

FINAL

**LEBANON PLANNING BOARD**  
**REGULAR MEETING**  
**Monday, August 24, 2020 – 6:30 pm**  
**Remote Via Microsoft Teams**  
**[LebanonNH.gov/Live](http://LebanonNH.gov/Live)**

**ROLL CALL OF**

**MEMBERS PRESENT:** Bruce Garland (Chair), Matthew Hall (Vice-Chair), Jim Winny (Council Representative), Tom Martz, Joan Monroe, Kathie Romano, Laurel Stavis, Kim Chewning, Jeremy Rutter, and Gregorio Amaro (Alt.)

**MEMBERS ABSENT:** None

**STAFF PRESENT:** David Brooks (Planning Director), Tim Corwin (Senior Planner)

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

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

Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams. All members identified themselves.

**2. STUDY ITEMS:**

**A.** Presentation by the NH Municipal Association on “Planning Board Basics”

Stephen Buckley, Legal Services Council for the NH Municipal Association and land use expert, gave a presentation on Planning Board Basics. He introduced the NHOSI Handbook for Planning Boards and provided the download information. The topics covered were:

- **Right to Know Law and Public Meetings**
  - Requires notice, minutes, and public access
  - Work sessions are public meetings
  - Attorney consultations may be non-meetings or voted non-public sessions
  - Caution must be employed that no multi-member discussions occur, whether in person or online, outside a noticed meeting
  - Site Walks are public meetings with minutes and members of the public may attend
- **Conflict of Interest and Disqualification**
  - A personal or pecuniary interest requires disqualification
  - Reasons for recusal
  - Disclosure of circumstances
  - Advisory vote by the Board
- **Planning Board Statutes – Related Sections of RSA 674**
  - Master Plan
  - Capital Improvement Program
  - Subdivision Regulations
  - Site Plan Regulations
  - Workforce Housing
  - Scattered and Premature Development
  - Merged Lots
  - Governmental Uses of Land

- Offsite Exactions
- **Organization and Procedures**
  - Membership Requirements
  - Meeting Requirements
  - Rules of Procedure
  - Timelines for Decisions
  - Waiver of Regulations
  - Housing Appeals Board

Atty. Buckley addressed the Board members' questions and clarified a number of requirements.

New members Kim Chewning and Jeremy Rutter introduced themselves.

**B. Continued Discussion Re: Proposed Technical Review Committee for Minor Site Plan Review**

Mr. Corwin described the makeup, purpose, and goals of the proposed committee. The Board members and Staff discussed the possibilities for the committee.

**3. COMMITTEE REPORTS:**

**A. Planning Board Subcommittees:**

- a. Planning Board Capital Improvement Program (T. Martz/**VACANT**/ B. Garland/L. Stavis)

Mr. Martz stated that the process for the committee was very interesting. Mr. Brooks added that the report is tentatively scheduled to come before the full Board at the September 14, 2020 meeting.

- b. Planning Board Development Regulations Update (M. Hall/K. Romano/T. Martz/ J. Monroe)

**B. City Council Subcommittees:**

- a. Class VI Roads Advisory Committee (J. Monroe)  
Class VI Roads is addressing the remaining list of properties without conclusions.
- b. Lebanon Energy Advisory Committee (J. Monroe)

An electric car charging station for the center of Lebanon has been tabled.

**C. City Council Representative (J. Winny/K. Liot Hill)**

**D. Heritage Commission (**VACANT**)**

**E. Pedestrian & Bicyclist Advisory Committee (T. Martz)**

**F. Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/L. Stavis)**

**G. UV Sub-Committee of the Connecticut River Joint Commissions (B. Garland)**

**H. Upper Valley Transportation Management Association (**VACANT**)**

**I. Mascoma River Local Advisory Committee (K. Romano)**

**J. Steering Committee for the Implementation of the Master Plan (B. Garland/T. Martz/**VACANT**/J. Monroe)**

**K. Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)**

Mr. Brooks noted that there are vacancies on the subcommittees that the new members may consider filling. The City Council created a new committee as the West Lebanon Revitalization Advisory Committee to address a number of concerns resulting from the W. Lebanon charrette process.

**4. APPROVAL OF MINUTES:**

**A.** July 13, 2020

Page 9, line 32 - change Mr. Winny to Ms. Hill

**B.** July 27, 2020

Page 3, line 42 – to read, “...moving to the Upper Valley...”

**C.** July 29, 2020

As presented

**D.** August 10, 2020

Page 5, line 45 – remove “Heater Landing”

*A MOTION by Tom Martz to approve the July 13, July 27, July 29, and August 10, 2020 Minutes as amended.*

*Seconded by Joan Monroe.*

*Roll Call Vote:*

*Voting in Favor – Mr. Garland, Mr.Hall, Mr. Winny, Ms. Monroe, Ms. Stavis, Ms. Romano, Mr. Martz, Mr. Rutter, Ms. Chewing*

*\*The Motion was approved (9-0)*

**5. OTHER BUSINESS:**

**6. ADJOURNMENT:**

*A MOTION by Matthew Hall to adjourn the meeting.*

*Seconded by Joan Monroe.*

*Roll Call Vote:*

*Voting in Favor – Mr. Garland, Mr.Hall, Mr. Winny, Ms. Monroe, Ms. Stavis, Ms. Romano, Mr. Martz, Mr. Rutter, Ms. Chewing*

*\*The MOTION was approved (9-0).*

The meeting was adjourned at 9:23 PM.

Respectfully submitted,

*Lebanon Planning Board, Minutes, August 24, 2020*

Holly Howes,  
Recording Secretary