



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
JULY 13, 2021 - 7:00 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. June 22, 2021
 - 3. New Business**
 - A. Discussion: Potential Facade Grant Program
 - 4. Other Business**
 - A. None
 - 5. 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 visit LebanonNH.gov/Live for full details.

Agenda
West Lebanon Revitalization Advisory Committee
July 13, 2021

Agenda Item #2A
Approval of Minutes

June 22, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, JUNE 22, 2021
5 Lebanon City Hall – Meeting Room 1
6 7:00PM
7

8 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair);
9 Gregorio Amaro; Kevin Purcell (Economic Development
10 Commission Rep.); Lauren Groves;

11
12 MEMBERS ABSENT: Dean Cashman; Graziella Parati; Laurel Stavis (Planning Board
13 Rep.);

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15 STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City
16 Manager
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20 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 7:00 pm.
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22 2. **APPROVAL OF MINUTES:**

23 A. June 8, 2021

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26 *A MOTION by Mr. Clem to approve the June 8, 2021 Minutes as presented.*
27 *Seconded by Mr. Purcell.*
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29 **The Motion was approved (5-0)*
30

31 3. **OLD BUSINESS:**

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33 A. **Update on Westboro bidding and lease request**
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35 Mr. Brooks noted that about a dozen contractors attended the mandatory site walk for NHDOT's
36 bid request for demolition of the Westboro structures. The bid opening had been delayed by a
37 week. City Manager Mulholland noted that he has submitted multiple requests for meetings with
38 NHDOT to discuss the proposed lease area and DOT is still communicating with the railroad
39 company before scheduling the meeting.
40

41 B. **Update on potential West Lebanon TIF District**
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43 City Manager Mulholland expressed his reservations about the creation of a TIF district for West
44 Lebanon. He suggested there was not yet an identified public improvement that would facilitate
45 new development and that would warrant a district. There was discussion that no tools that could
46 potentially benefit West Lebanon should be taken off the table without further evaluation. It was
47 noted that the final decision on whether to study or create a district was up to the City Council.
48

49 C. **Update on Capital Spending v. Tax Revenue**
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51 City Manager Mulholland noted that the City prepares a single budget and that tax rates are based
52 on the valuation of the entire City. He felt that trying to study smaller portions of the City could
53 lead to more problems. He noted that the City is spending capital funds in West Lebanon including
54 a new bridge on South Main Street and a new West Lebanon Fire Station facility.
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56 D. **Update on West Lebanon Zoning**

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2 Mr. Brooks noted that the Planning Department would review the recent zoning amendments for
3 downtown for potential application in West Lebanon and that any proposed amendments would
4 follow the annual review and adoption process. He noted that some past efforts to amend zoning
5 were intended to apply to all of the Central Business zone, but some community members did not
6 want any changes in West Lebanon prior to a visioning session. It was suggested that zoning
7 amendments that enable greater density could help make the numbers work for redevelopment
8 in West Lebanon.

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10 **E. Update on striping in West Lebanon**

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12 Mr. Brooks noted that errors in the restriping of parking spaces along Main Street had been
13 pointed out and that DPW would see that they were corrected.

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15 **F. Update on VHB for Streetscape and River Trail**

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17 Mr. Brooks noted that VHB was preparing preliminary design concepts for transportation and
18 streetscaping along Main Street based on a field survey and communication with NHDOT about
19 traffic projections. In addition, an engineer had recently completed a site walk along the sewer
20 interceptor as a potential alignment for a river trail and would be preparing a feasibility study report
21 including concept designs, cross-sections, and cost estimates. Preliminary plans for both projects
22 are expected to be ready for review and discussion at one of the July meetings.

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24 **G. Discussion re: Finances**

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26 Mr. Brooks summarized that approximately \$250,000 remains from prior appropriations for West
27 Lebanon capital improvements and that the Planning Department is requesting additional funds
28 to facilitate implementation of components of the streetscape study, the river trail study, or other
29 improvements. He noted that placeholder requests have been submitted pending completion of
30 more detailed cost estimates. He also summarized that operating funds from the Planning
31 Department are available for printing and marketing, executing the block party, or funding the
32 pop-up pilot project proposed by the UVLSRPC.

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34 **4. NEW BUSINESS:**

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36 **A. Discussion re: Possible collaboration with the Economic Development Commission**

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38 Chair Winny has been communicating with Bill Dunn, Chair of the Economic Development
39 Commission, about a possible joint meeting of the two bodies and coordination on redevelopment
40 opportunities in West Lebanon in particular.

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42 **B. Update on marketing project**

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44 Mr. Amaro provided an update on communications with the Library Director for hosting a block
45 party event at Kilton and installing marketing posters at the library. There was discussion about
46 confirming a date that doesn't conflict with other planned events.

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48 **5. OTHER BUSINESS:**

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50 No discussion

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52 **6. ADJOURNMENT:**

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54 ***A MOTION by Mr. Clem to adjourn the meeting.***
55 ***Seconded by Mr. Purcell.***

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***The Motion was approved (5-0)**

The meeting was adjourned at 8:30pm.

Respectfully submitted,
David Brooks
Planning & Development Director