



**LEBANON MINOR SITE PLAN REVIEW
COMMITTEE
THURSDAY, JULY 10, 2025 - 1:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 237 795 258#). If you have trouble accessing this meeting, please [Catheryn Hembree](#)

2. Notice of Regional Impact

3. Public Hearing Items

- A. **Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2:** Applicant requests Minor Site Plan review of a proposed conversion of the existing two (2)-family dwelling to a five (5)-unit multi-family dwelling, together with associated site improvements. **PB2025-34-MSP - Continued from June 12, 2025**
- B. **Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), zoned LD:** The property is improved with a main building utilized as a mixed-use office and multi-family dwelling, and a carriage house utilized as a multi-family dwelling. The Applicant requests Minor Site Plan Review to add additional dwelling units to the property for a total of twelve (12) dwelling units, and to convert the use of the main house to a multi-family dwelling only. **PB2025-35-MSP**
- C. **Lorcan F. & Chelsea P. Nolan, 10 Abbott Street (Tax Map 107, Lot 89), zoned R-2:** Applicant requests Minor Site Plan review of a proposed conversion of the existing one (1)-family dwelling to a four (4)-unit multi-family dwelling. **PB2025-37-MSP**

4. Other Business

5. Approval of Minutes

- A. June 12, 2025

6. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to 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 disrupt 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 accommodation, 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.



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Minor Site Plan Review Committee
FROM: Planning and Development Department Staff
RE: 16 Parkhurst Street, Tax Map 92 Lot 61
DATE: July 1, 2025
APPLICATION: Continuation of PB2025-35-MSP

This is a continuation from the June 12, 2025, meeting. The applicant has submitted new materials for the Committee to review. Included is an Acknowledgement of Error, explaining that the scale on their first site plan was incorrect. In an effort to correct this error, new site plans were created and submitted by the applicant to the Committee.

At the June 12th meeting, questions were brought up regarding parking, lighting, snow storage, landscaping, stormwater pooling, water service lines, and the swing. The applicant submitted materials in response to these topics, as well as a detailed project description and a proposed floor plan.

Parking:

The Committee should be aware that the applicant submitted two parking plans. Staff believes there needs to be clarification on Site Plan B, the access isle for the accessible space is overlapped with the “barn” structure. EV parking was mentioned in the original application but is not noted in the updated site plans. This element of the site plan needs to be clarified.

Section 607.8 Electric Vehicles

C. EV Infrastructure Requirements/Off-Street Parking Requirements

2. Multi-Family Dwellings. Parking for multi-family dwellings and senior housing complexes shall include a minimum of 65% of EVSE-installed EV-ready, and EV-capable spaces as follows: a. EVSE-installed spaces for a minimum of 5% of proposed off-street parking spaces. b. EV-ready spaces for a minimum of 20% of proposed off-street parking spaces. c. EV-capable spaces for a minimum of 40% of proposed off-street parking spaces.

EV parking would be required unless the applicant receives a variance from the Zoning Board of Adjustment.

The applicant is providing one space per unit, assuming Senate Bill 284 will be signed by the Governor and be enacting in the near future. The Zoning Ordinance chart requires 7 parking spaces (1.5 spaces * 5 units = 7.5 (rounded down)) in the R-2 district. In the Lebanon Downtown District, parking requirements can be determined by the Planning Board (Section 607.4 of the Lebanon Zoning Ordinance). The lot is split between the LD District and the R-2 district, and the LD regulations are allowed to be expanded to cover the entire lot.

SECTION 204 LOTS IN TWO ZONING DISTRICTS.

Where a district boundary line divides a lot of record at the time such district boundary line is established, the regulations for either district of such lot may extend up to thirty feet (one hundred feet in rural lands districts) into the other district, provided the lot has frontage on a street in the district which is being extended, and provided that the lot has not been altered by subdivision, merger, or lot line adjustment subsequent to the establishment of the district boundary.

The committee needs an update on Senate Bill 284 before a decision can be made, or a determination from the Planning Board on how many spaces would be required.

Lighting:

The applicant provided specs on the lighting fixtures they have selected. They are dark-sky complaint and be on from dusk to dawn. The provided site plans show the locations of the existing fixtures and the proposed new ones.

Snow Storage:

In the Project Description, the applicant is proposing a mix of storing snow on site and being hauled away by a professional snow removal company.

Landscaping and Screening:

Propane Tanks: The applicant is adding 3 120-gallon propane tanks and using wood slats as screening.

The applicant is proposing a new maple tree to act as screening between their property and the residence to the rear of the property. The Landscape Section of the Site Plan Regulations state that minimum landscaping is required along the front, side, and rear property lines. Since this property is located in the LD zoning district, they have reduced landscape requirements as listed in Section 602.B.2-7, 10, and 11. The site plan regulation acknowledge that the LD has reduced setbacks and there won't always be room for a 15' perimeter landscaping requirement.

The Site Plan Regulations states:

A. Perimeter Landscaping

1. A minimum landscaped area along the front, side, and rear property lines shall be provided. This area shall be a minimum of 15 feet in width for the length of each property line and shall comply with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11.

a. Exception. Development in the Central Business (CB) District and Lebanon Downtown (LD) District shall provide the required perimeter landscaping in

accordance with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, except within those portions of the required perimeter landscaped area proposed to be occupied by (i) a building, and/or (ii) a parking area located in the side and/or rear yard. The purpose of this exception is to avoid a conflict between the minimum 15 ft. perimeter landscaping requirement and the CB District and LD District zoning regulations which, except as otherwise provided in the Zoning Ordinance, do not require a minimum setback along the front and side lot lines (see Sections 306.3 and 307.3 of the Zoning Ordinance), and which require a rear setback of only 10 ft.

2. The perimeter landscaped area shall be planted with intermittent vegetation from the ground level to at least 30 feet in height at maturity, and shall be planted at a minimum with one (1) shade tree plus a mix of shrubs and understory trees totaling at least 5 plants for each 600 square feet, unless the Planning Board determines that a semi-opaque or an opaque buffer is required.

3. Within the landscaped areas, the Applicant shall propose a mix of shade trees, understory trees, shrubs, well-kept grassed areas, and ground cover that is appropriate for the site, its environment, and its surroundings. All new plant material shall be nursery-grown stock. During site plan review, the Planning Board may require a different mix and/or different treatments, including additional trees, if it determines that such changes further the objectives of these Regulations.

4. At the time of planting, all deciduous trees shall be a minimum 2.5 to 3 inches in caliper, measured 6 inches above the finish grade level; all evergreen trees shall be a minimum of 6 to 7 feet in height. Where appropriate, the Planning Board may require larger trees at the time of planting. Said trees shall be planted no closer than 8 feet to any property line. New trees may include evergreens not to exceed 25% of the total, unless determined by the Planning Board to be necessary for screening.

5. Shrubs shall be planted as a mix, ranging from 50% to 70% flowering, with the remainder being evergreen. At the time of planting, all shrubs, whether deciduous or evergreen, shall be 24 to 30 inches in height and/or 18 to 24 inches in spread.

6. Where necessary to mitigate the impact of a land use on neighboring properties or the neighborhood, the Planning Board will require that all or some of the perimeter landscaping required herein be planted as an opaque or semi-opaque buffer, and increased in width pursuant to the following chart:

Additional Width and Opacity for Perimeter Landscaping					
PROPOSED LAND USE	EXISTING LAND USE				
	Retail	Office	Industrial	Multi-family	Single-family
Retail	*	0'/s	5'/s	10'/o	10'/o
Office	0'/s	*	5'/s	5'/o	5'/o
Industrial	5'/s	5'/s	*	10'/o	10'/o
Multifamily	10'/o	5'/o	10'/o	*	0'/s

Legend: o = opaque; s = semi-opaque; * = perimeter landscaping

7. Buffers and screens shall be either opaque or semi-opaque, as determined by the Planning Board, based on the width of the landscaped area and the extent of negative impact of the use or facility being screened or buffered.

a. The opaque buffer is opaque from ground level to 6 feet in height, with intermittent vegetation from 6 feet to at least 30 feet in height. It shall be planted at a minimum of one (1) shade tree or evergreen tree with conical shape and one (1) understory tree per 300 square feet, with as many evergreen shrubs as necessary to exclude all visual contact from ground level to 6 feet in height.

b. The semi-opaque buffer is opaque from ground level to 3 feet in height, with intermittent vegetation from 3 feet to at least 30 feet in height. It shall be planted at a minimum of one (1) shade tree and one (1) understory tree per 300 square feet, with as many shrubs as necessary to partially block visual contact from ground level to 3 feet in height.

10. Trees spaced no greater than 40 feet on center shall be provided along all street frontages in order to create a definition of the street with regularly spaced shade trees appropriate to the neighborhood. These trees may be counted toward the amount of planting required in the perimeter landscaped area.

11. Plants, other than trees along street frontages, should be placed in a random manner to blend with the natural landscape and to avoid a linear plantation appearance, unless designed by a landscape architect. Plants shall be placed at intervals appropriate to the size of the plant at maturity. Shrubs shall be spaced to achieve touching of branches in 3 years when used for opaque or semi-opaque buffers.

Staff's reviewed this section and believes the addition of one maple tree doesn't not meet the regulations. The regulations clearly call for perimeter landscaping with a mix of trees, shrubs, and understory trees.

Water Runoff:

The applicant is working with DPW and should have an update to share with the Committee at the July meeting.

Water Service Lines:

The newest proposed site plans show the location of the water lines. A new one will be added to feed the sprinkler system.

Recreational Facility:

The applicant provided an image of what the proposed swing looks like.

Attachments:

1. Original Application
2. New Materials Submitted on July 1, 2025.

CITY OF LEBANON APPLICATION FOR

SPECIAL EXCEPTION ☐	☒	SITE PLAN REVIEW
VARIANCE ☐	☐	SUBDIVISION
MOTION FOR REHEARING ☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION ☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Zi Chen

MAILING ADDRESS:

E-MAIL ADDRESS:

CO-APPLICANT, AGENT, OR LESSEE:

NAME:

TEL.#:

MAILING ADDRESS:

E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 92

LOT#: 61

PLOT #:

ZONE: Lebanon Downtown

STREET ADDRESS OF PROJECT: 16 Parkhurst St, Lebanon, NH 03766

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Convert two dwelling unit building to five dwelling unit building without adding structural square footage; make associated exterior changes (see Project Description for details)

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☒ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**

USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on June 12th, 2025, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER:  Zi Chen

DATE: 5/26/2025

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____

DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	
5/27/2025	92-61	PB2025-34-MSP	

Dear Lebanon Minor Site Plan Review Committee,

The purpose of this project is to add three dwelling units to 16 Parkhurst St, Lebanon, NH 03766. The building currently consists of two dwelling units: a 2-bedroom upstairs and a 3-bedroom downstairs. Attached to the finished portion of the building is a large two-floor barn. We would like to finish the upstairs of the barn into a 2-bedroom unit. We would like to finish the downstairs of the barn into one 1-bedroom unit and one 2-bedroom unit. The existing 3-bedroom unit downstairs would become a 2-bedroom unit since part of its space would be combined with space from the barn to make the new 2-bedroom unit downstairs. (No additional structural square footage would be added.) This would make the building into 5 units, adding much needed housing to the local housing stock.

Per Section 3.1(C)(1) Row 5 of the Site Plan Review Regulations, this project qualifies for Minor Site Plan Review because it is the “[c]onversion of an existing building” “to a multifamily dwelling containing five (5) or fewer dwelling units.” Section 3.2(B)(8)(a) states: “The design and construction requirements of Article VI shall apply to minor site plans (i) to the extent reasonably related to the scope of the proposed project, and (ii) to the maximum extent practicable to bring the property into compliance with the Article VI design and construction requirements.” Section 3.2(B)(8)(b) states: “The applicability of the Article VI requirements to an applicant’s project shall be determined by the Planning and Development Department in consultation with the applicant.” My secretary met with Nathan Reichert (Planning and Development Director) and Tim Corwin (Deputy Planning and Development Director) last August to discuss this project.

The lot of this property sits in two zoning districts: Lebanon Downtown and R-2. Per Section 204 of the Zoning Ordinance, the regulations of Lebanon Downtown may be extended to cover the entire lot. Per Section 307.2 of the Zoning Ordinance, multi-family dwellings are a permitted use within Lebanon Downtown.

Section 607.1 of the Zoning Ordinance requires 1.5 parking spaces per unit for multi-family buildings. Section 607.8(C)(8)(a) permits a reduction in required parking of up to 10% for installing electric vehicle charging in more than the required number of parking spaces. Section 607.1 states that the required number of parking spaces should be rounded down. Applying these rules, 6 parking spaces meet the requirements for a 5-unit building if additional electric vehicle charging is provided. $5 \times 1.5 = 7.5$; $7.5 \times 0.9 = 6.75$; $6.75 \Rightarrow 6$. We propose to add 6 parking spaces. We would add additional asphalt paving for the parking spaces (except for the last 2'; see Site Plan Regulations Section 6.5(E)(3)). We would also add additional asphalt paving where there are currently

concrete pavers and near the west entrance to Apartment 1 in order to create a turnaround for vehicles and a paved path for trash removal.

Section 607.8(C)(2) of the Zoning Ordinance requires a minimum of 5% of spaces to have electric vehicle charging, which would be 1 space for a 6-space parking lot. To qualify for the reduction in the minimum number of parking spaces, we would have to install electric vehicle charging for 2 additional spaces, for a total of 3 spaces with electric vehicle charging (Section 607.8(C)(8)(a)). To meet the requirement for a total of 65% of parking spaces to be EVSE-installed, EV-ready, or EV-capable, we would also make at least one additional parking space EV-capable (Section 607.8(C)(2)). To add EV charging and EV capability, we would bury conduit from the building to the parking spaces.

For lighting, we plan on installing four Type 3 100W LED lights at a height of 20 feet. Each light would have a photocell so that it only operates dusk to dawn and a dimmer switch to allow the lighting to be dimmed if it is too bright. The light for the parking area should not affect the adjacent lot because it will be a Type 3 light illuminating eastwards.

Throughout our ownership of this property, we have contracted out snow plowing. We intend to continue this.

Based on the conversation last August, my understanding is that the landscaping / screening requirements would only apply with respect to adjacent one- and two-family dwellings. We propose to install a 6' tall wood fence along the east and south sides of the building (where a fence does not already exist) to provide additional screening for the adjacent one- and two-family dwellings. We will choose a fence color that is as similar as feasible (unless abutters indicate a contrary preference). As shown by the attached Google Map pictures, there are already trees that provide substantial screening between much of our lot and the lot to the east. At the southern end of the driveway, we propose to remove some paving to create space to plant two Amur maple (*Acer ginnala*) trees. We would add wood slat screening for the three 120 gallon propane tanks we plan on installing and for the dumpsters we plan on providing.

Stormwater drainage will follow the existing pattern of draining northwards towards Parkhurst Street. The minor additional paving should not affect this pattern. Throughout my 8 years of ownership of this property, I have not had any issues with water pooling anywhere on the lot.

To meet the recreation area requirement, we plan on placing a porch swing in the recreation area indicated by the site plan.

We plan on building an entrance porch and entrance door for Apartments 2, 3, and 4. The current door on the same wall would be turned into wall space. We plan on removing and replacing the barn door at the entrance to Apartment 5 with a standard hinged door. Some windows will be removed and some windows will be added; no window facing Parkhurst Street will be added or removed.

We will most likely replace all of the building siding. If we do, we will choose siding that is as similar in color and shape as feasible.

To meet building and fire code requirements for a fire sprinkler system, we would dig up the existing water service pipe and replace it with a larger one. If in the process we also come across the existing sewer pipe and it is made from cast iron, we will most likely replace it with a PVC pipe.

Sincerely,
Dr. Zi Chen



5/27/2025



City of Lebanon, New Hampshire

APPLICATION FOR MINOR SITE PLAN REVIEW

SUPPORT STATEMENT

Office Use Only Date Received: _____ Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

- ☒ An [Application](#), completed in full and signed by the property owner [§3.2.B.7.a]
- ☒ This *Support Statement*, completed in full and signed by the applicant [§3.2.B.7.b]
- ☒ Payment of the appropriate filing fees [§3.2.B.7.c]
- ☒ A completed [Public Hearing Notification List](#) [§3.2.B.7.d]
- ☒ A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format
- ☒ Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

See attached

III. SITE PLAN TECHNICAL CHECKLIST

The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	☒
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	☒
<u>3.2.B.7.e</u> - Identify all abutters	☒
<u>3.2.B.7.e.i</u> - Indicate the site location	☒
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	☒
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☒
<u>3.2.B.7.e.ii</u> - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☒

The site plan shall:	Info. Provided	Not Applicable
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of: - existing structures - proposed structures - expansions to existing structures - landscaping - parking areas - walkways / ramps - driveways - lighting fixtures - stormwater control devices - exterior waste receptacles - exterior equipment - utilities - all other improvements	☒ ☐ ☐ ☒ ☒ ☐ ☒ ☒ ☒ ☐ ☒ ☐ ☐ ☒ ☐ ☒ ☒	☐ ☒ ☒ ☐ ☐ ☒ ☐ ☐ ☐ ☒ ☐ ☒ ☒ ☐ ☐ ☐
3.2.B.7.e.iv (Article VI design compliance) - Identify or show: where/how stormwater will be discharged	☒	
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show: - setbacks (in ft.) of existing buildings and structures - setbacks (in ft.) of proposed buildings and structures - existing use(s) of property - proposed use(s) of property - size of each existing and proposed non-residential unit - number of existing and proposed dwelling units - number of existing on-site parking spaces - for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance - total proposed number of on-site parking spaces	☒ ☐ ☒ ☒ ☐ ☒ ☐ ☐ ☒ ☒	☐ ☒ ☐ ☒ ☐ ☒ ☒ ☐ ☐

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.



Signature of Applicant

5/27/2025

Date

CERTIFIED NOTIFICATION LIST

Notice shall be sent by certified mail to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property; the holders of easements, rights-of-way, and other restrictions; and every engineer, architect, land surveyor, or soil or wetlands scientist whose seal appears on any plan submitted to the Board; and any other persons required by RSA 676:4, I(d). The names and mailing addresses shall be furnished by the Applicant.

B

Boston, MA 02115

672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

Map & Lot Number: 92-61	Map & Lot Number: 92-61
Property Owner: Zi Chen 13 Hamilton Pl Tenafly, NJ 07670	Co-Owner: Jing Fan 13 Hamilton Pl Tenafly, NJ 07670
Map & Lot Number: 92-36	Map & Lot Number: 92-62
Twin Pines Housing Trust 226 Holiday Dr., Ste 20 White River Jct, VT 05001	14 Parkhurst-Hinch LLC PO Box 4301 White River Jct, VT 05001
Map & Lot Number: 92-67	Map & Lot Number: 92-60
Community Gallery Inc. 11 Bank St. Lebanon, NH 03766	Leiras Family Revocable Trust 7035 Bargello St. Englewood, FL 34224

Map & Lot Number: 92-57-200	Map & Lot Number: 92-57-400
Chad Etting & Heidi Conner 2 Elm St., Lebanon, NH 03766	2-4 Elm Street Trust PO Box 447, Lebanon, NH 03766
Map & Lot Number: 92-57-600	Map & Lot Number: 92-57-800
Christine Cavanaugh 6 Elm St., Lebanon, NH 03766	Bianka Prinz 8 Elm St., Lebanon, NH 03766
Map & Lot Number: Surveyor	Map & Lot Number:
Ron Taber Vive Libre Geomatics P.O. Box 1093 Lebanon, NH 03766	
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:

(Revised 2/8/2024)

FEE SCHEDULE LEBANON PLANNING BOARD

Adopted January 24, 2022

LOT LINE ADJUSTMENT (Boundary Line Adjustment)		
		TOTALS
FILING FEE	\$25.00	\$25.00
ADVERTISING FEE	\$100	\$100
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE		\$ _____

MINOR SUBDIVISION		
		TOTALS
FILING FEE	\$150.00	\$150.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____

**Engineering Review fees may also be required. See note on page 2.

PRELIMINARY REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
FILING FEE	\$200.00	\$200.00
NUMBER OF LOTS* _____	\$30.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____

*Or units when the subdivision does not create individual lots.
**Engineering Review fees will also be required. See note on page 2.

FINAL REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
FILING FEE	\$500.00	\$500.00
FIRST FIVE (5) LOTS*	\$75.00 per lot*	
NUMBER OF LOTS 6+*	\$150.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE TIME OF FILING		\$ _____

*Or units when the subdivision does not create individual lots.
**Engineering Review fees will also be required. See note on page 2.

SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X 13 _____ notices	\$ 72.02 _____ (abutter certified)
TOTAL DUE		\$ 222.02

ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of July 2024 is \$5.54 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

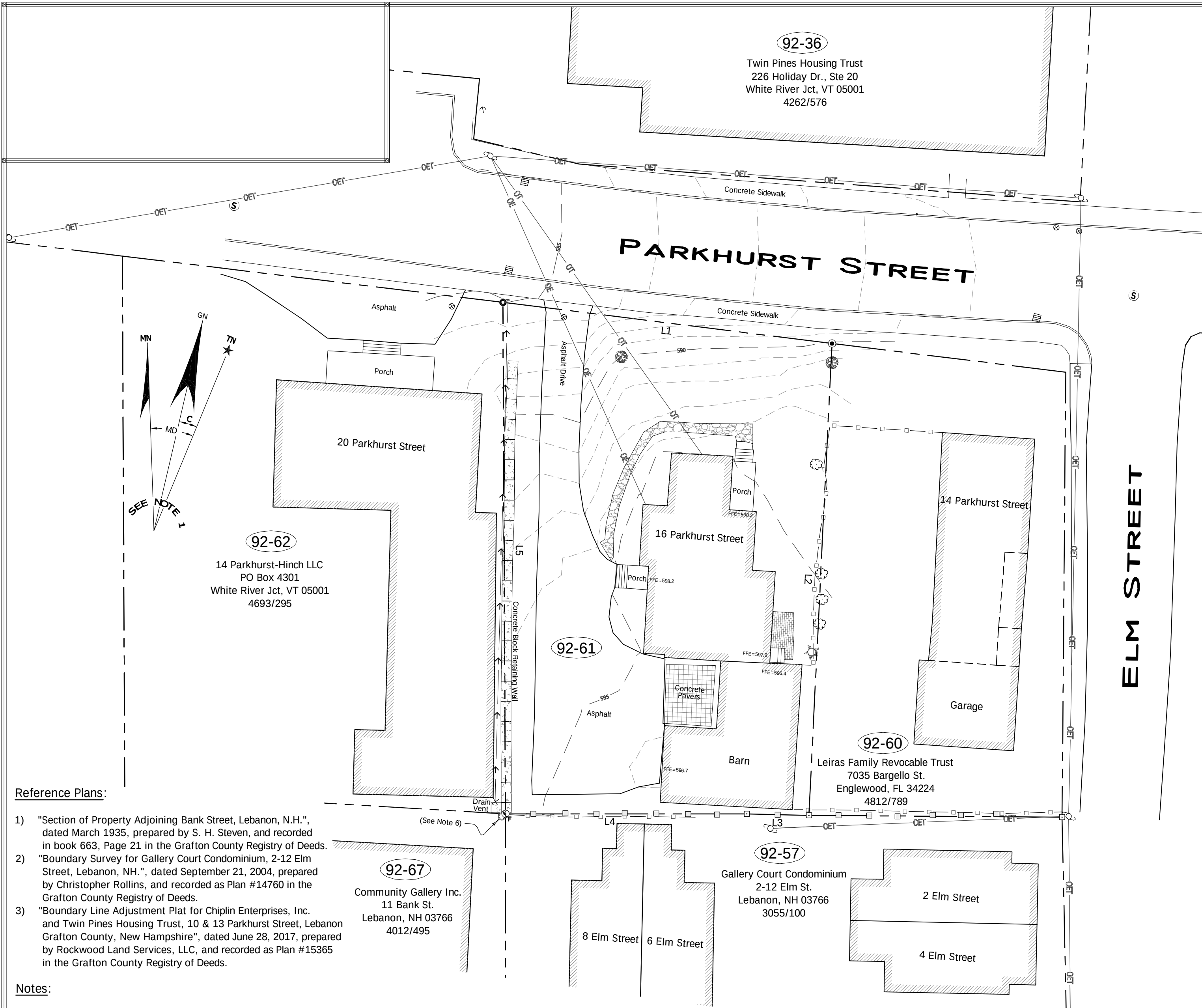


16

20

2





Legend

- Iron Pipe with Cap (Fnd)
- Nail in Stone (Fnd)
- 5/8" Ø Rebar (Fnd)
- Granite Post with Drill Hole (Fnd)
- Vive Libre Geomatics Capped Rebar (Set Flush)
- Granite Post
- Shrub
- Hardwood Tree
- Softwood Tree
- Sewer Manhole
- Water Gate Valve
- Catch Basin
- Utility Pole
- Guy Wire
- Wood Fence
- 4" PVC Drain Pipe
- Overhead Electric & Telephone Line
- Overhead Electric Line
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Reference Plans:

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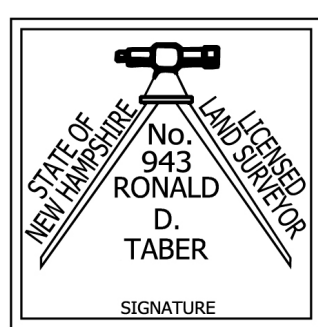
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- Boundaries are computed from a Leica TCA 1105+ Total Station field survey, positional tolerance = 0.05' + 100 ppm at 95% confidence.
- Height of Building is 27.8'.
- Parcel 92-61 is zoned Lebanon Downtown District.
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Line Table		
L1	N84°04'50"E	87.55'
L2	S10°15'50"E	124.75'
L3	S78°20'00"W	16.40'
L4	S76°56'40"W	63.75'
L5	N13°20'10"W	135.10'

I certify that this survey plat is not a subdivision pursuant to N.H.R.S.A. Title LXIV and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown. RSA 676:18,III I further certify to the record owners that a field survey was performed that meets the accuracy requirements for a New Hampshire Class U (Urban) survey. This plat is based on deed descriptions, map references listed, and physical evidence found in the field. It is consistent with this information to the best of my knowledge and belief unless otherwise noted.

Ronald D. Taber
Ronald D. Taber NH L.S. 943 05/23/25
Date



92-61
Zi Chen and Jing Fan
30 1/2 West Wheelock St.
Hanover, NH 03755
4263/803
10,845 SF
0.249 Acre

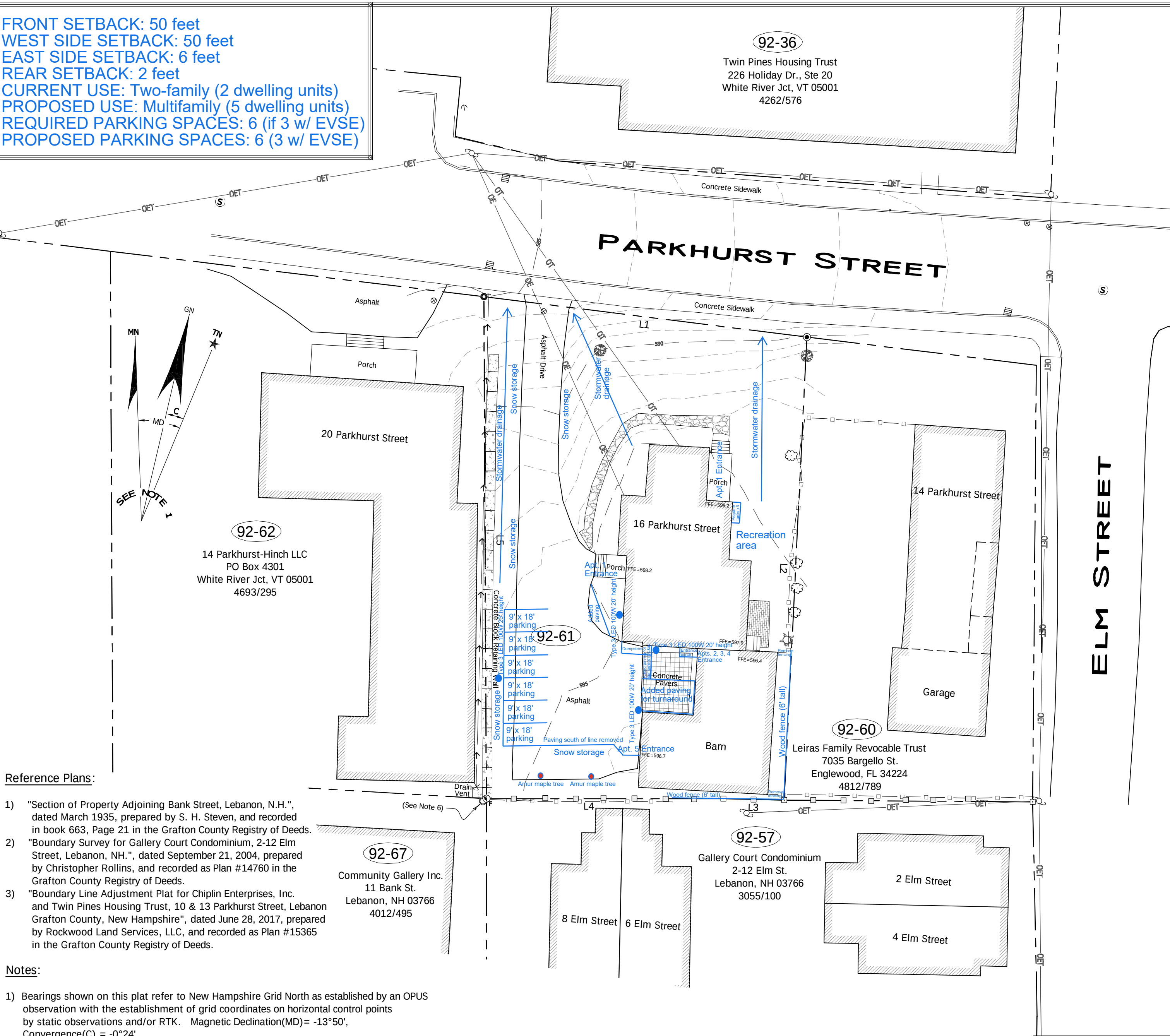
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Parcel ID	Owner	Address
97-57-200	Chad Etting & Heidi Conner	2 Elm St., Lebanon, NH 03766
97-57-400	2-4 Elm Street Trust	PO Box 447, Lebanon, NH 03766
97-57-600	Christine Cavanaugh	6 Elm St., Lebanon, NH 03766
97-57-800	Bianka Prinz	8 Elm St., Lebanon, NH 03766

Existing Conditions Plan
prepared for
Zi Chen and Jing Fan
in
Lebanon, Grafton County, New Hampshire

Owner of Record: Zi Chen and Jing Fan	Sheet: 1 of 1
Tax Map #: 92-61	
Scale: 1" = 20'	Drawing: 25011-bo
Date: 05/23/25	Revised:

Vive Libre Geomatics
P.O. Box 1093
Lebanon, NH 03766
(603) 443-2592

FRONT SETBACK: 50 feet
WEST SIDE SETBACK: 50 feet
EAST SIDE SETBACK: 6 feet
REAR SETBACK: 2 feet
CURRENT USE: Two-family (2 dwelling units)
PROPOSED USE: Multifamily (5 dwelling units)
REQUIRED PARKING SPACES: 6 (if 3 w/ EVSE)
PROPOSED PARKING SPACES: 6 (3 w/ EVSE)



- Legend**
- Iron Pipe with Cap (Fnd)
 - Nail in Stone (Fnd)
 - 5/8" Ø Rebar (Fnd)
 - Granite Post with Drill Hole (Fnd)
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Acknowledgement of Error

Immediately after the site plan review meeting, I conducted a site visit where I observed that the scale bar in the existing conditions survey provided by my land surveyor resulted in lengths that did not match my on-site measurements. Because the site plan was based on the existing conditions survey, the error also affected the site plan. Specifically, the scale bar in the survey was about $\frac{2}{3}$ of the true scale, meaning that a parking space that appeared to be 9' x 18' according to the scale bar was actually only ~6' x 12'. Accordingly, I am withdrawing the previous site plan. I was unaware of the error during the drafting of the site plan and during the site plan review meeting, and I sincerely regret the error. My surveyor has corrected the scale bar, and the new site plan I am submitting is based on the corrected scale bar.

Sincerely,
Zi Chen

Dear Lebanon Minor Site Plan Review Committee,

This application concerns 16 Parkhurst St, Lebanon, NH 03766, which currently consists of 2 dwelling units and an attached unfinished barn. I would like to add 3 more dwelling units by converting the barn into finished living space. This would add much needed housing to the local housing stock.

Per Section 3.1(C)(1) Row 5 of the Site Plan Review Regulations, this project qualifies for Minor Site Plan Review because it is the “[c]onversion of an existing building” “to a multifamily dwelling containing five (5) or fewer dwelling units.” Section 3.2(B)(8)(a) states: “The design and construction requirements of Article VI shall apply to minor site plans (i) to the extent reasonably related to the scope of the proposed project, and (ii) to the maximum extent practicable to bring the property into compliance with the Article VI design and construction requirements.” Section 3.2(B)(8)(b) states: “The applicability of the Article VI requirements to an applicant’s project shall be determined by the Planning and Development Department in consultation with the applicant.” My secretary met with Nathan Reichert (Planning and Development Director) and Tim Corwin (Deputy Planning and Development Director) last August to discuss this project.

The lot of this property sits in two zoning districts: Lebanon Downtown and R-2. Per Section 204 of the Zoning Ordinance, the regulations of Lebanon Downtown may be extended to cover the entire lot. Per Section 307.2 of the Zoning Ordinance, multi-family dwellings are a permitted use within Lebanon Downtown.

During the previous meeting, there were some comments concerning dwelling unit density and dwelling unit size. I would like to offer a comparison to the adjacent 14 Parkhurst St property. It has 13 units on a 0.32 acre lot, which is a density of 40.625 units per acre. I am proposing 5 units on a 0.24 acre lot, which is a density of 20.833 units per acre, approximately half of 14 Parkhurst St. 14 Parkhurst St fits its 13 units in 8,214 square feet of living space, which is an average of 631.85 square feet per unit. I am proposing to fit 5 units in ~4,100 feet of living space, which is an average of ~820 square feet per unit, a higher average than 14 Parkhurst St.

Section 607.4 of the Lebanon Zoning Ordinance provides that parking requirements in the Lebanon Downtown District “shall be as required by the Planning Board through its Site Plan Review of new uses or changes or expansion of use.” There is currently a bill in the New Hampshire General Court that states:

1 Local Land Use Planning and Regulatory Powers; Zoning; Grant of Power.

Amend RSA 674:16, VII to read as follows:

VII. In its exercise of the powers granted under this subdivision, the local legislative body of a city, town, or county in which there are located

unincorporated towns or unorganized places may regulate accessory parking for vehicles, but shall not require more than ~~[1.5] one residential parking [spaces] space per unit [for studio and one bedroom units under 1000 square feet that meet the requirements for workforce housing under RSA 674:58, IV, and shall not require more than 1.5 residential parking spaces per unit for multi-family developments of 10 units or more].~~

2 Effective Date. This act shall take effect 60 days after its passage.

This bill (Senate Bill 284) passed the New Hampshire House in its current form on May 1st and was agreed to by the New Hampshire Senate on June 12th (the day of the previous minor site plan review meeting). Once the bill is enrolled, it will be sent to the Governor, with a decision hopefully made before the July 10th meeting. In the event that the bill becomes law, I ask that the committee use the discretion granted by Section 607.4 of the Zoning Ordinance to only require 5 parking spaces (as if the bill was effective immediately).

Assuming that only 5 parking spaces are required, I am submitting two different plans for consideration. Both plans involve placing Parking Spot 1 to the west of the northern end of the building. Since this area is currently sloped, I will regrade the parking spot and a 12 inch buffer on the east and west side to approximately the current lower elevation on the west end of the spot (with a slope of up to 5%). I will also regrade the connecting driveway to create a smooth transition between the driveway slope and the parking spot elevation. I will add a retaining wall along the east side of the parking spot and driveway to preserve the regrading. I will install a french drain on the east side of the retaining wall to direct water away from the parking spot. I will also add a gutter system to the roof to direct stormwater away from the parking spot. I will then add permeable concrete to the parking spot, the 12 inch buffers, and the connecting driveway. I will add a bumper at the north end of the spot to increase safety. I will reroute the walking path that leads to the north entrance of Apartment 1.

Both plans also involve adding Parking Spots 2 through 4 on the south end of the driveway. Some additional paving would be added for Parking Spot 2 and its connecting driveway. For Parking Plan A, Parking Spot 5 would be in the area where there are currently concrete pavers. It would have a turning radius of 30 feet. Paving would be added for Parking Spot 5, its access aisle, and its turning path. Parking Spot 5 would serve as an accessible parking spot. Paving would be added to facilitate pickup from the dumpster in the indicated location. The path from the access aisle to the Apartment 5 entrance would be regraded to meet slope requirements for an accessible route.

For Parking Plan B, Parking Spot 5 would be to the east of Parking Spots 2 through 4. It would have an outer turning radius of 30 feet. Paving would be added for the turning

path. Parking Spot 5 would serve as an accessible parking spot. To make room for the access aisle, the footprint of the first floor of the barn would have to be somewhat reduced. Additionally, the parking spot, the access aisle, and a small path to the Apartment 5 door would be regraded to be the same elevation as the Apartment 5 door threshold and to meet maximum slope requirements for accessibility. Paving would be added to facilitate pickup from the dumpster in the indicated location.

Section 607.8(C)(2) of the Zoning Ordinance requires a minimum of 5% of spaces to have electric vehicle charging, which would be 1 space for a 5-space parking lot. Parking Spot 1 will be the space with EV charging. To meet the requirement for an additional 20% of spaces to be EV-ready, Parking Spot 5 will be made EV-ready. To meet the requirement for an additional 40% of spaces to be EV-capable, Parking Spots 3 and 4 will be made EV-capable.

I have included a floor plan showing the five proposed apartments. Four of the apartments are 2 bed, 1 bath apartments and one of the apartments is a 1 bed, 1 bath apartment. Apartment 4 would be built in the upstairs of the barn, while Apartment 5 and part of Apartment 3 would be built in the downstairs of the barn. Apartment 3 would also take some space from the existing Apartment 1. Apartment 5 will be designed to meet the accessibility requirements for a Type B dwelling unit.

Based on the conversation last August, my understanding is that the landscaping / screening requirements would only apply with respect to adjacent one- and two-family dwellings. Based on the previous meeting, it seems the two key considerations are to screen the parking lot on the south side and to ensure that the placement of windows respects the privacy of the one- and two-family dwellings to the east and south. To screen the parking lot and to provide shade, I propose to remove some paving and plant one Amur maple (*Acer ginnala*) tree. I propose to add wood slat screening for the three 120 gallon propane tanks I plan on installing.

The proposed floor plan includes no windows on either floor of the south side of the current barn. For the first floor of the east side of the current barn, the proposal is to have casement windows that have a sill height 2 feet above the floor inside and that are 3 feet tall. These windows would be screened with a 7 feet tall fence that matches the existing fence in color to the extent feasible. For the second floor of the east side of the current barn, the proposal includes no windows in the walls. I would like to add at least one skylight on the east side for the living room; the bottom of the skylight would be at least 6 feet above the floor of the second floor. The proposed window placements allow for the new units to be built without diminishing the privacy of neighboring residents.

The placement of parking spaces 2 through 5 leaves limited room for snow storage. My plan is to allow some snow to be stored to the east and west of the driveway and have

additional snow removed from the property as needed to maintain a clear driveway. I will hire a professional snow removal company to perform this work, and I will instruct them that they cannot store any snow south of parking spaces 2 through 5. Those parking spots will be approximately 720 square feet total (~45' x 16'), and the snow storage space below them will be approximately 450 square feet total (~45' x 10'). This will allow snow from a 12 inch snowstorm to be stored in that area at a height of ~20 inches ($720 / 450 * 12$).

I met with the Department of Public Works on June 13th to discuss the water ponding issue. They said they would like to come back to see what it looks like after it rains. It is expected to rain Tuesday and Thursday of this week, and I will share any assessment and recommended actions they provide me. I understand that any regrading work I do within the City right-of-way will require an excavation permit.

For lighting, I plan on installing one Alcon Dark Sky-compliant Type 3 100W LED light at a height of 20 feet south of the parking lot (see attached specifications sheet). I plan on installing three more of the same lights on the wall of the building in the indicated locations. Each light would have a photocell so that it only operates dusk to dawn and a dimmer switch to allow the lighting to be dimmed if it is too bright.

To meet the recreation area requirement, I plan on placing a porch swing in the recreation area indicated by the site plan (see attached picture).

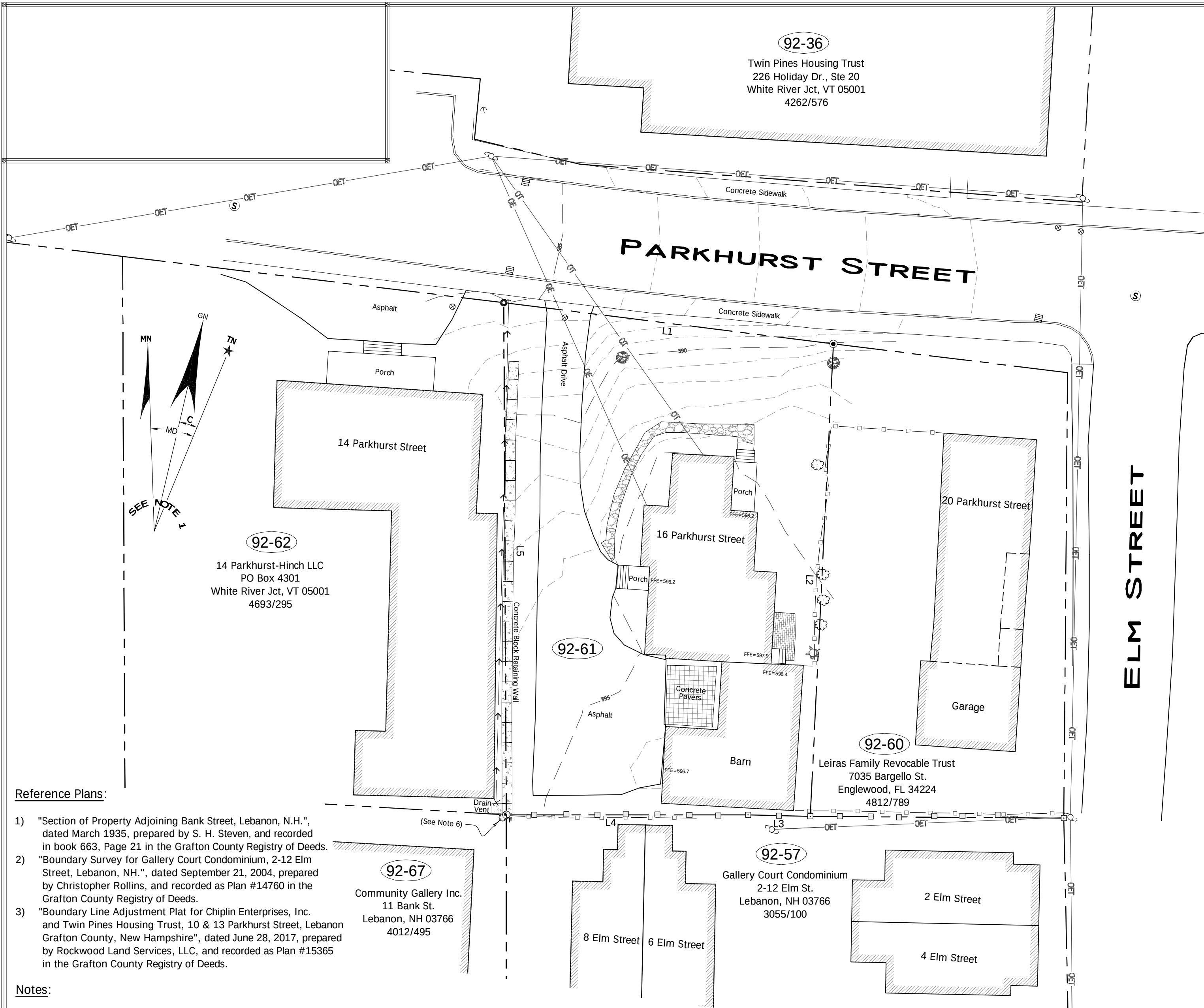
I plan on building an entrance porch and entrance door for Apartments 2, 3, and 4. The current door on the same wall would be turned into wall space. I plan on removing the barn door and turning it into wall space. I plan on turning the door on the south side of the barn into either a standard door or wall space (in the latter case, the door would be added where indicated in Site Plan B). Various windows will be added / removed but no changes will be made on the north side of the building facing Parkhurst Street.

I will most likely replace all of the building siding. If I do, I will choose siding that is as similar in color as feasible. I will most likely reroof at least the east half of the barn roof. If I do, I will choose roofing material that is as similar in color as feasible.

To meet building and fire code requirements for a fire sprinkler system, I will run a second water service pipe from the city supply to the building so that the fire sprinkler system is supplied independently of the domestic water supply. If in the process I also come across the existing sewer pipe and it is made from cast iron, I will most likely replace it with a PVC pipe. I understand that an excavation permit is required for this work.

Sincerely,

Dr. Zi Chen



Legend

- Iron Pipe with Cap (Fnd)
- Nail in Stone (Fnd)
- 5/8" Ø Rebar (Fnd)
- Granite Post with Drill Hole (Fnd)
- Vive Libre Geomatics Capped Rebar (Set Flush)
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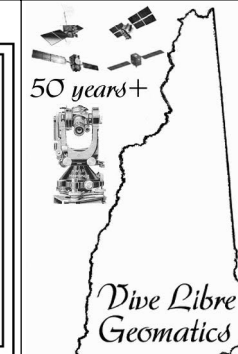
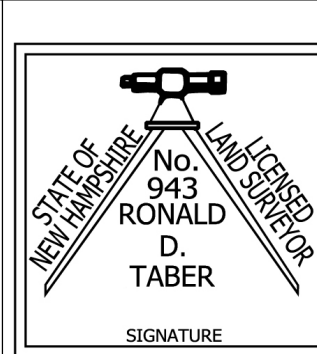
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06/16/25
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4263/803
10,845 SF
0.249 Acre

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in
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Tax Map #: 92-61	
Scale: 1" = 20'	Drawing: 25011-bo
Date: 06/16/25	Revised:

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P.O. Box 1093
Lebanon, NH 03766
(603) 443-2592

FRONT SETBACK: 35 feet
WEST SIDE SETBACK: 35 feet
EAST SIDE SETBACK: 4 feet
REAR SETBACK: 1 foot
CURRENT USE: Two-family (2 dwelling units)
PROPOSED USE: Multifamily (5 dwelling units)
REQUIRED PARKING SPACES: at the committee's discretion (SB284 would cap at 1 per unit)
PROPOSED PARKING SPACES: 5

92-36
Twin Pines Housing Trust
226 Holiday Dr., Ste 20
White River Jct, VT 05001
4262/576

PARKHURST STREET

Lebanon, NH
Scale: 1" = 2000'

Legend

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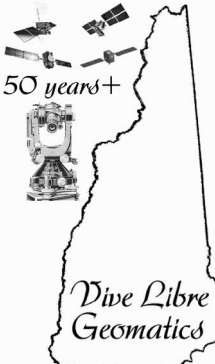
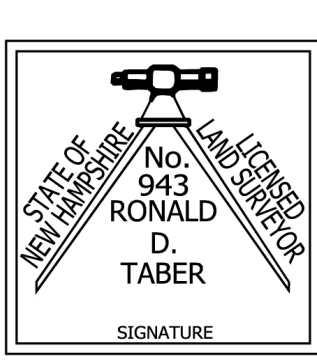
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L5	N13°20'10"W	135.10'

I certify that this survey plat is not a subdivision pursuant to N.H.R.S.A. Title LXIV and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown. RSA 676:18,III
I further certify to the record owners that a field survey was performed that meets the accuracy requirements for a New Hampshire Class U (Urban) survey. This plat is based on deed descriptions, map references listed, and physical evidence found in the field. It is consistent with this information to the best of my knowledge and belief unless otherwise noted.

Ronald D. Taber
Ronald D. Taber NH L.S. 943

06/16/25
Date



Existing Conditions Plan
prepared for

Zi Chen and Jing Fan
in
Lebanon, Grafton County, New Hampshire

Owner of Record: Zi Chen and Jing Fan	Sheet: 1 of 1
Tax Map #: 92-61	
Scale: 1" = 20'	Drawing: 25011-bo
Date: 06/16/25	Revised:

Vive Libre Geomatics
P.O. Box 1093
Lebanon, NH 03766
(603) 443-2592

FRONT SETBACK: 35 feet
WEST SIDE SETBACK: 35 feet
EAST SIDE SETBACK: 4 feet
REAR SETBACK: 1 foot
CURRENT USE: Two-family (2 dwelling units)
PROPOSED USE: Multifamily (5 dwelling units)
REQUIRED PARKING SPACES: at the committee's discretion (SB284 would cap at 1 per unit)
PROPOSED PARKING SPACES: 5

92-36
Twin Pines Housing Trust
226 Holiday Dr., Ste 20
White River Jct, VT 05001
4262/576

PARKHURST STREET

Lebanon, NH
Scale: 1" = 2000'

Legend

- Iron Pipe with Cap (Fnd)
- Nail in Stone (Fnd)
- 5/8" Ø Rebar (Fnd)
- Granite Post with Drill Hole (Fnd)
- Vive Libre Geomatics Capped Rebar (Set Flush)
- Granite Post
- Shrub
- Hardwood Tree
- Softwood Tree
- Sewer Manhole
- Water Gate Valve
- Catch Basin
- Utility Pole
- Guy Wire
- Wood Fence
- 4" PVC Drain Pipe
- Overhead Electric & Telephone Line
- Overhead Electric Line
- Overhead Telephone Line

Gallery Court Condominium		
Parcel ID	Owner	Address
97-57-200	Chad Etting & Heidi Conner	2 Elm St., Lebanon, NH 03766
97-57-400	2-4 Elm Street Trust	PO Box 447, Lebanon, NH 03766
97-57-600	Christine Cavanaugh	6 Elm St., Lebanon, NH 03766
97-57-800	Bianka Prinz	8 Elm St., Lebanon, NH 03766

92-61

Zi Chen and Jing Fan
30 1/2 West Wheelock St.
Hanover, NH 03755
4263/803
10,845 SF
0.249 Acre

Existing Conditions Plan

prepared for

Zi Chen and Jing Fan

in
Lebanon, Grafton County, New Hampshire

Owner of Record: Zi Chen and Jing Fan

Sheet: 1 of 1

Tax Map #: 92-61

Scale: 1" = 20'

Date: 06/16/25

Drawing: 25011-bo

Revised:

Vive Libre Geomatics
P.O. Box 1093
Lebanon, NH 03766
(603) 443-2592

Reference Plans:

- "Section of Property Adjoining Bank Street, Lebanon, N.H.", dated March 1935, prepared by S. H. Steven, and recorded in book 663, Page 21 in the Grafton County Registry of Deeds.
- "Boundary Survey for Gallery Court Condominium, 2-12 Elm Street, Lebanon, NH.", dated September 21, 2004, prepared by Christopher Rollins, and recorded as Plan #14760 in the Grafton County Registry of Deeds.
- "Boundary Line Adjustment Plat for Chiplin Enterprises, Inc. and Twin Pines Housing Trust, 10 & 13 Parkhurst Street, Lebanon Grafton County, New Hampshire", dated June 28, 2017, prepared by Rockwood Land Services, LLC, and recorded as Plan #15365 in the Grafton County Registry of Deeds.

Notes:

- Bearings shown on this plat refer to New Hampshire Grid North as established by an OPUS observation with the establishment of grid coordinates on horizontal control points by static observations and/or RTK. Magnetic Declination(MD) = -13°50', Convergence(C) = -0°24'.
- The physical evidence shown on this plat is based upon a field survey by Vive Libre Geomatics dated May 2025.
- Boundaries are computed from a Leica TCA 1105+ Total Station field survey, positional tolerance = 0.05' + 100 ppm at 95% confidence.
- Height of Building is 27.8'.
- Parcel 92-61 is zoned Lebanon Downtown District.
- This pipe appears to have been moved when the retaining wall was built. It's position does not conform to the position as shown in Reference Plans #2 & #3.

Line Table		
L1	N84°04'50"E	87.55'
L2	S10°15'50"E	124.75'
L3	S78°20'00"W	16.40'
L4	S76°56'40"W	63.75'
L5	N13°20'10"W	135.10'

I certify that this survey plat is not a subdivision pursuant to N.H.R.S.A. Title LXIV and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown. RSA 676:18,III
I further certify to the record owners that a field survey was performed that meets the accuracy requirements for a New Hampshire Class U (Urban) survey. This plat is based on deed descriptions, map references listed, and physical evidence found in the field. It is consistent with this information to the best of my knowledge and belief unless otherwise noted.

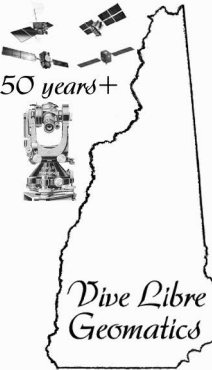
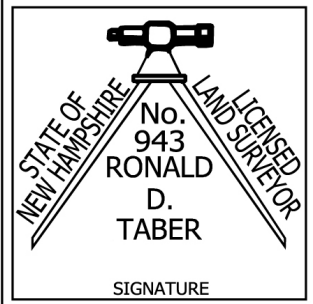
Ronald D. Taber

Ronald D. Taber

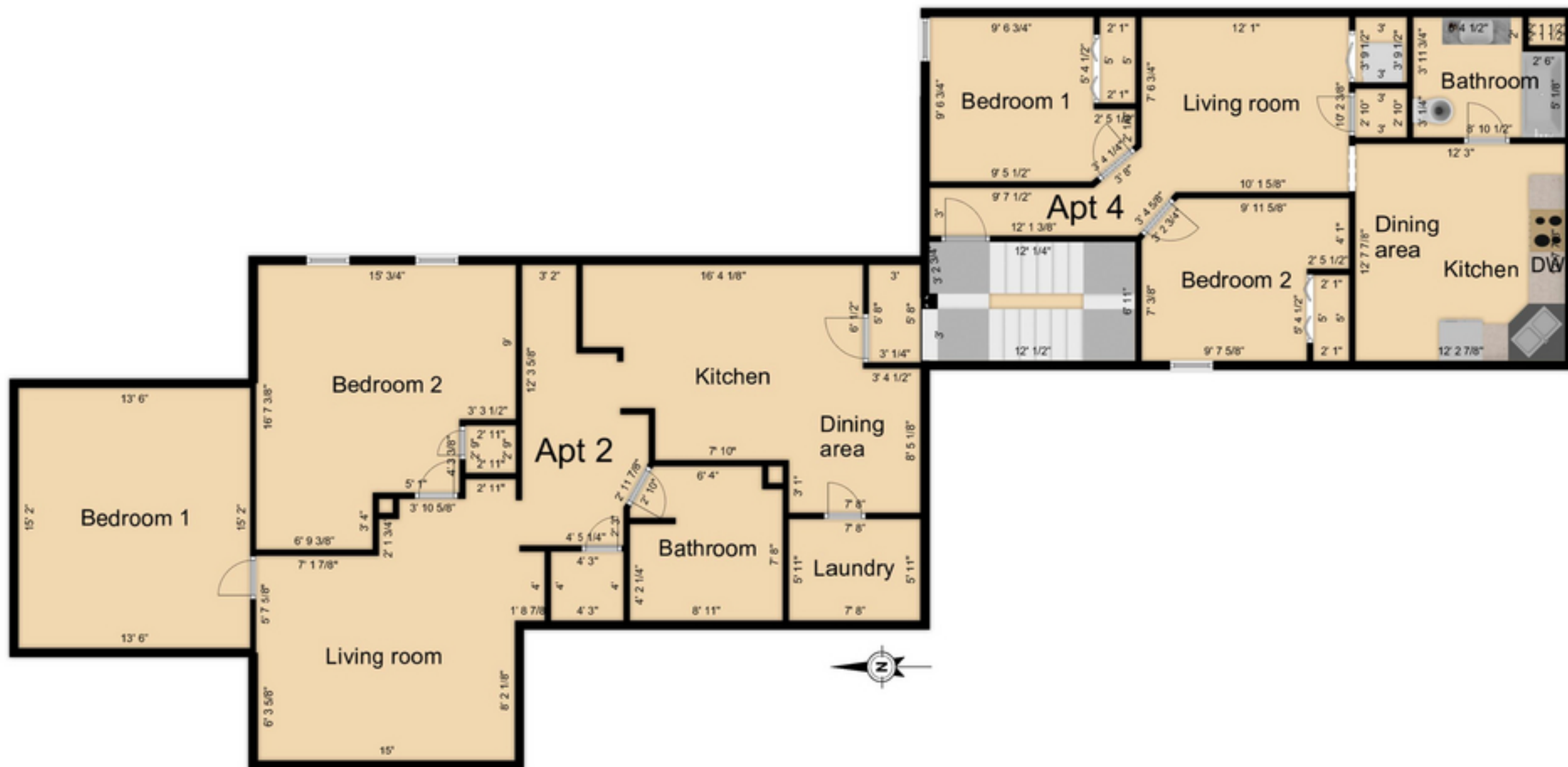
NH L.S. 943

06/16/25

Date







INTENDED USE

Alcon Lighting's Outdoor Architectural Area & Site LED Post Light combines sleek design with high-performance illumination, seamlessly integrating into various environments. Its slim, lightweight housing enhances durability by optimizing heat management through convective cooling. Engineered with advanced LED technology, this fixture delivers exceptional efficiency, longevity, and uniform illumination, making it a versatile and energy-efficient solution for outdoor lighting applications.

FEATURES

Construction: Die-cast aluminum
Color Temperature: 30/40/50K Selectable switch
CRI: 70+
Voltage: 120–277 VAC and 347–480 VAC
Driver: 0–10V dimming down to 10%
Power Adjustable: 100%, 80%, 60%, 40%.
Power Factor: ≥90%
Operating Temperature: –40°F to 113°F
Life: 100,000 Hours
Listing: UL wet location listed, DLC Premium
Warranty: 5 years carefree for parts & components (Labor not included).



11403-M (100W, 140W, 180W)



11403-L (300W, 400W)



ORDERING INFORMATION Example:

Model	Size	Wattage	Finish	Optics	Voltage	Mounting	Mounting Accessories ^{4,5}	Options ⁶
11403	M Medium	10 ¹ 100W	BZ Dark Bronze	T3 Type 3 ^{Std.}	UNV 120–277V (Universal)	F Fixed Pole	4R ⁶ 4" Round Pole, 2–3/8" O.D.	GS External Glare Shield ³
		14 ¹ 140W	WH ³ White	T2 ³ Type 2		A Adjustable Pole	4S ⁶ 4" Square Pole, 2–3/8" O.D.	GF External Glare Full Visor ³
		18 ¹ 180W	BK ³ Black	T4 ³ Type 4		S Slipfitter	5R ⁶ 5" Round Pole, 2–3/8" O.D.	PIR PIR Sensor
	L Large	30 ² 300W		T5 ³ Type 5	HV 347–480V (High Voltage)	W Wall	5S ⁶ 5" Square Pole, 2–3/8" O.D.	P12 120–277V PIR Sensor
		40 ² 400W				Y Yoke	A Adjustable Pole Bracket	M Microwave Sensor
							W Wall Square or Round pole, 2–3/8"	N NEMA Photocell
								BS Lens Glare Shield

¹ Available in Medium size only.

² Available in Large size only.

³ Additional charge and lead time of up to 3–4 weeks may apply.

⁴ Accessories come in Dark Bronze finish.

⁵ See further information on pages 7 and 8.

⁶ Accessories designed for mounting onto an existing pole, reducing its diameter to accommodate various configurations such as D90, D12, D18, T90, T12, or Q90.





CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Minor Site Plan Review Committee
FROM: Planning and Development Department Staff
RE: 3 Campbell Street, Tax Map 92 Lot 65
DATE: July 1, 2025
APPLICATION: PB 2025-35-MSP

History:

3 Campbell Street previously was a mixed-use building with residential units on the top floor and office on the ground floor. It is located in the LD Zoning District as well as the Colburn Park Historic District Overlay. Recently, the office space was converted to residential space without permits. The applicant is rectifying that error and working with the Planning Department on the appropriate steps make these new units legal. The applicant must seek approval from the Heritage Commission for the enlargement of exterior windows, and the Minor Site Plan Committee for the increased number of units and the site changes required. Site Plan review has been triggered and it's requirements must be met.

Application:

On June 16th, staff sent the applicant an email that listed items that needed to be addressed in the initial application review. This email is in your packet. The applicant responded on June 26, and this response is included in your packets. Some items are address clearly. The applicant refers to the approved 1992 site plan often in their response. Since the applicant is choosing to change the use of their property from mixed-use (office & residential) to all multi-family residential the project must meet all applicable current site plan regulations. The applicant will need to ask for waivers for any items not being updated to current regulations. Historically, only the Planning Board has granted waivers. If the applicant wishes to apply for waivers for the items missing from his application, then this case needs to be moved from Minor Site Plan Committee to the Planning Board.

Minor Site Plan Review Committee authority to grant waivers is not expressed in the regulations. Article 7 of the Site Plan Review Regulations gives the Planning Board authority to grant waivers.

Landscaping & Lighting:

Section 6.2 Landscaping Standards

- A. Purpose: Landscaping shall be required around the perimeter of the parcel, in the parking area, and around the building to meet the following objectives...”*

The section further goes on to state that minimum landscaping is required along the front, side, and rear property lines. Since this property is located in the LD zoning district, they have reduced landscape requirements as listed in Section 602.B.2-7, 10, and 11. The site plan regulation acknowledge that the LD has reduced setbacks and there won't always be room for a 15' perimeter landscaping requirement.

B. Perimeter Landscaping

- 1. A minimum landscaped area along the front, side, and rear property lines shall be provided. This area shall be a minimum of 15 feet in width for the length of each property line and shall comply with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11.*

a. Exception. Development in the Central Business (CB) District and Lebanon Downtown (LD) District shall provide the required perimeter landscaping in accordance with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, except within those portions of the required perimeter landscaped area proposed to be occupied by (i) a building, and/or (ii) a parking area located in the side and/or rear yard. The purpose of this exception is to avoid a conflict between the minimum 15 ft. perimeter landscaping requirement and the CB District and LD District zoning regulations which, except as otherwise provided in the Zoning Ordinance, do not require a minimum setback along the front and side lot lines (see Sections 306.3 and 307.3 of the Zoning Ordinance), and which require a rear setback of only 10 ft.

- 2. The perimeter landscaped area shall be planted with intermittent vegetation from the ground level to at least 30 feet in height at maturity, and shall be planted at a minimum with one (1) shade tree plus a mix of shrubs and understory trees totaling at least 5 plants for each 600 square feet, unless the Planning Board determines that a semi-opaque or an opaque buffer is required.*

- 3. Within the landscaped areas, the Applicant shall propose a mix of shade trees, understory trees, shrubs, well-kept grassed areas, and ground cover that is appropriate for the site, its environment, and its surroundings. All new plant material shall be nursery-grown stock. During site plan review, the Planning Board may require a different mix and/or different treatments, including additional trees, if it determines that such changes further the objectives of these Regulations.*

- 4. At the time of planting, all deciduous trees shall be a minimum 2.5 to 3 inches in caliper, measured 6 inches above the finish grade level; all evergreen trees shall be a minimum of 6 to 7 feet in height. Where appropriate, the Planning Board may require larger trees at the time of planting. Said trees shall be planted no closer than 8 feet to any property line. New trees may include evergreens not to exceed 25% of the total, unless determined by the Planning Board to be necessary for screening.*

5. Shrubs shall be planted as a mix, ranging from 50% to 70% flowering, with the remainder being evergreen. At the time of planting, all shrubs, whether deciduous or evergreen, shall be 24 to 30 inches in height and/or 18 to 24 inches in spread.

6. Where necessary to mitigate the impact of a land use on neighboring properties or the neighborhood, the Planning Board will require that all or some of the perimeter landscaping required herein be planted as an opaque or semi-opaque buffer, and increased in width pursuant to the following chart:

Additional Width and Opacity for Perimeter Landscaping					
PROPOSED LAND USE	EXISTING LAND USE				
	Retail	Office	Industrial	Multi-family	Single-family
Retail	*	0'/s	5'/s	10'/o	10'/o
Office	0'/s	*	5'/s	5'/o	5'/o
Industrial	5'/s	5'/s	*	10'/o	10'/o
Multifamily	10'/o	5'/o	10'/o	*	0'/s

Legend: o = opaque; s = semi-opaque; * = perimeter landscaping

7. Buffers and screens shall be either opaque or semi-opaque, as determined by the Planning Board, based on the width of the landscaped area and the extent of negative impact of the use or facility being screened or buffered.

a. The opaque buffer is opaque from ground level to 6 feet in height, with intermittent vegetation from 6 feet to at least 30 feet in height. It shall be planted at a minimum of one (1) shade tree or evergreen tree with conical shape and one (1) understory tree per 300 square feet, with as many evergreen shrubs as necessary to exclude all visual contact from ground level to 6 feet in height.

b. The semi-opaque buffer is opaque from ground level to 3 feet in height, with intermittent vegetation from 3 feet to at least 30 feet in height. It shall be planted at a minimum of one (1) shade tree and one (1) understory tree per 300 square feet, with as many shrubs as necessary to partially block visual contact from ground level to 3 feet in height.

10. Trees spaced no greater than 40 feet on center shall be provided along all street frontages in order to create a definition of the street with regularly spaced shade trees appropriate to the neighborhood. These trees may be counted toward the amount of planting required in the perimeter landscaped area.

11. Plants, other than trees along street frontages, should be placed in a random manner to blend with the natural landscape and to avoid a linear plantation appearance, unless

designed by a landscape architect. Plants shall be placed at intervals appropriate to the size of the plant at maturity. Shrubs shall be spaced to achieve touching of branches in 3 years when used for opaque or semi-opaque buffers

The applicant states that their landscaping plan was approved in 1992. The applicant is changing the use of part of the building from office to residential and with that would need to meet current landscape regulations. The site plan submitted does not show any new landscaping. The applicant would need a waiver from this section.

The applicant shows 3 existing lights on the submitted site plan. No new changes to lighting were noted. The walkway to the north is unlit and its unclear what the lighting is for the 13 parking spaces on that same side. Streetlights are also a feature on Campbell Street that would illuminate the front portion of the property. Staff asks for Police to provide their input.

EV parking spaces:

The zoning ordinance states:

Section 607.8 Electric Vehicles

C. EV Infrastructure Requirements/Off-Street Parking Requirements

2. Multi-Family Dwellings. Parking for multi-family dwellings and senior housing complexes shall include a minimum of 65% of EVSE-installed EV-ready, and EV-capable spaces as follows: a. EVSE-installed spaces for a minimum of 5% of proposed off-street parking spaces. b. EV-ready spaces for a minimum of 20% of proposed off-street parking spaces. c. EV-capable spaces for a minimum of 40% of proposed off-street parking spaces.

The applicant is not proposing any EV parking spaces. A variance from the Zoning Board of Adjustment would be needed to keep parking as is. The Planning Board can not grant a waiver for elements of the Zoning Ordinance.

Recreation Facilities:

The applicant is stating that since the development is so close to Colburn Park, the Northern Rail Trail, and the CCBA, on site recreational facilities are not needed. The applicant needs to ask for a waiver to because this is required under the site plan regulation.

Section 6.5.H.1

Site plans for multi-family dwelling developments shall make adequate provision for the on-site recreational facility needs of the residents of the proposed development, with the exception of multi-family dwelling developments consisting of less than five (5) units. The plan shall be designed to minimize the likelihood that public safety will be endangered by the extensive use of internal roads and parking areas for recreation.

Bike Storage:

The applicant states that bike storage will be provided at 7 Bank Street, an adjoining property. The Site Plan Regs State:

Section 6.5.I. BICYCLE STORAGE AND PARKING

The intent of this section is to enhance bicycle usage, support transportation efficiency by reducing reliance on vehicles for short-distance travel, and implement City goals, including the Complete Streets Policy. The requirements of this section apply to new developments as well as to changes to or expansions of use at existing developments that require a new or amended site plan approval.

2. Residential Development. Multi-family dwellings with more than five (5) units must provide:

a. Short-term bicycle parking for at least 15 percent of units (e.g., 50 units = 8 spaces)

b. Long-term bicycle parking for at least 30 percent of all building units.

The applicant does not show the location of bicycle parking on the submitted new site plan. If the applicant wishes not to provide on-site bicycle parking, a waiver from the site plan regulations would be needed.

Dumpster:

In response to the initial review email, the applicant has agreed to screen the dumpster with “wood lattice screening or a comparable equivalent”. This will need to be a condition of approval because the dumpster nor screening is not shown on the provided site plan. The screening, based on location may take up part of the parking space labeled #1. Currently, there is a no parking sign at the location of space #1.

Staff recommends the Committee to find this application incomplete due to the missing items listed above.

Attachments:

1. Application and additionally submitted materials.
2. Staff’s email to the applicant referencing missing items from the checklist or site-plan.

CITY OF CEDAR RAPIDS APPLICATION FOR

SPECIAL EXCEPTION	☐	☒	SITE PLAN REVIEW (Minor)
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Michael Davidson

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Tim Siders

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PROJECT LOCATION:

TAX MAP #: 92 LOT#: 65 PLOT #: _____ ZONE: LD

STREET ADDRESS OF PROJECT: 3 CAMBER STREET

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☒ YES ☐ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

USE HAS REVERTED TO RESIDENTIAL / MULTIFAMILY - TWELVE (12)
TOTAL UNITS.

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
 PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
 IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on APRIL 10, 2025, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY

OWNER: Tim Siders

DATE: 28 FEB 2025

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY

OWNER: Tim Siders

DATE: 28 FEB 2025

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
6-11-2025	92-65	PB2025-35-MSP			



City of Lebanon, New Hampshire

APPLICATION FOR MINOR SITE PLAN REVIEW

SUPPORT STATEMENT

Office Use Only Date Received: _____ Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

- An Application, completed in full and signed by the property owner [§3.2.B.7.a]
This Support Statement, completed in full and signed by the applicant [§3.2.B.7.b]
Payment of the appropriate filing fees [§3.2.B.7.c]
A completed Public Hearing Notification List [§3.2.B.7.d]
A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format
Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

USE HAS REVERTED TO RESIDENTIAL / MULTIFAMILY; SEVEN (7) UNITS
IN MAIN HOUSE IN ADDITION TO FIVE (5) IN CARRIAGE HOUSE.
NO CHANGES TO BUILDINGS OR SITE.

III. SITE PLAN TECHNICAL CHECKLIST

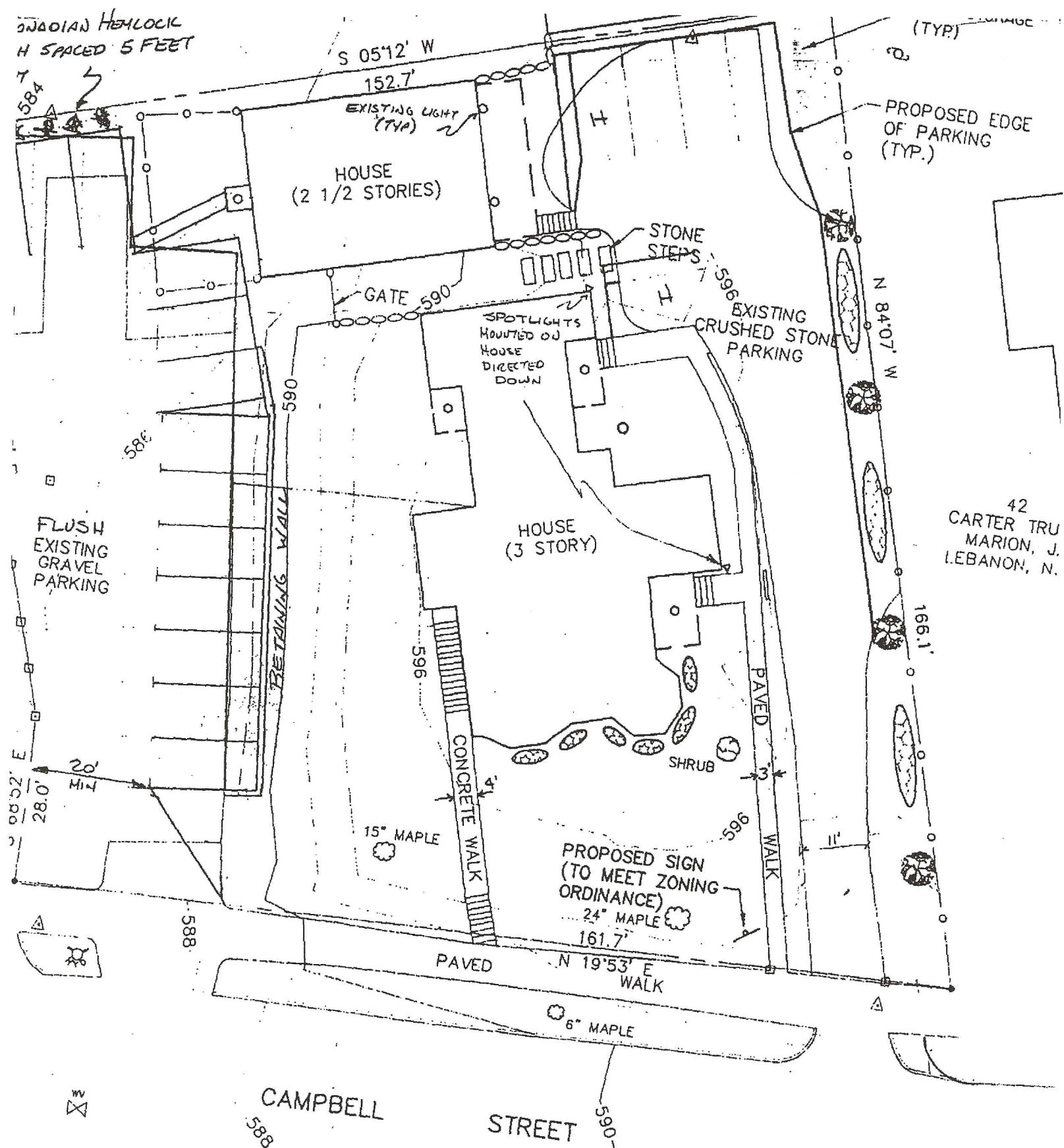
The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	☒
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	☒
<u>3.2.B.7.e</u> - Identify all abutters	☒
<u>3.2.B.7.e.i</u> - Indicate the site location	☒
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	☒
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☒
<u>3.2.B.7.e.ii</u> - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☒

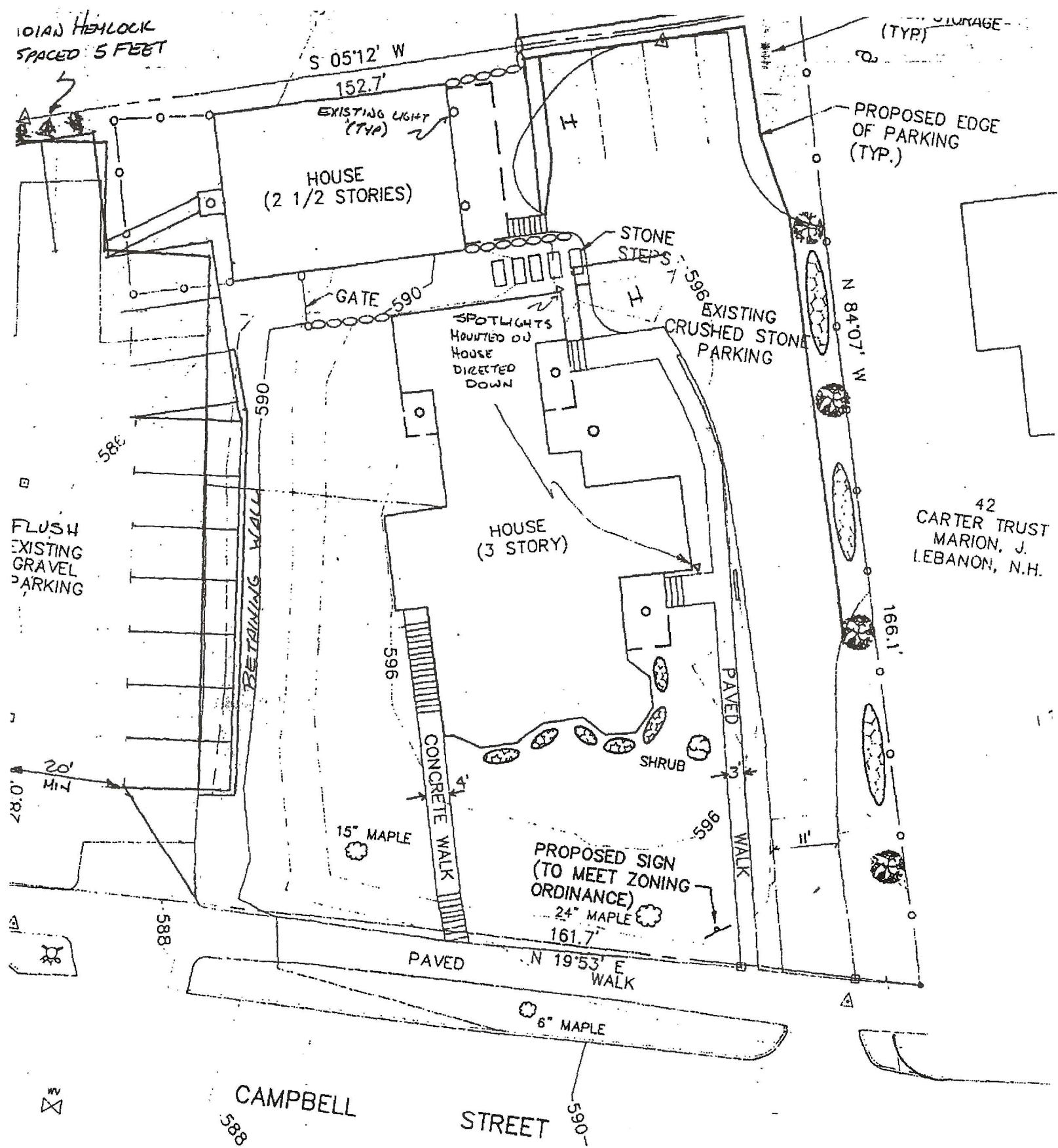
The site plan shall:	Info. Provided	Not Applicable
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of: - existing structures - proposed structures - expansions to existing structures - landscaping - parking areas - walkways / ramps - driveways - lighting fixtures - stormwater control devices - exterior waste receptacles - exterior equipment - utilities - all other improvements	☒ ☐ ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☒ ☒	☐ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☒ ☐ ☐
3.2.B.7.e.iv (Article VI design compliance) - Identify or show: where/how stormwater will be discharged	☒	X
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show: - setbacks (in ft.) of existing buildings and structures - setbacks (in ft.) of proposed buildings and structures - existing use(s) of property - proposed use(s) of property - size of each existing and proposed non-residential unit - number of existing and proposed dwelling units - number of existing on-site parking spaces - for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance - total proposed number of on-site parking spaces	☒ ☒ ☒ ☒ ☐ ☒ ☒ ☐ ☒ ☒	☐ ☐ X X ☒ ☐ ☐ ☐ ☐ ☐

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.


 Signature of Applicant

28 FEB 2025
 Date





INDIAN HEMLOCK
+ SPACED 5 FEET

(TYPE) ~~MESSAGE~~

S. 05°12' W

152.7'

EXISTING LIGHT
(TYP) ✓

HOUSE
(2 1/2 STORIES)

-GATE 590-

SPOTLIGHTS
MOUNTED ON
HOUSE
DIRECTED
DOWN

~~STONE~~
~~STEPS~~

EXISTING
CRUSHED ST
PARKING

N 84.07' W

42
CARTER TRUS
MARION, J.
LEBANON, N.H.

FLUSH
EXISTING
GRAVEL
PARKING

BETAINING WALL

HOUSE
(3 STORY)

CONCRETE WALK

15" MAPLE

PROPOSED SIGN
(TO MEET ZONING
ORDINANCE)
24" MAPLE

24° MAPLE
161.7'

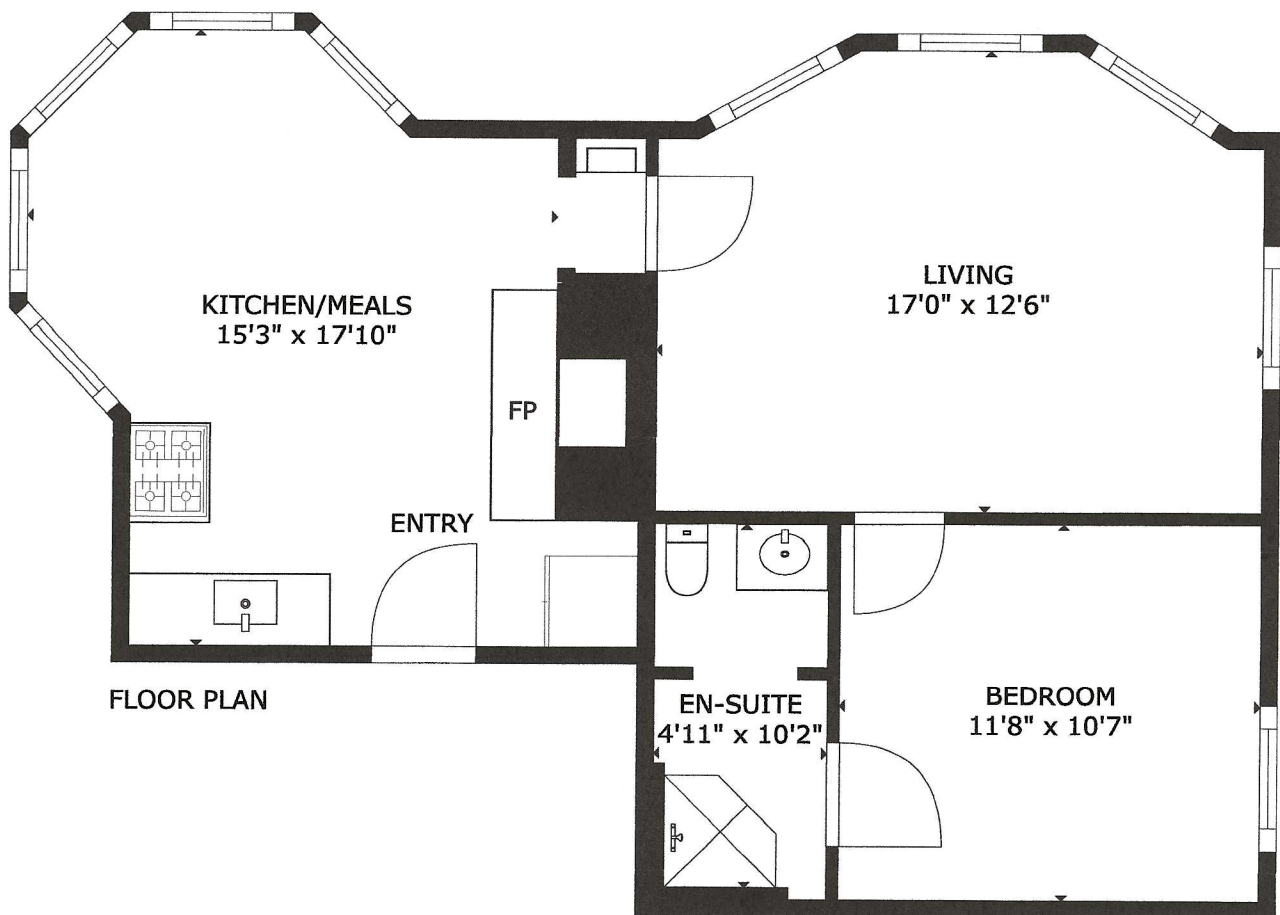
PAVED

N 19°53' E
WALK

6" MAPLE

CAMPBELL

STREET

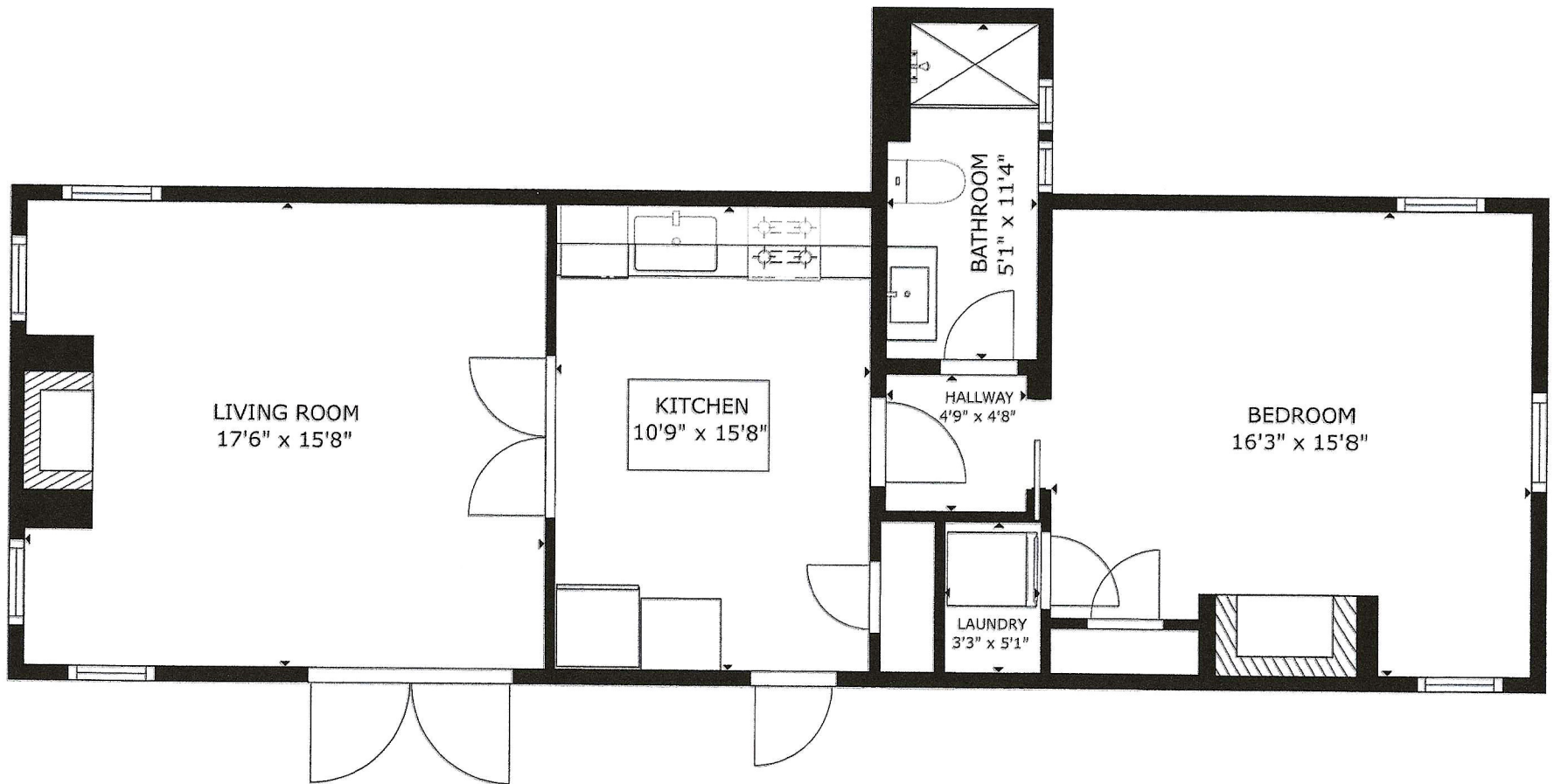


FLOOR PLAN

3 CAMPBELL #1F

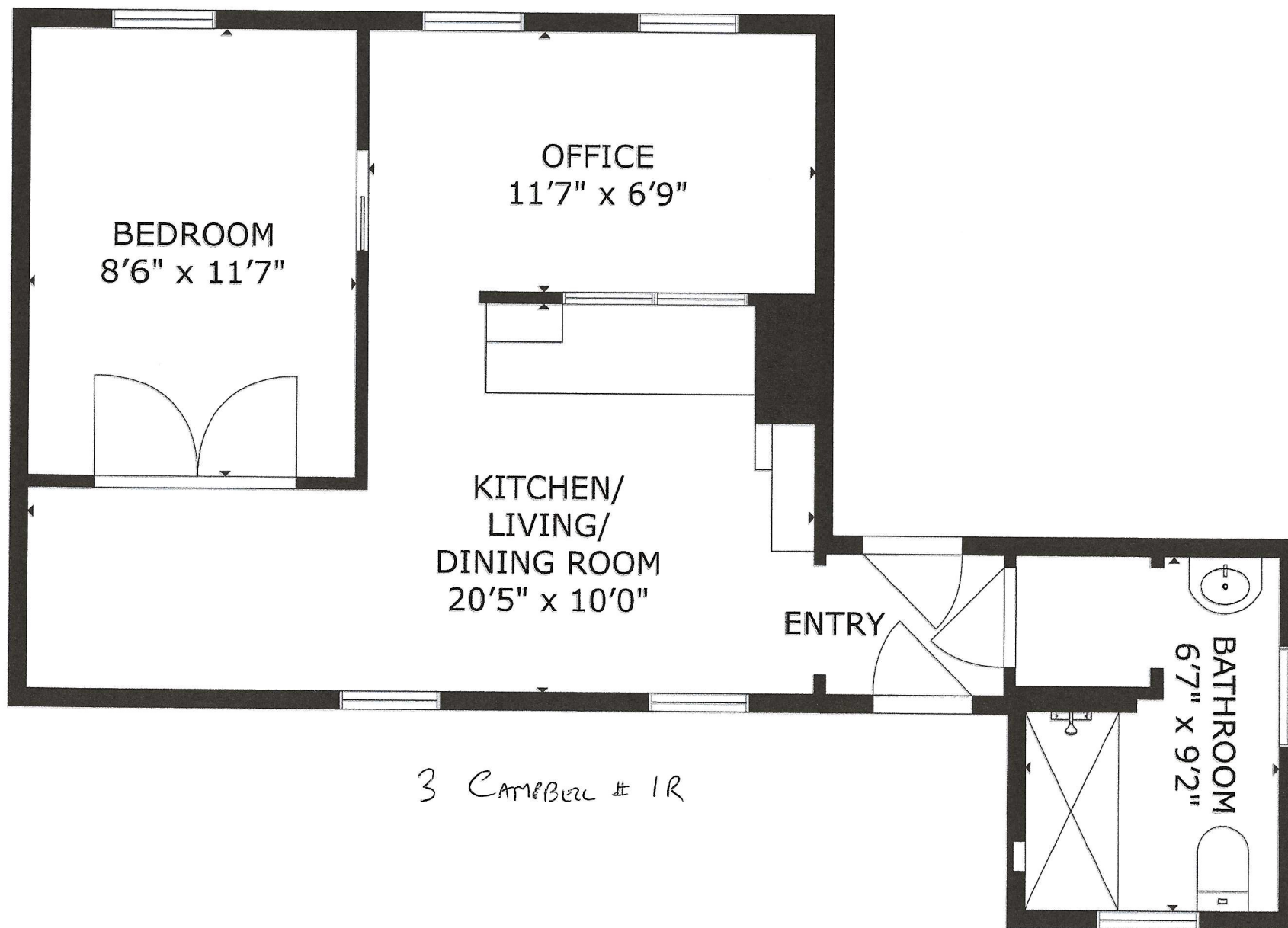
GROSS INTERNAL AREA
FLOOR PLAN: 653 sq. ft
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.





3 CAMPBELL #1M

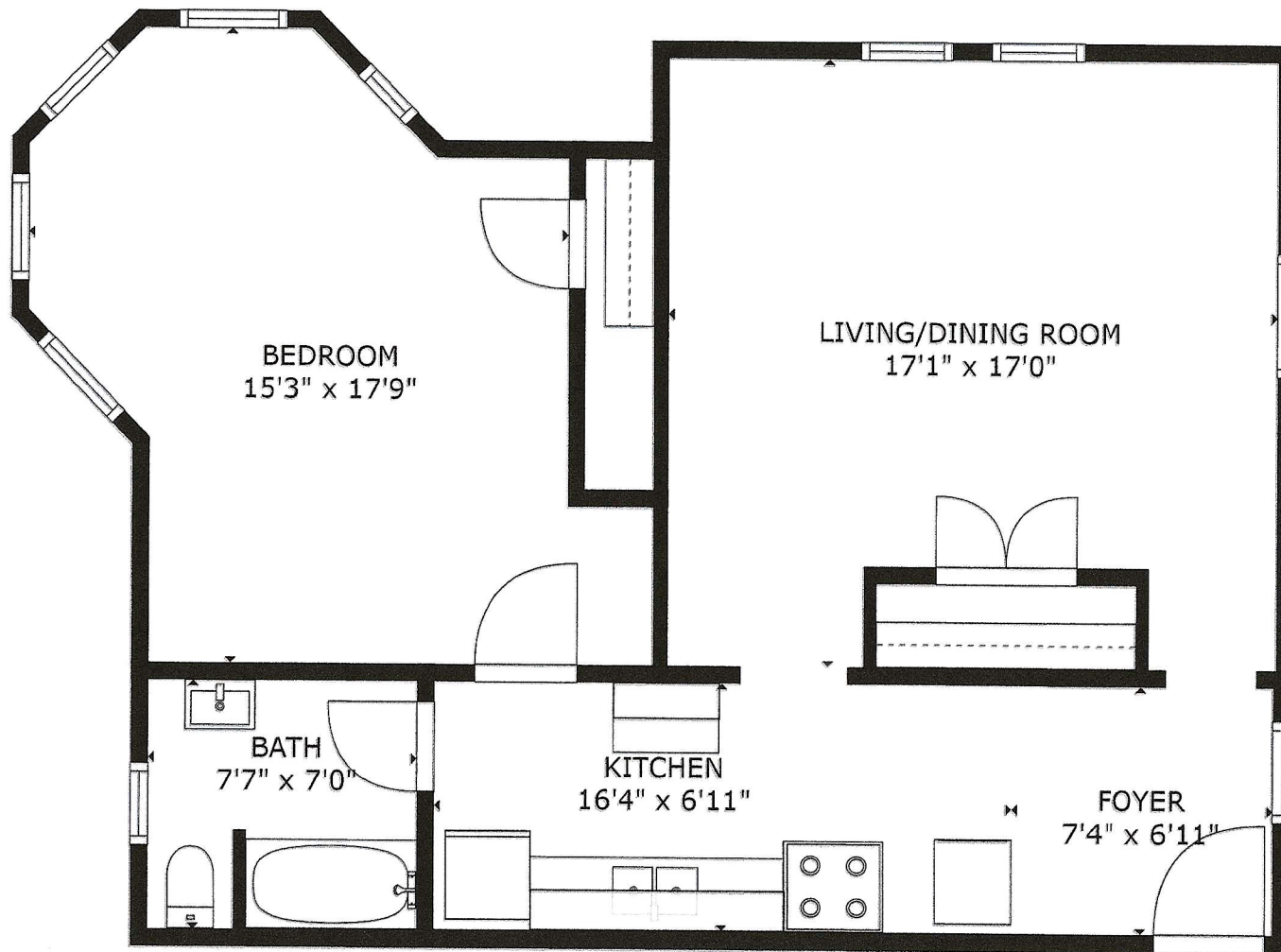
GROSS INTERNAL AREA
FLOOR 1: 826 sq ft
TOTAL: 826 sq ft
*CLUSTERS AND CLOSET AREAS ARE APPROXIMATE, ACTUAL MAY VARY



FLOOR 1

GROSS INTERNAL AREA
TOTAL: 430 sq.ft
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.





FLOOR 1

3 CAMPBELL # 2F

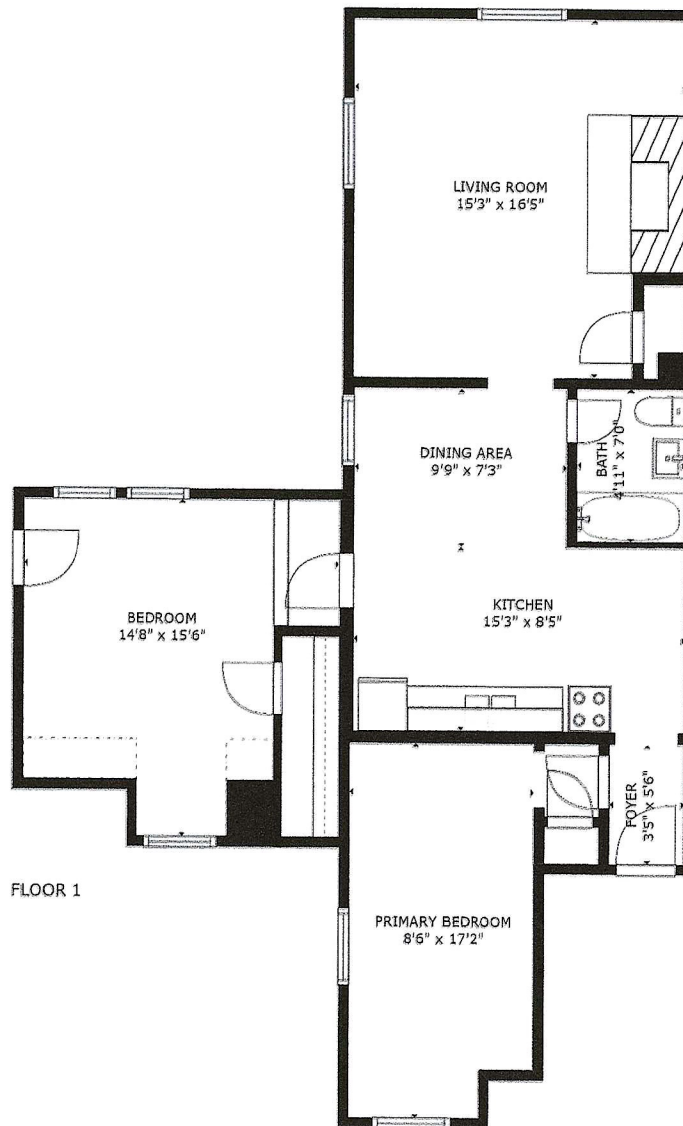
GROSS INTERNAL AREA

FLOOR 1: 784 sq. ft

TOTAL: 784 sq. ft

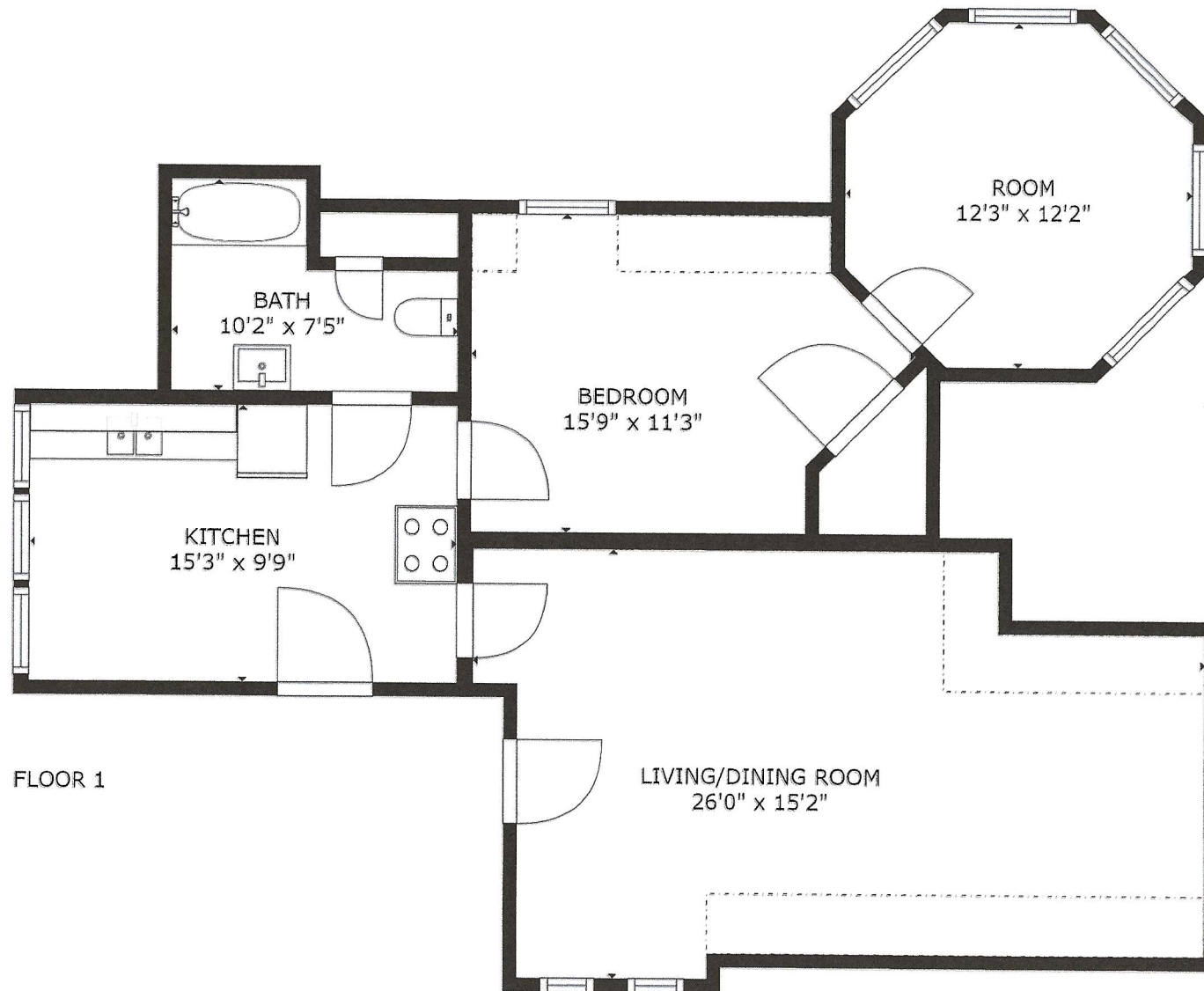
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.





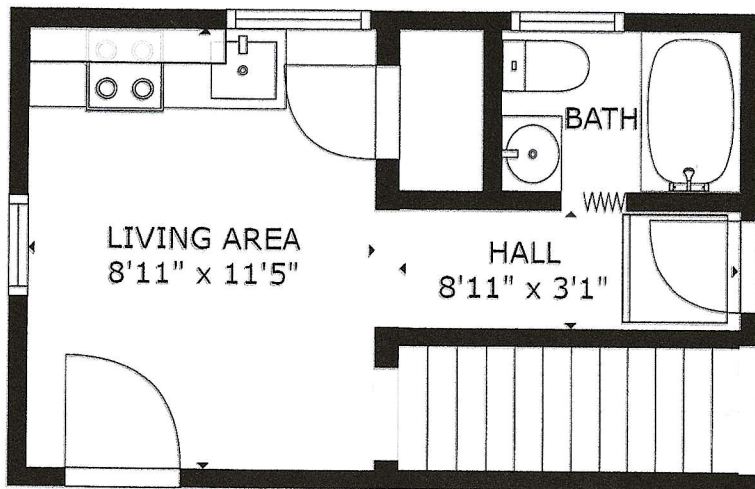
3 CAMPBELL # 2R

GROSS INTERNAL AREA
FLOOR 1: 887 sq. ft, EXCLUDED AREAS:
REDUCED HEADROOM BELOW 1.5M: 19 sq. ft
TOTAL: 887 sq. ft
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.

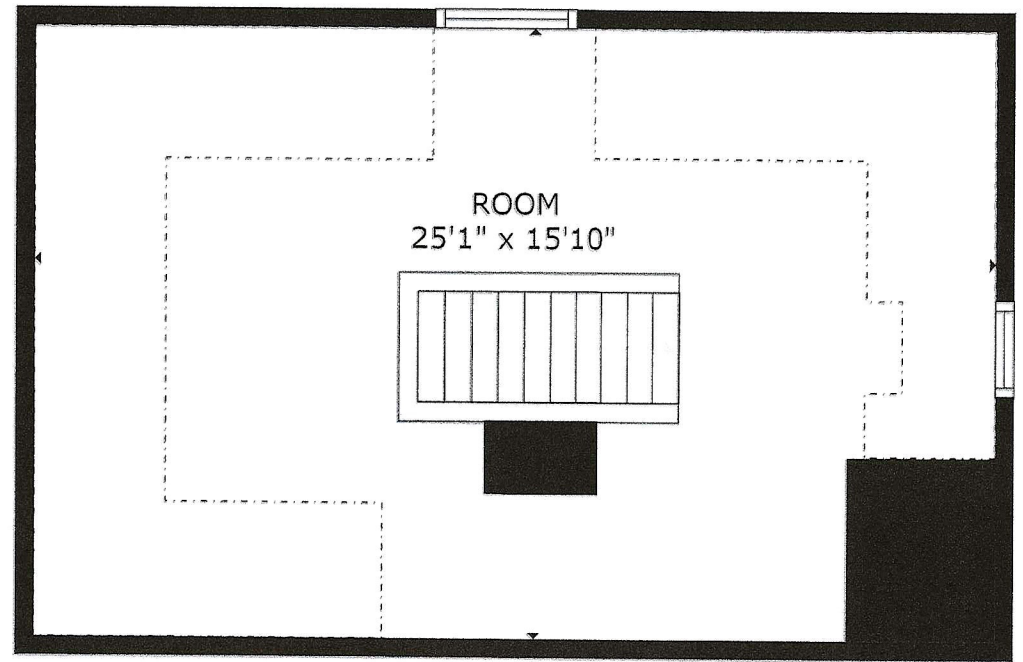


3 CAMPBELL #3F

GROSS INTERNAL AREA
FLOOR 1: 801 sq. ft, EXCLUDED AREAS:
REDUCED HEADROOM BELOW 1.5M: 81 sq. ft
TOTAL: 801 sq. ft
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY



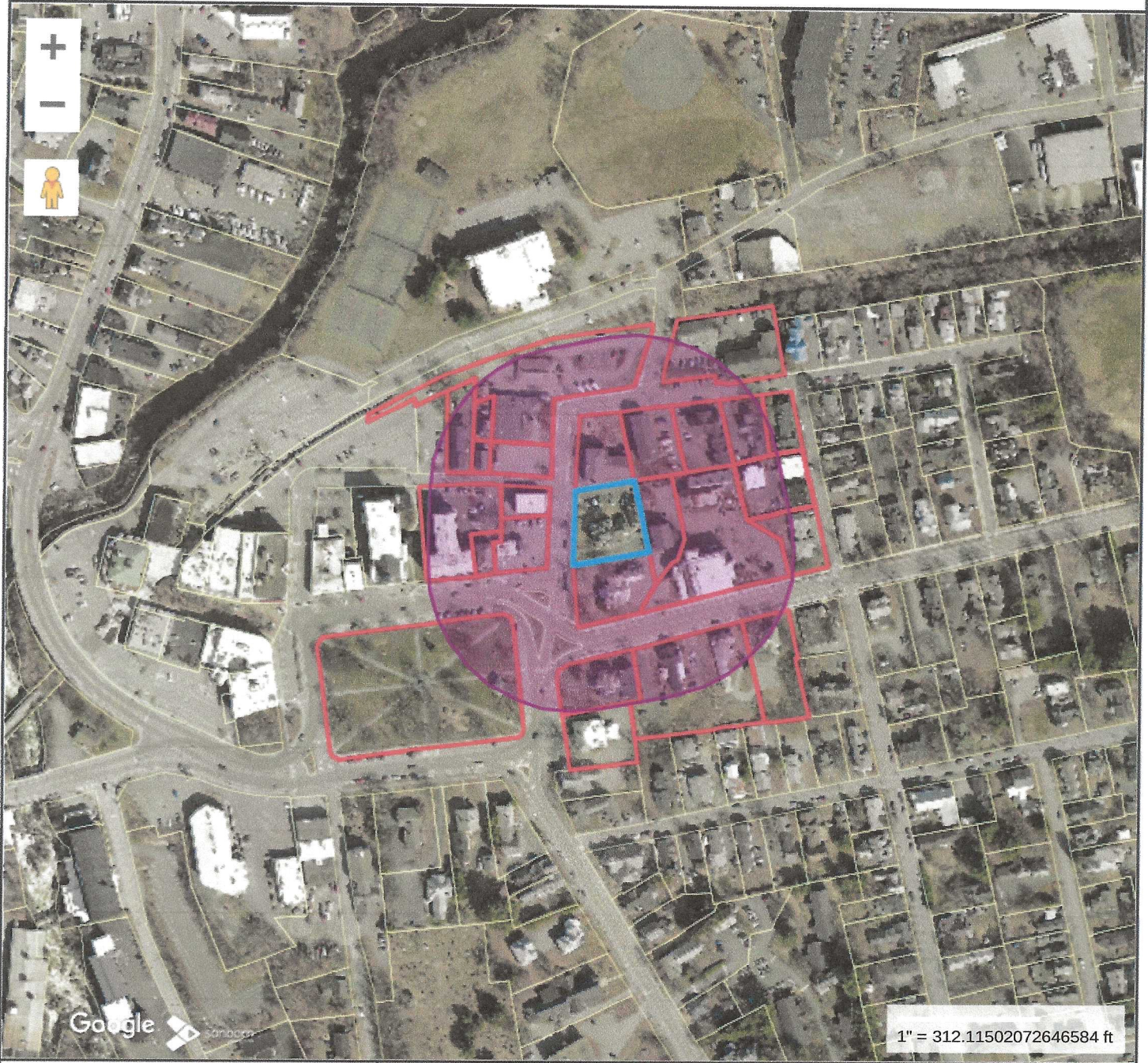
FLOOR 1



FLOOR 2

3 CAMPBELL #6

GROSS INTERNAL AREA
 FLOOR 1: 211 sq ft, FLOOR 2: 222 sq ft
 EXCLUDED AREAS: , REDUCED HEADROOM BELOW 1.5M: 158 sq ft
 TOTAL: 433 sq ft
 SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY



Property Information

Property ID 92-65
Location 3 CAMPBELL ST
Owner DAVIDSON, MICHAEL



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 01/30/2025
Data updated 11/18/2018

Print map scale is approximate.
Critical layout or measurement activities should not be done using this resource.

CACL HOLDINGS LLC
187 SAINT GAUDENS RD
CORNISH, NH 03745

CITY OF LEBANON
51 NORTH PARK ST
LEBANON, NH 03766

UNITED STATES POSTAL SERVICE
11 EAST PARK ST
LEBANON, NH 03766

CITY OF LEBANON
51 NORTH PARK ST
LEBANON, NH 03766

LEBANON HOUSING AUTHORITY
31 ROMANO CIR
WEST LEBANON, NH 03784

CITY OF LEBANON
51 NORTH PARK ST
LEBANON, NH 03766

ONE NORTHPARK LLC
31 ELM ST
LEBANON, NH 03766

TEOMOR LLC
2 CAMPBELL ST
LEBANON, NH 03766

NBKS, LLC
21 SCHOOL ST
LEBANON, NH 03766

MARTIN, TIMOTHY E
11 FLYNN ST
LEBANON, NH 03766

TEOMOR LLC
2 CAMPBELL ST
LEBANON, NH 03766

GRAFTON CTY SENIOR CITIZENS
PO BOX 433
LEBANON, NH 03766

TWIN PINES HOUSING TRUST
226 HOLIDAY DR, STE 20
WHITE RIVER JCT, VT 05001

CHEN, ZI
30 1/2 WEST WHEELLOCK ST
HANOVER, NH 03755

PARKHURST COMM HOUSING INC
226 HOLIDAY DR, STE 20
WHITE RIVER JCT, VT 05001

CARTER COMM BLDG ASSOC
1 TAYLOR ST
LEBANON, NH 03766

MARION J CARTER TRUST
28 TIMBER LN
LEBANON, NH 03766

COMMUNITY GALLERY INC
11 BANK ST
LEBANON, NH 03766

CHORRO LLC
21 WATER ST
LEBANON, NH 03766

GUARALDI, LAWRENCE V
21 BANK ST
LEBANON, NH 03766

LEIRAS ANTONIO & DEBRA TTEES
7035 BARGELLO ST
ENGLEWOOD, FL 34224

OFFICER, THOMAS F
13 FLYNN ST
LEBANON, NH 03766

14 PARKHURST-HINCH LLC
PO BOX 4301
WHITE RIVER JCT, VT 05001

ETTING, CHAD D
2 ELM ST
LEBANON, NH 03766

SCHUSTER, BARRY C TTEE
PO BOX 447
LEBANON, NH 03766

GALLERY COURT CONDOMINIUM
2-12 ELM ST
LEBANON, NH 03766

CAVANAUGH, CHRISTINE M
6 ELM ST
LEBANON, NH 03766

PRINZ, BIANKA D
8 ELM ST
LEBANON, NH 03766

SMITH, VICTORIA HALL
10 ELM ST
LEBANON, NH 03766

WAGNER LUCY M
12 ELM ST
LEBANON, NH 03766

KCC PROPERTIES BANK ST LLC
32 LEBANON ST STE A
HANOVER, NH 03755



EXECUSUITE LLC

Bringing new life to our historic downtowns

June 25, 2025

City of Lebanon, NH
Planning Board- Minor Site Plan Review Committee
67 North Park Street
Lebanon, NH 03766

RE: 3 Campbell Street PB2025-35-MSP

Dear Members:

Regarding the Staff comments of June 16, 2025, please see below and attached:

The submitted Site Plan, previously approved on February 10, 1992, depicts the perimeter landscaping and buffers as required under §6.2.B.1.

The submitted Site Plan has been updated to show the location of the underground propane tank, installed in 2023, in accordance with the requirements of §6.2.N.1.

The submitted Site Plan shows Eighteen (18) parking spaces, including Two (2) spaces designated "H" for handicapped parking. This parking space count satisfies the stricter requirement for 1.5 spaces per apartment, as there are now twelve apartments.

To meet the requirements of §6.5.I.2, we propose using/sharing the bicycle racks at our adjoining 7 Bank Street property.

Respectfully, EV spaces are not required because none of the parking spaces are "proposed." See Zoning Ordinance, § 607.8.C.2, They exist and have existed for over 30 years, as has the building. Nothing in § 607 of the Ordinance suggests that the EV requirements are triggered when a property undergoes a minor interior change or change of use. For a comparative reference, the City's bicycle regulations expressly provide: "The requirements of this section apply to new developments **as well as to changes to or expansions of use at existing developments that require a new or amended site plan approval.**" (emphasis added). Similar language is not found in § 607. Under the express terms of the Ordinance, EV Spaces are triggered when a new building or parking spaces are constructed.

There is no formal agreement with the CCBA. 3 Campbell Street has enough spaces on site to accommodate the parking requirements of our tenants, and there has never been a concern about misappropriation of parking spaces.

The lighting plan as required under §6.7 remains the same as constructed in 1992 to satisfy the condition of the Board's site plan approval.

The dumpster location, as required under §6.2.B.8, is marked on the plan, where it was located in 1992 to satisfy the condition of the Board's site plan approval. If screening is now required, we propose a wood lattice screening or a comparable equivalent. Truck access is straight on from Campbell Street.

Snow storage, as required under §6.5.F.2, is depicted on the updated site plan.

To satisfy the requirements of §6.5.H.1, please note that 3 Campbell Street is situated within walking distance of Colburn Park, the Rail Trail, the CCBA and Witherell Center, the 75 Bank Street Basin Field, the School Street School playground and Storrs Hill.

The "new" floor plans were included with this application. Enclosed is the floor plan of the former office space.

We appreciate your review and consideration.

Very truly yours,



Tim Sidore, CAM, NALP
Ledgeworks, Inc
Michael Davidson Properties
(603) 322-3260
tim@ledgeworks.com

CC: Mike Davidson
(603) 359-4701
mike@ledgeworks.com

INDIAN HEMLOCK
4 SPACED 5 FEET
DUMPSTER

S 05°12' W
152.7'

EXISTING LIGHT (TYP)

HOUSE (2 1/2 STORIES)

STONE STEPS

GATE 590

SPOTLIGHTS MOUNTED ON HOUSE DIRECTED DOWN

EXISTING CRUSHED STONE PARKING

N 84°07' W
166.1'

42 CARTER TRAIL MARION, N. LEBANON, N

FLUSH EXISTING GRAVEL PARKING

RETAINING WALL

UNDERGROUND PROpane TANK

SNOW STORAGE

CONCRETE WALK

SHRUB

PAVED WALK

PROPOSED SIGN (TO MEET ZONING ORDINANCE)
24" MAPLE

15" MAPLE

PAVED

N 19°53' E WALK

6" MAPLE

CAMPBELL STREET

38

Page 58 of 81

DIAN HEMLOCK
SPACED 5 FEET

S 05°12' W
152.7'

HOUSE
(2 1/2 STORIES)

EXISTING LIGHT
(TYP)

PROPOSED EDGE
OF PARKING
(TYP.)

GATE 590

STONE
STEPS

SPOTLIGHTS
MOUNTED ON
HOUSE
DIRECTED DOWN

EXISTING
CRUSHED STONE
PARKING

N 84°07' W

HOUSE
(3 STORY)

42
CARTER TRUST
MARION, J.
LEBANON, N.H.

LUSH
EXISTING
RAVEL
PARKING

RETAINING WALL

CONCRETE WALK

PAVED
WALK

15" MAPLE

PROPOSED SIGN
(TO MEET ZONING
ORDINANCE)

24" MAPLE

161.7'

PAVED

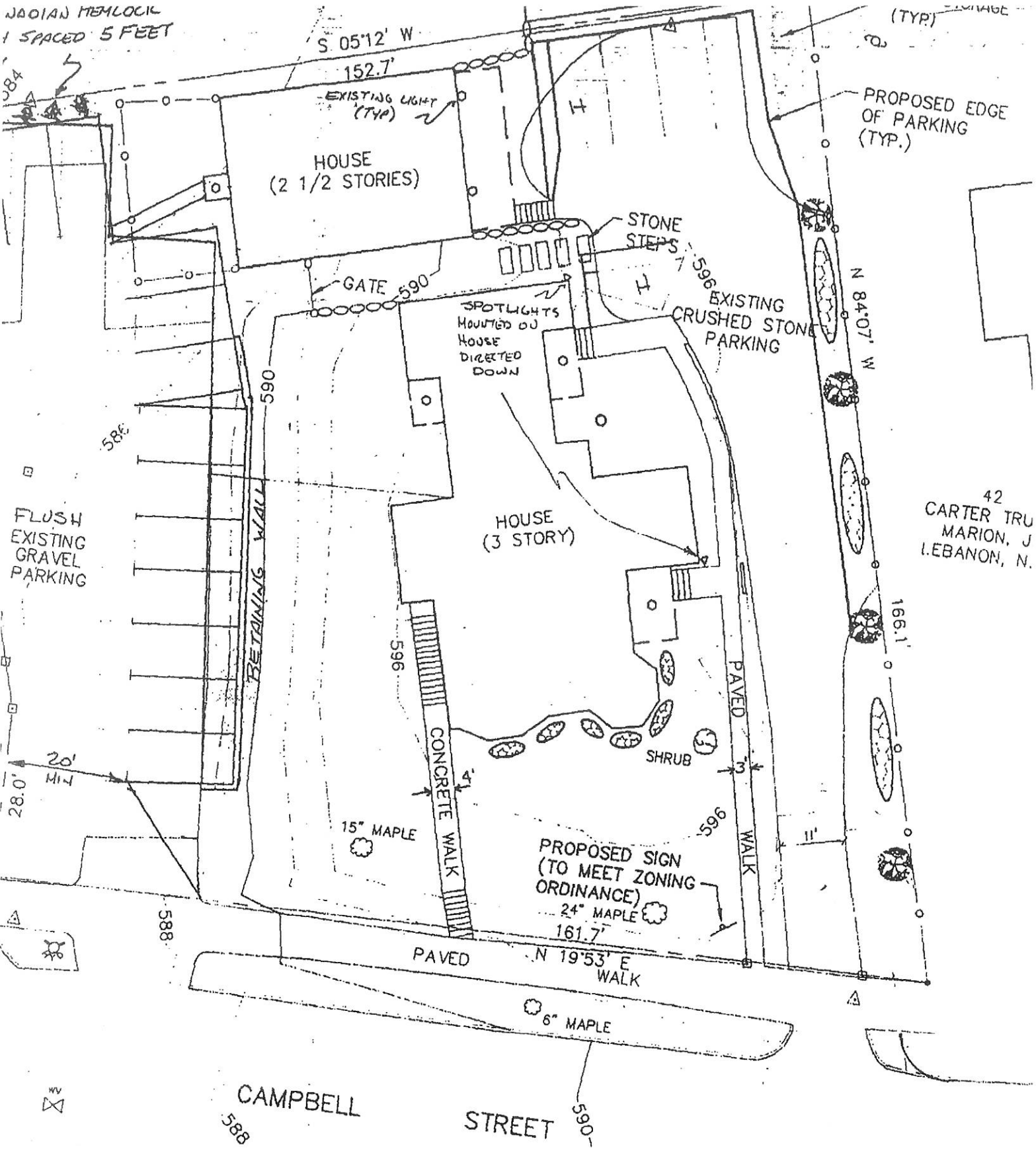
N 19°53' E
WALK

6" MAPLE

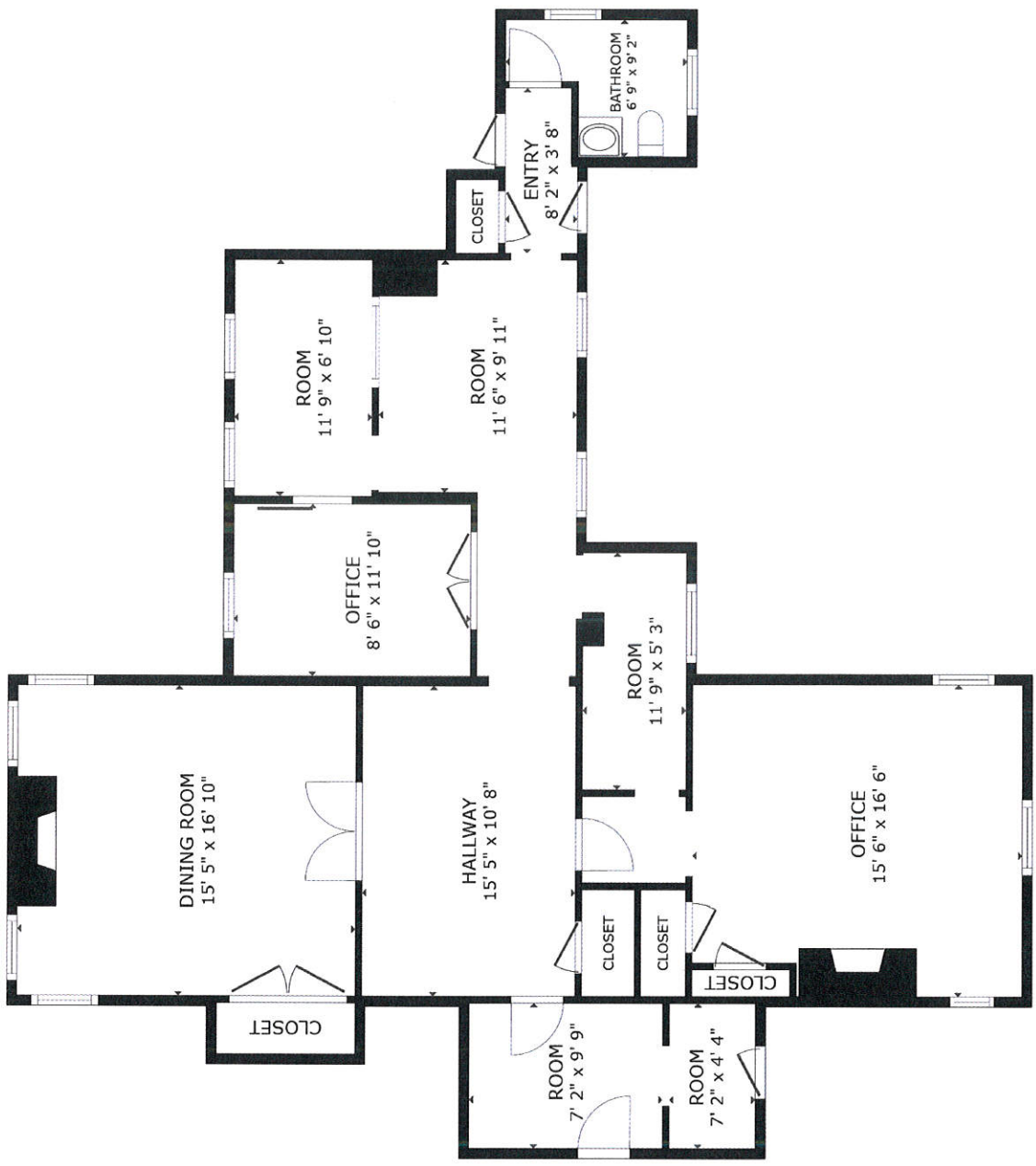
CAMPBELL

STREET

NADIAN MEMLOCK
1 SPACED 5 FEET



3 CAMPBELL LAW OFFICE (FORMER)



FLOOR PLAN

GROSS INTERNAL AREA
FLOOR PLAN 1,391 sq. ft.
TOTAL : 1,391 sq. ft.

SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.

From: [Catheryn Hembree](#)
To: [Tim Sidore](#)
Cc: [Crystal Taplin](#)
Subject: 3 Campbell Street Initial Review Comments
Date: Monday, June 16, 2025 2:11:00 PM

Mr. Sidore,

After an initial review of your 3 Campbell Street Minor Site Plan application, I found your application incomplete and need the following issues to be addressed:

1. Please review the checklist provided on your Minor Site Plan Review Application and make sure everything listed is included.
2. Landscaping:
 - a. Section 6.2.B.1 – Landscaped perimeter and buffer requirements
 - b. Location of propane tanks if applicable. Be aware that according to Section 6.2.N.1. they cannot be in the front yard.
3. Parking:
 - a. Please provide a parking plan showing the number of spaces, the calculations, their dimensions, marked EV parking spaces, and marked ADA parking spaces.
 - i. Please refer to Sections 5.1.E.4.5 and 6.5.E of the site plan regs for more information
 - b. Bicycle parking plan needs to be provided.
 - i. Section 6.5.I.2
 - c. EV Parking Requirements: Zoning Ordinance Section 607.8.C.2.
 - d. Is there a shared parking agreement between your company and CCBA? It wasn't clear on the site plan who owned the spaces facing this property, and from personal experience, I know CCBA users use those spaces.
3. Lighting Plan: Section 6.7
4. Location of dumpster and description of screening and truck access (Section 6.2.B.8)
5. Plans for snow removal and/or storage (Section 6.5.F.2)
6. Recreation facility – multi-family more than 5 units (Section 6.5.H.1)
7. Submit a floor-by-floor layout with new and old uses/areas labeled.

City staff would like to meet with your design professional to go over the site plan regulations so there is no confusion about what is required before our July meeting. I will be out of the office the remainder of the week. Please contact Crystal to schedule a time for us to meet next week.

Catheryn Hembree, AICP

City of Lebanon
51 N. Park Street
Lebanon NH 03766



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Minor Site Plan Review Committee
FROM: Planning and Development Department Staff
RE: 10 Abbott Street, Tax Map 107 Lot 89
DATE: June 26, 2025
APPLICATION: PB2025-37-MSP

History:

10 Abbott Street has most recently been a single-family home in the R-2 zoning district. It is located on a .47-acre lot. Tax records show it was constructed in 1860. As part of the building's history, it was used as a "mother and baby home".

Application:

The applicant submitted an application to covert this single-family home into a quad-plex. There will be no expansion of the footprint of the building. This change of use requires the building to meet site plan regulations.

Staff sent an email to the applicant, Mr. Barrett, on June 25, 2025, asking for clarification on landscaping, parking, lighting, the trash containers, and snow storage and removal plan. Mr. Barrett submitted additional materials on July 1 and 2nd that addressed the topics listed above.

Landscaping/Screening:

The applicant provided more information on the existing plantings on the lot. They do not meeting the specific screening requirements laid out in the Site Plan Regulations, but they are mature plantings and minimal under story and bushes would need to be added create screening between a multi-family house and single-family residential, which according to the chart (shown below) should be semi-opaque, but no additional width is needed. A fence is located along the driveway between 10 and 6 Abbott Street.

B. Perimeter Landscaping

1. A minimum landscaped area along the front, side, and rear property lines shall be provided. This area shall be a minimum of 15 feet in width for the length of each property line and shall comply with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11.

a. Exception. Development in the Central Business (CB) District and Lebanon Downtown (LD) District shall provide the required perimeter landscaping in accordance with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, except within those portions of the required perimeter landscaped area proposed to be occupied by (i) a building, and/or (ii) a parking area located in the side and/or rear yard. The purpose of this exception is to avoid a City of Lebanon – Site Plan Review Regulations Page 39 of 84 conflict between the minimum 15 ft. perimeter landscaping requirement and the CB District and LD District zoning regulations which, except as otherwise provided in the Zoning Ordinance, do not require a minimum setback along the front and side lot lines (see Sections 306.3 and 307.3 of the Zoning Ordinance), and which require a rear setback of only 10 ft.

2. The perimeter landscaped area shall be planted with intermittent vegetation from the ground level to at least 30 feet in height at maturity, and shall be planted at a minimum with one (1) shade tree plus a mix of shrubs and understory trees totaling at least 5 plants for each 600 square feet, unless the Planning Board determines that a semi-opaque or an opaque buffer is required.

3. Within the landscaped areas, the Applicant shall propose a mix of shade trees, understory trees, shrubs, well-kept grassed areas, and ground cover that is appropriate for the site, its environment, and its surroundings. All new plant material shall be nursery-grown stock. During site plan review, the Planning Board may require a different mix and/or different treatments, including additional trees, if it determines that such changes further the objectives of these Regulations.

4. At the time of planting, all deciduous trees shall be a minimum 2.5 to 3 inches in caliper, measured 6 inches above the finish grade level; all evergreen trees shall be a minimum of 6 to 7 feet in height. Where appropriate, the Planning Board may require larger trees at the time of planting. Said trees shall be planted no closer than 8 feet to any property line. New trees may include evergreens not to exceed 25% of the total, unless determined by the Planning Board to be necessary for screening.

5. Shrubs shall be planted as a mix, ranging from 50% to 70% flowering, with the remainder being evergreen. At the time of planting, all shrubs, whether deciduous or evergreen, shall be 24 to 30 inches in height and/or 18 to 24 inches in spread.

6. Where necessary to mitigate the impact of a land use on neighboring properties or the neighborhood, the Planning Board will require that all or some of the perimeter landscaping required herein be planted as an opaque or semi-opaque buffer, and increased in width pursuant to the following chart:

Additional Width and Opacity for Perimeter Landscaping					
PROPOSED LAND USE	EXISTING LAND USE				
	Retail	Office	Industrial	Multi-family	Single-family
Retail	*	0'/s	5'/s	10'/o	10'/o
Office	0'/s	*	5'/s	5'/o	5'/o
Industrial	5'/s	5'/s	*	10'/o	10'/o
Multifamily	10'/o	5'/o	10'/o	*	0'/s

Legend: o = opaque; s = semi-opaque; * = perimeter landscaping

7. Buffers and screens shall be either opaque or semi-opaque, as determined by the Planning Board, based on the width of the landscaped area and the extent of negative impact of the use or facility being screened or buffered.

a. The opaque buffer is opaque from ground level to 6 feet in height, with intermittent vegetation from 6 feet to at least 30 feet in height. It shall be planted at a minimum of one (1) shade tree or evergreen tree with conical shape and one (1) understory tree per 300 square feet, with as many evergreen shrubs as necessary to exclude all visual contact from ground level to 6 feet in height.

b. The semi-opaque buffer is opaque from ground level to 3 feet in height, with intermittent vegetation from 3 feet to at least 30 feet in height. It shall be planted at a minimum of one (1) shade tree and one (1) understory tree per 300 square feet, with as many shrubs as necessary to partially block visual contact from ground level to 3 feet in height.

8. Screens at least 5 feet in width shall be provided for service areas and facilities (such as garbage and waste disposal containers, recycling bins, and loading areas; outside storage areas; and electrical and mechanical equipment, such as transformers and compressors), or for any other similar facilities or areas required by the Planning Board. Screens may be incorporated within any of the minimum landscaped areas required herein.

9. A buffer or screen may include fencing, subject to the approval of the Planning Board. A buffer or screen may be combined with storm water infiltration strips and bio-filtration areas as long as the requirements of both the perimeter landscaping and storm water management are met.

10. Trees spaced no greater than 40 feet on center shall be provided along all street frontages in order to create a definition of the street with regularly spaced shade trees appropriate to the neighborhood. These trees may be counted toward the amount of planting required in the perimeter landscaped area.

11. Plants, other than trees along street frontages, should be placed in a random manner to blend with the natural landscape and to avoid a linear plantation appearance, unless designed by a

landscape architect. Plants shall be placed at intervals appropriate to the size of the plant at maturity. Shrubs shall be spaced to achieve touching of branches in 3 years when used for opaque or semi-opaque buffers.

The applicant proposed an underground propane tank and smaller roll-out trash containers that do not require additional screening.

Staff recommends the Committee ask for clarification on the type of understory trees and bushes on site and if it constitutes a “semi-opaque” buffer, that is required between multi-family uses and single family uses. 14 and 6 Abbott Street to the east and west are single-family, and 15 Spring Street, to the south, is a 2-family. A condition of approval might be needed.

Parking:

In staff’s email to the applicant, they notified the applicant that an accessible parking space would be required as well as compliance with the EV Parking Regulations in the zoning ordinance. The most recent site plan shows out of the 6 parking spaces, 3 will be EV. The accessible parking space is not shown on the site plan. The applicant asked for the site plan provided be satisfactory to proceed due to time constraints with the understanding an accessible is required. Staff advises the Committee to make it a condition of approval that an accessible space be provided on site.

Lighting Plan:

The revised site plan shows lighting. The lights are stated to be downcast.

Snow Storage/Removal Plan:

The applicant is proposing the area to the east side of the garage and west side of the shed be used for snow storage.

Staff considers the application to be complete and recommends the following conditions: 1. required landscape buffering and 2. accessible parking space on-site.

Attachments:

1. Application
2. Original Site Plan
3. Revised Site Plan

APPLICATION FOR

SPECIAL EXCEPTION	☐	☒ SITE PLAN REVIEW
VARIANCE	☐	☐ SUBDIVISION
MOTION FOR REHEARING	☐	☐ LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐ CONDITIONAL USE PERMIT
☐ OTHER _____		

PROPERTY OWNER (APPLICANT):

NAME: LOREAN F. AND CHELSEA NOIAN TEL: [REDACTED]
 MAILING ADDRESS: [REDACTED]
 E-MAIL ADDRESS: [REDACTED]

CO-APPLICANT, AGENT, OR LESSEE:

NAME: BARRETT ARCHITECTURE, PC TEL #: [REDACTED]
FRANK J. BARRETT, JR. AIA
 MAILING ADDRESS: [REDACTED]
 E-MAIL ADDRESS: [REDACTED]

PROJECT LOCATION:

TAX MAP #: 107 LOT #: 89 PLOT #: — ZONE: R-2
 STREET ADDRESS OF PROJECT: 10 ABBOT STREET
 IS THIS PROPERTY LOCATED IN THE: WETLANDS ☐ YES ☒ NO HISTORIC DISTRICT ☐ YES ☒ NO
 FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

TO CONVERT THE EXISTING SINGLE-FAMILY RESIDENCE INTO FOUR (4) DWELLING UNITS.

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☒ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
 PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
 IF USE IS COMMERCIAL OR INDUSTRIAL, PLEASE NOTE SPECIFIC USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: FRANK J. BARRETT, JR., AGENT DATE: 6/24/2025

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	
6/24/2025	107/89	PB2025-37-MSP	[REDACTED]



City of Lebanon, New Hampshire

APPLICATION FOR MINOR SITE PLAN REVIEW

SUPPORT STATEMENT

Office Use Only Date Received: _____ Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

- ☐ An Application, completed in full and signed by the property owner [§3.2.B.7.a]
- ☐ This Support Statement, completed in full and signed by the applicant [§3.2.B.7.b]
- ☐ Payment of the appropriate filing fees [§3.2.B.7.c]
- ☐ A completed Public Hearing Notification List [§3.2.B.7.d]
- ☐ A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format
- ☐ Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

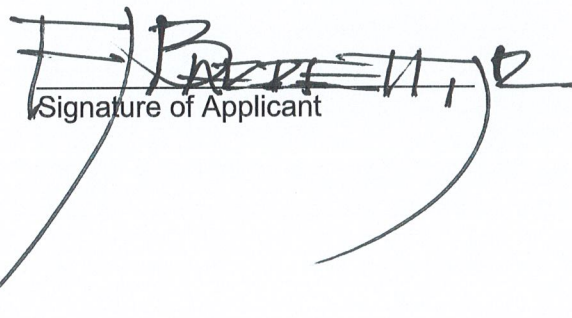
TO CONVERT THE EXISTING
SINGLE-FAMILY RESIDENCE INTO FOUR
(4) INDIVIDUAL DWELLING UNITS. ALL
OF THE PROPOSED WORK IS INSIDE THE
EXISTING BUILDING WITH NO EXTERNAL
CHANGES.

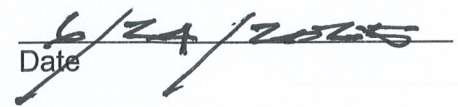
III. SITE PLAN TECHNICAL CHECKLIST

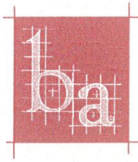
The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	☒
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	☒
<u>3.2.B.7.e</u> - Identify all abutters	☒
<u>3.2.B.7.e.i</u> - Indicate the site location	☒
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	☒
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☐
<u>3.2.B.7.e.ii</u> - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☐ N/A

The site plan shall:	Info. Provided	Not Applicable
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of: - existing structures - proposed structures - expansions to existing structures - landscaping - parking areas - walkways / ramps - driveways - lighting fixtures - stormwater control devices - exterior waste receptacles - exterior equipment - utilities - all other improvements	☒ ☐ ☐ ☐ ☒ ☒ ☒ ☐ ☐ ☒ ☐ ☒ ☐ ☐ ☐	☐ ☒ ☒ ☒ ☐ ☐ ☐ ☐ ☒ ☒ ☐ ☒ ☒ ☒ ☒
3.2.B.7.e.iv (Article VI design compliance) - Identify or show: where/how stormwater will be discharged <i>N/A</i>	☐	
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show: - setbacks (in ft.) of existing buildings and structures - setbacks (in ft.) of proposed buildings and structures - existing use(s) of property - proposed use(s) of property - size of each existing and proposed non-residential unit - number of existing and proposed dwelling units - number of existing on-site parking spaces - for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance - total proposed number of on-site parking spaces	☒ ☐ ☒ ☒ ☐ ☒ ☒ ☒ ☒ ☒	☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.


Signature of Applicant


Date



barrett architecture

FRANK J. BARRETT JR. AIA

Notification List

Property Owner:

Lorcan F. and Chelsea O Nolan
10 Abbott Street
Lebanon, NH 03766

Applicant:

Barrett Architecture, PC / Frank J. Barrett, Jr., A.I.A.
281 The Bent Road
Greensboro Bend, VT 05842

Abutters:

Map 107 – Lot 85:
Magellan, Francis J.
9 Abbott Street
Lebanon, NH 03766

Map 107 – Lot 86:
Cookie, Alevander, LLC
482 Canaan Street
Canaan, NH 03741

Map 107 – Lot 88:
Shapiro, Gillian
6 Abbott Street
Lebanon, NH 03766

Map 107 – 95:
Acer, Juglans, LLC
24 Spring Street
Lebanon, NH 03766

Map 107 - Lot 94:
Ells, Calvin J. and Joann D.
19 Spring Street
Lebanon, NH 0376690:

Map 107 – Lot 90:
Moses, Robert E., Trustee
14 Abbott Street
Lebanon, NH 03766

281 THE BEND ROAD ■ GREENSBORO BEND, VERMONT 05842

TELEPHONE: (802) 296-0004 ■ E-MAIL: FRANKJBARRETTJR@GMAIL.COM

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X <u>8</u> notices	\$ _____ (abutter certified)
TOTAL DUE		\$

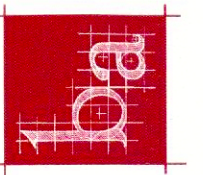
ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of July 2024 is \$5.54 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).



DATE:
JUNE 21, '25
REVISED:

1 OF 1

Owner of Record:
Nolan F. and Chelsea P. Nolan
10 Abbott Street
Lebanon, NH 03766
(802) 296-1052
lebanonnhrentals@gmail.com

Preparer of this Plan:
Barrett Architecture, PC / Frank J. Barrett, Jr., A.I.A.
281 The Bend Road
Greensboro Ben, VT 05842
(802) 296-0004
frankjbarrettjr@gmail.com

Property Location:
10 Abbott Street; Lebanon, NH 03766.
Tax Map 107 / Lot 89.
In the Residential Two (R-2) Zoning District.
No overlay districts apply.

Project Scope:
To convert the existing single family dwelling unit into four (4) dwelling units. All of the proposed work is within the building interior.

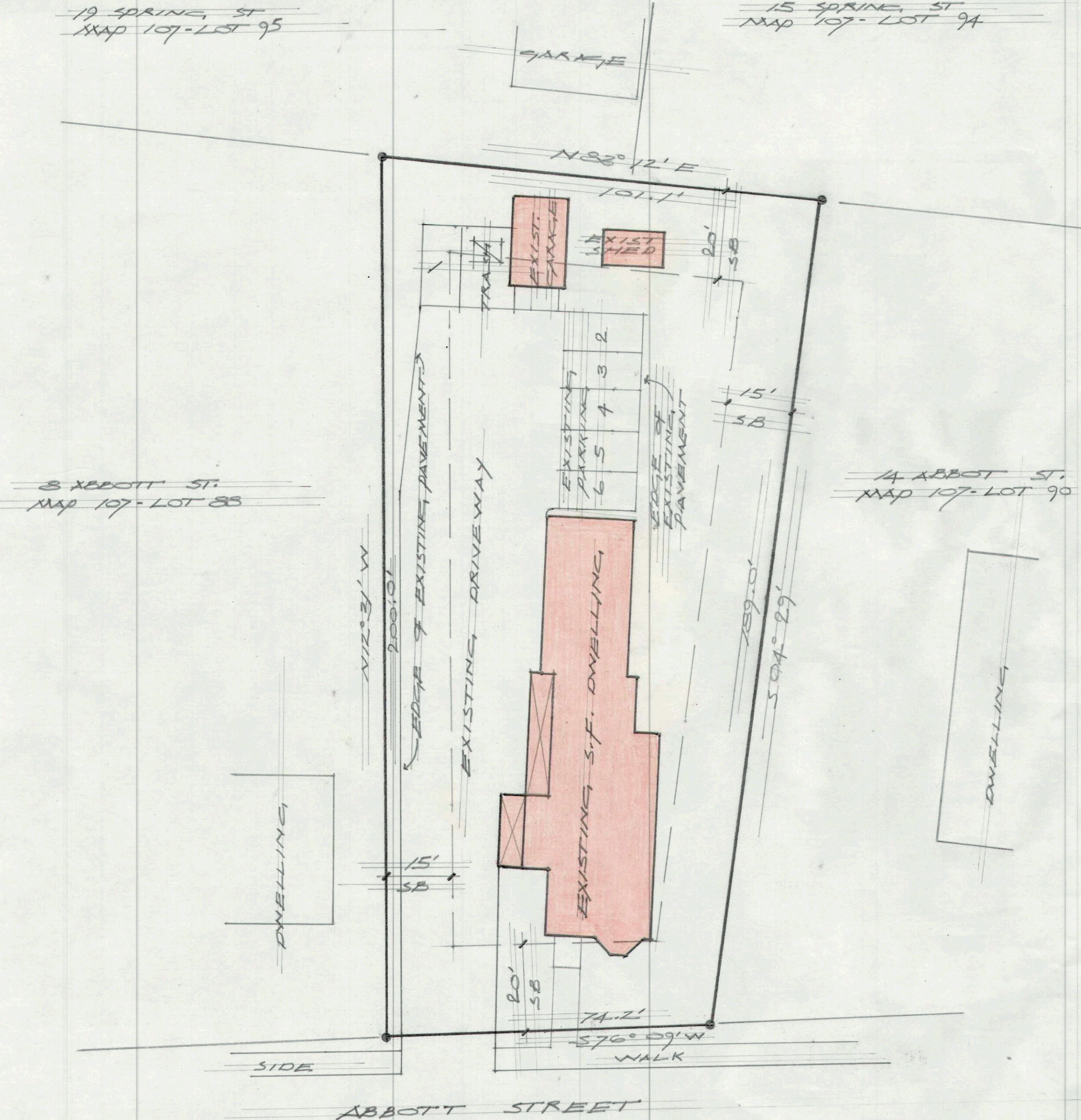
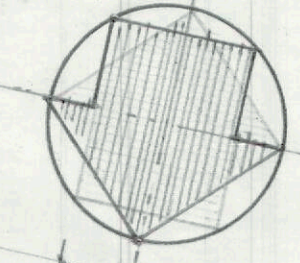
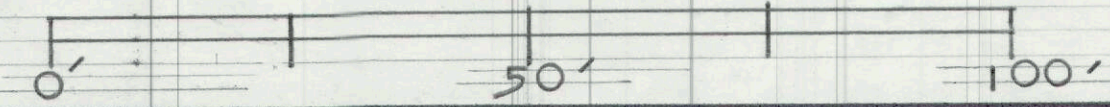
The Existing Lot:
Lot size = 20,474 square feet = 0.47 acres.
Minimal Frontage:
Required: 75 feet.
Actual: 74.2 feet.
Required Set Back Areas:
Front = 20 feet.
Side = 15 feet.
Rear = 20 feet.
Maximum Building Coverage (Class 1 lot):
Allowable = 25% = 5,118 sq. ft.
Actual = 2,804 sq. ft. = 13.5 %.

Parking as per Section 607 of the Zoning Ordinance:
Apartment Dwelling Unit: 1.5 spaces per unit times 4 = 6 spaces required.
Number of spaces provided = 6spaces.

Note: This plan is based upon a plan prepared by T & N Surveys, Inc.; Lebanon, N.H. titled "Plan For Hannah House, Inc."; Dated May 1986; Project Number 202786.

SITE PLAN.

SCALE: 1" = 20'



DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
JUNE 12, 2025 1:00 PM**

MEMBERS PRESENT: Nate Reichert (Director of Planning & Development), Captain Adam Leland (Lebanon Police Department), Leigh Hays (Building Official), Duane Egner (Fire Inspector), Brian Vincent (City Engineer)

MEMBERS ABSENT: Jeff Libbey (Deputy Fire Chief)

STAFF PRESENT: Catheryn Hembree (Associate Planner, Planning Department)

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:00pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT

The following applications were received by the Planning and Development Department on or before June 12, 2025:

- **10 Spencer Studios, LLC, 10 Spencer Street (Tax Map 92, Lot 33), zoned LD: Applicant requests approval of minor revisions to a site plan approved in connection with a Conditional Use Permit for a proposed art studio use granted by the Planning Board on September 23, 2024 (PB2024-37-CUP). PB2025-32-MSP**
- **Ralph R. & Constance E. Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), zoned LD: In connection with the City of Lebanon's Mascoma Street/Mechanic Street/High Street roundabout construction project, applicant requests Minor Site Plan review for a proposed reconfiguration of the subject property's parking layout and access in order to maintain the current number of on-site parking spaces and to enable two-way access from Guyer Street. PB2025-33-MSP**
- **Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2: Applicant requests Minor Site Plan review of a proposed conversion of the existing two (2)-family dwelling to a five (5)-unit multi-family dwelling, together with associated site improvements. PB2025-34-MSP**

Mr. Reichert confirmed that the applications do not have the potential for regional impact.

A MOTION was made by Brian Vincent that the applications of 10 Spencer Studios, LLC, 10 Spencer Street (Tax Map 92, Lot 33), PB2025-32-MSP; Ralph R. & Constance E. Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), PB2025-33-MSP; and Zi Chen, 16 Parkhurst Street

1 ***(Tax Map 92, Lot 61), PB2025-34-MSP, do not have the potential for regional impact. The***
2 ***MOTION was seconded by Leigh Hays.***

3
4 ****The MOTION was approved (5-0).***

5
6 **3. PUBLIC HEARING ITEMS**

7 **A. 10 Spencer Studios, LLC, 10 Spencer Street (Tax Map 92, Lot 33), zoned LD:**
8 **Applicant requests approval of minor revisions to a site plan approved in connection**
9 **with a Conditional Use Permit for a proposed art studio use granted by the Planning**
10 **Board on September 23, 2024 (PB2024-37-CUP). PB2025-32-MSP**

11
12 Mr. Reichert said there is an issue regarding completeness for this application related to the fire
13 door and its egress. He said the lot line in the rear of the building is very narrow and an exit
14 would involve the neighboring property (which is the rail trail, owned by the state of NH). He
15 said they cannot grant a permit that depends on neighboring property for fire egress.

16
17 Mr. Jay Barrett (Barrett Architecture) and Ms. Jennifer Caine (owner) were present on behalf of
18 the applicant. Ms. Caine said the project team had discussed having the fire egress on the east
19 side of the property by adding a door under one of the existing windows on that side.

20
21 Mr. Barrett said the reason this application came back to the Committee for review had to do
22 with getting the front of the property to align with existing curb cuts and other elements. He said
23 they made landscaping, curb cuts and other sidewalk changes. He said this egress issue just came
24 up last week. He suggested the Committee approve the application with the new changes and
25 make a condition that the applicant work with the City to resolve the fire egress issue. The group
26 agreed that the application could be deemed complete enough for review at this time.

27
28 ***A MOTION was made by Brian Vincent that the application of 10 Spencer Studios, LLC, 10***
29 ***Spencer Street (Tax Map 92, Lot 33), zoned LD: Applicant requests approval of minor***
30 ***revisions to a site plan approved in connection with a Conditional Use Permit for a proposed***
31 ***art studio use granted by the Planning Board on September 23, 2024 (PB2024-37-CUP).***
32 ***PB2025-32-MSP is complete enough for the Minor Site Plan Review Committee to accept***
33 ***jurisdiction and commence review. The MOTION was seconded by Leigh Hays.***

34
35 ****The MOTION was approved (5-0).***

36
37 Mr. Reichert opened the public comment portion of the meeting.

38
39 Tony Leires (Ward 3) said his concern with the project on 10 Spencer Street is traffic that will
40 result on Parkhurst St from this project. He said there has been no consideration for the quality of
41 life for the residents in the neighborhood. Mr. Reichert suggested that Mr. Leires is referring to a
42 project at 20 Spencer Street, which is a different residential housing project. He suggested Mr.
43 Leires speak with Deputy Director of Planning Tim Corwin about that project.

44
45 Mr. Reichert closed the public comment portion of the meeting.

1 Mr. Hays asked for clarification of all the parking spaces and the location of the handicapped
2 accessible space. Mr. Barrett noted where the spaces are and said the space closest to the building
3 could be the accessible space with an access aisle. Mr. Reichert said he'd be comfortable
4 approving this plan with the following conditions:

- 5 • An updated site plan showing the egress solution is submitted by the applicant
- 6 • The City shall be consulted and a formal easement conveyed to the applicant to allow for the
7 fire egress on the left side of the building

8
9 Mr. Vincent said the clarification of all the parking spaces and the accessible space should be
10 added to the updated site plan.

11
12 The group discussed having a professional surveyor determine the left side property line to
13 ensure there is enough space for the planned fire egress. Mr. Barrett said he was told a fire escape
14 only needs 22 inches of space to provide enough egress space. He said he did not know for sure
15 how much space is currently on the left side of the building, but the scaling indicates there are 36
16 inches on that side.

17
18 The group discussed conditions that were put on the original application. Mr. Reichert said those
19 issues have been addressed and asked that the updated site plan include those elements as well.

20
21 ***A MOTION was made by Nathan Reichert that the Lebanon Minor Site Plan Committee***
22 ***approves the application of 10 Spencer Studios, LLC regarding 10 Spencer Street (Tax Map***
23 ***92, Lot 33), zoned LD, PB2025-32-MSP for Site Plan Review pursuant to Sections 3.1.C and***
24 ***3.2 of the Lebanon Site Plan Review Regulations for minor revisions to the Site Plan approved***
25 ***in connection with the Conditional Use Permit as set forth on the site plan set submitted by the***
26 ***applicant and including any all submissions and testimony provided for and during the public***
27 ***hearing with the following conditions:***

- 28 1. ***Except as modified by the approval, the applicant shall comply with the Planning Board***
29 ***Notice of Action PB2024-37-CUP dated September 23, 2024 and all conditions thereof***
30 ***shall be continued***
- 31 2. ***The Site plan as submitted shall be updated to include the definition of an accessible space***
32 ***as well as the definition of the fire egress to be leaving the left rear side of the building.***

33
34 ***The MOTION was seconded by Brian Vincent.***

35
36 ****The MOTION was approved (5-0).***

37
38 **B. Ralph R. & Constance E. Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), zoned**
39 **LD: In connection with the City of Lebanon's Mascoma Street/Mechanic**
40 **Street/High Street roundabout construction project, applicant requests Minor Site**
41 **Plan review for a proposed reconfiguration of the subject property's parking layout**
42 **and access in order to maintain the current number of on-site parking spaces and to**
43 **enable two-way access from Guyer Street. PB2025-33-MSP**
44

45 Mr. Reichert said the application is complete enough for the Committee to accept jurisdiction
46 and commence review.

1
2 ***A MOTION was made by Brian Vincent that the application Ralph R. & Constance E.***
3 ***Stearns, 29 Mascoma Street (Tax Map 91, Lot 128), PB2025-33-MSP is complete enough for***
4 ***the Minor Site Plan Review Committee to accept jurisdiction and commence review. The***
5 ***MOTION was seconded by Leigh Hays.***

6
7 ****The MOTION was approved (5-0).***

8
9 Mr. Rod Finley (City Engineer) and Ms. Constance Stearns were present on behalf of the
10 applicant. He said the proposed roundabout affected Ms. Stearns' property in that it eliminated
11 the entrance off Mascoma Street and some of her 12 required parking spaces. Mr. Finley said the
12 City relocated the entrance to the parking area to Guyer Street. He said they reconfigured the 12
13 required parking spaces within the area. He said four parking spaces on Guyer St. are for tenants
14 that live in the upper level of the building. He said the other spaces are for customers of the
15 business.

16
17 Mr. Vincent said the project will require a stormwater permit, which may be a condition of
18 approval. Mr. Hays discussed the existing layout of the parking area. He asked about the location
19 of the handicapped accessible space. Mr. Finley said he will work on identifying that space.

20
21 Mr. Reichert clarified the heating will be oil heat, for which oil storage can be contained inside
22 the building. He noted that a dumpster is not currently shown on the plans. Mr. Finley said the
23 current dumpster is to the left of Space 1 and the plan is to leave it there. Mr. Reichert said
24 screening around a dumpster is a Site Plan Regulation requirement.

25
26 Mr. Reichert opened the public comment portion of the meeting. No one from the public spoke.
27 Mr. Reichert closed the public comment portion of the meeting.

28
29 Mr. Finley gave an overview of the upcoming schedule for the project.

30
31 ***A MOTION was made by Nathan Reichert that the Lebanon Minor Site Plan Committee***
32 ***approves the application of Ralph R. & Constance E. Stearns regarding 29 Mascoma Street***
33 ***(Tax Map 91, Lot 128), zoned LD, PB2025-33-MSP for Site Plan Review pursuant to Sections***
34 ***3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to reconfigure the subject***
35 ***property's parking layout and access in order to maintain the current number of onsite***
36 ***parking spaces and enable a two-way access from Guyer Street as set forth on the site plan***
37 ***submitted by the applicant and including any all submissions and testimony provided for and***
38 ***during the public hearing with the following conditions:***

- 39
40 ***1. The approval shall automatically expire and be deemed void upon failure to meet any of***
41 ***the conditions set forth in the approval within the timeframe specified. It shall be the***
42 ***applicant's responsibility to be familiar with and aware of these conditions of approval and***
43 ***it shall be the applicant's responsibility to satisfy the conditions of approval and satisfy***
44 ***them within the relevant timeframe outlined below.***

2. *All required landscape plantings shall meet the minimum size requirements for such plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of installation.*
3. *All improvements depicted on the plan shall be completed and shall be constructed as depicted on the amended site plan, including any modifications to the plan that may be approved from the Minor Site Plan Committee in accordance with the Site Plan Review Regulations:*
 - a. *The location of the dumpster and appropriate screening needs to be shown on the plan and submitted to Planning Staff*
 - b. *That a stormwater permit shall be obtained prior to commencing construction*
 - c. *That an accessible parking space shall be identified as a part of the amended site plan*

The MOTION was seconded by Brian Vincent.

**The MOTION was approved (5-0).*

C. Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2: Applicant requests Minor Site Plan review of a proposed conversion of the existing two (2)-family dwelling to a five (5)-unit multi-family dwelling, together with associated site improvements. PB2025-34-MSP

Mr. Reichert said the application is complete enough for the Committee to accept jurisdiction and commence review.

A MOTION was made by Leigh Hays that the application of Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61, PB2025-34-MSP is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The MOTION was seconded by Brian Vincent.

**The MOTION was approved (5-0).*

Mr. Max Lu (former Upper Valley resident) and Mr. Chen were present on behalf of the applicant. Mr. Lu gave an overview of the project. He said it involves turning an existing barn into residential space. He said he believes the point of greatest discussion is related to requirements for screening. He said they have calculated seven spaces will be required and two EV spaces will also be provided. He said they proposed to add trees to the south to shade the parking area and screen the area from neighbors. He said their plans do not include an accessible parking space, but he said the space furthest to the north could be the accessible space. He said they will hire an architect for the interior renovations.

Mr. Hays asked whether a new water service/feed to the building is being proposed. Mr. Lu said he met with City officials, and they determined they will probably need it. Mr. Hays said they will probably need a domestic water line and a sprinkler system and associated permits. Mr. Hays said a condition of approval should be to add an updated water line and how the valving will work to the plans. He said the project will require water and sewer use permitting and an excavation permit, assuming work will include work within the right-of-way (in the street).

1
2 Mr. Reichert opened the public comment portion of the meeting.

3
4 Mr. Barry Schuster (Ward 3) said he is part of the Gallery Court Condominium Association. He
5 said the proposed project will result in an overcrowded lot. He said this building is on a small lot
6 size and five units is too large. He said parking is crowded and, in winter, water drainage goes
7 down the driveway into the street. He said snow gets pushed against the Gallery Court fence now
8 and there is no space for snow if seven parking spaces are in the lot. Mr. Schuster noted there is
9 no recreational area on the property, only a small lawn area.

10
11 Ms. Victoria Smith (Ward 3) said she is an abutter to the project. She said the driveway is too
12 small for six parking spaces. She said there is not enough space to turn around. She said the
13 water runoff from the lot into the street is deadly in the winter. She said she has had to cross the
14 street because of the ice that results from the water that runs off the driveway. She also said the
15 plans do not indicate anything about replacing the roof on the barn. She said the east side of the
16 roof is deteriorating and the shingles come off the roof into the Gallery Court property during
17 storms. She said there is no foundation under the barn and a lot of critters live under the barn,
18 which may affect first floor residents. She said she hopes the proposed lighting meets Dark Sky
19 protocol, so they don't interfere with neighbors more than they do now.

20
21 Mr. Tony Leires (Ward 3) said the map presented does not seem right. Mr. Reichert said they will
22 adjust the names of owners per GIS information. Mr. Leires said his concern is traffic. He
23 suggested that the City make a cul du sac for Elm and Allen Streets to limit traffic. He said he's
24 concerned about what the barn is going to be made of and will he have privacy on his property.

25
26 Mr. Lu said windows will be added to the barn. He said the building owner wants to discuss
27 fencing or other ideas for screening with neighbors. He said there will be three apartments on the
28 first floor and two apartments on the second floor. He said the total square footage of the
29 apartments is 4,300 square feet. He said four units will be two-bed, one-bathroom and one unit
30 will be one-bed one-bathroom. He said all of the apartments will be 1,000 square feet or less.

31
32 Mr. Leires asked if a barrier could be put up on Parkhurst Street. Mr. Vincent said to close the
33 street or make it one-way would be a question for the Traffic Safety Committee and, ultimately,
34 would be a decision made by the City Council. He suggested that Mr. Leires bring his proposal
35 to the director of DPW and start the conversation.

36
37 Mr. Lu said he would email architectural plans, which are conceptual, to Planning Staff, which
38 can be made available to the public. He said they will look into the issues that were discussed
39 about the ice in the street, and the condition of the foundation and the roof. He said they had not
40 planned to repave the driveway, but they are open to it if it helps resolve drainage issues. He said
41 the driveway needs to be expanded on the left side to allow for the parking spaces and they are
42 proposing to widen paved areas to add the turnaround area. He said, related to the need for a
43 recreation area, there had been a small, fenced area where a former tenant had put outdoor
44 furniture. He also noted the proximity of the rail trail to the site, which can provide for the
45 recreational requirement.

1 Mr. Reichert said the following concerns were raised by neighbors:

- 2 • No room for snow storage in parking lot
- 3 • Not enough room for cars to turn around in parking lot
- 4 • Five units too much for the lot
- 5 • No recreational area (a requirement for residential housing of three or five units or more)
- 6 • Water/ice build-up in the street
- 7 • Increased traffic on the road
- 8 • Condition of the barn roof and foundation

9
10 Heidi Conner (abutter) asked if the maple tree near the lawn area will remain. Mr. Lu said they
11 were not planning to remove any plantings from the site. She asked if the units will be condos or
12 apartments. Mr. Lu said they will be apartments that will be rented. Mr. Reichert said there is a
13 different process and other requirements for condominium projects that are not needed for rental
14 units. Ms. Conner asked why the applicant was transforming the barn into residential units, and
15 Mr. Lu said the idea of creating more homes in Lebanon that did not require new construction
16 was an ideal solution to the City's housing situation.

17
18 Mr. Schuster said the property is divided into two zones. He said City zoning allows only up to
19 four dwelling units permitted on two zones. He said it is very unlikely there will be adequate
20 room for snow storage and turning when the lot is full. He said the turning radius does not work.
21 Mr. Vincent said there is software to determine turn radius for the parking area. Mr. Reichert said
22 turning radius data should be added to the application. Mr. Lu said he noted in the application
23 that the zones can be adjusted so the property falls entirely within the downtown zone.

24
25 Mr. Hays asked if it is actually possible to fit five units into the barn. Mr. Chen said they have
26 floor plans for the design, but they did not submit them because it were not part of the
27 requirements. Mr. Reichert asked for the conceptual design plans to be submitted for the project
28 so they can be reviewed by the Building and Fire Department officials.

29
30 Mr. Reichert said the applicant should provide:

- 31 • Turn radius data for the parking area
- 32 • Architectural drawings/floor plans
- 33 • Analysis of pooling issue at bottom of driveway
- 34 • Layout of the accessible parking space
- 35 • Path for water supply/feed
- 36 • Lighting plan (to meet Dark Sky protocol)
- 37 • Plan for snow storage

38
39 Mr. Lu said they are proposing to add two maple trees on the south end of the parking area for
40 screening. He said no hedges were planned. No members of the public commented.

41
42 Mr. Reichert suggested the discussion for this application be continued until next meeting. He
43 asked the applicant to provide materials to Staff by July 1, 2025 so they can be added to the July
44 10 meeting agenda.
45

1 ***A MOTION was made by Brian Vincent that the Lebanon Minor Site Plan Committee***
2 ***continue the discussion for the application of Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot***
3 ***61), zoned LD & R-2, PB2025-34-MSP, to the July 10, 2025 meeting of the Minor Site Plan***
4 ***Committee.***

5 ***The MOTION was seconded by Leigh Hays.***

6
7 ****The MOTION was approved (5-0).***

8
9 **4. OTHER BUSINESS**

10 **A. Discussion of the suggested modifications to the cut-off dates for the Minor Site Plan**
11 **Review Committee**

12
13 Mr. Reichert said Staff was having some issues with scheduling for the Minor Site Plan Review
14 Committee. He said Ms. Hembree will be the new staff representative for this committee. He
15 suggested a narrative packet be coordinated between himself and Ms. Hembree before the
16 applications come to the Committee to be discussed at meetings by all members.

17
18 ***A MOTION was made by Leigh Hays to amend the deadlines for application submissions to***
19 ***the Minor Site Plan Review Committee for the remainder of 2025 as articulated in the meeting***
20 ***agenda packet. The MOTION was seconded by Adan Leland.***

21
22 ****The MOTION was approved (5-0).***

23
24 **5. APPROVAL OF MINUTES –May 08, 2025**

25 Amendments: Page 2, Line 25: Change “Code 152” to “Code 136”

26 Page 2, Line 30: Change “soil” to “sewer”

27 Page 2, Line 39: Add “use” before “permit”

28 Page 5, Line 29: Change Mr. Hays to Mr. Vincent

29
30 ***A MOTION was made by Adam Leland to approve the Minor Site Plan Review Committee***
31 ***Meeting Minutes of May 8, 2025 as amended. The MOTION was seconded by Leigh Hays.***

32
33 ****The MOTION was approved (4-0 with Mr. Egner abstaining).***

34
35 **6. ADJOURNMENT**

36
37 ***A MOTION was made by Adam Leland to adjourn the meeting at 2:57pm. The MOTION was***
38 ***seconded by Leigh Hays.***

39
40 ****The MOTION was approved (5-0).***

41
42 The meeting was adjourned at 2:57pm.

43
44 Respectfully submitted,

45 Paula Roux

46 Recording Secretary