

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
JULY 10, 2025 1:00 PM**

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

MEMBERS ABSENT: Duane Egner (Fire Inspector)

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

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:02pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

Mr. Reichert said he would take items out of the order of the agenda, in anticipation of the arrival of Building Official Leigh Hays to the meeting.

2. NOTICE OF REGIONAL IMPACT

Mr. Reichert confirmed that no applications that required notice for regional impact were submitted by the deadline for this meeting.

A MOTION was made by Brian Vincent that no items were submitted to be considered for the potential for regional impact. The MOTION was seconded by Jeff Libbey.

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

5. APPROVAL OF MINUTES – June 12, 2025

A MOTION was made by Jeff Libbey to approve the Minor Site Plan Review Committee Meeting Minutes of June 12, 2025. The MOTION was seconded by Adam Leland.

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

3. PUBLIC HEARING ITEMS

- A. 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 -Continued from June 12, 2025

Mr. Max Lu (former Upper Valley resident) was present on behalf of the applicant. He noted the site plan they submitted previously had used the wrong scale bar, which affected the dimensions of the parking spaces. He said they have submitted new site plans with the correct scale. He said the new plans indicate it will not be possible to have a turnaround in the driveway (as originally planned), so he said residents will instead back out into the driveway.

He said they have submitted two site plans (Site Plan A and Site Plan B). He said Site Plan A is the preferred plan. He said Site Plan A includes five parking spaces (including an accessible space). He said they would have to contract out for snow removal. He said he would like to continue the discussion about parking to the next meeting.

[At 1:11pm, Mr. Hays joined the meeting.]

He said one need identified by the Committee at the last meeting was for a floor plan. He said they have submitted a tentative plan with four two-bedroom units and one one-bedroom unit. He said, after he submitted the plans, he found a way to make all the units two-bedroom. He said he will submit an updated plan with five, two-bedroom units during the next round of review.

He said abutters' privacy concerns were raised at the previous meeting. He said they plan to build a fence on the property so no one can see into the backyard of 20 Parkhurst St from the rooms in the building. He said the second floor would have no windows that face 20 Parkhurst. He said they'd like to add a skylight for the living room on the second floor. He discussed the changes to the updated plans that were made regarding fire code and building code compliance. He said they located the bedrooms so the windows face away from the east and south sides of the building.

Mr. Lu confirmed the applicant will lease the apartments on a per-unit basis. The group discussed the parking situation and agreed that further discussion would be needed. Mr. Vincent said it will be difficult to access the space that is adjacent to the building. He said the spaces on the south side are crowded. He said driveways that back out onto the street are not typically proposed as part of an expanded use of existing buildings. He said the proposal seems to be a lot of housing for this property. He said the parking plan seems tight, forced, and difficult.

Mr. Vincent discussed the drainage issues on the site at length. He said it seems there is an underdrain system on the left sign with a pipe that channels stormwater that flows over the sidewalk and into the structure. He said neighbors commented on this issue at the last meeting. He said the pipe should be four feet under the sidewalk and extended to the catch basin. He said the applicant can do the work needed to relocate the pipe as suggested, but the applicant will need a stormwater permit and an excavation permit to complete that work. Mr. Vincent said he would work with the applicant to compose an engineered sketch of the changes he suggested. Mr. Reichert suggested that could be a Condition of Approval for the final plan approval.

Mr. Lu confirmed there is no parking in the barn. He said a car might be able to fit through the wide barn doors, but no one has ever used it for parking. Mr. Reichert discussed the crowded,

conflicted, and “unappealing” parking design. He suggested the parking plan needs further discussion. Mr. Vincent said overnight parking is not allowed on Parkhurst Street during the winter months. Captain Leland said he is concerned that drivers backing out of the driveway might collide with parallel parkers for the Spencer Street apartments.

Dep. Chief Libbey said where the connection would be located for the fire department to hook to the sprinkler system and what the utilities would be. Mr. Lu confirmed that three screened 120 propane tanks are located by the north entrance (near recreation area) that will be used for heating and hot water are included in the current plans. He said there are two existing oil tanks inside the structure.

Mr. Hays said the renovation to the barn will be governed by the building permitting process. He said structural analysis will be addressed during that process.

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

Mr. Barry Schuster (Ward 3) said he is an abutter to the property. He said Parkhurst Street has become a busy street and there are always cars parked on the street. He said having cars back down the driveway with its current slope is the biggest concern. He said if it snows cars will wind up stuck in the driveway with no place to move them. He said the pipe that was installed in 14 Parkhurst Street has been crushed and broken at the sidewalk area and a lot of water runs down all year long, which creates dangerous icy conditions in the road during the winter. He said the real problem is the area is overbuilt and the site cannot accommodate parking for five units.

Mr. Tony Leiras (Ward 3) said he would like to see the fence where the barn is extended all the way to the elm tree.

Mr. Tim Sidore (Ward 3) said his company is the owner of 24 Parkhurst Street next door. He said he supports the project and said there are ways to make the parking work for this project work.

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

Mr. Reichert said he doesn't see how the five units could work. He said maybe part of the barn could be converted to parking but it will take redesign of the plans. He asked the applicant to bring a redesigned project for three or four units with part of the barn used for parking.

Mr. Lu said the costs of renovations to make the space into livable space create the need for five units. He said the applicant will need the revenues generated from five units to make the residential development (and all the needed changes) profitable. He said the applicant may withdraw the application and if (in the future) the financials for three or four units could be lower, they may reapply.

A MOTION was made by Adam Leland 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 August 14, 2025 meeting of the Minor Site Plan Committee. The MOTION was seconded by Jeff Libbey.

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

Mr. Reichert asked the applicant to let Staff know if they plan to withdraw. Ms. Hembree said the applicant should submit redesigned plans by August 1, 2025 to be in time for discussion at the August 14, 2025 meeting.

B. Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), zoned LD: The property is improved with a main building utilized as a mixed-use office and multi-family dwelling, and a carriage house utilized as a multi-family dwelling. The Applicant requests Minor Site Plan Review to add additional dwelling units to the property for a total of twelve (12) dwelling units, and to convert the use of the main house to a multi-family dwelling only. PB2025-35-MSP

Mr. Reichert said the Staff has said the application is not complete enough for the Committee to accept jurisdiction and commence review. He said the Committee is not empowered to grant waivers to the Site Plan Regulations, and he said this application is reliant upon several waivers being granted. He said the applicant can either make the application to the Planning Board (which can grant waivers) or redesign the project so waivers are not required.

Mr. Tim Sidore was present on behalf of the applicant. He said the Planning Board deemed it appropriate for this Committee. Mr. Reichert said the waivers cannot be granted and it must meet the current Site Plan Regulations. Mr. Sidore asked what can be done to reoccupy their apartment and Mr. Reichert said the applicant needs to meet all permit requirements in order to reoccupy.

Mr. Reichert said Ms. Hembree sent an email itemizing what is required for the application to be considered by the Planning Board. Ms. Hembree said the requirements that need to be addressed include:

- On-site bicycle parking
- EV parking
- Current landscaping requirements

Mr. Sidore said the solution is to delay the use of their property and to force them to spend thousands of dollars on engineering. Mr. Reichert said they are required to enforce the regulations of the City. Mr. Sidore said the City was punishing them and Mr. Reichert said comments like that are out of order.

Attorney Brian Bouchard (attorney for the applicant) asked if a path to the park would meet the recreational area requirement. Mr. Reichert said the recreational area needs to be on site. He said he feels like the proximity of the project site to Colburn Park should be enough to waive the requirement, but this Committee does not have the power to grant waivers.

Mr. Bouchard said the applicant would like to continue the discussion to the August 14, 2025 Minor Site Plan Committee meeting and review the design. He said if it is determined during the review that the applicant must seek the waiver, then it will go to the Planning Board because there are no other design alternatives.

A MOTION was made by Jeff Libbey that the application of Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), PB2025-35-MSP will be continued to the August 14, 2025 meeting of the Minor Site Plan Review Committee because of lack of completeness. The MOTION was seconded by Brian Vincent.

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

C. Lorcan F. & Chelsea P. Nolan, 10 Abbott Street (Tax Map 107, Lot 89), zoned R-2: Applicant requests Minor Site Plan review of a proposed conversion of the existing one (1)-family dwelling to a four (4)-unit multi-family dwelling. PB2025-37-MSP

Ms. Chelsea and Mr. Lorcan Nolan, and Mr. Jay Barrett (architect) were present on behalf of the applicant. Ms. Nolan gave an overview of the project, which involves the renovation of a single-family dwelling into a four-unit, multi-family dwelling. She said the space is more than 4,000 square feet and there is plenty of room for more renters. Mr. Nolan said they added on the annex four years ago. Mr. Barrett said the house is intact architecturally and the lot is a nice size. He said the project can be completed easily within the house structure and lot. He said there should be no discernable alterations to the exterior of the property once the project is completed.

Ms. Nolan confirmed that the municipal fire alarm box is still at the site. Dep Chief Libbey said horns and strobes and pull stations will have to be added. He said smoke detection and common corridors would have to report back to the municipal fire alarm system.

Mr. Vincent asked about trash storage. Ms. Nolan said trash and recycling services will be conducted as they are at their other locations (using plastic totes for garbage and recycling for each unit instead of dumpsters).

Ms. Hembree said Site Plan Regulations require more landscape and buffers between the properties. She said there did not seem to be an accessible parking space. Mr. Barrett said space number six is marked as "HC Accessible" and noted there is an EV space. Mr. Hays said an access aisle needs to be located next to the accessible parking space. Mr. Barrett said he would work on that during the Building Permit application. Ms. Nolan confirmed the LP tank will be located underground.

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

Ms. Mona Domosh (neighbor on Abbott Street) said many people on the street are concerned about parking and traffic that will result from this expanded residential development. Ms. Nolan said six total spaces are being allotted, which is 1 ½ spaces per unit. She said most units will be one-bedroom units. She said there have been three to four vehicles coming and going from the property until now, so there will not be that many more after the renovation. She said they have no intention of having their tenants park on the street. Dep Chief Libbey said if there are cars parked on the street, the fire trucks may not be able to get through. Captain Leland said people will have to move their cars if emergency services access is blocked.

Mr. Gilligan said he wanted to make sure the historic integrity of the building is maintained. Mr. Barrett said this owner has done a good job of maintaining this property. Ms. Nolan said their intent is to maintain the integrity of the home as it currently is.

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

Mr. Barrett confirmed the building had a full sprinkler at one time and components (such as connection to the water feed from the street) are still there. Mr. Hays said sprinkler system requirements are enumerated in the City's zoning ordinance.

A MOTION was made by Nathan Reichert that the Minor Site Plan Committee approves the application of Lorcan F and Chelsea P Nolan regarding 10 Abbott Street (Tax Map 107, Lot 89) zoned R2: PB 202537-MSP for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations: The proposed conversion of the existing two-family dwelling to a four-unit, multi-family dwelling, together with associated site improvements as set forth on the site plans set submitted by the applicant, and including any and all submissions and testimony provided for the during the public hearing with the following conditions:

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

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

- 5. The applicant shall obtain approval from the City Council or City Manager's office for any additional water and/or sewer flows in accordance with the applicable Chapter 136 and 182 Code of the City.***
- 6. 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 the building permit issuance. Upon the impact fee schedule adopted on May the 20th, 2024 and completed impact fee invoice, an acknowledgement 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

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

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

- 8. The impact fees calculated pursuant to Condition #5 of this approval shall be paid. All improvements depicted on the plan shall be completed and shall be instructed as depicted***

on the approved plan, including any modifications to the plan as may be approved by the Minor Site Plan Review Committee in accordance with the Site Plan Review Regulations.

Other Conditions

- 9. An accessible parking space will be provided and marked on a revised plan.***
- 10. Landscape review and requirements shall be met on the revised site plan. The revised site plan should be submitted within 30 days of this approval.***

The MOTION was seconded by Jeff Libbey.

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

4. OTHER BUSINESS

Mr. Reichert said Ms. Hembree has joined the Minor Site Plan Committee team as a Staff member. He discussed the way that the agenda packet has been compiled and asked team members to send comments on the content of this meeting's agenda packet to Ms. Hembree.

5. ADJOURNMENT

A MOTION was made by Leigh Hays to adjourn the meeting at 2:48pm. The MOTION was seconded by Jeff Libbey.

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

The meeting was adjourned at 2:48pm.

Respectfully submitted,
Paula Roux
Recording Secretary