



**LEBANON PLANNING BOARD
SEPTEMBER 11, 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: 568 513 924#). If you have trouble accessing this meeting, please email [Tim Corwin](mailto:Tim.Corwin@lebanonnh.gov)

2. Notice of Regional Impact

3. Public Hearing Items

- A. **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. August 14, 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: 3 Campbell Street, Tax Map 92 Lot 65
DATE: August 28, 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. After several meetings and back and forth with staff, the applicant has submitted a new site plan that addresses the issues brought up at the July Minor Site Plan Review Committee Meeting.

Issue 1: Landscaping & Lighting:

The applicant addressed this issue by adding new landscaping to the south side of the property. There are portions of the property where a landscaping buffer cannot be added, such as the middle of the existing parking lot on the north side. The rear of the property is taken up with parking, dumpster, a fence, and a building.

Light is not labeled on the site plan. Staff instructed the applicant to be prepared to explain the lighting plan to the committee at the meeting.

Issue 2: EV parking spaces:

The new site plan meets the requirements under Section 607.8 *Electric Vehicles* of the Zoning Ordinance.

Issue 3: Recreation Facilities:

The applicant is planning on adding a community garden to serve as the recreation facility.

Issue 4: Bike Storage:

The applicant is providing adequate bike storage on site.

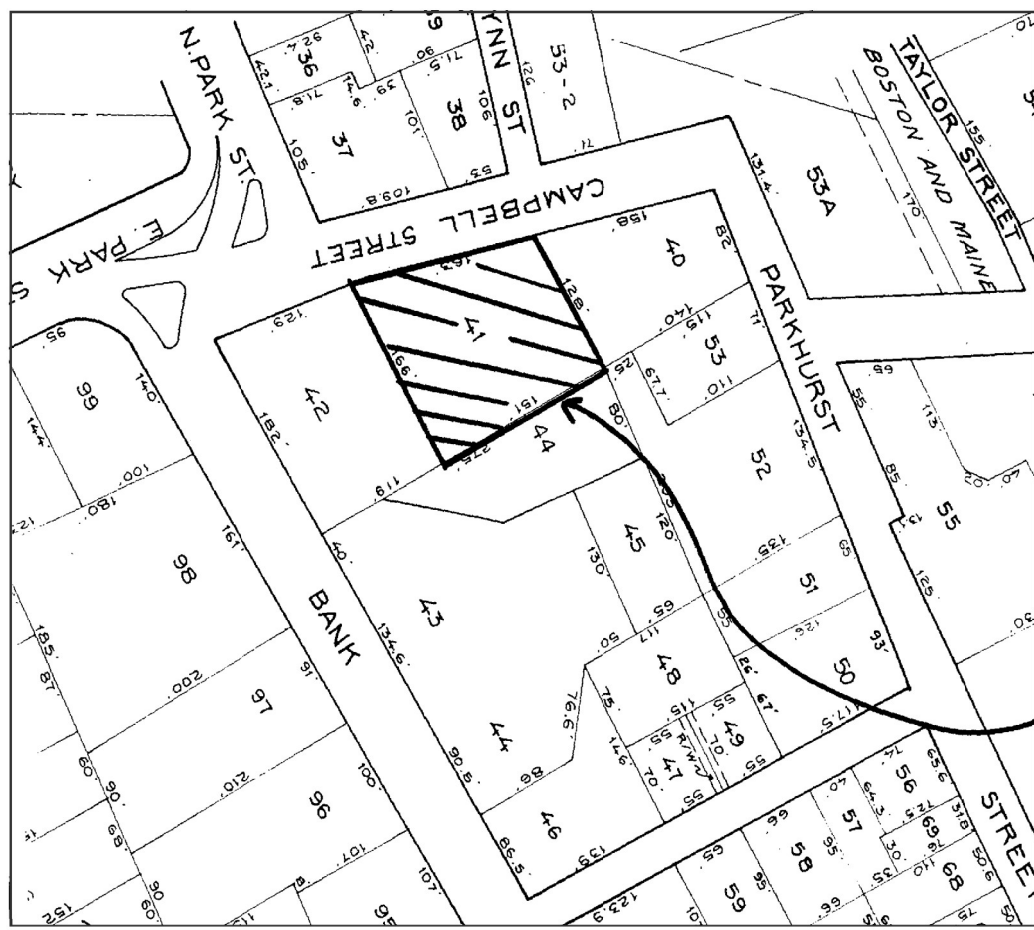
Issue 5: Dumpster:

The applicant is providing screening for the existing dumpster.

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

Attachments:

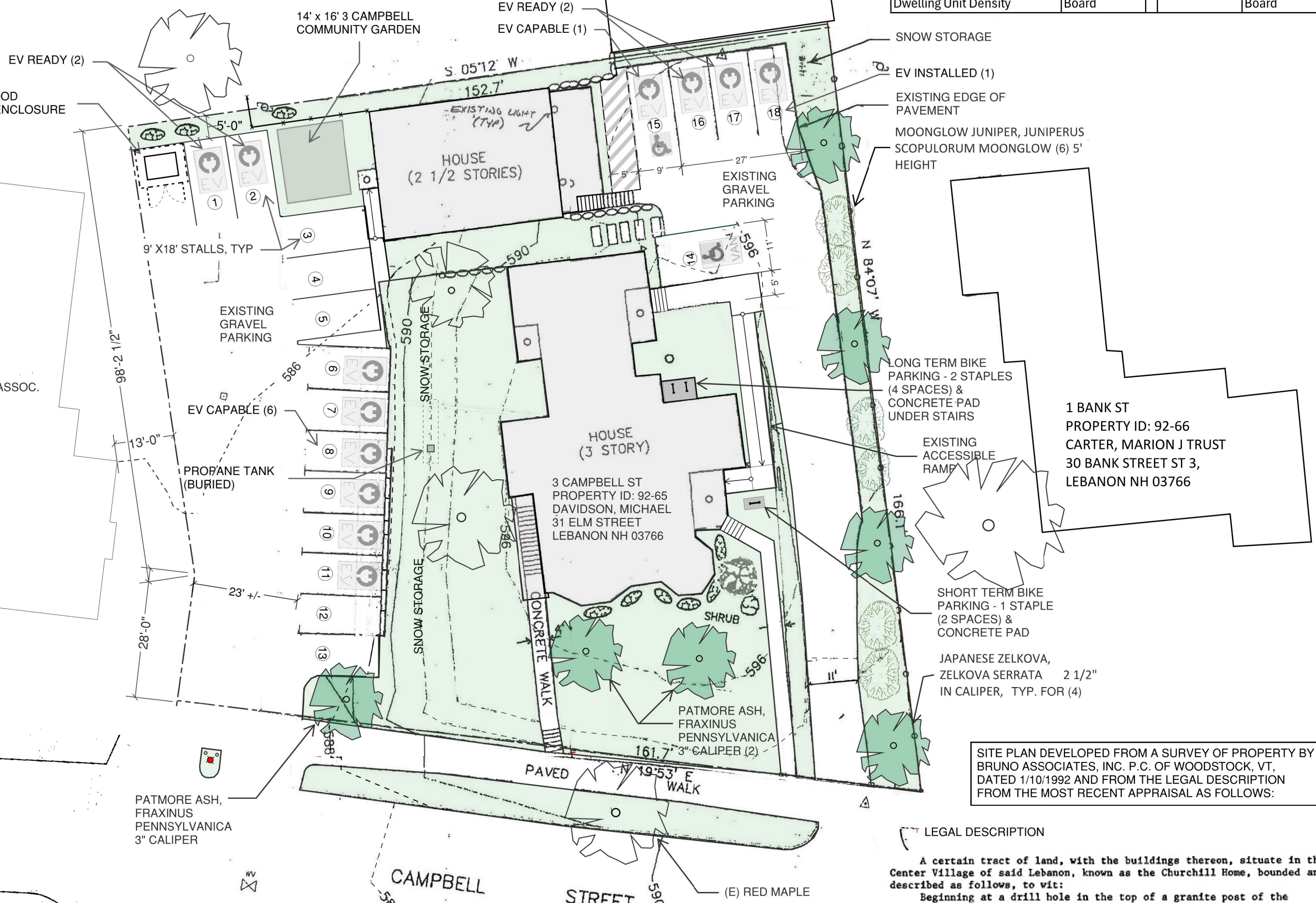
1. New Site Plan for 3 Campbell Street



	Required/ Allowable	Existing	Proposed
Zoning District		LD	Same
Tax Map & Lot Number		92-65	Same
Area of Lot	3,000 SF	.51 Acres	Same
Frontage	40'	161.7'	Same
Parking Spaces	18	18	18
EV Installed Spaces	1	0	1
EV Ready Spaces	4	0	4
EV Capable Spaces	7	0	7
Short Term Bike Parking	15% of 12	0	2
Long Term Bike Parking	30% of 12	0	4
Building Grose Floor Area		6,754 SF	Same
1st Floor (2 Buildings)		3,450 SF	Same
2nd Floor (2 Buildings)		2,184 SF	Same
3rd Floor		1,120 SF	Same
Use	Office/ Multi-Family	Office/ Multi-Family	Multi-Family (12 Units)
Setbacks			
Front	None	None	None
Rear	10'	~4'	~4'
Side	None	None	None
Building Coverage	None	None	None
Dwelling Unit Density	By Planning Board		By Planning Board

PROJECT SITE

7 BANK ST
PROPERTY ID: 92-68
CHORRO LLC
21 WATER ST,
LEBANON NH 03766



SITE PLAN DEVELOPED FROM A SURVEY OF PROPERTY BY BRUNO ASSOCIATES, INC. P.C. OF WOODSTOCK, VT, DATED 1/10/1992 AND FROM THE LEGAL DESCRIPTION FROM THE MOST RECENT APPRAISAL AS FOLLOWS:

LEGAL DESCRIPTION

A certain tract of land, with the buildings thereon, situate in the Center Village of said Lebanon, known as the Churchill Home, bounded and described as follows, to wit:

Beginning at a drill hole in the top of a granite post of the easterly side of Campbell Street at the northwesterly corner of the homestead formerly owned by H. W. Carter, now owned by the Marion Carter Estate;

Thence northerly along the easterly side of said Campbell Street 161.7 feet to a bound set in the ground at the southwesterly corner of land owned by the Carter Community Building;

Thence easterly along the southerly line of said Carter Community Building 28 feet to a stone set in the ground;

Thence continuing easterly along the southerly line of land of said Carter Community Building 95.5 feet to a stone set in the ground;

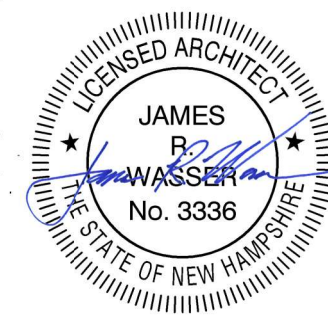
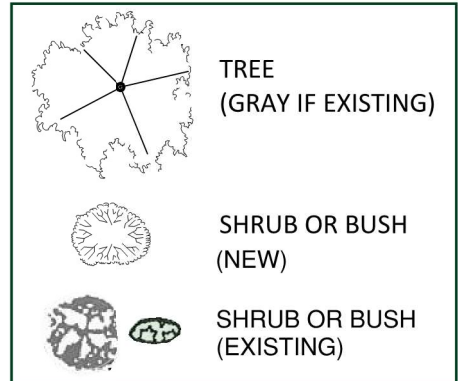
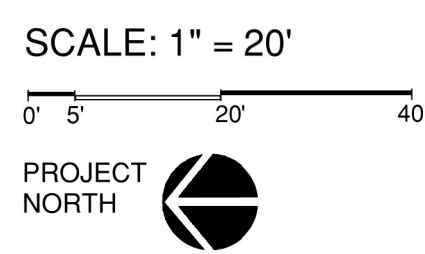
Thence southerly along land formerly owned by said H. W. Carter 152.15 feet to a granite post;

And thence westerly along the northerly line of said land formerly owned by H. W. Carter 165.83 feet to the place of beginning.

ISSUED FOR MINOR SITE PLAN REVIEW 2025.08.25

3 CAMPBELL STREET APARTMENTS

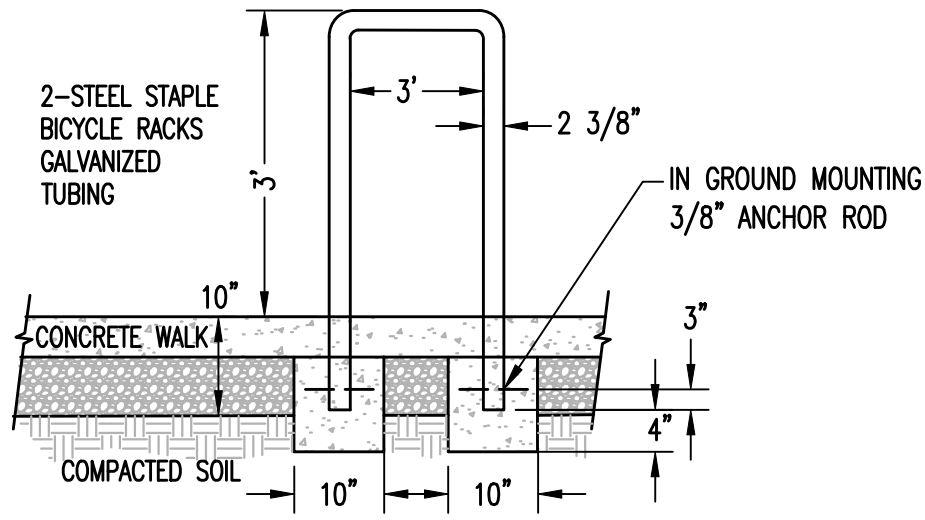
3 CAMPBELL STREET, LEBANON
GRAFTON COUNTY, NH



OWNER:
MICHAEL DAVIDSON
77 BANK STREET
LEBANON, NH 03766

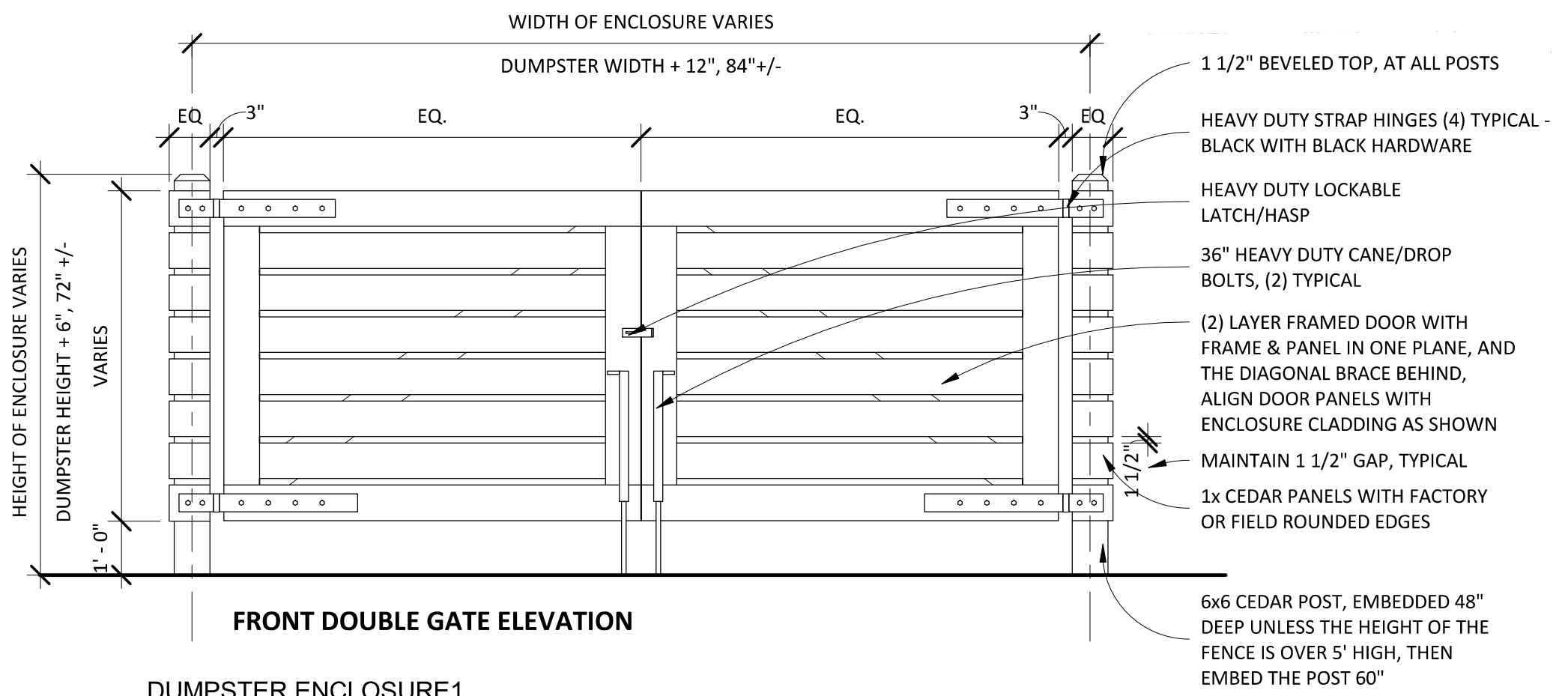
SITE PLAN G-1

STUDIO NEXUS
ARCHITECTS + PLANNERS
PO Box 275, White River Junction, VT 05001
802 275 5110 | studionexusarch.com



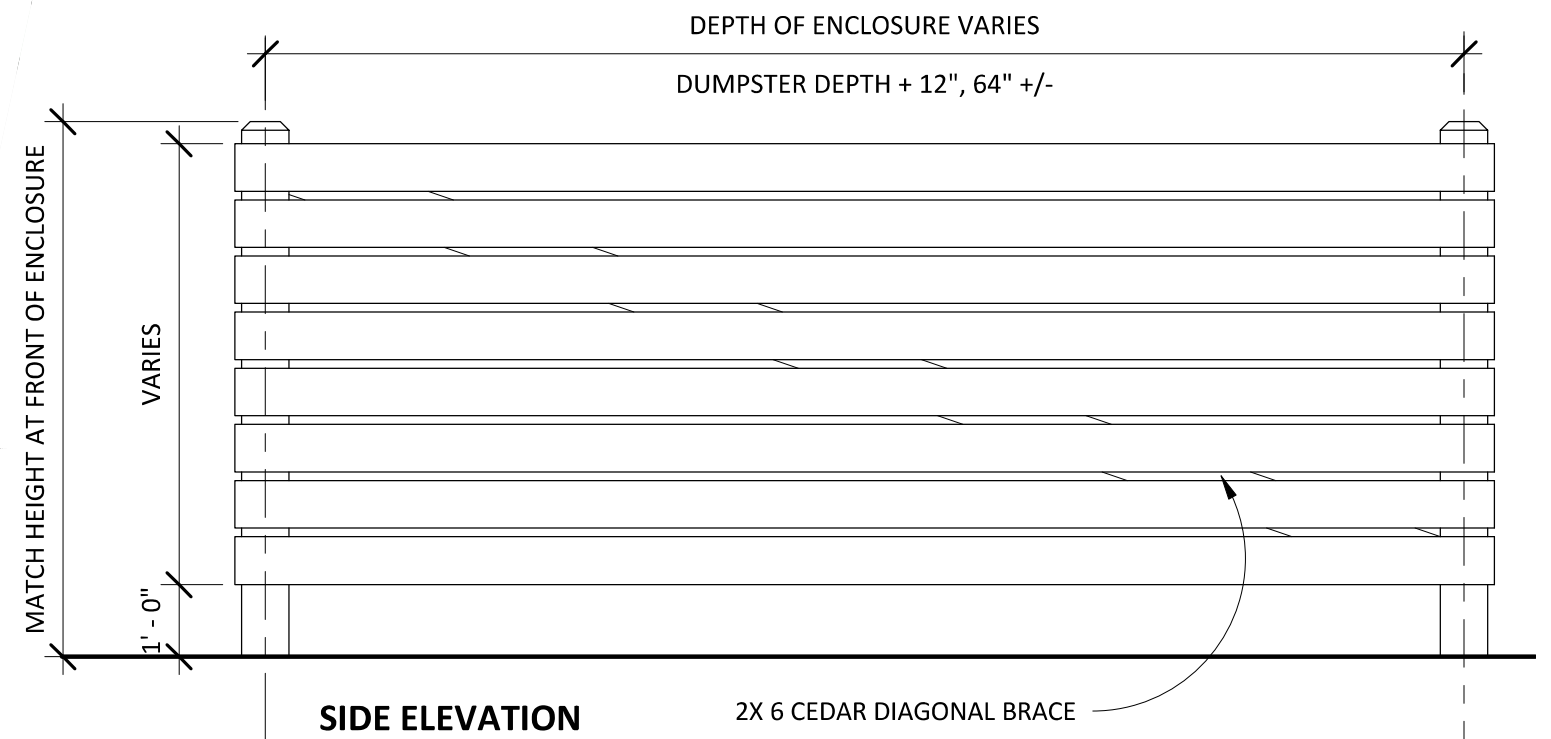
- NOTES:
- ONE RACK HAS THE CAPACITY TO HOLD 2 BIKES.
 - MAINTAIN 3' MINIMUM SPACING BETWEEN RACKS AND 4' TO EXTERIOR WALL.
 - U-STYLE RACKS NOT ACCEPTABLE.

BIKE RACK
3/4" = 1'-0"



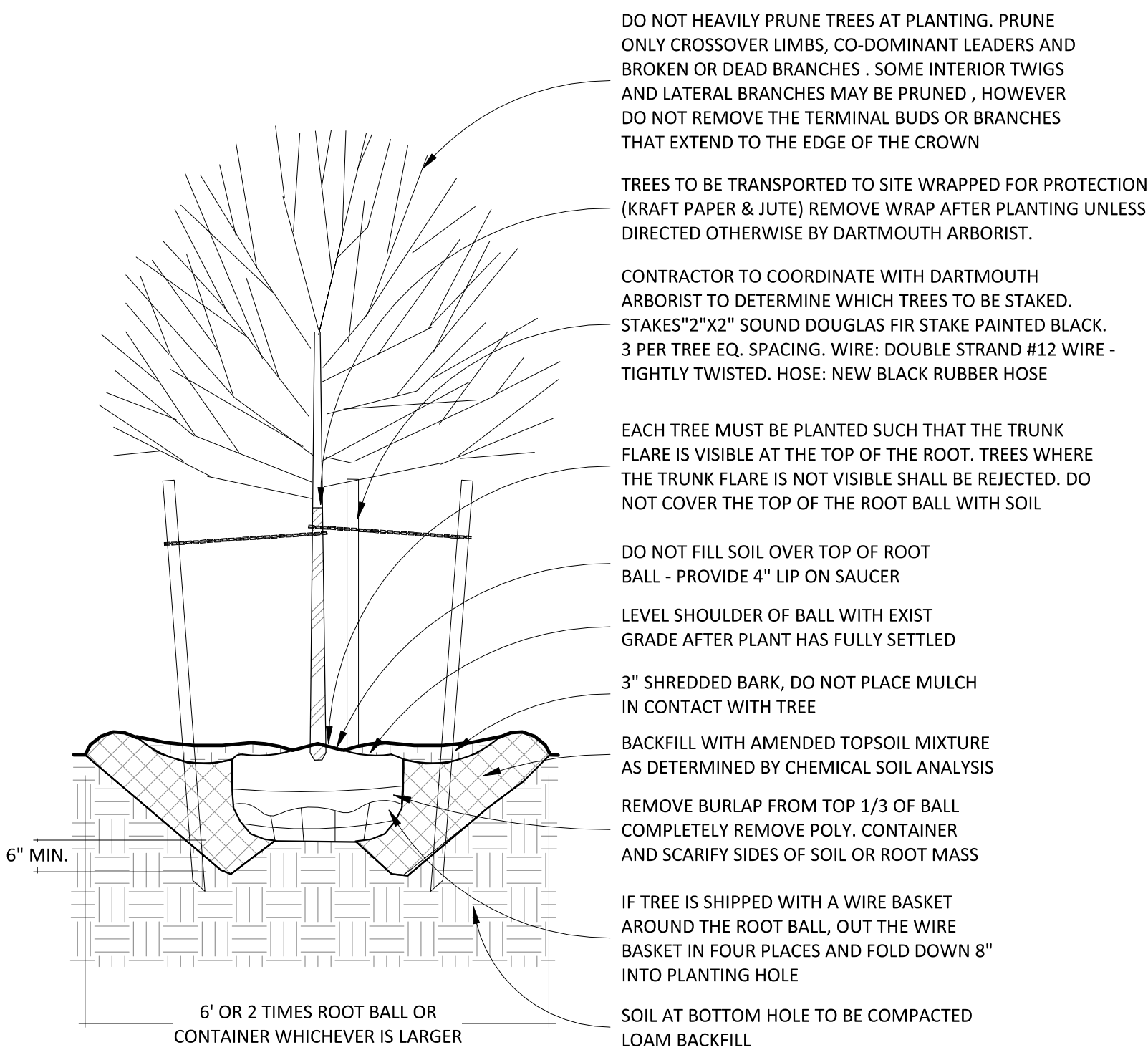
DUMPSTER ENCLOSURE1
3/8" = 1'-0"

- USE STAINLESS STEEL FASTENERS EVENLY AND NEATLY SPACED, CONCEAL WHERE POSSIBLE
- SIZES SHOWN ARE BASED ON A 4 YARD DUMPSTER - CONFIRM WITH OWNER & CONTAINER SUPPLIER PRIOR TO FABRICATION

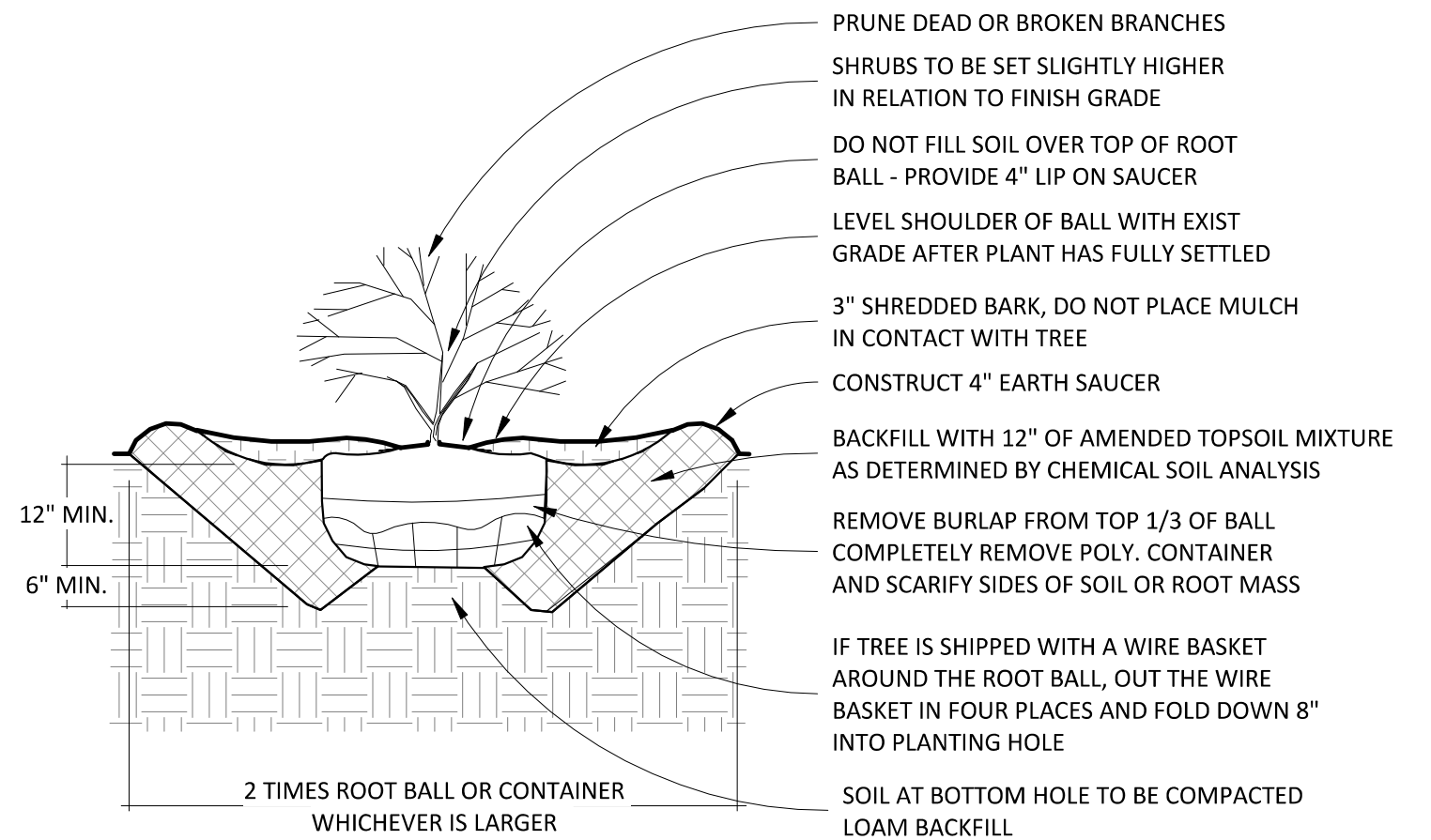


SIDE ELEVATION

2X 6 CEDAR DIAGONAL BRACE



DECIDUOUS TREE PLANTING DETAIL
1/2" = 1'-0"



DECIDUOUS SHRUB PLANTING DETAIL
1/2" = 1'-0"

ISSUED FOR MINOR SITE
PLAN REVIEW 2025.08.25

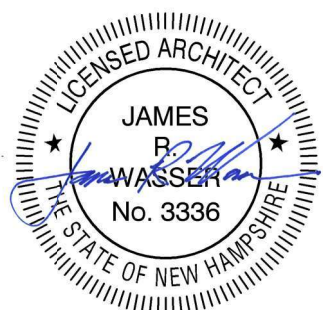
3 CAMPBELL STREET APARTMENTS

3 CAMPBELL STREET, LEBANON
GRAFTON COUNTY, NH

SITE DETAILS

G-2

OWNER:
MICHAEL DAVIDSON
77 BANK STREET
LEBANON, NH 03766



DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
AUGUST 14, 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: Tim Corwin (Deputy Planning & Development Director)

1 **1. CALL TO ORDER**

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

4

5 **2. NOTICE OF REGIONAL IMPACT - none**

6

7 **3. PUBLIC HEARING ITEMS**

8

9 **A. Zi Chen, 16 Parkhurst Street (Tax Map 92, Lot 61), zoned LD & R-2: Applicant**
10 **requests Minor Site Plan review of a proposed conversion of the existing two (2)-family**
11 **dwelling to a five (5)-unit multi-family dwelling, together with associated site**
12 **improvements. PB2025-34-MSP -Continued from July 10, 2025**

13

14 Mr. Max Lu (former Upper Valley resident) was present on behalf of the applicant. He said the
15 applicant reviewed the plans and decided to create just three units (two units on the first floor)
16 instead of the five units originally proposed. He noted that new NH law requires one parking
17 space per unit (as of September 13, 2025). He said there is enough room to accommodate one
18 parking space per unit and the turnaround area in the driveway. He said the two units on the first
19 floor can be accessible units and the parking spaces can also be accessible under the new
20 proposed configuration.

21

22 Mr. Vincent noted that driveway regulations Driveway regulations prohibit paved driveways to
23 be within five feet of the property line. He said the proposed turnaround looks like it's close to
24 the retaining wall at the edge of the driveway. He said that may have to be reduced to be no
25 closer than five feet from the property line. He also noted that the stormwater currently flows
26 down the driveway and across the street. He said an alternate drainage design could channel that
27 water underground and lead to the catch basin. He said it can be a Condition of Approval for the
28 Building Permit that the water needs to be channeled underground. Mr. Reichert said the

1 driveway turnaround needs at least 24 feet, and the new plan has 26 feet allotted. He also noted
2 that he was glad the EV charger space and other parking has been relocated out of the front yard.
3 Mr. Lu said if only 24 feet are required, he may shift the parking spaces to the west by two feet.
4

5 Deputy Chief Libbey noted that the building no longer requires sprinkler system because it now
6 has less than four units. Mr. Vincent noted that there are amendments to the fire code and the
7 building code when a residential property changes from a one- or two-unit dwelling to up to four
8 units. Mr. Lu said the floor plan may have to be redesigned because the living room for one
9 apartment does not have a secondary means of egress.

10
11 Mr. Reichert opened the public comment portion of the meeting. No one from the public spoke.
12 Mr. Reichert closed the public comment portion of the meeting.
13

14 ***A MOTION was made by Nate Reichert that the Lebanon Minor Site Plan Committee***
15 ***APPROVE the application of Zi Chen regarding 16 Parkhurst Street (Tax Map 92, Lot 61),***
16 ***zoned LD & R-2, PB2025-34-MSP, for Site Plan Review pursuant to Sections 3.1.C and 3.2 of***
17 ***the Lebanon Site Plan Review Regulations to convert the existing two (2)-family dwelling to a***
18 ***three (3)-unit multi-family dwelling, together with associated site improvements, as set forth***
19 ***on the site plan submitted by the applicant, and including any and all submissions and***
20 ***testimony provided for and during the public hearing, with the following conditions:***
21

22 ***General Conditions***

23 ***1. This approval shall automatically expire and be deemed void upon failure to meet any of the***
24 ***conditions of approval set forth herein within the timeframes specified. It shall be the***
25 ***applicant's responsibility to be familiar with and aware of these conditions of approval, and it***
26 ***shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them***
27 ***within the relevant timeframes outlined below.***

28 ***2. A building permit must be applied for and issued within two (2) years of the date of this***
29 ***approval (4.10.A).***

30 ***3. All required landscape plantings shall meet the minimum size requirements for such***
31 ***plantings set forth in Section 6.2.B of the Site Plan Review Regulations at the time of***
32 ***installation.***
33

34 ***Conditions Precedent to be Satisfied Prior to Application for a Building Permit and Prior to***
35 ***the Start of Any Construction Activities***

36 ***4. The applicant shall revise the site plan to the satisfaction of the Department of Public Works***
37 ***and the Planning & Development Department depicting the following changes:***

38 ***a) Remove the proposed pavement at the southwest corner of the property to comply with***
39 ***required setbacks.***

40 ***b) Reroute the drainage to prevent flow over the sidewalk.***

41 ***c) Provide a plan revision date.***

42 ***5. The applicant shall obtain approval from the City Council or the City Manager's office for***
43 ***any additional water and/or sewer flows in accordance with the applicable Chapter 136 and***
44 ***182 of the City Code.***

45 ***6. The development is subject to the City of Lebanon impact fees, pursuant to Section 213 of***
46 ***the Zoning Ordinance. The Impact Fee shall be calculated at the time of Building Permit***

1 **issuance based on the Impact Fee Schedule adopted on May 20, 2024. A completed impact fee**
2 **invoice and acknowledgment form shall be completed by the applicant and submitted with the**
3 **building permit application.**

4
5 **Conditions to be Satisfied Prior to the Issuance of a Building Permit**

6 **7. All water and sewer fees shall be paid as set forth in City Code Chapter 68.**

7 **8. The applicant shall obtain a stormwater permit and excavation permit from the Department**
8 **of Public Works.**

9
10 **Conditions to be Satisfied Prior to the Issuance of a Certificate of Occupancy**

11 **9. The impact fees calculated pursuant to Condition of Approval #6 shall be paid.**

12 **10. All improvements depicted on the plan shall be completed and shall be constructed as**
13 **depicted on the approved plan, including any modifications to the plan as may be approved by**
14 **the Minor Site Plan Committee in accordance with the Site Plan Review Regulations.**

15
16 **The MOTION was seconded by Jeff Libbey.**

17
18 ***The MOTION was approved (5-0).**

19
20 **B. Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65), zoned LD: The property is**
21 **improved with a main building utilized as a mixed-use office and multi-family dwelling,**
22 **and a carriage house utilized as a multi-family dwelling. The Applicant requests Minor**
23 **Site Plan Review to add additional dwelling units to the property for a total of twelve**
24 **(12) dwelling units, and to convert the use of the main house to a multi-family dwelling**
25 **only. PB2025-35-MSP - Continued from July 10, 2025**

26
27 Mr. Reichert noted that no one was present on behalf of the applicant. He said the Committee
28 could continue this item to the September meeting, or it could “dismiss the application without
29 prejudice,” and the applicant could resubmit once they have a complete application. Mr. Corwin
30 said no additional materials have been submitted by the applicant by the due date of August 4,
31 2025. He said Ms. Hembree had been in contact with the applicant, who said they are still
32 working on the project. Mr. Corwin said Ms. Hembree is out of the office this week. He said
33 Staff recommends continuing the application to the September meeting in case there was a
34 conversation about the status of the application between the applicant and Ms. Hembree of which
35 the Committee is unaware.

36
37 Mr. Reichert said if the application is continued to the September 11, 2025 Minor Site Plan
38 Review Committee meeting, the deadline for the applicant to submit a completed application is
39 August 26, 2025. He noted the application has already been extended twice. He said if the
40 completed application is not received by August 26, 2025, the application will be dismissed
41 without prejudice and the applicant will have to reapply.

42
43 **A MOTION was made by Nate Reichert that the application of Michael Davidson, 3 Campbell**
44 **Street (Tax Map 92, Lot 65), PB2025-35-MSP will be continued to the September 11, 2025**
45 **meeting of the Minor Site Plan Review Committee, with a deadline filing date of August 26,**
46 **2025. The MOTION was seconded by Jeff Libbey.**

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

4. OTHER BUSINESS - none

5. APPROVAL OF MINUTES – July 10, 2025

A MOTION was made by Jeff Libbey to approve the Minor Site Plan Review Committee Meeting Minutes of July 10, 2025. The MOTION was seconded by Leigh Hays.

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

6. ADJOURNMENT

A MOTION was made by Adam Leland to adjourn the meeting at 1:45pm. The MOTION was seconded by Brian Vincent.

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

The meeting was adjourned at 1:45pm.

Respectfully submitted,
Paula Roux
Recording Secretary