



**Historic District Commission Meeting Minutes  
City Commission Chambers, City Hall**

**CALL TO ORDER**

Steve Goss called the meeting to order for Mary Ewald-Sayles with a quorum at 7:00 p.m. Vice-chair Asley Meier arrived at 7:02 p.m. and conducted the meeting.

**INTRODUCTIONS and ROLL CALL**

Present: Ashley Meier, Steve Goss, Grace Sayles

New member, Jill Putt, introduced.

Absent:

Excused: Mary Ewald-Sayles, Lorelie Doerr

Others: Staff Liaison Terry Moulane

**APPROVAL OF MINUTES**

Motion made by G Sayles to approve the meeting minutes for Wednesday, August 11, 2021 as submitted. Seconded by S. Goss. Motion carried unanimously.

**PUBLIC COMMENT - NON-AGENDA ITEMS**

None.

**NEW BUSINESS**

**1. HDC 21-25 – 1817 Center Ave – Faye & Warren Smith**

Applicant is requesting a COA authorizing the replacement of two casement windows with Marvin Ultimate Double-Hung windows on the home's west elevation.

Present: Warren & Faye Smith, applicants.

Mrs. Smith explained there were two casement windows, one in the first floor foyer and one in their second floor bathroom. She knew the bathroom window was not original to the house. She said they are miserable and are difficult to find window treatments for. She believed the windows were installed sometime in the late 1920's; the locks are missing and they don't work well. The aluminium storms that were installed about 50 years ago are worn. She is asking to replace both windows with double-hung windows and mentioned almost all of the windows on the house were currently double-hung.

A. Meier asked Mrs. Smith to clarify which windows she was referring to. Mrs. Smith showed where they were located in a photograph. She commented one window was situated on a cantilever bump-out. A small portion of the discussion was inaudible on the recording.

G. Sayles asked if they would be the same size as the existing windows.

Mrs. Smith answered they would be the same exact size and that nothing would be changed on the exterior.

A. Meier inquired why such a small double-hung was desired instead of a single window that swings out, or something similar to that.

Mrs. Smith replied it was currently two windows that were miserable and had thought of putting in two casement windows because that's what they had in the kitchen and they liked they way they opened, but they would lose space with the window casings and would make it look ridiculous. She didn't think one big window would look right either.

G. Sayles asked how they currently opened. Mrs. Smith answered they opened inward and the storms slide. She explained the replacement windows would be double-hung and silde up. The rest of her explanation was inaudible on the recording.

T. Moulthane noted the close-up of windows on the top of the page was upside down. He said there was some type of ledge and asked if it would be retained. He said he would show Mrs. Smith what he was referring to. No discussion was audible on the recording for the next couple of minutes.

S. Goss commented he was thrilled with what was being done with the applicant's house and was ready to make a motion to approve for a certificate of appropriateness.

A. Meier remarked they were more lax with projects in the back of houses that could not be seen from the street. Mrs. Smith replied the window could not be seen until half-way or more up the drive.

A. Meier said she wasn't concerned with the back window but the other window was very visible and asked if Mrs. Smith would be amenable to some type of pattern window because smaller windows on Victorian houses were never double-hung when they were constructed.

Mrs. Smith disagreed because they have two small windows that are double-hung. A. Meier replied they might be if they were taller, but that smaller windows were typically patterned or one solid-paned windows. Mrs. Smith replied they also had four double-hung windows on the third story that were also quite small. She indicated they were on the west side of the house.

A. Meier said those were taller, or skinnier windows, and reiterated the smaller square windows were not typically double-hung windows. She asked Mrs. Smith again if she would be amenable to a different style, or anything that imitates a different look.

Mrs. Smith said she had no idea of what that would be and thought one big big square window would look ridiculous.

A. Meier asked for the size of the window. Mrs. Smith answered it was 36" x 38". A. Meier read the size of the window was actually stated as 36.5" x 32" in the staff report information. Mrs. Smith said the window on the east side of the house was almost the same size and mentioned it was not noticeable because it was on the backside of the house.

Mr. Smith made comments without speaking into the microphone that were inaudible on the recording.

S. Goss stated they should have faith in the applicants because of the work they had done to the house during the last eight years.

A. Meier agreed that the house looked amazing but felt they had a responsibility as a board to oversee the changes.

S. Goss stated he wasn't trying to argue but that the replacement windows were of the same size but just double-hung. Mrs. Smith confirmed it was so.

A. Meier asked if the window on the east side of the house they had previously talked about was a double-hung window. Mrs. Smith said it was, but didn't think it could be seen because of where it was located above the kitchen.

Mrs. Smith made mention to an awning window being suggested, but thought that would also look ridiculous because all of the windows down that side of the house were double-hung.

A. Meier said a single-pane window with no muntins would look more modern but muntins that crossed or were diagonal would look appropriate to the house. She agreed that one window without anything would look weird.

A. Meier asked if there were any more questions. There were none.

Motion made by S. Goss:

I move that the Historic District Commission approve a Certificate of Appropriateness for all work described and depicted in the work review application for Case HDC 21-25 submitted by the applicants. The applicant has demonstrated wholeheartedly the work will comply with U.S. Secretary of the Interior Standards and Section 64-11(c) of the city's Historic Preservation District regulations.

Seconded by G. Sayles. Motion carried unanimously.

Discussion took place between the applicants and the commission members regarding the availability of construction materials and how difficult it is to find them.

S. Goss asked if the applicants had any suggestions pertaining to what more could be done by the historic district commission or as a community to help expand helping with, and the promoting of, historic homes.

Mrs. Smith replied she would like to see a salvage yard for items from interior demolitions, renovations and houses torn down being run by the city or a private contractor. Comments from Mr. Smith were inaudible on the recording.

Discussion took place between the applicants and the commission members regarding architectural salvaging.

### **OLD BUSINESS**

Staff Update:

T. Moulthane announced candidates were being interviewed for the vacant Community Development Planner position. He said the chosen candidate will be interviewed to make sure they understand their role as a staff liaison.

S. Goss wanted to revisit what was being done to help promote the historic district commission and the historic homes within the community such as a Facebook page which had been discussed in the past.

A. Meier stated there would be several steps that would need to be taken before that would be able to come to fruition. She said the work review guidelines would be a good step one and would take priority over social media in her opinion.

S. Goss thought T. Moulane might be able to help with taking this to the city.

G. Sayles thought Scott McKillop had previously explained that it would need to be monitored by the city's public relations staff, and if they would be willing to do it.

A. Meier thought it was a good idea to work on over time.

T. Moulane explained there was a newsletter that had been intended to be a twice-a-year publication that included work activities and stated it needed to be resurrected and kept consistent with. He said he knows attention is needed and there will be duties assigned to the new Community Development Planner, hoping that person will be able to expand things further and accomplish more with the historical commission.

T. Moulane said he had made the case that it would be very difficult to decrease the boundary of the historic district and felt it would be better to put more time and effort into the historic district through ideas such as adding a historic district top plate to existing street signs in the district. He mentioned the salvage yard idea was a great idea but felt it was out of the question the city would ever be in the position to manage something like that. He felt a non-profit group or private company would be better equipped.

S. Goss agreed with T. Moulane. A. Meier agreed that it was a huge undertaking.

S. Goss felt it would take an attitude and commitment to do it. A. Meier replied a private entity may be able to do it, but the city wouldn't have the resources.

T. Moulane explained there would be issues concerning contracts, contractors and liability issues, and it would take a lot of work and diligence to see the final outcome.

### **OTHER BUSINESS**

None.

### **ADJOURN**

Motion to adjourn the meeting made by G. Sayles. Meeting adjourned at 7:42 p.m.

*Prepared by: Lisa Griffiths, Planning & Zoning Administrative Assistant*