

MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, July 9, 2015 @ 4:30 p.m.
Collins Conference Room, City Hall, 101 First Street SE

Members Present: Amanda McKnight-Grafton Chair
Bob Grafton
Ron Mussman
Tim Oberbroeckling
Todd McNall
Pat Cargin
Caitlin Hartman
B.J. Hobart
Barbara Westercamp

Members Absent: Sam Bergus
Mark Stoffer Hunter

City Staff: Jeff Hintz, Planner
Anne Russett, Planner
Jennifer Pratt, Community Development Director
Kevin Ciabatti, Building Services Director
Anne Kroll, Administrative Assistant II

Call Meeting to Order

- Amanda McKnight Grafton called the meeting to order at 4:31 p.m.
- Nine (9) Commissioners were present with two (2) absent.

1. Public Comment

No Public Comment

2. Approve Meeting Minutes

- Barb Westercamp made a motion to approve the minutes from June 25, 2015. B.J. Hobart seconded the motion. The motion passed unanimously.

3. Action Items

a) Certificates of Appropriateness

i. 1820 2nd Avenue SE – replacement four (4) of 2nd floor windows

- Jeff Hintz stated that the Commission can 1) approve the application as submitted, 2) approve with modifications (only if all changes are agreeable to applicant), or 3) disapprove application (to be used if changes are not agreeable). Staff recommends option 2 if the applicant is able to and agrees to install a 2X4 grille pattern to match the other windows. Jeff Hintz shared the window guidelines and photos of the house. Vinyl is the cheaper option and the homeowner has already ordered the vinyl windows. There is

flexibility on material because of the distance of windows from street and sidewalk, the height of windows and topography of the lot and tree cover obstructs clear view of side of house from roadway and sidewalk.

- Barb Fulton, the homeowner, stated that she is agreeable to swap the grille pattern to 2X4 to match the other windows. The windows have been ordered and paid for, but switching the grille pattern is not a problem. The windows will be the same size as the original opening. The original windows are not in good shape and do not open.
- The Commission discussed the guidelines, flexibility with the guidelines, being consistent throughout the district, and the financial burden on the homeowner.
- The homeowner asked the contractor if the windows mattered in the Historic District and the contractor said that it did not. The Commission discussed educating homeowners, contractors, and realtors about the district guidelines.
- Tim Oberbroeckling made a motion to allow the four (4) vinyl windows with the change of the grille pattern to 2X4 because of the location on the 2nd floor and the distance from the street. It is encouraged that no other windows in this house be replaced with vinyl. Bob seconded the motion. The motion passed with Caitlin Hartman opposed and Todd McNall abstained.

Ann Poe and Jennifer Pratt arrived at the meeting at 5:04 p.m.

- The Commission would like to send a letter as well as the guidelines and map of the historic districts to the contractor of this project. The letter should also include that the project should be reviewed by the Commission before purchasing materials.

ii. 1815 Grande Avenue SE – removal of 2nd floor window at rear of house

- Jeff Hintz stated that the Commission can 1) approve the application as submitted, 2) approve with modifications (only if all changes are agreeable to applicant), or 3) disapprove application (to be used if changes are not agreeable). Staff recommends option 1. Jeff Hintz shared the guidelines for walls and photos of the house. The window is at the back of the house with a garage and tree in front of it as well as a sun porch that blocks the view. The window is only visible from the neighbor's back yard and somewhat from the alley. The homeowner plans to do cedar shake siding to fill the opening and painting it the same color as what is on the house currently.
- Todd McNall made a motion to allow the removal of the window since the appropriate material will be used to fill in the opening. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

4. New Business

a) Establishing a Local Historic District Presentation

- Jeff Hintz stated that the necessary steps to establish a local historic district are:
 1. cursory survey to determine potential eligibility – *Citywide Survey, November 2014*
 2. Outreach and buy in from stakeholders and community groups
 - City Council approval for any City and Board/Commission undertaking
 3. Intensive Survey and Research of an area identified as potentially historic to create the following:
 - Identify District Boundaries
 - Site Inventory Forms created
 - Contributing and non-contributing properties are identified
 4. Signatures of 51% of property owners within proposed historic district – includes outreach

5. Review and recommendation by HPC
 6. Review of intensive survey and district boundaries by State Historic Preservation Office
 7. Review and recommendation of proposed district by City Planning Commission
 8. Public hearing and possible introduction of an ordinance by City Council
- Jeff Hintz stated that the Commission should keep in mind that it will be difficult to start a new district when the guidelines and Chapter 18 will be looked at for likely changes in the next year. The new homeowners will want to see how the guidelines and rules impact them and it will be difficult to give a definitive answer when there will be changes pending.
 - Amanda McKnight Grafton stated that Chapter 18 should be updated by the time the intensive survey and the other steps are finished, so it should align with the outreach part of it.
 - Jeff Hintz stated that the Preservation Plan is anticipated to be adopted in September 2015 and then updating Chapter 18 and the guidelines will take place after that.
 - Ann Poe asked about having a district at 8th Street – 10th Street from 1st Avenue to 2nd Avenue and how that would work as far as getting signatures to make that happen. Amanda McKnight Grafton stated that having those buildings/areas become local landmarks individually can help create the district. In Bob Yapp's presentation at the showcase he spoke ideas to get the community involved.
 - The Commission discussed boundaries and whether or not to have one district or break them up into multiple districts. Contributing and noncontributing properties and the intensive survey were also discussed.
 - Todd McNall asked if the intensive survey was required. Jeff Hintz stated that it is not required at this time; however, it gives specific information on each property, how each one contributes to the district and the defining features of the property. The intensive survey also helps the City staff and Commission should a homeowner question the guidelines and HPC decisions. Decisions should be based upon the site inventory forms and accepted survey information.
 - Anne Russett stated that the Plan is setting the policy foundation for all that is done moving forward. Once the Plan is adopted moving forward with implementing the initiatives is next. Based on conversations the main priority is updating Chapter 18 and revising the guidelines for historic districts. Those are the priority, but there are also initiatives that relate to resource identification. One is to prioritize the list of areas that were part of the Citywide Survey and recommended for further study and for an intensive survey.
 - Tim Oberbroeckling asked if the B Avenue District could be done quicker since it is already considered a National Historic District. Staff agreed it would be a good idea to start with that area as site inventory forms and the intensive survey work has been completed.
 - The Commission shared their frustrations with waiting to work on Chapter 18 and the guidelines and would like to piecemeal Chapter 18 to focus on partial demolitions and ornamentation first. Staff stated that it would take less time to work on Chapter 18 comprehensively, so breaking it apart would make the entire process last 18 months instead of a year.
 - Ann Poe thought that City Council would be supportive of the Commission working on partial demolitions and ornamentation first. Ann Poe would like staff to do research and see what that would take and bring it back to the Commission and to City Council.

- Jennifer Pratt stated that stakeholder outreach needs to be done on each of these subjects and that could last up to three months apiece.
- Kevin Ciabatti stated that it is unclear what the definition of partial demolitions is. Also, with partial demolition it depends on whether the Commission is talking about just within the historic districts or citywide of 50 years or older buildings. If it is citywide there will have to be two separate stakeholder outreach events.
- Todd McNall stated that the Commission had a working definition of a partial demolition previously and it had gotten lost somewhere. Jennifer Pratt stated that it went to Development Committee and it was not recommended to go through to Council.
- Ann Poe stated that she would like to speak to Monica Vernon, the chair of the Development Committee, to find out what the objections were to the definition of partial demolitions. Staff will also look for the minutes and agenda packet to find out what was presented and the outcome.
- The Commission will create a subcommittee to work on a partial demolition definition.

Caitlin Hartman left the meeting at 6:01 p.m.

5. Old Business

a) Knutson Building Update

- Anne Russett stated that the City Council agreed with the HPC's recommendation to move forward with getting a consultant to do a structural assessment of the Knutson Building. Staff developed a task force and they picked five firms that focus on historic preservation. One will be chosen out of the five.
- Jennifer Pratt stated that the City is using HR Green to subcontract with one of the five firms, so staff left it to them to select the contractor. Staff wanted to make sure everyone was comfortable with those five firms.
- Ann Poe shared some ideas about the Knutson Building if a consultant deems it structurally viable.
- Ron Mussman asked about a timeframe for this project. Jennifer Pratt stated that they will meet tomorrow and will hopefully have more information on the timeframe, but she is hopeful that it could be 4-8 weeks.
- Tim Oberbroeckling asked about securing the building. Jennifer Pratt stated that there are people looking at that and it is difficult to do. It could cost up to \$10,000.

b) Demolition Under Review – 121 7th Street SW

- Jeff Hintz stated that he spoke with the owner after the last meeting about placing a hold on it. The owner indicated that some of the pipes burst inside and some of the plumbing has been removed. A full structural analysis was not done due to the plans to demolish it so there may be more damage. The owner said that this is one of the Multifamily New Construction projects and the State is asking for updates on their progress. The owner is worried about losing their grant money if the project does not progress and would appreciate the Commission releasing the hold.
- Amanda McKnight Grafton stated that Mark Stoffer Hunter has tried to get ahold of the owner multiple times to take photo documentation and has not reached him. Bob Grafton stated that he has tried to get ahold of the owner so that Habitat for Humanity could go into the property and do salvage and has not reached him as well.
- Staff will reach out to the owner to let him know that these things need to be done before the Commission will release the hold.

c) Letter of Agreement – Workshop/Educational Sessions

- Anne Russett stated that staff wanted to discuss the final five workshops that the City needs to conduct by October 2016. The following are the five topics that the Commission unanimously agreed to move forward on:
 - Adaptive re-use of historic properties (e.g. schools, churches)
 - Salvage and re-use of building materials
 - The City’s Preservation Program with HPC and the community, GIS, Benefits of historic preservation
 - Historic preservation and sustainability, and
 - Tour focused on home moves.
- Anne Russett stated that staff would like to get moving on this process and are hoping to get two workshops completed by the end of this year. Staff will focus on doing the City’s Preservation Program and in that incorporate the educational information that was discussed in this meeting. Staff would like to get some ideas for possible speakers and venues for the Historic Preservation and Sustainability workshop. The following are some ideas that staff thought of:
 - *The Urban Land Institute*: Currently partnering with NPS and focusing on the re-use of historic structures in LA & Chicago
 - *Preservation Green Lab*: Affiliate of the National Trust for Historic Preservation
 - *Winter & Co.*: In addition to planning, sustainability is an area of expertise
 - *Environmental Protection Agency*: Research related to smart growth and preservation
- Anne Russett stated that staff would like to reach out and see about availability and costs. Staff is looking for feedback from the Commission so that staff can start making calls.
- The Commission discussed the budget for these workshops.

Ann Poe left the meeting at 6:21 p.m.

6. MOA/LOA Project Updates

- Anne Russett stated that the booklets for the Sinclair Site and the Linkbelt projects are finished and the Commission members get two copies of each. Staff was given 1200 copies to give out and there are about 200 unaccounted for. Staff is looking for volunteers to help with distribution.

7. Announcements

- The SSMID Board is impressed with Winter and Company being involved with the Preservation Plan and would like to see a copy of it. Anne Russett offered to come to one their meetings. Amanda McKnight Grafton requested this item be added to the agenda under old business.

B.J. Hobart left the meeting at 6:28 p.m.

- Jeff Hintz asked for volunteers at the unveiling of the street signs in the Historic District on July 17, 2015. Todd McNall and Bob Grafton volunteered.

8. Adjournment

- Barb Westercamp made a motion to adjourn the meeting at 6:33 p.m. Todd McNall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development