

FINAL

**LEBANON HERITAGE COMMISSION
MEETING ROOM ONE, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
WEDNESDAY NOVEMBER 12, 2025 6:00 PM**

MEMBERS PRESENT: Matt Smith (Vice Chair), Brian Ware, Nicole Dittrich, Wes Achord (Planning Board Representative)

MEMBERS ABSENT: Nicole Ford Burley (Chair and City Historian), Karen Zook (Alt. Council Rep)

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

1. CALL TO ORDER

Acting Chair Smith called the meeting to order at 6:06pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures. Acting Chair Smith welcomed Ms. Dittrich and Mr. Achord to the Heritage Commission.

2. APPROVAL OF MINUTES – October 08, 2025

A MOTION was made by Matt Smith to approve the October 08, 2025 Meeting Minutes as presented. The MOTION was seconded by Brian Ware.

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

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

Acting Chair Smith gave an overview of the duties and responsibilities of the Heritage Commission. He gave an overview of the history of the 3 Campbell Street building.

Mr. Tim Sidore was present on behalf of the applicant. He said the application is planning to replace an existing historic window with a new egress window, which is required to make the apartment it will be in up to code. He said the applicant is asking the Heritage Commission to approve the new window.

The group discussed fire safety access to the building. They discussed the proposed new window style and how it would fit in the space left after the existing window is removed. Mr. Sidore

confirmed that the new egress window plan has been reviewed by the fire department. He said they would attempt to match the surrounding style of the house.

Mr. Smith said he would have liked for the Heritage Commission to be involved earlier in the window selection process because he would have suggested a “three-over-three” design. He noted the window is not visible from Colburn Park. Mr. Collins said it was a plus that the new window is considered energy efficient and is multifunctional. Ms. Dittrich asked if the company that made the new window could make other windows that resembled the historic style, in case other windows are needed in the future. Mr. Sidore said he would inquire about that.

A MOTION was made by Matt Smith to approve the Certificate of Approval to install an egress window to the existing building located at 3 Campbell Street (Tax Map 92, Lot 65) as presented at the November 12, 2025 Heritage Commission Meeting. The MOTION was seconded by Brian Ware.

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

4. STUDY ITEMS - None

5. OTHER BUSINESS

A. Review and Adoption of 2026 Heritage Commission Meeting calendar

A MOTION was made by Brian Ware to accept the 2026 Heritage Commission Meeting dates as presented. The MOTION was seconded by Nicole Dittrich.

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

6. OPEN TO THE PUBLIC - None

7. ADJOURNMENT

A MOTION was made by Matt Smith to adjourn the meeting at 6:44pm. The MOTION was seconded by Brian Ware.

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

The meeting adjourned at 6:44pm.

Respectfully Submitted,
Paula Roux
Recording Secretary