HERITAGE COMMISSION
Meeting Minutes - Draft
September 3, 2026

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, September 3, 2026.

Members: Vice-Chair Althea Barton, Carol Durgy Brooks, Chair Richard Jaques, City Councilor Aislinn Kalob, Jim Spain, and Alternate Member Randall Cotton

Absent: Michael Dunn and Dr. Bryant Tolles, Jr.

Staff: Matt Walsh, Deputy City Manager – Community Development

DRAFT

1. Call to Order
   The meeting was called to order by Chair Jaques at 4:30 p.m.

2. Review / Approval of Minutes
   a. July 9, 2026 Regular Meeting
      Member Durgy Brooks moved, seconded by Councilor Kalob, to accept the Heritage Commission minutes from July 9, 2026, as submitted. Vice-Chair Barton and Councilor Kalob abstained due to not being present at the meeting.

      Member Durgy Brooks commented on the meeting minutes in reference to Kimball Jenkins Estate to add clarification for the yellow house with the green shutters and the new sign. Part of what the Commission requested as a condition was 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 and the writing says green like the shutters.

      All in favor. The motion passed.
   b. August 8, 2026 Regular Meeting
      Councilor Kalob moved, seconded by Vice-Chair Barton, to accept the Heritage Commission minutes from August 8, 2026, as submitted. Member Durgy Brooks abstained due to not being present at the meeting. All in favor. The motion passed.
3. New Business
   a. Proposed amendments to Code of Ordinances Article 26-9 Demolition Review
      Alternate Member Cotton asked if the 2012 fee of $500 can be increased.

      Mr. Walsh noted the legal department with city administration and the only way to amend the charter is to take it back to the voters. Mr. Walsh noted state law has a fine of $275.00 a day for the first offense or $550 a day for a subsequent offense in RSA 676:17 fines and penalties. This would bring the ordinance into compliance. There is a violation established and a penalty.

      Member Durgy Brooks asked if there is a way to have the applicant provide a photo with the

application so there is a record of what the building looked like before demolition.

Mr. Walsh stated right now the permit application process does not require photos of the building that will be raised. The photos the Commission receives are pictures taken by the code administrator once a demolition permit application has been submitted if it is more than 500 square feet or 50 years old or modular home. Mr. Walsh noted the Heritage Commission cannot delay the demolition of a building there is a 60-day clock on the demolition if the Commission decides to deny the application.

Jennifer Goodman (124 Warren St, Concord) an employee of the New Hampshire Preservation Alliance, addressed the Commission during public comment. She noted that stronger remedies—such as mandatory reconstruction—would be more likely in the context of a local historic district or a preservation easement, and offered to research penalty models used by other communities and share them with the Commission.

Mr. Walsh indicated the ordinance would proceed to City Council, with a public hearing anticipated in October and potential adoption in November, as the September deadline had already passed. Mr. Walsh also confirmed they would note in the staff report to the Council that the Commission supports the amendment while encouraging exploration of stronger penalties.

Chair Jaques moved, seconded by Member Durgy Brooks, to approve and recommend to City Council the proposed amendments the Code of Ordinances article 26-9, Demolition Review. All in favor. The motion passed.

4. Old/Continuing Business
   a. 210 Bog Road Demolition Update
   Mr. Walsh reported that the last communication with the property owner at 210 Bog Road occurred in mid-to-late spring, at which time the owner indicated the project would be phased due to rising costs and limited financial resources. No further updates have been received.

   Chair Jaques noted that no visible activity has been observed at the site.
   b. Master Plan Subcommittee Update
      i. Review Master Plan Subcommittee memorandum
      Vice-Chair Barton presented the Master Plan Subcommittee's memorandum on behalf of the subcommittee, which reviewed the Historic Resources section of the current Master Plan and condensed its recommendations into a forward-looking document for incorporation into the Master Plan 2030. Vice-Chair Barton noted that the subcommittee met multiple times and worked diligently to capture existing plan goals rather than introduce wholly new concepts, with the intent that ongoing work could be carried forward and continued.

      The Commission reviewed the memorandum and proposed the following editorial corrections: on page 2, the abbreviation "ag" should be spelled out as "agriculture"; on page 3, the abbreviation "PB" should be spelled out as "Planning Board"; and on page 4, the second bullet point referencing a framework for Heritage Commission consultation should be revised to read "the city, school districts, or the state" (pluralizing "school districts" and adding "either" for clarity) in

DRAFT

order to encompass both Concord and Merrimack Valley school districts, as well as state-owned properties within city limits. It was acknowledged that while the state is exempt from municipal land use statutes under RSA 674:54 and thus cannot be compelled to seek Heritage Commission input, the aspiration to pursue cooperative consultation was seen as worthwhile to retain in the plan.

Mr. Walsh commended the subcommittee's work, noting it was significantly ahead of other components of the master plan update process.

Councilor Kalob moved, seconded by Member Durgy Brooks, to approve the Master Plan Subcommittee memorandum with the noted editorial amendments. All in favor. The motion passed.

c. Review Section VIII Historic Resources of the Master Plan 2030
There was no discussion on this agenda item.

d. Monuments and Granite Markers
There was no discussion on this agenda item.

5. Heritage Sign Program Review Committee update
Carol Durgy Brooks reported on three items. First, she noted that the July 9th meeting had approved a revision to the Heritage Commission website to add a standing paragraph about the Heritage Design Program's semi-annual workshops, directing visitors to the Concord Public Library for sign-up information. This was intended to replace a more cumbersome page requiring updates before each individual event. As of the meeting date, the revision had not yet been published to the website, despite a workshop scheduled for September 8th.

Mr. Walsh acknowledged the oversight, attributing it to the transition in staff support, and committed to ensuring the update is made and that a meeting with the returning staff member be arranged upon her return in early December to review website maintenance protocols.

Second, Member Durgy Brooks reported that no new sign applications were submitted within the required ten business days prior to the meeting, and therefore the September 2nd Heritage Sign Program Review Committee meeting was not held.

6. Planning Board Update
   a. Review proposed amendments to Zoning Ordinance Article 28-8 Nonconforming Structures
   Mr. Walsh presented proposed amendments to Zoning Ordinance Article 28-8, specifically Section 28-8-5(d), which governs the replacement of nonconforming residential structures in the Downtown Residential and Urban Transition zoning districts. The primary changes are: (1) shifting jurisdiction over such applications from the Zoning Board of Adjustment (via special exception) to the Planning Board (via conditional use permit); and (2) adding language specifying that failure of the Heritage Commission to provide an advisory opinion within 30 days shall not delay action by the Planning Board. Mr. Walsh noted that this provision has rarely, if ever, been invoked during their tenure. The

DRAFT

rationale for moving the process to the Planning Board is that the conditional use permit process allows for a more holistic review of a project's site design, whereas the ZBA's special exception process is more narrowly focused on satisfying specific criteria.

Vice-Chair Barton and Chair Jaques expressed concern that 30 days is an extremely tight window for the Commission to provide meaningful input, particularly given that Commission meetings are held monthly and can occasionally be cancelled.

Mr. Walsh acknowledged the concern but explained that the Planning Board itself operates under a 65-day statutory review period under state law, creating pressure to receive advisory input in a timely manner. The open-ended nature of the current process—with no time limit—was the concern that prompted planning staff to propose the 30-day clock. Mr. Walsh noted this has already been to Planning Board and will go to City Council in September to set a public hearing for October. The red items are the changes as to what is being deleted and the blue font is what is being added. Mr. Walsh confirmed that the conditional use permit criteria under Section 28-9-3(b) include consideration of the master plan's findings, goals, and objectives, as well as input from city boards and commissions, though the language is not identical to the special exception criteria. Mr. Walsh clarified that this provision applies only to replacement of existing nonconforming structures more or less in kind in the two named districts, and is not a vehicle for new construction or significant changes in use.

Member Durgy Brooks left the meeting at 5:45 p.m.

b. Master Plan Update

i. Project Update
Mr. Walsh provided an update on the Master Plan 2030 process and referenced the Planning Board reports from June 12, July 21, and August 17, 2026 attached to the agenda.

A. June 12, 2026 Report to Planning Board
B. July 21, 2026 Kick Off Presentation to Planning Board
C. August 17, 2026 Report to Planning Board

ii. Master Plan Website: www.concordnh.gov
Mr. Walsh noted the correct URL for the master plan update page is concordnh.gov/masterplanupdate (one word), and clarified an error in the agenda link.

iii. Upcoming Event: Community Visioning Session on September 19, 2026 at 9AM at the Capital Center for the Arts
Mr. Walsh announced that the citywide community visioning session is scheduled for Saturday, September 19, 2026, from 9:00 AM to 11:00 AM at the Capitol Center for the Arts. The event will include a presentation on the master plan process, data highlights across topic areas including historic preservation, and approximately a dozen interactive engagement stations where residents can learn about and provide feedback on topics such as housing, transportation, natural resources, economic development, and historic resources. Staff expressed hope for an attendance of a few hundred participants. The event will be recorded and aired on Concord TV, though it will not be broadcast live. The Commission members were encouraged to attend.

DRAFT

iv. Appointment of Planning Board's Master Plan Advisory Subcommittee
Mr. Walsh described the Planning Board's decision to form a Master Plan Advisory Subcommittee consisting of 15 members: six Planning Board members, one representative and one alternate from each of six boards and commissions (including the Heritage Commission), and three members of the public. Applications for public members are currently being solicited, with nominations from boards and commissions requested by October 14, 2026, so the Planning Board may make appointments at its October 21st meeting. The subcommittee is anticipated to meet approximately four times during the master plan process.

Chair Jaques requested that the matter of nominating a Commission representative and alternate be placed on the October 2026 agenda to allow members additional time to review the subcommittee's scope and consider candidates.

7. City Council Update
Councilor Kalaob reported that the next City Council meeting is scheduled for September 14, 2026, and that no agenda has yet been published.

8. Other Business
None.

9. Adjourn

Adjournment
Councilor Kalob moved, seconded by Vice-Chair Barton, to adjourn the meeting at 5:50 p.m. The motion passed unanimously.

Respectfully Submitted,
Krista Tremblay
Krista Tremblay
Administrative Technician III
(Absent from meeting and minutes from recording of the meeting)

DRAFT