

HERITAGE COMMISSION
Meeting Minutes
November 6, 2025

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, November 6, 2025.

Members: Althea Barton, Carol Durgy Brooks, Chair Richard Jaques, Councilor Jennifer Kretovic, Vice-Chair Jim Spain, and Dr. Bryant Tolles, Jr.

Absent: Michael Dunn

Staff: Matt Walsh, Deputy City Manager – Community Development
Krista Tremblay, Administrative Technician III
David Hall, Code Administrator

1. Call to Order

The meeting was called to order by Chair Jaques at 4:30 p.m.

2. Minutes – Approve Heritage Commission meeting minutes from October 2, 2025

Councilor Kretovic moved, seconded by Vice-Chair Spain, to accept the Heritage Commission minutes from October 2, 2025, as written. All in favor. Member Durgy Brooks and Member Barton abstained from voting due to being absent at the meeting.

3. New Business

a. DP-0146-2025 Request by Richard Chiocca for demolition of 11 Rundlett St

Chair Jaques stated he drove by the house and viewed the property from the street.

Vice-Chair Spain reported that he had also driven past the property and viewed the house from the street. He discussed the history of this area of the South End, noting that residential development occurred after the hurricane of 1938 and through the years after World War II. Vice-Chair Spain noted the house looked to be in good conditions and he recommended that the Commission hold a hearing on the proposed demolition.

Councilor Kretovic asked if this is the hearing.

Mr. Walsh noted that the City Council, at the recommendation of the Heritage Commission, amended the City's demolition delay ordinance (Article 26-9 o of the Code of Ordinances) on August 11, 2025. Mr. Walsh reviewed the updated ordinance and explained that, as a result of the recent amendments, there is no longer a separate Demolition Review Committee; rather the Heritage Commission now directly handles review of all demolition applications. He further explained that the Heritage Commission must hold a public hearing on the demolition of all qualified structures within 45 days of a demolition application being filed with the City to determine if the property might be historically significant using criteria set forth in the ordinance . This permit was filed on October 7, 2025., He clarified that the public hearing was occurring at this meeting.

Member Durgy Brooks asked for background on why the house is slated for demolition.

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Mr. Hall stated the property recently sold, and the new owners desire to build a new single-family dwelling at the property.

Member Durgy Brooks asked if the new house is larger than this one.

Mr. Hall stated he did not know all of the details about the new dwelling, but confirmed it will be larger than the existing structure.

Member Durgy Brooks asked about the style and if it will fit in the neighborhood.

Mr. Hall stated he that he could not recall the architectural details of the proposed new dwelling. .

Councilor Kretovic stated she went to Zillow website to look at pictures of the house and the inside has been renovated with updated kitchen, flooring, newly painted, updated bathroom and they paid \$525,000 for this property. Councilor Kretovic noted all of the houses in the neighborhood are of a similar vintage and style.

Member Durgy Brooks asked about the new house and how many bedrooms.

Mr. Hall stated it will be three bedrooms. Mr. Hall noted it is a double lot.

Linda Morris (11 Rundlett St, Concord) and Andrew Morris (11 Rundlett St, Concord) the home owners arrived to discuss this application.

Member Barton stated it is her understanding the demolition review to look at the exterior of the current building and determine if it is historically significant.

Mr. Walsh reiterated the Heritage Commission's responsibilities for review of demolition applications in accordance with Article 26-9 of the City's Code of Ordinances, and timeframes for the review process, and review criteria, as established therein. If the building is found to be potentially historically or architecturally significant, then the Commission has up to the conclusion of the 60-day review period to identify potential alternatives to demolition, or potential actions to mitigate the demolition. He stated that the 60-day period for this application would expire on December 6, 2025. If the Commission decides to take advantage of the full 60-day period, a demolition permit would be issued on the 61st day after the demolition permit application was received.

Chair Jaques stated that he would like to see the inside of the existing building.

Mr. Morris reported that the house has been mostly gutted. He added that the subject structure is located within a neighborhood where there are 100 houses like it. Mr. Morris stated he did not believe the existing building satisfies any o of the criteria set forth in the City's ordinance.

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Chair Jaques noted that photographs on the Zillow website suggested that the inside of the house was renovated.

Mr. Morris stated that a new kitchen was previously installed; however, the kitchen has been removed and salvaged from the property in anticipation of the pending demolition. Mr. Morris added that he and his wife previously worked with a local architect to try to see if they could renovate and expand the existing house to meet their needs. However, the price was the same as building a new house, and a new structure would have more utility and better layout. Mr. Morris presented plans for a new ranch style home which they plan to construct at the property, which will be modern but sympathetic to the architectural style of the neighborhood. Mr. Morris added that the full 60 day delay period would delay his project as they will be unable to get a foundation in for the new dwelling before winter.

Discussion ensued. Ms. Barton presented information from the City's master plan about this neighborhood, but noted the property is not in a State or national register district. Upon further review, it was the consensus of the Commission that the new structure would be reasonably appropriate for the neighborhood. The Commission also discussed the review criteria set forth in the demolition delay ordinance. After review, it was the consensus of the Commission concluded that none of the criteria applied to this particular structure.

Vice-Chair Spain moved to allow the demolition of the structure to proceed immediately. Councilor Kretovic seconded.

The motion carried unanimously.

b. Discussion of Master Plan Update

Mr. Walsh stated City Council as part of the budget adoption process last June appropriated money to update the city's 2030 master plan (which was adopted in 2008). He explained that the master plan update will be comprehensive and include a historic and cultural resources chapter. Mr. Walsh expects the Planning Board will ask the Heritage Commission to be involved in the master planning process, specifically updating the historic and cultural resources chapter. The Planning Board is scheduled to review a draft Request for Proposals for the master plan update at its November 19th meeting. Mr. Walsh asked the Commission to provide any suggestions it may have concerning areas of focus for the new historic and cultural resources portion of the Master Plan update.

Discussion ensued. It was noted that the new master plan will contain updated goals, objective and recommendations regarding the city's preservation efforts.

A discussion ensued about the inter-related nature of all chapters of the master plan, and the need for chapters to be well coordinated.

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Councilor Kretovic noted that historic streetscapes are an important community resource (Auburn Street, Merrimack Street), as are older tree lined streets with mature “historic” street trees (such as certain sycamore trees on Bouton Street). The updated master plan should include strategies for the preservation thereof.

Mr. Walsh added that State Law presently exists which can be used to protect stone walls along historic streets

- c. Review Section VIII Historic Resources of the Master Plan 2030
Member Barton asked if commission can go into it on their own to review.

Chair Jaques continued it to this meeting because she was not at the last meeting. Chair Jaques suggested to put that on the agenda for old business and bring up at next meeting.

Member Barton suggested they should look at each section one by one.

- Architectural surveys, pdf pages 11 (bottom) and 12
- Exhibit VIII-1 Historic Resources, pdf page 19

4. Old/Continuing Business

a. Property Recognition

Chair Jaques stated that this effort is scheduled to start January 1, 2026.

b. Monuments and Granite Markers – continued discussion regarding tree marker for historic tree in Historic District

Vice-Chair Spain stated last month they discussed the tree in front of Kimball Jenkins. Vice-Chair Spain had asked about acquiring a marker in front of the tree to expand upon the history of the tree. Vice-Chair Spain discussed potential installation of a granite marker installed to honor the tree . The cost would be between \$600-\$800. Vice-Chair Jaques asked if the Commission would like him to get a sample and present to the Commission.

It was noted that the Commission should coordinate with Kimball Jenkins before taking any action.

Member Barton stated there are a number of champion trees around the city to highlight trees with matching signage. That program has been a past initiative of the City’s Tree Committee.

c. Old Penacook Library deed restriction per City Resolution #9518

Mr. Walsh reported that the City continues to market the property. The City has received offers, but there is no purchase and sale agreement yet. The City continues to have discussions with potential buyers about preserving the building’s façade, deed restrictions requiring the property to be preserved in perpetuity, and salvage a special door from the second floor of the building for preservation purposes.

5. Heritage Sign Program Review Committee update

Member Durgy Brooks there was a second workshop September 9th at the Concord Public Library, which

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was attended by 12 people. The workshop will be held twice a year at the Concord Library, and is currently scheduled to be the second Tuesday in May and September at the Concord Room. The application form is on the website. A reference guide is available at the Library to help property owners complete the application.

6. Planning Board

Mr. Walsh reported that 10 Pleasant Street Extension was recently sold. The new owners desire to open a restaurant are looking for permission from the City to build a patio on City property located at 75 Storrs Street. The patio will necessitate relocation of the “Railroad Square” historic sign (which is a previous initiative of the Heritage Commission). He explained that the sign will remain at the City’s property. Members of the Commission provided suggestions for placement of the sign at the property, including a request for the sign to be placed overlooking the old train station location so that the text on the sign directs the gaze to the train station location.

Mr. Walsh reported that applications have been filed with the Planning Board concerning the redevelopment of Phenix Hall and adjacent properties.

7. City Council

There was nothing to discuss on this agenda item.

8. Other Business

Mr. Walsh discussed the status of appointments for Commission members, and noted that terms for the following members will expire on December 31, 2025: Jaques, Spain, Dunn and Kretovic. Mr. Walsh asked members to inform him if they were interested in being reappointed to the Commission.

Chair Jaques and Jim Spain both expressed interest in being reappointed. Councilor Kretovic noted her appointment is subject to forthcoming City Council appointments, which will be made by Mayor Champlin when the new City Council takes office in January.

Adjournment

Member Durgy Brooks moved, seconded by Councilor Kretovic, to adjourn the meeting at 5:52 p.m. All in favor. The motion passed unanimously.

Respectfully Submitted,

Krista Tremblay

Krista Tremblay

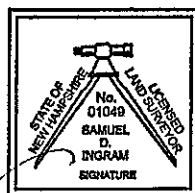
Administrative Technician III

NOTES:

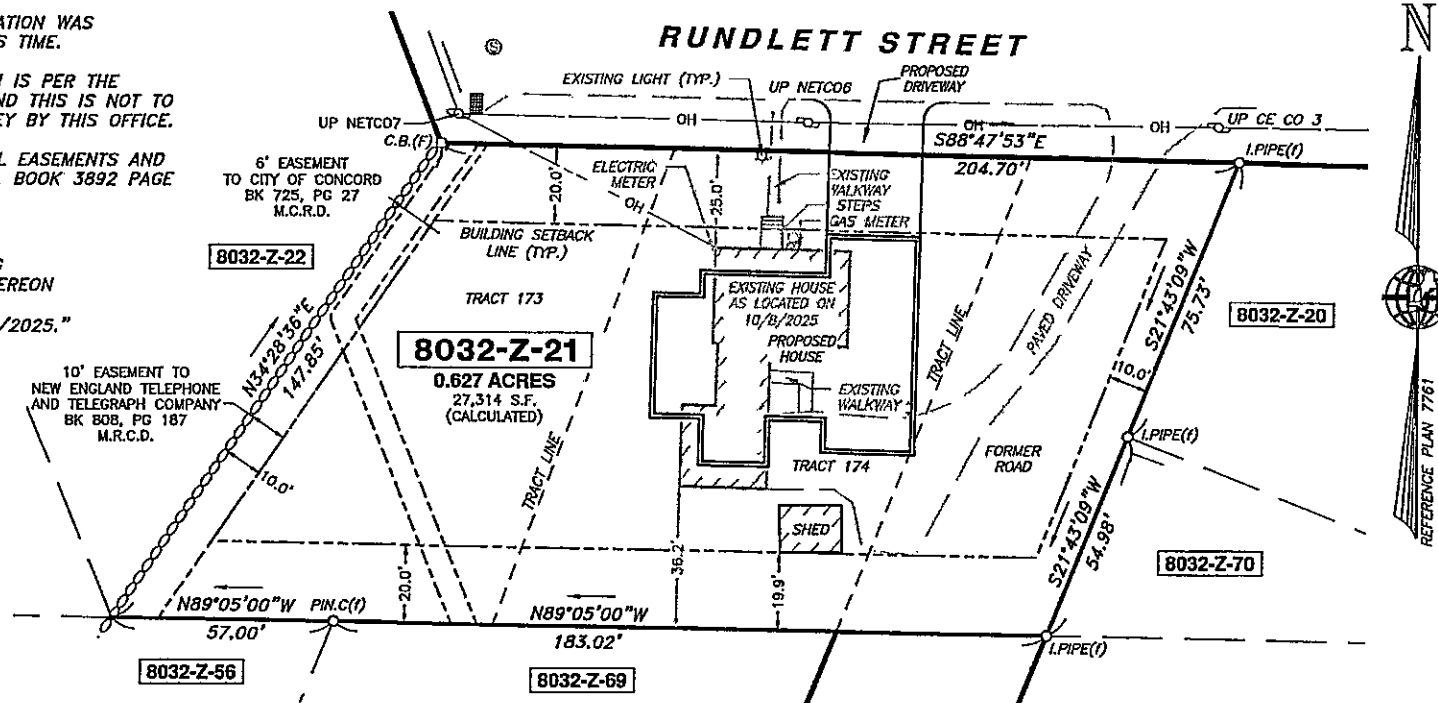
1. NO UNDERGROUND UTILITY INVESTIGATION WAS PERFORMED BY THIS OFFICE AT THIS TIME.
2. THE BOUNDARY INFORMATION SHOWN IS PER THE REFERENCE PLAN NOTED HEREON AND THIS IS NOT TO BE CONSIDERED A BOUNDARY SURVEY BY THIS OFFICE.
3. LOT 8032-Z-21 IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS AS NOTED IN M.C.R.D. BOOK 3892 PAGE 587 DATED 6/6/2025.

CERTIFICATION:

"I HEREBY CERTIFY THAT THE EXISTING OBSERVABLE IMPROVEMENTS SHOWN HEREON ARE THE RESULT OF A FIELD SURVEY PERFORMED BY THIS OFFICE ON 10/8/2025."



Samuel D. Ingram
10/8/25



REFERENCE PLAN:

"CONANT PARK - CONCORD, N.H." - SCALE: 1"=100' - DATED: NOVEMBER 10, 1947 - REVISED: DECEMBER 8, 1947, REVISED: DECEMBER 26, 1947 - PREPARED BY: C.F. MOULTON - RECORDED: M.C.R.D. #1166.

"CITY OF CONCORD N.H. PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION SUBDIVISION & RESUBDIVISION OF FORMER FERNROCK ST. RIGHT-OF-WAY" - SCALE 1"=50' - DATED: 21 DEC. 1983, PREPARED BY: WILLIAM G. HODGES, JR. - RECORDED: M.C.R.D. #7761.

PROPOSED CONSTRUCTION PLOT PLAN
PREPARED FOR:

ANDREW MORRIS

TAX MAP 8032 LOT Z-21
11 RUNDLETT STREET

CONCORD, NEW HAMPSHIRE

SCALE: 1" = 30'

OCTOBER 28, 2025



MERIDIAN

LAND SERVICES, INC.
ENGINEERING | SURVEYING | PERMITTING
SOIL & WETLAND MAPPING | SEPTIC DESIGN
31 OLD NASHUA ROAD, AMHERST, NH 03031 TEL: 603-673-1441
MERIDIANLANDSERVICES.COM FAX 603-673-1584

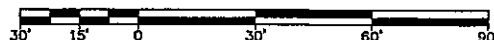
FILE: 12937C00.dwg

PROJ. NO: 12937.00

SHEET NO: 1 OF 1



GRAPHIC SCALE



| REV. | DATE | DESCRIPTION | C/O | DR | CK |
|------|------|-------------|-----|-----|-----|
| D | --- | --- | --- | --- | --- |
| C | --- | --- | --- | --- | --- |
| B | --- | --- | --- | --- | --- |
| A | --- | --- | --- | --- | --- |

DATE

Scale of drawing
as indicated

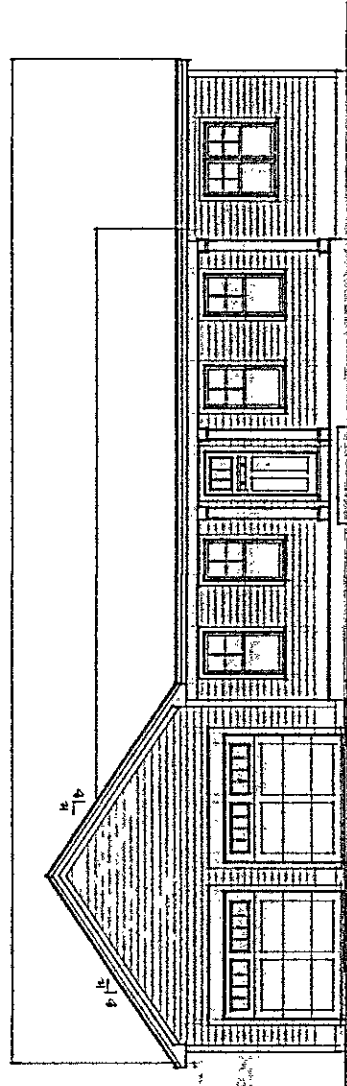
Sheet 1 of 1

DATE

Project Name

Project Address

ENVISIONARY LINES, LLC
RESIDENTIAL DESIGN SOLUTIONS
3700 Anderson Street, Suite 200
Baltimore, MD 21208
Tel: (410) 729-0123



FRONT ELEVATION
Scale: 1/8" = 1'-0"

EAST ELEVATION
3/16" = 1'-0"