FINAL

LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, APRIL 14, 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, Karen Zook (City Council Rep)
MEMBERS ABSENT:	None
STAFF PRESENT:	Tim Corwin (Deputy Planning Director), Brian Vincent (City Engineer)

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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 she would participate as an alternate Board member. She said no one was in the room with her while attending the meeting.

2. NOTICE OF REGIONAL IMPACT

The following applications were received by the Planning and Development Department on or before April 14, 2025:

- **Irving Oil Terminals, Inc/Rancho Lebanon, LLC, 200 South Main Street (Tax Map 114, Lot 5) & 206 South Main Street (Tax Map 115, Lot 1), zoned GC: Applicant requests an extension of time per Section 4.10.B of the Site Plan Review Regulations to obtain a building permit pursuant to construct a +/- 4,465 sq. ft. convenience store on the site of a closed laundromat at 200 South Main Street and six (6) fuel dispenser islands with an overhead canopy on the site of a closed convenience store at 206 South Main Street, together with shared access and associated site improvements. PB2025-20-EXT**
- **LRX 1 Martin Drive, LLC, 1 Martin Drive (Tax Map 129, Lot 19), zoned GC: Site plan review to demolish an existing +/- 3,393 sq ft building and construct a new +/- 3,683 sq ft building to be used as a car wash, together with associated site improvements including replacement of the existing vacuuming stations, a new dumpster pad, stormwater management, landscaping and lighting. PB2025-21-SPR**
- **Kimbell Properties, LLC, 77 Prospect Street (Tax Map 108, Lot 13), zoned R-3: Request for approval of a proposed three (3)-lot Minor Subdivision. PB2025-22-MIN**

- **Brady Sullivan Prospect Hills, LLC., 0 Prospect Street (Tax Map 108, Lot 2), zoned R-3: Site plan amendment to the phasing schedule and grading plan of a previously approved site plan (PB2021-37-FMAJA) extended on December 11, 2024 (PB2023-42-EXT) for Phase II of the Prospect Hills development. PB2025-23-SPA**

  Mr. Corwin confirmed that there would not be a change in the number of units for the Brady Sullivan Prospect Hills LLC application.

Mr. Corwin said Staff recommends the applications do not have the potential for regional impact.

A MOTION was made by Jeremy Rutter that the applications of Irving Oil Terminals, Inc/Rancho Lebanon, LLC, 200 South Main Street (Tax Map 114, Lot 5) & 206 South Main Street (Tax Map 115, Lot 1), zoned GC PB2025-20-EXT, LRX 1 Martin Drive, LLC, 1 Martin Drive (Tax Map 129, Lot 19), zoned GC PB2025-21-SPR, Kimbell Properties, LLC, 77 Prospect Street (Tax Map 108, Lot 13), zoned R-3 PB2025-22-MIN, and Brady Sullivan Prospect Hills, LLC., 0 Prospect Street (Tax Map 108, Lot 2), zoned R-3 PB2025-23-SPA do not have the potential for regional impact. The MOTION was seconded by Richard Ford Burley.

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

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

Chair Faunce said Item 3F would be heard next, which is out of the order of the meeting agenda.

3. PUBLIC HEARING ITEMS
F. Families Flourish North East (applicant), Mary Hitchcock Memorial Hospital (property owner), 424 Mount Support Road (Tax Map 24, Lot 6), zoned R-1: Applicant requests Site Plan Review for a proposed +/-19,661 sq. ft., 3-story treatment and recovery center/group residence with 12 residential rooms, together with associated site improvements including access, parking, utilities, landscaping, and lighting. PB2025-17-SPR

Chair Faunce said the Board would be deciding only on completeness for this application at this meeting. Mr. Corwin said Staff placed this application on Schedule B, which means the completeness hearing is held one month following submission of the application and the public hearing is held two months following receipt of the application. He said, because of the timing of the submission deadline for staff review for Schedule B, it is not uncommon that by the time Staff prepares the Staff memo for the completeness hearing, all the information required by Section 5.1 of the Site Plan Review Regulations hasn't yet been provided. He said, for other Schedule B applications, the Board has postponed determination of completeness until the second month following the submission deadline, so that the completeness determination and the public hearing are held on the same evening. He said in this case, the applicant addressed the completeness items between the time that Staff prepared Staff memo and tonight's meeting. He said he provided the applicant’s new information to the Board members prior to the meeting.

He said Staff is comfortable that the missing required information has been provided, and Staff recommends that the application is complete enough for the Board to accept jurisdiction and commence review.

A MOTION was made by Richard Ford Burley that the application of Families Flourish North East (Tax Map 24, Lot 6), zoned R-1, 424 Mount Support Road PB2025-17-SPR 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 – Mr. Stacy, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, Dr. Rutter, and Mr. Ceglarski
Voting Against – None

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

Mr. Corwin said, in the past, when a Schedule B application is accepted as complete at the first meeting following the submission deadline, the Board has also opened the public hearing and then immediately continued it to the following meeting. He suggested this course of action for this application.

Chair Faunce opened the public hearing for Families Flourish North East (applicant), Mary Hitchcock Memorial Hospital (property owner) 424 Mount Support Road, Tax map 24, Lot 6, zoned R1, PB2025-17-SPR.

A MOTION was made by Richard Ford Burley to continue the public hearing of Families Flourish North East (Tax Map 24, Lot 6), zoned R-1, 424 Mount Support Road PB2025-17-SPR to the May 12, 2025 Planning Board Meeting at 6:30pm. The MOTION was seconded by Jeremy Rutter.

Chair Faunce appointed Ms. Romano as a voting member for this meeting.

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

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

A. 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 - Continued from March 10, 2025

Mr. Dan Nash (Advanced Geomatics) and Attorney Barry Schuster were present on behalf of the applicant. Mr. Nash said he submitted a revised site plan that delineates the parking spaces as requested by the Board at the previous meeting. (See Figure 1)

Figure 1 Revised Site Plan included in agenda materials

He said one proposed change, which was not depicted on the site plan, was to make the double row of parking spaces on the right side of the drawings into a single row and add the spaces to other areas of the lot. He said the reconfiguration results in two double rows and one single row of parking. He said the number of spaces indicated on the cover page will be correctly depicted in the plans.

Mr. Nash confirmed that ample room has been designed for two-directional parking that is indicated in the new site plan. Mr. Nash said the applicant no longer needs to request waivers from Sections 6.2.E.3 and 6.2.E.2). He also confirmed that the applicant would install raised landscape islands (including shrubbery) with sloping granite curbs at the southern ends of the parking rows.

The group discussed the Board's request to add additional landscape islands in the existing (old) parking area at great length. Mr. Nash said the applicant has only agreed to add two landscape islands in the new parking area and cannot afford to add any more.

[At 6:50pm, Ms. Zook joined the meeting.]

The group discussed other similar parking lot configurations in the City and whether the requirement to have islands with trees, which was put into place after the other lots had been approved, should be enforced in this case for the existing parking area, much of which was approved previously in its present form. Similarly, the group discussed whether the requirement that parking spaces be outlined with painted striping should be enforced for the entire lot, given that the existing (old) portion was approved in its present form prior to the establishment of this requirement.

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

Mr. Nash noted that the applicant is trying to expand an existing lot, rather than build a new one, a change which he said is encouraged by the City's Master Plan. He said forcing the applicant to add islands and painted outlines is discouraging to the idea of infill (using existing property) as opposed to disturbing new land to create a new parking lot. Attorney Barry Schuster noted that the entire site was approved by the Board 25 years ago. He said the applicant does not want to spend a lot of money on this project and, if these requirements are to be enforced, he may be inclined to dig all the pavement up and park the cars on dirt instead. He said the applicant would like to find a middle ground. Ms. Romano said the two landscape islands that are planned for the ends of the parking rows are not providing much shade and suggested those two islands be moved to the centers of the rows. Attorney Schuster said moving the two islands from the south ends to the centers would be acceptable to the applicant.

The group discussed whether the applicant should be required to install sidewalks around the property. They discussed the condition of the sidewalks on Evans Drive, and whether the applicant should allocate funds to rebuild/construct the sidewalk in this area. Attorney Schuster suggested, since the exact amount to repair the sidewalk is unknown at this time, that the approval be granted with an undefined cost amount to be addressed once the cost is known.

Attorney Schuster brought up the concept of Rational Nexus, which the group discussed in relation to the application at length. Mr. Corwin said there is no real Rational Nexus for this application, and it is not applicable to this application. He said this discussion was just about whether to waive the requirement for sidewalks. Mr. Nash said he would provide a cost figure for sidewalks using the NHDOT average unit prices and the City Engineer could review that judgment for reasonableness.

Mr. Nash agreed to postpone determination for this application to the April 28, 2025 Planning Board meeting. Chair Faunce asked him to submit that in writing to the Planning Department.

A MOTION was made by Richard Ford Burley to continue the public hearing of Cicotte Holdings, LLC, 51 Evans Drive (Tax Map 78, Lot 40, Plot 200), zoned R-O-1 PB2024-48-SPRCUP to the April 28, 2025 Planning Board Meeting at 6:30pm. The MOTION was seconded by Eric Stacy.

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

****The MOTION was approved (9-0).***

B. Occom Path, Inc., 5 & 11 Oak Ridge Road (Tax Map 4, Lots 5 & 6), zoned R-3: The 21-dwelling unit Occom Path Planned Unit Residential Development (PURD) was approved on May 17, 2021 (PB2020-31-FMAJ) and was extended on March 20, 2023 (PB2023-10-EXT). The applicant now requests a waiver from Section 14.4.C of the Subdivision Regulations which provides that no building permits shall be issued for the final fifty percent (50%) of dwelling units until all required site improvements have been constructed. PB2025-14-SUBA

Chair Faunce recused himself from the discussion because he said he is a neighbor of the project. He said Vice Chair Ford Burley would preside over the discussion.

Mr. Corwin said the application is complete enough for the Board to accept jurisdiction and commence review.

A MOTION was made by Kellen Appleton that the application of Occom Path, Inc., PB2025-14-SUBA 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, Mr. Stacy, Ms. Zook, Mr. Kennelly, Dr. Ford Burley, Ms.

Appleton, Dr. Rutter, and Mr. Ceglarski
Voting Against – None

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

Mr. Corwin said proposed development was approved in 2021 as a Planned Unit Residential Development. He said at that time, it was subject to the Planning Board's subdivision regulations under the state's broad definition of subdivision by conditional use permit. He said the project also obtained Site Plan Review. He said the project continues to be subject to the subdivision regulations revised following this project's approval and maybe that of one or two others. He said the Planning Board at the time decided to exempt this type of project from having to obtain subdivision review and in the case of this type of single-ownership property (essentially a rental community). He said if this project were submitted today, it would not require subdivision review.

Mr. Corwin said the current request is to waive Section 14.4.C of the Subdivision Regulations, which limits the number of building permits that can be issued to a subdivision prior to completion of all required site improvements. He said the requirement was designed to prevent situations where individual lots have been sold but not all of the project site's improvements have been made, thus leaving purchasers without the promised improvements and the City with the responsibility for remedying the incompleteness.

Mr. Tim Estes (Estes & Gallup, Construction Manager) was present on behalf of the applicant. He said the issue is that his crew cannot complete site work without installing the foundations for all 21 new units. He said 11 Building Permits will be submitted to the City by the end of the week. He said all water, sewer, and drainage infrastructure has been completed for the entire site and is being tied into the street. He said they will reach a point where they can't move forward because the City requires that building permits be issued before he can build the foundations, and he can't move forward with the site work until the foundations are installed.

Ms. Romano asked if the applicant could not close on the single lots being sold without completing the infrastructure work, could they get an occupancy permit to rent before the infrastructure is completed. He said the units could be rented but not occupied until the improvements are completed. Mr. Stacy asked, if they had the building permits, how long it would be before the other foundations were poured. Mr. Estes said they would be poured by the end of the following week.

Dr. Ford Burley opened the public comment portion of the hearing. No one from the public spoke. Dr. Ford Burley closed the public comment portion of the hearing.

A MOTION was made by Eric Stacy that the Lebanon Planning Board approves the application of Occom Path, Inc., regarding the 21-dwelling unit Occom Path Planned Unit Residential Development (PURD) at 5 & 11 Oak Ridge Road (Tax Map 4, Lots 5 & 6), zoned R-3, originally approved on May 17, 2021 (PB2020-31-FMAJ) and extended on March 20, 2023 (PB2023-10-EXT), for a waiver from Section 14.4.C of the Subdivision Regulations which provides that no building permits shall be issued for the final fifty percent (50%) of dwelling units until all required site improvements have been constructed, PB2025-14-SUBA, including any and all submissions and testimony provided for and during the public hearing, subject to the following condition:

1. Except as modified by this approval, the applicant shall comply with (a) the Planning Board Notice of Action for PB2020-31-FMAJ, dated May 17, 2021, and all conditions of approval thereof; and (b) the Planning Board Notice of Action for PB2023-10-EXT, dated March 20, 2023, and all conditions of approval thereof.

The MOTION was seconded by Jeremy Rutter.

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

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

Chair Faunce rejoined the meeting.

C. Walker Family Trust, 169 Slayton Hill Road (Tax Map 163, Lot 9), zoned RL-2: Applicant requests approval of a proposed two (2)-lot Minor Subdivision. PB2025-15-MIN

Mr. Corwin said the application is complete enough for the Board to accept jurisdiction and commence review.

A MOTION was made by Richard Ford Burley that the application of Walker Family Trust, for a proposed two (2)-lot Minor Subdivision of 169 Slayton Hill Road (Tax Map 163, Lot 9), PB2025-15-MIN 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, Mr. Stacy, Ms. Zook, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce Ms. Appleton, Dr. Rutter, and Mr. Ceglarski
Voting Against – None

****The MOTION was approved (9-0).***

Mr. Corwin said the applicant is requesting three waivers:
- Section 9.5.C.1 of the Subdivision Regulations – requires that, with respect to any proposed covenants or deed restrictions associated with the proposed subdivision, a copy of the easement agreement or deed restriction be provided to the Planning Board in connection with the subdivision review. Mr. Corwin said Staff has no objection to waiving this requirement, provided that a note is added to the plan that provides that the driveway access easement shall be recorded at the time of transfer of ownership of either parcel.
- Section 13.8.A.1 of the Subdivision Regulations – requires that, where a water source is present on the lot, the subdivider shall demonstrate to the satisfaction of the Board that each lot can be served by the water source with sufficient quality and quantity. Mr. Corwin said Staff does not have an issue waiving this requirement. Mr. Vincent said any lot larger than five acres, which this lot is, would not have difficulty providing a water source. He said as long as the well is deep enough, an owner should find water on this lot.

- Sections 9.5.C.2 and 13.4.A – requires the site plan shows sufficient area within which to provide a septic system and soil testing. Mr. Corwin said the City is not concerned about waiving this requirement, given the size of the lots, and sufficient room should be available.

Mr. Greg Walker was present on behalf of the applicant.

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

A MOTION was made by Richard Ford Burley that, in consideration of the application of the Walker Family Trust, for a proposed two (2)-lot Minor Subdivision of 169 Slayton Hill Road (Tax Map 163, Lot 9), PB2025-15-MIN, the Lebanon Planning Board approves the waiver requests for Section 9.5.C.1, Section 13.8.A.1, and Sections 9.5.C.2 and 13.4.A of the Subdivision Review Regulations. The MOTION was seconded by Jeremy Rutter.

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

****The MOTION was approved (9-0).***

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board approves the application of the Walker Family Trust for a proposed two (2)-lot Minor Subdivision of 169 Slayton Hill Road (Tax Map 163, Lot 9), PB2025-15-MIN, as shown on a plat titled "Subdivision Plan – Walker Family Trust," prepared by Paton Land Surveying, dated March 6, 2025, last revised March 21, 2025, including any and all supplemental submissions and testimony provided during the public hearing.

In support of its decision, the Board finds that the applicant has submitted plans, testimony, and technical data prepared by a licensed land surveyor that together satisfactorily demonstrate compliance with the applicable requirements of the Subdivision Regulations except as may reasonably be addressed through the imposition of certain conditions of approval, set forth below.

This approval is subject to the following conditions:

Conditions to be Satisfied Prior to the Signing and Recording of the Plat
1. ***The applicant shall provide a revised plat depicting the following changes to the satisfaction of the Planning and Development Department:***
   a. ***Add a note to indicate that the driveway access easement shall be recorded at the time of transfer of ownership of either parcel.***
   b. ***Provide the date and description of the plat revisions. (9.5.A.1)***
2. ***The applicant shall provide a digital record drawing of the revised plat (Cad .dwg format using NH State Plane Coordinate system or an alternative approved by the City's GIS Coordinator).***

General Conditions

3. ***This approval shall be considered void unless all conditions precedent have been met, and the plat has been 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 in accordance with Planning & Development Department procedures.***
4. ***Future development on the new lots shall be subject to 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, and such fees shall be due and payable at the time of issuance of a Certificate of Occupancy. In accordance with RSA 674:39, development shall be exempt from any future changes in impact fees and methodology for five years from the date of approval; however, any building permits which are issued after the end of that five-year period shall be fully subject to whatever impact fees and methodology are in effect at the time of building permit issuance.***
5. ***All future construction shall substantially conform with and shall be subject to the requirements and specifications of the recorded plat (Section 7.9.A.2).***

The MOTION was seconded by Kellen Appleton.

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

****The MOTION was approved (9-0).***

A MOTION was made by Kellen Appleton that the Lebanon Planning Board authorizes the Chair to sign the Minor Subdivision plat of the Walker Family Trust, PB2025-15-MIN, titled "Subdivision Plan – Walker Family Trust," prepared by Paton Land Surveying, dated March 6, 2025, last revised March 21, 2025, and as further revised per the Planning Board's conditions of approval.

The MOTION was seconded by Jeremy Rutter.

Ms. Romano suggested the typed name of the signer of the plat be added below the signature on the Plat Authorization document because it is sometimes difficult to read the signer's penmanship.

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

****The MOTION was approved (9-0).***

D. Upper Valley Music Center, Inc., 8 South Park Street (Tax Map 92, Lot 10), zoned PB: Applicant requests Site Plan Review for a proposed +/- 920 sq. ft., 2-story addition to the existing building, together with associated site improvements. PB2025-16-SPR

Mr. Corwin said this application will be postponed to the April 28, 2025 Planning Board Work Session meeting. He said he asked the applicant to provide updated application materials by the end of the day next Wednesday.

A MOTION was made by Richard Ford Burley to continue the public hearing of Upper Valley Music Center, Inc., 8 South Park Street (Tax Map 92, Lot 10), PB2025-16-SPR to the April 28, 2025 Planning Board Work Session at 6:30pm. The MOTION was seconded by Jeremy Rutter.

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

****The MOTION was approved (9-0).***

At 8:05pm, Chair Faunce called for a recess.
At 8:14pm, the meeting resumed.

E. Recreo, LLC, 2 Mascoma Street (Tax Map 91, Lot 254), zoned LD: Applicant received Site Plan approval on July 11, 2022 (PB2022-17-SPR) for a phased redevelopment of the property including construction of two (2) multi-family dwellings containing a total of 152 units together with associated site improvements, which was extended on July 8, 2024 (PB2024-25-EXT). Applicant now requests (1) a waiver from Section 4.10.C of the Site Plan Review Regulations providing that the Planning Board shall grant no more than one extension for any site plan, and (2) an additional extension of the timelines associated with obtaining a building permit and for constructing required site improvements. PB2025-13-EXT

Mr. Corwin said, in addition to the waiver of extension request and request for extension of timelines, there is one issue with completeness for the new phase one of the project, which is based on plans that the applicant has to convert the former village market space into a new use. He said no site plan associated with the new phase one has been submitted yet. He said the Board could accept the application as complete and then request more information regarding the new phase one plans.

Mr. Corwin said the application is complete enough for the Board to accept jurisdiction and commence review.

A MOTION was made by Richard Ford Burley that the application* of *Recreo, LLC, for 2 Mascoma Street (Tax Map 91, Lot 254) PB2025-13-EXT 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, Mr. Stacy, Ms. Zook, Mr. Kennelly, Dr. Ford Burley, Mr. Faunce, Ms. Appleton, Dr. Rutter, and Mr. Ceglarski
Voting Against – None

***The MOTION was approved (9-0).**

Mr. Tim Sidore and Mr. James Wasser (Studio Nexus Architects) were present on behalf of the client. Mr. Sidore said the applicant has signed a lease with Pellegrino's Italian Market (formerly of Enfield, NH) for the space previously occupied by the Lebanon Village Market in downtown Lebanon.

He said they are on a very tight deadline to move the tenants into the space. He said Pellegrino's market will occupy a portion of the space and the remaining 10,000 square feet will be occupied by other tenants as a food court and restaurant area. See Figure 2

Figure 2: Proposed design of market and food court

Mr. Sidore gave an overview of the history of the project, which involves residential/housing units, in addition to the new market and food court concept. Mr. Wasser said the site is difficult to work with for retail tenants. He said the fact that customers cannot make a left turn into the site, as well as the change to one-way traffic for the road behind the site, are significant challenges. He said the Italian market tenant, who is willing to move into this site, should be encouraged.

Mr. Wasser explained the food court design and discussed entrances and exits to the parking lot. He said there is no opportunity to enter or exit from behind the fire station. He said two curb cuts on Hanover Street will allow access. He said one curb cut on that side is more dedicated to the two proposed apartment buildings. He said underground parking and shared parking space for the residential and commercial tenants are planned. Dr. Ford Burley said, according to the submitted plans, the Sunrise Buffet building will be torn down by late 2028. Mr. Wasser said parking is on one level and has ADA accessibility. Mr. Wasser discussed how food and supplies would be brought into the proposed market and food court. He said they do not plan to disturb the existing tenants on the lower level by bringing supplies through their spaces.

Dr. Ford Burley discussed the phasing of the project. He noted Building Two site work is planned for Phase III (October 2027). He said the Sunrise Buffet Building will be taken down and parking changes will be made in 2028, which leaves a year where there will only be 26 parking spaces to service the existing building. Ms. Appleton noted there are parking spaces around nearby Colburn Park.

Mr. Corwin said, per the zoning ordinance, there are no minimum parking requirements applicable in the Lebanon Downtown District. He said the minimum parking requirement is determined by the Planning Board. He said there is a maximum parking requirement per the zoning ordinance. The group discussed how to determine an appropriate minimum parking space requirement.

Dr. Ford Burley said it seems the parking improvements will not get done until the residential towers are built. He questioned whether the parking improvements still be made for the existing building (which will house the market, food court, and restaurant) if the towers do not get built for some reason. Ms. Romano noted that there has been no mention of the construction of the fire station, which directly affects the construction of this project.

Ms. Zook said she has been running a business downtown for almost 10 years without dedicated parking, and she said parking has never been a problem. She said there is a lot of parking, although signage to help people find the parking could be improved.

The group discussed how the new phasing of the project may affect the Board's decision on these extension and waiver requests at great length.

A MOTION was made by Andrew Faunce to extend the meeting to 9:45pm. The MOTION was seconded by Eric Stacy.

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

****The MOTION was approved (9-0).***

The Board decided to make a motion that the Italian market portion requires site planning. They agreed to then decide on the waiver request and extension request with additional information (including a phase one site plan, a phase two site plan, and a phase three site plan) to be provided by the applicant. The group further decided to continue the application until the next meeting and ask the applicant to provide prior to that meeting, the suggested site plans by phase.

At 9:32pm, Chair Faunce called for a recess so the Board could compose the proposed motions. At 9:42pm, the meeting resumed.

A MOTION was made by Richard Ford Burley to extend the meeting to 10:00pm. The MOTION was seconded by Kellen Appleton.

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

****The MOTION was approved (9-0).***

Mr. Corwin confirmed that, since the Italian Market will use the proposed space in a similar way that the Village Market did previously, no site plan approval would be required, and, therefore, the extension request could be granted because the usage will be continuous. He confirmed the rest of the space (for the proposed food court and restaurant) will require site plan approval.

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board finds the proposed Italian Market use as depicted on the floor plan sheet identified at SB-1 included in

the agenda packet to be the same use as the prior occupant, and that the use therefore does not require Planning Board site plan approval. The Lebanon Planning Board finds that rest of the proposed uses, including the food stalls, still require the approval of a site plan. The MOTION was seconded by Jeremy Rutter.

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

****The MOTION was approved (9-0).***

A MOTION was made by Richard Ford Burley that, for the application of Recreo, LLC PB2025-13-EXT, the Lebanon Planning Board approves a waiver from Section 4.10.C of the Site Plan Review Regulations providing that the Planning Board shall grant no more than one extension for any site plan. In support of its decision the Board finds that the applicant has demonstrated the requested waiver satisfies Criteria A set forth in Section 7.1.
The MOTION was seconded by Jeremy Rutter.

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

****The MOTION was approved (9-0).***

A MOTION was made by Richard Ford Burley that the application of Recreo, LLC, for 2 Mascoma Street (Tax Map 91, Lot 254), PN2025-13-EXT, be continued to the May 12, 2025 meeting of the Planning Board, at which time the Planning Board will consider the proposed site plan and phasing changes. The MOTION was seconded by Kellen Appleton.

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

****The MOTION was approved (9-0).***

G. Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), zoned LD: The property is improved with a main building utilized as a mixed use office and multi-family dwelling, and a carriage house utilized as a multi-family dwelling. The Applicant requests Site Plan Review to add additional dwelling units to the property for a total of twelve (12) dwelling units, and to convert the use of the main house to a multi-family dwelling only. PB2025-18-SPR

Mr. Corwin gave a brief history of the project. He said the recommendation from Staff is that the application is incomplete because some materials have not yet been submitted.

A MOTION was made by Richard Ford Burley that the application of Michael Davidson regarding 3 Campbell Street (Tax Map 92, Lot 65), PB2025-18-SPR, is not complete enough for the Planning Board to accept jurisdiction and commence review for the following reasons:

1. ***The information required by Section 5.1 of the Site Plan Review Regulations was not provided as is required by Section 4.7.A.2;***
2. ***No waiver requests were otherwise submitted as is required by Section 4.7.A.3; and***
3. ***A completed technical checklist wasn't provided as is required by Section 4.7.A.3.***

Submission of a new application addressing the requirements listed above shall be processed in accordance with Article IV (Procedures), Section 4.7 (Review for Complete Application) of the Site Plan Review Regulations. The MOTION was seconded by Jeremy Rutter.

Mr. Sidore was present on behalf of the applicant. He said the proposal is to restore the use of the property as a multi-family dwelling, as it had been years ago. He said the applicant, therefore, does not feel site plan approval is required. He noted the applicant has an appeal pending with the Zoning Board.

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

****The MOTION was approved (9-0).***

4. **OTHER BUSINESS**
5. **APPROVAL OF MINUTES – March 17, 2025**
   Chair Faunce said this item will be postponed to the next meeting.

6. **ADJOURNMENT**

A MOTION was made by Richard Ford Burley to adjourn the meeting at 9:54pm. The MOTION was seconded by Jeremy Rutter.

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

****The MOTION was approved (9-0).***

The meeting was adjourned at 9:54pm.

Respectfully submitted,
Paula Roux
Recording Secretary