

FINAL

**LEBANON CITY COUNCIL
SPECIAL MEETING MINUTES
Thursday, January 7, 2026 7:00 p.m.
Council Chambers
Remote Via Microsoft Teams: LebanonNH.gov/Live**

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Erling Heistad, Nicole Ford Burley, Timothy McNamara, Christian Simon, and Karen Zook

MEMBERS ABSENT: Laurel Stavis, George Sykes

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Airport Director Carl Gross, Planning and Development Director Nathan Reichert, Finance Director Alesia Williams

- 1. CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
- City Manager Andrew Hosmer announced the meeting criteria for attendees.

- 2. PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.

Councilor Zook arrived at approximately 7:08 PM

- 3. PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.

4. OPEN COUNCIL DISCUSSION:

Assistant Mayor Wilkie highlighted the Citizens Academy, noting the deadline for registering is Monday, January 12, 2026. This is an opportunity to learn more about how the City functions and is something he recommends.

5. OPEN TO PUBLIC:

- **Ms. Lori Key (Ward-3):** In response to her questions regarding the 2026 CIP City Budget, Deputy City Manager Brooks noted there were two (2) amendments included in the Budget Guide that were made available (to the public):
 - 1) The Airport Extension of the runway Taxiway “A” Project: The FAA contacted the City to say that funds from another airport that were not going to be used were offered to the City and would accelerate that project from 2027 to 2026. As a result, the City’s share of the project dropped by 50% (it went from 5% to 2.5%) and the State and Federal share went up from 95% to 97.5%. The total amount of that project was roughly \$3.5M. The City’s share was under \$100K. The result of the increased landing fees that City Council took action on in October is going to provide that additional income. Ultimately, it will be a transfer from the Operating Budget to the Capital Budget to pay for the City’s share of that project. No bonding and no impact on taxes.
 - 2) The Mascoma/Mechanic/High Street Intersection Project: This was (originally) in the CIP proposal and it was taken out the night that it was presented to the Council because it was out for bid at that time. We subsequently received those bids in mid-November so that project

was added into the Capital Budget on the night of the Public Hearing. The City's share of that additional cost will be covered by Downtown TIF funds. No bond and no impact on taxes.

- **Ms. Patricia Beek (Ward-2):** She thanked the Council for the work they did during the Public Hearing in reducing the taxes to 2.7%. She spoke about her reasons for suggesting that there should be a Lebanon non-resident local payroll tax of 2%, which would preserve the tax-free income tax and sales tax that the State of NH is so proud of and is a way to capture revenue from the traveling nurses.

6. RECOGNITIONS: NONE

7. ACCEPTANCE OF MINUTES:

- December 3, 2025 (Regular Meeting)

Amendments: For clarification: Page 30, Line 10: should read as follows: Councilor McNamara noted that there are really no tax implications because the property is presently in current use. (Eliminate rest of sentence.) For Clarification: Page 19, line 23 should read: the City's average rate of tax increase was about 3.5%.

Councilor McNamara MOVED to approve the December 3, 2025 (Regular Meeting) minutes as amended and presented in the January 7, 2026 City Council agenda packet.

Seconded by Councilor Heistad.

**The Vote on the Motion was approved (7-0)*

- December 17, 2025 (Regular Meeting)

Amendments: Page 30, Line 10: Change "\$18,990.00" to "\$118,990.00" (**RESOLUTION #1**); Page 30, Line 20: after year, change to read: based on what they assume to be nine months' worth of expenses.

Assistant Mayor Wilkie MOVED to approve the December 17, 2025 (Regular Meeting) minutes as amended and presented in the January 7, 2026 City Council agenda packet.

Seconded by Councilor McNamara.

**The Vote on the Motion was approved (7-0)*

- December 18, 2025 (Special Meeting)

Amendments: Change from present to absent: Councilors Zook and Heistad.

Councilor Simon MOVED to approve the December 18, 2025 (Special Meeting) Minutes as amended and presented in the January 7, 2026 City Council agenda packet.

Seconded by Councilor N. Ford Burley

**The Vote on the Motion was approved (7-0)*

8. APPOINTMENTS:

- Arts and Culture Commission, Leonard Ridilla (Citizens Representative)

Assistant Mayor Wilkie MOVED to NOMINATE Leonard Ridilla as a Citizens Representative to the Arts and Culture Commission. TERM: 1/2026 – 1/2027

**The Vote on the Motion was approved (7-0)*

- Arts and Culture Commission, Gail Dokucu (Alternate Member)

Assistant Mayor Wilkie MOVED to NOMINATE Gail Dokucu as an Alternate Member to the Arts and Culture Commission. TERM: 1/2026 – 1/2027

****The Vote on the Motion was approved (7-0)***

Councilor Heistad questioned the reason why Assistant Mayor Wilkie was not exercising the one meeting attendance requirement before a candidate is nominated. He read the nomination requirement that states: Must attend one meeting of the Board you wish to sit on within 60 days. This is a prerequisite for the applicant. He noted these two nominees should be placed on next month's agenda after they have attended the Arts and Culture meeting this month.

Councilor N. Ford Burley noted this requirement would also apply to her Heritage Commission Nominee as well.

Assistant Mayor Wilkie postponed his nomination for Gail Dokucu (Alternate Member) to the Arts & Culture Commission until after she has attended one meeting of the Arts & Culture Commission and the Council agreed to postpone the vote.

Assistant Mayor Wilkie would like to revisit this requirement for Alternate Members.

- Arts and Culture Commission, Honor Hingston (Alternate Member)

Assistant Mayor Wilkie MOVED to NOMINATE Honor Hingston as an Alternate Member to the Arts and Culture Commission. TERM: 1/2026 – 1/2027

****The Vote on the Motion was approved (7-0).***

- Heritage Commission, Roxanne Benzel (Alternate Member)

The NOMINATION for Roxanne Benzel as an Alternate Member to the Heritage Commission was postponed by N. Ford. Burley until Ms. Benzel has attended one Heritage Commission meeting.

9. PUBLIC HEARING ITEMS:

- A. Petitioned Charter Amendment** – A public hearing for the purpose of receiving public input on a petitioned amendment to the Lebanon City Charter, Article VI, Financial Management, §6.05, Budget Procedure, to impose a limit on annual budget increases in the amount to be raised by taxes in the City, and taking action to order the petitioned amendment to be placed on the ballot of the March 10, 2026 municipal election

Included in the agenda packet: [\(All supportive documents and detailed information as listed below can be found on pages 82-90, Council agenda packet. Minutes do not include screenshots, graphs, or images.\)](#)

1. Final Language of Petitioners' Committee's Question Seeking to Amend the City Charter
2. December 4, 2025 Response from NH Attorney General, on behalf of the state agencies
3. December 16, 2025 City Clerk Certification of Petition Sufficiency
4. NH RSA 49-B:5, Charter Amendments, Procedure

Mayor Whittlesey noted there is really nothing for the Council to do on this item because it is a Charter amendment and will need to be placed on the March 10, 2026 Municipal Election Ballot for a vote.

BACKGROUND

On October 27, 2025, the City Clerk received an affidavit pursuant to RSA 49-B:5, II-a, (a), from a group

of Lebanon voters seeking to form a Petitioners' Committee for the purpose of pursuing an amendment to the City Charter. The Petitioners' Committee seeks to amend the Lebanon City Charter, Article VI, Financial Management, §6.05, Budget Procedure, to impose a limit on annual budget increases in the amount to be raised by taxes in the City.

Following verification that the requisite 20 voter signatures had been obtained on the Petitioners' Committee affidavit to initiate the charter amendment process, the text of the proposed amendment was forwarded to the Secretary of State, Attorney General, and the Commissioner of the Department of Revenue Administration for review. The state agencies responded on December 4th that they do not object to the proposed charter amendment. The Petitioners' Committee was then authorized to circulate petition forms to gather additional voter signatures in support of the amendment.

On December 16, 2025, the Petitioners' Committee submitted the required number of voter signatures for the proposed amendment. On the same day, the City Clerk validated the signatures and issued a certificate of petition sufficiency. On December 18th, the City Council scheduled this public hearing for January 7, 2026. No substantive changes may be made to the proposed amendment at the public hearing.

Within 7 days after the public hearing, the Council must order the proposed amendment to be placed on the ballot at the next regular municipal election that occurs not less than 60 days after the date of the Council's order (RSA 49-B:5, V(b)).

Ms. Jennifer Mercer (Ward-3) gave a detailed presentation (not included in agenda packet) that can be viewed in its entirety under the City Council's meeting video for January 7, 2026. She went through and explained the Executive Summary for the Lebanon NH City Charter Amendment to limit annual budget increases (A.K.A the "Tax Cap"); the Proposal Overview; Mechanism; Flexibility; and Impacts; Lebanon, NH's history on tax increases, the Proposed Amendment that included the limitation on budget increases; The Consumer Price Index, the Override Provision as required by the State of NH; and her other notes.

Mayor Whittlesey opened the Public Hearing.

- **Mr. Paul Roberts (Ward-2):** He spoke about the Valley News Article (dated December 13, 2020), noting it made sense back in 2020 and it made sense to him in 2026.

Hearing no further comments from the public, the Public Hearing was closed.

Council/Staff Comments:

Assistant Mayor Wilkie thought this was one of the only opportunities for the Council to discuss this before the ballot vote. He reminded everyone that the total City Budget is not equal to tax increases. While there is not much we can do about the language (in the Proposed Charter Amendment-Limitation on Budget Increase) he thought it was important that we try to keep our Charter as clear as we can and gave examples where the language should be changed and suggested a review by legal counsel was needed.

Councilor N. Ford Burley spoke about her major concerns with this Proposed Charter Amendment, noting she did not see how this would really fix our problem on how property taxes are forcing people out of their homes and gave examples of the things that are causing those numbers to go up. She spoke about her own property taxes and noted that even if her property tax was 0.0%, her taxes would have still gone up by 7.8% due to the revaluation. She also spoke about her reasons why Lebanon is going to continue to be an attractive place for people to move to.

Mayor Whittlesey also spoke about the statewide total funds raised from property taxes during revaluations and gave examples for 2018-2022, 2023, 2024, and 2025. He noted the CPI-U average does not necessarily reflect the realities of the City and gave examples from the Government Wage Index and the NH DOT Index (for construction). There is a lot of inflation on right now.

Assistant Mayor Wilkie also expressed his concerns over the CPI-U Index. He spoke about the potential for unintended inflation costs and gave examples.

ACTION:

Councilor Simon MOVED, that the Lebanon City Council hereby orders that the original, certified Petitioned Amendment to the Lebanon City Charter, Article VI, Financial Management, §6.05, Budget Procedure, to impose a limit on annual budget increases in the amount to be raised by taxes in the City, shall be placed on the ballot for voter consideration at the next municipal election on March 10, 2026. Seconded by Councilor McNamara.

****The Vote on the Motion was approved (7-0).***

- B. Ordinance #2025-14** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 8, Airport Operations, Section 8.4, Airport Rules and Regulations, to amend the Airport Fuel Flowage Fees set forth in Exhibit 1, Fee Schedule, of the Airport Rules and Regulations

Included in the agenda packet: (All supportive documents and information as listed below can be found on pages 91-99, Council agenda packet. Minutes do not include screenshots, graphs, or images.)

1. Proposed Ordinance #2025-14
2. City Code Chapter 8 - Airport Operations
3. Exhibit #1 - Fee Schedule, from Lebanon Airport Rules and Regulations
4. Not Included, But Also Available:
 1. [City of Lebanon, New Hampshire, Lebanon Municipal Airport, Rules and Regulations for the Operation of the Airport, Adopted September 1, 1993. As Amended December 13, 2023.](#)

City Manager Hosmer reviewed the background behind Ordinance #2025-14

BACKGROUND

In recent years, the City Council has regularly updated the Aircraft Landing Fees documented within the Airport Rules and Regulations as part of an ongoing effort to try to make the Lebanon Airport a more self-sustaining operation. Most recently, on October 15, 2025, the City Council adopted Ordinance #2025-09 to establish new landing fees to be effective beginning January 1, 2026.

However, other fees associated with airport use and operations have not been regularly updated. For example, it does not appear that the Fuel Flowage Fees outlined in the Airport Rules and Regulations have been updated since at least 2019, when they were incorporated into the Fee Schedule (Exhibit #1) of the Rules and Regulations. Under the existing fee schedule, the City receives \$0.08 per net gallon of all fuel delivered to the Fixed Base Operator (Granite Air) and from all other self-fueling activities occurring at the airport.

The City Manager recommends that the City Council consider increasing the Fuel Flowage Fees from \$0.08 to \$0.16 per net gallon to account for inflation and other cost increases associated with overall airport operations. He ran a report of fuel prices within 45 miles of Lebanon Airport and right now Granite Air is charging (for jet “A” low lead) \$7.90/gal. and is by far the most expensive anywhere except for Hanscom Field in Bedford, MA or Logan International in Boston, which are +/- \$9.67/gal.

Mayor Whittlesey opened the Public Hearing.

- **Mr. Fran Casale (Ward-2):** He spoke about his reasons and research on why he felt the fuel flowage fees should be raised and gave examples of how the City could raise more money.
- **Mr. Paul Roberts (Ward-2):** He would like to see data in the form of a spreadsheet from other Airports on what they are charging for fuel (and other contracted services).

Hearing no further comments from the public, the Public Hearing was closed.

Council/Staff Comments:

Airport Director Carl Gross noted the FBO contract runs until 2039 with two (2) 10-year options after that noting either party can accept or not accept those options. He has a spreadsheet that involves about 6 different airports throughout the country and they average anywhere from \$0.04/gal all the way up to \$0.18/gal. The \$0.08/gal existed prior to the negotiated lease agreement with the current FBO. Lebanon has not raised their (fuel fees) in at least a decade.

In response to Assistant Mayor Wilkie’s question regarding potentially tiering the fuel flowage fees based on the number of gallons used without significant additional administrative work, Director Gross noted it is possible to tier these fees and the admin work could simply be done through a spreadsheet based upon what the sales are.

Assistant Mayor Wilkie noted this does not affect the tax rate or the taxpayers since this is an Enterprise Fund. He also noted that the FAA has significant limits on the funds that the City can collect from the Airport.

The Council held more discussions regarding airport fuel costs, reconciling fuel costs in Lebanon, and other regional airports’ fuel costs before taking the action below.

ACTION:

Councilor McNamara MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-14, to amend Lebanon City Code Chapter 8, Airport Operations, Section 8.4, Airport Rules and Regulations, to amend the Airport Fuel Flowage Fees, as set forth in Exhibit #1, Fee Schedule, of the Rules and Regulations, as presented in the January 7, 2026 City Council Agenda Packet. Seconded by N. Ford Burley.

Assistant Mayor Wilkie recommended that the Airport Manager bring back any changes next year for the Council’s review.

****The Vote on the Motion was approved (7-0).***

10. OLD BUSINESS - NONE

11. NEW BUSINESS

A. Review and Adoption of 2026 Annual Calendar

Included in the agenda packet: (All supportive documents and information can be found on pages 100-112, Council agenda packet) Minutes do not include screenshots, graphs, or images.)

1. Proposed 2026 Annual Calendar

Deputy City Manager Brooks reviewed the background as listed below.

BACKGROUND

To better organize the Council's annual events, a calendar has been drafted for review and consideration. Thus far, dates include City holidays, regular Council meetings, anticipated special meetings, municipal election information, proposed dates for the annual work sessions (unconfirmed), and proposed Council Budget Work Session dates (5 reserved dates in November- subject to change). If the proposed calendar is acceptable, the Council is asked to take action to adopt the Annual Calendar as presented. If changes/additions are desired, the Council is encouraged to suggest alterations for consideration by the body.

ACTION:

Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby adopts the Annual Calendar as presented in the January 7, 2026 City Council Agenda Packet.

Seconded by Councilor Heistad.

****The Vote on the Motion was approved (7-0)***

B. Appointment of 2026 Chair and Vice-Chair for Economic Development Commission

Included in the agenda packet: (All supportive documents and detailed information as listed below can be found on pages 113-114, Council agenda packet) Minutes do not include screenshots, graphs, or images.)

1. EDC Member Roster

BACKGROUND

On July 10, 2019, the City Council approved Ordinance #2019-12 to amend City Code Chapter 31, Boards, Committees, and Commissions, to establish the Economic Development Commission (EDC).

According to §31-46, Establishment; Membership; Qualifications, the City Council shall annually ... appoint a Chairperson and a Vice-Chairperson from the nine members of the Economic Development Commission to serve the following calendar year.

ACTION: Mayor Whittlesey MOVED, that Dan Nash be appointed as Chair of the Economic Development Commission for calendar year 2026.

BE IT FURTHER MOVED, that Andy Key be appointed as Vice-Chair of the Economic Development Commission for calendar year 2026.

Seconded by Councilor McNamara.

****The Vote on the Motion was approved (7-0)***

C. Review and Discussion of Diversity, Equity, and Inclusion (DEI) Commission

Recommendation for Creation of Welcoming Lebanon Policy Task Force

Included in the agenda packet: (All supportive documents and detailed information as listed below can be found on pages 115-122, Council agenda packet) Minutes do not include screenshots, graphs, or images.)

1. Draft: Resolution Establishing the Welcoming Lebanon Policy Task Force
2. Draft minutes of December 16, 2025 DEI Commission meeting

Assistant Mayor Wilkie reviewed the background and spoke about his reasons why the City should have a Welcoming Lebanon Task Force. **(Note: The Priorities and Goals for this Task Force can be found on page 121, Council agenda packet.)**

BACKGROUND

At its December 2025 meeting, the Diversity, Equity, and Inclusion (DEI) Commission discussed, and ultimately supported, a draft resolution advocating for the establishment of a new Welcoming Lebanon Policy Task Force. This recommendation comes in the wake of the City Council's action on November 5, 2025 to delete and repeal City Code Chapter 185, Welcoming Lebanon, effective December 31, 2025, in order to ensure compliance with applicable state laws that take effect on January 1, 2026.

Council/Staff Comments:

Assistant Mayor Wilkie noted membership in the Task Force should include:

- A member of City Council,
- A representative appointed by the City Manager;
- A representative from the Police Department,
- A representative from the School District,
- A representative from a local non-profit organization that serves immigrants and marginalized communities, and
- Four (4) residents of Lebanon appointed by the City Council.

Councilors McNamara, N. Ford Burley and Mayor Whittlesey spoke about their reasons in support of establishing a Welcoming Lebanon Task Force.

Deputy City Manager Brooks suggested that up to two (2) alternate members from Lebanon be appointed by the City Council due to the tight timeline of the Task Force, the diligent activity that will be required by this group, and the ability to assure a quorum at each meeting.

ACTION:

Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby adopts the Resolution Establishing the Welcoming Lebanon Policy Task Force, including the Purpose and Scope, Composition, Reporting and Deliverables, and Sunset date, as set forth in the January 7, 2026 City Council Agenda Packet as amended at the January 7, 2026 meeting.

Seconded by Assistant Mayor Wilkie.

****The Vote on the Motion was approved (7-0).***

D. Review and Discussion of LEAC Recommendation Concerning Refresh Policy for Lebanon Community Power

Included in the agenda packet: (All supportive documents and detailed information as listed below can be found on pages 123-131, Council agenda packet) Minutes do not include screenshots, graphs, or images.)

1. December 29, 2025 memorandum from Clifton Below, & to Lebanon Energy Advisory Committee (LEAC).

Mr. Clifton Below, Lebanon’s Representative to Community Power Coalition of New Hampshire (CPCNH) and City Council Representative to Lebanon Energy Advisory Committee (LEAC), reviewed the background and explained the reasons behind the refresh policy recommendations as provided in the Council’s agenda packet.

BACKGROUND

New Hampshire law and Public Utility Commission (PUC) rules expect municipal electric aggregations operating as alternative default service providers (on an opt-out basis) to periodically notice and enroll new customers on utility default service into the municipal aggregation. This is necessary because new utility customers are automatically enrolled in utility default service, such as when homes or apartments turn over to new occupants with new accounts. Over the past year, the Community Power Coalition of New Hampshire (CPCNH) has not undertaken “refreshes” of new Liberty default service customers, meaning notice of planned enrollment of new utility customers on an opt-out basis into Lebanon Community Power has not occurred.

At its November 2025 meeting, the CPCNH Board of Directors approved a New Customer Refresh and Noticing Policy that provides for CPCNH to periodically undertake ‘refreshes’ of new customers, even if the CPCNH basic supply rates may be higher at the time than those of the utility. Subsequently, LEAC discussed the issue and ultimately approved a recommendation that Lebanon Community Power (LCP) should only refresh new customers when LCP’s basic rates are lower than those of the utility.

Council/Staff Comments: NONE

ACTION:

Councilor McNamara MOVED that the Lebanon City Council hereby adopts the Lebanon Community Power Customer Refresh Policy as recommended by LEAC and as presented in the January 7, 2026 City Council Agenda Packet and incorporates the adopted Customer Refresh Policy into the City’s Electric Aggregation Plan as Attachment #11.
Seconded by Assistant Mayor Wilkie.

****The Vote on the Motion was approved (7-0).***

E. Review and Set Public Hearings for January 21, 2026 and February 4, 2026: Proposed Zoning Amendments for Council Adoption and for 2026 Municipal Ballot

Included in the agenda packet: (All supportive documents and detailed information as listed below can be found on pages 132-337, Council agenda packet). Minutes do not include screenshots, graphs, or images.)

1. Memo titled “2025-2026 Proposed Zoning Amendments Schedule”, dated December 23, 2025, including the following:
 - a. “Proposed Zoning Amendments 1-4: State Legislative Updates”, dated December 22, 2025.
 - b. “Proposed Zoning Amendments 5-10: Route 120 Corridor”, dated December 23, 2025.
 - c. “Proposed Zoning Amendments 11-13: City Board, Commission, Committee Sponsored Amendments”, dated December 23, 2025.
 - d. “Proposed Zoning Amendments 14-16: Text Amendments”, dated December 23, 2025.

- e. “Proposed Zoning Amendments 17-20: Misc & Technical Amendments”, dated December 23, 2025.
 - f. Summary of Lebanon Conservation Commission Review and Comment, and minutes of land use board meetings, and October 27, 2025 opinion letter from Attorney Matthew Decker.
 - g. “Proposed Zoning Amendment 21: Electric Vehicle, Section 607.8”, dated December 23, 2025, including December 3, 2025 opinion letter from Attorney Matthew Decker.
 - h. “2025-2026 Petitioned Amendments 1 and 2”, dated December 23, 2025.
 - i. “2025-2026 Petitioned Amendment 3: IND-L Use Table Addition”, dated December 23, 2025, including October 24, 2025 opinion letter from Attorney Matthew Decker.
2. December 22, 2025 letter from Miriam Voran, opposing Amendments #5, 7, and 8.
 3. December 22, 2025 letter from Dan Nash, opposing Amendment #6 as proposed.
 4. December 22, 2025 letter from Dan Nash, additional support for Petitioned Amendment #2.

Director Reichert (Director of Planning and Development) reviewed the background and noted there are 21 different Zoning Amendments that fall into four (4) separate categories. This evening’s main event is to set a schedule to consider these amendments as they move forward. At the request of the Council, these (amendments) are broken into two (2) meetings. The first four (4) groups are amendments that we would have full Public Hearings on January 21st. On February 4th, we have one element of one of the amendments that requires a ballot initiative and has to do with the RL1, RL-2 or RL-3 and is a subsection of the Care and Feeding of Animals. In order to amend the use chart for RL-1, RL-2 or RL-3, it requires a ballot initiative. The 4th set of amendments is what he considers a conflict between one of the Staff petitioned amendments and a petitioned amendment from the public.

This evening is really about scheduling the Public Hearing.

BACKGROUND

At its meeting on October 1, 2025, the City Council was presented with a number of proposed amendments to the Zoning Ordinance, including amendments intended to achieve compliance with recent state legislation; map and text amendments derived from the Route 120 Corridor study; amendments recommended by various boards and committees, as well as by Planning Department staff; and other amendment proposals submitted by petition.

The Council acted to accept the amendments as presented and forwarded them for review and comment by the Planning Board, Conservation Commission, and Zoning Board of Adjustment as required by Section 1000 of the Zoning Ordinance. Legal review has been obtained, and all land use boards have completed their review.

The purpose of this meeting was to present the final version of the proposed amendments to be considered by the City Council at upcoming public hearings. All of the proposed amendments are addressed in the attached memoranda drafted by Planning & Development Department staff. The legal opinions, along with excerpts of land use boards’ meeting minutes, was also attached for the Council’s review.

One proposed amendment (Amendment #17) has been determined to require a referendum vote pursuant to Section 1000.4.A of the Zoning Ordinance. As such, the City Council must hold a public hearing prior to January 31st to decide whether or not place that particular amendment on the March 10, 2026 municipal ballot. All other proposed amendments may be approved by the City Council, though the Council has the authority to place any of the proposed amendments on the ballot, including those that are within the Council’s purview.

Due to the number of proposed amendments, the Planning and Development Department recommends breaking the amendments into two groups and scheduling separate public hearings for each group. Public hearings pursuant to Section 1000.3.D of the Zoning Ordinance are requested for January 21, 2026 and February 4, 2026 as described in the Planning Department's overview memo.

Once the proposed amendments are finalized, they will be posted as part of the public hearings. Once posted, all applications to the Land Use Boards and all Building/Zoning Permit applications will be subject to the provisions of both the existing Zoning Ordinance and the proposed amendments. The proposed amendments will be posted by January 9, 2026.

Council/Staff Comments:

Councilor McNamara noted that most of these (amendments) are fairly simplistic with no known controversial effect. Several of them are required by the State in order for the City to comply with the legislation that was passed last year. As we move forward with these, he would like to focus on the North Lebanon issues at the Public Hearing because these are really complicated and there are a lot of conflicted feelings on these among the landowners. He also would like to see the overall plan and what is being proposed in every area so he can look at the individual areas at the same time, along with more details regarding what the landowners' opinions are.

Director Reichert noted the Centerra area is unique and has two areas of regulation: 1) The City's layer and 2) The Deed-level restrictions such as the Homeowner Association-level restrictions which will prevail and are more restrictive than the City's regulations. Ultimately, the City is allowing for more uses with the reform that is being proposed, but Centerra's underlying regulations will still be kept in place. In response to Councilor McNamara's question, Director Reichert noted the changes being proposed reflects the use of that development and should be synchronized with the regulatory structure for the neighborhood to allow for more options and explained his reasons on how this could be done.

Councilor McNamara suggested having a spreadsheet well in advance of the Public Hearing that shows:

- Under Current – here is what can be done, and
- Under Proposed- here is what can be done by the Deed Restrictions

Mayor Whittlesey and Director Reichert discussed the agenda items for the Public Hearing meetings on January 21, 2026 and February 4, 2026. Councilor Simon suggested that the February 4th Public Hearing be scheduled to start at 6:00 PM.

Assistant Mayor Wilkie presented his questions in case follow-up was needed before the Public Hearings:

- **Amendment #3:** Was the legal recommendation done for the cargo/maximum requirement for 1 or 2 family dwellings restored? Director Reichert stated this should have been done and will be incorporated into the final packet.
- **Amendment #17- Care & Treatment of Animals:** While there is not a present issue, this was a concern that originated within the Council that space be allowed for kennels or horse stables. Director Reichert noted the codes should say: There are some uses within care and feeding of animals that are more appropriate in some neighborhoods and less appropriate in others. The purpose of this amendment is to make the language clearer in the code.
- **Amendment #19 – Miscellaneous Definitions:** Is there a present issue regarding why the street lines are increasing from 20' to 22'? Director Reichert noted this is really squaring up the

language to make sure we are consistent throughout the code and this change should not make any existing properties non-conforming.

- **Amendment #20 – Impact Fees:** Why has a two-year time limit been added and what would be the effect of not having this timeline? Director Reichert said the thinking behind this is that we need to redistribute a timeframe for which properties can be redeveloped and gave examples. Two years is typically the standard. (i.e., If we do not have a timeline number, an issue could come up 50 years from now where someone could come back and say that their house/garage burned down and they have a right to rebuild it because it was once located there and not subject to impact fees). We need a deadline for consistencies within the non-conforming language.

Councilor McNamara talked about the impact fees for ADU's under 500 sq. ft. noting we have been trying to promote ADUs as a housing type and have not had success with modified regulations, not just in the City but Statewide. He felt, particularly for small ADUs which are currently exempt, it would not cost a lot of funds to implement an Impact Fee on those, but this could be a further cause for people to become discouraged from doing an ADU. He suggested that for the small ADUs (i.e., Mother-in-Law apartments, etc.) it would not hurt the City to wave those Impact Fees. Director Reichert noted that there are inconsistencies in different areas and gave examples of where these (inconsistencies) are located in the Ordinance. Director Reichert noted he would put together the language for ADUs under 500 sq. ft.

Deputy City Manager Brooks noted that ADUs, and even apartments that are under 500 sq. ft., do not usually generate school-aged kids. That was part of the process for exempting the school portion of the Impact Fees and further explained his reasoning.

ACTION:

Councilor McNamara MOVED that the Lebanon City Council hereby schedules public hearings for Wednesday, January 21, 2026, beginning at 6:00pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to:

- 1. Place proposed Amendment #17 (Definition of "Care and Treatment of Animals") on the March 10, 2026 Municipal Ballot for consideration by voters; and***
- 2. To adopt certain amendments to Ordinance #2, the City of Lebanon Zoning Ordinance and Zoning Map, including proposed amendments #1-4, #11-12, and #18-21, as fully described in the January 7, 2026 City Council Agenda Packet.***

BE IT FURTHER MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, February 4, 2026, beginning at 6:00pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to adopt certain amendments to Ordinance #2, the City of Lebanon Zoning Ordinance and Zoning Map, including proposed amendments #5-10, #14-16, and Petitioned Amendments #1-3, as fully described in the January 7, 2026 City Council Agenda Packet.

Seconded by Councilor N. Ford Burley.

Deputy City Manager Brooks requested that the language in the Motion be clarified, since Amendment # 17 was being split, to read: 1. Place a portion of proposed of Amendment #17... and then include in #2. Change #18-21 to #17-21.

The AMENDED MOTION was restated by Deputy City Manager Brooks at the request of Councilor McNamara to read as follows:

1. *Place a portion of proposed Amendment #17 (Definition of “Care and Treatment of Animals”) on the March 10, 2026 Municipal Ballot for consideration by voters; and*
2. *To adopt certain amendments to Ordinance #2, the City of Lebanon Zoning Ordinance and Zoning Map, including proposed amendments #1-4, #11-12, and #17-21, as fully described in the January 7, 2026 City Council Agenda Packet.*

Director Reichert noted amendments #13 and petitioned amendment #4 were withdrawn by LEAC and were replaced by Amendment #21, which is a result of the Electric Vehicle Subcommittee.

**The Vote on the Motion was approved (7-0).*

12. City Manager Report:

City Manager Hosmer updated the Council on the following:

- 2026 Strategic Plan: He has been trying to get a better understanding about what role the Strategic Plan plays in the City and how it relates to the City’s Master Plan. City Manager Hosmer requested that the Council put a pause on strategic plan meetings until closer to the end of this year. He would like to get together with staff on how to sharpen its focus by perhaps limiting the number of priorities for each subject heading and to also draw out more tangible data (i.e., what is the timeline for some of these aspirational goals and how they would be funded, etc.).
- Tax CAP Ballot Question: There is value in a Tax Cap in the City, but he felt there should be voter input and suggested hosting at least one (1) forum in the City to raise people’s level of knowledge as to what a Tax CAP like this would entail and the impact it would have on the City, both the pros/cons. If this is voted into law within the City, people should have some sense of what to expect. He will be looking for someone outside the City government who is a credible outside source and has some expertise in municipal and state finances.
- Winter Weather Operational Aspect on the City: We are down one (1) sidewalk plow. He encouraged anyone from the public or any Council member who hears from their constituents to let him know so he can get DPW working on their issues as soon as he can.

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor McNamara MOVED for adjournment.

Seconded by Councilor Heistad.

**The Vote on the MOTION was unanimously approved (7-0).*

The meeting was adjourned at 9:21 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary