

FINAL

**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),

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES – March 12, 2025

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

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

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

3. PUBLIC REVIEW

None

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

6. OPEN TO THE PUBLIC

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

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

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

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

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

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

4. STUDY ITEMS

A. Dana House Future

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

B. Master Plan Chapter Update

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

- I. Sections 11A & 11B would remain as an Introduction
- II. Section 11C History of Lebanon
 - A. Key Events / Areas that have brought City where it is today
 - i. Transportation
 - ii. Fires
 - B. Historic Districts
 - i. Existing Conditions
 - ii. Future Challenges
 - C. Historic Buildings
 - D. Historic Organizations
 - E. Other Historic Elements
 - i. Transportation / Infrastructure
 - ii. Industries
 - iii. Natural Resources
 - F. Recreational Opportunities

She proposed restructuring the Chapters and sections:

Chair Ford Burley’s Suggestions:	
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

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

Dr. Rutter’s Suggestions:	
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

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

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

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

Chair Ford asked the group to think about the following:

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

C. Start Zoning Amendment Discussion

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

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

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

5. OTHER BUSINESS

A. Standing Reports from other Commissions/Boards

None

B. Brick Repointing on Soldiers Memorial Building

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

Ms. Hembree said a section of the lobby of City Hall has been taped off to indicate the area of the display case that will be installed. She discussed the items that are planned to be housed in the case once it is installed.

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

7. FUTURE AGENDA ITEMS

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

8. ADJOURNMENT

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

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

The meeting was adjourned at 7:07pm

Respectfully Submitted,
Paula Roux
Recording Secretary