

CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING  
Government Operations & Ordinances

March 27, 2023 - 6:00 pm  
City Hall - Armand A. Bolduc Council Chamber

1. **CALL TO ORDER**
2. **SALUTE TO THE FLAG**
3. **RECORDING SECRETARY**
4. **ROLL CALL**
5. **STAFF IN ATTENDANCE**
6. **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS**
  - 6.A. **Government Operations and Ordinances Subcommittee meeting minutes of January 23, 2023**

Documents:

[STAFF REPORT - SUBCOMMITTEE MEETING MINUTES OF JANUARY 23, 2023.PDF](#)  
[1.23.23 GOVERNMENT OPERATIONS AND ORDINANCES SUBCOMMITTEE DRAFT MINUTES.PDF](#)

7. **GOVERNMENT OPERATIONS & ORDINANCES (Soucy (Chair), Felch, Cheney)**

- 7.A. **Airbnb non-owner occupied properties**

Documents:

[STAFF REPORT - DISCUSSION OF AIRBNB NON-OWNER OCCUPIED PROPERTIES.PDF](#)

- 7.B. **Naming privileges for public areas**

Documents:

[STAFF REPORT - DISCUSSION OF NAMING PRIVILEGES FOR PUBLIC AREAS.PDF](#)  
[NAMING OF BUILDINGS.PDF](#)

8. **CITIZENS REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS**
9. **Any other business that may come before the Committee**
10. **ADJOURNMENT**

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the Meeting ADA Coordinator at City Hall by calling the City Clerk's Office at (603) 527-1265 at least 72 hours in advance so that the City can make any necessary arrangements.



**GOVERNMENT OPERATIONS AND ORDINANCES AGENDA  
MARCH 27, 2023**

**STAFF REPORT  
AGENDA ITEM 6.A.  
GOVERNMENT OPERATIONS AND ORDINANCES SUBCOMMITTEE  
MEETING MINUTES OF JANUARY 23, 2023**

**Discussion:** Minutes of the meeting of January 23, 2023 were distributed to the members of the City Council Government Operations and Ordinances Subcommittee on January 27, 2023.

**Fiscal Impact:** Not applicable

**Staff Recommendation:** Not applicable

**This report submitted by:** Katie Gargano, City Clerk

**Proposed motion:**

*“With no corrections or changes submitted to the Clerk, the minutes will be accepted as distributed.”*

**CITY OF LACONIA - CITY COUNCIL SUBCOMMITTEE MEETING**  
**Government Operations & Ordinances**  
**6:00 P.M.**  
**City Hall- Armand A. Bolduc Council Chamber**

1/23/2023 - Minutes

**1. CALL TO ORDER**

Chairman Soucy called the meeting to order at 6:05 PM

**2. SALUTE TO THE FLAG**

Chairman Soucy led the salute to the flag.

**3. RECORDING SECRETARY**

Katie Gargano, City Clerk

**4. ROLL CALL**

Clerk Gargano called the roll of the following committee members

Councilor Cheney, Councilor Soucy and Councilor Felch.

Chairman Soucy confirmed all 3 committee members were in attendance and a quorum was established.

**5. STAFF IN ATTENDANCE**

Kirk Beattie, City Manager; Tim Joubert, Fire Chief; Dean Trefethen, Planning, Zoning and Code Director.

**6. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS**

**6.A. Government Operations and Ordinances Subcommittee meeting minutes of August 15, 2022**

Minutes of the meeting of August 15, 2022 were distributed to the members of the City Council Government Operations and Ordinances Subcommittee on August 24, 2022.

With no corrections or changes submitted to the Clerk, the minutes were accepted as distributed.

**7. GOVERNMENT OPERATIONS & ORDINANCES (Soucy (Chair), Felch, Cheney)**

**7.A. Discussion of including a legal procedure in the City's Ordinances to enforce owners of a dilapidated or burned out building to tear it down**

Chief Joubert explained the state RSA is 155:B, these are suggestions to make into a City Ordinance. The main thing the committee needs to define is a time frame of how long a building must be in that condition before any action can be made.

They discussed the different classifications as hazardous versus having just burned out buildings. There was discussion of requiring the potential building to be repaired or torn down. Then place a lien to recover the costs (if any). By having a strong ordinance that states the steps and time frame, the easier it will be to have the ordinance backed up in court.

The committee likes what the Chief put together and told the Chief to work with the planning director about defining a time frame and determine definitions of what is considered a burned down versus dilapidated buildings.

#### 7.B. **Review and discussion of the Historic District Ordinance**

Director Trefethen discussed the suggested changes from the committees in response to comments that were made by the council at a previous meeting over a year ago to simplify things. Less restrictive perhaps and to correct wording within the ordinance before the historic district possibly expands.

Councilor Cheney mentioned an issue he has with the enforcement actions on page 14, he read it out loud.

Councilor Cheney doesn't feel that the committee who finds an issue should be the ones holding the hearing. Councilor Cheney would like to see it go back to either the Planning Board or ZBA. Councilor Soucy says he's in favor for it coming back to the Council. Councilor Felch asked Director Trefethen which board he recommends? Director Trefethen said since this is a Zoning ordinance, it should go to the ZBA.

Councilor Soucy doesn't like the governing body being labeled as the Historic District Commission, he thinks it should be the City Council.

Councilor Cheney told Director Trefethen to define "dilapidated" and "deteriorated" then come back to the committee with the revisions. Director Trefethen said the object is to prevent a property owner from allowing their property to get dilapidated.

There was discussion about combining the historic district commission with the heritage commission. Councilors' Soucy and Felch said they liked this idea.

Councilor Soucy would like to see demolition permits to go before the City Council instead of the historic district commission.

#### 8. **CITIZENS REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS**

#### 9. **Any other business that may come before the Committee**

Councilor Felch asked Chairman Soucy some unfinished business about the naming privileges of public places such as naming a basketball court in honor or tribute of someone. The Parks and Rec Commission has asked about the status. It was supposed to be defined and how to determine who gets to name them. Manager Beattie is going to look at other cities and towns and their processes in making those kinds of decisions.

#### 10. **ADJOURNMENT**

Chairman Soucy adjourned the meeting at 6:43 PM.

Respectfully Submitted,

DRAFT

**LACONIA CITY COUNCIL – GOVERNMENTAL OPERATIONS & ORDINANCES  
SUBCOMMITTEE - AGENDA  
MARCH 27, 2023**

**STAFF REPORT  
AGENDA ITEM 7.A.  
DISCUSSION OF AIR BNB NON-OWNER OCCUPIED PROPERTIES**

**Discussion:** Councilor Cheney requested that the Governmental Operations & Ordinances Committee discuss concerns with Airbnb non-owner occupied properties.

Dean Trefethen, Director of Planning/Zoning and Code Enforcement, plans to be present at the meeting to answer any specific questions or concerns the Committee members may have.

**Fiscal Impact:**

**Staff Recommendation.**

**This report submitted by:** Kirk Beattie, City Manager

**Proposed Motion:**

**LACONIA CITY COUNCIL – GOVERNMENTAL OPERATIONS & ORDINANCES  
SUBCOMMITTEE - AGENDA  
MARCH 27, 2023**

**STAFF REPORT  
AGENDA ITEM 7.B.  
DISCUSSION OF NAMING PRIVILEGES FOR PUBLIC AREAS**

**Discussion:** Councilor Felch requested that the Governmental Operations & Ordinances Committee discuss naming privileges for public areas.

Pursuant to Councilor Felch's request, City Manager Beattie did some research of several New Hampshire cities to determine how they handle the naming of city buildings, fields and places (other than streets). Please refer to the attached document summarizing the results of his research.

**Fiscal Impact:**

**Staff Recommendation.**

**This report submitted by:** Kirk Beattie, City Manager

**Proposed Motion:**



**Concord:**

Naming committee (4 members) including Mayor as ex-officio.  
Appointed by Mayor  
City Council approval needed

**Lebanon:**

Appears to be on a case-by case basis  
They put together a task force to name a bridge

**Dover:**

Resolution of City Council following Public Hearing

**Portsmouth:**

Through Parks Department  
Ten-person committee including City Manager, Council Liaison, and School Board Liaison  
Criteria very clearly spelled out depending on if it is 1. a full field/building, 2. a portion of a building or area (snack shack), or 3. if the plan is to put a plaque up

**Claremont:**

They had a very clear and concise ordinance  
Final vote is a majority vote of the City Council after Public Hearing  
If the building or area is in the Historic District, the Historic District Commission votes first and sends recommendation

**Claremont NH Ordinance**

- **Sec. 16-110. - Procedure.**

The city council shall be the sole designating authority for naming all city-owned property. The decision on whether or not to name a specific city-owned building, park, trail, street, parking lot or other facility or property shall be by a majority vote of the city council, after public hearing duly noticed. All proposals to name or rename city-owned property located in the historic district should be considered for an opinion by the historic district commission prior to final consideration by the city council.

Requests to name city-owned property may be made, in writing, by the mayor, assistant mayor, city councilor, city manager, city board, commission or committee or citizen, detailing how the proposal meets the criteria as set forth in this article. The city council may refer the request to an advisory committee, established pursuant to [section 2-27\(a\)](#) of this Code.

(Ord. No. 557, § 1, 11-29-2017)

- **Sec. 16-111. - Naming considerations and criteria.**

The following criteria for naming of city-owned property shall be considered by the city council in approving a request to name city-owned property, other than streets.

Context and geographical locations, reflecting the name in common use, function or significance of the property;

Natural or geological features of the property that are distinctive or physically prominent;

Historic significance that may be:

Associated with an event or series of related events in the city's history;

Associated with one (1) or more individuals who have played a significant role in the city's historic development or government;

Reflective of a distinctive artistic, scientific or literary achievement;

Related to an existing or proposed historic property or district designated or eligible to be designated as historic by either federal or state government.

Contributions to the city, including but not limited to:

An individual or organization that has made a significant direct contribution of property or of money for the construction and/or development of a city facility;

An individual's significant public service, whether as a private citizen or public servant; however, generally city-owned property will not be named after a deceased person until at least one (1) year after the date of death, except where, in the sole discretion of the city council, the individual's contribution merits immediate recognition.

A living person may be considered with a two-thirds ( $\frac{2}{3}$ ) vote of the city councilors present.

Already-named city-owned property may be renamed by the city council in extraordinary circumstances. As an alternative to renaming a specific city-owned property, the city council may, in its sole discretion, authorize commemorative plaques, signs, bricks, sidewalk markings or other objects to memorialize a location, event, person or organization of significance to the city.

(Ord. No. 557, § 1, 11-29-2017)