

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, August 13, 2015 @ 4:30 p.m.**  
**Training Room, City Hall, 101 First Street SE**

Members Present: Amanda McKnight-Grafton      Chair  
Bob Grafton  
Ron Mussman  
Tim Oberbroeckling  
Todd McNall  
Pat Cargin  
Barbara Westercamp  
Mark Stoffer Hunter  
Sam Bergus

Members Absent: Caitlin Hartman  
B.J. Hobart

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

**Call Meeting to Order**

- Amanda McKnight Grafton called the meeting to order at 4:33 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 July 23, 2015. Todd McNall seconded the motion. The motion passed unanimously.

**3. Presentation – St. Paul’s Church**

- Dale Moore presented on St. Paul’s Church’s expansion plan. Mr. Moore gave a brief history, a timeline, and their process moving forward. The project has three phases and phase one will begin once the funds are raised. The first phase is to remodel the current structure, the second phase is to add additional spaces for ministry, and the third phase is for expansion. Each phase will cost \$5 million and they are at \$4.25 million for the first phase currently.

- Dave Zharadonick shared the master architectural plans and the scope of work. The Church is working with SHPO on the master plan.
- The Commission discussed the materials that would be used for new construction and hopes that the Church will be cognizant of the neighborhood appearance.
- Mark Stoffer Hunter stated that this type of project has not been done in a local historic district and that the Commission would like to be a part of the process.
- Dave Zharadonick stated that there is a house located at 1316 3<sup>rd</sup> Avenue that the church owns and are not sure what to do with it yet. The Church is open to having that property moved. Tim Oberbroeckling asked if the house was being secured while not in use. Dale Moore stated that they will look into that. The Commission is interested in having the house moved instead of demolition if the house is not in the future plans for the property.
- Amanda McKnight Grafton shared some concerns with using modern materials and wanted to make sure that the new buildings would not be too modern and pay homage to the neighborhood. Dale Moore stated that they have received a good response from SHPO.
- Jennifer Pratt stated that there are two topics for follow-up. The immediate topic is discussion on the residential structure. Staff will work to keep that line of communication open. For phases two and three the dialogue will continue.

#### **4. Action Items**

##### **a) Certificates of Appropriateness**

##### **i. 1625 Grande Avenue SE – installation of front steps**

- 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). Jeff Hintz shared the District Guidelines for porches and shared pictures of the project. Staff recommends option 1 because the proposal is to remove an element which is not recommended. The replacement would be composite wood for maintenance and longevity concerns and materials choice falls closer to recommended than not recommended, but is not specifically mentioned in the guidelines for porches. The basis for the recommendation is the removal of not recommended material, steps are not a defining feature, composite material mimics the appearance of wood, and this is a positive non-permanent change for the property.
- Sandy Casas, the applicant, stated that the current steps do not go all the way up to the door and are uneven. Ms. Casas prefers to have the grey color as it matches the house better.
- Todd McNall made a motion to approve the Certificate of Appropriateness for the installation of front steps at 1625 Grande Avenue SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

##### **b) Historic Preservation Plan**

- Anne Russett stated that there have been many discussions on the Preservation Plan and staff is asking that the Commission recommend that the City Council adopt the Plan. The City Planning Commission recommended adoption by the City Council. Anne Russett provided the background and public outreach efforts of the Plan.
- Nore´ Winter of Winter and Company discussed the Historic Preservation Plan Table of Contents, key revisions, how to use the Historic Preservation Plan, the Vision for Preservation, key planning/preservation initiatives, preservation program components, distribution of buildings by age, and other planning efforts.

- Todd McNall made a motion to recommend adoption of the Historic Preservation Plan to the City Council. Tim Oberbroeckling seconded the motion. The motion passed unanimously.
- Amanda McKnight Grafton asked if the next step is to go to a Council meeting or if someone else looks at it first. Anne Russett stated that staff is taking it to Development Committee on September 16, 2015 and then to City Council on September 22, 2015.
- Todd McNall would like staff to emphasize to the City Council that there are a limited number of buildings dated 1840-1890 and that they are very important to save.

**c) Update to Chapter 18 – Historic Preservation of the Municipal Code**

- Anne Russett stated that updating Chapter 18 is a priority initiative in the Plan.
- **HPC Discussions**
  - **July 9:** The Commission proposed an alternative approach to updating Chapter 18 - focus on ornamentation and partial demolitions first
  - **July 23:** The Commission further discussed the comprehensive and alternative approach and continued the discussion to August 13
- **Support for the comprehensive approach:**
  - Tackle all the issues at once
  - Easier for the public and policy makers to understand
- **Concerns with the comprehensive approach:**
  - Timing of process
- **Able to address concerns by:**
  - Starting immediately
  - Developing an HPC Sub-Committee
- **HPC Sub-Committee**
  - Interest expressed in developing an HPC sub-committee focused on the update to Chapter 18
  - Consist of no more than 5 HPC members and City staff
  - HPC Sub-Committee would:
    - Meet monthly with City staff
    - Review and provide comment on drafts of proposed ordinance language
    - Report to the full Commission on activities
- **HPC would:**
  - Receive regular updates on the process
  - Review and provide comment on initial and final drafts
  - Recommendation to the City Council
- **City staff would:**
  - Facilitate the update process
  - Conduct best practice research
  - Coordinate with stakeholders
  - Draft proposed ordinance language
  - Present at public meetings
- Anne Russett shared an anticipated schedule. Staff is asking the Commission to give a recommendation providing a direction to staff on which approach is preferred. At the next meeting, it will be discussed who will be on the HPC subcommittee. Those members who would like to be on the subcommittee need to contact staff before the next meeting.
- Todd McNall raised some concerns about the timeline. Amanda McKnight Grafton stated that it could depend on how aggressive the subcommittee is in moving this forward.

- The Commission discussed which approach makes the most sense: working on Chapter 18 as a whole or pull items out of Chapter 18 to work on first.
- The Commission discussed who would be included in stakeholder outreach.
- Todd McNall made a motion to approve moving forward with Chapter 18 comprehensively. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

#### **d) Demolition Applications**

##### **i. 1711 C Avenue NW – Private Property**

- Jeff Hintz stated that this property was built in 1920 and is not individually eligible, but within an area recommended for intensive study. Staff recommends document and release. Exterior photos are permissible, but the property owner has no interest in historic designation. Infill development is planned for this site. The structure does not meet minimum size requirements. The setback is extremely far back, but there is no documentation that there was a house in front of this structure. The owner is not interested in salvage.
- Mark Stoffer Hunter stated that this is a garlow which is a garage turned into a bungalow. The intention probably was to build a house in front of it, but that did not happen here. There are other structures like this around.
- Todd McNall made a motion to approve demolition at 1711 C Avenue NW after Mark Stoffer Hunter has done exterior documentation. Sam Bergus seconded the motion. The motion passed unanimously.

Sam Bergus left the meeting at 6:08 p.m.

### **5. Old Business**

#### **a) Knutson Building Update**

- Anne Russett stated that HR Green is working with RDG and are finalizing the scope of work. The scope will be shared with the Commission.
- Pat Cargin asked about the status of the Mott Building and if there is any effect on the Knutson Building and that area. Jennifer Pratt stated that the developer selected by the County for the Mott Building has a 30 day period to get financing in line. The County will determine whether that project goes forward, another proposal is selected, or starting a new RFP. Staff would like to see, regardless of who does redevelopment, some sort of connectivity between the buildings.

#### **b) Structures impacted by Flood Control System**

- Jeff Hintz stated that at the June 11, 2015 meeting staff shared a map of the historic properties affected by the Flood Control System (FCS). A property on that list, 43 20<sup>th</sup> Avenue SW, was recently acquired by the City and is within the FCS final alignment. There will be a sealed bid process to relocate the structure only that will go out this week. Jeff Hintz shared exterior and interior photos of the property. Renovation was attempted in 2009, but it has yet to pass an inspection for the work done. Bids are due October 30, 2015 with the following requirements:
  - Establish timeline to relocate structure
  - Proof of financing to complete relocation
  - Responsible for securing structure until moved
- Amanda McKnight Grafton asked about marketing. Jennifer Pratt stated that City Council will have a public hearing to award the bid and it is on the City website. There will also

be a sign on the property. Staff is open to other ideas. Amanda McKnight Grafton suggested sending the information to developers and other distribution lists that HPC emails go to.

- The Commission was wondering what is historic about the house. Jeff Hintz stated that it is eligible under Criteria A and C. It is a significant example of a vernacular brick residence associated with the early settlement of the area.
- Jennifer Pratt stated that if there are no bids by October 30, 2015 then the Commission will have to talk about what to do about possible demolition.
- Ron Mussman asked if there were any City lots available to move this house to. That could be an incentive for someone to move it. Staff will look into that.

**c) Demolition under Review – 121 7<sup>th</sup> Street SW**

- Amanda McKnight Grafton stated that the Neighborhood Development Group Board is not interested in selling this house. The potential developer that was interested no longer had a lot secured to move this house. The criteria of the hold, set by the Commission, have been met.
- Todd McNall made a motion to allow release of the hold and allow demolition of 121 7<sup>th</sup> Street SW. Bob Grafton seconded the motion. The motion passed unanimously.

**d) Commonwealth Apartment Building Project**

- Jeff Hintz stated that there have been inquiries from citizens and HPC members about what is going on at the Commonwealth Apartment Building. Building Services staff has checked to make sure that they are doing what was approved and permitted. Inside the building the window elements have been labeled because they are being repaired and put back in. The developer's project manager confirmed that they do have the storm windows in now so that bugs do not come in. All of that is going away and the windows, including the original grille patterns, will be restored and put back in. That is part of their SHPO tax credit plan.
- Jennifer Pratt stated that they negotiated a plan with SHPO to get their tax credits. Staff does not have that. Staff could have given more information more quickly had we had that plan. Staff has been in contact with SHPO to get a copy of that plan and staff will work with SHPO so that we get the plans with every tax credit project.
- Amanda McKnight Grafton stated that the Commission has been invited to the groundbreaking of the Commonwealth Apartment Buildings on September 8, 2015.

**6. MOA/LOA Project Updates**

- Barb Westercamp asked how many people have registered for the Kirkwood classes. Anne Russett has inquired about that information, but has yet to hear back.

**7. Announcements**

- There were no announcements.

**8. Adjournment**

- Barb Westercamp made a motion to adjourn the meeting at 6:37 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II

