

FINAL

**LEBANON HERITAGE COMMISSION
CITY COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00 PM, WEDNESDAY JANUARY 11, 2023**

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Jeremy Rutter (Planning Board Rep.), Noel Figart, Matt Smith (Vice Chair), Devin Wilkie (City Council Rep.)

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Rebecca Owens, Nathan Reichert, Paul Coats

1. CALL TO ORDER: Vice Chair Ford Burley called the meeting to order at 6:01 PM.

2. ELECTION OF OFFICERS:

Ms. Owens presided over the election of officers and opened the floor for nominations of the Chair. Mr. Rutter nominated Nicole Ford Burley; Ms. Figart seconded. Ms. Ford Burley accepted the nomination. No other nominations for Chair were offered.

The vote on the nomination to elect Nicole Ford Burley as Chair was approved (5-0)

Ms. Owens opened the floor for nominations for Vice Chair. Mr. Rutter nominated Matthew Smith; Ms. Figart seconded. Mr. Smith accepted the nomination. No other nominations for Vice Chair were offered.

The vote on the nomination to elect Matthew Smith as Vice Chair was approved with one abstention. (4-0-1)

Control of the meeting was returned to Chair Ford Burley.

3. APPROVAL OF MINUTES: December 14, 2022

Extensive edits were suggested by members of the Commission. As a result, the Board requested a review of the December minutes by City Staff and for resubmission at the February meeting for approval.

4. PUBLIC REVIEW: No items were presented.

5. STUDY ITEMS:

A. Special Projects

• Historic Districts

Ms. Owens mentioned that there is potential for the Commission to review prior neighborhood studies that recommend various smaller scale historic districts, such as the Crafts Avenue area. Of particular interest and value in the studies is the architectural information which reflects existing styles seen in Lebanon. The City is in the study stages regarding use of the data in what is known as “Pattern Zoning” to help develop and maintain the character of neighborhoods.

Mr. Reichert expanded on the topic by explaining there is a process involving context-sensitive infill development, with architectural design as a key component. This process helps to maintain the feel of a

neighborhood by ensuring the development will fit with surrounding architecture. It also helps to gain acceptance of a new development by the neighborhood. .

- **Landmark Designation**

Ms. Owens announced the date for the City council to review the landmark designations will be February 15th. She discussed the difficulty in getting in touch with property owners and would like to find phone numbers. The purpose of contacting the property owners is to ensure that they are willing to accept the landmark designation plaques for their properties.

- **Kiosk/Maps**

Chair Ford Burley gave a report on the kiosk. The kiosk is part of the landmark designation project in general to educate the public. She picked a few existing landmarks in town and Vice Chair Smith pulled together photos to use as a starting point. Suggestions on buildings and categories were sought as well as a discussion on how the project will come together. Suggestion was made to use a link to the Google map designed by Chair Ford Burley as part of the document being created for the landmarks. The commission discussed the use of photos and other layers as part of the map. There was discussion on how to handle updates and versions of the map. The commission reviewed and commented on the document regarding landmark designation as a group.

- **Oral History**

Not discussed at this meeting.

- **B. Dana House**

Ms. Owens reported that she is still waiting for details on the available budget from the DPW.

- **C. Education · CLG workshops**

Ms. Owens stated that she plans to follow up with the NAPC to determine the scheduling. She mentioned that funding is available.

6. OTHER BUSINESS:

- **A. NHDHR Request for Project Review – Lebanon Rest Area Follow-Up**

A site visit of the Rest Area will be held on Tuesday the 17th at 1:00PM. Several members are interested in attending.

Chair Ford Burley discussed the structure that will be removed. Efforts were discussed to determine a new location for the building, rather than demolishing it, but no concrete plans or funding are in place for this to occur. Further discussion was held about taking pictures to further document the building before it is demolished.

- **B. Historic Marker and Interpretative Signage**

Paul Coats, Director of the Recreation Department was welcomed by Chair Ford Burley. Mr. Coats and the Chair of the Friends of Lebanon Recreation are interested in collaborating with the Heritage Commission to help enhance and augment the existing and future park system in Lebanon, specifically by installing informational signs at various parks and on trails. Mr. Coats mentioned that the collaboration would help to create a uniform design and installation standards that would become well recognized by people as marking a place of historical interest. The Commission discussed various thoughts on the

signage. Mr. Rutter mentioned the idea of having two different kinds of signage to differentiate between a more “outdoor” experience such as the rail trail versus a cityscape experience with buildings. Chair Ford Burley suggested that one design is chosen overall, with varied content appropriate for the location.

Funding of the project was also discussed. Fundraising is one possibility. Funds through existing branding or designations may be available for local use; Shaker Enfield Village and National Scenic Byways were provided as examples.

Mr. Rutter mentioned incorporating sporting facilities into the signage. Mr. Coats mentioned including QR codes to show events in real time as well as historical content. Ms. Owens asked what the land acknowledgement portion of the signage would look like. Mr. Coats said that there was no current standardization at this time.

7. OPEN TO THE PUBLIC:

No members of the public spoke.

8. FUTURE AGENDA ITEMS:

A. HISTORICAL SOCIETY COORDINATION – Not discussed.

B. FEBRUARY WEST LEBANON FOCUSED MEETING

Ms. Owens spoke about how traditionally at least one meeting a year of the Heritage Commission is held in West Lebanon. Usually that was at the Dana House, but online meeting requirements no longer make that venue possible. Because of work being performed on level one of City Hall, City Meetings are being held at Kilton Library in West Lebanon. Ms. Owens said the February meeting will be held at Kilton at the usual time. The West Lebanon Civic Action Group was notified of the meeting venue and may attend. Ms. Owens mentioned a congressional earmark was obtained by the City, about \$2.5 million for the West Lebanon Streetscape Improvement Project.

C. REVIEW MASTER PLAN CHAPTER 11 – Not discussed.

Ms. Owens mentioned making various studies in West Lebanon, such as those dealing with Crafts Ave and Westboro Yard available in advance of the next meeting.

D. CONSERVATION COMMISSION COORDINATION – Not discussed.

E. UPDATE TO HISTORY OF LEBANON WEBPAGE – Not discussed.

Chair Ford Burley asked if anyone had any other business to discuss. Mr. Rutter said that he would like to add an athletic or sporting facility category to the historic landmark map, citing the importance of areas like Storrs Hill.

9. ADJOURNMENT:

***Mr. Rutter MOVED to adjourn the meeting at 7:43 PM.
Seconded by Mr. Smith.***

**** The MOTION was unanimously approved (5-0).***

**Respectfully submitted,
Kristin Kenniston, City Clerk**