

FINAL

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

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

2. APPROVAL OF MINUTES

None at this time.

3. OLD BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Faunce MOVED the following recommendation language, as amended: SECONDED by Mr. Mashal.

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

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

- 1. The subject properties should be converted into a mixed-use building, including commercial uses occupying the 1st floor and residential units occupying the upper floors.**
 - a. To help achieve a walkable and more sociable downtown, street-level storefronts should create outdoor space for informal gatherings. This could be achieved by an overhang or a greater setback at street level, with the upper floors extending to create a contiguous weather protected street adjacent space. Parking should be included as well.**
 - b. Commercial offerings that support residents and attract others to visit and spend time in town - for example one or more eateries to offer service across the day are preferred to "hit and run" retail opportunities.**
 - c. Given the lack of redevelopment on Main Street recently, it may be necessary for the City to subsidize the project in some way (sell property at reduced price, favorable lease terms etc.) to bring these goals to fruition.**
- 2. That 28 and 30 Main Street should be unified into one parcel.**

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

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

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

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

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

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

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

4. ADJOURNMENT:

Mr. Mashal MOVED to adjourn the meeting. SECONDED by Mr. Winny.

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

The meeting was adjourned at 6:18 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary