



Town of Lebanon  
Village Business District Design Review Board  
**SPECIAL MEETING MINUTES**  
September 26, 2013  
7:00 p.m.  
Town Hall Upstairs Meeting Room  
579 Exeter Road

Present: Jason Nowasad, Chair  
Dennis Goderre  
Bill Landon  
Ellen Macauley  
Alicia Wayland  
Absent: Jean Reichard  
Steven Zickman  
Also Present: Philip Chester, Town Planner  
David Fields, Planning and Zoning Commission  
Paul LeDuc, Village Green District Design Review Board  
Oliver Manning, Planning and Zoning Commission  
Maggie McCaw, Village Green District Design Review Board

- I. Mr. Chester called the joint meeting of the Village Green District and Village Business District Design Review Boards to order at 7:02 p.m.
- II. The Board discussed its roles and responsibilities as an advisory Board to the Planning and Zoning Commission to review the designs of new projects.
- III. The Board reviewed the Village District Zoning Map and the Zoning Regulations, specifically Section 4.4. and the Design Review Standards.

There was unanimous Board agreement that the following items needed to come before them for design review, when visible from public ways, prior to issuance of a building permit: changes in use, new structures or additions, stone walls, solar panels, lighting, new driveways, changes in site design and building renovations which change the building facade. Mr. Chester will discuss the applicability of design review for replacement windows, roofing and siding with the Planning and Zoning Commission.

There was unanimous Board agreement that Mr. Chester could approve the following items when viewed from public ways: mechanical equipment, propane tanks, satellite dishes, landscaping and residential lighting, unless he determined that a project should come before the Board. Mr. Chester recommended that a letter be sent by the Town to effected property owners explaining the new regulations.

- IV. Motion made by Ellen Macauley, seconded by Alicia Wayland, to nominate Jason Nowasad Chair of the Village Business District Design Review Board. Motion unanimously approved.
- V. Motion made by Alicia Wayland, seconded by Ellen Macauley, to adopt Roberts Rules of Order, as amended. Motion unanimously approved.
- VI. Motion made by Alicia Wayland, seconded by Ellen Macauley, to adjourn at 8:40 p.m. Motion unanimously approved.

Respectfully submitted by Philip S. Chester, AICP on 9/27/13