



**LEBANON HERITAGE COMMISSION  
JUNE 11, 2025 - 6:00 PM  
COUNCIL CHAMBERS, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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**1. Call to Order**

- A. To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 723 204 460#). If you have trouble accessing this meeting, please [Catheryn Hembree](#)

**2. Approval of Minutes**

- A. April 9, 2025

**3. Open to the Public**

**4. Public Review**

- A. None

**5. Study Items**

- A. Dana House Future RFP  
B. Zoning Amendments  
C. Master Plan Chapter Update  
D. Discussion: Soldiers Memorial Open House

**6. Other Business**

- A. Standing Reports from other Commissions/Boards

**7. Future Agenda Items**

**8. Adjournment**

**The order of agenda items is subject to change.**

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to [LebanonNH.gov/Live](http://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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**LEBANON HERITAGE COMMISSION  
COUNCIL CHAMBERS, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE  
WEDNESDAY APRIL 09, 2025 6:00 PM**

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

**MEMBERS ABSENT:** Karen Zook (Alt. Council Rep)

**STAFF PRESENT:** Catheryn Hembree (Associate Planner, Planning Department),

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1 **1. CALL TO ORDER**

2 Chair Ford Burley called the meeting to order at 6:01pm. Ms. Hembree reviewed the City’s  
3 meeting in-person and REMOTE attendance policies and procedures.  
4

5 **2. APPROVAL OF MINUTES – Wednesday 12, 2025**

6  
7 Amendments: Page 2, Line 8: Add “to Carter House” after “removed”  
8 Page 2, Line 24: Edit to read “tear it down and turn the property into...”  
9 Page 4, Line 10: Change “him” to “them”  
10

11 *A MOTION was made by Jeremy Rutter to approve the March 09, 2025 Meeting Minutes*  
12 *as amended. The MOTION was seconded by Matt Smith.*  
13

14 *\* The vote on the MOTION was approved (4-0).*  
15

16 **3. PUBLIC REVIEW**

17 None  
18

19 Chair Ford Burley said the next item would be 6. OPEN TO THE PUBLIC, which is out of the  
20 order of the meeting agenda.  
21

22 **6. OPEN TO THE PUBLIC**

23 Mr. Brian Ware (Ward 1) said he lives on Crafts Ave and his house has been designated a  
24 landmark. He said the City does not seem to have a strong purpose to rehabilitate and preserve  
25 the Dana House. He said it seems like the City is still trying to figure out what to do with it.  
26

27 Mr. Ware said it would be a great place for a new teacher in the area to live. The group discussed  
28 the costs that might be involved in renovating the structure to acceptable living conditions.  
29

1 Ms. Hembree said she contacted Mr. Andrew Cushing of the NH Preservation about other cases  
2 of historic structures that were renovated into housing. She said he sent three RFPs (requests for  
3 proposal) for projects similar to the Dana House. The group discussed one of the projects,  
4 Campbell Farm in Windham, which converted an old farmhouse into a duplex. She said they did  
5 it with a 20-year lease with an option to purchase. She said he noted that it can be difficult for a  
6 private developer to get financing or insurance on property they do not own. She said the owner  
7 of the property in Windham would be happy to meet with the Heritage Commission to discuss  
8 her experience.

9  
10 Chair Ford Burley noted a meeting has been planned for September with the City and the School  
11 Board to discuss a plan to ultimately have Dana House and the land it sits on owned by one  
12 entity. (Currently, the SAU owns the land and the City owns the structure.)

13  
14 She suggested that the group craft an RFP to renovate Dana House into a residence before the  
15 September City/School Board meeting so that the plan to renovate Dana House can also be  
16 discussed at that meeting. Ms. Hembree noted that the City Manager would have to approve the  
17 plan to renovate.

18  
19 Chair Ford Burley said she would work with Ms. Hembree to write an RFP draft to be discussed  
20 by the group at the August Heritage Meeting.

#### 21 22 **4. STUDY ITEMS**

##### 23 **A. Dana House Future**

24 Discussed earlier in the meeting. Chair Ford Burley said discussion of the plans for Dana  
25 House would continue next meeting.

##### 26 27 **B. Master Plan Chapter Update**

28 Chair Ford Burley said she reviewed outline of Master Plan topics from last meeting:

- 29  
30 I. Sections 11A & 11B would remain as an Introduction  
31 II. Section 11C History of Lebanon  
32 A. Key Events / Areas that have brought City where it is today  
33 i. Transportation  
34 ii. Fires  
35 B. Historic Districts  
36 i. Existing Conditions  
37 ii. Future Challenges  
38 C. Historic Buildings  
39 D. Historic Organizations  
40 E. Other Historic Elements  
41 i. Transportation / Infrastructure  
42 ii. Industries  
43 iii. Natural Resources  
44 F. Recreational Opportunities

45  
46 She proposed restructuring the Chapters and sections:  
47

<b>Chair Ford Burley's Suggestions:</b>	
Introduction (Sections 11A & 11B)	Add subheadings as appropriate
History of Lebanon (replacing Existing Conditions section)	Break down into A. Short history of Lebanon B. Historical events impacting built environment (fires/Colburn Park as major activity hub/intersections of roads/interstates)
Historic Structures & Districts	A. Current historic districts B. Future historic districts C. Historic inventories D. Notable structures E. Other Historic resources
Historic Organizations	
Historic and Cultural Priorities	A. Historic preservation / Adaptive reuse B. Preservation challenges C. Natural resources / Education / Outreach / Tourism

- 1
- 2 The group discussed how to order the sections within the Chapter to best highlight the important
- 3 take-aways. Dr. Rutter discussed his restructuring suggestions:
- 4

<b>Dr. Rutter's Suggestions:</b>	
Adaptive Reuse (different kinds of reuse) (leave where it currently is in Master Plan)	Add Kendrick Wood House Lucky's café
Historic Buildings (more traditional buildings and whose functions have not changed very much)	Soldiers Memorial building Lebanon Library Carter Building
Historic Organizations	Historical Society headquarters
Other Historical Structures	Roads Intersection of two major highways Kings Highway (Class VI Road) Scenic Roads Bridges Railroads Westbury Yard Bridge on Glen Road Rail Trail Industries Historic mills Smithies / Foundries along Mascoma River Historic Barns

	Densmore Brickyard Natural Resources Nature Trails
Recreational Opportunities	Lead to encouraging future tourism

1  
2 Chair Ford Burley said she would like the chapter to be definitive in its purpose. She noted two  
3 goals for the Plan are to protect current historical resources and encourage community support of  
4 the preservation of those resources. She suggested adding a sentence at the end of each major  
5 section that echoes those goals. The group discussed how the Chapter could tell the story of  
6 Lebanon’s history, with its many changes/challenges-turned-opportunities for growth / change.  
7 The group discussed the idea of “reuse / rehabilitation” as a potential theme for the chapter.

8  
9 Dr. Rutter mentioned there’s no mention of education or schooling in the Plan, and suggested the  
10 history of the following structures should be added (possibly to Chapter 11)

- 11 • Seminary Hill Building (Dr. Rutter said he included this in his Notable Buildings section)
- 12 • Kilton Library
- 13 • School Street School
- 14 • Sacred Heart
- 15 • Former Lebanon Junior High School

16  
17 Chair Ford asked the group to think about the following:

- 18 • Goal of the chapter / What group wants to achieve with chapter
- 19 • How to structure the chapter to best achieve goal

20  
21 **C. Start Zoning Amendment Discussion**

22 Ms. Hembree said she would like the Heritage Commission to propose an amendment to the  
23 zoning ordinance that would provide guidelines for it to make decisions. She said she would  
24 share guidelines from the other place she worked before coming to Lebanon to use as an  
25 example of how possibly to structure amendment changes. She suggested the Commission  
26 could create guidelines on establishing a historic district, for example, and amend the zoning  
27 ordinance to refer to those guidelines.

28  
29 The group discussed the existing historic district and whether others have been definitively  
30 identified within Lebanon. They also discussed the zoning ordinance on the removal or  
31 demolition of buildings in historic districts (Section 408.9), and how buildings have been  
32 allowed to fall into disrepair (“demolition by neglect” - Dana House being a notable  
33 example).

34  
35 The group agreed that the current policies related to how the Heritage Commission is  
36 involved in decisions about restoration or preservation of buildings and parts of buildings  
37 are not clearly defined in the zoning ordinance.

38  
39 **5. OTHER BUSINESS**

1       **A. Standing Reports from other Commissions/Boards**

2           None

3  
4       **B. Brick Repointing on Soldiers Memorial Building**

5           Chair Ford Burley noted that the brick repointing schedule for the Soldiers Memorial  
6           Building has been set for August. The group discussed possible uses for the Soldiers  
7           Memorial Building, given that it is not ADA accessible and, therefore, could not be used  
8           for public meetings. Ms. Hembree noted that they could apply for an LCHIP grant. She  
9           noted such a grant would match 50% of the costs and the other 50% would have to be  
10          achieved via fundraising.

11  
12       Chair Ford Burley said a section of the lobby of City Hall has been taped off to indicate the area  
13       of the display case that will be installed. She discussed the items that are planned to be housed in  
14       the case once it is installed.

15  
16       Chair Ford Burley said the Historical Society is working on getting its programming and events  
17       back up and running.

18  
19       **7. FUTURE AGENDA ITEMS**

- 20           • Invite someone responsible for teaching New Hampshire history to attend a Heritage  
21           Commission meeting and discuss curriculum

22  
23       **8. ADJOURNMENT**

24  
25       *A MOTION was made by Jeremy Rutter to adjourn the meeting at 7:07pm. The MOTION was*  
26       *seconded by Matt Smith.*

27  
28       *\* The vote on the MOTION was approved (4-0).*

29  
30       The meeting was adjourned at 7:07pm

31  
32       Respectfully Submitted,  
33       Paula Roux  
34       Recording Secretary

# Request for Proposals for the Rehabilitation and Lease of the Dana House, 3 Elm Street West Lebanon, NH



Prepared by the Lebanon Heritage Commission Fall 2025

## Table of Contents

- A. Project Overview
- B. Purpose and Goals
- C. Lebanon NH Profile
- D. Site Location
- E. Historical Significance
- F. Proposed Lease Structure
- G. Submission Requirements
- H. Description of Proposal Evaluation and Selection

Appendices:

**\*\* What ever studies and documentation we have\*\***

[2018 Technical Report – Dana House Assessment \(Scott Newman\)](#)

### A. Project Overview

[The Dana House, located at 3 Elm Street West in West Lebanon, New Hampshire, is Lebanon’s oldest surviving house. Purchased by the City of Lebanon in 1987, the original c.1765 house was relocated from its original location on South Main Street and reestablished on a modern foundation with a modern annex constructed on the southeast façade.](#)

[Originally intended to be rehabilitated into a house museum, plans for the Dana House have changed direction and the City is now interested in returning the building to a single-family residence. The City of Lebanon has been the owner of the Dana House since \\_\\_\\_\\_\\_. Since the City has taken over ownership, ideas of what to do with the house has been tossed around but nothing has been decided and the structure remains vacant. Most recent discussion have centered around returning the structure into a single-family residence, as there is a significant housing shortage in Lebanon.](#)

The selected project will be responsible for the substantial improvements, maintenance of the property, and an obligation to pay property taxes. A work schedule must be developed as part of the agreement and lease terms.

### B. Purpose and Goals of the Request for Proposals

The Lebanon Heritage Commission is seeking proposals for [the](#) rehabilitation and [the continuing long-term](#) use of the Dana House. The Commission and City [are](#) looking to identify and select a partner who [is](#):

1. Committed to the historic rehabilitation and maintenance of the Dana House;
2. Experienced with working on hHistoric structures and the challenges associated with their rehabilitation ~~of them~~;
3. Willing and able to bBring the interior of the house to modern standards, while preserving the historic exterior;
4. In possession of the fFinancial cCapacity to undertake ~~this project the rehabilitation~~ and the ongoing maintenance for the life of the lease.

The ~~Town~~City will consider all proposals, and is principally interested in those with lease terms of 25-35 years, a solid financial commitment, and expertise in historic preservation and rehabilitation.

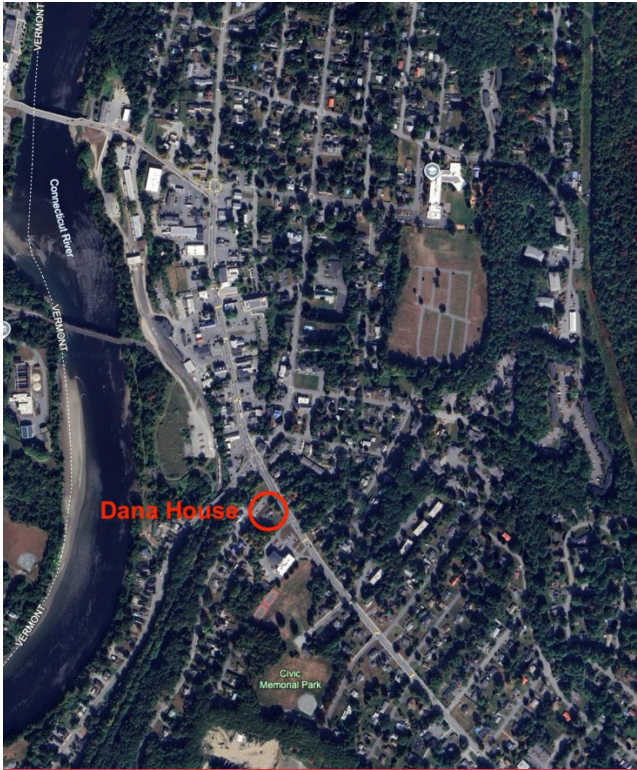
#### C. Lebanon, NH profile

Lebanon, NH is situated in the heart of the Upper Valley. According to the 2020 Census, the City currently has a population of around 14,300, 7,201 housing units, and a median household income of \$92,288, ~~and 56.4% of residents have a bachelor's degree or higher.~~ Located at the intersection of Interstates 89 and 91, Lebanon is home to a variety medical and biotech companies, small and large businesses, and arts organizations, as well as Dartmouth Hitchcock Medical Center. Dartmouth College sits several miles north and employs many Lebanon residents. The snapshot of our population is driven by our proximity of Dartmouth College and being the home of Dartmouth Hitchcock Medical Center. Lebanon has seen rapid growth in recent years, and like many communities, housing needs have outstripped supply.

#### D. Site Location

The Dana House is located in Historic West Lebanon on the corner of Elm Street West and Seminary Hill. It is located beside the SAU 88 administrative offices and a City of Lebanon park. The house is walking distance to dDowntown West Lebanon, which is home which has to restaurants, the Kilton Library, banks, stores, and the Mount Lebanon Elementary School. ~~#~~The Dana House is also located on the Advanced Transit public bus route, which serves the Colburn Park neighborhood and the shopping plazas along Route 12A.-

The parcel is \_\_\_ acres and is connected to City water and sewer service. Electric is provided by Liberty Utilities (?). **\*\*ASSUMING THE SAU AND COL LAND SWAP HAPPENS\*\***



Map of West Lebanon



Map of Lebanon and Hanover, New Hampshire, and Hartford and Norwich, Vermont

(Insert Maps)



1889 Perspective Map of West Lebanon and White River Junction, Vermont

## E. Historical Significance

-NICOLE-The Dana House was constructed around 1765 by Jonathan Dana, one of the early colonists in Lebanon, and it is believed to be one of the earliest houses erected in town. Today it is the oldest surviving house in Lebanon. Dana built the house along the road south to Charlestown at the modern address of 62 South Main Street. By the 1770s it was home to Dr. Ziba Hall, one of Lebanon's earliest doctors and a notable resident.

The southwest half is the earliest part of the house; the northeast half was added c.1792. The interior was updated several times over the course of the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Under threat of demolition, the building was purchased by the City of Lebanon in 1988 and relocated to 3 Elm Street West. The new site was accompanied by a newly poured foundation and a modern annex, attached to the eastern side of the house. Throughout the 1990s, volunteers stripped modern materials and later additions from the interior of the house to expose the 18<sup>th</sup> and 19<sup>th</sup> century elements. The roof was replaced in [date] and the external siding [date/work done].

## F.—Proposed Lease Structure

F. \_

The City of Lebanon is willing to participate in a 25–35-year lease. The terms shall reflect the extent, quality, and cost of the rehabilitation work and include a detailed work plan to be carried

out over a specified period. The curator lessee will be responsible for conducting and financing the required rehabilitation work. A monthly/yearly rent will be charged (\$\_\_\_\_) or in exchange for rehabilitating the building??. The lease will include an obligation to pay property taxes as required under RSA 72:23 (l) (b).

#### G. Submission Requirements

DUE DATE: \_\_\_\_\_???(Received in person at City Hall or by mail)

- Contact Information ~~to~~ (including: Respondent's Name, Company/Organization/Partner(s) (if appropriate), Mailing Address, Physical Address, Email Address, and Phone Number).
- ~~Please provide a~~ narrative summary of the concept. Describe how the project is compatible with long term preservation and use of Dana House.
- ~~Please provide a~~ narrative summary of your experience and qualifications to undertake, implement, and manage the property. Describe any specialized skills that are relevant to the project.
- ~~Please provide the~~ contact information for two (2) references.
- ~~Please provide e~~vidence of financial capacity for rehabilitation and maintenance of the property.
  
- All applicants must specify how they intend to carry out the preservation/renovation of the property in phases. Please include a schedule with milestones.

-It is ~~suggested~~ recommended that interested applicants consult the Lebanon Building Official for permitting requirements. The applicant must also include a plan for the use and management of the property for after the renovation is complete.

Submissions can be submitted to:

City of Lebanon, NH  
Dana House RFP  
51 N. Park Street  
Lebanon NH 03766

#### H. Description of Proposal Evaluation and Selection

The Heritage Commission will evaluate each proposal based on the provided documentation, references, and the following criteria:

- A. How well the proposal matches the needs of the community;
- B. The qualification and experience of the applicant;

C. The applicant's ability to verify financial competency to complete the project as proposed in a well-managed, timely manner.

The Heritage Commission may request additional information or clarification if needed. The Heritage Commission will interview the two candidate before a final selection is made.

The City of Lebanon, NH has the right to reject any and all proposals, either in whole or in part, to waive all defects, formalities, and irregularities in proposals, to accept substitutions or exception, to negotiate with the successful proposer, and to otherwise act in the best interests of the City of Lebanon, NH and the Lebanon Heritage Commission.

All inquiries concerning this RFP should be directed to:

Catheryn Hembre  
603-448-1524  
Catheryn.Hembree@lebanonNH.gov

**Questions: can we reduce building permit fees? Tax Break?**

Can we offer assistance with navigating the permitting process (including reducing/waiving the fees) and any other administrative requirements? What about support with applying for grants or other assistance?

impair visibility in the vicinity of the Airport by the creation and discharge of smoke, steam, dust or other obstructions to visibility or otherwise endangering the landing, taking off or maneuvering of aircraft.

407.4 Requirements for Indication of Hazards.

Any **variance** granted to allow a greater height than permitted in Section 407.1 may require the owner of the property, at his or her own expense, to install, operate, and maintain thereon such markers and lights as may be required by the FAA to indicate to flyers the presence of an Airport hazard.

SECTION 408 HISTORIC DISTRICT.

408.1 Authority.

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

408.2 Purposes.

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

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

408.3 Delineation of Historic Districts.

The areas and boundaries of the Historic Districts are shown on the Historic District Map of the City of Lebanon and made a part of this Ordinance and the Official Zoning Map of the City of Lebanon. The Historic District Map is attached hereto as Appendix C.

408.4 Certificate of Approval Required.

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

- A. The construction of any new **building**;
- B. The addition to, alteration, or repair of any existing **building** which would require the issuance of a building permit pursuant to the provisions of the Lebanon Building Code, unless such addition, alteration, or repair does not, in any way, alter the exterior of such **building**;
- C. The following activities, whether or not a building permit is required for such activities:
  - 1. Roofing or re-roofing if the roof plane is changed;
  - 2. Siding, including new and re-siding, if it involves a change of design or materials;
  - 3. Replacement of doors and windows if it involves changes in the size, location, or number of openings in the exterior or facade of a **building**.
  - 4. Replacement or enclosure of porches, decks, and patios if it involves a change in size, location, design, and/or materials;
  - 5. Replacement of exterior stairs, landings, and overhangs if it involves a change in size, location, design, and/or materials;
  - 6. Demolition or moving of a **building** or **accessory building**.

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

#### 408.5 Activities Not Requiring Certificates of Approval.

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

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

#### 408.6 Criteria For Review.

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

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

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

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

408.7 Application Procedures.

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

- A. Written application for Certificates of Approval shall be made no later than 12:00 noon of the 15th calendar day prior to a regularly scheduled meeting of the Heritage Commission (to include the meeting date of the Commission) on forms provided by the Zoning Administrator, and the applicant shall pay an application fee as adopted by the City Council. The application may be filed simultaneously with any other application or request for City land use permits, and the issuance of a Certificate of Approval shall not be a precondition to the issuance of any other City land use permit with the exception of a building permit, when applicable.
- B. There shall be a public hearing on all applications for Certificates of Approval. The applicant and all **abutters** shall receive a notice of the public hearing by certified mail, and a public notice of the hearing shall be posted in at least two public places and shall be published in a newspaper of general circulation in the City of Lebanon. Said notice shall be given not less than five days, nor more than 30 days, before the date of the hearing.
- C. At its meeting, the Commission shall review the application for completeness as specified in Section 408.8 herein. If the application is determined to be complete, then the Commission shall vote to accept the application and commence with the public hearing. If the application is not complete, then consideration of the application shall be suspended until it is complete.

- D. The Commission shall review the application using the criteria set forth in Section 408.6 herein, and then shall act to approve, approve with conditions, or disapprove the application. In reviewing the application, the Commission may request reports and recommendations regarding the feasibility of the applicant's proposal from the Planning Board, Fire Chief, Building Inspector, Health Officer, and other administrative officials who may possess information concerning the impact of the proposal on the Historic District. The Commission may also seek advice from professional, educational, cultural, or other groups or persons as may be deemed necessary for the determination of a reasonable decision.
- E. Within 45 calendar days from the filing of the application, unless the applicant agrees, in writing, to a longer review period, the Commission shall notify the applicant, in writing, of its action by means of the Certificate of Approval or Notice of Disapproval sent by certified mail. In case of disapproval, the Commission shall clearly set forth in a Notice of Disapproval the reasons for its action, with specific reference to standards contained in this Section.
- F. Simultaneously with notifying the applicant, the Commission shall file a copy of the Certificate of Approval with the Zoning Administrator and the Building Inspector. The Building Inspector shall not issue a building permit for any activity in an Historic District requiring a Certificate of Approval until receipt of said Certificate. In the case of a disapproval, the Notice of Disapproval shall be binding on the Building Inspector or other duly delegated authority and no permit shall be issued.
- G. Failure of the Commission to file said Certificate within the specified period of time shall constitute approval by the Commission.

408.8 Submittal Requirements.

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

408.9 Removal or Demolition of Buildings.

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

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

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

408.10 Appeal.

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

408.11 Enforcement.

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

SECTION 409 LANDFILL RECLAMATION DISTRICT.

409.1 Purpose.

The purpose of the Landfill Reclamation District is to encourage the reclamation and alternative secondary uses of municipally-owned land that has been used for disposing waste. Land so used for waste disposal will principally remain, indefinitely, as a waste disposal site. For instance, even though a sanitary landfill may be capped, there will be continual monitoring requirements that can last many years. At the same time, as technological advances are made, additional secondary uses can be made of a former landfill site that are compatible with monitoring objectives. The overlay district is intended to permit secondary uses of waste disposal land area that has been closed or capped, subject to approval by the City and by the New Hampshire Department of Environmental Services.

409.2 Description of Landfill Reclamation District.

The Landfill Reclamation District includes all municipally-owned land within the Heavy Industrial (IND-H) District that is designated as a waste disposal area.

409.3 Permitted Uses.

The following uses are permitted in a closed or capped waste disposal area:

- A. ***Outdoor recreational facility.***
- B. ***Indoor recreational facility.***
- C. ***Accessory uses*** to the secondary permitted recreational use, such as control or maintenance buildings and structures to allow food sales.
- D. Renewable energy system.
- E. Renewable generation facility as defined in NH RSA 72:73.

## 11 | **Historic Resources**

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### 11 | A **Vision & Purpose**

Lebanon's historic structures and landscapes are among its most valuable resources. The City's rich history, made tangible through the built environment and through cultural artifacts, shall be protected, studied, and shared with the public.

The City of Lebanon will work to protect and preserve its historic architecture, its natural landscape, and other historic resources. In part, this will be achieved through thoughtful city planning, regulation of construction and demolition, and prioritization of Lebanon's existing structures and resources. The City will support research into the history of these resources as well as the history of Lebanon itself, and will promote the dissemination of this history to residents and visitors alike.

### 11 | B **Issues & Priorities**

#### 11 | B-1 **Provide Adequate Protection for Historic Resources**

As the City continues to grow and develop, there will be increasing pressure to develop in ways that could harm or destroy historic structures or other resources. Vulnerable sites include historic farmsteads in the City's rural areas and aging structures in higher-density downtown areas. The City should promote the preservation and, where appropriate, adaptive reuse of existing resources, and the conscientious integration of new development into existing neighborhoods and landscapes.

#### 11 | B-2 **Foster Community Appreciation & Engagement**

Historic structures and landscapes are critical components of Lebanon's community character and identity. A historic built environment grounds Lebanon in its rich past, provides significant economic benefits in the form of tourism, attractive commercial opportunities, and historic restoration employment, and supports environmentally responsible development through reuse. Through enhancement of the community's appreciation for Lebanon's historic resources and their benefits, residents will hopefully be inspired to support public preservation initiatives and thus become more actively engaged in promoting as well as protecting the City's historic assets. Owners of historic structures may likewise be more directly encouraged to appreciate and care for their properties as being communally valuable in addition to being privately owned.

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#### [key points](#) | [vision & purpose](#)

- Convey Lebanon's rich heritage to residents and visitors by preserving and interpreting the historic resources that can tell the stories of the City and prior generations of residents.
- Encourage adaptive reuse of and respectful infill development around the City's historic buildings.

#### [key points](#) | [issues & priorities](#)

- Protect Lebanon's historic resources as the City continues to grow and develop.
- Foster greater awareness of and appreciation for the benefits and opportunities created by Lebanon's historic resources.

key points | existing conditions & trends

- Lebanon's landscape and natural features speak to the City's heritage.
- Several inventories of historic resources have been conducted in Lebanon resulting in the listing of Colburn Park on the National Register of Historic Places.
- There are two organizations focused on historic resources in Lebanon: the Lebanon Historical Society (a private nonprofit organization) and the Lebanon Heritage Commission (an appointed civic committee).
- Downtown revitalization efforts in Lebanon have been strengthened by appropriate rehabilitation and re-use of historic buildings that have preserved their character and given the structures a new life.



colburn park

II | C **Existing Conditions & Trends**

Lebanon's long and rich history is reflected in numerous structures, natural areas, and roads. For example, the Colonial Kings Highway, ten rods wide, passed through Lebanon. With the 1761 signing of the Middle Connecticut River Grants that created Lebanon and other Upper Valley towns, the population began to grow. Farmers roofing their homes on Poverty Lane heard shots fired during the Revolutionary War. Civil War soldiers from Lebanon and the surrounding areas traveled through Westboro Station on their way to war; their relics are housed in the Soldiers Memorial Building. **Tombstones located in multiple cemeteries throughout the city stand as monuments to inhabitants who have been born, raised, and died in different neighborhoods within it since the 1760's.**

II | C-1 **Historic Natural Features**

Before European settlement, the Squakheag Indians traveled the fishing waters of the Connecticut River and its tributaries, including the Mascoma River, which bears the name of the Squakheag Chief, Mascommah. From the time European settlers first came to the area, Lebanon's rivers have been utilized to create development opportunities and they play a central role in Lebanon's history. The Mascoma River made Lebanon a wealthy mill town for most of its first two centuries, and as recently as the 1950s. Several of these historic mills have been converted to **present-day** uses, illustrating the benefits of adaptive re-use of historic structures. The dams still in the Mascoma River and its tributaries are also evidence of the City's industrial heritage.

Lebanon's agricultural heritage is still evident in the City's present-day landscape. Although many of these agrarian sites are no longer working farms, they represent a link to the historic past. Historic barns, colonial farmsteads and stone walls are but a few of the historic rural resources remaining in the City today.

II | C-2 **Historic Inventories and Districts**

The 1984 Historic Resources Survey, commissioned by the Upper Valley Lake Sunapee Regional Planning Commission, identified 530 historic structures within Lebanon. An additional survey for the West Lebanon village area was completed in 1997.

There are three listings on the National Register of Historic Places in Lebanon (the Colburn Park Historic District, the Spring Hill Farm, and the Stone Arch Underpass) and one listing on the New Hampshire State Register of Historic Places (the Dana House). Lebanon's Landmark Designation program was created to identify and aid in the protection of sites and structures of significant architectural and historical value in the City. As of 2022, more than 90 buildings and structures have been designated as Historic Landmarks.

The City's Colburn Park Historic Overlay District was established in 1996 and **includes 19 contributing** historic buildings and Colburn Park along the Hanover Street Mall. The district is comprised of a concentration of architecturally interesting structures in a variety of styles from the 19<sup>th</sup> and 20<sup>th</sup> centuries. Unifying the diversity of these buildings is their common siting fronting on Colburn Park.

**Commented [je1]:** update this number?

II | C-3 **Historical Organizations**

The Lebanon Historical Society, a private, non-profit organization established in 1958, has been active in the collection of historical information pertaining to Lebanon's past. The society worked closely with one of its

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founding members, Robert Leavitt, who also served as the City Historian from the position's creation in 1973 until his death in 2007. The Historical Society has a wealth of historical information and documentation - photographs, clippings, artifacts and other materials - cataloged, recorded and stored in its vault at the Marion Carter Homestead. The Lebanon Historical Society has developed a web site ([www.lebanonnhhistory.org](http://www.lebanonnhhistory.org)) that provides a wealth of information on the City's history.

In 2006, the Lebanon Heritage Commission was created to supersede the City's Historic District Commission. The Heritage Commission is responsible for oversight of the Colburn Park Historic District, serves in an advisory role to the City, and provides stewardship for the Dana House in West Lebanon. The commission is also responsible for the dissemination of information regarding the City's historical resources and for conducting the landmark program. The designated City Historian is a regular member of the Heritage Commission.

For properties within the Colburn Park Historic District, the Heritage Commission assumes the powers granted by the Zoning Ordinance pertaining to the historic district. As set forth in RSA 674:44-a, the commission generally advocates for "the proper recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural context."

#### II | C-4 Downtown Revitalization

The rehabilitation and adaptive use of various local structures has been critical to the visibility and acceptance of historic preservation. The rehabilitation of older buildings can be less expensive than new construction and can benefit the tax base while giving older structures new life. Increased delays in project review and competition for limited resources dedicated to historic preservation are some of the challenges associated with the rehabilitation of historic structures.

A well-executed renovation project can act as a catalyst for similar work in the area, enhancing the downtown's overall image. However, structures remodeled in a manner not compatible with the historical character of the downtown can visually degrade the entire area. Structures that have found new uses in Lebanon include:

- The former Woolworth Building, now an innovatively restored academic building.
  - The former Hotel Rogers, now senior citizen housing.
  - The Rivermill Complex, which now provides space for multiple businesses.
  - The H.W. Carter and Sons Factory, which now houses the AVA Gallery.
  - The Kendrick-Wood House, now home to the Upper Valley Music Center, Inc.

#### II | D **Future Challenges & Opportunities**

##### II | D-1 Protecting Historic Resources

Lebanon residents enjoy many aesthetic, cultural and economic benefits of the community's rich heritage by living in the midst of the reminders of the City's past. Parts of our nation's history that exist nowhere else in this country can be found in Lebanon. However, many of these reminders have been lost to change, growth and



dana house

**Commented [DW2]:** Adjust this to reflect the potential new direction for Dana House?

**Commented [DW3]:** [[to match the below list]]

key points | future challenges & opportunities

- Lebanon residents enjoy many aesthetic, cultural and economic benefits of the community's rich heritage by living in the midst of the reminders of the past. These historic resources should be recognized, valued and protected so they are not lost as the City continues to grow and develop.
- The City's historical organizations should continue their coordinated efforts to identify historic resources, interpret the City's history and seek funding for historic resource preservation projects.
- The City should continue to evaluate and consider creating other historic districts.
- The City should continue to identify historic structures and sites for national, state and/or local recognition, and should continue efforts to restore City-owned historic buildings.
- The City should continue efforts to preserve historic transportation resources including historic and scenic roads, and railroad corridors and infrastructure.
- The City should continue efforts to preserve open space and protect rural character, which would also preserve the City's remaining heritage landscapes.
- The City should continue to support and sponsor opportunities that educate City residents, particularly youth and visitors, about the City's history.
- The City should pursue partnerships, funding opportunities and other mechanisms for protecting historic resources.
- Lebanon's historic resources should be promoted for cultural and heritage tourism.

development. Additional historic sites and resources will be lost if action to conserve, preserve, and fully document them is not taken. These losses often result from acts of omission rather than commission. The danger is not just in the loss of an historic landmark, but also in the gradual and pervasive erosion of historical character that happens with incremental changes to buildings and neighborhoods

In the absence of diligent stewardship on the part of the City of Lebanon and its citizens, the links to our community's treasured past will be lost forever. Future generations will never see, touch, walk through, enjoy, or cherish them; while some will be mentioned in books, the rest will be completely forgotten as the last of those who remember them pass on. It is the City of Lebanon's obligation, therefore, to protect and preserve these precious symbols of the community's heritage, and to instill in its children a sense of pride and reverence that they will pass on for generations to come.

Successful preservation of the City's past heritage will only be accomplished if information and knowledge is passed on and valued. The City needs to remind its citizens of the rich history that surrounds the community. A recent example of the worthiness of this concept has been the statewide requirement to teach local history in the schools.

An historic preservation program provides an historical context for future planning and land use policies, particularly as these policies relate to urban design. Using past architectural styles as a benchmark, historic preservation gives residents an important connection and "sense of place" that fosters pride and encourages community involvement.

II | D-2 Historical Organizations

The Heritage Commission, as well as the numerous private organizations and citizens that have traditionally participated in promoting and preserving Lebanon's historic resources, should continue in their roles and with actions such as the development of interpretive signs, walking tours, publications and events with an historical focus.

Through its Heritage Commission, the City should complete an updated comprehensive Historic Resources survey of the City's historic buildings, and then it should periodically update that information. The members of both the Historical Society and Heritage Commission should meet periodically to keep each other informed of goals, accomplishments and challenges and to avoid duplication of effort. Furthermore, there may be opportunities for collaboration on certain projects of mutual interest.

The Lebanon Heritage Commission should maintain the City's Certified Local Government (CLG) status, which makes the City eligible to apply for matching grants for community preservation activities such as surveys, educational projects, and preservation planning, as well as training for commission members and technical assistance for fulfilling its responsibilities.

II | D-3 Historic Districts

The Heritage Commission is currently evaluating the possibility of creating new historic districts, including expanding the current district in Lebanon and creating a new one in West Lebanon's Maple Street area. In order to prepare for this process, the commission should look at evaluating property for historic preservation. The

**Commented [DW5]:** Comma is inaccurate, but sentence is run-on. Rephrase?

**Commented [je6]:** What is "heritage landscape" . . . ? Can a better term be suggested?

**Commented [je7]:** Doesn't this require updating . . . ? The expansion of the current CHD in Lebanon has been accomplished, I thought, and the Maple Street area may be supplanted by Crafts Avenue . . . ?

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commission also should produce a public information document on historic districts to raise public awareness of their value. The creation and administration of a local historic district is the most comprehensive preservation tool available to local governments under state law.

#### II | D-4 Historic Buildings

The City, with assistance from the Heritage Commission and the Historical Society, should continue to identify buildings that qualify for the State and/or National Registers of Historic Places and the City's Historic Landmark Designation Program.

One historic building that could be better utilized is the Soldiers' Memorial Building. The Soldiers' Memorial Building now serves as a memorial to veterans of all wars, and various veterans groups meet there. If the City wants to open this building more frequently for public visitation, ADA access and security issues may need to be addressed. Currently, the Guardian of the Soldiers' Memorial Building opens the building to the public only several days per year. It is often difficult to find enough volunteers to open the building more often.

Lebanon has a wealth of old mill buildings, some of which have been renovated for reuse. The City could follow examples set by Manchester, New Hampshire and other mill towns in capitalizing on its mill history. Residents and visitors could learn more about the importance of that era through photo and interpretive displays, walks or lectures.

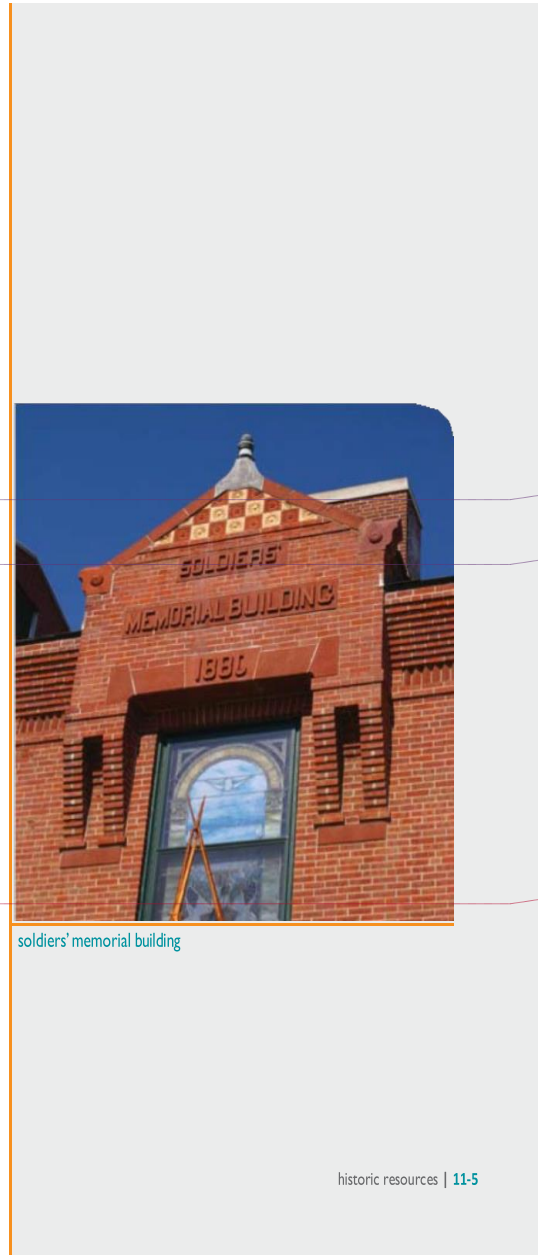
#### II | D-5 Historic Transportation Infrastructure

The City has a number of historic and scenic roads that are in danger of being degraded because of a lack of recognition and protection. What remains of the original roads that passed through and connected Lebanon with the rest of New England should be preserved. The remaining portions of these old roads, whether currently in use or not, deserve recognition and a permanent place in the community, possibly as preserved trails for the recreational use. The Lebanon Class VI Roads Committee and the Scenic Road designation process are two mechanisms capable of providing stewardship to these resources.

The Westboro Rail Yard located off of Main Street in West Lebanon is considered one of the City's greatest assets. The adaptive reuse, including interpretive signage, of the Westboro Rail Yard would be an important reminder of West Lebanon's heritage and the City should continue to work with the state, the Claremont-Concord Railroad, and the citizens and businesses of West Lebanon to develop a viable plan for the site (Chapter 4 of this plan for a more complete discussion of future planning ideas for the rail yard, including historic preservation and partnership opportunities).

An extension of the Mascoma River Greenway into West Lebanon could provide an alternative transportation link between a revitalized Westboro Yard and the remainder of the City.

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soldiers' memorial building

**Commented [je8]:** Identify one or two specific examples of such renovated mill buildings?

**Commented [je9]:** Other categories of "historic buildings" that might be worth specifying here, along with one or two examples of each, might be former inns, barns (with a citation of the catalogue of such barns that is presently accessible on the City's Web site), and bridges . . .

**Commented [DW10]:** Check x-ref



mill parcel

#### II | D-6 Historic Open Space and Natural Resources

The City's scenic and agricultural lands play an important role in providing a link with history and a rural character that is disappearing. The City should continue pursuing conservation and preservation easements with willing landowners, and with the assistance of regional land trusts. The State of New Hampshire provides several historic preservation tools for barns and other historic agricultural structures. The designation of the Connecticut River Byway as a National Scenic Byway in 2005 creates additional grant funding opportunities for preserving historic properties and valuable farmland. Improving access to the Mascoma River would not only help revitalize the Central Business District, but could enable it to be better used as a living historical and recreational resource.

#### II | D-7 Historic Education

The success of preserving the City's heritage will only be accomplished if information and knowledge is passed on and promoted. The City needs to remind its citizens, particularly its youth, of the rich history that surrounds the community. Educational programs focused on local history and its preservation should be encouraged, both in the community's schools and through City-sponsored recreational programs and public awareness activities. The City's historical organizations should work with the schools by providing historical resources and materials, involving long-time residents who can present information or be interviewed, and consulting with the schools on curriculum. This program need not be limited to a classroom, but can include education through participatory civic activities. The City can broaden public awareness of its historic resources in a variety of ways, including:

- Brochures describing local history, and including a map of notable structures.
- Walking tours of historic sites and structures.
- Oral history projects.
- Historic re-enactments on the Green and commemorative celebrations such as Lebanon 250.
- [Photographs and murals in City Hall and other public and commercial buildings.]
- Better utilization of historic buildings such as the Soldiers Memorial Building and Carter House for educational outreach purposes.
- Establishing an historical museum, preferably in one of the City's historic properties.

#### II | D-8 Historical Tools, Programs and Partnerships

The Land and Community Heritage Investment Program (LCHIP), the New Hampshire Main Street Program, and Certified REHAB federal tax incentives, are examples of programs and tools that could benefit the City and private owners of historic buildings. Additionally, the City should make better use of local human resources when making decisions that impact Lebanon's historic assets. This could be accomplished through an inter-board review process for City projects affecting historical resources. As development occurs, the City needs to

**Commented [je11]:** Cite the newly commissioned and executed murals in the tunnel formerly used by the railroad? And perhaps mention the display case of historical artifacts located in the case just outside of the City Hall's Council Chambers . . . ?

weigh the importance of preserving our history out of respect for those who came before us and for the value it brings to us in our everyday lives.

## 11 | D-9 Historical and Cultural Tourism

Historic and cultural resources account for a significant portion of the tourism spending in the state. As the travel and tourism industry becomes a larger segment of the regional economy, opportunities to promote heritage and cultural tourism should be explored. As Lebanon is on the Connecticut River Byway, there are opportunities to promote its cultural heritage through the Connecticut River Byway Council. In addition to creating new jobs and new businesses, well-managed tourism improves the quality of life and builds community pride. Cultural heritage travelers are an attractive market to target, as they tend to stay longer and spend more money, according to the National Trust for Historic Preservation. Perhaps the primary benefit of cultural heritage tourism is the preservation of a community's historic character. However, the largest challenge facing heritage tourism is ensuring that its success does not destroy what attracts visitors in the first place.



west lebanon congregational church

**Commented [je12]:** Consider citing the Densmore Brickyard development here as a recent example of this kind of "historical preservation" that the HC played a significant role in getting the developers to include some historical plaques and names in the re-use of that part of the City?

11 | E Outcomes & Strategies

**OUTCOME 1** Protect Lebanon’s historic resources as the City continues to grow and develop.

STRATEGIES	
1	Encourage local citizens to cooperate in preserving our cultural heritage by identifying and adequately protecting historic resources.
2	Seek grant money to develop and restore areas of historic interest.
3	Work jointly with local individuals and organizations, as well as with those from other geographic areas, to provide a broader basis for funding for historic preservation projects.
4	Explore and support financing options for adaptive reuse of historic buildings.
5	Continue to consider the Land and Community Heritage Investment Program (LCHIP) and other sources of funding for critical historic preservation projects, if funding for this program continues.
6	Investigate the New Hampshire Main Street Program for assistance with Central Business District revitalization.
7	Consider utilizing the Connecticut River Byway Program to help promote the City’s heritage.
8	Continue evaluating the appropriateness of new historic districts, such as expanding the current District to include the neighborhood between School and Bank Streets, and a new district in the Maple Street and Main Street area of West Lebanon.
9	Continue to investigate historic preservation grant and tax incentive programs to save or restore barns and other agricultural outbuildings, including the new state law that enables local government to grant tax relief to landowners wishing to maintain and repair their agricultural buildings.
10	Continue to support the Conservation Commission and Class VI Roads Advisory Committee in their efforts to map all historic Class VI roads and identify their historic and current uses.
11	Continue to support efforts to designate scenic and/or historic roads and recognize them with plaques.
12	Support efforts to develop a plan for Westboro Yard.
13	Support efforts to extend the Mascoma River Greenway from downtown Lebanon to West Lebanon.
14	Recognize the historic value of open space and natural resources.

ACTIONS	
1	Conduct oral history projects with long-time residents who wish to share their knowledge and experience.
2	Maintain the City’s status as a Certified Local Government.
3	Continue identifying structures that qualify for the State and/or National Historic Register and the Historic Landmark Designation Programs.
4	Continue preparing a complete historic resources survey for Lebanon, building on the 1984 partial survey carried out by the Upper Valley Lake Sunapee Regional Planning Commission.
5	Evaluate historic features along the railroad corridor in Lebanon and East Lebanon for preservation.
6	Continue seeking conservation and preservation easements of sites with historic value with willing landowners.
7	Work with the Conservation Commission to raise awareness among residents of the benefits of conservation easements.
8	Preserve and plant street trees in the Historic District and Central Business Districts of both Lebanon and West Lebanon.
9	

**OUTCOME 2** Foster greater awareness of and appreciation for the benefits and opportunities created by Lebanon’s historic resources.

STRATEGIES	ACTIONS
1 Better utilize the Soldiers’ Memorial Building, Carter House, and other historic buildings for educational outreach purposes, while ensuring their careful preservation.	Develop a plan for ADA access for all City-owned historic buildings whenever feasible. 1
2 Foster community appreciation and involvement through public education strategies, such as: brochures, walking tours, oral history projects, and displays/murals in public buildings.	Develop educational and interpretive signs recognizing the Historic District and historic buildings. 2
3 Assist the City Historian in outreach efforts with schools.	Evaluate the feasibility of establishing an historical museum, preferably in one of the City’s historic properties, to be operated by the Heritage Commission, the Historical Society, or both. 3
4 Recognize the economic potential of historic resources.	Continue to write articles on community history for local newspapers. 4
5 Explore opportunities to promote heritage tourism, through historic walking tours, heritage festivals, and signage.	Develop a joint effort with the schools to help educate students about the City’s history and historic resources (buildings, rivers, documents, and people) and involve students in heritage projects. 5
6 Consider developing interpretive educational materials and events focused on the City’s mill history.	Prepare a “white paper” and a publicity and property owner’s packet on the benefits and value of historic districts, to raise public awareness of their importance. 6
7 Continue to investigate and encourage ways to bring attention to our rivers and to use them as a source for history education.	7