LEBANON MINOR SITE PLAN COMMITTEE
MARCH 13, 2025 - 1:30 PM
COUNCIL CHAMBERS, CITY HALL OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

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1. Call to Order

A. To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 549 342 260#). If you have trouble accessing this meeting, pleaseTim Corwin .

2. Notice of Regional Impact

3. Public Hearing Items

A. **Manjit Singh (applicant), Vorachak, LLC, (property owner), 70 Hanover Street (Tax Map 91, Lot 197), zoned LD:** A request for Site Plan Review of a proposed partial conversion of the existing commercial use to permit a mobile food truck support kitchen and a take-out restaurant. **PB2025-12-MSP**

4. Other Business

5. Approval of Minutes

A. February 13, 2025

6. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

APPLICATION FOR

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT): Voracha, LLC

NAME: [redacted] Manager, Voracha, Sommay Voracha TEL.#: [redacted]

MAILING ADDRESS: 2 tannery Ln, Lebanon, NH, 03766

E-MAIL ADDRESS: [redacted]

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Manjit Singh TEL.#: [redacted]

MAILING ADDRESS: 6 whitcomb ave unit 2, west lebanon, NH, 03784

E-MAIL ADDRES: [redacted]

PROJECT LOCATION:

TAX MAP #: 91 LOT#: 197 PLOT #: — ZONE: LD

STREET ADDRESS OF PROJECT: 70 Hanover St, Lebanon, NH, 03766

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

FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Small kitchen used to prepare food for a food trailer.

TYPE OF OCCUPANCY:

EXISTING ☒ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL

PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: Kitchen space

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: _____ DATE: _____

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: [signature] DATE: 2-23-25

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - $ AMOUNT	DATE PAID	VOUCHER #

The proposed project consists of renovating a already existing commercial space into a kitchen. The main use of the kitchen will be to cook food for a food trailer. The appliance being installed is a hood and a stove. There are already sink connections because this space was already being used as a kitchen prior to new ownership. This building is full brick and already has another restaurant in the front Thai orchid. The space already complies with all regulations because of the active restaurant. It contains parking spaces, handicapped walkway, shared bathrooms, and doorways. There will be no expansion to the existing space just a addition of a hood and stove with some Electrical appliances.

City of Lebanon, New Hampshire
APPLICATION FOR MINOR SITE PLAN REVIEW
SUPPORT STATEMENT

Office Use Only	Date Received: _____	Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

An Application, completed in full and signed by the property owner [§3.2.B.7.a]

This Support Statement, completed in full and signed by the applicant [§3.2.B.7.b]

Payment of the appropriate filing fees [§3.2.B.7.c]

A completed *Public Hearing Notification List* [§3.2.B.7.d]

A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format

Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

The proposed project consists of renovating a already existing commercial space into a kitchen. The main use of the kitchen will be to cook food for a food trailer. The appliances being installed is a hood and a stove. There are already sink connections because this space was already being used as a kitchen prior to new ownership. This building is full brick and already has another restaurant in the front Thai orchid. The space already complies will all regulations because of the active restaurant.

III. SITE PLAN TECHNICAL CHECKLIST

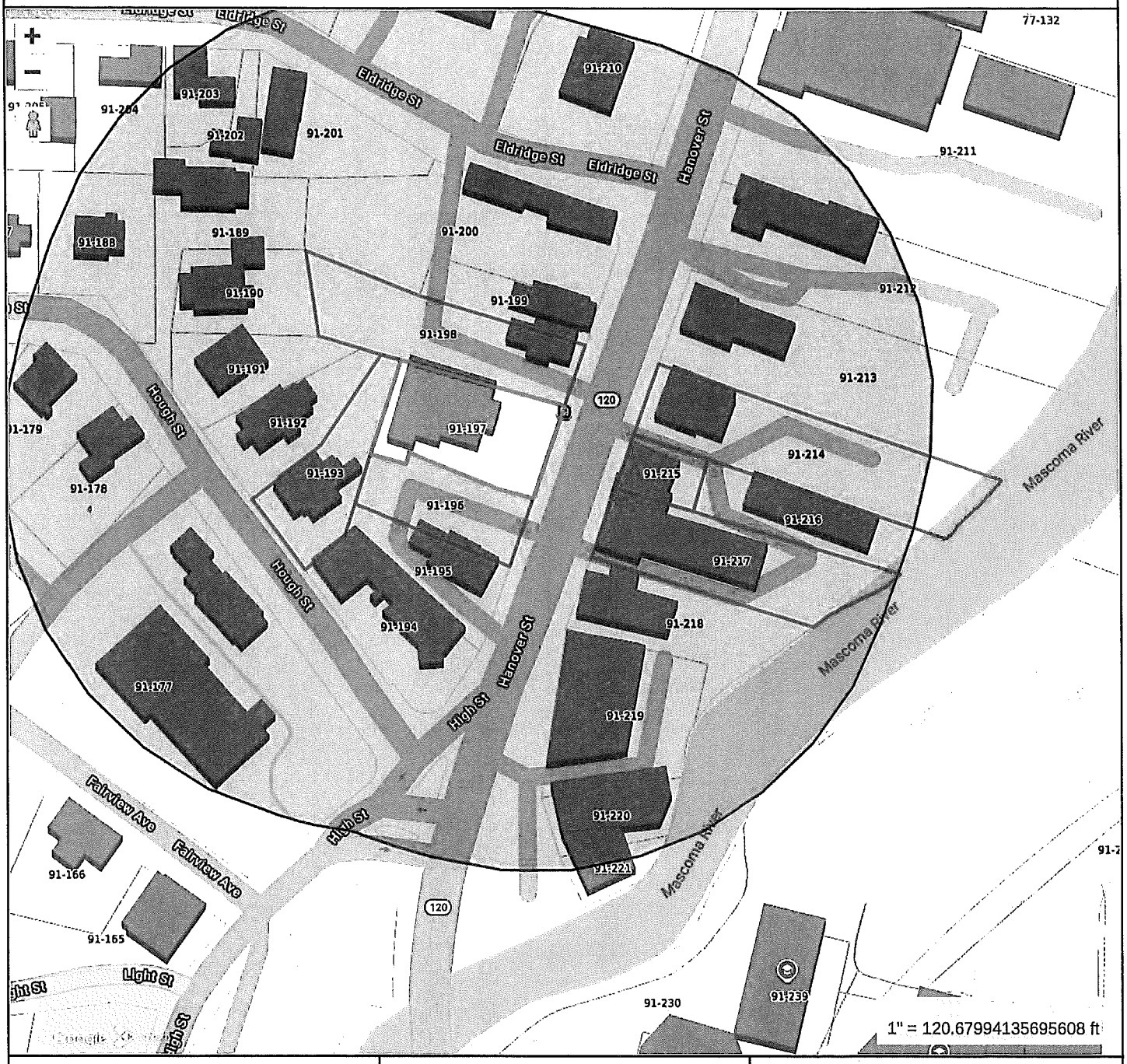
The site plan shall:	**Info. Provided**
3.2.B.7.e - Be scaled	☑
3.2.B.7.e - Be prepared utilizing the current approved site plan as a base map, if available	☑
3.2.B.7.e - Identify all abutters	☑
3.2.B.7.e.i - Indicate the site location	☑
3.2.B.7.e.i - Indicate the address of the subject property	☑
3.2.B.7.e.i - Indicate the zoning classification of the subject property	☑
3.2.B.7.e.ii - Describe the size, shape, and use of the subject property	☑
3.2.B.7.e.ii - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☑
3.2.B.7.e.ii - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☑

The site plan shall:	**Info. Provided**	**Not Applicable**
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of:		
• existing structures	☑	☐
• proposed structures	☑	☐
• expansions to existing structures	☐	☑
• landscaping	☐	☑
• parking areas	☐	☑
• walkways / ramps	☐	☑
• driveways	☐	☑
• lighting fixtures	☑	☐
• stormwater control devices	☑	☑
• exterior waste receptacles	☐	☑
• exterior equipment	☐	☑
• utilities	☑	☐
• all other improvements	☑	☐
3.2.B.7.e.iv (Article VI design compliance) - Identify or show:		
• where/how stormwater will be discharged	☐	X
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show:		
• setbacks (in ft.) of existing buildings and structures	☐	☑
• setbacks (in ft.) of proposed buildings and structures	☐	☑
• existing use(s) of property	☐	X
• proposed use(s) of property	☐	X
• size of each existing and proposed non-residential unit	☐	☑
• number of existing and proposed dwelling units	☐	☑
• number of existing on-site parking spaces	☐	☑
• for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance	☐	☑
• total proposed number of on-site parking spaces	☐	☑

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.

Manjit Singh
Signature of Applicant

02-25-25
Date



Property Information

Property ID	91-197
Location	70 HANOVER ST
Owner	VORACHAK, LLC

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 01/30/2025
Data updated 11/18/2018

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

CERTIFIED NOTIFICATION LIST

Notice shall be sent by certified mail to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property; the holders of easements, rights-of-way, and other restrictions; and every engineer, architect, land surveyor, or soil or wetlands scientist whose seal appears on any plan submitted to the Board; and any other persons required by RSA 676:4, I(d). The names and mailing addresses shall be furnished by the Applicant.

672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.
Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

Map & Lot Number: 91-197	**Map & Lot Number:** Applicant
Property Owner: ~~Robert Lanfrey, Vorachak~~ ADDRESSES: 2 Tannery Ln, Lebanon, NH, 03766 Name: Sommay Vorachak	Applicant, Co-Applicant, Agent, or Lessee: Name: Manjit Singh Addresses: 6 Whitcomb ave unit 2, West Lebanon, NH, 03784
Map & Lot Number: 91-193	**Map & Lot Number:** 91-196
Holly Pierce 1 Hough St. Lebanon	Purcell Real Estate 21 School St. Lebanon
Map & Lot Number: 91-198	**Map & Lot Number:** 91-214
Harrison C. Trumbull PO Box 511 Lebanon	71 Hanover St. LLC 21 Bank St. Lebanon

Map & Lot Number: 91-215	Map & Lot Number: 91-217
Purcell Real Estate Duplicate	Purcell Real Estate Dup.
Map & Lot Number:	**Map & Lot Number:**
Map & Lot Number:	**Map & Lot Number:**
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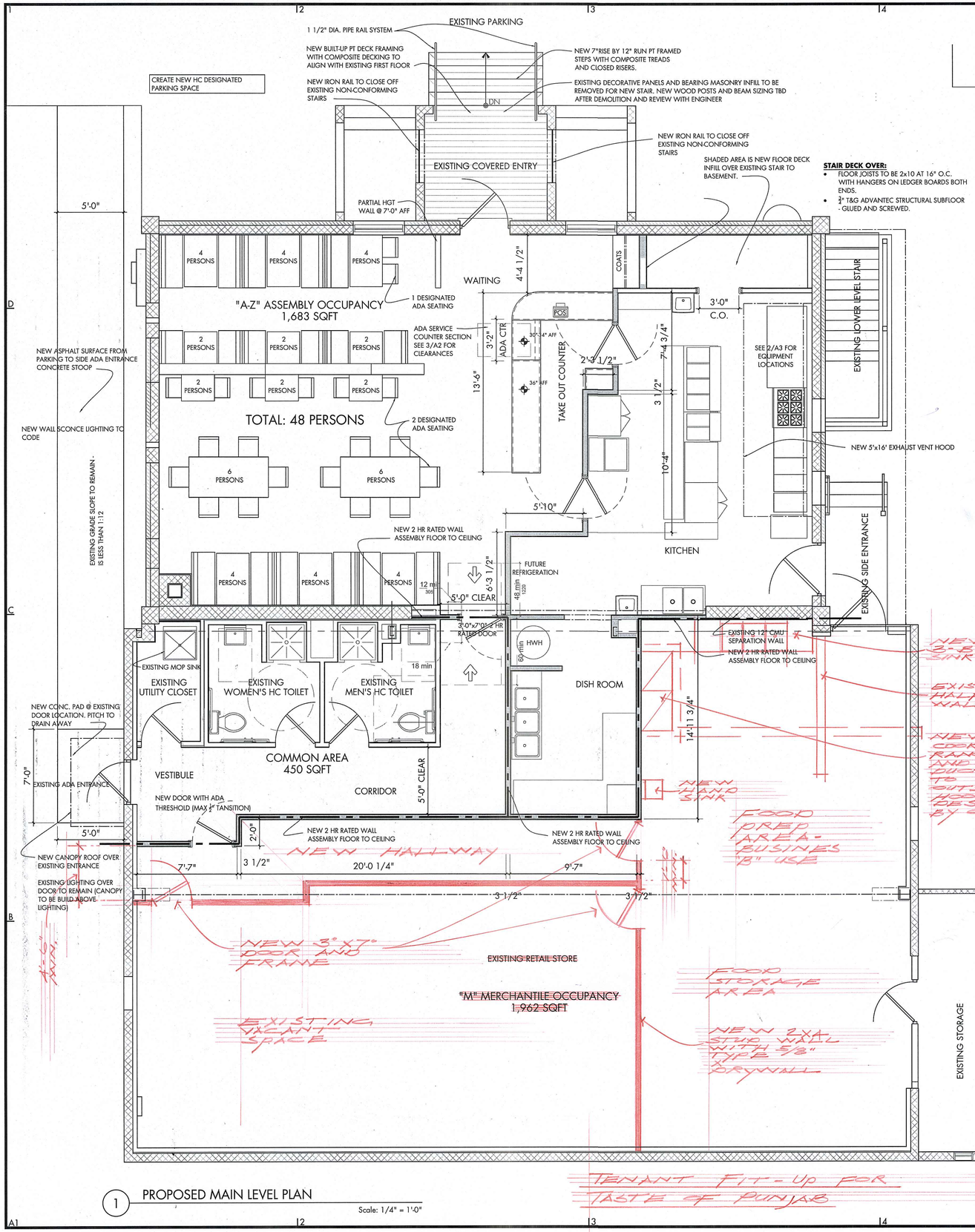
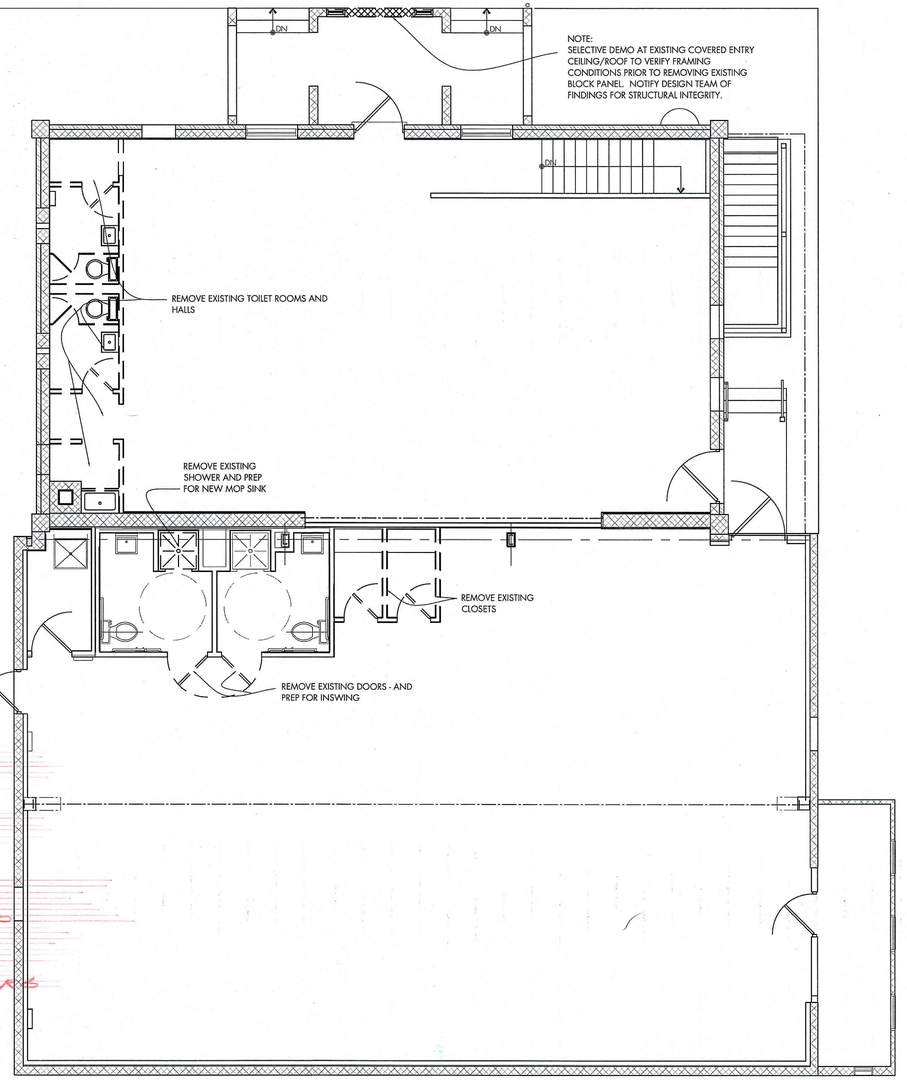
(Revised 2/8/2024)



1 PROPOSED MAIN LEVEL PLAN

Scale: 1/4" = 1'-0"



2 EXISTING FIRST FLOOR DEMOLITION DIAGRAM

Scale: 3/16" = 1'-0"

WALLS AND INTERIOR PARTITIONS, WOOD-FRAMED

GA FILE NO. WP 4135	GENERIC	2 HOUR FIRE	40 to 44 STC SOUND

GYPSUM WALLBOARD, WOOD STUDS

Base layer 5/8" type X gypsum wallboard or gypsum veneer base applied at right angles to each side of 2 x 4 wood studs 24" o.c. with 6d coated nails, 1 7/8" long, 0.085" shank, 1/4" heads, 24" o.c. **Face** layer 5/8" type X gypsum wallboard or gypsum veneer base applied at right angles to each side with 8d coated nails, 2 3/8" long, 0.100" shank, 1/4" heads, 8" o.c.

Joints staggered 24" each layer and side. Sound tested with studs 16" o.c. and with nails for **base** layer spaced 6" o.c. **(LOAD-BEARING)**

Thickness:	9 1/8"
Approx. Weight:	12 psf
Fire Test:	FM WP 360, 9-27-74
Sound Test:	NGC 2363, 4-1-70

3 2 HR RATED WALL ASSEMBLY

Scale: NTS

Height and Area Calculation

Building Use Groups

- Assembly (Restaurant) = "A-2"
- Mercantile (Market) = "M"

Building Construction Types

- Type IIIB: Non-Combustible / Combustible
- Type IIB: Non-Combustible / Unprotected
- Non-Sprinklered Building

IBC Table 503: Allowable Building Height and Area

- A-2 / IIIB = Two Stories; 55 Feet High; 9,500 sq. ft.
- M / IIIB = Two Stories; 55 Feet High; 12,500 sq. ft.
- This building is 4,095 sq. ft.

barrett architecture
Frank J. Barrett. Jr. AIA
215 Gates-Briggs Building
P.O.Box 55
White River Jct. VT 05001
Telephone: 802-296-0004
Facsimile: 802-296-0005
Email:
Frank.J.Barrett@myfairpoint.net

Stamp: LICENSED ARCHITECT FRANK J. BARRETT, JR. No. 1581 STATE OF NEW HAMPSHIRE

PROJECT TITLE
TENANT FIT-UP FOR
THAI ORCHID
70 HANOVER STREET
LEBANON, NEW HAMPSHIRE

SHEET INFORMATION
PROPOSED MAIN FLOOR PLAN
DEMOLITION DIAGRAM

Drawn By: TPO
Checked By: FJB

Revisions:
JAN. 15, '24

Sheet:
A1

Date:
28 NOV 2017

DRAFT

LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
FEBRUARY 13, 2025 1:30 PM

MEMBERS PRESENT: Nate Reichert (Director of Planning & Development), Captain Adam Leland (Lebanon Police Department) (REMOTE), Leigh Hayes (Building Official), Jeff Libbey (Deputy Fire Chief), Brian Vincent (City Engineer)

STAFF PRESENT: Tim Corwin (Deputy Planning & Development Director)

MEMBERS ABSENT: None

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1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:32pm. He appointed Mr. Hayes to be a voting member for the meeting. Mr. Reichert said Mr. Corwin is recusing himself from voting pursuant to proposed changes to the Minor Site Plan committee rules that allow the director of each participating department (DPW, Fire, Police, Planning and Building) can appoint a representative from their department.

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

Cpt. Leland said he is remote because he has several emergencies happening, so he needed to remain at his office. He said no one else is in the room with him during the meeting.

2. NOTICE OF REGIONAL IMPACT

Mr. Corwin said that the Staff recommends that neither of the Minor Site Plan applications on the agenda have the potential for regional impact.

A MOTION was made by Brian Vincent that neither application on the agenda has the potential for regional impact. The motion was seconded by Leigh Hayes.

Roll Call Vote:
Voting For – Cpt. Leland, Mr. Hayes, Mr. Reichert, Dep. Chief Libbey, Mr. Vincent
Voting Against – None

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

3. PUBLIC HEARING ITEMS

A. Sarin Tin (applicant), Georgia Anne Tuttle, TTEE (property owner), 129 Mechanic Street (Tax Map 105, Lot 31), zoned GC: A request for Site Plan Review of a proposed conversion of the existing medical office use to a take-out food establishment/sandwich shop. PB2025-06-MSP

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 Brian Vincent that the application of Sarin Tin (applicant), Georgia Anne Tuttle, TTEE (property owner), 129 Mechanic Street (Tax Map 105, Lot 31), zoned GC PB2025-06-MSP is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The motion was seconded by Jeff Libbey.

Roll Call Vote: Voting For – Cpt. Leland, Mr. Hayes, Mr. Reichert, Dep. Chief Libbey, Mr. Vincent
Voting Against – None

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

Mr Nik Fiore (Engineering Ventures) was present on behalf of the applicant. He said the existing location of the Phnom Pen restaurant at the corner of High Street and Mechanic Street is slated to be torn down to make way for a roundabout. He said the owner is looking to convert the former medical office at 129 Mechanic Street into the restaurant's new location. He said the restaurant will have no seating and just a kitchen for take-out service.

The group reviewed the building's original site plan. Mr. Fiore said the main entrance would be moved to the side of the building and an ADA-compliant ramp and parking space would be added. He said 10 parking spaces are required at the location.

Mr. Fiore discussed the changes to the existing layout that would occur with the addition of a kitchen. Dep. Chief Libbey asked if fire/emergency vehicles would have proper access to enter and exit the parking area onto Mechanic Street. Dep. Chief Libbey noted that the fire truck will probably have to remain on busy Mechanic Street and potentially block traffic if called to the restaurant for an emergency.

Mr. Vincent noted it appears the ADA-designated parking space is near a raised retaining wall holding up the parking space. He asked if that would remain as the accessible parking space. Mr. Fiore said it would remain a parking space but would be replaced if needed. Mr. Vincent also asked if the space would encroach onto the 20-foot clearance space of the driveway, which Mr. Fiore said it would not.

Mr. Vincent also suggested that an external grease trap from the kitchen be required as a condition of approval. He also said an increase in water/sewer use (once the building is a restaurant instead of a medical office building) may require a permit because it may be considered a change in use.

Mr. Hayes said the plans include two different dimensions for the accessible parking space, based on the dimensions of a regular vehicle versus a van, and he asked if it would be used by both types of vehicles. He confirmed with Mr. Fiore the space meets the current ADA design requirements.

Cpt. Leland said he the one-way traffic around the back of the building is okay as long as there is acceptable signage to direct vehicles.

Mr. Reichert said the applicant should ensure that the vegetative buffer is maintained between the residential and commercial use of the building. Mr. Fiore confirmed the buffer would remain. Mr. Reichert also asked about snow storage and whether it would potentially impede the vision of the drivers attempting to get in and out of the parking area. Mr. Fiore said the snow storage is accommodated on the private property side of the property.

Mr. Reichert asked about signage on the property, and Mr. Fiore said it has not yet been determined. Dep. Chief Libbey asked about the location of the propane tank that will be installed for the restaurant. Mr. Fiore said there is room behind the building. Mr. Reichert said energy or signage requirements may trigger an amendment to the site plan which may require the applicant to come back before the Minor Site Plan Review Committee.

Mr. Reichert opened the public comment portion of the hearing. No one from the public spoke. Mr. Reichert closed the public comment portion of the hearing.

A MOTION was made by Brian Vincent that the Lebanon Minor Site Plan Committee approves the application of Sarin Tin (applicant) and Georgia Anne Tuttle, TTEE (property owner), regarding 129 Mechanic Street (Tax Map 105, Lot 31), zoned GC, PB2025-06-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to convert the existing medical office use to a take-out food establishment/sandwich shop as depicted in the application materials and on a 4-sheet plan set prepared by T&M Associates, Inc., dated March 20, 1989, revised May 11, 1989, as further revised by Engineering Ventures, PC with a revision date of January 28, 2025, and including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

General Conditions

1. ***This approval shall automatically expire and be deemed void upon failure to meet any of the conditions of approval set forth herein within the timeframes specified. 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. ***A building permit must be applied for and issued within two (2) years of the date of this approval (4.10.A).***
3. ***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.***

Conditions Precedent to be Satisfied Prior to Application for a Building Permit and Prior to the Start of Any Construction Activities

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. ***The applicant shall make the following revisions to the plan set to the satisfaction of the Planning and Development Department, Department of Public Works, and the Fire Department:***
    - ***a) Depict location of propane tanks.***
    - ***b) Amend the cover sheet to provide description of plan revisions (5.1.E.4.d of the Site Plan Review Regulations).***

The applicant shall provide the Planning and Development Department with a digital copy of the revised plan set saved in a PDF-A format for archival purposes.

6. ***The development is subject to the 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. A completed impact fee invoice and acknowledgment form shall be completed by the applicant and submitted with the building permit application.***
7. ***An internal grease interceptor may be permitted if approved by the Department of Public Works. If so approved, the plan set shall be revised to the satisfaction of the Department of Public Works.***
8. ***All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations. (Note: applicant can request an invoice from the Department of Public Works).***

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

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

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

10. The impact fees calculated pursuant to Condition of Approval #6 shall be paid.
11. The applicant shall obtain a sign permit prior to the installation of any signage as required by Section 608 of the Zoning Ordinance, and shall comply with all applicable requirements of Section 608.
12. 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 Minor Site Committee in accordance with the Site Plan Review Regulations.

The MOTION was seconded by Jeff Libbey.

Roll Call Vote:
Voting For – Cpt. Leland, Mr. Hayes, Mr. Reichert, Dep. Chief Libbey, Mr. Vincent
Voting Against – None

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

B. Lebanon Plaza Associates, LLC, 2-8 Market Street (Tax Map 101, Lot 1), zoned GC: A request for Site Plan Review to construct a +/-900 sq. ft. addition and a +/-252 sq. ft. addition to the existing grocery store building together with related site modifications and a reduction of eight (8) parking spaces. PB2025-07-MSP

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 Brian Vincent that the application of Lebanon Plaza Associates, LLC, 2-8 Market Street (Tax Map 101, Lot 1), zoned GC PB2025-07-MSP is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The motion was seconded by Leigh Hayes.

Roll Call Vote:
Voting For – Cpt. Leland, Mr. Hayes, Mr. Reichert, Dep. Chief Libbey, Mr. Vincent
Voting Against – None

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

Mr. Dave Fenstermacher of VHB and Mr. Jay Lord were present on behalf of the applicant. Mr. Fenstermacher said Hannaford's grocery store is looking to increase its cooler and storage space on its current site. He said the addition of two coolers totaling 900 square feet will result in the loss of parking spaces, but enough spaces will remain to meet the requirements of the site.

Dep. Chief Libbey asked where the fire connection is located, and Mr. Lord said it is at the left front of the building. Mr. Vincent said if the coolers/freezers generate condensate, it can't be

discharged to City municipal sewer system per City code. He said if that happens the mechanical plan should show it going to a daylight or underground or drywell location. Mr. Lord said they should not generate condensate, but he would make a note and let the architect know.
Mr. Hayes asked about whether new cuts would be made into the walls between the connection and the new coolers. Mr. Lord said they would be new cuts into the wall. Mr. Hayes said the freezers should not impact the current emergency exit egress plan. Mr. Fenstermacher confirmed that none of the areas where work is being done are in a flood plain.

Mr. Reichert asked about the changes in calculation of the number of required parking spaces for retail and storage uses from what had been approved in the past. He proposed that the parking calculation plan should identify the area of use within the building (13,933 square feet) and account for that based on the difference between retail use and storage use. Mr. Reichert also noted discrepancies in the total square footage of the building. Mr. Fenstermacher said those inconsistencies occurred because the new addition's square footage was added to the total in the later iterations of the plans submitted by the applicant. Mr. Reichert said he may ask for a use area map to be delineated in the parking plan and included in the project materials.

Mr. Reichert opened the public comment portion of the hearing. No one from the public spoke. Mr. Reichert closed the public comment portion of the hearing.

A MOTION was made by Brian Vincent that the Lebanon Minor Site Plan Committee approves the application of Lebanon Plaza Associates, LLC, regarding 2-8 Market Street (Tax Map 101, Lot 1), zoned GC, PB2025-07-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to construct a +/-900 sq. ft. addition and a +/-252 sq. ft. addition to the existing grocery store building together with related site modifications and a reduction of eight (8) parking spaces as depicted in the application materials and as shown on a plan set titled, "Hannaford Supermarket & Pharmacy," dated January 28, 2025 (3 Sheets), and including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

General Conditions

1. ***Except as otherwise modified pursuant to this approval and the conditions of approval below, the Notice of Action dated July 10, 2017, for PB2017-14-SPR and the site plan set referenced therein shall remain in full force and in effect.***
2. ***This approval shall automatically expire and be deemed void upon failure to meet any of the conditions of approval set forth herein within the timeframes specified. 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.***
3. ***A building permit must be applied for and issued within two (2) years of the date of this approval (4.10.A).***

Conditions Precedent to be Satisfied Prior to Application for a Building Permit and Prior to the Start of Any Construction Activities

4. ***The applicant shall provide a parking calculation plan that identifies the internal uses within the building and shall verify the parking calculations and update the plan set to the satisfaction of the Planning & Development Department.***
5. ***The development is subject to the 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. A completed impact fee invoice and acknowledgment form shall be completed by the applicant and submitted with the building permit application.***
6. ***All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations. (Note: applicant can request an invoice from the Department of Public Works).***

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

7. ***The impact fees calculated pursuant to Condition of Approval #5 shall be paid.***
8. ***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 Minor Site Plan Committee in accordance with the Site Plan Review Regulations.***

The MOTION was seconded by Leigh Hayes.

Roll Call Vote:
Voting For – Cpt. Leland, Mr. Hayes, Mr. Reichert, Dep. Chief Libbey, Mr. Vincent
Voting Against – None

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

4. APPROVAL OF MINUTES – November 14, 2024

A MOTION was made by Jeff Libbey to approve the Minor Site Plan Review Committee Meeting Minutes of November 14, 2024. The Motion was seconded by Nathan Reichert.

Roll Call Vote:
Voting For – Cpt. Leland, Mr. Hayes, Mr. Reichert, Dep. Chief Libbey, Mr. Vincent
Voting Against – None

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

4. ADJOURNMENT

A MOTION was made by Jeff Libbey to adjourn the meeting at 2:29pm. The MOTION was seconded by Brian Vincent.

The meeting adjourned at 2:29pm.

Respectfully submitted,

Paula Roux
Recording Secretary