

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**November 2, 2017**

The Heritage Commission held its regular monthly meeting at City Hall, 41 Green Street, Concord, New Hampshire, on Thursday, November 2, 2017 at 4:30 p.m.

**1. Call to Order and Seating of Alternates**

Chairman Donovan called the meeting to order at 4:37 p.m.

Present at the meeting were Chair Phil Donovan, Vice-Chair Frederick Richards, members Robert Johnson, Bryant Tolles, Jr., Richard Jaques, and Carol Durgy Brooks. City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance.

**2. Approval of Minutes of October 5, 2017**

Mr. Bryant moved to approve the October 5, 2017 minutes. Mr. Jaques seconded the motion.

Mr. Johnson initiated a discussion about statements he made regarding the process of reviewing the demolition permit for 9 Pearl Street during the October 5<sup>th</sup> meeting. He requested that the October minutes be amended to reflect the discussion that occurred more accurately. He shared a copy of his proposed with the Commission.

Mr. Johnson made a new motion to approve the October minutes, subject to the minutes being revised as presented to the Commission. Mr. Richards seconded the motion. The motion passed unanimously.

**3. New Business**

a. *CLG Annual Report*

The annual report for CLG was completed by Ms. Shank and mailed to the NH Division of historical Resources. This report is filed annually and is required for recertification and for the Commission to apply for grants.

b. *Demolition Delay Ordinance*

Mr. Donovan explained that he, Mr. Richards, and Ms. Shank met with Craig Walker from the Code department to get some clarification on the demolition permit process, the site plan review process, and how the Heritage Committee fits into the process.

Ms. Shank stated that the draft of proposed changes that had been discussed last year included a new definition for historic buildings. She noted that historic building status was intended to be added as a separate criterion for demolition review, and that the draft changes needed to be amended to reflect this. A discussion was held regarding the need to indicate in the ordinance how the Demolition Review Committee determines whether a structure should trigger the delay process. The suggestion was made that the language of the Ordinance be amended to refer to the National Register Standards as a guide for the standards that the Committee would use.

Mr. Donovan noted that they also discussed whether the site plan review process should trigger the demolition review process, which is how it is written now. Ms. Shank suggested that the ordinance be revised to allow Code to notify the Demolition Review Committee of a demolition, without formally starting the time table or the process, in the event that any application involving a demolition is submitted to any City office. This would allow the Committee to reach out to the applicant and discuss alternatives at an early stage if needed. Under this scenario, the formal

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demolition review process and time table would not begin until the applicant submits an application for a demolition permit.

Additional discussion ensued regarding the site plan application requirements and whether applicants must state if there is an intent to demolish any structures. Ms. Shank stated that this item is on the site plan application checklist and is required to be indicated on the plan; however, subdivision plans do not necessarily include a demolition plan.

At this time the less contentious ordinance amendments should be addressed first. In the future, the extension of delay period can be addressed after some of the more immediate issues have been addressed. Mr. Donovan noted that an increase in the delay period will require additional research and discussion with Council. The Commission requested that Mr. Walker attend the next meeting.

**4. Demolition Review**

*a. Committee Report*

Mr. Richards stated that there were no requests to review.

*b. 393 Mountain Road*

Mr. Richards reported on the structure located at 393 Mountain Road. He stated that he did look inside and this structure has been stripped of any and significant architectural features; it is now just a shell.

After discussion, the Committee felt that the structure should still be photographed and document what is remaining as there may be a need for examples to be used for any ordinance amendments; it may be wise to document every demolition that occurs for record keeping.

**5. Follow up Items**

*a. Inventory of Historic Granite Markers – Continuing Project*

Mr. Donovan stated that he has been able to take some photos of markers and is still making progress with the inventory.

*b. Social Media – Follow up from Mr. Woodfin - Flicker*

Mr. Woodfin was not present to provide any update.

**6. Review of Correspondence**

All correspondence was distributed and reviewed. No action was required.

**7. Any other business to come before the Commission**

*a. 26 Centre Street*

Ms. Shank stated that the owner of 26 Centre Street met with the Development Team recently and

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discussed demolishing this building and adding a parking lot, with the potential for a future building but no timeframe was provided. She provided an overview of the existing property and stated that the owner is currently renting another structure on the property to tenants.

A discussion was held regarding the need for parking solutions and uses of vacant areas in the City. It was suggested that someone from the Heritage Commission should look at the issue and reach out to the property owners.

*b. Website Update*

Ms. Brooks asked about the website update meeting. A work session will be schedule to discuss the website and updating pages.

*c. Resignation*

Mr. Donovan submitted his letter of resignation effective after the December monthly meeting. The Commission members thanked Mr. Donovan for his many years of dedicated service to the Heritage Commission members and to the City of Concord.

**8. Adjournment**

There being no further business to come before the commission, Chairman Donovan adjourned the meeting at 5:45 p.m.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist