



**LEBANON HERITAGE COMMISSION
MAY 12, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
 - 2. Approval of Minutes**
 - A. April 13, 2021
 - 3. Public Review**
 - A. None
 - 4. Study Items**
 - A. Dana House
 - B. Special Projects (articles, Mall kiosk)
 - 5. Other Business**
 - A. City Hall Bell Tower/Finials
 - B. In-person meetings
 - C. Membership
 - D. Public Comment
 - 6. Open to the Public**
 - 7. Future Agenda Items**
 - A. Master Plan check-in
 - B. Passports Program
 - C. CLG project updates
 - 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
May 12, 2021**

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

APRIL 14, 2021

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, April 14, 2021
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Devin Wilkie (City Council Representative), Raymond Book (Alt. Member)

MEMBERS ABSENT: Karen Zook (City Council Rep.), Bruce Bronner (Alt. Council Rep), Fran Hanchett, Linda Cole and, Doug Boisvert and Jeremy Rutter (Planning Board Rep.)

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: 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 7:01 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: March 10, 2021

Mr. Book was given voting privileges for this meeting.

*Ms. Book MOVED to approve the March 10, 2021 Minutes with amendments.
Seconded by Mr. Book.*

Page 3, Line 8; Remove ‘Memorial Day’ and Add ‘Vietnam War Veterans Day, which is March 29.’

Roll Call Vote

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

None voting Nay.

Mr. Wilkie abstained.

**The MOTION was approved (3-0-1)*

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 – None

The application was withdrawn earlier this week. They were requesting a seasonal awning and have decided to request a seasonal tent instead. The seasonal tent will not require Heritage Commission approval. The owner of the building was present and did not have any additional requests.

Ms. Owen said it is an interesting situation when a request is for a seasonal aspect of the property, it is not a permanent aspect of the structure. The Zoning Ordinances do not distinguish between a permanent change and a seasonal change to the exterior of the building. It is temporarily changing the character of the District. The City is looking at clarifying the sections of the Zoning Ordinances that require Heritage Commission review. She asked members to think about what might have been reviewed and was not done; as well as what was reviewed and may not have needed review. Ms. Book said she believes that clarification is needed. For example, awnings are attached to the building, and could be impacted by the setback restrictions, whereas a structure that is not attached has a smaller setback requirement. The members discussed several sections of the ordinances that may need additional review. More clarification is needed because more outdoor spaces are being added to restaurants and facilities. The City is at the information gathering stage and will determine what parts of the ordinance need clarification. Ms. Book gave the example of their original oversight on Lucky's. The Commission requested that the beautiful stained-glass windows on the historic Soldiers Memorial building would not want to be obstructed. The members discussed what information is important to have included in the applicant's submission, such as the specification sheet of the product they are selecting and more images of the proposed installation. The submittal requirements are not spelled out and have not been consistently addressed in each application.

4. STUDY ITEMS

A. Dana House

There was a meeting last Thursday. Moving forward the Commission is going to consider changing this study item into a project. The Chair discussed asking a member to be a lead representative for this project. Ms. Cole will be asked.

At the last Dana House meeting they decided to ask the community how they would like the building to be used. It could be a museum, a meeting place, or some other suggestion from members of the community. Nathan Gile, one of the community volunteers, offered to create a Doodly video using the one-minute dialogue about the history of the Dana House and its relationship to the community. The monologue and video will be used as an introduction to the survey. They also discussed purchasing a 360-degree video camera to complete a video tour of the interior of the building. It might be done in conjunction with other Boards or Departments of the City.

Ms. Book proposed that Staff inquire with other departments to see if there is a potential for a department or Board cost share for the 3-D camera. However, if there is not, to authorize the Heritage Commission funds to purchase the equipment with Heritage Commission.
Seconded by Chair Hains.

Roll Call Vote

Chair Hains, Ms. Book, Mr. Book, and Mr. Wilkie all voting Yea.

None voting Nay.

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

Ms. Owens asked Nicole Burley if the Historical Society would like to provide input in the proposed questions before the survey goes to the public. She acknowledged that the Society would like to contribute their opinions. The Commission will be considering the timeline for getting the survey done.

B. Special Projects- Library, Arbor Day outreach

Nicole Burley has provided scans of photos of the trees that were in Lebanon before the hurricane.

1 She also provided scans of photos of the tunnel that could be useful for the Arts and Culture Commission
2 project. Chair Hains will forward the zip of the photos to Ms. Owens.
3 One of the special projects of the Heritage Commission has been to update the kiosk with photos. The
4 Arts and Culture Commission will be coordinating the opening of the tunnel. Mr. Wilkie said their plan
5 for the opening is focused within the tunnel and they will have displays in the tunnel. It would be nice for
6 Heritage to do something within the Heritage kiosk. The actual event is on July 8. The kiosk can focus
7 on the tunnel and show the pictures.

8
9 Ms. Book was asked if she would like to do something for Independence Day in the kiosk. She has not
10 decided yet. The whole unit could use some refreshing, it is only the glass case that is the responsibility
11 of Heritage. Mr. Wilkie will check with the Arts and Culture Commission to determine what could
12 improve the display where the kiosk is.

13
14 If the Heritage Commission would like to put something in the April news, it should be drafted by next
15 week. They could discuss the trees that are no longer in Lebanon and Colburn Park and any of the trees
16 that remain. Ms. Owens has not been able to obtain information about the trees in Colburn Park.
17 Or they could discuss how the Lebanon Library has been renovated. It is an historical Carnegie Building
18 and there was substantial public support for the renovations of the library. The monthly communication
19 is an opportunity for contributions from volunteers or commission members. Chair Hains will write the
20 article about the trees and send it to Ms. Owens.

21 22 **5. Other Business**

23 24 **A. Tunnel Opening – July 8, 2021**

25
26 The kiosk will be updated with the photos. Nicole may have some additional thoughts about the
27 installation of historical markers along the Northern Rail Trail. Those installations will likely be a
28 separate event later in the summer.

29 30 **6. Open to the Public**

31 32 **7. Future Agenda Items**

33 34 **A. CLG Project Update**

35
36 Ms. Owens said Lisa Papazian is wrapping up the last details regarding properties that might be included
37 in the expansion of the Historical District. She is using the criteria of a direct line of sight from Colburn
38 Park. She visited the City last week and noted there is a property on School Street that in her opinion has
39 architectural interest. It is opposite the new church that is being built at the corner of Green Street. The
40 building is historical, and it would be good idea to include it. She will add the description of the building
41 to the draft form that is submitted to the state. The next project report is due the end of April. The
42 Commission will see her full draft report in May. At that point they will do property owner outreach and
43 to let people know that there will be a public presentation at the August Heritage Commission meeting.
44 That gives the Commission time to engage public opinion before the final report is due to the State in
45 September. The final report is a recommendation and does not change anything within the National
46 Register Historic District. It would require future funding to actually extend the boundaries.

47
48 There are differences between the Lebanon Historic District and the National Register Historic District.
49 Although, they do physically overlap. Part of becoming part of a certifiable national program is for the
50 City to establish a formal Board and Historic District to review proposals within that district. In the
51 Zoning Ordinance there are certain triggers that would require a Heritage Review. At this time there is in

1 only one area, Colburn Park. The Lebanon Historic District does not have any information about the
2 buildings in the District.

3
4 The National Register District requires professional architectural opinions and statements of historical and
5 cultural significance. It is part of a rigid submission process that requires Federal review before it is
6 approved. It also has to be acknowledged by property owners before it becomes part of a National
7 Historic District. The District has contributing and noncontributing buildings. Colburn Park is the
8 keystone story of the Lebanon National Register District. To be contributing, a property has to be at least
9 50 years old. The brick structures downtown remain as they were and are contributing. For example, the
10 Fire Building has not been changed. One Court Street is not 50 years old, and because the building was
11 altered, it may not become a contributing building in the future. Being part of the National Historic
12 Register allows grant application and tax credit benefits. If an historic building is being rehabilitated, it
13 can open other doors and funding sources.

14
15 The Arts and Culture Commission is working with AVA Gallery to refresh the fountain covers and
16 hopefully it will be done annually. Billy confirmed that the Highway Dept brought the fountain covers to
17 the Ava Galley, including the cover for the new fountain at Glenwood Cemetery.

18 19 **8. ADJOURNMENT**

20
21 *Chair Hains MOVED to adjourn the meeting at 8:04 PM.*
22 *Seconded by Ms. Book.*

23 24 **Roll Call Vote**

25 *Ms. Book, Mr. Book, Mr. Wilkie and Chair Hains all voting Yea.*

26 *None voted Nay.*

27 ** The MOTION was unanimously approved (4-0).*

28
29 Respectfully submitted,
30 Linda Billings
31 Recording Secretary
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