



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
DECEMBER 18, 2023 - 5:30 PM
KILTON LIBRARY, COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 575 851 669#). If you have trouble accessing this meeting, please [email nathan.reichert@lebanonnh.gov](mailto:nathan.reichert@lebanonnh.gov).

2. Approval of Minutes

- A. November 20, 2023
B. December 4, 2023

3. New Business

- A. Discussion of possible 2024 goals, projects and objectives.

4. Other Business

5. Old Business

- A. Westboro Yard Update and Discussion
B. Main Street Streetscape Project Update and Discussion
C. 'Dry Bridge' Replacement Project Update and Discussion

6. Next Meeting Date

- A. Tuesday, January 16, 2024 (Monday is a holiday)

7. Adjournment

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://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 note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 20, 2023
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, Kim Chewning, Erik Endrulat, Andrew Faunce, Jim Winny, James Mashal (remote)

STAFF PRESENT: Shaun Mulholland (City Manager), David Brooks (Deputy City Manager), Nate Reichert (Director of Planning & Development)

1 **1. CALL TO ORDER – The meeting was called to order at 5:35 PM.**

2
3 **A. The November 20, 2023 West Lebanon Revitalization Advisory Committee meeting**
4 **is hereby called to order.**

5 **2. APPROVAL OF MINUTES**

6
7 *Ms. Stavis MOVED to approve the meeting minutes of October 30, 2023, as amended.*
8 *SECONDED by Mr. Faunce.*

9
10 **AMENDMENTS:**

11 *Line 24: Change “BHB” to “VHB”*

12
13 ** The Vote on the MOTION was approved (6-0-0).*

14 **3. OLD BUSINESS**

15
16 **A. Westboro Yard Update and Discussion**

17
18 Mr. Brooks explained that there is an agreement, in principal, regarding the proposed boundary
19 lines. The multiuse path design is being considered. Environmental testing is being completed.

20
21 *James Mashal joined the meeting.*

22
23 **B. Main Street Streetscape Project Update and Discussion**

24
25 Mr. Brooks stated that a site walk occurred in early October. VHB Consulting is putting together
26 the final base survey plans which should be submitted to the City any day now.

27
28 **C. 'Dry Bridge' Replacement Project Update and Discussion**

1 Mr. Brooks stated that there is an agreement with the railroad to review the plans and the City is
2 working on an access agreement with the railroad to complete items within the right of way. This
3 project is in final design for 2025/2026 construction.

4
5 **D. Review and discuss results of Future Use Survey, Discussion, and possible action on**
6 **recommendation to City Council on Future Uses of 14, 28 and 30 Main Street Parcels**
7

8 Mr. Mashal stated that the survey found that a majority of people supported mixed use for the
9 site. There was a much higher proportion of West Lebanon residents that supported a Fire Station
10 than the general population.

11
12 The Committee discussed the stream daylighting. It was noted that VHB will explore through
13 this process if DES will require the area to be left open. Recommendations for next steps will be
14 brought to the City for consideration. Ms. Stavis thanked Sarah Riley of the Conservation
15 Commission for bringing this consideration forward. Ms. Chewning stated that it will be
16 important for citizens and those interested in this process to continue attending meetings after
17 this Committee makes its recommendation, including attending City Council meetings, to follow
18 items such as this.

19
20 Barry Macinnes, Winter Street West, and owner of two businesses on Church Street West, stated
21 that many of the companies in this area have been in operation for several decades and are
22 opposed to making Church Street West a dead-end street. This is due to reasons such as access,
23 parking, and to keep things as they have been historically. Ms. Chewning noted that, depending
24 on the direction people access these stores from, dead ending the street may not have as much of
25 an impact. Mr. Macinnes stated that he believes it would impact the businesses and would
26 change the dynamics of West Lebanon. Chair Simon noted that it is unclear what the RFP will
27 come back with for possible uses within this project.

28
29 Mr. Reichert reviewed some of the summary theme items that he has heard from the Committee
30 which could be made into a motion for recommendation, including that the property should be
31 converted to a mixed-use building including commercial use on the first floor and apartments on
32 the upper floors, that the property should be unified into one parcel, that the Church Street public
33 right of way should be abandoned thereby creating a contiguous connection on the Main Street
34 frontage, dead ending Church Street on the backside, that the intermittent stream at the rear of
35 the property should be daylighted to the maximum extent possible to create a positive
36 environmental impact, and that the area in the rear of 30 Main Street should be used in such a
37 way to include a recreational pocket park area.

38
39 Ms. Stavis stated that she believes the Committee's charge to was get a sense of where the
40 community wants this project to go, and she does not see this represented within the document.

41
42 Mr. Mashal suggested amending the language of the first paragraph to read, "upon the request of
43 the Lebanon City Council, the West Lebanon Revitalization Advisory Committee was charged
44 with exploring options for making recommendations and seeking the community's input
45 regarding the properties at 14, 28, and 30 Main Street in West Lebanon concerning the

1 disposition of said properties based upon West Lebanon community preferences.” The
2 Committee agreed.

3
4 The Committee discussed other items and language to include in the motion.

5
6 City Manager Mulholland explained that once the City Council makes a decision, that will be the
7 policy that the City carries forward for this project. Any items that the Committee would like to
8 see within the RFP should be included in the motion at this time.

9
10 Mr. Brooks explained that the EDC and Downtown TIF Committees put together the RFP for 20
11 Spencer Street. It speaks in generalities and puts out certain themes that the groups wanted to
12 see.

13
14 The Committee agreed to continue to work on language for a proposed RFP to include with a
15 recommendation to the City Council. The Committee agreed to meet on December 4th at 5:30pm
16 at City Hall to continue to work on this language.

17
18 ***Mr. Winny MOVED to continue this discussion to December 4, 2023, at 5:30pm, at City Hall,***
19 ***as part of a special meeting. SECONDED by Mr. Faunce.***

**** The Vote on the MOTION was approved (7-0-0).***

20
21 **4. NEXT MEETING DATE**

22 **A. December 18, 2023 [and December 4, 2023, as discussed during the meeting]**

23
24 **5. OTHER BUSINESS**

25
26 Chair Simon explained that he put forth a request for the City Council to discuss a potential TIF
27 District for Main Street West Lebanon. If approved, this would then be further discussed by the
28 Committee.

29
30 The Committee completed an ethics training with City Manager Mulholland.

31
32 **6. ADJOURNMENT:**

33
34 ***Ms. Stavis MOVED to adjourn the meeting. SECONDED by Mr. Faunce.***

**** The Vote on the MOTION was approved (7-0-0).***

35
36 **The meeting was adjourned at 7:06 PM.**

37
38 Respectfully submitted,
39 Kristan Patenaude
40 Recording Secretary

DRAFT

**WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
CITY HALL COUNCIL CHAMBERS OR
Remote Via Virtual Platform
LebanonNH.gov/Live
December 4, 2023
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, Kim Chewning, Erik Endrulat, Andrew Faunce, Jim Winny, James Mashal

STAFF PRESENT: Timothy McNamara (City Mayor), David Brooks (Deputy City Manager), Nate Reichert (Director of Planning & Development)

1 **1. CALL TO ORDER – The meeting was called to order at 5:30 PM.**

2
3 **A. The December 4, 2023 West Lebanon Revitalization Advisory Committee meeting is**
4 **hereby called to order.**

5 **2. APPROVAL OF MINUTES**

6
7 None at this time.

8
9 **3. OLD BUSINESS**

10
11 **A. Review and discuss and take possible action on recommendation resolution to City**
12 **Council on Future Uses of 14, 28 and 30 Main Street Parcels.**

13
14 The Committee reviewed the draft recommendation document. It was noted that the
15 subcommittee tried to take items heard at the last Committee meeting and capture them within
16 the document, along with a potential RFP completion date.

17
18 Ms. Chewning commented on the language within the recommendation that the mix of
19 residential units should support families, specifically. It was noted that the definition of
20 “families” can be quite broad. There was discussion regarding removing the word in order to not
21 restrict the type of housing on the parcel in any way.

22
23 It was noted that this document will be taken up at the January 17th City Council meeting. The
24 Committee will not be able to review the RFP before it goes out to bid, but it will be able to
25 review the proposals as they are received.

26
27 Mayor McNamara stated that the goal of the Council will be to take this information and
28 consider an RFP. The RFP will be made general enough to hopefully get a range of developers.
29 The ultimate goal is urban renewal of Downtown West Lebanon.
30

1 *Ms. Stavis MOVED to strike Section A and move “parking should be included” to the end of*
2 *Section B. SECONDED by Mr. Mashal.*

** The Vote on the MOTION was approved (6-1-0).*

3 *Mr. Faunce MOVED to replace the word “apartments” with the words “residential units.”*
4 *SECONDED by Mr. Mashal.*

** The Vote on the MOTION was approved (7-0-0).*

5 *Ms. Stavis MOVED to reword Item 8 to, “Recommend that the City Council assign the RFP*
6 *process to the appropriate staff members, with the goal of a release date not later than*
7 *February 1, 2024.” SECONDED by Mr. Mashal.*

** The Vote on the MOTION was approved (7-0-0).*

8 *Ms. Stavis MOVED to reword Item 7 to, “Recommend that the West Lebanon Revitalization*
9 *Advisory Committee be kept apprised of the RFP process and that it be given the opportunity*
10 *to review and comment on RFP responses, as appropriate.” SECONDED by Mr. Mashal.*

** The Vote on the MOTION was approved (7-0-0).*

11
12 *Mr. Faunce MOVED the following recommendation language, as amended:*
13 *SECONDED by Mr. Mashal.*

14
15 *Upon the request of the Lebanon City Council the West Lebanon Revitalization Advisory*
16 *Committee was charged with exploring options for making recommendations and seeking the*
17 *community’s input on the properties at 14, 28 and 30 Main Street in West Lebanon*
18 *concerning the disposition of said properties based upon West Lebanon community’s*
19 *preferences.*

20
21 *Therefore, based on testimony given, materials presented, community feedback, a*
22 *neighborhood survey and supporting documents submitted I move that the West Lebanon*
23 *Revitalization Advisory Committee approve the following recommendations for City Council’s*
24 *Consideration concerning the future disposition of 14, 28 and 30 Main Street:*

25
26 *1. The subject properties should be converted into a mixed-use building, including commercial*
27 *uses occupying the 1st floor and residential units occupying the upper floors.*

28 *a. To help achieve a walkable and more sociable downtown, street-level storefronts should*
29 *create outdoor space for informal gatherings. This could be achieved by an overhang or a*
30 *greater setback at street level, with the upper floors extending to create a contiguous weather*
31 *protected street adjacent space. Parking should be included as well.*

32 *b. Commercial offerings that support residents and attract others to visit and spend time in*
33 *town - for example one or more eateries to offer service across the day are preferred to "hit*
34 *and run" retail opportunities.*
35 *c. Given the lack of redevelopment on Main Street recently, it may be necessary for the City to*
36 *subsidize the project in some way (sell property at reduced price, favorable lease terms etc.) to*
37 *bring these goals to fruition.*

38
39 *2. That 28 and 30 Main Street should be unified into one parcel.*

1
2 **3. Dependent upon viability of the project it may be appropriate to abandon the Church Street**
3 **public right of way and add 14 Main Street to the other merged lots. This would create a**
4 **contiguous connected street frontage on Main Street and make Church Street dead end on the**
5 **property's east side. Alternatively, consideration could be given to developing over the public**
6 **right of way to support maximum residential uses and to either preserve the full right of way**
7 **or sustain pedestrian access to Main St while creating additional (rentable) outdoor social**
8 **space.**

9
10 **4. If possible, the intermittent stream to the rear of the properties should be designed in such a**
11 **way as to maximize daylighting for the stream and to create a positive environmental impact.**

12
13 **5. If possible, the rear area of 30 Main Street should be designed in such a way to include a**
14 **recreational pocket park area for area residents to enjoy.**

15
16 **6. Recommend that the Lebanon City Council begin the RFP process. The RFP should give**
17 **priority to projects that meet the criteria in bullet point numbers one, three, four and five. If**
18 **these items are not practically or economically feasible, developers should indicate what**
19 **concessions the City might offer to make their project(s) viable.**

20
21 **7. Recommend that the West Lebanon Revitalization Advisory Committee be kept apprised of**
22 **the RFP process and that it be given the opportunity to review and comment on RFP**
23 **responses, as appropriate.**

24
25 **8. Recommend that the City Council assign the RFP process to the appropriate staff members,**
26 **with the goal of a release date not later than February 1, 2024.**

27
28 *** The Vote on the MOTION was approved (7-0-0).**

29 **4. ADJOURNMENT:**

30
31 **Mr. Mashal MOVED to adjourn the meeting. SECONDED by Mr. Winny.**

32 *** The Vote on the MOTION was approved (7-0-0).**

33 **The meeting was adjourned at 6:18 PM.**

34
35 Respectfully submitted,

36 Kristan Patenaude

37 Recording Secretary