests are significant. He said the fact that these waivers are requested by the City itself means that the City's regulations are too complex and too expensive to implement, and it really isn't an incentive for a private property owner to go down this route. He said when the City creates a cottage housing zone and then, almost less than a year later, changes the terms of it, it is sending a mixed message as to what the expectations are for this to be a prototype.

Ms. Sarah Riley, Chair of the Conservation Commission, asked if this meeting would be the only opportunity for public comment and if a site visit is planned. Chair Faunce said a site visit was conducted during the summer and this is the only opportunity for public comment at this meeting. He said if the Board is not comfortable enough to go into deliberation tonight, the public hearing may continue to a future meeting.

Ms. Riley asked if it is the Board's policy to always include wetlands and unbuildable space when calculating percentages, such as required space per cottage. Mr. Corwin said the presence of wetlands on a property can come into play when calculating the permissible density for a planned unit residential development.

Ms. Riley suggested the number of parking spaces could be examined closely, as could alternatives to paved surfaces (such as grass pavers) for the parking areas. She asked for more details about the stormwater, drainage and snow storage plans for the site. She asked if the landscaping plan could include more native plants, and whether more varieties of trees could be used. She said she did not know if the Tree Advisory Board had been consulted regarding the types of trees proposed for the site. Chair Faunce suggested that the proposed list of plants could be reviewed by the Tree Advisory Board as a Condition of Approval. Mr. Simon said he could look at areas of the site where alternative surfaces could be used instead of pavement. Mr. Finley said the cost of pervious surfaces can be higher because of extra materials required. He said use of that type of surface could possibly replace the proposed drainage system.

Rebecca Kattamis (Ward 2) expressed concerns about keeping the costs of the units within the suggested budget and about snow removal (where the snow will go because the site is tight).

She said she hopes the City will add some robust regulations regarding the resale of these properties because otherwise it is not fair to the rest of Lebanon residents. She asked, if the costs to build are higher than the target and the units are priced at more than anticipated, whether the difference would be made up with a subsidy by Lebanon residents/taxpayers.

Mr. Corwin commented that questions of affordability of workforce housing and ownership restrictions and resale of these properties are beyond the scope of the Planning Board. He said, there are no Conditions of Approval that the Board can attach to this project relative to affordability and resale. He said it has been helpful to have these concerns raised in this forum, such that Staff can address them and hopefully come up with a satisfactory response.

Ms. Riley clarified that she was referring to permeable surfaces that can be driven on, such as grass pavers. She said this is a great opportunity, if it's a City project, for the City to truly try to be as sustainable as possible.

She said she would also like to hear more about the lighting plan for the project. Mr. Simon described the proposed types and locations of the lighting for the project.

Dep. City Manager Brooks said it is the City's plan and expectation to construct these units as inexpensively as possible and still have them be a good demonstration project of this type of development. He said it may not meet workforce housing statute and levels of affordability. He said the City is trying to use modular techniques and will get as creative as it can get to end up with a desirable project that the city can be proud of. He said they will continue to work with the City's attorneys to incorporate the appropriate language in the owners' documents and the deeds to ensure affordability as well as to prevent a windfall for initial owners at resale. He said he may send Mr. Clem an email tomorrow to get samples of those organizations that are already doing this. He said the City will build in language it feels is appropriate and that can be approved by the Attorney General's Office as part of condominium documents. He said some of these decisions will be policy decisions that will likely be part of future public meetings, whether it's here or in front of the City Council. He confirmed that site development costs would be split among the five units and added to the overall cost of development.

Mr. Ford Burley said this project is being used as a way of helping the Board refine its regulations. Mr. Corwin said this is the first cottage development project since the adoption of Section 509 of the Zoning Ordinance, which are the cottage development regulations, to come

before the Board as a full package for review. He said this is a good test case in some ways for the Board's regulations because it requires a Conditional Use permit from the Zoning Board and Site Plan review under the Site Plan Review regulations and constitutes a major subdivision and so requires compliance with that layer of regulations as well.

Chair Faunce closed the public comment portion of the hearing.

The group discussed the waivers requested by the applicant at length. Chair Faunce said the Board members can learn more about what is being requested before a decision is made at a future meeting.

Mr. Corwin said the plans refer to a partial waiver from Site Plan Review Regulation Section 6.2.B (Perimeter Landscape Requirements), which was left out of the draft motion for waiver requests included in the materials for this meeting. He said the language of item #4 should include 5.1.E.16 and 6.2.B.

Ms. Romano asked if the parts of the property not included in the development could be developable in the future, because she said the owners of the five units would have control over the entire property. Dep. City Manager Brooks said the rest of the property is almost exclusively wetlands and he did not believe it is developable.

A MOTION was made by Richard Ford Burley to extend the meeting to 9:40pm. The MOTION was seconded by Andrew Faunce.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

A MOTION was made by Eric Stacy to continue the public hearing to the January 27, 2025 Planning Board meeting. The MOTION was seconded by Richard Ford Burley.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

4. OTHER BUSINESS

A. Lyme Properties Request for an Extension of PB2018-34-SPA

This item was discussed earlier in the meeting. It will be scheduled for a public hearing at the February 10, 2025 Planning Board meeting.

5. APPROVAL OF MINUTES

- **November 12, 2024**

Amendments - Page 2 Line 2: Change to lower case a
Page 3, Line 6: Change other to others
Edit header to read LEBANONNH.GOV

- **November 25, 2024**

Amendments - Page 2 Line 46: Add “Ms. Romano said her concern was that requiring fuel tanks to be behind the building would make it difficult for fuel delivery trucks to access them because access is constrained.”

A MOTION was made by Richard Ford Burley to approve the November 12, 2025 and November 25, 2025 Planning Board meeting minutes as amended. The MOTION was seconded by Eric Stacy.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

- **December 09, 2024** – Chair Faunce said these minutes would be approved at a future meeting

6. ELECTION OF OFFICERS

A MOTION was made by Richard Ford Burley to nominate Andrew Faunce as Chair of the Planning Board. The MOTION was seconded by Kathie Romano.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

A MOTION was made by Andrew Faunce to nominate Richard Ford Burley as Vice Chair of the Planning Board. The MOTION was seconded by Jeremy Rutter.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

7. ADJOURNMENT

A MOTION was made by Richard Ford Burley to adjourn the meeting at 9:32pm. The MOTION was seconded by Patrick Kennelly.

Roll Call Vote:

Voting For – Ms. Romano, Ms. Appleton, Ms. Zook, Dr. Rutter, Dr. Ford Burley, Mr. Faunce, Mr. Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

The meeting was adjourned at 9:32pm.

Respectfully submitted,
Paula Roux
Recording Secretary