

HISTORIC AREA COMMISSION  
1 Municipal Drive  
June 13, 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.

**Minutes**

A motion to approve the May 11, 2024 minutes as presented was made by Ms. Hayward-Olivas, seconded by Mr. Westman and unanimously carried.

**New Business**

109 The Strand – Kristen & Donald Bowdoin - Consultation

An application was submitted to build a new house on a lot located at 109 The Strand. Mr. Murray Spencer, architect for the property owners, addressed the Commission.

Mr. Spencer explained that this is new construction that will be the same height as the adjacent home with a similar look. It will be wider. Ms. Hamroun stated that all the materials submitted are in accordance with the Standards and Guidelines. She explained that she had several questions that she felt should be discussed by the Commission. In terms of vehicular access, Mr. Bergstrom stated that he had no issues with the location of the carport.

Mrs. Bowdoin stated that the proposed plans were shared with the owner of the adjacent lot.

Ms. Hamroun noted that the rear carport with a second story deck and an enclosed porch on top pushes the building an extra 14' deeper into the lot in comparison to the adjacent buildings.

Several options for the driveway were mentioned and inappropriate materials (concrete, asphalt, macadam, etc.) were noted.

A motion was made by Ms. Hayward-Olivas to recommend the application for a Tier 1 approval as long as the drawings for the building permit match all design components and elevations, and that all materials and designs presented for the driveway align with the Standards and Guidelines. The Historic Area Commission further makes a recommendation to City Council to approve the encroachment of the front steps, which is consistent with the adjacent house. The motion was seconded by Mr. Wade and unanimously carried.

419 Delaware Street – Lori Martin

An application was submitted for renovations to the front of the house at 419 Delaware Street.

Ms. Martin explained the scope of work, noting that the front façade needs a facelift; the front door has damage and needs to be replaced; and two (2) screen doors on the back porch need to be replaced. Ms. Hamroun stated that she has no issues with materials, and the application was very comprehensive.

Ms. Martin stated that her locksmith was unsure if he could install the new lock system on the existing door, and a contractor told her that there was a 50/50 chance that he could repair the door. Having a consultation with a historic restorer to repair the front door and the location of the ring camera were discussed. Ms. Hayward-Olivas noted that a front door is a character defining feature, and having the door repaired would be a preference unless the damage is beyond repair. Ms. Hayward-Olivas suggested that Kara Briggs with the State Historic Preservation Tax Program be contacted to discuss how to apply for a tax credit (which must be done before any work is done) and/or get recommendations if Ms. Martin wanted to pursue repair of the front door. Ms. Hayward-Olivas also recommended that Ms. Martin review the Historic Window Preservation Alliance website for resources.

A motion was made by Ms. Hayward-Olivas to approve the installation of two screen doors on the rear porch and a storm door for the front door as long as all materials in the application conform to the Standards and Guidelines. After the homeowner consults with a carpenter about repair of the front door the application can be approved as Tier 1. If anything changes in the design or materials, the application must come back to HAC for review. The motion was seconded by Ms. Doak and unanimously carried.

64 West 4<sup>th</sup> Street – Justin Meyers - Consultation

An application was submitted for consultation of renovations of 64 West 4<sup>th</sup> Street. Ms. Hamroun stated that there was no information on the work to be done on the application. Mr. Meyer's representative stated that they are proposing removing all siding. Shiplap is under the existing siding that they feel can be saved. It is proposed that the front windows be replaced with wood windows, and the side windows be replaced with wood alternative windows. The front door is all glass that they would like to repair and save if it can be repaired; or replace it with a door approved by the Standards and Guidelines. The kitchen door on the back of the house will also be replaced with a wood door. The porch will be repaired. Ms. Hayward-Olivas noted that painted aluminum storm windows are allowed.

Ms. Hayward-Olivas suggested that photographs be included with the building permit application. Ms. Hamroun offered to meet with the property owner to inspect and discuss the windows. She added that vinyl windows are not approved and recommended that the Standards and Guidelines be consulted. Ms. Hayward-Olivas noted that there is a Federal Historic Preservation tax credit that could be applied for.

Ms. Hamroun recommended that when all transformations have been determined that the application packet be updated and resubmitted to HAC. Mr. Bergstrom stated that removing the

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existing siding can be considered as Tier 1. Re-roofing can also be considered as Tier 1 as long as long as the profile of the roof is not changed.

The chimney at the back of the house is tilting and serves no purpose, and they want to remove it. Nothing connects to this chimney. Because of the historic significance of the property Ms. Hayward-Olivas recommended that the chimney's existence, both interior and exterior, be photographically documented before it is demolished.

The concrete alleyway is in disrepair and needs to be removed. Concrete is not an approved material, and approved materials were discussed.

**Public Comment**

Mr. Francis DeAscanis asked if the Commission could discuss 37-39 West 3<sup>rd</sup> Street; unfortunately, because it was not on the Agenda no discussion could be conducted.

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. Mr. Wade seconded the motion. The motion was unanimously carried, and the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Kathleen R. Weirich  
City Stenographer