

HERITAGE COMMISSION
Meeting Minutes
December 5, 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, December 5, 2013, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

The Chair called the meeting to order at 4:30 p.m.

Present at the meeting were Chair Phil Donovan, and Members Carol Brooks, Richard Jaques, Robert Johnson, Fred Richards, John Regan and Council representative Steve Shurtleff. Acting City Planner Stephen Henninger and Administrative Specialist Patricia Murray were also present.

2. Approval of Minutes of the November 7, 2013 meetings:

The Commission considered the minutes of the November 7, 2013 Heritage Commission meeting.

Mr. Shurtleff moved to approve the November 7, 2013 Minutes. Mr. Jaques seconded the motion and the motion passed unanimously.

3. New Business

a. Update on the 2013 CLG Grant – Carriage Houses and Urban Barns

Mr. Henninger advised that the contract was awarded to Christopher Williams Architects. Mae Williams will be in charge and the project is moving along promptly. The project is in the research stage now and the intent is to have a context report in February/March containing contacts, history and historical value for a scheduled meeting in March or April. Individual analysis sheets are scheduled to be due in July. Mr. Henninger stated that the Heritage Committee is responsible for sending approval submissions to the State. Chair Donovan charged the sub-committee; Mr. Donovan, Mr. Richards and Mr. Jaques, with this task.

4. Regular business

a. Demolition Review – Committee Report

A discussion about the East Concord property ensued. The new building looks similar to the demolished one. The Commission was never notified of the demo permit from Code. Councilor Shurtleff suggested sending a letter from the Commission to Code asking for the process. Mr. Richards stated that Ms. Fife from Code does send him copies of the demo permits. Ms. Brooks stated that Heritage Commission should be notified of every permit

including the buildings deemed hazardous. Mr. Henninger will speak with Code about the process.

b. Heritage Sign Program

Ms. Brooks reported that she has one submitted application that is incomplete and is working with the applicant.

c. Update on Demolition Permit funding

Mr. Henninger researched this effort and reported that a substantial increase in fees would have to be implemented and a consultant would have to be hired as a requirement. Councilor Shurtleff suggested asking for an increase in the Heritage budget. After some discussion it was decided that the Committee should ask other communities about their process. Ms. Brooks suggested making use of user fees for studies similar to traffic, water and sewer studies. She suggested that the demo applicant pay for the study. After discussing the Commission's history with this issue it was decided that this should become a priority once again. Mr. Richards will forward the list that was generated about demolition regulations. Ms. Brooks would like to see a demo permit that allows denial. Mr. Richards will research other communities and will report at next month's meeting.

5. Informational Items

Chair Donovan reported that a meeting regarding the Gas Holder building was being held at DHR on Monday at 1:30. Ms. Brooks reported that she noticed some patch work on the shingles but nothing else. Chair Donovan will not be able to attend the meeting. Mr. Jaques volunteered to attend. Mr. Henninger stated that he or Ms. Hebert may be able to attend.

Ms. Brooks and Councilor Shurtleff inquired about the data on the granite markers which was done in the past. Ms. Murray will forward the data to the Committee members.

6. Any other business to come before the Commission

7. Parking Permits for Committee Members

Ms. Murray distributed 2014 parking permits.

There being no further business to come before the Commission, Mr. Johnson moved to adjourn the meeting. Ms. Brooks seconded the motion and it passed unanimously.

Adjournment at 5:30 pm.

Respectfully Submitted,

Stephen Henninger
Acting City Planner