



**LEBANON PLANNING LAND USE CHAPTER  
SUBCOMMITTEE  
TUESDAY, SEPTEMBER 15, 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: 333 232 3#). If you have trouble accessing this meeting, please [email Catheryn Hembree](#).

**2. Approval of Minutes**

- A. None

**3. Study Items**

- A. Reappoint Chair
- B. Draft Request for Proposal

**4. Other Business**

**5. Future Agenda Items**

**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](https://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.

# REQUEST FOR PROPOSALS

## MASTER PLAN

City of Lebanon, New Hampshire

Lebanon Planning & Development Department

51 North Park Street, Lebanon, NH 03766

### REQUEST FOR PROPOSALS

#### COMPREHENSIVE MASTER PLAN

City of Lebanon, New Hampshire

Lebanon Planning & Development Department

51 North Park Street, Lebanon, NH 03766

#### I. BACKGROUND

The City of Lebanon, New Hampshire is soliciting proposals for professional planning services to assist the Lebanon Planning Board in a comprehensive rewrite of the City's Master Plan, last adopted in 2012. The new plan will guide land use policies, zoning, Capital Improvement Program (CIP), long-term development strategies, and the overall community vision.

Key factors influencing this update include robust regional job growth (e.g., Dartmouth-Hitchcock Medical Center, Dartmouth College), housing affordability and availability challenges, expanding multimodal transportation options, climate resilience initiatives, preservation of greenspace and open areas, and downtown revitalization efforts. Inclusive public engagement, clear design, and an implementation strategy are essential.

The updated Master Plan should be adopted by early 2028. All proposals must be submitted by Thursday, November 5, 2026, at 12:00 PM.

#### II. COMMUNITY PROFILE

Lebanon is a vibrant Upper Valley hub with approximately 15,000 residents. The city supports the region's largest medical and educational employers and serves as a commercial, cultural, and transportation center—featuring the Lebanon Municipal Airport, Advance Transit, downtown Lebanon and West Lebanon districts, and proximity to I-89. .

Lebanon integrates small-town New England charm with progressive environmental initiatives, including sustainability programs, community recreation, and local economic innovation.

### III. MAJOR LAND USE & COMMUNITY DEVELOPMENT CONSIDERATIONS

**Housing Affordability & Availability:** Lebanon faces a regional housing shortage prompted by high professional and skilled employment demand, climate migration, and work from home options attracting high earners to the region. and as a result has increasing affordability issues. There is a demand for more ownership opportunities, but market conditions and the legal and regulatory framework do not support ~~Tools to create~~ housing desired by the existing residents.

**Downtown Revitalization & Development:** Walkability, infill, and ~~-~~adaptive reuse are key desirable outcomes.

**Transportation & Multimodal Infrastructure:** Transit, bicycle, and pedestrian needs.

**Economic Development & Innovation:** Support major employers and small businesses, and encourage them to invest in Lebanon.

**Environmental Sustainability & Climate Resilience:** (Sharpen and distinguish this from “boilerplate” to express a serious commitment to regional planning for resource protections and uses to best support long term and ongoing resilience. ) River corridors, stormwater mitigation, renewable energy, climate change resilience, and preservation of green space.

**Community Facilities & Infrastructure:** Schools, utilities, and civic spaces.

**Ownership ~~Abundance~~:** (Get Nate to summarize) - I’m curious and skeptical about the use of the word “abundance” in a plan that’s going to illuminate the divergent interests of preservation and development. (It’s a trendy word in pro-development circles – that may not wear well over time?)

### IV. PROJECT SCOPE

The Master Plan should include:

1. Executive Summary
2. Existing Conditions Analysis
3. Vision and Goals (target year 2038-2040)
4. Topics including Community Vision, Land Use and Future Land Use Map, Municipal and regional resilience, Housing, Transportation.
5. GIS-ready maps and visuals
6. Intensive public engagement and outreach

## V. PUBLIC ENGAGEMENT

Having an extensive public engagement and outreach plan is very important to the City. We want to have tabling events, presentations and discussions to different stakeholder groups, surveys, and periodic presentations. Consultant must include a detailed proposal for an extensive public engagement and outreach strategy with in-person and digital tools.

Additional Required Public Meetings Include: quarterly updates to the Planning Board (can be virtual), Final presentations to the Planning Board and City Council (must be in person), regular attendance to the Master Plan Subcommittee meetings (can be virtual).

## VI. PROJECT SCHEDULE

Consultant selection: Fall 2026

Kickoff: Winter 2027

Draft chapters: Winter 2028

Final draft: Spring 2028

Adoption: Spring 2028

## VII. PROJECT DELIVERABLES

Final document (PDF & Word), maps (ArcGIS), data tables (Excel).

## VIII. PROJECT BUDGET

Allocated through Lebanon General Fund for FY 2026, 2027, and 2028.

## IX. CITY STAFF INVOLVEMENT

Consultant manages research, drafting, coordination with City Staff and the Planning Board Subcommittee. City Staff will support and coordinate efforts for public engagement, meetings, and any grant requirements (if applicable).

## X. PROPOSAL REQUIREMENTS

One PDF including: Required sections: Letter, Team, Approach, Outreach, Schedule, Comparable Projects, Cost.

## XI. SIGNATURE & CERTIFICATION

Required authorized signature, valid 90 days, with compliance certifications.

## XII. RIGHT TO REJECT

Lebanon may reject any/all proposals.

### XIII. LIMITATIONS OF LIABILITY

Lebanon is not responsible for proposal preparation costs.

### XIV. PROPOSAL SUBMISSION

Deadline: Thursday, November 5, 2026, 12:00 PM

Submit to: Catheryn Hembree, AICP      Catheryn.Hembree@LebanonNH.gov

### XV. PROPOSAL EVALUATION & SELECTION

Qualifications-based review, interviews with top firms, final selection by Fall 2026.