



**LEBANON MINOR SITE PLAN REVIEW
COMMITTEE
THURSDAY, JUNE 12, 2025 - 1:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 644 324 589#). If you have trouble accessing this meeting, please email [Tim Corwin](#).

2. Notice of Regional Impact

3. Public Hearing Items

- A. **10 Spencer Studios, LLC, 10 Spencer Street (Tax Map 92, Lot 33), zoned LD:** Applicant requests approval of minor revisions to a site plan approved in connection with a Conditional Use Permit for a proposed art studio use granted by the Planning Board on September 23, 2024 (PB2024-37-CUP). **PB2025-32-MSP**
- B. **Ralph R. & Constance E. Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), zoned LD:** In connection with the City of Lebanon's Mascoma Street/Mechanic Street/High Street roundabout construction project, applicant requests Minor Site Plan review for a proposed reconfiguration of the subject property's parking layout and access in order to maintain the current number of on-site parking spaces and to enable two-way access from Guyer Street. **PB2025-33-MSP**
- C. **Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2:** Applicant requests Minor Site Plan review of a proposed conversion of the existing two (2)-family dwelling to a five (5)-unit multi-family dwelling, together with associated site improvements. **PB2025-34-MSP**

4. Other Business

- A. Discussion of the suggested modifications to the cut-off dates for the Minor Site Plan Review Committee.

5. Approval of Minutes

- A. May 8, 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 who 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

CITY OF LEBANON APPLICATION FOR

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

PROPERTY OWNER (APPLICANT):

NAME: 10 SPENCER STUDIOS LLC TEL.#: [REDACTED]

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

CO-APPLICANT, AGENT, OR LESSEE:

NAME: FRANK J. BARRETT JR [REDACTED]

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

PROJECT LOCATION:

TAX MAP #: 92 LOT#: 33 PLOT #: N/A ZONE: LD

STREET ADDRESS OF PROJECT: 10 SPENCER STREET

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

SCOPE OF PROJECT:

TO MAKE MINOR REVISIONS TO APPROVED SITE PLAN

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: ARTISTS STUDIOS

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.

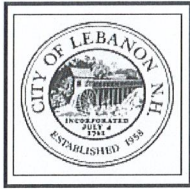
PROPERTY OWNER: FRANK J. BARRETT JR DATE: 5/22/25
PRINT NAME: FRANK J. BARRETT JR

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: _____ DATE: _____

DATE RECEIVED	FILE # (Map/Lot)	APPLICATION #	
5-22-2025	92-33	PB2025-32-MSP	[REDACTED]

(Last Revised 11/03/2021)



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.

TO MAKE MINOR REVISIONS TO
THE APPROVED SITE PLAN:
THE ELIMINATION OF TREES IN
FRONT OF BUILDING

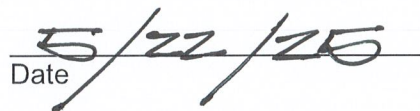
III. SITE PLAN TECHNICAL CHECKLIST

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


Signature of Applicant


Date

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: 92 - 33	Map & Lot Number:
Property Owner: 10 Spencer Studios LLC P. O. Box 51 Hanover, NH 03755	Applicant, Co-Applicant, Agent, or Lessee: Frank J. Barrett, Jr., A.I.A. Architect 281 The Bend Road Greensboro Bend, VT 05842
Map & Lot Number: 92 - 34	Map & Lot Number: 92 – 31
Upper Valley Supportive 226 Holiday Drive White River Junction, VT 05001	5 – 11.5 Spencer Street LLC 1 School Street Lebanon, NH 03766
Map & Lot Number: 92 - 31	Map & Lot Number: NH Rail Trail
City of Lebanon 51 Park Street Lebanon, NH 03766	State of New Hampshire DOT P. O. Box 483 Concord, NH 03302

Map & Lot Number: 92 – 29	Map & Lot Number:
Bisson, Helen L. 15 Spencer Street Lebanon, NH 03766	
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:

(Revised 2/8/2024)

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X <u>7</u> notices	\$ <u>38.78</u> (abutter certified)
TOTAL DUE		\$ <u>188.78</u>

ENGINEERING REVIEW FEES:

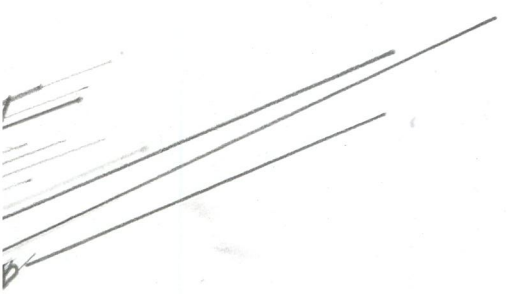
After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of July 2024 is \$5.54 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

EET



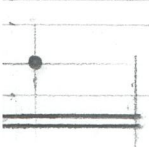
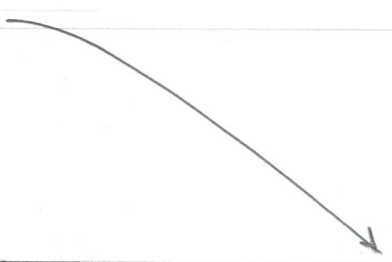
TYPICAL
NEW
MAPLE
TREE

THREE
NEW
PARKING
SPACES

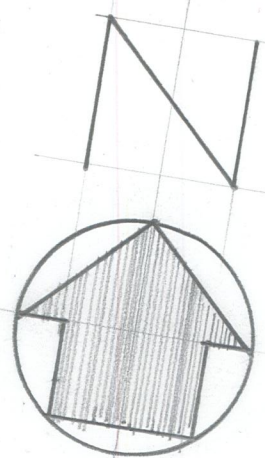
20 SPENCER ST.
MAP 92 / LOT 31

TYPICAL
PROPERTY
LINE

TRAIL



1" = 20'

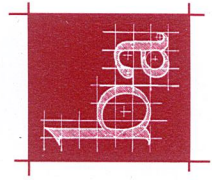


NOTES

1. THIS DRAWING, IS BASED UPON A PLAN TITLED: LOT LINE ADJUSTMENT PLAT CITY OF LEBANON AND KEITH BEARSLER, PREPARED BY ROCKWOOD LAND SERVICES, LLC DATED (ILLEGIBLE)
2. THERE ARE NO REQUIRED FRONT OR SIDE SETBACK LINES.

10 SPENCER STREET

LEBANON, NEW HAMPSHIRE



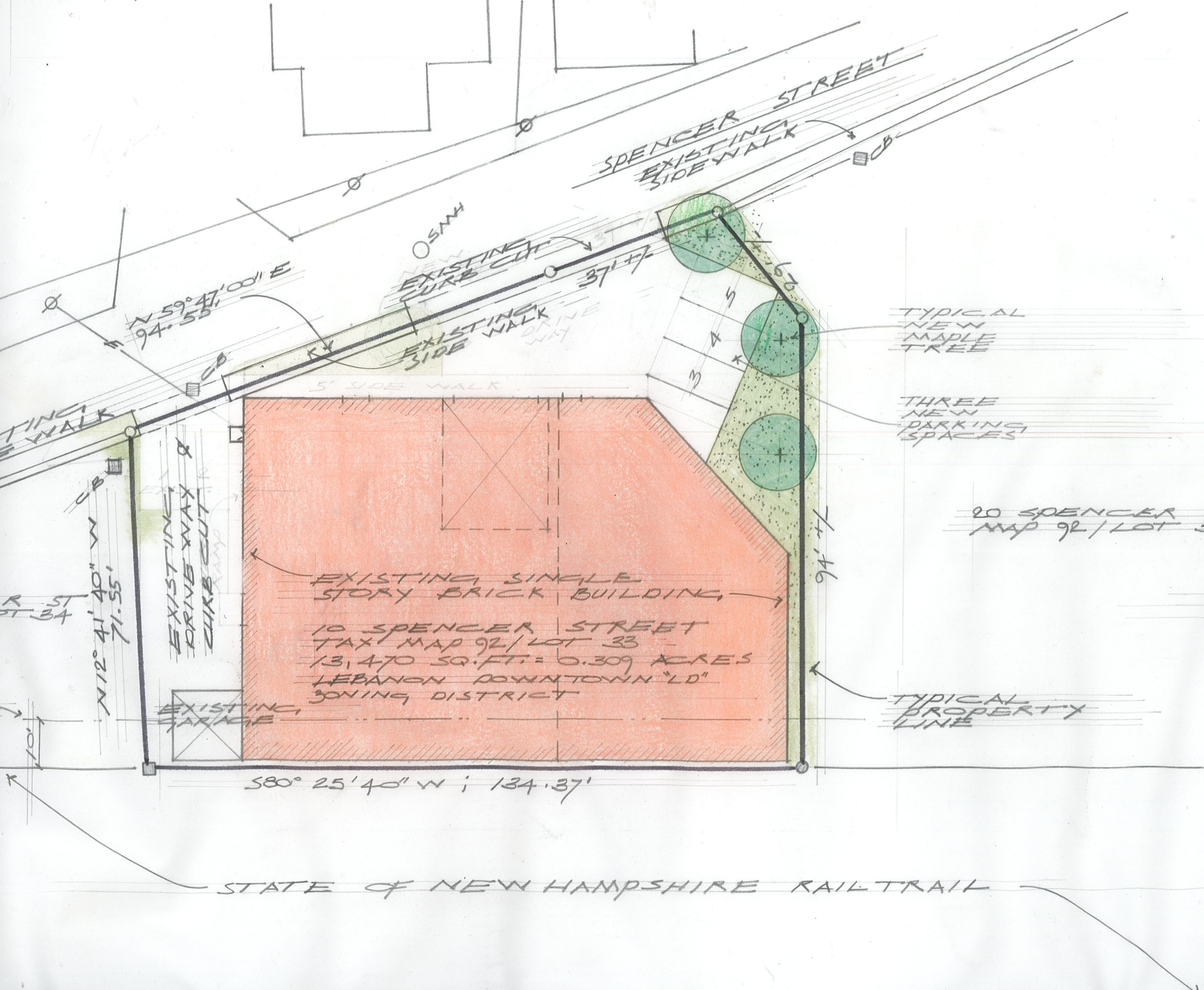
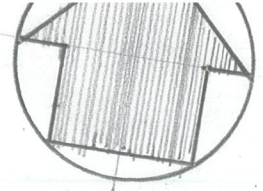
barrett architecture

FRANK J. BARRETT JR., AIA

281 The Bend Road ■ Greensboro Bend ■ Vt 05842
(802) 296-0004 ■ frankjbarrettjr@gmail.com

DATE: SEPT. 21, 2024
REVISED: MAY 1, 2025

1 OF 1



TYPICAL NEW MAPLE TREE

THREE NEW PARKING SPACES

20 SPENCER ST.
MAP 92 / LOT 31

NOTES

1. THIS DRAWING IS BASED UPON A PLAN TITLED: LOT LINE ADJUSTMENT PLAT CITY OF LEBANON AND KEITH BEARSLER, PREPARED BY ROCKWOOD LAND SERVICES, LLC DATED (ILLEGIBLE)
2. THERE ARE NO REQUIRED FRONT OR SIDE SETBACK LINES.

CITY OF LEBANON APPLICATION FOR

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

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Ralph R. and Constance E. Stearns

MAILING ADDRESS:

E-MAIL ADDRESS:

CO-APPLICANT, AGENT, OR LESSEE:

NAME: City of Lebanon

MAILING ADDRESS:

E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 91

LOT#: 128

PLOT #:

ZONE: LD

STREET ADDRESS OF PROJECT: 29 Mascoma Street

IS THIS PROPERTY LOCATED IN THE:

WETLANDS

☐ YES ☒ NO

HISTORIC DISTRICT

☐ YES ☒ NO

FLOOD PLAIN

☐ YES ☒ NO

SCOPE OF PROJECT:

Develop a revised parking layout and access plan to maintain the existing number of parking spaces on-site while providing two-way access from Guyer St. The site plan submitted meets those requirements. There are no other proposed changes to the site.

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: Existing Hair Salon

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 June 12, 2025, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY

OWNER: Ralph R. Stearns / Constance Stearns DATE: 4/25/25

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: Ralph R. Stearns / Constance Stearns DATE: 4/25/25

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	
5-22-2025	91-128	PB2025-32-MSP	



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 City purposes to construct a new roundabout at the intersection of Mechanic Street, Mascoma Street, and High Street. Property impacts to construct the roundabout, and the associated Mascoma River Greenway, have been identified for the surrounding abutting properties. 29 Mascoma Street is impacted substantially by elimination of the existing driveway off Mascoma Street and the acquisition of 825 square feet of property. The owner has requested that the City develop a revised parking layout and access plan to maintain the existing number of parking spaces on-site while providing two-way access from Guyer Street. The site plan submitted meets those requirements. There are no other proposed changes to the site.

The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	✓
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	N/A
<u>3.2.B.7.e</u> - Identify all abutters	✓
<u>3.2.B.7.e.i</u> - Indicate the site location	✓
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	✓
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	✓
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	✓
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	✓
<u>3.2.B.7.e.ii</u> - 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	☐	☒
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 - proposed use(s) of property - 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.


 Signature of Applicant

5/21/2025
 Date

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.

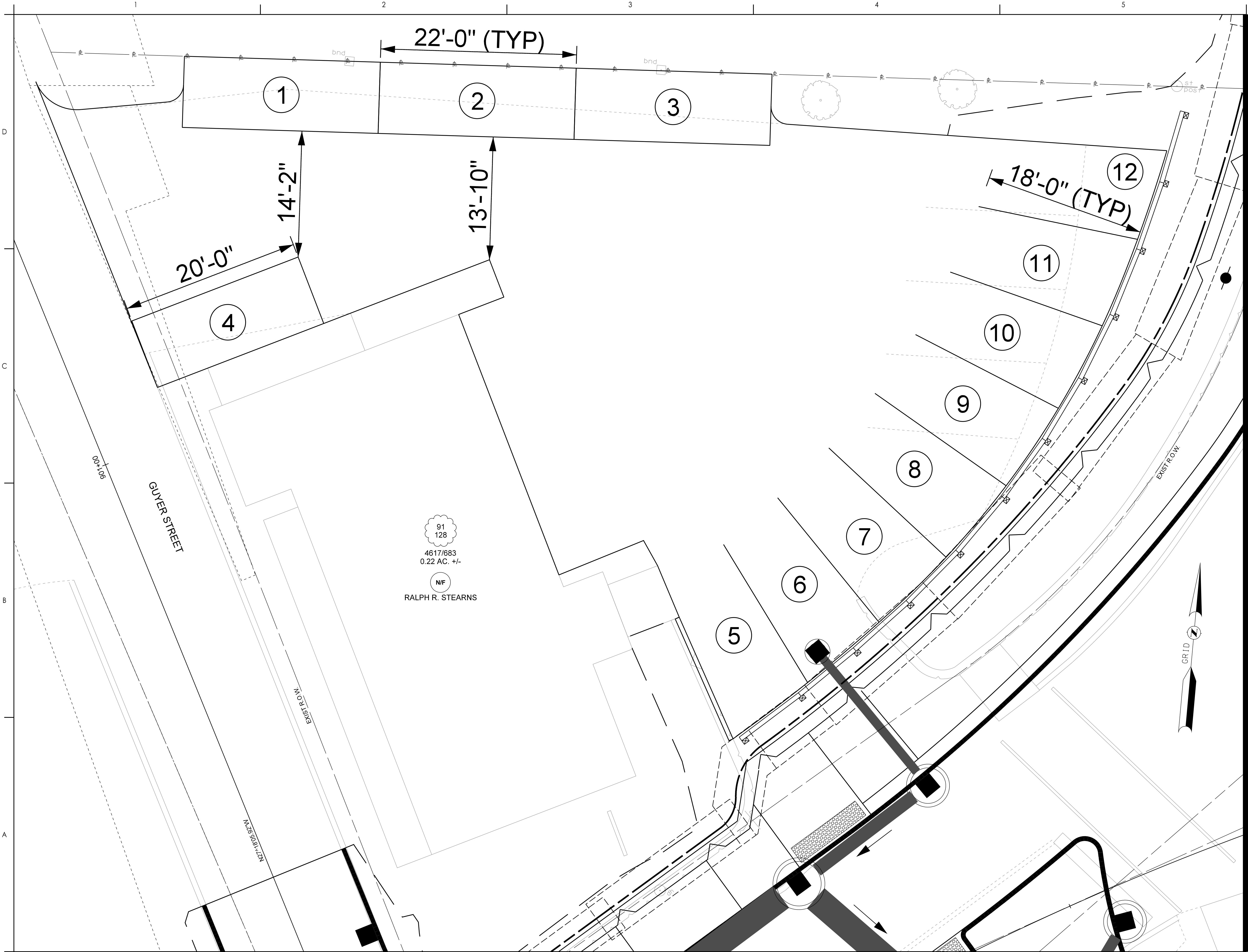
Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

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

Map & Lot Number: 91-128	Map & Lot Number:
Property Owner/Applicant: Ralph R & Constance E Stearns 235 Croydon Turnpike Road Plainfield, NH 03781	Co-Applicant: City of Lebanon 51 North Park Street Lebanon, NH 03766
Map & Lot Number: 91-122	Map & Lot Number: Rail Trail
Decato, Dwayne 7 Guyer St Lebanon, NH 03766	State of NH Dept of Transportation PO Box 483 Concord, NH 03302
Map & Lot Number: 91-226	Map & Lot Number:
Topstitch Embroidery Inc. 170 Mechanic Street Lebanon, NH 03766	Stantec Consulting Services, Inc 5 Dartmouth Drive, Suite 200 Auburn, NH 03032

Map & Lot Number: 91-121	Map & Lot Number: 91-129
James M Offensend & Elizabeth J Burdette 35 Mascoma Street Lebanon, NH 03766	Four High Street LLC 11 Eldridge Street, Suite 350 Lebanon, NH 03766
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:

(Revised 2/8/2024)



Stantec Consulting Services Inc.
5 Dartmouth Drive Suite 200
Auburn NH 03032-3984
Tel: (603) 669-8672
www.stantec.com

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Consultant

Notes

Revision By Appd DATE

Issued By Appd DATE

File Name: 40794R0W TJG TJG DEM XX/2023
Dwn. Dsgn. Chkd. DATE

Permit/Seal

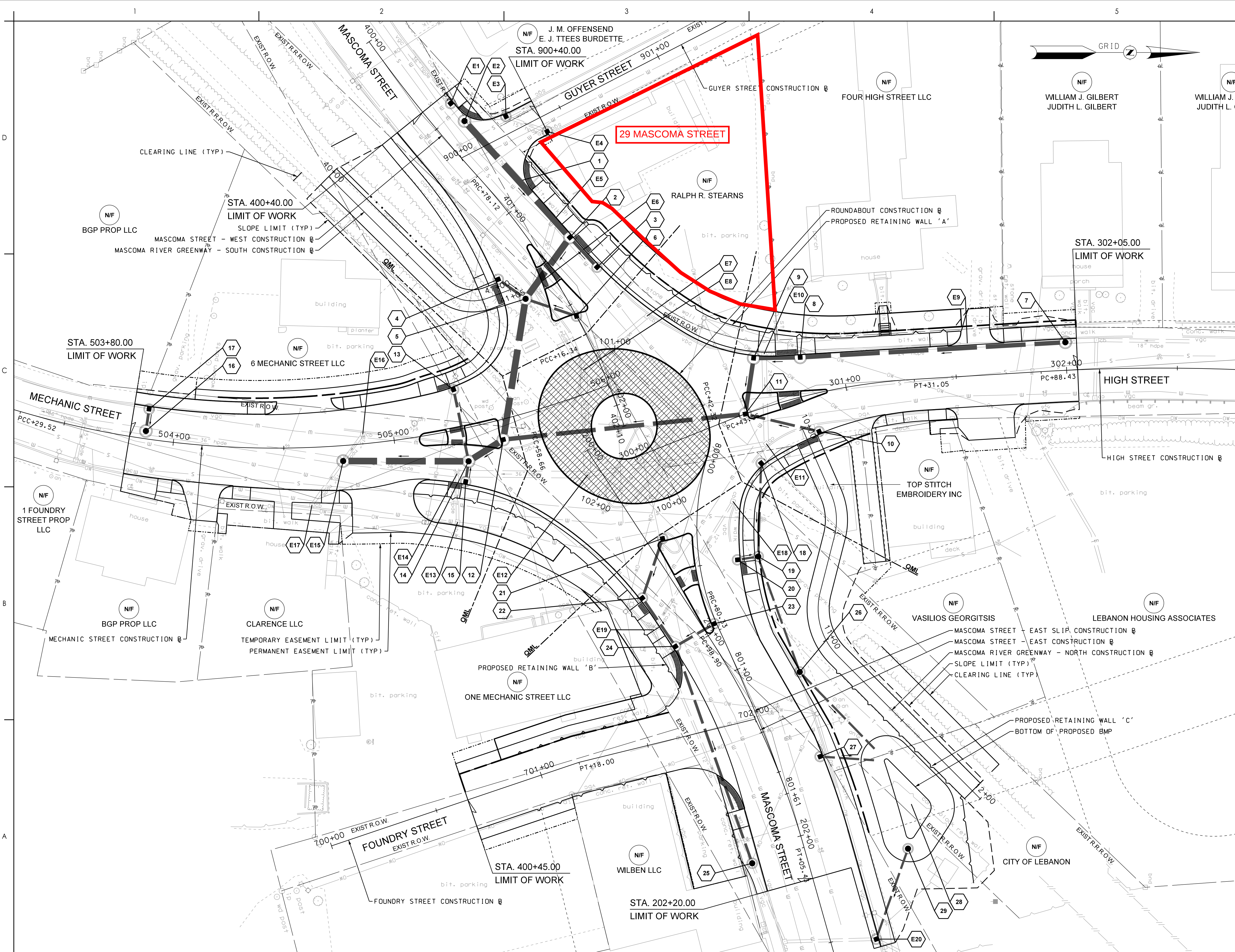
Client/Project Logo

Client/Project
CITY OF LEBANON
DEPARTMENT OF PUBLIC WORKS
ROADWAY RECONSTRUCTION
MECHANIC, HIGH & MASCOMA STREET INT.
LEBANON, NH

Title
PARKING LAYOUT PLAN
29 MASCOMA STREET

Project No. 40794 Scale 1" = 5'

Revision Sheet Drawing No.
- 1 of 1 R-002



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Consultant

Notes

Revision	By	Appd	DATE
Issued	By	Appd	DATE
File Name: 40794GEN	TJG Dwn.	TJG Dsgn.	DEM Chkd. XX/2023 DATE

Permit/Seal

Client/Project Logo

Client/Project
CITY OF LEBANON
DEPARTMENT OF PUBLIC WORKS
ROADWAY RECONSTRUCTION
MECHANIC, HIGH & MASCOMA STREET INT.
LEBANON, NH

Title
GENERAL PLAN

Project No. 40794	Scale 1" = 20'
Revision Sheet - 24 of 57	Drawing No. C-XXX

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

PROPERTY OWNER (APPLICANT):

NAME:	TEL.#:
-------	--------

TFI #

E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 92 LOT#: 61 PLOT #: ZONE: Lebanon Downtown

ZONE: Lebanon Downtown

IS THIS PROPERTY LOCATED IN THE:

WETLANDS	☐ YES	☒ NO	HISTORIC DISTRICT	☐ YES	☒ NO
FLOOD PLAIN	☐ YES	☒ NO			

☐ YES ☒ NO

☐ YES ☒ NO

Convert two dwelling unit building to five dwelling unit building without adding structural square footage; make associated exterior changes (see Project Description for details)
--

Convert two dwelling unit building to five dwelling unit building without adding structural square footage; make associated exterior changes (see Project Description for details)

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: _____

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

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**

USE: _____

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 June 12th, 2025, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: Zi Chen DATE: 5/26/2025

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: _____ DATE: _____

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 June 12th, 2025, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER:  Zi Chen

DATE: 5/26/2025

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: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #			
5/27/2025	92-61	PB2025-34-MSP			

Dear Lebanon Minor Site Plan Review Committee,

The purpose of this project is to add three dwelling units to 16 Parkhurst St, Lebanon, NH 03766. The building currently consists of two dwelling units: a 2-bedroom upstairs and a 3-bedroom downstairs. Attached to the finished portion of the building is a large two-floor barn. We would like to finish the upstairs of the barn into a 2-bedroom unit. We would like to finish the downstairs of the barn into one 1-bedroom unit and one 2-bedroom unit. The existing 3-bedroom unit downstairs would become a 2-bedroom unit since part of its space would be combined with space from the barn to make the new 2-bedroom unit downstairs. (No additional structural square footage would be added.) This would make the building into 5 units, adding much needed housing to the local housing stock.

Per Section 3.1(C)(1) Row 5 of the Site Plan Review Regulations, this project qualifies for Minor Site Plan Review because it is the “[c]onversion of an existing building” “to a multifamily dwelling containing five (5) or fewer dwelling units.” Section 3.2(B)(8)(a) states: “The design and construction requirements of Article VI shall apply to minor site plans (i) to the extent reasonably related to the scope of the proposed project, and (ii) to the maximum extent practicable to bring the property into compliance with the Article VI design and construction requirements.” Section 3.2(B)(8)(b) states: “The applicability of the Article VI requirements to an applicant’s project shall be determined by the Planning and Development Department in consultation with the applicant.” My secretary met with Nathan Reichert (Planning and Development Director) and Tim Corwin (Deputy Planning and Development Director) last August to discuss this project.

The lot of this property sits in two zoning districts: Lebanon Downtown and R-2. Per Section 204 of the Zoning Ordinance, the regulations of Lebanon Downtown may be extended to cover the entire lot. Per Section 307.2 of the Zoning Ordinance, multi-family dwellings are a permitted use within Lebanon Downtown.

Section 607.1 of the Zoning Ordinance requires 1.5 parking spaces per unit for multi-family buildings. Section 607.8(C)(8)(a) permits a reduction in required parking of up to 10% for installing electric vehicle charging in more than the required number of parking spaces. Section 607.1 states that the required number of parking spaces should be rounded down. Applying these rules, 6 parking spaces meet the requirements for a 5-unit building if additional electric vehicle charging is provided. $5 \times 1.5 = 7.5$; $7.5 \times 0.9 = 6.75$; $6.75 \Rightarrow 6$. We propose to add 6 parking spaces. We would add additional asphalt paving for the parking spaces (except for the last 2'; see Site Plan Regulations Section 6.5(E)(3)). We would also add additional asphalt paving where there are currently

concrete pavers and near the west entrance to Apartment 1 in order to create a turnaround for vehicles and a paved path for trash removal.

Section 607.8(C)(2) of the Zoning Ordinance requires a minimum of 5% of spaces to have electric vehicle charging, which would be 1 space for a 6-space parking lot. To qualify for the reduction in the minimum number of parking spaces, we would have to install electric vehicle charging for 2 additional spaces, for a total of 3 spaces with electric vehicle charging (Section 607.8(C)(8)(a)). To meet the requirement for a total of 65% of parking spaces to be EVSE-installed, EV-ready, or EV-capable, we would also make at least one additional parking space EV-capable (Section 607.8(C)(2)). To add EV charging and EV capability, we would bury conduit from the building to the parking spaces.

For lighting, we plan on installing four Type 3 100W LED lights at a height of 20 feet. Each light would have a photocell so that it only operates dusk to dawn and a dimmer switch to allow the lighting to be dimmed if it is too bright. The light for the parking area should not affect the adjacent lot because it will be a Type 3 light illuminating eastwards.

Throughout our ownership of this property, we have contracted out snow plowing. We intend to continue this.

Based on the conversation last August, my understanding is that the landscaping / screening requirements would only apply with respect to adjacent one- and two-family dwellings. We propose to install a 6' tall wood fence along the east and south sides of the building (where a fence does not already exist) to provide additional screening for the adjacent one- and two-family dwellings. We will choose a fence color that is as similar as feasible (unless abutters indicate a contrary preference). As shown by the attached Google Map pictures, there are already trees that provide substantial screening between much of our lot and the lot to the east. At the southern end of the driveway, we propose to remove some paving to create space to plant two Amur maple (*Acer ginnala*) trees. We would add wood slat screening for the three 120 gallon propane tanks we plan on installing and for the dumpsters we plan on providing.

Stormwater drainage will follow the existing pattern of draining northwards towards Parkhurst Street. The minor additional paving should not affect this pattern. Throughout my 8 years of ownership of this property, I have not had any issues with water pooling anywhere on the lot.

To meet the recreation area requirement, we plan on placing a porch swing in the recreation area indicated by the site plan.

We plan on building an entrance porch and entrance door for Apartments 2, 3, and 4. The current door on the same wall would be turned into wall space. We plan on removing and replacing the barn door at the entrance to Apartment 5 with a standard hinged door. Some windows will be removed and some windows will be added; no window facing Parkhurst Street will be added or removed.

We will most likely replace all of the building siding. If we do, we will choose siding that is as similar in color and shape as feasible.

To meet building and fire code requirements for a fire sprinkler system, we would dig up the existing water service pipe and replace it with a larger one. If in the process we also come across the existing sewer pipe and it is made from cast iron, we will most likely replace it with a PVC pipe.

Sincerely,
Dr. Zi Chen



5/27/2025



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.

See attached

III. SITE PLAN TECHNICAL CHECKLIST

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



Signature of Applicant

5/27/2025

Date

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.

B

Boston, MA 02115

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: 92-61	Map & Lot Number: 92-61
Property Owner: Zi Chen 13 Hamilton Pl Tenafly, NJ 07670	Co-Owner: Jing Fan 13 Hamilton Pl Tenafly, NJ 07670
Map & Lot Number: 92-36	Map & Lot Number: 92-62
Twin Pines Housing Trust 226 Holiday Dr., Ste 20 White River Jct, VT 05001	14 Parkhurst-Hinch LLC PO Box 4301 White River Jct, VT 05001
Map & Lot Number: 92-67	Map & Lot Number: 92-60
Community Gallery Inc. 11 Bank St. Lebanon, NH 03766	Leiras Family Revocable Trust 7035 Bargello St. Englewood, FL 34224

Map & Lot Number: 92-57-200	Map & Lot Number: 92-57-400
Chad Etting & Heidi Conner 2 Elm St., Lebanon, NH 03766	2-4 Elm Street Trust PO Box 447, Lebanon, NH 03766
Map & Lot Number: 92-57-600	Map & Lot Number: 92-57-800
Christine Cavanaugh 6 Elm St., Lebanon, NH 03766	Bianka Prinz 8 Elm St., Lebanon, NH 03766
Map & Lot Number: Surveyor	Map & Lot Number:
Ron Taber Vive Libre Geomatics P.O. Box 1093 Lebanon, NH 03766	
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:

(Revised 2/8/2024)

FEE SCHEDULE LEBANON PLANNING BOARD

Adopted January 24, 2022

LOT LINE ADJUSTMENT (Boundary Line Adjustment)		
		TOTALS
FILING FEE	\$25.00	\$25.00
ADVERTISING FEE	\$100	\$100
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE		\$ _____

MINOR SUBDIVISION		
		TOTALS
FILING FEE	\$150.00	\$150.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____

**Engineering Review fees may also be required. See note on page 2.

PRELIMINARY REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
FILING FEE	\$200.00	\$200.00
NUMBER OF LOTS* _____	\$30.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____

*Or units when the subdivision does not create individual lots.
**Engineering Review fees will also be required. See note on page 2.

FINAL REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
FILING FEE	\$500.00	\$500.00
FIRST FIVE (5) LOTS*	\$75.00 per lot*	
NUMBER OF LOTS 6+*	\$150.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE TIME OF FILING		\$ _____

*Or units when the subdivision does not create individual lots.
**Engineering Review fees will also be required. See note on page 2.

SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X 13 _____ notices	\$ 72.02 _____ (abutter certified)
TOTAL DUE		\$ 222.02

ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of July 2024 is \$5.54 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

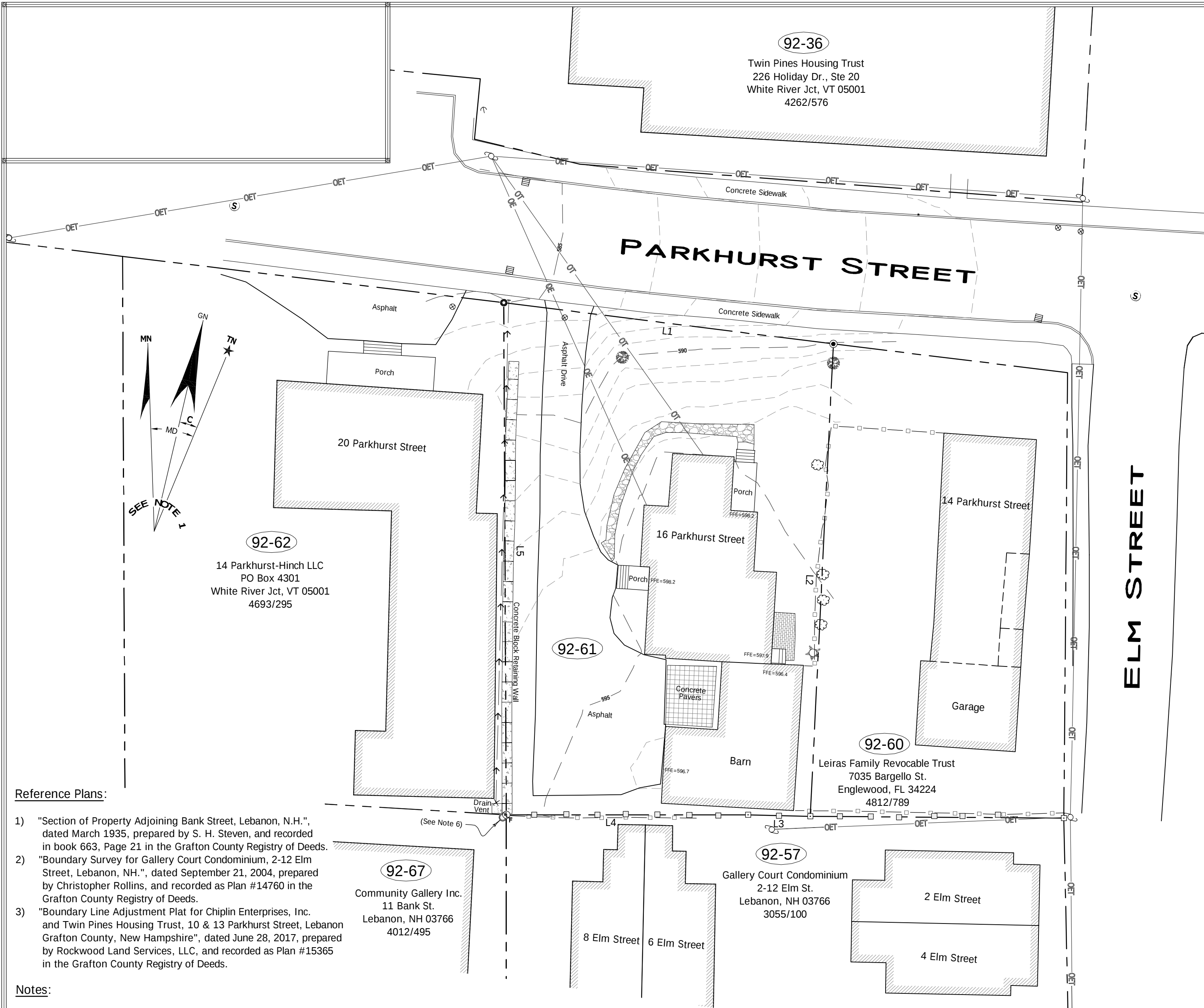


16

20

2





Legend

- Iron Pipe with Cap (Fnd)
- Nail in Stone (Fnd)
- 5/8" Ø Rebar (Fnd)
- Granite Post with Drill Hole (Fnd)
- Vive Libre Geomatics Capped Rebar (Set Flush)
- Granite Post
- Shrub
- Hardwood Tree
- Softwood Tree
- Sewer Manhole
- Water Gate Valve
- Catch Basin
- Utility Pole
- Guy Wire
- Wood Fence
- 4" PVC Drain Pipe
- Overhead Electric & Telephone Line
- Overhead Electric Line
- Overhead Telephone Line

Gallery Court Condominium		
Parcel ID	Owner	Address
97-57-200	Chad Etting & Heidi Conner	2 Elm St., Lebanon, NH 03766
97-57-400	2-4 Elm Street Trust	PO Box 447, Lebanon, NH 03766
97-57-600	Christine Cavanaugh	6 Elm St., Lebanon, NH 03766
97-57-800	Bianka Prinz	8 Elm St., Lebanon, NH 03766

Reference Plans:

- "Section of Property Adjoining Bank Street, Lebanon, N.H.", dated March 1935, prepared by S. H. Steven, and recorded in book 663, Page 21 in the Grafton County Registry of Deeds.
- "Boundary Survey for Gallery Court Condominium, 2-12 Elm Street, Lebanon, NH.", dated September 21, 2004, prepared by Christopher Rollins, and recorded as Plan #14760 in the Grafton County Registry of Deeds.
- "Boundary Line Adjustment Plat for Chiplin Enterprises, Inc. and Twin Pines Housing Trust, 10 & 13 Parkhurst Street, Lebanon Grafton County, New Hampshire", dated June 28, 2017, prepared by Rockwood Land Services, LLC, and recorded as Plan #15365 in the Grafton County Registry of Deeds.

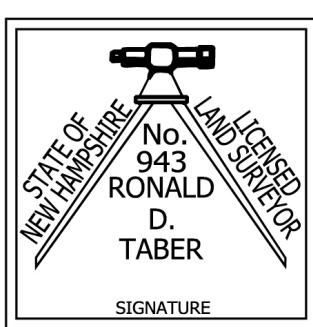
Notes:

- Bearings shown on this plat refer to New Hampshire Grid North as established by an OPUS observation with the establishment of grid coordinates on horizontal control points by static observations and/or RTK. Magnetic Declination(MD)= -13°50', Convergence(C) = -0°24'.
- The physical evidence shown on this plat is based upon a field survey by Vive Libre Geomatics dated May 2025.
- Boundaries are computed from a Leica TCA 1105+ Total Station field survey, positional tolerance = 0.05' + 100 ppm at 95% confidence.
- Height of Building is 27.8'.
- Parcel 92-61 is zoned Lebanon Downtown District.
- This pipe appears to have been moved when the retaining wall was built. It's position does not conform to the position as shown in Reference Plans #2 & #3.

Line Table		
L1	N84°04'50"E	87.55'
L2	S10°15'50"E	124.75'
L3	S78°20'00"W	16.40'
L4	S76°56'40"W	63.75'
L5	N13°20'10"W	135.10'

I certify that this survey plat is not a subdivision pursuant to N.H.R.S.A. Title LXIV and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown. RSA 676:18,III I further certify to the record owners that a field survey was performed that meets the accuracy requirements for a New Hampshire Class U (Urban) survey. This plat is based on deed descriptions, map references listed, and physical evidence found in the field. It is consistent with this information to the best of my knowledge and belief unless otherwise noted.

Ronald D. Taber
Ronald D. Taber NH L.S. 943 05/23/25 Date



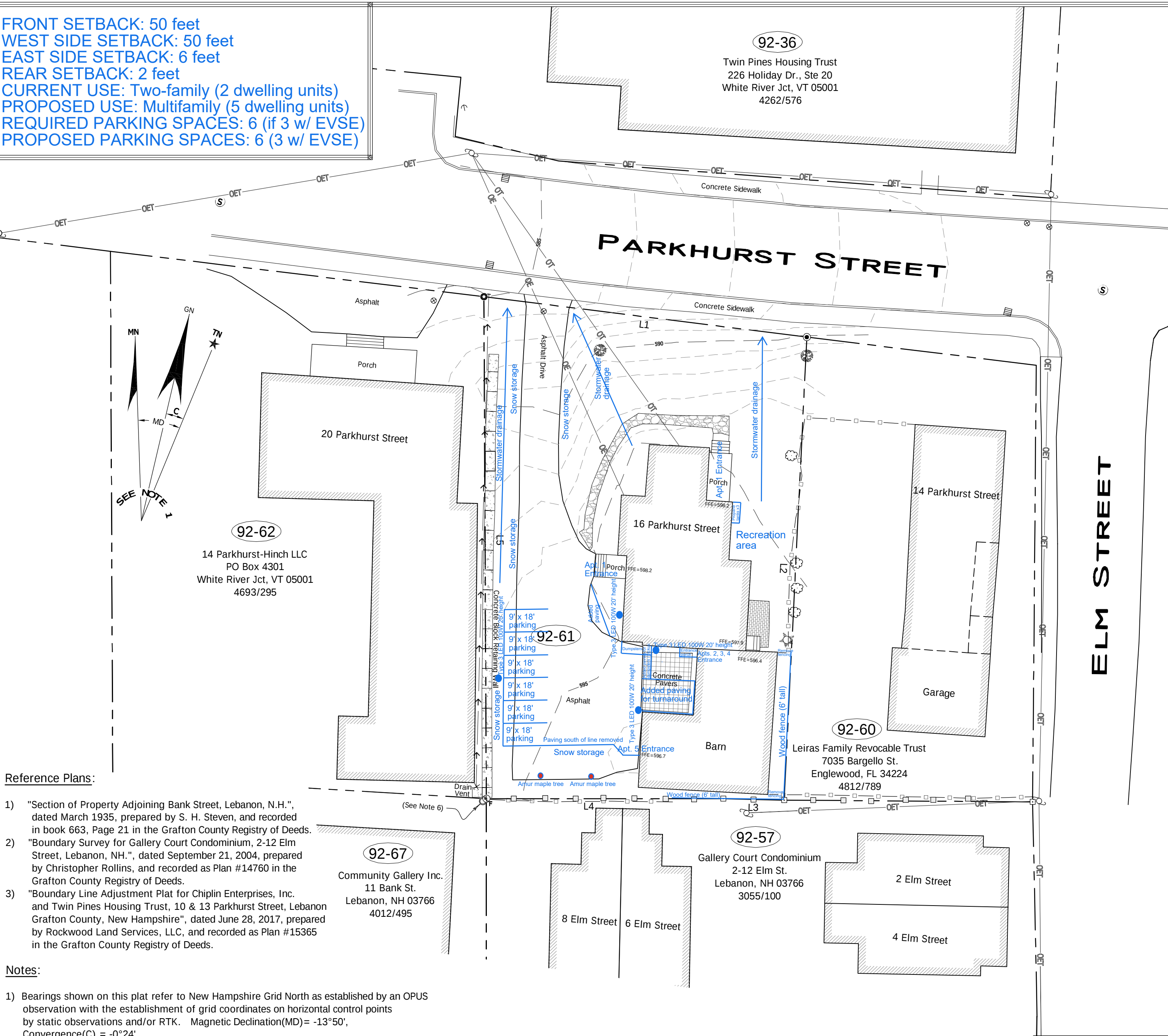
92-61
Zi Chen and Jing Fan
30 1/2 West Wheelock St.
Hanover, NH 03755
4263/803
10,845 SF
0.249 Acre

Existing Conditions Plan
prepared for
Zi Chen and Jing Fan
in
Lebanon, Grafton County, New Hampshire

Owner of Record: Zi Chen and Jing Fan	Sheet: 1 of 1
Tax Map #: 92-61	
Scale: 1" = 20'	Drawing: 25011-bo
Date: 05/23/25	Revised:

Vive Libre Geomatics
P.O. Box 1093
Lebanon, NH 03766
(603) 443-2592

FRONT SETBACK: 50 feet
WEST SIDE SETBACK: 50 feet
EAST SIDE SETBACK: 6 feet
REAR SETBACK: 2 feet
CURRENT USE: Two-family (2 dwelling units)
PROPOSED USE: Multifamily (5 dwelling units)
REQUIRED PARKING SPACES: 6 (if 3 w/ EVSE)
PROPOSED PARKING SPACES: 6 (3 w/ EVSE)



- Legend**
- Iron Pipe with Cap (Fnd)
 - Nail in Stone (Fnd)
 - 5/8" Ø Rebar (Fnd)
 - Granite Post with Drill Hole (Fnd)
 - Vive Libre Geomatics Capped Rebar (Set Flush)
 - Granite Post
 - Shrub
 - Hardwood Tree
 - Softwood Tree
 - Sewer Manhole
 - Water Gate Valve
 - Catch Basin
 - Utility Pole
 - Guy Wire
 - Wood Fence
 - 4" PVC Drain Pipe
 - Overhead Electric & Telephone Line
 - Overhead Electric Line
 - Overhead Telephone Line

- Reference Plans:**
- "Section of Property Adjoining Bank Street, Lebanon, N.H.", dated March 1935, prepared by S. H. Steven, and recorded in book 663, Page 21 in the Grafton County Registry of Deeds.
 - "Boundary Survey for Gallery Court Condominium, 2-12 Elm Street, Lebanon, NH.", dated September 21, 2004, prepared by Christopher Rollins, and recorded as Plan #14760 in the Grafton County Registry of Deeds.
 - "Boundary Line Adjustment Plat for Chiplin Enterprises, Inc. and Twin Pines Housing Trust, 10 & 13 Parkhurst Street, Lebanon Grafton County, New Hampshire", dated June 28, 2017, prepared by Rockwood Land Services, LLC, and recorded as Plan #15365 in the Grafton County Registry of Deeds.

- Notes:**
- Bearings shown on this plat refer to New Hampshire Grid North as established by an OPUS observation with the establishment of grid coordinates on horizontal control points by static observations and/or RTK. Magnetic Declination(MD)= -13°50', Convergence(C)= -0°24'.
 - The physical evidence shown on this plat is based upon a field survey by Vive Libre Geomatics dated May 2025.
 - Boundaries are computed from a Leica TCA 1105+ Total Station field survey, positional tolerance = 0.05' + 100 ppm at 95% confidence.
 - Height of Building is 27.8'.
 - Parcel 92-61 is zoned Lebanon Downtown District.
 - This pipe appears to have been moved when the retaining wall was built. It's position does not conform to the position as shown in Reference Plans #2 & #3.

Line Table			
L1	N84°04'50"E	87.55'	
L2	S10°15'50"E	124.75'	
L3	S78°20'00"W	16.40'	
L4	S76°56'40"W	63.75'	
L5	N13°20'10"W	135.10'	

Gallery Court Condominium		
Parcel ID	Owner	Address
97-57-200	Chad Etting & Heidi Conner	2 Elm St., Lebanon, NH 03766
97-57-400	2-4 Elm Street Trust	PO Box 447, Lebanon, NH 03766
97-57-600	Christine Cavanaugh	6 Elm St., Lebanon, NH 03766
97-57-800	Bianka Prinz	8 Elm St., Lebanon, NH 03766

92-61
Zi Chen and Jing Fan
30 1/2 West Wheelock St.
Hanover, NH 03755
4263/803
10,845 SF
0.249 Acre

Meeting Schedule
Minor Site Plan Review Committee
Draft-proposed new cut-off dates**
2025

Meeting Date	Cutoff
January 9, 2025	*December 19, 2024
February 13, 2025	January 28, 2025
March 13, 2025	February 25, 2025
April 10, 2025	March 25, 2025
May 8, 2025	April 22, 2025
June 12, 2025	May 27, 2025
July 10, 2025	June 19, 2025
August 14, 2025	July 24, 2025
September 11, 2025	August 21, 2025
October 9, 2025	September 18, 2025
November 13, 2025	October 23, 2025
December 11, 2025	November 20, 2025

Note: All meetings begin at 1:00pm unless otherwise noted on the meeting agenda.
All Minor Site Plan Review Committee meetings are the 2nd Thursday of the month. Cutoffs for applications shall be made no later than 12:00pm (noon) on the date above.
*Dates with asterisks are a different meeting date or cutoff date due to the holiday schedule.

****Cut off days are now proposed to be by noon, 3 weeks prior to the scheduled meeting.**

DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
MAY 08, 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)

MEMBERS ABSENT: None

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

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:34pm. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures. Dep. Chief Libbey said he is attending remotely because he has another meeting in Charlestown and will have to leave at 2:15pm. He said no one else was in the room during this meeting.

2. NOTICE OF REGIONAL IMPACT

The following applications were received by the Planning and Development Department on or before May 8, 2025:

- **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 April 10, 2025**
- **Eric S. & Irina K. Stacy, 108 School Street (Tax Map 107, Lot 6), zoned R-3: Applicant requests minor site plan review of a proposed conversion of the existing two (2)-family dwelling to a four (4)-unit multi-family dwelling, together with associated site improvements. PB2025-26-MSP**
- **Dartmouth Hitchcock Medical Center, One Medical Center Drive (Tax Map 10, Lot 8), zoned MC: Applicant requests minor site plan review of proposal to convert an existing courtyard area located between the east patient tower and the main hospital building into a usable amenity space for hospital patients. PB2025-27-MSP**

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

A MOTION was made by Brian Vincent that the applications of Manjit Singh (applicant), Vorachak, LLC, (property owner), 70 Hanover Street (Tax Map 91, Lot 197) PB2025-12-MSP, Eric S. & Irina K. Stacy, 108 School Street (Tax Map 107, Lot 6) PB2025-26-MSP, and Dartmouth Hitchcock Medical Center, One Medical Center Drive (Tax Map 10, Lot 8)

1 ***PB2025-27-MSP, do not have the potential for regional impact. The MOTION was seconded***
2 ***by Adam Leland.***

3
4 ***Roll Call Vote:***

5 ***Voting For – Mr. Leland, Mr. Vincent, Mr. Reichert, Mr. Hays, Mr. Libbey***

6 ***Voting Against – None***

7
8 ****The MOTION was approved (5-0).***

9
10 **3. PUBLIC HEARING ITEMS**

11 **A. Manjit Singh (applicant), Vorachak, LLC, (property owner), 70 Hanover Street (Tax**
12 **Map 91, Lot 197), zoned LD: A request for Site Plan Review of a proposed partial**
13 **conversion of the existing commercial use to permit a mobile food truck support**
14 **kitchen and a take-out restaurant. PB2025-12-MSP – Continued from April 10, 2025**

15
16 Ms. Sami Singh and Mr. Rajvir Singh, and Mr. Jay Barrett (Architect) were present on behalf of
17 the applicant. Mr. Barrett gave an overview of the drawings and plans he submitted on behalf of
18 the applicant. He said this is the first attempt at putting a site plan together for the property. He
19 said the drawings he submitted include gas tanks in the back and a buried gas tank in the front
20 left side, He said the boundary lines are not clearly indicated. He said the existing parking lot,
21 which is in bad condition, does not have lines to mark the spaces. He said the drawings show an
22 accurate building footprint.

23
24 **Grease Trap**

25 Mr. Vincent said City Code 152 requires external grease traps. Mr. Barrett confirmed that the
26 applicant wants to install an internal grease trap. Mr. Vincent said the applicant needs to prove
27 that an external grease trap cannot be constructed and/or there is not sufficient room to build a
28 1,000-gallon grease trap in the ground. He said that evidence does not appear to be included in
29 the application. Mr. Barrett said that, with the drawing included in the materials for the meeting,
30 he could identify where the soil line goes out of the building. He said there is no indication of the
31 location of other utilities (water, sewer) on the site.

32
33 He said he sent an email earlier in the day with a proposal to locate a grease trap on a concrete
34 floor, which would then need to be tied into the basement sinks that tie into the waste plumbing
35 in the existing building. Mr. Barrett said he has not identified an existing grease trap for the Thai
36 Orchid restaurant on the site. Mr. Barrett said he could contact the plumber who worked on the
37 existing building to learn what the best solution would be to tie a floor-mounted grease trap into
38 the existing plumbing system. Mr. Vincent said the Committee could require the applicant to
39 obtain a sewer permit from DPW as a condition of approval, which would give Mr. Barrett some
40 time to do more research.

41
42 **LP Tanks**

43 Dep. Fire Chief Libbey said as long as the additional LP tanks that the applicant would need to
44 add at the rear of the building are the appropriate distance away from any ignition sources or
45 openings to the building, he does not have a concern. He said he believes 120-gallon tanks will
46 have to be installed against the building because of the lack of space on the site and underground.

1 He said the applicant should contact the propane company and would need to obtain a fire code
2 application permit related to the placement of propane tanks on the site.

4 **Parking Spaces**

5 Mr. Corwin said this property is located in the Lebanon Downtown District, where there is no
6 minimum parking requirement, but minimum parking is determined by this Committee or the
7 Planning Board. He said there are currently no parking spaces delineated on the site plan and this
8 is a key element of site plan review. He said, typically, applicants propose a number of parking
9 spaces, and the Board generally accepts that as the minimum required unless there is a reason to
10 challenge it. He also said that required off-street parking spaces are supposed to be marked per
11 the zoning ordinance.

12
13 Mr. Barrett said there is no marking on the pavement at all. He confirmed there is a sign posted
14 for one accessible parking space (but no lines to delineate it) on the north side of the building in
15 the accessible route into the building. Mr. Reichert said a more detailed design for the parking
16 spaces will be a requirement for Building Permit approval. Mr. Barrett said he would work on
17 creating a more detailed parking design that includes the spacing requirements for an ADA van
18 accessible space. Mr. Reichert said the applicant intends to load/unload deliveries early in the
19 morning and the truck would be stored overnight at another facility. He confirmed there is no
20 designated space for this activity and the trucks would use any space in the parking lot.

21
22 Mr. Reichert opened the public comment portion of the meeting. No one from the public spoke.
23 Mr. Reichert closed the public comment portion of the meeting.

24
25 ***A MOTION was made by Brian Vincent that the Lebanon Minor Site Plan Committee***
26 ***approves the application of Manjit Singh and Vorachak, LLC, regarding 70 Hanover Street***
27 ***(Tax Map 91, Lot 197), zoned LD, PB2025-12-MSP, for Site Plan Review pursuant to Sections***
28 ***3.1.C and 3.2 of the Lebanon Site Plan Review Regulations of a proposed partial conversion***
29 ***of the existing commercial use for a mobile food truck support kitchen and a take-out***
30 ***restaurant as set forth in the application materials and as shown on a plan sheet titled, "70***
31 ***Hanover Street," prepared by Barrett Architecture, dated April 22, 2025, and including any***
32 ***and all submissions and testimony provided for and during the public hearing, with the***
33 ***following conditions:***

35 ***General Conditions***

36 ***1. This approval shall automatically expire and be deemed void upon failure to meet any of the***
37 ***conditions of approval set forth herein within the timeframes specified. It shall be the***
38 ***applicant's responsibility to be familiar with and aware of these conditions of approval, and it***
39 ***shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them***
40 ***within the relevant timeframes outlined below.***

41 ***2. A building permit must be applied for and issued within two (2) years of the date of this***
42 ***approval (4.10.A).***

43
44 ***Conditions Precedent to be Satisfied Prior to Application for a Building Permit and Prior to***
45 ***the Start of Any Construction Activities***

1 **3. Within 30 days of the Planning Board's approval, the applicant shall make the following**
2 **revisions to the site plan to the satisfaction of the Planning and Development Department and**
3 **the City Engineer:**

4 **a) Provide at least 4 striped parking spaces on the south side of the parking lot, and on**
5 **the north side, at least 3 striped parking spaces and one van accessible space, with**
6 **dimensions provided for the spaces and the aisle.**

7 **b) Amend the cover sheet to provide description of plan revisions (5.1.E.4.d).**

8 **4. The applicant shall obtain approval from the City Council or the City Manager's office for**
9 **any additional water and/or sewer flows in accordance with the applicable Chapter 136 and**
10 **182 of the City Code. A sewer permit application shall include coordination with DPW to**
11 **install a properly designed grease trap.**

12 **5. The development is subject to the City of Lebanon impact fees, pursuant to Section 213 of**
13 **the Zoning Ordinance. The Impact Fee shall be calculated at the time of Building Permit**
14 **issuance based on the Impact Fee Schedule adopted on May 20, 2024. A completed impact fee**
15 **invoice and acknowledgment form shall be completed by the applicant and submitted with the**
16 **building permit application.**

17
18 **Conditions to be Satisfied Prior to the Issuance of a Building Permit**

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

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

21 **7. Parking spaces shall be striped/painted pursuant to the site plan as amended pursuant to**
22 **condition of approval #4.**

23 **8. The impact fees calculated pursuant to Condition of Approval #5 shall be paid.**

24 **9. The applicant shall obtain a sign permit prior to the installation of any signage as required**
25 **by Section 608 of the Zoning Ordinance, and shall comply with all applicable requirements of**
26 **Section 608.**

27 **10. All improvements depicted on the plan shall be completed, and shall be constructed as**
28 **depicted on the approved plan, including any modifications to the plan as may be approved by**
29 **the Minor Site Plan Committee in accordance with the Site Plan Review Regulations.**

30
31 **The MOTION was seconded by Adam Leland.**

32
33 **Roll Call Vote:**

34 **Voting For – Mr. Leland, Mr. Vincent, Mr. Reichert, Mr. Hays, Mr. Libbey**

35 **Voting Against – None**

36
37 ***The MOTION was approved (5-0).**

38
39 **[At 2:16pm, Dep. Fire Chief Libbey left the meeting.]**

40
41 **B. Eric S. & Irina K. Stacy, 108 School Street (Tax Map 107, Lot 6), zoned R-**
42 **3: Applicant requests minor site plan review of a proposed conversion of the existing**
43 **two (2)-family dwelling to a four (4)-unit multi-family dwelling, together with**
44 **associated site improvements. PB2025-26-MSP**

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

3
4 ***A MOTION was made by Leigh Hays that the application of Eric S. & Irina K. Stacy, 108***
5 ***School Street (Tax Map 107, Lot 6 PB2025-26-MSP is complete enough for the Minor Site***
6 ***Plan Review Committee to accept jurisdiction and commence review. The MOTION was***
7 ***seconded by Brian Vincent.***

8
9 ****The MOTION was approved (4-0).***

10
11 Mr. Eric Stacy was present on behalf of the applicant. He gave an overview of the project, which
12 involves expanding a two-family dwelling into a multi-family dwelling. Mr. Reichert said this
13 application has already received approval from the Zoning Board. Mr. Stacy said the building
14 will be converted to electricity for heat and power. He said EV chargers would be installed in the
15 parking area. Mr. Stacy said the resulting dwelling will have 64 units with eight bedrooms with
16 eight parking spaces.

17
18 Mr. Hays asked if retaining walls would be added around the parking area (to maintain the
19 grading) once it is leveled. He said retaining walls over four feet tall may trigger the building
20 permit. Mr. Stacy said he plans to use waste blocks shorter than 48 inches tall. Mr. Stacy asked
21 whether he would need to meet again with the Committee if the construction team offers other
22 ideas for the design of the exterior of the site (including the parking area). Mr. Reichert said he
23 may need to come back for additional review by this Committee if extensive changes are
24 proposed.

25
26 Mr. Hays asked about impervious materials for the parking area and what the slope of the
27 driveway is. Mr. Stacy said there would be about 8% slope. He explained how he plans to install
28 hardpack for the driveway and a catch basin with a drainpipe to collect and redirect stormwater
29 runoff. He also discussed his plan for snow removal from the driveway. Mr. Hays suggested
30 using an infiltration trench for stormwater management to prevent water from being directed
31 onto neighboring properties. Mr. Hays discussed the requirements related to sprinkler systems in
32 the building.

33
34 Mr. Reichert opened the public comment portion of the meeting. No one from the public spoke.
35 Mr. Reichert closed the public comment portion of the meeting.

36
37 At 2:57pm, Mr. Reichert called for a recess so the Committee could change the meeting room to
38 Meeting Room One in City Hall.

39
40 ***A MOTION was made by Leigh Hays that the Minor Site Plan Review meeting take an eight-***
41 ***minute recess. The MOTION was seconded by Brian Vincent.***

42
43 ****The MOTION was approved (4-0).***

44
45 At 3:05pm, the meeting resumed in Meeting Room One.

1 ***A MOTION was made by Leigh Hays that the Lebanon Minor Site Plan Committee approves***
2 ***the application of Eric & Irina Stacy regarding 108 School Street (Tax Map 107, Lot 6), zoned***
3 ***R-3, PB2025-26-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon***
4 ***Site Plan Review Regulations for a proposed conversion of the existing two (2)-family dwelling***
5 ***to a four (4)-unit multi-family dwelling, together with associated site improvements, as set***
6 ***forth on the site plan set submitted by the applicant, and including any and all submissions***
7 ***and testimony provided for and during the public hearing, with the following conditions:***

8
9 ***General Conditions***

10 ***1. This approval shall automatically expire and be deemed void upon failure to meet any of the***
11 ***conditions of approval set forth herein within the timeframes specified. It shall be the***
12 ***applicant's responsibility to be familiar with and aware of these conditions of approval, and it***
13 ***shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them***
14 ***within the relevant timeframes outlined below.***

15 ***2. A building permit must be applied for and issued within two (2) years of the date of this***
16 ***approval (4.10.A).***

17 ***3. All required landscape plantings shall meet the minimum size requirements for such***
18 ***plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of***
19 ***installation.***

20
21 ***Conditions Precedent to be Satisfied Prior to Application for a Building Permit and Prior to***
22 ***the Start of Any Construction Activities***

23 ***4. The applicant shall obtain approval from the City Council or the City Manager's office for***
24 ***any additional water and/or sewer flows in accordance with the applicable Chapter 136 and***
25 ***182 of the City Code.***

26 ***5. The development is subject to the City of Lebanon impact fees, pursuant to Section 213 of***
27 ***the Zoning Ordinance. The Impact Fee shall be calculated at the time of Building Permit***
28 ***issuance based on the Impact Fee Schedule adopted on May 20, 2024. A completed impact fee***
29 ***invoice and acknowledgment form shall be completed by the applicant and submitted with the***
30 ***building permit application.***

31
32 ***Conditions to be Satisfied Prior to the Issuance of a Building Permit***

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

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

35 ***7. The impact fees calculated pursuant to Condition of Approval #5 shall be paid.***

36 ***8. All improvements depicted on the plan shall be completed, and shall be constructed as***
37 ***depicted on the approved plan, including any modifications to the plan as may be approved by***
38 ***the Minor Site Plan Committee in accordance with the Site Plan Review Regulations.***

39
40 ***The motion was seconded by Brian Vincent.***

41
42 ****The MOTION was approved (4-0).***

43
44 ***C. Dartmouth Hitchcock Medical Center, One Medical Center Drive (Tax Map 10, Lot***
45 ***8), zoned MC: Applicant requests Minor Site Plan Review of a proposal to convert***

1 **an existing courtyard area located between the east patient tower and the main**
2 **hospital building into a usable amenity space for hospital patients. PB2025-27-MSP**

3
4 Mr. Corwin said the application is complete enough for the Committee to accept jurisdiction and
5 commence review.
6

7 *A MOTION was made by Leigh Hays that the application of Dartmouth Hitchcock Medical*
8 *Center, One Medical Center Drive (Tax Map 10, Lot 8) PB2025-27-MSP is complete enough*
9 *for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The*
10 *MOTION was seconded by Brian Vincent.*

11
12 **The MOTION was approved (4-0).*
13

14 Mr. Nik Fiore, (Engineering Ventures): Brud Sanderson, Taylor Shulda (Stevenson Associates);
15 David Steiger (DHMC); and Courtney Carrier (LaValley Brunswick Architects) were present on
16 behalf of the applicant.
17

18 Mr. Fiore gave an overview of the project, which involves reconfiguring a courtyard space on the
19 site. He said the original site plan (of 1988) had been updated with the addition of the walkway
20 and courtyard that had been installed. He said the changes include adding a fence line to close in
21 the courtyard area, new walking pathways and other amenities (such as a basketball net) to the
22 courtyard area. He said the landscape plan includes synthetic turf for all non-paved areas. He
23 said lighting would be added to the walkway path. Ms. Carrier confirmed the lights would be
24 installed on the fence at about eight feet high.
25

26 Mr. Fiore said the fire department has met with the team and they requested a 20-foot clear zone
27 between the building and the fence for emergency access. He said they plan to install hardtack to
28 reinforce that area as well. Mr. Hays noted an increase of about 2,000 square feet of impervious
29 surface on the site with the new plan. Mr. Fiore said he would review the stormwater
30 management plan for the site. Mr. Hays encouraged the applicant to use blended topsoil to allow
31 the water to drain and not pond on the site while patients are using the courtyard amenities.
32

33 Mr. Reichert noted the shape of the courtyard is like a bowl and asked about noise from
34 basketball and other activities. Mr. Steiger noted that the area will be used during daytime hours
35 and not by a large group at any given time. He said staff will monitor patients (which Mr. Steiger
36 confirmed will be patients from the psych ward of the hospital) while they are in the courtyard.
37 Mr. Fiore described the fencing that is planned for the courtyard area. Ms. Carrier confirmed it is
38 a solid, anti-climb fence that will be about 10 feet high. She said there is a mesh that will go
39 between the fence sections to obscure the view between the courtyard and patient rooms.
40

41 Mr. Shulda discussed the fact that the space is rather shaded. He said they plan to use movable
42 planters to add shading instead of planting trees. He said there is not a lot of space for trees near
43 the fence and trees may encourage climbing.
44

45 Mr. Reichert opened the public comment portion of the meeting. No one from the public spoke.
46 Mr. Reichert closed the public comment portion of the meeting.

1
2 *A MOTION was made by Leigh Hays that the Lebanon Minor Site Plan Committee approves*
3 *the application of Dartmouth Hitchcock Medical Center regarding One Medical Center Drive*
4 *(Tax Map 10, Lot 8), zoned MC, PB2025-27-MSP, for Site Plan Review pursuant to Sections*
5 *3.1.C and 3.2 of the Lebanon Site Plan Review Regulations of a proposal to convert an*
6 *existing courtyard area located between the east patient tower and the main hospital building*
7 *into a usable amenity space for hospital patients as described in the application materials and*
8 *as shown on a plan set titled, "DHMC L2WC PEDI PSYCH COURTYARD MINOR SITE*
9 *PLAN REVIEW PLANS," prepared by Engineering Ventures, PC, dated April 22, 2025, EV*
10 *Project No. 25130 (9 Sheets), and including any and all submissions and testimony provided*
11 *for and during the public hearing, with the following conditions:*
12

13 *General Conditions*

- 14 *1. This approval shall automatically expire and be deemed void upon failure to meet any of the*
15 *conditions of approval set forth herein within the timeframes specified.*
16 *2. A building permit must be applied for and issued within two (2) years of the date of this*
17 *approval (4.10.A).*
18 *3. All required landscape plantings shall meet the minimum size requirements for such*
19 *plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of*
20 *installation.*
21

22 *Conditions to be Satisfied Prior to the Issuance of a Certificate of Completion*

- 23 *4. All improvements depicted on the plan shall be completed, and shall be constructed as*
24 *depicted on the approved plan, including any modifications to the plan as may be approved by*
25 *the Minor Site Plan Committee in accordance with the Site Plan Review Regulations.*
26

27 *The MOTION was seconded by Adam Leland.*

28 **The MOTION was approved (4-0).*
29

30 **3. APPROVAL OF MINUTES – April 10, 2025**
31

32 *A MOTION was made by Brian Vincent to approve the Minor Site Plan Review Committee*
33 *Meeting Minutes of April 10, 2025. The Motion was seconded by Leigh Hays.*

34 **The MOTION was approved (4-0).*
35

36 **4. ADJOURNMENT**
37

38 *A MOTION was made by Leigh Hays to adjourn the meeting at 3:29pm. The Motion was*
39 *seconded by Brian Vincent.*

40 **The MOTION was approved (4-0).*
41

42 The meeting was adjourned at 3:29pm.
43

44 Respectfully submitted,

45 Paula Roux

46 Recording Secretary

1