

FINAL

**Steering Committee-Implementation of Master Plan (SCIMP)
Minutes, May 31, 2018
Council Chamber, City Hall
6:30 PM**

MEMBERS PRESENT: Gregory Schwarz (Chair), Bruce Garland (Planning Board Rep.), Keith Davio (Planning Board Rep.), Sarah Riley (Alt. Conservation Commission Rep.), Karen Hill Liot Alt. City Council Rep.), Joan Monroe (Alt. Planning Board Rep.)

MEMBERS ABSENT: Clifton Below (Vice Chair/City Council Rep.), Susan Almy (Conservation Commission Rep.)

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

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- 1. CALL TO ORDER – Gregory Schwarz called the meeting to order at 6:35 PM.**
Sarah Riley is the Conservation Commission Representative in the absence of Susan Almy.
Karen Liot Hill is the City Council Representative in the absence of Clifton Below.

- 2. Approval of Minutes – January 25, 2018**

*A MOTION was made by Keith Davio to approve the January 25, 2018 Minutes as written.
The MOTION was seconded by Bruce Garland.*

** The vote on the MOTION was unanimous in favor (5-0).*

- 3. Study Items**

- A. Master Plan Implementation:**

- 1. Update (from 1/25/18 SCIMP Meeting)**

Ms. Owens, as follow-up to the last meeting in January, presented slides she used to communicate the goals and action lists of the Master Plan, which would be used as a behind the scenes tracking tool that staff maintains. She stated that in terms of regulatory actions used to implement the Master Plan, there are zoning ordinances and development regulations for subdivisions and site plan review. She presented a color wheel of Master Plan Themes, which covered all 13 Chapters of the Master Plan, and said this is how they (Planning Dept.) have organized the report out to SCIMP. Ms. Owens also presented the themes displayed in a table format, which depicted the years when each Theme would be a focus for implementation, stressing that this is not an exact process.

Ms. Owens stated that one of the requests at January's meeting was to add Master Plan outcome citations tables referencing tasks are completed/in progress/pending so SCIMP can more easily prioritize implementation. Ms. Owens reviewed the Transportation, Land Use, Energy/Environment and Open Space Themes and explained where these Themes were in the MP process. She also described the multiple citations for each Theme that cross-referenced multiple Master Plan Chapters, as an example of

what these and other themes would look like with citations and action categories included, noting that many themes would have sub-plans across different Chapters of the MP as this process moves forward.

Ms. Hill asked if these slides were an internal (Planning Dept.) working document and stated that if the Committee's task is to assess & evaluate the progress being made on the MP, she felt this was not helpful in seeing the big picture. Ms. Owens stated that January's Minutes requested that tasks be referred back to specific Master Plan actions and strategies and she explained that there is a draft template for a Master Plan Report Out, so anything that has been completed would go into this Report Out, which would be a public communications document. Ms. Owens noted that once the slides she presented with the citations and categories (Completed/In Process/Pending) are distributed in document form and sent to the Committee, SCIMP could use this document as a reference/accountability/working tool for the Master Plan Report Out. Ms. Owens stated the ultimate goal is to make a list of what has been completed for this Report Out. Mr. Brooks also stated that the idea behind adding citations, as discussed at the January meeting, is to help provide SCIMP with a prioritization list regarding which specific actions touch the most Chapters. Further discussion took place regarding and Ms. Owens skipped the remaining Themed slides.

2. Annual (Implementation) Report Concept

Ms. Owens reviewed the DRAFT Sample of the MP Implementation Annual Concept Report for the Downtown Lebanon Central Business District, Chapter 3 in the Master Plan (2012-2018) that was reviewed by the Planning Board. She noted this Concept Report (Annual Implementation Report) would be updated yearly and is a "**snap shot**" of the implementation status and findings related to Outcome Strategies and Actions. Mr. Garland, for clarity, summarized that for the 1st quarter of next year (2019) there would be a 2-page document for each of the 13 Chapters, as presented in Ms. Owens draft. Ms. Owens concurred and stated that this Annual Implementation (Concept) Report and Update **would be reported to the public**. Mr. Garland suggested that this Concept Report period be listed as 2012-2017, so next year the Committee could start with a clean slate. A discussion took place regarding the pros/cons of the reporting timeframe. Ms. Hill commented that she liked the idea of a regular report updating the Community on what is happening with the Master Plan.

B. Master Plan Update Process (Also presented at 5/29/18 Planning Board Meeting):

a. Update to CBD, Chapter 3

Ms. Owens reviewed the DRAFT Sample Update Report (2012-2018), using Chapter 3 (Lebanon Central Business District) as an example. This "Update Report highlights Conditions & Trends, and Future Challenges & Opportunities that are new and/or modified from those identified in the original 2012 Master Plan." She noted that one of the goals of the 2012 Master Plan Update is for it (Update) to serve as a dynamic reference and planning tool for decision-makers to review the Lebanon community's current character/data and help to facilitate/address key challenges/opportunities prior to the Annual Work Plan and the City Budget development." Ms. Owens stated the Update Report covers the Conditions & Trends (CT) and Future Challenges & Opportunities (CO) that are in each Chapter, whereas the Annual Implementation Report covers the outcomes and implementations.

Ms. Owens compared and explained the differences between the Implementation Report (Public Accountability Document) and the Update Report (Planning Tool), using the Housing Theme as an example. Mr. Brooks explained that the **Implementation Report is a summary** of which actions and strategies have been addressed, completed in full, or reached a significant milestone. Mr. Brooks stated that the **Update Report is the planning tool**, which is looking at current conditions/trends/new

information/new reports, and is primarily objective information. Mr. Brooks stated they did not want to get into the Vision Statement or any other priorities or issues without having going through the public engagement piece, and this is not expected to happen until 2030 unless some major development/change occurs before this time.

A discussion took place regarding how the Implementation Report and the Update Report would work and who might/would benefit from the use of these reports, hyperlinking studies/reports, and where the repository for these documents should be located, including a possible web page with an appendix of all reports/findings without actually changing the MP.

Ms. Hill stated that the Citizens of Lebanon have a right to know about all of the studies they have paid for and that these should be in a list (i.e., index library), which is easily accessible to the community. She also encouraged Ms. Owens and Mr. Brooks to continue with their cross-referencing and felt this would be helpful in the future. Ms. Hill stated, as constructive feedback, that she would like to see the Annual Report continue, but was not entirely sold on the Update Report, noting that she is thinking about using dash boards, and/or incorporating more graphics and using less text. Ms. Monroe concurred and a lengthy discussion took place regarding how to make Update Report more understandable. Mr. Brooks stated they would work on this, but it may not be ready by the September 2018 SCIMP meeting.

A lengthy discussion also took place regarding Themes, how each Theme is related to various Chapters of the Master Plan, and developing a standardized reporting tool (i.e., template with questions). Mr. Garland suggested going through the 13 Chapters of the Lebanon Master Plan and assigning each Chapter to a primary Lebanon Committee for annual updates. Mr. Brooks suggested the following Community Board assignments:

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|---------------------------------------------------------|---------------------------|
| • Chapter 1: Introduction | Planning Staff |
| • Chapter 2: Land Use | Planning Board |
| • Chapter 3: Lebanon Central Business District | EVEC/Chamber |
| • Chapter 4: West Lebanon Central Business | EVEC/Chamber |
| • Chapter 5: Natural Resources | Conservation Committee |
| • Chapter 6: Economic Development | EVEC |
| • Chapter 7: Housing | Vital Communities (?) |
| • Chapter 8: Community Facilities & Services
Manager | City Administration/City |
| • Chapter 9: Transportation | Ped & Bike/City Council |
| • Chapter 10: Recreation | Friends of Recreation (?) |
| • Chapter 11: Historic Resources | Heritage Commission |
| • Chapter 12: Community Design & Civic Art | Arts & Culture Task Force |
| • Chapter 13: Energy | LEAC |

Mr. Brooks explained that a comprehensive update of the Master Plan every 5 years does not work that well due to the pace of change, so the Planning Board felt it might be easier to do some updates on an annual basis, noting that not every Chapter would get touched every year. He also clarified that these would be running updates, so the history of updates could be tracked. There was a discussion regarding the City of Lebanon's Vision and Citizen Boards helping with this process, along with concerns about having different factions of the Community involved with the Master Plan because of possible undue influence on planning process.

Mr. Brooks, in response to Mr. Garland's question, will send around the Community Board Assignment List for their review as a next step. Mr. Garland also suggested that once he and Ms. Owens agreed on the community organizations that fit within Lebanon, they confirm that these organizations will take responsibility for their Chapters of the Master Plan and inform SCIMP about their status at the September 2018 meeting.

Ms. Monroe stated that it is obvious that housing is a major problem, which can affect the economics of the City, and was wondering if we could reach out to LISTEN and have them become involved with housing as a resource. Mr. Brooks will continue to reach out to not so obvious resources (i.e., for housing and transportation) and will report this information back to the Committee in September.

b. Update to Land Use, Chapter 2 FLUM (Future Land Use Map)

Ms. Owens informed the Committee that there would be a Planning Board meeting on June 25, 2018 about six proposed Future Land Amendments, which will better reflect the current zoning. Ms. Owens presented the six proposed changes to the FLUM at the request of Ms. Sarah Riley. Her slides showed the proposed changes for the areas below:

- Waterman Ave.
- Route 10/Sachem
- River Park and Computech
- Miracle Mile/Timken
- Benning Street
- Bank Street

4. Other Business

Mr. Garland suggested that the Agenda be sent out as a draft to SCIMP members for their review and input. Ms. Owens stated this would be sent to the Chair for distribution. Committee members have up to one week before the next meeting to submit their Agenda requests. Mr. Garland would also like to add a "**Future Agenda Items**" category to the Agenda.

5. Open Discussion - None

6. ADJOURNMENT-

A MOTION was made by Keith Davio to adjourn the meeting at 8:35 PM.

The MOTION was seconded by Bruce Garland.

** The vote on the motion was unanimous in favor (5-0).*

Respectfully submitted,
Dona E. Gibson
Recording Secretary