



**STEERING COMMITTEE FOR THE IMPLEMENTATION OF
THE MASTER PLAN (SCIMP)
MEETING AGENDA
Council Chambers, City Hall
Thursday, May 31, 2018
6:30pm**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. JANUARY 25, 2018

Documents:

[Scimp 1_25_18 Mins.pdf](#)

3. STUDY ITEMS

A. MASTER PLAN IMPLEMENTATION

- a. Update (from 1/25/18 SCIMP Meeting)
- b. Annual Report concept

**B. MASTER PLAN UPDATE PROCESS (ALSO PRESENTED AT 5/29/18
PLANNING BOARD MEETING)**

- a. Update to Land Use, Chapter 2 FLUM
- b. Update to CBD, Chapter 3

4. OTHER BUSINESS

5. OPEN DISCUSSION

6. ADJOURNMENT

Please note times indicated for agenda items are estimates and are for guidance purposes only. Agenda items are subject to presentation out of order due to removal of items or change in agenda sequence.

The public may appear in person or by agent or counsel and provide testimony stating **the reasons why these requests should, or should not, be granted. Any person with a hearing disability who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), please contact the Planning Office at 603-448-1457 at least 72 hours in advance so the City can make any necessary arrangements. All plans are available for review Monday-Friday from 8:00AM to 4:30PM at the City of Lebanon Planning Office, City Hall, 51 North Park Street, Lebanon. For more information about what is happening with these applications and in the City, please visit our website at www.lebanonnh.gov**

**AGENDA
STEERING COMMITTEE FOR THE
IMPLEMENTATION OF THE MASTER PLAN
MAY 31, 2018**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

JANUARY 25, 2018

1 DRAFT

2
3
4
5
6
7
8

CITY OF LEBANON
STEERING COMMITTEE FOR IMPLEMENTATION OF THE MASTER PLAN
Minutes, January 25, 2018
City Hall—Council Chambers
6:30 p.m.

9 **MEMBERS PRESENT:** Chair Gregory Schwarz (Planning Board), Vice Chair Clifton
10 Below (City Council), Bruce Garland (Planning Board), Karen
11 Liot Hill (City Council alternate), Joan Monroe (Planning Board
12 alternate)

13
14 **MEMBERS ABSENT:** Susan Almy (Conservation Commission), Keith Davio (Planning
15 Board), Clarke Dustin (Conservation Commission alternate)

16
17 **STAFF PRESENT:** Planning & Zoning Director David Brooks, Associate Planner
18 Rebecca Owens



19
20
21 **I. CALL TO ORDER**

22
23 The meeting was called to order at 6:37 p.m. by Vice Chair Schwarz.

24
25 **II. APPROVAL OF MINUTES:** September 28, 2017

26
27 Changes: Throughout, replace “Almay” with “Almy”; Page 5, line 33, replace “concept” with
28 “perception that”; page 6, line 2, insert “and Planning Board” after “SCIMP”.

29
30 *Clifton Below moved to approve the minutes of the September 28, 2017 meeting of the*
31 *Lebanon Steering Committee for Implementation of the Master Plan as amended.*
32 *Seconded by Bruce Garland.*
33 **The motion passed 4-0.*

34
35 **III. STUDY ITEMS**

36
37 **A. Presentation on Continued Implementation of the Master Plan**

- 38 • Status of update to Land Use, Chapter 2
- 39 • Annual Report concept

40
41 Ms. Owens said they are working to consolidate what each board has done, and they have added
42 “Department Work Plans” to the non-regulatory actions. Vice Chair Below suggested adding the
43 outcomes. Ms. Owens said the implementation actions achieved are not necessarily implemented
44 until they are incorporated into the regulations. She reviewed the Master Plan themes. They are
45 working to consolidate the 500+ actions and strategies. Vice Chair Below said he took all of the
46 actions for which the Energy & Facilities Manager might take the lead, or others, and many are

1 duplicated or overlapping. Ms. Hill said priority might be given to actions that fit into more than
2 one category. Ms. Owens said they have been implementing a significant portion of land-use
3 changes. The targets for 2017 were natural resources, culture and art, and the downtowns; now,
4 they are moving into urban design. They are due for a Master Plan update. Mr. Brooks said staff
5 and the Planning Board have been discussing the update process.

6
7 Mr. Garland said the Planning Board has discussed that the Master Plan should be a living
8 document and current. Ms. Owens said implementation leads to updating. They are not looking
9 to change the vision, just elaborating. Mr. Brooks drew a distinction between the vision of the
10 chapter and the Future Land Use Map, which is an action item itself. He said a pretty radical
11 impact would be required to change the vision. Ms. Hill asked who decides that, and if they will
12 not revisit the vision until 2030. Ms. Owens said the criteria are to be determined. Mr. Brooks
13 said absent a substantial change in circumstances, the vision and purpose will not change until
14 2030. Ms. Owens said many Master Plans encourage sub-plans.

15
16 Ms. Owens reviewed the actions completed, in progress, and pending/under evaluation, as
17 described in the packet. She began with Transportation. Mr. Brooks said standards involve
18 changes in regulations for developers and implementation by the City, for example, adding
19 bicycle racks on the pedestrian mall. Vice Chair Below reviewed the streetlight issue. Mr.
20 Garland said the Planning Board should not have to make all of the changes to the Master Plan;
21 other committees and members of the public can do this, with oversight by the Planning Board
22 and the planning staff. There was a brief discussion of the lights at the skating rink at Pat Walsh
23 Park as an example of the fact governmental land uses do not require Planning Board approval
24 and how sports uses might differ from residential ones.

25
26 Ms. Owens said The RideShare program ended last summer, and they need to look at
27 alternatives. She reviewed the Land Use category. She said fiscal impact studies are helpful, but
28 they need to figure out how to use them. Mr. Brooks said they are starting to determine what
29 additional questions there are and how to answer them. Mr. Garland said there are a lot of things
30 that are not in the Master Plan that need to be implemented, and that is a separate issue. Ms.
31 Owens said not every strategy comes with an implementation plan. Ms. Hill said it would be
32 good if those tasks refer back to specific Master Plan actions and strategies. She said the City
33 Council could note on their agenda items what Master Plan goals they further. Mr. Brooks said
34 the urban services boundary relates to updating Chapter 181 of the City Code, and that is
35 mentioned in the Master Plan.

36
37 Ms. Owens reviewed the Energy/Environment and Open Space/Natural Resources categories.
38 Mr. Brooks reviewed the Designated River status of the Mascoma River and the role of the Local
39 Advisory Committee. Ms. Hill asked if the open space plan is a regulatory document. Mr.
40 Brooks said it could be. Ms. Hill said with any plan or policy, they should know who adopts it or
41 endorses it. Ms. Owens reviewed the Water Resources, Downtown Lebanon, and Downtown
42 West Lebanon. She noted that the visioning study for West Lebanon has been tabled. She
43 reviewed the Culture and Arts category. Ms. Monroe suggested that old skis can be turned into
44 chairs that can be sponsored. Ms. Owens reviewed the Urban Design category.

45
46

1 **B. Master Plan Update Process**

2 • **Amendment procedures and schedule concept**

3
4 Ms. Owens said this will not be a new visioning process. They would like to have criteria for
5 different types of updates, a report on past things completed, and upcoming priorities. They also
6 want to boost branding and communications. Mr. Garland asked how they can get the chapters
7 going. Mr. Brooks said they have been giving the Pedestrian & Bicyclist Advisory Committee
8 work to do, and they have given the Historic Resources chapter to the Heritage Commission. Ms.
9 Owens said the quarterly reports to the City Council can be more geared to the Master Plan. Mr.
10 Garland said committees could report to this steering committee. Ms. Hill said she does not
11 know if the Economic Vitality Exchange Committee has been given the Economic Development
12 chapter. They could also use task forces. Mr. Garland said Ms. Owens can match chapters to
13 committees and bring them to the Planning Board. Ms. Hill said citizens would like to see the list
14 of actions and how they have progressed.

15
16 Ms. Monroe said some tasks may be done by other organizations. Task forces have been a
17 success because one person gets passionate about an issue and motivates others. People in West
18 Lebanon are frustrated because they want to do things there. They can solicit people via the City
19 newsletter.

20
21 **IV. OTHER BUSINESS**

22
23 Mr. Brooks said the Committee can meet in April or May and then again in September.

24
25 **V. OPEN DISCUSSION: None**

26
27 **VI. ADJOURNMENT**

28
29 *Clifton Below moved for adjournment. Seconded by Joan Monroe.*
30 **The motion passed 4-0.*

31
32 The meeting was adjourned at 8:52 p.m.

33
34 Respectfully submitted,

35
36
37 Charles Glazer
38 Recording Secretary