**PLANNING BOARD**

**27 School Street**

**HILLSBOROUGH, NH**

**October 2, 2019**

**DATE APPROVED**: 11-6-19

**TIME:** 7:02 p.m. – 8:30 p.m.

**MEMBERS:** Gary Sparks- Chairman,Susanne White-Vice Chair, Mike Reopel**,** Bob Hansen, Adam Charrette

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Stephen Bennett**,** Vanessa Gaffey

**EXCUSED:** Vanessa Gaffey,

**Others Present**: Amy Dixon, Brandie Loughlin, Megan Rupnik, and Ben Wilson with NH Division of Historical Resources, Kay Bennett, John Segedy, Art Siciliano, Surveyor, Jon Daley, Laurie Jutzzi, Gilman Shattuck, Pat Bradley, Jay Emmett, Laura Buono

The meeting was called to order at 7:02 p.m. by Chairman Gary Sparks.

**Minutes**

**09/18/2019**

Ms. White made a motion to approve the minutes. Mr. Bailey seconded the motion. The motion carried unanimously.

**Other Business**

Chairman Sparks proposed to the Board that the regularly scheduled meeting for October 16 be changed to October 23 so Steve Buckley can attend. Mr. Bailey made a motion to move the meeting from the 16 to the 23rd at 7:00 p.m., Mr. Hansen seconded the motion. The motion carried unanimously.

**Public Hearing**

**Minor Subdivision**

**54 Church Street (Map 23, Lot 14)**

**Arthur Siciliano Representing**

**Bennett Family Trust**

Mrs. Payson stated this application is complete and no waivers are needed. Chairman Sparks appointed Steve Bennett to sit in for an absent Board member. Ms. White made a motion to accept this complete application. The motion was seconded by Mr. Bailey and passed unanimously.

Mr. Siciliano presented the application. The Zoning Board approved a variance for lot area. Both lots have existing access to town water and sewer.

Mr. Bennett made a motion to approve the subdivision plan, seconded by Mr. Bailey. The motion carried unanimously.

**Work Meeting**

**Historic District Commission Seminar**

Chairman Sparks stated that meeting is a workshop session for the Planning Board and the Board of Selectmen to discuss the Historic District. Chairman Sparks introduced Megan Rupnik, State Survey Coordinator, Brandee Loughlin, Preservation Tax Incentives Coordinator and Amy Dixon, Community Preservation Coordinator from New Hampshire Division of Historical Resources. Also, Ben Wilson from the Division of Historical Resources is present.

Their presentation included Historic District Commissions’ Best Practices and key components that make an Historic District effective (attached): ordinance, design guidelines, rules of procedure and by-laws.

Mr. Reopel asked under Ordinance - how enforcement of the Historic District Commission worked? What authority do you have for enforcement? The response by the Division of Historical Resources was it is similar to any other Board in town. Mrs. Payson stated that all the enforcement for all Boards goes under the Board of Selectmen, the Code Enforcement Officer. It was suggested to contact the New Hampshire Municipal Association Council.

Ms. White asked if they could elaborate about the design guidelines that should state the context and design elements rather than styles. Styles usually refer to the architectural design as Greek Revival or Colonial where features or elements refer to materials, general form, different elements in the design.

Ms. White asked how best to address new construction coming in or alterations being made. The Secretary of the Interior Standards for rehabilitation has 10 standards. Two of which are applicable. One states that changes that happen over time can acquire their significance. So even though the building may not look as it did when it was built, the changes that have happened over time can potentially become historic. New construction should be compatible and speak to the general character to the general area without being exact.

Ms. White also inquired about new technologies for energy and building and materials that would go into new construction. The Federal Park Service has Preservation Briefs on their website about dealing with modern materials such as solar panels, replacement materials, fiberglass vs wood.

Mr. Reopel asked if there was a particular town that had the best guidelines. Exeter and Amherst has some pretty thorough design guidelines. Exeter and Rochester recently received grants to update guidelines. Other smaller communities have done their own including Hebron and Kingston have very new and active historic commissions. Their guidelines can be obtained online.

Mr. Daley asked if guidelines fall under Ordinance or under regulations and what is the difference between the two. The Ordinance is generally going to be the more of the establishing document and laying out exactly what the Historic District Commission’s role will be, their jurisdiction, and then it can refer to the guidelines. The guidelines are a separate document and are easier to amend. Mr. Daley asked, under the Ordinance specify what requires review and what is exempt. What are the choices? The State does not mandate what requires review or is exempt but there are typical things that most HDC’s review. Mr. Daley inquired about addressing the visual impact, and any other exterior changes. Some have said that HDC’s can only approve or review things that would require building permits. The RSA’s are not just related to building permits. When a permit comes in, it is to guide them, not the HDC.

Mr. Reopel asked about an appeal process. When the Ordinance is established the appeals process should be written it. Most HDC’s appeal process is similar to the building code, and they would appeal to the ZBA.

Ms. White asked about the qualifications of members such as an architect. What other qualifications are recommended? It is nice to have a preservation professional on the commission if one is available and willing, maybe someone in the building trade.

Mrs. Payson clarified the jurisdiction of the HDC stating that what is in the Ordinance gives the permission for what you can do and the regulations is how it can be done. Regulations can be updated and changed more easily. The Ordinance spells out what needs a decision and the Regulations and Design Guidelines spells out how to make that decision.

Mr. Sparks wanted to clarify that interior changes are not regulated. Mr. Reopel asked about someone not cutting their grass, is that subject to a regulation and if so how would that be enforced. Does the community have an overarching property regulation and that does apply to this situation? If so, it does not need to be added to the regulations. Can the HDC put in the design criteria that the lawns be maintained and enforced. It is not a preservation best practice to do so. Historical nature of the landscape and character of the neighbor should be considered. It was suggested to be as clear as possible what is to be regulated in the Ordinance.

The New Hampshire Division of Historical Resources will be updating their website, they have new staff and the ability to come out to communities. They like feedback on what resources can be provided to communities. The Board asked if a site visit could be done and if they could review the Ordinance once it is drafted. From a preservation perspective they would be happy to review, but from a legal aspect. A list of historic districts ordinances and regulations would be useful.

Qualifications of members of the HDC were discussed and training availability.

Chairman Sparks thanked everyone for attending. He also reminded everyone that the next meeting is October 23, 2019 at 7:00. Steve Buckley from the New Hampshire Municipal Association will be will attending.

Meeting adjourned at 8:02 pm

Respectfully Submitted:

Dianne Rutherford

Administrative/Land Use Secretary