

HERITAGE COMMISSION

Draft Minutes

April 7, 2011

The Heritage Commission held its regular monthly meeting in the City Council Chambers at 37 Green Street, Concord, New Hampshire, on Thursday, April 7, 2011, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

Chairperson Philip Donovan called the meeting to order at 4:34 p.m.

Present at the meeting were Chairperson Philip Donovan, Vice-Chairperson Frederick Richards, and members James McConaha, Robert V. Johnson II, Carol Durgy Brooks, and Steve Shurtleff. Absent from the meeting were Commission Members Dr. Bryant Tolles, Marilyn Fraser, and Elizabeth Durfee Hengen. City Planner Douglas Woodward and Administrative Specialist Donna Muir were also present.

Chairperson Donovan elevated the alternate members to full member status for the meeting.

2. Minutes of the February 3, 2011 and March 3, 2011 meetings:

The Commission considered the minutes of the February 3, 2011, Heritage Commission meeting. A motion was made by Mr. Shurtleff to accept the minutes as presented and seconded by Vice Chairperson Richards. Chairperson Donovan asked if there was any discussion regarding the minutes. The motion to accept the minutes of the February 3, 2011, meeting passed unanimously.

The Commission also considered the minutes of the March 3, 2011, Heritage Commission meeting. A motion was made by Mr. Shurtleff to accept the minutes as presented and seconded by Vice Chairperson Richards. Chairperson Donovan asked if there was any discussion regarding the minutes. The motion to accept the minutes of the March 3, 2011, meeting passed unanimously.

New Business:

- a. *Further Consideration of the Historic District Application by Robert and Sherri Morrill at 278 North Main Street, which was granted in part and tabled in part by the Commission on March 3, 2011.*

Chairperson Donovan stated that the remaining portion of the historic district application that had been tabled at last month's hearing was being withdrawn by the applicants. Mr. & Mrs. Morrill had decided not to replace the windows on the main portion of the house and submitted a letter withdrawing the portion of the application dealing with the replacement of windows identified as # 1 and #2. At the February 3, 2011, Heritage Commission meeting, approval was granted for the installation of proposed windows identified as # 3 and # 4 on the north and south sides of the so-called shed addition to the house, and the relocation of the door from the north side to the east side of the shed.

Vice-Chair Richards questioned which windows were not to be replaced, and Mr. Johnson questioned the clarity of the letter received from the Morrills. Chairperson Donovan cleared up the questions and reviewed Mr. Woodward's letter to the Morrills dated March 16, 2011. Ms. Brooks stated that it was her understanding that the portion of the application which was tabled was not

going to be further addressed. Mr. Johnson acknowledged that item # 2 of the application was being withdrawn.

A motion was made by Mr. Shurtleff to take item # 2 of the application off the table. Vice-Chair Richards seconded the motion. There being no further discussion, the Heritage Commission voted unanimously to approve the motion.

Chairperson Donovan asked that Mr. Woodward prepare a Certificate of Approval for item # 1 of the application.

Mr. McConaha stated that he followed up with Mr. & Mrs. Morrill after the February meeting, providing them with a list of contractors who are versed in historic window renovations and an article regarding the benefits of wooden window sashes. He also stated that he had driven by the property and noted that the work on the outside of the shed had been completed and that the new windows are proportionate to other windows on the house and look good.

Mr. McConaha also stated that he found another set of guidelines for historic properties, which included a checklist that the Heritage Commission could use when applications are presented.

b. *Further consideration of the upcoming revisions of the Planning Board's Site Plan Review Regulations as they relate to demolition and preservation of historic structures.*

Chairperson Donovan asked whether the Master Plan Regulatory Committee, which was created in December 2010, had met and had anything to report. He stated that he had received information from Ms. Hengen stating that she didn't think there was much new that the Heritage Commission could offer to the Planning Board regarding demolition of properties having historic significance. One of the items that she found was that some municipalities require that all permits/approvals be completed prior to the demolition of any of these buildings, so that the building isn't demolished and then it is found that the new building cannot be constructed. Another of Ms. Hengen's findings was that some communities have demolition waiting periods from six months to one year. The City of Concord's ordinance provides a 49-day waiting period.

Mr. Woodward stated that the Planning Board would be holding another meeting on May 4, 2011, for additional review of the Site Plan Review Regulations, which is the day before the Heritage Commission's next meeting.

He also stated that CATCH is planning renovations on the Endicott Hotel which will upgrade both the residential and commercial space. He thought that CATCH's decision to upgrade the property was commendable, especially in light of the fact that no private developers have recently opted for upgrading and instead seem to look to demolish historic buildings. Mr. McConaha suggested that the Heritage Commission give CATCH an award and have a public ceremony so that the community better understands the importance of rehabbing older buildings.

Mr. McConaha asked whether the Planning Board is still holding review sessions on the Site Plan Regulations. Mr. Woodward stated that at present the Planning Board is reviewing the Site Plan Regulations privately, but will be holding public hearings for public comment in the near future.

Mr. Johnson asked if there are any procedural matters that are brought to the attention of the Planning Board prior to the Heritage Commission being involved. Mr. Woodward stated that in the recent past, Abbott Village and Scandia Hall have been presented to the Planning Board who then in turn notified the Heritage Commission.

Chairperson Donovan asked if anyone remembered the enhancements for the rules for demolition delay that Craig Walker had presented in the past. Mr. Johnson said he remembered a chart of some kind. Mr. Woodward suggested that it was something that Mr. Walker created when he became the Zoning Administrator. Chairperson Donovan asked whether that could be dug up and incorporated into what the Heritage Commission is looking to provide to the Planning Board.

Vice-Chair Richards asked what the deadline was for presenting any suggestions to the Planning Board. Chairperson Donovan stated that since the Planning Board is already meeting and reviewing the Site Plan Regulations, the Heritage Commission would need to present suggestions to the Planning Board within the next month or two. Mr. Johnson stated that he would coordinate a meeting of the Master Plan Regulatory Committee.

c. *Further consideration of an application for a Certified Local Government Grant in May of 2011.*

Chairperson Donovan asked Vice-Chair Richards to provide an update to the Commission regarding the letter of intent for the Certified Local Government Grant for 2011. Vice-Chair Richards stated that the letter of intent was submitted to the NH Division of Historic Resources on March 31, 2011. The project proposal was for the determination of eligibility survey of Concord's historic 19th Century manufacturing facilities along the South Main Street Corridor. He said that the project was selected because of the revitalization that has begun in the South Main Street area. He said that this project would help bring to light some of the important manufacturing names, such as the Holt Brothers, E.B. Hutchinson, Abbot-Downing, and others.

Chairperson Donovan asked when the grant application would be due. Vice-Chair Richards stated that the due date for submitting the application is May 15, 2011. Mr. Woodward reminded the Heritage Commission that they would need to have this matter placed on the City Council's agenda in order to get approval to apply for and receive grant funding. Mr. Woodward also asked whether Ms. Hengen had been made aware of the proposed project, as he was aware of the work she did in the mid-1990s on the South Concord Development area. Mr. McConaha stated that Ms. Hengen was aware of the proposal and that the work she had done in the past was not an official survey or inventory, but more informational in nature.

Ms. Brooks asked whether any of the buildings would be excluded from the survey because of the limiting nature of the 19th Century timeframe in the letter of intent. Vice-Chair Richards stated that he would write the grant to include the mid-1800s through the mid 1900s. Mr. McConaha stated that the manufacturing heyday in Concord was from the Civil War through the end of World War II.

Vice-Chair Richards made a motion to accept the project proposal and to approve submitting the grant proposal to the NH Division of Historic Resources, as well as to request City Council approval. Ms. Brooks seconded the motion. Hearing no further discussion, the Heritage Commission voted unanimously to approve the motion.

Old Business:

d. *Permanent location for the Governor Isaac Hill Monument.*

Mr. Johnson stated that he has spoken with Mayor Bouley and City Manager Tom Aspell and will follow up with them to set a time for a site visit to discuss the proposed permanent location for the Governor Isaac Hill Monument.

e. *Demolition Review – Committee Report.*

Vice-Chair Richards stated that the automobile dealers on Manchester Street were undergoing renovations. Concord Nissan has submitted a demolition review application for the house on the property. Vice-Chair Richards doesn't believe that the building has any historic significance. Mr. McConaha said that he went to see the property and felt that the demolition of the house had already begun. Chairperson Donovan stated that he visited the property a few hours prior to the Heritage Commission meeting and nothing had been demolished except a wooden jungle gym in the front yard. Mr. Shurtleff also stated that he had visited the property that afternoon and no demolition had taken place. Chairperson Donovan said that Craig Walker, the City's Zoning Administrator, spoke with Concord Nissan officials to ensure they understood the demolition review process.

Other sites that will be reviewed under the demolition review process include a garage located at 44 South Spring Street and a railroad building on Langdon Avenue.

Vice-Chair Richards asked if the old Steenbeke building was up for sale. Mr. Woodward said that the building is empty, but there was talk by a realtor that a possible buyer was interested in turning the building into office space and removing the blue metal shell. To date, nothing formal has been received.

Chairperson Donovan asked whether there was a proposal for a climbing gym in the City. Mr. Woodward said that there is a proposal for a climbing gym on Langdon Avenue, where the new Concord Steam plant is proposed. Mr. McConaha asked in what zoning district the property was located. Mr. Woodward said that it is located in part of the Opportunity Corridor Performance District.

There being no further business to come before the Commission, a motion was made by Ms. Brooks and seconded by Vice-Chair Richards to adjourn the meeting. The motion carried. The Chairperson adjourned the meeting at 5:30 p.m.

A TRUE RECORD ATTEST:

Donna Muir
Administrative Specialist