



**LEBANON HERITAGE COMMISSION
WEDNESDAY, NOVEMBER 12, 2025 - 6:00 PM
MEETING ROOM 1, 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: 519 608 162#). If you have trouble accessing this meeting, please [Catheryn Hembree](#)

2. Approval of Minutes

- A. October 8, 2025

3. Public Review

- A. **Michael Davidson:** Request for Certificate of Approval pursuant to Article IV, Section 408 "Historic District" of the Zoning Ordinance to install an egress window to their existing building located at 3 Campbell Street, Tax Map 92, Lot 65, Lebanon, NH in the LD zone. **HC2025-02**

4. Study Items

5. Other Business

- A. Review and Adoption of 2026 Heritage Commission Meeting calendar

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
LEBANONNH.GOV/LIVE
WEDNESDAY OCTOBER 08, 2025 6:00 PM**

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Brian Ware

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

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

1 **1. CALL TO ORDER**

2 Chair Ford Burley called the meeting to order at 6:02pm. Ms. Hembree reviewed the City's
3 meeting in-person and REMOTE attendance policies and procedures.

4
5 Ms. Hembree introduced Nicole Dittrich, who she said had applied to be a member of the
6 Heritage Commission. Ms. Dittrich attended the meeting as a member of the public.

7
8 **2. APPROVAL OF MINUTES – September 10, 2025**

9
10 *A MOTION was made by Matt Smith to approve the September 10, 2025 Meeting Minutes as*
11 *presented. The MOTION was seconded by Brian Ware.*

12
13 ** The vote on the MOTION was approved (3-0).*

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

16
17 Chair Ford Burley said the Lebanon School Board and City Council members met and discussed
18 the status of the Dana House. She said the group discussed a possible land swap, which would
19 result in the City owning the Dana House structure and land and the SAU88 District would own
20 another portion of the land near Dana House that is currently owned by the City.

21
22 She said the group agreed that a swap proposal would have to be added to the ballot for voters
23 and agreed that the March 2026 election would be too soon to have the appropriate research
24 completed. She said the group decided to have the issue ready for the March 2027 election.

25
26 She noted that the RFP she'd drafted to renovate Dana House into a residence will have to wait
27 until the proposed land swap is decided and completed. She said, in the meantime, she will
28 continue to research smaller grants that could help with some of the repairs that are needed at
29 Dana House. Chair Ford Burley said she would ask DPW if the cost of electricity and
30 humidifiers at Dana House could be included in its budget.

31

1 **4. STUDY ITEMS**

2
3 **A. 4th Grade Local History Program**

4 Mr. Smith said he had spoken to his son's fourth-grade teacher about incorporating some local
5 history into the New Hampshire history program they are teaching. Ms. Dittrich said she was a
6 fifth-grade teacher and suggested that the second- or third-grade programs might be a better fit
7 for local history. Mr. Smith said he would continue to discuss the idea with his son's teacher and
8 said the kiosk near Salt hill Pub could be utilized by the fourth-grade class to display some local
9 history information.

10
11 **B. Master Plan Chapter**

12 Chair Ford Burley asked the members of the group to provide comments and input on the
13 Strategies and Action Items at the end of the chapter. Ms. Hembree said the group could meet
14 outside of Heritage meetings to work on the chapter, if needed. She said she would send a
15 Doodle poll to members to determine other times to meet.

16
17 **C. 250th Anniversary**

18 Mr. Ware shared notes from the Town of Hartford, Vt, about its 250th celebration activities. Ms.
19 Hembree said Paul Coats, director of the Lebanon Recreation, Arts, & Parks Department, told
20 her he'd like to organize a large block party (perhaps to coincide with the 4th of July) to include
21 Lebanon, West Lebanon, and Hartford. Ms. Hembree and Mr. Ware agreed to ask Mr. Coats if
22 he would join them at a future meeting in Hartford to discuss the idea. Mr. Smith said the Upper
23 Valley Music Center might be interested in having its band students participate in the 250th
24 celebration.

25
26 **5. OTHER BUSINESS**

27
28 Chair Ford Burley said an Eagle Scout has been archiving historical documents at the Soldiers
29 Memorial Building as part of an inventory project to catalog the materials inside the building.

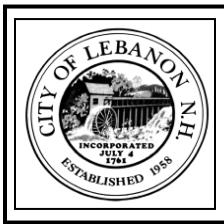
30
31 Chair Ford Burley said she conducted a walking tour of the Colburn Park Historic District on
32 October 3 for 11 attendees at the request of the Osher Lifelong Learning Institute (Dartmouth
33 College).

34
35 **6. OPEN TO THE PUBLIC - None**

36
37 **7. ADJOURNMENT**

38
39 Chair Ford Burley adjourned at 6:53pm.

40
41 Respectfully Submitted,
42 Paula Roux
43 Recording Secretary



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

Heritage Commission Historic District Review

Staff Memorandum

HC2025-02

November 12th, 2025, 6:00 P.M.

APPLICATION INFORMATION

Application #: HC2023-02

Application Type:
Historic District Review

Location:
3 Campbell Street
Tax Map 92, Lot 65

Applicant:
Rep. Tim Sidore

Property Owner:
Mike Davidson

Zoning District:
Lebanon Downtown

Property Size:
+/-0.51 acres

Overlay Districts:
Colburn Park Historic District

Previous HC Action (since 1995):

Other Approvals Required:
Building Permit

Attachments:
Application
Photos

HEARING NOTICE

Michael Davidson: Request for Certificate of Approval pursuant to Article IV, Section 408 Historic District of the Zoning Ordinance to enlarge an existing window opening to allow the installation of an egress widow.

COMPLETENESS REVIEW

This application has been reviewed in accordance with section §408 Historic District of the Lebanon Zoning Ordinance. The Planning Department recommends that the Heritage Commission accept the application as complete enough to accept jurisdiction and commence review.

BACKGROUND

The property was constructed in 1880 as a residential building. It is also known as the Churchill House, named after Colonel Frank C. Churchill, the original owner. The housing is built in the Queen Anne style, identified by its intricate decorations, steeply pitched and gabled roof, towers, porches, and asymmetrical façade. The structure was converted into a mixed-use building (office/residential) and recently, granted permission by the Minor Site Plan Review Committee to convert a multi-family residential building. That approval occurred on September 11, 2025.

PROPOSAL

The property owner is requesting permission to enlarge an existing widow opening in order to install an egress widow. The widow is on the second floor on the east side of the house. The new widow is 41"X30.5" and it will be replacing a 28"X28.5" widow.

ZONING ORDINANCE REQUIREMENTS
Historic Commission – Certificate of Approval

A Historic Commission Certificate of Approval is required Pursuance to: *§408.4 Certificate of Approval Required. A Certificate of Approval shall be obtained from the Heritage Commission in the manner set forth herein prior to the commencement of any of the following activities within any Historic District:*

C.3. Replacement of doors and windows if it involves changes in the size, location, or number of openings in the exterior or façade of the building.

The installation of an egress window requires that the window opening be made larger. Therefore, a Certificate of Approval from the Historic Commission is required.

ZONING ORDINANCE REQUIREMENTS
Historic Commission – Criteria for Review

408.6 Criteria For Review.

In determining whether or not to grant a Certificate of Approval, the Heritage Commission shall keep in mind the purpose set forth in Section 408.2 herein and shall consider, among other appropriate factors, the following:*

- A. The historical or architectural value of a building and its setting;*
- B. In connection with additions, repair or restoration of any existing building, the compatibility of the exterior design, arrangement, texture, and materials proposed to be used in relationship to this existing building, its setting, and the Historic District as a whole; and,*
- C. The size, scale, and design of proposed construction in relationship to the existing surroundings, including consideration of such factors as a building's overall height, width, street frontage, number of stories, type of roofs, facade openings (windows and doors), and architectural details.*

When the Heritage Commission determines that it is necessary or advisable in order to preserve or protect historically and/or architecturally significant buildings, the Commission may require preservation and/or accurate reproduction of exterior architectural features. Preservation and/or reproduction measures shall be completed pursuant to the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings."

Applications for Certificates of Approval may be denied if such denial is required to prevent construction or development which would conflict with the stated purposes of Section 408.2 herein.

**408.2 Purposes.*

The purpose of this Ordinance is to preserve the heritage and cultural resources of the City of Lebanon and, particularly, the City's structures and places of historic, architectural and community value in order to:

- A. Establish and preserve districts in the City which reflect elements of its cultural, social, economic, political, community, and architectural history;*
- B. Conserve property values in such districts;*

C. Foster civic beauty;

D. Strengthen the local economy; and,

E. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City.

APPLICATION AND SUPPORT STATEMENT

The applicant has submitted a complete application with pictures and widow specifications.

STAFF COMMENTS

Planning Staff have reviewed the application and supporting materials. The Heritage Commission should be aware that the applicant has already completed the work without a COA. Previously, the owner was cited for converting the office space into apartments without zoning approval. The apartment in this application was considered "illegal" because there was not a secondary egress route. The building official is taking steps to make sure the building comes into compliance with building code. Staff see no issues with the change in window size. The widow in question cannot be seen from any public street and the dormer, which staff believes is the focal point of this section of the roof, is not being changed.

**CITY OF LEBANON
APPLICATION FOR**

SPECIAL EXCEPTION	<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN REVIEW
VARIANCE	<input type="checkbox"/>	<input type="checkbox"/>	SUBDIVISION
MOTION FOR REHEARING	<input type="checkbox"/>	<input type="checkbox"/>	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	<input type="checkbox"/>	<input type="checkbox"/>	CONDITIONAL USE PERMIT

OTHER HERITAGE

PROPERTY OWNER (APPLICANT):

NAME: MICHAEL DAVIDSON TEL.#: (603) 359-4701

MAILING ADDRESS: 77 BANK STREET LEBANON NH 03766

E-MAIL ADDRESS: mike@ledgeworks.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: TIM SIDORE TEL.#: (603) 322-3260

MAILING ADDRESS: SAME

E-MAIL ADDRESS: tim@ledgeworks.com

PROJECT LOCATION:

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

STREET ADDRESS OF PROJECT: 3 CAMPBELL STREET

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

SCOPE OF PROJECT: REPLACE EXISTING 28" X 28.5" WINDOW ON EAST SIDE OF MAIN HOUSE WITH 41" X 30.5" "TILT/TURN" WINDOW TO SATISFY EGRESS REQUIREMENT. ENLARGE ROUGH OPENING TO ACCOMMODATE NEW WINDOW.

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: Tim Sidore DATE: 27 OCT 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 Sidore DATE: 27 OCT 2025

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #



www.kohltech.com

82 BENNING STREET
BLDG #4
W, LEBANON NH 03784

Phone: 802-295-6555

Fax:

Printed: Feb 5, 2025 2:08 PM

BILL TO:

SHIP TO:

QUOTE #	QUOTE NAME	QUOTE DATE	QUOTED BY
2251377	3 CAMPBELL ST. # 6	Feb 4, 2025	fodonnell
PO #	TAG	ORDERED BY	
		fodonnell	

LINE #	COMMENT	QTY	NET AMOUNT	EXTENDED
1	None Assigned	1	\$873.06	\$873.06

STT:RTT
Frame Size: 41W x 30-1/2H
Total UI: 72"
Supreme Tilt & Turn Window : (RTT)

Recommended Rough Opening 42W x 31-1/2H

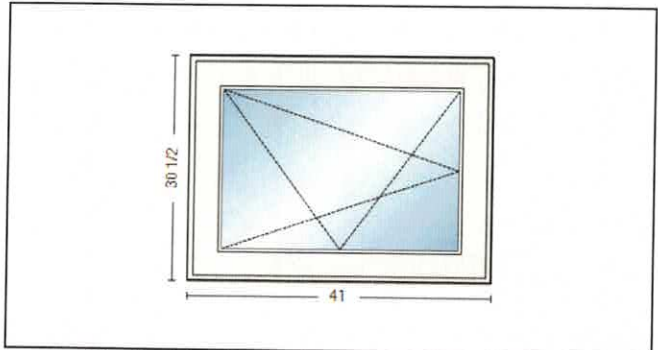
Total Frame Depth: 3-1/4"
Exterior Accessories : Plain Frame
Interior Accessories : 3/4" Add on Drywall Return
Installation Clips

Screws And Plugs
PVC Color : White
Hardware Color: White
Screen : With Screen
Screen Bar Color : White
Screen Cloth Color : Grey

** Meets Egress: BOCA Egress 20"W/24"H/821sq"
Clear Opening: Width: 34-1/4", Height: 24", Area: 822sq"
Estimated Weight: 72Lbs

Glass: Energias
Grilles: None

NFRC: U=0.27 SHGC=0.48
NAFS: CW-PG95 PDP=95psf NDP=-95psf



Product is shown as viewed from outside

QUOTE #	QUOTE NAME	QUOTE DATE	QUOTED BY
2251377	3 CAMPBELL ST. # 6	Feb 4, 2025	fodonnell
PO #	TAG		ORDERED BY
			fodonnell

	Line Type	Quantity	Totals	SUB-TOTAL:	\$873.06
	Window and Door		1	LABOR:	\$0.00
				FREIGHT:	\$0.00
				SALES TAX:	\$0.00
				TOTAL:	\$873.06

This quotation contains highly configured custom make to order products and as such it is not possible to return or exchange product. Cancellation or modifications are only possible to the extent production has not started on the order or non-stock components have not been irrevocably committed to by Kohltech. Certified quotes are valid until the expiration date shown, excluding date specific events such as winter booking. Quotes that are not certified expire immediately.

We appreciate the opportunity to provide you with this quote!

**Meeting Schedule
Lebanon Heritage Commission
2026**

Meeting Date	Cutoff
January 14, 2026	December 30, 2025*
February 11, 2026	January 28, 2026
March 11, 2026	February 25, 2026
April 8, 2026	March 25, 2026
May 13, 2026	April 29, 2026
June 10, 2026	May 27, 2026
July 8, 2026	June 24, 2026
August 12, 2026	July 29, 2026
September 9, 2026	August 26, 2026
October 14, 2026	September 30, 2026
November 18, 2026**	November 4, 2026
December 9, 2026	November 24, 2026*

Notes:

- All meetings begin at 6:00pm unless otherwise noted on the meeting agenda.
- All Heritage Commission meetings are on the 2nd Wednesday of the month, unless there is a conflict
- Cutoffs for applications shall be made no later than 12:00pm (noon) on the 15th calendar day prior to a regularly scheduled meeting of the Heritage Commission.
- *December and November cut off days are one day sooner because of a holiday.
- **November 11, 2026, is a holiday so the November meeting will be on November 18th