

FINAL

**LEBANON HERITAGE COMMISSION
MEETING ROOM 3, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, WEDNESDAY NOVEMBER 08, 2023**

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

MEMBERS ABSENT: Devin Wilkie (City Council Rep), Karen Zook (Alt. Council Rep)

STAFF PRESENT: Nate Reichert (Director of Planning & Development/Zoning Admin)
Catheryn Hembree (Associate Planner, Planning Department), Rich Adams (Custodian)

OTHERS PRESENT: Phil Harrison, Joe Clifford, Director of Lebanon Opera House
Samantha Davidson Green, Executive Director of JAM

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:01pm.

2. APPROVAL OF MINUTES – October 11, 2023

Amendments: Page 2 Line 17 & Page 3 Line 29: change “Riley” to “ Ford Burley”
Page 4 Line 13: Add “he” after “said”

A MOTION was made by Jeremy Rutter to approve the October 11, 2023 Meeting Minutes as amended. The Motion was seconded by Matt Smith.

** The Vote on the Motion was approved (3-0).*

3. Public Review

A. City of Lebanon: Request for Certificate of Approval pursuant to Article IV, Section 408 Historic District of the Zoning Ordinance to expand and improve exterior lighting on the front façade, clock tower, office sides, and rear facade/fly tower of Lebanon City Hall with programable multi-color LED lights. The property is located at 51 North Park Street, Tax Map 91, Lot 246, Lebanon, NH in the LDD zone. HC2023-01

Mr. Phil Harrison gave a history of the previous renovation projects for the Lebanon Opera House (LOH). He said LOH Director Joe Clifford proposed the idea to transform the experience for those who are associated with shows happening at LOH (staff, actors, crew, patrons), and the renovations associated with this project have been focused on this objective.

He said one idea was to make changes to the exterior lighting of City Hall so that, on days when performances are happening, the building looks more animated.

He said color LED exterior lighting for the front and for the back area (where the parking lot is located) has been proposed. He said the City has its own interest in adding new lighting for decorative purposes for seasonal themes and messaging.

Mr. Harrison gave an overview of the LED lighting that is being considered:

- Lights to frame the clock tower (iconic element of the structure)
- Lights to wrap around the front and to the sides of the building
- Lights in the back of the building to illuminate the back brick wall and rear parking lot

Mr. Clifford noted that this is LOH's 100th anniversary and the lighting proposal is not structurally impactful but will add excitement and energy to the building within the City landscape. He said the lights are designed by experts and would make great architectural elements as well. He said they're hoping to create a City Hall "After Hours" vibe. Mr. Harrison said the LED Lighting on the Empire State Building is an example of the type of lighting technology being proposed.

Mr. Reichert asked how the existing lighting structure will work with the proposed technology. He noted the two sconces on the front of the building are historic elements that the City would want to preserve.

He said the side of the building (facing Mascoma Bank) has visible conduits running along it; he also said the "safety" lighting installed on that side is necessary but provides poor lighting for pedestrians near the building. He asked if the current lighting and conduit could be replaced/removed as part of this project, so the lighting and the design is improved on the side of the building.

Mr. Harrison said the lighting for the ground (safety lighting) would be replaced in the project. He said hiding the conduit would be a question for the electricians. He said the lighting proposal has been reduced to maintain the project budget but also to reduce the need to drill holes into the structure to connect to the inside power source. He said the lighting replacement proposal for the flagpoles was eliminated from the project because they were told it would be very difficult to get power to the flagpoles.

He said the Lighting Designer had said the structure of the historic sconces could be reused and have lights directed upwards only (the metal base of the sconces would prevent downlighting from being used).

He said the team worked with the electrical contractor to try to minimize the amount of exterior conduit but there will be some to direct power to the lights on the side of the building. He said the current plan involves 44 holes drilled in the building and 50 lights added to the exterior of the building.

He said the proposed lighting for the back of the building involves several fixtures across the top of the building that would provide downlighting. He said he is not sure if the City's light regulations, which include a 20-foot height limit, will allow the proposed lighting plan for the rear.

Mr. Reichert said the Planning Board could waive the 20-foot restriction. He said there are not a lot of details in the zoning ordinance about lighting, so there is not a lot of guidance for the Heritage Commission. He said the building is perhaps one of the most important architectural buildings in Lebanon. He said it will be very helpful to get public input on this project in a public hearing setting.

Mr. Rutter asked about the part of the project that describes an art installation as lighting on the back wall of the building. Mr. Harrison said the material that the proposed lighting is made of is flexible and can be shaped into a musical note or an abstract art configuration. He said that part of the proposal was added to the application, but the design is not complete because that is still up for approval. He said the flexible lighting design, if approved, would be fixed as one shape and would not be changeable.

Mr. Rutter asked about the spillover of the lighting on the front of the building onto North Park Street. Mr. Harrison said the Lighting Designer could provide more details about the spillover. He said the plan directs the colored lights to wash against the walls. He said the lights should be visible from Colburn Park but there is no light projecting out onto the street. He said the front lights are dimmable and the colors have lower lumens than white lights.

Mr. Smith asked about the lifespan of the proposed LED lights. Mr. Harrison said he believed LED lights last thousands of hours. He said it may be 10-15 (estimated) years before maintenance needs to be done on the LED lights.

Mr. Smith asked about the permanent changes that would need to be made to the clock tower. Mr. Harrison said the power would be channeled through the interior of the building through holes that would have to be cut in the clock tower. He said there is no change proposed to the clock lights.

Mr. Rutter asked about lighting that could produce a light show, as opposed to static lighting. Mr. Harrison said he thought there were prohibitions (or site plan restrictions) on moving lights; he said they would also be costly.

Chair Ford Burley said the sconces on the front of the building are original to the building. Mr. Smith asked if they were removed, could they be used somewhere else in the building.

Mr. Rutter asked about the temperature of the proposed lights. He said the temperature of lights is often a concern of the Planning Board. Mr. Harrison said the Lighting

Designer could best answer that question. Ms. Davidson Green (of JAM) noted that LED lights are much cooler than traditional lights.

Mr. Reichert read the City's regulation relating to the temperature of lighting. He noted the Dark Sky rule, which provides parameters related to light pollution and protecting the sky environment for migrating birds and nocturnal wildlife.

Ms. Davidson Green noted that a lit candle = 3,200 Kelvin and daylight = 4,600 Kelvin. She said thermal temperature is not an issue for LED lights because they are cool to the touch. Mr. Clifford reminded the group that the proposed lighting is accent lighting, not wayfinding lighting. He said the system is programmable and the City and LOH can control the hours that the lights are illuminated. Mr. Harrison said there will be a control panel in the building and the lighting can also be controlled remotely if someone has access to the City's network.

Mr. Adams noted that the lighting will also illuminate the finials and the tower on the building, which were recently refurbished.

Chair Ford Burley said she is supportive of adding LED lighting. She said the design for the exterior will have to be discussed, but she said she did like the idea of adding something visually interesting. She said the sconces on the front of the building are historic and are an important part of the building that she feels need to be retained.

Mr. Smith agreed that he'd like to see the sconces retained. He said he sees the need to evolve, however; he asked if there was some way to integrate them into the design. Mr. Harrison said the lights in the sconces could be replaced with the LED lights and color-coordinated with the others. He said it could be discussed with the Lighting Designer.

Mr. Harrison asked if there's a way to experiment with a lighting design without significant impact to the structure of the building. He also asked if he could get more information and come back to the Heritage Commission with answers to their questions. Mr. Reichert said he could come back to a future meeting and discuss the plan again.

He said the outstanding questions about the plan are:

- How to best accommodate the historic sconces on the front of the building
- Can the lights on the side of the building be replaced to still provide ample "safety lighting" for pedestrians
- How to provide lighting for the flagpoles

[Ms. Davidson Green asked if the agenda item that involved the JAM video could be discussed at this time because she needed to leave the meeting. Chair Ford Burley halted the Permit Review discussion to move to Study Item B]

4. Study Items

B. JAM land acknowledgement and indigenous history video

Ms. Davidson Green said the process to create the video was very challenging because many people were reluctant to share their history. She said it was an extremely rewarding project in the end for herself and her staff. She said the theme of the video that emerged was the City's commitment to the relationship and the land acknowledgement. She said the final video is an educational guide that can be shared with school, church, and civic groups. She said the final running time of the video, with the credits, is 19 minutes. Chair Ford Burley said the final product is fantastic and the team did a great job. Mr. Smith said he appreciated the scenery images. Ms. Davidson Green said that no stock photography was used, and every image used was taken in and around the City.

[The Permit Review discussion continued.]

Mr. Reichert said he would compile all the outstanding questions from the Heritage Commission and send them to Mr. Harrison via email.

A MOTION was made by Nicole Ford Burley to continue the discussion about the City of Lebanon's Request for Certificate of Approval pursuant to Article IV, Section 408 Historic District of the Zoning Ordinance to expand and improve exterior lighting on the front façade, clock tower, office sides, and rear facade/fly tower of Lebanon City Hall with programable multi-color LED lights to the December 13, 2023 Heritage Commission Meeting. The Motion was seconded by Matt Smith.

**** The Vote on the Motion was approved (3-0).***

Mr. Smith said this is a new idea for Lebanon Opera House and the Heritage Commission wants to get this right and work together to come up with a plan that works for everyone. He said if it weren't for the City Hall Building and Colburn Park, the historic district would probably not exist, so this is the core of what the Heritage Commission is for.

[The members of the Commission discussed the next items out of the order that was published on the Meeting Agenda.]

4. Study Items

C. Dana House tour and planning

Mr. Reichert said the tour, planned for November 9 at 9:00am, is a formal special meeting so that all members of the Heritage Commission can attend. He said members could wear a mask if they had concerns about air quality in the building.

5. Other Business - Associate Planner introduction

Chair Ford Burley welcomed Catheryn Hembree, who was recently hired as an Associate Planner for the City. Ms. Hembree spoke about her education and experience and said she has a background in historic preservation planning. Mr. Reichert noted Ms. Hembree will be the Planning Department representative for the Heritage Commission going forward.

Mr. Reichert said working with the Heritage Commission has been a nice journey for him and he will miss working with them.

4. Study Items

A. Zoning Amendments Approval

Mr. Reichert said he proposed the addition of the word “fenestration” to the language of Section 408.4 Item C Number 3 of the Zoning Ordinance to read: “Replacement of doors, windows, and the change in fenestration if it involves changes in the size, location, or number of openings in the exterior or façade of the building.” He said the City’s legal counsel did not like the word because it was too technical. He said an example is how a change to the interior of the building (i.e., adding new interior lighting) affects the exterior of the building (i.e., new lighting is visible from the exterior and changes the appearance of the building from the outside). He said no one would think of sending a change like that to the Heritage Commission for input, but such a change may impact the night view of the building.

Mr. Reichert outlined the process that changes to the zoning ordinance would take and said they could be enacted as early as January 2025. Mr. Reichert said the ordinance review is a chance to clarify the language of the ordinance to best serve the Heritage Commission. He said he doesn’t know how new historic districts are designated and that should be clarified while the zoning ordinance is being reviewed.

Mr. Smith said his notes (of structure elements that are not under the purview of the Heritage Commission) include roofing materials, changes to siding, doors and windows, and landscaping (including fences). Mr. Reichert said those considerations could be included as part of the zoning ordinance review.

Mr. Rutter suggested that the City Hall Lighting Plan, discussed earlier in the meeting, should be submitted to the Planning Board for review. Mr. Reichert agreed and said he will speak to Deputy Planning and Development Director Tim Corwin about getting at least a recommendation from the Planning Board.

Mr. Reichert said he was not sure what the timeline for the consultant working on the zoning ordinance review is. Chair Ford Burley said the zoning ordinance review is part of the CLD Block Grant.

D. Emergency preparedness inventory

Chair Ford Burley said Devin Wilkie had created a document with details about how to prioritize the historically significant buildings and items that should be preserved in the event of a disaster, like a fire or flood.

She said the document is organized by Top Priorities and a list of Exclusions (structures that the Heritage Commission may not need to include on its priority list

because they may already have a plan). She said, based on this criterion, she suggested the following historic structures be included:

- Soldiers Memorial Building – contents and stained glass are historically important
- Carter House – houses the Historical Society collection and other Carter family memorabilia
- Former Seminary Hill School – may still house school records
- Packard Hill Covered Bridge – culturally significant structure

Mr. Smith suggested the Carter Community Building could be added to the list. Chair Ford Burley said she assumed it already had a plan, but if there's none, it should be added to the list.

A MOTION was made by Matt Smith to extend the meeting duration by 10 minutes. The Motion was seconded by Jeremy Rutter.

**** The Vote on the Motion was approved (3-0).***

6. Open to the Public

No members of the public were present.

7. Future Agenda Items

None

Trues Brook Road Bridge Project

Chair Ford Burley said she received a letter from engineering consulting firm Hoyle Tanner regarding the Trues Brook Road bridge project, asking for the Heritage Commission to contribute “any information about cultural resources and significance in the vicinity of the project” (i.e., stone walls, cemeteries, historical or archaeological resources). She said she did not know of any cultural resources in the area. She said the only significant element of the project is the bridge used to be a covered bridge. She asked if the bridge replacement could be a covered bridge. Mr. Reichert said he would ask the engineer on the project whether the new bridge could be a covered bridge, which would be a wooden bridge. Chair Ford Burley said the letter allowed 30 days to reply about cultural resources.

Resolution for Fran Hanchett

Chair Ford Burley said Fran Hanchett, former City Historian, passed away recently. She read the following proposed resolution, which, if approved, would be sent to the City Council for formal adoption:

WHEREAS Fran Hanchett served as the City Historian, and the first female City Historian, for the City of Lebanon from 2020 to 2021; and

WHEREAS Fran Hanchett served as President and as a long-standing member of the Lebanon Historical Society, providing leadership and historical expertise both to the organization and to the community; and

WHEREAS demonstrating her commitment to preserving history, Fran Hanchett documented all of the burials in the cemeteries in Lebanon and throughout the Upper Valley and created the Adopt a Civil War Veteran program, through which 85 Civil War veterans were recognized with military burial stones; and

WHEREAS in these capacities, Fran Hanchett dedicated herself to preserving the history of Lebanon and its inhabitants, and to sharing this history with the community; and

WHEREAS Fran Hanchett further served on the City of Lebanon Board of Cemetery Trustees from 2018 to 2023; and

WHEREAS Fran Hanchett's contributions to Lebanon and its history have been significant and have served to highlight underappreciated aspects of the city's history and its residents,

NOW THEREFORE BE IT RESOLVED that the Lebanon City Council, on behalf of the City of Lebanon, extends its sincere appreciation and gratitude to the family of Fran Hanchett for her effort and knowledge shared with the community during her lifetime.

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting.

A MOTION was made by Matt Smith to submit the resolution honoring Fran Hanchett as written to the Lebanon City Council to issue a formal resolution. The Motion was seconded by Jeremy Rutter.

**** The vote on the Motion was approved (3-0).***

8. Adjournment

A MOTION was made by Jeremy Rutter to adjourn the meeting at 8:10pm. The Motion was seconded by Matt Smith.

**** The vote on the Motion was approved (3-0).***

The meeting was adjourned at 8:10pm.

Respectfully Submitted,
Paula Roux
Recording Secretary