



**LEBANON PLANNING LAND USE CHAPTER
SUBCOMMITTEE
TUESDAY, AUGUST 25, 2026 - 12:00 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.

2. Approval of Minutes

- A. August 11, 2026

3. Study Items

- A. Approval of 2026 Meeting Calendar
- B. Personal Experience and Contributions
- C. Review of other Master Plans
- D. Discussion: Themes and Principles
- E. Draft Request for Proposals

4. Other Business

5. Future Agenda Items

- A. How is the Master Plan used? And how can we ensure those uses?
- B. Opportunities for residents, stakeholders, and regional partners

6. Adjournment

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.

1 **DRAFT**

2 Lebanon Land Use Chapter Subcommittee
3 Remote Via Microsoft Teams
4 Lebanonnh.gov/Live
5 Tuesday, August 11, 2026
6 12:00 PM
7

8 Members Present: Andrew Faunce, Don Collins, Karen Zook, and Kellen Appleton

9 Members Absent: Max Terzano

10 Staff Present: Catheryn Hembree and Nate Reichert
11

12 **1) CALL TO ORDER – NOTE: This was the first meeting for this group**
13

14 Mr. Faunce called the meeting to order. Mr. Collins recommended discussing logistics of
15 the subcommittee so all meetings going forward will be a quality use of time.
16

17 **2) ELECTION OF CHAIR**
18

19 *A MOTION to elect Mr. Faunce as chair was made by Mr. Collins. Mr. Faunce*
20 *accepted the nomination. Ms. Zook seconded the motion, and it passed unanimously.*
21

22 **3) LAND USE CHAPTER SUBCOMITTEE**
23

24 The members present discussed the logistics of the subcommittee and confirmed the
25 scope would include the Vision and Land Use Chapter. It was agreed upon the group
26 would meet on the 1st and 3rd Tuesdays of the month starting in September at 12:00PM in
27 Meeting Room 1. The next meeting would be August 25, 2026, and then the set schedule
28 would start. Additional meetings for public outreach and to update the Planning Board
29 and City Council will be scheduled when needed. A consult would be needed for the
30 public outreach component and the writing of the chapter. The Land Use Chapter
31 Subcommittee would own the decisions and choices reflected in the Chapter.
32

33 **4) FUTURE AGENDA ITEMS**
34

35 The members present discussed topics of future agenda items. Topics for the next agenda
36 include:

- 37 • Review exemplary Vision and Land Use chapter examples from other NH
- 38 municipalities. Staff will send out examples to the members.
- 39 • Identify key themes or principles that could scaffold our community engagement and the
- 40 drafting of what we learn. Example: Resilience.

- Have the opportunity to share what we, individually, hope to contribute or learn from the experience.
- Create a draft request for proposals that will be used to hire a consultant.

5) ADJOURNMENT

A MOTION was made by Ms. Zook to adjourn the meeting. Seconded by Chair Faunce. The vote on the Motion was approved unanimously.

The meeting was adjourned at 1:20PM

**Meeting Schedule
Land Use Chapter Subcommittee
2026**

Meeting Date
*August 25, 2026
September 1, 2026
September 15, 2026 (Meeting Room 3)
October 6, 2026
October 20, 2026
November 3, 2026 (Meeting Room 3)
November 17, 2026
December 1, 2026
December 15, 2026

Note: All meetings begin at Noon unless otherwise noted on the meeting agenda.

Note: The Land Use Chapter Subcommittee meets on the 1st and 3rd Tuesday of the month, note meetings with * have a different date, due to holidays or a scheduling conflict.

Unless noted above, the meetings will be held in Meeting Room 1 at City Hall

Sample Master Plans for Review:

1. Hanover (VHB Consulting, Sustainability themed)

[Documents | Hanover Sustainability Master Plan](#)

2. Keene, NH

[City of Keene, New Hampshire 2025 Comprehensive Master Plan](#)

3. Berlin, NH

[72022-Berlin-Master-Plan-with-Appendix-PDF](#)

4. Bedford, NH

[Master-Plan.pdf](#)

5. Newmarket, NH

[Newmarket Master Plan – Strafford Regional Planning Commission](#)

Master Plan Update – RFP Outline

Introduction & Purpose

- Statement of intent to update the City’s Master Plan according to New Hampshire’s 5–10-year cycle requirements.
- Reference to statutory requirements (RSA 674:1–4; RSA 674:2).
- Clarification that the updated Master Plan will guide policy and regulatory frameworks but will not itself regulate land use.

Background Information

- Overview of existing Master Plan (e.g., 2012 plan) and expectations for review of current conditions.
- Summary of key planning themes.

Project Scope / Required Tasks

Task 1: Project Initiation & Existing Conditions Review

- Review existing plans, zoning, studies, GIS data, and City-provided materials.
- Kickoff meeting.

Task 2: Vision, Goals, and Policy Framework

- Develop Community Vision meeting RSA requirements.
- Prepare goals and guiding principles.

Task 3: Master Plan Chapters

- Land Use
- Appendix holding former chapters (combine some of these?)
 - Housing
 - Economic Development
 - Community Facilities & Services
 - Historic & Cultural Resources
 - Transportation

- Open Space, Recreation & Natural Resources
- Sustainability & Climate Resilience

Task 4: Community Engagement

- Consultant attend monthly Advisory Committee meetings.
- Community surveys.
- Public workshops (Vision, Goals, Draft Plan).
- Pop-up/table events.

Task 5: Implementation Plan

- Specific actions, responsible parties, timeframes, funding sources.
- Support for future Capital Improvement Program (CIP).

Task 6: Final Master Plan

- Preparation of draft and final documents.
- Maps, graphics, executive summary.
- Delivery in public-records-compliant formats (RSA 91-A).
- Presentation to Planning Board and City Council.

Project Deliverables

- Existing conditions summary
- Community Vision statement
- Master Plan focus on Land Use Chapter
- Engagement plan and materials (surveys, workshops, summaries)
- Implementation Plan
- Draft Master Plan
- Final Master Plan (digital and print formats)

Desired Project Timeline

Vendor to propose timeline and milestones.

Proposal Submission Requirements

- Firm qualifications and relevant project experience.
- Project team and roles.

- Approach to public engagement.
- Methodology for Master Plan development.
- Detailed scope of work.
- Itemized fee proposal.
- Estimated project schedule.

Budget & Fee Structure

- Subtotal for each Task.
- Total proposed fee.

Evaluation Criteria

- Understanding of project scope.
- Experience with Master Plans and NH statutory requirements.
- Quality of engagement strategy.
- Clarity of methodology.
- Cost competitiveness.
- Ability to meet timeline.