

FINAL

**LEBANON MINOR SITE PLAN COMMITTEE
CITY COUNCIL CHAMBERS, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
FEBRUARY 12, 2026 1:00 PM**

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

MEMBERS ABSENT: Jeff Libbey (Deputy Fire Chief), 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. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT - none

3. PUBLIC HEARING ITEMS

- 1. Lebanon Housing Authority, 31 Romano Circle (Tax Map 101, Lot 20), Zoned RO: The property is improved with a mixed-use development of residential and office. The applicant is seeking Minor Site Plan Review to construct an addition with a building footprint between 500 sq. ft. and 1,000 sq. ft. to an existing office building. PB2026-10-MSP**

Ms. Dita Alonso (Director, Lebanon Housing Authority) and Mr. Justin Daniel (Granite Engineering), and Mr. Jerry Wuebbolt (Right Track Design). Mr. Daniel gave an overview of the project, which involves adding a 778-square-foot addition to an existing office building at 31 Romano Circle.

A MOTION was made by Nate Reichert that the application of Lebanon Housing Authority, 31 Romano Circle (Tax Map 101, Lot 20) PB2026-10-MSP is complete enough for the Planning Board to accept jurisdiction and commence review. The MOTION was seconded by Brian Vincent.

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

Mr. Daniel said that the project team hopes to break ground on the project in the spring. Mr. Wuebbolt noted there is no water or sewer considerations for this project. Mr. Daniel said the team obtained a floodplain permit. Mr. Reichert said, if HUD funds are involved in the financing of the project, the HUD may require two feet of freeboard to be installed above the base flood elevation (which is one foot more than the City's building code requirements). Mr. Wuebbolt said the team is addressing the elevation and height requirements, as well as accessibility considerations. Mr. Hays noted that a full review of the requirements will be conducted during the course of the project.

Mr. Daniel discussed the lighting plans for the walkway and exterior of the building. Mr. Hays asked if the lighting for the landing outside the door was compatible with the battery back-up system for emergency lighting. He said if it is not, the team will have to have a separate remote head for the exit lighting. Mr. Wuebbolt said they could add a separate head because he did not believe it was set up for the battery back-up.

Mr. Wuebbolt said the heating source is a heat pump. He said the heating is electrical for the rest of the building. The group discussed how the light spillage from the new addition should not affect the surrounding homeowners. The group also discussed the landscaping and tree removal plans for the site.

Mr. Hays asked about the emergency escape and rescue opening requirements, and if the emergency personnel would have enough space to access the addition in the event of an emergency. Mr. Wuebbolt said emergency teams would still have access to get around to the back side of the building with ladders or equipment in the event of emergency.

Mr. Reichert said a Condition of Approval that a Floodplain Development Permit must be obtained before the issuance of a building permit should be added to the application approval language. He noted that the applicant has already received the permit.

A MOTION was made by Nathan Reichert that the Lebanon Minor Site Plan committee approved the application of the Lebanon Housing Authority, 31 Romano Circle (Tax Map 101, Lot 20) PB2026-10-MSP for site plan review, pursuant to Section 3.1.C and 3.2 of the Lebanon Site Plan Review regulations, to expand the existing office space by construction of a 778-square-foot addition that's set forth on the site plan set and improved submittal application submitted by the applicant and including any and all submissions and testimony provided for during the public hearing and with the following conditions:

General conditions

- 1. Approval shall automatically expire and be deemed void upon failure to meet any of the conditions of the approval set forth herein within the time frame specified.***
- 2. It shall be the applicant's responsibility to be familiar with and aware of these conditions of approval.***
- 3. It shall be the applicant's responsibility to satisfy those conditions of approval and to satisfy them within the relevant timeframes outlined.***
- 4. 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 the Minor Site Plan Committee in accordance with the Site Plan Review regulations.

The MOTION was seconded by Leigh Hays.

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

4. OTHER BUSINESS – none

5. APPROVAL OF MINUTES – September 11, 2025 and November 13, 2025

A MOTION was made by Brian Vincent to approve the September 11, 2025 and November 13, 2025 Minor Site Plan Committee meeting minutes as presented. The MOTION was seconded by Adam Leland.

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

6. ADJOURNMENT

A MOTION was made by Adam Leland to adjourn the meeting at 1:29pm. The MOTION was seconded by Brian Vincent.

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

The meeting was adjourned at 1:29pm.

Respectfully submitted,
Paula Roux
Recording Secretary