



AnneMarie Skinner, AICP
City Planner

CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department
Planning Division

HERITAGE COMMISSION
HERITAGE SIGN PROGRAM REVIEW COMMITTEE
May 7, 2025, 12:00 p.m.
City Hall 2nd Floor Large Conference Room, 41 Green St, Concord, NH 03301

AGENDA

1. Call to Order
2. Approve meeting minutes from [April 2, 2025](#)
3. New Business
 - a. Prior to reviewing a new sign application, the Chair provides a summary of the Heritage Sign Program Review Committee's guidelines, procedures, resources, and the elements of the sign application review process. Once a sign application template is approved, the committee will issue an original signed approval letter to the applicant with a list of the next steps for sign production. A copy of the approval letter is also sent to the designated signmaker containing the approved sign template. The applicant then contacts the designated signmaker, Advantage Signs, with the applicant's approval letter and orders and pays for the manufacturing of the sign. Once a Heritage Sign is created and attached to the applicant's building, the Heritage Sign Program Review Committee will photograph the building with its Heritage Sign. The committee will also write a summary of the building's history that is derived from the application and any supportive local resources, including the Concord Room, Concord Public Library, etc. The Heritage Sign Program Review Committee will forward its summary and sign photos to the City to add to the online list of approved Heritage Commission Heritage Sign summaries.
 - b. Review application for 16 Auburn St
4. Old Business
 - a. 25 Ridge Rd
 - b. Heritage Sign Workshops
5. Other Business
 - a. Revised Guidelines, Procedure, and Application Form
6. Adjourn

All City of Concord public meetings are accessible for persons with disabilities. Any persons who feel that they may be unable to participate in a City of Concord public meeting due to a disability should, to the extent possible, call (603) 225-8595 at least 48 hours prior to the meeting so that a reasonable accommodation can be arranged.