



**MINOR SITE PLAN REVIEW COMMITTEE  
THURSDAY, APRIL 9, 2026 - 1:00 PM  
COUNCIL CHAMBERS, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-9356 (Access Code: 565 878 475#). If you have trouble accessing this meeting, please [email Catheryn Hembree](#).

- 
1. **Call to Order**
  2. **Notice of Regional Impact**
  3. **Public Hearing Items**
    - A. **Braden and Jennifer Miles, 30 Spring St (Tax Map 107, Lot 44), Zoned R-2:** The applicant is applying for Minor Site Plan Review to convert the existing two-family dwelling to a three-family dwelling.  
**PB2026-23-MSP**
  4. **Other Business**
  5. **Approval of Minutes**
    - A. March 12, 2026
  6. **Adjournment**

**The order of agenda items is subject to change.**

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to [LebanonNH.gov/Live](http://LebanonNH.gov/Live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.



## CITY OF LEBANON ~ PLANNING & DEVELOPMENT

### MEMORANDUM

**TO:** Lebanon Minor Site Plan Review Committee  
**FROM:** Planning and Development Department Staff  
**RE:** 30 Spring Street, Tax Map 107, Lot 44  
**DATE:** March 26, 2026  
**APPLICATION:** PB 2026-23-MSP

#### REVIEW:

30 Spring Street is located in the R-2 zoning district. In the R-2 Zoning district, multi-family dwelling conversions of 4 units or less are allowed by right. The applicant is requesting to convert an existing 2-family dwelling into a 3-family dwelling without increasing the area of the building.

30 Spring Street is an interesting lot. As you can see on the image below, Lewis Court divides the lot. Lewis Court acts more as a driveway than a road and provides access to 2 residences. Both of these back parcels are single-family dwellings. 30 Spring Street is divided with the house on the west side and the parking area on the east side of Lewis Court. The applicant is able to provide the 3 required parking spaces in the existing garage.



Very few exterior changes are occurring with this project. The applicant is adding an exterior staircase to the east side of the building. There will be no changes to landscaping and lighting. The landscaping regulations require only buffer landscaping between multi-family buildings and single-family homes. Additional intermittent vegetation might be needed but the satellite image shows an abundance of tree cover. There are currently 4 existing exterior lights on the house and 4 on the garage building. Staff did ask the applicant to show where snow would be stored. It is shown in blue on the site plan. Because of the location of Lewis Court, it was important to have adequate snow storage in order to not block access to the rear lots.

There are two things missing from the site plan: fuel tanks and trash cart locations. The applicant states tenants are responsible for their own trash removal, but that could lead to 3 trash and 3 recycling receptacles. Would that many be able to line up on the street frontage without blocking Lewis Court?

Since the applicant is proposing less than 5 units, they are not required to provide a recreation space or bicycle parking.

**EV Parking:** The zoning ordinance states that *“All new dwellings with up to 3 units, shall provide at least 1 EVSE-Low Power Level 2 Charging Space per new dwelling unit”*. Staff interprets this as an EV parking space will be required for the new dwelling unit being created. There isn't one shown on the plans. Staff notified the applicant that one

The applicant has submitted a building permit application for this project. The project includes adding a fire sprinkler and corresponding water main. Separate electrical and plumbing permits were pulled for those components of the project.

**Recommendation:**

Staff recommends approval once 1) the trash/recycling receptacle location is confirmed, 2) location of any outdoor fuel tanks in confirmed, and 3) location of EV parking space.





# City of Lebanon, New Hampshire

## APPLICATION FOR MINOR SITE PLAN REVIEW

### SUPPORT STATEMENT

<i>Office Use Only</i>	Date Received: _____	Application No.: _____
------------------------	----------------------	------------------------

**I. APPLICATION CHECKLIST** [per §3.2.B.7 of the Site Plan Review Regulations]

- An Application*, completed in full and signed by the property owner [§3.2.B.7.a]
- This Support Statement*, completed in full and signed by the applicant [§3.2.B.7.b]
- Payment of the appropriate filing fees* [§3.2.B.7.c]
- A completed *Public Hearing Notification List* [§3.2.B.7.d]
- A *digital copy of the site plan set*, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format
- Optional: photos and any other materials in support of your application*

**II. PROJECT DESCRIPTION**

*Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.*

*Convert existing two Family into three Family. Remodel kitchen and bath in apt #2. Add one kitchen and one bath for apt #3. Add one entrance/exit for apt #2. Add whole house sprinkler system. Replace all existing wiring & plumbing with new. Total bedrooms count will remain the same.*

*[Signature]*

**III. SITE PLAN TECHNICAL CHECKLIST**

<b>The site plan shall:</b>	<b>Info. Provided</b>
<b>3.2.B.7.e</b> - Be scaled	<input checked="" type="checkbox"/>
<b>3.2.B.7.e</b> - Be prepared utilizing the current approved site plan as a base map, if available	<input checked="" type="checkbox"/>
<b>3.2.B.7.e</b> - Identify all abutters	<input checked="" type="checkbox"/>
<b>3.2.B.7.e.i</b> - Indicate the site location	<input checked="" type="checkbox"/>
<b>3.2.B.7.e.i</b> - Indicate the address of the subject property	<input checked="" type="checkbox"/>
<b>3.2.B.7.e.i</b> - Indicate the zoning classification of the subject property	<input checked="" type="checkbox"/>
<b>3.2.B.7.e.ii</b> - Describe the size, shape, and use of the subject property	<input checked="" type="checkbox"/>
<b>3.2.B.7.e.ii</b> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	<input checked="" type="checkbox"/>
<b>3.2.B.7.e.ii</b> - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	<input checked="" type="checkbox"/>

<b>The site plan shall:</b>	<b>Info. Provided</b>	<b>Not Applicable</b>
<p><b>3.2.B.7.e.iii</b> - Show the size, dimensions, location, and height (as applicable) of:</p> <ul style="list-style-type: none"> <li>• existing structures</li> <li>• proposed structures</li> <li>• expansions to existing structures</li> <li>• landscaping</li> <li>• parking areas</li> <li>• walkways / ramps</li> <li>• driveways</li> <li>• lighting fixtures</li> <li>• stormwater control devices</li> <li>• exterior waste receptacles</li> <li>• exterior equipment</li> <li>• utilities</li> <li>• all other improvements</li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<p><b>3.2.B.7.e.iv</b> (Article VI design compliance) - Identify or show:</p> <ul style="list-style-type: none"> <li>• where/how stormwater will be discharged</li> </ul>	<input checked="" type="checkbox"/>	
<p><b>3.2.B.7.e.v</b> (Zoning Ordinance compliance) - Identify or show:</p> <ul style="list-style-type: none"> <li>• setbacks (in ft.) of existing buildings and structures</li> <li>• setbacks (in ft.) of proposed buildings and structures</li> <li>• existing use(s) of property</li> <li>• proposed use(s) of property</li> <li>• size of each existing and proposed non-residential unit</li> <li>• number of existing and proposed dwelling units</li> <li>• number of existing on-site parking spaces</li> <li>• for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance</li> <li>• total proposed number of on-site parking spaces</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.**

  
 \_\_\_\_\_  
 Signature of Applicant

3/11/26  
 \_\_\_\_\_  
 Date

# FEE SCHEDULE LEBANON PLANNING BOARD

Adopted January 24, 2022

<b>LOT LINE ADJUSTMENT (Boundary Line Adjustment)</b>		
		<b>TOTALS</b>
FILING FEE	\$25.00	\$25.00
ADVERTISING FEE	\$100	\$100
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ abutter certified(s)
<b>TOTAL DUE</b>		<b>\$202.02</b>

<b>MINOR SUBDIVISION</b>		
		<b>TOTALS</b>
FILING FEE	\$150.00	\$150.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified(s))
<b>TOTAL DUE AT TIME OF FILING</b>		<b>\$</b>

**\*\*Engineering Review fees may also be required. See note on page 2.**

<b>PRELIMINARY REVIEW OF A MAJOR SUBDIVISION</b>		
		<b>TOTALS</b>
FILING FEE	\$200.00	\$200.00
NUMBER OF LOTS* _____	\$30.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified(s))
<b>TOTAL DUE AT TIME OF FILING</b>		<b>\$</b>

**\*Or units when the subdivision does not create individual lots.**

**\*\*Engineering Review fees will also be required. See note on page 2.**

<b>FINAL REVIEW OF A MAJOR SUBDIVISION</b>		
		<b>TOTALS</b>
FILING FEE	\$500.00	\$500.00
FIRST FIVE (5) LOTS*	\$75.00 per lot*	
NUMBER OF LOTS 6+*	\$150.00 per lot*	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified(s))
<b>TOTAL DUE TIME OF FILING</b>		<b>\$</b>

**\*Or units when the subdivision does not create individual lots.**

**\*\*Engineering Review fees will also be required. See note on page 2.**

<b>SITE PLAN REVIEW</b>		
		<b>TOTALS</b>
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	75
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note on page 2)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ abutter certified(s)

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		
<b>**Engineering Review fees will also be required. See note on page 2.</b>		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		<b>TOTALS</b>
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
<b>**Engineering Review fees may also be required. See note below.</b>		

OTHER		
<ul style="list-style-type: none"> <li>-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES)</li> <li>-EXTENSION REQUESTS</li> <li>-CONDITIONAL USE PERMITS &amp;</li> <li>-CONCEPTUAL SITE PLAN REVIEW (if required per section 4.3.B of Site Plan Regs)</li> </ul>		
		<b>TOTALS</b>
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		
<b>**Engineering Review fees may also be required. See note below.</b>		

MINOR SITE PLAN REVIEW		
		<b>TOTALS</b>
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X <u>6</u> notices	\$ <u>36.24</u> (abutter certified)
TOTAL DUE		\$ <u>186.24</u>

**ENGINEERING REVIEW FEES:**

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

**NOTIFICATION FEE: CURRENT FEE as of July 2024 is \$6.04 per certified notice**

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

## CERTIFIED NOTIFICATION LIST

Notice shall be sent by certified mail to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property; the holders of easements, rights-of-way, and other restrictions; and every engineer, architect, land surveyor, or soil or wetlands scientist whose seal appears on any plan submitted to the Board; and any other persons required by RSA 676:4, I(d). The names and mailing addresses shall be furnished by the Applicant.

672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

**PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.**

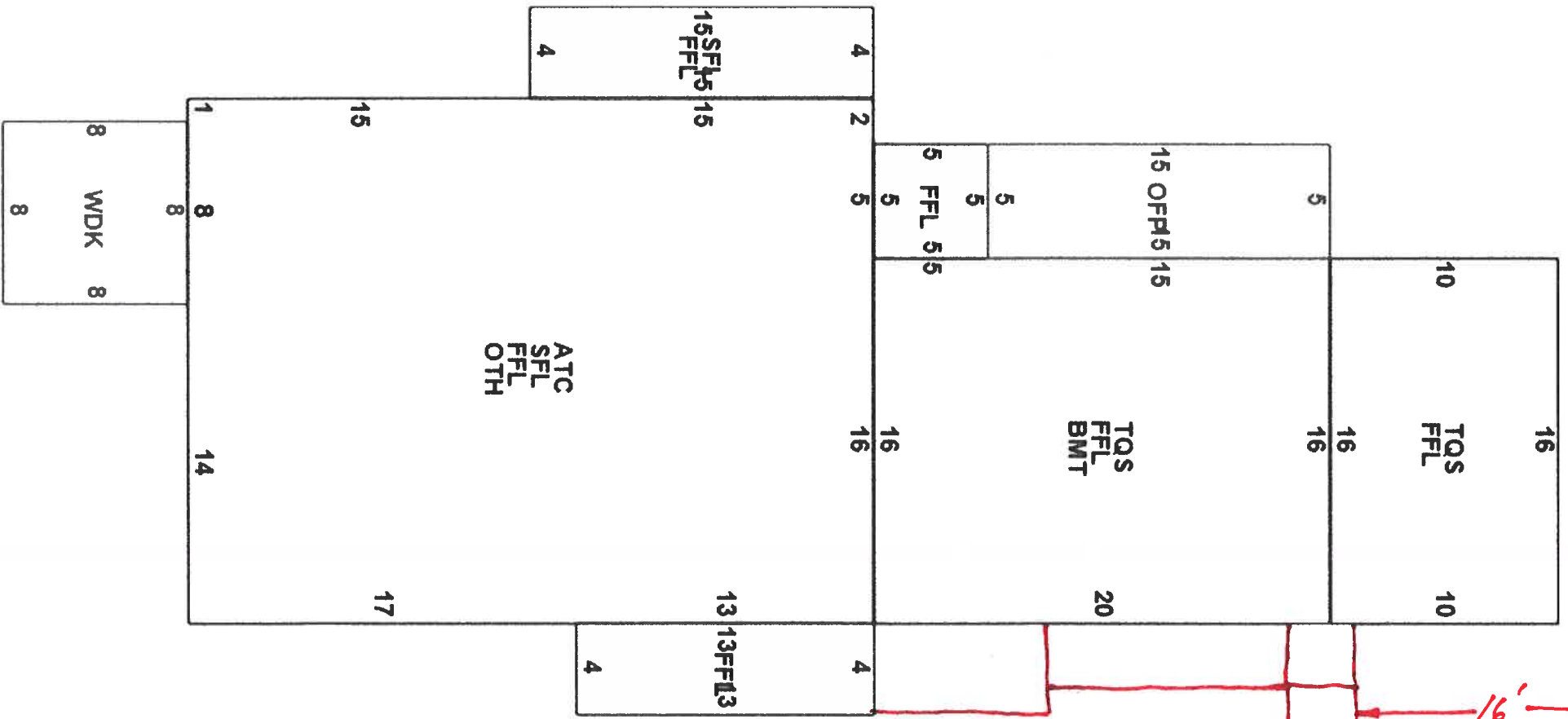
<b>Map &amp; Lot Number:</b> 107-43	<b>Map &amp; Lot Number:</b> 107-44
<b>Property Owner:</b> Meryem Deniz 2 Lewis Ct Lebanon, NH 03766	<b>Applicant, Co-Applicant, Agent, or Lessee:</b> Braden & Jennifer Miles 30 Spring St Apt #1 Lebanon, NH 03766
<b>Map &amp; Lot Number:</b> 107-80	<b>Map &amp; Lot Number:</b> 107-46
Robert E McCarthy JR 33 Spring St Lebanon, NH 03766	Elizabeth Pardo TTEE 26 Spring St Lebanon NH 03766
<b>Map &amp; Lot Number:</b> 107-92	<b>Map &amp; Lot Number:</b>
HR & SE TTEES 27 Spring St Lebanon NH 03766	

Map & Lot Number: 107-45	Map & Lot Number: 107-31
Jason & Cheryl LaToie 34 Spring St Lebanon NH 03766	Stanley Rydieski II 15 South st Lebanon, NH 03766
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:

(Revised 2/8/2024)

PROPOSED  
EXISTING

L2W17 C1



SPRING ST

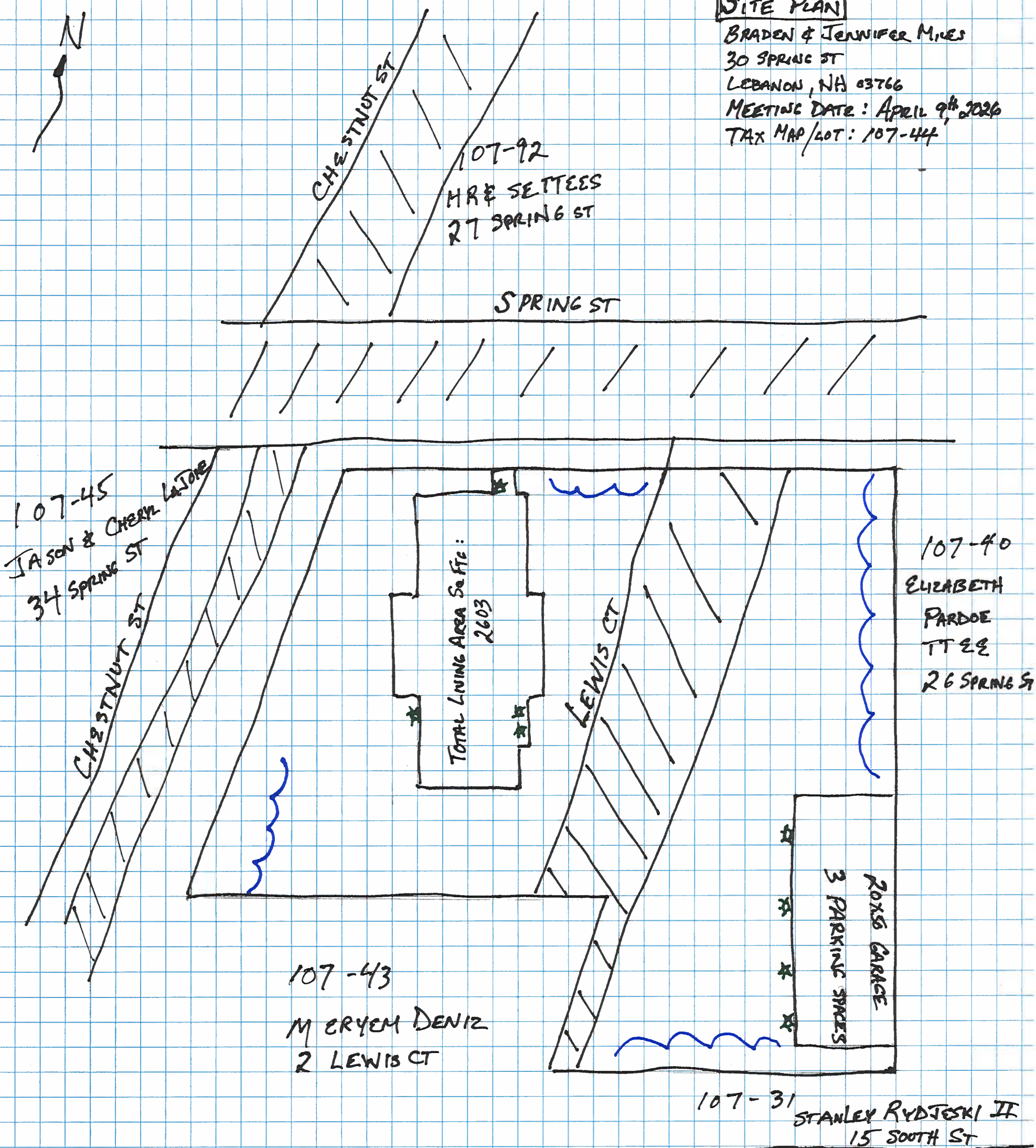
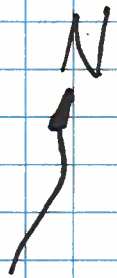
MILES  
30 SPRING ST  
SETBACKS FOR  
NECK/ENTRY

16' SETBACK

30' SETBACK

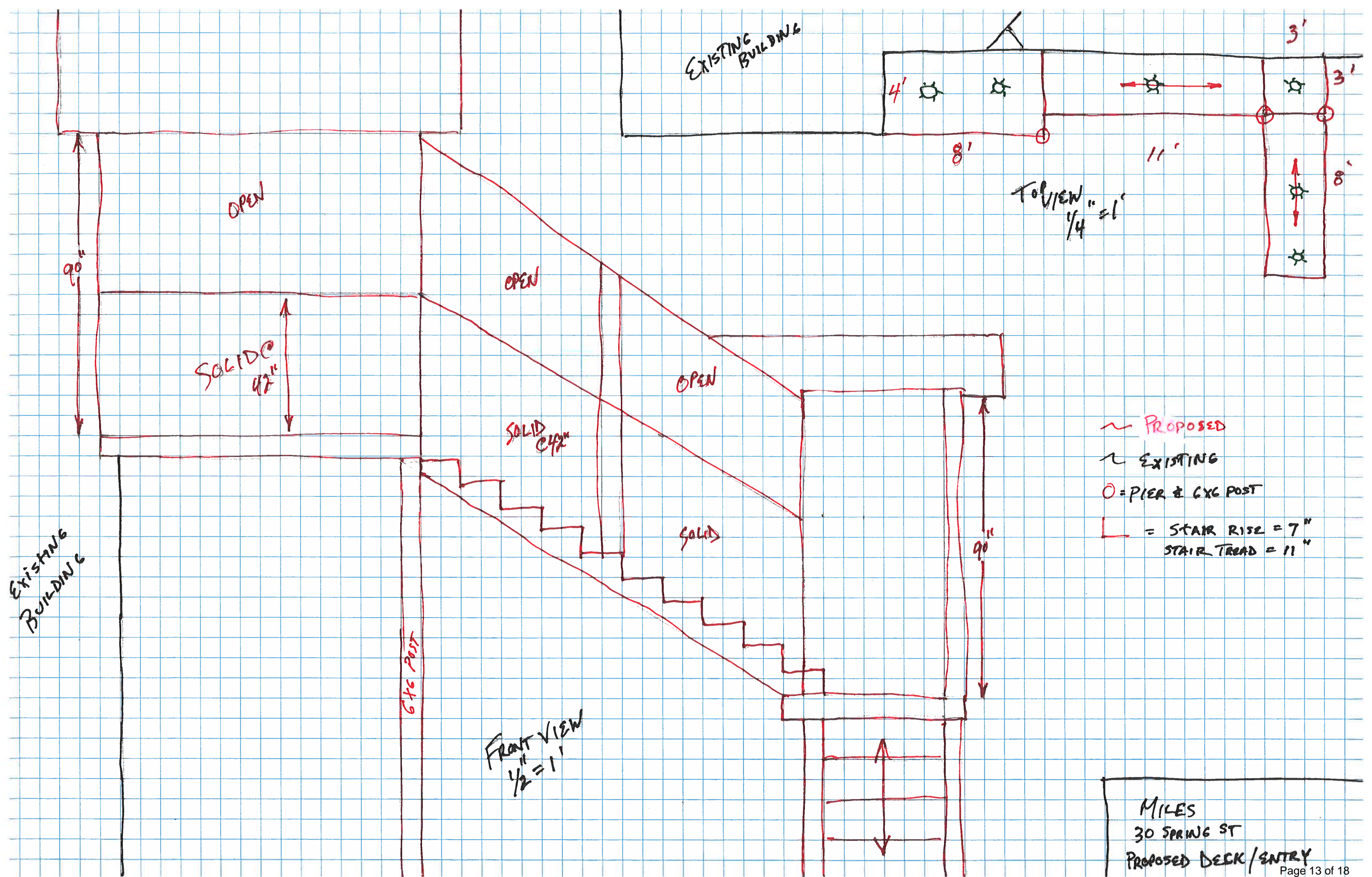
**SITE PLAN**

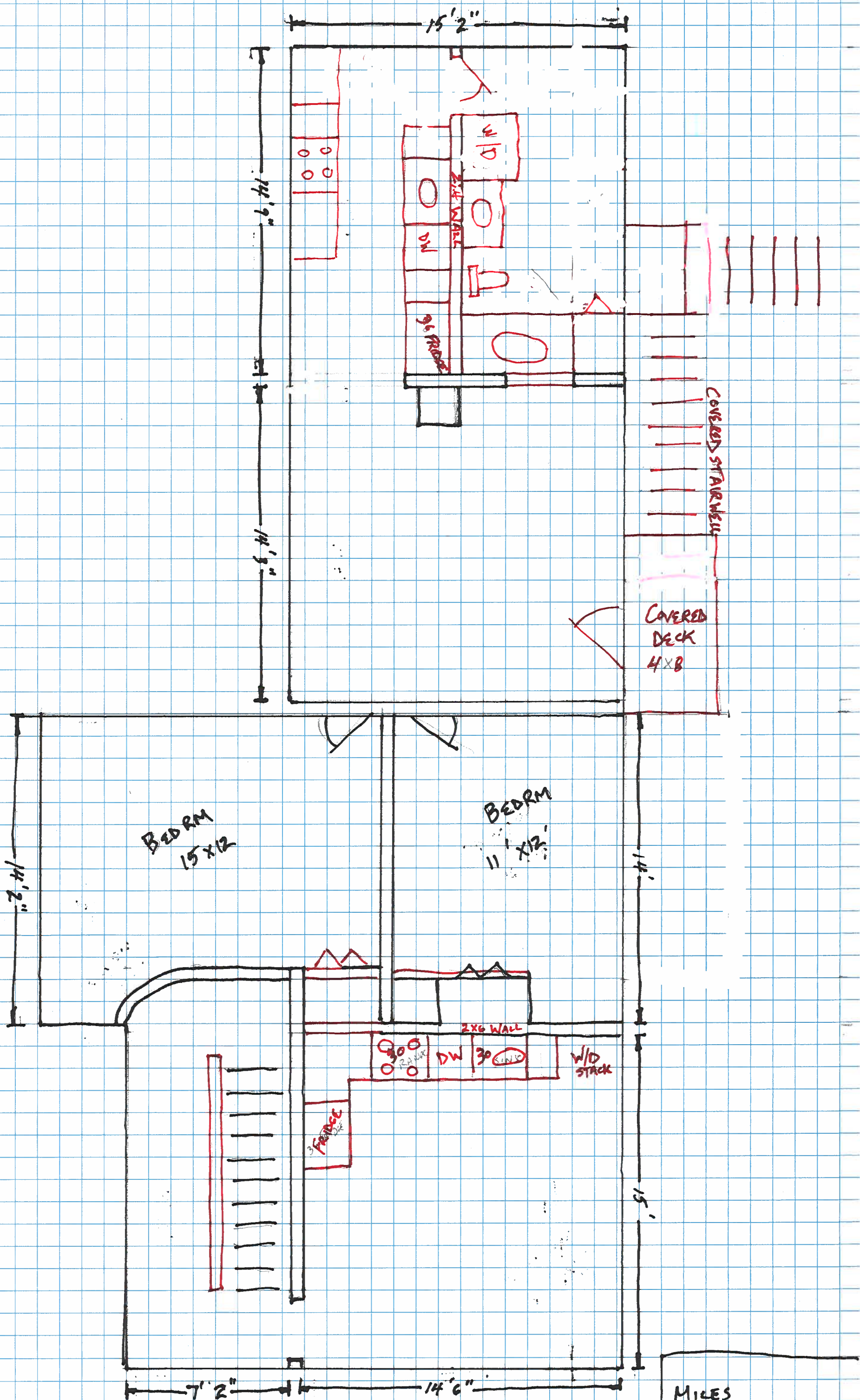
BRADEN & JENNIFER MILES  
 30 SPRING ST  
 LEBANON, NH 03766  
 MEETING DATE: APRIL 9<sup>th</sup>, 2026  
 TAX MAP/LOT: 107-44



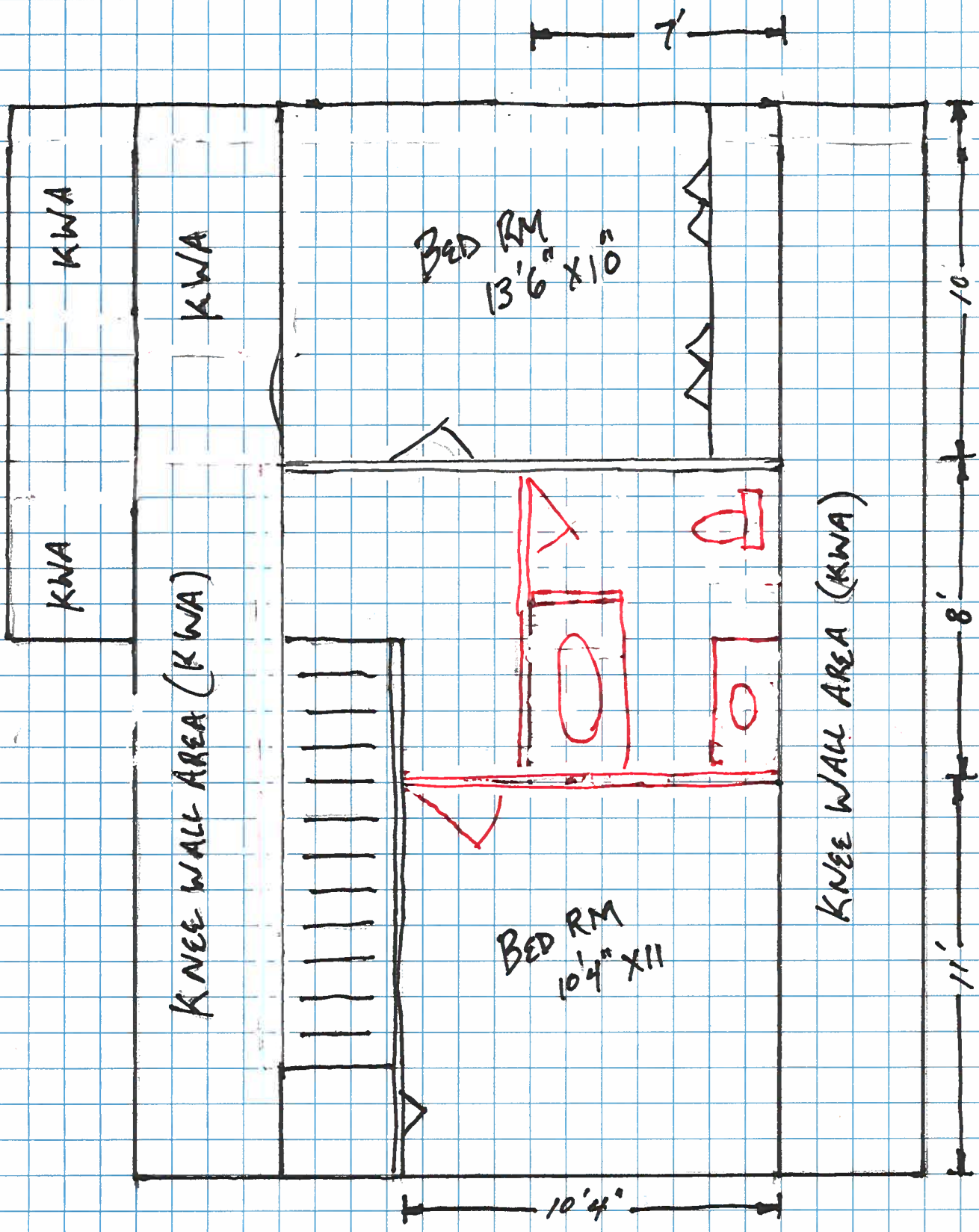
**NOTES**

- ① SITE LOCATION 30 SPRING ST / .35 ACRES OR 15246 sq FT
- ② ZONE: R2
- ③ RECTANGULAR SHAPE BUILDING CURRENTLY 2 FAMILY
- ④ NO CHANGES TO DRAINAGE OR VEG. AREAS, OR TOPOGRAPHY
- ⑤ TENANTS RESPONSIBLE FOR THEIR OWN TRASH REMOVAL
- ⑥ PLOWED SNOW LOCATION:
- ⑦ WALL SCOURE TYP: DOWN LIGHT:





MILES  
 30 SPRING ST  
 2ND FL APT # 2  
 K L D L



MILES  
 30 SPRING ST  
 1/2 STORY BED RM / BATH  
 APT #3

DRAFT

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

**MEMBERS PRESENT:** Tim Corwin (Deputy Planning Director) – Acting Chair, Jeff Libbey (Deputy Fire Chief), Captain Adam Leland (Lebanon Police Department), Leigh Hays (Building Official), Brian Vincent (City Engineer)

**MEMBERS ABSENT:** Nate Reichert (Director of Planning & Development), Duane Egner (Fire Inspector)

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

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1 **1. CALL TO ORDER**

2 Acting Chair Corwin called the meeting to order at 1:00pm and reviewed the City’s meeting in-  
3 person and REMOTE attendance policies and procedures.

4  
5 **2. NOTICE OF REGIONAL IMPACT - none**

6  
7 **3. PUBLIC HEARING ITEMS**

8  
9 **A. Insmmed Incorporated, 30 Lafayette St (Tax Map 10, Lot 11, Plot 3400), Zoned IND-**  
10 **L: The property is improved with an office and lab use. The applicant is applying**  
11 **for Minor Site Plan Review to increase the site’s impervious surface by**  
12 **approximately 1,248 sf. PB2026-15-MSP**

13  
14 *A MOTION was made by Tim Corwin that the application of Insmmed Incorporated, 30*  
15 *Lafayette St (Tax Map 10, Lot 11, Plot 3400) PB2026-15-MSP is complete enough for the*  
16 *Planning Board to accept jurisdiction and commence review. The MOTION was seconded by*  
17 *Brian Vincent.*

18  
19 *\*The MOTION was approved (5-0).*

20  
21 Mr. Nik Fiore (Engineering Ventures), Sean Penn (Turner Construction), Ned Crenny (Insmmed)  
22 were present on behalf of the applicant. Mr. Fiore gave an overview of the project, which  
23 involves interior renovation of the existing building from office space into lab space. He  
24 described the improvements to the site, which includes expanded loading dock areas, relocated

1 dumpsters, a new generator, air handling units, a pickleball court and outdoor patio and garden  
2 boxes. He explained how the parking spaces would be reconfigured. He said there will be seven  
3 accessible spaces. He noted the applicant will need an industrial waste permit for the new lab  
4 waste line that will be installed and will empty into a PH neutralizing tank and into the sewer.  
5

6 The group discussed the landscaping and lighting plans, as well as the accessible route from the  
7 building to the parking spaces. Mr. Fiore described the location and height of the retaining walls.  
8

9 Mr. Fiore confirmed the building is sprinklered and explained how fire equipment will be able to  
10 navigate around the parking area. Mr. Crenny explained how the mobile outdoor kitchen will  
11 operate. Deputy Fire Chief Libbey said any permanent outdoor grill would need to be more than  
12 10 feet away from the building. He said flammable storage cannot be located inside the building.  
13

14 Mr. Corwin opened the public comment portion of the meeting. No one from the public spoke.  
15 Mr. Corwin closed the public comment portion of the meeting.  
16

17 Mr. Vincent agreed to draft some specific language for the condition of approval related to  
18 stormwater management.  
19

20 Mr. Corwin closed the public hearing.  
21

22 ***A MOTION was made by Tim Corwin that the Lebanon Minor Site Plan committee approves***  
23 ***the application of the of Insmed Incorporated, regarding 30 Lafayette St (Tax Map 10, Lot 11,***  
24 ***Plot 3400), zoned IND-L PB2026-15-MSP for site plan review to increase the site's impervious***  
25 ***surface by approximately 1,248 square feet and other associated site changes. PB2026-15-***  
26 ***MSP. Including any and all submissions and testimony provided for during the public hearing***  
27 ***with the following conditions.***  
28

29 ***Conditions to be satisfied prior to application for a building permit:***

- 30 ***1. The applicant shall obtain approval from the City Council or the City Manager's office for***  
31 ***any additional water and/or sewer flows in accordance with the applicable Chapter 136***  
32 ***and 182 of the City Code***
- 33 ***2. The applicant shall revise the plans to the satisfaction of the Planning and Development***  
34 ***Department and City engineer as follows:***
  - 35 ***a. Add an additional handicap parking space***
  - 36 ***b. Provide lot coverage calculations and associated stormwater mitigation measures in***  
37 ***accordance with Section 6.6 of the subdivision of site plan regulations to include***  
38 ***mitigation of peak flow as a result of the proposed increase in impervious areas and***  
39 ***provide the sump catch basins and/or hoods in the vicinity of the expanded loading***  
40 ***dock area.***

41 ***Conditions to be satisfied prior to the issuance of the building permits:***

- 42 ***3. Development is subject to the City of Lebanon Impact Fees pursuant Section 213 of***  
43 ***Zoning Ordinance. The impact fees shall be calculated at the time of building permit***  
44 ***issuance based on the impact fee schedule adopted in May 2024 and such fee shall be due***  
45 ***and payable at the time of issuance of a certificate of occupancy.***  
46

1 **4. All water and sewer fees shall be paid as set forth in City Code Chapter 68.**  
2

3 **Conditions to be satisfied prior to the issuance of a certificate of occupancy**

4 **5. The impact fee due shall be paid.**

5 **6. All improvements depicted on the plan set shall be completed and shall be constructed as**  
6 **depicted on the approved plan, including any modifications of plans that may be approved**  
7 **by the Minor Site Planning Committee in accordance with the site plan review regulations.**  
8

9 **General Conditions**

10 **7. The applicant shall obtain a sign permit prior to the installation of any signage as required**  
11 **by Section 608 of the Zoning Ordinance and shall comply with all applicable requirements**  
12 **of Section 608.**

13 **8. All required landscaping plantings shall meet the minimum size requirements for such**  
14 **plantings as set forth in Section 6.2B in the site plan review regulations at the time of**  
15 **installation.**  
16

17 **The MOTION was seconded by Brian Vincent.**

18  
19 **\*The MOTION was approved (5-0).**  
20

21 **9. OTHER BUSINESS – none**  
22

23 **10. APPROVAL OF MINUTES – February 12, 2026**  
24

25 **A MOTION was made by Leigh Hays to approve the February 12, 2026 Minor Site Plan**  
26 **Committee meeting minutes as presented. The MOTION was seconded by Brian Vincent.**  
27

28 **\*The MOTION was approved (3-0 with Libbey and Corwin abstaining).**  
29

30 **11. ADJOURNMENT**  
31

32 **Mr. Corwin adjourned the meeting at 1:31pm.**  
33

34 **Respectfully submitted,**

35 **Paula Roux**

36 **Recording Secretary**  
37  
38  
39