

FINAL

MINUTES  
PLANNING BOARD DEVELOPMENT REGULATIONS SUB-COMMITTEE  
Friday May 8, 2020 – 12:30pm  
REMOTE VIA MICROSOFT TEAMS  
LebanonNH.gov/Live

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

Members Absent: n/a

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

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**1. CALL TO ORDER:**

Chair Hall called the meeting to order at 12:39pm

**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. Mr. Brooks conducted attendance by roll call vote.

**2. APPROVAL OF MINUTES:**

**A. APRIL 24, 2020**

The Subcommittee agreed to table the consideration of the draft minutes until the next meeting as not everyone had had a chance to review them.

**3. STUDY ITEMS:**

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

Ms. Owens reviewed follow-up items from the April 24th meeting, including questions about the interpretation of shall vs. should and what triggers Site Plan Review. She asked the committee members to think about individual requirements and whether they should be required (e.g. “shall” or “must”) or permissive (e.g. “should” or “may”). Ms. Owens also noted that staff was continuing to review the jurisdiction standards for what triggers site plan review and whether there are opportunities to streamline the requirements and procedures for smaller-scale projects, perhaps including a minor site plan review process. Ms. Monroe noted that what may seem like simple applications, like Boundary Line Adjustments, can become complicated.

Ms. Owens continued review of potential amendments in Section 6.2.E (Landscaping of Parking Areas). The committee discussed the need and importance of landscaping within and around parking lots. Mr. Hall indicated that he liked the concept of paragraphs 1 and 2 and noted that developers will still have the ability to request a waiver if warranted. Mr. Martz asked for clarification about the proposed requirement for internal landscape beds between double rows of parking spaces.

Ms. Romano joined the meeting at 1:00pm

Ms. Owens reviewed the proposed language of Section 6.2.E.2.3 relative to dividing larger parking areas into smaller segments. Mr. Hall and Ms. Monroe agreed that the language was good and that waivers could be considered when necessary.

Mr. Brooks noted that Section 7.2.A provides that waivers of landscaping requirements shall not be considered in cases where adequate parking cannot be provided due to landscaping requirements. He recommended that the Board keep that section in mind as it considers additional landscaping requirements in and around parking areas. Chair Hall recommended that the Subcommittee may want to consider Section 7.2.A for modification when considering other potential amendments. Ms. Romano noted that perhaps the parking lot landscaping requirements for multi-family projects should be different than for commercial projects.

The Subcommittee spent time reviewing the language of Section 6.2.G (Landscaping of Additional Front Yard and Adjacent Pedestrian Facilities). Ms. Romano noted that utility companies occasionally require utility boxes to be located in front yards and do not allow for alternative locations. She did not want to put an applicant in a position where they could not comply with a requirement because of a utility company's decision. Waivers were discussed as a way to address such scenarios.

Chair Hall asked for clarification about Section 6.2.G.1 and expressed concern about including "planned" public pedestrian facilities, which may be too speculative to justify requiring an applicant to make specific additional improvements.

Ms. Owens reviewed proposed changes to Section 6.5 (Coordination of Roads, Parking, Loading, Recreation, and Safety). She noted that a significant goal is to reference and incorporate the City's Complete Streets policy into the Board's development regulations. Ms. Owens reviewed the additional standards that should be considered for reference. Ms. Romano asked about the intention of paragraph 1 regarding 10' wide internal roads.

Chair Hall asked whether it would be possible to streamline the review of proposed amendments by having Subcommittee members submit comments in advance. Mr. Brooks noted that such a process may not allow for adequate discussion among the members as envisioned by the Subcommittee structure. Ms. Romano suggested that the Subcommittee members be advised of which sections will be reviewed at the next meeting in order to have time to review them and be prepared for discussion. Staff agreed to provide the members with an updated copy of the proposed amendments and to alert them of sections to review in advance of upcoming meetings.

Chair Hall left the meeting at 1:55pm

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

There was no discussion.

### **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 2:00 pm

DRAFT