



**MINOR SITE PLAN REVIEW COMMITTEE
THURSDAY, AUGUST 14, 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: 110 728 940#). If you have trouble accessing this meeting, please email [the Planning Department](#)

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 July 10, 2025** [Information previously distributed](#) & additional materials attached
- 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 - Continued from July 10, 2025**

4. Other Business

5. Approval of Minutes

- A. July 10, 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: August 5, 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.

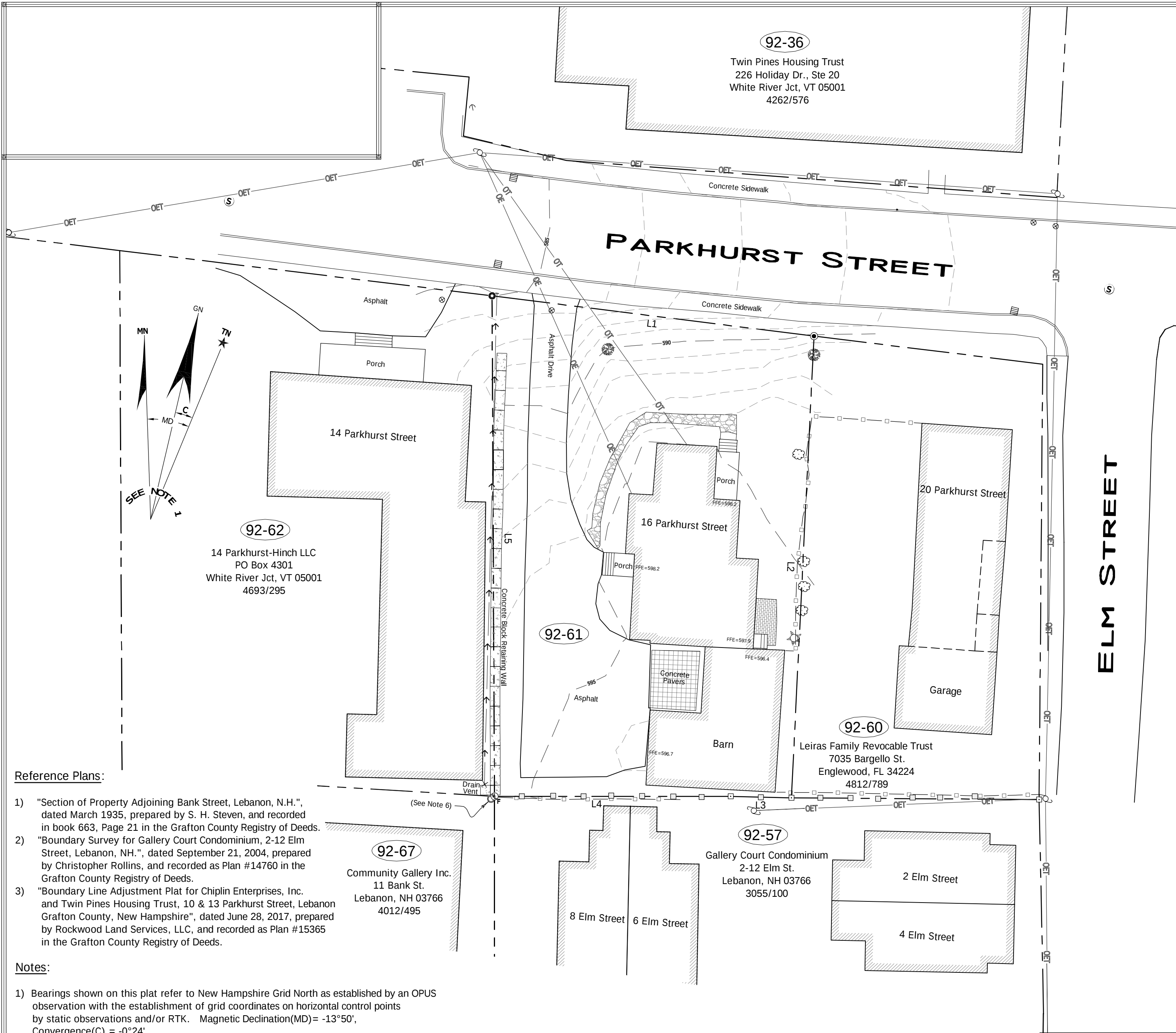
On July 10, 2025, the application was heard by the Minor Site Plan Review Committee. The application did not meet all the requirements set forth in the Site Plan Regulations. The main issue was parking. The application is unable to fit the required number of spaces on the site. The Minor Site Plan Committee granted them a continuance until the August 14, 2025, meeting.

On July 31, 2025, the applicant notified staff that they wished to change their project from a 5-dwelling unit to a 3-dwelling unit structure. The applicant is asking for the committee to approve the project with only three parking spaces ahead of the State law that goes into effect on September 13th that allows one parking space per unit. The reduction in unit number no longer requires any recreation facility. The applicant submitted a new site plan showing the new park place with EV parking and an accessible space.

Staff recommends approval of the application if the Committee is satisfied with the parking layout and Public Works is satisfied with the stormwater drainage mitigation to solve the issue of pooling that was brought up by the neighbors.

Attachments:

1. New Materials Submitted on August 1, 2025
2. Email from Applicant stating new intention from August 1, 2025



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

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'

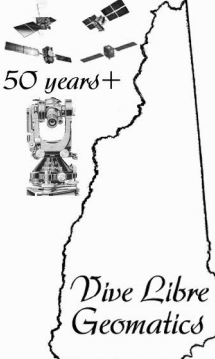
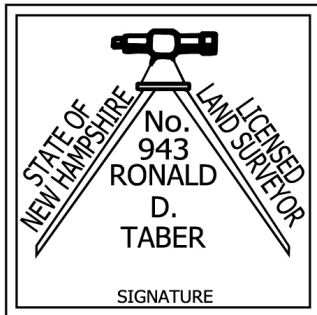
I certify that this survey plat is not a subdivision pursuant to N.H.R.S.A. Title LXIV and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown. RSA 676:18,III
I further certify to the record owners that a field survey 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

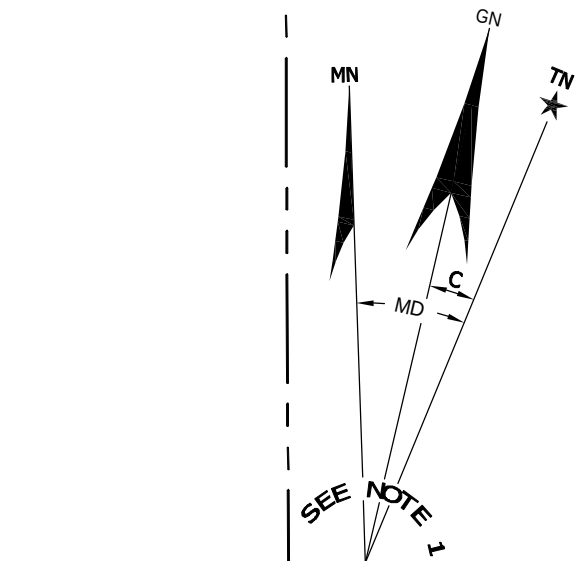


Existing Conditions Plan
prepared for
Zi Chen and Jing Fan
in
Lebanon, Grafton County, New Hampshire

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 (3 dwelling units)
REQUIRED PARKING SPACES: 3 (once SB 284 goes into effect)
PROPOSED PARKING SPACES: 3



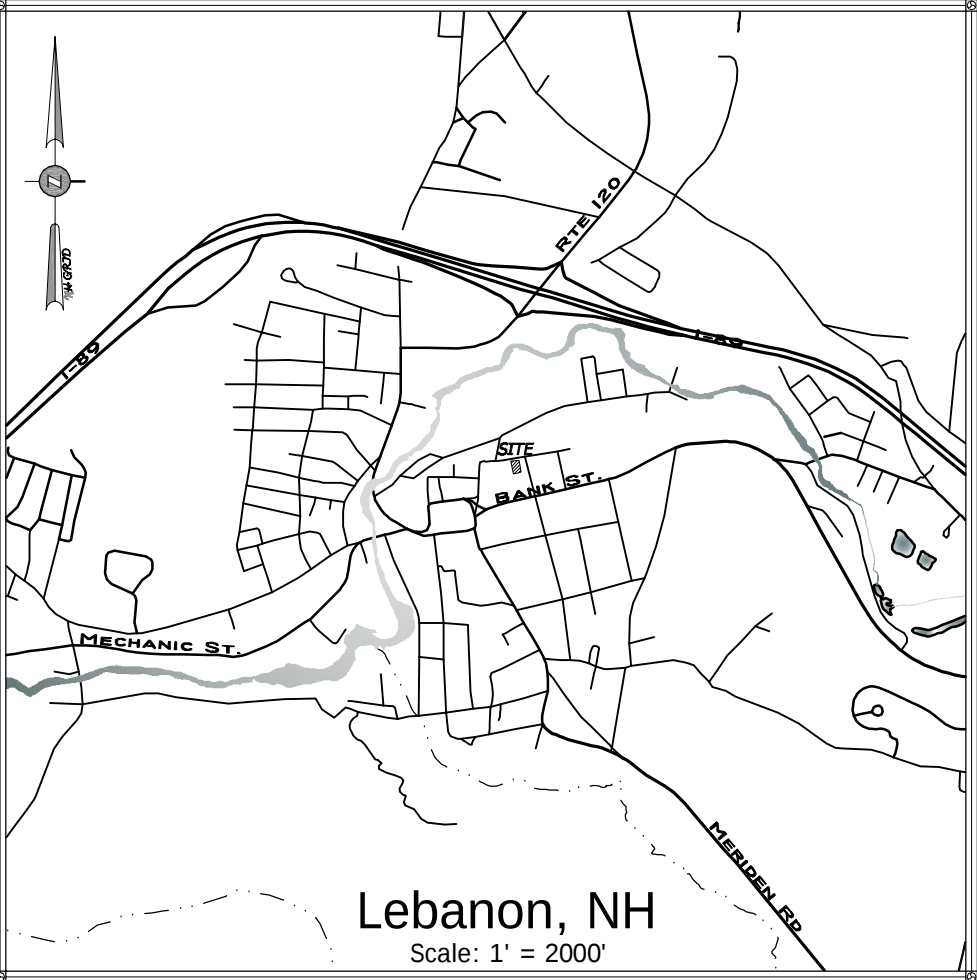
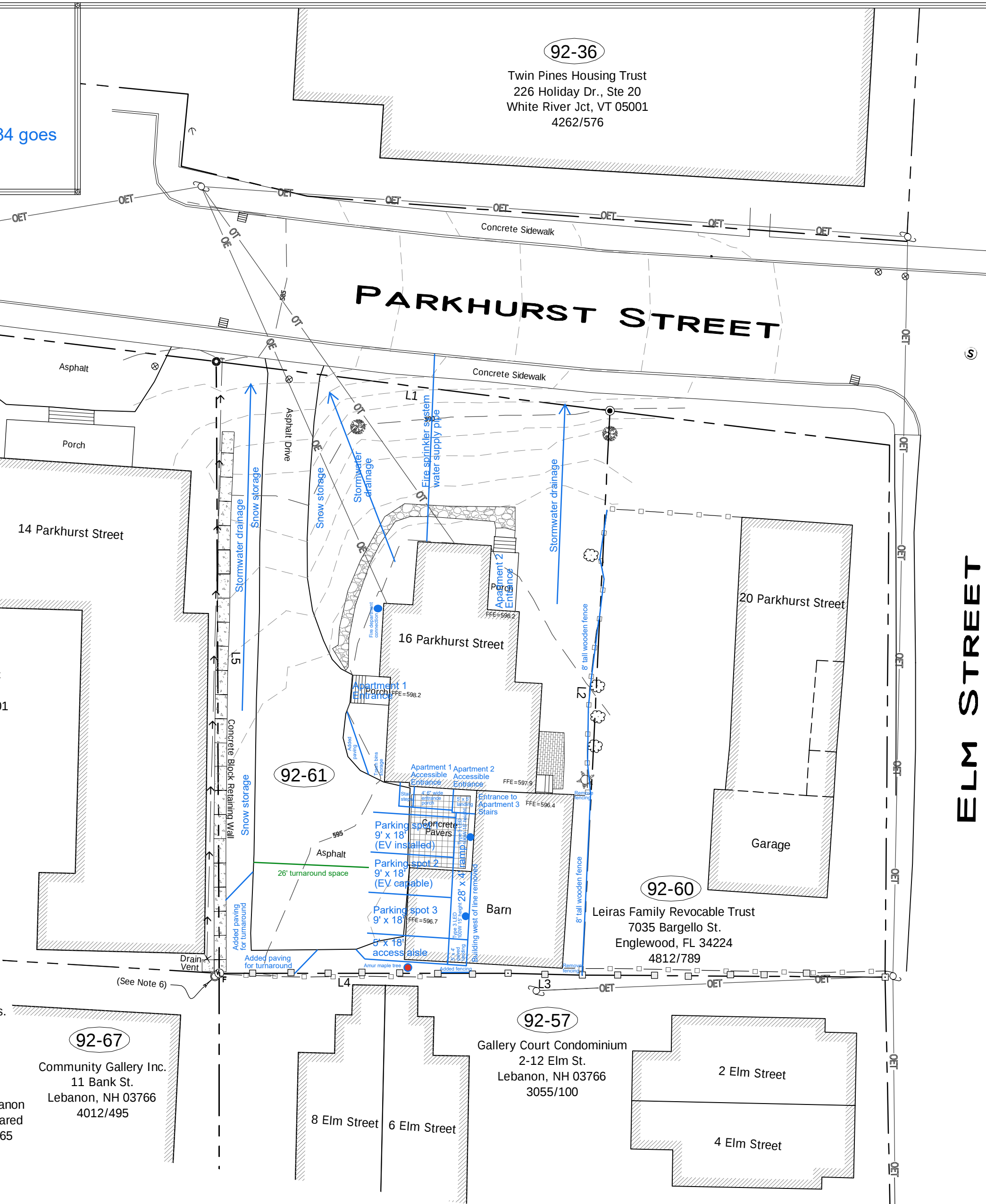
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- 5) Parcel 92-61 is zoned Lebanon Downtown District.
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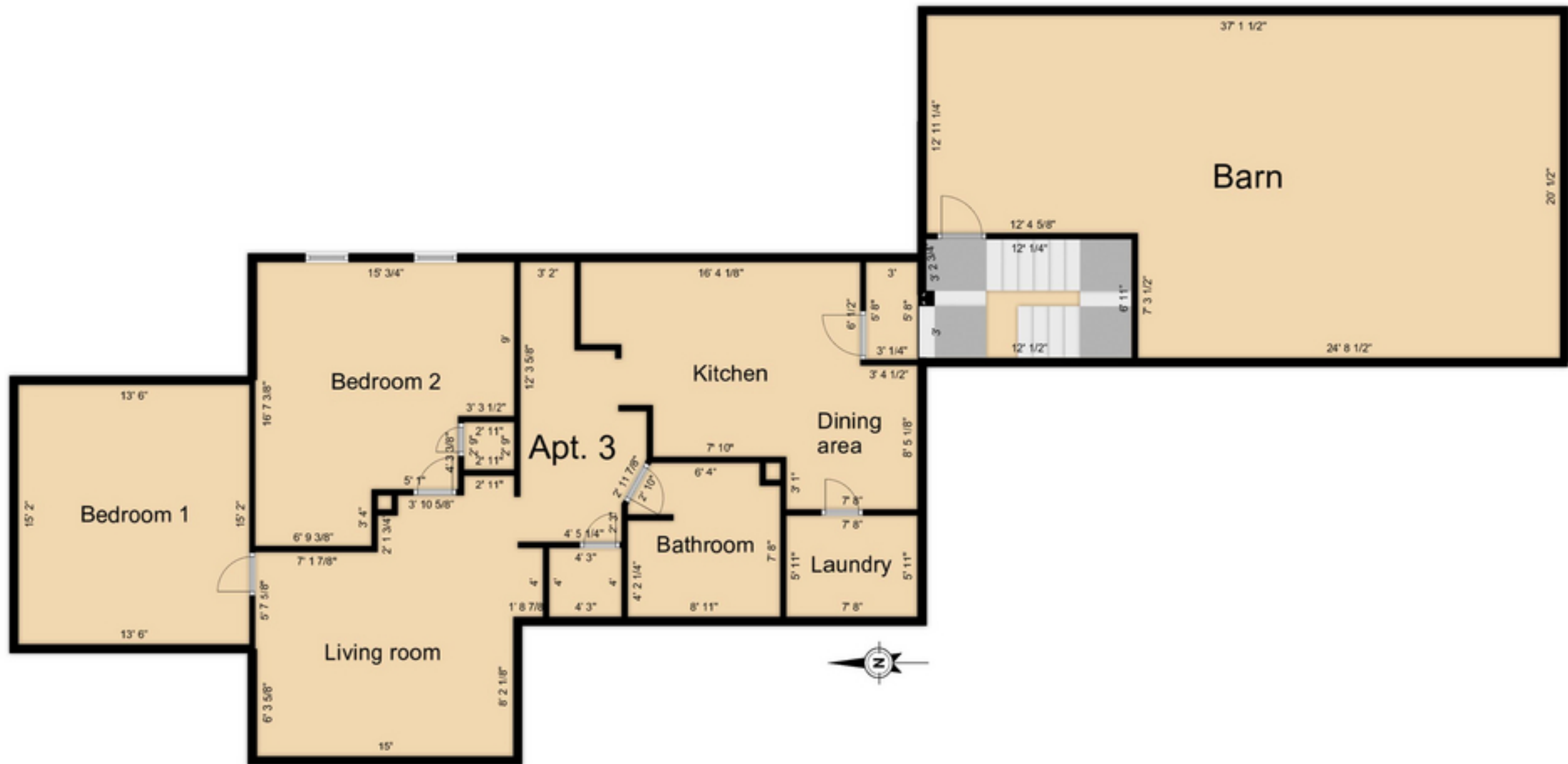


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0.249 Acre



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

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.

Comparison of 16 Parkhurst Options with Nearby Residential Properties Zoned Lebanon Downton

Address	Number of Units	Lot Size (acres)	Dwelling Units per Acre	Habitable Square Footage*	Habitable Square Footage per Unit
14 Parkhurst St	13	0.32	41	8,214	632
10 Parkhurst St	18	0.34	53	8,624	479
5 Spencer St	5	0.35	14	5,610 (3,562 + 2,048)	1,122
4 Spencer St	6	0.14	43	3,614	602
2 Spencer St	17	0.76	22	17,949 (12,669 + 5,280)	1,056
19 Parkhurst St	3	0.18	17	3,269	1,090
23 Parkhurst St	8	0.2	40	5,218	652
27 Parkhurst St	4	0.17	24	3,632	908
16 Parkhurst St (existing 2 units)	2	0.24	8	2,343	1,172
16 Parkhurst St (3 units with barn left unfinished)	3	0.24	13	2,343	781
16 Parkhurst St (5 units with barn finished)	5	0.24	21	3,863 (2,343 + 1,520)	773

*incorporates downward adjustments for 3/4 stories and 1/2 stories





From: [Chris Chen](#)
To: [City of Lebanon-Planning](#)
Cc: [Crystal Taplin](#); [Catheryn Hembree](#)
Subject: [EXTERNAL] Re: 16 Parkhurst Minor Site Plan Review Application documents
Date: Friday, August 1, 2025 11:29:07 AM
Attachments: [Comparison of 16 Parkhurst Options with Nearby Residential Properties Zoned Lebanon Downton.docx](#)
[Google Street View Images of Nearby Multifamily Properties for Snow Storage Comparison.docx](#)
[Light Specifications.pdf](#)
[Existing Conditions Survey.pdf](#)
[Project Description \(1\).docx](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Lebanon Minor Site Plan Review Committee,

This application concerns 16 Parkhurst St, Lebanon, NH 03766, a two-story building which currently consists of 2 dwelling units: a downstairs unit that is 1,457 square feet and an upstairs unit that is 1,181 square feet (reduced to 886 square feet if a $\frac{3}{4}$ adjustment is applied to account for its sloped ceiling). I would like to convert the downstairs unit into two units, resulting in a total of three dwelling units. 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. I am including with this application a chart showing the dwelling unit density and average dwelling unit size of nearby residential properties zoned Lebanon Downtown. Even with 3 dwelling units, 16 Parkhurst would have the lowest dwelling unit density of the properties. In fact, what makes 16 Parkhurst unique among the properties is that it is *not* currently a multifamily property.

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.” On July 15, 2025, Governor Ayotte signed into law SB 284, which 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.

Once this law goes into effect on September 13th, a 3 unit building can only be required to have 3 parking spaces. Accordingly, the site plan that I am submitting only has 3 parking spaces. Rather than requiring me to wait until the October 9th meeting to receive approval, I request that the committee grant approval on August 14th with a condition that the zoning permit cannot be issued prior to Monday September 15th.

The site plan I am submitting takes into account the feedback on parking from the previous meeting. There is no longer the proposed parking spot northwest of the building that had an awkward turning angle and extended somewhat in front of the front building line. There is now 18 inches of clearance between the side of the northmost parking spot and the entrance porch. Most importantly, all three parking spots now have at least 25 feet of space to the west for the vehicle to turn around before exiting.

To make room for the parking spots and turnaround, the site plan proposes to remove a portion of the barn. The land below this portion of the barn (and the elevated entrance area) will be regraded to ensure that it is no more than 28 inches below the elevation of the floor level of the first floor of the building and to ensure that the sloping of the accessible parking space and the access aisle are not greater than 1:48. Once this is done (and EV capability is installed), the land for the parking space, the access aisle, and the bottom landing of the ramp will be paved with asphalt. Paving will also be added in the southwest corner of the lot to create additional turnaround space for vehicles.

Section 607.8(C)(2) of the Zoning Ordinance requires a minimum of 5% of spaces to have electric vehicle charging, which is 1 space for a 3-space parking lot. Parking Spot 1 will be the

space with EV charging. The requirement for an additional 20% of spaces to be EV-ready is met by the 1 EV capable space ($33\% > 5\% + 20\%$). To meet the requirement for an additional 40% of spaces to be EV-capable, at least Parking Spot 2 (and possibly also Parking Spot 3) will be made EV-capable.

This lot has limited space for on-site 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. I have included in this application Google Street View photos of two nearby multifamily properties to show that my proposed approach is not unusual for Lebanon Downtown.

The site plan includes an access aisle south of Parking Spot 3. This access aisle will be connected to a 28 foot long ramp to provide an accessible route to an entrance for both downstairs apartments. (There is an elevation difference of 29 inches between the first floor of the building and the paved surface below, and the sloping of a ramp cannot exceed 1:12. However, Parking Spots 1 and 2 can slope up to 1:15, which will allow the elevation difference to be reduced by at least 1 inch.) The ramp is given 48" of width in the site plan to allow for an outer guard and handrails on both sides while still providing 36" of clear width. The entrance porch is given 60" of depth at the top ramp landing and 54" otherwise to allow an outer guard while still providing 48" of clear width in front of the Apartment 1 Accessible Entrance. The entrance porch also provides access to the stairs that lead up to Apartment 3 and the upstairs of the barn.

Based on the conversation last August, my understanding is that the landscaping / screening requirements only apply with respect to adjacent one- and two-family dwellings. Since this application does not propose to convert the barn into living space, screening of the barn from 20 Parkhurst should no longer be necessary. Nevertheless, I am still willing to install the 8 foot fence discussed at the previous meeting. To screen the parking lot and to provide shade, I propose to plant one Amur maple (*Acer ginnala*) tree. I also propose to add a section of fencing between two granite posts to screen the parking area. I will choose fencing that matches the existing fencing on the Gallery Court side to the extent practicable.

For lighting, I plan on installing two Alcon Dark Sky-compliant Type 3 100W LED lights (see attached specifications sheet). They will be mounted on the wall of the barn in the locations indicated in the site plan. 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.

If this application is approved, I will move forward with the work required to address the water ponding issue. I understand that this will require an excavation permit.

For 3 units, there is no recreation area requirement (Site Plan Review Regulations Section 6.5(H)(1)).

I have included a floor plan showing the three proposed apartments. All three apartments will have 2 bedrooms and 1 bathroom. The entrance to Apartment 3 (the upstairs apartment) will be through a newly constructed stairway in the barn. Both of the downstairs units are designed to meet the accessibility requirements for Type B dwelling units. (The floor plan excludes various walls and other existing features in the barn.)

I will most likely remove the chimney that goes through the middle of the proposed Apartment 1 living room. This chimney currently serves as the exhaust for a boiler. There is another chimney further south that serves as the exhaust for a different boiler. If I remove a chimney, I will replace a boiler with a direct vent boiler.

As part of removing part of the barn, I will be building a new exterior wall for the south half of the west side of the barn as indicated in the site plan. I will choose siding for this wall that matches the color of the existing siding to the extent practicable.

No changes will be made to the placement of windows or doors on the north side of the building (facing Parkhurst Street).

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. The path for the additional water service pipe and the location of the fire department connection for the fire sprinkler system are indicated in the site plan.

Sincerely,
Dr. Zi Chen

From: Chris Chen

Sent: Tuesday, May 27, 2025 10:53 AM

To: planning@lebanonnh.gov <planning@lebanonnh.gov>

Subject: 16 Parkhurst Minor Site Plan Review Application documents

To whom it may concern,

Please find attached the following documents (16 Parkhurst Minor Site Plan Review Application documents):

1. Minor Site Plan Review Application
2. Project Description
3. Existing Conditions Survey
4. Site Plan
5. Certified Notification List
- f) Planning Board Fee Schedule
7. Google Maps Photo (Ground)
8. Google Maps Photo (Aerial)
- i) Support Statement

Please feel free to let me know if you'd need any other documents/information. Btw: my current mailing address for the town records should be modified to be 13 Hamilton Pl, Tenafly, NJ 07670, instead of the old Hanover address. Looking forward!

Thanks,
Zi



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: August 6, 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 its requirements must be met.

On July 10, 2025, the application was heard by the Minor Site Plan Review Committee. The application did not meet all the requirements set forth in the Site Plan Regulations. The applicant was given the choice to either withdraw their application and apply to the Planning Board, a body that can grant site plan waivers, or submit a new site plan showing they meet the requirements in the Site Plan regulations. The Minor Site Plan Committee granted them a continuance until the August 14, 2025, meeting.

The applicant did not turn any new materials in by the given due date of August 4, 2025. The applicant said they were still working on the project. Staff recommends continuing their application to the September meeting.

DRAFT

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

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

MEMBERS ABSENT: Duane Egner (Fire Inspector)

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

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:02pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

Mr. Reichert said he would take items out of the order of the agenda, in anticipation of the arrival of Building Official Leigh Hays to the meeting.

2. NOTICE OF REGIONAL IMPACT

Mr. Reichert confirmed that no applications that required notice for regional impact were submitted by the deadline for this meeting.

A MOTION was made by Brian Vincent that no items were submitted to be considered for the potential for regional impact. The MOTION was seconded by Jeff Libbey.

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

5. APPROVAL OF MINUTES – June 12, 2025

A MOTION was made by Jeff Libbey to approve the Minor Site Plan Review Committee Meeting Minutes of June 12, 2025. The MOTION was seconded by Adam Leland.

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

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

Mr. Max Lu (former Upper Valley resident) was present on behalf of the applicant. He noted the site plan they submitted previously had used the wrong scale bar, which affected the dimensions of the parking spaces. He said they have submitted new site plans with the correct scale. He said the new plans indicate it will not be possible to have a turnaround in the driveway (as originally planned), so he said residents will instead back out into the driveway.

He said they have submitted two site plans (Site Plan A and Site Plan B). He said Site Plan A is the preferred plan. He said Site Plan A includes five parking spaces (including an accessible space). He said they would have to contract out for snow removal. He said he would like to continue the discussion about parking to the next meeting.

[At 1:11pm, Mr. Hays joined the meeting.]

He said one need identified by the Committee at the last meeting was for a floor plan. He said they have submitted a tentative plan with four two-bedroom units and one one-bedroom unit. He said, after he submitted the plans, he found a way to make all the units two-bedroom. He said he will submit an updated plan with five, two-bedroom units during the next round of review.

He said abutters' privacy concerns were raised at the previous meeting. He said they plan to build a fence on the property so no one can see into the backyard of 20 Parkhurst St from the rooms in the building. He said the second floor would have no windows that face 20 Parkhurst. He said they'd like to add a skylight for the living room on the second floor. He discussed the changes to the updated plans that were made regarding fire code and building code compliance. He said they located the bedrooms so the windows face away from the east and south sides of the building.

Mr. Lu confirmed the applicant will lease the apartments on a per-unit basis. The group discussed the parking situation and agreed that further discussion would be needed. Mr. Vincent said it will be difficult to access the space that is adjacent to the building. He said the spaces on the south side are crowded. He said driveways that back out onto the street are not typically proposed as part of an expanded use of existing buildings. He said the proposal seems to be a lot of housing for this property. He said the parking plan seems tight, forced, and difficult.

Mr. Vincent discussed the drainage issues on the site at length. He said it seems there is an underdrain system on the left sign with a pipe that channels stormwater that flows over the sidewalk and into the structure. He said neighbors commented on this issue at the last meeting. He said the pipe should be four feet under the sidewalk and extended to the catch basin. He said the applicant can do the work needed to relocate the pipe as suggested, but the applicant will need a stormwater permit and an excavation permit to complete that work. Mr. Vincent said he would work with the applicant to compose an engineered sketch of the changes he suggested. Mr. Reichert suggested that could be a Condition of Approval for the final plan approval.

Mr. Lu confirmed there is no parking in the barn. He said a car might be able to fit through the wide barn doors, but no one has ever used it for parking. Mr. Reichert discussed the crowded,

1 conflicted, and “unappealing” parking design. He suggested the parking plan needs further
2 discussion. Mr. Vincent said overnight parking is not allowed on Parkhurst Street during the
3 winter months. Captain Leland said he is concerned that drivers backing out of the driveway
4 might collide with parallel parkers for the Spencer Street apartments.
5

6 Dep. Chief Libbey said where the connection would be located for the fire department to hook to
7 the sprinkler system and what the utilities would be. Mr. Lu confirmed that three screened 120
8 propane tanks are located by the north entrance (near recreation area) that will be used for
9 heating and hot water are included in the current plans. He said there are two existing oil tanks
10 inside the structure.
11

12 Mr. Hays said the renovation to the barn will be governed by the building permitting process. He
13 said structural analysis will be addressed during that process.
14

15 Mr. Reichert opened the public comment portion of the meeting.
16

17 Mr. Barry Schuster (Ward 3) said he is an abutter to the property. He said Parkhurst Street has
18 become a busy street and there are always cars parked on the street. He said having cars back
19 down the driveway with its current slope is the biggest concern. He said if it snows cars will
20 wind up stuck in the driveway with no place to move them. He said the pipe that was installed in
21 14 Parkhurst Street has been crushed and broken at the sidewalk area and a lot of water runs
22 down all year long, which creates dangerous icy conditions in the road during the winter. He said
23 the real problem is the area is overbuilt and the site cannot accommodate parking for five units.
24

25 Mr. Tony Leiras (Ward 3) said he would like to see the fence where the barn is extended all the
26 way to the elm tree.
27

28 Mr. Tim Sidore (Ward 3) said his company is the owner of 24 Parkhurst Street next door. He said
29 he supports the project and said there are ways to make the parking work for this project work.
30

31 Mr. Reichert closed the public comment portion of the meeting.
32

33 Mr. Reichert said he doesn’t see how the five units could work. He said maybe part of the barn
34 could be converted to parking but it will take redesign of the plans. He asked the applicant to
35 bring a redesigned project for three or four units with part of the barn used for parking.
36

37 Mr. Lu said the costs of renovations to make the space into livable space create the need for five
38 units. He said the applicant will need the revenues generated from five units to make the
39 residential development (and all the needed changes) profitable. He said the applicant may
40 withdraw the application and if (in the future) the financials for three or four units could be
41 lower, they may reapply.
42

43 ***A MOTION was made by Adam Leland that the Lebanon Minor Site Plan Committee continue***
44 ***the discussion for the application of Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned***
45 ***LD & R-2, PB2025-34-MSP, to the August 14, 2025 meeting of the Minor Site Plan***
46 ***Committee. The MOTION was seconded by Jeff Libbey.***

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

2
3 Mr. Reichert asked the applicant to let Staff know if they plan to withdraw. Ms. Hembree said the
4 applicant should submit redesigned plans by August 1, 2025 to be in time for discussion at the
5 August 14, 2025 meeting.
6

7 **B. Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), zoned LD: The**
8 **property is improved with a main building utilized as a mixed-use office and multi-**
9 **family dwelling, and a carriage house utilized as a multi-family dwelling. The**
10 **Applicant requests Minor Site Plan Review to add additional dwelling units to the**
11 **property for a total of twelve (12) dwelling units, and to convert the use of the main**
12 **house to a multi-family dwelling only. PB2025-35-MSP**
13

14 Mr. Reichert said the Staff has said the application is not complete enough for the Committee to
15 accept jurisdiction and commence review. He said the Committee is not empowered to grant
16 waivers to the Site Plan Regulations, and he said this application is reliant upon several waivers
17 being granted. He said the applicant can either make the application to the Planning Board
18 (which can grant waivers) or redesign the project so waivers are not required.
19

20 Mr. Tim Sidore was present on behalf of the applicant. He said the Planning Board deemed it
21 appropriate for this Committee. Mr. Reichert said the waivers cannot be granted and it must meet
22 the current Site Plan Regulations. Mr. Sidore asked what can be done to reoccupy their apartment
23 and Mr. Reichert said the applicant needs to meet all permit requirements in order to reoccupy.
24

25 Mr. Reichert said Ms. Hembree sent an email itemizing what is required for the application to be
26 considered by the Planning Board. Ms. Hembree said the requirements that need to be addressed
27 include:

- 28 • On-site bicycle parking
 - 29 • EV parking
 - 30 • Current landscaping requirements
- 31

32 Mr. Sidore said the solution is to delay the use of their property and to force them to spend
33 thousands of dollars on engineering. Mr. Reichert said they are required to enforce the
34 regulations of the City. Mr. Sidore said the City was punishing them and Mr. Reichert said
35 comments like that are out of order.
36

37 Attorney Brian Bouchard (attorney for the applicant) asked if a path to the park would meet the
38 recreational area requirement. Mr. Reichert said the recreational area needs to be on site. He said
39 he feels like the proximity of the project site to Colburn Park should be enough to waive the
40 requirement, but this Committee does not have the power to grant waivers.
41

42 Mr. Bouchard said the applicant would like to continue the discussion to the August 14, 2025
43 Minor Site Plan Committee meeting and review the design. He said if it is determined during the
44 review that the applicant must seek the waiver, then it will go to the Planning Board because
45 there are no other design alternatives.
46

1 ***A MOTION was made by Jeff Libbey that the application of Michael Davidson, 3 Campbell***
2 ***Street (Tax Map 92, Lot 65), PB2025-35-MSP will be continued to the August 14, 2025***
3 ***meeting of the Minor Site Plan Review Committee because of lack of completeness. The***
4 ***MOTION was seconded by Brian Vincent.***

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

8 **C. Lorcan F. & Chelsea P. Nolan, 10 Abbott Street (Tax Map 107, Lot 89), zoned R-**
9 **2: Applicant requests Minor Site Plan review of a proposed conversion of the**
10 **existing one (1)-family dwelling to a four (4)-unit multi-family dwelling. PB2025-37-**
11 **MSP**
12

13 Ms. Chelsea and Mr. Lorcan Nolan, and Mr. Jay Barrett (architect) were present on behalf of the
14 applicant. Ms. Nolan gave an overview of the project, which involves the renovation of a single-
15 family dwelling into a four-unit, multi-family dwelling. She said the space is more than 4,000
16 square feet and there is plenty of room for more renters. Mr. Nolan said they added on the annex
17 four years ago. Mr. Barrett said the house is intact architecturally and the lot is a nice size. He
18 said the project can be completed easily within the house structure and lot. He said there should
19 be no discernable alterations to the exterior of the property once the project is completed.
20

21 Ms. Nolan confirmed that the municipal fire alarm box is still at the site. Dep Chief Libbey said
22 horns and strobes and pull stations will have to be added. He said smoke detection and common
23 corridors would have to report back to the municipal fire alarm system.
24

25 Mr. Vincent asked about trash storage. Ms. Nolan said trash and recycling services will be
26 conducted as they are at their other locations (using plastic totes for garbage and recycling for
27 each unit instead of dumpsters).
28

29 Ms. Hembree said Site Plan Regulations require more landscape and buffers between the
30 properties. She said there did not seem to be an accessible parking space. Mr. Barrett said space
31 number six is marked as "HC Accessible" and noted there is an EV space. Mr. Hays said an
32 access aisle needs to be located next to the accessible parking space. Mr. Barrett said he would
33 work on that during the Building Permit application. Ms. Nolan confirmed the LP tank will be
34 located underground.
35

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

38 Ms. Mona Domosh (neighbor on Abbott Street) said many people on the street are concerned
39 about parking and traffic that will result from this expanded residential development. Ms. Nolan
40 said six total spaces are being allotted, which is 1 ½ spaces per unit. She said most units will be
41 one-bedroom units. She said there have been three to four vehicles coming and going from the
42 property until now, so there will not be that many more after the renovation. She said they have
43 no intention of having their tenants park on the street. Dep Chief Libbey said if there are cars
44 parked on the street, the fire trucks may not be able to get through. Captain Leland said people
45 will have to move their cars if emergency services access is blocked.
46

1 **Mr. Gilligan** said he wanted to make sure the historic integrity of the building is maintained. Mr.
2 Barrett said this owner has done a good job of maintaining this property. Ms. Nolan said their
3 intent is to maintain the integrity of the home as it currently is.

4
5 Mr. Reichert closed the public comment portion of the meeting.

6
7 Mr. Barrett confirmed the building had a full sprinkler at one time and components (such as
8 connection to the water feed from the street) are still there. Mr. Hays said sprinkler system
9 requirements are enumerated in the City's zoning ordinance.

10
11 ***A MOTION was made by Nathan Reichert that the Minor Site Plan Committee approves the***
12 ***application of Lorcan F and Chelsea P Nolan regarding 10 Abbott Street (Tax Map 107, Lot***
13 ***89) zoned R2: PB 202537-MSP for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the***
14 ***Lebanon Site Plan Review Regulations: The proposed conversion of the existing two-family***
15 ***dwelling to a four-unit, multi-family dwelling, together with associated site improvements as***
16 ***set forth on the site plans set submitted by the applicant, and including any and all***
17 ***submissions and testimony provided for the during the public hearing with the following***
18 ***conditions:***

- 19
20 ***1. That this approval shall automatically expire and be deemed void upon failure to meet any***
21 ***of the conditions of approval set forth herein within the timeframe specified.***
22 ***2. It shall be the applicant's responsibility to be familiar with, and be aware of, the conditions***
23 ***of approval, and it shall be the applicant's responsibility to satisfy these conditions of***
24 ***approval and to satisfy them within the relevant timeframe outlined below.***
25 ***3. A building permit must be applied and issued within two years of the date of the approval.***
26 ***4. All required landscape plantings must meet the minimum size requirements. Such***
27 ***plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of their***
28 ***installation.***

29
30 ***Conditions President to be Satisfied Prior to the Application for a Building Permit and Prior to***
31 ***the Start of Any Construction Activities***

- 32 ***5. The applicant shall obtain approval from the City Council or City Manager's office for any***
33 ***additional water and/or sewer flows in accordance with the applicable Chapter 136 and***
34 ***182 Code of the City.***
35 ***6. The development is subject to the City of Lebanon impact fees pursuant to Section 213 of***
36 ***the Zoning Ordinance. The impact fee shall be calculated at the time of the building permit***
37 ***issuance. Upon the impact fee schedule adopted on May the 20th, 2024 and completed***
38 ***impact fee invoice, an acknowledgement form shall be completed by the applicant and***
39 ***submitted with the building permit application***

40
41 ***Conditions to be Satisfied Prior to the Issuance of a Building Permit***

- 42 ***7. All water and sewer fees shall be paid as set forth by City Code Chapter 68***

43
44 ***Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy***

- 45 ***8. The impact fees calculated pursuant to Condition #5 of this approval shall be paid. All***
46 ***improvements depicted on the plan shall be completed and shall be instructed as depicted***

1 *on the approved plan, including any modifications to the plan as may be approved by the*
2 *Minor Site Plan Review Committee in accordance with the Site Plan Review Regulations.*

3
4 ***Other Conditions***

5 ***9. An accessible parking space will be provided and marked on a revised plan.***

6 ***10. Landscape review and requirements shall be met on the revised site plan. The revised site***
7 ***plan should be submitted within 30 days of this approval.***

8
9 ***The MOTION was seconded by Jeff Libbey.***

10
11 ****The MOTION was approved (5-0).***

12
13 **4. OTHER BUSINESS**

14
15 Mr. Reichert said Ms. Hembree has joined the Minor Site Plan Committee team as a Staff
16 member. He discussed the way that the agenda packet has been compiled and asked team
17 members to send comments on the content of this meeting's agenda packet to Ms. Hembree.

18
19 **5. ADJOURNMENT**

20
21 ***A MOTION was made by Leigh Hays to adjourn the meeting at 2:48pm. The MOTION was***
22 ***seconded by Jeff Libbey.***

23
24 ****The MOTION was approved (5-0).***

25
26 The meeting was adjourned at 2:48pm.

27
28 Respectfully submitted,
29 Paula Roux
30 Recording Secretary