



**LEBANON HERITAGE COMMISSION
MAY 10, 2023 - 6:00 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. April 12, 2023
 - 3. Public Review**
 - A. None
 - 4. Study Items**
 - A. Special Projects
 - Historic Districts - ordinance and application review
 - Landmark designations
 - Oral History
 - B. Dana House
 - C. Education - Remaining CAMP training
 - 5. Other Business**
 - A. West Leb Revitalization Committee update
 - B. NHDOT/DHR Exit 18 Rest Area & Mechanic St/Mascoma St/High St Mitigation Updates
 - C. Historic Marker and Interpretive Signage - follow up from 4/24 NPS meeting
 - 6. Open to the Public**
 - 7. Future Agenda Items**
 - A. "How to Research Your Historic Home" workshop with Andrew Cushing
 - B. Historical Society coordination
 - C. Lebanon Master Plan, Chapter 11 (Heritage) Implementation
 - D. Lebanon HC Design Guidelines review and update
 - 8. Adjournment**

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**LEBANON HERITAGE COMMISSION
MEETING ROOM 3, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, WEDNESDAY APRIL 12, 2023**

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

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Nate Reichert (Director of Planning & Development / Zoning Administrator)

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:02pm.

2. APPROVAL OF MINUTES – March 08, 2023

Amendments: Page 1, Line 30: Scott “Williams” was corrected to Scott “Newman”

A MOTION was made by Mr. Rutter to approve the March 08, 2023 Meeting Minutes as amended. The Motion was seconded by Chair Ford Burley.

** The Vote on the Motion was approved (3-0 with Councilman Wilkie abstaining).*

3. PUBLIC REVIEW

None

4. STUDY ITEMS

A. Special Projects

- **Historic Districts** – no updates
- **Landmark Designations** – no updates
- **Oral History – JAM project – Lebanon’s Native and Indigenous Past**
Chair Ford Burley said she has not had any updates since last meeting.

B. Dana House

No updates – Chair Ford Burley said budget discussions with COL Public Works Department are ongoing.

C. Education

• **NAPC CAMP Training Highlights and Next Steps**

Chair Ford Burley said three members of the Heritage Commission attended the CAMP training on March 31 2023. The members discussed items of interest and action items/take-aways from the meeting.

Items of Interest:

- a. Dedicated application for development/redevelopment of historic properties
- b. Formalized application for approval from Heritage Commission
- c. Details of application submissions
- d. Much focus at CAMP meeting was on properties that surround Historic Districts
- e. Historic Renovation Awards
- f. Homeowner Handbook
- g. Events to publicize historic renovations: house tours, house fairs/expos with other communities

Action Items/Take-Aways:

- a. Applications should submit detailed, compliant applications for review from the Heritage Commission to help facilitate approval process.
- b. Heritage Commission members should review the guidelines for the application and bring feedback to future meeting. Commission members should fill out its own application as an exercise.
- c. Establish an award for homeowners that do excellent historic renovations of their properties
- d. Create a Homeowner Handbook – good practices for taking care of an old home

Chair Ford Burley noted that there is funding for another CAMP training. She said she did not know if there was a deadline for holding a second meeting. Mr. Reichert said he would find out if there is a deadline.

- **Lebanon Book Update**

Chair Ford Burley said she submitted the book to the publisher on April 2, 2023 and is awaiting feedback from the publisher. She said the publish date is September 4, 2023, and that the book will be 128 pages and will be priced \$25.99. She said she did not know how many copies will be published.

5. OTHER BUSINESS

A. West Lebanon Update

Mr. Reichert noted that the West Lebanon Revitalization Committee held its first meeting on April 11, 2023 at the Kilton Library. He said Deputy City Manager David Brooks presided. He said the Committee is petitioning the City Council to amend the by-laws that require business leaders to participate for this committee so more residents can join. He said many open and ongoing West Lebanon-based projects were discussed, including the establishment of a West Lebanon Historic District and how to engage the community in the discussion about the future of Dana House.

B. Lebanon Master Plan, Chapter 11 (Heritage) Implementation

Chair Ford Burley said the Commission members were asked to review Sections C4-D4 of the 2012 Master Plan and discuss what the goals for the Commission were, what is the status of these goals, have goals changed, etc. Mr. Reichert said these sections of the Master Plan are slated for review by the Planning Board by April 2024, but, if the

1 Heritage Commission presents specific changes to the Master Plan before that time, the
2 Planning Board would be receptive to them.

3
4 The members discussed what the plan outlined in the areas of Education, Downtown
5 Revitalization, and Protecting Historic Resources.

6
7 Mr. Smith noted that Lebanon's three sites on the National Register of Historic Places
8 (Colburn Park; the Stone Arch on Glen Road; and Spring Hill Farm on Rte 120) are
9 indicated on the GIS Map on the City's website. The members discussed other ways to
10 better utilize the GIS Map. Mr. Reichert suggested that Mark Goodwin, the City's GIS
11 Administrator, could attend a future meeting to review the features and uses of the
12 current and proposed software.

13
14 Chair Ford Burley suggested the Commission members continue to review the Master
15 Plan pertaining to historic/heritage concerns in chunks over the next 12-18 months. Mr.
16 Rutter suggested members review the next section and plan to discuss at the Heritage
17 Commission's June 2023 meeting.

18
19 **C. NHDOT/DHR Exit 18 Rest Area & Mechanic Street/Mascoma Street/High Street**
20 **Mitigation Updates**

21 Chair Ford Burley said the Historical Society is accepting the scale from the Weigh
22 Station into its collection. She said the NHDOT will deliver it at a date to be
23 determined. Mr. Reichert said that discussions about the Mechanic Street/Mascoma
24 Street/High Street (also known as "Jones Crossing") mitigation are ongoing.

25
26 **D. Historic Marker and Interpretive Signage – Questions for 4/24 NPS meeting**

27 Chair Ford Burley said the NPS has made resources available to the City, but it is
28 unclear what the City's needs are. Mr. Reichert said he needed to be briefed by
29 Planning Department staff regarding what questions should be brought up at the April
30 24, 2023 meeting.

31
32 Councilman Wilkie asked Chair Ford Burley about the quarterly update for the Heritage
33 Commission to the City Council. The members agreed Chair Ford Burley should speak about
34 the CAMP training and the Historic Landmark Plaques program.

35
36 Councilman Wilkie suggested a member of the Heritage Commission should attend the next
37 West Lebanon Revitalization meeting (slated for April 17, 2023) to ask if any members could
38 help identify sites in West Lebanon for historic designation. Mr. Reichert said he would ask
39 Deputy City Manager David Brooks to add it to the agenda. Councilman Wilkie also suggested
40 that a member of that Committee could be invited to participate on the Heritage Commission as
41 well.

42
43 Chair Ford Burley noted that she is overdue to provide a draft of the Indigenous History of
44 Lebanon to the DEI for review.

6. **OPEN TO THE PUBLIC**

No members of the public were present

7. **FUTURE AGENDA ITEMS**

A. Historical Society Coordination

B. Lebanon HC Design Guidelines Review and Update

C. Future & Intended Use of Dana House

D. Review & Update Guidelines for Application for Historic Renovation

E. Presentation by Mark Goodwin on GIS Map Software and Features

8. **ADJOURNMENT**

A MOTION was made by Mr. Rutter to adjourn the meeting at 8:00pm. The Motion was seconded by Councilman Wilkie.

** The vote on the Motion was approved 4-0.*

The meeting was adjourned at 8:00pm.

Respectfully Submitted,

Paula Roux

Recording Secretary

CITY OF LEBANON APPLICATION FOR

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☒	OTHER (<i>Heritage</i>)

PROPERTY OWNER (APPLICANT):					
NAME:			TEL.#:		
MAILING ADDRESS:					
E-MAIL ADDRESS:					
CO-APPLICANT, AGENT, OR LESSEE:					
NAME:			TEL.#:		
MAILING ADDRESS:					
E-MAIL ADDRESS:					
PROJECT LOCATION:					
TAX MAP #:		LOT#:		PLOT #:	
ZONE:					
STREET ADDRESS OF PROJECT:					
IS THIS PROPERTY LOCATED IN THE:					
WETLANDS		☐ YES ☐ NO		HISTORIC DISTRICT ☐ YES ☐ NO	
FLOOD PLAIN		☐ YES ☐ NO			
SCOPE OF PROJECT:					
TYPE OF OCCUPANCY:					
EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL					
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL					
IF USE IS COMMERCIAL OR INDUSTRIAL , PLEASE NOTE SPECIFIC USE: _____					
SIGNATURE BLOCK:					
FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.					
PROPERTY OWNER: _____			DATE: _____		
NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.					
PROPERTY OWNER: _____			DATE: _____		

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #

SECTION 408

HISTORIC DISTRICT.

408.1 Authority.

This section is enacted pursuant to RSA 674:46. The City of Lebanon Heritage Commission shall have the authority granted to it by RSA 674:44-a through d, et. seq., and this Ordinance.

408.2 Purposes.

The purpose of this Ordinance is to preserve the heritage and cultural resources of the City of Lebanon and, particularly, the City's structures and places of historic, architectural and community value in order to:

- A. Establish and preserve districts in the City which reflect elements of its cultural, social, economic, political, community, and architectural history;
- B. Conserve property values in such districts;
- C. Foster civic beauty;
- D. Strengthen the local economy; and,
- E. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City.

408.3 Delineation of Historic Districts.

The areas and boundaries of the Historic Districts are shown on maps which are hereby designated as the Historic District Map of the City of Lebanon and made a part of this Ordinance and the Official Zoning Map of the City of Lebanon, together with all future amendments. The official map shall remain on file in the Office of the Zoning Administrator and with the City Clerk.

408.4 Certificate of Approval Required.

A Certificate of Approval shall be obtained from the Heritage Commission in the manner set forth herein prior to the commencement of any of the following activities within any Historic District:

- A. The construction of any new building;
- B. The addition to, alteration, or repair of any existing building which would require the issuance of a building permit pursuant to the provisions of the Lebanon Building Code, unless such addition, alteration, or repair does not, in any way, alter the exterior of such building;
- C. The following activities, whether or not a building permit is required for such activities:
 - 1. Roofing or re-roofing if the roof plane is changed;
 - 2. Siding, including new and re-siding, if it involves a change of design or materials;

3. Replacement of doors and windows if it involves changes in the size, location, or number of openings in the exterior or facade of a building.
4. Replacement or enclosure of porches, decks, and patios if it involves a change in size, location, design, and/or materials;
5. Replacement of exterior stairs, landings, and overhangs if it involves a change in size, location, design, and/or materials;
6. Demolition or moving of a building or accessory building.

No building permit (when applicable) shall be issued prior to the receipt of a Certificate of Approval for the above-described activities.

408.5 Activities Not Requiring Certificates of Approval.

The following activities are exempt from review by the Heritage Commission, and no Certificate of Approval shall be required:

- A. Any repairs, alterations, or improvements that do not require a building permit pursuant to the Lebanon Building Code with the exception of the activities described in Section 408.4 herein;
- B. Any repairs, alteration, or improvements to the interior of the building;
- C. The re-roofing of a building, provided that the roof plane remains the same;
- D. Painting or re-painting of the interior or exterior of any building; and,
- E. Landscaping or fencing.

408.6 Criteria For Review.

In determining whether or not to grant a Certificate of Approval, the Heritage Commission shall keep in mind the purpose set forth in Section 408.2 herein and shall consider, among other appropriate factors, the following:

- A. The historical or architectural value of a building and its setting;
- B. In connection with additions, repair or restoration of any existing building, the compatibility of the exterior design, arrangement, texture, and materials proposed to be used in relationship to this existing building, its setting, and the Historic District as a whole; and,
- C. The size, scale, and design of proposed construction in relationship to the existing surroundings, including consideration of such factors as a building's overall height, width, street frontage, number of stories, type of roofs, facade openings (windows and doors), and architectural details.

When the Heritage Commission determines that it is necessary or advisable in order to preserve or protect historically and/or architecturally significant buildings, the Commission may require preservation and/or accurate reproduction of exterior architectural features. Preservation and/or reproduction measures shall be completed pursuant to the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings."

Applications for Certificates of Approval may be denied if such denial is required to prevent construction or development which would conflict with the stated purposes of Section 408.2 herein.

408.7 Application Procedures.

The following procedures and any rules of procedure duly adopted by the Heritage Commission shall be followed in processing applications for Certificates of Approval:

- A. Written application for Certificates of Approval shall be made no later than 12:00 noon of the 15th calendar day prior to a regularly scheduled meeting of the Heritage Commission (to include the meeting date of the Commission) on forms provided by the Zoning Administrator, and the applicant shall pay an application fee as adopted by the City Council. The application may be filed simultaneously with any other application or request for City land use permits, and the issuance of a Certificate of Approval shall not be a precondition to the issuance of any other City land use permit with the exception of a building permit, when applicable.
- B. There shall be a public hearing on all applications for Certificates of Approval. The applicant and all abutters shall receive a notice of the public hearing by certified mail, and a public notice of the hearing shall be posted in at least two public places and shall be published in a newspaper of general circulation in the City of Lebanon. Said notice shall be given not less than five days, nor more than 30 days, before the date of the hearing.
- C. At its meeting, the Commission shall review the application for completeness as specified in Section 408.8 herein. If the application is determined to be complete, then the Commission shall vote to accept the application and commence with the public hearing. If the application is not complete, then consideration of the application shall be suspended until it is complete.
- D. The Commission shall review the application using the criteria set forth in Section 408.6 herein, and then shall act to approve, approve with conditions, or disapprove the application. In reviewing the application, the Commission may request reports and recommendations regarding the feasibility of the applicant's proposal from the Planning Board, Fire Chief, Building Inspector, Health Officer, and other administrative officials who may possess information concerning the impact of the proposal on the Historic District. The Commission may also seek advice from professional, educational, cultural, or other groups or persons as may be deemed necessary for the determination of a reasonable decision.
- E. Within 45 calendar days from the filing of the application, unless the applicant agrees, in writing, to a long review period, the Commission shall notify the applicant, in writing, of its action by means of the Certificate of Approval or Notice of Disapproval sent by certified mail. In case of disapproval, the Commission shall clearly set forth in a Notice of Disapproval the reasons for its action, with specific reference to standards contained in this Section.
- F. Simultaneously with notifying the applicant, the Commission shall file a copy of the Certificate of Approval with the Zoning Administrator and the Building Inspector. The Building Inspector shall not issue a building permit for any activity in an Historic District requiring a Certificate of Approval until receipt of said Certificate. In the case of a disapproval, the Notice of Disapproval shall be binding on the Building Inspector or other duly delegated authority and no permit shall be issued.

- G. Failure of the Commission to file said Certificate within the specified period of time shall constitute approval by the Commission.

408.8 Submittal Requirements.

All applications for a Certificate of Approval shall contain a written description of the work or activity for which approval is requested, together with plan and elevation drawings to scale and, where appropriate, photographs which, together, shall be sufficient to reasonably inform the Heritage Commission as to the type or nature of the activity applied for, the location of the activity, and the effect or impact on the exterior of the building(s) involved.

408.9 Removal or Demolition of Buildings.

No building shall be demolished or moved off its lot within any Historic District until at least one publication of notice of such demolition or removal has been published by the owner in a newspaper of general circulation in the area in which the building and lot are located, such notice to be published not less than 30 days prior to the date of such demolition or removal.

The purpose of this provision is to further the purposes of Section 408.2 and to afford a person or organization the opportunity to acquire, or to arrange for the preservation of, such building.

Notwithstanding the above, upon application to the City Building Inspector, any building substantially damaged as a result of fire or other disaster or constituting a public safety hazard shall be exempt from the provisions of this section.

408.10 Appeal.

Any person aggrieved by a decision of the Heritage Commission shall have the right to appeal said decision to the Zoning Board of Adjustment as provided by RSA 677:17. Such appeals shall be filed with the Zoning Board of Adjustment within 20 days of the filing of the Certificate of Approval or Notice of Disapproval with the Building Inspector.

408.11 Enforcement.

The provisions of this Section 408 shall be enforced as provided by State law and pursuant to Section 903 of this Ordinance.

PUBLIC HEARING NOTIFICATION LIST

IN ACCORDANCE WITH RSA 676:4, THE CITY SHALL NOTIFY THE FOLLOWING PERSONS, BY CERTIFIED MAIL, OF PUBLIC HEARINGS BEFORE THE PLANNING BOARD: ALL ABUTTERS; THE APPLICANT; PROPERTY OWNER; HOLDERS OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTIONS (AS DEFINED UNDER RSA 477:45) ON THE SUBJECT PROPERTY; HOLDERS OF EASEMENTS, RIGHTS-OF-WAY, AND OTHER RESTRICTIONS ON THE SUBJECT PROPERTY; AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR, SOIL SCIENTIST, OR WETLANDS SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD.

THE APPLICANT SHALL PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

MAP & LOT NUMBER: _____	MAP & LOT NUMBER: _____
PROPERTY OWNER:	APPLICANT:
MAP & LOT NUMBER: _____	MAP & LOT NUMBER: _____
ABUTTER/OTHER:	ABUTTER/OTHER:
MAP & LOT NUMBER: _____	MAP & LOT NUMBER: _____
ABUTTER/OTHER:	ABUTTER/OTHER:
MAP & LOT NUMBER: _____	MAP & LOT NUMBER: _____
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(Last Revised 10/09/09)