



**LEBANON HERITAGE COMMISSION
FEBRUARY 14, 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: 535 780 995#). If you have trouble accessing this meeting, please [email catheryn.hembree@lebanonnh.gov](mailto:catheryn.hembree@lebanonnh.gov).

2. Approval of Minutes

- A. January 10, 2024

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 demo the current fire station and rebuild. The property is located at 12 South Park Street, Tax Map 91, Lot 253, Lebanon, NH in the LD zone. HC2024-01

4. Study Items

- A. West Lebanon Streetscape Project - State of NH Request for Project Review
[West Lebanon Revitalization/ Lebanon, NH \(lebanonnh.gov\)](#)
- B. Mechanic St./High St. roundabout: Final comments on the Memorandum of Agreement
- C. Mural depicting Lebanon History
- D. CAMP Training Sessions - 4 sessions
- E. Landmark 2024 Designations
- F. Ethics Training with the City Manager

5. Other Business

- A. Standing Reports from other Commissions/Boards

6. Open to the Public

7. Future Agenda Items

- A. 79 Hanover Street Presentation

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 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, WEDNESDAY JANUARY 10, 2024**

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)

1 **1. CALL TO ORDER**

2 Chair Ford Burley called the meeting to order at 6:04pm. She reviewed the City's meeting
3 in-person and REMOTE attendance policies and procedures.
4

5 **2. ELECTION OF OFFICERS**

6
7 *A MOTION was made by Jeremy Rutter to nominate Nicole Ford Burley as Chair of the*
8 *Heritage Commission. The Motion was seconded by Matt Smith.*
9

10 ** The Vote on the Motion was approved (3-0).*
11

12 *A MOTION was made by Jeremy Rutter to nominate Matthew Smith as Vice Chair of the*
13 *Heritage Commission. The Motion was seconded by Nicole Ford Burley.*
14

15 ** The Vote on the Motion was approved (3-0).*
16

17 **3. APPROVAL OF MINUTES – December 13, 2023**

18 **Amendments:** Page 3 Line 6: Change "1944" to "1924"

19 Page 4 Line 19: Change "compete" to "complete"

20
21 *A MOTION was made by Jeremy Rutter to approve the December 13, 2023 Meeting*
22 *Minutes as amended. The Motion was seconded by Matt Smith.*
23

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

25 **4. Public Review**

26 None
27

28 **5. Study Items**

29 **A. Landmark 2024 Designations**

30 Chair Ford Burley said three residents have approached her about getting landmark
31 designations for their homes:

- 1 • 10 Great Brook Road – 18th century residence that's very well preserved
- 2 • 215 Meriden Road – former Hough-district one-room schoolhouse converted to
- 3 a residence
- 4 • 44 Bank Street – owner has a lot of history about the house that can be added to
- 5 the application. Chair Ford Burley said she needs to contact the owner again to
- 6 follow up on this request

7 Chair Ford Burley said the owner of the 215 Meriden Road property had retracted their
8 request for designation because they were not sure if they would retain ownership. Chair
9 Ford Burley said she reminded them that this is not a regulatory issue, and they don't need
10 to own the property. She said they gave the approval to once again move forward with the
11 Landmark Designation process for the home.

12 Chair Ford Burley said all three properties are great candidates for Landmark Designation.
13 Mr. Smith said he's excited about the interest from the community, and said the committee
14 could also nominate other buildings, like Rogers House, that are not residential homes.

15 Mr. Rutter noted that, given the recent focus on the scarcity of housing in the area, it might
16 be a good time to give Rogers House a plaque. Chair Ford Burley said Rogers House is
17 owned by the Lebanon Housing Authority.

18 Chair Ford Burley said the City currently has seven plaques on hand, so awarding three or
19 four plaques to start this year is a good target number. She said she would start doing some
20 research on those properties before the next meeting. She said the Heritage Commission
21 would review the history of the properties before voting to give them Landmark
22 Designation. Mr. Rutter suggested that the manner in which the Commission was made
23 aware of these properties should be shared with the community, on the Mall kiosk or on
24 the City's website, to encourage others in the City to also come forward to seek Landmark
25 Designation for their own homes.

26 **Next Steps**

27 Chair Ford Burley said, in the past, she sent letters to qualifying candidates to respond
28 with feedback within a certain amount of time (30 days or so) and then the plaques were
29 awarded at the next City Council meeting. Ms. Hembree confirmed that, if the
30 Commission sent the letters and reviewed any feedback in its March meeting, that the
31 plaques could be awarded at the first City Council meeting in April. Chair Ford Burley
32 said she would bring the historical information she found on the homes to the next
33 meeting. Ms. Hembree said she would work on the letters to the candidates.

34 The group talked about the three candidate homes. Chair Ford Burley said she toured the
35 10 Great Brook Road property and said it is remarkable. She said there is an engraving in
36 the kitchen with the year 1786 and many other beautiful historic features.

37 Chair Ford Burley told the Commission that she accessed the online map via the QR code
38 currently displayed in the Mall kiosk and she noted that the map has been viewed more
39 than 700 times.

B. Mural Depicting Lebanon History

Ms. Hembree said she spoke with Lebanon Recreation, Parks, and Arts Director Paul Coats about the Heritage Commission's interest in adding artwork that highlights the City's history to the mural being painted in the tunnel. She said he said the Arts & Culture Committee is overseeing the mural design, and suggested the Heritage Commission members get on the Arts & Culture Committee's next agenda to share their ideas about the mural. Chair Ford Burley said she did not have a concept or artist in mind for the artwork. Mr. Rutter suggested several elements of Lebanon's history that could be appropriate for the tunnel art:

- Indigenous People's history, such as what was highlighted in the recently produced JAM Ndakinna video
- Railroad
- Mills

Chair Ford Burley said she'd like to talk with Mr. Wilkie at the next meeting because he initiated the idea with the Heritage Commission, and he is also a member of the Arts & Culture Committee.

C. 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 said it would be discussed at the next meeting.

D. Priorities for 2024/Review Items on Strategic Plan

Ms. Hembree shared a copy of the items in the Strategic Plan that involve the Heritage Commission. She said the first one is "Install historical markers along the Mascoma River Greenway and the Northern Rail Trail." She said the Commission should decide what the signs would say and how they would be designed.

Chair Ford Burley discussed the working group that had been assembled some time ago to create a test sign. She said a designer was hired, funded by the National Park Service, who developed the test sign. She said, based on that test sign, a series of signs would be installed all the way into Westboro Yard and up to River Park. She said she did not know whatever happened to the rest of the signs or if they were created. Ms. Hembree said she would look into the status of the project and bring her findings to the next meeting.

Mr. Rutter said River Park and the area that runs along the river has been given to the City and is administered by the Friends of River Park group. He said it might be a good idea to get in touch with that group and find out who their contact person is for the signs. Mr. Smith said he loved the idea of a unified theme and approach to all the signage. He said he really is interested in signage along the Greenway and the Rail Trail because it sees so much pedestrian traffic.

1 • **Start Master Plan Chapter Update in the Fall**

2 Ms. Hembree said another major initiative for 2024 is to update the Historical
3 Resources chapter of the City's Master Plan. She said the Heritage Commission will
4 spearhead that initiative, beginning in August or September of this year. She said once
5 the CLG grant consultant is finished, they will focus on this project.

6 Chair Ford Burley brought up another item on the Strategic Plan: "Enhancing tourism
7 opportunities." She said the signage could help with that effort. The group discussed
8 possibly adding a sign to Colburn Park that acknowledges the historic district.

9 Mr. Rutter said this would be another good use for a map, with items like covered
10 bridges and mills identified, which has been discussed in the past. Chair Ford Burley
11 said the City's GIS map might be a good starting point to create that kind of map. The
12 group agreed that it would be great if the GIS map included designated landmark
13 properties, historic mills, covered bridges, etc. They agreed the GIS map is a great tool
14 but can be less than user-friendly. Mr. Smith asked if Mark Goodwin, who is the
15 administrator of the GIS map for the City, would meet with the Commission and
16 discuss how to use the GIS map and its features. Ms. Hembree said she would ask him.

17 **E. Mall Kiosk Display and Historic District Walking Tour**

18 Chair Ford Burley added this item as **Study Item E**, which was not on the agenda
19 included in the meeting materials.

20 Ms. Hembree shared copies of the walking tour map she created, which includes many
21 buildings in the historic district. The group discussed how to add photos and notes
22 about each building along the map. Ms. Hembree said she could add some West
23 Lebanon properties not included in historic districts right now, such as Maple Street
24 and Crafts Ave, to bring about awareness that these could be included in historic
25 districts in the future. Chair Ford Burley said she has photos/postcards from years ago
26 of historic buildings. Mr. Rutter suggested maps that show "Before" and "After" the
27 fires that have occurred in Lebanon. The group agreed that it would be beneficial to
28 add "Then" and "Now" photos of historic sites to the kiosk display.

29 **Next Steps**

30 Ms. Hembree said she can add the historic information (provided by the Commission
31 members) to the waking tour map. Chair Ford Burley said she will collect historic
32 images and let that be the beginning of determining which buildings/areas to highlight,
33 and then the Commission can fill in what might be missing.

34 **6. Other Business**

35 **A. CLG Grant Update**

36 Ms. Hembree said Hartgen Archeological Associates, led by Brian Knight, has been
37 selected to work on Phase 2 of the CLG grant project. Said the consultant is currently
38 reviewing the contract. She said the firm is based in N.Y., but Mr. Knight comes from
39 White River Junction. She said the consultant is planning to attend the March Heritage

Commission meeting to meet everyone. She said the main role of the consultant is to expand the Colburn Park Historic District. She said she would share the consultant's proposal materials with the group via email.

7. Open to the Public

No members of the public were present.

8. Future Agenda Items

The group discussed the City Manager's Ethics Training presentation, which is scheduled for next month's meeting. Mr. Smith said he heard it is about 10 minutes long.

The group discussed the following possible future agenda items:

- Signage on Greenway and Rail Trail
- Recruitment of more Heritage Commission members (especially younger members) – Mr. Smith suggested a shorter term for high school students who may have an interest in Heritage Commission activities. The group discussed how a shortage of members is a problem for many City committees.

Mr. Rutter asked if Chair Ford Burley had been informed that the Lebanon Opera House Site Plan review of its proposed lighting plan had been taken off the Planning Board Agenda for last meeting. He noted that the Heritage Commission had been told the site plan would be reviewed by the Planning Board but then it was decided that it was not in the purview of the Planning Board. Mr. Rutter said communication could be better when these kinds of situations occur.

Mr. Rutter said it was mentioned at the Planning Board meeting that the City Council could be asked for help with finding new members. The group discussed other constituencies that may be interested in joining the Heritage Commission, such as the Historical Society and people with homes designated as historic landmarks.

The group discussed ways to publicize and raise awareness about the Heritage Commission to attract new members. Mr. Rutter suggested the Commission could create and share a periodic newsletter about its activities. Chair Ford Burley mentioned that the Lebanon Times is considering a recurring column about the history of Lebanon. Ms. Hembree said the town she used to work for sent yearly postcards to every household in each historic district.

- Regular Report of Planning Board Activity (Mr. Rutter would present)

Other future agenda items mentioned during the meeting:

- Mural Depicting Lebanon History
- Emergency Preparedness Inventory
- Strategic Plan Items Related to Heritage Commission

Chair Ford Burley noted that the Historical Society is having its first online meeting of the year on Monday, January 15 at 7pm.

1 Mr. Rutter asked if the NH Archeological Society has any historical connections in other towns.
2 Chair Ford Burley said it would be beneficial to be more connected to the NH Archaeological
3 Society and its activities.

4 **9. Adjournment**

5 *A MOTION was made by Jeremy Rutter to adjourn the meeting at 7:37pm. The Motion was*
6 *seconded by Matt Smith.*

7
8 ** The vote on the Motion was approved (3-0).*
9

10 **The meeting was adjourned at 7:37pm.**

11
12 Respectfully Submitted,
13 Paula Roux
14 Recording Secretary



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

Heritage Commission Historic District Review Staff Memorandum HC2024-01 February 14 2024 6:00 P.M.

APPLICATION INFORMATION

Application #: HC2024-01

Agenda Item: 4.A

Application Type:
Historic District Review

Location:
21 S. Park Street
Tax Map 19, Lot 253

Applicant:
Lebanon Fire Station

Property Owner:
City of Lebanon

Zoning District:
Lebanon Downtown

Property Size:
+/-0.79 acres (+/-34,412 sq. ft.)

Overlay Districts:
Colburn Park Historic District

Previous HC Action (since 1995):

Other Approvals Required:
Building Permit

Attachments:
Application
GIS and street view photos

HEARING NOTICE

City of Lebanon: Request for Certificate of Approval pursuant to Article IV, Section 408 Historic District of the Zoning Ordinance to demolish the existing structure and replace it with a new fire station. The property is located at 12 South Park Street, Tax Map 19, Lot 253, Lebanon, NH in the LDD zone. HC2024-01.

COMPLETENESS REVIEW

This application has been reviewed in accordance with section §408 Historic District of the Lebanon Zoning Ordinance. The Planning Office recommends that the Heritage Commission accept the application as complete enough to accept jurisdiction and commence review.

BACKGROUND

The structure on sight was constructed in 1954. The Lebanon Fire Department has grown and changes since then and find the existing station no longer meets their needs. The applicant acknowledges the nostalgia of having a fire station downtown as part of a vibrant community.

PROPOSAL

The City of Lebanon is proposing to demolish the existing fire station. A new station will be constructed in its place with a different building footprint and design elements. The new station will be a height of 50'4", an increase of ~20'. The new third story will house fire administration and the City emergency operations center. The third story will only be constructed on the rear half of the building. The frontage facing the Green will be similar to the existing structure. The length of the building will increase from 139' to 193'9". The additional building length will be along Church Street. The Park Street frontage will remain the same at 66' with a 50' long drive.

ZONING ORDINANCE REQUIREMENTS

Historic Commission – Certificate of Approval

A Historic Commission Certificate of Approval is required Pursuance to: *§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:*

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;

The proposed illumination project requires that the applicant obtain a building / electrical permit and it alters the exterior of the building. Therefore, a Certificate of Approval from the Historic Commission is required.

ZONING ORDINANCE REQUIREMENTS

Historic Commission – Criteria for Review

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.

**408.2 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.

APPLICATION AND SUPPORT STATEMENT

The applicant has submitted testimony addressing the §408.6 Criteria for Review in an application received by the Planning and Development Department on January 18, 2024 (see attached).

STAFF COMMENTS

Staff recognizes that the demolition of the 1963 Fire Station, located Downtown, will change the look of the Colburn Park Historic District. The design of the new station took elements familiar with the residents and tried to incorporate them into the new design. The Park Street face of the building is similar to what is there now. The new building will have brick veneer which will resemble the materials used in the existing structure. The existing large windows are currently filled with plywood built-ins. The new station will have larger windows similar to the original 1963 design (please see image in application packet). The feel of having a downtown fire station will very much still be alive. The taller portions of the building, the 3rd story and the training tower, are located in the rear of the building and will be somewhat hidden because of the distance from the street. They will be most noticeable from Church Street. It's important to remember that the Fire Department is requesting a new space for the health and safety of the fire fighters as well as having a building that meets their needs in order to serve our community. Construction is proposed to be completed by December 2025.

Respectfully submitted,

Catheryn Hembree, AICP

Planner, Heritage Commission Staff

CITY OF LEBANON APPLICATION FOR

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

PROPERTY OWNER (APPLICANT):					
NAME: <u>City of Lebanon</u>		TEL.#: <u>603-448-8010</u>			
MAILING ADDRESS: <u>51 North Park Street Lebanon NH, 03766</u>					
E-MAIL ADDRESS: <u>Jim.Wheatley@lebanonnh.gov</u>					
CO-APPLICANT, AGENT, OR LESSEE:					
NAME:		TEL.#:			
MAILING ADDRESS:					
E-MAIL ADDRESS:					
PROJECT LOCATION:					
TAX MAP #:	<u>91 253</u>	LOT#:	<u>1939</u>	PLOT #:	<u>LD</u>
STREET ADDRESS OF PROJECT: <u>12 South Park Street</u>					
IS THIS PROPERTY LOCATED IN THE:		WETLANDS ☐ YES ☒ NO HISTORIC DISTRICT ☒ YES ☐ NO FLOOD PLAIN ☐ YES ☒ NO			
SCOPE OF PROJECT:					
<u>Demolition of current building and reconstruction of new building</u>					
TYPE OF OCCUPANCY:					
EXISTING	☐ VACANT	☐ ONE FAMILY	☐ TWO FAMILY	☐ MULTI-FAMILY	☒ COMMERCIAL
PROPOSED	☐ VACANT	☐ ONE FAMILY	☐ TWO FAMILY	☐ MULTI-FAMILY	☒ COMMERCIAL
IF USE IS <u>COMMERCIAL</u> OR <u>INDUSTRIAL</u> , PLEASE NOTE <u>SPECIFIC</u> USE: <u>Fire Station</u>					
SIGNATURE BLOCK: <u>Shaun Mulholland</u> Shaun Mulholland (Jan 29, 2024 10:21 EST)					
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 #

(Last Revised 10/09/09)

Lebanon Fire Department Heritage Commission Application

The City of Lebanon has set in motion the process to replace the Central Fire Station located at 12 South Park Street. The original building was constructed in 1954 and while it has served the community well it no longer meets the needs of our community or its employees. The fire service in general but more specifically along the East Coast is deeply ingrained with tradition and works hard to preserve history when applicable. There is frankly nothing more nostalgic than the image of a traditional fire house located in the center of any downtown in New England community. Many attempts have been made in the last 25 years to make renovations to the existing station to better meet the needs of our growing department and the health and safety of our firefighters. Unfortunately, all those proposals were met with resistance largely related to financial restraints and failed to ever lead to any impactful change. We have now reached the juncture where replacement of the current station is imminent and the new one must be built in the same location to best serve the community.

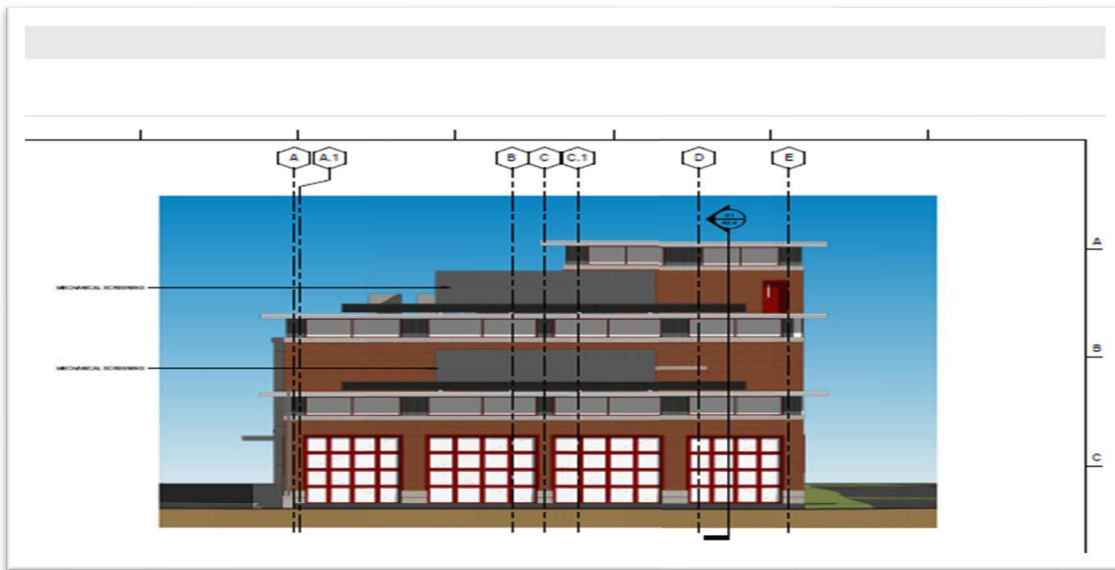
Over the last 2 years the Lebanon Fire Department has been focused on a mission to develop a strategy to replace our current station with a modern building that meets the needs of our community, our firefighters and maintains as much historical presence as possible in conjunction with requirements of modern construction. Throughout the conceptual design phase, we attempted to capture as much of the historical value contained in the current fire station as possible in the new design. Some of the notable features include the following.

- The building width will remain the same as the current structure and will not impede Church Street any more than the current structure.
- The exterior of the building will be constructed with a brick veneer which will look as close as possible to the current structure as possible.
- The current building has plywood built-ins that fill the space that was created by the original large windows. The new station will allow for larger windows like the original design from the 1950's.
- The apparatus bay doors will be all glass instead of aluminum panels like the current station. This new style door is more reflective of the original 1954 design of the station .

Original Station Design



Proposed Construction



Specific Consideration for Application Section 408.6 Criteria for Review

- The width of the current structure is 66'0" and this will remain the same with new construction.
- The overall length of the building will be increasing from 139' to 193' 9". The primary reason for this expansion is to accommodate the need for increased storage as well as the separation of public and employee workspaces from the hazardous contaminants released from our emergency vehicles.
- The overall height of the new building will increase from approximately 30' To 50' 4" the increased height is necessary to accommodate a third story which will house fire administration the city emergency operations center.
- The street frontage on South Park Street will remain the same as the current building as the overall width of the building is not changing. The street frontage on Church Street will increase by 54' 9" due to the lengthening of the building.

Find t 

invert E-Sign



Church Street
View



Lebanon Fire Department Heritage Commission Application

This project will provide temporary housing and relocation of the current central fire station staff. The current schedule shall serve as the tentative timeline.

- March 2024 Construction of temp fire station at another location in the city.
- July 2024 Central Fire Station staff will vacate the current building and relocate to the temp site location.
- July 2024 relocation of critical infrastructure to include radios, municipal fire alarm system, and the city fiber hub out of the current station and into a temporary site.
- July 2024 Hazmat abatement of the current central fire station.
- August through September 2024 complete demolition to include foundation removal of the current central fire station.
- October 2024-December 2025 construction of the new Central Fire Station
- December 2025 normal operations and staffing resume and the New Central Fire Station.

**MEMORANDUM OF AGREEMENT
AMONG THE FEDERAL HIGHWAY ADMINISTRATION,
THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
AND THE
NEW HAMPSHIRE STATE HISTORIC PRESERVATION OFFICER
REGARDING THE LEBANON 40794 PROJECT**

WHEREAS, the Federal Highway Administration (FHWA) plans to fund the Lebanon project (undertaking) pursuant to Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended, 54 U.S.C. § 306108; and

WHEREAS, the undertaking consists of the City Lebanon, NH reconstructing the intersection of Mechanic (US4) Street, High Street and Mascoma Street in Lebanon, NH; and

WHEREAS, FHWA has defined the undertaking's area of potential effects (APE) as shown in Attachment A; and

WHEREAS, FHWA has determined that the undertaking will have an adverse effect on the Northern Railroad historic district and the Young Street Hill historic district, both of which are eligible for listing in the National Register of Historic Places, and has consulted with the New Hampshire State Historic Preservation Officer (SHPO) pursuant to 36 CFR Part 800, the regulations implementing Section 106 of the National Historic Preservation Act (54 U.S.C. § 306108); and

WHEREAS, FHWA has consulted with the City and Heritage Commission regarding the effects of the undertaking on historic properties; and

WHEREAS, in accordance with 36 CFR § 800.6(a)(1), FHWA has notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination with specified documentation, and the ACHP has chosen *not to* participate in the consultation pursuant to 36 CFR § 800.6(a)(1)(iii); and

NOW, THEREFORE, FHWA, NHDOT and the SHPO agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

STIPULATIONS

FHWA/NHDOT shall ensure that the following measures are carried out:

- A. Interpretive Panel – The City of Lebanon will develop an interpretive panel discussing the history of the Young Street Hill neighborhood, and/or the history of the Northern Railroad in Lebanon. This effort will be completed by a 36 CFR 61-qualified architectural historian and will be developed in collaboration with the City and Heritage Commission, along with the location of the panel. A draft final product will be provided to NHDOT, in digital format for a 30 day review and comment period. A hard copy will subsequently be submitted to the SHPO and the City for a 30-day review and comment period. Upon approval by NHDOT, the final panel can be fabricated and installed, and a digital copy given to NHDOT.

- B. During construction, a specialty subcontractor shall be utilized to reconstruct the existing stone wall that will be disturbed between Mascoma and High Streets. This shall be a condition of the project's bid documents, and the subcontractor shall be required to provide evidence of experience in successful construction of these types of walls in the past 5 years.
- C. The City of Lebanon shall incorporate landscaping and design details into the project that will indicate the previous linear layout of the Northern Railroad through the new intersection. The proposed design will be reviewed by NHDOT and NHDHR prior to implementation. NHDOT and NHDHR will be allowed a 30 day review and comment period.

I. DURATION

This MOA will expire if its terms are not carried out within five (5) years from the date of its execution. Prior to such time, FHWA may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation VI below.

II. POST-REVIEW DISCOVERIES

If properties are discovered that may be historically significant or unanticipated effects on historic properties found, NHDOT shall contact the signatories to this agreement. Should human remains be uncovered, NH RSA 227-C. IV shall be followed.

III. MONITORING AND REPORTING

Each year following the execution of this MOA until it expires, is terminated or completed, NHDOT shall provide all parties to this MOA a summary report detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in FHWA's efforts to carry out the terms of this MOA.

IV. DISPUTE RESOLUTION

Should any signatory or concurring party to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, FHWA shall consult with such party to resolve the objection. If FHWA determines that such objection cannot be resolved, FHWA will:

- A. Forward all documentation relevant to the dispute, including the FHWA's proposed resolution, to the ACHP. The ACHP shall provide FHWA with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, FHWA shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. FHWA will then proceed according to its final decision.
- B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, FHWA may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, FHWA shall prepare a written response that takes into account

any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.

- C. FHWA's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute remain unchanged.

V. **AMENDMENTS**

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

VI. **TERMINATION**

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other signatories to attempt to develop an amendment per Stipulation V above. If within thirty (30) days (or another time period agreed to by all signatories) an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the undertaking, FHWA must either (a) execute an MOA pursuant to 36 CFR § 800.6 or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR § 800.7. FHWA shall notify the signatories as to the course of action it will pursue.

Execution of this MOA by FHWA, NHDOT SHPO and implementation of its terms are evidence that FHWA has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

SIGNATORIES:

NH FEDERAL HIGHWAY ADMINISTRATION

By: _____ Date: _____
Patrick A. Bauer
Division Administrator

NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

By: _____ Date: _____
Elizabeth H. Muzzey
NH State Historic Preservation Officer

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

By: _____ Date: _____
William J. Oldenburg
Director of Project Development



TOPIC 1 - Why Preserve? An Introduction to Historic Preservation

What is 'Preservation' and why is it so important to the growth and health of our communities? Explore the role of the local commission in historic preservation and the benefits of historic preservation to the community. This session is ideal for new commissioners or CAMPs open to community members who are not as familiar with historic preservation.

Learning Objectives

Participants will:

1. Explore the foundation and history of historic preservation.
2. Discover the economic and social benefits of historic preservation.
3. Understand historic designations at the national, state and local levels and the protection and benefits that each may (or may not) carry.
4. Identify preservation partners on the local, state, and federal level.

TOPIC 2 - Standards and Guidelines for Design Review - *CAMP Essentials

This topic gives participants a deeper understanding of the relationship between federal standards and local design guidelines. CAMP Trainers will guide participants through the *Secretary of the Interior's (SOI) Standards for Rehabilitation*. This topic will also compare the roles of the SOI Standards and local guidelines, reasons to develop local guidelines, how local guidelines can be adapted to meet community needs, and suggestions for developing and/or revising local guidelines.

Learning Objectives

Participants will:

1. Explore the *SOI Standards for Rehabilitation*.
2. Examine the inherent flexibility of the *SOI Standards* and understand where there is discretion.
3. Examine the role of local design guidelines.
4. Discuss how to develop and/or revise local guidelines.

TOPIC 3 - Alternative Materials

Alternative materials are increasingly being used to replace features on historic properties or on new construction within historic districts. Explore some common types of alternative materials along with those commonly proposed in your region. Discuss things to consider when evaluating alternative materials and how to incorporate alternative material review into your application and approval processes.

Learning Objectives

Participants will:

1. Discuss the decision-making matrix for considering alternative materials.
2. Review commonly used alternative materials.
3. Explore examples of cases where alternative materials are proposed.
4. Learn how to incorporate alternative material review into your application and approval processes.

TOPIC 4 - Design Review Exercise

This interactive exercise provides an opportunity for participants to practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities for participants to learn from each other in a lively and fun format.

Learning Objectives

Participants will:

1. Recognize the roles and objectives of the players in the design review process: commissioner, property owner, staff, members of the public and design professionals.
2. Articulate an appropriate and defensible design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the design standards and guidelines.
4. Develop confidence in future decision-making.

TOPIC 5 - Envisioning Infill Design Exercise

The *Secretary of the Interior's Standards* call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility, and most communities fall somewhere between these two extremes. This topic will help participants to find their community's place on this spectrum. It is especially useful for commissions that have few architects/designers, commissions that lack experience with infill review, or are struggling with infill review.

Learning Objectives

Participants will:

1. Identify the common pitfalls with infill designs.
2. Explore historic building design to understand what makes for appropriate infill design.

3. Discuss how to analyze an infill proposal for compatibility.
4. Develop an infill philosophy.

TOPIC 6 – Legal Basics - *CAMP Essentials

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. This topic will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

Learning Objectives

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Explore common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Identify how to build a defensible record.

TOPIC 7 – Meeting Procedures - *CAMP Essentials

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. This topic will address how to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Participants will also discuss ethical issues and learn how professionalism, courtesy, and consistency build support for the commission and its work.

Learning Objectives

Participants will:

1. Identify how to operate a meeting consistent with state and local statutes, ordinances, and regulations which govern meeting procedures.
2. Discuss how to conduct meetings with professionalism, consistency, and courtesy to all persons involved in order to maintain the reputation and credibility of the community's preservation program.
3. Identify and discuss ethical issues encountered by commissions.
4. Discuss how to accomplish a clear and defensible decision-making process.

TOPIC 8 - Enforcement and Violations

Commissions are responsible for the designation and preservation of local landmarks and districts. To ensure that local preservation ordinances are respected and upheld, they must be consistently enforced. Participants will examine the reasons violations occur, how to identify infractions, what actions to take when violations occur, and how to deter future violations. Learn from other communities, looking at various ways communities have strengthened enforcement through education, communication, and collaboration, and explore what would work for your community.

Learning Objectives

Participants will:

1. Discuss why enforcement is an essential part of an effective preservation program.
2. Discuss the challenges of successful enforcement along with suggestions for overcoming them.
3. Explore some of the methods developed by cities to prevent violations and how enforcement can be more proactive.
4. Identify what resources are needed for successful enforcement and the roles of commissioners and staff.

TOPIC 9 - Preservation Planning

A preservation commission is most effective when its work is a part of the community's vision for the future. Preservation plans are tools to establish meaningful goals through community engagement. Thoughtful and coordinated planning can also strengthen grant applications and lead to better funding of preservation programs. Using successful plans from around the country, this topic covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. Participants will examine the planning process from start to finish, from identifying what type of plan you need, to techniques for engaging the community and stakeholders, to how to implement your vision and track achievements. This topic will also include an overview of Certified Local Government benefits and responsibilities for preservation planning, as applicable.

Learning Objectives

Participants will:

1. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
2. Recognize the importance of community participation in planning.
3. Discover innovative techniques to involve the community and stakeholders as well as how to incorporate the principles of diversity, equity, inclusion, and accessibility into your preservation planning.
4. Explore successful implementation techniques to assign responsibilities and track performance.

5. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates, as applicable.

TOPIC 10 - Identifying and Designating Historic Resources

Local and national designations are commonly confused. This topic discusses local as well as National Register designation, including a comparison of how they are similar and different. Local designation is typically the most effective way to protect a community's historic resources. How does a commission determine what to designate? What is the process of designating a local landmark or district? This topic demystifies the local designation process including identifying historic properties and sites through historic resources surveys, determining eligibility based on the data collected, drawing and defending district boundaries, and the legal aspects of the designation process.

Learning Objectives

Participants will:

1. Differentiate between local versus National Register designation.
2. Discuss why documenting historic resources is the critical foundation for a successful local historic preservation program.
3. Explore how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
4. Explore the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value" to individual buildings within the district, and making the case for designation to various constituencies.

TOPIC 11 - Preservation Incentives & Benefits

Incentives are an excellent way to influence desired outcomes in your local preservation program. This topic presents preservation incentive examples from across the country and teaches participants to develop local incentives to target specific issues. Incentives covered under this topic include creative grant, easement, permitting, and tax programs tailored to the needs of your particular community. If applicable, attendees will also learn the basics of the federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. This topic also discusses the benefits of historic preservation to your community.

Learning Objectives

Participants will:

1. Discuss the importance of setting clear goals when developing local incentives.
2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
3. Explore innovative local programs in other communities, including zoning and process-incentives.
4. Identify opportunities for local funding or incentive programs and how to advocate for them.
5. Identify the benefits of historic preservation to your community.

TOPIC 12 - Community Engagement and Building Public Support

Historic preservation commissioners often get bogged down in the day-to-day administration of their local ordinance and forget that one of their key responsibilities is to be an effective spokesperson for historic preservation in their community. This topic helps participants identify and communicate effectively with a wide range of audiences, whether it's building support for designations, defending sometimes unpopular decisions, or working with reluctant elected officials. CAMP Trainers offer fun and creative suggestions for promoting historic preservation that have been proven to work during this session.

Learning Objectives

Participants will:

1. Explore common situations where a preservation commissioner would need to step into the role of preservation spokesperson.
2. Discuss how to communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
3. Explore best practices and tools for community engagement.
4. Identify and capitalize on opportunities to promote historic preservation in their community.

TOPIC 13 - Resources of the Recent Past

Across the country, construction from the 1950s, 1960s, 1970s, and even 1980s is now eligible for designation, yet many communities struggle with how to understand and manage these resources. From urban centers to small towns, recent past architecture tells the story of social change, technological innovation, and new planning perspectives. From housing to schools, to commercial buildings, participants will examine the driving forces behind recent past development patterns and the resulting design trends. Engaging with resources of the recent past can be the key to engaging new audiences and revitalizing preservation efforts. This topic examines why recent past resources are worth preserving as well as how commissions can advocate for them.

Learning Objectives

Participants will:

1. Identify the primary architectural styles of the recent past and connect styles to larger design trends.
2. Examine effective cases for saving these resources.
3. Explore how to craft local government preservation projects focused on resources of the recent past and how to incorporate them into preservation planning.
4. Discover how to utilize these resources to engage underrepresented and diverse audiences.

Topic 14 - Specialty Topics

NAPC's exceptional team of CAMP Trainers cover a wide range of expertise. If you are interested in a topic that is not listed on the CAMP Menu, please ask us about specialty topics, some of which include:

- Diversity, Equity and Inclusion in Local Preservation
- Demolition by Neglect
- Reading Architectural Drawings
- Section 106 Review
- Social Media Strategies for Historic Preservation Commissions
- Conservation Districts

***CAMP Essentials** - It is strongly recommended to include the following CAMP Essentials, which cover the fundamentals of serving on a preservation commission

- Legal Basics
- Standards and Guidelines for Design Review
- Meeting Procedures