

MINUTES OF ECONOMIC DEVELOPMENT COMMITTEE MEETING  
EXECUTIVE CONFERENCE ROOM  
DECEMBER 5, 2018 4:30pm.

Committee Members present: Councilor Martin Dumont, Chairman  
Councilor Jonathan McCallion, Vice Chairman  
Councilor Richard Michaud  
Councilor Martin Pepin, temporary Mayoral Appointment

Administration/Staff present: Bob Belmore, City Manager  
Trish Harris, City Clerk  
Shanna Saunders, Dir. of Planning & Community Dev.  
Robin Comstock, Economic Development Manager  
Michael Bobinsky, Director of Public Works  
Scott Smith, Director of Finance

Others Present: Councilor Edward Levasseur  
Councilor David A. Witham  
David Baker, Somedowntown LLC.  
Jenne Holmes

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Chairman Dumont called the meeting to order at 4:30pm.

APPROVE MINUTES FROM NOVEMBER 13, 2018 MEETING

***Motion made by Councilor McCallion, seconded by Councilor Michaud, made a motion to accept the minutes of the previous meeting as presented, Motion passed 4-0.***

DAVID BAKER – REQUEST FOR OFF-STREET PARKING EASEMENT ON LORDS CT.

The Committee reviewed the map of the area of 57-65 High Street and Lords Court. The top two parking spaces are outside of Mr. Baker's property line and in the City's right of way on Lords Court. The Zoning Ordinance requires two parking spaces for each apartment in the downtown area. An easement is needed for Mr. Baker to move forward with his plans for apartments above Leroy's hair salon at 57-65 High Street.

The area is currently not paved. If the easement is approved, this area will be paved, including part of the City's easement. There was discussion about sloping and drainage runoff, which would be addressed during the planning board review process. The Committee reviewed a map of the location which was explained by Belmore and Saunders. Mr. Baker agreed to provide a Draft easement document for City review. Baker also agreed that he would be responsible for removal of any City plowed snow into these spaces in order to use them after any snow event.

Mr. Baker stated that he has a plan for a retaining wall and drainage.

***Councilor McCallion, seconded by Councilor Pepin, made a motion for the Committee to sponsor a Resolution to full Council to approve easement rights to Mr. David Baker-Somedowntown LLC, to assist in providing additional City Right of Way area needed to create two parking spaces off of Lords Court for apartments at 57-65 High Street, with certain conditions to include no parking in these 2-parking spots during snow emergencies and signage regarding that restriction. The motion passed 4-0.***

#### FORM BASED CODE CONSULTANT PROPOSAL RECOMMENDATION

City Manager Belmore stated that the City received four proposals from consultants to prepare a form-based code component to the City's Zoning Ordinance.

City Manager Belmore, Director Smith and Director Saunders interviewed three of the firms and consensus was to recommend Resilience Planning and Design LLC of Plymouth NH. Their proposal was \$29,700. plus mileage.

There is about \$24,000 budgeted for this project. Additional Funds may be needed, however City staff believed some of the proposal could be eliminated or tweaked to reduce the cost. Belmore also mentioned that Resilience has successfully completed projects for Dover and Lancaster, NH. Belmore mentioned that the area under consideration is the downtown areas of Market, Main and High streets. If the project is approved staff would work with the EDC to clearly define the project area.

***Councilor McCallion, seconded by Councilor Michaud, made a motion to support a Resolution to authorize City Manager to Contract with Resilience Planning and Design, LLC of Plymouth NH, to develop a Form Based Code section for the City.***

Staff will confirm a recommended amount before the Resolution is written and presented.

#### MISC.

There was brief discussion about the Plaza RFP. ED Manager Comstock has reached out to companies who did not respond to the RFP. Their suggestion was to get the RFP out earlier than the prior issuance, maybe in January. There was a consensus that form based codes should move forward prior to a new RFP being issued.

Councilor McCallion stated that the City should look into the parking requirements for the downtown. There was discussion about the requirement of two parking spaces for each apartment. The Committee consensus was to have City staff draft a proposal to eliminate this parking restriction for review by the Committee at the January meeting.

There was brief discussion about the proposed Intermunicipal Emergency Water Agreement with Dover. This will be discussed more at the Finance Committee Meeting Scheduled for Friday, December 7<sup>th</sup>, 2018.

ADJOURNMENT

*Motion made by Councilor McCallion, seconded by Councilor Pepin, made a motion to adjourn the meeting. Motion carried with a vote of 4-0. The meeting adjourned at 5:12p.m.*

Respectfully submitted,

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Trish Harris, City Clerk