

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
NOVEMBER 13, 2025 1:00 PM**

MEMBERS PRESENT: Nate Reichert (Director of Planning & Development), Captain Adam Leland (Lebanon Police Department), Jeff Libbey (Deputy Fire Chief), Leigh Hays (Building Official), Brian Vincent (City Engineer)

MEMBERS ABSENT: Duane Egner (Fire Inspector)

STAFF PRESENT: Catheryn Hembree (Associate Planner, Planning Department), Rod Finley (City Engineer)

1. CALL TO ORDER

Mr. Reichert called the meeting to order at 1:00pm. Mr. Reichert noted that Mr. Finley has replaced City Engineer Brian Vincent as a representative for DPW for this meeting.

2. NOTICE OF REGIONAL IMPACT - none

Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

3. PUBLIC HEARING ITEMS

- A. City of Lebanon (applicant), Dayspring Pregnancy Care Center, Inc. (property owner), 1 Main Street (Tax Map 86, Lot 21), zoned CBD: Applicant requests Minor Site Plan review of a minor parking lot and driveway reconstruction for the purpose of matching the driveway to NH Rte 12A (S. Main St.). PB2025-49-MSP**

A MOTION was made by Nate Reichert that the application of Dayspring Pregnancy Care Center, Inc. (property owner) and City of Lebanon Department of Public Works (applicant), PB2025-49-MSP is complete enough for the Planning Board to accept jurisdiction and commence review. The MOTION was seconded by Jeff Libbey.

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

Mr. Brian Vincent, Lebanon City Engineer, explained the replacement of the Dry Bridge involves adjustment in width and elevation. He said the road grade must be elevated to meet the new

elevation of the bridge, which he said impacts the driveway for the Dayspring Pregnancy Care Center located on the southeast side of the bridge. He said they have to regrade the parking lot to match the roadway or close the driveway completely (which he said they do not want to do). He said, while they were evaluating the parking lot, they saw an accessible parking space near the upper right corner of the building that is too steep and is not in compliance. He said they are proposing to move that accessible space to the southeast portion of the parking lot. He discussed the lighting for the lot, which he said will not change. He said the number of parking spaces will not change. He said the existing sidewalk will be replaced an existing accessible ramp will be retained. He discussed how the parking lot would be restriped. He noted that a pedestrian bridge will be built adjacent to the new bridge and an opening in the guardrail near the parking lot will be included. He said the water mains that go under the bridge will be rebuilt.

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

A MOTION was made by Nathan Reichert that the Lebanon Minor Site Plan Committee approves the application of the Dayspring Pregnancy Care Center, Incorporated, regarding 1 Main St., Unit 2 (Tax Map, 86 Lot 17) Zone CBD PB2025-49-MSP for site plan review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to reconfigure the subject property's parking layout and access in order to maintain the current number of on-site parking spaces and to maintain access as set forth on the Site Plan set submitted by the applicant, including any and all submissions and testimony provided during the public hearing, with the following conditions:

General Conditions

- 1. The approval shall automatically expire, be deemed void, on failure to meet any and approved conditions set forth herein, and within timeframe specified. It shall be the applicant's responsibilities to be familiar with and aware of the conditions of approval and shall be the applicant's responsibility to satisfy these conditions of approval and satisfy them within the relevant timeframes as outlined.***
- 2. All improvements depicted on the plan shall be completed and shall be constructed as depicted on the approved plan, including any modifications to the plan as may be approved by the committee in accordance with the Site Plan Review Regulations:***
 - a. That accessible space shall comply with all requirements of the building code.***

The MOTION was seconded by Jeff Libbey.

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

- B. Alice Peck Day Memorial Hospital, 10 Alice Peck Day Drive (Tax Map 90, Lot 59), zoned MC-2: Applicant requests Minor Site Plan review of a proposed expansion of the existing maintenance yard consisting of new material storage bins and a +/- 1,800 Sq ft storage shed. PB2025-50-MSP**

Mr. Reichert noted that Mr. Vincent would replace Mr. Finley as a voting member for the remainder of the meeting.

A MOTION was made by Nate Reichert that the application of Alice Peck Day Memorial Hospital (property owner) and Engineering Ventures PC Co (applicant), PB2025-50-MSP is complete enough for the Planning Board to accept jurisdiction and commence review. The MOTION was seconded by Adam Leland.

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

Mr. Nik Fiore (Engineering Ventures) and Mr. Jamie Chiasson (APD Hospital) were present on behalf of the applicant. Mr. Fiore said the project involves tearing down two existing sheds and building a prefab metal building that will be used as one large shed. He said two concrete outdoor storage bins will be moved and a third one will be added. He said some grass area that is under where the storage bins will be located will be paved, which will result in 320 square feet of additional impervious area. He said the plan also calls for some repaving in the same area as the existing pavement and some gravel area.

Mr. Fiore said the previous application showed wetlands in the corner in a different configuration than what the current plans show. He said the first wetlands are old and were delineated in 2015, and the wetlands on the current plan were delineated in 2021 and are still within the five-year jurisdiction.

The group discussed whether salt would be stored in the proposed storage containers. They discussed how outdoor storage of salt is required to be 25 feet away from wetlands. Mr. Fiore said the storage containers would be covered. The group discussed how the new building would be for cold storage and how it would not have outdoor lighting (except for the exit sign and to light the pathway for egress) or indoor plumbing or office space inside. Mr. Chiasson noted there will be no propane tanks stored inside. Mr. Reichert said if they decide to add heat or lighting within the space in the future, they will have to have the building and the fire permits.

Mr. Reichert asked the applicant to put up a caution tape to delineate the wetlands during construction, so the construction crew and equipment do not disturb the wetlands. Mr. Fiore explained that stormwater runoff will run away from the wetland areas.

Mr. Chiasson said they hope to begin construction in April 2026.

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

A MOTION was made by Nate Reichert that the Minor Site Plan Committee approves the application of Alice Peck Day Memorial Hospital regarding 10 Alice Peck Day Drive, Tax Map 90, Lot 59 Zone MC2, PB2025-50-MSP for site plan review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review Regulations to expand the existing maintenance yard by adding new material storage bins and a 30x60 premanufactured building as set forth on the

Site Plan set submitted by the applicant and including any and all submissions and testimony provided for and during the public hearing with the following conditions:

- 1. The approval shall automatically expire and be deemed void upon failure to meet any of the conditions in the approval set forth herein within the timeframe specified. It is the applicant's responsibility to be familiar with and aware of these conditions of approval, and it shall be the applicant's responsibility to satisfy these conditions of approval and to satisfy them within the relevant timeframe outlined below.***
- 2. All improvements depicted on the plan shall be completed and shall be constructed as depicted on the approved plan set, including any modifications to the plan as may be approved by Minor Site Plan Committee, in accordance with the site plan regulations with one condition to prevent encroachment into the wetlands.***
 - a. The wetlands shall be delineated and marked before construction begins.***

The MOTION was seconded by Leigh Hays.

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

4. OTHER BUSINESS

A. Review and Adoption of the 2026 Minor Site Plan Review Committee calendar.

The group reviewed the proposed 2026 meeting calendar and application submission deadlines.

A MOTION was made by Nate Reichert to approve the 2026 Minor Site Plan Review Committee calendar as submitted. The MOTION was seconded by Leigh Hays.

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

5. APPROVAL OF MINUTES – none

6. ADJOURNMENT

A MOTION was made by Jeff Libbey to adjourn the meeting at 1:32pm. The MOTION was seconded by Leigh Hays.

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

The meeting was adjourned at 1:32pm.

Respectfully submitted,
Paula Roux
Recording Secretary