

FINAL

**LEBANON HERITAGE COMMISSION
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, WEDNESDAY DECEMBER 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

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

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

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

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

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

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

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

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

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

Chair Ford Burley said she believed the sconces on the front of the building are original to the building, but she did not know of any photos of the building in 1924 that could prove it. Mr. Smith said he did not feel removing the sconces would take away from the historic character of the building, but he would prefer that they stay.

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

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

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

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

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

A MOTION was made by Matthew Smith to approve 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 as proposed, with the condition that the two, original iron sconces on the front of the building be preserved. The Motion was seconded by Jeremy Rutter.

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

4. Study Items

A. Dana House tour and planning

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

B. CLG Grant Phase 2 Update

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

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

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

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

D. Emergency preparedness inventory

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

5. Other Business

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

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

B. JAM Ndakinna Video Launched

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

6. Open to the Public

No members of the public were present.

7. Future Agenda Items

2024 Landmark Designations

Emergency Preparedness Inventory

Consultant for CLG Grant Phase 2

Strategic Plan Items Related to Heritage Commission

Lebanon Tunnel Historic Artwork Ideas

Trues Brook Road Bridge Project

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

Lebanon Tunnel

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

City Hall Front Door Project

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

Mr. Smith noted that he will be out of town for the April 8 Heritage Meeting, and Chair Ford Burley said she would not be available for that meeting either. She said the group can 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