

**CITY OF KEENE  
NEW HAMPSHIRE**

**JOINT PUBLIC WORKSHOP  
PLANNING BOARD/  
PLANNING, LICENSES, AND DEVELOPMENT COMMITTEE  
MEETING MINUTES**

Monday, March 14, 2016

6:30 PM

Council Chambers

**Planning Board Members Present**

Gary Spykman, Chair  
Nathaniel Stout  
Christine Weeks  
Andrew Bohannon  
Mayor Kendall Lane  
Douglas Barrett  
Councilor George Hansel  
Pamela Russell Slack  
Chris Cusack

**Planning Board Members Not Present**

Tammy Adams, Alternate  
James Duffy, Alternate

**Planning, Licenses and Development**

**Committee Members Present**

Councilor David Richards, Chairman  
Councilor Philip Jones  
Councilor Robert Sutherland  
Councilor George Hansel

**Planning, Licenses and Development**

**Committee Members Not Present**

Councilor Bettina Chadbourne

**Staff Present**

Rhett Lamb, Planning Director  
Michele Chalice, Planner  
Tara Kessler, Planner

**1. Roll Call**

Chair Richards called the meeting to order at 6:30 pm. The Chair thanked Boy Scout Troop 302 for attending tonight's meeting. A roll call was taken next.

**2. February 8, 2016 meeting minutes**

A motion was made by Christine Weeks that the Joint Committee accept the February 8, 2016 meeting minutes as amended. The motion was seconded by Douglas Barrett and was unanimously approved.

**3. Public Workshop**

**Ordinance – O-2-16-03 – Relating to Zone Change, Petitioner, Keene Public Library Board of Trustees, on behalf of the owners of the parcels located at 76 Winter Street, 86 Winter Street, and 105 West Street, requests a zone change from Office to Central Business.** The three parcels of land affected by this request total an area of 1.24 acres and are identified by the following Tax Map Parcel numbers:

001-01-006 (76 Winter Street)  
001-01-004 (86 Winter Street)  
001-01-005 (105 West Street)

Ms. Weeks recused herself from this hearing due to her role as a library representative.

Mr. Paul Henkel Trustee of the Keene Public Library addressed the Committee and stated that the Friends of the Library purchased the Library Annex property in 2003 from the Masons but the Masons continued to occupy the property for a few more years under a lease agreement. With

funds received from The Friends of the Keene Public Library, the building has been brought up to minimum standards where the first floor could be occupied. Even though the Library and the Annex are owned by the City they are located in two different zoning districts. The Library (60 Winter Street) is in the Central Business District and the Annex (76 Winter Street) is in the Office District. Even though there are leased uses within the Annex it is predominantly used for library purposes. He noted that the uses of the Library Annex are more closely aligned with uses in the Central Business District. Mr. Henkel continued, stating that as a result they are requesting the Library property zoned as Central Business as well.

Mr. Henkel stated that the owners of the abutting properties at 105 West Street and 86 Winter Street feel similarly, and have asked that their properties be considered for rezoning as part of this application. The building at 86 Winter Street is Hampshire House, which is owned by Cheshire Housing Trust, and the building at 105 West Street is Keene Orthodontic Specialists owned by Dr. Lance Miller.

Planner, Tara Kessler stated when reviewing this application there are different criteria that should be considered and noted these are included in the Staff Report. Ms. Kessler said that in reviewing the requested change, staff looked at the intent of the districts. She went over the definition for the Office and Central Business Zones, which are as follows:

**Current Zoning – Office - The intent of the Office District is to provide for noncommercial offices within walking distance to the downtown. The uses are intended to be low intensity such as professional offices. This zone is intended also to serve as a buffer between the intense uses such as those in the Central Business, Central Business Limited, Commerce Zones, and Residential Areas. (Section 102-601 of Keene City Code)**

*Proposed Zoning – Central Business - The intent of the Central Business District is to be the center or hub of the community. The zone provides commercial, financial, retail, government and multifamily uses oriented primarily toward pedestrian access. A mixture of uses side by side and in the same structure is to be encouraged. (Section 102-481 of Keene City Code)*

Ms. Kessler stated that the uses that are occurring on these properties would fit more in line with Central Business District. She explained that the Library Annex is used predominantly for community programming and is more aligned with the intent of the Central Business Zone. She continued noting that the orthodontics' office is considered office space but could be defined as a clinic, which is permitted in the Central Business Zone. She referred to the definition for a "clinic" - *a facility, which provides medical, dental, or mental health services for humans, on an outpatient basis, with more than five employees.* With respect to Hampshire House, which is considered a lodging house, Ms. Kessler noted that lodging houses are not permitted in either the Central Business Zone or Office Zone. She noted that the building on site has been used as a lodging house since the early 1900s. She noted that staff feel the intense nature of this use is more aligned with the Central Business Zone than the Office Zone. She noted that prior to being zoned as Office in 1994; all three of the subject properties were zoned as Central Business.

Ms. Kessler referred to a table on page 8 of the meeting packet, which shows the different uses permitted in the Office District versus the Central Business District. Some of those uses include things like restaurant use, retail, place of worship, private school, garage, hotel, clinic and others that would be allowed by special exception such as a drive-in, recreational activities, and health and fitness centers. Ms. Kessler stated that staff's review of this request indicates that the current uses on site are of a higher intensity than what is intended for the Office District. She noted that

the Office District is intended to provide a buffer between more intense uses and residential areas. However, if the three parcels were to be rezoned a small portion of this buffer would be eliminated. As a result, a small portion of Central Business District would be adjacent to the Low Density Zone. However, most of the Office District buffer would be preserved. It is also important to note that if any of these three parcels were to be moved from the Office to Central Business Zone, any change of use would go before the Planning Board.

Ms. Kessler called the Committee's attention to page 10 of the meeting packet. Within the Master Plan, the following goals have been identified: "*We should ensure the continued availability of a wide range of formal and informal, community based, adult-education programs and resources, to ensure that all adults have opportunities to maintain and enhance their skills. We should actively pursue ways to encourage disadvantaged groups to participate fully in learning activities. Support of our library and its programs is integral to this strategy.*" Ms. Kessler stated there are number of places within the Master Plan that underscore the importance of a diverse mix of uses in the downtown to ensure its vibrancy and to ensure opportunities for economic vitality. Through this review, staff felt the proposed zoning changes would be consistent with the Master Plan. In addition, after looking at the current uses and the uses on the adjacent properties, staff feel that there would not be a significant impact if the request was approved.

Mayor Lane noted Central Business does not require parking and the Office District does require on-site parking. The Mayor asked whether the boarding house has on-site parking. Ms. Kessler stated they require between nine to ten spaces but they do not have this number physically present. She added that they are a legally non-conforming use in the Office District, and would continue to be a legally non-conforming use if the parcel were rezoned to the Central Business District.

Councilor Jones asked whether this change would not take away the buffer provided by the Office Zone between the Central Business District and more residential zones. Ms. Kessler stated that the buffer would be preserved with the exception of the area adjacent to the western boundary of the parcel at 86 Winter Street. In this area, two parcels in the Low Density Zone would become adjacent to the Central Business Zone. She referred to the map included in the staff report. Councilor Jones clarified that going west there would only be one parcel that would act as a buffer. Ms. Kessler stated that the Office District would continue from the western side of School Street along West Street until it reaches the Central Business Limited Zone.

Councilor Jones asked why the request for rezoning is happening now and why it was not done when the Library Annex property was purchased. Mayor Lane stated the Library Annex property will be developed privately to qualify for tax credits and will be privately owned. He stated that when the property was purchased, the city was not sure what the future of this property was going to be. Mr. Lamb added the City generally tries to comply with its own zoning standards.

Councilor Hansel asked the reason for including the Hampshire House property in this rezoning, which is not a non-conforming use. Ms. Kessler stated the first reason is because there will be a clean extension of the Central Business District to Winter Street and School Street and the use is more intense for the Office District as it exists now and it would be better suited for the Central Business District.

Councilor Sutherland asked whether the Hampshire House is considered a historic property. Ms. Kessler answered in the affirmative. The Councilor asked whether this property was granted a

special exception to be used as a lodging house and also whether the orthodontic office conforms to the Office District. Ms. Kessler stated the Hampshire House was built in the early 1900s as a lodging facility and pre-dates the City's zoning standards. The orthodontist was built originally as a residential property and in the 1970s transitioned to commercial use. Originally all three properties were located in the Central Business District but in 1994 they were moved to the Office District.

Mr. Barrett clarified the Hampshire House was in use as a lodging house for a number of years and asked how long it has been used as an orthodontics office. Ms. Kessler stated she was not sure for how long it has been used as an orthodontics office but the property has been used as a commercial space since the 1970s. Mr. Barrett asked when the change happened from Central Business District to Office District whether these two parcels were being used in the same manner as they are being used today and why they are being switched back to Central Business. Mr. Lamb stated he was not with the city at that time but his understanding is that this was a time of extensive re-zoning including the Office District, which allows for re-use of large residences as offices buildings. Mr. Lamb stated he isn't sure why these parcels were chosen and it is likely the use has not changed since 1994.

Mayor Lane stated when the Office District was created it was to create a buffer but it was also aspirational and the City looked at some older properties which had been converted to uses other than residential uses. It was the hope back then if the zone was changed to Office it might encourage someone to purchase the property and use it in a manner consistent with the Office District, but this did not happen with the orthodontics property and it is not likely after all these years to convert to a residential or office use. The Mayor felt converting it to a zone which is consistent with its actual use is appropriate at this time.

Councilor Sutherland asked whether the abutters have been notified and whether this was the only forum they could express their concerns. Mayor Lane stated this body is only making a recommendation as to the consistency with the Master Plan, it will then go before the Council and there will be a public hearing scheduled at that time. The Councilor stated he has constituents in this neighborhood who live directly behind the real estate office who have complained about the lighting which was approved by the Planning Board and felt they might be concerned if the orthodontics property was to change to some other use. The Councilor also asked why the Library was requesting a zone change on an adjacent property. Ms. Kessler stated it is policy to look at zoning change and not focus it on one single property because uses and community goals could change overtime. In this case, the Library reached out to the abutters and they had an interest. Mr. Lamb added that the last time a change was made in the Central Business District was on Court Street. Following a petitioner's request, the City was considering change to only one property and two others came forward and tried to attach themselves to the petition. He stated it happens both ways and in this case the Library contacted its abutters.

Councilor Sutherland asked whether the library has any special agreements with the adjoining properties. Mr. Henkel answered in the negative and added that his sense in going through this process and in meeting with the abutters was to just inform them of the zoning change as a courtesy. He indicated he does not see this as the Library applying on behalf of the abutters but informing the Committee the abutters' intent and the Library has no reason to oppose their application.

Mr. Lamb stated that the Joint Committee can separate the parcels or modify the proposed request in any manner it saw fit; however, the City would have to provide notice with such a change.

Councilor Jones asked whether the use of the Annex would fall under institutional use. Ms. Kessler stated in speaking to the Zoning Administrator, who stated that the use of the Library is not clearly defined in a particular zone and he did not see that it fell under institutional use.

Councilor Sutherland noted that one of the permitted uses in the Central Business District is for parking and if this is rezoned, the Hampshire House, if it is not considered a historic building, could be razed and turned into a parking lot and the ten spaces mentioned earlier could be annexed onto the Library for its parking needs. Ms. Kessler stated that the Hampshire House is a historic building and currently it does not have ten spaces available on site. She indicated the Councilor was correct in that if this was zoned as Central Business the property could potentially be razed and turned into a parking lot, pending review and approval by the Planning Board. The Councilor clarified the proposed library project will demand more parking with the expansion than what will be going on at the Annex.

Chair Richards noted this was a zoning petition and asked the Planning Director whether a specific project should be discussed. Mr. Lamb felt it would be prudent not to discuss a specific project as a project could change and felt what the Committee should be paying attention to is the change to allowable uses on this property. Councilor Jones stated his concern is the orthodontics' office, which now has a parking lot, could be razed and built out and not have any parking under this use.

Councilor Hansel stated he does not see a reason to change a property, which is already a non-conforming use to another zone where it would remain non-conforming.

Chair Richards asked for public comment next. Mr. Thomas Savastano of 75 Winter Street addressed the Committee. Mr. Savastano read the following into the record:

*“The western half of Winter Street from Middle Street to School Street contains houses used in keeping with the Office District especially residences and professional offices. The overall feel and look of the neighborhood is a quiet buffer zone between the adjacent low density neighborhoods and the uses on West Street. I know this from walking my dog constantly three or four times around my neighborhood. The only exception is the library zoned Central Business and the library annex at 76 Winter Street zoned Office. Due to their nature and the hours they are open neither generate the nature and traffic intensity of business otherwise associated with the central Business District. The library is closed on Sundays and the annex has limited hours. My wife and I appreciate the library’s goals to expand to serve the community in years to come and are in support of bringing the annex to central business. We are neutral regarding the zoning change for 105 Winter Street Keene Orthodontic Specialist from Office to Central Business. Our concerns with the proposed zoning change for 86 Winter Street; Hampshire House we support the current use as a residential lodging house and believe it provides an important benefit to the community. Furthermore, what we have seen having lived in the neighborhood Cheshire Housing does a good job supervising and administering the facility which has been zoned Office for over 20 years allowing multifamily dwellings. Nothing we have seen or heard convinces us that its zoning must be changed to preserve its ongoing mission. Section 102-602 of the Keene Zoning Ordinance says office zoning should maintain the look and feel of a residential area. The fact that 86 Winter Street comes under the Historic District is an argument to*

*supports its current zoning in the Office District which is more suitable than the look and feel of central business. It provides a continued strip between Office and Central Business preserving 86 Winter Street in the Office District.*

*Our concern as homeowners is changing the zoning to Central Business District will open the door to a great variety of allowed businesses and land possibilities that could remove the buffer characteristics of this half of Winter Street changing its own nature and negatively impacting the adjacent low density areas. We therefore, request that the zoning change of 86 Winter Street be unbundled from this overall proposal and considered on its merits at a future time.”*

Chair Richards asked if the Committee was to eliminate the other two parcels from the annex rezoning and move this to the next Joint Meeting whether it would interfere with the library project. Mr. Lamb referred to Section 102-171, paragraph C, and explained the language under this section and stated the Joint Committee has the ability to make a change at its meeting today and send to the Council a revised ordinance for its public hearing. Mr. Lamb stated because the Committee may be reducing the footprint with this application he would have no issue the Committee moving forward today.

Dr. Lance Miller of 3 Orchard Street in Keene stated that the library had approached him and explained the nature of their project and the desire to move into the Central Business District. Dr. Miller stated he does not have much expertise on this issue and what he had heard is that the City is reluctant to spot zone parcels. He stated that he felt extending his property to the natural boundaries of West Street, School Street and Winter Street seemed to make sense. Dr. Miller stated as a commercial property owner having potential future uses for this property seemed to not be a bad thing. He felt he could lend his support to the Library for its zoning change and added as a relatively young orthodontist he doesn't have any plan on moving his office.

Ms. Russell Slack asked why the Hampshire House was making this request for a zoning change as this property has been a rooming house for a long time. Ms. Nancy Vincent, Library Director, stated she had had a discussion with Cheshire Housing Trust and in addition to the notion of spot zoning they felt moving the borders to the natural boundaries was a good idea. She stated at that time the thinking was that it made a logical boundary for this request.

Planning Chair Spykman noted that the City is in the process of looking at all zoning issues and asked how that process would affect this request. Mr. Lamb stated it has been expected this update was forthcoming but felt it would be unwise to stop everything in advance of that unless there was a substantial change expected to the City's zoning map. Because the nature of the change before the Committee was small, staff did not see any connection between this change and the land use code update.

Councilor Jones asked for a better clarification on institutional use. Mr. Lamb stated institutional use does not apply to governmental use in the manner he reads it. It refers to health care facilities, hospital, sanitariums, clinics, nursing homes, convalescent homes, private schools, child care facilities, churches and museums. He indicated the City has not tried to apply a governmental use into an institutional use category and this might be the reason for the ruling from the Zoning Administrator.

Councilor Hansel suggested rezoning just the library parcel and leaving the other two untouched and added he couldn't see a compelling reason to make a change to the other two properties. Chair Spykman stated he could go either way.

With no further comments, Chair Richards closed the public hearing.

Mr. Bohannon stated he had heard Dr. Miller state he would like his property to be in the Central Business District and as a result was in favor of the orthodontist office in the Central Business District.

Mayor Lane stated his concern for including the orthodontist office in the zone change is the parking issue. There is currently parking on that site but if the site is moved to Central Business the city is eliminating the requirement for parking. The Mayor noted the current owner did testify this change would give him more flexibility and more potential future uses and did not feel the city would like to see other potential future uses on this site. He felt this is already going to be an area with parking issues especially with the library expansion. Mr. Barrett stated he agrees with what has just been said and agreed the zone change for the Library Annex is acceptable but doesn't see a compelling reason for a zone change for the Hampshire House. Mr. Barrett stated he has no doubt Dr. Miller would stay in this location for a long time but things change and is sympathetic to Mr. Savastano's concern should a zone change occur there could be impact to the abutters.

A motion was made by Mayor Kendall Lane to amend Draft Ordinance O-2016-03 to remove parcel 001-01-004 which is 86 Winter Street and parcel 001-01-005 which is 105 West Street from the proposed zoning change request from office to Central Business District. The motion was seconded by Councilor Jones.

Councilor Sutherland clarified the other two petitioners could always come forward with a zone change. The Mayor agreed.

The motion made by the Mayor was unanimously approved.

A motion was made by Gary Spykman that the Planning Board approves that the proposed ordinance as amended is consistent with the community goals and master plan. The motion was seconded by Pamela Russell Slack and was unanimously approved.

A motion was made by Councilor Jones that the Joint Committee request the Mayor set a public hearing for O-2-16-03A. The motion was seconded by Councilor Hansel and was unanimously approved.

#### **4. Prioritization of Comprehensive Master Plan Implementation Strategies**

Planner Tara Kessler stated this is a continuation of last month's meeting where a series of master plan strategies was addressed. The committee was asked to pick the top five strategies they felt were important. Ms. Kessler stated staff would first like to hear the committee's input on the top five strategies which are:

- *Identifying and facilitating more options for workforce housing*
- *Supporting the Keene Public Library at becoming a 21st century facility*
- *Enhancing and improving broadband infrastructure and access*
- *Encouraging economic development*
- *Pursuing funding for a community-wide weatherization program*

The Mayor questioned why the public library is listed as one of the top strategies when that project is already moving forward. The Mayor stated he would like to move up certain other strategies such as “*retaining younger individuals in the community*” “*focusing on Keene as an intermodal hub*”. The Mayor felt these are two other important items the city should be concentrating on.

Chair Spykman stated he agrees the library is an important strategy but there is work underway with reference to this. Chair Spykman referred to Item 4 *Encouraging economic development*, he felt this was an important item but was a broader item by itself and felt smaller details for it should be looked at so more focus can be placed on it.

Councilor Hansel asked for clarification on “*fiscal goal to develop and attractive environment for development*”. Councilor Sutherland stated keeping younger people in the community and making economic environment more attractive was important. Councilor Hansel stated under economic development he would also like to add *redevelopment*. He felt much of the development that is going to happen is of existing buildings. The Councilor added retaining younger people is an extremely important aspect and felt many of the strategies could be accomplished if this issue could be addressed. He encouraged the Committee to give this issue some thought.

Ms. Russell Slack agreed with what the Mayor said about the library. She stated she was however, disappointed to not see transportation as a top strategy as it is very difficult to get in and out of this city. Ms. Russell Slack stated young people will stay in this area if there is affordable housing, which Keene does not have and it is also difficult to buy a home in this city. She stated many would live in this city if there was transportation available. Ms. Russell Slack talked about the fast track money that is available and felt this would be the time to think about transportation. If the city wants to retain young people, housing and transportation are important items. She went on to say she is working on a committee with Southwest Regional Planning and they are looking at ways to bring in other transportation options similar to what exists in Sullivan County. She felt transportation is an important strategy which needs to be moved up.

Ms. Russell Slack asked for more information on the community wide weatherization program and asked whether this has anything to do with what Southwest Regional Planning is working on and whether this item could be tied into what they are working on. Ms. Chalice explained that weatherization happens on many levels – there are levels for people who can afford it but what Southwest Regional Planning Commission is working on is for people who are on the next level down which ties into a quite a few things, one of which is “RGGI”. Ms. Russell Slack asked whether there was any program the city could work collaboratively with Southwest Regional Planning Commission on.

Ms. Weeks asked what the acronym RGGI stood for. Ms. Chalice stated it is “Regional Green House Gas Initiative”. They offer tax credits to communities based on things like energy star ratings. There are portions of these tax ratings which go to commercial and a portion which go to residential. Ms. Weeks felt the city should also be looking for private support for weatherization programs especially because state funds are short. Ms. Chalice added the Cities for Climate Protection is also looking into this.

Ms. Kessler stated staff is in agreement as to the top four or five priorities and going forward it would be important to narrow down for instance what broadband means.



A motion was made by Mayor Kendall Lane to remove *Supporting the Keene Public Library at becoming a 21st century facility* and *Encouraging economic development* and add in “Strategies to Retain younger individuals” and “Focus on Keene as an intermodal transportation hub”. The motion was seconded by Phil Jones.

Ms. Weeks stated she did not want to lose “*encourage economic development*”. The Mayor stated this phrase all by itself does not mean much and a phrase by itself will become an issue for the Planning Board to encourage economic development. He felt the two strategies he mentioned in the motion are specific items the Planning Board will be able to encourage. Ms. Weeks stated she would appreciate it if anyone else had other recommendations. Mr. Spykman felt improving broadband is part of *encouraging economic development* as well as is *affordable housing*.

With regard to *encouraging economic development* Mr. Lamb explained what staff was trying to do was to give the Joint Committee a more clear statement for all of these top strategies and what could be explored as more specific strategies. This could eventually overlap into things like broadband, housing etc. but more specifically it would look at programs through 79-E, which Councilor Hansel has asked staff to investigate or the ERZ program.

Councilor Jones clarified from Ms. Kessler that Southwest Regional Planning Commission’s transportation committee was working on a plan to connect along the Connecticut Riverway to get to areas like the Dartmouth Hitchcock Hospital in Lebanon, to the Amtrak Stations in Bellow Falls and Brattleboro. Ms. Kessler stated the Southwest Regional Planning Commission supports three regional transportation committees which have been researching this issue. Ms. Kessler agreed transportation has been an issue in this area for a decade but what they have been able to do is to expand the current route which runs along Route 91 corridor and connects Lebanon and Hanover to Brattleboro this has now been expanded to connect to Hinsdale. However, there is no direct connection to Keene. She added there are things happening and grants are being pursued.

Ms. Russell Slack stated the money did not come from the State of NH it came from Vermont but we were included in it and a lot of work has gone into it. The Mayor added the cost of transportation from Brattleboro to Massachusetts is being paid by the State of Massachusetts and Keene is the beneficiary of this but noted if Keene doesn’t do some planning soon, Keene will be excluded from Vermont and Massachusetts very soon and we will lose intermodal transportation through Keene. Keene is beneficiary

Mr. Barrett stated he supports moving up some of these items but would also like to express support for in-fill development.

Vice-Chair Stout felt taking the library out might inadvertently be sending out a negative message. He also expressed concern that the city will end up focusing only on the top view items and ignore the others which are also just as important. He called the Committee’s attention to flooding.

Chair Jones stated unfortunately the Committee can’t request staff to focus on too many items at once. He noted flooding is something that is already in the CIP and is being worked on and the library project is on track and the city is working on it.

Councilor Sutherland asked whether the Planning Board could take more general topic areas and break out within each of those broader topics. For instance, with housing there are a number of things that could be addressed such as changes to zoning, infrastructure issues etc. Mr. Lamb

stated this was their intention; the line however, could be drawn at six and not at the top five but cautioned the Committee the more they are asked to do the longer it will take to develop the strategies. Ms. Weeks suggested broader topics and then ask the Planning Board to come back with its priorities. She stated she agrees with Vice-Chair Stout that some of these items on the bottom of this list should not be dropped. Ms. Weeks felt transportation for instance may not just include intermodal and economic development could include several of the items that were discussed.

Mr. Cusack brought up the issue with flooding as it relates to the southeast Keene neighborhood and certain homes which are required to carry flood insurance which could be very expensive. He felt flooding relates to economic development, affordable housing, climate change and many business owners would characterize this as a number one strategy.

Ms. Kessler agreed as stated by many there are overlaps and felt if the list was looked at comprehensively some of the items lower on the list might get included.

The motion made by the Mayor carried on a 12-1 vote with Chris Weeks voting in opposition.

A motion was made by George Hansel to add in “*Support Economic Development and Redevelopment*” as item number 6”. The motion was seconded by David Richards.

Ms. Weeks stated she agrees with Councilor Hansel’s motion and felt it was important to send a message to the community that the city is aware that property taxes are high and one way to lessen the burden on tax payers is to promote economic development.

Councilor Jones stated he wanted it to be clear the motion made by Councilor Hansel is more about finding funding sources; otherwise we might be asking more from staff.

Mr. Barrett stated he would like to facilitate in fill development. Councilor Hansel stated his motion is intended for staff to address items the Committee might not necessarily be thinking about.

Chair Spykman stated he would like to address what Mr. Barrett stated. In looking at this list, in addition to in fill development there are two other items which are closely related “*Redevelop existing buildings into space for housing and mixed uses*” “*Make better use of existing facilities*”. He stated when we talk about development in the master plan we are talking about development within the community not sprawl. Mayor Lane stated he agrees with Chair Spykman and added at some point the city is going to have to look at the issue of in-fill development. It has been one of the agonizing issues the Planning Board has dealt with. He stated when one of these items comes before the Board, the neighborhood has concerns, the property is often quite wet and when such a property comes before the Board but the Board has no standards to help them make a decision. He stated if a particular property meets the subdivision requirement the city needs to approve the request but this is something the Planning Board needs to take a close look at and develop criteria so the Board can turn down in-fill development because in-fill development is not appropriate in some areas.

Ms. Russell Slack asked that the city contact its Senators if they are looking for federal funds for any particular project.

With that the motion made by Councilor Hansel carried on a unanimous vote.

Ms. Kessler asked where the staff should start their focus on. Chair Spykman stated he would like to leave it up to staff to see who they would like to invite to make a presentation on any of these items on the list.

**5. Next Meeting - Monday, April 11, 2016**

**6. Adjourn**

The meeting adjourned at 8:25 PM.

Respectfully submitted,

Krishni Pahl,  
Minute Taker  
Reviewed by Rhett Lamb, Planning Director  
Reviewed by Tara Kessler, Planner