FINAL

LEBANON PLANNING BOARD
Work Session Meeting
Monday, February 22, 2021, 6:30 PM
Remote Via Microsoft Teams
LebanonNH.gov/Live

ROLL CALL OF MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Jim Winny (Council Representative), Gregorio Amaro, Kim Chewning, Joan Monroe, Kathie Romano, Jeremy Rutter, and Laurel Stavis

MEMBERS ABSENT: None

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Rebecca Owens (Associate Planner)

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1. Call to Order Chair Garland called the meeting to order at 6:30 PM.

A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.

Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams. All members identified themselves.

Chair Garland conducted a roll call of members present as reported above.

3. Other Business – taken first

A. **Purcell Properties, LLC (applicant), Chiplin Enterprises, Inc. (owner). 14 & 28 Main Street (Tax Map 72, Lots 88 & 84), zoned CBD:** Conceptual review per Section 4.3 of the Site Plan Review Regulations to convert existing two (2) residential & commercial space to six (6) apartments & commercial space. **PB2021-06-CON**

Kevin Purcell, applicant, and Matthew Wheaton of DEW Construction attended to speak on behalf of the proposal.

Mr. Purcell explained the proposed project at 14 Main St., West Lebanon. They would be keeping the retail space on the first floor, with the second-floor retail and third floor being converted to six apartments. Currently there are two apartments, one to be renovated and one staying as is. They would be modifying the other space. The footprint is not changing, and the exterior would be redone with new windows and different curb appeal. The property at #28 would provide ten parking spaces for the #14 building.

Mr. Wheaton stated that the bones of the building are good, and they would be doing a facelift on the outside. They are not intending to increase the footprint. They are looking for feedback and believe the project is in sync with the vision for West Lebanon.

Mr. Brooks explained that the West Lebanon Revitalization Advisory Committee is looking into connecting the areas behind the buildings on the east side of Main Street from Church St. West to Tracy St. to provide additional public parking. A meeting is being planned to discuss the concept with the property owners. First, they need to determine interest. It would free up space on Main St. for streetscape improvements such as sidewalks, benches, and landscaping. It is not meant to be a street, just parking, but details must still be worked out. An image of the proposed parking was shown. All parking would be behind the buildings, so no driveways from Main Street would be needed, and it would connect from both ends.

Mr. Purcell confirmed that there are currently 2 or 4 parking spaces at #14, but that may become outdoor seating space.

Mr. Wheaton confirmed that a new dormer would be similar to one on the main building, which is a shed style dormer. The building is already sprinkled, and they plan to maintain it

Mr. Winny observed that the proposal fits with the plan for retail on the ground floor and residential above, and it would be a good addition to Main Street.

2. Study Items

A. Recap 2021 adopted Capital Budget, Commence 2022-2027 CIP process

Mr. Brooks commented on items included in the meeting packet. The CIP process was illustrated using a snapshot of last year's projects. The program focuses on six years at a time and functions to stabilize the financial impact by limiting general fund debt. Departments will receive information in March to have project proposals ready by mid-May. The projects go to the CIP subcommittee in July for review, and the list is finalized in August or September for consideration by the City Council in October.

Ms. Chewning inquired about the School Board. Mr. Brooks explained that the School Board participates in the CIP process each year and is required to submit a list of projects. The goal is to avoid large projects with tax impact from both the City and School District in the same year. They are trying to minimize spikes in taxes.

There was a general discussion regarding participation in the CIP process, which happens in July or August. Mr. Hall, Ms. Chewning, and Mr. Amaro expressed interest in participating in the CIP review.

B. Proposed Site Plan and Subdivision Regulation Amendments

Mr. Brooks opened the discussion, stating that the items that are ready to be voted are in the proposal. Chair Garland explained the process, with the goal being to reach agreement on what will go forward. Several Board members expressed concern over the phrases including "should" or "could" rather than "must" or "shall" as leaving things too open-ended. Ms. Owens noted that it allows flexibility and alternatives for the Board to decide. Mr. Brooks added that it is an expression of the Board's preferences and it gives applicants something to strive for. They would still need Board approval and generally want to propose improvements that are desired. Ms. Monroe noted that there is no one-size-fits-all with the regulations, which is why there are waivers.

Chair Garland opened the discussion of the need for a value on Page 8, regarding the number of dwelling units required to trigger the requirement for an impact statement. The Board members generally agreed on 50 units. Mr. Hall noted that the Board could always require it for fewer units if more information is required.

Ms. Romano suggested wording for item 5.2.D, "…and for multi-family and mixed use with fewer than 50 units, the Planning Board may require…", which would cover all possibilities.

Mr. Hall suggested a value of 20 or 25 for Page 15, H.2. Chair Garland agreed 25 is the number.

Chair Garland stated that Board members can submit wording suggestions via email to the Planning Staff.

A MOTION by Matthew Hall to put the Proposed Site Plan and Subdivision Regulation Amendments on the agenda for a Public Hearing on March 22, 2021.
Seconded by Laurel Stavis

Roll Call Vote:
Voting in Favor – Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny
Voting Against - None
****The MOTION was approved (9-0).***

Mr. Corwin noted that the comments must be received by February 26.

B. Discussion Re: Ped & Bike, Master Plan goals & Smart Growth principles

Ms. Owens reviewed a presentation on Smart Growth. Mr. Brooks noted that it was given on January 27, 2021. It covered the core concepts of Smart Growth, which includes creating compact, walkable areas along with mixed use and complete streets.

Ms. Owens discussed the impact of these types of improvements. Citations from the Master Plan were shown. There is a focus on ped/bike amenities in future development. Lebanon is a bike friendly community, and bike parking is needed. The Upper Valley Transportation Management has developed a mobility checklist with recommendations and goals. More people are walking and biking, and bike sales are reported to be up 20%.

Centerra was shown as an example, with few walkways among parking spaces and little landscaping. Islands are needed. Short-term and long-term bicycle storage is needed, but the Subcommittee thought showers could be encouraged but not required.
Ms. Owens stated that the presentation was meant to help people understand the concept and rationale, but not to vote or debate the issue. Ms. Owens agreed to forward the slides to the Board members.

4. Committee Reports

A. Planning Board Subcommittees:
--Planning Board Capital Improvement Program (VACANT/VACANT/B. Garland/L. Stavis)
--Planning Board Development Regulations Update (M. Hall/K. Romano/ J. Rutter / J. Monroe)

B. City Council Subcommittees:
--Class VI Roads Advisory Committee (J. Monroe)
Ms. Monroe reported that four roads were recommended to be designated as trails and accepted by the City Council. They will be working on others in the southern area of Lebanon.
--Lebanon Energy Advisory Committee (J. Monroe)
LEAC is very busy with Clif Below, et. al., working on energy aggregation. The State has much authority, but aggregation allows community members to join together to get better rates such as those

who produce their own energy via solar. They would put energy into the grid and have their bill reduced, but the energy companies have resisted this. Previously, Concord was supportive, but not as much now, and there are bills pending, which are aimed at reducing the incentives.

A MOTION by Joan Monroe to extend the meeting to 9:40 PM.
Seconded by Jeremy Rutter
Roll Call Vote:
Voting in Favor – Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis
Voting Against – Mr. Hall
***The MOTION was approved (8-1).**

Mr. Below recommended contacting the State government to express support for HB407 regarding net metering and HB401, which would help. He suggested it is important to oppose HB 315, which is against community aggregation.

Ms. Stavis explained the change in the political climate.

C. Other Subcommittees:

--City Council Representative (J. Winny/K. Liot Hill)
--Heritage Commission (J. Rutter)
--Pedestrian & Bicyclist Advisory Committee (G. Amaro)
--Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/L. Stavis)
--UV Sub-Committee of the Connecticut River Joint Commissions (B. Garland)
--Upper Valley Transportation Management Association (VACANT)
--Mascoma River Local Advisory Committee (K. Romano)

Ms. Romano reported that the Water Department tests water coming through the plant. In the past the committee has done testing along the waterway. Many members have left the committee, and there is no one currently doing testing, but they are investigating who might do it now. When they sample the river to determine pollution, it must go to Concord shortly after obtaining a sample. A member of the committee has been driving it to Concord. They are looking into other ways to access testing.

--Steering Committee for the Implementation of the Master Plan (B. Garland/K. Chewning /VACANT/J. Monroe)
--West Lebanon Revitalization Advisory Committee (L. Stavis)
--Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

Mr. Brooks noted the progress on the update of the Impact Fee Schedule. The School Board may be interested in having a conversation with the Planning Board about a more broad-based school impact fee. Currently those fees go to the Middle School debt service. There was a large of influx of impact fee funds from ICV and Altaria. The School District collected more than expected and want to know if they can do other things with that money. They would like to discuss it with the Planning Board.

5. Approval of Minutes

A. January 11, 2021 and January 25, 2021

January 11, 2021, Page 4, line 20 to read, "…snow coming off the neighbor's roof would go beyond the fence."

A MOTION by Laurel Stavis to approve the minutes of the January 11, 2021, Planning Board Meeting as amended and the minutes of the January 25, 2021, Planning Board Meeting as presented in the February 22, 2021, Planning Board meeting packet.
Seconded by Jeremy Rutter.

Roll Call Vote:
Voting in Favor – Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro
Voting Against - None
****The MOTION was approved (9-0).***

6. Adjournment

A MOTION by Matthew Hall to adjourn the meeting.
Seconded by Laurel Stavis.

Roll Call Vote:
Voting in Favor – Ms. Stavis, Mr. Garland, Mr. Winny, Ms. Monroe, Ms. Romano, Mr. Rutter, Ms. Chewning, Mr. Amaro, Mr. Hall
Voting Against - None
****The MOTION was approved (9-0).***

The meeting was adjourned at 9:30 PM.

Respectfully submitted,
Holly Howes
Recording Secretary