

FINAL

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

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Claire Geno (alt)

MEMBERS ABSENT: Jeremy Rutter (Planning Board Rep.), 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 6:00pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. APPROVAL OF MINUTES – April 09, 2025

Amendments: Page 5, Line 5 &12: Change “Chair Ford Burley” to “Ms. Hembree”

A MOTION was made by Matt Smith to approve the April 09, 2025 Meeting Minutes as amended. The MOTION was seconded by Claire Geno.

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

A MOTION was made by Claire Geno to move Item 5D - Discussion: Soldiers Memorial Open House - from the published agenda to the top of the STUDY ITEMS list. The MOTION was seconded by Matt Smith.

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

3. PUBLIC REVIEW

None

4. STUDY ITEMS

D. Discussion: Soldiers Memorial Open House

Mr. Bill Lapan, Guardian of the Soldiers Memorial Building, gave an overview of the proposal to bring the Soldiers Memorial Building up to ADA Accessibility standards. He said it will be an extensive project. He said 376 visitors have come to the building this year so far. He said two boy scouts have offered to do an inventory project and take an account of the materials inside the building and log the inventory into the computer.

Chair Ford Burley said she is in favor of making the building ADA accessible and would like to learn more about what financial options are available to the City. They discussed fundraising options. Mr. Rich Adams, custodian for the City, explained the repairs and other work going on at the building over the next two months.

The group discussed bringing awareness to the plans via an open house during the Lebanon Farmers Market. Mr. Smith said the Historical Society would also like a table once a month at the Farmers Market. The group agreed to target the July 10, 2025 Farmers Market to hold an open house at the Soldiers Memorial Building, and to finalize plans at its July 9, 2025 Heritage Commission Meeting. Chair Ford Burley said that date will also work for the Historical Society. Ms. Geno said she will not be available on July 9 or 10.

A. Dana House Future

Chair Ford Burley said she shared an RFP draft for the renovation of Dana House into residential housing. Ms. Hembree said Planning and Zoning Director Nate Reichert asked her to have a finalized RFP draft ready for the City Council for September. She noted there is a meeting with City and the SAU 88 School Board on Monday to discuss details involved in making the owner of the building and the land the same entity. Ms. Hembree said she would review the draft presented by Chair Ford Burley and share it with Mr. Reichert and Dep. City Manager David Brooks for their review and input. Mr. Adams said a loom and a spinning wheel that used to be in Dana House need to be housed somewhere. He suggested the Shaker Museum might take those items.

B. Zoning Amendment Discussion

Chair Ford Burley shared initial suggestions for amendments to the zoning ordinance regarding guidelines to establish a historic district. She said she reviewed Portsmouth's texts as an interesting comparison. She said she would not adopt the same language that Portsmouth used. She suggested edits particular to siding and roofing that are not currently included in the zoning language.

Mr. Brian Ware (Ward 1) said residents on Crafts Ave have expressed strong comments regarding making that area a Historic District. He said that designation makes residents feel like they will be restricted about what they can and cannot do when renovating their homes. He said he has friends that have owned property that have abutted Colburn Park and they talk about dealing with the City and what a disaster it was to negotiate with the City regarding making changes to their buildings.

The group discussed how buildings have been allowed to fall into disrepair ("demolition by neglect"). Chair Ford Burley said she did not want that to be a practice within Historic Districts. Ms. Hembree suggested adding images to the zoning ordinance. Chair Ford Burley and Mr. Smith thought images would be better used in a guidebook as opposed to the zoning ordinance. Ms. Hembree said she would ask Building Inspector Leigh Hays if the concept of "demolition by neglect" is outlined in the City's Building Code.

Mr. Smith said the Heritage Commission should have a say in in the historic district exterior lighting" decisions. Chair Ford Burley said she would add this to the draft zoning amendments

and give the revised text to Ms. Hembree. She said the group could review all the edits at its July meeting.

C. Master Plan Chapter Update

Chair Ford Burley said she reviewed the Master Plan and realized the entire plan is structured in a particular format. She said it is probably best that the group not make the changes it discussed in previous meetings to the format of its Chapter. She said she restructured her draft edits back to the original format. She said she reviewed the Existing Conditions & Trends and then Future Challenges and Opportunities sections and incorporated the areas that the group discussed with historic background and context.

She said the Adaptive Reuse section could include the renovation of the Hotel Rogers into Rogers House and the service station into Lucky's Café. She said a lot can be added to the Education, Outreach, and Tourism sections, which are currently blank. She said the historic district plans can be added to the Future Challenges section, and goals for that section could be nominating more buildings and districts to the National Register of Historic Places. She said Dana House could be added to the state register. She discussed possible Outcomes for the section, which could include

- Protect Lebanon's historic resource as the City continues to grow
- Develop and begin to foster greater awareness of and appreciation for the benefits and opportunities created by Lebanon's historic resources
- Become a CLG (Certified Local Government)

Chair Ford Burley suggested that the Commission members spend more time reviewing the Master Plan and her edits (which she agreed to send to Ms. Hembree to share with the group) and to discuss it all at the next meeting.

5. OTHER BUSINESS

A. Standing Reports from other Commissions/Boards

None

B. 3 Campbell Street Discussion

Ms. Hembree said a case may be coming before the Commission soon regarding this application. She gave an overview of the case, which involves renovation of the building at 3 Campbell Street, which is in the Colburn Park Historic District.

7. OPEN TO THE PUBLIC

Chair Ford Burley opened the public comment portion of the meeting. No one from the public spoke. She closed the public comment portion of the meeting.

8. ADJOURNMENT

Chair Ford Burley adjourned the meeting at 7:21pm.

Respectfully Submitted,
Paula Roux
Recording Secretary