

**HERITAGE COMMISSION
Meeting Minutes
April 3, 2014**

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, April 3, 2014, 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, Robert Johnson, Bryant Tolles, Fred Richards, Richard Jaques, Stephen Shurtleff, John Regan and Marilyn Fraser. Assistant City Planner Steve Henninger, City Planner Nancy Larson and Administrative Specialist Patricia Murray were also present.

2. Approval of Minutes of the March 6, 2014 meeting:

The Commission considered the minutes of the March 6, 2014 Heritage Commission Meeting.

Mr. Jaques moved to approve the March 6, 2014 minutes as written. Mr. Richards seconded the motion and the motion passed unanimously.

3. New Business

a. Update on CLG – Carriage House Study.

Mr. Henninger stated that he will set up a time for the sub-committee and Mae Williams to go over the drop box folder.

b. Report by Member Richards in regards to NH Division of Historical Resources study of demolition review.

Mr. Richards has been researching demolition review ordinances and how to enhance revenue by collecting fees. He conducted a study done of different demo reviews country wide. Mr. Richards has information that he will e-mail to Commission Members. He stated that his research found that the level of administrative procedures for fee exaction was not included in any material available. Mr. Richards noted that there is a great similarity of demo reviews when comparing Concord's to other communities. What does differ is the historic time factor; some communities use 75 or 30 years while Concord uses 50 years. Other communities also have slightly larger square footage requirement; Concord's is 500. Since Mr. Richards could not find the information sought, he is willing to make some phone calls to other communities that administer the fees to inquire about protocol.

Chair Donovan gave an overview of the Demolition Review stating that most demolitions are documented by a few photos only and that there is no repository to store those in. Discussion ensued about the demolition process and how to document the projects. Ms. Larson will speak to Craig Walker, Code Administrator, to find out how cumbersome or reasonable a fee structure implementation and collection of studies would be.

c. Sewalls Falls Bridge reconstruction - project mitigation

Mr. Henninger distributed a draft proposal to be submitted to Ed Roberge, City Engineer, for the City Council's consideration. The proposal consists of report and research, historic monuments, and web page publishing components. The Commission stated the proposal looked good and discussed the benefits of having a web page dedicated to Historical Concord.

4. Regular business

a. Demolition Review – Committee Report –

Mr. Richards reported that the buildings in front of the Pleasant St. Clinic have been removed and as much as possible was salvaged. Chair Donovan stated that there is some action on the Gas House and Ms. Fraser reiterated that a lot of work is being done. Mr. Henninger reported that the house at 280 N. State Street (across from the prison) will most likely be demolished and that house at 26 Branch Turnpike will also be demolished.

b. Heritage Sign Program

No update.

c. Update on Demolition Permit funding

No update.

5. Informational Items

None this month.

6. Any other business to come before the Commission

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

Chair Donovan adjourned the meeting at 5:30 pm.

Respectfully Submitted,

Nancy Larson
City Planner