

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
AUGUST 14, 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: Tim Corwin (Deputy Planning & Development Director)

1. CALL TO ORDER

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

2. NOTICE OF REGIONAL IMPACT - none

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 July 10, 2025

Mr. Max Lu (former Upper Valley resident) was present on behalf of the applicant. He said the applicant reviewed the plans and decided to create just three units (two units on the first floor) instead of the five units originally proposed. He noted that new NH law requires one parking space per unit (as of September 13, 2025). He said there is enough room to accommodate one parking space per unit and the turnaround area in the driveway. He said the two units on the first floor can be accessible units and the parking spaces can also be accessible under the new proposed configuration.

Mr. Vincent noted that driveway regulations Driveway regulations prohibit paved driveways to be within five feet of the property line. He said the proposed turnaround looks like it's close to the retaining wall at the edge of the driveway. He said that may have to be reduced to be no closer than five feet from the property line. He also noted that the stormwater currently flows down the driveway and across the street. He said an alternate drainage design could channel that water underground and lead to the catch basin. He said it can be a Condition of Approval for the Building Permit that the water needs to be channeled underground. Mr. Reichert said the

driveway turnaround needs at least 24 feet, and the new plan has 26 feet allotted. He also noted that he was glad the EV charger space and other parking has been relocated out of the front yard. Mr. Lu said if only 24 feet are required, he may shift the parking spaces to the west by two feet.

Deputy Chief Libbey noted that the building no longer requires sprinkler system because it now has less than four units. Mr. Vincent noted that there are amendments to the fire code and the building code when a residential property changes from a one- or two-unit dwelling to up to four units. Mr. Lu said the floor plan may have to be redesigned because the living room for one apartment does not have a secondary means of egress.

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 Nate Reichert that the Lebanon Minor Site Plan Committee APPROVE the application of Zi Chen regarding 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2, PB2025-34-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to convert the existing two (2)-family dwelling to a three (3)-unit multi-family dwelling, together with associated site improvements, as set forth on the site plan 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 revise the site plan to the satisfaction of the Department of Public Works and the Planning & Development Department depicting the following changes:***
 - a) Remove the proposed pavement at the southwest corner of the property to comply with required setbacks.***
 - b) Reroute the drainage to prevent flow over the sidewalk.***
 - c) Provide a plan revision date.***
- 5. 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.***
- 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 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

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

8. The applicant shall obtain a stormwater permit and excavation permit from the Department of Public Works.

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

9. The impact fees calculated pursuant to Condition of Approval #6 shall be paid.

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 Jeff Libbey.

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

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 - Continued from July 10, 2025

Mr. Reichert noted that no one was present on behalf of the applicant. He said the Committee could continue this item to the September meeting, or it could “dismiss the application without prejudice,” and the applicant could resubmit once they have a complete application. Mr. Corwin said no additional materials have been submitted by the applicant by the due date of August 4, 2025. He said Ms. Hembree had been in contact with the applicant, who said they are still working on the project. Mr. Corwin said Ms. Hembree is out of the office this week. He said Staff recommends continuing the application to the September meeting in case there was a conversation about the status of the application between the applicant and Ms. Hembree of which the Committee is unaware.

Mr. Reichert said if the application is continued to the September 11, 2025 Minor Site Plan Review Committee meeting, the deadline for the applicant to submit a completed application is August 26, 2025. He noted the application has already been extended twice. He said if the completed application is not received by August 26, 2025, the application will be dismissed without prejudice and the applicant will have to reapply.

A MOTION was made by Nate Reichert that the application of Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), PB2025-35-MSP will be continued to the September 11, 2025 meeting of the Minor Site Plan Review Committee, with a deadline filing date of August 26, 2025. The MOTION was seconded by Jeff Libbey.

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

4. OTHER BUSINESS - none

5. APPROVAL OF MINUTES – July 10, 2025

A MOTION was made by Jeff Libbey to approve the Minor Site Plan Review Committee Meeting Minutes of July 10, 2025. The MOTION was seconded by Leigh Hays.

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

6. ADJOURNMENT

A MOTION was made by Adam Leland to adjourn the meeting at 1:45pm. The MOTION was seconded by Brian Vincent.

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

The meeting was adjourned at 1:45pm.

Respectfully submitted,
Paula Roux
Recording Secretary