

FINAL

**LEBANON HERITAGE COMMISSION
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
WEDNESDAY AUGUST 13, 2025 6:00 PM**

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

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Tim Corwin (Deputy Planning Director), Nathan Reichert (Director of Planning & Development)

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:03pm. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. APPROVAL OF MINUTES – July 09, 2025

Amendments: Page 2, Line 12: Remove “the 4pm – 7pm during the”

A MOTION was made by Jeremy Rutter to approve the July 09, 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

4. STUDY ITEMS

A. 250th Anniversary Commemoration Plans

The group discussed how to celebrate the country's 250th Anniversary in 2026. They discussed whether they should have a series of events, such as what the Town of Hartford, VT is doing, or whether to have a day of events on or near July 4, 2026. They agreed it would be a good idea to bring in other groups (Historical Society, Fire Department, Library, Parks, Arts, and Recreation, AVA Gallery, Upper Valley Music Center, etc.) to make it a community event. They discussed music/singing, events in Colburn Park, kids' activities, etc.

Mr. Ware said he would visit the Hartford Historical Society and the town to learn more about the events planned for Hartford. Mr. Corwin said Ms. Hembree of the Planning Department could help connect the group with Parks, Arts, and Recreation director Paul Coats. Mr. Smith said he would reach out to AVA Gallery, the Lebanon Opera House, and the UV Music Center. Chair Ford Burley asked members to report what they learned from their contacts at the next meeting.

B. Zoning Ordinance Amendments

Mr. Corwin gave an overview of the zoning amendment review and approval process.

Chair Ford Burley shared a draft with the latest edits. The group discussed the concept of “other permanent landscaping” in relation to changes homeowners may make that trigger Heritage Commission review. They agreed to change the wording to “similar manmade features.”

[At 6:46pm, Mr. Reichert joined the meeting.]

The group discussed how the Planning Board reviews landscaping in its site plan review. Mr. Smith said he would like the Heritage Commission to comment on lighting proposed for projects within the Historic District. Mr. Reichert said streetlights and power poles are not subject to Heritage Commission review. The group agreed to have Mr. Reichert present its zoning ordinance amendments to the City Council in January 2026.

[At 7:16pm, Mr. Reichert left the meeting.]

A MOTION was made by Brian Ware to approve changes to the zoning ordinance amendments proposed at the August 13, 2025 Heritage Commission meeting. The MOTION was seconded by Matt Smith.

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

C. Master Plan Chapter

Chair Ford Burley said she continues to review and edit the Master Plan Chapter. She said she is concerned with the Outcomes and Strategies Section, which she said has not been reviewed by the group yet.

She read the Outcomes:

- Protect Lebanon’s historic resources as the City continues to grow and develop
- Foster greater awareness of an appreciation for the benefit and opportunities created by Lebanon’s historic resources

And the Strategies:

- Promote conservation and preservation easements of sites with historic value with interested landowners
- Designate scenic and/or historic roads and identify them with signage

She asked the Commission members to review this section and come back with comments or edits. She said she would send the link to the edited document to members.

The group discussed what “preservation awards’ might be, and what opportunities there are for public praise for property owners of historic properties. Mr. Smith suggested information about these property owners could be posted at kiosks around the City.

Dr. Rutter suggested the railroad lines could be added to the mention of ‘rivers’ in Outcome 2.7. Chair noted that the railroad lines are mentioned in other sections of the Chapter.

A MOTION was made by Matt Smith to extend the meeting until 7:45pm. The MOTION was seconded by Jeremy Rutter.

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

Chair Ford Burley said she would like to complete the edits to the Master Plan by the next meeting. She said she will not have time to review the Master Plan Chapter after September, so if a final draft has not been completed by then, another member will have to continue the edits.

5. OTHER BUSINESS

A. Soldiers Memorial Open House on August 14

The group discussed the open house planned for August 14, 2025 Lebanon Farmers Market.

B. Stone Arch Protection

Chair Ford Burley said a constituent reached out to ask if the Stone Arch bridge (Glen Road) will be protected during the closure of South Main St. Dry Bridge. She said there was concern about the Stone Arch bridge because more truck traffic will be using Glen Road because the other bridge will be closed. She said the person witnessed a truck hitting the stone bridge recently.

The group discussed how to ask the City to protect the stone bridge during the construction of the other bridge. They agreed to contact the City Manager to voice the Heritage Commission's concerns about the physical integrity of the Stone Arch underpass and ask him to make great efforts to preserve it.

A MOTION was made by Brian Ware that the Heritage Commission requests that the Lebanon City Manager make great efforts to preserve the physical integrity of the Stone Arch Underpass so that it can be maintained for the future enjoyment of the citizens of Lebanon. The MOTION was seconded by Matt Smith.

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

6. OPEN TO THE PUBLIC - None

Chair Ford Burley said she learned earlier that day that the Colburn Park Historic District expansion application was approved by the National Register of Historic Places.

7. ADJOURNMENT

A MOTION was made by Brian Ware to adjourn the meeting at 7:44pm. The MOTION was seconded by Jeremy Rutter.

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

The meeting adjourned at 7:44pm.

Respectfully Submitted,
Paula Roux
Recording Secretary