

FINAL

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

MEMBERS PRESENT: Nate Reichert (Director of Planning & Development), Captain Adam Leland (Lebanon Police Department), Leigh Hays (Building Official), Duane Egner (Fire Inspector), Brian Vincent (City Engineer)

MEMBERS ABSENT: Jeff Libbey (Deputy Fire Chief)

STAFF PRESENT: Catheryn Hembree (Associate Planner, Planning Department)

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:00pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT

The following applications were received by the Planning and Development Department on or before June 12, 2025:

- **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**
- **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**
- **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**

Mr. Reichert confirmed that the applications do not have the potential for regional impact.

A MOTION was made by Brian Vincent that the applications of 10 Spencer Studios, LLC, 10 Spencer Street (Tax Map 92, Lot 33), PB2025-32-MSP; Ralph R. & Constance E. Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), PB2025-33-MSP; and Zi Chen, 16 Parkhurst Street

(Tax Map 92, Lot 61), PB2025-34-MSP, do not have the potential for regional impact. The MOTION was seconded by Leigh Hays.

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

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

Mr. Reichert said there is an issue regarding completeness for this application related to the fire door and its egress. He said the lot line in the rear of the building is very narrow and an exit would involve the neighboring property (which is the rail trail, owned by the state of NH). He said they cannot grant a permit that depends on neighboring property for fire egress.

Mr. Jay Barrett (Barrett Architecture) and Ms. Jennifer Caine (owner) were present on behalf of the applicant. Ms. Caine said the project team had discussed having the fire egress on the east side of the property by adding a door under one of the existing windows on that side.

Mr. Barrett said the reason this application came back to the Committee for review had to do with getting the front of the property to align with existing curb cuts and other elements. He said they made landscaping, curb cuts and other sidewalk changes. He said this egress issue just came up last week. He suggested the Committee approve the application with the new changes and make a condition that the applicant work with the City to resolve the fire egress issue. The group agreed that the application could be deemed complete enough for review at this time.

A MOTION was made by Brian Vincent that the application of 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 is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The MOTION was seconded by Leigh Hays.

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

Mr. Reichert opened the public comment portion of the meeting.

Tony Leires (Ward 3) said his concern with the project on 10 Spencer Street is traffic that will result on Parkhurst St from this project. He said there has been no consideration for the quality of life for the residents in the neighborhood. Mr. Reichert suggested that Mr. Leires is referring to a project at 20 Spencer Street, which is a different residential housing project. He suggested Mr. Leires speak with Deputy Director of Planning Tim Corwin about that project.

Mr. Reichert closed the public comment portion of the meeting.

Mr. Hays asked for clarification of all the parking spaces and the location of the handicapped accessible space. Mr. Barrett noted where the spaces are and said the space closest to the building could be the accessible space with an access aisle. Mr. Reichert said he'd be comfortable approving this plan with the following conditions:

- An updated site plan showing the egress solution is submitted by the applicant
- The City shall be consulted and a formal easement conveyed to the applicant to allow for the fire egress on the left side of the building

Mr. Vincent said the clarification of all the parking spaces and the accessible space should be added to the updated site plan.

The group discussed having a professional surveyor determine the left side property line to ensure there is enough space for the planned fire egress. Mr. Barrett said he was told a fire escape only needs 22 inches of space to provide enough egress space. He said he did not know for sure how much space is currently on the left side of the building, but the scaling indicates there are 36 inches on that side.

The group discussed conditions that were put on the original application. Mr. Reichert said those issues have been addressed and asked that the updated site plan include those elements as well.

A MOTION was made by Nathan Reichert that the Lebanon Minor Site Plan Committee approves the application of 10 Spencer Studios, LLC regarding 10 Spencer Street (Tax Map 92, Lot 33), zoned LD, PB2025-32-MSP for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations for minor revisions to the Site Plan approved in connection with the Conditional Use Permit as set forth on the site plan set submitted by the applicant and including any all submissions and testimony provided for and during the public hearing with the following conditions:

- 1. Except as modified by the approval, the applicant shall comply with the Planning Board Notice of Action PB2024-37-CUP dated September 23, 2024 and all conditions thereof shall be continued***
- 2. The Site plan as submitted shall be updated to include the definition of an accessible space as well as the definition of the fire egress to be leaving the left rear side of the building.***

The MOTION was seconded by Brian Vincent.

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

- 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**

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

A MOTION was made by Brian Vincent that the application of Ralph R. & Constance E. Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), PB2025-33-MSP is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The MOTION was seconded by Leigh Hays.

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

Mr. Rod Finley (City Engineer) and Ms. Constance Stearns were present on behalf of the applicant. He said the proposed roundabout affected Ms. Stearns' property in that it eliminated the entrance off Mascoma Street and some of her 12 required parking spaces. Mr. Finley said the City relocated the entrance to the parking area to Guyer Street. He said they reconfigured the 12 required parking spaces within the area. He said four parking spaces on Guyer St. are for tenants that live in the upper level of the building. He said the other spaces are for customers of the business.

Mr. Vincent said the project will require a stormwater permit, which may be a condition of approval. Mr. Hays discussed the existing layout of the parking area. He asked about the location of the handicapped accessible space. Mr. Finley said he will work on identifying that space.

Mr. Reichert clarified the heating will be oil heat, for which oil storage can be contained inside the building. He noted that a dumpster is not currently shown on the plans. Mr. Finley said the current dumpster is to the left of Space 1 and the plan is to leave it there. Mr. Reichert said screening around a dumpster is a Site Plan Regulation requirement.

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.

Mr. Finley gave an overview of the upcoming schedule for the project.

A MOTION was made by Nathan Reichert that the Lebanon Minor Site Plan Committee approves the application of Ralph R. & Constance E. Stearns regarding 29 Mascoma Street (Tax Map 91, Lot 128), zoned LD, PB2025-33-MSP for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to reconfigure the subject property's parking layout and access in order to maintain the current number of onsite parking spaces and enable a two-way access from Guyer Street as set forth on the site plan submitted by the applicant and including any all submissions and testimony provided for and during the public hearing with the following conditions:

- 1. The approval shall automatically expire and be deemed void upon failure to meet any of the conditions set forth in the approval within the timeframe 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 the conditions of approval and satisfy them within the relevant timeframe outlined below.***
- 2. 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.***

3. ***All improvements depicted on the plan shall be completed and shall be constructed as depicted on the amended site plan, including any modifications to the plan that may be approved from the Minor Site Plan Committee in accordance with the Site Plan Review Regulations:***
 - a. ***The location of the dumpster and appropriate screening needs to be shown on the plan and submitted to Planning Staff***
 - b. ***That a stormwater permit shall be obtained prior to commencing construction***
 - c. ***That an accessible parking space shall be identified as a part of the amended site plan***

The MOTION was seconded by Brian Vincent.

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

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

Mr. Reichert 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 Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61, PB2025-34-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 (5-0).***

Mr. Max Lu (former Upper Valley resident) and Mr. Chen were present on behalf of the applicant. Mr. Lu gave an overview of the project. He said it involves turning an existing barn into residential space. He said he believes the point of greatest discussion is related to requirements for screening. He said they have calculated seven spaces will be required and two EV spaces will also be provided. He said they proposed to add trees to the south to shade the parking area and screen the area from neighbors. He said their plans do not include an accessible parking space, but he said the space furthest to the north could be the accessible space. He said they will hire an architect for the interior renovations.

Mr. Hays asked whether a new water service/feed to the building is being proposed. Mr. Lu said he met with City officials, and they determined they will probably need it. Mr. Hays said they will probably need a domestic water line and a sprinkler system and associated permits. Mr. Hays said a condition of approval should be to add an updated water line and how the valving will work to the plans. He said the project will require water and sewer use permitting and an excavation permit, assuming work will include work within the right-of-way (in the street).

Mr. Reichert opened the public comment portion of the meeting.

Mr. Barry Schuster (Ward 3) said he is part of the Gallery Court Condominium Association. He said the proposed project will result in an overcrowded lot. He said this building is on a small lot size and five units is too large. He said parking is crowded and, in winter, water drainage goes down the driveway into the street. He said snow gets pushed against the Gallery Court fence now and there is no space for snow if seven parking spaces are in the lot. Mr. Schuster noted there is no recreational area on the property, only a small lawn area.

Ms. Victoria Smith (Ward 3) said she is an abutter to the project. She said the driveway is too small for six parking spaces. She said there is not enough space to turn around. She said the water runoff from the lot into the street is deadly in the winter. She said she has had to cross the street because of the ice that results from the water that runs off the driveway. She also said the plans do not indicate anything about replacing the roof on the barn. She said the east side of the roof is deteriorating and the shingles come off the roof into the Gallery Court property during storms. She said there is no foundation under the barn and a lot of critters live under the barn, which may affect first floor residents. She said she hopes the proposed lighting meets Dark Sky protocol, so they don't interfere with neighbors more than they do now.

Mr. Tony Leires (Ward 3) said the map presented does not seem right. Mr. Reichert said they will adjust the names of owners per GIS information. Mr. Leires said his concern is traffic. He suggested that the City make a cul du sac for Elm and Allen Streets to limit traffic. He said he's concerned about what the barn is going to be made of and will he have privacy on his property.

Mr. Lu said windows will be added to the barn. He said the building owner wants to discuss fencing or other ideas for screening with neighbors. He said there will be three apartments on the first floor and two apartments on the second floor. He said the total square footage of the apartments is 4,300 square feet. He said four units will be two-bed, one-bathroom and one unit will be one-bed one-bathroom. He said all of the apartments will be 1,000 square feet or less.

Mr. Leires asked if a barrier could be put up on Parkhurst Street. Mr. Vincent said to close the street or make it one-way would be a question for the Traffic Safety Committee and, ultimately, would be a decision made by the City Council. He suggested that Mr. Leires bring his proposal to the director of DPW and start the conversation.

Mr. Lu said he would email architectural plans, which are conceptual, to Planning Staff, which can be made available to the public. He said they will look into the issues that were discussed about the ice in the street, and the condition of the foundation and the roof. He said they had not planned to repave the driveway, but they are open to it if it helps resolve drainage issues. He said the driveway needs to be expanded on the left side to allow for the parking spaces and they are proposing to widen paved areas to add the turnaround area. He said, related to the need for a recreation area, there had been a small, fenced area where a former tenant had put outdoor furniture. He also noted the proximity of the rail trail to the site, which can provide for the recreational requirement.

Mr. Reichert said the following concerns were raised by neighbors:

- No room for snow storage in parking lot
- Not enough room for cars to turn around in parking lot

- Five units too much for the lot
- No recreational area (a requirement for residential housing of three or five units or more)
- Water/ice build-up in the street
- Increased traffic on the road
- Condition of the barn roof and foundation

Heidi Conner (abutter) asked if the maple tree near the lawn area will remain. Mr. Lu said they were not planning to remove any plantings from the site. She asked if the units will be condos or apartments. Mr. Lu said they will be apartments that will be rented. Mr. Reichert said there is a different process and other requirements for condominium projects that are not needed for rental units. Ms. Conner asked why the applicant was transforming the barn into residential units, and Mr. Lu said the idea of creating more homes in Lebanon that did not require new construction was an ideal solution to the City's housing situation.

Mr. Schuster said the property is divided into two zones. He said City zoning allows only up to four dwelling units permitted on two zones. He said it is very unlikely there will be adequate room for snow storage and turning when the lot is full. He said the turning radius does not work. Mr. Vincent said there is software to determine turn radius for the parking area. Mr. Reichert said turning radius data should be added to the application. Mr. Lu said he noted in the application that the zones can be adjusted so the property falls entirely within the downtown zone.

Mr. Hays asked if it is actually possible to fit five units into the barn. Mr. Chen said they have floor plans for the design, but they did not submit them because it were not part of the requirements. Mr. Reichert asked for the conceptual design plans to be submitted for the project so they can be reviewed by the Building and Fire Department officials.

Mr. Reichert said the applicant should provide:

- Turn radius data for the parking area
- Architectural drawings/floor plans
- Analysis of pooling issue at bottom of driveway
- Layout of the accessible parking space
- Path for water supply/feed
- Lighting plan (to meet Dark Sky protocol)
- Plan for snow storage

Mr. Lu said they are proposing to add two maple trees on the south end of the parking area for screening. He said no hedges were planned. No members of the public commented.

Mr. Reichert suggested the discussion for this application be continued until next meeting. He asked the applicant to provide materials to Staff by July 1, 2025 so they can be added to the July 10 meeting agenda.

A MOTION was made by Brian Vincent that the Lebanon Minor Site Plan Committee continue the discussion for the application of Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2, PB2025-34-MSP, to the July 10, 2025 meeting of the Minor Site Plan Committee. The MOTION was seconded by Leigh Hays.

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

4. OTHER BUSINESS

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

Mr. Reichert said Staff was having some issues with scheduling for the Minor Site Plan Review Committee. He said Ms. Hembree will be the new staff representative for this committee. He suggested a narrative packet be coordinated between himself and Ms. Hembree before the applications come to the Committee to be discussed at meetings by all members.

A MOTION was made by Leigh Hays to amend the deadlines for application submissions to the Minor Site Plan Review Committee for the remainder of 2025 as articulated in the meeting agenda packet. The MOTION was seconded by Adan Leland.

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

5. APPROVAL OF MINUTES –May 08, 2025

Amendments: Page 2, Line 25: Change “Code 152” to “Code 136”
Page 2, Line 30: Change “soil” to “sewer”
Page 2, Line 39: Add “use” before “permit”
Page 5, Line 29: Change Mr. Hays to Mr. Vincent

A MOTION was made by Adam Leland to approve the Minor Site Plan Review Committee Meeting Minutes of May 8, 2025 as amended. The MOTION was seconded by Leigh Hays.

****The MOTION was approved (4-0 with Mr. Egner abstaining).***

6. ADJOURNMENT

A MOTION was made by Adam Leland to adjourn the meeting at 2:57pm. The MOTION was seconded by Leigh Hays.

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

The meeting was adjourned at 2:57pm.

Respectfully submitted,
Paula Roux
Recording Secretary