



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
SEPTEMBER 14, 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
 - B. July 27, 2021
 - C. August 17, 2021
 - 3. Old Business**
 - A. Block Party event
 - B. Westboro Demolition - update
 - C. Westboro Property - recommended improvements
 - D. Discussion: West Lebanon Fire Station property
 - 4. New Business**
 - 5. Other Business**
 - 6. 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
September 14, 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.*
28

29 **The Motion was approved (5-0)*
30

31 3. **OLD BUSINESS:**

32
33 A. **Update on Westboro bidding and lease request**
34

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**
42

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**
50

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.
55

56 D. **Update on West Lebanon Zoning**

1
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.

9
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.

14
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.

23
24 **G. Discussion re: Finances**

25
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.

33
34 **4. NEW BUSINESS:**

35
36 **A. Discussion re: Possible collaboration with the Economic Development Commission**

37
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.

41
42 **B. Update on marketing project**

43
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.

47
48 **5. OTHER BUSINESS:**

49
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

Agenda
West Lebanon Revitalization Advisory Committee
September 14, 2021

Agenda Item #2B
Approval of Minutes

July 27, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, JULY 27, 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 MEMBERS ABSENT: Dean Cashman; Graziella Parati; Laurel Stavis (Planning Board
12 Rep.);

13 STAFF PRESENT: David Brooks, Planning & Zoning Director;
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17 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 7:00 pm.
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19 2. **APPROVAL OF MINUTES:**
20

21 A. None
22

23 3. **NEW BUSINESS:**
24

25 A. **Main Street Streetscape Conceptual Design - VHB**
26

27 Geoffrey Morrison-Logan and Greg Bakos from VHB summarized the 2019 design charrette
28 process and introduced preliminary conceptual streetscape designs for Main Street. The
29 conceptual plan depicts minor alignment and landscaping changes along the corridor, enhanced
30 pedestrian improvements at the Main St./Tracy St. intersection, and a proposed roundabout at
31 the Main St./Bridge St. intersection. The discussion included the width of the roadway and
32 sidewalks, and the availability of space for new landscaping, the impact of changes on on-street
33 parking, the cost and feasibility of burying power lines, and ensuring that emergency vehicles can
34 negotiate the roundabout. It was noted that the City needs refined cost estimates for capital
35 budgeting. There was discussion about providing bicycle facilities on Main Street versus utilizing
36 parallel routes on lower volume streets. There was also discussion about working with the RPC
37 to temporarily implement some of the improvements on a trial basis.
38
39

40 B. **River Trail Feasibility Study - VHB**
41

42 Greg Bakos from VHB reviewed the proposed River Trail Feasibility Study. The current conditions
43 north and south of the rail bridge can facilitate a multi-use path relatively easily. The main technical
44 challenge is the segment under the bridge. Mr. Bakos discussed two different ways the path could
45 be designed and constructed under the bridge. He noted that vertical clearance of 10 feet is more
46 than adequate. The concept design shows the trail passing through the area where the Westboro
47 buildings will be demolished and connecting to South Main Street. The committee suggested
48 continuing the trail along the river instead and noted that South Main Street is a difficult roadway
49 for pedestrians and bicyclists. It was noted that the trail will still need to connect to the Westboro
50 Yard area, where parking and other public improvements are envisioned once the buildings are
51 down. It was noted there are 20 separate properties between Westboro and Romano Place that
52 would have to be negotiated with for public trail access. There was discussion about connecting
53 the proposed riverfront trail to the segment of existing path in Bridge Park that passes underneath
54 Bridge Street continuing north as part of other improvements to Bridge Park.
55
56

C. Discussion: West Lebanon Fire Station

Chair Winny noted some of the recent discussions about possibly relocating the West Lebanon fire station to Maple Street and what should be done with the existing fire station. There was discussion about separating the decision of whether to purchase 38 Maple Street from whether to relocate the fire station and questions about whether the property could be used for a purpose other than a fire station.

D. Westboro Update

Mr. Brooks noted that NHDOT expects the proposed contract to be presented to Governor & Executive Council for approval in August. Following approval, the contractor should be able to get started and the project is still on schedule for completion in November.

E. Lease Area Update

Mr. Brooks noted the City Manager has a meeting scheduled with NHDOT this week to discuss the pending lease area request.

F. Priorities for Designing/Implementing Westboro River Trail

There was discussion about whether it was possible to begin design work for the trail project. It was noted that design work is already underway for the Westboro segment by VHB, but that the City still does not have lease control or permission to build on the Westboro property. Also, there are numerous unknowns, including the status of paper streets west of Crafts Avenue, the future of the Twin State gravel pit property, the potential future of rails with trails policies, and others issues that make implementation hard to predict.

G. Recommendations/Priorities/Remaining Committee Work

Chair Winny mentioned several discussion items he would still like to bring before the committee, including zoning amendments and Bridge Park improvements. Mr. Brooks reviewed the committee's purpose and charge and recommended that the committee start compiling a list of the ideas and recommendations it wants to make to the City Council by the end of the year and start prioritizing the work it wants to see happen. It was suggested that the committee should strive for at least one marquis project demonstrating active change and improvement.

H. Block Party Event

Mr. Amaro shared revised designs for banners and noted that the Library Director is open to displaying them in Kilton Library. He will continue to research printing costs and communicate with the Planning Department. There was discussion about planning for late September and trying to coordinate a date with the demolition work and other activities.

4. OTHER BUSINESS:

Mr. Clem left the meeting at 9:01pm. The meeting ended for lack of a quorum.

5. ADJOURNMENT:

Respectfully submitted,
David Brooks
Planning & Development Director

Agenda
West Lebanon Revitalization Advisory Committee
September 14, 2021

Agenda Item #2C
Approval of Minutes

August 17, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, AUGUST 17, 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.); Laurel Stavis (Planning Board Rep.)
11

12 MEMBERS ABSENT: Dean Cashman; Graziella Parati; Lauren Groves;
13

14 STAFF PRESENT: David Brooks, Planning & Zoning Director;
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17
18 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 7:11 pm.
19

20 2. **APPROVAL OF MINUTES:**
21

22 A. June 22, 2021
23

24 B. July 27, 2021
25

26 The committee deferred review of the minutes until the next meeting due to technical issues.
27

28 3. **OLD BUSINESS:**
29

30 A. **Block Party Event / Banners**
31

32 The committee discussed possible dates for an event at Kilton Library and how and when to
33 announce the event. There was discussion of displaying the Streetscape and River Trail
34 Feasibility Study plans, testing out temporary improvements recommended in the Streetscape
35 Study, highlighting potential improvements to the Westboro property, and other ongoing efforts.
36 There was concern about scheduling in competition with other events and waiting too far into the
37 Fall and making sure there is enough time to properly plan and execute the event. There was
38 discussion of whether to invite state representatives and dignitaries.
39

40 There was discussion about splitting the event into two or more events to celebrate the impending
41 demolition of Westboro buildings separately from the discussions and presentations about what
42 plans and opportunities exist once the buildings are down.
43

44 There was discussion about announcing the demolition project through a press release, a letter
45 to the editor, or asking the Valley News to cover the story. The prior press release will be shared
46 as part of the next agenda.
47

48 The committee tentatively set October 23rd as a potential block party date. The committee will
49 prepare a checklist of tasks and steps to be coordinated to execute the event.
50

51 B. **Lease Area Update**
52

53 Mr. Brooks provided an update on the City Manager's conversations with NHDOT about the
54 proposed lease. NHDOT expressed support for leasing the riverfront and the areas where
55 buildings will be removed, but not for the area between the propane facility and the rail bridge. As
56 a result, the City Manager has submitted a revised lease area request to move forward with the

1 areas supported by NHDOT. It was noted that the DOT Commissioner can only establish short-
2 term lease agreements of 5-10 years. The City's request for a 99-year lease will require a more
3 involved process. There was discussion about pursuing the short-term lease from the DOT
4 Commissioner, while the longer-term lease process is worked out, so that the community can
5 move forward with planning efforts for the property.

6
7 There was discussion about how to advance plans for improvements for the riverfront trail and
8 how far to go prior to having an executed lease agreement for the property.

9
10 ***A MOTION by Mr. Clem that the West Lebanon Revitalization Advisory Committee request***
11 ***to advance designs from the rough schematic design prepared in coordination with the***
12 ***Recreation Department to a conceptual plan as quickly as possible.***
13 ***Seconded by Ms. Stavis.***

14
15 ****The Motion was approved unanimously (5-0).***

16
17 The committee asked the Planning and Recreation Departments to coordinate on how to advance
18 the schematic plans for the property and trail.

19
20 **C. Westboro property – recommended improvements**

21
22 It was suggested that if the City will not be able to lease all of the portions of Westboro that have
23 been requested, the committee will need to revisit the uses for the areas that will be leased to the
24 City. The committee agreed to revisit this topic at a future meeting.

25
26 **D. Discussion: West Lebanon Fire Station**

27
28 Chair Winny suggested that the committee should discuss what should happen to the old Fire
29 Station facility on Main Street, whenever the station is moved to a new location. It was suggested
30 that the site would be appropriate for a commercial use, but the community needs to be proactive
31 in approaching the types of businesses that it wants to see.

32
33 **4. NEW BUSINESS:**

34
35 **A. Discussion: Seminary Hill school update**

36
37 Mr. Brooks summarized that the City Manager submitted a proposal to the School Board to take
38 control of the property. The School Board's attorney has indicated that the Board may not have
39 the authority to convey the property to the City, but that the voters could decide the issue.

40
41 **5. OTHER BUSINESS:**

42
43 Mr. Clem noted that the committee needs to be putting together a list of recommendations to the
44 City Council. Chair Winny summarized the list he has already started, including the Westboro
45 property, Seminary Hill School, river trail/greenway, West Lebanon Fire Station, zoning
46 amendments, Bridge Park, and collaboration with other stakeholders.

47
48 There was discussion about the why the Lebanon Downtown zoning district was created as
49 opposed to simply updating the Central Business district regulations. There was discussion about
50 ensuring that enough new development is possible and that enough incentives exist to overcome
51 financial barriers of redevelopment.

52
53 Mr. Clem noted that Ms. Stavis was co-sponsoring legislation related to rail trails to address
54 liability concerns.

1 Mr. Brooks noted that the NHDOT would be holding its last public hearing on the State Rail Trails
2 Plan on August 18th. He will forward information on how to attend the hearing.

3
4 Mr. Brooks suggested that the committee could consider naming the Bridge Street Park property
5 after a prominent West Lebanon resident as one of its recommendations to the City Council.

6
7 **5. ADJOURNMENT:**

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9 ***A MOTION by Mr. Purcell to adjourn the meeting.***
10 ***Seconded by Mr. Amaro.***

11
12 ****The Motion was approved (5-0)***

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14 The meeting was adjourned at 9:08 pm.

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16
17 Respectfully submitted,
18 David Brooks
19 Planning & Development Director