

FINAL

MINUTES
PLANNING BOARD DEVELOPMENT REGULATIONS SUBCOMMITTEE
Friday, April 24, 2020 – 12:00pm
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live

Members Present: Matthew Hall (Chair), Joan Monroe, Kathie Romano, Tom Martz

Members Absent: n/a

Staff present: Rebecca Owens (Associate Planner), David Brooks (Planning Director)

1. CALL TO ORDER:

Chair Hall called the meeting to order at 12:05pm

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

Mr. Brooks reviewed the requirements for remote meetings, including noting that all votes must be roll call votes and asked participants to identify themselves prior to asking questions or making comments.

2. STUDY ITEMS:

A. Review potential amendments to Site Plan Review Regulations relative to Pedestrian and Bicyclist improvements

Mr. Brooks noted that reviewing and updating the Board’s development regulations is a goal of the City’s Master Plan and has been part of the Department’s Work Plan for several years to make sure the procedures are appropriate to the types of development and that submission and design requirements are up to date with community goals and best practices.

Ms. Owens reviewed an addition to Section 1.3 (Interpretation, Conflict, and Separability) to clarify the interpretation of required versus permissive statements in the regulations.

Chair Hall expressed support for the spirit of the amendment to Section 6.1.B (General Requirements), but expressed concern that the proposed language is overly broad. Ms. Monroe agreed that the language is not specific enough. The Subcommittee members agreed to table this proposed amendment language for further consideration at a future time.

Ms. Romano asked for clarification about the amendment to Section 6.1.C and whether the proposed language refers to building or fire code issues or just site plan review issues. The Subcommittee members discussed the thresholds at which the Board might want non-conforming developments to begin to become more compliant with the Site Plan Regulations. Staff suggested language to clarify that the section refers to Site Plan Review regulations.

Mr. Martz joined the meeting at 12:40

Ms. Owens reviewed proposed changes to 6.2.D (Landscaping Around Buildings). Subcommittee members discussed the desire to encourage direct and dedicated pedestrian circulation patterns and to appropriately plan landscaping and other improvements around those anticipated patterns. The Subcommittee discussed the importance of enforcement and how and when enforcement can happen. The Subcommittee supported the proposed language in 6.2.D.3.

The Subcommittee spent time reviewing the language of 6.2.D.4 and discussing whether certain requirements should be mandatory or just encouraged or recommended. There was discussion about the review process for considering standards that are encouraged versus required, including whether waivers are necessary for standards that are simply recommendations. Ms. Romano asked for clarification on whether the proposed language applies only in certain districts or city-wide, because certain requirements may not fit or make sense in every district or for every project. Staff noted that the Board has the ability target certain requirements toward certain districts or to exclude certain districts if it feels appropriate.

Ms. Romano suggested that review of how 'must versus should' standards are interpreted and applied be brought to the full Planning Board sooner than later so that all members are in agreement as to what those terms represent, and so that the sub-committee can review proposed amendments with accurate usage of those terms.

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

Mr. Brooks noted that staff will continue to bring forward potential amendments for Article III (Jurisdiction) and other sections of the regulations for the committee's review as they are prepared.

Chair Hall left the meeting at 1:30 pm

The committee members discussed a schedule and process for subsequent meetings of the Subcommittee.

3. ADJOURNMENT:

***A Motion by Ms. Monroe to adjourn the meeting.
Seconded by Ms. Romano.***

Roll Call Vote:

Members voting in favor included: Ms. Monroe, Ms. Romano, and Mr. Martz.

The vote on the Motion was unanimous (3-0)

The meeting was adjourned at 1:35 pm