

CITY OF LACONIA HERITAGE COMMISSION

Wednesday, February 11, 2026 - 4:00 PM \*\*CANCELLED\*\*  
City Hall - Armand A. Bolduc City Council Chamber  
AGENDA

1. Call to order
2. Salute to the flag
3. Roll call
4. Recording secretary
5. Staff in attendance
6. Acceptance of Minutes from previous meeting
  - 6.I. November 12, 2025 Draft Meeting Minutes

Documents:

[NOVEMBER 12, 2025 DRAFT MEETING MINUTES.PDF](#)

7. City Council Liaison Report
8. Planning Board update
9. New business
  - 9.I. 148 Channel Lane Demo Permit Application

Documents:

[148 CHANNEL LANE DEMO PERMIT APPLICATION.PDF](#)  
[148 CHANNEL LANE TAX CARD.PDF](#)

- 9.I.I. 21 Fore Street Demo Permit Application

Documents:

[21 FORE STREET DEMO PERMIT APPLICATION.PDF](#)  
[21 FORE STREET TAX CARD.PDF](#)

- 9.I.I.I. 9 North Street Demo Permit Application

Documents:

[9 NORTH STREET DEMO PERMIT APPLICATION.PDF](#)  
[9 NORTH STREET TAX CARD.PDF](#)

- 9.I.I.I.I. 85 Elm Street Demo Permit Application

Documents:

[85 ELM STREET DEMO PERMIT APPLICATION.PDF](#)  
[85 ELM STREET TAX CARD.PDF](#)

10. Old business

11. Public comment

12. Other business

12.I. NH Preservation Alliance Workshop

Documents:

[NEIGHBORHOOD HERITAGE DISTRICT HANDBOOK.PDF](#)

12.I.I. Preservation Tools for Your Town: Regulatory Tools

Documents:

[TOOLS FOR YOUR TOWN-REGULATORY- JAN-24-2026.PDF](#)

13. Adjournment

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the department at (603) 527-1293 at least 72 hours in advance so that the City can make any necessary arrangements.

## DRAFT MINUTES – NOVEMBER 12, 2025 MEETING

### 1. **CALL TO ORDER**

Chair Marjory Wilkinson called the meeting to order at 4:01PM.

### 2. **SALUTE TO THE FLAG**

Chair Marjory Wilkinson led the Pledge of Allegiance.

### 3. **ROLL CALL**

Members present: Chair Marjory Wilkinson, Vice Chair Scott Ringer, Councilor Mark Haynes, Lois Kessin, Jane Whitehead  
Members absent: None

### 4. **RECORDING SECRETARY**

Jennifer Place

### 5. **STAFF IN ATTENDANCE**

Joseph Gray, Code Enforcement Director

### 6. **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING**

Lois Kessin noted the misspelled word “imminent” on page 6 and said it should be “eminent”. Mark Haynes made a motion to accept the minutes as corrected. Lois Kessin seconded the motion. All members voted in favor.

### 7. **CITY COUNCIL LIAISON REPORT**

Mark Haynes said he didn't really have anything other than Pumpkin Fest and elections. Jane Whitehead asked if Mark was going to say something about Pumpkin Fest. Mark said there was a follow-up report on Monday night and from all reports, there were probably 20,000 people in attendance and it was very successful. Mark said a lot of the vendors want to come back and they're already asking questions about next year. Mark said there will be changes for 2026, but noted it's still early and the committee is getting together to figure out what they can do better. Chair Marjory Wilkinson asked if the city will be sponsoring the event again next year. Mark said they would be. Chair Marjory Wilkinson said she thought Amy and Parks and Recreation did a great job. Lois Kessin said Nancy Brown and Joia Hughes also put in a lot of hard work. Recording secretary Jennifer Place said the Planning Department had a lot to do with it and worked hard as well.

### 8. **PLANNING BOARD UPDATE**

No members of the Planning Board were present. Chair Marjory Wilkinson asked Joe Grey if he had any updates from TRC (Technical Review Committee). Joe said he had no updates and there were no future demolition permits mentioned at the last meeting.

### 9. **NEW BUSINESS**

#### 9.1. **809-817 ENDICOTT STREET NORTH DEMO PERMIT APPLICATION**

Travis Williams represented the property. Travis said he didn't really know what the Commission wanted him to present. He said his business partner told him to come to the meeting and listen. He asked members to tell him what information they were looking for and he'd provide it. Chair Marjory Wilkinson said she believed this building was a former antique place. Travis said yes, it was formerly known as Paws Antiques. Marjory asked if they were planning on taking down the main building. Travis said it was his understanding that they were taking down all the buildings, including several outbuildings. Recording secretary Jennifer Place told Travis that each building requires a separate permit. Chair Marjory Wilkinson asked about the outbuilding with the stone façade. Travis said the data he has indicates it was built in 1970. Marjory asked if the Commission voted on the demo permit, would it be just for the main building. Recording secretary Jennifer Place said the application states

809-817 Endicott Street North. Jennifer said it made more sense to vote on all the structures since Travis was before the Commission tonight. Jennifer said it would be a technicality to have him come back for small outbuildings. Marjory said she was concerned about the age of the stone-faced structure. Jennifer said all outbuildings are listed on the tax card with a built date of 1970. Travis Williams said the outbuilding with the fireplace is the one referenced on the tax card. Vice Chair Scott Ringer asked Jennifer if there are additional buildings, do they need additional permits. Jennifer said yes, the application states, "Each building requires a separate application." Jennifer said she didn't realize there was more than one building. Scott asked what kind of structure the outbuilding was and if it was significant. Chair Marjory Wilkinson said she found photos online and said the outbuilding looked as if it was from the 1800's. Marjory said the building had two rocking chairs inside and a table. It was set up like an antique shop. Lois Kessin asked if this was the tiny building on the right. Travis Williams said yes. Marjory asked if this building was attached to the main building. Travis said no. Vice Chair Scott Ringer said he didn't see anything significant about the building. Vice Chair Scott Ringer made a motion to approve the demolition permit. Lois Kessin seconded the motion. All members voted in favor. Travis asked Jennifer Place if he needed to fill out another permit application for the smaller building. Jennifer said she'd take care of it and would email Jerry Milligan tomorrow.

9.11. **55 EASTMAN SHORE ROAD SOUTH DEMO PERMIT APPLICATION**

Jeremy Martin of Lakes Region Design Group represented the property. Jeremy had a foam board with several photos that he displayed for members to see. Jeremy said they planned to tear down the home for their client. The owners have lived in the home for about four years. Jeremy said it was a seasonal camp on post and piers originally and sometime in the 1950's it was aluminum sided and there's textured T-111 behind that. Jeremy said the attic has asbestos and the ceiling tiles are similar to the ones in the Council Chambers. The foundation was concrete block because the structure was on ledge. The foundation is now falling down the hill because it's sliding across the ledge and the deck is ripping off. The best part about the home was the metal roof and Vermont Salvage is coming to take the roof panels and some of the cabinets. Travis said the home is not well insulated and the water pump in the basement is rusted. The home currently runs off lake water as its main source of water. The home is 2" X 4" construction with vinyl windows. Lois Kessin said when she drove by it appeared to have a garage near the road with an apartment above it. When I was there, there was another garage. It looked like it also had a compartment on top of it. Jeremy said that garage was staying. Chair Marjory Wilkinson noted the inside had wood paneling. Vice Chair Scott Ringer said it was a beautiful location. Marjory noted the lot was about three quarters of an acre. Jeremy said the lot is nice, other than it being all ledge. Lois Kessin said it was "old Winnisquam" where they all grew up. Chair Marjory Wilkinson said the house next door is much newer. Jane Whitehead asked if the owners were planning on rebuilding. Jeremy said yes, it will be an "L" shaped house and will be pretty stunning for Lake Winnisquam. Marjory said that's to compete with the house next door. Jeremy said it won't be that big and the owners are from Nashua, NH and want to live there full-time. Lois Kessin made a motion to approve the demolition permit. Jane Whitehead seconded the motion. All members voted in favor. Jeremy asked Jennifer if that's all he had to do and Jennifer said she'd email him with the next steps of the demolition permit process.

10. **OLD BUSINESS**

11. **PUBLIC COMMENT**

No members of the public were present.

12. **OTHER BUSINESS**

Vice Chair Scott Ringer asked if the Old Prescott Hill Road property had come down yet. Chair Marjory Wilkinson asked recording secretary Jennifer Place if she'd like to share the news. Jennifer said Kevin Morrisette was in the office earlier this week and they found someone to take the barn down. Marjory told Jennifer Mae Williams was involved in the project. Vice Chair Scott Ringer said he thought they should advertise that.



Marjory said this was an “old business” issue and noted she was in the office earlier that afternoon and asked Jennifer to complete the requisition to renew their membership to the New Hampshire Preservation Alliance. Marjory said the current budget has \$3,980.09 and the renewal is \$70. Jennifer said the renewal is \$60. Jennifer said one thing to consider is the Commission could save \$10 by having all publications and emails sent to the Heritage Commission’s email account with the city and she could forward everything to members. Jennifer noted that she already forwards all emails and publications. She could continue doing that and save them \$10.

Chair Marjory Wilkinson said she hadn’t had a chance to follow up with Michael Flaherty from the Taylor Home regarding a site visit. Lois Kessin said it was depressing driving out of the Taylor Home and seeing the empty lot. Marjory said she agrees and saw it yesterday for the first time, because she was avoiding the area. Lois said her friends at the Taylor Home are upset about it too. Marjory said she was sorry to see the remaining hedge that was between the parking lot and the next building that was for sale. Recording secretary Jennifer Place asked if they took the hedge down and noted that Marjory specifically asked about the hedges at the meeting where the demolition permit was approved. Marjory said the hedge is there, but all the leaves are gone. Lois Kessin said the red house next door is for sale. Jane Whitehead said they should have put up more of a fight for that building (referring to 460 Union Avenue). Vice Chair Scott Ringer said the Commission held them up as long as they could and wasn’t sure what more they could do. Jane Whitehead said it could give them a bad name in the community. Lois Kessin said they should have had a city meeting. Chair Marjory Wilkinson said every meeting they have is a public meeting. Lois Kessin said all of a sudden it was a done deal, and people were coming up to her saying “What?” Vice Chair Scott Ringer asked Lois if she meant they should have taken the issue to City Council. Lois said yes. Chair Marjory Wilkinson said the application needed to go to Planning after they approved it.

Chair Marjory Wilkinson said the Commission should think about publicizing the barn that’s been dismantled and moved. Marjory asked recording secretary Jennifer Place if the entire barn had been moved or if certain beams were taken. Jennifer said she didn’t know and offered to contact Kevin Morrisette for an update.

Vice Chair Scott Ringer asked Marjory if she wanted to talk about the Historic District Commission. Marjory said she talked to Rob Mora this afternoon he’s had conversations with Tyler Carmichael, Joe Gray and Kirk Beattie. Marjory said Rob asked Jennifer to email Heritage Commission members to see if there were three members who would be willing to join the Historic District Commission. Jennifer said Rob originally asked for three members to volunteer, but now only needs two. Marjory said the Historic District Commission doesn’t have a quorum right now and there are only two members on it: Charlie St. Clair and Mark Haynes. Marjory noted that St. Joseph’s church is back on the market for sale. Marjory said the building is in the Historic District, but that’s not a guarantee. Marjory said they don’t currently have a quorum and Rob is looking for new members. Marjory said the volunteers can legally be a member of the Heritage Commission and a separate member of the Historic District Commission. Marjory said she volunteered to join the Historic District Commission. Lois Kessin asked if the Commission could go a whole year without having a meeting. Jane Whitehead said she thought the Commission was considering adding other areas of town to the Historic District. Marjory said that process will involve the Planning Department and the new Master Plan, which could take about a year or two. Marjory noted how limited the current Historic District is. Marjory said as members of the Heritage Commission they fall under the Code Enforcement Department. The Historic District Commission will fall under the Planning Department. Vice Chair Scott Ringer said that was interesting and asked if the Heritage Commission will continue to meet to take care of demolition permits. Lois Kessin asked if the Planning Board members will be different once the new mayor and new council members take office. Recording secretary Jennifer Place said she could not answer that question. Scott Ringer said as a member of the Human Relations Committee, they will need to be vetted again. Marjory asked if that was because those members were appointed by the mayor. Scott Ringer said if the Human Relations Committee becomes a permanent committee and not a mere special committee,

all nine members will have to go in front of City Council. Mark Haynes agreed but added members must first go through the Appointments Committee who recommends members to the Council. Mark said members don't have to physically appear before the Council. Lois Kessin said she had to physically appear when she joined the Heritage Commission. Scott Ringer said they changed the process about a year or two ago. Mark Haynes said as of the first of the year, committee assignments will be different. Mark said he may not be on some of the committees he's currently on. Chair Marjory Wilkinson said she thought Charlie St. Clair was already on the Historic District Commission. Mark Haynes said he was and it's because he's on the Planning Board. Recording secretary Jennifer Place said Charlie is currently taking a leave of absence from the Planning Board to act as interim Mayor. Mark Haynes said he is appointed by the Council, so once there are new committee assignments, the Heritage Commission might have a different council member. Vice Chair Scott Ringer said that was interesting. Chair Marjory Wilkinson said there were no community members or volunteers on the Historic District Commission and wondered if that's why Rob Mora asked for volunteers from the Heritage Commission. Jane Whitehead asked if there were volunteers on it before. Marjory said there were. Jennifer Place said when members join the Planning Board, they have terms, just like the Heritage Commission. Jennifer said she didn't think the Planning Board members would change as of January 1<sup>st</sup>. Vice Chair Scott Ringer said the City can't afford to make many changes, considering how many boards and commissions are hurting for people right now. Lois Kessin said it's a thankless job in a lot of cases. Scott Ringer said the Heritage Commission has it easy because they don't have to deal with public comment and noted at the last few Human Relations Committee meetings the public comment has gotten pretty bad, to the point it's belligerent and people are screaming at us. Chair Marjory Wilkinson asked if it was always the same group of people. Scott Ringer said at the last few meetings it has been the same group. Scott said people in the audience are taking out their phones and recording members of the committee while smiling. Lois Kessin said that must make Scott feel warm and fuzzy inside. Scott Ringer said it doesn't make him feel safe. Scott said there are some pretty vocal people out there. Mark Haynes told Scott that at the last Council meeting, there was a patrol officer in the chamber. Scott said it needs to happen, especially when there's considerable public input, an officer needs to be an option. Mark Haynes said an officer is definitely needed for the Human Relations Committee. Scott Ringer said he was going to bring that up to Patrick Wood. Mark said he agreed. Mark said he's theory is, the minute you see a uniform and a badge, you suddenly sit on your courage. Lois Kessin said tonight's meeting should be interesting. Scott Ringer agreed and said he's seen all the FaceBook comments about the meeting and there's a call to arms, actually. Chair Marjory Wilkinson asked if the moderator was Patrick Wood. Mark Haynes said he was. Scott Ringer said he had a feeling the meeting will be very well attended and people are not going to be polite. Scott said he hoped they could limit the public comments to two or three minutes at most. Mark Haynes said it's up to the Chair to control the meeting. Scott Ringer said that was a whole different issue. Mark Haynes said if the public knows they can take an inch, they'll take a mile. Chair Marjory Wilkinson asked if the meeting was going to be recorded. Scott said it will be broadcast by a Lakes Region company. Lois Kessin asked Jennifer Place if this meeting was still being recorded. Jennifer said yes, because it hasn't been adjourned yet. Vice Chair Scott Ringer asked Jennifer Place if the Heritage Commission meetings were broadcast to YouTube. Jennifer said they are not and if they want them to be, they can take a vote on it. Jennifer said she records them to help her prepare the minutes. The meeting is recorded on the U: drive and the public doesn't have access to that drive. Scott Ringer said the reason he was asking is because he noticed comments on FaceBook about the Harris Family Furniture store being demolished. Several people mentioned they wanted to see the meetings on YouTube. Chair Marjory Wilkinson said she prefers not to broadcast them. Lois Kessin said she doesn't want to broadcast them either.

#### 12.1. **RECOGNITION OF STRUCTURES IN LACONIA LINKS**

Marjory said the Commission has talked about recognitions and how to do that. Marjory said she had to take her car up to Bedard's at the end of Walker Street and while she was walking home, she noticed Union Square. Lois Kessin asked if she meant the buildings next to the Salvation Army. Jennifer said Kurt Brungardt oversaw that remodel. Marjory said they're using the outside of the building and maintaining its culture and thought they should be recognized for that. Marjory brought up the Taylor

Home and thought the Commission could recognize it as it is now. Marjory said they could recognize the Pemaco Building. Marjory wanted to know if the Commission could utilize the Laconia Links newsletter that's emailed every Friday. Marjory said someone could take a photo of a home they think should be recognized and write a few sentences like "The Heritage Commission would like to commend the efforts of (owner/developer) by reusing and maintaining the culture of this structure. Vice Chair Scott Ringer asked if there was a cost to the Laconia Links. Recording secretary Jennifer Place said no, all you have to do is email Nancy Brown what you want included. Chair Marjory Wilkinson said Warren Huse uses the Laconia Links too. Marjory said the Commission could rely on Tara Shore or the Historical Society to gather information on the recognized structures. Lois Kessin said that sounds like a good idea. Lois said she'd like to recognize the house next to Hebert Foundry. Marjory said if you're on the Riverwalk and you look across the river, there's a brick building she thought were apartments. Lois Kessin asked if she meant the Allen Rogers building. Marjory said no, it's an old building that's before you get to Fair Street and is right across the river. Vice Chair Scott Ringer asked if she meant by the VFW. Marjory said yes. Lois Kessin said she'd like to know more about the two brick buildings by Bartlett Beach. Recording secretary Jennifer Place asked if those buildings were pump houses. Marjory said no, they are private homes. Lois Kessin said she's loved them since childhood. Jane Whitehead asked if the goal was to make people aware of beautiful buildings in need of repair. Marjory said no, the goal is to recognize people who are in the process of or have renovated beautiful homes or structures. Lois asked if they needed to get the permission of the people who live there. Vice Chair Scott Ringer said he thought so. Marjory agreed. If a member took a photo of the home, that would give them a reason to knock on the door to see who owns it and what the history is. Recording secretary Jennifer Place asked if it was legal to walk on private property to knock on the door. Joe Gray said anyone can knock on your door. If they tell you to leave, you have to leave. Vice Chair Scott Ringer said knocking on anyone's front door nowadays is not the safest thing to do. Joe Gray suggested sending them a letter asking to photograph the home. Scott said he liked the letter idea. Lois Kessin asked Jennifer Place if there was a way to have badges issued so the homeowner knows it's official city business and not just a stranger off the street. Jennifer said she could easily create a badge.

13. **ADJOURNMENT**

Lois Kessin made a motion to end the meeting. Scott Ringer seconded the motion. All members voted in favor. The meeting adjourned at 4:43PM.

# **DEMOLITION PERMIT**

## **Application**

City of Laconia Code Enforcement Department  
Phone: (603) 527-1293 - Fax: (603) 524-2167

COMPLETED ASBESTOS DEMO/RENOVATION NOTIFICATION FORM ATTACHED: ☐

HAVE ALL HAZARDOUS MATERIALS BEEN REMOVED? YES ☒ NO ☐

DOES THE BUILDING CONTAIN ANY ASBESTOS? YES ☐ NO ☐

FEE: \$

CONTRACTOR'S SIGNATURE: \_\_\_\_\_

CODE OFFICIAL'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_



Next mtg = December 10<sup>th</sup> @ 4pm @ City Hall  
jplace@Laconianh.gov



# **DEMOLITION PERMIT Application**

City of Laconia Code Enforcement Department  
Phone: (603) 527-1293 - Fax: (603) 524-2167

DATE: 11/13/25

YEAR  
BUILT: 1910

**NOTE: Any structure 50 years or older AND 700 square feet or larger must be reviewed and approved by the Heritage Commission, which meets on the second Wednesday of each month. If the structure meets the criteria to be reviewed by the Heritage Commission, NO demo permit will be issued, and NO actual demolition can occur until after the Commission's decision. Each BUILDING requires a separate application.**

LOCATION OF BUILDING TO BE DEMOLISHED: <u>148 Channel Lane</u>	SQUARE FOOTAGE OF STRUCTURE:
OWNER'S NAME & MAILING ADDRESS:	IS STRUCTURE VISIBLE FROM ADJACENT PUBLIC RIGHT-OF-WAY OR PUBLIC LANDS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
OWNER'S PHONE #: <u>(603) 493-7272</u>	VALUE OF BUILDING: \$
SCOPE OF WORK: <u>Demo existing home</u>	

CONTRACTOR'S NAME: <u>COOK Custom Homes</u>	CONTRACTOR'S PHONE #:
CONTRACTOR'S ADDRESS:	

**FORMER USE OF BUILDING:**

ONE/TWO FAM. ☒ MULTI-FAM. ☐ COMMERCIAL ☐ STORAGE ☐ OTHER ☐

APPROXIMATE START DATE: \_\_\_\_\_ APPROXIMATE FINISH DATE: \_\_\_\_\_

**APPLICANT IS REQUIRED TO OBTAIN SIGN-OFF'S BY THE  
FOLLOWING AGENCIES BEFORE PERMIT WILL BE ISSUED:**

DEPT. OF PUBLIC WORKS:	GAS SUPPLIER: <u>N/A</u>
WATER DEPT:	FIRE DEPT:
ELECTRIC SUPPLIER: <u>work order #</u>	PLANNING DEPT:
HERITAGE (Structures over 50 years old) COMMISSION:	TAX (Mobile Homes Only) COLLECTOR: <u>N/A</u>
CONDO ASSOC. <u>N/A</u>	

See page 2 for more important information.

CURRENT OWNER		TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT				1501  LACONIA, NH  <b>VISION</b>						
COOK CUSTOM DEVELOPMENT LLC  14 ASH ST  HOLLIS NH 03049		1	Level	3	Public Sewer	1	Paved	2	Light	Description	Code	Appraised	Assessed							
				2	Public Water					RESIDENTL	1013	93,600	93,600							
										RES LAND	1013	1,828,700	1,828,700							
										RESIDENTL	1013	10,200	10,200							
SUPPLEMENTAL DATA																				
Alt Prcl ID 96 40 8 OWNOCC N						ZONE 2 ZONE 2 % WARD WARD 1														
REVIEW ZONE 1 CR ZONE 1 % 100																				
GIS ID 173-40-12						Assoc Pid#														
Total										1,932,500		1,932,500								
RECORD OF OWNERSHIP		BK-VOL/PAGE		SALE DATE		Q/U V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)								
COOK CUSTOM DEVELOPMENT LLC LAWTON DAVID RANDOLPH & LAWTON DAVID RANDOLPH & LAWTON BARBARA L & DAVID R LAWTON JOHN S &		3664	0632	02-03-2025	Q	I		1,200,000	04			Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed
		2319	0461	07-18-2006	U	I		4,000	1F			2024	1013	93,200	2023	1013	89,600	2022	1013	80,200
		2297	0399	05-12-2006	U	I		4,000	1A				1013	1,692,200		1013	1,463,800		1013	1,197,700
		1174	0570	06-01-1991	U	I		0	1				1013	9,600		1013	9,100		1013	1,200
		0419	0099	06-01-1991				0				Total	1,795,000	Total	1,562,500	Total		Total	1,279,100	
EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor												
Year	Code	Description		Amount		Code	Description	Number	Amount	Comm Int										
		Total		0.00																
ASSESSING NEIGHBORHOOD																				
Nbhd		Nbhd Name		Cyclical Group		TIF District		ID Code												
0001				B																
NOTES																				
5 BOAT TIES  NEW ROOF COVER/DB  REPLACED FLR IN 11X15 SEC      2X8X24 GREY/GRN IA-/EP  WF/LEDGE												EXT FAIR COND      FRONTAGE PER TAXMAP  AREA PER 1/02 PLAN								
												Appraised Bldg. Value (Card) 93,600 Appraised Xf (B) Value (Bldg) 0 Appraised Ob (B) Value (Bldg) 10,200 Appraised Land Value (Bldg) 1,828,700 Special Land Value 0 Total Appraised Parcel Value 1,932,500 Valuation Method C  Total Appraised Parcel Value 1,932,500								
BUILDING PERMIT RECORD												VISIT / CHANGE HISTORY								
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments				Date	Id	Type	Is	Cd	Purpost/Result			
												05-27-2025	PS	S		02	MEASURED			
												08-15-2023	PS	CY		02	MEASURED			
												07-29-2013	DD			30	EXTERIOR INSPECTION			
												07-20-2010	RK			33	RES FIELD REVIEW			
												07-16-2008	DD			29	DRIVE BY REVIEW			
												04-26-2007	SC			03	MEAS & INSPC			
												05-16-2001	TS			14	INSPECTED			
LAND LINE VALUATION SECTION																				
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes		Location Adjustmen		Adj Unit P	Land Value		
1	1013	SFR WATER M	CR			12,877	SF	5.92	1.00000	5	1.00	PB1	24.000			1.0000	142.02	1,828,700		
1	1013	SFR WATER M	CR			128	FF	0.00	1.00000	0	1.00	PB1	24.000			0.0000	0	0		
Total Card Land Units						0.30	AC	Parcel Total Land Area						0.30	Total Land Value				1,828,700	

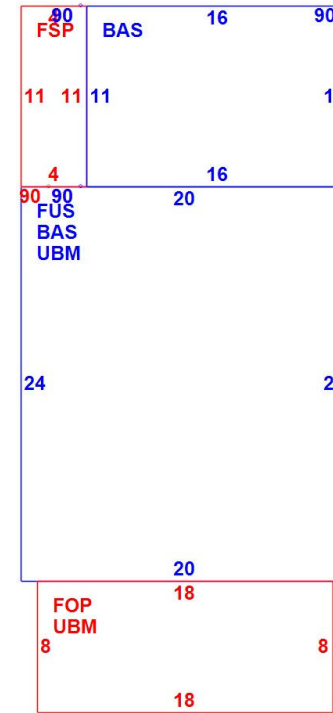
CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description	Element	Cd	Description
Style:	36	Camp Seasonal			
Model	01	Residential			
Grade:	03	Average			
Stories:	2	2 Stories			
Occupancy	1				
Exterior Wall 1	14	Wood Shingle			
Exterior Wall 2					
Roof Structure:	03	Gable/Hip			
Roof Cover	03	Asph/F GlS/Cmp			
Interior Wall 1	07	K PINE/A WD			
Interior Wall 2					
Interior Flr 1	06	Lino/Vinyl			
Interior Flr 2	09	Pine/Soft Wood			
Heat Fuel	02	Oil			
Heat Type:	04	Forced Air-Duc			
AC Type:	01	None			
Total Bedrooms	03	3 Bedrooms			
Total Bthrms:	1				
Total Half Baths	0				
Total Xtra Fixtrs					
Total Rooms:	6	6 Rooms			
Bath Style:	02	Average			
Kitchen Style:	02	Average			

CONDO DATA				
Parcel Id		C	Owne	0.0
		B	S	
Adjust Type	Code	Description	Factor%	
Condo Flr				
Condo Unit				

COST / MARKET VALUATION	
Building Value New	155,925
Year Built	1910
Effective Year Built	1985
Depreciation Code	AV
Remodel Rating	
Year Remodeled	
Depreciation %	40
Functional Obsol	0
External Obsol	0
Trend Factor	1.000
Condition	
Condition %	
Percent Good	60
RCNLD	93,600
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Gd	Grade	Grade Adj.	Appr. Value
DCK1	DOCKS-RES	L	366	37.00	1960	G	75		0.00	10,200

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Gross Area	Eff Area	Unit Cost	Undeprec Value	
BAS	First Floor	656	656	656	115.82	75,975	
FOP	Porch, Open, Finished	0	144	29	23.32	3,359	
FSP	Porch, Screen, Finished	0	44	11	28.95	1,274	
FUS	Upper Story, Finished	480	480	480	115.82	55,591	
UBM	Basement, Unfinished	0	624	125	23.20	14,477	
Ttl Gross Liv / Lease Area		1,136	1,948	1,301		150,676	







# DEMOLITION PERMIT Application

City of Laconia Code Enforcement Department  
Phone: (603) 527-1293 - Fax: (603) 524-2167

DATE: \_\_\_\_\_

YEAR  
BUILT: \_\_\_\_\_

**NOTE: Any structure 50 years or older AND 700 square feet or larger must be reviewed and approved by the Heritage Commission, which meets on the second Wednesday of each month. If the structure meets the criteria to be reviewed by the Heritage Commission, NO demo permit will be issued, and NO actual demolition can occur until after the Commission's decision. Each BUILDING requires a separate application.**

LOCATION OF BUILDING TO BE DEMOLISHED:	SQUARE FOOTAGE OF STRUCTURE:
OWNER'S NAME & MAILING ADDRESS:	IS STRUCTURE VISIBLE FROM ADJACENT PUBLIC RIGHT-OF-WAY OR PUBLIC LANDS? YES <input type="checkbox"/> NO <input type="checkbox"/>
OWNER'S PHONE #:	VALUE OF BUILDING: \$ 398,206
SCOPE OF WORK:	
CONTRACTOR'S NAME:	CONTRACTOR'S PHONE #:
CONTRACTOR'S ADDRESS:	

## FORMER USE OF BUILDING:

ONE/TWO FAM. ☐ MULTI-FAM. ☐ COMMERCIAL ☐ STORAGE ☐ OTHER ☐

APPROXIMATE START DATE: \_\_\_\_\_ APPROXIMATE FINISH DATE: \_\_\_\_\_

**APPLICANT IS REQUIRED TO OBTAIN SIGN-OFF'S BY THE  
FOLLOWING AGENCIES BEFORE PERMIT WILL BE ISSUED:**

DEPT. OF PUBLIC WORKS:	GAS SUPPLIER:
WATER DEPT:	FIRE DEPT:
ELECTRIC SUPPLIER:	PLANNING DEPT:
HERITAGE (Structures over 50 years old) COMMISSION:	TAX (Mobile Homes Only) COLLECTOR: N/A
CONDO ASSOC. N/A	

See page 2 for more important information.



# **DEMOLITION PERMIT**

## **Application**

City of Laconia Code Enforcement Department  
Phone: (603) 527-1293 - Fax: (603) 524-2167

COMPLETED ASBESTOS DEMO/RENOVATION NOTIFICATION FORM ATTACHED: ☐

HAVE ALL HAZARDOUS MATERIALS BEEN REMOVED? YES ☐ NO ☐

DOES THE BUILDING CONTAIN ANY ASBESTOS? YES ☐ NO ☐

FEE: \$

CONTRACTOR'S SIGNATURE: \_\_\_\_\_

CODE OFFICIAL'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

# DEMOLITION PERMIT INSTRUCTIONS

- STEP 1:** Fill out the application form.
- STEP 2:** If the structure is 50 years or older and over 700 SQ FT, you are **required** to attend the next scheduled Heritage Commission meeting. Meetings are held on the second Tuesday of each month at 4PM located in the Council Chambers at City Hall. During the meeting you will be called to the podium to represent the structure and to answer questions from the Commission regarding any potential cultural or historical significance the structure may have. State your name and the property address you are representing. If your structure is found to be “significant”, a site walk may be requested. If you have photos showing the state of disrepair of your structure, you are encouraged to email them to [CodeEnforcement@laconainh.gov](mailto:CodeEnforcement@laconainh.gov) at least 5 days prior to the meeting.
- STEP 3:** Contact a licensed asbestos abatement company for testing. This is **required** regardless of the age of your structure.

**STEP 4:** **You are required to obtain signatures from the following departments:**

- Department of Public Works located at 27 Bisson Avenue.
- Water Department (regardless if you have City water or not) located at 988 Union Avenue.
- Planning Department located in the basement of City Hall at 45 Beacon Street East.
- Fire Department (must present a copy of the asbestos test to get a signature) located at 848 North Main Street.
- If applicable, the Eversource work order number to make sure power has been disconnected.
- If applicable, the Liberty Utilities work order number to make sure any gas service has been disconnected.
- If applicable, a copy of the letter of approval from your condominium association.
- If applicable, the signature of the Tax Collector (for mobile homes only).

Once all required signatures have been obtained and the asbestos report has been submitted to Code Enforcement, an invoice will be emailed to you. Once paid, the permit will be issued.

## **FEES:**

Residential One/Two Family Home: \$100  
Residential Accessory Structure: \$ 50  
Commercial Structure: \$200  
Commercial Accessory Structure: \$100

Please call Code Enforcement at (603) 527-1293 with any questions or email us at [CodeEnforcement@laconianh.gov](mailto:CodeEnforcement@laconianh.gov).

Property Location 21 FORE ST  
Vision ID 1218

Account # 2648

Map ID 367/ 81/ 13/ /  
Bldg # 1

Bldg Name  
Sec # 1 of 1 Card # 1 of 1

State Use 1050  
Print Date 1/6/2026 11:14:21 AM

CURRENT OWNER		TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT				1501  LACONIA, NH  <b>VISION</b>					
PAUGUS FORE I LLC  PO BOX 6720  LACONIA NH 03247		1 Level		1 All Public		1 Paved		4 Medium		Description	Code	Appraised	Assessed						
										RESIDENTL	1050	288,300	288,300						
										RES LAND	1050	116,700	116,700						
SUPPLEMENTAL DATA										RESIDENTL	1050	100	100						
Alt Prcl ID 31 81 1 OWNOCC N						ZONE 2 ZONE 2 % WARD WARD 6													
REVIEW ZONE 1 UC ZONE 1 % 100																			
GIS ID 367-81-13						Assoc Pid#													
										Total		405,100	405,100						
RECORD OF OWNERSHIP		BK-VOL/PAGE		SALE DATE		Q/U V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)							
PAUGUS FORE I LLC OZANAM PLACE INC ALLEN ALICE E NEW HAMPSHIRE SAVINGS BANK		3423	0401	06-11-2021	U	I	1,000,000	21											
		2015	0181	03-18-2004	U	I	710,000	1	2025	1050	288,300	2024	1050	276,400	2023	1050	255,400		
		1266	0317	09-01-1993	U	I	21,000	1		1050	116,700		1050	108,000		1050	98,900		
		1187	0618	10-01-1991	U	I	42,000	1L		1050	100		1050	6,400		1050	6,400		
		0699	0098	01-01-1901	U	I	0												
										Total		405,100	Total	390,800	Total	360,700			
EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor											
Year	Code	Description		Amount		Code	Description	Number	Amount	Comm Int									
Total				0.00															
ASSESSING NEIGHBORHOOD																			
Nbhd		Nbhd Name		Cyclical Group		TIF District		ID Code											
0001				D		TIF2													
NOTES																			
3 APTS WHITE  SFB UNIT= 21 FORE ST. UPPER 2 UNITS - 23 FORE ST = ACCESS FROM PARK ST																			
BUILDING PERMIT RECORD										VISIT / CHANGE HISTORY									
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments		Date	Id	Type	Is	Cd	Purpost/Result				
251B	03-30-2015	15	PLUMBING	40		100	03-30-2015			06-02-2025	PS	CY		02	MEASURED				
2015-00003	01-15-2015	05	R-RENOVATE	40,000	03-30-2016	100				11-18-2021	TB	S		25	REVIEWED				
70-97	04-07-1997	05	R-RENOVATE	20,000	04-02-1998	100	03-12-1999			03-30-2016	DD			14	INSPECTED				
										04-23-2015	DD			15	PERMIT VISIT				
										02-21-2013	DD			25	REVIEWED				
										04-15-2010	RK			29	DRIVE BY REVIEW				
										04-12-2007	SC			03	MEAS & INSPC				
LAND LINE VALUATION SECTION																			
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes		Location Adjustmen	Adj Unit P	Land Value		
1	1050	THREE FAM	UC			8,576 SF	8.01	1.00000	5	1.00	50	1.700			1.0000	13.61	116,700		
Total Card Land Units						0.20	AC	Parcel Total Land Area						0.20	Total Land Value				116,700

A photograph of a white, two-story house with a small porch and a wooden fence. The house has white siding and a white door with a small porch roof. There are two windows with white shutters. A wooden fence is on the right side of the house. The house is surrounded by greenery and a driveway.



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DATE: \_\_\_\_\_

YEAR  
BUILT: \_\_\_\_\_

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LOCATION OF BUILDING TO BE DEMOLISHED:	SQUARE FOOTAGE OF STRUCTURE:
OWNER'S NAME & MAILING ADDRESS:	IS STRUCTURE VISIBLE FROM ADJACENT PUBLIC RIGHT-OF-WAY OR PUBLIC LANDS? YES <input type="checkbox"/> NO <input type="checkbox"/>
OWNER'S PHONE #:	VALUE OF BUILDING: \$ 236,103
SCOPE OF WORK:	
CONTRACTOR'S NAME: TBD	
CONTRACTOR'S PHONE #:	
CONTRACTOR'S ADDRESS:	

## FORMER USE OF BUILDING:

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FEE: \$

CONTRACTOR'S SIGNATURE: \_\_\_\_\_

CODE OFFICIAL'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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Residential Accessory Structure: \$ 50  
Commercial Structure: \$200  
Commercial Accessory Structure: \$100

Please call Code Enforcement at (603) 527-1293 with any questions or email us at [CodeEnforcement@laconianh.gov](mailto:CodeEnforcement@laconianh.gov).



Property Location 9 NORTH ST  
Vision ID 1350

Account # 897

Map ID 350/ 168/ 20/ /  
Bldg # 1

Bldg Name  
Sec # 1 of 1 Card # 1 of 1

State Use 1013  
Print Date 1/6/2026 11:14:58 AM

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD		LOCATION	CURRENT ASSESSMENT				1501  LACONIA, NH  <b>VISION</b>								
PAUGUS NORTH I LLC  14801 QUORUM DR STE 300  DALLAS TX 75254		4 Rolling	1 All Public	1 Paved	2 Light	Description	Code	Appraised	Assessed										
						RESIDENTL	1013	123,300	123,300										
						RES LAND	1013	505,900	505,900										
						RESIDENTL	1013	82,400	82,400										
SUPPLEMENTAL DATA																			
Alt Prcl ID 34 168 1 OWNOCC N				ZONE 2 ZONE 2 % WARD WARD 6															
REVIEW ZONE 1 UC ZONE 1 % 100																			
GIS ID 350-168-20				Assoc Pid#															
						Total		711,600	711,600										
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)											
PAUGUS NORTH I LLC 9 NORTH STREET RENTALS LLC NH BIG ISLAND CO KINCAID JEAN P SIMPSON MARIAN T ET AL		3620	0698	05-02-2024	U	I	1,575,000	40	Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed		
		3609	0126	02-02-2024	U	I	1,460,000	40	2025	1013	123,300	2024	1013	121,500	2023	1013	110,300		
		3058	0181	09-15-2016	U	I	500,000	21		1013	505,900		1013	468,300		1013	415,800		
		0883	0651	10-01-1984	U	I	33,051			1013	82,400		1013	77,100		1013	72,300		
		0506	0402	09-06-1968			0		Total		711,600	Total		666,900	Total		598,400		
EXEMPTIONS			OTHER ASSESSMENTS					This signature acknowledges a visit by a Data Collector or Assessor											
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int											
Total			0.00																
ASSESSING NEIGHBORHOOD										APPROAISED VALUE SUMMARY									
Nbhd		Nbhd Name		Cyclical Group		TIF District		ID Code											
0001				D		TIF2													
NOTES																			
OB1=5IN+10N EITHER SIDE  WHITE  *WATERFRONT,ESMT SILT/DRA  FBM LOCATION ESTIMATED										Appraised Bldg. Value (Card) 123,300 Appraised Xf (B) Value (Bldg) 0 Appraised Ob (B) Value (Bldg) 82,400 Appraised Land Value (Bldg) 505,900 Special Land Value 0 Total Appraised Parcel Value 711,600 Valuation Method C  Total Appraised Parcel Value 711,600									
BUILDING PERMIT RECORD										VISIT / CHANGE HISTORY									
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments		Date	Id	Type	Is	Cd	Purpost/Result				
2012			WETLANDS AP		02-20-2013	100		REPAIR TO BOATHOUSE		06-11-2024	PS	S		02	MEASURED				
										02-21-2013	DD			25	REVIEWED				
										02-20-2013	DD			15	PERMIT VISIT				
										06-29-2012	DD			25	REVIEWED				
										03-20-2007	JM			02	MEASURED				
										08-05-1994	EW			18	CHG @ HEARIN				
										08-17-1990	99			99	MMC INFO				
LAND LINE VALUATION SECTION																			
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes		Location Adjustmen		Adj Unit P	Land Value	
1	1013	SFR WATER M	UC			5,100	SF	11.67	1.00000	5	1.00	PB4	8.500			1.0000	99.19	505,900	
1	1013	SFR WATER M	UC			57	FF	0.00	1.00000	0	1.00	PB4	8.500			0.0000	0	0	
Total Card Land Units						0.12	AC	Parcel Total Land Area						0.12	Total Land Value				505,900



Property Location 9 NORTH ST  
Vision ID 1350

Account # 897

Map ID 350/ 168/ 20/ /  
Bldg # 1

Bldg Name  
Sec # 1 of 1

Card # 1 of 1

State Use 1013  
Print Date 1/6/2026 11:15:00 AM

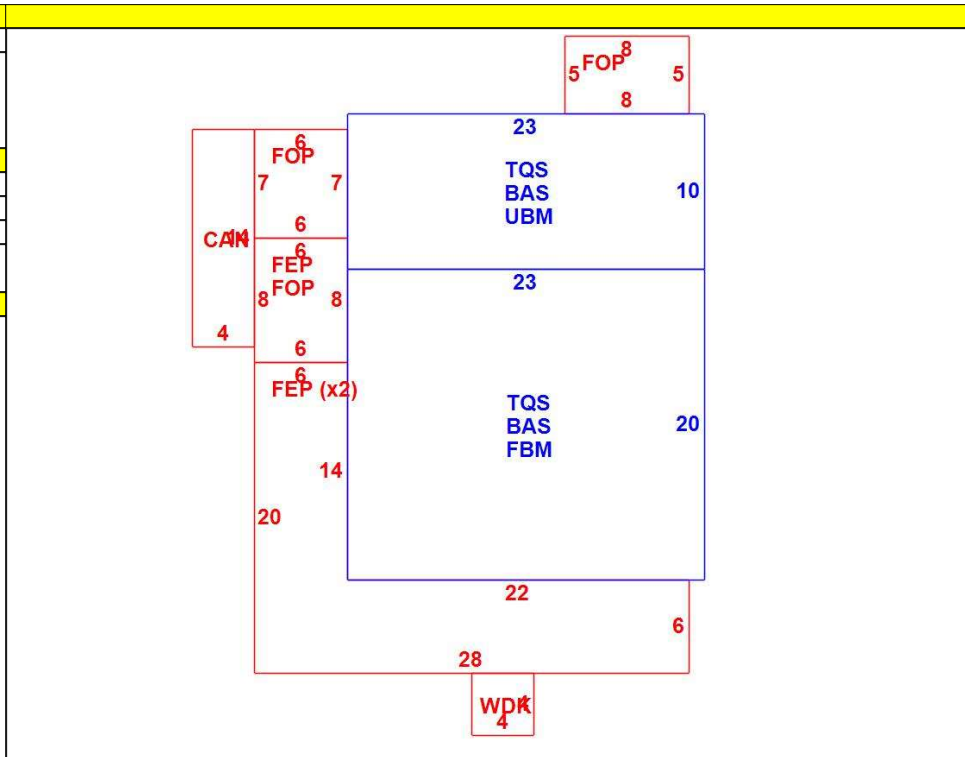
CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description	Element	Cd	Description
Style:	09	2 Unit			
Model	01	Residential			
Grade:	03	Average			
Stories:	1.75	1 3/4 Stories			
Occupancy	2				
Exterior Wall 1	11	Clapboard			
Exterior Wall 2					
Roof Structure:	03	Gable/Hip			
Roof Cover	01	Metal/Tin			
Interior Wall 1	03	Plastered			
Interior Wall 2					
Interior Flr 1	09	Pine/Soft Wood			
Interior Flr 2	14	Carpet			
Heat Fuel	03	Gas			
Heat Type:	05	Hot Water			
AC Type:	01	None			
Total Bedrooms	03	3 Bedrooms			
Total Bthrms:	2				
Total Half Baths	0				
Total Xtra Fixtrs					
Total Rooms:	7	7 Rooms			
Bath Style:	02	Average			
Kitchen Style:	02	Average			

CONDO DATA			
Parcel Id		C	Ownr 0.0
		B	S
Adjust Type	Code	Description	Factor%
Condo Flr			
Condo Unit			

COST / MARKET VALUATION			
Building Value New			246,604
Year Built			1910
Effective Year Built			1975
Depreciation Code			FR
Remodel Rating			
Year Remodeled			
Depreciation %			50
Functional Obsol			0
External Obsol			0
Trend Factor			1.000
Condition			
Condition %			
Percent Good			50
RCNLD			123,300
Dep % Ovr			
Dep Ovr Comment			
Misc Imp Ovr			
Misc Imp Ovr Comment			
Cost to Cure Ovr			
Cost to Cure Ovr Comment			

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)											
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond.	Cd	% Gd	Grade	Grade Adj.	Appr. Value
BHS1	BOAT HSE AV	L	1,612	94.00	1955	A		50		0.00	75,800
DCK1	DOCKS-RES	L	292	37.00	1975	A		50		0.00	5,400
SHD1	SHED FRAME	L	189	13.00	2006	A		50		0.00	1,200

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Gross Area	Eff Area	Unit Cost	Undeprec Value	
BAS	First Floor	690	690	690	128.67	88,780	
CAN	Canopy	0	56	6	13.79	772	
FBM	Basement, Finished	0	460	161	45.03	20,715	
FEP	Porch, Enclosed, Finished	0	552	386	89.97	49,665	
FOP	Porch, Open, Finished	0	130	26	25.73	3,345	
TQS	Three Quarter Story	518	690	518	96.59	66,650	
UBM	Basement, Unfinished	0	230	46	25.73	5,919	
WDK	Deck, Wood	0	16	2	16.08	257	
Ttl Gross Liv / Lease Area		1,208	2,824	1,835		236,103	



# DEMOLITION PERMIT Application

DATE: 1-5-2026

Laconia Code Enforcement Department  
Phone: (603) 527-1293 / FAX: (603) 527-1266

YEAR  
BUILT: 1930

**NOTE:** Any structure 50 years or older AND 700 square feet or larger must be reviewed and approved by the Heritage Commission, which meets on the second Wednesday of each month. If the structure meets the criteria to be reviewed by the Heritage Commission, NO demo permit will be issued, and NO actual demolition can occur until after the Commission's decision.

**Each BUILDING requires a separate application**

LOCATION OF BUILDING TO BE DEMOLISHED: 85 ELM ST LACONIA	SQUARE FOOTAGE of STRUCTURE 5039 SQ FT
OWNER'S NAME & MAILING ADDRESS: PAUGUS PROPERTIES	IS STRUCTURE VISIBLE FROM ADJACENT PUBLIC RIGHT-OF-WAY OR PUBLIC LANDS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
OWNER'S TEL. NO: 978-479-2990	VALUE: 426K
SCOPE OF WORK: DEMOLITION SPRINKLERS BOOS / WILL BE DOING ASBESTOS REPORT	

CONTRACTOR'S NAME: MIKE LOKKEN	CONTRACTOR'S TELEPHONE NO: 978-479-2990
CONTRACTOR'S ADDRESS: 59 CLINTON ST. LACONIA NH.	

## FORMER USE OF BUILDING

ONE/TWO FAM. ☐ MULTI-FAM. ☒ COMMERCIAL ☐ STORE ☐ OTHER ☐

APPROXIMATE START DATE: 3-15-2026 APPROXIMATE FINISH DATE: 3-25-2026

**APPLICANT IS REQUIRED TO OBTAIN SIGN-OFF'S BY THE FOLLOWING AGENCIES BEFORE PERMIT WILL BE ISSUED:**

DEPT. OF PUBLIC WORKS:	GAS SUPPLIER:
WATER DEPT:	FIRE DEPT:
ELECTRIC SUPPLIER:	PLANNING DEPT:
HERITAGE (structure over 50 years old) COMMISSION:	TAX (Mobile Homes) COLLECTOR:
CONDO ASSOC.	

See reverse side for more important information

**COPY OF COMPLETED ASBESTOS DEMO/RENOVATION NOTIFICATION FORM.**

☐

**HAVE ALL HAZARDOUS MATERIALS BEEN REMOVED?**

**YES**

☐

**NO**

☒

**DOES THE BUILDING CONTAIN ANY ASBESTOS?**

**YES**

☐

**NO**

☐

**FEE:**

**CONTRACTOR'S SIGNATURE:**



**CODE OFFICIAL'S APPROVAL:**

**DATE:**

\_\_\_\_\_



State Use 1110  
Print Date 01-09-2026 2:21:33 P

CURRENT OWNER				TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT											
LACONIA AREA COMM LAND TST IN  193 COURT ST  LACONIA NH 03246				1	Level	1	All Public	1	Paved	5	Heavy	Description		Code	Appraised		Assessed		1501  LACONIA, NH				
												RESIDNTL	1110	419,700		419,700							
												RES LAND	1110	105,400		105,400							
				SUPPLEMENTAL DATA								RESIDNTL	1110	6,500		6,500		VISION					
				Alt Prcl ID 31 71 5 OWNOCC N				ZONE 2 ZONE 2 % WARD WARD 6															
REVIEW ZONE 1 UC ZONE 1 % 100  GIS ID 367-71-14				Assoc Pid#						Total		531,600		531,600									
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		Q/U		V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)							
LACONIA AREA COMM LAND TST INC LACONIA FOOD COOP INC				1153	0667	11-01-1990	U	I	128,200		1L	Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed			
				0974	0240	11-01-1986	Q	I	162,000		00	2025	1110	419,700	2024	1110	371,600	2023	1110	351,300			
													1110	105,400		1110	97,600		1110	89,300			
													1110	6,500		1110	5,800		1110	5,800			
				Total		0.00						Total	531,600	Total		475,000	Total		446,400				
EXEMPTIONS				OTHER ASSESSMENTS								This signature acknowledges a visit by a Data Collector or Assessor											
Year	Code	Description		Amount		Code	Description		Number	Amount										Comm Int			
Total				0.00																			
ASSESSING NEIGHBORHOOD																							
Nbhd		Nbhd Name		Cyclical Group		TIF District		ID Code															
0001				D		TIF2																	
NOTES																							
WHITE  FUNC BAS=STORAGE  																							

Property Location 85 ELM ST  
 Vision ID 1212

Account # 1186

Map ID 367/ 71/ 14/ /

Bldg # 1

Bldg Name  
 Sec # 1 of 1

Card # 1 of 1

State Use 1110  
 Print Date 01-09-2026 2:21:34 P

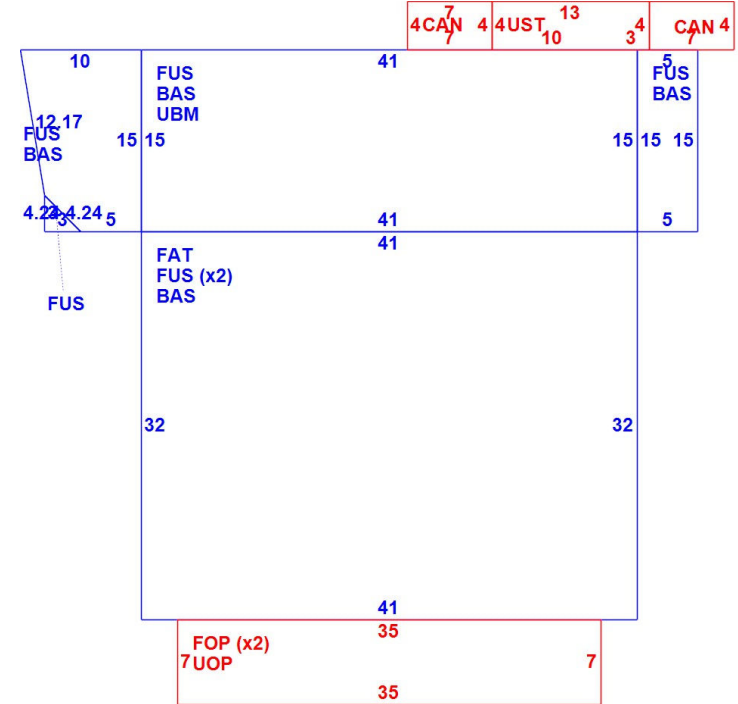
CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description	Element	Cd	Description
Style:	11	4-8 Unit			
Model	01	Residential			
Grade:	03	Average			
Stories:	2.25				
Occupancy	4				
Exterior Wall 1	25	Vinyl Siding			
Exterior Wall 2					
Roof Structure:	03	Gable/Hip			
Roof Cover	03	Asph/F Gls/Cmp			
Interior Wall 1	05	Drywall/Sheet			
Interior Wall 2					
Interior Flr 1	12	Hardwood			
Interior Flr 2	06	Lino/Vinyl			
Heat Fuel	03	Gas			
Heat Type:	05	Hot Water			
AC Type:	01	None			
Total Bedrooms	09	9+ Bedrooms			
Total Bthrms:	4				
Total Half Baths	1				
Total Xtra Fixtrs	0				
Total Rooms:	18				
Bath Style:	02	Average			
Kitchen Style:	02	Average			

CONDO DATA				
Parcel Id		C	Owne	0.0
		B	S	
Adjust Type	Code	Description	Factor%	
Condo Flr				
Condo Unit				

COST / MARKET VALUATION	
Building Value New	763,008
Year Built	1930
Effective Year Built	1985
Depreciation Code	AV
Remodel Rating	
Year Remodeled	
Depreciation %	40
Functional Obsol	5
External Obsol	0
Trend Factor	1.000
Condition	
Condition %	
Percent Good	55
RCNLD	419,700
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Gd	Grade	Grade Adj.	Appr. Value
FGR4	W/LOFT-AVG	L	408	32.00	1950	A	50		0.00	6,500

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	2,130	2,130	2,130	121.91	259,658
CAN	Canopy	0	56	6	13.06	731
FAT	Attic, Finished	262	1,312	262	24.34	31,939
FOP	Porch, Open, Finished	0	490	98	24.38	11,947
FUS	Upper Story, Finished	3,447	3,447	3,447	121.91	420,207
UBM	Basement, Unfinished	0	615	123	24.38	14,994
UOP	Porch, Open, Unfinished	0	245	25	12.44	3,048
UST	Utility, Storage, Unfinished	0	52	13	30.48	1,585
Ttl Gross Liv / Lease Area		5,839	8,347	6,104		744,109



# Neighborhood Heritage Districts

## *A Handbook for New Hampshire Municipalities*



*Prepared by*

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*with*

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*for*

**New Hampshire Division of Historical Resources**

**December 2008**

## Acknowledgments

Like any new initiative, this investigation into establishing a Neighborhood Heritage District program for New Hampshire municipalities is the product of many people, ongoing programs elsewhere, and previous studies. A dedicated steering committee comprised of planning and legal professionals, as well as citizens interested in establishing a district, met with staff from the New Hampshire Division of Historical Resources and project consultants throughout the project. We are all extremely appreciative of the time they spent providing insightful comments, edits and sheer energy to the model ordinance and handbook. We are also indebted to Emily Paulus, former Preservation Planner at the Division, who spearheaded the project and successfully authored the National Trust's Johanna Favrot grant application, which got the project off the ground.

Material that proved particularly helpful included *Protecting Older Neighborhoods Through Conservation District Programs* (Julia Miller, National Trust for Historic Preservation, 2004) and *Neighborhood District Conservation Study for the Town of Brookline, MA* (Larson Fisher Associates, 2005).

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Cover photo: Atlantic Heights, Portsmouth, NH

*This project has been funded in part by a Johanna Favrot Fund for Historic Preservation grant from the National Trust for Historic Preservation and in part with a federal 'Historic Preservation Fund' matching grant from the National Park Service of the United States Department of the Interior, to the New Hampshire Division of Historical Resources/State Historic Preservation Office. However, its contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the National Trust.*



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## Introduction

From the outset, we suspected that New Hampshire's approach to districts would differ from the traditional neighborhood conservation district approach employed elsewhere in the United States. In the early stages of this project, the consultant team reviewed the method of how neighborhood conservation districts are established in other states, as well as the options already available in the New Hampshire land use statutes.

We found that other states used existing zoning provisions, rather than adopting new legislation to create neighborhood conservation districts. A search of "neighborhood" in zoning ordinances outside of New Hampshire turned up "urban renewal" and "blight" improvement provisions, but no provisions for preserving the character of existing neighborhoods.<sup>1</sup> While a number of states, including New Hampshire, have historic districts in their land use enabling legislation, we found none specifically for neighborhood conservation districts. Instead, conservation district ordinances were adopted under general zoning authority, as were any which are designed to preserve the character of existing neighborhoods.<sup>2</sup>

We also found that most of the existing conservation districts focus on residential neighborhoods. Furthermore, they frequently regulate changes to architectural features on a particular building, rather than limiting themselves to larger impact changes. Here in New Hampshire, we wanted to develop a program that is clearly distinct from existing local historic districts. We also wanted a program that is more far-reaching—one that could encompass non-residential, mixed and more rural areas.

For these reasons, we have chosen to call this new planning option Neighborhood *Heritage* Districts, rather than Neighborhood *Conservation* Districts, as they are called elsewhere. First, the term "conservation" is usually associated with conservation of land and natural resources, rather than buildings or the built environment. Second, the word "heritage" underscores the broad layers of history and culture that make up the built landscape that these districts are intended to protect.

Initially, we expected that New Hampshire would need special legislation to enable a municipality to adopt a neighborhood heritage district, particularly in the absence of any national models. However, as we looked closely at RSA 674:21, the state's Innovative Zoning statute, we realized it would fit this new program nicely.

RSA 674:21 was designed by the legislature to provide flexibility in the zoning process. If a municipality adopted a neighborhood heritage district, it could do so as either an overlay zoning district or a separate zoning district. The statute provides that innovative land use control may be administered by the Planning Board or by some other entity. However, if the neighborhood heritage district process were to be administered by another entity, district applications would still have to be reviewed by the Planning Board. Thus, it seemed to make sense that rather than

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<sup>1</sup> For example, see Connecticut, Sec. 7-601; Maine, M.R.S. 30-A, Sec. 5107; New York, Priv. House. Fin. Sec. 901; Maryland HOUS. & COMM. DEV. Sec. 6-205.

<sup>2</sup> For example, see Amesbury, MA and San Antonio, TX.

create yet another land use board with decision-making authority, it would be more efficient, particularly in smaller communities, to create a Neighborhood Advisory Committee to the Planning Board, whose recommendations, while not binding, would carry weight in the Planning Board's final decision.

## What is a Neighborhood Heritage District

A neighborhood heritage district is a zoning mechanism that focuses on protecting the key character of an area. The term “neighborhood” is significant: it reinforces that these districts are established as a result of direct citizen input and opportunities they have regarding the way their own neighborhood may change. It also emphasizes that a chief objective is to protect *neighborhood* character and the shared features of buildings located there, rather than *details*, such as window sash, doors, and trim, pertaining to individual buildings. The term “character” implies that rather than overseeing minor alterations to individual buildings, the district will protect those significant features that define a property or setting. What those features might be are decided by the community.

Neighborhood heritage districts are nothing new. They have been in use elsewhere in the country since the early 1980s. More than thirty municipalities across the country have programs, employing the concept to achieve a variety of goals, some of which are listed below:

- to control demolition
- to increase or preserve the supply of affordable housing
- to revitalize neighborhoods close to downtowns
- to prevent commercial development that is out of scale with the district and whose use is incompatible with existing uses
- to guide small business expansion into residential areas
- to prevent larger commercial encroachment

There is a high degree of citizen participation in creating and administering a neighborhood heritage district. They are established because property owners are seeking solutions to planning issues. Residents initiate the designation process and participate in drafting the neighborhood plan. At least one resident must also serve on the district’s advisory committee.

### Purpose

The potential purposes of a neighborhood heritage district are wide and varied and should be tailored to meet the goals of the community and the district in question. The following list offers ideas to choose between:

- to protect the distinctive characteristics of the district’s setting, buildings, structures, landscape features, and public spaces in a manner that is supported by the Master Plan
- to discourage demolition of significant buildings and structures or removal of character-defining landscape features
- to guide change, reuse and reinvestment in the district
- to encourage both traditional design and building forms
- to encourage contemporary design that enhances the district
- to retain traditional development patterns
- to retain a pedestrian-friendly, accessible environment
- to retain the diversity of uses that have traditionally existed in the district

- to encourage continued residential uses (appropriate when the concern is over conversions to non-residential uses)
- to allow for adaptive reuse of existing structures for [insert specific uses] in a manner that also protects their historical and architectural character
- to serve as a buffer to a local historic district [or other zoning districts]

## **Benefits**

There are a number of benefits to neighborhood heritage district designation:

- they may be appropriate for areas that would not otherwise qualify for a traditional local historic district, but would still benefit from some level of review and citizen input
- they may be a mechanism to introduce the concept of regulating change in a more flexible manner, without invoking the stigma that sometimes accompanies local historic district designation
- they provide some assurances to property owners concerned about out-of-scale and/or incompatible development
- they may offer property owners eligibility for low-interest loans, grants or other financial incentives, particularly if the district's bounds are tied to rehabilitation programs
- they are a means to further "green" principles, by discouraging demolition and thus reusing existing building stock and materials
- they adhere to smart growth precepts by encouraging investment within already developed areas and focusing on infill, rather than sprawl
- they increase awareness of local history and thereby foster community pride and self-image

## **How does it fit in with other types of zoning & planning?**

### ***Locally designated historic districts***

Local historic districts have been used throughout New Hampshire since 1963 and have served many communities well. Neighborhood heritage districts are not intended to replace these more restrictive historic districts, but to offer another option.

Neighborhood heritage districts have more flexible, less stringent standards than do local historic districts. They typically do not regulate minor alterations, such as replacement of window sash or doors, removal of cornice brackets, or application of new siding. They do review major alterations, such as demolition of structures, most new construction or additions, removal of significant landscape features, and major site work, such as increasing a parking area. They often also review major architectural alterations, such as removal of a porch or bay window that is visible from the street, altering the size of window openings that are visible from the street, and new or replacement signs. Ultimately, it is up to the municipality to determine the extent of review.

Unlike local historic districts, neighborhood heritage districts do not have to be particularly historically significant. Nor do they have to consist of buildings that are individually distinctive

or possess a high level of architectural integrity. Instead, it is heritage and character that are showcased, rather than extraordinary history and architecture.

Neighborhood heritage districts are administered differently. Instead of a separate commission charged with overseeing the district, neighborhood heritage districts are administered by the Planning Board, with major input from an advisory committee comprised of neighborhood residents and business proprietors, historians, design professionals, and others who may have a specific knowledge of the area.

### ***Form-based Zoning (also called Traditional Neighborhood Development or New Urbanism)***

Form-based zoning is generally applied to new developments, though it incorporates several of the same objectives as the neighborhood heritage district. Density, lot coverage, setback, form and massing of new construction are usually covered by this type of zoning. It can also extend to public spaces and streetscape elements such as street connectivity, street and sidewalk width, bike lanes, and other things that affect a neighborhood but are decisions made in a larger context, rather than by a property owner. One key distinction between form-based zoning and neighborhood heritage districts is that the former do not review applications for demolition, nor the design of new construction or additions—both important to retaining the character of an area.

### ***Design Review***

Design review is also a common tool employed by communities to guide change. However, it is usually tied to site plan review and thus applies only to new building construction to be used for non-residential or multi-family purposes; and additions, alterations and rehabilitation of those type of buildings. It can be imposed on specific zoning districts, be triggered by a change in use or be applied town/citywide.

### **How does it differ from a National Register Historic District?**

An historic district that is listed on the National Register of Historic Places is part of a national program designed to identify, evaluate, and protect historic and archeological resources.

Contrary to popular perception, National Register historic districts impose no restrictions on the manner in which an owner uses or alters the property, *unless* there is federal funding, licensing or permitting involved. Thus, in most situations, National Register listing will not help to protect the character or manage change within a neighborhood.

## **What Type of Areas Qualify for a Neighborhood Heritage District**

One of the benefits of a neighborhood heritage district is that there are many different types of areas that could become a district. A district can consist of a handful of buildings, such as a small rural village center or a crossroads anchored by old farmhouses and surrounding fields. Or it could include a large urban neighborhood with a wide range of resources. Or it could include buildings that are linked by a common natural feature, such as a lake.

Because a neighborhood heritage district is not tied to traditional preservation planning, buildings and resources that are managed through this program do not need to be at least fifty years old. Also, because it is a less rigid type of program than a local historic district, the area can have less overall integrity. However, remember that one of the operative words is “heritage.” Thus, the designated area must convey some aspect of the community’s historical, architectural, or cultural heritage. Ultimately, what determines the size and type of a district are its identifiable cohesiveness.

### **Criteria for a Neighborhood Heritage District**

A potential neighborhood heritage district must meet at least one of the following criteria. The Neighborhood Plan (see p. 10) will provide the basis for which criteria to employ.

- The district has a distinctive character with identifiable attributes that are embodied in its architecture, use, urban or rural landscape and/or history that makes it an integral part of the municipality’s identity
- The district has a recognized identity and a definable physical character that may have a high artistic value or a relationship to the municipality’s history or function that makes its conservation important
- The district has the potential for being designated a local historic district under RSA 674:45 if its key attributes can be maintained and intrusions that would destroy their integrity can be avoided

### **Examples of Potential Neighborhood Heritage Districts**

#### ***Urban neighborhood***

This is the type of area that is most commonly designated a neighborhood heritage district throughout the country. These districts consist of a fairly large number of residences often—but not necessarily—built within a defined time frame. While strict uniformity is rare, the housing stock will have relatively consistent development patterns, such as common setbacks, height that falls within a certain range, form or shape, scale, and orientation. By their very nature, urban neighborhoods will be mostly residential, but often include other land uses that are part of the district’s heritage, such as small barns or carriage houses, churches, schools, and small stores. They may also include built or planted landscape features such as street trees, granite posts or mounting blocks, and fences, that play a significant role in establishing the district’s character.

### ***City, town or village center***

This would be an area that either presently serves as the center of civic or commercial activity for the municipality or, as in the case of a village within a larger community, for a section of it. Such centers have mixed land use and might include the town hall/offices, churches, grange, stores and commercial blocks, school, cemetery or burial ground, town pound and so forth.

### ***Rural***

Many New Hampshire towns and cities have stretches of rural roads that still convey their agricultural heritage. Farmhouses, barns and other outbuildings, stone walls, mature roadside and front yard trees, roadside fields and lower density are some of the more typical features that characterize these areas.

### ***Corridors***

Corridors typically would be roads on which a sufficiently high number of older buildings survive, so that a degree of its character is still reflected. Throughout the state, there are many commercially zoned roads that lack any means to control the loss of early resources, or to manage how new development fits into the existing character. These type of road corridors might be good candidates for a neighborhood heritage district.

### ***Waterfront properties***

The fragility of older waterfront properties, particularly those erected in the first half of the 20<sup>th</sup> century, make these a prime candidate for neighborhood heritage districts. The district could include frontage along an entire pond or lake, or limit it to a cove or portion of the shoreline. Depending on the visibility of the resources and the topography of the body of water, the standards for review for these types of districts will generally include sightlines from the water, as well as from the road.

## **How to Establish a Neighborhood Heritage District in Your Town/City**

In municipalities that have zoning, the neighborhood heritage district would be adopted as an amendment to the zoning ordinance, in accordance with the applicable provisions of RSA 674. The neighborhood heritage district ordinance *must* be supported by the community's master plan, as well as contain standards that will guide the Planning Board in its administration of the ordinance. The district may be a separate zoning district for purposes of determining permitted uses, or it may be an overlay district, with uses determined by the underlying zoning district.

### **Master Plan**

Ideally, the master plan will make specific mention of establishing a neighborhood heritage district within a certain section of town as a goal, objective and/or recommendation. If it does not, the best route would be to amend it to do so. This need not be a lengthy process, and taking the time and thought to create a section of the master plan to identify appropriate areas for neighborhood districts is worthwhile and undergirds the effort.

If an amendment seems like a long process, language already in place might suffice. The best case scenario would be if the plan identifies specific areas that warrant special preservation, planning or design treatment, even if it does not mention neighborhood heritage districts by name. If specific areas have not been singled out, look to see if the plan at least includes language such as “develop initiatives to protect/preserve neighborhood character;” “retain historic housing stock,” or “maintain diversity within village center” to make it clear that the planning board has already adopted, as a matter of public policy, its desire to retain certain characteristics of its community.

### **The Process**

There are six primary steps to creating a neighborhood heritage district:

1. Representatives from the neighborhood, either alone or in concert with the heritage commission or some other board/commission, present the Planning Board with a proposal to establish a district. The proposal should state the need and purpose, as well as how it is directly tied to the objectives contained in the local Master Plan.
2. Planning Board instructs the neighborhood representatives to develop a preliminary neighborhood plan, if one does not already exist. The goal of the preliminary plan is threefold: (1) to determine the boundaries of the district; (2) to determine whether the district will be an overlay zoning district or a discrete district; and (3) to take the objectives laid out in the proposal and propose standards for review that will be part of the ordinance.
3. Planning Board accepts preliminary plan and instructs neighborhood representatives to prepare a draft ordinance.
4. Planning Board accepts draft ordinance and submits it as an amendment to the municipal zoning ordinance. It will appear as a warrant article at town meeting or will be presented to the city/town council/board of aldermen for a vote.



5. If the ordinance is passed, Planning Board creates a Neighborhood Advisory Committee.
6. Neighborhood Advisory Committee completes final neighborhood plan, and drafts rules of procedures and design guidelines for approval by Planning Board.

### **Drafting the Ordinance**

The Neighborhood Advisory Committee is responsible for preparing a draft ordinance for review and approval by the Planning Board. A model ordinance is found in Appendix A. While it will serve as a useful start, any ordinance will need to fit within your town/city's legal framework, as well as meet the objectives outlined in the neighborhood plan. Seek advice from your town/city legal counsel before presenting the draft to the Planning Board.

The ordinance should include the following:

- Statement of purpose
- Definitions of key terms within the ordinance
- The legislative authority under which the district is established. This section will also include its boundaries (reference the town/city zoning map), and how the district will be administered (usually be by the Planning Board, with major input from a neighborhood advisory committee).
- A description of who should serve on the Neighborhood Advisory Committee and what its role is.
- The types of activities or work items that are affected by the ordinance.
- A clear statement that any proposed work must be reviewed and approved by the Planning Board prior to its start.
- Whether or not municipal buildings and structures should be subject to review, as otherwise they are automatically excluded
- The review standards that the Planning Board will use when reviewing an application. (The standards listed in the model ordinance do not dwell on architectural details, but focus on changes that could impact more than just the individual building or site involved.)
- How a district will be administered (this will generally parallel the process already used by the Planning Board, but will take into account the role of the neighborhood advisory committee)
- Outline the process for appeals and enforcement (these will parallel the process already in place for other Planning Board decisions)

### **Laying the Groundwork for the Vote**

Any ordinance will have a far greater chance of approval by the legislative body if it is supported by the Planning Board. However, even with that support, the citizens' group needs to be prepared to take the lead on undertaking a public awareness and education program. The importance of such a campaign is integral to the successful establishment of a neighborhood heritage district ordinance.

Establishing any sort of regulatory district is a public process, and one that can be rife with misinformation. It is vital that the public understands what it is – and is not – before a proposal is brought to a vote.

Throughout all stages of establishing a neighborhood heritage district, the citizens' group should keep local residents apprised of its purpose and benefits. The group could host a public informational meeting, write newspaper articles and make presentations to other municipal boards. It should also approach property owner advocates who represent a range of likely constituents. The group could create a power point presentation or slide show that showcases the special character of the district and the pressures that are on it, by illustrating incompatible changes. It could also prepare Q&A documents describing the how the district would be administered, with contact information for citizens behind the initiative. The sheets should be available at town/city offices, library, other frequently visited spots around town and on the municipal web site.

### **Adopting the Ordinance**

The ordinance is treated just like any other amendment to the zoning ordinance. In cities and towns operating under a council form of government, the local legislative body determines the details of how the district ordinance is adopted. In towns operating under a town meeting form of government, or within a village district that has been specifically authorized by law to enact a zoning ordinance, the neighborhood heritage district ordinance is adopted by a ballot vote of the municipality.

After it is enacted, the neighborhood heritage district ordinance and the accompanying regulations should be incorporated into other local ordinances and regulations pertaining to land use.

### **Appointing the Neighborhood Advisory Committee**

It is the responsibility of the Planning Board to appoint the Neighborhood Advisory Committee, in accordance with the adopted ordinance. The model ordinance (see App. A, Sec. III) allows for a three to seven-person committee, plus up to three alternates. It also specifies the types of people who should be on the Committee.

### **Final Neighborhood Plan**

The Neighborhood Advisory Committee is responsible for drafting the neighborhood plan, for submission, approval and adoption by the Planning Board. It is generally prepared in close concert with citizens advocating for—and directly affected by—the proposed district.

While it need not be a lengthy document, it must articulate the character and setting of the district, as well as its buildings and structures, in sufficient detail that the more generic review standards in the ordinance can be interpreted. The Planning Board, Neighborhood Advisory

Committee and applicant must all have a clear understanding of exactly what the goals of the district are and how they should be applied.

#### Components of the Neighborhood Plan:

- Brief historical overview, focusing on development history and patterns of land use
- Description of existing district character:
  - building character
    - types and dates of buildings (architectural styles, range of periods)
    - types of roof shapes and pitches
    - orientation to street
    - height
    - materials (clapboard, brick, stone, concrete block, etc.)
    - fenestration patterns and proportions
    - primary architectural features (bay windows, porches, cornice returns, entry brackets, etc.)
  - land use (residential, commercial, religious, civic, etc.)
  - density (lot size and coverage)
  - built landscape features (walls, fences, granite posts and mounting blocks, street lawn width)
  - natural landscape features (mature street trees)
  - streetscape (setback, height, form, massing, scale)
  - auxiliary structures (garage, carriage house, etc.)
- Boundary map and rationale for choosing the boundary (can be based on one or a variety of elements. Examples: defined period of construction; similar scale, period, style, and/or form of buildings; density, relationship to natural features, such as fronting on a lake; relationship to built and natural environment, such as bounded by railroad tracks on one side, river on another and hillside on another; lot lines; zoning district; etc.)

#### **Rules of Procedure**

The Neighborhood Advisory Committee establishes rules of procedure. Generally, the rules of procedure already in use by the Planning Board may be an appropriate model for administering Committee procedures.

#### **Design Guidelines**

The Neighborhood Advisory Committee prepares design guidelines that are used to assist them, the Planning Board and applicants. Guidelines function as a roadmap. They clarify the community's expectation for the type and quality of change and new development within the district. The information contained in the neighborhood plan, as well as the standards for review in the ordinance will serve as the basis for developing guidelines.

Guidelines offer specific suggestions for how new construction and additions can reinforce the character of the district and its individual buildings or structures, without stultifying the need for change. They also provide the basis for rational, informed and consistent decisions.

The most useful guidelines are illustrated. Photographs and line drawings of general design principles can often convey more than lengthy text.

While design guidelines can be time-consuming to prepare, they do not need to be exhaustive or fancy. There are hundreds of design guideline manuals published by other communities that are available on the internet. Start with a search of existing guidelines for a similar district and then build on them to reflect your own area and objectives. It is generally helpful to seek some professional assistance from an architect, municipal planner, or historic preservation planner.

## **Administering the District**

The model ordinance outlines the basics of how a neighborhood heritage district is administered. Because the Planning Board is the entity ultimately responsible for approving or disapproving applications, the process will follow closely their already established procedures.

### **Application Form**

Creating a form for applicants proposing regulated work is the responsibility of the Planning Board. However, the ordinance authorizes the Neighborhood Advisory Committee to provide written advice. Their site review application form can serve as a template.

Many Planning Boards will likely be happy to have the Committee take the initiative and develop a draft form for its review and adoption. Forms should be available at town offices and downloadable from the web.

A sample form is included as Appendix B.

### **Reviewing the Application**

Upon receipt of an application for a regulated activity, abutters must be notified (see RSA 672:3) of the meeting at which the Planning Board will determine whether the application is complete. If it is not, the applicant is notified of the omissions, and the clock stops until the form is deemed complete.

If the form is complete, the application is immediately forwarded to the Neighborhood Advisory Committee, which has thirty days from receipt to submit its written recommendation to the Planning Board. The Committee may recommend approval with written reasons, denial with written reasons, or approval with conditions.

In the course of its review, the Neighborhood Advisory Committee must notify abutters hold one or more duly noticed public hearings. Since the Planning Board must also hold a hearing as part of its review process, it is highly desirable to hold joint public hearings. That way, the applicant and any interested parties need not attend duplicate hearings, and it facilitates efficient decision making. Such an approach is encouraged by the statutes (see RSA 676:2). If a joint hearing is held, the Committee should submit its recommendation to the Planning Board before the Planning Board deliberates and renders its decision.

As it reviews the application, the Neighborhood Advisory Committee must weigh the proposed activity against the review standards in the ordinance and the design guidelines. Its recommendation should clearly articulate how the activity does—or does not—meet those standards. It can state what measures might be taken to bring the project into compliance.

If a project is complex, the Committee should encourage the applicant to come for a pre-application consultation. This is not a public hearing, but the item needs to be on the agenda and the meeting posted in the usual fashion.

No discussion of an application should take place outside a posted meeting. Even with the best of intentions, a member of the Neighborhood Advisory Committee should never offer informal advice to an applicant except on matters of procedure.

Once the Planning Board has received the Neighborhood Advisory Committee's recommendations—and unless a joint hearing has been arranged, which is highly recommended—it, too, must hold at least one public hearing. As it deliberates, the Board must take into account the recommendations of the advisory committee. The Planning Board makes the ultimate decision as to whether the proposed activity is approved: it either approves the application, approves it with conditions, or denies it with written reasons. If the Planning Board's decision is contrary to the recommendations of the Committee, the board needs to state specifically the basis for its decision.

### **Appeals**

Any appeal of the Planning Board decision needs to be in accordance with RSA 677:15.

### **Enforcement**

Any enforcement action will be in accordance with state statute and the town/city zoning ordinance.

## **Public Outreach**

One of the most important responsibilities the Neighborhood Advisory Committee has is promoting awareness of the purpose and benefits of the Neighborhood Heritage District, as well as clearly outlining the application process. Even though the Committee serves in only an advisory capacity to the Planning Board, because it will hold the initial public hearing and any preliminary consultations, it will likely become the public face of the district. Furthermore, since the Planning Board's responsibilities extend far beyond the Neighborhood Heritage District, the Committee will usually need to play a central role to ensure the district functions smoothly. First and foremost, the Committee needs to be seen as working with and engaging constituents, rather than being the first step in a process that polices them. Frequent and positive communication between the Committee, Planning Board, Zoning Board of Adjustment, other local officials, neighborhood property owners and residents, and the general public will go a long way to obtaining this objective.

### **Keeping Property Owners & Applicants Informed**

#### ***Use the Web***

For most people, their first point of contact with the Neighborhood Heritage District will be when they plan to undertake an alteration to their property. One of the most effective and efficient means to reach the public is through a web site. If the municipality has a home page, there should be a direct link to the Neighborhood Heritage District ordinance, together with a downloadable application form, via the Planning Board link. Even though the activities subject to review, review standards and overall process are part of the ordinance, paraphrasing them would assist anyone looking for immediate assistance.

The home page for the Neighborhood Heritage District should also explain the purpose and benefits of the district. (This can be extracted directly from the ordinance.) Other useful items to include on the web are the Committee's rules of procedure, the district's neighborhood plan, design guidelines, a map of the district, and meeting schedule. Finally, the site can showcase successful projects, using before and after images, coupled with a brief description.

The web page could also provide links to restoration assistance, even for activities that are not subject to review. There is a plethora of articles on old building rehabilitation: painting historic buildings, the pros and cons of vinyl siding, cleaning and repointing masonry, and repairing wooden windows among the examples. Helpful web sites from New England statewide preservation organizations:

- <http://www.nhpreservation.org>.
- <http://www.ptvermont.org/treatmentissues.htm>
- <http://www.cttrust.org/d/2003/06/27/95>

#### ***Use the Media***

Generally, the only time citizens hear about the district is when a reporter picks up on a controversial project. While this often cannot be avoided, the Neighborhood Advisory



Committee could be proactive and alert the paper of success stories. Small town newspapers are often looking to fill space; supply it with regular articles, together with a catchy slogan that is used regularly by the Committee in the press and at meetings.

### ***Work with Realtors***

When a property within the neighborhood heritage district changes hands, as well as while it is on the market, it is important that the new or prospective owner be fully informed about the district. If realtors understand the design review process and advantages of being within a district, they are better able to serve their clients. Everyone benefits when property owners have chosen to live within a district.

The city assessor's office could be helpful with informing the Neighborhood Advisory Committee of new owners, so that a packet of information on the district can be personally delivered to them, along with a warm welcome. And a copy of the ordinance should be on file at the county Registry of Deeds.

### ***Other ideas***

A simple pamphlet that provides basic information and is available in the town/city hall and local library is a good public relations tool. Consider including a fact sheet on the purpose of the district, an outline of the application process, a map showing district boundaries, the meeting schedule, and where to go for more information, such as the application form, and design guidelines. The pamphlet could also be included with a water bill on an annual basis.

The Neighborhood Advisory Committee could collaborate with the local historical society or heritage commission to create a resource shelf at the local library; confer preservation awards to highlight good projects; or host an annual public symposium.

### **Keeping Local Officials Informed**

Presumably, the Neighborhood Advisory Committee and Planning Board are working in close concert throughout the year and often holding joint public hearings. Even though it is the latter that assumes regulatory responsibility for the program, it is highly recommended that the Committee develop a close relationship with the local building department and code enforcement officials, as they are often at the front or back end of a project. Both need to recognize that the district has regulations that may not apply to the community generally. They need to be familiar with the boundaries of the district, and aware of any special building code provisions affecting historic/existing buildings. The municipal zoning ordinance should also include the Neighborhood Heritage District in its enforcement section.

## **Appendix A**

### **Model Ordinance for Neighborhood Heritage District**

#### **I. Purpose**

A neighborhood heritage district is established under the provisions of RSA 674:21, “Innovative Land Use Controls,” to preserve, conserve and protect the health, safety, economic, cultural and general welfare of the public. Specifically, the purposes of a neighborhood heritage district are:

*[choose from some or all of the following, based on applicability]*

- a. To protect the distinctive characteristics of the district’s character, setting, buildings, structures, landscape features and public spaces in a manner that is supported by the Master Plan;
- b. To discourage demolition of buildings and structures or removal of landscape features;
- c. To guide change, reuse and reinvestment in the district;
- d. To enhance the livability, vitality, stability and local identity of the district for its residents and businesses and all residents of the [town/city];
- e. To retain traditional development patterns;
- f. To retain a pedestrian-friendly, accessible environment;
- g. To encourage design that is either traditional or contemporary, but is sensitive and compatible with the established character of the district;
- h. To retain the diversity of uses that have traditionally existed in the district;
- i. To develop guidelines that articulate the character and setting of the district and its buildings, structures, and landscape features and that clarify the community’s expectation for the type and quality of change and new development within the district;
- j. To further “green” principles, by discouraging demolition and thus reusing existing building stock and materials
- k. To adhere to smart growth precepts by encouraging investment within already developed areas and focusing on infill, rather than sprawl
- l. To serve as a buffer to a local historic district [or other zoning districts].

#### **II. Definitions**

*[Definitions should reference the basic zoning ordinance, adding any terms that are not included there. This could be a separate amendment to the zoning ordinance to add necessary definitions.]*

#### **III. Establishment of Neighborhood Heritage District**

*[NB: If it is your intent, the ordinance should specifically include the review of municipal buildings, as otherwise they are automatically excluded.]*

- a. To achieve these purposes, the town/city may designate one or more neighborhood heritage districts. A neighborhood heritage district shall be established within the zoning ordinance, in accordance with the applicable provisions of RSA 674.<sup>1</sup>

- b. The boundaries of the neighborhood heritage district are shown on the [name of municipality] zoning map.
- c. The designation of a neighborhood heritage district is intended to accommodate unique land use, design, and other distinctive characteristics of a neighborhood and encourage flexible, but consistent design review for new construction, additions, alterations or demolition.
- d. The neighborhood heritage district shall be administered by the Planning Board with the advice of a Neighborhood Advisory Committee to be created as provided in section IV.

#### IV. Neighborhood Advisory Committee

- a. Upon adoption of a neighborhood heritage district as a section of the zoning ordinance, the Planning Board shall appoint a Neighborhood Advisory Committee. The committee shall consist of not fewer than three and no more than seven members who may include: one or more residents and/or landowners in the district; a person familiar with the history and character of the neighborhood; an architect; a business proprietor; a member of the Historic District Commission or Heritage Commission; and a member of the Planning Board. The Planning Board may appoint up to three alternate members to the advisory committee.
- b. In the event there is more than one neighborhood heritage district in the town/city, the advisory committee shall include a member from each district.
- c. The Neighborhood Advisory Committee shall:
  - 1). Prepare a draft neighborhood plan for submission to and approval by the Planning Board;
  - 2). Establish rules of procedure, in accordance with RSA 676:1. In addition to procedures for review of applications referred by the Planning Board, the committee may provide for informal preliminary non-binding discussion and review of activities subject to regulation under this ordinance;
  - 3). Adopt design guidelines for construction activities within the neighborhood heritage district;
  - 4). Advise the Planning Board on creating an application form for activities subject to review;
  - 5). Submit written recommendations to the Planning Board to guide its decision on applications received;
  - 6). Where applicable, the advisory committee may make recommendations to the zoning board of adjustment regarding applications for variance or special exception for properties within the neighborhood heritage district.

#### V. Activities Subject to Review

*[choose from some or all of the following, based on applicability:]*

- a. Demolition, partial demolition, or removal of a building or structure
- b. Any new exterior construction. (Construction of a new accessory structure, such as a clothesline, tree house, playhouse, flagpole, play equipment, providing the structure does not exceed 100 square feet in area, is exempt from review.)
- c. Any addition visible from the street to an existing building or structure. (If the addition is not visible from the street and is less than 100 square feet or

- constitutes less than XX% of the existing buildings on the lot, whichever is less, it is exempt from review.)
- d. Removal of a porch, portico, doorhood or bay window visible from the street
  - e. Altering the size of window or door openings visible from the street
  - f. Removal of landscape features that define the streetscape, including but not limited to mature trees, granite retaining walls & posts, fences
  - g. Site work that increases the amount of paved surface, such as increasing a parking area
  - h. New or replacement signs

#### VI. Standards for review

*[choose from some or all of the following, based on applicability:]*

The application for proposed work shall demonstrate that the project as proposed is consistent with the neighborhood plan and the following standards. The Planning Board may require that the proposed work application be reviewed by a licensed architect or historic preservation consultant at the cost of the applicant.

- a. New construction shall be compatible with the distinct characteristics that define the area.
- b. Setback, height, scale, mass, fenestration and spacing of new construction shall be compatible with adjacent traditional buildings and the context of the district. Buildings shall be spaced in a manner that is consistent with the traditional development patterns of the street.
- c. Architectural features in new construction or additions should be used to enhance visual interest and provide a pedestrian scale. Details that reference, but do not necessarily mimic, traditional buildings are encouraged.
- d. New construction or additions shall have rooflines that are similar to those traditionally seen in the district, in terms of type, shape, pitch and orientation.
- e. Building materials for new construction shall contribute to the visual continuity of the district.
- f. Building materials for major additions shall be consistent with, or similar to, those already on the building or structure.
- g. New construction shall preserve character-defining landscape features of the district.
- h. Parking shall be set back from the primary front wall of the building. Garages shall be set back from the front plane of the building; if that is not possible, they shall be rotated so that the vehicular doors do not face the street. Driveways that are double wide are discouraged. Shared parking is encouraged.
- i. Demolition, partial demolition, or removal of buildings and structures, as well as removal of landscape features will be considered only under the following circumstances:
  - 1). Replacement structures or other use of the site must meet the intent of the design guidelines and shall not have a negative impact on the character or cohesiveness of the district; or

- 2). The applicant for a demolition permit shall demonstrate that reasonably feasible alternatives to demolition have been considered. Alternatives shall include renovation or adaptive reuse of an existing building; or
- 3). The applicant can demonstrate that retaining the resource would constitute economic hardship due to unavoidable quantifiable and verifiable expenditures or a fiscal loss that would ensue should the resource not be demolished; or
- 4). The building, or structure has been determined structurally unsound, based upon a written technical report prepared by an architect or professional engineer registered in the State of New Hampshire that clearly demonstrates that the building or structure presents a risk to public health, safety and welfare; and the structurally unsound condition has not been caused by willful or negligent acts by the owner or failure to perform normal maintenance and repairs; or
- 5). In the case of a mature street or front yard tree, it has been determined by a professional arborist or other qualified professional that its removal is necessary for safety reasons.

#### VII. Procedure.

- a. The Planning Board, with the written advice of the advisory committee, shall establish an application form in accordance with its procedure for site review applications. The procedure shall provide for notice to abutters as required by RSA 672:3.
- b. Upon receipt of an application for a regulated activity in the neighborhood heritage district, the Planning Board shall determine whether the application is complete for review in accordance with the provisions of RSA 676:4.
- c. The completed application shall immediately be referred to the Neighborhood Advisory Committee. The Committee must hold one or more duly noticed public hearings and shall, within 30 days of receipt of the application, submit its recommendation to the Planning Board. The Committee may recommend approval with written reasons, denial with written reasons, or approval with conditions.
- d. The Planning Board, upon receipt of the recommendation of the Neighborhood Advisory Committee, shall hold at least one public hearing.<sup>2</sup> The Planning Board in its deliberations shall consider the recommendations of the advisory committee. The Planning Board shall approve the application, approve with conditions, or deny with written reasons. If the Planning Board's decision is contrary to the recommendations of the advisory committee, the board shall state specifically the basis for its decision.

#### VIII. Appeal.

Appeal of a decision of the Planning Board shall be in accordance with RSA 677:15.

#### IX. Enforcement.

Decisions of the Planning Board shall be enforced in accordance with the provisions of the zoning ordinance.

## **Endnotes**

1. An amendment to the zoning ordinance designating a particular neighborhood as an neighborhood heritage district may be initiated by the Planning Board or by petition. See RSA 675. Uses within the district may be governed by the ordinance, or the district may be created as an overlay district with uses controlled by the underlying zoning district.
2. In order to avoid duplicate hearings and facilitate efficient decision-making, the Planning Board and advisory committee may provide for joint public hearings. The Neighborhood Advisory Committee should submit its recommendation to the Planning Board before the Planning Board renders its decision. The statutes encourage this procedure. See RSA 676:2.

***Appendix B***  
**Sample Application Form**

PLANNING BOARD  
TOWN OF GRANITEVILLE

**APPLICATION FOR CERTIFICATE OF APPROVAL**  
**CENTRAL VILLAGE NEIGHBORHOOD HERITAGE DISTRICT**

Address of property: _____	
Owner of property: _____	
Owner's mailing address: _____	
Tel: _____	Email: _____

**1. TYPE OF WORK PROPOSED** – Check all that apply.

- \_\_\_ Demolition, partial demolition, or removal of a building or structure
- \_\_\_ New exterior construction
- \_\_\_ An addition to an existing building or structure (NB: if it is less than 100 square feet or constitutes less than XX% of the existing buildings on the lot, whichever is less, the project is exempt from review)
- \_\_\_ Removal of landscape features that define the streetscape, including but not limited to mature trees, granite retaining walls & posts, historic fences
- \_\_\_ Removal of a porch, portico, doorhood or bay window visible from a public way
- \_\_\_ Altering size of window or door openings visible from a public way
- \_\_\_ Site work that increases the amount of paved surface, such as increasing a parking area
- \_\_\_ New or replacement signs

**2. DESCRIBE PROJECT** – Describe and locate on drawings, plans or photographs any work checked in #1 above. Attach additional sheets as needed.

**3. ZONING RELIEF**

Will this project require a variance? \_\_\_\_\_ a special exception? \_\_\_\_\_

If yes, nature of zoning relief sought: use \_\_\_\_\_ setback \_\_\_\_\_ height \_\_\_\_\_ parking \_\_\_\_\_  
other (specify) \_\_\_\_\_



4. **CONSTRUCTION OF AN ADDITION**

\_\_\_\_\_ Gross Floor Area of All Existing Construction on Lot

\_\_\_\_\_ Gross Floor Area of Building(s) Affected by Addition

\_\_\_\_\_ Gross Floor Area of Proposed Construction

\_\_\_\_\_ Existing Total Lot Coverage

\_\_\_\_\_ Proposed Total Lot Coverage

5. **REQUIRED ATTACHMENTS**

**For all applications:**

- A statement that demonstrates how the proposed activity meets the Standards for Review in Sec. VII of the Neighborhood Heritage District ordinance

**For new construction and additions:**

- Dimensioned site plans of existing and proposed conditions, including the footprints of all existing and proposed buildings, parking areas, and driveways, and built landscape features, such as stone walls, fences, and granite posts. Please indicate compass orientation and removal of any mature trees.
- Detailed, dimensioned elevations and floor plans for any proposed construction, including rendering of window treatment and schedule of materials
- For new construction only: Streetscape elevation at 1/8<sup>th</sup> scale showing relative heights and distances of the surrounding buildings in comparison with any proposed new construction

**For demolition, partial demolition, or removal of buildings, structures or landscape features (mature trees, granite retaining walls & posts, historic fences, etc.):**

- Photographs of each elevation of building proposed for demolition
- Photographs of all landscape features impacted by the demolition
- Site plan showing proposed conditions following demolition
- A statement that addresses the rationale behind the demolition, referencing the conditions specified in Sec. VII of the Neighborhood Heritage District ordinance

**For removal of a porch, portico, doorhood or bay window on the front of a building; or altering the size of window or door openings (NB: If these are not visible from the street, landscaping aside, they are not subject to review):**

- Detailed photograph of affected feature
- For windows & doors: Scaled drawing showing proposed work, including type of replacement window and/or door

**Signature of owner:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Name of proponent, if not property owner:**\_\_\_\_\_

## Instructions for Completing This Application

This application must be filed at the offices of the Graniteville Planning Board, which administers the Central Village Neighborhood Heritage District, before any work is undertaken. **Seven copies** of the completed application and all required attachments must be submitted by the filing deadline. Filing deadlines for applications may be obtained by contacting the Graniteville Planning Board at 603-XXX-XXX or [www.XXX.gov](http://www.XXX.gov). Incomplete applications cannot be scheduled for consideration. Applications must be signed by the record owner of the property.

The application will initially be reviewed by the Neighborhood Advisory Committee. **It is highly recommended that the applicant consult informally with the Committee before completing plans and filing the application.**

Once a complete application has been received, the Committee will hold a public hearing on the project and submit its recommendation or approval, approval with conditions, or denial, to the Planning Board within 30 days of receipt of the application. The Planning Board will then hold at least one public hearing. When at all possible, the Committee and the Planning Board will hold a joint hearing. In its deliberations, the Planning Board shall consider the recommendations of the Neighborhood Advisory Committee. If its decision is contrary to the recommendations of the Committee, the Board shall state specifically the basis for its decision.

**Owners should plan to attend all meetings at which their applications will be considered.** If the applicant has professional consultants, such as architects, contractors, landscape architects, engineers, or attorneys, they are invited to attend as well.

### **for office use only**

Date application received: \_\_\_\_\_

Date application determined complete: \_\_\_\_\_

Date of hearing: \_\_\_\_\_

Neighborhood Advisory Committee recommendation: ☐ Approve ☐ Approve with conditions ☐ Deny

Planning Board decision: ☐ Approve ☐ Approve with conditions ☐ Deny

## *Appendix C*

### **Municipalities with Neighborhood Conservation Districts**

**This list includes examples of Neighborhood Conservation Districts around the country with links to their ordinances or program details.**

Annapolis, MD

<http://municipalcodes.lexisnexis.com/codes/annapolis/>

Atlanta, GA

<http://www.atlantaga.gov/Government/urbandesign.aspx>

Austin, TX

<http://www.ci.austin.tx.us/zoning/npcd.htm>

[http://www.ci.austin.tx.us/zoning/hyde\\_park1.htm](http://www.ci.austin.tx.us/zoning/hyde_park1.htm)

Bethlehem, PA

[http://www.bethlehem-pa.gov/dept/planning\\_zoning\\_permits/historicdistricts.htm](http://www.bethlehem-pa.gov/dept/planning_zoning_permits/historicdistricts.htm)

Boise, ID

[http://www.cityofboise.org/Departments/City\\_Clerk/PDF/CityCode/Title11/1119.pdf](http://www.cityofboise.org/Departments/City_Clerk/PDF/CityCode/Title11/1119.pdf)

Boone, NC

<http://www.townofboone.net/departments/development/occ/>

Boston, MA

[http://cityofboston.gov/environment/pdfs/BLC\\_preserv\\_act.pdf](http://cityofboston.gov/environment/pdfs/BLC_preserv_act.pdf)

<http://www.cityofboston.gov/environment/downloads.asp>

<http://brighton02135.tripod.com/arca/id8.html>

Boulder County, CO

[www.bouldercounty.org/lu/info\\_center/handouts/planning/pdf/39neighborhood.pdf](http://www.bouldercounty.org/lu/info_center/handouts/planning/pdf/39neighborhood.pdf)

Bryan, TX

[http://www.bryantx.gov/departments/?name=plan\\_rncd](http://www.bryantx.gov/departments/?name=plan_rncd)

Cambridge, MA

<http://www.cambridgema.gov/Historic/districts.html>

Chapel Hill, NC

<http://www.townofchapelhill.org/index.asp?NID=144>

Dallas, TX

[http://www.dallascityhall.com/development\\_services/index.html](http://www.dallascityhall.com/development_services/index.html)

Davis, CA

<http://cityofdavis.org/cmo/citycode/chapter.cfm?chapter=40>  
<http://cityofdavis.org/cdd/design/>

Greenville, SC

<http://www.greatergreenville.com/development/zoning/Neighborhood%20Conservation%20Overlay%20Districts.pdf>

Huntington Beach, CA

[http://www.ci.huntington-beach.ca.us/files/users/city\\_clerk/chp224.htm](http://www.ci.huntington-beach.ca.us/files/users/city_clerk/chp224.htm)

Indianapolis, IN

<http://www.indy.gov/eGov/City/DMD/IHPC/Districts/Conservation/Pages/home.aspx>

Iowa City, IA

<http://www.icgov.org/default/?id=1487>

Jackson, TN

<http://www.cityofjackson.net/departments/planning/gconsrv.pdf>

Jefferson Parish, LA

<http://www.jeffparish.net/index.cfm?DocID=1214>

Knoxville, TN

<http://www.knoxmpc.org/historic/comm/commiss.htm>

Lincoln, MA

[www.lincolntown.org/NCD%20Proposed%20bylaw%20030506.pdf](http://www.lincolntown.org/NCD%20Proposed%20bylaw%20030506.pdf)

Miami, FL

[http://www.municode.com/Resources/ClientCode\\_List.asp?cn=Miami&sid=9&cid=3288](http://www.municode.com/Resources/ClientCode_List.asp?cn=Miami&sid=9&cid=3288)

Napa, CA

<http://www.cityofnapa.org/municipalcode/title15.htm>

Nashville, TN

<http://www.nashville.gov/mhc/districts.htm>

Oklahoma City, OK

<http://www.municode.com/>

Oregon City, OR

<http://ordlink.com/codes/oregonci/index.htm>

Philadelphia, PA

<http://www.preservationalliance.com/programs/neighborhood.php>

Phoenix, AZ

<http://www.ci.phoenix.az.us/planning/plnpubs.html>

Portland, OR

[http://www.portlandonline.com/planning/index.cfm?c=39750&a=133983#cons\\_dist](http://www.portlandonline.com/planning/index.cfm?c=39750&a=133983#cons_dist)

Raleigh, NC

[www.raleighnc.gov/publications/Planning/City\\_Code\\_Excerpts/Neighborhood\\_Conservation\\_Overlay\\_District\\_Code.pdf](http://www.raleighnc.gov/publications/Planning/City_Code_Excerpts/Neighborhood_Conservation_Overlay_District_Code.pdf)

Rockville, MD

<http://www.rockvillemd.gov/masterplan/lpnp/index.html>

San Antonio, TX

<http://www.sanantonio.gov/planning/neighborhoods/urbandesign.asp>

San Jose, CA

<http://www.preservation.org/inventory/invconsareas.html>

Springfield, MO

<http://ci.springfield.mo.us/egov/planning/nco/orgs.html>

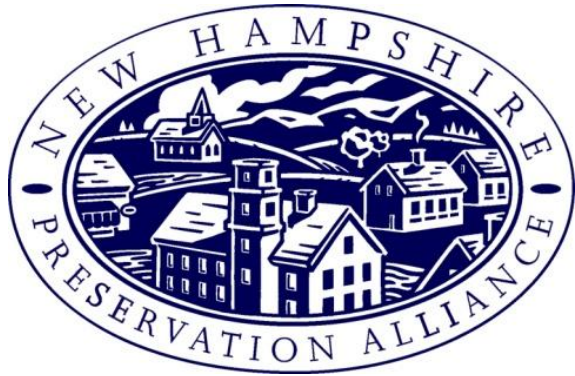
Wellesley, MA

[http://www.wellesleyma.gov/pages/wellesleyma\\_HistComm/DRNCD/DRNCC](http://www.wellesleyma.gov/pages/wellesleyma_HistComm/DRNCD/DRNCC)

Wilmington, DE

<http://www.ci.wilmington.de.us/departments/planning.htm>

# Preservation Tools for Your Town: Regulatory Tools



Martha Cummings



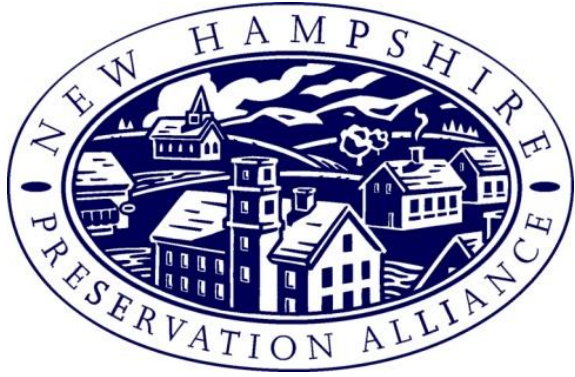
Brandee Loughlin



Maggie Stier

January 24, 2026, Wolfeboro Town Hall





# Thank you to these Preservation Alliance Sponsors



Preservation Timber  
Framing

❖ Arch Weathers Historic SashWorks LLC

❖ Artistic Tile

❖ ProCON, Inc.

❖ Thornton Tomasetti

❖ Vintage Kitchens

- Granite State Plumbing & Heating
- Randall T. Mudge & Associates
- Smokestack Lightning, Inc.

# Why do we preserve historic resources?

- To honor our diverse heritage
- Support sound community planning & development
- Maintain community character & support livability
- Support sustainability



# What does Historic Preservation mean?

- Managing change to the built environment
- Keeping buildings in active use
- Saving resources for future generations
- Ensuring a record of yesterday's materials, designs, and craftsmanship



# What does Preservation NOT mean?

- Keeping buildings and neighborhoods under a bell jar.
- Aesthetic policing.
- Promoting a false sense of history.



# Historic Preservation Tools for NH Communities



Heritage Commissions



Community Outreach



Historic District Commissions



Local Partnership Opportunities



Neighborhood Heritage Districts



Certified Local Government Program



Demolition Delay Regulations



Federal Historic Preservation Tax Incentives Program



Master Planning



NH RSA 79-D & 79-E- State Tax Incentives



# Why create a historic district?



To manage change in a historic area through a single effective and comprehensive tool, AND

To ensure that new construction and significant alterations are respectful of existing character.

**RSA 674:46** – gives the local legislative body the authority, by ordinance, to create and regulate local historic districts:

# Purposes of a Local Historic District

**“The preservation of cultural resources, and particularly of structures and places of historic, architectural and community value is hereby declared to be a public purpose.**

**The heritage of a municipality will be safeguarded.” RSA 674:45**



1. Preserving districts which reflect a town's cultural, social, economic, political, community and architectural history
2. Conserving property values in such districts
3. Fostering civic beauty
4. Strengthening the local economy
5. Promoting the use of historic districts for the education, pleasure and welfare of the citizens



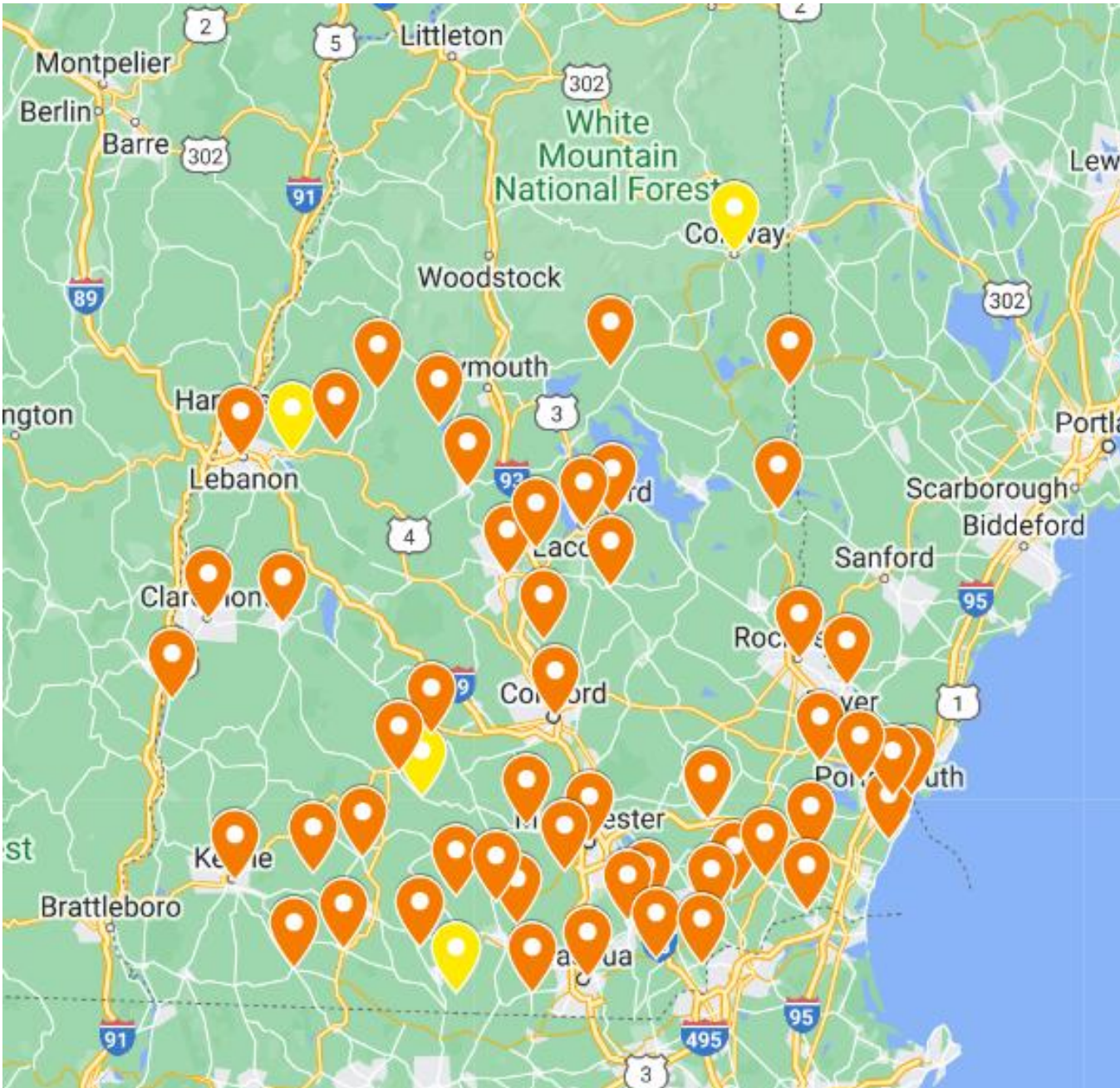
# Local Historic Districts in NH

Enabling legislation passed in the 1960s.

Some districts contain only a few buildings while others regulate entire neighborhoods.

Currently, there are approximately 80 local historic districts throughout NH, from Dorchester (pop. 339) to Manchester (pop. 115,644)

Only a few north of the Lakes Region



# What is the Historic District Commission's role?

✔ Ordinance Enforcement

✔ Planning

✔ Stewardship



# Creating the Historic District and Commission

1. First, define the goals & purposes of the HD/HDC
2. Municipal council or town vote creates the commission
3. Delineate the HDC's review powers
4. Define the district's boundaries and the rationale for them
5. Selectboard or town council appoints members & alternates  
(or assigns authority to existing Heritage Commission)
5. Members draft and adopt Rules of Procedure

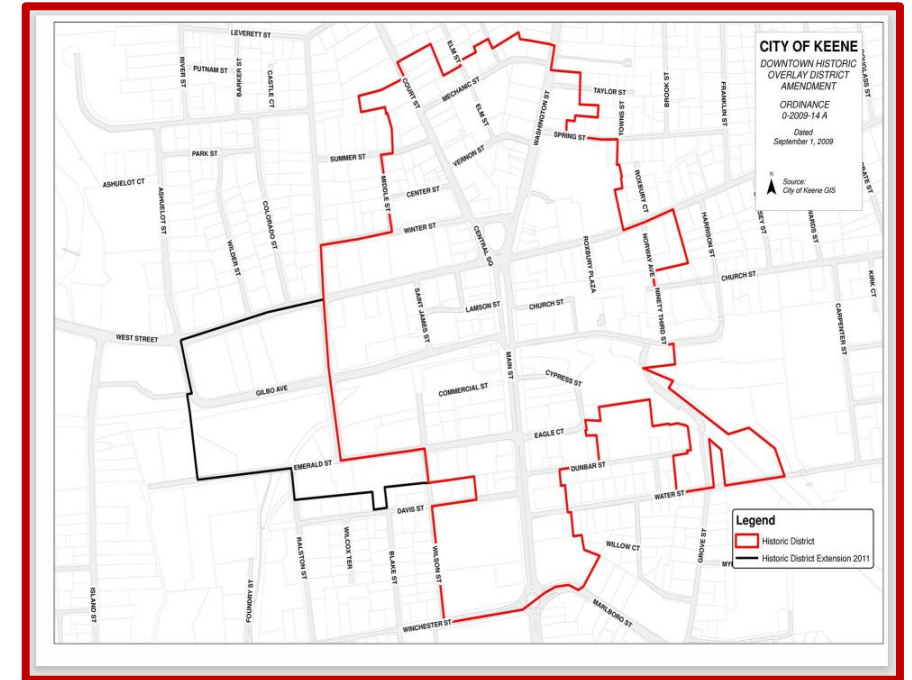
# The Preservation Ordinance

- Generally adopted as a zoning overlay district.
- Must not be so restrictive that it deprives a property owner of all reasonable economic use of the property.
- Must honor a citizen's constitutional right to due process – fair hearings must be provided, and rational procedures must be followed.
- Must comply with relevant state laws.
- Regulations and Design Guidelines are tailored to the community.



# Recommended Elements of a Preservation Ordinance

- ① Statement of purpose
- ① Commission's powers, duties, and authorities
- ① Establishment of a review board
- ① Criteria for designation and resulting boundaries
- ① Reviewable actions
- ① Clearly defined Standards for Review
- ① Appeals process
- ① Enforcement and remedies for violation



# Next steps for commission members:



- Draft and adopt official rules of procedure.
- Write regulations and design guidelines that are tailored to the community.
- Prepare application form and Certificate of Appropriateness (COA)
- Set meeting schedule (generally at least 4 / year)
- May request administrative support from the town.

# Reviewable Actions, Procedures, & Standards for Review

All Historic District Ordinances should be **explicit about what kind of activities will trigger review by the HDC, and what standards or requirements should be met for approval by the HDC.**



- Ensure that your jurisdiction and authority are not left open to various interpretations.
- Create transparency and predictability for property owners in the district.
- Apply to activities such as obtaining a building permit, construction of a new building or addition, changing of roof, siding or windows, and in some cases, signage.



# Design Guidelines

- **Nothing will create more goodwill than clear design guidelines and applying them with consistency and fairness.**
- Provide illustrations and clear examples of what is appropriate, including scale, massing, location, materials, and design elements.
- Provide property owners with clear direction for their project.
- Create the foundation for predictable and defensible decisions by the HDC.



# Ordinance: Defining the Area & Creating Its Boundaries

Must be a geographically definable area in which:

- a majority of the properties in the district are at least 50 years old and
- a majority of the properties retain a high degree of integrity that clearly conveys its historical significance

And which

- possess a significant concentration, linkage, or continuity of buildings, structures, sites, or objects united by past events, plan, or physical development.
- display significant character, interest, or value as part of the development, heritage, or cultural characteristics of the community.
- exemplify the cultural, political, economic, social, or historical heritage of the community.



# Ordinance: Establishing the Review Board



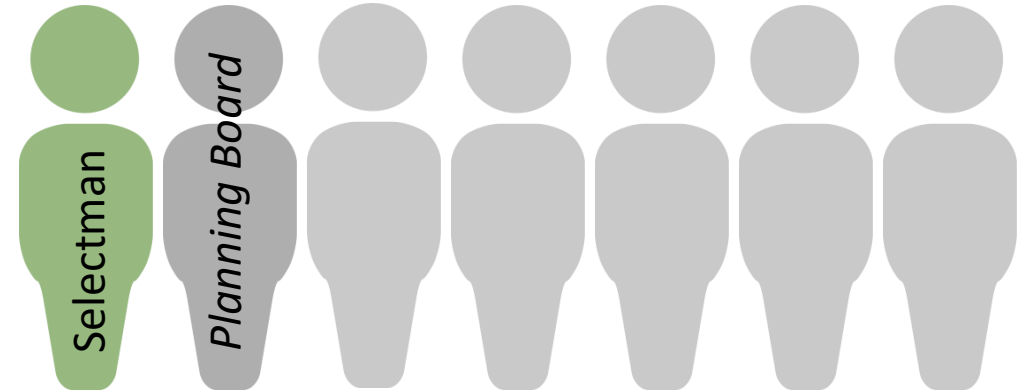
- A preservation ordinance should also have language establishing and designating the body that will have oversight in the historic district.
- This can take the form of a Historic District Commission, or the Heritage Commission can be designated to take on these powers. Both these methods are acceptable per NH RSAs.

# Ordinance: Make Up of HDCs

## Appointed members

- Not less than 3 and no more than 7 members
- Must be residents of the city or town
- One **shall** be a member of the local governing body and one **may** be a member of the planning board
- Qualifications: demonstrated interest and ability to understand, appreciate and promote the purposes of the historic district commission.

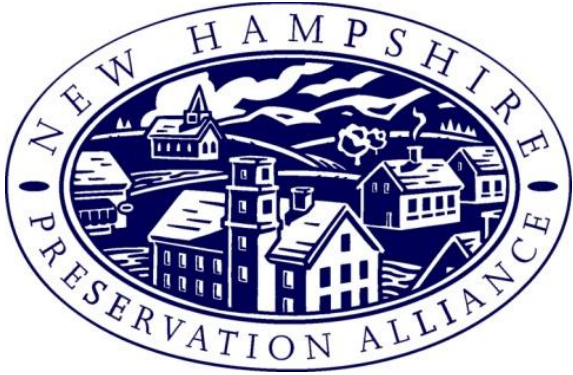
--RSA 673:4



# Appeals, Enforcement, & Remedies for Violations

- **677:17 Appeal When Zoning Ordinance Exists.** – Any person or persons jointly or severally aggrieved by a decision of the historic district commission shall have the right to appeal that decision to the zoning board of adjustment in accordance with the provisions of RSA 676:5 and RSA 677:1-14.
- **677:18 Appeal When no Zoning Ordinance Exists.** – In municipalities which do not have a zoning board of adjustment, motions for rehearing and appeals from decisions of the historic district commission shall be governed by the applicable provisions of RSA 677:1-14.
- **RSA 674:49** The enforcement of the provisions of this subdivision shall be made through the zoning ordinance of the municipality. Any local legislative body which has established a historic district commission under RSA 673 shall include provisions for the enforcement of the commission's administrative decisions in the zoning ordinance of the municipality.
- **RSA 674:50** In case of the violation of any ordinance or regulation made under the authority conferred by this subdivision, the historic district commission, in addition to other remedies, may institute any appropriate action or proceedings to prevent, restrain, correct or abate such violation.

# Support for Commissions



[www.nhpreservation.org](http://www.nhpreservation.org)



[www.napcommissions.org](http://www.napcommissions.org)



[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr)

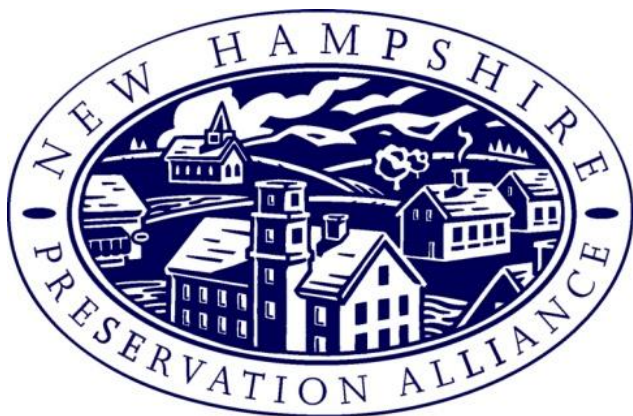
## **NEW HAMPSHIRE OFFICE OF PLANNING & DEVELOPMENT**

[www.nheconomy.com/office-of-planning-and-development](http://www.nheconomy.com/office-of-planning-and-development)



# Regulatory Tools for Your Town

## BREAK





# Application Procedures

A written application form goes to the historic district commission through the planning and development office requesting a certificate of appropriateness. The application shall include:

- Completed standard town or city application form.
- Narrative description of the project.
- Graphic materials of sufficient clarity and detail that the commission will have a clear understanding of what the applicant intends to do.
- Completed abutters list.
- Site plans, building plans, elevations, perspective sketches, photographs, building materials samples reasonably required by the commission to make its decision shall be made available to the commission by the applicant.

# HDC Regulations & Procedures

- The overarching zoning ordinance is adopted in the same procedure that zoning changes are made: in Town Meeting for communities with Town governments or by City Council vote in communities with City governments. Both instances require public hearings.
- In contrast, HDC regulations and/or procedures are adopted by a vote of the HDC itself – and also require a public hearing.
- In general, regulations govern the content of review and many include the procedure for review. They expand upon the details of the items in the ordinance, but they cannot expand the authority or purview of the HDC.
- Some communities adopt separate Rules of Procedure that specify how meetings will be run, establish a code of ethics for Board members, and outline other procedural items that the HDC will adhere to.
- Regardless of the form they take, these documents create additional clarity and predictability for both the board and property owners within the district.

# Regulations: Review Procedures



A good set of HDC regulations will include the following:

- Makeup of the board and requirement for a quorum
- Meeting days and times, as well as acknowledgment of their need to comply with Open Meeting and Right to Know laws.
- Applications & fees
- Timeline and method of communication of Commission Findings
- Appeals process
- Enforcement
- And when applications are required

Some communities may have more detailed review procedures that include codes of ethics, references to how votes shall be made, meeting procedures, rules and terms for officers, and other items.

It can also be helpful to include a brief summary of procedures within your larger HDC Regulation document that can be used in your public engagement.

# Maintenance:

## HDC Outreach & Public Engagement



### Build a Presence in the Community



Create a page on your town's website and leverage social media presence where available and appropriate



Introduce yourselves to other town officials/board and commission members, as well as town staff – be willing and prepared to offer assistance or information about the HDC's mission and goals.



Work closely with other boards and commissions in your town – you may come to see you share more goals in common than you think!



Reach out to community groups such as the Historical Society, Main Street organization, business groups and others.

# Maintenance: Best Practices & Image Management



Familiarize yourself with the RSAs and your HDC ordinances/regulations



Review your ordinances and regulations regularly and consider boundary changes as needed



Attend workshops and trainings. Want more? Ask!



Build relationships with the district residents, town staff, other town boards, statewide contacts, and nearby HDCs



Host workshops or presentations to maintain and develop support for your HDC

.





## Demolition Review Ordinances



# Demolition Review: What is it?

A legal tool to ensure that potentially significant buildings and structures are not demolished without public notice and some level of review by a heritage commission.



This Moultonborough barn was saved and moved by the historical society.



It DOES NOT PREVENT demolition but does provide a “time-out” to evaluate the significance of the building and meet with the applicant to explore alternatives to demolition.

- Allows time to evaluate the building's significance and/ or request a qualified professional to assist.
- If the building is determined to be historically or architecturally significant, the issuance of the demolition permit is delayed for a specific period of time (30, 60, 90 days or more).
- During that time, public notice is given, and the Heritage Commission, other preservation organizations, concerned citizens, and others may explore and propose alternatives to demolition.





# Drafting the ordinance: What to review



The Tamworth Inn, demolished.

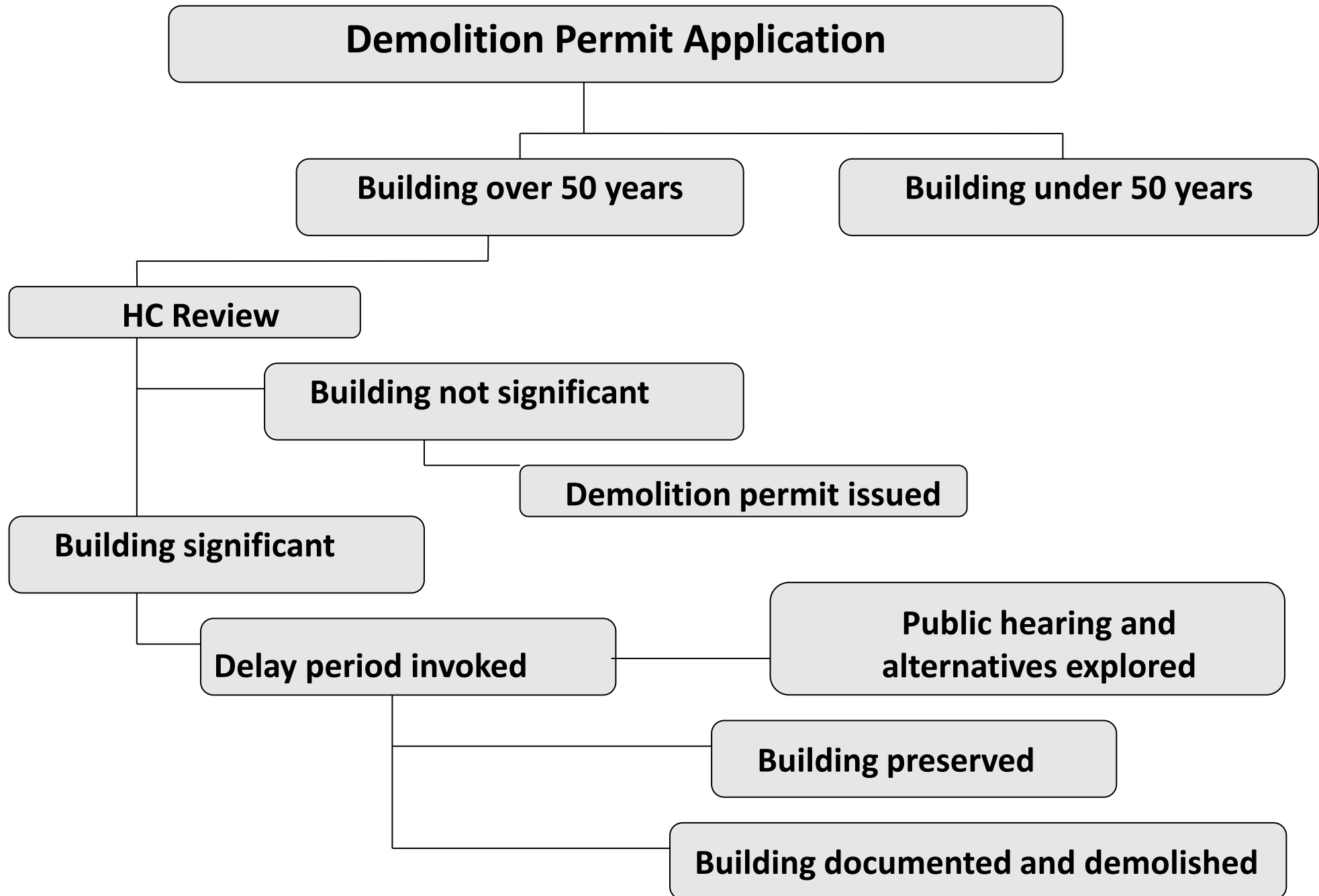
- Identify your specific concerns
- Look to other municipalities where it's working
- Typically covers buildings 50 years old or older on the date the application is filed
- Pertains only to structures visible from a public right-of-way and only those of certain size (typically over 250 sf)
- A structure deemed a public hazard may be exempt from review.

# Ways to Adopt a Demolition Delay Ordinance



Hathaway House, Laconia. Demolished after review.

- As an amendment to the building code (most common)
- As a stand-alone ordinance
- As a bylaw in an existing historic preservation or zoning ordinance
- May require municipal council or town meeting approval



# Developing your Town's Program

- Have resources in place that help applicants and/or permitting officials to determine the age and significance of the building(s) in question.
- Give local officials and the heritage commission the necessary tools to negotiate a solution.
- Keep the community informed of the process.
- Keep messages positive.
- Establish an efficient, consistent process.
- Ideal to propose regulation when public awareness is high.





French-Taylor  
House,  
Moultonborough,  
2021

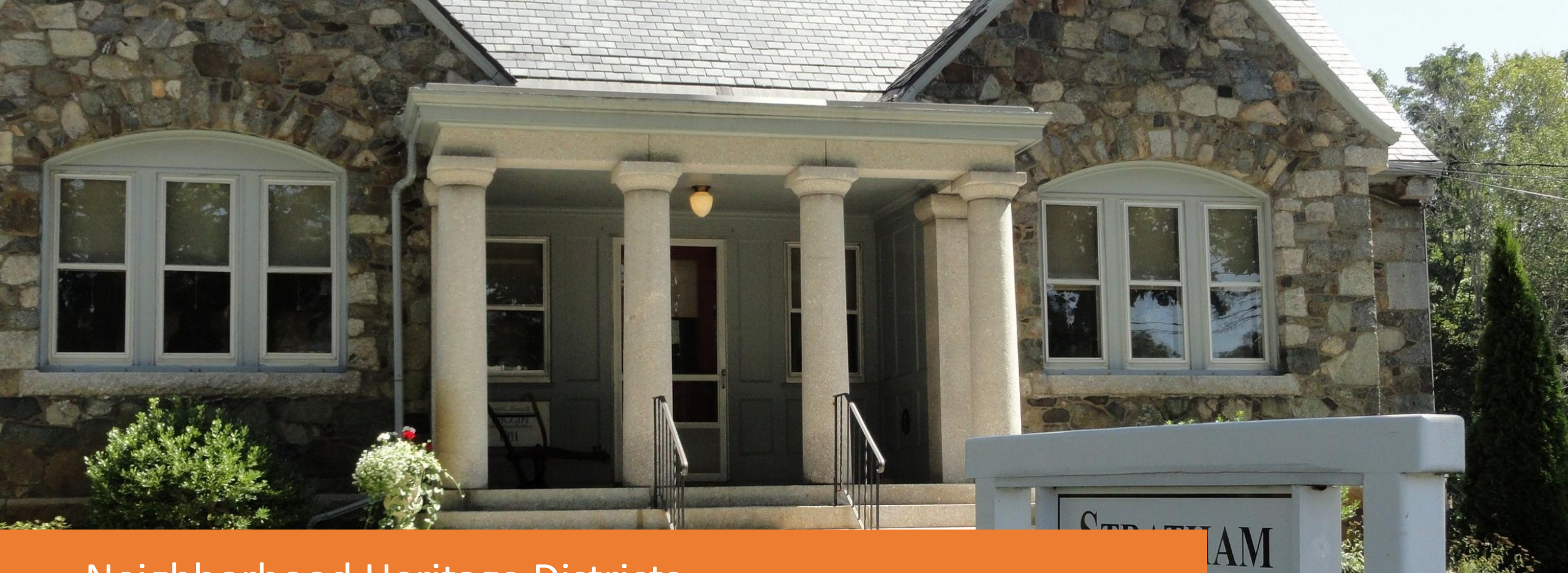


# Be prepared to promote the idea:

Drafting a workable ordinance and implementing it successfully can be a challenge.

- Allow plenty of time for the delay--30/60/90 days
- Town staff and other boards may resist the additional work or see it as a hindrance to development.
- Developers may strongly resist construction delays.
- Realtors may not want to jeopardize a property sale.
- Homeowners may resent “interference” with their property rights.
- A majority of voters and citizens must understand the advantages of the ordinance before they will accept it.





## Neighborhood Heritage Districts

Relatively new option for NH cities and towns; in 2022 Stratham was the first in the state.

Generally begins at the grass roots level

Planning board administers, with a specially appointed Advisory Committee



# Comparison with Historic Districts

Also a zoning overlay district

More flexible, less stringent standards

Protects neighborhood or area characteristics rather than specific details pertaining to individual buildings

Initiated at the grassroots level by residents

Allowed by state statute under Innovative Land Use Controls

An appointed Advisory Committee makes recommendations to the Planning Board which holds the decision-making authority.



# Goals Might Include:



- to control demolitions
- to increase or preserve the supply of affordable housing
- to revitalize neighborhoods close to downtowns
- to prevent commercial development that is out of scale with the district and whose use is incompatible with existing uses
- to guide small business expansion into residential areas
- to prevent larger commercial encroachment



# Many Different Areas Could Qualify

- Buildings do not have to meet the 50-year age requirement.
- A handful of buildings, such as a small rural village center or a crossroads anchored by old farmhouses and surrounding fields.
- A large urban neighborhood with a wide range of resources.
- Buildings that are linked by a common natural element, such as a lake.
- Agricultural properties, and landscape features such as trees and fences.



# The neighborhood heritage district ordinance *must*



- be supported by the community's master plan,
- Contain standards that will guide the Planning Board in its administration of the ordinance, and
- May be either a separate zoning district for purposes of determining permitted uses, or it may be an overlay district, with uses determined by the underlying zoning district.

# Route 33 Legacy Highway Heritage District, Stratham, NH



**Purpose: encourage historic preservation and private investment** and advance recommendations from the [2019 Stratham Master Plan](#).

**In recognition of the high maintenance costs and other burdens that ownership of historic buildings entails, this allows more flexibility in the re-use and re-purposing of properties in exchange for enhanced architectural and dimensional standards.**



# Tailored to specific community needs

**To foster greater private investment** along Portsmouth Avenue/Route 33, particularly in the **nearly three dozen historically significant properties** identified along the heavily traveled corridor.

**To promote mixed-use development** while maintaining a buffer to adjoining residential neighborhoods and protecting the historic fabric including structures, landscapes, features, and overall character.

**To incentivize the creation of a greater diversity of housing types**, styles, and sizes. Multi-Family and Workforce Housing is permitted in the District by Conditional Use Permit. It shall be designed such that these uses are indiscernible from the single-family housing and agricultural uses that characterize the Corridor.

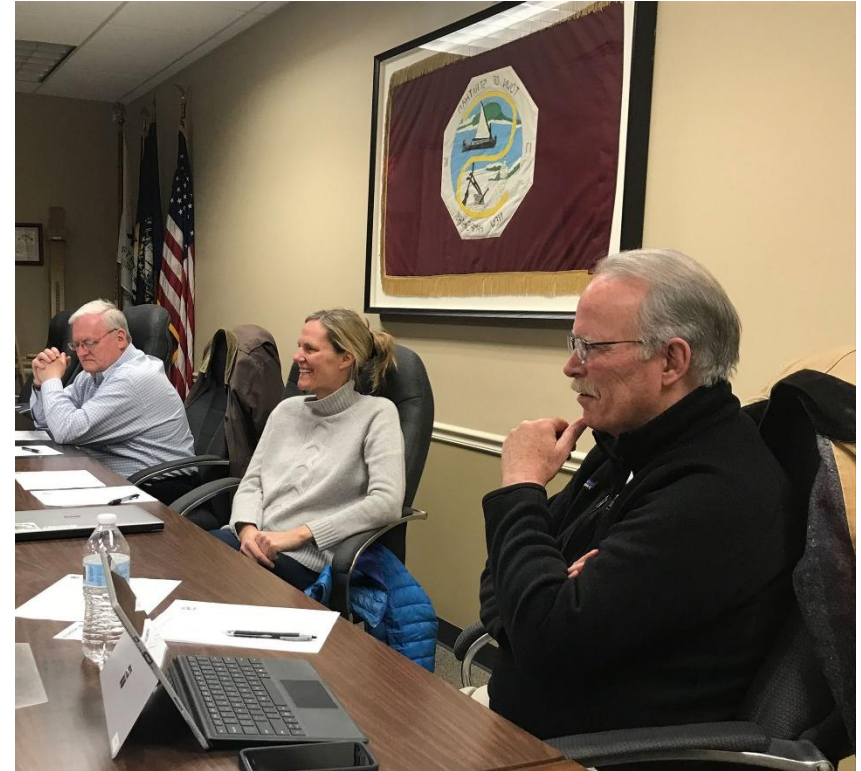
**To preserve existing agricultural uses and to encourage new ones** that are central to Stratham's existing character and provide new venues for the creation of locally prepared or produced goods, foods, and services.

# The Route 33 Heritage District Advisory Committee (HDAC) includes 3 appointees:

- 1 appointed by the Planning Board
- 1 appointed by the Heritage Commission
- 1 appointed by the Select Board

They meet monthly, in public session, to review any new applications, then make their written recommendations to the Planning Board.

(Typically, at least one member of the Advisory Committee (3-7 ppl) is a resident of the district.)



# The Advisory Committee reviews projects in the District and provides recommendations to the Planning Board...

- On site design and architectural characteristics
- On waivers
- Whether an application meets the Conditional Use Permit criteria of the Zoning Ordinance; may provide recommended language for conditions of approval.
- Recommended final action on applications including approval, denial, or conditional approval.
- After a public hearing, the Planning Board makes final decisions on applications.



# What is subject to review?

**Demolition, partial demolition, or removal** of any structure that is at least 50 years old and over 100 sf

**Construction of new structures**, incl accessory structures over 100 sf, or addition to an existing structure.

**Site work** that increases impervious surface coverage by more than 2,500 sf; removal or clear cutting of existing vegetation more than 12,000 sf in area.

**Replacement of siding or roofing materials**, if not in-kind

Any activity which requires Site Plan Review.

New or replacement permanent signage

The siting of ground-mounted **solar energy facilities** with exceptions.

# Permitted Land Uses



The District shall permit residential and agricultural uses and limited commercial uses that do not detract from the residential and rural character of the corridor.



Mixed-use properties, particularly those where a business proprietor maintains his/her or their residence on the same property, are permitted and encouraged.



# An NHD...



Is adopted by the town as part of Zoning Regulations, not as a stand-alone ordinance.

Requires an individualized approach for each town, and lots of public outreach and stewardship.

Needs detailed and carefully written rules and review standards, but can also be flexible.

Demands a willing and strong Planning Board and Planning Director to administer successfully.



# Contacts:



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