



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

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**1. Call to Order**

- A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
- B. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 672 919 765#). If you have trouble accessing this meeting, please [email Catheryn Hembree](#).

**2. Approval of Minutes**

- A. August 24, 2026

**3. Study Items**

- A. Review of other Master Plans
- B. Discussion: Themes and Principles
- C. Draft Request for Proposals

**4. Other Business**

**5. Future Agenda Items**

- A. How is the Master Plan used? 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 25, 2026  
6 12:00 PM  
7

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

10 Staff Present: Catheryn Hembree and Nate Reichert  
11

12 **1) CALL TO ORDER –**

13 Mr. Faunce called the meeting to order at 12:02PM.  
14

15 **2) MINUTES: August 11, 2026 Meeting**  
16

17 Chair Faunce asked for a motion to approve the minutes from the August 11, 2026  
18 meeting. *A MOTION was made by Ms. Appleton. The motion was seconded by Chair*  
19 *Faunce and the motion passed. (Vote 3-0 with Mr. Terzano abstaining).*  
20

21 **3) STUDY ITEMS**  
22

23 **A. Approval of the 2026 Meeting Calendar**  
24

25 Chair Faunce called the next item on the agenda, the approval of the 2026 Meeting  
26 Calendar. *A MOTION to approve the calendar was made by Chair Faunce. The motion*  
27 *was seconded by Mr. Terzano. The motion passed unanimously. (Vote 4-0).*  
28

29 Ms. Zook joined the meeting at 12:07PM.  
30

31 **B. Personal Experience and Contributions**  
32

33 Chair Faunce called the next item on the agenda, discussion of the members' experience  
34 and contributions to the subcommittee. Mr. Collin prepared a list of questions he wished  
35 to answer of the course of the process. Discussion ensued about the purpose, goals, and  
36 role of the subcommittee.  
37

38 **C. Review of other Master Plans**  
39

Chair Faunce called the next item on the agenda, a discussion of other Master Plans recently adopted in New Hampshire. Discussion ensued. Mr. Terzano left the meeting at 12:47PM. Mr. Faunce recommended everyone read the plans from Keene and Bedford before the next meeting. Ms. Zook asked staff to reach out to Keene and Bedford to get more information on their process.

Due to lack of time remaining, the discussion of master plans from other communities as well as the two last study items will be continued to the next meeting.

D. Discussion of Themes and Principles

E. Draft Request for Proposals

#### **4) ADJOURNMENT**

*A MOTION was made by Chair Faunce to adjourn the meeting at 1:32PM. The motion was seconded by Mr. Collins. The vote on the Motion was approved unanimously. (Vote 4-0)*

**The meeting was adjourned at 1:32PM**

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.