HERITAGE COMMISSION
Meeting Minutes
July 9, 2026

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, July 9, 2026.

Members: Carol Durgy Brooks, Michael Dunn, Alternate Member Randall Cotton and Dr. Bryant Tolles, Jr.

Absent: Vice-Chair Althea Barton, Chair Richard Jaques, City Councilor Aislinn Kalob, and Jim Spain

Staff: Kellie Caron, City Planner
Krista Tremblay, Administrative Technician III

1. Call to Order
   The consensus of the Commission was to have Member Durgy Brooks act as the Chair for this meeting due to the absence of the Chair and Vice-Chair.

   The meeting was called to order by Acting Chair Durgy Brooks at 4:30 p.m.

   Acting Chair Durgy Brooks asked Alternate Member Cotton to be a voting member due to lack of quorum and asked for a motion.

   Member Dunn moved to appoint Member Cotton as voting member, seconded by Dr. Tolles Jr. All in favor. The motion passed unanimously.

2. Review / Approval of Minutes
   a. June 4, 2026 Regular Meeting
      Alternate Member Cotton moved, seconded by Member Tolles Jr., to accept the Heritage Commission minutes from June 4, 2026, as submitted. All in favor. The motion passed.
3. New Business
   a. Article 28-3-4
      i. Public Hearings
         1) Application by Kimball Jenkins School of Art for a Certificate of Approval to install an approximately 36 square foot wall-mounted sign on the southern portion of principal building facing I-393. The property is located at 264 North Main Street. (PL-HDC-2026-0001)

            The Acting Chair opened the hearing. Joe Spain (189 N Main St, Concord) and Martha Lemire (281 Depot Hill Rd, Henniker) were in attendance and presented this application.

The applicant presented a proposal to install an approximately 36-square-foot wall-mounted sign on the south elevation of the building facing I-393. The applicant explained that the sign would improve visibility for the campus and support ongoing public programming.

Commission discussion focused on the placement, scale, and colors of the proposed sign to ensure compatibility with the historic building. Members supported the overall design but recommended lowering the sign on the façade and matching the border color to the existing green shutters.

Acting Chair Durgy Brooks moved, seconded by Member Cotton, to recommend approval of the Certificate of Approval with the following modifications:

- Lower the sign so the top aligns approximately with the center sash of the second-floor windows. Member Durgy Brooks asked to amend the motion to as requested at the September 3rd meeting to say: *"the green outline for Kimball Jenkins that hangs between the two windows that the top of the sign be at the same level as the middle sash".*
- Revise the sign border color to match the existing shutters. Member Durgy Brooks asked to amend the motion to as requested at the September 3rd meeting to say: *"green like the shutters*".

The motion passed unanimously.

2) Application by Kimball Jenkins School of Art for a Certificate of Approval pursuant to install a 18.75 square foot freestanding ground sign located near the North Main Street frontage of the property. The property is located at 266 North Main Street. (PL-HDC-2026-0002)

The Acting Chair opened the hearing. Joe Spain (189 N Main St, Concord) and Martha Lemire (281 Depot Hill Rd, Henniker) were in attendance and presented this application.
The applicant presented a proposal to replace the existing entrance sign with a new freestanding carved sign supported by granite posts.

The Commission found the proposed sign to be compatible with the property and surrounding historic context.

Dr. Tolles moved, seconded by Member Dunn, to recommend approval of the Certificate of Approval as submitted. The motion passed unanimously.

4. Old/Continuing Business
   a. 210 Bog Road Demolition Update
      No update.

   b. Master Plan Subcommittee Update
      No update.

   c. Review Section VIII Historic Resources of the Master Plan 2030
      Staff informed the Commission that the Planning Board has retained a consultant to begin the Master Plan 2050 update. The Planning Board was scheduled to discuss the project and potential committee structure at its July 21 meeting.
   d. Monuments and Granite Markers
      No update.

5. Heritage Sign Program Review Committee update
   No new Heritage Sign Program applications had been received.

   The Commission discussed adding information to the Heritage Commission webpage regarding the Heritage Sign workshops offered through the Concord Public Library.

   Dr. Tolles moved, seconded by Member Cotton, to recommend updating the Heritage Commission webpage to include information directing interested property owners to the Concord Public Library's Heritage Sign workshop schedule. The motion passed unanimously.
6. Planning Board Update
   a. Master Plan Update
      Report covered under item 4.c

7. City Council Update
   No update.

8. Other Business
   None.

9. Adjourn

Adjournment
Member Dunn moved, seconded by Member Tolles Jr., to adjourn the meeting at 5:15 p.m. The motion passed unanimously.

Respectfully Submitted,
Krista Tremblay
Krista Tremblay

Administrative Technician III



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Job Name:
Kimball Jenkins ESTATE

Sales Rep:
Josh Messinger
Drawn By:
AH
Date:
2/16/26
Revision #:
Original

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AUTHORIZED SIGNATURE — DATE
☐ APPROVED FOR PRODUCTION ☐ APPROVED AS NOTED ☐ REVISE & RESUBMIT
PRODUCTION WILL NOT BEGIN UNTIL SIGNED APPROVALS ARE RECEIVED IN THIS OFFICE

Sign Types: Large Sign on side of Art Building

Please review this proof carefully! Spelling and phone numbers are your responsibility.
Colors represented in this proof may vary from final product.
If color accuracy is important, please notify us prior to approving the design.

Heritage Commission Hearing Notes, 7/9/2026

The Kimball Jenkins Estate is a nonprofit arts and historic preservation organization located on the busy corner of I - 393 and North Main Street at the south end of the Concord Historic District. It is listed on the National Register of Historic Places as a contributing building in the district. The National Register nomination describes the estate as a superb example of the late Gothic architectural style and the most notable Victorian era property in the district. The 19th century compound comprises four historic buildings, two of which (the Mansion and the Yellow House) front on North Main Street.

Kimball Jenkins is proposing to improve the public's ability to find the three-acre campus by updating the current entrance sign on North Main Street and by adding a new sign on the I-393 (south) elevation of the Yellow House. The signs' principal purposes are to identify the property's location and more safely and conveniently direct visitors to it. KJ hosts approximately 10,000 people each year, many for the first time. Given its location – at the busy and somewhat confusing intersection of I-393, North Main Street and Bouton Street – the property's current sign is only visible once a visitor has already arrived.

Installation of both signs contributes to the purposes of the Historic District by helping the public recognize, appreciate and take pride in a significant Concord landmark. The signs are also an important part of Kimball Jenkins' mission to make art and history accessible to all through more than 200 events, programs, exhibits and classes each year. These opportunities promote the use of the historic district for education and enjoyment and enhance the community's attractiveness to residents, tourists, and visitors.

Both signs are designed to be compatible and in scale with KJ's historic buildings and landscape and the city's historic district standards:

- **PL-HDC-2026-0001**: This sign's purpose is to alert drivers in multiple lanes on North Main Street and I-393 that they are approaching the campus and may need to turn. It identifies both "Kimball Jenkins Estate" and "KJ School of Art," two commonly used names for the campus.
  The wall sign, mounted on the south elevation of the Yellow House, is 11'-8" long by 3'-1" high (about 36 square feet). Its rectangular shape and placement on the wall echo a popular historic sign format and location. Made of carved 2" thick Sign Foam, it incorporates colors from the Yellow House and the KJ and School of Art logos. The sign will be installed in the least damaging manner to the building's historic clapboards.
  The wall sign's proposed location marks the south boundary of the Concord Historic District. The wall sign will not be visible to any other property in the district. The

Yellow House's south elevation stretches more than 100 feet along I-393. A paved alley, a modern concrete retaining wall and sidewalk, and highway guardrail also characterize the area. Although within historic district, its larger setting is mainly I-393.

- **PL-HDC-2026-0002**: This sign's purpose is to identify the estate and direct visitors to the parking area, while being visually unintrusive at ground level. To minimize impacts to the historic campus, the property's main parking area is located at the back, lower portion of the lot. The parking area is not visible from North Main Street. KJ's current entrance sign is not a permanent installation. The proposed entrance sign is slightly larger than the current one. It accommodates the property's name, with the additions of the street address and KJ's tagline, "Making Art and History Accessible" in small letters. It is comprised of carved 2" thick Sign Foam, supported by granite posts. Granite is a historic material used through the KJ campus, for stone walls, steps, and building trim. The sign's location – several feet east of the current sign's location – is outside of property's front setback. Its predominant red lettering matches the KJ logo; other colors are white, black and gray.

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HERITAGE COMMISSION

The goal of the Heritage Commission is to preserve, enhance, and promote the significant historic, cultural, and architectural resources of Concord. The Heritage Commission also acts in an advisory role regarding the identification, protection, and preservation of local historical resources, and works as a liaison between the local government, individuals, and organizations concerned with historic preservation. In addition to issuing certificates of approval for projects in the Concord Historic District, the Heritage Commission is responsible for the Heritage Sign Program via the Heritage Sign Program Review Committee and demolition review of historic buildings.

Read the Historic Resources section of the Concord Master Plan 2030.

Concord Historic District Certificate of Approval

The Heritage Commission is responsible for review and approval of applications to construct, alter, repair, move, or demolish any structure within the Concord Historic District. Check the Historic District Map (PDF) to determine if the project site is within the Concord Historic District. If so, a certificate of approval from the Heritage Commission is **required prior to commencement** of the project.

Review the applicable Concord Municipal Code Sections to understand the standards guiding the review and approval process.

Apply online through the Citizen Self Service (CSS) Permit Portal.

Heritage Sign Program

The Heritage Commission developed the Heritage Sign Program and Heritage Sign Program Review Committee to encourage appreciation for, and enhance the historic character of, Concord's built environment. The program is open to all Concord property owners who wish to commemorate the origins, events, or significance of a building on their Concord property. View Heritage Signs that have been approved and installed.

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Property owners wishing to purchase and install a heritage sign must research and document their building's history, complete the form, and follow the instructions on the form for submitting.

(Insert) → The Heritage Sign Review Committee holds 2 Workshops each year to assist building owners research and troubleshoot their building's origins and histor

Historic Surveys

Heritage Commission members and other preservation professionals have documented many of Concord's historic buildings and areas. The surveys include histories of the properties and photos. View Historic Surveys.

See Concord Public Library online Sign up Schedul

Other Information

The Heritage Commission page includes the member list, agendas, and minutes from recent meetings.

The Demolition Review Committee page includes the member list, agendas and minutes from recent meetings.

Click HERE to see the Heritage Commission Photo Repository of historic properties in Concord.

Click HERE to be directed to the New Hampshire Division of Historical Resources.

Click HERE to search properties listed in the National Register of Historic Places.

Click HERE to check the National Register of Historic Places nomination forms for information regarding the history of a particular building.

Visit the National Park Service's website for forms needed to nominate a building for placement on the National Register of Historic Places.

2026 Heritage Commission Meeting Schedule

Government Websites by CivicPlus®

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