FINAL

LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, MARCH 24, 2025 6:30PM

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

MEMBERS ABSENT: Karen Zook (City Council Rep)

STAFF PRESENT: Tim Corwin (Deputy Planning Director)

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1. CALL TO ORDER

Chair Faunce called the meeting to order at 6:31pm. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. PUBLIC HEARING ITEMS

A. Update to Chapter 6 (Economic Development) of the Master Plan: The City is currently undertaking an effort to update each Chapter of the 2012 Master Plan over the next several years. The latest of these Master Plan updates is to Chapter 6 (Economic Development), which was prepared by the Lebanon Economic Development Commission and presented to the Planning Board for discussion at the Board's work session in February. In accordance with NH RSA 674:4 and 675:6, the Planning Board will hold a public hearing to give further consideration to the draft Chapter 6 update and to receive public comment. Following the public hearing, the Board may take action on whether to adopt the updated Chapter 6 as presented or with changes. Comments from the public can be presented at the hearing or forwarded in writing to the Planning & Development Department prior to the meeting.

Mr. Dan Nash (Chair of the Economic Development Committee) and Deputy City Manager David Brooks gave an overview of the changes that have been made to the chapter draft since it was discussed at the February 24, 2025 Planning Board meeting. Dep. City Manager Brooks thanked the Board for its input and Dr. Rutter for his edits.

The group discussed the "residents first" policy and what benefits are being provided to residents. Dr. Ford Burley read the policy:
"All actions and policies of the government of the City of Lebanon shall be intended first and foremost, to benefit the current residents of Lebanon.
Residents have communicated their support for the following core concepts, which are:

- *supportive, smart growth principles*

- *improvement of civic participation and transparency in government through better communication and varied, manageable opportunities for improvement*
- *consideration of the impact of new development on City services*
- *development of a comprehensive multimodal transportation plan*
- *improvement of bikeways, walkways and public transit systems [recreational commuter corridors]*
- *stewardship of natural and recreational areas*
- *balance between environmental sustainability and landowner rights"*

[At 6:37pm, Kathie Romano joined the meeting remotely.]

The group also discussed which resources are referenced in the concept of "growth not driven by depleting resources" – in particular, the services and capacity of the wastewater treatment plant. Dep. City Manager Brooks explained the Urban Services District concept, and discussed the recent legislation (HB707), which involves the revision of rules for landfills.

The group discussed housing in the City at length. Ms. Romano noted that there are five times as many people who live outside the City and work in the City, than people who live and work in the City. She said these non-residents should also be considered by the City, even though they don't pay taxes and only work within the City. Dep. City Manager Brooks confirmed that if there was more affordable, available housing in Lebanon, more people would want to live here.

Dr. Rutter asked if an automatic update to the population numbers could be added to the Master Plan process, to keep the population figures as updated as possible. Mr. Corwin said he would look for a way to add this to the process. The group discussed how future updates will be made to the Master Plan. Mr. Corwin said the next full update for the Master Plan is slated for 2030.

Chair Faunce opened the public comment portion of the hearing. No one from the public spoke. He closed the public comment portion of the hearing.

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board accepts, as offered, the report from the Economic Development Council, noting the interest in having regular updates to the statistics that have been provided in the report. The MOTION was seconded by Jeremy Rutter.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

****The MOTION was approved (8-0).***

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. Chair Faunce confirmed that all present members would be participating as regular voting members at this meeting.

B. Amendments to the Site Plan Review Regulations: The Lebanon Planning Board will hold a public hearing for the purpose of receiving input and taking action on the following proposed amendments to the Site Plan Review Regulations: (1) Article

III (Administration), Section 3.2, to modify the membership of the Minor Site Plan Committee; and (2) Article IV (Procedure), Section 4.3, to require conceptual review of certain projects and to establish related procedural requirements. Copies of the proposed amendments are available for review at the Planning and Development Department and will be made available online at the City's website, lebanonnh.gov.

Chair Faunce confirmed that the group had reviewed the latest iteration of the proposed amendments to the Site Plan Review Regulations concerning membership of the Minor Site Plan Committee and requirements for conceptual reviews.

Mr. Corwin noted that the edits to Article IV (Procedure), Section 4.3, (re: conceptual review) have not been reviewed by the City's legal counsel yet. He said the Board can comment and provide input but will have to wait until the next meeting to adopt the final revisions, once legal counsel has had a chance to review them.

Mr. Stacy asked how edits can be made to the Minor Site Plan Review Regulations. Mr. Corwin said he could make that an agenda item for the Planning Board's April 28, 2025 work session.

Section 3.2 – Minor Site Plan Review

A. MINOR SITE PLAN COMMITTEE

1. **Establishment.** A Minor Site Plan Committee is established in accordance with RSA 674:43, III, and the resolution passed by the City Council on September 1, 2021, for the purpose of reviewing minor site plan applications per Section 3.1.C.

2. **Membership.** The Minor Site Plan Committee consists of the Director of Planning and Development, the Chief Building Official, the Director of Public Works, the Fire Chief, and the Police Chief~~Planning and Development Department's Senior Planner and Associate Planner, and a representative from each of the following City departments: Fire, Police, and Public Works.~~ The Director of Planning and Development~~Senior Planner~~ shall serve as chair and may use ~~his or her~~their reasonable discretion in coordinating the activity of the Ccommittee in an efficient and effective manner. The Deputy Director of Planning and Development or designee shall serve as staff for the Committee. The ~~Director of Planning and Development~~members of the Committee may, at ~~his or her~~their discretion, appoint a substitute representative from their respective departments to the Committee~~for the Senior Planner or Associate Planner and may, at his or her discretion, serve as chair while substituting.~~ A majority of the Committee members shall constitute ~~the~~ a quorum (three) necessary to transact business.

Figure 1: Edits to 2. Membership portion of Section 3.2 Minor Site Plan Review

The group agreed to accept the edits to Section 3.2 – Minor Site Plan Review. **(See Figure 1).**

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board adopts the amendments to Section 3.2 Minor Site Plan Review: Minor Site Plan Committee as presented. The MOTION was seconded by Eric Stacy.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

****The MOTION was approved (8-0).***

The group discussed Section 4.3 Conceptual Review and made edits, which are reflected in **Figure 2**. Dr. Ford Burley made the following additional suggestions:

- Add text after A. Purpose:

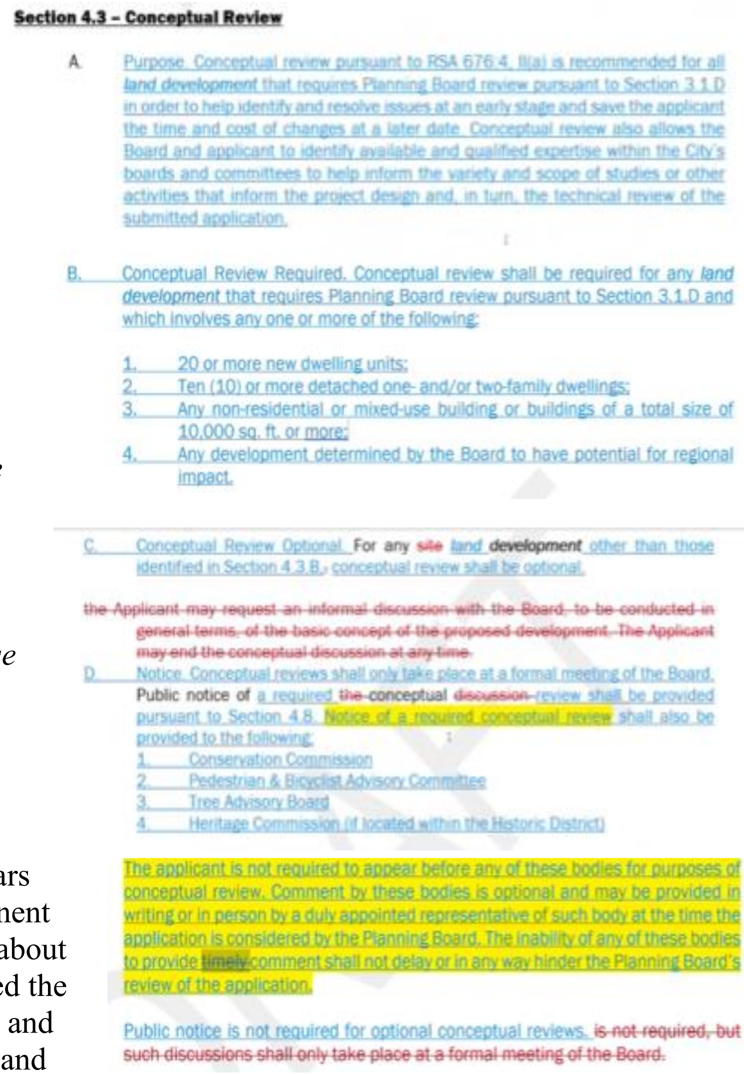
"Conceptual review is intended to speed the Site Plan Review process by inviting subject matter experts to receive an introduction to a reasonably complex project and give advanced feedback to developers."

- Change D4 Heritage Commission "(if located within the Historic District)" to *"(if there is potential to affect a site listed or eligible to be listed on the National Register of Historic Places.)"*
- Add text to paragraph after 4D:

"This section shall be understood to have no additional regulatory authority for other Land Use Boards."

Chair Faunce opened the public comment portion of the hearing.

Dep. City Manager Brooks said, during his 17 years in the Planning Department, he was a huge proponent of conceptual reviews. He noted he has concerns about making conceptual review a requirement. He urged the Board to take the time to review these regulations and what is being captured and what may be missing, and to continually refine them.


Section 4.3 – Conceptual Review

A. Purpose. Conceptual review pursuant to RSA 676:4, II(a) is recommended for all *land development* that requires Planning Board review pursuant to Section 3.1.D in order to help identify and resolve issues at an early stage and save the applicant the time and cost of changes at a later date. Conceptual review also allows the Board and applicant to identify available and qualified expertise within the City's boards and committees to help inform the variety and scope of studies or other activities that inform the project design and, in turn, the technical review of the submitted application.

B. Conceptual Review Required. Conceptual review shall be required for any *land development* that requires Planning Board review pursuant to Section 3.1.D and which involves any one or more of the following:

1. 20 or more new dwelling units;
2. Ten (10) or more detached one- and/or two-family dwellings;
3. Any non-residential or mixed-use building or buildings of a total size of 10,000 sq. ft. or more;
4. Any development determined by the Board to have potential for regional impact.

C. Conceptual Review Optional. For any ~~site~~ *land* **development** other than those identified in Section 4.3.B, conceptual review shall be optional.

~~the Applicant may request an informal discussion with the Board, to be conducted in general terms, of the basic concept of the proposed development. The Applicant may end the conceptual discussion at any time.~~

D. Notice. Conceptual reviews shall only take place at a formal meeting of the Board. Public notice of a required ~~the~~ conceptual ~~discussion~~ review shall be provided pursuant to Section 4.8. Notice of a required conceptual review shall also be provided to the following:

1. Conservation Commission
2. Pedestrian & Bicyclist Advisory Committee
3. Tree Advisory Board
4. Heritage Commission (if located within the Historic District)

The applicant is not required to appear before any of these bodies for purposes of conceptual review. Comment by these bodies is optional and may be provided in writing or in person by a duly appointed representative of such body at the time the application is considered by the Planning Board. The inability of any of these bodies to provide ~~timely~~ comment shall not delay or in any way hinder the Planning Board's review of the application.

Public notice is not required for optional conceptual reviews. ~~is not required, but such discussions shall only take place at a formal meeting of the Board.~~

Figure 2: Edits to Section 4.3 Conceptual Review

Chair Faunce closed the public comment portion of the hearing.

[At 8:03pm, Ms. Appleton left the meeting.]

A MOTION was made by Richard Ford Burley to continue the discussion about the proposed amendments to Section 4.3 Conceptual Review of the Site Plan Review Regulations to the April 28, 2025 meeting. The MOTION was seconded by Eric Stacy.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, and Mr. Ceglarski
Voting Against – None

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

[At 8:07pm, Ms. Appleton rejoined the meeting.]

3. COMMITTEE REPORTS

Chair Faunce asked members of the Planning Board to consider joining a subcommittee as Planning Board Representative. He said it is an opportunity to report on what committees are doing and to share information and potentially provide Planning Board support to other committees' projects. Ms. Appleton said she would join the Pedestrian & Bicycle Committee

A MOTION was made by Andrew Faunce that Kellen Appleton be assigned as Planning Board Representative to the Pedestrian & Bicycle Committee. The MOTION was seconded by Jeremy Rutter.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

****The MOTION was approved (8-0).***

Mr. Stacy said he would join the Economic Development Council if a liaison position for the Board was established.

A MOTION was made by Richard Ford Burley that the Planning Board recommends to the City Council the creation of a liaison position on the Economic Development Commission for a member of the Planning Board. The MOTION was seconded by Andrew Faunce.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

****The MOTION was approved (8-0).***

Ms. Romano said she is no longer a member of the Mascoma River Local Advisory Committee, and that the committee seems to have disbanded. Mr. Kennelly said he is a Planning Board Representative for the Lebanon Energy Advisory Committee. Chair Faunce noted that the Conservation Commission no longer has a Planning Board Representative and urged Board members to consider joining that committee.

4. STUDY ITEMS

A. Recap 2025 adopted Capital Budget, Commence 2026-2031 CIP process

Chair Faunce reminded the group that, in previous meetings, the Board had suggested some changes to its role in participating in the CIP process:

- When the Board is presented with a new slate of CIP project proposals, it will be given information about them that includes what the projected ongoing operational expense of those improvements will be and how and whether that expense will be covered by fees or by taxation
- What the current commitments to the CIP are that have already come before the Planning Board, and whether any of those have been scuttled, significantly postponed, or changed in terms of their projected cost

- Invite getting the proposals from the City as soon as they are turned in so the Board has some study time to review and determine which, if any, principals the Boad would like to invite to meet for further discussion

Mr. Corwin said Department Heads requesting preparation of projects for the next iteration of the CIP will be going out in the next day or two and the due date for those proposals is May 9, 2025. He said the projects would be presented at the Board's May 27, 2025 meeting.

B. Strategic Plan - Annual Goals and Workplan

Chair Faunce said the Planning Board has been assigned to work on updates to the Land Use (Chapter 2) portion of the Master Plan. The group discussed the possible formation of a revision team, consisting of members from the Planning Board, Conservation Commission, and Heritage Commission. Mr. Stacy said he would work with other Land Use committee members on this team. The group discussed who would be appropriate to possibly work on sections / chapters of the Master Plan that have not been assigned to other Committees:

- Transportation (Chapter 9) - Ms. Appleton to work with City Councilor Devin Wilkie
- Recreation (Chapter 10) - Volunteers to work with Recreation, Parks & Arts Department
- Lebanon CBD (Chapter 3) - Mr. Stacy to work with EDC / Heritage Commission members

Mr. Corwin said he would meet with Ms. Hembree (Associate Planner for the City), who has been leading the Master Plan rewrite process, to work out a plan related to these potential work groups. He said he would ask Ms. Hembree to attend the April 28, 2025 work session to discuss the plan with the Board members.

5. OTHER BUSINESS - Planning Board Training

Chair Faunce reminded the Board about the video on Planning Board basics that the group had watched some months ago. He said he would like to have a place (i.e., shared document location) where materials of interest to Board members could be posted and shared.

Mr. Corwin said he would like to continue the video series that the Board started in October 2024. He said he could make videos available to Board members to view on their own and then discuss at a future meeting. He suggested the Board could dedicate 15 minutes at the end of every work session (beginning with the April 28, 2025 work session) to discuss training subject matter. Chair Faunce asked members to contact Mr. Corwin if they had any subject areas of interest for which they wanted to receive more information or training.

6. APPROVAL OF MINUTES January 27, 2025, February 10, 2025, February 24, 2025

Mr. Corwin noted that Dr. Rutter had provided edits to meeting minutes, which were included in the meeting agenda packet. Dr. Ford Burley noted one edit to Dr. Rutter's edits for the January 27, 2025 Meeting Minutes: Page 1, Line 8: change "she is" to "she was"

A MOTION was made by Richard Ford Burley to approve the January 27, 2025 Meeting Minutes as presented with noted amendment. The MOTION was seconded by Eric Stacy.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

***The MOTION was approved (8-0).**

A MOTION was made by Richard Ford Burley to approve the February 10, 2025 Meeting Minutes as presented. The MOTION was seconded by Brian Ceglarski.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

***The MOTION was approved (8-0).**

February 24, 2025 Meeting Minutes Amendment: Page 5, Line 39: Delete second “that has”

A MOTION was made by Andrew Faunce to approve the February 24, 2025 Meeting Minutes as presented with noted amendment. The MOTION was seconded by Kellen Appleton.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

***The MOTION was approved (7-0, with Dr. Ford Burley abstaining).**

7. ADJOURNMENT

A MOTION was made by Jeremy Rutter to adjourn the meeting at 8:44pm. The MOTION was seconded by Richard Ford Burley.

Roll Call Vote:
Voting For – Ms. Romano, Mr. Stacy, Dr. Rutter, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, and Mr. Ceglarski
Voting Against – None

***The MOTION was approved (8-0).**

The meeting was adjourned at 8:44pm.

Respectfully submitted,
Paula Roux
Recording Secretary