

**Historic District Commission**

Molly Meulenbroek, *Chair*  
Martha Wingate, *V. Chair*  
Mayor, Caroline McCarley  
Peter Bruckner  
Nancy Dibble  
Marilyn Jones  
Matt Winders-Alternate



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**AGENDA**

City of Rochester  
**HISTORIC DISTRICT COMMISSION**  
**Wednesday April 21, 2021 at 7:00 pm**  
*Virtual Meeting*

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**City of Rochester, NH****Preamble for Historic District Commission Meetings during COVID-19**

Good Evening, as Chairperson of the Historic District Commission I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

**a.) Providing public access to the meeting by telephone:** At this time, I welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

**Phone number: 857-444-0744**

**Conference Code: 689461**

**b.) Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [shanna.saunders@rochesternh.net](mailto:shanna.saunders@rochesternh.net).

**c.) Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the Planning Board (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** Planning Department / Public Input, 33 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **Email:** [shanna.saunders@rochesternh.net](mailto:shanna.saunders@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail:** 603-335-1338 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

**d.) Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-

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*"Working with our community partners to preserve and enhance  
the historic architecture and cultural heritage of the city of Rochester"*

to-know law. Additionally, Historic District Commission members are required to state their name each time they wish to speak.

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- I. Call to Order**
- II. Approval March 17, 2021 Meeting Minutes**
- III. Administrative Approvals**
- IV. Service Credit Union, 48 Portland Street (by JLN Contracting), Certificate of Appropriateness for exterior cosmetic improvements and roof, and signage.  
Case # 120-351-DTC-21**
- V. Certified Local Government Grants - Historic Resources Survey Update**
- VI. Other Business**
- VII. Adjournment**

**\*Please note the following:**

Postponements. For any items marked as postponements the Historic District Commission will determine at the beginning of the meeting whether to postpone the item and to which date. Interested citizens are advised to attend at the beginning of the meeting to learn the details of any proposed postponement or to contact the Planning Department for more information.

Proposed actions. Proposed actions are shown in bold caps (on final agendas). The Historic District Commission may or may not take these actions and may take other actions not stated.

Other information.

a) Files on the applications and items, above, including the full text of any proposed ordinances, regulations, or other initiatives are available for inspection in the Planning Office, from 8:30 a.m. to 4:30 p.m., Monday through Friday or via email to [shanna.saunders@rochesternh.net](mailto:shanna.saunders@rochesternh.net)

b) Contact the Planning Department if you have questions or comments about these or any related matters or if you have a disability requiring special provision