

FINAL

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

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

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

MEMBERS ABSENT: None

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:30pm.

2. NOTICE OF REGIONAL IMPACT

Mr. Corwin said that the Staff recommends that the Minor Site Plan application on the agenda does not have the potential for regional impact.

A MOTION was made by Brian Vincent that the application on the agenda does not have the potential for regional impact. The motion was seconded by Leigh Hays.

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

3. PUBLIC HEARING ITEMS

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

Mr. Corwin noted that this application did not include a site plan. He said the Committee could determine that the application is incomplete as presented, accept the application and request the site plan as additional information, or postpone the decision about completion until the next meeting.

A MOTION was made by Brian Vincent that the application of Manjit Singh (applicant), Vorachak, LLC, (property owner), 70 Hanover Street (Tax Map 91, Lot 197), zoned LD

PB2025-12-MSP is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The motion was seconded by Adam Leland.

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

Mr. Rajvir Singh was present on behalf of the applicant. He said the applicant operates a food trailer under the name “Taste of Punjab” that is parked outside of City Hall. He said the project involves building a take-out kitchen for the food trailer at 70 Hanover Street, which is the site of the Thai Orchid restaurant.

The group discussed the materials that have been submitted for review. Mr. Corwin noted that quite a bit of information was missing from the application. The applicant confirmed architect/designer Jay Barrett had updated the original site plans for the Thai Orchid restaurant for the proposed build-out.

Mr. Reichert suggested Staff provide the applicant with an example of a full, detailed, complete plan set to use as a guide for submission for their application. The group discussed the following elements of the plan that needed further detail:

- Final location of the walk-up window
- Directionality of foot traffic flow to and from the pick-up counter
- Location of parking area for pick-up customers
- Number of parking spaces provided / designated handicap/accessible space(s)
- Signage to direct customers to the space
- Whether the grease trap (if any) is shared with other tenants in the building
- Location of a loading zone for the food truck
- Whether customers must back out into the street when they leave the site
- A complete utility plan, including interior plumbing plan, location of sewer, water, and power lines, a complete energy plan (oil, electric, or propane)
- Which tenants use the four LP (propane) tanks currently on site
- Accessibility of the entrances within the Thai Orchid space
- Methodology for alerting if a fire incident occurs involving the hood system in the kitchen (building does not currently have sprinklers or fire alarms)
- What emergency exit lighting will be installed
- Installation of fire extinguishers
- Intended hours of operation / times to load trailer
- How/when will greywater be offloaded
- Delineation between the two users (restaurant versus food truck) related to parking area

The group discussed how many propane tanks may need to be added to the site. Dep. Chief Libbey said the Thai Orchid uses the four LP tanks at back of property for heating and an underground tank for cooking. He said it is unlikely the applicant would be able to put in another above-ground propane tank or an underground propane tank without a fire code variance from the state. Mr. Reichert suggested Mr. Barrett may be able to help the applicant work through the details of adding another propane tank, if needed. Dep. Fire Chief Libbey said one or two 120

tanks may be able to be added, but there is not a lot of room on the site. He said the Fire Marshall would have to approve the tank arrangement.

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 application of Manjit Singh (applicant), Vorachak, LLC, (property owner), 70 Hanover Street (Tax Map 91, Lot 197), zoned LD PB2025-12-MSP be continued until the April 10, 2025 Minor Site Plan Review Meeting at 1:30pm.

The MOTION was seconded by Leigh Hays.

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

Mr. Reichert suggested it would be helpful to have the requested documentation prior to the April 10, 2025 meeting, and said Staff would be glad to help the applicant with any questions.

4. APPROVAL OF MINUTES – February 13, 2025

A MOTION was made by Brian Vincent to approve the Minor Site Plan Review Committee Meeting Minutes of February 13, 2025. The Motion was seconded by Leigh Hays.

Mr. Hays said his name should be corrected from “Hayes” to “Hays” in the meeting minutes.

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

4. ADJOURNMENT

A MOTION was made by Brian Vincent to adjourn the meeting at 2:18pm. The MOTION was seconded by Leigh Hays.

The meeting adjourned at 2:18pm.

Respectfully submitted,
Paula Roux
Recording Secretary