



## **Somersworth Historic District Commission**

One Government Way  
Somersworth, NH 03878

Minutes of Workshop Meeting of 22 June 2016 – Third Draft

### In Attendance:

Al Marotta, Chair  
Councilor Martin Dumont, City Council Representative  
Laura Barry, Alternate  
Richard Brooks, Commissioner  
Arthur Hendrickson, Commissioner (arrived late)  
George Poulin, Commissioner.  
Tim Metivier, City Code Inspector  
Pius Charles Murray, Secretary/Commissioner

### In Absentia:

Beth Poulin, Commissioner

### Invited Guests Present:

Shanna Saunders, Somersworth Director of Planning and Community Development

### *Agenda*

I. Call to Order: The Chair called the Workshop to order at 6:00 P.M.

### II. Workshop Business

A. The Chair introduced the theme of the Workshop, HDC Goals for the next twelve months.

1. The Chair introduced as the HDC's first goal the set of five proactive approach proposals submitted by the City's Planning Department staff as follows:

- (a.) Informing residents when their property is in the Historic District and what that means:
    - i. Door hangers hung annually with City contact info
    - ii. Welcome letter sent after Assessing receives new ownership deed
    - iii. Ability to get copies of their Survey “Resource Form.”
  - (b.) Somersworth as CLG can get grant money to update our 2001 design guidelines and fund some of this public outreach.
  - (c.) Contacting all DHHS “Under Order” SFH properties regarding lead abatement funding available. Assisting property owners through the application process.
  - (d.) Contacting all commercial properties regarding 79E tax relief available through the Council. Assisting property owners through the application process.
  - (e.) Pursuing certification of our Historic District to allow commercial property owners to apply for Preservation Tax Credits – federal income tax credits equal to 20% of the cost of rehab.
2. The Chair wrote Mr. Brooks's suggestions on a draft board as follows:
- (a.) To communicate better with residents;
  - (b.) To conduct HDC proceedings more professionally;
  - (c.) To update HDC guidelines and appropriate city ordinances;
  - (d.) Resize the Historic District;
  - (e.) To update the Historic District Survey plans
3. The Chair wrote the recommendations of Ms. Barry on the draft board:
- (a.) To complete the city staff's goals;
  - (b.) To send residents of the city's Historic District identifying benefits of living in the Historic District (see letter dated 24 April 2008);
  - (c.) To hold workshops for Historic District residents informing them of grants available for renovations;
  - (d.) To make appropriate annual awards (e.g. best restoration, etc.).
4. The Chair wrote the suggestions of Mr. Murray on the draft board:
- (a.) To hold a meeting with the Mayor and City Council;
  - (b.) To have the HDC do a self-study to determine any specializations it would like to have in its membership (e.g. an architect, a period specialist, etc.);
  - (c.) To establish a fund to assist Historic District residents with grants to fund the partial cost of renovations.

Mr. Metivier stated that he has discussed the proposal to establish a fund to help Historic District residents defer the cost of renovations on the state level and has received enthusiastic reaction but at the same time has been informed that establishing such a fund would be a long-range activity.

The Chair asked Councilor Dumont in what wards were the most historic parts of the city. Councilor **Dumont** responded that the Mill section in Wards 1 and 2 are the oldest. Since they are less populated than other wards, holding workshops or outreach might not be as effective.

Councilor Dumont added that SCDC is a loan that also assists business owners by offering below market interest rates for preservation.

The Chair asked Ms. Saunders if the city planning staff was aware of all these types of grants to help residents and business owners, particularly in the Historic District. She responded that they were learning fast.

5. Councilor Dumont strongly encouraged developing informational materials to put on channels 22 (the city government channel) and 95 (the school channel). Mr. Metivier added that the school's channel was undergoing an extensive renovation this summer to build a broadcasting studio. With the new facilities, the school may wish to send students out with a camera to do on-location news stories, some of which could highlight the interests of the Historic District Commission. Councilor Dumont recommended that the Chair contact Jenny Holmes at the school for more information.
6. There was considerable discussion concerning the ranking of the recommendations made. All of the above listed recommendations were ranked as #A (immediate, current year), #B (short-range but over a year), and #L (long-range). The consensus of the Historic District Commission for its top five goals in 2016-2017 were as follows:
  - (a.) Goal #1 Accomplishment of the goals set by the City Planning Department;
  - (b.) Goal #2 More professional conduct of HDC meetings in general and possibly in preparation for being televised;
  - (c.) Goal #3 Recommendations on re-sizing the configuration of the Historic District;
  - (d.) Goal #4 For the HDC to meet with the Mayor;
  - (e.) Goal #5 To more actively use both channels 22 and 95.
7. Please see attachments for additional details concerning this HDC Workshop.

B. No additional Workshop Business

### III. Adjournment

The Chair adjourned the Workshop at 6:55 P.M.

Respectfully submitted,  
*Pius Charles Murray*  
(Mr.) Pius Charles Murray, Secretary

Notes From HDC Goal Setting Meeting by the Chair, Albert Marotta

6-22-2016 list of possible items to be accomplished.

Year 7/16-7/17 1. City staff 5 items for a proactive approach to HDC copy attached work in process per Shauna Saunders.

2. Better communications from HDC to community, as an example, utilizing channel 22, mailing introductory letter to all property owners in the district, participation in other forums, Coming up with a mission statement. Making State historic brochures available to residents of the city.

3. HDC meetings conducted in business like manner, with an eye toward possibly televising the meeting.

4. Look into reshaping or resizing the historic district borders.

5. Joint meeting with Mayor and/or City Council, to review expectations and goals.

Year 7/17 and beyond

1. Refine and revise guidelines and Ordinance with assistance of City Staff and State offices to bring them in line with current practice.

2. Submit one property per year for NHRP recognition.

3. Revise submittal requirement for HDC requests to be closer in scope to Planning Board requirements.

4. Sponsor State and/or Tri-City historic workshop.

5. Award plaques to outstanding properties in the district reno's or just great upkeep.

6. Make Reno funds avail for Homes and Business thru Somersworth Housing authority.

7. Encourage building professionals membership on HDC.

8. Regular Channel 22 spot for HDC news.(working with H/S media center.

fosters.com

A Service Of seacoastonline.com

By Judi Curriejcurrie@seacoastonline.com

June 24.2016 4:02PM

<http://www.fosters.com/news/20160624/historic-district-seeks-to-impr...>

Historic District seeks to improve communication

SOMERSWORTH — Better communication was one of the top goals discussed at the Somersworth Historic District's workshop session Wedn

Having one of the largest historic districts in the state, the district includes a lot of homeowners and businesses so communication is importal

The HDC is responsible for upholding the guidelines of the Historic District and enforcing them through the application process. The Commis in an advisory role to property owners and other officials and boards regarding historic preservation.

There are two separate overlays that were established in 1987: the Hilltop Historic District and the Commercial Industrial Historic District.

While they encompass more than 300 homes and cover most of downtown, key sections like the Somersworth Plaza, the old police station al are not included.

HDC chair Albert Marotta said the goal-setting process started a month ago and everyone was asked to give suggestions.

Commission members talked about communication challengæ such as homeowners not being made aware of the rules when they bough understanding the process and not being aware of resources.

Alternate member Richard BIV0ks said it is too easy to lent or buy in Somersworth and not be aware of the rules.

"Realtors could hand out pamphlets that explain what work does or doesn't need approval," Brooks said.

Brooks also said there should be a lot more information on the city website as well as "a knowledgeable person who can answer question:

HDC's guidelines."

Alternate member Laura Barry suggested workshops, an annual conference and awards for best practices. She thought pamphlets from the st; benefits could be useful.

City Councilor Martin Dumont said they could look at a Tri-City workshop. Dumont, the chair of the Somersworth Housing Authority, said Community Development Corporation can make low-cost loans for certain renovation work.

"We have about \$700,000 loaned out," Dumont said. "Hopefully that will increase."

Marotta said they need to let people know about this type of program.

Dumont said a lot of information can be put on channel 22, the city's government channel.

Shanna Saunders, director of planning and community development, said she is drafting a letter to affected homeovsmers to let them know abl abatement.

There is also a workshop on June 30 at 4 p.m. for the city's tax incentive program.

The group also spent some time discussing the need to run the meetings in a more professional manner and the new chair was encouraged to stay on topic.

Other goals included continuing the nominations of properties to the National Register of Historic Places. Barry cautioned the process is very time consuming, but Marotta felt the frequency of applications would be looked on favorably.

The group also set a goal of further discussions about the size of the district. Because of inconsistencies, some truly historic properties fall out:

To: Hon Mayor Hilliard

Date: May 9, 2016 Re: Historic District Commission

Proactive Approach:

- 1) Informing residents when their property is in the Historic District and what that means
  - a. Door hangers hung annually (see attached) with City contact info
  - b. Welcome letter sent after Assessing receives new ownership deed
  - c. Ability to get copies of their Survey "Resource Form" (see attached example)
- 2) Somersworth as CLG can get grant money to update our 2001 design guidelines and fund some of this public outreach.
- 3) Contacting all DHHS "Under Order SFH properties regarding lead abatement funding available. Assisting property owners through the application process.
- 4) Contacting all commercial properties regarding 79E tax relief available through Council. Assisting property owners through the application process.
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April 24, 2008

Dear Property Owner:

## SOMERSWORTH

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Did you know that your property is in one of the Somersworth Historical Districts? Don't worry; this is a good thing. Today, the impact of this regulatory program is clear: protecting historic resources makes economic sense and stabilizes neighborhoods. They have strengthened the economy of the City and stabilized and improved property values within the City. They also foster civic pride in the City's rich history, enhancing the attractiveness to its homebuyers, homeowners, residents, tourists, visitors, businesses and shoppers.

## HISTORY

The City of Somersworth has a rich collection of architecture and landscapes that date back to the eighteenth century. The quality, craftsmanship and beauty of these properties are an important part of the City's special character and heritage. In 1987 the City

adopted a comprehensive historic preservation ordinance to help protect this legacy. Today, approximately 300 properties are protected as part of the historic district. In fact, Somersworth has the largest quantity of properties within a historic district in the State of New Hampshire.

## HISTORIC DISTRICT COMMISSION

The City's Historic District Commission (HDC) is responsible for identifying and protecting historic properties in the Somersworth historic districts. In addition, the HDC has jurisdiction to review and approve applications and provide the applicant with a Certificate of Appropriateness to ensure compliance with the historic ordinance.

## INTENT OF THE HOC

The intent is to apply design standards in a reasonable and flexible manner. This will prevent the unnecessary loss of the community's historical features and ensure compatible construction and rehabilitation in historic districts. It is not intended to stifle change and development or force modern recreations of historic styles.

## HISTORIC ACTIVITIES REQUIRING APPROVAL

If your property is located within the historic district, you must receive advanced approval before proceeding with any alteration or improvement readily visible from a public way.

The following activities require approval:

### Alterations, Removal and Repair:

Architectural details (for example, porch spindles and columns, railings, window/door moldings, and roof cornices);

Window and door replacement;

Installation or replacement of siding;

Masonry and stucco work, including re-pointing, repairing, painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted; and,

Installing or replacing of either roofing or gutter when they are a significant or integral feature.

Additions and New Construction: Construction of rooftop additions; Adding decks; and,

Alteration of accessory structures such as garages or storage sheds.

### Exterior Utilities and Signage:

Exterior lighting fixtures and light signs;

Installation or alteration of any exterior sign, awnings, or related lighting; and, Exterior utilities, including mechanical, plumbing, and electrical when placed on or near street-fronting facades.

### Site Alteration:

Site features other than vegetation, including stonewalls, fencing, paving and grading.

### Moving and Demolition:

Moving of structures or objects on the same site or to another site; and Any demolition or relocation of a landmark or contributing structure within a district.

NOTE: Minor alterations (Projects of Minimal Impact), such as repair and/or replacement of a fence, shed, siding, garage, alteration of grading or erection of signage, are typically reviewed and may be approved by the City Planner and Building Inspector prior to the issuance of any building or demolition permit.

## DISTRICT BOUNDARIES

The location and boundaries of both the Hilltop Historic District and the Industrial and Commercial Historic District are shown on a map entitled "Historic District, City of

Attend the biennial New Hampshire Preservation Alliance conference. The Alliance also publishes a newsletter with news and helpful information. For more information: [www.nhpreservation.org](http://www.nhpreservation.org)

Contact the New Hampshire Division of Historical Resources about a training workshop. NHDHR publishes a quarterly newsletter that is distributed with Alliance's newsletter; it also serves as a clearinghouse for locally designated historic districts throughout the state. For more information: [www.nh.gov.nhdhr](http://www.nh.gov.nhdhr)

The National Park Service has a website for historic district and preservation commissions that is particularly helpful on establishing design guidelines:  
<http://www2.cr.nps.gov/workingonthepast/roletheyplay.htm>. NPS also publishes preservation briefs, in-depth booklets on restoration, rehabilitation and

maintenance issues. The titles are listed on their web site and the briefs can be downloaded: <http://www2.cr.nps.gov/tps/briefs/presbhom.htm>.

The Connecticut Trust for Historic Preservation has an excellent web site with preservation and restoration help:

Traditional Building magazine has a number of online articles, including several on roofing materials: <http://www.traditional-building.com/b.htm>.

Old House Journal is another publication that has helpful online information:  
<http://www.oldhousejournal.com/index.shtml>

#### Further Suggestions for Outreach

Publicize newly passed state legislation (HB657) granting temporary tax relief for newly rehabilitated under-utilized downtown buildings

Prepare a Historical Resources chapter for inclusion in the Master Plan Amend the Purpose Statement in the zoning ordinance to reference historical resources. See Section 28-1-5(f) of Concord's Zoning Ordinance for sample language.

Somersworth, New Hampshire, January 1992". It can be viewed at the Department of Development Services in City Hall.

#### MEETING SCHEDULE

The Historic District Commission is scheduled to meet on the 4th Wednesday of every month at 7:00 P.M., in City Council Chambers at City Hall, unless otherwise posted. The public is always welcome so come and see what's happening.

#### CONTACTS & MORE INFO

- Somersworth Planning Office: 692-9519

- Ordinance: copies are available to purchase at City Hall or download a copy for free at: [www.somersworth.com](http://www.somersworth.com)-click "Ordinances", Click "Chapter 19 - Zoning Ordinance" see Section 14-Historic District.

You are the key to preserving Somersworth's heritage. Together, we make a positive and important difference in protecting our cultural legacy.

Sincerely, Somersworth Historic District Commissioners

Chairman Marotta,

Here is my list of goals for the HDC in no particular order.

1. Better communication to and with the residents of Somersworth.
2. HDC Meetings conducted in a more professional manner. (Your first meeting as Chairman may have solved this.)
3. Refine some HDC Guidelines, primarily in the "F. DETAILS" section.
4. Submit one property a year to the NRHP.
5. Require the same plans presented to the Planning Dept. for a Building Permit also be presented to the HDC when applying for a Certificate of Appropriateness.
6. Resize the Historic District in a clearer and easier to understand boundary. (Only if it happens.)

After listing these out, I started second guessing the specific nature of the goals. If we are supposed to be discussing the overall goals and purpose of the HDC then I will need to redo this list. Please let me know either way. I am more than

willing to elaborate on any of these if need be, and will have those points with me at the workshop meeting.

Richard Brooks

### Laura Barry's Recommendations

1. Obtain Certified Local Government – for benefits of those in districts, such as tax credits, grants, etc
2. Send out letter to local district about what it means to be in the district.
3. Have a workshop about what the benefits are to being in a historic district, what is available to them
4. Update HDC Guidelines with NH SHPO Help.
5. Plaques to best house in district (should make a yearly thing); awards ceremony?

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SOMERSWORTH HISTORIC DISTRICT COMMISSION

Needs Assessment & Action Plan

May 2006

Introduction

Nearly twenty years ago, the City of Somersworth recognized the value of its historic downtown and adjacent hilltop neighborhood by establishing two historic districts and a

parallel historic district commission to oversee exterior alterations within each district. Over the ensuing decades, the commission has overseen major projects that have put vacant or underutilized buildings back into service, thwarted the demolition of several key buildings, and worked with scores of homeowners to ensure the character of their

historic houses is retained when new additions and renovations are undertaken.

Like most in New Hampshire, the Somersworth historic district is an overlay zoning district established by municipal ordinance as allowed under state statute RSA 674:45. This statute states that "the preservation of cultural resources, and particularly of structures and places of historical, architectural and community value, is a public

purpose." Somersworth is not alone in acknowledging and protecting its heritage in this way; there are over sixty locally designated historic districts in New Hampshire alone.

This report is part of a grant received jointly by the City of Somersworth and the New

Hampshire Preservation Alliance from the New Hampshire Division of Historical Resources, through the National Park Service's certified local government (CLG) program. The purpose of the grant is two-fold: (1) to assess the work and needs of the Somersworth Historic District Commission and develop an action plan to promote the district; and (2) to develop and present a regional training program for the Somersworth Historic District Commission and up to seven other district commissions.

This report, prepared by Elizabeth Durfee Hengen, Preservation Consultant, completes the first phase of the grant project. It is based on a review of materials pertaining to administering the historic district commission; survey sent to each commissioner; interviews with several commissioners, city staff and a city councilor; a tour of the districts; a meeting with the district commission in late March, 2006; and observing a public hearing that same month.

Somersworth's Preservation Planning Policies

The value of Somersworth's distinctive heritage is recognized at many levels, particularly within many of the city's own planning documents.

The city's master plan (2000) states in the opening section that "the physical setting of the city — its historic downtown and mills... historic residential neighborhoods... are

physical aspects cherished by Somersworth citizens. These physical characteristics are essential to the Somersworth that citizens most wish to preserve, protect and enhance." Among the goals and objectives listed in the master plan is the preservation of historic neighborhoods. And under the section on marketing Somersworth, the plan states that "the historic district and the [city's] interesting history ... offer a rich and interesting location to businesses and potential homebuyers alike."

Ten years earlier, when the city developed a downtown revitalization plan, the positive synergy between economic development and historic preservation was declared a key

principle in the final document. The report also identified key historic contexts associated with the city's history and ways in which they could be promoted.

In 2002, Somersworth joined the New Hampshire Main Street Program. Its mission is to encourage revitalization and reinvestment by fostering a strong and proud connection

between downtown and the community. Its vision is to maintain an attractive, friendly, vibrant New England downtown with a lively riverfront, thriving businesses and a center where the community gathers to celebrate its unique culture and heritage.

The city's two locally designated historic districts are a critical tool in ensuring the city's vision for its heritage is carried out. They provide the most effective and comprehensive

mechanism to manage change in a historic area. Local historic districts preserve the

significant character of an area, while accommodating and managing change and new

construction in accordance with regulations developed by local consensus. Rather than freezing an area in a particular period of time, local districts ensure that new construction and significant renovation respect the existing character of a building and its context. A

nationally renowned real estate developer notes that every healthy downtown revitalization

program has a historic preservation component. I

#### Needs and Recommended Action

The Somersworth Historic District Commission members are committed to the purpose of the historic districts:

That the recognition, preservation, enhancement and continued use of structures, sites, areas and districts within the City of Somersworth having

historic, architectural, cultural or design significance is required in the

Donovan Rypkema, *The Economics of Historic Preservation* (1994).

interest of the health, economic prosperity, cultural enrichment and

general welfare of the community.

There is no question that since the districts were created, the commission has guided the sensitive rehabilitation of hundreds of buildings, including many that have put aging

buildings back into service. As with any commission that has been operating for nearly twenty years, it is timely to assess the means by which it operates. What follows are

specific areas that commission members felt merited attention. It should be noted that, even before this grant project was underway, new staff in City Hall had already begun to

address some of these areas in an effort to increase support to the commission and improve its ability to function.

I. New commission members need a handbook

Comment: City Planner Dave Sharples has already addressed this

Suggested materials to include in handbook:

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District ordinance

HDC Rules of Procedure

I-IDC Visual Guidelines

Map of districts, preferably showing lot lines

Minutes from previous meetings (include 12-month period)

List of HDC members with contact information

Overview history of Hilltop District (7 pages, prepared by Woodard Openo as part of 1986 survey) attached

Overview history of Great Falls Industrial and Commercial Historic District (10 pages, prepared by Richard Candee, as part of draft National Register nomination, 1982) attached

"A Walking Tour of 19th c. Somersworth" (fold-out brochure prepared by the

Thoresen Group, ca. 1982; includes local architectural style guide) attached

2. Commission needs ways to inform residents within a district about how the district operates

Suggestions:

Put together a simple brochure describing the history and purpose of the district, what activities require review, and how applications are processed. Give copies of the brochure to realtors who typically handle property in the districts

Mail to every resident every several years (include in water bill)

2 Somersworth Zoning Ordinance, 19.14.A Historic District

3

3. Commission would like to improve overall community awareness of the purpose, benefit and history of the districts.

Suggestions:

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Enhance the commission's web page, which is currently limited to the names of commissioners and meeting dates. At a minimum, the web site should explain the

purpose and benefits of the district; paraphrasing the Historic District Purpose section of the zoning

ordinance would be a good start. Downloadable application forms and an example of a completed form would be useful, as well as a map of the districts. The site could promote and explain the 20% tax credit available for

income-producing buildings and the flexibility that building code, state energy code, and ADA regulations provide to historic buildings. (Much of this

information is readily available from the NH Division of Historical Resources.)

The web site could provide links to other resources that might be helpful to applicants, such as painting historic buildings, pros and cons of vinyl siding,

cleaning and repointing masonry, repairing wooden windows and so forth. Web links to information on many of these subjects are included in Preserving Community Character, published by NH Preservation Alliance (2006).

Put together a packet of materials for applicants that would include the following:

- o Historic survey form
- o Sample application
- o Brochure on district
- o "Visual Guidelines"
- o Where to go for more information on rehabilitating historic buildings (web sites, etc.)

Revise and expand "Visual Guidelines for the Somersworth Historic Districts" to include purpose, history and benefits of districts, as well as guidelines. Distribute

document to all property owners. (This would be an eligible CLG grant) NB: In short term, revise the "Review Criteria " within this document so they mirror what the HDC ordinance actually states — they currently do not align.

Update historic survey forms, with an emphasis on identifying key features of each property, describing landscape features and including historic views where available. Make forms available through city web site and key to GIS. (This

would be an eligible CLG grant)

Update and reprint the "Walking Tour of 19th c. Somersworth" brochure

Establish an annual awards program that recognizes outstanding (large and small) preservation projects. The program could be expanded to include projects outside of the districts.

Make a presentation to business group(s), focusing on the economic benefits of historic preservation

Erect signs at the primary entrances to the districts

Publicize successful projects through the media and on web site. Include quotes from applicant when appropriate.

Collaborate with historical society to reprint and market the 1877 birds eye view

4

4. Commission needs to address concerns about gentrification and elitism in the Hilltop

District

NB: Locally designated historic districts historically stabilize or increase property values, which would be reflected in real estate taxes. This can be viewed as a plus or a minus. Suggestions:

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Check with city assessor to determine whether property values in district have increased disproportionately to comparable areas of community — even adjacent streets that are beyond the district bounds. Is it only this neighborhood that is

experiencing gentrification? And as interest in historic houses continues to increase, and property values in surrounding communities skyrocket, would it happen anyway?

Explore financial incentives for qualified property owners, such as no or low-interest loans to address code deficiencies

Inform property owners that buildings in the historic district are afforded some relief from building and energy codes, as well as ADA and lead paint requirements

Inform owners of income-producing property that they may be eligible for a 20% federal tax credit if the building is rehabilitated following preservation guidelines

5. Follow-up enforcement for violators of district procedures isn't always forthcoming.

Suggestions:

Amend the ordinance, adding a section that addresses penalties and fines for noncompliance

Build a strong relationship with the code enforcement officer

Develop a strong outreach program emphasizing the public benefit of the district's rules

Keep other city boards and elected officials, particularly the ZBA and City

Council, apprised of the benefits of the district, the rationale behind controversial decisions and enlist their support

When a violation occurs, determine where the problem lies:

- o Was a building permit required/issued? (If so, the problem lies with the code enforcement/building official.)

- o Was there an application before the zoning board of adjustment or the planning board?

- o Was a permit granted? By what authority? Was it granted with conditions? Were the conditions complied with?

The commission should immediately notify the property owner, explain the violation observed, and offer suggestions to correct the problem. If the owner ignores the notice, or the violation is not corrected within a specified time frame, the code inspector should issue a detailed Notice of Violation, and if necessary, consult town counsel.

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6. City councilors are often not aware of the benefits of the historic districts. Suggestions:

- Make an annual presentation to the council, preferably illustrated, on projects reviewed by Commission

- Submit an annual report to the council

- Keep the councilors for the ward(s) in which the districts are located informed of complex projects

Participate in non-HDC hearings that involve historical resources

- See #2 & 3 above

7. At HDC hearings, there are sometimes several simultaneous conversations Suggestions:

- Keep the discussion focused and allow only one speaker at a time
- Each speaker should be recognized by the commission chairman

8. There can be confusion between HDC and applicant as to what is — and isn't — included in the final approval Suggestions:

Summarize the final recommendation to the applicant at the meeting and ensure it is reflected in the motion

o The review criteria should be referenced in every decision made by the commission, in the minutes of the hearing and on the Certificate of Appropriateness.

- Ideally, minutes of public hearings are taken by city staff, as they are for other regulatory bodies

9. Could Commission offer applicants a pre-application consult for proposed project? Suggestions:

o Great idea!! Provides applicant opportunity to get HDC feedback prior to investing time and money in plans.

- Strongly encourage for any major projects, such as large additions and new construction

o Can be part of regular meeting, but should be an agenda item

10. Commissioners would appreciate hearing of training opportunities Suggestions:

Take out a membership in the National Alliance of Preservation Commissions. Its bi-monthly newsletter is full of ideas on administering local historic districts, and the organization sponsors a summer camp for commissions. Their website

provides links to published design guidelines across the country. (Newsletter and membership info distributed at March, 2006 meeting) For more information:  
<http://www.sed.uga.edu/psa/programs/napc/napc.htm>

Take advantage of the annual Office of Energy and Planning conferences, held each spring. For the past several years, there has been a track devoted to historic preservation issues. For more information: [www.nh.gov.oep](http://www.nh.gov.oep)

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Attend the biennial New Hampshire Preservation Alliance conference. The Alliance also publishes a newsletter with news and helpful information. For more information: [www.nhpreservation.org](http://www.nhpreservation.org)

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Further Suggestions for Outreach

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