

## Historic District Commission Minutes of November 19, 2024

Call to Order: 7:06 PM

Members Present: Kevin Bragg (Chair), Anne Emerson, Alex Young (Alternate), Jeff Leidinger

1. Approval of the Minutes - Approval of the minutes of the October 30, 2024 meeting was tabled due to the lack of a quorum of members who were present at that meeting. Additionally, Kevin noted that he had some clarifications that should be made and postponing action on the minutes was necessary to have a sufficient number of members who were present at the October meeting to approve the revisions.
2. Canterbury Community Market, LLC application approved at the October 30, 2024 Meeting. While the application was approved, the vote needs to be reconsidered due to the absence of a quorum. Reconsideration of the vote could not be considered at this meeting as two of the members present for the original vote were absent this evening. Certification of the vote will be included as an agenda item for the January 15, 2025.
3. Erin Hammerstedt, the new Executive Director of Canterbury Shaker Village (CSV) addressed the Commission, providing a brief description of her background, including her work for the past seven years at "Historic Harrisville". She noted the Village's desire to have good communications with the community and with the various governmental boards with jurisdiction over land use. The Board noted the importance of coming to the HDC before starting projects and consulting with the Chairperson and Board when questions arose regarding the need to obtain approval for projects. Kevin noted that email contact is best to ensure everyone has consistent information. He also noted that "pre-conceptual" meetings can be helpful to determine what requirements apply and what actions need to be taken before projects are commenced. Kevin will ask Gail (land use planner) to forward a copy of the regulations and application form to Erin to help her better understand the guidelines under which the HDC operates. Alex asked if the "92 Plan" was the controlling threshold for renovations at the Village. Erin responded that while the historic easement with the state requires their approval prior to undertaking projects, the 92 Plan is a starting point and returning the property to earlier conditions "must be historically accurate" but cannot be "less" accurate than established in the 92 Plan. The Commission thanked Erin for attending the meeting and members voiced their support for improved communications with the Village.
4. Kathleen McKay, administrative assistant to the Board of Selectmen, discussed changes to the Town's web site and the need to redesign the site to make it more "user friendly". The members noted various items which should be included in the HDC section of the web site, including the revised regulations, application form, two zoning maps, and a calendar for determining when an application had to be filed prior to the scheduled monthly meeting, similar to the calendar included in the Planning Board section of the site. The inclusion of these items under the HDC tab, should reduce the time required to find items on the web site. The members were asked to consider other changes to the site which would be beneficial and communicate their suggestions to Kathleen as soon as possible to ensure the changes were included in the revised site. The revised web site is a "work in progress" and will be completed over the coming months. Kathleen arranged to meet with several of the members to create new "canterburynh.gov" email addresses for HDC members.
5. Revision of the Application and Certificate of Decision - Kevin presented revised Application and Certificate forms for Commission approval. The revision to the Application form is the inclusion of a line for "waiver of hearing" (pursuant to the approval granted by Town vote in March 2024). The additional language is added to the application form prior to the "signature" line. The Certificate of Decision form revision adds the phrase "waiver of hearing granted". On a motion made by Jeff and seconded by Ann, the proposed revisions were unanimously approved. (Copies of the revised forms are appended to these minutes. )
6. Holiday Schedule - Due to the absence of any pending applications, the Commission voted to cancel the regular December meeting and hold the next meeting on January 15, 2025.
7. Meeting adjourned 8:20 PM.

**Appendix B**  
**Canterbury Historic District Commission**  
**Application for Certificate of Approval**

**Preliminary Meeting:** If desired, prior to the completion of an application, applicants may request a "preliminary meeting" to provide an opportunity for the HDC to become acquainted with the proposed project and to help the applicant ascertain what information is required to complete the application and to present at the public hearing. The "preliminary meeting" is a non-binding, working session. A short written description of the work to be performed, including a diagram, sketch, or plan illustrating the projected are helpful, as are photographs of the existing site and/or building which will be impacted by the projected.

**Application:** Please review the following regulations and procedures in completing the application. The HDC will render a decision on the completed application within ten days of the public hearing.

**Property Address** \_\_\_\_\_ **Map** \_\_\_\_\_ **Lot** \_\_\_\_\_

<b>Property Owner</b> _____ <b>address</b> _____ <b>phone</b> _____ <b>email</b> _____	<b>Applicant</b> _____ <b>address</b> _____ <b>phone</b> _____ <b>email</b> _____
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**Type of Project (fee), please check the applicable category (note: this is not a fee for a building permit)**

- ☐ **New Construction** (\$100)
- ☐ **Renovation or addition** (\$100)
- ☐ **Accessory building** (\$70)
- ☐ **Repair of an existing structure\*** (\$35)
- ☐ **Demolition of an existing structure** (\$100)
- ☐ **Construction or removal of fences or stone walls** (\$35)
- ☐ **Change in natural features\*** (\$35)
- ☐ **Solar panels, rooftop or ground mount** (\$35)
- ☐ **Work in proximity to a known archaeological site\* and/or cemeteries** (\$35)

Note: \* see glossary on reverse side of this form for definitions.

**Project Description** (provide a brief description of the project, use additional sheets are required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of Abutters:** attach a list of the abutters provided by the Assessor's Office (name, address, and map/lot) \_\_\_\_\_

**Project Schedule** - The project is scheduled to begin on \_\_\_\_\_ and to be completed by \_\_\_\_\_.  
mm/dd/yyyy mm/dd/yyyy

**Application Contents** (see HDC "Regulations" for content requirements )

	Applicant		Town	
	Yes	Yes	No	
<b>Site Plan</b> - 1/4" scaled plans showing footprint of existing and proposed improvements, boundaries, setbacks, circulation, and landscaping (existing/proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Architectural details</b> - 1/4" scale plans and sketches (as applicable): including but not limited to windows, doors, moldings and trim, railings, masonry, brackets, shutters, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Materials description</b> - specification sheets and/or samples of proposed building materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Photographs</b> - dated photographs of existing buildings and site suitable for recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Waiver of Hearing Requested:** Pursuant to the criteria set forth in Article 5(B), the applicant requests a waiver of hearing. Yes \_\_\_\_\_ No \_\_\_\_\_.

**Signature(s)**

**Applicant**, if different than the property owner: \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner** : \_\_\_\_\_ Date \_\_\_\_\_

*The above named owner and applicant recognize the property is situated in the Historic District of the Town of Canterbury, New Hampshire. We certify that the information contained in the application is true to the best of our knowledge and request that the HDC consider the proposal for the above referenced property.*

**Glossary**  
**(Printed on reverse side of application)**

**Existing structure** - A primary or accessory building or site improvement intended to improve the function, utility, or appeal of a property.

**Natural features** - A property's general and/or specific attributes including soils, minerals, topography, silviculture, vegetation, drainage, and water courses which are part of a site's landscape characteristics.

**Archaeological site** - Location of material cultural remains of past human life and activities (fossils, relics, artifacts, and monuments).

**Town of Canterbury  
Historic District Commission**

10 Hackleboro Road, Canterbury, New Hampshire 03224

**Certificate of Decision**

**Application Number:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Date of Completed Application:** \_\_\_\_\_ (mm/dd/yyyy)

**Date Application Accepted by Historic District Commission:** \_\_\_\_\_ (mm/dd/yyyy)

**Date of Public Hearing and/or Decision:** \_\_\_\_\_ (mm/dd/yyyy)

**Disposition of Application:**

- ☐ Disapproved
- ☐ Approved as submitted
- ☐ Approved with conditions listed below
- ☐ Approved without public hearing (waiver of hearing granted)

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (mm/dd/yyyy)

**Conditions of Approval and Comments:** \_\_\_\_\_

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