

FINAL

**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)

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

Roll Call Vote:

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

Voting Against – None

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

3. PUBLIC HEARING ITEMS

A. 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

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

Grease Trap

Mr. Vincent said City Code 136 requires external grease traps. Mr. Barrett confirmed that the applicant wants to install an internal grease trap. Mr. Vincent said the applicant needs to prove that an external grease trap cannot be constructed and/or there is not sufficient room to build a 1,000-gallon grease trap in the ground. He said that evidence does not appear to be included in the application. Mr. Barrett said that, with the drawing included in the materials for the meeting, he could identify where the sewer line goes out of the building. He said there is no indication of the location of other utilities (water, sewer) on the site.

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

LP Tanks

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

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

Parking Spaces

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

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

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

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

General Conditions

- 1. This approval shall automatically expire and be deemed void upon failure to meet any of the conditions of approval set forth herein within the timeframes specified. It shall be the applicant's responsibility to be familiar with and aware of these conditions of approval, and it shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them within the relevant timeframes outlined below.***
- 2. A building permit must be applied for and issued within two (2) years of the date of this approval (4.10.A).***

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

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

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

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

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

5. The development is subject to the 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. A completed impact fee invoice and acknowledgment form shall be completed by the applicant and submitted with the building permit application.

Conditions to be Satisfied Prior to the Issuance of a Building Permit

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

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

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

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

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

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

The MOTION was seconded by Adam Leland.

Roll Call Vote:

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

Voting Against – None

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

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

- B. 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**

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

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

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

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

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

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

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

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

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

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

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

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

General Conditions

- 1. This approval shall automatically expire and be deemed void upon failure to meet any of the conditions of approval set forth herein within the timeframes specified. It shall be the applicant's responsibility to be familiar with and aware of these conditions of approval, and it shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them within the relevant timeframes outlined below.***
- 2. A building permit must be applied for and issued within two (2) years of the date of this approval (4.10.A).***
- 3. All required landscape plantings shall meet the minimum size requirements for such plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of installation.***

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

- 4. The applicant shall obtain approval from the City Council or the City Manager's office for any additional water and/or sewer flows in accordance with the applicable Chapter 136 and 182 of the City Code.***
- 5. The development is subject to the 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. A completed impact fee invoice and acknowledgment form shall be completed by the applicant and submitted with the building permit application.***

Conditions to be Satisfied Prior to the Issuance of a Building Permit

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

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

- 7. The impact fees calculated pursuant to Condition of Approval #5 shall be paid.***
- 8. All improvements depicted on the plan shall be completed, and shall be constructed as depicted on the approved plan, including any modifications to the plan as may be approved by the Minor Site Plan Committee in accordance with the Site Plan Review Regulations.***

The motion was seconded by Brian Vincent.

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

C. Dartmouth Hitchcock Medical Center, One Medical Center Drive (Tax Map 10, Lot 8), zoned MC: Applicant requests Minor Site Plan Review of a 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 the application is complete enough for the Committee to accept jurisdiction and commence review.

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

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

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

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

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

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

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

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

A MOTION was made by Leigh Hays that the Lebanon Minor Site Plan Committee approves the application of Dartmouth Hitchcock Medical Center regarding One Medical Center Drive (Tax Map 10, Lot 8), zoned MC, PB2025-27-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations of a 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 as described in the application materials and as shown on a plan set titled, "DHMC L2WC PEDI PSYCH COURTYARD MINOR SITE PLAN REVIEW PLANS," prepared by Engineering Ventures, PC, dated April 22, 2025, EV Project No. 25130 (9 Sheets), and including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

General Conditions

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

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

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

The MOTION was seconded by Adam Leland.

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

3. APPROVAL OF MINUTES – April 10, 2025

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

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

4. ADJOURNMENT

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

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

The meeting was adjourned at 3:29pm.

Respectfully submitted,
Paula Roux
Recording Secretary