

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
SEPTEMBER 11, 2025 1:00 PM**

MEMBERS PRESENT: Nate Reichert (Director of Planning & Development), Leigh Hays (Building Official), Brian Vincent (City Engineer)

MEMBERS ABSENT: Duane Egner (Fire Inspector), Jeff Libbey (Deputy Fire Chief), Captain Adam Leland (Lebanon Police Department)

STAFF PRESENT: Tim Corwin (Deputy Planning & Development Director), Mark Goodwin (GIS Coordinator), Catheryn Hembree (Associate Planner, Planning Department)

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:00pm. He said Mr. Goodwin was sitting in for the Fire Department at the request of Fire Chief Jim Wheatley, and Mr. Corwin was sitting in for the Police Department at the request of Police Chief Phil Roberts. He noted that Deputy Fire Chief Jeff Libbey and Captain Adam Leland were in a training session and were not able to attend the meeting. Ms. Hembree reviewed the City’s meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT - none

Mr. Reichert called for the approval of the August 14, 2025 Meeting minutes next, which is out of the order of the agenda for this meeting.

5. APPROVAL OF MINUTES – August 14, 2025

A MOTION was made by Brian Vincent to approve the Minor Site Plan Review Committee Meeting Minutes of August 14, 2025. The MOTION was seconded by Mark Goodwin.

**The MOTION was approved (4-0).*

[At 1:04pm, Mr. Hays arrived at the meeting.]

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

Mr. Reichert said the application is complete enough for the Committee to accept jurisdiction and commence review.

A MOTION was made by Tim Corwin that the application of Michael Davidson, 3 Campbell Street (Tax Map 92, Lot 65) PB2025-35-MSP is complete enough for the Minor Site Plan Review Committee to accept jurisdiction and commence review. The MOTION was seconded by Brian Vincent.

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

Mr. Tim Sidore was present on behalf of the applicant. He gave an overview of the project, which involves converting office space into residential space. He noted that there will be a total of seven apartments added to the building. He said the existing five apartments in the carriage house will not be affected by this project. He said they have 11 parking spaces planned, which is more than what is required.

The group discussed the plans and location of the proposed community garden. Mr. Sidore said there are no plans for a tool shed. Mr. Sidore discussed the shared driveway with the CCBA Building. He said residents for this project should not have to use parking spaces at the CCBA because there will be enough spaces for the dwelling. He explained that parking and snow plowing and removal have not been an issue in the past between the two buildings. Mr. Reichert suggested that the applicant establish a formal parking contract between the two building owners.

Mr. Sidore also explained the plans for lighting for the exterior of the building. The group discussed regulations for EV spaces, whether parking spaces designated for EV drivers could also be used by cars that are not EVs, and how electrical power is shared between the main building and the carriage house. The group also discussed whether the two dwellings should have separate, individual addresses. Mr. Hays said he would meet with Mr. Egner for his input on whether the dwellings should have individual addresses.

Mr. Reichert opened the public comment portion of the meeting. No one from the public spoke. Mr. Reichert closed the public comment portion of the meeting. He closed the public hearing.

After discussion by the group, there were no changes made to the site plan that were noted in the following motion.

A MOTION was made by Nate Reichert that the Minor Site Plan Committee approves the application of Tim Sdiore (applicant) and Michael Davidson (property owner) regarding 3 Campbell Street (Tax Map 92, Lot 65), zoned LD, PB2025-35-MSP for site plan review to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review regulations to convert the existing mixed-use property into a multi-family dwelling, together with associated site improvements, as set forth in site plan submitted by the applicant and reviewed on the September 11th, 2025,

including any and all submissions and testimony provided for and during the public hearing for the following conditions.

General conditions

- 1. This approval shall automatically expire and be deemed void upon failure to meet any of the conditions of approval set forth herein within the timeframe specified. It shall be the applicant's responsibility to be familiar with and aware of the conditions of approval. It shall be the applicant's responsibility to satisfy these conditions of approval and satisfy them within the relevant timeframes outlined below.***
- 2. A Building Permit must be applied for and issued within two years of the day of the approval, pursuant to 4.10.A.***
- 3. All required landscape plantings shall meet minimum size requirements of such plantings as set forth in Section 6.2.B.***
- 4. The site plan review regulations, the time of installation, conditions precedent are to be satisfied prior to the application for building permit prior to the start of any construction activities.***
- 5. The applicant shall obtain approval from the City Council and City Manager's office for any of the applicable water and sewer flows, in accordance with applicable Chapter 136 and 182 of the City Code.***
- 6. The development is subject to the City of Lebanon Impact Fees, pursuant to Section 213 of the zoning ordinance. The impact fee shall be calculated at the time of the building permit issued, based upon the impact fee schedule adopted May the 20th 2024, and a complete impact fee, invoice, and acknowledgement form shall be completed by the applicant and submitted with the building permit application.***

Conditions to be satisfied prior to the issuance of the Building Permit:

- 7. All water and sewer fee shall be paid the City, as set forth in Chapter 68.***

Conditions to be satisfied prior to the issuance of a Certificate of Occupancy:

- 8. Impact fees calculated, pursuant to Condition Approval #6, shall be paid. All improvements depicted on the plan shall be completed and shall be constructed as depicted as the approved plan, including any modifications to the plan that may be approved by the Minor Site Plan Committee in accordance with the site plan review regulations.***

Other Conditions of Approval:

- 9. A cross-easement for EV charger access for power to #7 Bank Street shall be consummated and recorded in the land record.***

The MOTION was seconded by Brian Vincent.

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

6. ADJOURNMENT

A MOTION was made by Tim Corwin to adjourn the meeting at 1:44pm. The MOTION was seconded by Brian Vincent.

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

The meeting was adjourned at 1:44pm.

Respectfully submitted,
Paula Roux
Recording Secretary