

**Town of Effingham, New Hampshire  
Historic District Commission**

**Work Session Minutes  
January 29, 2015**

Present: P. Potter (Chairman), R. Harrington (Assistant Chairman), E. Jones (Secretary), E. Chick, J. McRae, N. Potter

Absent: L. Edwards (Selectmen's Representative)

The work session was called to order by the Chair at 7:03 p.m.

Projects/Discussions Undertaken

- 1) Brainstorm ideas for setup/content for Historic District Commission section of Town of Effingham website.

In anticipation of a meeting between the Secretary and the Town's webmaster, a chalkboard mockup of the HDC portion of the town website was reviewed and ideas for content for the various section were discussed, including general commission information, maps, frequently asked questions, property owner resources, commission documents and reports, and helpful links.

It was suggested that, like the Conservation Commission, we also add a photo slideshow of the districts which might feature both historic and current photographs.

The Secretary hopes to have additional information to report at the February meeting.

- 2) Review/revision/editing of workflows and forms related to the Application for Certificate of Approval.

Drafts of the various workflows, checklists, and forms associated with the Application for Certificate of Approval were distributed by the Secretary.

After review of the drafts, a suggestion was made to clarify which street setbacks are determined from in order to avoid confusion when dealing with properties with boundaries on more than one street.

The Secretary will prepare a revised draft of that page for discussion at the February meeting.

- 3) Review/revision/editing of the Commission's Rules of Procedure.

A draft version of Rules of Procedure, as well as a copy of the Planning Board Rules of Procedure upon which the draft was based, was distributed by the Secretary.

After review of the draft, no corrections or suggestions were offered. It was discussed that because one section of the document makes references to the number of members and since it is being proposed via zoning ordinance amendment to change that number at this year's town meeting, that it would be wise to delay final approval of the Rules of Procedure until the April meeting of the Commission, when they can be approved to include the correct number.

The Secretary will produce a "cleaned up" version of the proposed Rules of Procedure for the February meeting for further review.

- 4) Brainstorming ideas for setup/content for a "How to Apply for a Certificate of Approval" brochure intended for distribution to the public.

The Secretary reviewed for the members the take-aways from a recent meeting between representatives of all the land use boards to develop a workflow or flow chart that would explain the permitting process for all types of permits in the town to a member of the public.

During this joint meeting, it was determined that before such a document can be produced, each board must better understand how the entire process works and to that end, each board's "homework" was to develop a handout or brochure that explained the process(es) for their permit(s).

The Secretary showed as an example a brochure developed by the Zoning Enforcement Officer to answer Frequently Asked Questions which she receives, as well as the beginnings of a "How to Apply for a Certificate of Approval" brochure for the Commission.

Content regarding the steps in applying for a Certificate of Approval were suggested.

The Secretary will produce a draft brochure for review at the February meeting.

The work session was adjourned at 8:53 p.m.

Respectfully submitted,

Erik Jones  
Secretary