

FINAL

**LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, JUNE 23, 2025 6:30PM**

MEMBERS PRESENT: Andrew Faunce (Chair), Richard Ford Burley (Vice Chair), Eric Stacy, Kellen Appleton, Karen Zook (City Council Rep), Kathie Romano (alt)

MEMBERS ABSENT: Jeremy Rutter, Patrick Kennelly

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nathan Reichert (Director of Planning & Development), Brian Vincent (City Engineer)

1. CALL TO ORDER

Chair Faunce called the meeting to order at 6:34pm. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures. Chair Faunce appointed Ms. Romano as a regular voting member for this meeting.

2. PUBLIC HEARING ITEMS

- A. Alice Peck Day Memorial Hospital, 10 Alice Peck Day Drive (Tax Map 90, Lot 59), zoned R-3: Request for Site Plan review to a) install a +/-1,200 sq. ft. concrete pad on the east side of the existing hospital building and b) construct a proposed 58-space parking lot to serve the existing hospital use, together with associated site improvements. PB2025-29-SPR - Postponed from June 9, 2025**

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

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board finds the application of Alice Peck Day Memorial Hospital, 10 Alice Peck Day Drive (Tax Map 90, Lot 59), zoned R-3 PB2025-29-SPR is complete enough to accept jurisdiction and commence review. The MOTION was seconded by Kellen Appleton.

****The MOTION was approved (6-0).***

Mr. Nik Fiore (Engineering Ventures) and Mr. Jamie Chiasson (APD) were present on behalf of the applicant. Mr. Fiore gave an overview of the project, which involves the expansion of the parking lot area and construction of a concrete pad on the east side of the hospital building. He gave an overview of the waivers being requested. He explained that one waiver (Section 5.1.E.5) is for a full survey to be completed on the property. He said only the front part of the parking area will be affected and asked that the applicant be allowed to obtain a partial survey. The group discussed the waiver request for Section 5.1.E.5 at length and agreed to add a Condition of Approval that requires a partial survey to be completed for the affected area of the property.

A MOTION was made by Richard Ford Burley that for the application of Alice Peck Day Memorial Hospital, PB2025-29-SPR, the Lebanon Planning Board approves partial waivers from the following sections of the Site Plan Review Regulations:

- ***Section 5.1.E.5 – requirement to provide a current survey***
- ***Article V submission requirements and Article VI design requirements as applicable outside of the designated development area***
- ***Section 6.5.I – bicycle parking requirements***

The MOTION was seconded by Kathie Romano.

****The MOTION was approved (6-0).***

A MOTION was made by Richard Ford Burley that the Lebanon Planning Board approves the application of Alice Peck Day Memorial Hospital, regarding 10 Alice Peck Day Drive (Tax Map 90, Lot 59), zoned MC-2, PB2025-29-SPR, for Site Plan approval to a) install a +/-1,200 sq. ft. concrete pad on the east side of the existing hospital building and b) construct a proposed 58-space parking lot to serve the existing hospital use, together with associated site improvements as shown on a plan set titled “Alice Peck Day Memorial Hospital Parking Expansion Site Plans,” prepared by Engineering Ventures, PC, dated 05/12/2025, EV Project # 24578 (14 Sheets), including any and all submissions and testimony provided for and during the public hearing.

In support of its decision, the Board finds that the applicant has submitted plans, testimony, technical data, information, reports, and studies that together satisfactorily demonstrate compliance with the applicable requirements of the Site Plan Review Regulations, except as may reasonably be addressed through the imposition of certain conditions of approval, set forth below, and except as may have been waived pursuant to Section 7.1.

This approval is subject to 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. The development is subject to the Site Plan Review Regulations adopted May 13, 1991, last revised April 28, 2025, and the Zoning Ordinance adopted January 16, 2013, last amended March 19, 2025, which are the regulations in effect at the time the application was submitted.***
- 3. A building permit/zoning permit must be applied for and issued within two (2) years of the date of this approval (4.10.A), subject to an extension if applied for by the applicant and if approved by the Planning Board per Section 4.10.B.***
- 4. “Active and substantial development,” as defined in Section 8.4.A.1 of the Site Plan Review Regulations, shall be achieved within two (2) years of the date of this approval (8.4.A.2), subject to an extension if applied for by the applicant and if approved by the Planning Board per Section 8.4.A.3. If active and substantial development is not achieved within two (2) years of the date of the Planning Board’s approval, the development shall be subject to any changes***

in the City's land use regulations.

5. "Substantial completion," as defined in Section 8.4.B.1 of the Site Plan Review Regulations, shall be achieved within five (5) years of the date of this approval. If substantial completion is not achieved within five (5) years of the date of the Planning Board's approval, the development shall be subject to any changes in the City's land use regulations.

6. 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.

7. The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.

8. Prior to the start of any construction activities on the property, erosion control measures, including edge-of-disturbance fencing if applicable, shall be installed and maintained before and during any site work, to be verified by the City Engineer or City's third-party inspector on site.

9. The property owner is responsible for the maintenance and operation of the stormwater management system in accord with the O&M plan, and such responsibility shall run with the land. (Section 6.6.H.2.b of the Site Plan Review Regulations).

10. All service areas and facilities including garbage and waste disposal containers, recycling bins, electrical and mechanical equipment such as transformers and compressors, meter clusters, and other utility elements must be screened in accordance with Section 6.2.B.8 and Section 6.10.B.5 of the Site Plan Review Regulations.

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

11. Within 60 days, the applicant shall complete a survey of the front lot line to the satisfaction of the Planning & Development Department and the City Engineer, and shall update the plan set accordingly. Should any material discrepancies or material changes result from the completed survey and the approved plan set, the applicant shall apply to the Planning Board for review and approval of the revised plan set.

12. The applicant shall provide a letter or certification from the engineer or record or other qualified design professional confirming that the approved plan set meets the accessibility standards of the State of New Hampshire Building Code.

13. All engineering review fees shall be paid in full as required by Section 4.7.E.1 of the Site Plan Review Regulations. (Note: applicant can request an invoice from the Department of Public Works).

14. The applicant shall apply for an Excavation Permit, Driveway Permit, and/or Stormwater Permit, if required by the Department of Public Works.

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

15. Prior to the start of any construction activities on the property, the applicant shall record in the Grafton County Registry of Deeds notice of the stormwater management and erosion and sediment control plans as required per Section 6.6.H.2.d of the Site Plan Review Regulations. Such notice shall be reviewed by the Planning & Development Department prior to recording.

16. Prior to the start of any construction activities on the property for which construction inspection is required pursuant to this decision or any applicable ordinance or code, the City shall retain the services of an independent third-party inspector, for which the applicant shall be responsible for all inspection fees related to (a) on-site work related to sewer, water, temporary sedimentation and erosion control, and drainage improvements, and (b) all off-site

work within the City's right-of-way (including but not limited to water, sewer, driveways, drainage), in accordance with Section 8.2 of the Site Plan Review Regulations. The applicant shall provide funding for inspection services in a form and amount acceptable to the City and shall sign an Infrastructure Inspection Agreement.

17. The applicant shall obtain an Excavation Permit, Driveway Permit, and/or Stormwater Permit, if required by the Department of Public Works.

18. Prior to the start of any construction activities on the property, the applicant shall obtain or update (if appropriate) any required Federal or State approvals.

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

19. Third-party engineer or design engineer inspection reports and as-built drawings provided by the applicants (PDF format and CAD .dwg format, using the NH State Plane Coordinate System), including tie sheets, shall be reviewed and approved by the City Engineer.

20. 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 Planning Board in accordance with the Site Plan Review Regulations.

The MOTION was seconded by Kellen Appleton.

**The MOTION was approved (6-0).*

3. STUDY ITEMS

A. Review of 2026-2031 Capital Improvement Plan (CIP) Preliminary Project List - Continued from May 27, 2025

Chair Faunce asked the group to review the list of CIP projects that had been provided in the May 27, 2025 agenda packet to see if the Board wanted to

1. provide assistance or information to any project team, or
2. have someone from any project team come to a Planning Board meeting to provide more information about the project.

Chair Faunce noted that project team members could provide information in writing; they did not have to attend a meeting to present to the Board in person.

The group discussed the projects in great detail and decided to have representatives from the following projects provide more information to the Board:

- (Fire) Station 2 Replacement – location in West Lebanon to be determined
- Large Groundwater Well Development – alternative water source for Lebanon
- South Main Street Bridge (Dry Bridge) – current status, after recent temporary closure and repair

Mr. Stacy raised the question of how sidewalk project costs are determined. Mr. Corwin said that was an issue for DPW and not for the Planning Board. The group decided to have someone from DPW come to a meeting to explain how costs for projects, such as the sidewalk projects, are determined (ex. Linear cost per foot, etc.)

Chair Faunce said he'd like to know why so many rotaries/roundabouts are being proposed and/or constructed in Lebanon lately. The group decided to have someone from DPW come to a meeting to discuss the use of rotaries.

The total list of topics that the Planning Board would like to hear more about:

- (Fire) Station 2 Replacement – location in West Lebanon to be determined
- Large Groundwater Well Development – alternative water source for Lebanon
- South Main Street Bridge (Dry Bridge) – current status, after recent temporary closure and repair
- How costs for sidewalk projects are determined
- Use of rotaries in Lebanon

4. COMMITTEE REPORTS

Chair Faunce said the Planning Board Development Regulations Subcommittee (Chair Faunce, Dr. Ford Burley, Mr. Stacy, Mr. Kennelly) will have its first meeting on July 7, 2025 at 5:30pm. He asked the Board members to send any items of concern or interest for this committee to Mr. Corwin.

Chair Faunce said members of the Housing Task Force will be going to the Farmer's Market to interact with the community. He said he would provide a report to the Planning Board next month about the activities of the Task Force.

5. OTHER BUSINESS – none

6. APPROVAL MINUTES – May 27, 2025, June 09, 2025

The group agreed to postpone approving the minutes of May 27, 2025 and June 09, 2025 until the July 14, 2025 Planning Board meeting.

7. ADJOURNMENT

A MOTION was made by Richard Ford Burley to adjourn the meeting at 7:58pm. The MOTION was seconded by Eric Stacy.

****The MOTION was approved (6-0).***

The meeting adjourned at 7:58pm.

Respectfully submitted,
Paula Roux
Recording Secretary