

**Historic Preservation Board Regular Meeting**  
Minutes – October 2, 2012

Present: Chris Endreson, Michael Menard, Jody Motz, Jodi Coleman-Niernberg and Joe Hatfield

Also Present: Shelly Dackonish, Assistant City Attorney and Kristen Ashbeck, City Neighborhood Services

The Board convened at 4:00 pm at City Hall.

**50 Years of Operation Foresight Celebration Recap.** Kristen stated that the Board's display at the September 8<sup>th</sup> celebration was successful and of interest to those who attended. Thank you to Board members Jody Motz, Chris Endreson, Jodi Coleman-Niernberg, Joe Hatfield and Michael Menard who helped with set-up, manned the booth and helped with teardown. The display materials were saved so there may be an opportunity in the future to use it at the Museum or somewhere in a City building.

**Celebration of Annual Founders Day.** Kristen stated that she had received a call from Laurena Mayne Davis who was interested in organizing an annual Founders Day to start in 2013 in celebration of founder George Crawford and the first town plat. The original plat was recorded in June 1882 so a June date might be good. The Board suggested it might be best to plan it in conjunction with another event such as the first downtown Farmers Market which could be coordinated with the Downtown Association. Kristen will pass these ideas on to Laurena.

**North Seventh Street Historic Residential District Guidelines and Standards Training.** Kristen summarized the planning/Historic Preservation Board review of an application for a Certificate of Appropriateness, the Board's role and the overall intent and use of the Guidelines and Standards. She then summarized how the staff report will be organized:

- 1) General intent and guidance overall District context as defined in the property inventory and the property's designation as either contributing or non contributing as outlined in the Guidelines and Standards.
- 2) Site planning issues as applicable including building setbacks, landscaping in the right-of-way, fencing and parking.
- 3) Building concerns such as bulk standards, height, foundation height (alignment), roof form, orientation and lot coverage.
- 4) Exterior architectural details including porches, stairs, entries, doors, windows and roof materials.
- 5) Additional standards for contributing structures as applicable if demolition is proposed.

Kristen then presented materials from two planning applications within the North Seventh Street District that were made prior to the adoption of the Guidelines and Standards. The level of detail and the drafting standards and quality varied between the two applications. The Board discussed and decided the following should be required for applications: drawings must be in

ink and be legible; drawings must be dimensioned; hand-drawn illustrations are acceptable but must be accompanied by higher quality drawings as well; staff should request color boards or material samples as needed; and the applicant must attend the Board's hearing.

Assistant City Attorney, Shelly Dackonish, discussed the proceedings of a Board hearing. The Historic Preservation Board is now considered a quasi-judicial body due to its role in implementing the North Seventh Street Guidelines and Standards. Shelly stated she would attend all Board hearings on District matters. Staff or the applicant should present the item and then anyone in the audience should be given the opportunity to be heard by opening the hearing for comments. Each person that speaks at the hearing must state their name and address for the record. The Board should then ask staff questions first and then ask the applicant to address the Board if there are questions or comments about public input. The decision must be based on the materials reviewed and the record must clearly state the reasons for approval/denial, referencing specific sections of the Guidelines and Standards and/or the Zoning and Development Code.

The ultimate goal is to be as clear and as specific as possible in the approval motion and the detail should be noted on the Certificate of Appropriateness that is issued to the applicant. The staff report will include a suggested motion but the Board may make its own motion at the close of the hearing. The Board suggested that the Certificate of Appropriateness also note that any changes made to the proposal after approval will require the applicant to request re-approval by the Board. The Board may also table an application and ask for more information from the applicant.

The Board also suggested that there be a follow-up site inspection to ensure construction occurred per the approved Certificate of Appropriateness. Code Enforcement action could ensue if construction did not meet the approval. An approved Certificate of Appropriateness would default to validity provisions of the Zoning and Development Code in that the construction must commence within 180 days of approval.

Joe Hatfield asked if the ordinance pertaining to the Guidelines and Standards had been recorded and is being tracked in property titles? Since there are several homes for sale within the historic district, it is important that buyers are made aware that the Guidelines and Standards exist and impact the property. Kristen and Shelly will look into it and record the ordinance if it has not been.

Joe also asked if, because he is a resident of the historic district, can he participate in the hearings on a Certificate of Appropriateness? Shelly responded that he should disclose that he lives in the district but that he does not need to recuse himself from the hearing, unless there are other circumstances concerning the application.

**Next Meeting.** Due to election day, the Board decided to cancel its regular meeting November 6<sup>th</sup>. Kristen will advise if a special meeting is needed. Otherwise, the Board will convene for its regular December meeting.

The meeting was adjourned at 5:00 pm.