

CITY OF LACONIA HISTORIC DISTRICT COMMISSION  
Tuesday, January 26, 2021 - 6:30 PM  
City Hall - Armand A. Bolduc City Council Chamber  
AGENDA

1. Call to order
2. Roll call
3. Recording secretary
4. Staff in attendance
5. Acceptance of Minutes from previous meeting
  - 5.I. Acceptance of Minutes from December 29
6. Public comment
7. New business
  - 7.I. Form-based Code presentation
  - 7.II. Presentation preparation on the expansion of the Historic Overlay District
8. Other business
  - 8.I. Rules and procedures

Documents:

[HDC RULES AND PROCEDURES 9.18.2020 DRAFT .DOCX](#)
  - 8.II. Review map of draft extension of district

Documents:

[HOD DRAFT EXPANSION \(2\).PDF](#)
  - 8.III. Update on education plan
9. 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) 527-1264 at least 72 hours in advance so that the City can make any necessary arrangements.



Historic District  
Commission  
Laconia, New Hampshire

# Rules of Administrative Procedure

Enacted: 01/26/2021

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SECTION I. AUTHORITY AND ADOPTION

In accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 673:4, granted the City of Laconia authority to establish the Historic District Commission, which was established in December 2019. The Historic District Commission shall have all the powers granted to Historic District Commission as outlined in Chapter 673:4 and 674:45-50, as well as Chapter 235 21.2 of the Laconia City Ordinances.

SECTION II. PURPOSE AND INTENT

1. Pursuant to RSA 673:4 and 674:45-50, the Laconia Historic District Commission is established to preserve and promote the historic, cultural, educational, economic, and general welfare of the community. The Commission holds the following responsibilities:
  - 1.1 Protect and preserve structures, places, and properties that reflect elements of the cultural, social, economic, and political heritage of the City.
  - 1.2 Promote the preservation, restoration, rehabilitation, and adaptive reuse of structures and places of historical, architectural, and community value as well as vistas of significance within the HOD.
  - 1.3 Conserve property values in the HOD.
  - 1.4 Protect and enhance the attractiveness of the HOD.
  - 1.5 Promote the use of the HOD for the education, pleasure, and welfare of the citizens of the City.

SECTION III. ORGANIZATION

1. The Commission shall consist of five regular members and up to two alternate members. All members shall be residents of the City of Laconia; one shall be a member of the Laconia City Council, and one shall be a member of the Laconia Planning Board. Members of the Commission shall be appointed by the City Council and be appointed for staggered three-year terms. Members shall serve without compensation. In the event of a vacancy on the Commission, interim appointments may be made to complete any unexpired term. Officers will be elected annually during the meeting in January and generally perform the following duties:
  - .1. Chair
    - 1.1.1 Conducts all Commission meetings as provided for by statute. When unavailable to act as chair due to schedule conflicts or potential conflict of interest, the Chair shall direct the Vice

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Chair, or other experienced member in that order to act as chair.

- 1.1.2 The Chair will be appointed by the Commission annually.
- 1.1.3 Acts as Historic District Commission representative in meeting with the City Manager, Mayor, and/or City Council subcommittees as requested;
- 1.1.4 Calls special meetings of the Historic District Commission as necessary;
- 1.1.5 Appoints subcommittees of the Historic District Commission as necessary.

.2. Vice Chair

- 1.2.1. Acts to fulfill the Chair's duties in the event of illness, absence, or recusal of the Chair.

.3. Alternates

- 1.3.1. Alternate members may be appointed as provided for in RSA 673:4 and Chapter 235-21.2 of the City Code. They may participate in the meeting but cannot vote unless they are a sitting member.

SECTION IV. FINANCE

- 1. The Historic District Commission will adhere to RSA 673:16 regarding financial matters.

SECTION V. MEETINGS

- 1. **Time** - Meetings of the Commission are held on the last Tuesday of each month, except when noted otherwise. All meetings of the full Commission will commence at 6:30 PM and no business will begin after 9:00 PM without a vote of the Commission to extend the meeting further. All meetings shall be held in the Armand A. Bolduc City Council Chamber, City Hall, unless noted otherwise.
- 2. **Quorum** - Three (3) voting members shall constitute a quorum for the transaction of business, but a less number may meet only for the purposes of continuance or adjournment. All members should provide an RSVP for each scheduled meeting to Staff by either email or telephone at least 48-hours in advance.

If there is a lack of quorum, the meeting will be canceled.

- 3. **Notice** - Staff shall post notice of all meetings on the City website or in two public places at least seventy-two hours in advance of the meeting, not

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counting Sundays and holidays. RSA 91-A:2, II. Special meetings, such as public hearings will also be posted in the newspaper, at least ten days prior to the meeting.

The Chair can call a special meeting to order, if necessary, with at least 24-hour notice and posted in two public places, pursuant RSA 91-A:2, II. This includes work sessions.

All meetings, including subcommittee meetings, are open to the public with the exception of non-public sessions properly called and held under RSA 91-A:3.

Cancelations due to weather, or other reasons will be posted prior to the original meeting time, if known in advance.

4. **Attendance** - If a member misses five consecutive meetings with no contact, this shall be evidence for non-interest. The Commission shall then vote to recommend to the City Council that the member be removed from the Commission.
5. **Voting** - After discussion has occurred on an item or application, the Chair will call for a motion to be made. If seconded, discussion will be called for on the motion. A majority vote of the voting members present is needed to approve any item. If a vote is not unanimous, the record shall indicate by naming those who are in favor, opposed and abstaining.

If the vote amongst members results in a tie, the motion is defeated.

#### SECTION VI. MEETING ORDER

1. At each regular meeting, the general order of the proceedings shall be as follows, unless revised by the Chair:
  - 1.1. Call to order and quorum check
  - 1.2. Approval of previous meeting minutes
  - 1.3. Public Comment
  - 1.4. New Business
  - 1.5. Other Business
  - 1.6. Adjournment

#### SECTION VII. AGENDA

1. **Format** - In respect to SECTION VI. 1., meetings of the Commission shall follow a standard meeting format, as determined by City policy, as set by the Chair in consultation with the Director of Planning and Community Development or their designee and shall provide opportunity for the Commission to conduct regular business sessions for both current and long

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range planning. Any suggested items for the agenda must be provided to Staff no later than three business days prior to the scheduled meeting.

SECTION VIII. OPERATIONAL PROCEDURES

1. CITY OF LACONIA PERMIT APPLICATION REVIEW

1.1. Meeting Procedures

- 1.1.1. The Historic District Commission will schedule to review the application during a regular meeting when,
  - 1.1.1.1. An application pertaining to structures within the Historic District: modifications to the interior significant for architectural or artistic value, exterior architectural appearance of the property, including erection of new structures additions to existing structures, alterations to existing structures, demolition of existing structures or portions of existing structures. Also pertains to the relocation of any structure into, out of, or within the HOD shall be submitted by the filing deadline to Department, as listed on the annual review schedule.
  - 1.1.1.2. The applicant requests feedback from the Commission on their application proposal, prior to submitting a Building Permit application to the Building/Code Enforcement Department.
- 1.1.2. Members of the Historic District Commission are responsible for reviewing the applications and visiting the site prior to the meeting, if deemed necessary.
- 1.1.3. The Commission will provide feedback on the application during the regular meeting and submit to the Building Inspector, a certificate of approval or a notice of disapproval pursuant to RSA 676:8, III within 45 days after the filing of the application for the certificate, unless the applicant agrees to a longer period of time according to RSA 676:9.

SECTION IX. SITE VISITS

- 1. The Commission may request to conduct a site visit in order to provide input on an application.
- 2. No commission, its members, or designee shall enter private property to gather data about the property without first obtaining permission of the property owner or agent, or a lawfully issued warrant. Such permission may be oral or written, provided that record is made of oral authorization.

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3. Prior to requesting permission, the commission, its members, or designee shall notify the landowner of the purpose of the data gathering, the specific features that will be evaluated, the manner in which the data collected will be recorded and distributed, and possible known consequences of the data collection.
4. The site visit will be run by the Chair or their designee, with the purpose of data collection, questions about the location of proposed project features, etc. There will be no debates or discussion of merits or opinions of the project during the site visit.

SECTION X. RULES OF ORDER

1. For purposes of conduct of the meeting, except as specifically provided herein, the procedures as outlined in 'Robert's Rules of Order' shall be generally followed, at the discretion of the Commission.
2. A motion shall be carried by a majority of members present and voting in the affirmative, unless otherwise specified. Members shall signify their votes on all actions taken by the raising of one hand, so that the recording secretary may indicate those in favor, opposed, and abstaining for the record. As necessary, the Chair may direct a showing of hands or voice vote for clarification.

SECTION XI. RECORDS

All plans, applications, supporting documents and minutes of the proceedings of the Historic District Commission shall be maintained by the Planning Department and be made available to the public, press, and officials, except sealed minutes taken in a non-public session.

The procedure to seal nonpublic session minutes will be followed under RSA 91-A:3, III

SECTION XII. OTHER MATTERS

1. The Director of Planning or their designee acts as liaison for the Historic District Commission with all federal, state and local officials and bodies, the press, public, applicants and land owners and their representatives except where the Commission specifically expresses its wish that the Chair of the Historic District Commission act as its policy spokesperson. Thus, all official contact with the parties as enumerated should occur through the Director of Planning and Community Development or their designee or Chair, as specified. This policy is adopted for the purposes of coordination and accuracy and should not act to limit any Commission member in the expression of a personal or private point of view as a resident, citizen, or abutter. However, it is the responsibility of every Commission member to



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ensure that statements made as a private citizen are recognized as such and not necessarily the position of the Historic District Commission.

2. Contact with legal counsel for the Commission should also be directed through the Director of Planning and Community Development or their designee to maintain coordination and cost responsibility to the City. In the event that a member is not satisfied with the response of the Director of Planning and Community Development or their designee to a specific concern, (s)he should address that concern to the Chair and request discussion or action by the Committee or full Commission.
3. The Commission will conduct itself in accordance with the City of Laconia Code of Ethics as described in Article V of the City Ordinances. The Chair must maintain civil and professional dialogue amongst members, applicants, and members of the public at all times during the meeting. Any member of the Commission can request a motion to the Chair to have the Commission take a brief recess and reconvene, as described in Robert's Rules of Order.

SECTION XIII. WAIVER

The Historic District Commission may grant a waiver of up to one year, from date of application, from part or all of this section in cases where strict compliance would create a financial hardship. Multiple waivers may be issued at the Commission's discretion.

SECTION XIV. AMENDMENTS

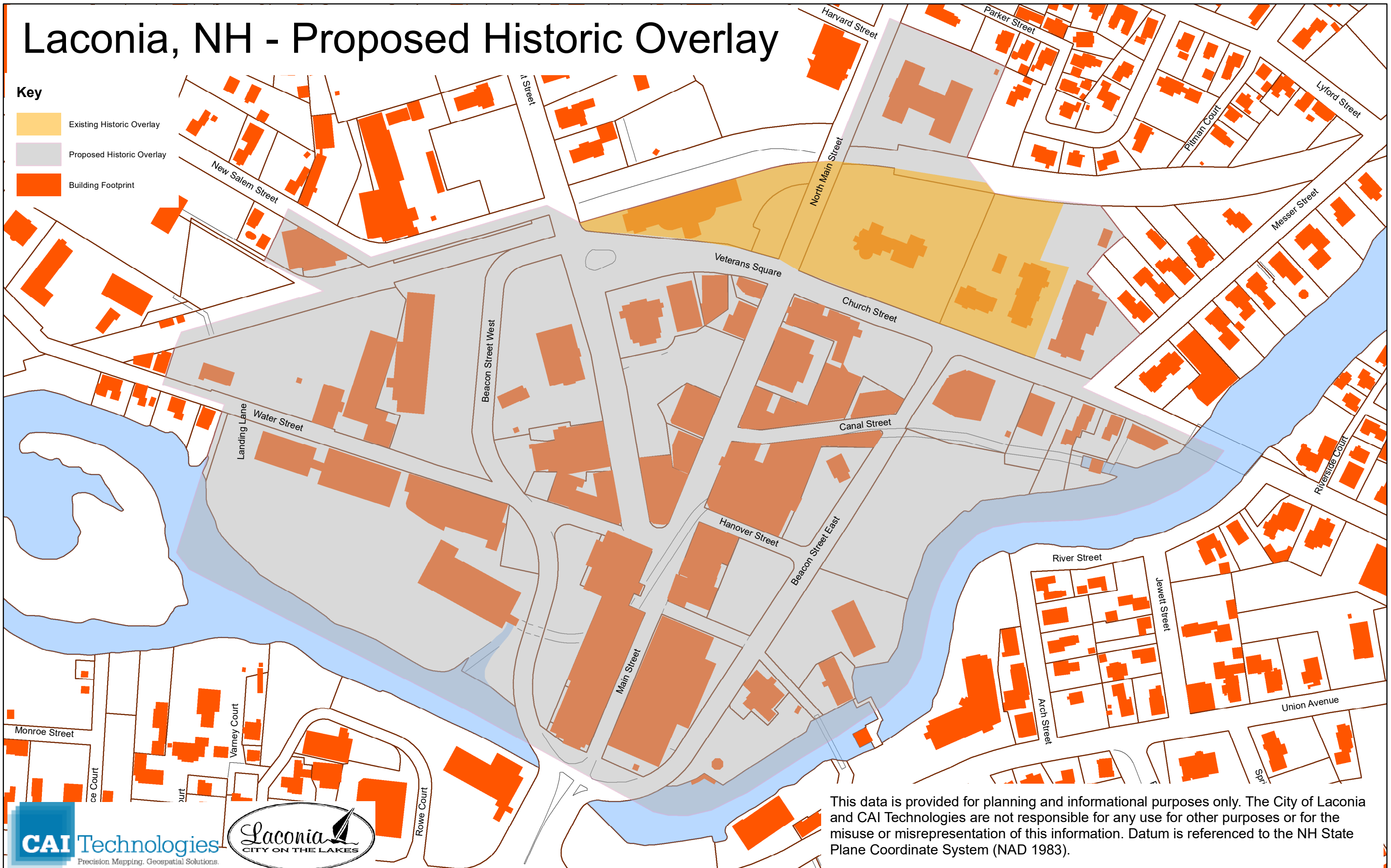
These Rules of Procedure may be amended from time to time by vote of majority of the full membership of the Commission at a public meeting. Prior to the Commission's consideration of any rule change, any member proposing such a change shall draft or request staff to draft, the change in written form and have prepared and distributed copies of the proposed change at least one meeting (month) prior to the meeting at which the change is to be considered. As with other administrative matters, the Director of Planning and Community Development or their designee, in consultation with the Chair, shall place the matter on the Commission's agenda for action at the earliest convenient time.

ENACTED: MM DD, YYYY

# Laconia, NH - Proposed Historic Overlay

## Key

-  Existing Historic Overlay
-  Proposed Historic Overlay
-  Building Footprint



This data is provided for planning and informational purposes only. The City of Laconia and CAI Technologies are not responsible for any use for other purposes or for the misuse or misrepresentation of this information. Datum is referenced to the NH State Plane Coordinate System (NAD 1983).