FINAL

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

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

MEMBERS ABSENT: Matthew Hall (Vice-Chair)

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.

2. Public Hearing Items

A. **Draft Amendments to the Site Plan Review and Subdivision Regulations**

Mr. Corwin explained items in the red line document, which represent changes based upon comments and suggestions received from both the Board members and legal counsel. The blue items are additions.

Chair Garland invited comments from the Board. The Board members asked for clarification and made a number of suggestions for minor changes.

Ms. Monroe noted that references to shoreland protection zones were not included. Mr. Corwin stated that those would be added once accurate wording is settled upon. Ms. Monroe also stated that landscaping in parking areas does not include wording regarding creation of unhealthy ground level ozone without proper shading.

Chair Garland opened the discussion to the public.

Sarah Riley made several comments. In regard to the planting suggestions related to landscaping requirements, amur maple is considered potentially invasive and is on the New Hampshire watch list. She recommended adding, "native plants that don't have invasive tendencies." Raised crosswalks could be very valuable on mixed use paths such as on Mount Support Road. The bottom of Eldridge Street now has no crosswalk and no sidewalk since the renovation of the former Sacred Heart School. Pervious pavement is only as good as the maintenance of it. Lighting trespass, such as comes from the ground level parking garage at Altaria, illuminates the wildlife corridor. Ms. Monroe stated that enforcement has been an issue that belongs on the Planning Board's agenda, and it is good to see the attention being paid to light spillage situations like at Altaria.

Chair Garland closed the Public Hearing.

Chair Garland noted that there were no substantive changes requiring re-noticing, with most being edits to language.

A MOTION by Laurel Stavis that the Planning Board adopt the Amendments to the Site Plan Review and Subdivision Regulations.

Seconded by Kathie Romano

Roll Call Vote:
Voting in Favor – Ms. Chewning, Ms. Stavis, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano
Voting Against - None
****The MOTION was approved (8-0).***

3. Study Items

A. Discussion re: Updating Impact Fee Schedule

Mr. Brooks stated that Zoning Section 213 requires that the Impact Fee Schedule be updated periodically. The last update was done in 2018 by Bruce Mayberry, who is working on an update for 2021. The School Board has recently expressed interest in a more broadly-based impact fee.

Mr. Mayberry gave a presentation, which explained the considerations and components for the Impact Fee Schedule and included the history of fees in Lebanon. The goal is to ensure the fees are equitable and reflect current circumstances, proportion, and projected needs. The calculations were explained along with items currently being factored. The Impact Fee Schedule strictly maintains categories for collected fees and expenditures. Currently, impact fees for the School District are applied solely to retire debt for the Middle School. The current fee basis for the school fee was explained. Capacity needs to be considered, and fees can be charged in anticipation of need. Going forward, it would include the entire enrollment range and not just the Middle School.

Chair Garland inquired how much impact fees have totaled each of last three years. Mr. Brooks stated that as of January 2021, the City has disbursed approximately $530,000 in school impact fees pursuant to a Memorandum of Agreement with the School District.

Lebanon School District Superintendent Dr. Joanne Roberts, speaking on behalf of the School Board, stated that they are trying to meet the needs of students and staff. Current school capacity was last reviewed in 2010, and the population and many needs have changed.

Mr. Mayberry clarified what qualifies as an expenditure for collected impact fees. The revenue can be used for upgrades. It is important to look at the entire range of improvements, not specific items. There must be a complete plan with overall goals, and it is funded on a per pupil basis that depends upon existing capacity. The Board members' questions regarding the fee basis were addressed.

Mr. Brooks noted that Mr. Mayberry created a chart in 2010 to reflect the school impact fee options as calculated for different circumstances. The Board Members agreed that it would be very useful to do that

again and include numbers for the entire school system. Mr. Winny stated that the City Council has been working on alternate revenue streams and is in favor of increasing the school portion of impact fees, particularly if it is currently low as compared to other communities. If there is a way to help the schools, the Council is in favor.
Mr. Rutter suggested the rapid pace of development may slow down if impact fees are raised;

Mr. Brooks confirmed that anything creating new dwelling units pays the impact fee.

Dr. Roberts stated that she appreciated the conversation and would be happy to provide additional information to Mr. Mayberry.

B. Discussion re: Ped/Bike - Related Amendments to Site Plan Review and Subdivision Regulations

Chair Garland noted the issue of encouraging shower facilities and suggested the wording needs to be changed.

Ms. Owens recommended a wording change by removing “must” at beginning of #2 and stating a condition for each item under #2.

The Board members discussed possible wording changes.

Chair Garland stated that the Amendments would be on hold until the fire-related amendments are ready before making a final recommendation. Ms. Owens agreed it could be covered at another time.

A MOTION by Laurel Stavis to extend the meeting until 9:45 PM.
Seconded by Jeremy Rutter

Roll Call Vote:
Voting in Favor – Mr. Garland, Ms. Stavis, Ms. Chewning, Mr. Amaro, Mr. Rutter
Voting Against – Mr. Winny, Ms. Monroe, Ms. Romano
*The MOTION was approved (5-3).

4. Committee Reports

A. **Planning Board Subcommittees:**

Planning Board Capital Improvement Program (VACANT/VACANT/Garland/L. Stavis)
Planning Board Development Regulations Update (M. Hall/K, Romano/ VACANT / J. Monroe)

B. **City Council Subcommittees:**

Class VI Roads Advisory Committee (J. Monroe)
The Committee is continuing to meet twice a month to work on roads that are more complex. The change in the weather is making it possible to see the roads.
Lebanon Energy Advisory Committee (J. Monroe)

The Committee met with City Manager Mulholland and Public Works Director Donison to review the plans and accomplishments of LEAC. There was an excellent discussion and feedback.
There are issues at the Solid Waste Facility, with much red tape regarding new technology. Mr. Brooks noted some hurdles were caused by the utilities keeping it from moving forward. The site is expanding methane capture and there is a need to decide how to utilize it.

C. **Other Subcommittees:**

City Council Representative (J. Winny/K. Liot Hill)
Heritage Commission (VACANT)
Pedestrian & Bicyclist Advisory Committee (VACANT)
Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/VACANT)
UV SubCommittee of the Connecticut River Joint Commissions (B. Garland)
There will be a Happy Hour on April 6 from 6:30 – 8:00 with a relicensing discussion and update on river issues.

Upper Valley Transportation Management Association (VACANT)
Mascoma River Local Advisory Committee (K. Romano)
Steering Committee for the Implementation of the Master Plan (B. Garland/VACANT /VACANT/J. Monroe)
West Lebanon Revitalization Advisory Committee (L. Stavis)
Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

5. Other Business

Mr. Brooks announced that there will be a meeting regarding the special assessment district for the Mount Support corridor on Tuesday, March 30, at 6:30 PM. It will be an open meeting with all Mount Support property owners and will include an update on the types of improvements needed and steps required to create the district.

Mr. Brooks also announced that on April 21, the City Council will be adopting a resolution to honor Greg Schwarz at the beginning of the meeting. Mr. Schwarz's family will be present, and the Planning Board members are encouraged to listen in. Ms. Stavis inquired if Planning Board members could contribute during that event. Mr. Winny stated there would be an opportunity for folks to say something.

6. Approval of Minutes

A. February 22, 2021

A MOTION by Kathie Romano to approve the February 22, 2021, Planning Board Meeting Minutes as presented in the March 22, 2021 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. Garland, Mr. Amaro
Voting Against - None
****The MOTION was approved (8-0).***

7. Adjournment

A MOTION by Laurel Stavis to adjourn the meeting.
Seconded by Jeremy Rutter.

Roll Call Vote:
Voting in Favor – Ms. Stavis, Mr. Garland, Mr. Winny, Ms. Monroe, Ms. Romano, Mr. Rutter, Ms. Chewning, Mr. Amaro
Voting Against - None
****The MOTION was approved (8-0).***

The meeting was adjourned at 9:30 PM.

Respectfully submitted,
Holly Howes
Recording Secretary