



Work Session
Demolition Review Subcommittee
Monday, 5 May 2014
Town Offices Conference Room

Present: Donna Etela
Jim Maggiore
Cynthia Swank

Alternates: Jeff Hillier
Jane Robie

1. Call to Order at 11:05AM

2. Demolition Review Ordinance Procedures. Etela distributed copies of North Hampton's Demolition Permit and Town of Rye's Application for Demolition Permit.

Members discussed 1) the procedures they will follow; 2) resources that may assist property owners; and 3) suggestions for the Town's demolition application. The Code Enforcement Officer was unable to attend the meeting but Maggiore will provide him with the Committee's recommendations and a copy of the Rye form.

Procedures. The Code Enforcement Officer will email each Committee member and attach the demolition application. Etela has provided him with contact information for each member.

Once informed by the Code Enforcement Office, members will each drive by the property to view the structure(s), architectural style and setting within the neighborhood. Individual members or Maggiore will do deed research to verify the age of the property.

If the property cannot be seen from a public road, the Committee will ask the owner if s/he is willing to permit each member to view the exterior, setting a day and time slot of a couple of hours for such visits. One member will have the task for taking pictures. Images of the property may be available on the Vision Appraisal's database or the assessor's cards.

The Committee will hold a meeting to determine if a majority considers the property an historic resource. The meeting will be held at Town Offices where the Building and Assessor's files are readily available.

The Committee will inform the Code Enforcement Officer of its decision in writing. If the property is deemed to be an historic resource, another public meeting will be held and the Committee will not only post the regular notice and agenda but will publicize the meeting if possible.

Resources. Committee members will develop a list of resources to assist those owners willing to salvage the building or parts of the building.

Suggestions for the demolition permit application. Members mentioned the following:

Add date of construction

Describe what is being demolished

Provide square footage of what is being demolished

Attach asbestos survey permit to application

Attach Demolition Review Committee letter to the application

Discussion about whether the ordinance applies to Little Boar's Head ensued. Maggiore spoke with the Code Enforcement Officer and reported that the CEO believes the demolition permit procedures would apply. Applicants come to him first, and he informs the LBH building inspector.

Adjournment. 12:37pm.

Cynthia Swank
Recording Secretary