



LEBANON HERITAGE COMMISSION
APRIL 14, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE

1. Call to Order

- A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

2. Approval of Minutes

- A. March 10, 2021

3. Public Review

- A.
One North Park, LLC: Request for a Certificate of Approval pursuant to Article IV, Section 408.4 of the Zoning Ordinance to install a seasonal 22'x22' awning to cover an outside seating/dining area at the front side of the building occupied by Lucky's Coffee Garage. The property is located at 1 North Park Street, Tax Map 92 Lot 14, Lebanon, NH in the LDD zone. HC2021-02

4. Study Items

- A. Dana House
B. Special Projects - Library, Arbor Day outreach

5. Other Business

- A. Tunnel Opening - July 8, 2021

6. Open to the Public

7. Future Agenda Items

- A. CLG Project Update

8. Adjournment

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

**Agenda
Heritage Commission
April 14, 2021**

**Agenda Item #2A
Approval of Minutes**

March 10, 2021

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, MARCH 10, 2021
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Doug Boisvert and Jeremy Rutter (Planning Board Rep.)

MEMBERS ABSENT: Karen Zook (City Council Rep.), Bruce Bronner (Alt. Council Rep), Fran Hanchett, Linda Cole and Raymond Book (Alt. Member)

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Lyssa Papazian (Historic Preservation Consultant)
Nicole Burley (Historical Society)
Billy (community member)

1. CALL TO ORDER:

A. Review of meeting procedures and NH RSA 91-A “Right-to Know” requirements

Ms. Hains called the meeting to order at 7:03 PM. Ms. Owens reviewed the procedures for a remote meeting. A Roll Call vote was taken and all those attending the meeting remotely are listed above.

2. APPROVAL OF MINUTES: February 10, 2021

Ms. Book *MOVED* to approve the February 10, 2021 Minutes as presented .
Seconded by Mr. Rutter.

Roll Call Vote:

Chair Hains, Ms. Book, Mr. Boisvert and Mr. Rutter all voting Yea.

None voting Nay.

****The MOTION was approved (4-0)***

3. PUBLIC REVIEW – None

4. STUDY ITEMS

A. Dana House

Ms. Owens discussed “Right-to-Know” laws as they pertain to working groups and subcommittees. In order to remain in compliance, tasks should be assigned to individual members who then bring information back to the full Commission. Holding separate working group or subcommittee meetings, which are not accessible to the public, is not permitted. Although the current plan is to open the Dana House as a museum, there continues to be discussion regarding its future. Chair Hains presented the idea of a survey to better understand what type of public space people are interested in having in the community. Ms. Book has created a one-minute monologue about the Dana House to accompany the survey. Ms. Book and Mr. Giles are working on the idea of an interactive “story map” , which could include a virtual tour of the Dana House. This could increase public awareness of the Dana House and be shared with schools for educational purposes.

B. Special Projects- Women's History Month

Ms. Owens wrote and submitted a piece celebrating Black History Month to LebNews in February. This month's topic is Women's History Month and Chair Hains is pursuing a story about a woman connected to the Soldier's Memorial Building. At this time, she still needs to connect with Ms. Hanchett for details and clarification. The publication deadline for LebNews is next Wednesday, March 17th. Chair Hains reported that she has spoken with Sue Reed, who has collected many local stories from her mother- a Lebanon resident in her nineties. While they don't necessarily align with the monthly themes the Commission has chosen, they are relevant. She hopes to have these stories compiled, edited and ready to share in the next few months. Ms. Book offered a piece that she wrote regarding Memorial Day for submission in May.

5. Other Business

A. CLG 2020 Project Update

Ms. Papazian joined the meeting at 7:36 pm. to present her report regarding the potential increase of the boundaries of the Colburn Park Historic District, to the Commission. This involves expanding the time period of significance within the district to 1971. Ms. Papazian does recommend that the boundaries be increased, but only enough to include "immediately adjacent properties that enhance the district's significance in areas of architecture and community planning." She noted that the Colburn Park district is listed as primarily significant as a New England town/city green or common. Since it was nominated in 1985, the district no longer contains any single-family homes. This illustrates its shift to a true city center, comprised of cultural, religious, government and commercial institutions.

Ms. Papazian stated that the properties she recommends for inclusion are limited to those in clear visual sight of Colburn Park and enhance its significance as a city center. She provided a detailed description of properties she believes to be eligible for inclusion, as well as those that she recommends be excluded from the district expansion. For example, she found that the Mascoma Bank building has been altered too significantly and recommends it excluded from the district. The Lebanon Mall (including its landscaping, fountain, paved pedestrian walkway, etc.) is significant as an example of an urban planning project and extends the sense of public space from Colburn Park. For this reason, it is recommended that the Mall be included in the expanded historic district.

After reading and considering Ms. Papazian's report, both the City and the Heritage Commission must decide whether or not to pursue these recommendations regarding the expansion of the Colburn Park Historic District. Property owner notification is required in order to move forward with the project. Chair Hains asked the members to review the report and provide their feedback to Ms. Owens within a week.

B. Lebanon's Tree Heritage

Ms. Owens reported that there are budding efforts in Lebanon to gain a better understanding of the City's tree heritage. The Parks and Recreation department has had an informal Tree Commission, which they are interested in formalizing. Ms. Owens has been in touch with their director, Mr. Paul Coats, and is waiting for more information.

6. Other Business

Ms. Owens reported that the City Council will have a public hearing soon regarding the transfer of the fountains to the Arts & Culture Commission. At this time, their primary task regarding the fountains will be maintenance. There is a Heritage Commission seat on the Arts & Culture Commission. Chair Hains will attend their next meeting on March 23rd.

1 The members received a “Welcome Lebanon” email asking them to watch a training video and sign an
2 acknowledgement. Ms. Owens asked that everyone check their emails and complete this task as soon as
3 possible.

4
5 Ms. Owens asked Ms. Burley about the Historical Society’s plans for celebrating the 25th Anniversary of
6 the Northern Rail Trail this summer. Ms. Burley stated that they are still in the planning stages, but are
7 considering creating displays with information and photos to place at the trail heads. Ms. Owens
8 suggested that the Heritage Commission could collaborate with the Historical Society to celebrate the Rail
9 Trail.

10
11 **7. Future Agenda Items**

- 12 • Passport Program Project

13
14 **8.ADJOURNMENT**

15 *Ms. Book MOVED to adjourn the meeting at 8:39 pm.*

16 *Seconded by Mr. Rutter.*

17
18 *Roll Call Vote:*

19 *Chair Hains, Ms. Book, Mr. Rutter, and Mr. Boisvert all voting Yea.*

20 *None voted Nay.*

21 ** The MOTION was unanimously approved (4-0)*

22
23 Respectfully submitted,

24 Megan Castillo

25 Recording Secretary

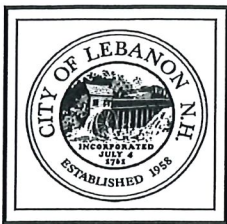
26

27

**Agenda
Heritage Commission
April 14, 2021**

**Agenda Item #3A
Public Review**

**One North Park, LLC
Lucky's Coffee Garage
1 North Park Street,
Tax Map 92 Lot 14
Zoned LDD
HC2021-02**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT DEPARTMENT

HERITAGE COMMISSION – HISTORIC DISTRICT REVIEW

Staff Memorandum – for April 14, 2021

APPLICATION INFORMATION

Property Owner(s):

One North Park LLC

Applicant(s):

Lucky's Coffee Garage

Application Type:

Historic District Review

Map(s) / Lot(s) #:

92-14

Property Location(s):

1 North Park Street

Property Size (Ac./Sqft.):

+/-0.26 Ac./ 11,325.6 SF

Zoning District(s):

Lebanon Downtown District (LDD)

Overlay District(s):

Wetlands Conservation:N/A

Flood Plain:.....N/A

Steep Slopes:.....N/A

Airport Protection:.....N/A

Historic District: Yes

Landfill Reclamation:N/A

DES Shoreland Protection:N/A

DRAWINGS AND OTHER SUBMISSIONS

- ▶ Property Map (based on Lebanon tax assessment maps)
- ▶ *Photographs or similar images to be provided separately during Commission review and were not submitted with the application.*

COMPLETENESS REVIEW

This application has been reviewed in accordance with Section 408 of the Lebanon Zoning Ordinance. The Planning Office recommends that the Heritage Commission accept the application as complete enough to commence the public hearing, with completion deemed to be final upon provision of visual references as cited above under Drawings.

APPLICATION OVERVIEW

Lucky's Coffee Garage is the tenant of property located at 1 North Park Street, which fronts on Colburn Park, which is owned and maintained by the City of Lebanon. The tenant is seeking approval to add a 22'x22' seasonal awning over an area of the property's existing parking spaces, immediately adjacent to the building's façade and its two garage-style windows. The area that would be covered is currently used for outdoor dining/seating.

Since the building and pedestrian mall are situated within the City's Colburn Park Historic District, Heritage Commission review of the application is required pursuant to Section 408 of the Zoning Ordinance.

STAFF COMMENTS

ZONING ORDINANCE

According to Section 408.4, no building permit (when applicable) shall be issued prior to the receipt of a Certificate of Approval when activities requiring a Certificate are proposed. The Heritage Commission's review procedures for processing applications for Certificates of Approval are outlined in Section 408.7 of the Zoning Ordinance (see attached regulations included on the reverse page of the subject application's Public Hearing Notification List).

Following a determination of completeness for a new project proposal, the Commission shall review the application using the criteria set forth in Section 408.6, while keeping in mind the purposes for which the Historic District regulations have been established as set forth in Section 408.2.

Elements in the subject proposal that require Heritage Commission review and approval per Sections 408.4, 408.5, and 408.6 include, in summary:

1. alterations to existing buildings that affect the exterior of a building and require a building permit

In general, the Commission should evaluate the design, location, and size of the proposed awning with respect to the subject building, as well as with respect to surrounding buildings and the project's relationship to the general character of the Colburn Park Historic District.

The Planning Office notes that the 1 North Park Street building is included within the National Historic Register District surrounding Colburn Park and is proposed for updated designation as a contributing structure in the District based on its age and other characteristics.

The proposed awning style and product is the same as, or similar to, the awning that is deployed at an existing business on the Lebanon Mall. The Planning Office recommends that the applicant clarify whether or not the new awning will have sides. As a seasonal awning, it is removable. If approved, and as long as the approved design and conditions are adhered to, this Certificate would not require review on an annual basis.

**CITY OF LEBANON
APPLICATION FOR**

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☒	OTHER (Heritage)

PROPERTY OWNER (APPLICANT):

NAME: MIKE DAVIDSON One North Park, LLC TEL.#: 603-322-3260
 MAILING ADDRESS: 21 WATER ST LEBANON NH 03766
 E-MAIL ADDRESS: tim@ledgeworks.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: DEB SHINMINGER TEL.#: 603 523 7654
 MAILING ADDRESS: 111 IN PARK ST LEBANON NH 03766
 E-MAIL ADDRESS: deb@luckyscoffeeandgarage.com

PROJECT LOCATION:

TAX MAP #: 92 LOT#: 14 PLOT #: _____ ZONE: LD
 STREET ADDRESS OF PROJECT: 1 N. PARK ST.
 IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☐ NO **HISTORIC DISTRICT** ☐ YES ☐ NO
FLOOD PLAIN ☐ YES ☐ NO

SCOPE OF PROJECT:

SEASONAL TENT TO BE SET UP ON OUR PATIO.
DRAWING

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
 PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: OUTDOOR SEATING

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: [Signature] DATE: 5 APR 2021

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: [Signature] DATE: 5 APR 2021

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
4-5-21	92-14	HC2021-02	\$63.77	4-5-21	18154

ID	Site Address	Owner Name	Co-Owner Name	Owner Address	Owner City	Owner Stz	Owner Zip
92-65	3 CAMPBELL ST	DAVIDSON, MICHAEL		31 ELM ST	LEBANON	NH	03766
92-11	0 N PARK ST	CITY OF LEBANON		51 NORTH PARK ST	LEBANON	NH	03766
92-13	31 N PARK ST	CITY OF LEBANON		51 NORTH PARK ST	LEBANON	NH	03766
92-12	39 N PARK ST	LEBANON HOUSING AUTHORITY		31 ROMANO CIR	WEST LEBANON	NH	03784
92-15	2 CAMPBELL ST	TEOMOR LLC		2 CAMPBELL ST	LEBANON	NH	03766
92-66	1 BANK ST	CARTER, MARION J TRUST		30 BANK ST, STE 3	LEBANON	NH	03766
92-14	1 N PARK ST	ONE NORTHPARK LLC		31 ELM ST	LEBANON	NH	03766
		ONE NORTHPARK LLC	ATTN: LEDGEWORKS	21 WATER ST	LEBANON	NH	03766
		LUCKY'S COFFEE GARAGE	ATTN: DEB SHINNLINGER PO Box 761		LEBANON	NH	03766

Crystal Taplin

From: Lucky's Coffee Garage <deb@luckyscoffeegarage.com>
Sent: Monday, April 5, 2021 1:34 PM
To: Tiffany Adams
Cc: Crystal Taplin
Subject: [EXTERNAL]Re: Heritage Commission Application - Abutters List

Yes, I agree with the attached list.
Deb

Deb Shinnlinger
Owner
Lucky's Coffee Garage
1 N. Park St.
Lebanon, NH 03766

On Apr 5, 2021, at 1:28 PM, Tiffany Adams <Tiffany.Adams@lebanonnh.gov> wrote:

Good afternoon,

Attached is a list of abutters relevant to your recent Lebanon Heritage Commission application for 1 North Park Street. Please let me know that you agree with the attached list so we can send Certified notices accordingly.

Thank you,

Tiffany Adams

City of Lebanon
Planning & Development Dept.
603-448-1524 Ext. 6125
Tiffany.Adams@LebanonNH.gov

New City Hall Hours

Monday – Thursday: 7AM – 5PM

Friday: Closed

<1 N Park St Abutters.xlsx>



Property Information

Property ID 92-14
 Location 1 N PARK ST
 Owner ONE NORTH PARK LLC

**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/23/2018
 Data updated 11/18/2018