**FINAL**

**ECONOMIC DEVELOPMENT COMMISSION**
**WEDNESDAY, AUGUST 28, 2024 – 4:00PM**
**Council Chambers – City Hall – or remote via Virtual Platform**
**MINUTES**

**EDC MEMBERS PRESENT:** David Newlove (Chair), Dan Nash, Chip Brown, Andrew Key, Councilor Karen Liot Hill (Vice Chair) [4:08pm], and Dean Cashman

**EDC MEMBERS ABSENT:** Councilor Doug Whittlesey, Tracy Hutchins (Upper Valley Business Alliance)

**STAFF PRESENT:** Deputy City Manager David Brooks

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**1. CALL TO ORDER:**

- The August 28, 2024, Economic Development Commission meeting was called to order at 4:00 PM.

**2. APPROVAL OF MINUTES:**

A. July 24, 2024

***Motion by Dan Nash to approve the minutes of July 24, 2024, as presented.***
***Second by Chip Brown.***
**** The Vote on the MOTION was approved (5-0-0).***

**3. NEW BUSINESS:**

A. Update on 20 Spencer Street Redevelopment Project

*Councilor Liot Hill entered the meeting at 4:08pm.*

Mr. Brooks stated that the applicant has already submitted an application to the Planning Board. The public hearing process will begin on September 9th, though it is unlikely the Board will get through the full review that night. The Planning Board will be asked to schedule a special meeting sometime before the end of September due to the October 1st deadline for submission for grant funding from New Hampshire Housing Finance. The goal is to have a conditional approval in hand by the end of September to facilitate the grant funding request. The applicant and his engineers have done a good job getting a complete application pulled together. There are some waivers requested but the application complies with the basic zoning requirements in terms of use, height, and setbacks, along with the requirements of the Lebanon Downtown District. It is not expected that the applicant will require additional conditional use or special exception approvals, and this project does not have to go before the Zoning Board. During the preapplication reviews, there was discussion regarding EV charging and parking requirements, as the Council previously approved some EV charging requirements in the Zoning Ordinance. The final application shows everything required under those items, but there was some discussion regarding the applicant pursuing a variance those items simultaneously or after-the-fact. There is value in in pursuing the project with the EV-ready capability for future infrastructure, but this will be up to the applicant.

B. Update on Downtown Parking Lot Redevelopment Study

Mr. Brooks explained that he attended the July Farmer's Market with three members of the consultant team. The consultant team also executed another round of the parking utilization study. Mr. Brooks stated that he is working to reach out to some local property managers and building owners to get a sense of their occupancy and vacancy rates, in order to determine how this would impact demand and utilization. The consultant team will be considering some allowed and plausible uses that could go into the spaces and how would that change the demand. The consultants have spent time reviewing the more than 200 survey responses received and comments from the Farmer's Market. The consultants will meet jointly with the EDC and Downtown TIF Committee on September 25th to present this information and there will then be a public meeting from 7:00-8:30pm for a similar presentation.

Mr. Newlove asked if business owners are being asked if they allow their employees to do hybrid work. Mr. Brooks stated that is a good question that has not yet been asked.

C. Master Plan, Chapter 6, Economic Development, Review and Update

The Commission reviewed Chapter 6 of the Master Plan.

**4. FUTURE AGENDA ITEMS:**

The next meeting will be a joint meeting with Downtown TIF regarding the Downtown Parking Lot Redevelopment Study. The Commission will continue to discuss Chapter 6 at a future meeting.

**5. NEXT MEETING DATE:**

A. September 25, 2024 (Joint Meeting with Downtown TIF)
B. October 16, 2024

The Commission discussed having a small business event as part of the October 16$^{th}$ meeting. The Commission agreed to not meet on the 4th Wednesdays of November and December, and to meet on December 11$^{th}$ instead.

**6. OTHER BUSINESS**

None at this time.

**7. ADJOURNMENT.**

***Motion by Dean Cashman to adjourn the meeting at 5:05PM.***
***Second by Chip Brown.***
**** The Vote on the MOTION was approved 6-0.***

Respectfully submitted,
Kristan Patenaude