

FINAL

**LEBANON PLANNING BOARD
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE
MONDAY, MARCH 23, 2026 6:30PM**

MEMBERS PRESENT: Andrew Faunce (Chair) REMOTE, Wes Achord (Vice Chair), Kellen Appleton, Don Collins, Patrick Kennelly, Karen Zook (City Council Rep), Kathie Romano (alt)

MEMBERS ABSENT: None

STAFF PRESENT: Tim Corwin (Deputy Planning Director)

1. CALL TO ORDER

Acting Chair Achord called the meeting to order at 6:31pm. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures. Mr. Faunce said he is attending remotely because he is sick. He said he is alone and will participate as a board member. Acting Chair Achord included Ms. Romano in voting for this meeting.

2. CONCEPTUAL REVIEW

A. Audra D. Smith, Slayton Hill Road (Tax Map 105, Lot 48), zoned R-3: Per Section 7.3 of the Subdivision Regulations, applicant requests conceptual review of a proposed Minor Subdivision. PB2026-22-CON

Ms. Audra Smith and Ms. Francine Lozo (co-owners), and Mr. Dan Nash (consultant) were present on behalf of the applicant. Ms. Smith gave an overview of the project. She explained a portion of the parcel her grandfather owned was made into conservation land in 2012.

She said the parcel they want to develop was approved as a subdivision in the 1960s but had been consolidated into one lot over time. She said the current proposal is to once again develop it as a subdivision. Mr. Nash explained how the changes in the City's subdivision regulations now make this minor subdivision idea plausible. He said the current plan is to create several ¼-acre lots.

He said the proposed access road is narrower than what is allowed, so the applicant would request a waiver from the driveway width requirement. He said there is a two-lot limit to one driveway, but the applicant would like to have five lots on the driveway, which would be another waiver request. Ms. Smith noted that, over the years, neighboring homeowners have been approached about a lot line adjustment, but she said they were not amenable.

The group discussed whether the development would have access to City water and sewer. Mr. Nash confirmed Slayton Hill Road has access to water only and does not have access to sewer. He said the driveway would provide more than adequate width for emergency vehicle access.

The group discussed the ways that the property could be developed in the future if this development is approved. The group discussed the differences between a shared driveway and an access road and the regulations for each. Ms. Romano suggested it would be beneficial if a plan could be developed to include single-family homes in this future development. Mr. Nash said the current plan is to create a driveway from Slayton Hill Road (and not an access road) to the property site but the future owners could develop the site into homes and a road might become necessary. Mr. Faunce asked what is the maximum number of homes that could be developed on the subdivision. Mr. Nash said they had not determined that information, but they could supply that information when a formal application is submitted.

3. PUBLIC HEARING ITEMS

- A. Master Plan Historic Resources Chapter Update: A public hearing will be held for the purpose of receiving input and taking action on proposed changes to the Lebanon Historic Resources Chapter of the Master Plan.**

- B. Master Plan Energy Chapter Update: A public hearing will be held for the purpose of receiving input and taking action on proposed changes to the Lebanon Energy Chapter of the Master Plan. Copies of the proposed changes are available for review at the Planning and Development Department and will be made available online at the City's website, lebanonnh.gov, prior to the public hearing.**

Mr. Corwin explained that the updates to the Historic Resources and Energy Chapters had been discussed at a February meeting and the Board had moved to adopt them, but public hearings are required and had not been held prior to that meeting. He said public hearings are being held at this meeting for the public to give input on the chapters.

Mr. Jon Chaffee and Mr. Woody Rothe were present from the Lebanon Energy Advisory Committee (LEAC) were present. Mr. Chaffee explained that LEAC discussed comments made by the Board at the February meeting regarding the size and manageability of the Energy Chapter. He said they worked to prioritize the proposed action items and explained the initiatives that had been prioritized. He said an upgrade to the City's building codes is the highest priority for LEAC. The group discussed ways to reconstruct the Master Plan to make it more usable for the City.

Acting Chair Achord opened the public comment portion of the meeting. No one from the public spoke. Acting Chair Achord closed the public comment portion of the meeting.

A MOTION was made by Kathie Romano that the Planning Board adopts the proposed Historic Resources and Energy Chapters of the Master Plan as presented. The MOTION was seconded by Kellen Appleton.

Roll Call Vote:

Voting For – Faunce, Appleton, Zook, Achord, Romano, Collins, Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

Acting Chair Achord said **Item 4A** would be discussed next, which is out of the order of the agenda for this meeting.

4. OTHER BUSINESS

A. Housing Task Force Update and Presentation on Draft Update to Master Plan Chapter 7 (Housing)

Steve Whitman (Resilience Planning and Design) gave an overview of the information gathering and analysis that he said will lead to the drafting of the Housing Chapter of the Master Plan. He said the plan is to have a draft of the chapter to the Planning Board by June 2026. The group discussed how the City can meet the challenges of the current housing market. Mr. Whitman noted that the public came out and provided a number of good, creative ideas on how to meet those challenges. Mr. Faunce said one idea is to make this chapter of the Master Plan more interactive and web-based. He asked the Board to ensure the Action Items in the draft chapter are addressed in the chapter.

3. PUBLIC HEARING ITEMS

C. Amendments to the Site Plan Review Regulations and Subdivision Regulations: A public hearing for the purpose of receiving input and taking action on proposed regulatory amendments regarding phased development, expiration of approvals, vesting thresholds, and related requirements, including amendments to Sections 1.6, 4.10, 4.11 (new), 8.1, 8.3, and 8.4 of the Site Plan Review Regulations, and Sections 7.12 and 14.1 of the Subdivision Regulations.

Mr. Corwin gave an overview of the amendments, which he said were discussed at the March 16, 2026 Planning Board meeting. He said minor changes had been made after that meeting that were not in the texts that were included in this meeting's agenda packet. The group discussed the amendment language.

Acting Chair Achord opened the public comment portion of the meeting.

Mr. Corwin reviewed the changes that had been made to the Site Plan Review and Subdivision regulations since the March 16, 2026 meeting. He noted the most significant change was the decision to extend the building permit deadline to three years.

Acting Chair closed the public comment portion of the meeting.

A MOTION was made by Kathie Romano to accept the amendments to the Site Plan Review Regulations and Subdivision Regulations as presented at the February 23, 2026 Planning Board meeting. The MOTION was seconded by Don Collins.

Roll Call Vote:

Voting For – Faunce, Appleton, Zook, Achord, Romano, Collins, Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

4. OTHER BUSINESS

B. Capital Improvement Program (CIP) – discussion of Planning Board policies and procedures, 2026 capital budget update, and preparation of 2027-2032 CIP Project List

Mr. Corwin said he provided the Board with a proposed draft CIP project list at the start of this meeting. He said the Board can adopt it at this meeting or could take time to review and discuss at another meeting. He explained that this is a list of projects that the Planning Board would expect to see on the draft CIP from City departments for next year. He said these projects were included on the Planning Board’s last CIP that were not fully funded by the City Council last year.

A MOTION was made by Patrick Kennelly to adopt the Planning Board’s Project List for the 2026- 2031 CIP as presented at the March 23, 2026 Planning Board meeting, with the condition that more information would be provided to the Planning Board by the Department of Public Works regarding the alternate water source project and noting the concern that there might be potential conflict with that proposed project and the Energy Chapter of the Master Plan. The MOTION was seconded by Wes Achord.

Roll Call Vote:

Voting For – Faunce, Appleton, Zook, Achord, Romano, Collins, Kennelly

Voting Against – Collins

**The MOTION was approved (5-1).*

5. COMMITTEE REPORTS - None

6. OTHER BUSINESS - None

7. APPROVAL OF MINUTES - February 9, 2026 and February 23, 2026

February 9, 2026: Amendments: Page 6 Line 21 & 24 regarding blank spaces – Mr. Corwin said that motion had been updated in subsequent minutes

February 23, 2026: Amendments: Page 6, Line 23 Edit to read “Impact fee for change of use”
Page 8, Line 36 correct spelling of staggered

A MOTION was made by Wes Achord to approve the February 09, 2026 and February 23, 2026 Planning Board meeting minutes as amended. The MOTION was seconded by Don Collins.

Roll Call Vote:

Voting For – Faunce, Appleton, Zook, Achord, Romano, Collins, Kennelly

Voting Against – None

**The MOTION was approved (6-0).*

8. ADJOURNMENT

A MOTION was made by Kathie Romano to adjourn the meeting at 9:16pm. The MOTION was seconded by Don Collins.

Roll Call Vote:

Voting For – Faunce, Appleton, Zook, Achord, Romano, Collins, Kennelly

Voting Against – None

****The MOTION was approved (7-0).***

The meeting adjourned at 9:16pm.

Respectfully submitted,
Paula Roux
Recording Secretary