

**HERITAGE COMMISSION
Meeting Minutes**

March 7, 2013

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, March 7, 2013, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

The Chair called the meeting to order at 4:36 p.m.

Present at the meeting were Chair Phil Donovan, Members, Richard Jaques, Dr. Bryant Tolles, Fred Richards, and Alternate Member Marilyn Fraser, who was seated for Member Brooks. City Planner Gloria McPherson and Administrative Assistant Donna Muir were also present.

2. Minutes of the February 7, 2013 meeting:

The Commission considered the minutes of the February 7, 2013, Heritage Commission meeting. A motion was made by Mr. Jaques to accept the minutes as written and seconded by Dr. Tolles. Motion carried unanimously.

3. New Business:

a. Discussion of 2013 CLG Grant round

Ms. McPherson stated that letters of intent for the Certified Local Government (CLG) Grant round are due on March 29th and because she would be away from the office at that time, she would need to finish the letter of intent by March 22nd. The Commission discussed possible projects that would be appropriate for the CLG grant and reviewed the letter from the NH Division of Historical Resources (NHDHR) responding to the Heritage Commission's 2012 CLG letter of intent proposing a reconnaissance survey of carriage houses and urban barns.

Ms. McPherson stated that she spoke with the Housing Commission, which is interested in having the carriage houses and urban barns surveyed as it would lay the ground work for working on a zoning amendment for accessory dwelling units. The Chair stated that there was value to surveying these buildings as it would fit well with the work that the Planning Division is doing with zoning for accessory dwelling units and allowing them to be converted could help in preserving these carriage houses and urban barns.

Mr. Richards suggested that 50-year old and older auto garages could be included in the survey, even though they would not be appropriate for conversion to accessory apartments. The Chair stated that adding these garages may dilute the project.

Ms. McPherson stated that the NHDHR was more interested in the Heritage Commission choosing a specific neighborhood to conduct a thorough thematic overview of these historic resources.

The Commission discussed a few neighborhoods that would be appropriate to focus on for the grant request. The Abbot Downing neighborhood and the area between Washington Street to Pleasant Street were two neighborhoods that were suggested by the Commission.

Mr. Jaques asked what purpose the surveys serve. Ms. McPherson stated that the surveys serve to document historic properties, as well as helping in future planning and zoning changes. The Chair stated that the longer term benefits can serve to preserve historic resources, as zoning and planning can be utilized to allow for alternate uses for the resources.

Ms. Fraser moved to go forward with submitting the letter of intent for conducting a thorough survey in the Washington Street to Pleasant Street area of carriage houses and urban barns, following the suggestions of the NHDHR. Mr. Jaques seconded the motion. Motion carried unanimously.

Ms. McPherson stated that she would prepare the letter of intent and forward it to the Heritage Commission for review, prior to submitting to the NHDHR.

- b. Consideration of a special meeting on March 21 or March 28 to review proposed plans for Walker School before the April ZBA variance requests

Ms. McPherson stated that she received a call from Liz Hengen explaining that the Walker School project is scheduled for the April Zoning Board of Adjustment (ZBA) meeting to review requested variances. She suggested that the Heritage Commission hold a special meeting to review the plans prior to the ZBA meeting. March 21st was chosen as the date for this special Heritage Commission meeting and the times of 12 noon or 4:30 pm were suggested. Ms. McPherson stated that she would contact the consultants regarding a specific time for the meeting and confirm with the Heritage Commission.

- c. Discussion of draft template for future documentation projects

The Chair reported that Mr. Jim Garvin presented a draft template for future documentation projects to the Heritage Commission at their meeting last month. He explained that this draft template would serve to formally document properties that are disappearing. He stated that there should be varying levels of documentation depending on the historic significance of the property and that the review of this draft template could be used as a guideline. Dr. Tolles stated that the draft template was very comprehensive.

Ms. McPherson stated that the biggest concern is generating funding for implementation and how the collection of fees that could fund the documentation of properties could be linked to the demolition permit. She stated that a permit fee would need to be approved by the City Council and she would work with Mike Santa, the City's Code Administrator. She thought that currently all money collected in fees goes into the General Fund.

The Chair reiterated that the draft template is a workable and changeable template and it may be revised in the future. Mr. Richards suggested that having measured drawings prepared on a property is above and beyond what the State and Federal registers require and that it can be very time intensive.

The Chair suggested that this could be an optional item of documentation depending on the historic significance of the property.

Dr. Tolles suggested that the requirement for detailed drawings of important diagnostic features could also be optional. Ms. McPherson stated that not all buildings have these features. She suggested that photographs of important diagnostic features could be mandatory for those buildings having such features and the detailed drawings be optional depending on the property's features. Mr. Richards suggested that it should be required that the photographs have a scale in them.

Mr. Jaques moved to adopt the draft template for property recordation with the following changes:

- Measured drawings would be required depending on the historical significance of the property
- Photographs including a scale would be required for all important diagnostic features of a property and detailed drawings would be required depending on the features.

Dr. Tolles seconded the motion. Motion carried unanimously.

4. Regular Business:

a. Demolition Review – Committee Report

Mr. Richards stated that there is a demolition delay application for a small farmhouse at 82 Hoit Road. He explained that he, the Chair, and Jim Garvin visited the site with Lauren Collins from NECN News. Mr. Richards explained that Mr. Garvin dated the house from the 1840s or 1850s. He stated that the building is going to be torn down and that the developer will be building a new house on the property, but not in the same place as the current house, so that there is a little bit of time before the house is torn down for documentation to be completed on the building. Mr. Richards said that the developer will allow the Demolition Delay Committee to salvage some of the historic items of the house and that Mr. Garvin will likely store these items in his barn. It is hoped that these items could be used by Plymouth State University for their historic preservation courses.

Mr. Richards said that he will use the template for property recordation as a test and that he has volunteered his time to do this recordation pro bono. He also volunteered to continue to document any properties that will come before the Demolition Delay Committee, until the City Council is able to act on permit fees which will provide funds for property recordation. He suggested that these recordings could be used to show the City Council the benefits of the recordation program.

5. Informational Items:

- ##### a. Downtown Complete Streets Improvement Project – Informational Meeting for Consulting Parties under the Section 106 Process to be held in Council Chambers, Tuesday, March 12th at 6:00 p.m.

Ms. McPherson stated that the Heritage Commission is a consulting party and members should try to attend the March 12th meeting. The Chair stated that he had a conflict and would not be able

to attend. Mr. Richards explained that he may be able to attend the meeting and will confirm with the Chair.

- b. NH DHR Request for Project Review – Capital Complex Security Infrastructure Enhancements – State House and Legislative Office Building

The Chair noted that this is an information item and no response was required by the Commission.

- c. NH DHR Request for Project Review for Transportation Projects – Replacement of bridge that carries Route 3A over I-93

The Chair noted that this is an information item and no response was required by the Commission.

There being no further business to come before the Commission, a motion was made by Mr. Jaques and seconded by Mr. Richards to adjourn the meeting. The motion carried unanimously and the meeting adjourned at 5:20 p.m.

Gloria McPherson
City Planner