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Durham Economic Development Committee
Monday October 25, 2010
Durham Town Hall – Council Chambers
7:00 PM

MEMBERS PRESENT: Susan Fuller, Thomas Elliott, James Lawson, Jim Campbell,
Yusi Wang Terrell

MEMBERS ABSENT: Doug Clark, Ute Luxem, Richard England

OTHERS PRESENT: Diana Carroll, Kathy Muranho, Ken Barrows

I. Call to Order

Chair Tom Elliott called the meeting to order at 7:07 pm and suggested that Yusi Wang Terrell be elevated as a full voting member for this evening.

Susan Fuller MOVED to nominate Yusi Wang Terrell as a voting member for this meeting. This was SECONDED by Jim Lawson and APPROVED unanimously.

II. Approval of the Agenda

Susan Fuller MOVED to approve the agenda as written. This was SECONDED by Jim Lawson and APPROVED unanimously.

III. Public Comments

Chair Elliott asked for public comments at this time, noting that public comments are encouraged at any time during the meeting.

No public comments were made at this time.

IV. Approval of the minutes: September 20, 2010

Minor corrections were suggested to the minutes.

Susan Fuller MOVED to accept the minutes as amended. This was SECONDED by Jim Lawson and APPROVED unanimously.

V. Committee & Staff Roundtable

1 Jim Campbell reported that the Planning Board would be holding a public hearing on the
2 CWC properties amendment to their multi-use building at 9-11 Madbury Road. He
3 explained the project was approved as a three-story project and they are now requesting
4 approval for a fourth floor for commercial use. Mr. Campbell explained that half of the
5 fourth floor is planned as a deck.

6
7 Mr. Campbell said there will also be a public hearing on the Town Council initiated
8 zoning change for the addition to ORLI/MODOR residential subdivisions to be required
9 to be conservation subdivisions. He explained the Planning Board previously did not
10 recommend support of this change, at which point the Town Council initiated the zoning
11 change request. Mr. Campbell said the Planning Board has 60 days to make a
12 recommendation to the Town Council.

13
14 Mr. Campbell reported the Planning Board accepted an application for an accessory
15 structure to the Kennel business on Route 108.

16
17 He said Appledore Engineering submitted a conceptual consultation on behalf of their
18 client, Capstone, for a project on Technology Drive. Mr. Campbell reported that the
19 project is for neighborhood style housing with cottages and multi-unit dwellings totaling
20 approximately 600 bedrooms. Ms. Terell asked if the proposed zoning change to include
21 conservation subdivision requirements would affect this proposal. Mr. Campbell said it
22 would not.

23
24 Jim Campbell reported that there are two open alternate seats on the Planning Board.

25
26 Mr. Campbell reported that the Master Plan Advisory Committee has been meeting and
27 that the Forum planning subcommittee has met once and scheduled the Forum for
28 December 10th, 2010 5:30-9:00 pm at the Oyster River High School. He noted there will
29 be a dinner beginning at 5:30pm and the meeting itself will begin at 6:00 pm, there will
30 be child care provided and a story hour presented by the Durham Public Library as an
31 incentive to have parents of young children participate in the forum. Mr. Campbell noted
32 the snow date for this forum would be December 11th.

33
34 Jim Lawson noted he attend the MPAC meeting and is involved with the subcommittee
35 doing the planning for the citizens survey which will have its first meeting on Friday at 3
36 pm.

37
38 Mr. Campbell reported that he met with Isaac Stowe who is conducting an audit of the
39 zoning ordinances to see if they meet the criteria under State regulations for work force
40 housing.

41
42 Tom Elliott reported the initial overview of the budget will be at a special meeting on the
43 8th and the process will continue through November and December.

44
45 Mr. Elliott reported that Revolution Energy (a private company with a presence in
46 Durham) will be a featured guest on Idea Greenhouse on Tuesday November 16th.

1
2 **VI. Business Visitation Program**

3 Yusi Wang Terell reported that the Business Visitation Program has spent the past couple
4 of months reaching out to Durham businesses and attempting to learn about their
5 experiences in Durham. She noted the group has completed 50 interview reports and 35
6 surveys have been received from businesses. Ms. Terell said the findings would be
7 reported to the market analysis consultant and summarized for a written final report to the
8 Town Council.

9
10 Ms. Terell said it was interesting to find out that hospitality and retail business constitutes
11 only a 1/3 of the total number of businesses in Durham. She said preliminary findings
12 show that the premium put on housing puts pressure on commercial rents. Ms. Terell
13 reported that there is a technology spinout company from UNH (Zmed) located on
14 Strafford Avenue. She said it is good to see a UNH incubated business finding a home in
15 Durham. Ms. Terell also noted that Acadia Designers is also located in Durham. She
16 explained they are a company that evaluates and designs high performance and green
17 buildings and business sites.

18
19 Ms. Terell reported that the subcommittee would continue their process of reaching out to
20 every business in Durham and share more of their findings next month. Chair Elliott
21 asked how the Town Councilors were doing with their interviews of business owners.
22 Ms. Terell responded that 6 of the 9 councilors have conducted interviews. She noted the
23 business owners have expressed that they feel it is important to have the support of the
24 elected officials in Durham.

25
26 Tom Elliott said he met with the manager/innkeeper of Three Chimneys Inn. He said she
27 was pleased to see town leaders eating at the tavern and noted that this was meaningful to
28 her. Mr. Elliott said she thought Durham's historic center is well valued and protected
29 but poorly promoted and thought this was an avenue that could be explored and improved
30 upon. Mr. Elliott said she suggested better signage as a way to start improving the
31 marketing of Durham's historic side. Ms. Terell said the idea of better signage has been
32 present in a number of interviews with businesses. Ms. Terell said there are still
33 opportunities for people to volunteer to assist with the interviews and she thanked those
34 who have already volunteered and taken the time to interview businesses.

35
36 **VII. Market Analysis:**

37
38 Yusi Wang Terell reported that DCI began the process of the Market Analysis on October
39 11th and are aiming to have a final report by the end of the calendar year. She noted that,
40 at this point they are gathering data. Ms. Terell said Jim Lawson, Jim Campbell and
41 herself will be holding biweekly conference calls with DCI and their representative will
42 be coming to Durham in early November and December to meet with the subcommittee
43 and various stake holders. She reported that DCI would be using Ross Gittell and Charlie
44 Colgan as well as Ian Colgan on this project.
45

1 Jim Campbell reported that GIS data, maps, the Master Plan and workforce housing
2 information would also assist DCI in their process. He reported that Ian Colgan is
3 looking forward to meeting with the EDC in December. Tom Elliott noted that the EDC
4 will not be meeting in December and asked if January would be appropriate to schedule
5 DCI to present at an EDC meeting. Yusi Wang Terrell suggested that the EDC schedule
6 a special meeting in early December to receive a report from DCI. Tom Elliott said this
7 would be acceptable and asked that a date for the special meeting be set by November
8 22nd..
9

10 **VIII. Downtown Parking Assessment Presentation and Discussion by Jim Lawson**

11
12 Jim Lawson made a power-point presentation regarding Downtown Parking Assessment.
13

14 Jim Lawson noted that it is not the role of the EDC to set parking policy or ordinances
15 but to provide input into the parking strategy being developed. He said the committee's
16 involvement would be in helping to collect data and looking at the current parking
17 situation in Durham.
18

19 Mr. Lawson said the process began by looking at the current parking situation in
20 Durham; how much parking is there and how is it being used. He said during the months
21 of August and September data was collected on the utilization of parking spaces
22 downtown during the weekday. Mr. Lawson said there are currently, a little more than
23 300 municipal parking spaces downtown with some additional parking provided by
24 businesses to bring the total number of spaces to slightly less than 400 spaces. He
25 explained that during a week in September data was collected by observing how many
26 spaces were being used and how many spaces were available during the business day (9
27 am to 4 pm). Mr. Lawson reported that only 3 parking areas are used to capacity; the no
28 charge spots on Main Street, the new Pettee Brook Lane spots which have no restrictions
29 and the spaces on Pettee Brook Lane for permit parkers. He noted the rest of the parking
30 is utilized on average under 60%. Mr. Lawson said it was a surprise to see this much
31 capacity during the day time – noting that if a consumer is okay with a metered spot one
32 would find 50 metered spots available on average. He reported the findings show
33 parking on Main Street in the no charge area is a premium and suggested that this may
34 add to the impression that parking is a challenge. Mr. Lawson summarized that the
35 downtown parking lots are used less than 80% on average. He noted that he did find
36 evidence of traffic cycling around Main Street in search of parking which comes with a
37 cost of congestion, environmental and safety concerns. He said when the data was
38 reviewed they concluded that there is sufficient parking capacity for commercial
39 businesses with an opportunity to improve parking through new policies. Mr. Lawson
40 said the current parking could accommodate up to 15,000 sq ft of additional downtown
41 development. He noted this is not a lot of space and that planned projects would account
42 for most of this.
43

44 Mr. Lawson said an inventory of businesses downtown was conducted and an estimate
45 made of the commercial space that exists downtown. He said they took that number and
46 applied it to several different parking models. Mr. Lawson said they found many models

1 did not work well for the Town of Durham, which has a small mixed-use downtown. He
2 said they found the best models to be ones for other small city mixed use New England
3 towns – whose recommendation is 2.1 spots per 1000 sq ft. Mr. Lawson said the
4 consultant’s first reaction is that Durham’s assessed number for parking would be closer
5 to 3 spots per 1000 sq. ft.

6
7 Tom Elliott suggested researching the possibility of providing 24 hour parking if the
8 parking infrastructure in town is increased.

9
10 Jim Lawson said the B. Dennis report highlighted that Durham has inverted parking
11 which Durham should look at changing—that is the most desirable parking is free and the
12 town charges to park further away from downtown. He said the issue of downtown
13 employees using parking spaces on Main Street also needs to be discussed. He noted
14 there is a lot of feedback that there is a lot of movement of cars to meet the two hour (for
15 Durham residents)/one hour (for non-residents) parking requirement. Mr. Lawson said
16 they feel it is important to increase the time to two hours.

17
18 Mr. Lawson reported that there are downtown businesses whose customers need to have
19 access to park, do their business quickly and be able to leave. Tom Elliott noted that the
20 15-minute parking spots in Portsmouth seem to be very successful. Jim Lawson said this
21 could be very helpful.

22
23 Mr. Lawson said one suggestion is to change the process of business permit sales. He
24 suggested having only one type of permit (as opposed to the two that are currently
25 offered) that will allow parking in any business permitted area and allow the purchase of
26 permits at any time of the year. Mr. Lawson said there are currently underutilized
27 business permit parking spaces and if the capacity becomes fuller, the Town can study
28 expanding the parking. He also suggested prorating the cost of permits and refunding of
29 permits. Mr. Lawson said some businesses are more dependent on part-time employees
30 during the summer and need a way for those employees to be able to park for a shorter
31 period of time. The members discussed the price of the parking permit (\$150) noting that
32 this is a great value compared to other towns in the area. Mr. Lawson agreed that it is
33 competitively priced but is hesitant to recommend a change at this time.

34
35 The members discussed if there was a suggestion of changing who is eligible to purchase
36 a permit. Jim Lawson said he is not recommending any change to this policy or to the
37 limit of 15 spots. Tom Elliott asked if the permit system is increased and marketed to the
38 businesses if this would result in an increase to the number of spaces available for non-
39 employees to park. Jim Lawson said it was a very interesting observation and could
40 provide a positive impact to parking on Main Street.

41
42 The members discussed changing from a hanging permit to a sticker permit and penalties
43 being assessed for employees parking in non-employee parking spaces. Jim Lawson
44 noted that the change from “hanger” to “sticker” has been discussed in the past and found
45 to be non-practical for businesses. Yusi Wang Terrell said the Town wants to encourage

1 employees to be consumers when they are not working and to use non-work spots for that
2 purpose.

3
4 Jim Lawson said another recommendation is improve signage to make people aware that
5 the Store 24 lot and Pettee Brook lot are public parking, as well as better delineation of
6 parking spaces on Cowell Drive.

7
8 Yusi Wang Terell asked if the parking structure being proposed for C lot would be less
9 expensive to park in than parking along Main Street. Jim Lawson said the
10 recommendation is to charge the most for the closest parking spots.

11
12 The members discussed improving the walking path from the Store 24 parking lot to
13 Main Street. Ms. Terell said if the path was made more attractive and felt more
14 connected to Main Street it may attract more people to park in the parking lot. Jim
15 Lawson said this has been a topic of discussion and is recognized by both town
16 employees and business owners as an improvement that is needed.

17
18 Public Comment:

19
20 Diana Carroll said for a couple of years the budget process has requested money to
21 improve Pettee Brook Lane (sidewalks and lighting) which has not been funded. She
22 said this request would be in the budget for 2011 again. Ms. Carroll agreed that the
23 parking lot and connecting path are not what we want as a first impression of Durham to
24 outsiders. She reminded everyone that there would be a public hearing on the budget and
25 encouraged people to comment on what they feel is important in the budget.

26
27 Jim Campbell noted that the 2011 budget request has a request for improving Jenkins
28 Court (road resurfacing and lighting). Ms. Terell asked if Jenkins Court could be a
29 possible target for a pedestrian zone. Mr. Elliott said it has been discussed but no official
30 policy change has been decided. He said he felt such a change would be met with some
31 resistance at the moment. The members discussed that there is a loading zone spot on
32 Jenkins Court, noting that this would still be possible if it did become a pedestrian way.

33
34 Tom Elliott commended Mr. Lawson for all his work, noting that he accomplished a lot
35 and saved the Town many thousands of dollars by providing the consultant with this
36 information. He asked that a version of the power point display be made available to the
37 public. Mr. Lawson said he would convert it to a PDF file to be posted on the website.
38 Susan Fuller suggested making the file available to the Planning Board.

39
40 Tom Elliott said the committee needs to remember that many in town government hope
41 to reduce dependence on cars for downtown business. He said the downtown shuttle is a
42 good start but could be more useful if there was a true downtown stop. Mr. Elliott
43 suggested speaking to UNH and suggesting a true downtown stop.

1 Jim Lawson said a change in the process for parking permitting would need to be a town
2 administration decision. He said a new policy would need to be drafted and reviewed as
3 quickly as possible in order to get the message out to the business community.

4
5 **IX. Economic Development Position – Discussion of Job Description and Budget**
6 **Proposal**

7
8 Tom Elliott began the discussion regarding the Economic Development Position. He
9 noted that the EDC has been discussing how to advocate for additional staffing resources
10 in the town government in the form of an employee or contracted employee to support
11 and encourage economic development in town. He said that Yusi Wang Terell, Jim
12 Lawson and he have drafted a job description.

13
14 Ms. Terell said they discussed the value of having someone to focus on economic
15 development and feels this would result in a thriving and vibrant downtown. She thanked
16 Jim Lawson for his input on the document.

17
18 Ms. Terell said they feel it is important to make the point that someone who can focus on
19 developing an economic strategy and aligning with other town beliefs would be necessary
20 to move from talk to action. Tom Elliott said he would be meeting with Todd Selig and
21 the Town Council to discuss this position. He said it would be helpful for the committee
22 to list reasons why this position would provide a benefit to the Town and decide which
23 ones will be most influential and how they can be packaged.

24
25 Mr. Elliott said a discussion regarding how this position would be funded, brought to
26 light the information that there are funds available for community development from an
27 Urban Development Action Grant obtained in the 1980's. He said this fund has been
28 used over the last 25 years, originally to market interest to developers to build the
29 "General Data" building and since then for other expenditures related to community
30 development and feels this would be a good source to fund the Economic Development
31 position. Mr. Elliott said the Town could take some of the money that has been set aside,
32 spend it on this staffing position, and use it to increase the tax base. He said this would
33 be an investment, not an expense. Mr. Elliott said the preliminary number being
34 presented in the budget request is \$30,000 (salary) plus standard overhead (10%) for a
35 total dollar amount of \$33,000 for a half time position through 2011. He said next
36 Monday the committee will be advocating for this investment before the Town Council
37 and asked for assistance in articulating why the funds should be spent in this way and this
38 year.

39
40 Susan Fuller said she feels this position is truly needed and that Jim Campbell has done
41 the best he can in the role, but he is not in the position to go out and recruit businesses.
42 She said the Town of Durham needs more. She said an Economic Development Director
43 would be able to reach out to Realtors and vice versa. Jim Campbell noted that he has
44 attended a meeting that is held monthly that gathers Realtors, businesses and economic
45 development directors from the area together to discuss and match needs and
46 opportunities. He said the opportunities are there that the Town has been missing.

1
2 Jim Lawson said even a modest amount of development or expanded development would
3 be worthwhile. He said many similar sized towns in New Hampshire have an Economic
4 Development Director or a portion of the Planning Department dedicated to economic
5 development. Mr. Lawson said property valuation per resident become greater when
6 towns make this investment.
7

8 Jim Lawson said with the way the Town of Durham has currently structured the Planning
9 Directors position it shows that the Town recognizes the need for a resource in the
10 community development area. He said however, the more redevelopment and
11 development that occurs in town the more time and expertise in planning is required –
12 thus taking away from the role of economic development. Mr. Lawson said in this way
13 the Town is investing more in planning than in economic development and this can be
14 overcome by investing in the Economic Development Director position. Susan Fuller
15 agreed saying that the planning of the Master Plan will encompass even more of the
16 Town Planner's time and resources. She said to have an Economic Development
17 Director to focus on projects would be very useful.
18

19 Yusi Wang Terrell said the time for this position is now, noting that the additional student
20 housing market may open up downtown development in a way that the Town has not
21 seen before. She said it is important to emphasize a cycle that would bring businesses to
22 town with employees that would then spend money at local business, and make Durham
23 the kind of town that people will be attracted to, which will then increase businesses
24 interest in locating in Durham.
25

26 Tom Elliott said the EDC put on hold a comprehensive strategy for economic
27 development in town. He suggested the proposed position should be integral to this
28 process and providing the town a map to follow.
29

30 Ms. Terrell said the consultant suggested that a part-time Economic Development
31 Director would need clear direction in what is expected. He noted that some directors are
32 expected to develop and retain businesses and therefore need strong real estate skills,
33 while other directors are focused more on recruiting businesses. The consultant
34 cautioned to find the right person for the town.
35

36 Tom Elliott said it is important to realize that this investment could take years to pay off
37 in full and not fall into the pitfall of using unrealistic metrics to measure the success of
38 the position. He suggested when evaluating the success of the position to look at things
39 such as the ability to win grants, add resources to town, the number of contacts and
40 relationships/meetings established over a period of time.
41

42 Jim Lawson agreed, saying that was one of the reasons for having the bullet items of
43 responsibilities in the job description – as a means to lay groundwork for specific things
44 the position could be measured against.
45

1 Susan Fuller said she feels that within six months the Planning Board should be able to
2 see or feel some of the affect of the position. Tom Elliott said he thought that was setting
3 the bar too high.

4
5 Jim Campbell said a number of the projects that will begin in 2011 have already begun
6 the planning process. He said of the five points recommended in the Master Plan, the
7 committee has met four of them and the fifth recommendation was to explore an
8 Economic Development position.

9
10 Jim Lawson said the job description should make clear that the position would not only
11 be a resource for the Economic Development Committee but also a resource for the
12 Planning Board or other groups/board when their technical expertise is needed. He said
13 this ability makes this position very important. Tom Elliott agreed, saying it could also
14 lessen the load on the Town Administrator.

15
16 Tom Elliott said he would consider all this feedback and use it and the document to
17 present this proposal to the Town Council. Ms. Terell said the draft will be posted
18 publicly and encouraged broad feedback on the responsibilities listed in the position
19 description.

20
21 Tom Elliott suggested inviting an Economic Development Director from another town to
22 the EDC November meeting. The members agreed this would be helpful as long as the
23 Director was from a relevant town. Mr. Elliott said the Town of Claremont (which is a
24 similar size) is a good example of the successful use of an Economic Development
25 Director. He said that town has garnered grants, and seen infrastructure improvement.

26
27 **X. EDC Committee Review: Discussion of our structure, positions, and work thus**
28 **far in 2010, and how we can adjust and improve**

29
30 Tom Elliott referred to the draft report distributed to the members summarizing the work
31 of the EDC in 2010 and what is being projected for 2011. He said this one page
32 summary will be included in the Council packet and he will present it in person at the
33 Council meeting. Mr. Elliott asked for comments regarding the draft. Yusi Wang Terell
34 said she will send wording changes to the portion regarding the business visitation
35 program. Jim Lawson said the draft highlights the initiatives undertaken in 2010. He
36 said he hopes the Town Council will understand how much work this committee has
37 expended in 2010 and that this pace justifies the Economic Development Director
38 position. He said the draft also does a good job of highlighting goals for 2011 as can be
39 envisioned now.

40
41 Tom Elliott said when he was writing the draft he stepped back and thought that the
42 committee accomplished a lot in the year. He said he is proud of the change in Pettee
43 Brook and moving forward with the market study.

44
45 Tom Elliott asked for members quick comments regarding their views of the structure
46 and methods of the committee during 2010.

1
2 Yusi Wang Terell said it was helpful to look at the annual report before this discussion.
3 She said the committee has achieved a lot and it was helpful to allow the committee
4 members to follow their interests and make changes in areas most appropriate to them.
5 Ms. Terell said she feels the committee increased its capacity through the subcommittee
6 structure and reaching out to constituents. She said she feels involving constituents more
7 would be helpful. Ms. Terell suggested beginning each meeting with a quick
8 presentation from a business owner outlining their successes and challenges. She said
9 this could be informative for all of the committee and would get more people engaged in
10 the process.

11
12 The other members agreed this was a very good suggestion.
13

14 Jim Lawson said he would like to see the committee continue next year with the concept
15 of individual subcommittees tackling specific issues. He said he feels it is more efficient.
16 Mr. Lawson said it is important for the committee to look for opportunities to interact
17 with other committees and boards to provide specific recommendations from the EDC
18 perspective and to act as a resource to other boards, committees and the Town Council.
19

20 Susan Fuller said the Planning Board having the parking study will be very helpful and
21 enlightening and she would welcome more opportunities to bring information from this
22 committee to the Planning Board.
23

24 Yusi Wang Terell asked if it would be appropriate to attend, listen and participate in the
25 Planning Board's quarterly planning meetings. Jim Campbell responded that he often
26 tries to enlist comments from other boards and committees and encouraged the members
27 to bring any issues to the Planning Board that concern the EDC. He said the next
28 planning meeting would be during the first quarter of the 2011.
29

30 Tom Elliott asked Jim Campbell to electronically carbon copy the EDC members on his
31 planning memo. Jim Campbell agreed.
32

33 Tom Elliott suggested having an informal meeting with prospective volunteers as a
34 means to encourage greater involvement from more individuals. He suggested holding a
35 social event at the Three Chimney Inn prior to the November meeting and inviting
36 interested volunteers to attend and then come to the EDC meeting. Mr. Elliott asked
37 other members for comments regarding this suggestion.
38

39 Jim Lawson said it is a good idea but thought there would not be enough time before the
40 November meeting to plan and market such an event. Susan Fuller said she felt it would
41 be more successful if there were more time to plan and implement the idea. She
42 suggested having such an event in January. Ms. Terell said it could also be a market
43 analysis kick-off party if held in January.
44

45 Tom Elliott said this discussion would be continued at the November meeting.
46

1 **XI. Other Business – discussion on 3-12 zoning change**

2
3 Discussion of 3-1 zoning change (3 floors residential above 1 floor commercial)

4
5 Jim Campbell noted this is part of the quick fixes being contracted with the consultant
6 and was one of the recommendations by the B. Dennis report. He explained the
7 recommendation was for Durham zoning to require street frontage of ground floor be
8 retail with the remainder of the ground floor, second floor, third floor and fourth floor
9 being allowed for residential, retail or office use.

10
11 Jim Campbell explained that the consultant, Beth Della Valle was hired to move forward
12 with the quick fixes recommended in the B. Dennis report. He said this would consist of
13 her gathering background information, meeting with the Planning Board to garner input,
14 draft changes to the zoning, bring the changes to the Planning Board for discussion and
15 begin the Public Hearing process.

16
17 Jim Lawson said current models show that the economic engine in redevelopment at this
18 time is residential space, which in Durham means student housing. He said the current
19 zoning of allowing two floors of housing above retail is insufficient to create an
20 environment that would allow redevelopment.

21
22 The members discussed how the process of making “quick fixes” works with the
23 updating of the Master Plan. Jim Campbell noted that when the Town held the planning
24 charrette the comments made were that four, five stories or more would be welcomed in
25 the Master Plan. He said he does not see this is a conflict with the Master Plan. Mr.
26 Campbell said the quick fixes will go through the Public Hearing process and residents
27 are welcome to make their comments. Mr. Campbell said the period for the first group of
28 quick fixes would be to have them before the Planning Board in January/February and
29 present them to the Town Council in March/April.

30
31 TIF District for the downtown:

32
33 Tom Elliott said this item would be added to the November agenda and discussed then.
34
35

36 **XII. Next Agenda and Assignments – November 22nd**

37
38 Tom Elliott said for the November agenda, he would like to have a success story from
39 another town that instituted an Economic Development professional position. He said
40 there is also a need to discuss with Tom Johnson the adoption of new building codes that
41 will treat existing buildings differently than new construction. Mr. Elliott said he would
42 also like to begin the meeting with a presentation from a business as suggested and there
43 is the need to discuss the TIF district initiative.

44
45 Mr. Lawson said that would be a very full agenda and noted there is a lot of
46 misunderstanding regarding TIF districts. He said he feels a presentation on TIF districts

1 would increase the understanding of it by community, the businesses and the committee.
2 Tom Elliott suggested that the conversation with Mr. Johnson wait for the January
3 meeting noting that it is uncertain at this time if the Town has the legislative authority to
4 make the code changes proposed.

5
6 Tom Elliott summarized that the agenda for the November 22nd EDC meeting would
7 include: 1) a reflective discussion of the EDC, 2) TIF District discussion, 3) Economic
8 Development success story as well as a business owner's brief presentation to begin the
9 meeting. He noted he is not knowledgeable enough on TIF districts to give a presentation
10 and asked Jim Campbell to give a presentation on this item. Mr. Campbell agreed.

11
12 Tom Elliott asked if the proper process for forming a TIF district is to make a proposal to
13 the Town Council for their approval. Jim Campbell responded that the EDC would need
14 to decide what area the proposed TIF district would be and how much land would be
15 included and write a proposal to go before the Town Council.

16
17 **XIII. Adjournment – 10:02 pm**

18
19 *Susan Fuller MOVED to adjourn the October 25, 2010 meeting of the Durham Economic*
20 *Development Committee at 10:02 pm. This was SECONDED by Yusi Wang Terell and*
21 *APPROVED unanimously.*

22
23
24 Respectfully submitted by,

25
26 Susan Lucius, Secretary to the Durham Economic Development Committee
27