

FINAL

**LEBANON PLANNING BOARD
DEVELOPMENT REGULATIONS SUBCOMMITTEE
MEETING ROOM 3, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, JULY 7, 2025 5:30PM**

MEMBERS PRESENT: Andrew Faunce, Richard Ford Burley, Eric Stacy, Patrick Kennelly

MEMBERS ABSENT: None

STAFF PRESENT: None

1. CALL TO ORDER

Chair Faunce called the meeting to order at 5:45 pm.

2. APPROVAL OF MINUTES – December 3, 2020

No members present were able to vouch for the accuracy of the December 3, 2020 minutes. The decision was made to postpone approving the minutes until after discussing the matter with Staff.

3. STUDY ITEMS

A. Review potential amendments to Subdivision Regulations

14.4 Issuance of Building Permits and Certificates of Occupancy

The members of the Subcommittee recommended deleting 14.4.C, and will take the matter to the full Board for discussion and action.

9.5.C.2 Submission Requirements and 13.4.A Lots/Lot Area/On-Site Septic System Requirements

The members of the Subcommittee recommended adding “or NH Permitted Septic Designer” in several instances after “Certified Soil Scientist” in 9.5.C.2 and 13.4.A and will take the matter to the full Board for discussion and action.

13.8.A.1 Utilities

The members of the Subcommittee required more information before recommending changes. Member Ford Burley will consult with the City Engineer before the next Subcommittee meeting.

B. Review potential amendments to the Site Plan review Regulations

Commented [MOU1]: Need to check the exact time, there were technical difficulties

Commented [CT2R1]: 5:45 PM

Section 4.10.B – Expiration of Site Plan Approval

The members of the Subcommittee recommended striking the words “up to” and will take the matter to the full Board for discussion and action.

6.2 Landscaping Standards and 6.2.E Landscaping of Parking Areas

The members of the Subcommittee discussed the potential need for changes to accommodate vehicle sales inventory storage and display and decided to take no action in the matter.

C. Review potential amendments to the Rules of Procedure

The members of the Subcommittee discussed including the appeals process for applicants somewhere in the Rules of Procedure document. It was decided that it would potentially make more sense to add to Section 4.8 of the Site Plan Review Regulations, “Procedure for Site Plan Review,” based on the relevant NH RSAs. Draft language will be prepared by Member Ford Burley in advance of the next meeting of the Subcommittee.

D. Discussion of process for identifying and reviewing other potential amendments to Development Regulations

Members discussed the item and, among other things, determined a need to check with Staff to set out pre-meeting timelines for adding to the Subcommittee agenda.

Members also discussed formalizing the updating of regulatory documents based on Subcommittee feedback quarterly. The process would be that, once per quarter, the Subcommittee would craft amendments, then take those amendments to the full Board for approval, after which Staff would update the public-facing documents.

4. FUTURE AGENDA ITEMS

Member Stacy suggested adding a discussion of Site Plan Review Regulations Section 4.4 to the next Subcommittee meeting agenda. In cases where an approval from the ZBA is required, a process for concurrent evaluation may be necessary to speed the process.

Member Faunce suggested adding discussion of Site Plan Review Regulations Section 3.1, Site Plan Review Jurisdiction, to the next Subcommittee meeting agenda. The ways in which the Planning Board decides which applications go to the full Board vs to Minor Site Plan Review may need renegotiation, as items which may only need the latter are coming to the former.

Member Faunce suggested adding the waiver of Site Plan Review Regulations Article VI (Design Requirements) for property outside of the area of work to the next Subcommittee meeting agenda. Language needs to be crafted to specify how to determine what actions trigger bringing a whole or part of a site up to current regulations. Right now the trigger is too subjective. In crafting such language, the Subcommittee should take into account the options of “area of disturbance” and/or “visually contiguous” and/or “of contiguous use.”

Member Stacy suggested adding discussion of the threshold for Major vs. Minor Subdivision Regulation application to the next Subcommittee meeting agenda.

Member Stacy suggested adding discussion of Major Subdivision Checklist to the next Subcommittee meeting agenda. Member Ford Burley will discuss the matter with Member Stacy in advance of the next Subcommittee meeting to determine specifics.

Member Faunce suggested the Subcommittee add the development of a formal process for inviting feedback from other Land Use Boards to the next Subcommittee meeting agenda.

5. ADJOURNMENT

A MOTION was made by Richard Ford Burley to adjourn the meeting at 7:22pm. The MOTION was seconded by Andrew Faunce.

****The MOTION was approved unanimously.***

The meeting adjourned at 7:22pm.

Respectfully submitted,

Richard Ford Burley