



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
DECEMBER 16, 2024 - 5:30 PM
LEBANON CITY HALL, COUNCIL CHAMBERS 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: 332 801 681#). If you have trouble accessing this meeting, please [email nathan.reichert@lebanonnh.gov](mailto:nathan.reichert@lebanonnh.gov).

2. Approval of Minutes

- A. November 18, 2024

3. Study Items

- A. Review and Discuss: Strategic Plan, Master Plan and West Lebanon studies
[Strategic Plan Website Page](#)
[Chapter 12 of the Master Plan](#)
[Action Plan for West Lebanon](#)
[Link to Strategic Plan 2024-2027](#)
[Link to West Lebanon Village Charrette Report](#)

4. New Business

5. Old Business

6. Other Business

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
MEETING MINUTES
KILTON LIBRARY CONFERENCE ROOM OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 18, 2024
5:30 PM**

MEMBERS PRESENT: Laurel Stavis, James Mashal, Dan Nash, Andrew Faunce, Kim Chewning,

MEMBERS ABSENT: Councilor Chris Simon, Jim Winny, Erik Endrulat,

STAFF PRESENT: Nate Reichert (Director of Planning & Development)

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

2
3 **2. APPROVAL OF MINUTES:**

4
5 **A. October 21, 2024**

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7 ***Mr. Nash MOVED to approve the meeting minutes of October 21, 2024, as presented.***
8 ***SECONDED by Ms. Stavis.***

9 **** The Vote on the MOTION was approved (5-0-0).***

10
11 **3. NEW BUSINESS**

12 **A. Review and Discuss: Strategic Plan, Master Plan and West Lebanon studies**

- 13 • **Strategic Plan Website Page**
- 14 • **Chapter 12 of the Master Plan**
- 15 • **Action Plan for West Lebanon**
- 16 • **Link to Strategic Plan 2024-2027**
- 17 • **Link to West Lebanon Village Charrette Report**

18
19 The Committee reviewed the Master Plan Chapter regarding West Lebanon. One of the goals is
20 to reinvent the retail and Downtown area but it is unclear what the strategy is to do so. West
21 Lebanon has tremendous competition from other nearby municipalities and Downtown Lebanon.

22
23 Mr. Reichert stated that the update on the Master Plan can be completed at the leisure of this
24 Committee.

25
26 Ms. Chewning stated that part of West Lebanon's issue is the quality of its buildings. She
27 suggested having conversations with other communities that have done what West Lebanon is
28 interested in doing.

1 The Committee discussed the need for a formal person with a certain set of skills that will market
2 West Lebanon. This is a critical need for the goal of revitalization. This person will need to have
3 an ongoing good relationship with the Planning Department in order to expedite items as they
4 come up.

5
6 There was discussion regarding determining which services the City needs and then seeking out
7 those users.

8
9 **4. OTHER BUSINESS**

10
11 **A. Review of the 2025 Meeting Calendar**

12
13 The Committee agreed to discuss this at a future meeting.

14
15 **5. ADJOURNMENT:**

16
17 ***Mr. Nash MOVED to adjourn the meeting at 6:50pm. SECONDED by Ms. Stavis.***

18 **** The Vote on the MOTION was approved (5-0-0).***

19
20 Respectfully submitted,
21 Kristan Patenaude
22 Recording Secretary



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

West Lebanon Revitalization Advisory Committee

To: West Lebanon Revitalization Advisory Committee
Prepared By: Andrew Faunce and Nathan Reichert
Date: December 16, 2024 – Regular Meeting
Discussion Topic: Action Items for West Lebanon
Agenda Item: 3.A

The following is a breakdown of the WLRAC discussion from the November meeting as noted by Mr. Faunce.

Near Term Actions:

- Halt further blight to the West Lebanon Main Street downtown that is manifest in empty storefronts; or business transitions that are not focused on meeting the neighborhood needs. This is a "code red" need to preclude an even more severe downward spiral.
- Develop "destination" experiences - notably make use of the SAU building (the Theater, gym, and abundant open space for activities under tents) as a community center for film, entertainment, and civic events.
- Regroup on current plans to redevelop the three Main St. lots currently owned by the City. Consider short term plans to fill those spaces pending the long-term plan's execution.
- Market WL restaurants as a convenient alternative to WRJ restaurants. ("Draft" on that success.)
- Collaborate with Littleton, NH to see which of their successful approaches will work here.
- Parking - identify if there is an actual or a perceptual problem with finding parking along WL Main St. Take steps to remedy, which may include creating parking or negotiating shared use agreements with property owners.
- Develop the capacity (ideally a specific role and person with marketing skills) within the City Manager or Planning and Development office to regularly and continuously engage, promote, and explain efforts to improve WL. (Having plans and executing them is not sufficient.)
- Engage with the EDC (and the above mentioned role) to create a vital community and partnership with WL business owners and property owners. Any improvements beyond those already in the pipeline rely entirely on their buy in and support.
- Gather/regather the neighborhood needs to identify businesses to attract to WL Main St.
- **Urgently investigate options to encourage or enforce site condition clean up at River Park. ALSO... Investigate, taking action, as necessary, to preclude the potential for sale and alternative development of this property which its zoning allows but that does not comport with resident expectations as defined by the River Park subdivision and site plans.**
- Revisit with EDC and City staff how a TIF will support the above activities. (eg: Which of the above costs can be defrayed by it?)

For inclusion in the updated Master Plan.

- Given current and projected housing demand, identify an interest in redeveloping Iron Horse Park, in part or in full, for residential and recreational purposes in the updated WL chapter of the Master Plan. This would expand the WL neighborhood while keeping it contiguous to existing housing and amenities. It might also allow for some rejiggering of the area to support an updated fire station.

Informational Item, Not Discussed at previous meeting.

Food Truck Task Force:

Please note that the Food Truck Task Force is developing a series of recommendations concerning “Food Truck” regulations. Recommendations are imminent and will likely have an impact on West Lebanon. When the recommendations are complete, we will seek to get an update for WLRAC.