



**LEBANON HERITAGE COMMISSION
JANUARY 10, 2024 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 538 841 474#). If you have trouble accessing this meeting, please [email catheryn.hembree@lebanonnh.gov](mailto:catheryn.hembree@lebanonnh.gov).

2. Election of Officers

- A. Chair and Vice Chair

3. Approval of Minutes

- A. December 13, 2023

4. Public Review

- A. None

5. Study Items

- A. Landmark 2024 Designations
B. Mural depicting Lebanon History
C. Emergency Preparedness Inventory
D. Priorities for 2024/review items on Strategic Plan
- Start Master Plan Chapter Update in the fall

6. Other Business

- A. CLG Update - introduce consultant

7. Open to the Public

8. Future Agenda Items

- A. February Meeting: Ethics Training with the City Manager

9. 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](https://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 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, WEDNESDAY NOVEMBER 13, 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: Catheryn Hembree (Associate Planner, Planning Department), Rich Adams (Custodian)

OTHERS PRESENT: Phil Harrison, Joe Clifford, Director of Lebanon Opera House
Jay Lehrhaupt, Swaney Lighting Associates

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:03pm. She reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

**2. APPROVAL OF MINUTES – November 8, 2023 Heritage Commission Meeting
November 9, 2023 Site Walk**

November 8, 2023 Minutes:

Amendments: Page 5 Line 33: change “all the members of the” to “all members of the Heritage Commission”

A MOTION was made by Jeremy Rutter to approve the November 8, 2023 Meeting Minutes as amended. The Motion was seconded by Matt Smith.

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

November 9, 2023 Minutes

A MOTION was made by Jeremy Rutter to approve the November 9, 2023 Site Walk Minutes. 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

1 **property is located at 51 North Park Street, Tax Map 91, Lot 246, Lebanon, NH**
2 **in the LDD zone. HC2023-01** – Continued from November 8, 2023

3 Mr. Phil Harrison said he had provided the Commission additional information
4 (included in the meeting agenda packet) based on questions or concerns raised when
5 this request was made at the November 8, 2023 meeting:

- 6 • **Lighting for the flagpoles** - Information was provided about a replacement fixture
7 that may be better than what is currently being used.
8
- 9 • **Provide ample “safety lighting” for pedestrians** – Mr. Harrison said the original
10 documentation included safety lighting. He said he highlighted the differences
11 between the existing flood lights and the proposed down LED lighting for clarity.
12
- 13 • **Accommodate the historic sconces on the front of the building** – Proposed
14 lighting that would provide uplighting only around the sconces so they can be
15 retained and included in the overall lighting scheme.
16
- 17 • **Additional details regarding the possible line art installation on the rear**
18 **exterior wall** – Suggested the Commission table this item for now. He said the
19 Lebanon Opera House has asked the Commission to approve the exterior lighting
20 wall washing component now and said they would apply for the line art request
21 later when the design is further developed.

22 Mr. Harrison said current streetlights, building flood lighting, and parking lot lights
23 create a lot of bright white lighting around the LOH. He said the LED proposal will not
24 interfere with that lighting.

25 Mr. Lehrhaupt of Swaney Lighting gave a demonstration of the flexible lighting
26 product that would be used for the clock tower lighting, which he said would be the
27 same materials used in the line art design, when developed. Mr. Lehrhaupt explained
28 the uplighting proposed for behind the historic sconces on the front of the building.

29 Chair Ford Burley asked about how close the lights would be behind the sconces, and
30 how much light would be cast upward to the sky. Mr. Lehrhaupt said the scone lights
31 would be about 5 degrees from the wall and would cast some light upward toward the
32 sky. He said all the other proposed lights are adjustable and can be turned toward the
33 side to prevent reflection.

34 Mr. Harrison said City Planning staff members Nate Reichert and Tim Corwin have
35 said the Planning Board will need to review the application. He said this application is
36 on the agenda for the January 8 meeting. He said the Planning Board may have other
37 concerns that the Heritage Commission will have a chance to review.

38 Chair Ford Burley said she feels strongly that the two historic sconces need to be
39 retained on the building. Mr. Lerhaupt said the proposed uplighting option behind the

1 sconces could also use colored lights to coordinate with the other colors in the rest of
2 the display. Chair Ford Burley asked if any downlighting could be added under the
3 sconces. Mr. Lehrhaupt said adding downlighting would not really add to the aesthetic
4 value of the sconce fixtures.

5 Chair Ford Burley said she believed the sconces on the front of the building are
6 original to the building, but she did not know of any photos of the building in 1944 that
7 could prove it. Mr. Smith said he did not feel removing the sconces would take away
8 from the historic character of the building, but he would prefer that they stay.

9 Mr. Lehrhaupt noted that the clock tower, cupola, and back exterior wall are the
10 elements of the building that he feels most need lighting because they are visible from
11 the highway.

12 Chair Ford Burley said she would be open to approving the lighting plan for the rear
13 exterior wall that includes the infrastructure for a line art design, even though the exact
14 line art design has not been determined or approved yet. The group discussed ideas for
15 how the design could be determined (i.e., proposals from community, design contest,
16 etc). Mr. Smith said the front of the building includes the most historic design elements.
17 He said the line art design is beyond the scope of the Heritage Commission, and Chair
18 Ford Burley said perhaps that would be a topic for the Arts & Culture Commission to
19 consider.

20 The group discussed the signs on the building that are just under the sconces and
21 whether they will interfere with the lighting plan. Mr. Harrison said he thought they
22 might have to be lowered. Mr. Lehrhaupt said he believed the signs will not have to be
23 moved.

24 The group discussed whether the sconce lights should change color or not, and whether
25 colored lighting is in keeping with the historic character of the sconces. Chair Ford
26 Burley noted that if colored lights were used, they could be programmed to be white
27 when desired. Mr. Lehrhaupt said adding colored lights to the sconces does not present
28 a design challenge, but it does cost more and will affect the budget.

29 The group agreed the flagpole lights are eyesores and project light directly off the
30 building. Mr. Harrison said the proposed lighting for the flagpoles can adjust between 5
31 degrees and 50 degrees, so they can be pointed more tightly at the flags than what is
32 currently installed. Mr. Adams asked if the flagpole lights are dimmable. Mr.
33 Lehrhaupt said he can look into whether those lights are controllable, but there is a
34 question about whether flagpole lights should be dimmable, given that their intent is to
35 meet the City requirements to illuminate the flags. Mr. Lehrhaupt said he will look into
36 what wiring is needed to add that lighting and let the contractor know.

37 ***A MOTION was made by Matthew Smith to approve the City of Lebanon's Request for***
38 ***Certificate of Approval pursuant to Article IV, Section 408 Historic District of the***
39 ***Zoning Ordinance to expand and improve exterior lighting on the front façade, clock***

1 *tower, office sides, and rear facade/fly tower of Lebanon City Hall with programable*
2 *multi-color LED lights as proposed, with the condition that the two, original iron*
3 *sconces on the front of the building be preserved. The Motion was seconded by Jeremy*
4 *Rutter.*

5
6 ** The Vote on the Motion was approved (3-0).*

7 **4. Study Items**

8 **A. Dana House tour and planning**

9 Ms. Hembree said she and Mr. Reichert met with representatives from SAU88, which
10 owns the land where Dana House stands. She said they were willing to work with the
11 City about the future of the land. She said they asked if Dana House were to be used as
12 residential housing, could it be reserved for a teacher because the original wording of
13 the land was worded that it should be used for someone who worked for the school
14 system. Ms. Hembree said she is waiting to hear back from Andrew Cushing NH
15 Preservation Alliance for an update.
16

17 **B. CLG Grant Phase 2 Update**

18 Ms. Hembree said she sent Requests for Quotes to 14 consultants, asking them to
19 compete the paperwork related to expanding the historic district and review zoning to
20 see how to make the Historic Preservation section stronger and more powerful. She
21 said she expects to hear back by December 20.

22 **C. Mall Kiosk Idea “Welcome to Lebanon’s Historic District!”**

23 Ms. Hembree said it is time to update the Mall Kiosk, which Mr. Smith said has not
24 been updated since March. The group suggested introducing the Historic District and
25 creating a walking tour map with photos and notes about each building along the map.
26 Ms. Hembree asked the group to email her with any interesting information or any
27 other ideas. Mr. Smith suggested including a history of the two firehouses, since both
28 are undergoing renovations/updates/rebuilds. Mr. Smith said he’d be happy to arrange
29 the photos and written items for the layout. Mr. Rutter asked if the Hanover Street
30 extension buildings or Crafts Ave buildings could be represented. Chair Ford Burley
31 said those areas are not currently considered historic districts but could be in the
32 future. Mr. Rutter said maybe these areas could be represented as other areas of
33 historic interest to bring awareness for future historic district designation.

34 Chair Ford Burley said one applicant for Landmark Designation from last year has retracted their
35 request for designation, so she said she currently has two applicants interested. She said the
36 retraction may have resulted from a possible transfer of ownership of the land. She asked that the
37 2024 Landmark Designations be added as a future agenda item.

38 **D. Emergency preparedness inventory**

39 Chair Ford Burley said this should be reviewed when Mr. Wilkie was present at the
40 meeting, since he had so much input in the original list/document. She asked that this
41 also be a future agenda item.

1 **5. Other Business**

2 **A. Resolution for Fran Hanchett – Presented at December 6, 2023 City Council**
3 **Meeting**

4 Chair Ford Burley said the family of Fran Hanchett, former City Historian, was at the
5 meeting to receive the resolution. She said Mayor MacNamara and Councilor Heistad
6 shared remarks about Fran.

7
8 **B. JAM Ndakinna Video Launched**

9 Chair Ford Burley said the video has been added to the City's website. She suggested it
10 could also be sent to history teachers at the high school. Mr. Rutter asked if it could be
11 shown to younger students. The group agreed it could be sent to middle school teachers,
12 and elementary school teachers could be given the option, if they felt the content were
13 appropriate for their students.

14 **6. Open to the Public**

15 No members of the public were present.

16
17 **7. Future Agenda Items**

18 2024 Landmark Designations
19 Emergency Preparedness Inventory
20 Consultant for CLG Grant Phase 2
21 Strategic Plan Items Related to Heritage Commission
22 Lebanon Tunnel Historic Artwork Ideas

23 **Trues Brook Road Bridge Project**

24 Chair Ford Burley asked if there was an update to the question posed at last meeting if the
25 bridge replacement could be a covered bridge. Ms. Hembree said the engineer on the project
26 said no to the idea of a covered bridge as the replacement.

27 **Lebanon Tunnel**

28 Chair Ford Burley said Mr. Wilkie had suggested that the Tunnel may be a great place to add
29 artwork that highlights the City's history (i.e., a mural). She asked that this also be added as a
30 future agenda item.

31
32 **City Hall Front Door Project**

33 Mr. Adams said there is a possible project for 2024 to replace the six front doors of the City
34 Hall building. He said the transom windows may also be replaced. He said he would match the
35 existing door designs as closely as possible.

36
37 Mr. Smith noted that he will be out of town for the April 8 Heritage Meeting, and Chair Ford
38 Burley said she would not be available for that meeting either. She said the group can
39 determine whether they want to reschedule (if at all possible) or to cancel the meeting.

8. Adjournment

A MOTION was made by Jeremy Rutter to adjourn the meeting at 7:26pm. The Motion was seconded by Matt Smith.

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

The meeting was adjourned at 7:26pm.

Respectfully Submitted,

Paula Roux

Recording Secretary