

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
APRIL 10, 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), 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. 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 – Continued from March 13, 2025

Mr. Reichert said the applicant submitted additional materials yesterday. He said the new materials are included in the agenda materials.

Ms. Sami Singh and Mr. Rajvir Singh were present on behalf of the applicant.

Mr. Reichert said he had expected the applicant to submit a more thorough site plan but it has not been submitted. Dep. Fire Chief Libbey said they did not receive answers related to the location of propane tanks around the building to accommodate the hood system. He said he also needs specifications for the hood system that will be installed.

Mr. Vincent said the items needing more details noted in the March 13 meeting minutes have not been addressed:

- 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/accessibile 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

Mr. Corwin said the Committee doesn't have the key components to conduct a site plan review. Mr. Reichert suggested the applicants should print the bullet list (above) and determine if the items have been addressed. He said the Committee needs a detailed site plan mapped out to address the outstanding issues.

Mr. Vincent said the specifications related to the walk-up window, parking spaces, and ADA accessibility need to be addressed in a more detailed site plan. He noted the location of the restrooms in the Thai Orchid restaurant prevents customers from accessing the take-out area the applicant wants to create, and possible ways to redesign the space to create other means of access. Mr. Vincent noted that a utility plan would help identify where and how the utilities are connected. Dep. Fire Chief Libbey asked if the take-out area would share an electrical panel with Thai Orchid and Mr. Singh said it will have its own panel.

Dep. Fire Chief Libbey noted that, if a hood system is installed, the applicants will need to include a warning system to indicate whether the alarm is activated after hours. Mr. Hays said that the alert system is a requirement of the fire prevention permit at the time of installation.

Ms. Singh said the kitchen will only be used for food preparation right now. Mr. Reichert said it would be easier to approve the walk-up now (if that is planned for the future) than to get approved just for food truck support now and then try later to get approval for take-out. Mr. Hays said the only thing that will change (if approval for the take-out services is sought later) is the use of the accessible entrance as the entrance for the take-out window.

Mr. Vincent discussed the plumbing details related to the capacity of the grease trap at length. He said the plumbing plan (and the entire utility plan) is very important. He also said the water source should be 10 feet away (at least) from the sewer.

Mr. Reichert suggested the applicant might consider working on the site plan with Jay Barrett (who is an architect), but if they want to create the site plan themselves, to come to the Planning Department office and Staff will help them. The group discussed how Simple Energy (who the applicant confirmed is providing propane services) could also provide plumbing and electrical services, if the applicant decided to use them for that as well.

A MOTION was made by Jeff Libbey 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 May 08, 2025 Minor Site Plan Review Meeting at 1:30pm. The MOTION was seconded by Leigh Hays.

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

3. OTHER BUSINESS

4. APPROVAL OF MINUTES – March 13, 2025

A MOTION was made by Jeff Libbey to approve the Minor Site Plan Review Committee Meeting Minutes of March 13, 2025. The Motion was seconded by Adam Leland.

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

The group discussed whether the Minor Site Plan Committee should begin by requiring site plans from applicants, or if it would be more beneficial to applicants if the Committee first conducted site visits and identified issues on-site.

5. ADJOURNMENT

The meeting adjourned at 2:17pm.

Respectfully submitted,
Paula Roux
Recording Secretary