FINAL

MINUTES
ECONOMIC DEVELOPMENT COMMISSION AND DOWNTOWN TIF ADVISORY BOARD – JOINT MEETING
WEDNESDAY, SEPTEMBER 22, 2021 – 4:00PM
City Hall – Council Chambers
51 North Park Street, Lebanon

1. CALL TO ORDER:

- The September 22, 2021 Joint Economic Development Commission and Downtown TIF Advisory Board meeting was called to order at 4:00 PM
- Present on the Commission: Dan Nash, Johanna Cicotte, Bill Dunn (Chair), David Newlove, Kevin Purcell, Andy Key [4:05pm]
- TIF members present: Victoria Smith, Barry Schuster (Chair), Chip Fleischer, George Sykes [4:07pm]
- Staff Present: Planning and Development Director David Brooks, and City Manager Shaun Mulholland

2. APPROVAL OF MINUTES:

A. August 25, 2021

Motion by David Newlove to approve the minutes of August 25, 2021 as presented. Second by Dan Nash. Minutes approved unanimously.

Bill Dunn thanked Dan Nash for sending him an email notification regarding a *Business NH Magazine* front page story that two of the best companies in NH to work for are located in Lebanon.

3. NEW BUSINESS:

A. Discussion: Redevelopment of lower parking lots; Potential Creation of Downtown Subcommittee – Bill Dunn noted that the Spencer Street project is moving along. He noted that the EDC would like to invite the TIF Board into conversations regarding future redevelopment in the City.

David Brooks presented a brief summary of the 2016 Downtown Vision Plan and Tunnel Assessment. The Vision Plan highlighted opportunities for further redevelopment in the downtown area, including in areas currently used for public parking This redevelopment will likely be much more complex than the Spencer Street project. Some of the surface parking might need to be replaced with structured parking. The intent is for the Commission and the TIF Advisory Board to discuss further implementation of the visioning study.

David Brooks explained that the new owner of the Lebanon Village Market property is now willing to participate in redevelopment discussions, and conversations could be had regarding what might be appropriate and possible in that location and on the city-owned property next door.

David Brooks stated that three options for the tunnel were presented as part of the Visioning Study. The study mainly identified opportunities. The City used the information from the study and associated discussions and elected to rehabilitate the tunnel and now continues to move forward in the implementation process.

David Brooks stated that the two parking areas around the City Hall and mall are city-owned. It was discussed that the City needs to maintain control on some of these parking areas, and from there the end result can be managed.

Dan Nash noted that the Fire Department requires structured parking to be elevated over the 100-year flood plain. Thus, the parking areas will need to be raised to reach this. Currently, the parking lot is approximately 10-15' from the river. New development will likely need to be moved 50' away to comply with the Shoreland Protection requirements.

David Brooks stated that it could be possible for the City to pursue Shoreland Urban Exemption through NHDES, for areas along rivers with historical development patterns that could exempt them from the shoreland requirements. Dan Nash suggested that any exemption should include surrounding properties, and not just City parcels. David Brooks explained that, if the City submits an application for this, it will include any properties that meet the criteria.

The groups discussed the creation of a subcommittee. David Brooks explained that the groups could develop an RFP that includes the parameters that the City wants to control and otherwise allow interested parties to submit proposals.

Kevin Purcell noted that he would like to see progress begin on Spencer Street before seeking an RFP for this project. Bill Dunn agreed but noted that this process could begin by deciding what is important for all involved. It was discussed that beginning this project doesn't need to wait until the Spencer Street project is fully underway. Bill Dunn stated that doing these two projects concurrently might be beneficial.

It was decided that all members of the EDC and TIF would be interested in participating in the subcommittee process to discuss the criteria for this project. The joint committees will try to meet every other month, starting in January (January 26, 2022), during the normal EDC meeting time. The groups decided to put together wish lists for David Brooks to compile for the next meeting.

B. Discussion: Downtown Parking Deck Conversation – Dan Nash quickly reviewed his suggestion for a structured parking area using the terrain already in place so that no ramps are needed, He noted that the parking could be designed to accommodate future potential loads on top.

Clifton Below gave a presentation regarding possibilities for structured parking in the lower parking lots. He suggested that some tax revenue from the TIF District could be used to pay for the public parking portion of the structure.

4. FUTURE AGENDA ITEMS:

A. Inventory Opportunities/Determine What's Missing

B. Business Retention and Home-Grown Success
Kevin Purcell suggested inventorying the City's existing businesses and discussing how to keep them in place. A working group could identify employers and determine how best to keep them. Bill Dunn stated that this should be kept as an agenda item for further discussion.

C. Apply Success of Lebanon Downtown District Elsewhere

D. Think Regionally

5. NEXT MEETING DATE: October 27, 2021

6. OTHER BUSINESS:
David Brooks stated that the City was contacted by the NH Department of Business and Economic Affairs regarding recertifying the City's six economic revitalization zones by December.

7. ADJOURNMENT.

- ***Motion by Dan Nash to adjourn the EDC meeting, Second by David Newlove. Motion approved unanimously. Meeting adjourned at 5:00 PM.***
- ***Motion by Barry Schuster to adjourn the TIF meeting, Second by George Sykes. Motion approved unanimously. Meeting adjourned at 5:00 PM.***

Respectfully submitted,

Kristan Patenaude