

FINAL

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

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Jeremy Rutter (Planning Board Rep.)

MEMBERS ABSENT: Claire Geno (alt) 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 6:04pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. APPROVAL OF MINUTES – June 11, 2025

Amendments: Page 2, Line 17: Change “to” to “ready for”

Page 2, Line 20: Add “it” after “share”

Page 2, Line 22: Change “may” to “might”

Page 2, Line 41: Edit to read “Mr. Smith”

Page 2, Line 45: Edit to: “the Commission should have a say in the historic district exterior lighting”

Page 3, Line 1: Add “and give revised text to Ms. Hembree”

Page 4, Line 30: Change “an” to “and”

A MOTION was made by Matt Smith to approve the June 11, 2025 Meeting Minutes as amended. The MOTION was seconded by Jeremy Rutter.

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

3. PUBLIC REVIEW

Ms. Hembree noted that an application for a project at 3 Campbell Street may be coming before the Heritage Commission at a future meeting.

Chair Ford Burley said that Mr. Brian Ware, who was present at the meeting, is applying to join the Heritage Commission and may be approved as a member soon.

4. STUDY ITEMS

A. Zoning Ordinance Amendments

Chair Ford Burley reviewed the edits she had shared at last month's meeting. The group discussed the concept of “changes in appearance” in relation to reroofing and whether the concept should be further defined to list the specific changes that may trigger review by the

Commission. The group discussed which changes to a structure or lot / landscape might affect the character of the Lebanon Downtown Historic District.

The group decided to continue to review the proposed edits and other language of the proposed zoning amendments and finalize the edits at the August meeting.

Chair Ford Burley said the next item for discussion will be Item 5A, which is out of the order of the meeting's agenda.

5. OTHER BUSINESS

A. Discussion: Soldiers Memorial Open House on July 10

The group discussed the open house planned for the July 10, 2025 Lebanon Farmers Market. Chair Ford Burley said Guardian Bill Lapan and members of the Historical Society will be there. The group members discussed whether they would be present for the open house and what they will do during the event. They agreed to speak about the Heritage Commission and the Downtown Historic District and fundraising goals for the Soldiers Memorial Building.

The group discussed the budget for the Heritage Commission and the status of the Dana House.

B. 250th Anniversary Commemoration Plans

The group decided to discuss this at the next meeting.

4. STUDY ITEMS

B. Master Plan Chapter Update

The group agreed to continue this discussion to the next meeting. Mr. Smith noted that in Section 11.E.2 (under Future Challenges) the Master Plan states that the Heritage Commission should maintain the City's CLG (Certified Local Government) status. The group discussed what the role of the Heritage Commission is in maintaining the City's CLG status. Dr. Rutter suggested that the Rail Trail, the skate park, the climbing gym and school playing fields should be added to the Recreational Opportunities Section. Ms. Hembree said she would share the updated draft (Google doc) to the group once changes are made.

7. OPEN TO THE PUBLIC

8. ADJOURNMENT

A MOTION was made by Jeremy Rutter to adjourn the meeting at 7:36pm. The MOTION was seconded by Matt Smith.

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

The meeting adjourned at 7:36pm.

Respectfully Submitted,
Paula Roux
Recording Secretary