



**WEST LEBANON REVITALIZATION
ADVISORY COMMITTEE
FEBRUARY 9, 2021 - 5:30 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
 - 2. Approval of Minutes**
 - A. January 26, 2021
 - 3. New Business**
 - A. Discussion of Trail Network Expansion Concept
 - B. Review of draft outreach questions to property owners
 - C. Review of Draft Property Owner Letter regarding Potential Parking Connections
 - 4. Other Business**
 - A. Committee Reports:
 - Westboro
 - Outreach
 - 5. Adjournment**

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

Agenda
West Lebanon Revitalization Advisory Committee
February 9, 2021

Agenda Item #2A
Approval of Minutes

January 26, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, JANUARY 26, 2021
5 REMOTE VIA MICROSOFT TEAMS
6 LebanonNH.gov/Live
7 5:30PM
8

9 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice Chair);
10 Chris Lin; Dean Cashman; Graziella Parati; Gregorio Amaro;
11 Kevin Purcell (Economic Development Commission Rep.); Laurel
12 Stavis (Planning Board Rep.); Lauren Groves;

13
14 STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City
15 Manager
16

17 -----
18
19 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 5:30 pm
20

21 A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
22

23 Mr. Brooks shared the State directive and participation details for the online meeting in Microsoft
24 Teams. All speakers identified themselves.
25

26 2. **APPROVAL OF MINUTES:**
27

28 A. January 12, 2021
29

30 ***A MOTION by Ms. Stavis to approve the January 12, 2021 Minutes as presented.***
31 ***Seconded by Mr. Clem.***
32

33 ***Roll Call Vote:***

34 ***Members voting in favor included: Mr. Clem, Mr. Lin, Mr. Cashman, Ms. Parati, Ms. Stavis,***
35 ***Ms. Groves, Chair Winny.***

36 ***Members abstaining: Mr. Purcell.***

37 ****The Motion was approved (7-0-1)***
38

39 Mr. Amaro arrived at 5:36pm
40

41 3. **NEW BUSINESS:**
42

43 A. **Review of Draft Statement Supporting Removal of Westboro Buildings**
44

45 City Manager Mulholland stated he had spoken with Executive Councilor Kenney about seeking
46 the release of the appropriated funds. Councilor Kenney indicated he would approach the
47 Governor, but Mr. Mulholland has had no further communication.
48

49 Mr. Clem summarized the draft letter of support for demolishing the Westboro buildings, which
50 focuses primarily on having the state release appropriated funds. Chair Winny suggested it would
51 be useful for the Council to know how the committee feels about other potential options for
52 proceeding on the issue. There was discussion of the pros and cons of various approaches and
53 members' willingness for the City to take on greater responsibility for the demolition.
54

55 Mr. Mulholland reviewed seven potential strategies for achieving the demolition of the structures
56 for committee discussion.

- 1 A. The City offers to a pay more of the cost of the demolition project or all of it.
- 2 B. The City pursues an enforcement action against the State under the provision of RSA 155-
- 3 A which is the building and life safety codes.
- 4 C. The City seeks an appropriation in the next State budget process.
- 5 D. The City tries to get creative with CDFA to utilize the tax credit program to fund the
- 6 demolition project.
- 7 E. The City offers a no interest loan to the State for a short period of time, such as 5 years.
- 8 F. The City resumes discussions directly with the Governor's Office and through our newly
- 9 elected Executive Councilor to try to get the frozen funds released for the project.
- 10 G. The City forms a not-for-profit entity and seek donations for the demolition of the structures.

11
12 Mr. Mulholland noted that some strategies involve more risk than others, including the possibility
13 that the City might end up paying for some or all of the demolition. He noted that the City is already
14 taking steps to enforce the building code (Option B). Chair Winny noted that the Council will want
15 to know how much risk tolerance there is. Several members felt the potential benefit of having the
16 buildings removed and demonstrating progress in West Lebanon would surpass the potential
17 costs in terms of future investments. Other members expressed concern about relying too heavily
18 on future possibilities.

19
20 Mr. Clem asked if the City might want or need additional funds or actions from the State even
21 after the buildings are removed. Mr. Mulholland noted that the State has agreed to pay for half of
22 the roadway access into Westboro in association with the dry bridge project and that the City will
23 still seek control of the property from the State once the buildings are removed.

24
25 It was noted that several strategies can be pursued simultaneously. Mr. Clem recommended
26 focusing on Options F and B and noted he was not prepared to support additional City
27 expenditures beyond the in-kind contribution.

28
29 Several members did not want to rule out the possibility of a no-interest loan (Option E) with the
30 idea that achieving a major step forward will recouped in the future.

31
32 Chair Winny summarized that all of the strategies seem to have some support, but Options E and
33 G appear to be of last resort. He asked the subcommittee to revise the draft letter based on the
34 discussion. Mr. Clem asked for clarification on the committee's position on Option E.

35
36 Mr. Purcell expressed concern about the City's spending and feels the City should protect itself
37 as much as possible. Mr. Mulholland suggested a loan agreement between City and State should
38 be structured like a bond, which is a more formal process, but he noted there is no way to know
39 whether the State would default on loan repayment.

40
41 Mr. Cashman asked for clarification on the timeline for the City pursuing action. Mr. Mulholland
42 indicated that action must be taken before the next state budget is adopted. Several members
43 supported including Option E as a potential strategy because the community has been calling for
44 action on Westboro for years and the City won't have another opportunity to act for two more
45 years.

46
47 Chair Winny took a straw poll relative to support for Option E: five members were in favor; four
48 members were opposed. Mr. Clem indicated that he would revise the draft letter accordingly.

49 50 **B. Outreach Subcommittee Preliminary Plan for Contacting Owners**

51
52 Chair Winny summarized outreach ideas from the prior meeting: connecting parking behind the
53 building and clarifying what owners want or need in order to act.

54
55 Mr. Clem offered past surveys and outreach information from Lyme Properties to the committee.
56 He suggested that the committee needs to ask pointed questions to learn what owners need and

1 what would help them take action. He didn't want to ask the same questions that have been asked
2 previously.

3
4 Chair Winny suggested a good next step would be outline the specific questions that should be
5 asked to property owners and commercial brokers. Mr. Amaro suggested that outreach efforts
6 should also engage people to get them interested in participating in future efforts. Ms. Stavis
7 noted there is a nucleus of businesses and activity in West Lebanon Village that should be the
8 focus of initial outreach and engagement efforts, as opposed to absentee owners.

9
10 Mr. Clem suggested that the subcommittee prepare some potential questions for discussion at a
11 future meeting. Chair Winny hopes to learn what is keeping property owners from redeveloping.
12 Mr. Lin offered to assemble a survey as a baseline for outreach efforts.

13
14 Mr. Mulholland noted that EVEC completed business outreach interviews a few years ago and
15 their questions could be a starting point. Mr. Purcell offered to share the EVEC questions.

16
17 Ms. Stavis suggested that questions should include a vision component to ask what people might
18 like to see if the Westboro buildings were removed or how other changes might impact people's
19 opinions.

20
21 Ms. Parati suggested approaching businesses that represent diversity in West Lebanon as they
22 may have a point of view that is not otherwise represented. Mr. Brooks suggested learning from
23 residents and users of West Lebanon as to what they would like to see happen and making that
24 information available to property owners as they consider future uses on their properties.

25
26 Mr. Mulholland noted that the Planning Department will be communicating with specific property
27 owners to invite them to an upcoming committee meeting to gauge interest in the potential for
28 connecting parking lots behind buildings and to decide whether to pursue it further. A draft letter
29 to those property owners will be circulated for discussion at the next meeting.

30
31 There was discussion about facilitating desirable and appropriate development and whether a
32 subcommittee should be created to take a look at zoning and development regulations affecting
33 West Lebanon. It was noted that historic district provisions might be utilized to have greater control
34 of redevelopment in order to attract more desirable development.

35
36 There was discussion about whether Executive Councilor Kenney should be invited to a future
37 committee meeting to discuss Westboro Yard. Mr. Mulholland said he would try to make
38 arrangements with Executive Councilor Kenney to visit West Lebanon and notify committee
39 members who could choose to attend at the same time.

40 41 **4. OTHER BUSINESS:**

42
43 Mr. Clem introduced a project he has been working on to promote connections to existing and
44 proposed trail networks in and through West Lebanon. Chair Winny suggested making this a
45 discussion for the next meeting.

46
47 Mr. Lin suggested that the committee should have a logo or graphic to help establish an identity
48 for the projects the committee works on. Mr. Brooks mentioned the Planning Department may
49 have funds for such a project.

50
51 Chair Winny mentioned the City's property at 3 Seminary Hill and the riverfront park off Bridge
52 Street could be topics for the committee to focus on. He also mentioned focusing on a partnership
53 with the School District for the use of Seminary Hill School facility.

54 55 **5. ADJOURNMENT:**

1 **A MOTION by Mr. Purcell to adjourn the meeting.**

2 **Seconded by Ms. Stavis.**

3
4 **Roll Call Vote:**

5 **Members voting in favor included: Mr. Clem, Mr. Lin, Mr. Cashman, Ms. Parati, Mr. Amaro,**
6 **Ms. Stavis, Ms. Groves, Mr. Purcell, Chair Winny.**

7 ***The Motion was approved (9-0)**

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9 The meeting was adjourned at 7:30 pm.

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11
12 Respectfully submitted,
13 David Brooks
14 Planning & Zoning Director

Agenda
West Lebanon Revitalization Advisory Committee
February 9, 2021

Agenda Item #3B
New Business

Discussion of Trail Network Expansion Concept

Economic Vitality Exchange Committee - Questions for Businesses:

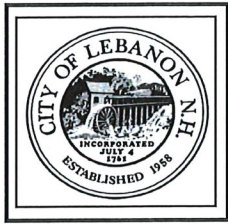
- What can be done differently to assist businesses, to keep them healthy, growing, and in Lebanon?
- How can we enhance the business climate for growing industries?
- What has your growth been in Lebanon over the past five years?
- What are your plans for the future growth of your business?
- Number of employees?
- HR Challenges:
 - hiring issues
 - housing
 - age groups
 - changing skill sets
- Why is your business in Lebanon – what are the City's strengths, weaknesses, opportunities, etc.?

Groups: Hill/Purcell
McNamara/Whitman
Below/Brown
Prentiss/Taylor

Agenda
West Lebanon Revitalization Advisory Committee
February 9, 2021

Agenda Item #3C
New Business

Review of Draft Property Owner Letter regarding Potential Parking Connections



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

February , 2021

owner name
address
city, st zip

Dear Property Owner

Last fall, the Lebanon City Council created the West Lebanon Revitalization Advisory Committee, whose mission is to work with the City to advocate for the revitalization and redevelopment of West Lebanon Village. Among its various tasks, the Advisory Committee will be evaluating options and making recommendations regarding the potential implementation of concepts developed from the 2019 West Lebanon Village Visioning Charrette. The final Charrette Report can be found on the City's website at LebanonNH.gov/WLVision.

One potential improvement revived during the charrette is for the City to work with property owners to investigate opportunities to construct and connect additional parking behind existing Main Street properties. Based on 2018 aerial imagery (attached), there is already a nearly continuous area of paved access and parking behind the existing buildings on the east side of Main Street from Church Street West to Tracy Street. With cooperation among property owners, and in partnership with the City, a connected network of parking and circulation could be created behind the buildings, which would provide greater opportunity and flexibility for streetscape and other improvements along Main Street, without sacrificing needed parking in the West Lebanon Village area.

The Planning and Development Department invites you to attend an upcoming meeting of the West Lebanon Revitalization Advisory Committee on to gauge interest in this improvement idea and to discuss possible public-private partnerships to facilitate revitalization within West Lebanon Village.

The Advisory Committee's meetings are currently held remotely and are accessible through the City's website at LebanonNH.gov/Live. The agendas for the Advisory Committee's upcoming meetings can also be found through the City's website at LebanonNH.gov/Agenda.

Please feel free to contact the Planning & Development Department at planning@lebanonnh.gov or at 603-448-1457 if you have comments or questions about the parking connectivity idea or if you have other suggestions for improving West Lebanon Village.

Sincerely,

David R. Brooks
Director of Planning & Zoning
City of Lebanon

