



**MINOR SITE PLAN REVIEW COMMITTEE  
THURSDAY, JULY 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: 993 503 644#). IF YOU HAVE TROUBLE ACCESSING THIS MEETING, PLEASE EMAIL [CATHERYNHEMBREE](mailto:CATHERYNHEMBREE)

- 
1. **Call to Order**
  2. **Notice of Regional Impact**
  3. **Public Hearing Items**
    - A. **Nicolas & Rebecca Kattamis, 45 School Street (Tax Map 107, Lot 113), Zoned R-2:** The applicant is applying for Minor Site Plan Review to convert the existing two-family dwelling to a three-family dwelling..  
**PB2026-35-MSP**
  4. **Other Business**
  5. **Approval of Minutes**
    - A. April 9, 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 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

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**TO:** Lebanon Minor Site Plan Review Committee  
**FROM:** Planning and Development Department Staff  
**RE:** 45 School Street, Tax Map 107, Lot 113  
**DATE:** June 24, 2026  
**APPLICATION:** PB 2026-35-MSP

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#### History:

45 School Street is an existing non-conforming residential structure located in the R-2 zoning district. This zoning district allows for multi-family conversions by right as long as it is less than 5 units. The structure is considered non-conforming because the rear north corner goes beyond the property line. The property owner provided a copy of the encroachment easement with their application.

#### Project

The applicant is proposing to turn the current two-family dwelling into a three-family dwelling. The proposed project will not change the footprint or size of the existing structure. The applicant provided information about the location of the 3<sup>rd</sup> unit within the existing structure. The applicant has also addressed parking, EV charging, snow storage, and propane and trash locations.

After reviewing the submitted plans, staff had a few areas that needed clarification:

#### Landscaping:

Site plan regulations require landscape buffering between multi-family dwellings and single-family homes. The northern abutter is a single-family home and currently there is only one large tree on that side of the property. Staff let the property owner know of this requirement and asked them to provide landscaping plans to the committee. The lot is 3 sided, with one side bordering School Street and the other bordering a three-family structure. There is little room between the existing three-family structure and the required parking area for additional landscaping on the southern side.

#### Lighting:

No exterior lighting is shown on the application. Staff asked the applicant to identify exterior lighting and provide that information to the committee.

#### Recommendation:

Staff considers the application complete and recommends approval once the lighting and landscaping information is provided.

#### Attachments:

1. Application
2. Encroachment Easement





# City of Lebanon, New Hampshire

## APPLICATION FOR MINOR SITE PLAN REVIEW

### SUPPORT STATEMENT

Office Use Only	Date Received: _____	Application No.: _____
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**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 residential structure from a two-family to a three-family dwelling. There will be no expansion of the building footprint, exterior additions, site work or changes to the overall appearance of the property. All work will occur within the existing structure. Existing parking areas and site access are adequate. Existing water and sewer are adequate? no significant utility upgrade expected.

**III. SITE PLAN TECHNICAL CHECKLIST**

The site plan shall:	Info. Provided
<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"/>

**MINOR SITE PLAN REVIEW**

Support Statement

Page 2 of 2

The site plan shall:	Info. Provided	Not Applicable
<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>	<p><input checked="" 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 checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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"/></p>
<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>	<p><input type="checkbox"/></p>	<p></p>
<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>	<p><input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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 checked="" type="checkbox"/></p>	<p><input 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 type="checkbox"/>  <input type="checkbox"/></p>

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.

Rebecca D. Kattamis  
 Signature of Applicant

5/21/26  
 Date

## FEE SCHEDULE LEBANON PLANNING BOARD

Adopted January 24, 2022

LOT LINE ADJUSTMENT (Boundary Line Adjustment)		
		TOTALS
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>

MINOR SUBDIVISION		
		TOTALS
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.

PRELIMINARY REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
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.

FINAL REVIEW OF A MAJOR SUBDIVISION		
		TOTALS
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.

SITE PLAN REVIEW		
		TOTALS
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)

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

<b>SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)</b>		
		<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)
<b>TOTAL DUE AT TIME OF FILING</b>		<b>\$</b>
<b>**Engineering Review fees may also be required. See note below.</b>		

<b>OTHER</b>		
<b>-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES)</b> <b>-EXTENSION REQUESTS</b> <b>-CONDITIONAL USE PERMITS &amp;</b> <b>-CONCEPTUAL SITE PLAN REVIEW (if required per section 4.3.B of Site Plan Regs)</b>		
		<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)
<b>TOTAL DUE AT TIME OF FILING</b>		<b>\$</b>
<b>**Engineering Review fees may also be required. See note below.</b>		

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

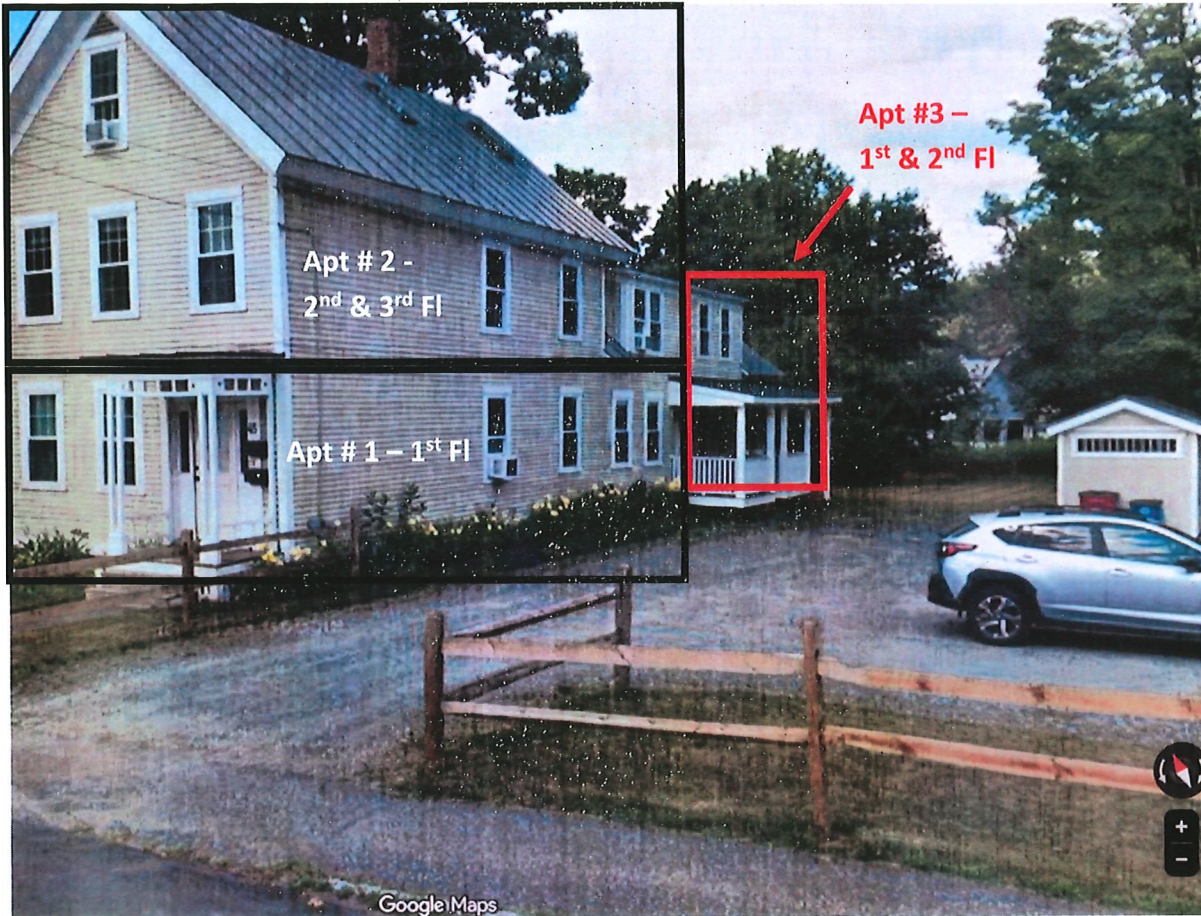
**ENGINEERING REVIEW FEES:**

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.

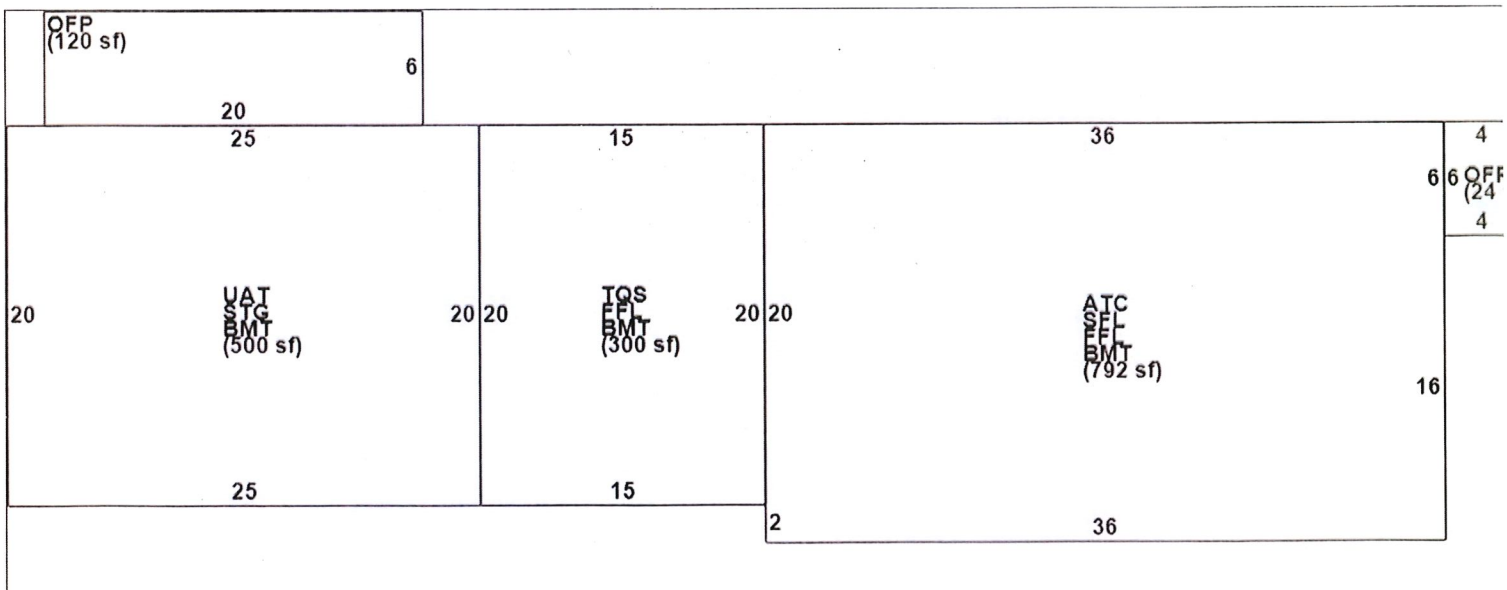
Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, 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).



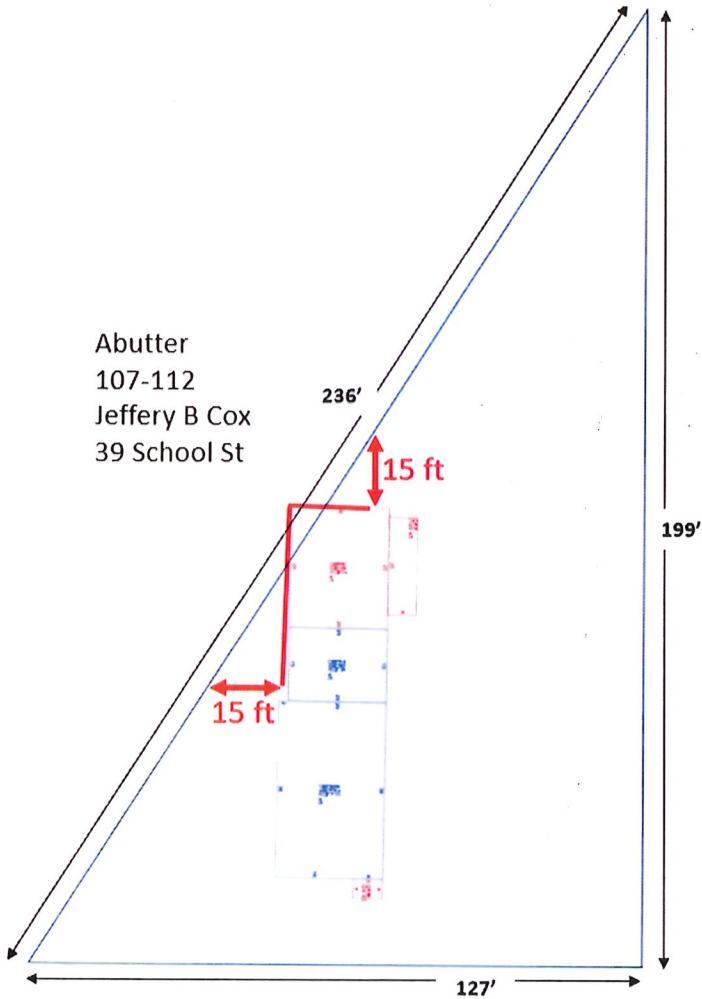
Existing Exterior Building  
 Proposed Exterior Building (NO CHANGE)



# Main Building Layout and Setbacks

## Notes

- The 3<sup>rd</sup> apartment will not change the exterior of the building or its footprint; existing setbacks will remain the same.
- This is a legal, nonconforming structure because it does not meet the 15 ft setback where denoted in red on the side lot line shared with abutter 107-112



## Existing Usage –

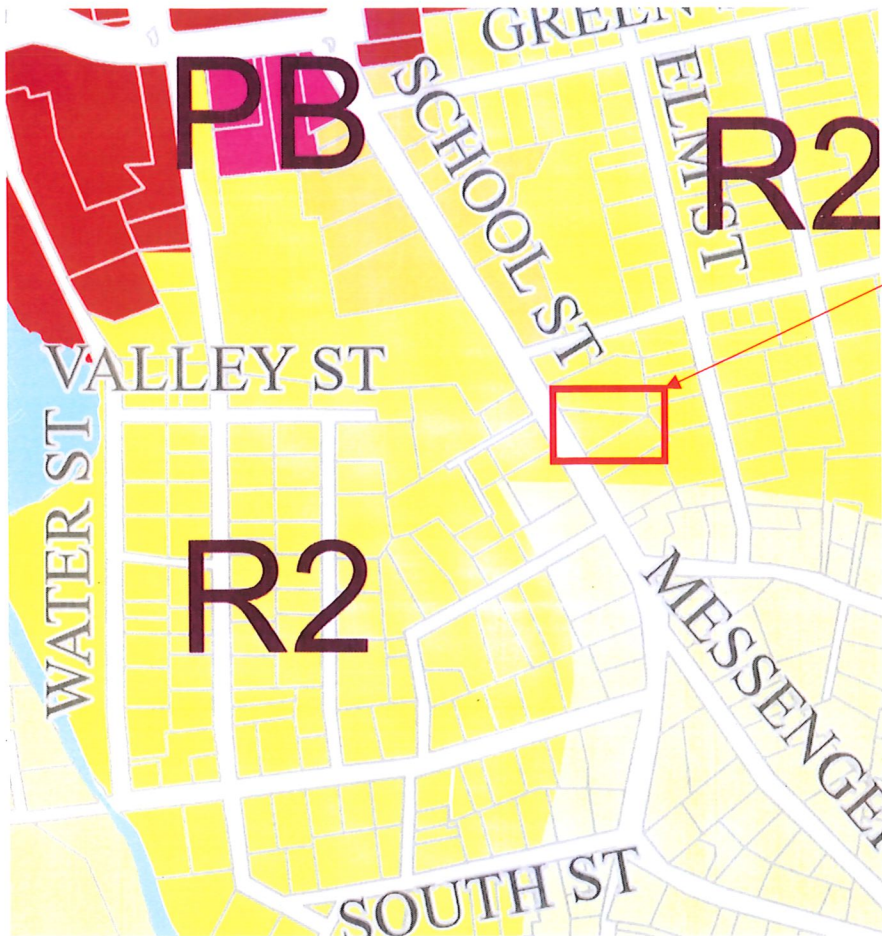
2-Family Dwelling – 2386 sq ft

- Apartment #1 – 1092 sq ft
- Apartment #2 – 1294 sq ft

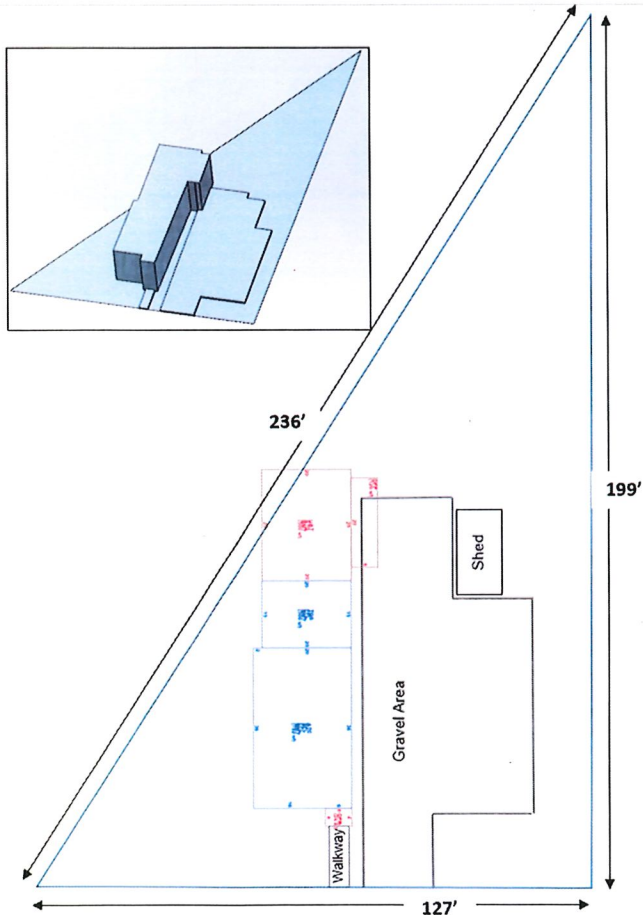
## Proposed Usage –

3-Family (Multifamily) Dwelling – 3286 sq ft

- Apartment #1 – 1092 sq ft
- Apartment #2 – 1294 sq ft
- Proposed Apartment #3 – 900 sq ft



107-113  
 45 School St  
 Nicholas & Rebecca Kattamis



## Impermeable Area

Plot Area	12,600 ft <sup>2</sup>
House Area	1,852 ft <sup>2</sup>
Walkway Area	62 ft <sup>2</sup>
Driveway & Shed Base	3,023 ft <sup>2</sup>

### Notes

- Image brought into CAD, and shapes generated for accurate area measurement
- Property card states 0.35 acres = 15,246 ft<sup>2</sup>; actual plot area is 12,600 ft<sup>2</sup>
- **Zoning Section 601.3 = 39% impermeable based on plot size 12,600 ft<sup>2</sup>**

Nicholas & Rebecca Kattamis  
47 School Street  
Lebanon, NH 03766

May 21, 2026

Planning & Development Office  
City of Lebanon  
51 North Park Street  
Lebanon, NH 03766

Re. Minor Site Plan Lot 107-113, 45 School Street

### **Subject Property**

We are submitting the enclosed application to add a proposed one-bedroom apartment at 45 School Street. This new apartment will convert an existing two-family dwelling into a three-family dwelling by right.



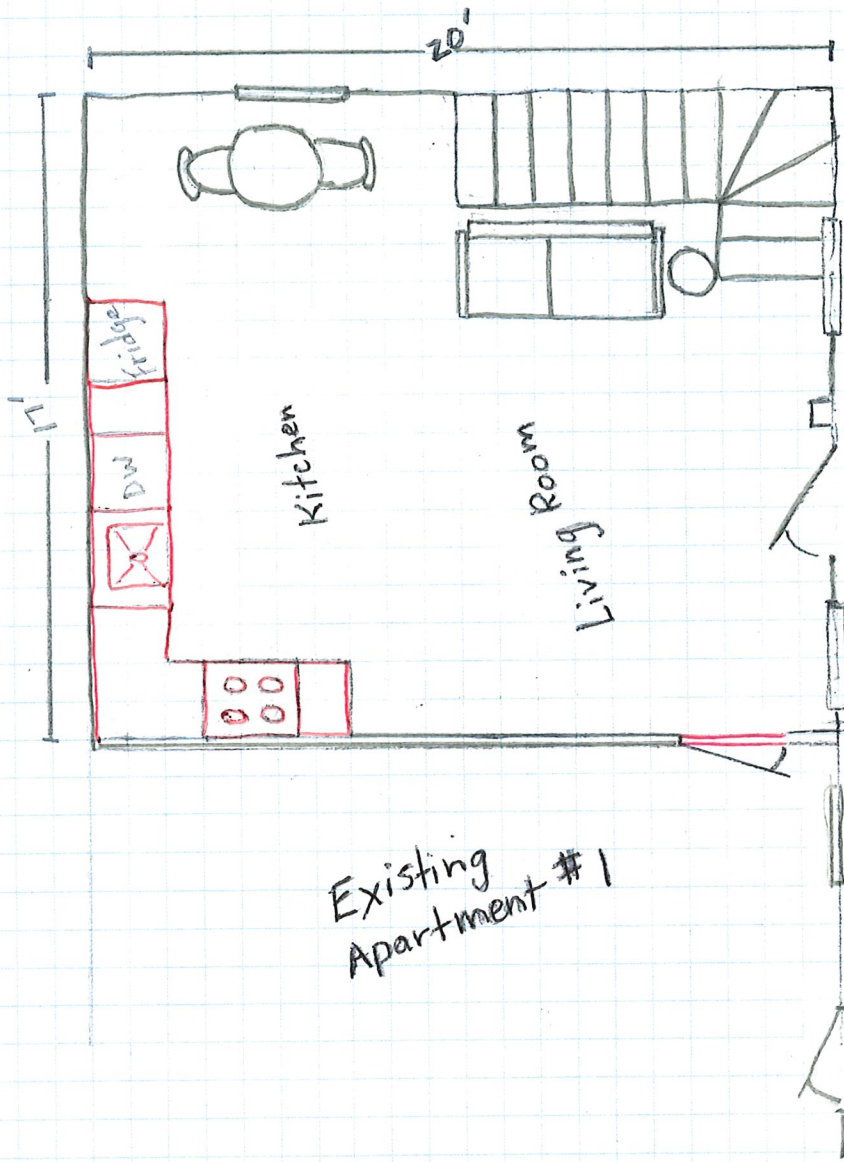
The 45 School Street Building is a traditional New England two-story wood-frame structure with gable roof in a walkable residential area close to downtown Lebanon. The new apartment will be built into an unfinished first and second floor space at the rear of the building. We are proposing no additions or changes to the exterior of this existing 1910 building and no changes to its footprint. The existing apartments #1 and #2 will remain unchanged. As proposed, this conversion promotes density and “missing middle” housing under Lebanon's Master Plan.

**Lot** – 107-113

**Address** – 45 School Street, Lebanon, NH 03766

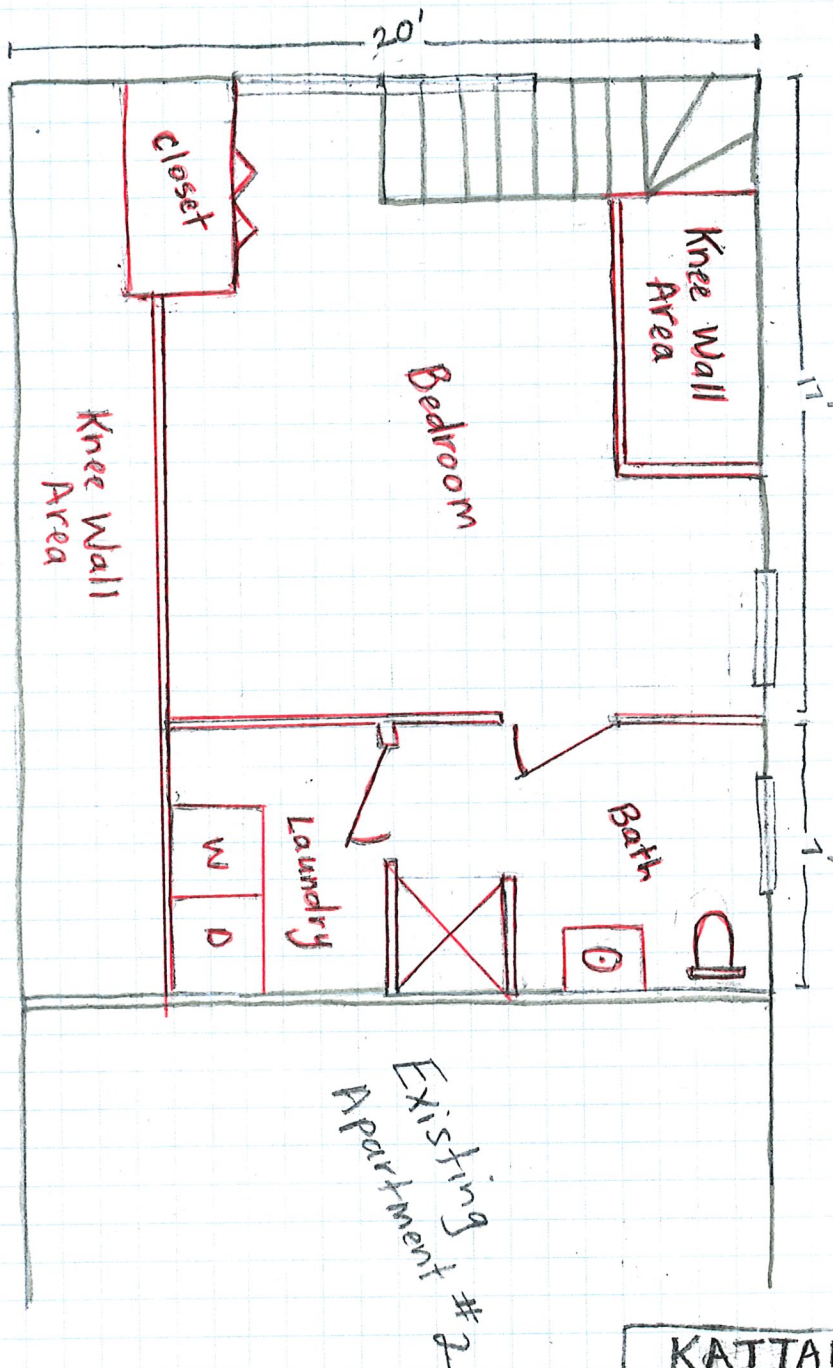
**Owner** – Nicholas & Rebecca Kattamis, 47 School Street, Lebanon, NH 03766

**Zoning** – R2



KATTAMIS  
 45 School St  
 1st Fl. Apt #3

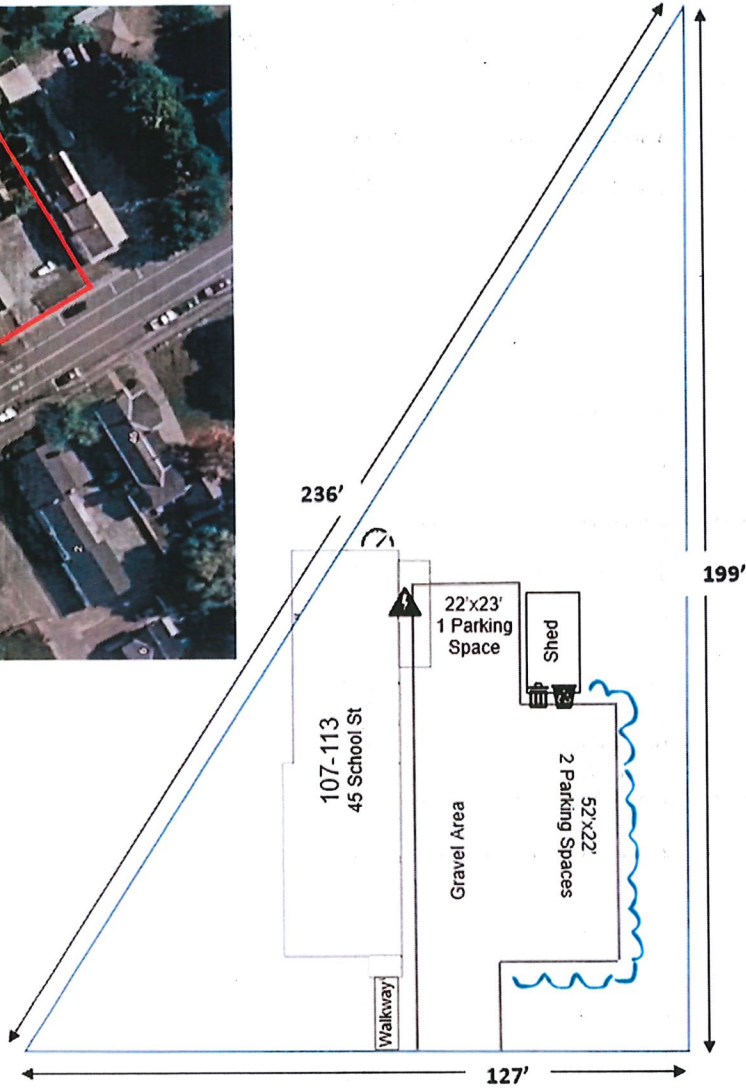
~ Proposed  
 ~ Existing



KATTAMIS  
 45 School St  
 2nd Fl. Apt #3

~ Proposed  
 ~ Existing

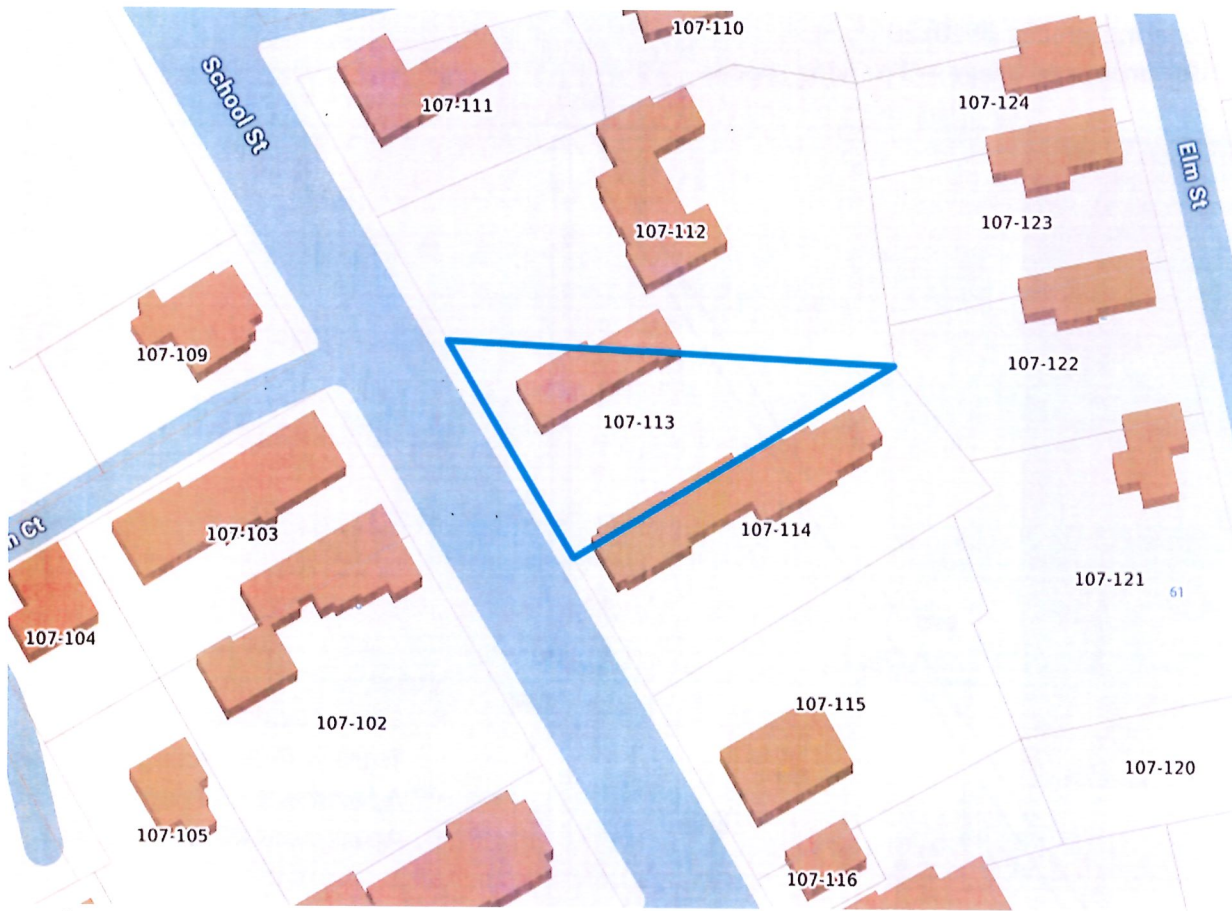
**Current Parking – 3+ parking spaces @ 10x20**  
**Required Parking under proposed usage – 3 parking spaces**



**Notes**

- Snow Locations
- Trash & Recycling
- Apartment #3 Propane
- Apartment #3 EV LPL2

There will be no change to landscaping, parking areas, walkways, driveways, stormwater drains, exterior waste receptacles or other natural features because they are adequate as proposed.



**Abutters**

Lot – 107-114

Address – 47 School Street

Zoning – R2

Owner – Nicholas Kattamis, 47 School Street, Apt #1, Lebanon, NH 03766

Lot – 107-122

Address – 62 Elm Street

Zoning – R2

Owner – GOULD III, F F & M C TTEES, 58 Elm Street, Lebanon, NH 03766

Lot – 107-112

Address – 39 School Street

Zoning – R2

Owner – Jeffrey B Cox, 39 School Street, Lebanon, NH 03766

Lot – 107-103

Address – 44 School Street

Zoning – R2

Owner – Apartment Living, LLC, 21 School Street, Lebanon, NH 03766

Lot – 107-102

Address – 46 School Street

Zoning – R2

Owner – Priscilla Gosselin, 46 School Street, Lebanon, NH 03766

## 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> 107-112 <b>Property Owner:</b> Jeffrey B. Cox 39 School St. Lebanon, NH 03766	<b>Map &amp; Lot Number:</b> 107-114 <b>Applicant, Co-Applicant, Agent, or Lessee:</b> Nicholas & Rebecca Kattamis 47 School St, Apt #1 Lebanon, NH 03766
<b>Map &amp; Lot Number:</b> 107-122 FF & MC TTEES Gould III 58 Elm St. Lebanon, NH 03766	<b>Map &amp; Lot Number:</b> 107-103 Apartment Living LLC 21 School St Lebanon NH 03766
<b>Map &amp; Lot Number:</b> 107-102 Priscilla Gosselin 46 School St Lebanon NH 03766	<b>Map &amp; Lot Number:</b> 107-113 <b>Property Owner</b> Nicholas & Rebecca Kattamis 45 School St Lebanon NH 03766

<b>Map &amp; Lot Number:</b>	<b>Map &amp; Lot Number:</b>
<b>Map &amp; Lot Number:</b>	<b>Map &amp; Lot Number:</b>
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<b>Map &amp; Lot Number:</b>	<b>Map &amp; Lot Number:</b>

(Revised 2/8/2024)



Tx:4336798

4361-0195

05/18/2018 10:21 AM Pages: 3  
REGISTER OF DEEDS, GRAFTON COUNTY

STATE OF NEW HAMPSHIRE	
DEPARTMENT OF REVENUE ADMINISTRATION	REAL ESTATE TRANSFER TAX
**** Thousand * Hundred 40 Dollars	
DATE	AMOUNT
05/18/2018	GR059298 \$*****40.00
VOID IF ALTERED	

QUITCLAIM DEED  
(Encroachment Easement)



018

We, Jeffrey B. Cox and Honor C. Hingston, husband and wife, of Lebanon, County of Grafton, State of New Hampshire, for consideration paid, grant to Henry H. Frothingham, Trustee of the Henry H. Frothingham Trust dated May 19, 2005 and his heirs, successors, transferees and assigns, of Grafton, County of Grafton, State of New Hampshire, whose mailing address is 161 Kinsman Road, Grafton, New Hampshire 03240, with QUITCLAIM COVENANTS, the following:

An easement to use and maintain the long existing encroachment of the northwest corner of the building at 45 School Street in Lebanon, Grafton County, State of New Hampshire onto property of Jeffrey B. Cox and Honor C. Hingston at 39 School Street in said Lebanon, as described on a survey entitled "Plan of Land of Henry H. Frothingham, Trustee, Henry H. Frothingham Trust", by Rollins Land Survey, dated April 16, 2018 and being project number 1731-4 to be recorded herewith in the Grafton County Registry of Deeds. The said easement is more particularly described as an easement to enter onto and to occupy the property of the Grantors, as described below, in order to continue an encroachment, as shown on the aforesaid survey, and also to enter on the described easement area to maintain the encroaching building and the land on which it is situated. The herein granted easement is more particularly described as follows:

A tract of land, with the building and improvements thereon, situated in Lebanon, Grafton County, New Hampshire, on the easterly side of School Street, as shown on the aforesaid survey, beginning at a point marked "D" on the inset survey entitled "Proposed Easement Area."

- Thence S 87° 35' 50" E for 5.86 feet to a point marked "E";
- Thence N 29° 02' 10" W for 14.26 feet to a point marked "F";
- Thence S 61° 33' 40" W for 23.74 feet to a point marked "A";
- Thence S 87° 35' 50" E for 6.83 feet to a point marked "B";
- Thence S 87° 35' 50" E for 15.13 feet to the point of beginning marked "D".

The aforesaid easement shall "run with the land" for the benefit of the property which is located at 45 School Street in Lebanon, New Hampshire and for the Grantee, his heirs, successors, transferees and assigns (they being successive owners of that property), to continue the encroachment of a portion of the building on the said 45 School Street property onto the abutting property of the Grantors at 39 School Street and to allow the Grantee and the successive owners to maintain and repair that encroaching building and the land on which it sits in perpetuity.

The said Grantor's abutting property at 39 School Street in Lebanon, New Hampshire shall be the servient estate and shall be subject to the aforesaid easement right granted herein and to the consent granted herein to continue the encroachment by the Grantee, his heirs, successors, assigns and transferees and to permit them to continue to maintain and repair the encroaching building and the land on which it sits.

Meaning and intending to describe and convey an easement to a portion of the property conveyed to Jeffrey B. Cox and Honor C. Hingston by Warranty Deed dated August 7, 2017 from Mary S. Lague and recorded in the Grafton County Registry of Deeds at Book 4303, Page 437 and to grant their consent to the Grantee and to successive owners of the said 45 School Street for the continuing encroachment and their right to enter into the said easement area to maintain and repair the encroaching building and the land on which it sits.

The Grantors hereby release any rights of homestead and other interests in the within conveyed premises to the extent required for the purposes of granting the within easement.

This conveyance is a contractual transfer without actual consideration, and therefore, is subject to the minimum New Hampshire property transfer tax.

Dated this 27 day of April, 2018.

[Signature]  
Jeffrey B. Cox

[Signature]  
Honor C. Hingston

STATE OF NEW HAMPSHIRE  
COUNTY OF GRAFTON

On this 27 day of April, 2018 before me personally appeared Jeffrey B. Cox and Honor C. Hingston, known to me, or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purpose therein contained.

[Signature]  
Notary Public/Justice of the Peace  
My commission expires: \_\_\_\_\_

SUSAN F. KARP, Notary Public  
My Commission Expires April 23, 2019



CONSENT TO EASEMENT

Bar Harbor Bank & Trust of 82 Main Street in Bar Harbor, Maine 04609, a Maine banking corporation, and having a place of business and mailing address at 9 Main Street, PO Box 29 in Newport, New Hampshire 03773, the holder of a mortgage from Jeffrey B. Cox and Honor C. Hingston, husband and wife, which mortgage is dated August 7, 2017 and is recorded in the Grafton County Registry of Deeds at Book 4303, Page 0440, hereby consents to the within granted easement as to the property which is described as "Proposed Easement Area" on a survey prepared by Rollins Land Survey, dated April 16, 2018 and being project number 1731-4 to be recorded herewith in the Grafton County Registry of Deeds and more particularly described above in the attached Quitclaim Deed from Jeffrey B. Cox and Honor C. Hingston to Henry H. Frothingham, Trustee of the Henry H. Frothingham Trust dated May 19, 2005 and his heirs, successors, transferees and assigns. The aforesaid mortgage is to remain in full force and effect regarding all other real property described therein.

Dated this 4 day of May, 2018.

Bar Harbor Bank & Trust

Theresa M. Minelli Vice President

By: Theresa M. Minelli  
Its Duly Authorized Vice President Mortgage Loan  
Originator Residential Lending

[Signature]  
Witness

STATE OF NEW HAMPSHIRE  
COUNTY OF GRAFTON

On this 4 day of May, 2018 before me personally appeared Theresa M. Minelli, duly authorized Vice President Mortgage Loan Originator Residential Lending, of Bar Harbor Bank & Trust, known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that she executed the same for the purpose therein contained and that as such Vice President Mortgage Loan Originator Residential Lending is duly authorized to execute the within consent to easement.

Cindy L. Peck

Notary Public  
(printed name): CINDY L. PECK  
My Commission expires: 01/27/2021



DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE  
CITY COUNCIL CHAMBERS, CITY HALL  
OR REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE  
APRIL 09, 2026 1:00 PM**

**MEMBERS PRESENT:** Nate Reichert (Director of Planning & Development)–Chair, 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)

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**1. CALL TO ORDER**

Chair Reichert called the meeting to order at 1:07pm and Ms. Hembree reviewed the City’s meeting in-person and REMOTE attendance policies and procedures.

Chair Reichert said Item 5A would be discussed next, which is out of the order of the agenda for this meeting.

**5. APPROVAL OF MINUTES – March 12, 2026**

*A MOTION was made by Brian Vincent to approve the March 12, 2026 Minor Site Plan Committee meeting minutes as presented. The MOTION was seconded by Adam Leland.*

*\*The MOTION was approved (3-0).*

**2. NOTICE OF REGIONAL IMPACT - None**

**A. PUBLIC HEARING ITEMS**

**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**

Mr. Braden Miles (owner) was present on behalf of the applicant. Chair Reichert noted that only the full five-member MSPR Board is not present for this meeting and the applicant can choose to wait until another meeting that would be attended by more members. Mr. Miles opted to continue to have his application discussed at this meeting.

1 [At 1:11pm, Mr. Hays joined the meeting.]

2

3 ***A MOTION was made by Brian Vincent that the application of Braden and Jennifer Miles, 30***  
 4 ***Spring St (Tax Map 107, Lot 44) PB2026-23-MSP is complete enough for the Planning Board***  
 5 ***to accept jurisdiction and commence review. The MOTION was seconded by Leigh Hays.***

6

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

8

9 Mr. Miles said the project involves converting a two-family to a three-family residence. He said  
 10 the project plan makes more efficient use of the space to create room for a third family residence.  
 11 He described the staircase that would be built at the rear of the house that would lead to the  
 12 entrance of Residence 2. Chair Reichert noted that an EV charger must be added to the parking  
 13 garage on the property, and explained the equipment needed to do that. He confirmed that the  
 14 steps would be on the other side of the building from the driveway.

15

16 Chair Reichert asked about the maintenance agreement for the shared driveway on the property.  
 17 He discussed what is involved in a maintenance agreement. He suggested the applicant conduct  
 18 an official survey of the property line to determine how the driveway is shared on the property  
 19 and where the underground systems (water, etc.) are located, etc. He said he would make it a  
 20 condition of approval for the site plan.

21

22 The applicant explained where garbage cans and the LP tanks would be located on the property.  
 23 Chair Reichert asked that the Mr. Miles note those locations on the site plan. He said LP tanks  
 24 would need meet Fire Department and zoning requirements, which he said he would add as a  
 25 condition of approval. The group discussed the need for a clear walking path installed around the  
 26 building for the safety of residents and LP service persons. Ms. Hembree noted that trash cans  
 27 should not block the driveway.

28

29 ***A MOTION was made by Chair Reichert that the Lebanon Minor Site Plan Committee***  
 30 ***approves the application of Braden and Jennifer Miles, regarding 30 Spring St (Tax Map 107,***  
 31 ***Lot 44), Zoned R-2 (PB2026-23-MSP) for site plan review pursuant to Section 3.1.C and 3.2 of***  
 32 ***the Lebanon Site Plan Review regulations to convert an existing two-family dwelling to a***  
 33 ***three-family dwelling, including any and all submissions and testimony provided for during***  
 34 ***the public hearing and under the following conditions.***

35

36 ***General Conditions***

- 37 ***1. Except as otherwise modified, pursuant to this approval, the conditions of the approval***  
 38 ***below, the site plan set referenced therein shall remain in full force and in effect.***
- 39 ***2. This approval shall automatically expire and be deemed void upon failure to meet any of***  
 40 ***the conditions of approval set forth herein within the timeframe specified. It shall be the***  
 41 ***applicant’s responsibility to be familiar with and aware of these conditions of approval and***  
 42 ***it shall be the applicant’s responsibility to satisfy these conditions of approval and to***  
 43 ***satisfy them within the relevant timeframes outlined below.***
- 44 ***3. A building permit must be applied for and issued within two years of the date of this***  
 45 ***approval under Section 4.10.A. Conditions precedent to satisfy prior to the application for***  
 46 ***a building permit prior to the start of any construction activities.***

1 **4. The development is subject to the City of Lebanon Impact Fees pursuant to Section 213 of**  
2 **the Zoning Ordinance. The Impact Fee shall be calculated at the time of the Building**  
3 **Permit issuance based upon the Impact Fee Schedule adopted on 20 May 2024. A**  
4 **completed Impact Fee invoice and acknowledgement form shall be completed by the**  
5 **applicant and submitted with the Building Permit application.**

6 **5. All water and sewer fees shall be paid as set forth under City Code Chapter 68.**  
7

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

9 **6. The Impact Fees calculated pursuant to Condition of Approval #4 shall be paid.**

10 **7. All improvements depicted on the plan shall be completed and shall be constructed as**  
11 **depicted on the approved plan set, including all modifications to the plan as may be**  
12 **approved by the Minor Site Plan Review Committee in accordance with the Minor Site**  
13 **Plan Review regulations. The site plan shall be amended within the next 30 days to reflect**  
14 **the following conditions:**

15 **a. The addition of one EV parking space shall be identified. A walking path from the**  
16 **stairway to the driveway shall be identified. An LP tank, should it be issued, must be**  
17 **duly permitted and shall not be located in the front yard. Garbage, recycling, and**  
18 **storage areas shall be identified on the site plan.**

19 **b. The right to pass and repass a maintenance agreement with the rear properties shall be**  
20 **identified, and, prior to the issuance of a certificate of occupancy, an appropriate**  
21 **resolution of pass and repass right and maintenance agreement shall be identified and**  
22 **executed.**

23  
24 **The MOTION was seconded by Brian Vincent.**

25  
26 **\*The MOTION was approved (4-0).**  
27

28 **3. OTHER BUSINESS – none**  
29

30 **6. ADJOURNMENT**

31  
32 **A MOTION was made by Adam Leland to adjourn the meeting at 1:44pm. The MOTION was**  
33 **seconded by Brian Vincent.**

34  
35 **\*The MOTION was approved (4-0).**  
36

37 **The meeting was adjourned at 1:44pm.**  
38

39 Respectfully submitted,

40 Paula Roux

41 Recording Secretary