

FINAL

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

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

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

STAFF PRESENT: Planning & Zoning Director David Brooks, Associate Planner Rebecca Owens

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES: September 28, 2017

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

Clifton Below moved to approve the minutes of the September 28, 2017 meeting of the Lebanon Steering Committee for Implementation of the Master Plan as amended.

Seconded by Bruce Garland.

****The motion passed 4-0.***

III. STUDY ITEMS

A. Presentation on Continued Implementation of the Master Plan

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

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

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

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

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

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

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

B. Master Plan Update Process

• Amendment procedures and schedule concept

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

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

IV. OTHER BUSINESS

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

V. OPEN DISCUSSION: None

VI. ADJOURNMENT

Clifton Below moved for adjournment. Seconded by Joan Monroe.

**The motion passed 4-0.*

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

Respectfully submitted,

Charles Glazer
Recording Secretary