**MINUTES**

HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, April 24, 2014 @ 4:30 p.m.

Collins Conference Room, City Hall, 101 First Street SE

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

|Members Absent: | Mary Elizabeth Spreitzer |

| City Staff:    | Thomas Smith, Planner |
|               | Jeff Hintz, Planner   |
|               | Alicia Abernathey, Administrative Assistant |

|Guests:        | Richard Held, Corey Houchins Witt, Dave O’Clair, Andrew Potter, Cindy Hadish |

**Call Meeting to Order**
- Amanda McKnight Grafton called the meeting to order at 4:30 p.m.
- Eight (8) Commissioners were present with one (1) absent.

1. **Approve Meeting Minutes**
   - The minutes were not discussed and will be approved at the May 8th meeting.

2. **Action Items**
   a. **DEMOLITION Applications**
      i. **2903 C Avenue NE – Private Property**
         - Thomas Smith stated the property contains a small house that is located next to commercial and industrial uses. The property is not listed in any historic surveys.
         - Andrew Potter stated no one is interested in living in the house. The house is a liability and is in poor condition with asbestos. The property has been vacant since 2006. There are no immediate plans for the property following demolition.
         - Tim Oberbroeckling made a motion to approve demolition of 2903 C Avenue NE. Todd McNall seconded the motion. The motion passed unanimously.
ii. 1228 3rd Street SE – Private Property
- Mr. Smith stated the property is located in the Bohemian Commercial Historic District. There was a fire in January and the property was gutted prior to the fire.
- Discussion included the possibility of saving the structure or relocating the structure.
- Tim Oberbroeckling made a motion to place the demolition of 1228 3rd Street SE on a 60-day review period. Todd McNall seconded the motion. The motion passed unanimously.

b. Certificates of Appropriateness (COA)
i. 1417 3rd Avenue SE – Replace windows, repair siding, remove side door, replace front & back doors and construct a new porch
- Corey Houchins-Witt stated the property was purchased a year and half ago and the cost for rehabilitation is high. The proposed rehabilitation plans will go before SHPO for Section 106 review.
- Dave O’Clair identified various rehabilitation aspects that will take place on the house including details for windows, doors, porches, shingles and the chimney.
- Barbara Westercamp made a motion to approve the COA using the elements listed below. Tim Oberbroeckling seconded the motion. The motion passed unanimously.
  - Front of House:
    - Rebuild porch and overhang using wood
    - Use wood grain fiberglass door for the front door
    - Replace windows with wood windows
    - Repair and reuse sleeping porch door
  - Back of House:
    - Replace windows with wood windows
    - Use fiberglass or metal door for the back door
  - Side of House:
    - Save gable on house
    - Replace windows with wood windows
  - Other Side of House:
    - Fish scale shingles shall remain
    - Tear out side door and side porch
    - Replace windows with wood windows (one window can be shorted for safety purposes but must remain the same width.)
  - Chimney can be removed

ii. 1427 3rd Avenue SE – Replace windows, remove side door, replace front & back doors and construct a new porch
- Dave O’Clair identified various rehabilitation aspects that will take place on the house including details for windows, doors, porches, shingles and the chimney.
- Tim Oberbroeckling made a motion to approve the COA using the elements listed below. Barbara Westercamp seconded the motion. The motion passed unanimously.
  - Front of House:
    - Use of fiberglass door similar in appearance to existing front door
    - Replace windows with wood windows
    - Save fish scale shingled gable
  - Back of House:
    - Replace windows with wood windows
    - Use 6 panel steel door for the back door
    - Fix/replace siding with wood siding
    - Replace steps with wood steps
Replace window with smaller window

- Side of House:
  - Fish scale shingled gable shall remain
  - Remove side door
  - Replace windows with wood windows

- Other Side of House:
  - Fish scale shingled gable shall remain
  - Replace windows with wood windows

- Chimney shall remain

3. New Business
   a) Historic District Signage
      - Jeff Hintz presented a map showing existing sign locations and proposed sign locations. Street toppers and historic district sign examples were provided.
      - Discussion included rules and regulations pertaining to signage requirements.

4. Adjournment
   - Barbara Westercamp made a motion to adjourn the meeting at 6:32 p.m. Ron Mussman seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II
Community Development