Call Meeting to Order
• Mark Stoffer Hunter called the meeting to order at 4:30 p.m.
• Five (5) Commissioners were present with three (3) absent.

1. Public Comment
• There was no public comment.

2. Approve Meeting Minutes
• Amanda McKnight Grafton made a motion to approve the minutes from November 30, 2017. Heather Sundermann seconded the motion. The motion passed unanimously.

3. Action Items
a) Demolition Applications
   i. 400 Wright Brothers Boulevard E – Primary Structure and 20’x 36’ Wood Barn, Private Property
• Jeff Hintz stated that the home was built in 1900 and the barn was built in 1928. The area has not been surveyed. Staff recommends immediate release because the house is currently inhabitable and has no interior finish and the barn would be difficult to move due to construction method and condition.
• Tim Oberbroekling made a motion to approve the demolition of the primary structure and wood barn at 400 Wright Brothers Boulevard E. Ron Mussman seconded the motion. The motion passed unanimously.
ii. 800 3rd Avenue SE – Primary Structure, Private Property

- Amanda McKnight Grafton recused herself from discussion and voting.
- Jeff Hintz stated that this property was built in 1923 and has a 1953 addition. This property is listed as contributing to the Automobile Row Historic District. Staff recommends immediate release because there have been substantial modifications to the structure and the building is no longer reminiscent of a 1923 Automobile Era building.
- Mark Stoffer Hunter stated that all original architectural detail is gone and the building shows 1950s/1960s cinderblock. This property is one (1) of three (3) former gas stations in the Auto Row District and the other two (2) are in better shape and still have historic integrity.
- Tim Oberbroeckling would like to know how many buildings are contributing to the Auto Row Historic District. He is afraid that these buildings will be picked off and wants to know how many buildings have to be contributing in order to have a district. Jeff Hintz stated that he could not get a definite answer from SHPO because it depends on the buildings that make up the district.
- Tim Oberbroeckling asked what the plans are for the property. Jeff Hintz stated that the applicant would like to put a pocket park on the property. Staff recommends that a historic marker be placed in the park with information about the building.
- Ron Mussman made a motion to place a sixty (60) day hold on 800 3rd Avenue SE so that the Commission can find out how many contributing structures are needed to keep the Auto Row Historic District intact. Tim Oberbroeckling seconded the motion. The motion passed with Amanda McKnight Grafton abstaining.

iii. 824 3rd Avenue SE – Primary Structure, Private Property

- Amanda McKnight Grafton recused herself from discussion and voting.
- Jeff Hintz stated that this property was built in 1885 and there is no survey information for this property. Staff recommends that the Commission consider placing a hold if the building is historically significant. The applicant is willing to donate demolition costs to a party interested in moving the structure. Documentation and salvage is permissible. The applicant plans to demolish the building in March 2018. Future plans are for PCI to build a parking ramp starting April 1, 2018.
- Ron Mussman asked if the parking ramp could be built below ground. The applicant stated that it is too expensive.
- The Commission discussed other ideas with the applicant such as moving the parking ramp, turning the property into a bed and breakfast for families of patients staying at the hospitals, and getting more time to move the house.
- Tim Oberbroeckling made a motion to place a sixty (60) day hold on 824 3rd Avenue SE to explore moving the house. Heather Sundermann seconded the motion. The motion passed with Amanda McKnight Grafton abstaining.
- Kevin Ciabatti noted that there are extra costs associated with moving a home that the City does not pay for such as tree trimming and moving powerlines.
- Amanda McKnight Grafton requested that staff get a ballpark cost of building a parking ramp underground versus at ground.

iv. 4607 F Avenue NW – Primary Structure and 1938 Garage Accessory Structure, Private Property

- Jeff Hintz stated that this property was built in 1928 and there is no survey information for this property. Staff recommends immediate release because the building is not habitable due to water damage. The area will be landscaped to mitigate water feature.
Tim Oberbroeckling made a motion to approve the demolition of the primary structure and garage accessory structure at 4607 F Avenue NW. Ron Mussman seconded the motion. The motion passed unanimously.

b) Certificate of Appropriateness Applications
i. 1816 Park Avenue SE – Replacement of Windows
   - Jeff Hintz stated that this project is for the replacement of eleven (11) existing windows from the side and rear of the house. No existing windows facing the street will be replaced.
   - The Commission discussed the proximity of the house to the neighbors’ houses and how it is closer to one more than the other making it easier to see the windows on one side. The Commissioners feel that the windows closest to the street or, as noted in the PowerPoint, as windows one (1) through five (5) should be wood.
   - Ron Mussman made a motion to approve the replacement of windows on the back of the house and the back sides of the house or as noted in the PowerPoint, windows six (6) through eleven (11). Amanda McKnight Grafton seconded the motion. The motion passed with Heather Sundermann opposing.

Heather Sundermann left the meeting at 5.50 p.m. and quorum was lost. Therefore, only discussion was held and the last two (2) items were not recorded.

4. Discussion Items
   a) Historic District Guideline Update

5. Announcements

6. Adjournment
   - The meeting adjourned at 5:50 p.m. since quorum was lost.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development