

FINAL

**LEBANON HERITAGE COMMISSION
CITY COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
WEDNESDAY MAY 13, 2026 6:00 PM**

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Wes Achord (Planning Board Representative), Roxanne Benzel (Alt.), Nicole Dittrich, Brian Ware,

MEMBERS ABSENT: Laurel Stavis (Alt.)

STAFF PRESENT: Catheryn Hembree (Associate Planner, Planning Department)

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:00pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. APPROVAL OF MINUTES – April 8, 2026

Amendments: Pg.1 Members Absent: Edit to replace Karen Zook with Laurel Stavis

Ms. Benzel MOVED to approve the March 11, 2026 Meeting Minutes as amended. The MOTION was seconded by Mr. Ware.

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

3. PUBLIC REVIEW

A. **Andres Keeffe IRA, LLC.** : Request for Certificate of Approval pursuant to Article IV, Section 411 "*Pattern Zones Overlay District*" of the Zoning Ordinance to approve architectural compliance for one single-family residential unit at 129 Hanover Street, Tax Map 77, Lot 95, Lebanon, NH in the R3 zone. HC2026-02
Chair Ford Burley asked Mr. Keeffe to do a brief presentation and to talk about this project, to then be followed by data gathering via any questions or clarification needed by the Commission, and any members of the public will then have the opportunity for any questions or comments.

Mr. Keeffe introduced himself as a resident of Hanover, and the owner of the property currently at the location being reviewed. He described it as a non-compliant, garage type

building which he is proposing to demolish and build a new 24' x 24' small house that fits within the buildable zone.

Ms. Hembree added that Mr. Keeffe wants to put this in the Plan Book as well.

Mr. Keeffe thinks it would be a great design for the Plan Book because it could be an ADU on other properties and he noted that it is the same size as a 2 car garage, so people could potentially convert an existing garage into a small ADU like this one.

The design is straightforward, a single family, "New Englander" design and the design is based on other properties in the neighborhood, common for some homes built in the 1930's and 1940's with a balloon frame and the front entry on the gable side. It will be a 3 bedroom, 1 ½ bath, 1,152 square feet house, with a height of 29', fully compliant including the setback. There is currently a variety of setbacks on this street. It will be a fully electric home utilizing a mini-split system.

It is also fully compliant with the new *Pattern Zone* rules in terms of hidden garbage and recycling off to the side of the house will have a fence around it. They will add trees to this lot (currently there are none), so that it will have the correct amount of shade, and these will also fall within all setbacks. There will be enough room in the back for one car or two smaller cars. They have also planned an area for snow storage.

He shared images on the room screen of both homes in the nearby area as well as pictures of what the current garage type structure looks like.

The Commission then had the opportunity to have many questions answered. No solar is planned at this time. It will be built on a crawl space (approximately 3.5 feet deep) , built on a frost protected shallow foundation.

Ms. Hembree confirmed that this proposed home meets all the *pattern zoning* dimensional requirements, and it will be setback more than the current garage type structure. She also said that this size building is allowed on a .04 acre lot because it is a pre-existing lot. This is an existing, legal non-conforming lot.

A member of the public Mr. Carroll Goodell, Ward 2 spoke and he remembered that this garage used to house old school buses. He said he is supportive of this new build, replacing the "eyesore" that is currently there.

Mr. Keeffe said he is appreciative of the new *pattern zoning* which now allows for this type of structure.

***Vice Chair Smith MOVED that the Heritage Commission issue a Certificate of Approval for this project as submitted.
Seconded by Mr. Wes Acord.***

****The MOTION was approved (4-1).***

Vice Chair Smith MOVED that the plan as submitted by Mr. Andrew Keeffe for 129 Hanover Street be added to the Plan Book as an approved design for the Pattern Zone Overlay District, with the caveat that a front porch should be included where possible. Seconded by Mr. Acord.

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

Chair Ford Burley said that they would cover the following two items out of order, with 3C, the Barrows St. project going before 3B, the Preferred Building Systems.

Mr. Ware MOVED that they change the order of 3B and 3C. Seconded by Mr. Acord.

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

- B. City of Lebanon, NH and Preferred Building Systems (PBS):** Submittal for eight (8) architectural plans for consideration to be placed in the Plan Book pursuant to Article IV, Section 411.12 of the Zoning Ordinance.

Ms. Catheryn Hembree, Associated Planner, started this session to review the plans submitted by Preferred Building Systems. Mr. Hunter Reisberg was there representing PBS.

They have eight architectural plans to review today and Ms. Hembree walked them through each one. She said that they can make slight changes to the exterior of the buildings such as what a porch looks like, or small architectural details. Overall though, the exterior will not change from what has been given to this group. The Heritage Commission is the only group reviewing these exterior plans.

Ms. Hembree started with the smallest to the largest. She added that based on public feedback, people want single family houses, even if that involves splitting lots. They have still offered two ADU designs though.

She showed the following housing plans:

- 1-A garage with an ADU apartment above it. Vice Chair Smith **asked if the gabled roof could be turned in the other direction**, thinking it would blend in better, and Ms. Hembree confirmed this change could be made. Chair Ford Burley also requested that an awning or a “cricket” **be placed above the doors to appear to be a stoop and offer some protection from inclement weather**. She added that *she would like to see a “cricket”, where possible, above all of the exterior doors (not motorized garage doors) in the remainder of these house plans.*

Change: turn gabled roof in the other direction and add crickets above the exterior door(s), where possible.

- 2-Small one bedroom, one story ADU –this is an approximate 500 square foot plan and at roughly \$350 per square foot the cost would be \$183,000 for the building cost, not including the cost of the land. Mr. Ware asked about the cost of this model and Mr.

Reisberg, with Preferred Building Systems, said they are always reticent to state a price since site costs and customizations would greatly impact the final cost. This Commission is reviewing exteriors of the proposed properties. City Councilor McNamara added that in his extensive experience, he finds that the cost per square foot tends to go up as the square footage goes down, because for example there are fixed costs such as bathrooms and kitchens. What he's hearing from builders in the State, generally speaking, is that the cost is \$300 per square foot and up, even for an ADU. Mr. Reisberg said that this is a fair number.

Vice Chair Smith shared pictures of 3 examples of smaller homes on Williams Street, on smaller lots, all with crickets above the exterior front doors, where possible.

Change requested: Add crickets above the exterior doors, where possible.

Ms. Hembree interjected that *pattern zones overlay district* was never intended to be an affordable housing solution. Building a house is expensive. Their perspective is that "any new house is a good house". And so, if someone can afford to split their lot and build a three-bedroom house that cost \$700,000, let them do so.

- 3- This plan ("Row House") a plan for up to a four-unit structure, that could be appropriate at the edge of the commercial downtown/residential downtown area. It is a townhouse design and would give people a much needed multi-family type option.

Change: Ms. Hembree agreed to bring this plan back for round two, with consideration for several changes such as adding a porch on the front or back of each unit. PBS will explore the fire code, and if it is not an issue, then they can change the window sizes (e.g. enlarge the single windows), and change up the architectural features so that they don't look exactly alike by changing the façade such as the siding to mix it up, i.e. brick, clapboard, shingles, etc. Crickets would be added to exterior doors as much as possible.

- 4- Cape type style (Chatham), a 2-story home, the downstairs can be built with the downstairs starting as a 2 bedroom, 1 bath, and when the owner is ready, owner has the option of finishing the upstairs. This could be a less expensive way to get a family into a house.

Change: The Commission likes this plan and requested dormers in both the front and the back of the house. Add crickets over all exterior doors, where possible.

- 5- Ranch style (Providence), a one story home, 28' wide, ideal for a long skinny lot, with at least 4,000 square feet; some of the Commissioners had various issues with this home such as the orientation, and where it might fit in aside from possibly Seminary Hill.

Change: Not applicable – it was decided this plan will not be included in the preapproved Plan Book.

- 6- 1 story, 2 bedroom, similar to an earlier ADU (Roanoke)

Change: Add crickets above doors where possible.

- 7- 2 story, (Temple), a larger family house, they will approve this plan both with and without a garage.

Change: Add a cricket above the rear sliding glass door on both floor plans, if possible, and a door with cricket on the side, if possible, if there is no garage.

***Chair Ford Burley MOVED to extend the meeting to 8:25PM.
Seconded by Ms. Dittrich.***

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

- 8- 2 story home (Tilson), it was noted that there is a similar looking modular house on South Street, with a wider wraparound porch

Change: Add cricket over the back/side door, if possible.

C. City of Lebanon, NH: Request for Certificate of Approval pursuant to Article IV, Section 411 *“Pattern Zones Overlay District” of the Zoning Ordinance to approve architectural compliance for five (5), single-family residential unit at 0 Barrows Street, Tax Map 77, Lot 106, Lebanon, NH in the R3 zone. HC2026-03*

Deputy City Manager David Brooks, along with City Councilor Tim McNamara, presented the proposed project at 0 Barrows Street. They acknowledged that they are early getting this project before the Heritage Commission and also that they have not yet decided on the modular manufacturing company. They are still considering two different manufacturers. The overall design with either company will essentially be the same. The proposed houses will be two stories, front porch, gable roof.

Deputy City Manager Brooks said that this design was chosen in the context of the existing neighborhood. There is a mix of designs of houses along Barrows Street. There are some bungalows, Cape houses, front facing gable houses, etc. but all of these houses are within the scale and massing that this project fits in with. Many are 1 ½ stories to two stories. Square footage is in the range of 770 to 1,500 square feet. This project is just under 1,000 square feet not counting the fully insulated basements that would be included in each house. For the most part neighboring houses have clapboard siding, aluminum or vinyl; this proposed project would use vinyl.

They do not yet have the materials list. The homes will be all electric, so no fuel tanks will be needed. Deputy City Manager Brooks added that he is happy to meet with the Planning staff to help them get to a project that meets all requirements and expectations.

City Councilor McNamara clarified that the proposed project would create four (4) of the compliant lots, 4,000 square feet each and the residual property of the two acres would be retained by the City.

The Commission had the opportunity to ask questions and make comments about this project. Following are some important details provided by Deputy City Manager Brooks and City Councilor McNamara:

Regarding wetlands at this location, this project does not encroach on any wetlands. They got a permit 1 ½ to 2 years ago, to fill a small area of freestanding wetlands towards the bottom of the plan. That work was completed at least a year ago. That permit came from the State and was also approved by the Conservation Commission.

All homes will have mini splits augmented by baseboard heaters. These will all be well insulated with foam or blown in cellulose insulation. Additionally, they will also have ERSs, energy recovery ventilators to account for the fact that they will be that airtight.

Deputy City Manager Brooks explained that the tract of land they are working with had been two separate lots, and the right-of-way of Barrows Street went all the way to the wetlands and physically and completely separated the two lots. City Council, over two years ago, discontinued the right-of-way back to the easterly property line at Barrows Streets, so Barrows Street then ended at this lot. So, the right of way no longer exists and is now a dead end.

With the *Pattern Zoning* concept, they might go back to City Council to re-extend a portion of Barrows Street to separate that northerly lot from the four lots south of the roadway. These four lots with 4,000 square foot lot lines each would be shared and would utilize shared driveways as allowed by *Pattern Zone* provisions.

It would not be an HOA nor a condominium association but would have some sort of a maintenance agreement for the four units' shared driveway and the five would all be responsible for the joint maintenance of a pump station, if there is a pump station.

They are not installing solar in any of these units but the four unit owners will have that option.

Each will have their own parking area for 2 cars. It will be the decision of each owner to decide if they want to add a garage, carport, or storage shed to their property.

This project has the flexibility to make shifts to ensure they meet all setback requirements and lot sizes. The units are each about 38 feet long and approximately 15 feet wide.

Deputy City Manager Brooks and City Councilor want to get the Heritage Commission's feedback because they have an important goal of getting this project underway very soon, and to complete the project by year end. Part of this infrastructure is dependent upon getting some State funds that have a deadline associated with them. Every day that passes, the cost of building literally gets more expensive. They have some solid pricing now and they do not want to lose that. Their goal is to bring these houses in under \$400,000 per unit.

Members from the Public were invited to speak.

Mrs. Rebecca Kidder, Ward 2, owns a home at 41 Winter Street, that abuts to this property. She asked when she would get her privacy back as her backyard currently offers no privacy. City Councilor McNamara confirmed that the City will be building a fence for her back yard, as they have committed to do.

Mr. Carroll Goodell, Ward 2, spoke again and said we need more housing, however he encouraged the City to do a traffic study, and shared some safety concerns. Ms. Hembree thanked Mr. Goodell for his comments and added that the Heritage Commission's responsibility tonight is to look at architectural features.

Mr. Kyle Curry, Ward 2, spoke next. His home is at 19 Borrows St., which he purchased last year. He inquired about the trash and was told that each of these homes would have their own trash containers. He also asked about fencing or landscaping. City Councilor McNamara said that all properties meet the setback requirements for the Zoning district and the current plan is to do some landscaping, as previously noted. Lastly, he questioned the number of houses proposed for this space, and City Councilor McNamara said that the only way this project works financially is with five (5) houses; they had started with six (6), but that site plan did not work out.

The reason the architectural plans don't show the front porches is because they do not come with the modules, rather they will be site built once the modular homes setting is complete on each lot. The porches will be 6 feet wide, attached to the front side of each home, and will have synthetic decking and trim. They will not have railing because they are only 2 feet high. Window arrangements are shown on the elevations they provided to this Commission.

Ms. Nicole Dittrich MOVED to award a Certificate of Approval with the understanding the Heritage Commission will be provided some visualization of the porch design for the fronts of these houses.

Seconded by Ms. Roxanne Benzel

****The MOTION was approved (4-1). Vice Chair Smith opposed***

Vice Chair Smith said that his vote against was based on the windows and the open porch. He added that other porches in the area have railings so he thinks the project as proposed does not fit in with the character of the neighborhood. Overall, he thinks this project is a good addition to the neighborhood.

A member from the public, Mr. Matt Kidder, Ward 2, also at 41 Winter Street, asked about a privacy fence. He asked about the privacy fence being put up between his property line, and the new development. City Councilor McNamara agreed that the City had committed to do this, and they will. Mr. Kidder said that he understands they need affordable housing in Lebanon, and he thanked City Councilor McNamara.

Commission members agreed it would be helpful to have further discussions with Deputy City Manager Brooks and City Councilor McNamara.

4. STUDY ITEMS

A. Soldier's Memorial Building: Approval of Funds for Survey

Chair Ford Burley briefly explained the history of the funds being discussed today. Back around 2000, the City received a gift from former City Historian Robert Levitt for the Dana House Historical Society. These funds have been held for many years and then in 2018 these funds were passed along to the City for safekeeping (the City owns the Dana House). Subsequently the Historical Society voted to authorize the reallocation of this gift, to be used for the Soldiers' Memorial, where \$25,000 can go a long way starting with a survey and then renovations to help make at least the ground floor accessible.

Heritage Commission needs to vote to accept these funds, if they choose to. And if they do, then they need to vote to get a survey completed. They have a quote from Wayne McCutchens, a Clarmont surveyor for \$2,500-\$3,000.

***Vice Chair Smith MOVED to use these funds of \$25,000 for the Soldiers' Memorial.
Seconded by Mr. Ware***

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

***Vice Chair Smith MOVED to release \$2,500 to \$3,000 to pay for a survey of the Soldiers' Memorial Building.
Seconded by Ms. Benzel***

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

B. 250th Anniversary Standing Item

Ms. Benzel said that they are making progress on this event. She asked for Chair Ford Burley's advice about contacting the City Council and the Mayor to walk or ride in the parade. It was suggested she contact Beth Beraldi, Director of Public Engagement and Communications so that she can coordinate this.

They will have a bicycle parade, and The Gear Shifters, a mountain biking group, will be joining in. The Lion's Club has committed to have a food tent. They are reaching out to others so that there is plenty of food in the park after the parade.

Novo Nordisk has agreed to sponsor the fireworks for this event, and they are contributing \$20,000 for the fireworks and then another \$4,000 towards food in the park. The fireworks will be visible from Storr's Hill and Church Street. They will not be able to be seen from Colburn Park. Ms. Hembree said that historically Church Street gets blocked off and people bring their own chairs and blankets.

C. Public School Local History Curriculum and Engagement Standing Item-None

5. OTHER BUSINESS

Chair Ford Burley provided some background on the Beehive House, built in the 1830's (originally built on School Street, hence the street name), was the original Lebanon Academy building. After later becoming two different schools, it was moved to West Lebanon, which was common at the time. Then it became an apartment building and was such a "hive" of activity that it became known as the Beehive House. It remains apartments.

She has heard from a reliable source that there are now plans to renovate it and rehabilitate it, and also that there are some new players involved.

The Commission had some discussion about having a plaque somewhere in the City used to recognize this property as well as other happenings in Lebanon. The vision is ultimately to have historic signs around the City, but for now the kiosk on the mall is existing and can be utilized for sharing information about Lebanon history as well as for upcoming events.

The Heritage Commission has the latitude to utilize the kiosk now, and they agreed to start with previous photos of 4th of July celebrations. The Historical Society has a vast collection of photos, so Chair Ford Burley will pull some of these.

6. OPEN TO THE PUBLIC - None

7. FUTURE AGENDA ITEMS – More discussion of how to best utilize the kiosk on the Mall and also discuss possible future plans for historic signs to be placed around Lebanon and West Lebanon. Vice Chair Smith said this initiative can also include recognizing and rewarding excellent preservation projects that have been completed in the City.

Chair Ford Burley said that reaching out to the New Hampshire Preservation Alliance to understand more about how their program works makes sense, and also perhaps a collaboration with area realtors. It was agreed that best use of kiosk be on their June Agenda.

8. ADJOURNMENT

Chair Ford Burley adjourned the meeting at 8:27pm.

Respectfully Submitted,
Cinda Mersel