

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, October 4, 2023, 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Erling Heistad, Karen Liot Hill, Christian Simon, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT: George Sykes

STAFF PRESENT: City Manager Shaun Mulholland, Director of Planning & Development Nathan Reichert, Deputy Director of Planning & Development Tim Corwin, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Planning & Development Administrative Assistant Crystal Taplin

1. CALL TO ORDER: Mayor McNamara called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE: Councilor Simon led the Council in the Pledge.

- City Manager Shaun Mulholland announced the meeting criteria for the public.

3. PUBLIC FORUM: Mayor McNamara made the Public Forum announcement.

4. OPEN TO PUBLIC:

- Ms. Sarah Riley, Chair of the Conservation Commission, announced and described the purchase of 180 acres of land by the Upper Valley Land Trust for conservation purposes.
- Councilor Simon announced the survey from the West Lebanon Revitalization Advisory Committee for the Main Street properties is now up and running.

5. RECOGNITIONS: NONE

6. ACCEPTANCE OF MINUTES: September 20, 2023 (Regular Meeting)

Councilor Heistad MOVED to approve the September 20, 2023 minutes as written and presented in the October 4, 2023 City Council agenda packet.

Seconded by Councilor Simon.

**The Vote on the Motion was approved by those members present (8-0).*

7. APPOINTMENTS:

- Zoning Board of Adjustment, Dan Nash (Reappointment Regular Member)

NO ONE FROM THE COUNCIL MOVED to Nominate Dan Nash for Reappointment as a Regular Member to Zoning Board of Adjustment, so he was not re-appointed as a regular member.

- Planning Board, Richard Ford Burley (Regular Member)

City Manager Shaun Mulholland MOVED to Nominate Richard Ford Burley as a Regular Member to the Planning Board.

****The Vote on the NOMINATION was approved by those members present (8-0).***

- Diversity, Equity, and Inclusion Commission, Kathy McCarty (Regular Member)
Councilor Wilkie MOVED to Nominate Kathy McCarty as a Regular Member to the Diversity, Equity, and Inclusion Commission.

****The Vote on the NOMINATION was approved by those members present (8-0).***

8. PUBLIC HEARING ITEMS: NONE

9. OLD BUSINESS: NONE

10. NEW BUSINESS

A. Early Learning Center of the Upper Valley Project Presentation

Included in the agenda packet: *(The presentation in its entirety and other supportive documents can be found on pages 31-99, Council agenda packet.)*

1. Vital Communities Early Childhood Education Initiative Narrative Report: January-December 2022 *(Pages 33-40, agenda packet)*
2. September 26, 2023, Conceptual Design Report - Early Learning Center of the Upper Valley *(Pages 40-62, agenda packet)*
3. September 26, 2023, Project Cost Summary - Early Learning Center of the Upper Valley *(Pages 63-64, agenda packet)*
4. September 6, 2023, Valley News Article - "Childcare is about to get a lot more expensive"

City Manager Mulholland reviewed the background and introduced the companies/organizations that will be working on this project: Boys & Girls Clubs of Central New Hampshire and Placework (ReArch)

BACKGROUND

In August of 2021, the City became part of a comprehensive effort by Vital Communities to address the childcare crisis in the Upper Valley. Some of the other partners in this project include the Couch Foundation, Dartmouth Health, Dartmouth College, Early Care and Education Association of the Upper Valley, Let's Grow Kids, the Corporate Council, and numerous other stakeholders. There are three major areas of focus. Advocacy; Recruitment and Retention of Childcare Workers; and Facilities and Program Models. Progress has been made in all three areas.

The employers in the Upper Valley are very concerned about the lack of affordable housing and the lack of affordable childcare. Both issues directly relate to the lack of workforce which is critical to our economy. There was an estimated shortage of approximately 2,000 childcare slots in the Upper Valley, with a particular shortage noted in the number of infant care slots. The lack of affordable childcare is not a new issue, it has existed for a very long time, however, it has become worse. As was true for many in the service industry, the COVID-19 Pandemic exacerbated the shortage of childcare options. Several childcare centers have closed in the Upper Valley, while others have reduced intake due to the inability to hire staff. An article in the Valley News on 9/6/23 discussing the pending expiration of federal funds is about to make the situation even worse.

On September 23, 2022, the City solicited a Request for Interest (RFI) for a Childcare Provider Partnership that would operate a new childcare center in the City to meet an estimated 9%-10% of the need for childcare services in the Upper Valley. The Partnership had these specific goals:

1. At least 51% of the children using the facility would come from families who are low to moderate income.
2. The provider would be required to pay competitive wages and benefits to be negotiated between the City and the provider.
3. The City would like to explore the feasibility of the provider providing services during non-traditional hours and on weekends.
4. The City would like to explore the feasibility of the provider operating an on-the-job training facility for its own operations as well as the other providers in the region.
5. The facility is anticipated to serve approximately 200 children.
6. The City is placing enhanced emphasis on infant care as part of the mix of childcare programs.

The model for this partnership is similar to a program that has been in operation in the Town of Allenstown, New Hampshire for over a decade. The partnership in that community involves the municipality owning and maintaining the facilities while a non-profit partner provides the programming.

The RFI closed on January 13, 2023. Two providers submitted proposals. A selection committee recommended the Boys & Girls Club of Central New Hampshire as the successful entity. The City contracted with Placework Studios, an architectural firm, and ReArch Company as the construction management firm.

The City Manager is proposing a site at the Airport Tech Park as the location for this facility. This land is City-owned and is in close proximity to manufacturers and the retail area of Route 12A. The proposed facility is just over 23,000 square feet with an estimated project cost of \$22 million.

The development team put together a project proposal which has been included in the City's Capital Improvement Plan. The funding follows the Allenstown model in that the capital cost of the project would be funded by grant funds, tax credits, energy rebates and donations. The City will own the building and will be responsible for the building systems on an ongoing basis. The Boys & Girls Club of Central New Hampshire would be responsible for the cost of electricity, custodial services, and their operations. The City would be responsible for the lease payments to the Airport Fund for use of the property.

Ms. Marti Ilg (Early Education Consultant) and Mr. Chris Emond (CEO) of the Boys & Girls Clubs of Central New Hampshire came forth and Ms. Ilg gave an overview of their presentation and the programs they will be providing in the facility.

Mr. Chris Emond noted the proposal is to provide childcare spots for 200 children, ages infants all the way up through school age. He noted the goal breakdown would be follows:

- 80 Preschoolers
- 48-52 Toddlers
- 16 Infants
- 45 +/- School aged

This facility is going to be energy efficient. Cost will be +/- \$2.5M (operating budget and what is contained in there because one of the requirements is to make sure we are making this accessible for 51% of low- and moderate-income individuals). There will be about \$63K/month budgeted for financial aid. Once this facility opens, it would be easy to fill it with full-paying customers, but in order to honor the 51% we are going to have to make sure we budget in a significant amount. We will be licensed, and some

applicants will be eligible for State Scholarship assistance so we will be taking full advantage of this to ensure families are properly signed up to take advantage of this benefit.

Alyssa Murphy, AIA, Principal for Placework noted she is just one of the key Architects who have been contributing to the design concepts. The objective is to have a high-powered center for early learning, workforce development, and providing a social impact. She reviewed and discussed the Guiding Principles; The Site; The Inspiration; The Conceptual Site Plan; and the Floor Plan as listed below:

GUIDING PRINCIPLES

Program

- Provide early learning and school-age programming for **200 children** in the Upper Valley
- Provide a **Training area** to support workforce development

Design

- Exceed space requirements: Design using NAEYC recommended standards
- Support creative and **nature-based early learning**
- Build in future flexibility
- Prioritize Safety + Security
- The unique nature of the site will inform the design

Sustainability

- **High performance standards** will serve the City's sustainability goals.
- The building and site will serve as tools to educate children and the public



SITE



INSPIRATION

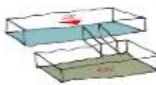


SITE PLAN



FLOOR PLAN

SCALE: 1" = 30'



TOTAL INTERIOR AREA
23,400 SF
(including walls, and including
porches)

Program Space - 15,300 sf
Circulation - 5,300 sf
(23% of Program)

- Community Support
- Administration
- Training
- Infant
- Toddler
- Pre-School
- School Age



Ms. Murphy also discussed solar designs, noting there has been no decision made yet on whether solar would be ground or roof mounted. The systems would be geothermal or air storage heat pumps, which are to be determined and spoke about pollinator gardens, the natural landscape, and the advantages of the structure facing the adjacent conservation land and the playground.

Mr. Jim Gardner (Senior Estimator from ReArch) addressed the (preliminary) construction costs, which can be found on [pages 63-64, agenda packet](#). One of the things ReArch brings to the table, besides construction management services, is also a vision for sustainable approaches to construction. They are being mindful to respect everything (e.g., wetlands, the building, high levels of insulation in and around the building and roof, noting the roof will have the potential for solar). We have already accounted for a geothermal ground water drilled well system, which would be approximately 14 wells on a looped system that will allow for the circulation of water through the ground. What we have found is that the geothermal and solar aspects have become more satisfying to implement because the cost payback period has been significantly reduced, and in this project there would be a zero payback timeframe. The implemental costs with the federal rebates available for geothermal would be a +/- 30% cost savings over a traditional heat pump system, with an additional 10%-40% rebate depending on how certain materials are sourced. In this instance, it is estimated the City could get a tax credit of \$426K, which in our study incrementally covered the cost of the capital investment during the time of construction. Other advantages of using geothermal would be that the City would not be buying oil/propane for the operations of the facility. Lastly, this facility is built to last and will be functional for years.

Council Discussions:

Mayor McNamara noted their escalated costs of January 2025 is just under \$17M for the building and site alone and asked how much of this is the actual building and how much is the site. Mr. Gardner noted there is a trade summary on page 32 or 33 of the 69 page packet Shaun provided, noting the site work was roughly \$2.6M (based on the January 2024 dollar cost) and when they brought it forward to the total project submission this is where it escalated. The component for the building is just under \$13.4M for the 23,500 sq. ft. building.

City Manager Mulholland noted this is a great opportunity to partner with others to deal with a critical issue in the City. It will certainly be a challenge to get the funds and the building will not be constructed if we are unable to get the funds needed. He will not be asking for any bonding from the City or any Capital Fund, but we will be responsible for the operating costs (after construction). This will be covered in the October 18, 2023 CIP Meeting.

Assistant Mayor Below suggested that for solar, they might want to consider a few dual access trackers that track the sun from sunrise to sunset because they have better production profiles to match the actual load behind the meter. They are also more reliable in terms of clearing snow and having a higher production level in the winter to drive the geothermal system.

“Councilor Simon questioned the City Manager regarding the building construction costs of the Childcare Facility asking if there are benchmarks that would (need to) be met, in regard to the dollar amounts, that will trigger construction starting, and if construction was completed and there was a shortfall in donations would Lebanon citizens be on the hook for that amount. City Manager Mulholland’s answer was no, and reiterated what he said earlier tonight that the Childcare Facility will not be built unless there is 100% funding through the donations.”

Mayor McNamara questioned if the Final Design could be done in a way where this project could be phased. City Manager Mulholland said it could be done this way if needed in the future.

Ms. Jessica Hall (Ward 2 and Lebanon School Board member). She spoke about the education curriculum and questioned how early childhood education would be addressed; how the needs of special education children would be met; and if this facility would be open to other communities without providing preferences to Lebanon residents?

Ms. Sarah Riley spoke about her concerns regarding the location of the facility and spoke about having several facilities throughout Lebanon where walkability/bike ability might be possible. She also spoke about her concerns regarding noise from the airport.

Councilor Whittlesey respectfully pointed out that people are currently driving from all over everywhere to all over everywhere just to find a childcare opening. He also pointed out that Lebanon does not have a huge bank of city-owned land where multiple childcare centers could be built. He was for pushing this project forward.

Councilor Hill spoke about workforce housing staffing and questioned if this project would be able to staff it adequately and explained her reasons.

Mr. Emond explained the purpose of the Teaching Lab (training program) being incorporated into this project will address this issue, noting there will be a lot of work done by a lot of different partners (i.e., recruiting high school students, college students, making pay commensurate with what the market is demanding, etc., and will depend on the market 3 years from now). They have been meeting with some of the other childcare center owners and will continue to do so because this has to be a partnership and not a competition. The goal of this project is to have a net gain in seats for childcare in the future.

In response to Councilor Liot Hill's question regarding what the income levels will be for the 51% that will be reserved for low/moderate income. Mr. Edmond did not have this breakdown available at the moment but will find this information and forward to City Manager Mulholland. It will be based on the City's low/moderate income numbers, will be gridded out to include financial aid, noting most of those will be eligible for State assistance.

Mayor McNamara talked about an event at the Upper Valley Childhood Care Center and spent a good amount of time in their training facility, noting that 4-5 of their current students were folks who were either still in high school or just getting out of high school and they were seeing this as a short-to-moderate term career move they probably would not have considered if this training program was not available. The interest is out there (for a training program).

Mr. Emond spoke about trying to decrease the cost of childcare for the employees and how different states are trying to accomplish this by establishing no-cost childcare for employees.

Ms. Marti Ilg wanted to make sure folks are clear on the direction of this Professional Development Center. This is a little bit unique and is the direction where we need to go in the State of New Hampshire, which is to rebuild the pipeline that was disrupted about 7-8 years ago. We also need to look at a more diverse avenue for folks to enter the field, which is a low-barrier field, so we can get people in as a second career or involve high school/college kids so they can start working. There are programs within the State

of New Hampshire where once you are working in a Childcare Center, you can get tuition assistance to go to school and come away with an Associated Degree with really no debt, and further explained the additional types of programs available. We feel that providing an actual facility specifically for training folks who are coming into the childcare profession while also serving the Lab School down the line is a model for the rest of the state.

City Manager Mulholland addressed some of the concerns raised earlier in the meeting regarding the location of this facility. We have a lot of manufacturing facilities so those folks will be in close proximity to where this childcare facility will be. There is a large number of retail sales workers on Route 12A, which will put this facility in very close proximity to where they work. This facility fits quite well because of its location and spoke about the advantages of it being close to conservation land where children will be able to walk/learn from. Mayor McNamara noted this is also about the utilization of staff, and while it might be great to have 20 student centers in different neighborhoods, from a cost/operational perspective it would certainly be more expensive per student even if the City owned the land.

Assistant Mayor Below noted that people (who attend the training lab) can start up a private childcare facility with just a few employees and have no start-up costs. Historically, we had a highly distributed model that varied in size so changing the pipeline of qualified people to provide these services is a consideration.

Mayor McNamara was excited about the potential to train folks while their own children get free daycare and explained his reasons.

Ms. Carolyn Isabelle (Director, Workforce Development and Planning, Dartmouth Health) spoke about childcare, noting that centers like this really are a one prong overall solution we need for home-based care. One factor she had not heard mentioned was the fact that there are now over 15K people in the State of New Hampshire that are not working because of the lack of childcare. We have to have ways to have these people rejoin the workforce and this (lab training facility) is a huge part of the overall workforce solution to help meet the need for childcare in this region.

Assistant Mayor Below spoke about the advantages of having this facility open to anyone in the Upper Valley, noting it makes sense to have this open not only to residents of Lebanon, but also open to those who work in Lebanon because there are a lot of employers, not only in the Airport Park, but also in the retail section(s) of Lebanon who need childcare.

City Manager Mulholland cautioned that under Federal Regulations, we cannot discriminate by not allowing people from other areas (to apply for childcare in Lebanon). For Lebanon's employers, their employees come from all over the place and further explained his reasons for including applications from folks outside of Lebanon.

ACTION: No action was required by the City Council. The purpose of discussing this project was to provide more time for the Council to understand and ask questions about the project. The City Council will address this project as part of the overall Capital Improvements Plan during the deliberations on the 2024 Municipal Budget

B. Presentation of 2023-2024 Proposed Zoning Amendments

Included in the agenda packet:

*(Please refer to [pages 101-120](#) of the September 26, 2023 Council agenda packet to review the memorandum from the Planning & Development Department, which describes the amendments in detail; outlines the process to amend the Ordinance; and, the complete **redline** (deletions) and **blue line** (additions) version of the Ordinance where changes have been made.)*

1. September 26, 2023, Memo from Planning & Development Department, including 2023- 2024 Proposed Zoning Amendments

Director of Planning & Development Nathan Reichert and Deputy Director of Planning & Development Tim Corwin reviewed and explained the background and reasons behind the changes being made to the proposed 2023-2024 Zoning Amendments.

BACKGROUND

It is staff's practice to present a set of proposed zoning amendments to the Council each fall for review and consideration. Presenting the amendments in the fall allows them to move through the required review process in time for placement on the ballot the following March, when necessary.

The current set of proposed changes are primarily process-oriented and/or are intended to address ambiguities in the existing text. Two of the proposed amendments are to bring current requirements more in line with current practice such as increasing square footage ratios for ADU's to match FHA's habitability standard; and amending the description of the Riverbank Protection District to remove properties with the Lebanon Downtown (LD) District.

The purpose of presenting these zoning topics is to not only get the Council's feedback on whether or not they were willing to move forward on some of the proposed changes, as well as to collect their thoughts about zoning topics that we may need to include in the document. From here, we are likely going to have two (2) listening sessions for the public comment. We will also run these through the Planning Board; Zoning Board; Conservation Commission; and potentially Heritage to get their comments as well. Once the recommended changes (if any) have been collected and reviewed, they will be incorporated into the document for the Council's review at their early January Council meeting. While we do not expect that any of the proposed changes will require a referendum at this point we still need to confirm this with legal counsel.

The presentation of the proposed changes to the Zoning Amendment included an overview of the following:

1. Text Amendments

1. Impact Fees [Pages 101-102, Council agenda packet](#). (Note: Planning & Development plans on sending out an RFP to hire a consultant to redo the Impact Fees, which is done every three years.)

Mayor McNamara noted that the current school impact fee is very specific and it is there to defray the costs of the middle school. He was not sure if he would be in favor of excluding a certain type of dwelling from that because there is a general benefit to getting that bond paid off as quickly as possible.

The (Zoning) Review Board change from the Planning Board to Zoning Board was discussed.

GROSS LIVING AREA: The total area of above-grade residential space ~~of a within a dwelling unit as measured using exterior building dimensions, with a ceiling height of 7 ft. or greater, excluding unheated areas such as enclosed or open porches, covered or open decks, outside stairs, and balconies, garages, or other unenclosed areas. Gross living area does not include the area within a garage, deck or other unenclosed area.~~ The floor area of a walk-out basement with a ceiling height of 7 feet or greater shall be included.

[...]

Examples of the above statement were given regarding what the Gross Living Area would/would not be included. Language will be added to clear up the language regarding heated garages.

2. GC-1 District Table of Uses *Pages 102-103, Council agenda packet.*

Example of design: What Dartmouth Hitchcock Medical Center is now proposing.



Example of a "CrossMod" single family residence where a portion of the home is stick-built on site which meets the State Building Code, and a portion of the house is built at an off-site facility which meets HUD housing code.

In response to Mayor McNamara's question regarding the differences/definitions between "manufactured homes" vs "modular homes," Mr. Corwin explained that manufactured homes still include a chassis. The difference between the two would be that "manufactured homes/mobile homes" would be inspected under the HUD Mobile Home Standard. A "modular home" is built to a traditional building code standard even though the home itself is pre-inspected. The use (of the land) would allow any type of structure that meets the definition of manufactured homes put forth in the Zoning Ordinance. You need a minimum size of 20 acres to have manufactured housing. More discussion took place regarding manufactured homes and what could/could not be added to the design example above. These CrossMod homes would be between 1100-1400 sq. ft. and the lot size would be 5K sq. ft. DHMC will be developing these homes and then selling them for home ownership. Pricing for these homes would be between the high \$200K and low \$300K range and home/land will be deeded to the homeowner.

3. Description of Riverbank Protection District *Page 103, Council agenda packet.*

Councilors spoke about their reasons why they felt Planning Staff should be more selective when they apply for an urban exemption to the NH Department of Environmental Services. Planning Staff will work on refining the wording and bring it back to the Council for their review in January 2024.

4. Accessory Dwelling Units (ADU) *Pages 103-104, Council agenda packet.*

Mr. Reichert noted that Planning/Zoning staff ran into some constraints on multiple applications this past year. It has to do with how square feet is calculated; ratios of primary building to the ADU; and, clarifying the homeowner occupancy requirements (i.e., what temporary absence means) and further described his reasoning from an enforcement perspective by giving examples.

The Council discussed:

- The time a homeowner can be away from their ADU (i.e., someone who is on sabbatical, which could be a year).

- Why do ADUs have an ownership time requirement that does not apply to duplexes or apartments, or any other type of dwelling.
- Whether or not the timing requirement for ADUs should be stricken from the ADU statute.
- Why the Council should be cautious in removing the ownership residency requirement on ADUs (i.e., investors/developers are buying homes, adding ADUs, and then putting the entire property on the market as a rental property for a more lucrative rental price.)
- Why ADU ownership can be considered discriminatory/exclusionary.
- Deed restrictions for owners of ADUs, which constrains their ability to either move out and not sell the house, or when they go to sell their property how it might limit their market for selling it. Can the deed restriction be changed?
- How single-family housing is being turned into multiple apartment units, which is not good for maintaining a neighborhood.
- How, since COVID, there has been a huge growth in the amount of real estate being bought by investors. If the residency requirement is removed for ADUs, layers of incentives would be added to make more of those acquisitions by developers.
- Planning Staff will be having a Zoning/Rezoning Study Program in October to address and answer questions from the public.
- Whether or not the residence requirement timing for ADUs should be changed to one (1) year.
- Should residency ownership requirement for ADUs be removed.
- Bringing the ADU owner occupancy requirement before the public at a Public Hearing for their feedback.

Mayor McNamara noted that what the Council will be doing tonight is setting the schedule for the various boards to review these amendments. Mayor McNamara requested that the two topics listed below be pulled out for separate Council discussion at some point in the near future as follows:

- Reconsidering the owner occupancy requirement as it relates to the temporary leave of absence, which is not defined. Suggested changing this requirement to extend out to one (1) year.
- Owner Occupancy requirement discussion.

Assistant Mayor Below noted that legal counsel should be included in these discussions because the ownership occupancy requirements would significantly impact zoning in some areas and explained his reasons.

5. Definitions: Gross Living Area: For purpose of calculating impact fees, etc. [*Page 104, Council agenda packet.*](#)

6. Miscellaneous minor amendments: [*Pages 104-105, Council agenda packet.*](#)

- **Amend Section 408.4** to clarify the activities within the Historic District that require a Certificate of Approval from the Heritage Commission
- **Amend Section 410.2 (Riverbank Protection District enabling authority)** to remove the reference to RSA 674:21
- **Amend Section 501.1.F.2.a** to make the minimum open space requirements for commercial and industrial PUDs consistent with the minimum open space requirements of the Subdivision Regs
- **Amend Section 607.5 (off-lot parking requirements)** to require that the legal documentation securing the right to use the off-lot parking is provided as part of the CUP application
- **Amend Section 801** to amend the ZBA administrative appeal procedures for consistency with state statutory requirements
- **Amend Section 802** to clarify that ZBA application fees are established pursuant to City Code Chapter 68

B. Map Amendment (preliminary proposal pending analysis) :

1. Etna Road (Tax Map 26, Lot 17) *See Maps and detailed information as listed on pages 105-108, Council agenda packet.*

Councilor Liot Hill requested this Map Amendment be put before the public at a Public Hearing.

ACTION:

Councilor Whittlesey MOVED, that the Lebanon City Council in accordance with the City of Lebanon Zoning Ordinance, Article X, Section 1000.3, Amendment Procedures, submits the Zoning Ordinance and Zoning Map amendments as described in the Planning & Development Department memorandum titled, "2023-2024 Proposed Zoning Amendments", dated September 26, 2023 and including the accompanying red-line excerpt of amendments, to the Planning Board, Conservation Commission, and Zoning Board of Adjustment for their review and comment. The City Council hereby sets the following tentative review schedule:

*Planning Board - October 23, 2023
Zoning Board of Adjustment - November 6,
2023 Conservation Commission -
November 9, 2023 City Council Final
Review - January 3, 2024
City Council Public Hearing - January 17, 2024*

Seconded by Councilor Wilkie.

****The Vote on the Motion was approved among the members present (8-0).***

PLEASE NOTE: The topic below was not discussed by the Council at this meeting due to time constraints and the amount of time Councilors would need to discuss this topic adequately. The Council would like this item added to a Council agenda at some point in the future.

C. Guidance and Further Direction on the Future Redevelopment of Municipal Parking Lots Behind City Hall (NOT DISCUSSED, but information was left in the minutes for future reference.)

It was requested that a Special Meeting take place between the City Council/EDC (Economic Development Commission) and the Downtown TIF Advisory Board as soon as possible.

Included in the agenda packet: *(Note: The detailed PowerPoint Presentation and supportive documents, maps, etc. can be found on pages 120-276, Council agenda packet).*

1. PowerPoint Presentation – Potential Redevelopment of Downtown Lower Parking Lots
2. August 19, 2022 Request for Expressions of Interest – Downtown Lebanon Development Opportunity
3. November 2016 [Lebanon Downtown Vision Plan and Tunnel Assessment](#)

BACKGROUND

The redevelopment of the municipally owned parking lots behind City Hall was identified as an opportunity for economic development in the 2016 Downtown Visioning Study. In late Summer 2021, the Economic Development Commission (EDC) was tasked with reviewing options and making recommendations to the

City Council. The EDC and the Downtown TIF Advisory Board met in September of 2021 to work together on the issue. The City Council was presented with a proposed Request for Expressions of Interest (RFEI) on August 3, 2022. The City Council requested the City Manager to issue the RFEI. The RFEI was issued, and three proposals were received for review. Both the EDC and the Downtown TIF Advisory Board reviewed the proposals.

This past June, both boards were asked by the City Council to re-review redevelopment possibilities for the 20 Spencer Street property which both boards did and made a recommendation to the Council. No further action has been taken by either board relative to the RFEI for the parking lots behind City Hall.

Redevelopment of the municipal parking lots is listed in the City's Strategic Plan under section 8.5.2. The City Manager requested guidance from the City Council as to what the next step should be in the process if any additional steps are warranted at this time.

ACTION:

The City Manager requested the City Council provide further guidance regarding the redevelopment of the municipal parking lots behind City Hall.

11. City Manager Report:

City Manager Shaun Mulholland updated the Council on the following:

- Transit System Conference and upcoming topic materials for the Council to review

12. COUNCIL REPRESENTATIVES TO OTHER BODIES:

- Mayor McNamara informed the Council about his meeting with New Hampshire Housing.
- Councilor Simon questioned if the Bank Street sewer odor had been repaired yet. City Manager Mulholland noted this was complicated and is in the hands of engineering.

13. FUTURE AGENDA ITEMS:

1. Reconsidering the ADU owner occupancy requirement as it relates to the temporary leave of absence, which is not defined. Suggested changing this requirement to extend out to one (1) year.
2. Owner Occupancy requirement for ADUs discussion.
3. Map Amendment (preliminary proposal pending analysis): Etna Road (Tax Map 26, Lot 17)
4. Special Meeting ASAP with City Council/EDC/Downtown TIF: Guidance and Further Direction on the Future Redevelopment of Municipal Parking Lots Behind City Hall

14. NON-PUBLIC SESSION: NONE

15. ADJOURNMENT:

Councilor Heistad MOVED for adjournment.

Seconded by Councilor Whittlesey

****The Vote on the MOTION was unanimously approved (8-0).***

The meeting was adjourned at 9:57 PM.

Respectfully submitted,
Dona E. Gibson

Recording Secretary