



**LEBANON HERITAGE COMMISSION
SEPTEMBER 10, 2025 - 6:00 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: 173 055 862#). If you have trouble accessing this meeting, please [Catheryn Hembree](#)

2. Approval of Minutes

- A. August 13, 2025

3. Public Review

- A. None

4. Study Items

- A. Master Plan Chapter
B. Discussion re: Pattern Zones Zoning Amendment

5. Other Business

6. Open to the Public

7. Future Agenda Items

8. 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.

DRAFT

**LEBANON HERITAGE COMMISSION
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
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WEDNESDAY AUGUST 13, 2025 6:00 PM**

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Jeremy Rutter (Planning Board Rep.), Brian Ware

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nathan Reichert (Director of Planning & Development)

1 **1. CALL TO ORDER**

2 Chair Ford Burley called the meeting to order at 6:03pm. Mr. Corwin reviewed the City’s
3 meeting in-person and REMOTE attendance policies and procedures.
4

5 **2. APPROVAL OF MINUTES – July 09, 2025**

6 Amendments: Page 2, Line 12: Remove “the 4pm – 7pm during the”
7

8 *A MOTION was made by Jeremy Rutter to approve the July 09, 2025 Meeting Minutes as*
9 *amended. The MOTION was seconded by Matt Smith.*

10
11 ** The vote on the MOTION was approved (4-0).*
12

13 **3. PUBLIC REVIEW - None**
14

15 **4. STUDY ITEMS**

16 **A. 250th Anniversary Commemoration Plans**

17 The group discussed how to celebrate the country’s 250th Anniversary in 2026. They discussed
18 whether they should have a series of events, such as what the Town of Hartford, VT is doing, or
19 whether to have a day of events on or near July 4, 2026. They agreed it would be a good idea to
20 bring in other groups (Historical Society, Fire Department, Library, Parks, Arts, and Recreation,
21 AVA Gallery, Upper Valley Music Center, etc.) to make it a community event. They discussed
22 music/singing, events in Colburn Park, kids’ activities, etc.
23

24 Mr. Ware said he would visit the Hartford Historical Society and the town to learn more about
25 the events planned for Hartford. Mr. Corwin said Ms. Hembree of the Planning Department
26 could help connect the group with Parks, Arts, and Recreation director Paul Coats. Mr. Smith
27 said he would reach out to AVA Gallery, the Lebanon Opera House, and the UV Music Center.
28 Chair Ford Burley asked members to report what they learned from their contacts at the next
29 meeting.
30

31 **B. Zoning Ordinance Amendments**

1 Mr. Corwin gave an overview of the zoning amendment review and approval process.

2
3 Chair Ford Burley shared a draft with the latest edits. The group discussed the concept of “other
4 permanent landscaping” in relation to changes homeowners may make that trigger Heritage
5 Commission review. They agreed to change the wording to “similar manmade features.”

6
7 [At 6:46pm, Mr. Reichert joined the meeting.]

8
9 The group discussed how the Planning Board reviews landscaping in its site plan review. Mr.
10 Smith said he would like the Heritage Commission to comment on lighting proposed for projects
11 within the Historic District. Mr. Reichert said streetlights and power poles are not subject to
12 Heritage Commission review. The group agreed to have Mr. Reichert present its zoning
13 ordinance amendments to the City Council in January 2026.

14
15 [At 7:16pm, Mr. Reichert left the meeting.]

16
17 ***A MOTION was made by Brian Ware to approve changes to the zoning ordinance***
18 ***amendments proposed at the August 13, 2025 Heritage Commission meeting. The MOTION***
19 ***was seconded by Matt Smith.***

20
21 **** The vote on the MOTION was approved (4-0).***

22 23 **C. Master Plan Chapter**

24 Chair Ford Burley said she continues to review and edit the Master Plan Chapter. She said she is
25 concerned with the Outcomes and Strategies Section, which she said has not been reviewed by
26 the group yet.

27
28 She read the Outcomes:

- 29
- 30 • Protect Lebanon’s historic resources as the City continues to group and develop
 - 31 • Foster greater awareness of an appreciation for the benefit and opportunities created by
32 Lebanon’s historic resources

33 And the Strategies:

- 34 • Promote conservation and preservation easements of sites with historic value with
35 interested landowners
- 36 • Designate scenic and/or historic roads and identify them with signage

37 She asked the Commission members to review this section and come back with comments or
38 edits. She said she would send the link to the edited document to members.

39
40 The group discussed what “preservation awards’ might be, and what opportunities there are for
41 public praise for property owners of historic properties. Mr. Smith suggested information about
42 these property owners could be posted at kiosks around the City.

43
44 Dr. Rutter suggested the railroad lines could be added to the mention of ‘rivers” in Outcome 2.7.
45 Chair noted that the railroad lines are mentioned in other sections of the Chapter.

1 *A MOTION was made by Matt Smith to extend the meeting until 7:45pm. The MOTION was*
2 *seconded by Jeremy Rutter.*

3
4 ** The vote on the MOTION was approved (4-0).*

5
6 Chair Ford Burley said she would like to complete the edits to the Master Plan by the next
7 meeting. She said she will not have time to review the Master Plan Chapter after September, so if
8 a final draft has not been completed by then, another member will have to continue the edits.

9
10 **5. OTHER BUSINESS**

11 **A. Soldiers Memorial Open House on August 14**

12 The group discussed the open house planned for August 14, 2025 Lebanon Farmers Market.

13
14 **B. Stone Arch Protection**

15 Chair Ford Burley said a constituent reached out to ask if the Stone Arch bridge (Glen Road) will
16 be protected during the closure of South Main St. Dry Bridge. She said there was concern about
17 the Stone Arch bridge because more truck traffic will be using Glen Road because the other
18 bridge will be closed. She said the person witnessed a truck hitting the stone bridge recently.

19
20 The group discussed how to ask the City to protect the stone bridge during the construction of
21 the other bridge. They agreed to contact the City Manager to understand the concern about the
22 physical integrity of the stone arch underpass and ask him to make great efforts to preserve it.

23
24 *A MOTION was made by Brian Ware that the Heritage Commission requests that the*
25 *Lebanon City Manager make great efforts to preserve the physical integrity of the Stone Arch*
26 *Underpass so that it can be maintained for the future enjoyment of the citizens of Lebanon.*
27 *The MOTION was seconded by Matt Smith.*

28
29 ** The vote on the MOTION was approved (4-0).*

30
31 **6. OPEN TO THE PUBLIC - None**

32
33 Chair Ford Burley said she learned earlier that day that the Colburn Park Historic District
34 expansion application was approved.

35
36 **7. ADJOURNMENT**

37
38 *A MOTION was made by Brian Ware to adjourn the meeting at 7:44pm. The MOTION was*
39 *seconded by Jeremy Rutter.*

40
41 ** The vote on the MOTION was approved (4-0).*

42
43 The meeting adjourned at 7:44pm.

44
45 Respectfully Submitted,
46 Paula Roux
47 Recording Secretary

Section: 411 Pattern Zones Overlay District

Section 411.1 Purpose

The purpose of the Pattern Zone overlay district is to create additional housing that fits the character of the existing neighborhood in Downtown Lebanon and Downtown West Lebanon, to establish and preserve the characteristics of the historical downtown areas of Lebanon and West Lebanon, and to increase density and housing choices in the district.

Section 411.2 Description of Pattern Zones Overlay District

The areas and boundaries of the Pattern Zone Overlay District are shown on the Pattern Zone Overlay District Map of the City of Lebanon and made a part of this Ordinance and the Official Zoning Map of the City of Lebanon. The Pattern Zone Overlay District Map is attached hereto as Appendix D.

Appendix D NEEDS TO BE ADDED ONLINE

Section 411.3 Permitted Uses

The Overlay District regulations are intended to only be used for uses allowed within the Pattern Zone Overlay District Table of Uses Table of Uses. Any nonresidential uses shall adhere to regulations set forth in Article III based on the underlying zoning district.

Pattern Zone Overlay District Table of Uses

Permitted Uses	Special Exception
<p>Residential:</p> <ol style="list-style-type: none"> 1. Up to 2 One-Family Detached Dwellings 2. Two-Family Dwelling 3. Accessory Dwelling Unit per Section 610 <p>Commercial/Non-Residential</p> <ol style="list-style-type: none"> 1. Any listed in the Base Zoning District pursuant to Article III. 	<p>Residential:</p> <ol style="list-style-type: none"> 1. Tri-Plex (3 units) 2. Quad-plex (4 units) 3. Townhouses / Rowhomes up to 4 units <p>Commercial/Non-Residential:</p> <ol style="list-style-type: none"> 1. Any listed in the Base Zoning District pursuant to Article III.
	<p>Conditional Use Permit</p>
	<p>Residential:</p> <ol style="list-style-type: none"> 1. Cottage Development per Section 509 with a minimum 20,000 sq ft lot

Section 411.4 Table of Areas, Dimensions, and Coverage

Minimum Lot Requirements					Maximum Limitations	
Area	Frontage	Front Yard	Side Yard	Rear Yard	Lot Coverage % of impervious surface	Height
4,000 sq ft	40' on lot that abuts a street; 15' on a flag shaped lot* and; 0' if on rear split lot *Pursuant to 411.6	10' OR pursuant to 411.11 Front Yard	5' / 7.5' (side of structure on a street frontage)	10'	60% 80% with special exception pursuant to 411.8	45'

Section 411.5 Parking

A minimum of one on-site parking space per dwelling unit is required.

Section 411.6 Creating New Lots in the Overlay District

- A. Notwithstanding underlying zoning districts, new lots within the overlay may be created utilizing the overlay lot dimensional requirements.
- B. Creating a flag lot split shall provide 15' of frontage and meet the minimum lot area requirements.
 - 1. Front yard setback requirements shall begin at the point where the lot widens.
- C. The creation of a rear lot without the street frontage required by RSA 674:41 may only be approved if all of the following conditions are met:
 - 1. A perpetual deeded easement in favor of the rear lot to use a driveway across a lot which does have legally-sufficient frontage and identifying maintenance responsibilities shall be submitted with the application for approval by the Planning Board. If the subdivision is approved, the execution and recording of the easement in the registry of deeds shall be a condition of approval.
 - 2. The driveway shall be shown on the subdivision plan.
 - 3. The Planning Board shall determine that the driveway is sufficient for access to the rear lot.

Section 411.7 Shading and Buffers

- A. Preservation of a property's existing trees is encouraged to maintain a natural shade canopy upon the property.
- B. Properties shall be landscaped to achieve a minimum of 30% **shade coverage**.
- C. New houses located with the minimum 5' side yard setback from a property line must have a vegetative buffer.

Section 411.8 Impervious Cover

- A. Within the overlay district, impervious cover shall be limited as follows:
 - 1. The maximum impervious cover shall be up to 60% by right.
 - 2. Maximum impervious cover up to 80% may be permitted by Special Exception pursuant to Section 801.3.
 - 3. For purposes of this overlay district impervious cover shall be defined as: A structure or land surface with a low capacity for infiltration, including but not limited to pavement, roofs, roadways, and compacted soils, that has a Curve Number of 98 or greater.
 - 4. Impervious cover determinations when in question shall be made by the City Engineer.
- B. An applicant for a Special Exception to allow impervious cover up to 80% shall meet the criteria of Section 801.3 in addition to the following:
 - 1. A stormwater management plan shall be provided to the Board. The plan must demonstrate that all stormwater is managed and treated onsite with a preference for low impact development stormwater management methods. Applicants may tie into the City's stormwater drain system as may be permitted by the City Code.

Section 411.9 Snow, Garbage, Fuel Tanks

- A. A snow storage plan shall be submitted with the application and, if approved, shall be a condition of the approval.
- B. Garbage/recycling receptacle storage plan shall be submitted with the application and, if approved, shall be a condition of approval.
 - 1. Garbage/recycling shall not be stored in the front yard of the property.
 - 2. Applicable screening shall be provided.
 - 3. If a dumpster is used then it shall be enclosed, stored on a hard surface and meet screening requirements. A dumpster shall meet setback requirements, not interfere with parking, be located in the rear or side yard and beyond the front line of the structure and meet the setback requirements.

C. Exterior fuel storage within the overlay shall:

1. Meet all zoning setback requirements.
2. Fuel storage tanks shall be located within the side or rear yard.
3. Underground fuel storage may be located in the front, side or rear yard provided they meet the required yard setbacks.
4. Above ground fuel tanks may not be located in the front yard

Section 411.10 ~~Pattern Book Requirements~~ Design Requirements

~~The architectural plan for a building within the overlay pursuant to these requirements shall be selected from the Pattern Zones Book (a catalog of preapproved house plans available through the Lebanon Planning and Development Department from 2025-2028):~~

- A. ~~Design Characteristics make sure any new development matches the existing neighborhood. The following requirements should be followed:~~
 1. ~~Site changes, such as buildings, driveways, and other new features must not alter the historic character of a neighborhood.~~
 2. ~~The location of new construction must be considered carefully in order to follow height and setbacks of existing buildings in the neighborhood.~~
 3. ~~New Construction must not destroy character-defining attributes or features of the neighborhood.~~
 4. ~~New Construction must match the scale, size, massing, and architectural features of existing buildings in the neighborhood.~~
 5. ~~The Relationship between the new construction and existing structures must be protected. Existing buildings must not be isolated from one another by new construction.~~
 6. ~~Garages must be located at least 5' behind the front line of the residential structure.~~
 7. ~~The applicant must provide evidence that their design matches the character of other residential structures on the street.~~
 8. ~~Common Characteristics found in the Overlay District:~~
 - a. ~~Pitched Roof~~
 - b. ~~Street-facing primary entrance.~~
 - c. ~~Front porch or stoop~~
 - d. ~~Non-split-level designs~~
 - e. ~~Clapboard, vinyl, shingle siding (board and batten, brick, stonerock?) exteriors~~
- B. ~~Review of Design~~
 1. ~~Permitted Uses~~
 - a. ~~Those residential projects allowed under Permitted Uses (Section 411.3) will have the design reviewed by Heritage Commission Planner Staff as part of the building permit application process. Design and Plans must be completed by and stamped by a New Hampshire a design professional. The Heritage Commission Planner shall issue a determination as to the proposed plans adherence with the (411.10) design~~

criteria. An applicant may appeal the determination as to adherence with the design criteria made by the Heritage Commission Planner to the Heritage Commission within 30-days of the determination. Upon aAppeal the Heritage Commission shall stand in the shoes of the Heritage Commission Planner and determine if the proposed design meets the design requirements of Section 411.10 and approve or deny the permit.

2. Special Exception or CUP

a. Those residential projects requiring a Special Exception or CUP (Section 411.3) will have to submit architectural drawings designed by and stamped by a licensed New Hampshire design professional to be reviewed by the Heritage Commission pursuant to Section 408.7. The Heritage Commission will use the criteria listed in Section 411.10.A to determine the appropriateness of the design and issue a written recommendation to the Zoning Board or Planning Board for their consideration of the Special Exception or Conditional Use Permit. Any appeal of the Heritage Commission's determination shall be filed with the Zoning Board of Adjustment within 30 days of the decision by the Heritage Commission. Design and plans must be completed and stamped by a licensed New Hampshire design professional.

Section 411.11 Front Yard

- A. The required front yard may be reduced to the average front yard of the existing buildings on the same side of the street in the same block and located within 300 feet of the subject lot, provided that there are at least 2 such buildings. This reduction shall not be allowed for lots fronting on a state highway.
- B. On lots with more than one frontage on an indeterminate lot, the front yard will be determined by the Zoning Administrator based on the orientation of the principal structure on the lot. The corner side with frontage will be considered a side yard and have a setback that is the average of the established front and side setbacks).
- C. On lots with no frontage, the front yard is determined by the Building Official or Zoning Administrator based on the orientation of the principal structure on the lot and the access easement location.

Section 411.12 Approved Design

- A. The Heritage Commission shall maintain a book of Architecturally designed pre-approved plans available for use by the people of Lebanon. Use of a pre-approved plan set shall qualify for the enhanced zoning considerations under the pattern zones overlay district.
- B. Prerequisite to being listed as a preapproved plan a plan shall be:
 - a. Approved by the Heritage Commission.
 - b. Reviewed by and deemed compliant with New Hampshire State Building Code requirements by the Chief Building Official.
 - c. Designed by and stamped by a New Hampshire licensed design professional.

C. If a property owner wishes to use their own plan set, they must receive a special exception from the Zoning Board of Appeals and have their plan approved by the Heritage Commission according to Section 411.10.

SHADE COVERAGE: The percentage of land area covered by leaves, branches, and stems of canopy/shade trees when viewed from above during the summer. New plantings should be measured based on their size at maturity.