



**LEBANON ECONOMIC DEVELOPMENT COMMISSION  
MAY 14, 2025 - 4:00 PM  
MEETING ROOM #1, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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**1. Call to Order**

The May 14, 2025 Economic Development Commission meeting is hereby called to order.

**2. Approval of Minutes**

A. January 22, 2025

**3. New Business**

- A. Review of Proposed Northern Lebanon Environmental Overlay District Zoning Amendment
- B. Redevelopment of West Lebanon Main Street Properties

**4. Future Agenda Items**

**5. Next Meeting Date**

A. June \_\_\_\_\_, 2025

**6. Other Business**

**7. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://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 City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**ECONOMIC DEVELOPMENT COMMISSION  
WEDNESDAY, JANUARY 22, 2025 – 4:00PM  
Council Chambers – City Hall – or remote via Virtual Platform  
MINUTES**

**EDC MEMBERS PRESENT:** David Newlove (Chair), Chip Brown, Councilor Karen Liot Hill (Vice Chair), Andrew Key, Dean Cashman

**EDC MEMBERS ABSENT:** Councilor Doug Whittlesey, Dan Nash, Tracy Hutchins (Upper Valley Business Alliance)

**STAFF PRESENT:** Deputy City Manager David Brooks

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1  
2 **1. CALL TO ORDER:**

- 3     • The January 22, 2025, Economic Development Commission meeting was called to order at 4:00pm.  
4

5 **2. APPROVAL OF MINUTES:**

- 6     A. October 16, 2024  
7

8 *Motion by Councilor Liot Hill to approve the meeting minutes of October 16, 2024, as presented.*

9 *Second by Mr. Brown.*

10 *\*The Vote on the MOTION was approved (5-0).*  
11

12 **3. NEW BUSINESS:**

- 13     A. Update on 20 Spencer Street Redevelopment Project  
14

15 Mr. Brooks explained that The Muse Lebanon project did not get funded through the New Hampshire Housing  
16 Finance Authority. The funding for this round was very competitive and several applicants contested and appealed  
17 their scoring. The New Hampshire Housing Finance Authority has been going through the process of meeting with  
18 each of those applicants and this process should be complete by the end of January. The scoring for The Muse  
19 Lebanon project is known, but it is unclear how it stands compared to the other applications received. It appears that  
20 all of the projects that were funded were returning applicants. Ways to strategize moving forward will be considered  
21 prior to the next round of capital subsidy funding, which will likely occur in October 2025. There could also be  
22 consideration into pursuing a different development approach which would significantly reduce the number of units  
23 for the site. The current plan is to move forward with the next round of capital subsidy funding with the 80 unit  
24 project which was previously approved by the Planning Board. If the project does not receive funding in the next  
25 round, the project could then be reconfigured to require less or no capital subsidy.  
26

27 There was discussion regarding changing these units to market rate instead in order to get something on the tax roll  
28 for the City. Mr. Brooks stated that the project, as proposed, will pay taxes. Mr. Brown suggested that the  
29 Commission wait to see how the project's scoring stands and then consider the proposed tax benefit in terms of  
30 considering a different approach for the project.  
31

- 32     B. Update on Downtown Parking Lot Redevelopment Study  
33

34 Mr. Brooks explained that the next community conversation is scheduled for Wednesday, February 12<sup>th</sup> in the  
35 Council Chambers. Based on guidance from the EDC and Downtown Lebanon TIF Advisory Board at a meeting on  
36 December 11<sup>th</sup>, effort is being put toward fine-tuning Option 1, which is to keep the area as a parking lot and make  
37 certain improvements. Option 2, the riverfront park, and Option 3, which includes some development will also be  
38 further refined. The fourth option is the only one that generates a surplus, while all the others include costs.  
39 However, little to no additional time will be spent refining Option 4. Staff is seeking an engineering assessment of  
40 the retaining wall, the guardrail, and the drainage outfall at the river to obtain an estimate of what it will cost to fix  
41 these items. Staff is also seeking an estimate of what it may cost to get rid of the wall and slope the parking lot in a  
42 single grade so that there is not a continued retaining wall issue. Hopefully, this information will be provided ahead  
43 of the February 12<sup>th</sup> meeting and then presented to the City Council in April.  
44

- 45     C. Master Plan, Chapter 6, Economic Development, Review and Update

1  
2 Mr. Brooks stated that, if the Commission is satisfied with the revisions to Chapter 6, it could bring it before the  
3 Planning Board. The Planning Board could then consider scheduling a public hearing and adopting the Chapter as a  
4 revised portion of the Master Plan.  
5

6 *Motion by Mr. Brown that the Commission is satisfied with the revisions to Chapter 6 as proposed, and to move*  
7 *them forward to the Planning Board for inclusion into the Master Plan.*

8 *Second by Mr. Key.*

9 *\*The Vote on the MOTION was approved (5-0).*  
10

11 **4. FUTURE AGENDA ITEMS:**  
12

13 Mr. Brooks stated that there is an ongoing action to bring the Strategic Plan up to date. There will be three upcoming  
14 public sessions on this topic – next Tuesday (28<sup>th</sup>), Thursday (30<sup>th</sup>), and the following Thursday (February 6<sup>th</sup>). The  
15 City Council will have a discussion on this topic in February. As the Strategic Plan is a guiding document for the  
16 budget, this conversation will be a kickoff toward the budget process for the year. The Strategic Plan outlines which  
17 actions the City will prioritize for completion this year. The Strategic Plan will be a topic of discussion at the  
18 Commission’s February meeting  
19

20 **5. NEXT MEETING DATE:**

21 A. February 24, 2025  
22

23 The Commission agreed to meet on February 24<sup>th</sup>, March 24<sup>th</sup>, and April 28<sup>th</sup> and then revisit schedules to determine  
24 the best meeting dates going forward.  
25

26 **6. OTHER BUSINESS**  
27

28 None at this time.  
29

30 **7. ADJOURNMENT.**  
31

32 *Motion by Mr. Key to adjourn the meeting.*

33 *Second by Mr. Brown.*

34 *\* The Vote on the MOTION was approved (5-0).*  
35

36 *The meeting was adjourned at 4:44PM.*  
37

38 Respectfully submitted,  
39 Kristan Patenaude

**Agenda  
Lebanon City Council  
April 16, 2025**

**10. New Business:**

**10.C – Discussion of Potential Amendment to the Lebanon Zoning Ordinance  
to Establish a Northern Lebanon Environmental Overlay District**

**Background**

On March 19, 2025, the City Council paused consideration of various zoning amendments associated with the Route 120 Corridor and the North Lebanon Community Plan to give the Planning & Development Department time to provide additional notice and to conduct community outreach and engagement about the proposed zoning amendments with potentially affected property owners in the corridor. The pause in considering the zoning amendments also allowed the Planning Board and Conservation Commission to work jointly with Planning Department staff on language for a proposed “Northern Lebanon Environmental Overlay District”, which is another recommendation of the North Lebanon Community Plan.

Over the last several weeks, the Planning & Development Department and the City Engineer have worked with the Chairs and Vice Chairs of the Planning Board and Conservation Commission to develop a proposed Overlay District for the Council’s review and consideration. The enclosed memorandum from the Planning & Development Department summarizes the effort to develop the draft map and overlay district language.

The memo also outlines a proposed schedule in the event the City Council decides to move the proposed overlay district forward for review and comment by legal counsel and the land use boards pursuant to Section 1000 of the Zoning Ordinance. As proposed, the review schedule would allow the Northern Lebanon Environmental Overlay District to catch up with the remaining Route 120 corridor zoning amendments for a comprehensive public hearing to be scheduled in June.

**Action**

*If the Council decides to move forward with the proposed amendment request, the following motion is offered for consideration:*

***MOVED, that the Lebanon City Council, in accordance with City of Lebanon Zoning Ordinance, Article X, Section 1000.3, Amendment Procedures, submits the proposed zoning amendment for a new Section 411, Northern Lebanon Environmental Overlay District, as presented in the April 16, 2025 City Council Agenda Packet, to the Planning Board, Zoning Board of Adjustment, and Conservation Commission for their review and comment. The City Council hereby sets the following tentative review schedule:***

***City Council Decision to Proceed: April 16, 2025  
Legal Review: by May 1, 2025  
Zoning Board of Adjustment: May 5, 2025  
Conservation Commission: May 8, 2025  
Planning Board: May 27, 2025  
City Council Setting Public Hearing: June 4, 2025  
City Council Public Hearing: June 18, 2025***

Included In This Section:

1. April 7, 2025 Memorandum from Planning & Development Department RE: 2024-2025 Proposed Zoning Amendment for Northern Lebanon Environmental Overlay



## CITY OF LEBANON ~ PLANNING & DEVELOPMENT

### MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Planning and Development Department Staff

**RE:** 2024-2025 Proposed Zoning Amendment for Northern Lebanon Environmental Overlay

**DATE:** April 7, 2025

During the Council discussion of the Route 120 / Northern Lebanon Zoning Amendments at the Feb 19<sup>th</sup> City Council public hearing, the City Council indicated that they were interested in concurrently moving forward the proposed zoning map amendments and the environmental overlay amendments. At the same meeting a portion of the Centerra map amendments were passed. Due to a possible notice issue Staff recommended re-noticing the entire zoning map amendment package. Given Council's desire to concurrently consider the Environmental Overlay along with Zoning map amendments it was agreed to delay consideration of the entire plan to June 18<sup>th</sup> 2025. During the pause Staff and the leadership of the Conservation Commission and Planning Board have developed a recommendation for The Northern Lebanon Environmental Overlay for Council's consideration, attached.

Should the Council choose to proceed a motion to send the Northern Lebanon Environmental Overlay for comment to the Zoning Board, Planning Board and Conservation Commission for comment. The proposed schedule is attached.

#### **Conservation Commission Timeline:**

As of the Council meeting on Feb 19<sup>th</sup>, the Conservation Commission had not found the agenda time to begin developing the first draft of a proposed "Northern Lebanon Environmental Overlay" district. November's meeting was consumed with beginning the analysis of the Route 120 study's recommendations; December's agenda was consumed with a wetland's application and initial consideration of the zoning amendments; and January's regular and special meetings were consumed with analysis of the proposed zoning amendments and developing recommendations for the ballot amendments. February's agenda was consumed with further analysis of the remaining council amendments. In total, the Conservation Commission consumed nearly 9 hours of agenda time over four meetings discussing the zoning amendments before City Council.

#### **Chair's Advisory Group:**

The City Council continued the consideration of the Map Amendments until further information could be developed concerning the schedule for the Northern Lebanon Environmental Overlay. Immediately following the continuance, the Chair and Vice Chair of the Planning Board suggested assembling a Chair's working group to develop a draft map and language with the Conservation Commission's Chair and Vice Chair. The Planning Chair and Vice-Chair are keenly interested in seeing the Route 120 / Northern Lebanon study yield results, most specifically in the area of housing opportunities within the corridor in addition to the larger environmental and social aspects of the study. On March 4<sup>th</sup> the Chairs of both the Planning Board and the Conservation Commission met with Mark Goodwin – Conservation Staff and Nathan Reichert – Planning Board Staff to establish the following schedule below along with a scope of topics for the group to discuss. Further advisory was made by Tim Corwin – Deputy Planning Director and Planning Board Staff and Brian Vincent City Engineer and Planning Board Staff.

#### **Topics Considered:**

1. **Overlay Map** – The Overlay Map is designed to contain environmental enhancements that will apply to unique environmental, natural resource and topographic features of the Northern Lebanon area.

2. **Wildlife Crossing Corridor** – The Overlay shall provide enhanced protections for maintaining the integrity of the Wildlife Crossing Corridor that has been identified in previous studies. Specific recommendations are under development.
  - a. A policy example may be to limit fencing in the overlay to prevent blocking off passage routes for animals.
3. **Steep Slopes** – Enhancing the steep slopes protections to include all lands within the overlay irrespective of current zoning. Steep slopes currently protect areas with a grade greater than 25% only within the RL-3 Zoning District.
4. **Wetlands** – Potential enhancements to the already protected wetlands in the proposed map are included in the discussion. There are various levels of wetlands in the overlay: “High Value Wetlands” already enjoy a heightened level of protection that eliminates nearly all development or improvements within a buffer around them. All wetlands are currently protected with permitting requirements at the local level and the state level depending on the nature of the proposed work. The largest area of wetlands in the area are considered low-quality wetlands and were not granted additional protections in the 2012 action that protected High and Very High-quality wetlands.
5. **Conservation Land Buffers** – A discussion of and recommendations concerning the possible enhancement of Conservation Land Buffers.

**The Chair’s Workgroup consists of the following members:**

Planning Board Chair Andrew Faunce  
Planning Board Vice-Chair Richard Ford-Burley  
Conservation Commission Chair Sarah Riley  
Conservation Commission Vice-Chair Bruce James  
Mark Goodwin – Conservation Commission Staff  
Nathan Reichert – Planning Board Staff  
Tim Corwin – Planning Board Staff  
Brian Vincent – Planning Boards Staff / City Engineer

**Policy Development Schedule:**

1. Tuesday March 18th – Chair’s Working Group 2:30-4:30 City Hall
2. Tuesday March 25th – Chair’s Working Group 2:30-4:30 City Hall
3. Wednesday April 2nd – Chair’s Working Group 2:30-4:30 City Hall
4. Monday April 7th – Chair’s Work Group Draft to City Manager’s Office
5. Wednesday April 16th – City Council Orders Board Consideration and motion for further review by Land Use Boards.
  - a. Agenda Packet Deadline – April 7<sup>th</sup>
6. Monday May 5th – Zoning Board Consideration
  - a. Agenda Packet Deadline – April 28<sup>th</sup>
7. Legal Counsel Review - Due May 1<sup>st</sup>
8. Thursday May 8th – Conservation Commission Consideration
  - a. Agenda Packet Deadline – May 1<sup>st</sup>
9. Tuesday May 27th – Planning Board Consideration
  - a. Agenda Packet Deadline – May 19<sup>th</sup>
10. TBD May 2025 – Neighborhood meeting with Centerra / Alteria and Neighborhood business.
11. TBD May 2025 – Neighborhood meeting Discussing Proposals
12. Weds June 4th – Council Orders Public Hearing
  - a. Agenda Packet Deadline – May 26<sup>th</sup>
13. Thursday June 5<sup>th</sup> - Mail Legal Notice to Abutters
14. Weds June 18th – Council Public Hearing Possible Passage
  - a. Agenda Packet Deadline – June 9<sup>th</sup>

**Recommendations**

City staff recommends that the Council move forward with the schedule proposed above. This will allow for the City’s Land Use Boards and the public to provide feedback on the proposed amendment. Following the public hearing, the amendment to Section 411 may be adopted by the City Council per Section 1000.3.D of the Zoning Ordinance.

**Attachments**

1. Draft Ordinance: Section 411
2. Map showing Environmentally Sensitive areas in the North Lebanon Study Area and the proposed Wildlife Corridor as agreed on by the Working Group.



# CITY OF LEBANON ~ PLANNING & DEVELOPMENT

## MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Planning and Development Department Staff  
**RE:** 2024-2025 Proposed Zoning Amendment for Northern Lebanon Environmental Overlay  
**DATE:** April 7, 2025

The Following is a draft proposal for the Northern Lebanon Environmental Overlay District:

1 SECTION 411 Northern Lebanon Environmental Overlay District

2  
3 411.1 Purposes.

4 The purposes of the Northern Lebanon Environmental Overlay District are to:

- 5 A. In the face of increasing interaction with humans and human development in Northern Lebanon,  
6 preserve the watershed and wetlands of the Northern Lebanon ecosystem, including the flow of  
7 water from upland to wetland, and encourage the protection of high-quality wetlands located in  
8 the Northern Lebanon ecosystem, which require naturally vegetated buffers for the integrity of  
9 their ecosystems. These provide flood protection and mitigation, recharge groundwater supply,  
10 augment stream flow during dry periods, provide wildlife habitat, and enhance water quality, all of  
11 which are either important or essential for human well-being and economic stability.
- 12 B. Preserve and protect the integrity of the wildlife corridor and crossings that connect otherwise  
13 fragmented habitats in the Northern Lebanon ecosystem, as well as preserving and maintaining  
14 interconnected wildlife habitats for native flora and fauna more generally. Doing so is vital for  
15 enabling wildlife movement, promoting genetic diversity in wildlife populations, and maintaining the  
16 biodiversity and ecological health of the region, and furthermore prevents the need for investment  
17 in expensive restoration measures in the future.
- 18 C. Preserve and protect the integrity of the steep slopes in Northern Lebanon. Development on such  
19 slopes disturbs vital and fragile ecosystems and causes expensive negative impacts such as soil  
20 erosion and stream sedimentation; unnecessary loss of vegetative ground cover and destruction  
21 of trees; on-site waste disposal problems; difficult street construction; and frequent street  
22 maintenance.
- 23 D. Preserve, protect, and enhance scenic, scientific, and educational values associated with the  
24 conservation lands within Northern Lebanon. Conservation lands are a vital part of the character of  
25 the City of Lebanon and should be preserved for the present and future generations.

26  
27 411.2 Description of Northern Lebanon Environmental Overlay District.

28 The Northern Lebanon Environmental Overlay District includes all areas as depicted on the Official  
29 Lebanon GIS system map.

30  
31 411.3 Permitted Uses.

32 Uses permitted on the respective use tables of the underlying zoning district which overlap with (a) the  
33 1000' wildlife corridor, (b) wetlands or a 100' buffer around wetlands (as defined by DES standards and to  
34 the satisfaction of the Zoning Official), and/or (c) the steep slopes shall be permitted only with the  
35 concurrent approval of a Northern Lebanon Environmental Overlay Conditional Use Permit by the  
36 Planning Board.

37  
38 411.4 Accessory structures and minor expansions.

39 An accessory structure or building addition with a footprint up to a cumulative 500 square feet may be  
40 administratively approved by the Zoning Official upon demonstration by the applicant that the project  
41 meets the Conditional Use Permit criteria set forth in Section 411.5. If in the event that the Zoning Official  
42 cannot determine that the proposed addition of use or structure meets the Conditional Use Permit criteria,  
43 then the applicant shall make a complete application to the Planning Board for the Board's consideration.  
44

45 411.5 Conditional Use Permit.

46 In passing upon any application for a Conditional Use Permit, the Planning Board shall make each of the  
47 following findings:

- 48 A. The proposed project does not have an adverse impact on the free movement of wildlife through  
49 the corridor.
- 50 B. The proposed project does not create a hazard or nuisance to the wildlife corridor, wildlife  
51 crossings, wetlands, vernal pools, steep slopes, or essential ecosystem inter-conductivity within  
52 the Northern Lebanon Environmental Overlay District.
- 53 C. The General Welfare of the Northern Lebanon Environmental Overlay will be protected.
- 54 D. The proposed project aligns with the spirit and intentions of the Northern Lebanon Environmental  
55 Overlay district as laid out in Section 411.1.  
56

57 411.6 Enhanced Regulatory Requirements.

58 An application for a Conditional Use Permit shall demonstrate compliance with the following additional  
59 requirements:

- 60 A. The requirements of Section 403 Steep Slopes District.
- 61 B. Within any wetland or within 100' of any wetland, enhanced stormwater wetland protections shall  
62 be employed including:
  - 63 1. No net expansion of impervious surface shall be permitted for existing developed lots.  
64 Within the Northern Lebanon Environmental Overlay District, there shall exist a 100-foot  
65 buffer around any and all wetlands, within which the density of impervious coverage shall  
66 in no area exceed 100 square feet per 500 contiguous square feet.
  - 67 2. The use of low impact design principles for stormwater management shall be employed.
  - 68 3. Stormwater treatment must conform to Enhanced Wetland Buffer Standards as set out in  
69 SPR 6.6(?) unless waived by the Planning Board during the site plan review process.
  - 70 4. Retention of natural vegetation and/or establishment of vegetation and plantings, as  
71 required by the Planning Board in the site plan review process, in order to protect water  
72 quality and enhance the riparian and wetland habitats.
- 73 C. Where a property abuts or is within 100' of a high or very high wetland complex signage identifying  
74 the sensitive nature of the area and dissuading interaction with the wetland shall be posted and  
75 maintained. (Reference High and Very High-quality wetlands further depicted in the Lebanon  
76 Wetland Overlay District map adopted March 12, 2013.)
  - 77 1. When possible gathering spaces, walking pathways and play areas should be included in  
78 the design for the neighborhood and site plan to encourage outdoor recreation in an area  
79 that is not environmentally sensitive.
- 80 D. Fences, walls or other human made impediments to the free movement of wildlife through the  
81 corridor are not permitted unless otherwise required by rule, regulation, or law.
  - 82 1. When an impediment is required, an alternative wildlife travel pathway shall be provided  
83 Enhancements such as open space, wildlife crossing culverts or overpasses and proven  
84 engineering solutions that mitigate adverse impacts on wildlife movement are then  
85 required.
- 86 E. Wildlife travel pathways when identified shall be noted with signage discouraging human  
87 interaction.  
88

89 411.7 Environmental Impact Assessment.

90 The Planning Board may require the applicant, at the applicant's expense, to submit an environmental  
91 impact assessment authored by a qualified environmental scientist to supplement an application made  
92 under this section.

93

94 411.8. Interested Parties.

95 The Lebanon Conservation Commission is hereby determined to be an interested party to any Planning

96 Board proceeding under this section. Upon receipt of an application, the Planning Board shall

97 immediately forward a copy of the complete application to the Conservation Commission. The

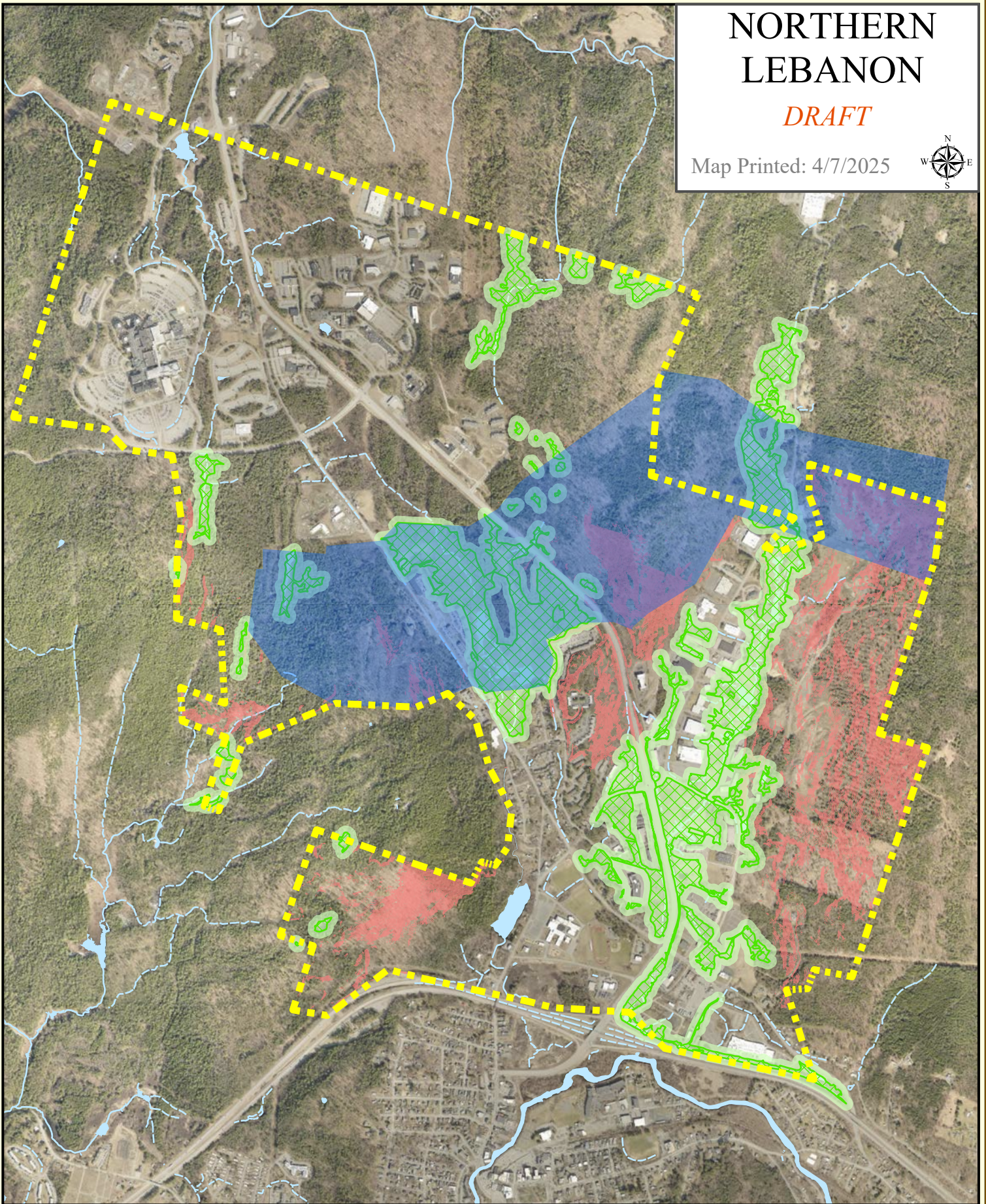
98 Conservation Commission shall receive notice of all proceedings of the Planning Board, and the Planning

99 Board shall give due weight to all evidence submitted to it by the Conservation Commission.

# NORTHERN LEBANON

*DRAFT*

Map Printed: 4/7/2025

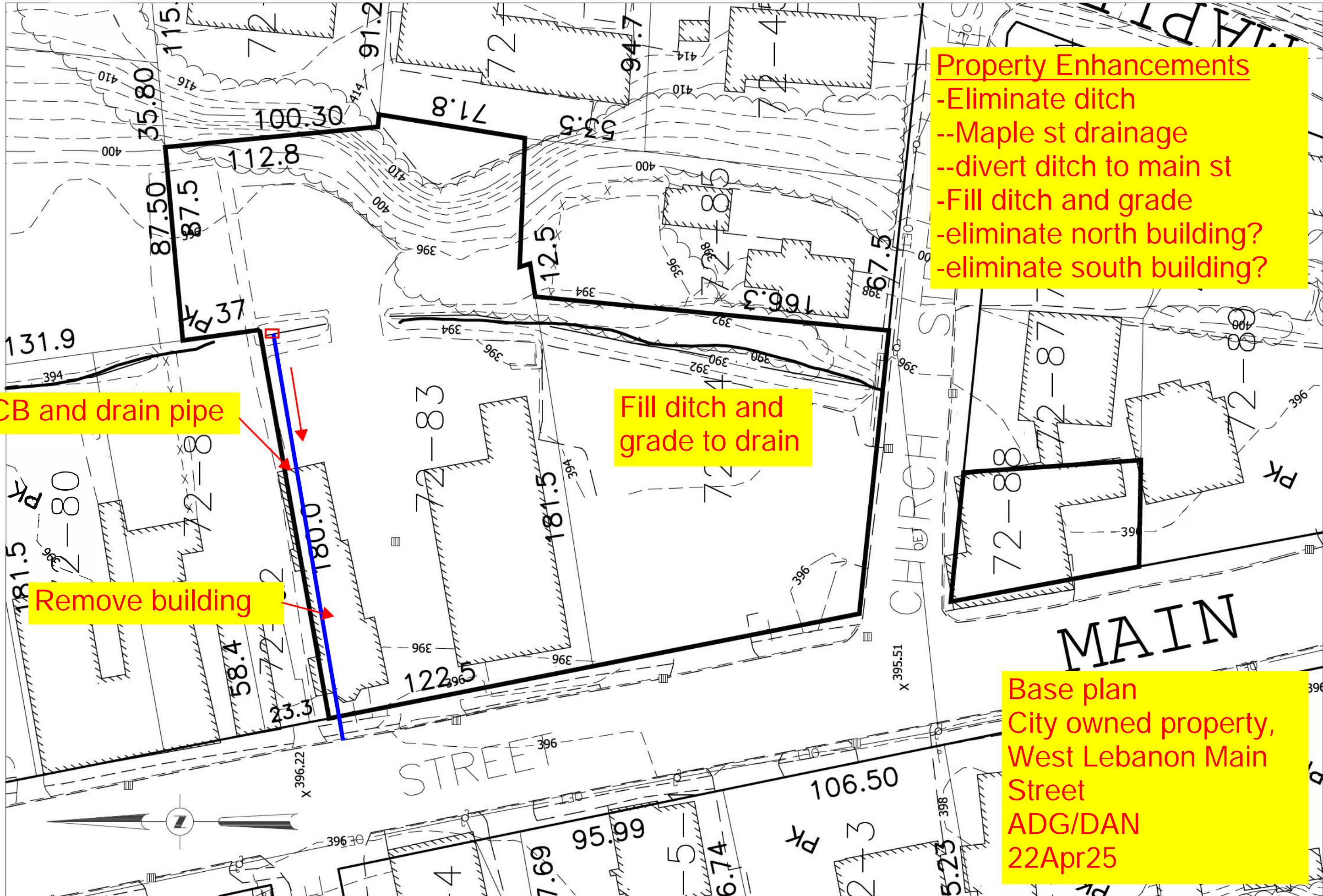


Steep Slopes (gt. 25%)  
Wetland and Wetland Buffer (100 ft.)  
Wildlife Corridor

## Natural Resource Overlay District

Wildlife Corridor Overlay  
Steep Slope (gt. 25%)  
Wetland Buffer (100')  
Wetland





**Property Enhancements**

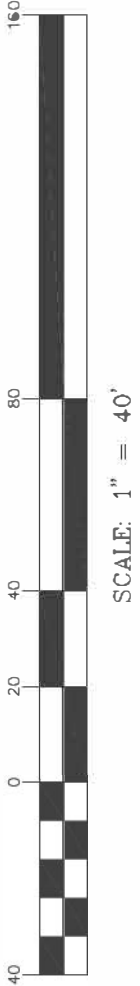
- Eliminate ditch
- Maple st drainage
- divert ditch to main st
- Fill ditch and grade
- eliminate north building?
- eliminate south building?

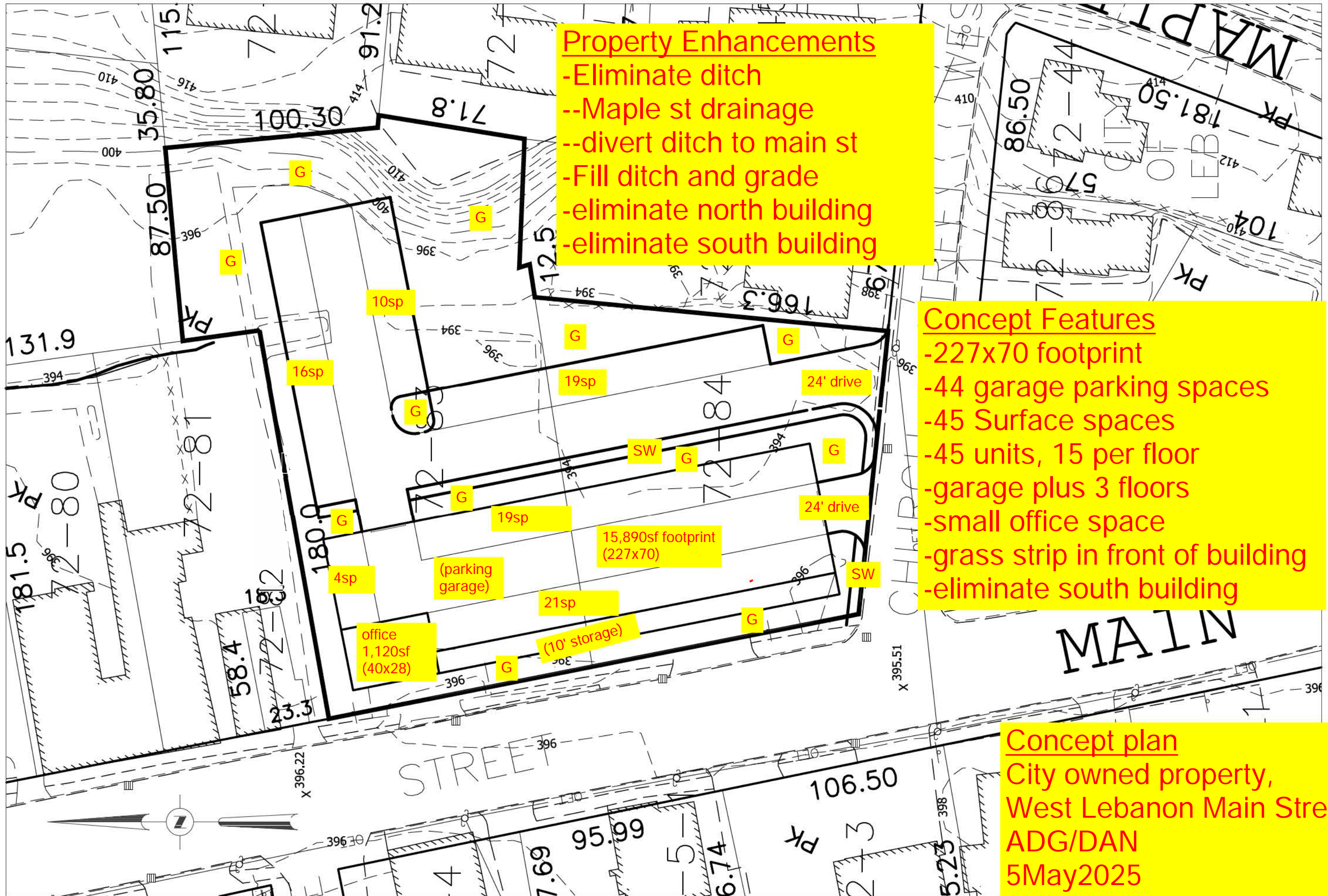
**CB and drain pipe**

**Fill ditch and grade to drain**

**Remove building**

**Base plan**  
 City owned property,  
 West Lebanon Main  
 Street  
 ADG/DAN  
 22Apr25





**Property Enhancements**

- Eliminate ditch
- Maple st drainage
- divert ditch to main st
- Fill ditch and grade
- eliminate north building
- eliminate south building

**Concept Features**

- 227x70 footprint
- 44 garage parking spaces
- 45 Surface spaces
- 45 units, 15 per floor
- garage plus 3 floors
- small office space
- grass strip in front of building
- eliminate south building

**Concept plan**

City owned property,  
 West Lebanon Main Street  
 ADG/DAN  
 5May2025

