

HISTORIC AREA COMMISSION
1 Municipal Drive
May 9, 2024

Present: Tera Hayward-Olivas, Chairperson
Lisa Doak
Michael Westman
Kevin Wade
Cynthia Batty, Planning Commission Liaison

Absent: Leila Hamroun, City Architect
Jeff Bergstrom, City Building Official

Ms. Hayward-Olivas convened the meeting at 6:30 p.m. Roll call followed and a quorum to conduct business was declared.

Ms. Hayward-Olivas suggested that the Commissioners hold a Work Session to discuss a number of items on the Agenda:

- Updates to the city website – Tera Hayward-Olivas
- Welcome letter to new residents and businesses – Cynthia Batty
- Reviewing other Historic Districts relative to concealment of gas risers
- Frequently Asked Questions (FAQs) to add to the website

In response to a question from Ms. Batty, Ms. Hayward-Olivas recommended discussion of cloning the work being done for Planning to publish applications and dispositions should be postponed until after she has a conversation with the City Administrator.

In response to a question from Ms. Batty regarding having a preliminary conversation about real estate agents selling in town Ms. Hayward-Olivas stated this should be discussed with the City Administrator.

A motion was made by Ms. Hayward-Olivas to schedule a Work Session to discuss items as noted. The motion was seconded by Mr. Wade and unanimously carried.

Minutes

A motion to approve the November 9, 2023 minutes as presented was made by Ms. Batty, seconded by Ms. Hayward-Olivas and unanimously carried.

A motion to approve the April 11, 2024 minutes as amended was made by Ms. Batty, seconded by Mr. Wade and unanimously carried.

Consultation

161 East 2nd Street – Peter J. Toner - ONC Toner LLC

Mr. Toner's architect, Willard Hurd, reviewed the project. The existing structure is clad siding. A small addition in the back has been removed. The house at 157 The Strand extends over the property line slightly and the new house is designed to be approximately 5' from the house itself.

The proposed addition will also be 5' from the property line. The design concept is one house growing over time which sets the massing and scale of the project. The ridge height will be maintained. The front would be cedar siding, painted wood and brick. The addition will be a fiber cement product. The front porch will be removed and replaced with a simple stoop and railing to match the house at 165.

Ms. Hamroun noted that materials meet the Standards and Guidelines with the exception of the vinyl railing at the back that can be addressed, and she said the proposed plan is much closer to what she hoped could be done on the site. The massing works much better and the addition is more natural and organic. Ms. Hamroun stated that it is a concept she would recommend.

In response to a question from Ms. Doak, Mr. Hurd explained the simulated divided light windows on the 2nd and 3rd floors.

Ms. Hamroun stated that if the building permit drawings match the concept plan exactly in terms of scale, volume, architectural features and materials, the project can be considered as a Tier 1.

A motion was made by Ms. Hayward-Olivas to approve the concept plan as presented with the materials, massing, and architectural features to be approved as a Tier 1 if they match what has been presented. The motion was seconded by Ms. Batty.

Mr. Wade questioned why a motion is being made. Ms. Hayward-Olivas explained that HAC is approving the concept as presented, and if the building permit plans match the concept plan as presented, it can be approved as Tier 1. Ms. Hamroun explained the process of new construction as it relates to HAC.

Ms. Hayward-Olivas amended her motion.

A motion was made by Ms. Hayward-Olivas to approve the concept plan in terms of massing, volume, setback, architectural features, and materials as presented to be reviewed as a Tier 1 for a Historic Review Certificate. The motion was seconded by Mr. Wade and unanimously carried.

New Business

105 The Strand – Patrick Pinnell & Kathleen Curran

The applicants presented changes to a previously approved application. Mr. Pinnell stated that two changes were made to the approved plan. The first is the dormer in the attic is being changed from a gable to a shed roof with one more window, which adds 5" to the width of the dormer. The second change is to place a laundry room and a mud room under a shingled roof in the same location as an area that was originally under an acrylic fiberglass roof. The edge of the roof line will not change.

Ms. Hamroun noted the changes to the original design:

1) Front massing

- Rear dormer: going from a gable roof with architectural shingles to a shed roof with a picture window and standing seam metal roof.
- Rear-elevation, second floor: there will be a half-round window on the left-hand side, a pair of windows added in the center, and a quad of windows on the right-hand side.
- Rear-elevation, first floor: going from a pair of windows to a single window.

2) Middle massing

- The number of skylights will be reduced from 4 on each side of the gabled roof (8 total), to 2 on each side of the gabled roof (4 total).
- The fiberglass section of the roof will now be architectural shingles and the open area will be enclosed.
- The half-round window under the gable has been omitted.

3) Rear massing

- There will be 4 windows instead of 3 windows.

Ms. Hamroun explained the next steps. She said that as long as the architectural drawings and building permit match the plans the work can come to her as a Tier 1. In response to a question from Mr. Bergstrom, Mr. Pinnell stated that he did not get the first Elevation Certificate yet. Mr. Bergstrom stated that he cannot issue a Flood Permit without the Flood Elevation Certificate.

A motion to approve the modifications to the originally approved concept was made by Ms. Hayward-Olivas. The motion was seconded by Ms. Batty and unanimously carried.

Market Square Brick Project

Ms. Batty stated that the Trustees moved quickly to have the planters filled in before May Market.

Historic District Map

Ms. Hayward-Olivas discussed the Historic District Map with the City Administrator, and noted that the Commission can discuss it as part of updating the HAC page on the website to clarify what is within the purview of the HAC. Ms. Hamroun added that items not within the HAC purview can also be discussed.

Creating an Action Item List / Procedure for Managing HAC Meetings

Ms. Batty asked to have Report from the Planning Commission added as an Agenda item. Ms. Hayward-Olivas stated that she did ask for it.

A motion was made to amend the original motion for items to be discussed during a Work Session to include Procedure for Managing HAC Meetings, Creating an Action Item List and other administrative actions of managing HAC meeting minutes to be more effective in tracking agreements and commitments. The motion was seconded by Mr. Wade and unanimously carried.

Public Comment

David Baldini

Mr. Baldini suggested that the Guidelines be updated to Section 230 of the Zoning Ordinance from sections 7.5 and 9.2. Ms. Hamroun said an addendum to reflect this could be added.

Commissioner Comments

Ms. Batty stated that she read the City Municipal Code and noted that it is incredible how much of the requirements for the Historic Area are embedded in the City's Municipal Code. She added that it also speaks to some of the things that the Commissioners thought might have been grandfathered or in some other way not enforceable. Ms. Batty recommended that all the Commissioners read the Code, noting that as HAC forward to improve enforcement it is extremely important to understand, and it is very different from the Standards and Guidelines.

There being no further business to discuss, Ms. Hayward-Olivas called for a motion to adjourn.

A motion to adjourn was made by Ms. Hayward-Olivas and seconded by Ms. Batty. Mr. Wade seconded the motion. The motion was unanimously carried, and the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer