

FINAL

**LEBANON PLANNING BOARD
MONDAY, JANUARY 13, 2020
20 WEST PARK STREET, LEBANON, NH
3RD FLOOR - ROOM 386
6:30 PM**

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Karen Zook (Council Representative), Matthew Cole, Joan Monroe, Kathie Romano, Gregory Schwarz, Sarah Welsch, and Tom Martz (Alt.)

MEMBERS ABSENT: Laurel Stavis and Jim Winny (Alt. Council Representative)

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

1. **CALL TO ORDER:** Chair Garland called the meeting to order at 6:30 PM.

Chair Garland appointed Tom Martz for Laurel Stavis.

Sarah Welsch moved that the Planning Board continue the JOLIN SALAZAR-KISH, 8-10 & 14 BANK STREET Site Plan Review to February 10, 2020.

Seconded by Gregory Schwarz.

The vote on the MOTION was 8-0.

2. **NOTICE OF REGIONAL IMPACT:** None

3. **CONTINUED APPLICATIONS – Public Hearings:** none

4. **APPLICATIONS DEEMED COMPLETE – Public Hearings:**

A. **MARY HITCHCOCK MEMORIAL HOSPITAL, 1 MEDICAL CENTER DRIVE (Tax Map 10, Lot 8), zoned MC:** Request for Site Plan Review of a proposed 5-story, +/-212,528 sq. ft. patient tower expansion within an existing medical center complex, together with associated site improvements. **#PB2019-37-SPR**

Sarah Welsch moved that the Lebanon Planning Board finds the application of **MARY HITCHCOCK MEMORIAL HOSPITAL, 1 MEDICAL CENTER DRIVE** for Site Plan Review, **#PB2019-37-SPR**, IS complete enough to accept jurisdiction and commence review.

The motion was seconded by Gregory Schwarz. The vote on the motion was 8-0.

Joan Moore arrived at 6:35 PM.

Tom Goins, DHMC VP of Facilities; Eric Gerade, PE; Jessica Stebbins, Architect; and Jason Plourde, Traffic Engineer appeared to speak on behalf of the proposal.

Mr. Goins noted that the Board had previously seen the plan, which included having the mechanical located on the roof and the top two floors a shell for growth in future.

Mr. Gerade indicated the addition would be located off the North Entrance of the existing hospital, with the addition becoming the new North Entrance. There would be a total of five stories, with the first floor as public space. The first phase would include two floors with 64 beds, and the two-floor

shell above available for an additional 64 beds. The drive and parking would stay as is, and there would be minimal impact to rest of the Medical Center. Every effort would be made to maintain trees and other greenery of the area.

Mr. Gerade noted the various reviews of the proposal. In addition to meeting with City Staff in July and the Planning Board in August for conceptual review and feedback, there were hospital staff review sessions, a State DOT traffic review, and a NHDES AoT (Alternation of Terrain) permit review. Construction is anticipated to begin in the Spring of 2020 with a two-year cycle. There is expected to be limited impact by construction vehicles on the north side. The same drive will be used for the new entrance and patient drop off with many site improvements. A separate site on the west side of the new building would be created for private ambulance pick up to separate it from patient pick up.

Mr. Gerade addressed a number of questions and concerns expressed by the Board members:

- The issue of the current towers looking into the new building would be mitigated using typography and landscaping.
- All utilities would be underground.
- Employees and construction workers would be using Lot 9 for parking with shuttle service during construction to maintain sufficient patient and visitor parking.
- The additional patient rooms are intended to shorten admission wait times.

In addition, Mr. Gerade noted that storm water, geotechnical, and soil were studied, as well as traffic, wetlands, and maintaining trees. An infiltration basin would be located next to the woods by the Loop Road and discharge under the road and into the woods. The State confirmed that the infiltration rate is acceptable.

Sean Sanger, Landscape Architect, Copley Wolff Design Group spoke regarding the landscape design. The plan is to integrate into the current site, saving as many trees as possible and providing views, greenspace, and light. It would tie into the meandering path that employees and others use. Columnar trees will be used with seasonal plantings for color. Separation with screening vegetation between the building and parking area is planned while maintaining safety and sightlines. Choices of plantings would be based on the weather, and a holiday tree will be planted in the driveway loop at the request of the Medical Center community.

Jessica Stebbins described the people-friendly features, which include a family lounge, a discharge lounge, and space for family members to stay with patients.

Jason Plourde gave a detailed explanation traffic counts and signals and the advantages of adaptive signals that adjust beyond automatic settings. The DOT traffic study, which includes 13 intersections with NH 120, Lahaye Drive, and Old Etna Road has not uncovered any concerns to date, but the study is not finished. Mr. Corwin noted that although it is a large project, there would not be a large traffic impact. In consideration of the other projects planned along Mt. Support Road, the DHMC project managers would coordinate with Staff to satisfy Condition #5 for a pedestrian improvement plan in light of traffic increases.

Matthew Hall moved that the Lebanon Planning Board **APPROVE** waivers for the application of **MARY HITCHCOCK MEMORIAL HOSPITAL, #PB2019-37-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 land surveyor licensed in New Hampshire
- Section 5.1.E.8 – requiring the plans to depict wetlands on the property shall be delineated by a NH Certified Wetlands Scientist
- Section 5.1.E.10 – requiring the plans to depict loading spaces and facilities used in connection with any structures on the site
- Section 5.1.E.13 – requiring a sign plan
- Section 5.1.E.15 – requiring the plans to show all calculations for square footage of perimeter landscaping

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

The Board members discussed the conditions for approval of the application. Condition #5 requiring the development of a traffic and pedestrian improvement plan was a primary focus given the significant changes coming for the Mt. Support area. Different projects would be coming online at different times. Mr. Corwin confirmed that it may become necessary to amend that condition. Mr. Brooks noted that a charrette was held years ago that considered traffic, improvements to transit, ped/bike issues, and some longer-term projects. Other ways of moving people, not just with cars, were discussed. The issues were complicated with many players involved. When asked about fire and emergency apparatus, Mr. Gerade stated that an area to get close to the west wing of the new tower was already included in the plans.

Several other items were noted by the Board members:

- Better signage is needed to indicate which entrance is better depending on where patients and visitors are going.
- Parking lot shading is important due to the creation of ozone by the sun on pavement. There is a question as to whether Lot 9 meets those standards.
- The list of feedback in a letter from Bill Young of the Hanover Ped/Bike Committee could be important to Condition #5.
- The upward curve of the overhang at the proposed North Entrance could collect snow.
- There is now substantial awareness that as many environmental and pedestrian considerations as possible should be included in the proposal.

Mr. Goins stated that the overhang at the new entrance is curved upward to keep vehicle fumes from pocketing by the entrance.

Mr. Vincent noted that the calculations for the allocation provided by the Hanover sewer system are being reviewed to ensure they are correct and include sufficient capacity for future expansion.

When asked if portions of the impact fee could be allocated to other funds for traffic mitigation, Mr. Brooks stated that the impact fee ordinance states that the funds are collected for specific purposes and can't be reallocated.

Chair Garland closed the Public Hearing

Matthew Hall moved that the Lebanon Planning Board **APPROVE** the application of **MARY HITCHCOCK MEMORIAL HOSPITAL** for Site Plan Review of a proposed 5-story, +/-212,528 sq. ft. patient tower expansion within an existing medical center complex, together with associated site

improvements located at **1 MEDICAL CENTER DRIVE (Tax Map 10, Lot 8), zoned MC, #PB2019-37-SPR**, as shown on a plan set titled “Patient Care Tower Expansion Project” prepared by VHB, date issued November 12, 2019, latest issue December 18, 2019, project #52590.00 (22 sheets), 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

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.
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 City Code Chapters 136 and 182.
3. The applicant shall address the comments set forth in the attached memo from Brian Vincent, P.E., dated January 6, 2020, to the satisfaction of the City Engineer.
4. The applicant shall provide a digital copy of the revised plan set and/or revised application materials depicting any changes made pursuant to Condition of Approval #3, to the satisfaction of the Planning & Development Department and the City Engineer. The digital copy shall use a PDF-A format for archival purposes.

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

5. The applicant shall be required to work with the City of Lebanon to develop a traffic and pedestrian improvement plan to help offset the anticipated increases in traffic and to accommodate the needs of employees living within walking and/or biking distance of the hospital. Consideration shall be given to the recommendations set forth in the undated letter to the Planning Board from Bill Young, Chair of the Hanover Bicycle and Pedestrian Committee. The improvement plan shall identify the scope of the project, projected costs, required agreements, required permits, the project timeline, and a delineation of the applicant’s responsibilities and share of the costs. The plan shall be submitted to and approved by the Planning Board prior to the issuance of a building permit. Prior to review by the Planning Board, the plan shall be submitted to the Lebanon Pedestrian and Bicyclist Committee for review and comment.
6. The development 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.
7. All water and sewer fees shall be paid as set forth in City Code Chapter 68.

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

8. The impact fee calculated pursuant to Condition of Approval #6 shall be paid.

9. All improvements depicted on the plan shall be completed, and shall be constructed as depicted on the plan.
10. The applicant shall obtain all required state approvals including but not limited to an Alteration of Terrain Permit from NH DES.
11. The applicant shall complete the traffic mitigation recommendations set forth in the Traffic Impact Study prepared by VHB, dated November 2019, and as outlined on pages 3-5 of the Traffic Study Executive Summary, received on December 18, 2019, to the satisfaction of the Reviewing Engineer and the Department of Public Works.

General Conditions

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

Ms. Monroe noted that the hospital has kept the proposal as green and healthy for patients as possible.

The motion was seconded by Sarah Welsch. The vote on the motion was 9-0.

- B. JOLIN SALAZAR-KISH, 8-10 & 14 BANK STREET (Tax Map 92, Lots 125 &124), zoned CBD:** Request for Site Plan Review of a proposed 47-unit multi-family residential development to consist of one existing building and two new buildings on two lots to be merged, together with associated site improvements. **#PB2019-39-SPR**

Postponed to February 10, 2020

5. NEW APPLICATIONS – Completeness Review and Public Hearings:

- A. ROCK RIDGE LEBANON LLC, OLD PINE TREE CEMETERY ROAD (Tax Map 74, Lot 3), zoned RL-2 and RL-3:** Request for an extension of time for completion of Phase 3 of the Rock Ridge development and to delay the requirement for a performance bond for Phase 3 until such time as the applicant notifies the City it will undertake active development of that phase. **#PB2019-32-EXT**

Barry Schuster, Esq. and property owner Todd Westhaver appeared to speak on behalf of the request.

Matthew Hall moved that the Lebanon Planning Board finds the application of **ROCK RIDGE LEBANON LLC**, #PB2019-32-EXT, for an extension of time for completion of Phase 3 of the Rock Ridge development **IS** complete enough to accept jurisdiction and commence review.

The motion was seconded by Joan Monroe. The vote on the motion was 9-0.

Atty. Schuster stated that some houses are already under contract in Phases 1 and 2. There are four changes to the “sold” homes in the presented plan due to new sales. There is a right-of-way issue with National Grid involving several lots in Phase 2 on the east side that are without power. A letter from the Fire Department regarding Rock Ridge was distributed. They are operating under a 2009 agreement with the City, and the City response has been positive. Mr. Corwin explained the details of

the 2011 extension situation, adding that the Board may consider the totality of the circumstances relating to the request.

Chair Garland suggested the Board members keep this project in mind when considering other timeframes for long-term projects.

Ms. Romano inquired about the planned condominiums. Mr. Westhaver stated that they can't build certain sections of condominiums due to the issue with National Grid.

There was no public comment.

Ms. Romano inquired if they could finish by December 2020. Mr. Westhaver stated that they would.

Matthew Hall moved that the Lebanon Planning Board **APPROVE** the application of **ROCK RIDGE LEBANON LLC**, #PB2019-32-EXT, for an extension of time for completion of Phase 3 of the Rock Ridge development (formerly Sleeper Village), a 140-unit Planned Unit Residential Development at Old Pine Tree Cemetery Road, Tax Map 74, Lot 3, in the RL-3 zone, as requested in an application submitted by Barry Schuster, Esq., on behalf of Rock Ridge Lebanon, LLC, received October 28, 2019, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

1. The applicant shall be required to complete Phase 3 site improvements by December 1, 2020 pursuant to all applicable conditions of all of the Planning Board's Notices of Action for the Rock Ridge (f/k/a Sleeper Village) development, including but not limited to, the original Subdivision and Conditional Use approval dated July 7, 2005 and the Notice of Partial Suspension of Final Subdivision Approval dated January 26, 2009.
2. The performance security for all required Phase 3 infrastructure improvements shall be in place prior to commencement of any site work in that phase. The applicant shall execute a new Performance Bond/Security Agreement to accompany the performance security.
3. A "Removal of Hold" document for Phase 3, approved by the City's attorney, shall be executed by the Planning Board Chair and recorded in the Registry of Deeds prior to the commencement of any site work and prior to the sale or transfer of any lots or units within Phase 3.
4. Prior to the start of construction activities for Phase 3, the applicant shall address all questions and comments from the NHDES in a letter to the City of Lebanon dated September 12, 2017 and a memorandum from Assistant City Engineer to Peter Bull dated September 22, 2017 to the satisfaction of the Department of Public Works.
5. The applicant shall execute a new Water and Sewer Extension and Inspection Agreement in accordance with Chapter 136 and 182 of the City Code and Section 14 of the Subdivision Regulations for Phase 3 of the development.
6. Prior to the start of any construction activities in Phase 3 for which construction inspection is required pursuant to this decision, or any applicable ordinance or code, the City shall retain the services of an independent third-party inspector, for which the applicant shall be responsible for all inspection fees related to construction and installation of roadways, sidewalks, water and sewer utilities, storm drainage systems, and erosion control, in accordance with Chapter 136 and 182 of the City Code and Section 14 of the Subdivision Regulations. The applicant shall provide funding for inspection services in a form acceptable to the City. As-built drawings provided by the applicant (using the NH State Plane Coordinate system), including tie sheets and Northing and Easting coordinates and elevations of underground utilities, and third-party engineer

inspection reports shall be reviewed and approved by the City Engineer, prior to acceptance of any utility improvements by the City, and all such Inspection reports shall be made available to the applicant, upon request.

The motion was seconded by Sarah Welsch. The vote on the motion was 9-0.

B. MASCOMA LAKE FARM, LLC, 0 DARTMOUTH COLLEGE HIGHWAY (Tax Map 56, Lot 16) and 571 DARTMOUTH COLLEGE HIGHWAY (Tax Map 56, Lot 3), zoned RL-1, RL-2, and RL-3: Request for a Boundary Line Adjustment. #PB2019-30-BLA

Sarah Welsch moved that the Lebanon Planning Board finds the application of **MASCOMA LAKE FARM, LLC** for a Boundary Line Adjustment, #PB2019-30-BLA, **IS** complete enough to accept jurisdiction and commence review.

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

Dan Nash, Advanced Geomatics & Design appeared on behalf of the application.

Mr. Nash explained that this was to be a 6-lot subdivision, but the original planned road is going away. The boundary line adjustment will create a 50-foot strip for all properties to access Route 4. The barn and farmhouse will be a separate lot. The adjustment would add frontage to the larger property only to create a driveway.

Matthew Hall moved that the Lebanon Planning Board **APPROVE** the application of **MASCOMA LAKE FARM, LLC**, #PB2019-30-BLA, for a Boundary Line Adjustment of lands located at 0 Dartmouth College Highway (Tax Map 56, Lot 16) and 571 Dartmouth College Highway (Tax Map 56, Lot 3), as shown on a plat titled “Lot Line Adjustment in Lebanon, Grafton County, New Hampshire for Mascoma Lake Farm, LLC”, prepared by Rose Land Surveying, dated December 3, 2019, Drawing No. 11024-LLA, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

1. Prior to the signing and recording of the final plat, the applicant shall provide a revised plat depicting the following changes to the satisfaction of the Planning & Development Department:
 - a) Adjust the site location map to show the original boundaries of the subject lots and adjacent lots. (Section 8.2.A.6)
 - b) The date of the completion of the survey. (Section 8.2.A.7)
 - c) Identify the areas of the altered lots and the portion of Tax Map 56, Lot 3 to be added to Tax Map 56, Lot 16 in square feet and acres. (Section 8.2.A.7)
 - d) Revise Note #9 to indicate the purpose of the plat is to provide Tax Map 56, Lot 16 with frontage on NH Route 4 (as the lot already has frontage on a public street).
2. Prior to the signing and recording of the final plat, the applicant shall provide digital record drawings to the Planning & Development Department (PDF-A and Cad .dwg Format using NH State Plane Coordinate system).

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

Matthew Hall moved that the Lebanon Planning Board authorizes the Chair to sign the plat for **MASCOMA LAKE FARM, LLC**, #PB2019-30-BLA, for a Boundary Line Adjustment of lands located at 0 Dartmouth College Highway (Tax Map 56, Lot 16) and 571 Dartmouth College Highway (Tax Map 56, Lot 3), as shown on a plat titled “Lot Line Adjustment in Lebanon, Grafton County, New Hampshire for Mascoma Lake Farm, LLC”, prepared by Rose Land Surveying, dated December 3, 2019, Drawing No. 11024-LLA, as such plan may be amended in accordance with the Board’s approval dated January 13, 2020.

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

C. MASCOMA LAKE FARM, LLC, 571 DARTMOUTH COLLEGE HIGHWAY (Tax Map 56, Lot 3), zoned RL-1, RL-2 and RL-3: Request for a proposed 3-lot Minor Subdivision. #PB2019-27-MIN

Sarah Welsch moved that the Lebanon Planning Board finds the application of **MASCOMA LAKE FARM, LLC** for a Minor Subdivision, #PB2019-27-MIN, **IS** complete enough to accept jurisdiction and commence review.

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

Mr. Nash described the changes to the three proposed lots. Mr. Corwin explained the requested waivers and stated that Staff has no objections to the waivers. He also explained the conditions.

When asked about the rationale for creating two three-acre lots rather than one six-acre lot including the very large barn, Mr. Nash stated that it was the decision of the owner of the property, and there are many uses for a large barn. An approved septic is required, and the lot numbers have changed.

Sarah Welsch moved that the Lebanon Planning Board **APPROVE** waivers for the application of **MASCOMA LAKE FARM, LLC** for a Minor Subdivision, #PB2019-27-MIN, from the following sections of the Subdivision Regulations:

- Section 9.5.A.7 – requiring wetlands to be delineated by a Certified Wetlands Scientist, whose seal and signature shall appear on the plat
- Section 9.5.C.2 – requiring soil tests in compliance with the requirements of Section 13.4

The motion was seconded by Tom Martz. The vote on the motion was 9-0.

Ms. Welsch stated that the Heritage Commission has been in discussion about celebrating Lebanon’s African American history and this property is known as the Pinnick House. Due to its historic status, the barn’s exterior cannot be changed, but the interior can be used for anything. Rebecca Owens is familiar with the plans and can be contacted for more information. Lot 2 will be sold as is. It is part of the history of the City.

Chair Garland closed the Public Hearing.

Matthew Hall moved that the Lebanon Planning Board **APPROVE** the application of **MASCOMA LAKE FARM, LLC**, #PB2019-27-MIN, for a 3-lot Minor Subdivision of **571 DARTMOUTH COLLEGE HIGHWAY (Tax Map 56, Lot 3)**, as shown on a plat titled “Subdivision Survey in Lebanon, Grafton County, New Hampshire for Mascoma Lake Farm, LLC”, prepared by Rose Land Surveying, dated April 28, 2012, last revised December 3, 2019, Drawing No. 11024-SU4, including any and all submissions and testimony provided for and during the public hearing, with the following conditions:

Conditions to be Satisfied Prior to the Signing and Recording of the Plat

1. The applicant shall provide a revised plat depicting the following changes to the satisfaction of the Planning & Development Department:
 - a. The date of the completion of the survey. (Section 9.5.A.5)
 - b. Delineate natural features including wooded areas and fields. (Section 9.5.A.7)
 - c. Revise map reference 10 (the proposed boundary line adjustment, #PB2019-30-BLA) to identify date of Planning Board approval and the intent to record prior to recording the minor subdivision plat.
 - d. Remove the building envelope from Lot 3 and remove note 12.
 - e. Revise note 11 to update the “Lot 7” reference.
2. The applicant shall provide a digital record drawing (Cad .dwg format using NH State Plane Coordinate system or an alternative approved by the City’s GIS Coordinator).
3. Subdivision approval from the New Hampshire Department of Environmental Services shall be obtained and a copy of such approval shall be provided to the Planning & Development Department. (Section 9.5.C.2)
4. Access driveways to NH Route 4 shall be approved by the New Hampshire Department of Transportation (NHDOT) and a copy of such approval shall be provided to the Planning & Development Department. (Section 9.5.C.3)

General Conditions

5. Future development on the new lots 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, and such fees shall be due and payable at the time of issuance of a Certificate of Occupancy. 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.

The motion was seconded by Tom Martz. The vote on the motion was 9-0.

Matthew Hall moved that the Lebanon Planning Board authorizes the Chair to sign the plat for **MASCOMA LAKE FARM, LLC**, #PB2019-27-MIN, for a 3-lot Minor Subdivision of **571**

DARTMOUTH COLLEGE HIGHWAY (Tax Map 56, Lot 3), as shown on a plat titled “Subdivision Survey in Lebanon, Grafton County, New Hampshire for Mascoma Lake Farm, LLC”, prepared by Rose Land Surveying, dated April 28, 2012, last revised December 3, 2019, Drawing No. 11024-SU4, as such plan may be amended in accordance with the Board’s approval dated January 13, 2020.

The motion was seconded by Sarah Welsch. The vote on the motion was 9-0.

6. OTHER BUSINESS:

A. DARTMOUTH COLLEGE TRUSTEES, 401 MOUNT SUPPORT ROAD (Tax Map 24, Lot 2), zoned R-1, R-3, RL-3: Conceptual review per Section 4.3 of the Site Plan Review Regulations of a proposed multi-family complex with associated parking, utilities, landscaping and access improvements. #PB2020-01-CON

Kristina Vagen of Michaels Student Living and David Fenstermacher of VHB appeared for the review along with Daniel Justynski from Dartmouth College, North Sturtevant of JSA Inc., and Architect Bill Hastings.

Ms. Vagen stated that they are developing housing for Dartmouth College that would be affordable to graduate students, DHMC faculty, and medical students.

Mr. Fenstermacher described the 53-acre property on Mt. Support Road of which 18 acres are being planned for development. The larger property includes a wildlife corridor, wetlands, and trails. A number of studies have been conducted, and new traffic counts are being taken with school in session. They are focusing on connections with the natural environment. Residents will use shuttles to campus with bus shelters for inclement weather. Garage spaces would be available for rent, and there will be a central clubhouse. The mid-value wetland is incorporated into the design.

Ms. Vagen noted that they would survey student focus groups. Mr. Fenstermacher added that each of four buildings would have four stories with 1- and 2-bedroom apartments with 4-bedroom units on the ends of each building. Ms. Vagen stated that they are meeting requirements for parking for 316 units with 620 beds by providing 608 parking spaces with 100 covered spaces for rent.

Chair Garland observed that there is a lot happening on that one road, and it is important to coordinate with other developers regarding traffic, transportation, and pedestrians. Mr. Fenstermacher stated that the driveways will be directly opposite each other to coordinate turning in and out of both projects.

Matthew Hall moved to extend the meeting to 9:45 PM.

Seconded by Kathie Romano.

The vote on the motion was 9-0.

Mr. Fenstermacher confirmed a number of items for Board members:

- There would be some manner of traffic control based upon the traffic study.
- Trash would be centrally located within the buildings and compacted.
- One elevator would be in each building with stairs on each end.
- There is sufficient space available for snow storage.
- Turn lanes would be provided at the entrance.
- There would be connections to trails with spaces available for public parking and public access.

One member suggested that the trail may need to be moved in relation to the wildlife corridor, and the overflow parking lot should be eliminated to protect the wetland. Attention needs to be paid to the retention ponds and wetlands. Ms. Vagen agreed they would look into that.

Chair Garland invited public comment.

Councilor Erling Heistad noted that they would be meeting about the wetlands and ped/bike issues.

Mr. Hastings discussed scheduling and inquired if they could do the subdivision and site plan processes together. Mr. Brooks stated that a major subdivision would require additional steps and thoroughness to accelerate the timeline.

7. APPROVAL OF MINUTES:

A. December 9, 2019 Regular Meeting

Page 4, lines 9-10, to read, "...would be two units upstairs and two down and each with its own entrance."

Matthew Hall moved to approve the minutes of December 9, 2019 as amended.

Seconded by Joan Monroe.

**The vote on the MOTION was 9-0.*

8. OTHER BUSINESS:

Mr. Brooks stated that in addition to election of officers at the January work session, there would be two public hearings related to amendments regarding downtown design and the water and sewer application process. There will also be an introduction to the 2021 CIP process.

9. ADJOURNMENT:

Matthew Hall moved to adjourn the meeting.

Seconded by Tom Martz.

The vote on the MOTION was 9 -0.

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Holly Howes
Recording Secretary