



## HISTORIC DISTRICT COMMISSION

### Minutes

City of Rochester

**Wednesday March 20, 2024**

*City Hall Annex (second floor conference room)*

33 Wakefield Street, Rochester, NH

*(These minutes were approved on May 15, 2024)*

#### Members Present

Molly Meulenbroek, *Chair*

Peter Bruckner, *Vice Chair*

David Herman – arrived at 7:25pm

#### Members Absent

James Connor, excused

John Gisis, absent

#### Alternate Members

Candy Bailey

Brett Veno

Staff: Shanna B. Saunders, *Director of Planning & Development*

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### **I. Call to Order:**

Chair Molly Meulenbroek called the meeting to order at 7:00 p.m.

### **II. Seating of Alternates:**

Ms. Meulenbroek asked Ms. Bailey to vote in place of Mr. Connor and Mr. Veno to vote in place of Mr. Gisis.

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### **III. Public Input:**

There was no one from the public present to speak.

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#### **IV. Approval of February 21, 2024 Meeting Minutes:**

*A motion was made by Mr. Bruckner and seconded by Ms. Bailey to approve the February 21, 2024 meeting minutes. The motion carried unanimously.*

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#### **V. Presentation of the Historic and Cultural Master Plan Update:**

Ms. Saunders explained State Statute lays out the framework for Master Plans. She said there are two required sections, the vision statement, and the land use section.

Ms. Saunders said the City chose to combine the Historical and Cultural Master Plans into one chapter. She said the last time the chapter was updated was approximately 15 years ago however, by State Statute it should be updated every 10 years.

Ms. Saunders explained briefly explained the City had received two grants, one to determine the boundary of the Historic District, and the second was for individual property cards for each property within the district. Ms. Bailey asked what decides the boundaries within the district. Ms. Saunders explained there were two factors, one the Commission wanted to keep the boundaries to the commercial area of downtown, the second was the area that encompasses the historical character of the downtown. Ms. Meulenbroek further explained originally there was a portion of the district that went on the National Register of Historic Places however, it included a slightly different map and a few properties that are no longer in existence. She said the key area that is in the district but was not on the registry was Wakefield Street, from Union Street to Columbus Avenue.

Mr. Bruckner said page 12 of the Master Plan shows the registry for the historic district and overlay.

Ms. Saunders said as part of outreach efforts staff along with the consultant held a historic walk last spring as well as a survey that was held online and in person to gather feedback from residents.

Ms. Saunders briefly reviewed the draft Master Plan and asked the Commission to further review the document to give their feedback.

Mr. Veno said he took the survey, one of the questions was if Gonic and East Rochester should have historic districts as well. He asked if the City is moving forward with it or if there is funding that is needed. Ms. Saunders explained it was brought up as part of the proposed Master Plan, however it is not part of any action items before the City Council.

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#### **VI. Approval of No Negative Effect:**

##### **A. Matthew Wyatt for Rochester Main Street, 31-43 North Main Street, Map 121 Lot 374 – New Sign**

Ms. Meulenbroek explained approval of no negative effect means the applicant has met all the design guidelines and staff is able to approve them administratively.

Ms. Saunders went over the two signs that were approved.

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**VII. Election of Officers:**

*A motion was made by Mr. Herman to nominate Mr. Bruckner as Vice Chair. Mr. Veno seconded. The motion carried unanimously.*

*A motion was made by Mr. Bruckner to nominate Ms. Meulenbroek as Chair. Ms. Bailey seconded. The motion carried unanimously.*

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**VIII. Other Business/Non-Scheduled Items:**

There was no other business to discuss.

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**VII. Adjournment:**

*Mr. Herman motioned to adjourn the meeting at 7:33pm. Mr. Veno seconded. The motion carried unanimously.*

Respectfully submitted,  
Crystal Galloway, *Planner I*