

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**June 4, 2015**

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, June 4, 2015, 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 (4:50), and Bryant Tolles. City Planner Nancy Larson and Administrative Specialist Patricia Murray were also present.

Chair Donovan announced Marilyn Fraser's resignation from the Heritage Commission. He noted Ms. Fraser's commitment and service to the City and thanked her for her many years of service.

**2. Approval of Minutes of the May 7, 2015 meeting:**

The Commission considered the minutes of the May 7, 2015 Heritage Commission Meeting.

Ms. Brooks moved to approve the May 7, 2015 minutes as written. Dr. Tolles seconded the motion and the motion passed unanimously.

**3. New Business**

**a. Discussion on changes to the Demolition Review Ordinance (Article 26-9)**

Mr. Johnson stated he is not aware of the status of this item. Chair Donovan stated he and Ms. Larson met several times with Mr. Craig Walker, Code Administrator, regarding proposed changes. They also talked about old changes and new changes to demo review ordinance and the need to lengthen the timeline. Mr. Johnson stated that as time goes by he is reviewing and finding more changes that could be made.

Ms. Larson stated she will talk to Mr. Walker next week to see when the changes can be made. Ms. Larson stated her notes show changing the timeframe to 90 days which is time for the Commission to document the structure. She asked how the Commission feels about Mr. Walker's initial proposed changes. The Commission would like to meet one more time before Ms. Larson presents the changes to Mr. Walker. Ms. Larson will put the changes together and bring it to the Commission, hopefully for the next meeting.

**4. Regular business**

**a. Demolition Review – Committee Report**

Mr. Richards reported on the City owned house on Prince Street which was being rented through the Housing Authority. The City plans to demolish the building. Mr. Richards stated he will sign off on the demolition permit soon.

**b. Heritage Sign Program**

Ms. Brooks stated there were two new applications; one new regular sign application and one new 250 sign application.

Ms. Brooks reiterated the dates of 250 events; Sunday June 7<sup>th</sup> at the Audi, time capsule reveal – 5:30 ice cream social and 6:00 capsule opening; Mr. Jaques and Mr. Richards will be present along with Ms. Brooks.

Saturday August 15<sup>th</sup> at white park tent, food, etc. from 1 – 5pm. Mr. Jaques and Mr. Richards will be at both events. Ms. Brooks will be unable to attend August 15<sup>th</sup>.

Chair Donovan stated he spoke to Liz Hengen regarding a downtown sign program. He stated that the Heritage Commission name may not be the appropriate venue but referred Liz to Russ.

Ms. Brooks is waiting to hear for full concord chats date in fall.

Chair Donovan again encouraged members to make an effort to apply for a Heritage 250 Sign.

**c. Update on Demolition Permit funding**

Ms. Larson updated the Commission on the budget. She will report more fully at the next meeting.

**d. Doyen Park Monument - continued from April 2, 2015**

No update.

**5. Informational Items**

**a. Status of the Gasholder building roof repairs.**

Chair Donovan stated a plastic tarp was nailed back but the roof is still open to the weather. Has called the new person and left message. He has not received a return call.

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

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

Chair Donovan adjourned the meeting at 5:15 pm.

Respectfully Submitted,  
Nancy Larson  
City Planner