



**LEBANON PLANNING BOARD
MAY 10, 2021 - 6:30 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

1. Call to Order

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

2. Notice of Regional Impact

3. Public Hearing Items

- A. **Virginia Wong, 43 Mechanic Street (Tax Map 106, Lot 34), zoned LD:** Request for Site Plan Review to convert an existing three (3) unit multi-family dwelling to a six (6) unit multi-family dwelling. PB2021-11-SPR - **Applicant has requested a postponement of the completeness determination and public hearing to the June 14, 2021 Planning Board Meeting.**
- B. **Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD:** Request for Site Plan Review to construct a 15,000 sq. ft. addition to an existing warehouse building. PB2021-13-SPR - **Completeness Review only, Public Hearing to commence on June 14, 2021 if deemed complete**
- C. **Quail I, LP, 69 Lily Lane (Tax Map 82, Lot 2, Plot 200), zoned R-3:** Applicant requests an extension of time per Section 4.10.B of the Site Plan Review Regulations to obtain a building permit pursuant to an approved Site Plan for a 32-unit, 50,000 square foot building for senior housing, together with associated site improvements, to be operated as part of the existing Quail Hollow Senior Living Community (PB2019-13-SPR), originally approved by the Planning Board on September 9, 2019. PB2021-12-EXT
- D. **City of Lebanon, 0 Mascoma Street (Tax Map 89, Lot 1), zoned R-1:** Request for Site Plan Review to demolish an existing maintenance building at Valley Cemetery and construct a new 72' x 36' building. PB2021-15-SPR
- E. **City of Lebanon, 0 Aldrich Avenue (Tax Map 86, Lot 25, Plot 100), zoned R-3:** Request for Site Plan Review to demolish an existing maintenance building at Civic Park and construct a new 68' x 40' building. PB2021-14-SPR

- F. **Molloy Development, LLC, 83, 89 & 0 Main Street (Tax Map 72, Lots 19, 0 & 21), zoned CB:** Request for Site Plan Review to convert the second floors of the two existing buildings from office to multi-family residential. A total of twelve (12) dwelling units are proposed. PB2021-10-SPR - **Application Withdrawn by the Applicant**
- 4. **Other Business**
- 5. **Approval of Minutes**
 - A. April 12, 2021
- 6. **Adjournment**

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

**Agenda
Planning Board
May 10, 2021**

**Agenda Item #3B
Public Hearing Items**

**Mason Storage, LLC,
38 Spencer Street
(Tax Map 78, Lot 39),
Zoned LD
PB2021-13-SPR**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

May 10, 2021 Meeting

Staff Memorandum – PB2021-13-SPR

APPLICATION INFORMATION

Agenda Item: 3.B

Application ID#: PB2021-13-SPR

Application Type:

Site Plan Review for a proposed addition to an existing warehouse building

Property Location & Tax Map:

38 Spencer Street (Tax Map 78, Lot 39)

Applicant/Property Owner:

Mason Storage, LLC

Zoning District: Lebanon

Downtown (CB) District

Future Land Use Map:

Central Business District

Property Size:

+/-1.2 acres (+/-52,272 sq. ft.)

Existing Use & Improvements:

+/-13,000 sq. ft. warehouse constructed in 1984, per the City Assessor's records (a non-conforming use in the CBD per §306.2)

Proposed Use:

Construct a +/-15,000 sq. ft. building expansion; non-conforming warehouse use to continue

Overlay Districts: Floodplain

District

LEGAL NOTICE

Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD: Request for Site Plan Review to construct a 15,000 sq. ft. addition to an existing warehouse building. PB2021-13-SPR

PLANS AND APPLICATION MATERIALS

- ▶ Application form
- ▶ Letter dated April 12, 2021, from Daniel Nash, PE, of Advanced Geomatics & Design (project description; 2 pages)
- ▶ Letter dated April 12, 2021, from Daniel Nash, PE, of Advanced Geomatics & Design (additional project information; 1 page)
- ▶ Letter dated April 12, 2021, from Daniel Nash, PE, of Advanced Geomatics & Design (waiver requests; 1 page)
- ▶ Site Plan Review Regulations Technical Checklist (10 pages)
- ▶ Excerpt from plan set titled "Mason Storage, LLC" prepared by Daniel A. Nash, PE, dated April 11, 2021, PN: 19-003 (Cover Sheet and Site Plan)

On file at the Planning & Development Department and available for review upon request:

- ▶ Plan set titled "Mason Storage, LLC" prepared by Daniel A. Nash, PE, dated April 11, 2021, PN: 19-003 (9 Sheets)
- ▶ Two (2) photos of exterior of existing building

COMPLETENESS REVIEW & STAFF COMMENTS

In order to accept jurisdiction and commence review of the applicant's proposal, the Planning Board must first determine that the application is complete. NH RSA 676:4, I(c)(1). Section 4.7.C.2 ("Initial Completeness Determination") of the Site Plan Review Regulations provides as follows:

- a. The Planning & Development Department shall review the application for completeness pursuant to the requirements of Section 4.7.A and Section 5.1. If the Planning & Development finds that the application is complete, or lacks only those items or documents for which waiver requests have been submitted, then the Planning & Development Department shall make a

preliminary determination of whether the waiver requests meet the standards of Section 7.2 of these Regulations, and if so, then the Planning & Development Department shall recommend to the Board acceptance of the application for review.

- b. If the Planning & Development Department finds that the application is not complete or that one or more of the waiver requests do not meet the standards of Section 7.2, the Planning & Development Department shall so advise the Applicant, who can elect to complete the missing submission requirements. [...]

The Planning and Development Department has reviewed the application in accordance with the Lebanon Site Plan Review Regulations and, per Section 4.7.C.2.b, has requested additional information from the applicant in order to make a recommendation to the Board with respect to completeness. It is expected that the applicant will submit revised plans and application materials addressing staff's comments and questions before May 10, 2021. Staff will review any such revised materials prior to the May 10th meeting and provide the Board with a recommendation at that time as to whether the application is complete enough to accept jurisdiction and to commence review.

If the Board deems the application complete, the public hearing should be opened and continued to the next regular meeting of the Planning Board scheduled for **June 14, 2020**.

Prior to making any completeness determination, staff recommends that the Board first consider the Applicant's waiver requests from the submission requirements of Article V of the Site Plan Review Regulations. *If the Board denies any such waiver request, a finding that the application is incomplete would then be appropriate.* As described in the attached letter from Daniel Nash, dated April 12, 2021, the applicant has requested waivers from the following site plan submission requirements:

- **Section 5.1.E.13** – *lighting plan requirements. Note that staff has recommended to the applicant that a lighting plan is provided as required by Section 5.1.E.13.*
- **Section 5.1.E.17 & 18** – *requiring a stormwater management plan (identified as Mr. Nash's letter as what used to be Section 5.1.G.1). Note that staff has made a preliminary determination (as required by Section 4.7.C.2.a) that the requested waivers do not meet the waiver standards of Section 7.1, and has requested additional information from the application in order for staff to recommend that the application is complete.*

Depending on the applicant's response to staff's request for the additional information needed to make a determination with respect to completeness, additional waiver requests from the submission requirements may be requested or may need to be requested by the applicant.

Attachments

cc: Shawn Mason, Mason Storage, LLC (via e-mail)
Daniel Nash, PE, of Advanced Geomatics & Design (via e-mail)
File

APPLICATION FOR

SPECIAL EXCEPTION	☐	☒ SITE PLAN REVIEW
VARIANCE	☐	☐ SUBDIVISION
MOTION FOR REHEARING	☐	☐ LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐ CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: MASON STORAGE, LLC TEL.#: 603-252-5400
 MAILING ADDRESS: 38 SPENCER STREET, LEBANON, NH 03766
 E-MAIL ADDRESS: SHAWNMASON.22@GMAIL.COM

CO-APPLICANT, AGENT, OR LESSEE:

NAME: TEL.#:
 MAILING ADDRESS:
 E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 78 LOT#: 39 PLOT #: ZONE: LD
 STREET ADDRESS OF PROJECT: 38 SPENCER STREET
 IS THIS PROPERTY LOCATED IN THE: WETLANDS ☐ YES ☒ NO HISTORIC DISTRICT ☐ YES ☒ NO
 FLOOD PLAIN ☒ YES ☐ NO

SCOPE OF PROJECT:

CONSTRUCT 15,000SF ADDITION TO
 EXISTING STORAGE BUILDING

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
 PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
 IF USE IS COMMERCIAL OR INDUSTRIAL, PLEASE NOTE SPECIFIC STORAGE BUILDING
 USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on 10 May, 2021, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: [Signature] DATE: 2/22/21

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
4-12-21	78/39	PB2021-	1451.45	4-12-21	18180

13-SPR



12 April 2021

Tim Corwin, Planning Office
City of Lebanon
51 North Park Street
Lebanon, NH 03766

Re: Site Plan Lots 78-39
38 Spencer Street

Dear Mr. Corwin:

Mason Storage currently owns a storage facility on Spencer Street. The existing storage building is approximately 13,000sf in size. The owner proposes to add 15,000sf of building to the south of the existing building. The new building will be elevated above the flood plain.

The use of warehouse was approved by the zoning board on 6May2019.

The site is adjacent to the vacant city lot, the former DPW site. The city has plans to transfer this property to a private developer for housing. To the best of my knowledge, no plans or proposals for site development have been yet submitted.

Attached are elevation views of the existing building. The warehouse will be steel sided, with some architectural features mocking windows to break up the large blank areas of wall.

The site abuts the rail trail. The south side of the building is proposed to be heavily landscaped.

The site was a former steel fabrication site, has a large overhead crane (to be removed), and was essentially paved over. The building will be replacing existing hard surface that was used for materials handling and storage. The site plan proposes to define a parking lot. This allows a large area of pavement to be removed and restored to a vegetative condition.

The area in front of the building will remain the same. The area includes loading docks, the office, and a visitors entrance. The loading area will remain an open expanse of pavement. Due to the narrowness of Spencer St (30'ROW vs. typical 50'), this open drive is needed for maneuvering, as has been done for many years. The owner has coordinated with the City Engineer who is working on the Spencer Street Upgrade, and had this approved. The re-delineated parking area will have a 30' opening. On either side will be landscape areas that can be used to enhance the street scape plans envisioned by the city. The owner will be glad to work with the city on appropriate streetscape measures.

38 Spencer Street
City of Lebanon
12Apr2021

Site lighting is existing, and is mounted on the building. There should be no need for new lighting.

The snow storage will be on the west side of the site.

The water service to the addition will be for sprinkler use only. There will be no new domestic water or sewer service to the addition.

Please let us know if you need any additional materials to support this request.

Sincerely,

Daniel A. Nash, PE
Principal

CC: Shawn Mason

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12 April 2021

Tim Corwin, Planning Office
City of Lebanon
51 North Park Street
Lebanon, NH 03766

Re: Support Statement
Site Plan Lot 78-39
38 Spencer Street

Dear Mr. Corwin:

We provide the following support statement information:

1. Consultants. The team members are listed in the abutters list.
2. Restrictions. We are not aware of any conservation, preservation, or agricultural preservation restrictions on the subject parcel.
3. Utilities. The site is currently served by electric, telephone, and cable services.
4. Zoning. The proposed use was a special exception use in the CB. Approval was obtained on 6May2019. The zoning has since changed to LD.
5. Drainage. The site includes a paved parking area that connects to the Spencer Street drainage. The proposed site development significantly reduces site impervious area, and therefore runoff.
6. Timetable. We anticipate a Fall'21 construction start. The building is scheduled to be complete by Fall'22.
7. Fire Protection. The site is connected to city water. The new building will have a new sprinkler connection.
8. Waivers. Waiver requests will be provided under separate cover.

Sincerely,

Daniel A. Nash, PE
Principal

CC: Shawn Mason

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Tim Corwin, Senior Planner
City of Lebanon
51 North Park Street
Lebanon, NH 03766

12 April 2021

Re: Waiver Requests
Site Plan Lot 78-39

Dear Mr. Corwin:

We offer the following in support of our request for the following waivers:

1) 5.1.E(12)Lighting. The parcel is currently served by building mounted lights. These lights illuminate the existing paved areas. The new building will be placed in areas not currently illuminated. New lighting plans are not necessary.

2) 5.1.G(1). Drainage calculations. The site is an existing site that 82% impervious. The proposed site will be a significant reduction in impervious area. Drainage calculations should be unnecessary.

3). 6.6.C.1(2). SMP Plan. The site is currently developed and 82% impervious. the building will simply be replacing existing paved areas. The impervious area will be significantly reduced. Test pits. We request that the test pits be part of the building permit process. It does not seem reasonable to perform those tests now, as the review process may dictate changes in methods and location. There are no site stormwater measures that dictate conducting soils tests.

4) 6.6.C2. Drainage calculations. The site is an existing site that 82% impervious. The proposed site will be a significant reduction in impervious area. Drainage calculations should be unnecessary.

5). 6.6.C.2.4. O&M plan. This does not appear to be necessary for this small and existing site.

In conclusion, we ask favorable consideration of these waivers, as we believe we have met the character and intent of this ordinance.

Please let us know if you need any additional materials to support this request.

Sincerely,

Daniel A. Nash, PE
Principal

Cc: Shawn Mason

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**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST**

PROJECT NAME:

Mason Storage

APPLICANT:

Mason Storage, LLC

DATE:

12 Apr 21

GENERAL SUBMISSION REQUIREMENTS:

All applications to the Planning Board for Site Plan Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§4.7.C] Submissions must be accompanied by the following information or review of the application may be delayed:

- ☒ A properly completed and signed Application Form. [§5.1.A]
- ☒ The appropriate filing fees. [§5.1.B]
- ☒ A written project description. [§5.1.C]
- ☒ A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§5.1.D]
- ☒ A completed and signed Technical Checklist. [§4.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Article VII of the Site Plan Review Regulations, as appropriate.]
- ☒ Eight (8) sets of project plans to be distributed for Staff Review. [§5.1.E]
[A Staff Review meeting is held at City Hall one (1) week following the cutoff date. Staff Review meetings begin at 2:00PM, unless otherwise noted. All revised and/or additional information or materials must be submitted within one (1) week following the Staff Review meeting.]
- ☒ A digital copy of Site Plan drawings in .PDF format. [§5.1.F]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by Article V of these Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

PLAN SUBMITTAL TECHNICAL CHECKLIST:

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§5.1.G(4)] NOTE: The submission requirements described in paragraphs 5.1.E(1) through 5.1.E(4) shall not be waivable under the procedures of Article VII of the Site Plan Review Regulations. [§5.1.E]

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CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(4) (continued) - e. The following basic site information in <u>TABLE FORM</u> : 11. Maximum allowable lot coverage with existing and proposed calculations; 12. Indication of whether or not the property is subject to any City Overlay districts (for example, the Wetlands Conservation District or Flood Plain District) or to NHDES Shoreland Water Quality Protection jurisdiction.	☒ ☒	N/A N/A
5.1.E(5) - Current survey certified by a land surveyor licensed in NH, depicting perimeter boundaries of the lot(s), with compass bearings, distances, and lot areas, and depicting the location of existing improvements on property.	☒	☐
5.1.E(5) - Width and location of rights-of-way and/or easements on property.	☒	☐
5.1.E(6) - Existing and proposed grades, including topographic contours with spot elevations, (referenced to USGS or FEMA Flood Insurance Rate Map datums, as appropriate) prepared by a professional engineer or land surveyor licensed in NH. (Where grades are less than 20%, contours shall be at 2 ft. intervals; otherwise they shall be at 5 ft. intervals.)	☒	☐
5.1.E(7) - Shape, size, height, and location of all existing structures located on site and within 200 feet of site.	☒	☐
5.1.E(7) - Elevation views indicating shape, size, height, and location of all proposed structures, including expansions of or additions to existing buildings. Such elevation views shall provide sufficient detail to allow for review by the Board and City staff of the adequacy of proposed access and egress points, walkways, lighting, and other site-related improvements.	☒	☐
5.1.E(8) - Location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing man-made features such as roads and structures. Indicate those natural and man-made features that are to be removed, retained, or altered.	☒	☐
5.1.E(8) - Wetlands on the property, if any, shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plan. Documentation in the form of U.S. Army Corps of Engineers New England District Wetlands Delineation Data Sheets and/or other field notes and materials concerning the delineation shall be submitted.	N/A	☐
5.1.E(9) - Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of property.	☒	☐
5.1.E(9) - Location of roads, streets, and driveways within 200 feet of property.	☒	☐
5.1.E(10) - Proposed streets, driveways, parking spaces, and sidewalks, with indication of direction of travel, width, and inside radii of all curves.	☒	☐
5.1.E(10) - Parking spaces shall be numbered.	☒	☐
5.1.E(10) - Loading spaces and facilities used with any structures.	☒	☐
5.1.E(10) - Total square footage and percentage of lot covered by impervious surfaces.	☒	☐
5.1.E(11) - Size and location of all existing and proposed public and private utilities.	☒	☐

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(12) - Plan for outdoor lighting showing proposed location, mounting height, fixture type, lamp type and wattage of all exterior free-standing lighting or building-mounted fixtures.	✓	☐
5.1.E(12) - Analyses and illuminance-level diagrams, to include average and minimum foot-candle measurements, showing that proposed installation conforms to the lighting-level standards in Site Plan Review Regulations.	N/A	☐
5.1.E(12) - Manufacturer's specification information for each proposed light fixture and lamp (NOTE: This information may be provided on the plan or as a separate attachment).	N/A	☐
5.1.E(12) - Drawings of all relevant building elevations showing location and height of all building-mounted fixtures, illumination levels of walls or architectural features, and aiming points for any remote light fixtures.	N/A	☐
5.1.E(13) - Plan for location of free-standing or building-mounted signs, including location, mounting, aiming, and shielding of any remote light fixtures for externally-lit signs.	N/A	☐
5.1.E(13) - For internally-lit signs, relevant information concerning the method of illumination and the opacity of the sign background, showing that the proposed installation conforms to the requirements of the Regulations.	N/A	☐
5.1.E(14) - 100-yr flood elevation, floodway, and floodplain limits, where relevant.	✓	☐
5.1.E(15) - Landscaping plan showing proposed new plantings to be installed and existing natural vegetation to be retained. Plan shall show in detail the number, size (height and/or caliper), and species (botanical and common names) of all proposed shrubs and trees.	✓	☐
5.1.E(15) - Existing trees over 12 inches in diameter (measured 4.5 feet above ground surface) within 25 feet of the disturbed area, must be counted and shown on the plan, if included towards fulfilling landscaping requirements.	N/A	☐
5.1.E(15) - Calculations for square footage of perimeter landscaping.	✓	☐
5.1.E(15) - Parking lot shading calculations shall be provided by depicting new trees and shrubs at 10-year crown size.	✓	☐
5.1.E(16) - Existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200' of site.	✓	☐
5.1.E(16) - Plans for retention, detention, slow release, and treatment of storm water shall be provided, where necessary.	✓	☐
5.1.E(16) - Drainage plans prepared by a professional engineer registered in NH, whose seal and signature shall appear on plan(s).	✓	☐
5.1.E(17) - Section 6.6. Stormwater Management submission requirements.	See Stormwater Checklist	
5.1.E(18) - Plans for snow removal and storage.	✓	☐
5.1.E(19) - Plans showing automobile, public transit, bicyclist, and pedestrian access and circulation, including means of access to site and any proposed changes to existing public streets or sidewalks.	✓	☐
5.1.E(19) - Any traffic control devices necessary in conjunction with site development.	N/A	☐

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

5.1.E(19) - Location of existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property.	N/A	☐
Plan Requirements (cont.)	Info. Provided	Waiver Sought
5.1.E(20) - Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, and other site systems or structures. (NOTE: Ordinarily, only two sets of construction drawings shall be provided.)	☒	☐
5.1.E(20) - Where applicable, roadway, drainage, water and sewer utility profile drawings shall be provided at a scale of 1"=40 feet (horizontal) and 1"=4 feet (vertical) and typical cross-section drawings shall be provided at a scale of 1"=5 feet (horizontal and vertical), unless prior approval is granted by the City Engineer.	N/A	☐
5.1.E(21) - Where applicable, phasing lines and schedules for construction and completion of buildings, parking facilities, landscaping, and other required improvements.	N/A	☐
5.1.E(22) - For multi-family structures, plans for on-site recreational facilities.	N/A	☐
5.1.E(23) - Plans for fire protection, if the site is not connected to a City water main.	☒	☐
Supporting Documents and Information, Where Applicable	Info. Provided	Not Applicable
5.1.G(1) - Drainage calculations and a drainage plan shall be submitted to support the drainage plan. The plan and calculations shall be prepared by a professional engineer registered in New Hampshire.	☒ W	☐
5.1.G(2) - An estimated timetable, to include phasing schedules, for construction and completion of buildings, parking, facilities, landscaping, and other required improvements.	☒	☐
5.1.G(3) - Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the ITE Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NHDOT. The Board may, in its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.	N/A	☐

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE V OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: Dan Nash

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

(Last Revised 07/01/2019)

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS**

**CITY OF LEBANON, NH
STORMWATER REVIEW REGULATIONS
TECHNICAL CHECKLIST**

PROJECT NAME:

Mason Storage

APPLICANT:

Mason Storage LLC

DATE:

12 Apr 21

STORMWATER GENERAL SUBMISSION REQUIREMENTS:

All applications to the Planning Board must be submitted by 12:00 Noon on the day of the filing cutoff. [§4.7.C] Submissions must be accompanied by the following stormwater material and information or review of the application may be delayed.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by Article VI of these Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

STORMWATER SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Stormwater plans shall include the information described below pursuant to Article VI of the Lebanon Site Plan Review Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. A scale of not smaller than one (1) inch equals 40 feet is suggested. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Article VII of the Site Plan Review Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§6.6.1]

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

Plan Requirements	Info. Provided	Waiver Sought
6.6.C.1 (1) - An Existing Conditions S.M.P showing all pre-development:		
a. Surface water bodies and wetlands	☒	☐
b. Drainage patterns	☒	☐
c. Flood plains and floodways (with elevations)	☒	☐
d. Watershed boundaries	☒	☐
e. Buffer zones	☒	☐
f. Topographic contours with minimum 2-foot intervals	☒	☐
g. Buildings / structures	☒	☐
h. Pavement	☒	☐
i. Utilities	☒	☐
j. Soils information with coding as HSG-A, B, C, or D (High Intensity Soil Survey (HISS) mapping may be required per request of the City Engineer).	☒	☐
1. The plan shall also include the following elements:		
a. scale bar	☒	☐
b. north arrow	☒	☐
c. title block with project name	☒	☐
d. applicant's name	☒	☐
e. map and parcel number	☒	☐
f. designer's stamp	☒	☐
g. soil and/or wetland scientist's stamp (if applicable)	☒	☐
h. legend	☒	☐
i. locus plan	☒	☐
j. benchmarks	☒	☐
k. notes with datum and other plan references	☒	☐
l. instructions	☒	☐
m. detail descriptions	☒	☐

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

6.6.C.1 (2) - A Proposed Conditions SMP showing all proposed post-development temporary and permanent stormwater management system elements, erosion and sediment control Best Management Practices (BMP), and all important hydrologic features. The Proposed Conditions S.M.P must be at the same scale as the Existing Conditions SMP, with consistent title block, plan features, and descriptors including but not limited to the following: a. Existing and proposed topographic contours (2-foot minimum contour interval; 1-foot contour intervals may be required for sites with limited relief and/or where proposed stormwater outfalls are located adjacent to buffer zones. b. Proposed areas of disturbance with total area of disturbance clearly labeled in square feet c. Existing and proposed buildings and structures d. Stormwater discharge locations labeled and matched to the drainage analyses e. Wells and sanitary protective radii, if applicable f. Septic systems, if applicable		☐
Plan Requirements (cont.)	Info. Provided	Waiver Sought
g. Plan references and notes (including sequence of soil disturbance) h. Proposed and existing public and private utilities i. Proposed project components to become property of or the responsibility of the City shall be labeled as such j. Existing and proposed impervious cover, with areas used to calculate effective impervious cover (EIC, as defined herein) clearly identified and the square footage of each type identified and labeled. k. Test Pit(s) locations and data where stormwater practices are proposed, as appropriate. l. Details of individual design elements shown on separate plan sheets following the Proposed Conditions SMP. The Existing Conditions SMP & the Proposed Conditions SMP shall be provided on sheets no larger than 24" x 36", at a scale of one (1) inch = 20 feet for urban areas, and one (1) inch = 40 feet for non-urban areas. The City Engineer will make the final determination as to the appropriate scale, ensuring that all important site and hydrologic features are easily recognized. If plan shall encompass more than two (2) sheets, at the required 1:40 or 1:20 scale, a separate large scale representation plan sheet (e.g. 1:100) is required to be provided, so as to show entirety of site, as well as off-site contributing areas.		☐

CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST

6.6.C.2 - In addition to the above described SMP plan sheets, the following SMP supplemental information is required: 1. A drainage analysis that includes calculations comparing pre- and post-development stormwater runoff rates (cubic feet per minute) and volumes (cubic feet) based on a 1-inch rainstorm, and the 2-year, 25-year, 50-year, and 100-year, 24-hour frequency storms. Calculations shall include, but not be limited to, the sizing of all structures and BMPs, including sizing of emergency overflow structures based on the 50-year 24-hour frequency storm discharge rate, with 1-foot of free-board. Storm rates shall be based on current design depths from the Northeast Regional Climate Center - http://precip.eas.cornell.edu. <i>Any site that was primarily wooded in the last five years shall be considered undisturbed woods Any site from which wooded vegetation has been removed within 5 years prior to the first submission to the planning board with respect to a proposed development, or upon which, at some earlier time, clearing has occurred in anticipation of development, shall be treated as undisturbed woodland for purposes of calculating pre-development runoff volumes. For purposes of this paragraph any tree cutting which occurred without leaving stands of healthy, growing trees within areas near waters and highways, as required by RSA 227-J:9, I, shall be presumed to have occurred in anticipation of development</i>		☐
Plan Requirements (cont.)	Info. Provided	Waiver Sought
2. A drainage analysis results summary tabulated (pre & post) for each proposed outfall or catchment outlet point including runoff rates and volumes for each storm event analyzed above. 3. An Erosion and Sediment Control Plan for all proposed construction activities in accordance with the NH Stormwater Management Manual Volume 3, (December 2008 or current revision; downloadable from the website) 4. A comprehensive Operation and Maintenance Plan for long-term maintenance of all proposed stormwater management elements and BMPs including the proposed schedule of inspections and anticipated maintenance (see section H.2 Operations & Maintenance Plan for detailed requirements).		☐ ☐ ☐

**CITY OF LEBANON, NH
SITE PLAN REVIEW REGULATIONS
TECHNICAL CHECKLIST & STORMWATER CHECKLIST**

6.6.D - Phased Development:

For phased developments, the plans and calculation requirements under this section (6.6) shall apply as though the development of the entire parcel were being proposed in one single application. The review and approval process for phased development applications is provided in section 4.9 of the Lebanon Site Plan Regulations.

N/A



NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO ARTICLE VI OF THE SITE PLAN REVIEW REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: Dan Nash, PE

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

(Last Revised 08/25/2019)

**Agenda
Planning Board
May 10, 2021**

**Agenda Item #3C
Public Hearing Items**

**Quail I, LP, 69 Lily Lane
(Tax Map 82, Lot 2, Plot 200),
zoned R-3
PB2021-12-EXT**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

May 10, 2021 Meeting

Staff Memorandum – PB2021-12-EXT

APPLICATION INFORMATION

Agenda Item: 3.C

Application ID#:
PB2021-12-EXT

Application Type:
Extension of Site Plan approval for a proposed 32-unit senior housing complex

Property Location & Tax Map:
69 Lily Lane (Tax Map 8, Lot 2, Plot 200)

Property Owner/Applicant:
Quail I, L.P.

Property Size: +/-11.93 acres

Zoning District:
Residential Three (R-3)

Overlay District:
none

Future Land Use Map:
Residential – Medium

Existing Improvements and Use:
+/-115,944 sq. ft. (gross) multi-story building constructed in 1999 containing 114 senior housing dwelling units; a conforming use per §310.2

Proposed Improvements and Use:

- 3-story, 40-unit senior housing complex with congregate care
- no changes to building or use

HEARING NOTICE

Quail I, LP, 69 Lily Lane (Tax Map 82, Lot 2, Plot 200), zoned R-3: Applicant requests an extension of time per Section 4.10.B of the Site Plan Review Regulations to obtain a building permit pursuant to an approved Site Plan for a 32-unit, 50,000 square foot building for senior housing, together with associated site improvements, to be operated as part of the existing Quail Hollow Senior Living Community (PB2019-13-SPR), originally approved by the Planning Board on September 9, 2019. PB2021-12-EXT

APPLICATION AND OTHER MATERIALS

- ▶ Application form
- ▶ Memo from John Giebink, Quail I, LP, dated April 9, 2021 (1 page)
- ▶ E-mail from Tim Corwin, Senior Planner, dated March 23, 2021 (1 page)
- ▶ Notice of Action dated September 9, 2019 for PB2019-13-SPR (3 pages)

COMPLETENESS REVIEW

This application has been reviewed in accordance with the Lebanon Site Plan Review Regulations. The Planning and Development Department recommends that the Board find that the application is complete enough to accept jurisdiction and to commence review.

APPLICATION OVERVIEW

The subject property is currently improved with a 115,944 sq. ft., “t”-shaped building containing 114 congregate care living units. The existing building is shown Figure 1 below. On September 9, 2019, the Planning Board approved a Site Plan application to construct a second building on the subject property (PB2019-13-SPR). The proposed building will be 50,000 sq. ft. in size and three (3) stories in height, and will contain 32 senior housing dwelling units with congregate care living facilities. Of the 32 proposed units, 16 will be two-bedroom and 16 will be one-bedroom. It will act as an extension to the existing Quail Hollow Community, which provides independent living with a variety of optional support services. Construction of the new building will be accompanied by associated site improvements including new utilities, stormwater management facilities, landscaping,

lighting, and parking. To date, the applicant has not yet begun construction, nor have they obtained a building permit.

For the reasons set forth in the attached memo from John Giebink, dated April 9, 2021, the applicant is now requesting a two-year extension of the September 9, 2019, Planning Board site plan approval (PB2019-13-SPR).

Figure 1. Bird's eye view of subject property (looking west).



Image ©2015 Pictometry (image taken 5/3/2015)

STAFF COMMENTS

Section 4.10.A of the Site Plan Review Regulations requires that an applicant obtain a building permit within two (2) years of the site plan approval. If a building permit is not obtained within two years, the site plan approval is void. In this case, should the applicant not obtain a building permit by September 9, 2021, the applicant's Site Plan approval (PB2019-13-SPR) will be void.

Section 4.10.B of the Site Plan Review Regulations allows the Planning Board to grant an extension of up to two (2) additional years beyond the original expiration date. Accordingly, in this case, the Board may extend the deadline to obtain a building permit to any date up to and including September 9, 2023.

In determining whether to grant an extension (and the duration of any such extension), Section 4.10.C provides that "the Board shall consider the totality of the circumstances, including the extent and complexity of the conditions precedent, and whether the need for more time is attributable to unusual circumstances beyond the control of the Applicant, rather than to the Applicant's neglect or failure to proceed with reasonable promptness."

For quick reference, the relevant sections of 4.10 of the Site Plan Review Regulations are included below:

Section 4.10 – Expiration of Site Plan Approval

- A. Any approved site plan for which a Building Permit has not been obtained within two (2) years of the date of the original approval shall be considered void; however, the Board may, for good cause, specify in the original Notice of Action some alternative time limit for obtaining a Building Permit. The voiding of an approval under this paragraph shall terminate the vesting of the application against changes in regulations, as set forth in RSA 676:12, VI and RSA 674:39.
- B. Notwithstanding paragraph A above, the Board may grant an extension of up to two (2) additional years beyond the original expiration date. A request for such an extension must be submitted by the Applicant to the Planning Office prior to such expiration date, and requests for extension of the site plan approval received after the expiration date will not be considered by the Board. An extension may be granted only after a public hearing with notice as provided in Section 4.8 of these Regulations.
- C. In determining whether to grant such an extension, the Board shall consider the totality of the circumstances, including the extent and complexity of the conditions precedent, the extent of the progress made by the Applicant toward satisfying the conditions precedent and/or starting construction, and whether the need for more time is attributable to unusual circumstances beyond the control of the Applicant, rather than to the Applicant's neglect or failure to proceed with reasonable promptness. The Board shall indicate in its minutes the reason(s) for its decision on an extension request under this Section. The Board shall grant no more than one extension for any site plan, unless it determines, based on legal advice, that such extension is required in order to prevent a violation of constitutional rights.

STAFF RECOMMENDATIONS

If the Planning Board moves to approve the extension request, then based on the information reviewed by City staff, the Planning and Development Department recommends that the Planning Board approve the application with the following conditions:

1. The applicant shall be required to obtain a Building Permit from the Planning and Development Department by _____ (*TBD by the Board, but can be no later than September 9, 2023*).
2. The applicant shall satisfy and comply with the Planning Board Notice of Action for PB 2019-13-SPR, dated September 9, 2019, and all conditions of approval thereof.

Attachments

cc: John Giebink, Quail I, LP (via e-mail)
File

**CITY OF LEBANON
APPLICATION FOR**

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Quail I, LP TEL.#: 802-864-9899 x2

MAILING ADDRESS: Aspen Drive South Burlington, VT 05403

E-MAIL ADDRESS: jgiebink@summitpng.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: _____ TEL.#: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PROJECT LOCATION:

TAX MAP #: 8 LOT#: 2 PLOT #: 200 ZONE: R-3

STREET ADDRESS OF PROJECT: 69 Lily Lane

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Extension of existing Site Plan approval: PB2019-13-SPR
No changes to project.

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

IF USE IS COMMERCIAL OR INDUSTRIAL, PLEASE NOTE SPECIFIC

USE: Senior Housing - 32 units

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on May, 2021, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: Quail I, LP by J. Giebink DATE: 4/9/2021

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
4-9-21	82/2/200	PB2021-	\$400.97	4-15-21	18177

12-EXT

(Last Revised 4/04/18)

April 9, 2021

To: Lebanon Planning Board

From: John Giebink
Quail I, LP

RE: Quail Phase V Construction Extension

Dear Planning Board Members:

Pursuant to our discussions with Tim Corwin, please accept this letter as our explanation of the necessity to extend the construction start date for our Quail Phase V project pursuant to Section 4.10.B of the Site Plan Review Regulations. Included with this letter are the following:

- Memo from Tim Corwin recommending our application for extension.
- The Application Form;
- This letter of explanation;
- Planning Board Notice of Action of 9/9/2019, noting all items that we have completed and have agreed to;
- The certified notification list;
- The completed fee schedule; and
- The applicable fee.

We are requesting this extension due to the impacts of Covid making it nearly impossible to find contractors and subcontractors to perform the work and the complete lack of material to start a new large wood frame building. As Tim noted in his memo, the Board may grant the extension after considering the circumstances that are beyond the control of the Applicant – and certainly the pandemic is such a circumstance. I have attached a copy of PB2019-13-SPR and noted in the margin everything we have done in satisfying the conditions precedent to start construction, but we are not able to start because of the Covid impacts. We have spent considerable expense in obtaining the remaining State and local permits after the Planning Board action, and we have completed all our building construction plans and are ready to submit for a building permit, but we are not able to find contractors, subcontractors and materials for many categories of the construction work. Thus, we respectfully request a two-year extension of our permit.

Thank you,

John Giebink, Owner

From: Tim Corwin <Tim.Corwin@lebanonnh.gov>

Sent: Tuesday, March 23, 2021 2:59 PM

To: John Giebink

Subject: RE: [EXTERNAL]RE: Quail 5 construction - Planning Approval and Zoning Extension

Hi John –

I'm following up from our phone call yesterday to confirm what we discussed. Staff's recommendation is that you apply to the Planning Board for an extension pursuant to Section 4.10.B of the Site Plan Review Regulations, which provides as follows:

Notwithstanding [Section 4.10.A which provides that Any approved site plan for which a Building Permit has not been obtained within two (2) years of the date of the original approval shall be considered void], the Board may grant an extension of up to two (2) additional years beyond the original expiration date. A request for such an extension must be submitted by the Applicant to the Planning Office prior to such expiration date, and requests for extension of the site plan approval received after the expiration date will not be considered by the Board. An extension may be granted only after a public hearing with notice as provided in Section 4.8 of these Regulations.

Per Section 4.10.B, the Planning Board may grant an extension of up to two additional years beyond the original expiration date. Section 4.10.C sets forth the standard by which the Planning Board shall consider extension requests:

In determining whether to grant such an extension, the Board shall consider the totality of the circumstances, including the extent and complexity of the conditions precedent, the extent of the progress made by the Applicant toward satisfying the conditions precedent and/or starting construction, and whether the need for more time is attributable to unusual circumstances beyond the control of the Applicant, rather than to the Applicant's neglect or failure to proceed with reasonable promptness.

If an extension is granted, this will also result in a renewal of the zoning permit that was issued for the Special Exception approval (see Section 901.7 of the Zoning Ordinance). In other words, if the extension is granted, the zoning permit is automatically renewed for an additional two years from the date of the extension approval, and no further approval from the Zoning Board is required.

If you do decide to apply for an extension, please note that a complete application would include an application form, a letter to the Board explaining the request together with any supporting documentation, a certified notification list, a fee schedule, and the fee.

I hope this makes sense and is agreeable. If you have any questions or would like to discuss other possible avenues, I'd be happy to continue brainstorming with you.

As an aside, in response to your other questions, theoretically actual construction should commence within 180 days of building permit issuance, though there is some flexibility to this if a delay is needed and communicated to the building inspectors. Once construction is started, I don't believe there is any specific timeline on the construction phase as long as progress is being made. -Tim

Tim Corwin, AICP
Senior Planner
City of Lebanon



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

LEBANON PLANNING BOARD NOTICE OF ACTION PB2019-13-SPR

Notice is hereby given that on **SEPTEMBER 9, 2019**, the following action was taken by a majority of the Lebanon Planning Board in accordance with the City of Lebanon Site Plan Review Regulations:

Matthew Hall moved that the Lebanon Planning Board **APPROVE** waivers for the application of **QUAIL I, LP, #PB2019-13-SPR**, from the following sections of the Site Plan Review Regulations:

- Section 5.1.E.5 – *requiring a current survey of the property certified by a licensed NH land surveyor (9-0)*
- Section 5.1.E.12 – *requiring lighting plan to include average and minimum foot-candle measurements (6-3)*
- Section 5.1.E.15 – *requiring landscaping plan to depict existing trees of a certain size, include calculations for square footage of perimeter landscaping, and provide parking lot shading calculations (6-3)*
- Section 5.1.E.19 – *requiring plans to include the location of all existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property (7-2)*
- Section 6.2.B.1-5 – *perimeter landscaping requirements (6-3)*
- Section 6.2.D – *landscaping around buildings requirements (9-0)*
- Section 6.2.E.1, 3, & 4 – *landscaping of parking areas requirements (9-0)*
- Section 6.6.C.C.2.1 – *requiring drainage analysis that includes calculations comparing pre- and post-development stormwater runoff rates and volumes based on a 1-inch rainstorm, and the 2-year, 25-year, 50-year, and 100-year, 24-hour frequency storms (9-0)*

Note: The Board considered each waiver request separately and all were approved. The vote for each is noted above in parentheses.

Notice is hereby given that on **SEPTEMBER 9, 2019**, the following action was taken by a majority of the Lebanon Planning Board in accordance with the City of Lebanon Site Plan Review Regulations:

Matthew Hall moved that the Lebanon Planning Board **APPROVE** the application of **QUAIL I, LP** for Site Plan Review to construct a new 32-unit, 50,000 square foot building for senior housing, together with associated site improvements, to be operated as part of the existing Quail Hollow Senior Living Community, in the R-3 zone, **#PB2019-13-SPR**, as shown on a set titled "Site Plan for Quail Hollow Senior Living Community – Phase V"

PLANNING BOARD NOTICE OF ACTION

69 Lily Lane, West Lebanon

#PB2019-13-SPR

September 9, 2019

Page 2 of 3

prepared by Pathways Consulting, LLC, dated June 10, 2019, revised August 28, 2019, Proj. No. 10112, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

Conditions to be Satisfied Prior to Application for a Building Permit

- done* 1. The applicant shall schedule and hold a pre-building permit application meeting with the Planning Department, City Building Inspectors, City Engineer/ Department of Public Works, and Fire Department, in order to help streamline the building permit review process.
- done* 2. The applicant shall obtain approval from the City Council or the City Manager's office for any additional water and/or sewer flows per Chapter 181.
- done* 3. The applicant shall address comments 3, 4, and 9 as set forth in the attached memo from Christina Hall, P.E., dated August 28, 2019, to the satisfaction of the City Engineer.

Conditions to be Satisfied Prior to the Issuance of a Building Permit

- done* 4. The applicant shall work with the Department of Public Works and the City Engineer to evaluate whether the existing on-site drainage improvements are functioning as designed and shall correct any deficiencies.
- To be submitted with Plans for Building Permit* 5. The applicant shall submit engineered plans for the proposed retaining wall for review and approval by the Building Inspector and City Engineer.
- Agreed* 6. In accordance with Chapter 181 of the City Code and Section 8.3 of the Site Plan Review Regulations, the City shall retain the services of an independent third-party inspector, for which the applicants shall be responsible for all inspection fees related to the construction sewer, water, and drainage improvements both on-site and off-site, and for all work within the City's right-of-way, and for the construction of the retaining walls constructed in accordance with the plans approved pursuant to condition #4 above. The applicant shall provide funding for inspection services in a form acceptable to the City.
- Agreed* 7. The construction of the building shall be subject to 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 August 13, 2018. In accordance with RSA 674:39, the approved site plan shall be exempt from any future changes in impact fees and methodology for five years from the date of approval; however, any building permits which are issued after the end of that five-year period shall be fully subject to whatever impact fees and methodology are in effect at the time of building permit issuance.
- To be paid at time of plan submission* 8. All water and sewer fees shall be paid.
- Agreed* 9. The applicant shall obtain an Excavation Permit from the Department of Public Works for any site work in the public right-of-way prior to any work in the right-of-way.
- done* 10. The applicant shall obtain or update (if appropriate) any required State approvals including, but not limited to, the following:
- NHDES Discharge Permit, if necessary

PLANNING BOARD NOTICE OF ACTION

69 Lily Lane, West Lebanon

#PB2019-13-SPR

September 9, 2019

Page 3 of 3

Done
Done

NHDES Alteration of Terrain Permit, if necessary

NHDOT Driveway and/or Excavation Permit, if necessary

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

Agreed 11. The applicant shall dedicate and convey the completed water main and any hydrants within the Richardson Place right-of-way to NH Route 10, to the City for ownership and maintenance, subject to appropriate easements. Said conveyance and easements shall be approved by the City Attorney and the Department of Public Works and recorded in the Grafton County Registry of Deeds prior to acceptance of any utility improvements by the City.

Agreed 12. Third-party engineer or design engineer inspection reports and as-built drawings provided by the applicants (PDF format and CAD .dwg format, using the NH State Plane Coordinate System), including tie sheets, shall be reviewed and approved by the City Engineer prior to acceptance of any utility improvements by the City.

Agreed 13. The impact fee calculated pursuant to Condition of Approval #7 shall be paid.

Agreed 14. Pavement and gravels must meet NHDOT specification requirements. The applicant shall provide compaction tests and borings prepared by a licensed engineer to the Department of Public Works to certify that compaction and thickness requirements are met.

Agreed 15. All improvements depicted on the plan shall be completed, and shall be constructed as depicted on the plan.

General Conditions

Agreed 16. The applicant shall implement and maintain NHDES Site Specific Best Management Practices before, during, and after construction.

Agreed 17. The applicant shall install landscaping along the face of the retaining wall behind the building using plantings suitable for the location in accordance with Section 6.2.H of the Site Plan Review Regulations, and shall relocate the community garden to a suitable location.

Agreed 18. The applicant shall coordinate with the City Engineer on the installation of at least one (1) additional suitable shade tree pursuant to Section 6.2.H adjacent to the building in a location that does not conflict with underground utilities.

The motion was seconded by Matthew Cole. The vote on the motion was 9-0.

THE CITY OF LEBANON PLANNING BOARD

By:

Bruce Garland, Chair

DocuSigned by:

John Giblin

DATE:

2/10/20

2/16/2020

q:\development_review\2019\applications\2019-13-spr_69 lily lane_8-2-200_quail I, lp\motion & notice of action\8-2-200_pb2019-13-spr_noa.docx

**Agenda
Planning Board
May 10, 2021**

**Agenda Item #3D
Public Hearing Items**

**City of Lebanon,
0 Mascoma Street
(Tax Map 89, Lot 1),
zoned R-1
PB2021-15-SPR**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

May 10, 2021 Meeting

Staff Memorandum – PB2021-15-SPR

APPLICATION INFORMATION

Agenda Item: 3.D

Application ID#:
PB2021-15-SPR

Application Type:
Site Plan Review (advisory)

Property Location:
0 Mascoma Street (Tax Map 89, Lot 1)

Property Owner/Applicant:
City of Lebanon

Property Size:
+/-6.43 acres

Existing Use:
Municipal cemetery

Proposed Improvements:
Construction of new maintenance building

Overlay Districts:
none

HEARING NOTICE

City of Lebanon, 0 Mascoma Street (Tax Map 89, Lot 1), zoned R-1: Request for Site Plan Review to demolish an existing maintenance building at Valley Cemetery and construct a new 72' x 36' building. PB2021-15-SPR

NOTE: This application will be reviewed as a Governmental Land Use pursuant to NH RSA 674:54).

PLANS AND OTHER SUBMISSIONS

- ▶ Application form
- ▶ Site plan
- ▶ Architectural renderings and building specifications
- ▶ Project description and photographs

COMPLETENESS REVIEW

This application is being reviewed in accordance with New Hampshire RSA 674:54, Governmental Land Uses. As such, there is no completeness review for this project. In addition, any comments on the proposal by the Planning Board and City staff are considered non-binding on the applicant.

Figure 1. Location Map.



APPLICATION OVERVIEW

The subject property is owned by the City of Lebanon and is used as a municipal cemetery known as Valley Cemetery. As described in the attached materials, the applicant proposes remove and replace the existing maintenance building. The size of the proposed building is more than 1,000 sq. ft. greater than the existing building. As such, the project would ordinarily require Site Plan Review pursuant to Section 3.1.C.2 of the Site Plan Review Regulations. However, because the property is owned by the City of Lebanon and is improved with a public recreation facility, the project qualifies as a Governmental Land Use pursuant RSA 674:54 and, therefore, is not subject to the Site Plan Review Regulations.

Nevertheless, the Planning Board is permitted to conduct a public hearing on the project, as set forth in NH RSA 674:54, II:

The [...] city [...] shall give written notification to the [...] planning board [...] of a municipality of any proposed governmental use of property within its jurisdiction, which constitutes a substantial change in use or a substantial new use. Written notification shall contain plans, specifications, explanations of proposed changes available at the time, a statement of the governmental nature of the use as set forth in paragraph I, and a proposed construction schedule. Such notification shall be provided at least 60 days prior to the beginning of construction. Either the governing body or planning board of the municipality may conduct a public hearing relative to the proposed governmental use. A representative of the governmental entity which provided notice shall be available to present the plans, specifications, and construction schedule, and to provide explanations. The governing body or planning board may issue nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations to the sponsor of the governmental use within 30 days after the hearing.

Figure 1. Aerial View of Existing Building (*looking south*).



CITY OF LEBANON

APPLICATION FOR

SPECIAL EXCEPTION	☐	☒	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: **City of Lebanon** TEL.#: **603-448-5220**

MAILING ADDRESS: **51 No. Park Street, Lebanon, NH 03766**

E-MAIL ADDRESS: **james.donison@lebanonnh.gov**

CO-APPLICANT, AGENT, OR LESSEE:

NAME: _____ TEL.#: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PROJECT LOCATION:

TAX MAP #: **89** LOT#: **1** PLOT #: _____ ZONE: **R1**

STREET ADDRESS OF PROJECT: **0 Mascoma Street**

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO

FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Demolition of Existing Valley Cemetery Maintenance Building and construction of a new maintenance building including a office, bathroom and break room for City Staff

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**

USE: **Municipal use**

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on May 10, 2021, 20____, unless I personally request in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: Shawn Mulholland DATE: 4/22/2021

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: James Donison DATE: 4/22/2021

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #

Valley Cemetery Maintenance Building Site Plan

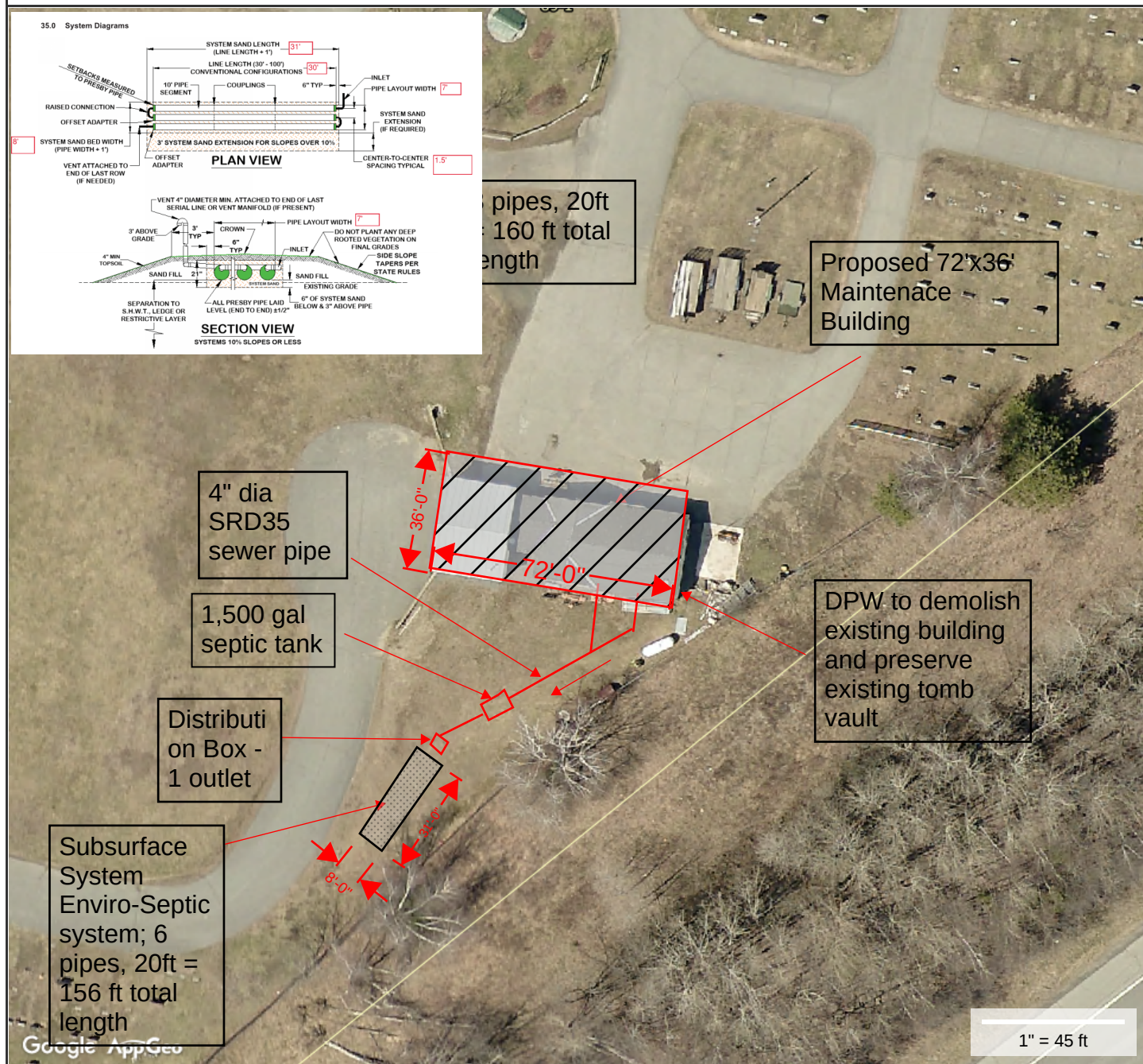


FIGURE 1



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/23/2018
Data updated 11/18/2018

Proposed Valley Cemetery
Maintenance Building

0 Mascoma Street
Lot 89-1

6.43 acres, R1 Zone

City of Lebanon

archirectural
shingles and high
temp ice and
watershield - entire
roof

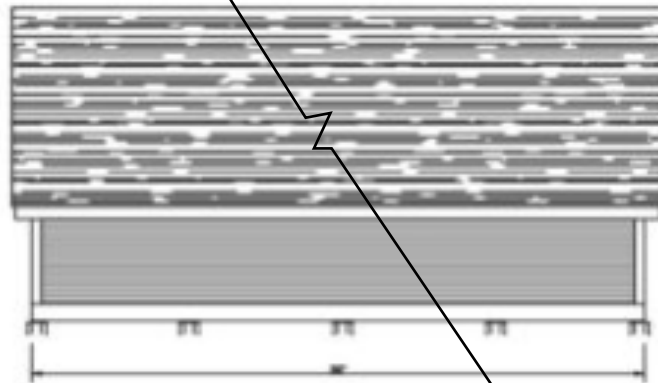
Vinyl siding
Monogram Granite
entire building and
Provide vinyl soffit
and alumimun coil
stock trim

exterior "zip strip"
plywood sheathing
all joints and taped

4 windows; double paine w/
screens and grills., 36"x48" - 1
windows on right side, and 3 on
left side: 1 window for bath, 1
windows for break room and 1
windows for office

2 exterior fiberglass
insulated fire rated main
doors, 36" wide; one on
left side and one on
front to office. and fire
rated metal fiberglass
between garage and
breakroom and two
interior fiberglass doors
32" width

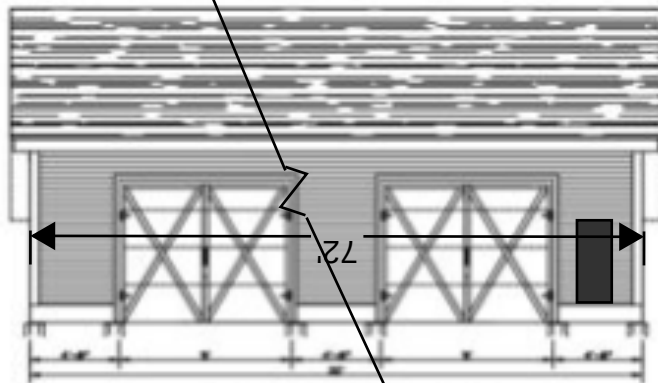
construct 36'x72' building on
concrete slab, trussed
saltbox style, 2x6 - 16" oc.
walls, back wall 12'6", front
side of roof 20.4 on a 12/12
pitch and back side 26.0' on
a 8/12 pitch, and inside
ceiling height 12'6". Interior
partitons to create a
bathroom, 12'x8'; break
room, 12'x16', and 12'x12'
office with interior metal fire
rated doors, 36" width



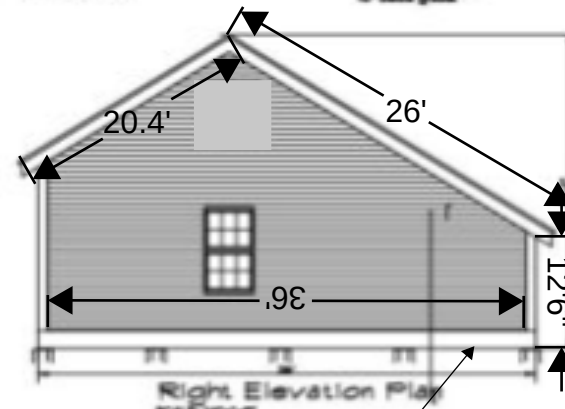
Rear Elevation Plan
Scale 1/8"=1'-0"



Left Elevation Plan
Scale 1/8"=1'-0"



Front Elevation Plan
Scale 1/8"=1'-0"



Right Elevation Plan
Scale 1/8"=1'-0"

2-12'x10' & 1-8x10 white insulated R-18
(Raynor Aspen) commercial rated
garage colonial raised panel doors with
a row of insulated glass in each and
permeter weather seal, with commercially
rated 3-1/2 hp garage door openers - 15"
radius track

insulation: Exterior walls with
5.5" closed spray foam
insulation R-Value=38.5, Ceiling
w/ 8" closed spray foam
insulation w/ R-value = 56

Conc walls to extend
12" above grade, see
sheet 5 foundation
plan and insulate with
4" foam board to top
of conc curb and
install drip edge at top

Valley Cemetery Building
4/8/21 Revised Bldg Permit
City of Lebanon DPW
Sheet 1 of 5

Valley Cemetery Building Replacement

1. **DEPARTMENT:** Department of Public Works Cemetery Division
2. **PROJECT TITLE & NUMBER:** Valley Cemetery Building Replacement
3. **PURPOSE OF PROJECT REQUEST:** New Project to replace the existing building at the Valley Cemetery to address safety of the building. The existing building structure has deteriorated including rotting at the wooden sills, the rear wall has detached from the building. The new building will be a 36'x72' designed to include space for winter maintenance equipment and for the winter road brine solution equipment. Included will be the replacement of the existing septic.
4. **DEPARTMENT PRIORITY:** High priority as building has extensive deteriorated structure including rot around all sills and walls of the building, the ceiling inside has begun to fall and rear wall has become detached from the foundation.
5. **LOCATION:** Valley Cemetery on Mascoma Street
6. **PROJECT DESCRIPTION/JUSTIFICATION:**

The purpose of this project is to replace existing building at Valley Cemetery with new 36'x72' building including new concrete foundation with frost walls and concrete sills to eliminate future sill rot and deterioration of the building with insulation below the concrete slab and frost walls as well as blown in insulation. Project would also include the installation of a replacement septic system.

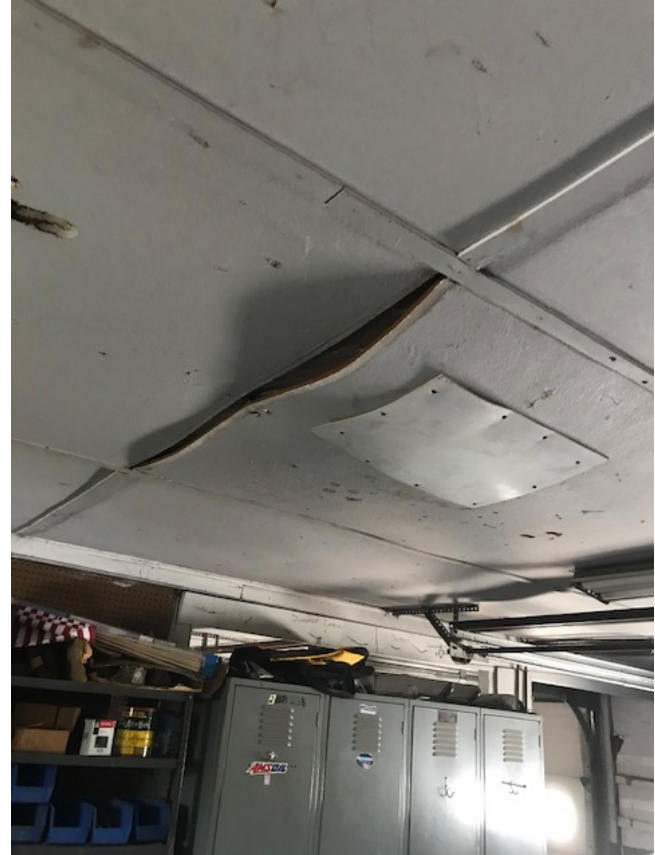
The current size of the building is twenty-four (24) feet deep by seventy-two (72) feet long. It has three (3) bays that are utilized to maintain all equipment utilized in the maintenance of cemetery's as well as some parks and green spaces throughout the City. It also has lavatory facility's inside that are not currently handicap accessible, and a break room for the staff to utilize while on the premises. In a level below the individual bay at the western side of the building is the Lebanon City Tomb which in the winter months is utilized to house the human remains of individuals typically buried in our surrounding community's as their cemeteries are not open during the winter months. The current building is also on a septic system as the distance of the building to the road where sewer services are is over 500 feet. The age of the current subsurface system is unknown. The subsurface system was recently discovered in 2020 as it had been thought to be on City sewer.

It is recommended to also increase the size/depth of the building by twelve (12) feet in the proposed area that the storage of equipment would be to accommodate additional storage of Operations and Maintenance equipment throughout the seasonal months, as well as provide space to accommodate the equipment to produce the salt brine product to treat our City Streets in the winter months. This salt brine system will reduce the usage of salt on roads, salt runoff into streams, lower the overall cost of materials to treat city streets in the winter months and lessen the amount of overtime needed to currently keep city streets passable on main routes. It is proposed this building also be constructed to help with the City's master plan of becoming as energy efficient as possible. The proposed new building would have insulated garage doors and insulated walls and double paneled windows to reduce heat loss. The building may include roof mounted solar panels.

Pictures of Existing Building



















**Agenda
Planning Board
May 10, 2021**

**Agenda Item #3E
Public Hearing Items**

**City of Lebanon,
0 Aldrich Avenue
(Tax Map 86, Lot 25, Plot 100),
zoned R-3
PB2021-14-SPR**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

May 10, 2021 Meeting

Staff Memorandum – PB2021-14-SPR

APPLICATION INFORMATION

Agenda Item: 3.E

Application ID#:
PB2021-14-SPR

Application Type:
Site Plan Review (advisory)

Property Location:
0 Aldrich Avenue (Tax Map 86,
Lot 25, Plot 100)

Property Owner/Applicant:
City of Lebanon

Property Size:
+/-8.5 acres

Existing Use:
Municipal recreational fields

Proposed Improvements:
Construction of new maintenance
building

Overlay Districts:
none

HEARING NOTICE

City of Lebanon, 0 Aldrich Avenue (Tax Map 86, Lot 25, Plot 100), zoned R-3: Request for Site Plan Review to demolish an existing maintenance building at Civic Park and construct a new 68' x 40' building. PB2021-14-SPR

NOTE: This application will be reviewed as a Governmental Land Use pursuant to NH RSA 674:54).

PLANS AND OTHER SUBMISSIONS

- ▶ Application form
- ▶ Written description
- ▶ Site plan
- ▶ Architectural renderings and building specifications

COMPLETENESS REVIEW

This application is being reviewed in accordance with New Hampshire RSA 674:54, Governmental Land Uses. As such, there is no completeness review for this project. In addition, any comments on the proposal by the Planning Board and City staff are considered non-binding on the applicant.

Figure 1. Location Map.



APPLICATION OVERVIEW

The subject property is owned by the City of Lebanon and is used as a municipal park known as Civic Park. The property is improved with recreational fields and a maintenance building. As described in the attached materials, the applicant proposes remove and replace the maintenance building. The size of the proposed building is more than 1,000 sq. ft. greater than the existing maintenance building. As such, the project would ordinarily require Site Plan Review pursuant to Section 3.1.C.2 of the Site Plan Review Regulations. However, because the property is owned by the City of Lebanon and is improved with a public recreation facility, the project qualifies as a Governmental Land Use pursuant RSA 674:54 and, therefore, is not subject to the Site Plan Review Regulations.

Nevertheless, the Planning Board is permitted to conduct a public hearing on the project, as set forth in NH RSA 674:54, II:

The [...] city [...] shall give written notification to the [...] planning board [...] of a municipality of any proposed governmental use of property within its jurisdiction, which constitutes a substantial change in use or a substantial new use. Written notification shall contain plans, specifications, explanations of proposed changes available at the time, a statement of the governmental nature of the use as set forth in paragraph I, and a proposed construction schedule. Such notification shall be provided at least 60 days prior to the beginning of construction. Either the governing body or planning board of the municipality may conduct a public hearing relative to the proposed governmental use. A representative of the governmental entity which provided notice shall be available to present the plans, specifications, and construction schedule, and to provide explanations. The governing body or planning board may issue nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations to the sponsor of the governmental use within 30 days after the hearing.

Figure 2. Aerial View of Subject Property (*looking south*).



CITY OF LEBANON

APPLICATION FOR

SPECIAL EXCEPTION	☐	☒	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: **City of Lebanon** TEL.#: **603-448-5220**

MAILING ADDRESS: **51 No. Park Street, Lebanon, NH 03766**

E-MAIL ADDRESS: **james.donison@lebanonnh.gov**

CO-APPLICANT, AGENT, OR LESSEE:

NAME: _____ TEL.#: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PROJECT LOCATION:

TAX MAP #: **86** LOT#: **25-100** PLOT #: _____ ZONE: **R3**

STREET ADDRESS OF PROJECT: **0 Aldrich Avenue**

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO

FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Demolition of Existing Civic Park Recreational Maintenance Building and construction of a new maintenance building including a coaches office and bathroom for City Staff

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**

USE: **Municipal use**

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on **May 10, 2021**, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: Shaun Mulholland **Shaun Mulholland** DATE: **4/22/2021**

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: James Donison **James Donison** DATE: **4/22/2021**

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #

Planning Board Application – Written Description

Civic Park Recreation Maintenance Building Project

1. **DEPARTMENT:** Recreation, Arts and Parks
2. **PURPOSE OF PROJECT:** Parks Storage and Maintenance Building.
3. **DEPARTMENT PRIORITY:** High Priority
4. **LOCATION:** Civic Memorial Park
6. **PROJECT DESCRIPTION/JUSTIFICATION:**

The purpose of this project is to build a 40' x 56' maintenance/storage garage with a 12'x30' lean-to off of the rear of the proposed building, and attached 12'x10' coaches' storage room. This facility will replace storage lost due to the development of 20 Spencer St. (Old DPW garage). This building will also include an ADA compliant restroom. Currently Recreation Arts & Parks has maintenance and programs equipment located in a temporary container storage, and all vehicles and trailers are out in the elements year-round. The building will replace an inadequate single bay garage with restroom currently onsite.

We will have the existing building and foundation demolished, pour a new foundation with frost walls, and utilize existing water and sewer service. The orientation of the new building will also turn approximately 90 degrees so that we can install solar panels on a southerly exposure roof.

Civic Park Recreation Maintenance Building Site Plan



Property Information

Property ID 89-1
Location 0 MASCOMA ST
Owner CITY OF LEBANON

Figure 2



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/23/2018
Data updated 11/18/2018

Proposed Site Plan

Civic park Recreation
Maintenance Building

0 Aldrich Avenue
Lot 86-25-100
8.5 Acres, R3 Zone
City of Lebanon

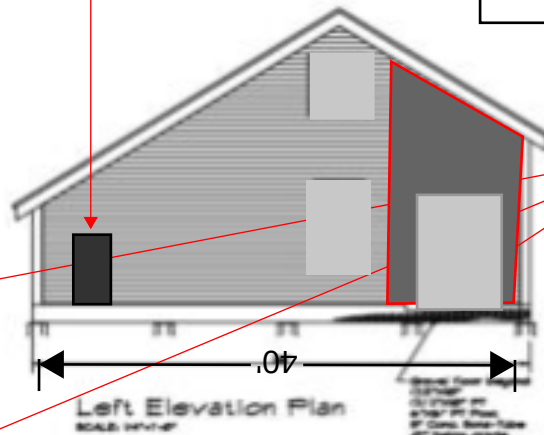
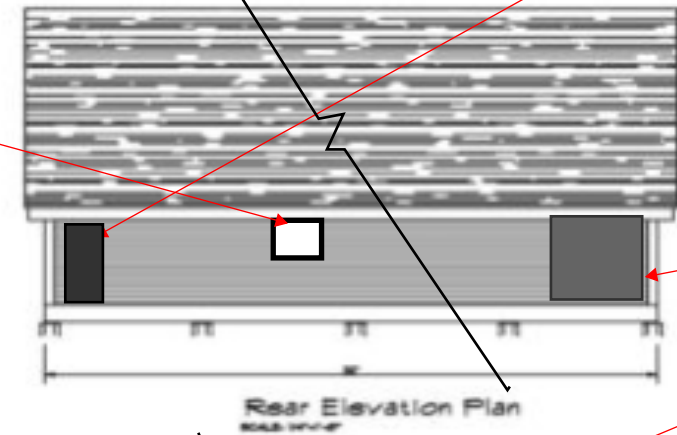
archirectural shingles and high temp ice and watershed - entire roof

Vinyl siding Monogram Granite entire building and Provide vinyl soffit and alumimun coil stock trim

exterior Doors

3 exterior metal fire rated main doors, 36" wide; one on garage, one into coaches room and 1 into bathroom, Interior door and fire rated metal door between garage and coaches room 32" width

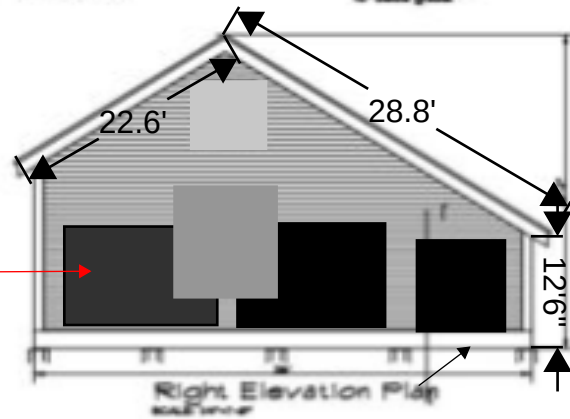
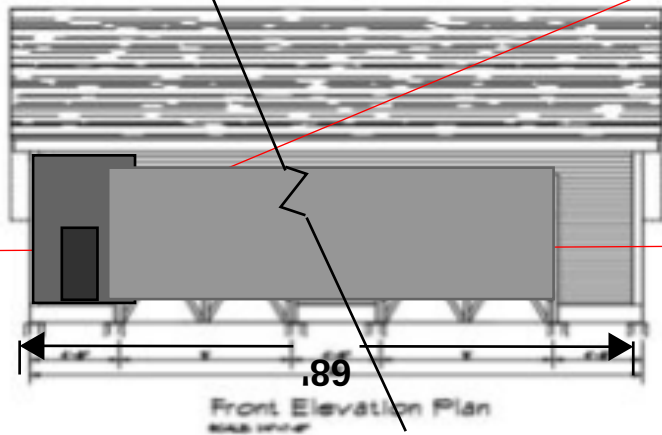
1 window; double paine w/ screen and grill., 36"x48"



12'x30' Pavlion and Coaches Room with exterior door and interior fire rated doors -see floor plan layout

construct 40'x68" building on concrete slab, trussed saltbox style, 2x6 - 16" oc. walls, back wall 12'6", front side of roof 22.6' on a 12/12 pitch and back side 28.8' on a 8/12 pitch, and inside ceiling height 12'6". Interior partitions to create a bathroom, 10'x10'; and 12'x10' coaches room with interior metal fire rated door, 36" width, and 30'x12' pavilion extension

3 Garage Doors - 2 at 12' wide x10' high and 1 at 8'w x 10'h, see specification on sheet 2



3- white insulated commercial rated garage doors with a row of glass in each, with commercially rated garage door openers

insulation: Option 1: fiberglass on wall 6" and ceiling 12"; Option 2: Exterior walls with 5.5" closed spray foam insulation R-Value=38.5, Ceiling w/ 8" closed spray foam insulation w/ R-value = 56

Base Bid: Conc walls to extend 12" above grade, see sheet 4 foundation plan. Provide optional price to insulate with 2" foam board. Bid Alt: see sheet 5 for special insulation

Civic Park Recreation Maintenance Building
Feb 2021
City of Lebanon DPW
Sheet 1 of 5

**Agenda
Planning Board
May 10, 2021**

**Agenda Item #5A
Approval of Minutes**

April 12, 2021

DRAFT

**LEBANON PLANNING BOARD
Regular Meeting
Monday, April 12, 2021, 6:30 PM
Remote Via Microsoft Teams
LebanonNH.gov/Live**

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Karen Zook (Council Representative), Kim Chewning, Joan Monroe, Kathie Romano, and Laurel Stavis

MEMBERS ABSENT: Jeremy Rutter, Gregorio Amaro

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Brian Vincent (City Engineer)

1. Call to Order Chair Garland called the meeting to order at 6:31 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. An overview of the meeting agenda was outlined.

2. Notice of Regional Impact

The following applications were received by the Planning & Development Department on or before April 12, 2021:

Molloy Development, LLC, 89 & 0 Main Street (Tax Map 72, Lots 20 & 21), zoned CB: Request for Site Plan Review to convert the second floors of the two existing buildings from office to multi-family residential. A total of twelve (12) dwelling units are proposed. **PB2021-10-SPR**

Virginia Wong, 43 Mechanic Street (Tax Map 106, Lot 34), zoned LD: Request for Site Plan Review to convert an existing three (3) unit multi-family dwelling to a six (6) unit multi-family dwelling. **PB2021-11-SPR**

Quail I, LP, 69 Lily Lane (Tax Map 82, Lot 2, Plot 200), zoned R-3: Applicant requests an extension of time per Section 4.10.B of the Site Plan Review Regulations to obtain a building permit pursuant to an approved Site Plan for a 32-unit, 50,000 square foot building for senior housing, together with associated site improvements, to be operated as part of the existing Quail Hollow Senior Living Community (PB2019-13-SPR), originally approved by the Planning Board on September 9, 2019. **PB2021-12-EXT**

Mason Storage, LLC, 38 Spencer Street (Tax Map 78, Lot 39), zoned LD: Request for Site Plan Review to construct a 15,000 sq. ft. addition to an existing warehouse building. **PB2021-13-SPR**

The Planning Office recommends that none of applications above have the potential for regional impact.

***A MOTION by Laurel Stavis that the applications above have no potential for regional impact.
Seconded by Kathie Romano***

Roll Call Vote:

Voting in Favor – Ms. Chewning, Ms. Stavis, Mr. Garland, Ms. Monroe, Ms. Zook, Ms. Romano, Mr. Hall

Voting Against – None

****The MOTION was approved (7-0)***

3. Public Hearing Items

A. **XYZ Dairy, LLC, 55 Crafts Avenue & 0 Beyerle Street (Tax Map 58, Lots 20 & 18), zoned R-3: Request for a Boundary Line Adjustment. PB2021-08-BLA**

Mr. Corwin stated that Planning Department Staff reviewed the application and recommend that it is complete enough for the Planning Board to accept jurisdiction and commence review.

***A MOTION by Joan Monroe that the Lebanon Planning Board finds the application of XYZ Dairy, LLC, for a proposed Boundary Line Adjustment between 55 Crafts Avenue & 0 Beyerle Street (Tax Map 58, Lots 20 & 18), PB2021-08-BLA, IS complete enough to accept jurisdiction and commence review.
Seconded by Matthew Hall***

Roll Call Vote:

Voting in Favor – Mr. Hall, Mr. Garland, Ms. Monroe, Ms. Zook, Ms. Romano, Ms. Chewning, Ms. Stavis

Voting Against - None

****The MOTION was approved (7-0).***

Chet Clem of Lyme Properties attended representing XYZ Dairy LLC. Mr. Clem noted on Page 3 of the packet, which states, "...at the request of the applicant," the comment was related to all of the paper streets. In the March 8, 2021 minutes on Page 9, he suggested a correction that should read, "...a segment of Beyerle Street," not Crafts Ave. Mr. Clem referred to Page 5 in the packet and inquired about the minimum width requirement that was flagged as an uncertainty.

Mr. Corwin explained that this is a straight forward application with one condition of approval that is standard for that type of application. Regarding the zoning comments on Page 3, to the extent that the lot may be non-conforming to the minimum width requirement, it will remain so. It may or may not meet the width requirement, but whatever the status is, if it is nonconforming, the boundary line adjustment would not exacerbate that nonconformity. The width requirement is similar to the frontage requirement

Mr. Clem stated that the core of the issue for XYZ Dairy is to understand how the minimum width relates to the frontage requirement and affects the properties. Mr. Corwin stated that the minimum width requirement takes the place of a frontage requirement. If the applicant is asking for further clarification, the Board would have to continue the application, but it can be approved without it.

1 Ms. Stavis inquired about the concept of “paper streets.” Mr. Brooks explained that when subdivision
2 plats are approved by the Planning Board, there is an assumption that the streets being created are
3 dedicated to public use. When plats are recorded, but the streets are never actually built, they are
4 considered to be “paper streets.” State law has changed regarding paper streets over the years. In some
5 cases, when plats are recorded but the streets are never created or accepted, the dedications expire after 20
6 years. At other times, the dedications live on forever unless explicitly rejected by the City Council. The
7 City Attorney has not completed the title research for all of the paper streets in this area, but did complete
8 the one for Beyerle Street. Mr. Brooks expects all the title work to be completed in the next few weeks,
9 when it will be shared.

10
11 Ms. Romano asked for clarification as to what the access would be to the proposed lots if the streets are
12 not there. Mr. Brooks explained that Crafts Avenue is a built road, and one property fronts on that road.
13 The other fronts on Beyerle Street, and the City has no right or title to that street. The applicant is
14 changing the boundary line so that it would absorb the former right of way to the center line for both 58-
15 18 and 58-20. Lot 58-18 is nonconforming and may not have physical access to any street.

16
17 Mr. Corwin stated that the issue of street access doesn’t impact the boundary line adjustment change,
18 which is a routine matter. The Planning Board just needs to know that there are nonconforming factors.
19 The lots would remain two parcels meeting at the center line of the paper street, and the line between the
20 two lots is shifting with no impact on access.

21
22 Mr. Brooks agreed that they would become contiguous parcels.

23
24 Mr. Clem noted that there is rear access from another street as the driveway for 58-18.

25
26 Chair Garland invited public comment. Hearing none, the Public Hearing was closed.

27
28 **Matthew Hall moved that the Lebanon Planning Board *APPROVE* the application of XYZ Dairy, LLC**
29 **for a Boundary Line Adjustment of lands located at 55 Crafts Avenue & 0 Beyerle Street (Tax Map 58,**
30 **Lots 20 & 18), zoned R-3, *PB2021-08-BLA*, as shown on a plat titled “Boundary Line Adjustment Plan**
31 **Prepared for XYZ Dairy, LLC,” prepared by Paton Land Surveying, LLC, dated March 18, 2021, Proj.**
32 **No. 2017-273-21, including any and all supplemental submissions and testimony provided during the**
33 **public hearing, with the following condition:**

- 34
35 1. Prior to the signing and recording of the plat, the applicants shall provide one (1) full-size
36 copy of the plat and a digital record drawing (Cad.dwg Format using NH State Plane
37 Coordinate system).
38

39 **Seconded by Laurel Stavis.**

40
41 **Roll Call Vote:**

42 **Voting in Favor – Ms. Zook, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Ms.**
43 **Monroe**

44 **Voting Against – None**

45 ***The Motion was approved (7-0).**
46
47

48 **Matthew Hall moved that the Lebanon Planning Board authorizes the Chair to sign the plat for XYZ**
49 **Dairy, LLC, *PB2021-08-BLA*, as shown on a plat titled “Boundary Line Adjustment Plan Prepared for**
50 **XYZ Dairy, LLC,” prepared by Paton Land Surveying, LLC, dated March 18, 2021, Proj. No. 2017-**
51 **273-21.**

1 **Seconded by Joan Monroe.**

2
3 **Roll Call Vote:**

4 **Voting in Favor – Ms. Stavis, Ms. Hall, Mr. Garland Ms. Monroe, Ms. Romano, Ms. Chewning, Ms.**
5 **Zook**

6 **Voting Against - None**

7 ***The MOTION was approved (7-0).**

8
9
10 B. **City of Lebanon, 0 Airpark Road (Tax Map 159, Lot 4), zoned IND-L:** Applicant
11 requests a review per RSA 674:40, III, of a layout plan to extend Airpark Road. The
12 proposed street extension is intended to serve the City's Airport Tax Increment
13 Financing (TIF) District. **PB2021-07-DED**

14
15 Mr. Corwin stated that Planning Department Staff has reviewed the application and recommends that it is
16 complete enough for the Planning Board to accept jurisdiction and commence review.

17
18 **Kathie Romano moved that the Lebanon Planning Board finds the application of the City of Lebanon**
19 **for a review per RSA 674:40, III, of a layout plan to extend Airpark Road, PB2021-07-DED, IS**
20 **complete enough to accept jurisdiction and commence review.**

21 **Seconded by Joan Monroe**

22
23 **Roll Call Vote:**

24 **Voting in Favor – Mr. Garland, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Ms. Zook, Mr.**
25 **Hall**

26 **Voting Against – None**

27 ***The MOTION was approved (7-0)**

28
29 Mr. Brooks spoke to the application representing the City and explained that this parcel owned by the
30 City is part of a tax increment finance (TIF) district. Prior to a road being constructed, it must be laid out
31 and reviewed by the Planning Board before the City Council can act upon it. A sketch was displayed
32 showing the proposed extension of Airport Road that would end at a cul-de-sac. It overlaps a portion of
33 the Hall School Road, a Class VI road, which it would overlay but not impact; the new road would be a
34 Class V road on top of a Class VI road. The layout width is variable to allow access to the adjacent parcel,
35 and the road would not go beyond the cul-de-sac.

36
37 Ms. Romano inquired about the nature of the trail at the end of the cul-de-sac and whether there is a
38 satellite view to show how the proposed road relates to the airport property. Mr. Brooks said that there is
39 a gravel road along the airport property and other trails that stay outside the fenced-in airport property.
40 The property for development is higher than the runway, which may limit what can be built on the
41 property.

42
43 Ms. Monroe inquired about the status of the Class VI road. Mr. Brooks stated that there would be no
44 change to the Class VI road. Hall School Road on the west side of the property will remain untouched and
45 will remain a Class VI. They would be laying a new Class V road on top of a Class VI right-of-way so
46 there will be frontage for the adjacent property. This was at the City Attorney's recommendation. Mr.
47 Brooks stated that notes referring to upgrading the Class VI road will be removed from the plan. Ms.
48 Monroe noted that people could still walk on the Class VI road, first on the new paved portion and then
49 on the old unpaved portion, which is conservation land. Mr. Brooks noted that there are 7.5 acres under
50 conservation as a result of other wetland impacts around the airport. The development footprints are

1 hypothetical, but what gets built will be based on the applicant's needs. This application is only looking at
2 the proposed road layout. The parcels would be leased lots for additional airport revenue.

3
4 Chair Garland invited public comment.

5
6 David Clem, Ward 1, inquired about a conservation easement. Mr. Brooks confirmed that the
7 Conservation Commission weighed in on the wetlands application .

8 Mr. Clem inquired about the necessity of a site plan review. Mr. Brooks stated that the road layout
9 doesn't trigger site plan review until a future building is proposed. Water and sewer capacity have already
10 been confirmed, and the FAA has released this land from airport obligation. The location of utility poles
11 is already known, and compliance with FAA height requirements would have to be confirmed when
12 buildings are proposed. Mr. Clem suggested checking on recent changes to FAA requirements.

13
14 Ms. Stavis inquired about the benefit of the TIF for the City and West Lebanon. In addition, what process
15 is in place by which citizens would be able to see what is proposed in the TIF district.

16
17 Mr. Brooks explained that the TIF is related to a master plan objective to make the airport more self-
18 sustainable. The FAA has released the property for airport obligation so it doesn't have to be for direct
19 airport use. The City is free to seek Light Industrial development, and properties would be available for
20 high-tech and bio-tech development. The TIF will help with funds to pay off the debt service for building
21 the road and providing access. Lease revenues will also offset airport deficits. The TIF is being built in
22 two phases with a minimal upfront investment. The City could choose to build the balance of the road to
23 the cul-de-sac providing sites for further development. The sites would be leased by the City to
24 prospective tenants, who would go through site plan review and subdivision review, which are fully
25 noticed, public processes. Starting this in a timely manner would allow the City to increase tax revenue to
26 pay off debt service and generate lease revenues.

27
28 Mr. Hall noted that the project has been approved by the City Council.

29
30 Ms. Chewning inquired about pursuing the road before having identified users. Mr. Brooks explained that
31 there are very few shovel-ready sites available in the Upper Valley, because infrastructure hasn't been
32 built on many approved developments. It adds cost and time, so it is more desirable if sites are ready to
33 allow a company to go forward quickly. The City is making the investment to get pad sites available for
34 current or new business to locate here.

35
36 Ms. Romano asked for clarification on the leases and if the tenant can sell the building. Mr. Brooks stated
37 that they are leasing the land and would build and own the building that can be taxed. If the company later
38 moves, the City would lease the land to a new party, and that party would buy the current building and
39 pay taxes.

40
41 Ms. Stavis inquired if the citizens have any say in the type of businesses the City accepts as tenants. Mr.
42 Brooks stated that it is a question for the City Council. The property is zoned for Light Industrial use, so it
43 would be up to the City Council, City Manager, and the Airport Manager.

44
45 Ms. Monroe noted that development is determined by the zone along with other protections. The City has
46 made some requirements.

47
48 Chair Garland invited additional public comment. Hearing none, the Public Hearing was closed.

49
50 **Matthew Hall moved** that the Lebanon Planning Board **APPROVE** the application of the City of
51 Lebanon, **PB2021-07-DED**, for the creation as a public street the +/-96,575 sq. ft. area identified as

1 “Proposed Airpark Road Extension” on a plan titled “Road Layout Plan of Land of City of Lebanon,
2 Airpark Road Extension”, prepared by Paton Land Surveying, LLC, dated March 20, 2021, Proj. No.
3 2019-281-17A, as contemplated by the City Council.

4 ***The motion was seconded by Laurel Stavis.***

5
6 ***Roll Call Vote:***

7 ***Voting in Favor – Mr. Hall, Mr. Garland, Ms. Monroe, Ms. Zook, Ms. Romano, Ms. Chewning, Ms.***
8 ***Stavis***

9 ***Voting Against – None***

10 ****The motion was approved (7-0).***

11
12
13 **Matthew Hall moved** that the Lebanon Planning Board authorizes the Chair to sign the plat for the **City**
14 **of Lebanon, PB2021-07-DED**, as shown on a plat titled “Road Layout Plan of Land of City of Lebanon,
15 Airpark Road Extension”, prepared by Paton Land Surveying, LLC, dated March 20, 2021, Proj. No.
16 2019-281-17A.

17 ***The motion was seconded by Joan Monroe.***

18
19 ***Roll Call Vote:***

20 ***Voting in Favor – Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Ms. Monroe, Ms.***
21 ***Zook***

22 ***Voting Against - None***

23 ****The Motion was approved (7-0).***

24
25
26 **4. Approval of Minutes**

27
28 **A. March 8, 2021**

29 Mr. Brooks stated that the City received an appeal from Brady Sullivan, Prospect Hills, which was made
30 to the Housing Appeals Board. Brady Sullivan appealed the March 8, 2021 decision to not grant an
31 extension of time. Planning Staff created a more detailed set of minutes for that agenda item based on the
32 recorded meeting.

33
34 Mr. Corwin explained that Staff provided suggested edits to the draft minutes following a review of the
35 audio to include more detail than typically in minutes. The amended version was shared with the Board.
36 The only edits are specifically for the Brady Sullivan, Prospect Hills application.

37
38 Mr. Hall stated that he reviewed the video recording and the edits reflect a comprehensive view of what
39 transpired and are very accurate.

40
41 Ms. Romano suggested the more detailed version would make it clearer for someone not at the meeting.

42
43 Ms. Monroe offered two additional corrections. Ms. Chewning’s comment regarding lack of work in
44 Lebanon would require further review.

45
46 ***Matthew Hall moved to approve the Planning Board minutes of March 8, 2021, as amended following***
47 ***audio confirmation.***

48 ***The motion was seconded by Joan Monroe.***

49
50 ***Roll Call Vote:***

Voting in Favor – Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Ms. Monroe, Ms. Zook, Ms. Romano

Voting Against – None

****The MOTION was approved (7-0)***

5. Other Business

- A. **Basic Holdings, LLC, 5 & 11 Oak Ridge Road, (Tax Map 4, Lots 5 & 6), zoned R-3:**
Request to reconsider denial of density bonus per Section 507.2 of the Zoning Ordinance for a proposed 22-unit Planned Unit Residential Development (PURD). PB2020-31-FMAJ

Mr. Brooks explained that following the decision to deny the density bonus with a vote of 5-3, Atty. Stearns submitted a request for the Board to reconsider the vote.

Mr. Corwin stated that this is not a public hearing. The Board is being asked to reconsider the denial of the density bonus. The Board is not being asked to reverse its decision or to make a new decision to allow something else. The Board can vote to suspend its decision and revisit the decision if it would like to do so at the May 17, 2021 special meeting, when the hearing will resume. A letter was submitted for the request. If a majority of the Board agrees, the original vote would be suspended and the Board would have to vote again on the density bonus request. The Board could still vote to deny the density bonus at the May meeting. If the Board is open to considering the letter submitted for tonight's meeting, then the vote would be in favor of suspending the Board's original decision.

Chair Garland noted that the rounding of calculations up or down needs to be addressed in the zoning ordinance.

Mr. Hall asserted that the Board should revisit the decision, because there are important implications for the Board and City. He felt Atty. Stearns' letter was persuasive, and the issues for those who oppose the project are not in regard to the number of units. The development is a PURD in which the point is density. At the least, the Board should allow Mr. Shapiro to present the plan he wants, and the Board will approve or not. There were five meetings regarding the original preliminary application, and the Board was concerned with density but did not comment on the number of units. The Board members should have stated their problem with the number of units. The Board should suspend and revisit the density bonus decision.

Several Board members expressed agreement with Mr. Hall and would be in favor of revisiting the density bonus decision.

Ms. Chewning stated that she reviewed the minutes and video from the previous meetings in 2019, and density was definitely an issue. She would be willing to reconsider the decision.

Ms. Romano noted that there was considerable push back from the community, but it was not clear in the initial meetings if there was a density bonus.

A MOTION by Laurel Stavis to suspend and reconsider the March 29, 2021 decision to deny the density bonus for Basic Holdings, LLC, 5 & 11 Oak Ridge Road at the May 17, 2021 Planning Board Special Meeting.

The motion was seconded by Matthew Hall.

Roll Call Vote:

Voting in Favor – Ms. Stavis, Mr. Hall, Mr. Garland, Ms. Romano, Ms. Zook, Ms. Chewning

Voting Against – Ms. Monroe

****The MOTION was approved (6-1).***

6. Other Business

Mr. Brooks reminded the Board members of the next City Council meeting, April 21, 2021, when there will be a Resolution read at the beginning of the meeting in honor of Gregory Schwarz. All Planning Board members are encouraged to attend and share their thoughts.

7. Adjournment

A MOTION by Matthew Hall to adjourn the meeting.

Seconded by Kathie Romano

Roll Call Vote:

Voting in Favor – Ms. Stavis, Mr. Garland, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Zook, Mr. Hall

Voting Against - None

****The MOTION was approved (7-0).***

The meeting was adjourned at 8:39 PM.

Respectfully submitted,

Holly Howes

Recording Secretary