



**LEBANON MINOR SITE PLAN REVIEW  
COMMITTEE  
THURSDAY, AUGUST 13, 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: 924 855 359#). IF YOU HAVE  
TROUBLE ACCESSING THIS MEETING, PLEASE EMAIL [CATHERYN  
HEMBREE](mailto:CATHERYNHEMBREE)

- 
1. **Call to Order**
  2. **Notice of Regional Impact**
  3. **Public Hearing Items**
    - A. **MSBC 325 LLC (Tax Map 48, Lot 09), Zoned R-1:** The applicant is applying for Minor Site Plan Review to add ~750 Sq Ft of impervious surface to the property at 325 Mount Support Road. **PB2026-41-MSP**
  4. **Other Business**
  5. **Approval of Minutes**
    - A. July 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

**TO:** Lebanon Minor Site Plan Review Committee  
**FROM:** Planning and Development Department Staff  
**RE:** 325 Mount Support Road, Tax Map 48, Lot 09  
**DATE:** August 6, 2026  
**APPLICATION:** PB 2026-41-MSP

#### History:

325 Mount Support Road is a commercial building built in 1964 and is located in the R-1 Zoning District on a Class 1 lot. It has approximately 27,000 sq ft of gross area split between two suites. One of the suites is occupied by Creare, and that is the suite where the proposed work is being completed. Hypertherm was a previous tenant, and a charter school was planned to be a new tenant, but that has since fallen through. The second suite is currently vacant.

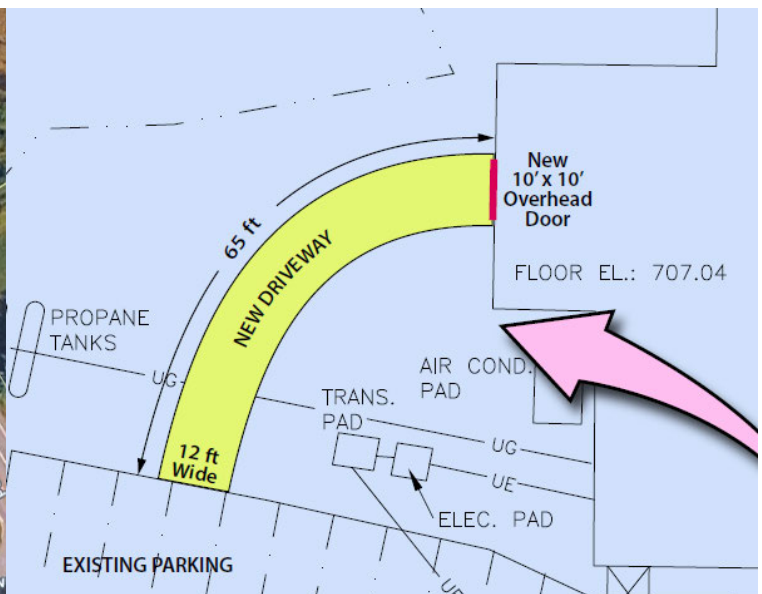
#### Project

The applicant is proposing minor site changes to the property. The plan is to extend the paved area to create a new driveway of 780 sq ft that would lead to a new 10'X10' overhead door on the south side of the building where a high bay warehouse is located.

#### **Existing Conditions:**



#### **Proposed New Driveway:**



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

**Existing Tenant and Uses:**

The Planning Department does not have a current certificate of occupancy for Creare at this location. Our records show Hypertherm as the tenant of record. Hypertherm told the Planning Office they moved out and no longer use the building. The applicant needs to provide a current certificate of occupancy for all current tenants and any future tenants.

**Parking:**

As you can see from the image provided, the new driveway will enter through two parking spaces. The applicant is proposing to keep the two parking spaces because the driveway will not be used often. Staff recommends discontinuing these two parking spaces because the applicant states the driveway will be used during the day when the parking lot closest to the building will be used the most.

The site plan shows "asphalt pavement" on the north side. This is an additional parking lot that has 14 spaces but are not delineated.

**Landscaping:**

There is no new landscaping on the site plan, but the applicant states there will be 4 new inkberry bushes along the left of the driveway. Location needs to be identified to make it easier to check compliance. The lot is very wooded, and staff is not concern about neighbors needing additional screening.

**Lighting:**

There is no new lighting proposed for the project. The applicant states the driveway will not be used at night but has no objection to adding additional lighting if the committee feels like it is necessary. Planning staff defers to PD if this is a safety issue or not.

**Recommendation:**

Staff considers the application complete and recommends approval with a condition that an updated Certificate of Occupancy is granted to Creare and all future tenants is acquired.

# CITY OF LEBANON APPLICATION FOR

|                              |                          |                          |                        |
|------------------------------|--------------------------|--------------------------|------------------------|
| SPECIAL EXCEPTION            | <input type="checkbox"/> | <input type="checkbox"/> | SITE PLAN REVIEW       |
| VARIANCE                     | <input type="checkbox"/> | <input type="checkbox"/> | SUBDIVISION            |
| MOTION FOR REHEARING         | <input type="checkbox"/> | <input type="checkbox"/> | LOT LINE ADJUSTMENT    |
| APPEAL OF AN ADMIN. DECISION | <input type="checkbox"/> | <input type="checkbox"/> | CONDITIONAL USE PERMIT |

☒ OTHER MINOR SITE PLAN

## PROPERTY OWNER (APPLICANT):

NAME: MSBC 325 LLC TEL. [REDACTED]

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

## CO-APPLICANT, AGENT, OR LESSEE:

NAME: \_\_\_\_\_ TEL.#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## PROJECT LOCATION:

TAX MAP #: 48 LOT#: 9 PLOT #: \_\_\_\_\_ ZONE: \_\_\_\_\_

STREET ADDRESS OF PROJECT: 325 Mt Support Rd

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☒ YES ☐ NO **HISTORIC DISTRICT** ☐ YES ☒ NO  
**FLOOD PLAIN** ☐ YES ☒ NO

## SCOPE OF PROJECT:

12 x 65 DRIVEWAY TO HIGH BAY WAREHOUSE  
4 JACKBERRY BUSHES PLANTED FOR DRAIN

## TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☒ INDUSTRIAL  
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☒ INDUSTRIAL  
IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: \_\_\_\_\_

## SIGNATURE BLOCK:

**FOR PLANNING BOARD APPLICATIONS ONLY:** I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on AUG 17, 2018, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: [Signature] DATE: \_\_\_\_\_

**NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW:** I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

| DATE RECEIVED | FILE # (MAP/LOT) | APPLICATION # | FEE - \$ AMOUNT | DATE PAID | VOUCHER # |
|---------------|------------------|---------------|-----------------|-----------|-----------|
|               |                  |               |                 |           |           |



# **City of Lebanon, New Hampshire**

## **APPLICATION FOR MINOR SITE PLAN REVIEW**

### **SUPPORT STATEMENT**

Office Use Only      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.

~750 SF DRIVEWAY TO ACCESS HIGH BAY  
WAREHOUSE

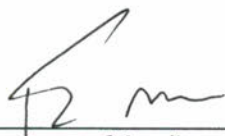
4 JACKPINE PLANTINGS FOR DRIVEWAY

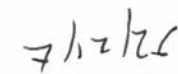
#### **III. SITE PLAN TECHNICAL CHECKLIST**

| <b>The site plan shall:</b>                                                                                                                               | <b>Info.<br/>Provided</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>3.2.B.7.e</b> - Be scaled                                                                                                                              | <input type="checkbox"/>  |
| <b>3.2.B.7.e</b> - Be prepared utilizing the current approved site plan as a base map, if available                                                       | <input type="checkbox"/>  |
| <b>3.2.B.7.e</b> - Identify all abutters                                                                                                                  | <input type="checkbox"/>  |
| <b>3.2.B.7.e.i</b> - Indicate the site location                                                                                                           | <input type="checkbox"/>  |
| <b>3.2.B.7.e.i</b> - Indicate the address of the subject property                                                                                         | <input type="checkbox"/>  |
| <b>3.2.B.7.e.i</b> - Indicate the zoning classification of the subject property                                                                           | <input type="checkbox"/>  |
| <b>3.2.B.7.e.ii</b> - Describe the size, shape, and use of the subject property                                                                           | <input 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 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 type="checkbox"/>  |

| The site plan shall:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Info.<br>Provided                                                                                                                                                                                                                                                                                                                                                                                    | Not<br>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><i>Extra Minor Improvements</i></p>                                                                                                                                 | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input 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> <p><i>NO CHANGES</i></p> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                                                                                                                 | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" 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

  
 Date

# ESTIMATE

Hess Property Services LLC  
PO Box 305  
Enfield, NH 03748

admin@hesspropertyservices.com  
+1 (603) 448 5253  
[https://www.hesspropertyservices.c  
om/](https://www.hesspropertyservices.com/)



Bill to  
New Customer

## Estimate details

Estimate no.: 1373  
Estimate date: 06/29/2026

| #     | Date | Product or service | Description                                                      | Qty | Rate       | Amount     |
|-------|------|--------------------|------------------------------------------------------------------|-----|------------|------------|
| 1.    |      | Excavation         | Installing a new 12' X 65' road                                  | 1   | \$5,300.00 | \$5,300.00 |
|       |      |                    | Excavating out material to be hauled off site                    |     |            |            |
|       |      |                    | Installing driveway fabric                                       |     |            |            |
|       |      |                    | Installing 12in of stone                                         |     |            |            |
|       |      |                    | Installing 8in of clean crushed stone for drainage under roadway |     |            |            |
|       |      |                    | Installing 4in of 3/4 hard pack on top for final coat            |     |            |            |
|       |      |                    | Installing 4 Inkberry bushes on the left side of the driveway    |     |            |            |
|       |      |                    | Compacting with dual drum vibratory roller.                      |     |            |            |
| Total |      |                    |                                                                  |     | \$5,300.00 |            |

Accepted date

Accepted by

## Overhead with Wetlands Identified from GIS

**Property Information**

**Property ID** 48-9  
**Location** 325 MOUNT SUPPORT RD  
**Owner** MSBC 325 LLC

**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 02/25/2026  
Data updated 11/18/2018

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.

Map Theme Legends

Wetlands

-  Wetland
-  100 ft High Value Wetland Buffer

Topography

-  MAJOR INDEX CONTOUR
-  MINOR CONTOURS
-  15% - 25% SLOPE
-  25% - 35% SLOPE
-  35% - 60% SLOPE
-  > 60% SLOPE

## 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.

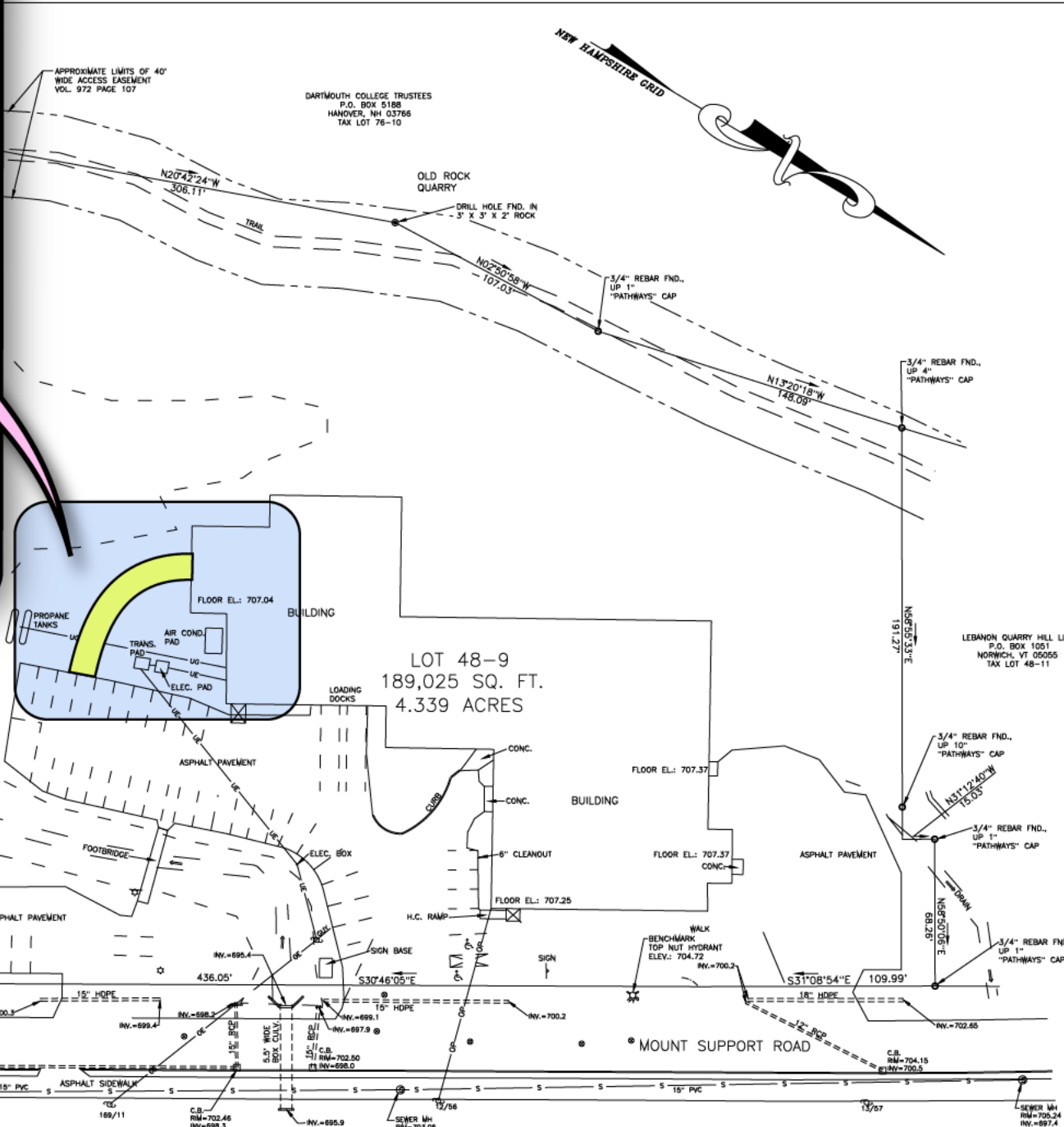
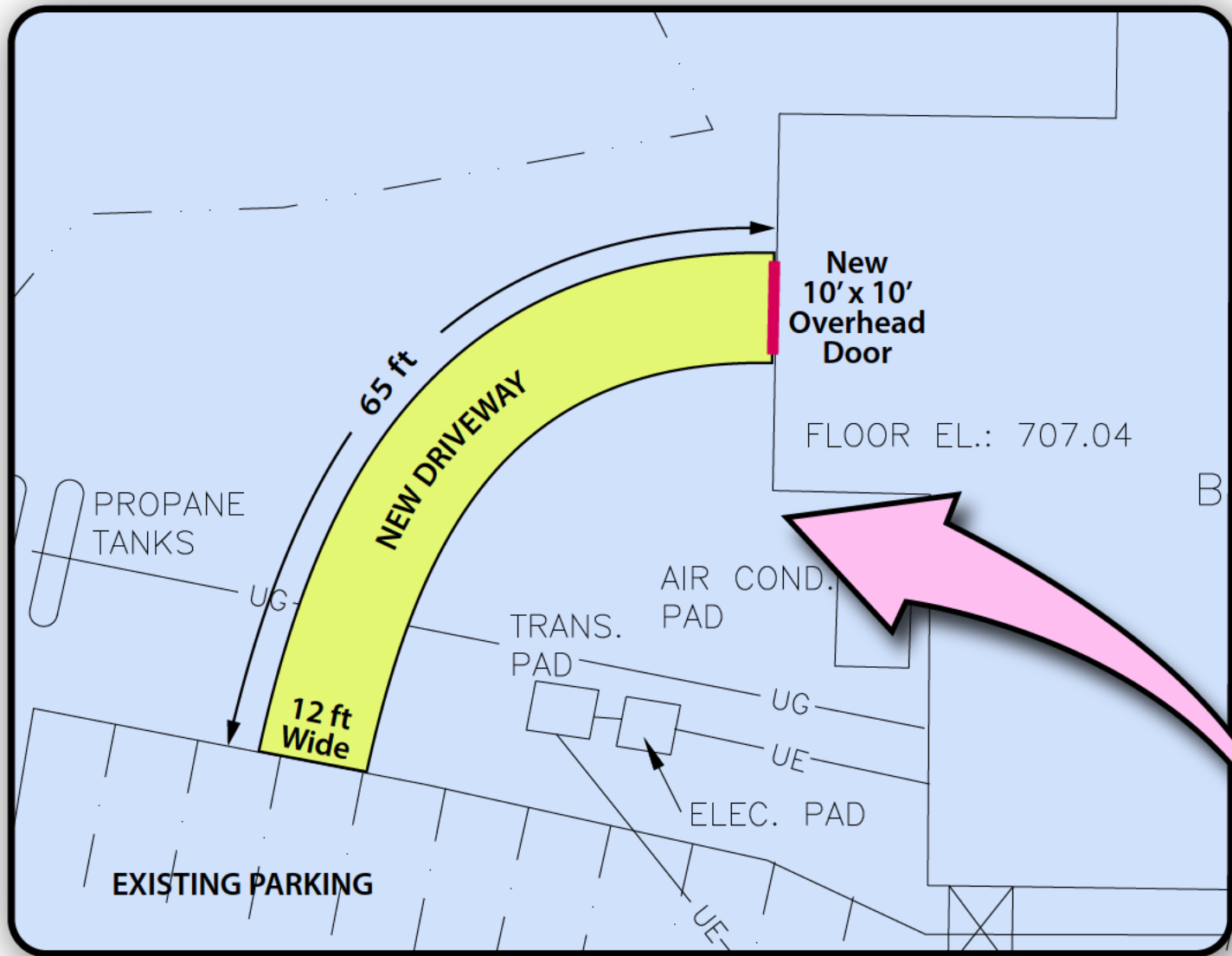
Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

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

|                                                                             |                                                                                                                               |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Map &amp; Lot Number:</b> 49-8                                           | <b>Map &amp; Lot Number:</b> 48-9                                                                                             |
| Property Owner:<br>George Halleran<br>54 Dartmouth Ave<br>Lebanon, NH 03766 | Applicant, Co-Applicant, Agent, or Lessee:<br>Cornerstone Charter School (Lessee)<br>325 Mt. Support Rd.<br>Lebanon, NH 03766 |
| <b>Map &amp; Lot Number:</b> 49-9                                           | <b>Map &amp; Lot Number:</b> 48-9                                                                                             |
| Timothy E. Godfrey<br>53 Dartmouth Ave<br>Lebanon, NH 03766                 | MSBC, LLC (Owner)<br>PO Box 1325<br>Lebanon, NH 03766                                                                         |
| <b>Map &amp; Lot Number:</b> 49-29                                          | <b>Map &amp; Lot Number:</b> 49-27                                                                                            |
| 1 Memorial Drive, LLC<br>383 Meriden Rd.<br>Lebanon, NH 03766               | Connor E. Abdelnoor<br>304 Hanover St. Ext.<br>Lebanon, NH 03766                                                              |

|                                                                   |                                                                              |
|-------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Map &amp; Lot Number:</b> 24-13                                | <b>Map &amp; Lot Number:</b> 49-28                                           |
| Sharon Tice Brown<br>16 Bassy St.<br>Lebanon, NH<br>03766         | 1 Memorial Drive, LLC<br>1911 Hanover Ave.<br>Richmond, VA 23220             |
| <b>Map &amp; Lot Number:</b> 76-10                                | <b>Map &amp; Lot Number:</b> 48-11                                           |
| Dartmouth College<br>Trustees<br>PO Box 5188<br>Hanover, NH 03755 | Lebanon Quarry Hill, LLC<br>PO Box 1051<br>Norwich, VT 05055                 |
| <b>Map &amp; Lot Number:</b>                                      | <b>Map &amp; Lot Number:</b>                                                 |
| Banwell Architects<br>6 South Park St.<br>Lebanon, NH 03766       | Engineering Ventures, PC<br>85 Mechanic St., Suite E2-3<br>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>                                                 |
|                                                                   |                                                                              |
| <b>Map &amp; Lot Number:</b>                                      | <b>Map &amp; Lot Number:</b>                                                 |
|                                                                   |                                                                              |
| <b>Map &amp; Lot Number:</b>                                      | <b>Map &amp; Lot Number:</b>                                                 |
|                                                                   |                                                                              |

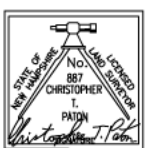
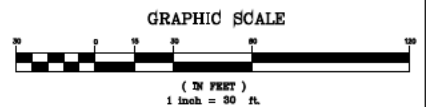
(Revised 2/8/2024)



- NOTES**
- OWNER OF RECORD OF TAX LOT 48-9: MSBC 325 LLC, P.O. BOX 1325, LEBANON, NH 03766. DEED REFERENCE: VOL. 3318 PAGE 913.
  - BEARINGS SHOWN HEREON ARE REFERENCED TO THE STATE OF NEW HAMPSHIRE GRID SYSTEM.
  - ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE NAVD83 DATUM.
  - THE SUBJECT PROPERTY IS IN THE R1 ZONING DISTRICT.

- PLAN REFERENCE**
- BOUNDARY LINE ADJUSTMENT FOR MSBC LLC, MOUNT SUPPORT ROAD, LEBANON, NH, DATED APRIL 12, 2004; PREPARED BY PATHWAYS CONSULTING, LLC; PLAN NO. 12364 IN THE G.C.R.D.

- LEGEND**
- IRON PIPE OR PIN FOUND
  - STONE WALL
  - UTILITY POLE
  - LIGHT POLE
  - OVERHEAD ELECTRIC
  - UNDERGROUND ELECTRIC
  - CATCH BASIN
  - DRAIN MANHOLE
  - DRAIN LINE
  - SEWER MANHOLE
  - SEWER LINE
  - GATE VALVE
  - HYDRANT
  - CURB STOP
  - WATER LINE
  - BOLLARD
  - UNDERGROUND GAS LINE
  - EDGE OF DELINEATED WETLAND
  - EDGE OF DRAINAGE



I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO N.H.R.S.A. TITLE LXIV AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN. RSA 676:18,II

AUGUST 21, 2018  
DATE  
Christopher T. Paton  
LICENSED LAND SURVEYOR (SEAL)

EXISTING CONDITIONS PLAN OF LAND OF  
**MSBC 325 LLC**  
TAX LOT 48-9  
MOUNT SUPPORT ROAD & DARTMOUTH AVE.  
GRAFTON COUNTY, LEBANON, NEW HAMPSHIRE  
PREPARED BY  
**PATON LAND SURVEYING**  
150 SOUTHRIDGE ST., SPRINGFIELD, VT 05156  
DATE: AUGUST 22, 2018 SCALE: 1"=30'  
DRAWN BY: CTP CK'D BY: CTP  
SURVEYED BY: CTP, JR  
PROJ. NO. 2018-276-65

**DRAFT**

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

**MEMBERS PRESENT:** Nate Reichert (Director of Planning & Development) – Chair,  
Leigh Hays (Building Official), Jeff Libbey (Deputy Fire Chief),  
Brian Vincent (City Engineer)

**MEMBERS ABSENT:** Captain Adam Leland (Lebanon Police Department), Duane Egner  
(Fire Inspector)

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

**1. CALL TO ORDER**

Chair Reichert called the meeting to order at 1:00pm and Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

**2. NOTICE OF REGIONAL IMPACT – None at this time**

**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**

Mr. Reichert reviewed the Public Hearing notice for Case PB2026-35-MSP, for 45 School Street.

*A MOTION was made by Leigh Hays to accept jurisdiction of the application based on completeness. The MOTION was seconded by Chief Libbey.*

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

Nicolas & Rebecca Kattamis, owners/applicants, explained that they own an existing two-family home and the proposal is to convert it to a three-family home. There will be minimal changes to the exterior. The footprint will not be expanded. All of the proposed work will take place in an interior, unfinished barn space. The footprint of the building has been as it currently exists for some time. There is ample parking available on the site. The two existing units have their own separate oil heating systems. The third unit proposed will likely have either a propane or electric system installed. The proposed change will meet the required zoning setbacks.

Leigh Hays stated that there appears to be an odd property line that runs under the building. There is a reciprocal easement that deals with the structure. There are a couple of building codes and corresponding fire codes for exterior wall fire protection requirements based on proximity to property lines. As long as no exterior changes are proposed, the project should not trigger any of those items. In a review of the building plans, it appears there are no windows or operable

1 openings on that side of the apartment. Ms. Kattamis explained that there are existing windows on  
2 one side and none on the north side of the building. The bedroom has multiple windows.

3  
4 Nate Reichert explained that the applicant should continue to work with staff on building and fire  
5 code items through the project process. He noted a resurgence in fraud emails and warned the  
6 applicant to be cautious of any such items. He explained that there was a minor note about exterior  
7 lighting. Ms. Kattamis stated that there is an existing exterior light on the front and side porch. No  
8 exterior lighting is proposed to be changed. There are two lights from the street as well.

9  
10 Catheryn Hembree explained that there are some changes to the landscaping requirements, as this  
11 will be a multifamily house abutting a single-family house. The regulations state that there must be  
12 a semi-opaque buffer. There are already a fence and some trees along the fenceline. The definition  
13 for a semi-opaque buffer speaks to the buffer being up-to 3' high with one tree every 300 s.f. Ms.  
14 Kattamis stated that there is already a split rail fence on the north side which stops short of the  
15 easement for access. There is a large maple in the rear yard where the split rail fence ends. The  
16 location for the proposed buffer is an easement area which the neighbor keeps mowed down for  
17 drainage purposes. Nate Reichert stated that this landscaping has been in place for quite some time.  
18 There is not much landscaping needed in the front, though a couple of small trees could be fit in  
19 along the split rail fence. He suggested a row of fruit trees in the area of the already planted peach  
20 trees. Ms. Kattamis stated that the existing peach trees are not doing well in their current location.  
21 She would consider planters or other shrubs. Nate Reichert suggested that the viewshed between  
22 the two properties could be considered for some type of opaque buffer from the peach tree to the  
23 left. This can be made a condition of approval.

24  
25 Nate Reichert closed the public hearing.

26  
27 ***A MOTION was made by Nate Reichert that the Minor Site Plan Review Committee approve the***  
28 ***application of Nicolas & Rebecca Kattamis, regarding 45 School Street (Tax Map 107, Lot 113),***  
29 ***Zoned R-2, PB2026-35-MSP, for site plan review concerning Section 3.1.C and 3.2 of the***  
30 ***Lebanon Site Plan Review Regulations, to convert an existing two-family dwelling to a three-***  
31 ***family dwelling, including any and all submissions and testimony provided during the Public***  
32 ***Hearing with the following conditions:***

33  
34 ***General Condition:***

- 35 ***1. Except as otherwise modified, pursuant to this approval and the conditions of approval***  
36 ***below, the Site Plan set referenced herein shall remain in full force and effect.***
- 37 ***2. This application shall automatically expire and be deemed void upon failure to meet any***  
38 ***of the conditions of approval set forth herein within the timeframe specified. It shall be***  
39 ***the applicants' responsibility to be familiar with and of these conditions of approval and***  
40 ***it shall be the applicants' responsibility to satisfy the conditions of approval and satisfy***  
41 ***them within the relevant timeframes outlined below.***
- 42 ***3. A building permit must be applied for and issued within two years to the day of this***  
43 ***approval pursuant to 4.10.A. Conditions precedent to be satisfied prior to the application***  
44 ***for a building permit and prior to the start of any construction activities.***
- 45 ***4. The development is subject to the City of Lebanon impact fees pursuant to Section 213 of***  
46 ***the Zoning Ordinance. Impact Fees shall be calculated at the time of the building permit***  
47 ***issuance based upon the Impact Fee schedule adopted on May 20, 2024. Complete***  
48 ***Impact Fee invoice and acknowledgment form shall be completed by the applicant and***  
49 ***submitted with the building permit application.***

1       5. *All water and sewer fees shall be paid and set forth pursuant to City Code Chapter 68.*

2       6. *Satisfactory landscape plan shall be approved administratively by staff specifying*  
3       *landscaping along the border with the residential property, to the left of the property.*

4  
5       *Conditions to be satisfied prior to the Certificate of Occupancy:*

6       1. *The impact fees calculated pursuant to the condition of approval #4 shall be paid.*

7       2. *All improvements depicted on the plan shall be completed and shall be constructed as*  
8       *depicted on approved plan, including any modifications to the plan that may be approved*  
9       *by the Minor Site Plan Review Committee in accordance with the site plan review*  
10       *regulations*

11  
12       *The MOTION was seconded by Brian Vincent.*

13  
14       *\*The MOTION was approved (4-0).*

15  
16       **4. OTHER BUSINESS**

17  
18       **5. APPROVAL OF MINUTES**

19       A. April 9, 2026

20  
21       *A MOTION was made by Brian Vincent to approve the April 9, 2026, as presented. The*  
22       *MOTION was seconded by Leigh Hays.*

23  
24       *\*The MOTION was approved (4-0).*

25  
26       **6. ADJOURNMENT**

27  
28       *A MOTION was made by Chief Libbey to adjourn the meeting at 1:32pm. The MOTION was*  
29       *seconded by Leigh Hays.*

30  
31       *\*The MOTION was approved (4-0).*

32  
33  
34       Respectfully submitted,

35       Kristan Patenaude

36       Recording Secretary