



HISTORIC PRESERVATION COMMISSION MINUTES

300 Martin Luther King Blvd.

May 11, 2023

TIME: 4:30 PM

1. CALL TO ORDER

Rush Denson called the meeting to order at 4:33 p.m.

2. APPROVAL OF MINUTES

A motion was made by Debbie Purvis to approve the April 13, 2023 minutes. The motion was seconded by Mark Grantham. All approved.

1. Approve April 13, 2023 minutes

3. CITIZEN COMMUNICATIONS

(Limit comments to five minutes or less)

Angela George, owner of O'Town, addressed the Commission stating her business is in the Downtown Historic District but not in the Main Street Business District, therefore, does not qualify for the façade grants. She asked if someone could explain why they must comply with historic district guidelines if they are not in the business district.

Secondly, her family lives on N. 4th Street across from Stern Park. They are part of the downtown neighborhood. They are aware that downtown businesses on S. Railroad have been given notice to vacate. These are unfortunate circumstances. Business closings affect other businesses. Her family's lives evolve around downtown; their business, where they eat, go to church, etc. She is very concerned about what is happening downtown. When people are afraid for their safety being in buildings or don't have places to go, it changes things. As we try to promote people to live downtown and invest in and rehabilitate homes, there still needs to be a good reason to go downtown.

Matt Mosley explained Main Street is a separate organization and has set boundaries for businesses that they cover and promote. O'Town is in the Downtown Historic District, which is a city designated district. We can see if there is an opportunity for Main Street to expand its footprint to catch some of the businesses currently not within their bounds. It may make more sense to align the two districts more.

John Marsh stated the Heritage House is not in the Main Street business district as well. He then asked if the 2030 Plan or longer-range plan looks at the possibility of expanding certain districts.

Mr. Mosley explained the current boundaries of the Main Street business district. The district has grown from its traditional core.

4. OLD BUSINESS

There was no old business to discuss.

5. NEW BUSINESS

2. 503 S. 8th St: Geneva Historic District

COA: New Window

Owner: Michael Peterson

Agenda Item #: 1

Meeting Date: 5/11/23

Action Requested: COA: Install Window

Location of Property: 503 S. 8th St; Geneva Historic District

Petitioner: Michael Peterson

Resources:

New construction home in the Geneva Historic District in Southside development.

Proposal: The petitioner requests a COA for the following:

1. Install window on second floor above garage facing side of house toward the rear of structure. The window is identical to windows installed by contractor; Windsor Pinnacle wood clad bronze double hung. The finished window upon completion will appear to have always been there. The trim style and paint colors will match the original construction.

Guidelines:

Windows:

- a. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sashes are used, duplicate the original material, design, size and hardware of the original window. Do not change window size, sash size or windowpane size.

- b. Do not introduce or create new window openings into the front principal elevation of the structure and do not enlarge or reduce original window openings to fit new stock window sizes.
- c. The original number and arrangement of panes should be maintained.
- d. Storm windows should be visually unobtrusive and should not damage existing window frames. Storm windows should be designed so that they can be removed in the future without damage to the original fabric of the structure. Storm windows should be compatible in color and design with the original windows. For example, mill finished aluminum storm windows should not be used with painted window sash.
- e. Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- f. Where existing shutters are replaced or reinstalled when missing, the new shutters shall be sized to fit the window opening, in height and width, whether the shutters are fixed or operable. Composite materials are allowable for shutters so long as they duplicate the original in shape and texture.
- g. New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- h. Original windows should not be filled in.

6. Doors:

- a. The original size and shape of door openings should be maintained. Original doors and door hardware should be repaired and reused in place. Original transoms, sidelights and doors should be maintained.

- b. Replacement doors when necessary, should be compatible with the original doors in terms of style, texture and size.
- c. Shiny aluminum storm doors and screen doors are not appropriate. Full view storm doors painted to match the door are appropriate.
- d. New door openings should not be introduced on the front, principal façade of the structure.
- e. Original door openings should not be filled in.

The following items DO NOT require a COA:

- Re-glazing of windows or replacing broken panes of glass
- Repairs to original wood windows and doors when there is no change in appearance and material
- Painting of window frames and sashes
- Installation of full view (glazed) storm windows and doors – either wood or aluminum with baked enamel or painted finish are acceptable

The following commonly requested projects require a COA:

- Replacement of original windows
- Removal or addition of a window or door opening
- Exposing a previously covered window units with a replacement according to the guidelines

Staff recommendation:

1. *Staff recommends approval of installation of new wood clad window to match existing windows.*

Discussion:

Staff provided the applicants desire to install a window on the upper level of their home. Finishing this space was an option pre-construction. However, the owners are just now beginning this process. The same window will be installed that is used throughout the home.

There was no further discussion.

A motion was made by John Marsh to approve the installation of a window on this noncontributing structure. The motion was seconded by Mark Grantham. All approved.

3. 1100 3rd Ave: Northside Historic District
COA: Remove Doors, Install Windows, Add porch railings
Owner: Michelle Johnson

Agenda Item #: 2
Meeting Date: 05/11/2023
Action Requested: COA: Remove Doors and Install Window; Add Porch Railings
Location of Property: 1100 3rd Ave; Northside Historic District
Petitioner: Michelle Johnson

Resources:

Circa 1900. Two story, wood frame Neoclassical Revival residence with hip roof of asphalt shingles, interior chimney, dentils under eaves, second story façade with central wood door, flanking double hung sash windows, partial width balcony, first floor façade with central double leaf wood and glass door, flanking 1/1 double hung sash window, two story portico with Corinthian columns. Contributing Resource.

Proposal: The petitioner requests a COA for the following:

1. Remove two (2) exterior doors on the first floor with steps and install two (2) AmeriCraft aluminum clad wood double hung windows. This will allow for a new interior floor plan for the kitchen and dining room (see plans).
2. Convert the center single door into double door to align with front door on first floor.
3. Add railings on bottom porch to match second story balcony. Material to be all wood.

Guidelines:

Windows:

- a. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sashes are used, duplicate the original material, design, size and hardware of the original window. Do not change window size, sash size or windowpane size.

- b. Do not introduce or create new window openings into the front principal elevation of the structure and do not enlarge or reduce original window openings to fit new stock window sizes.
- c. The original number and arrangement of panes should be maintained.
- d. Storm windows should be visually unobtrusive and should not damage existing window frames. Storm windows should be designed so that they can be removed in the future without damage to the original fabric of the structure. Storm windows should be compatible in color and design with the original windows. For example, mill finished aluminum storm windows should not be used with painted window sash.
- e. Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- f. Where existing shutters are replaced or reinstalled when missing, the new shutters shall be sized to fit the window opening, in height and width, whether the shutters are fixed or operable. Composite materials are allowable for shutters so long as they duplicate the original in shape and texture.
- g. New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- h. Original windows should not be filled in.

6. Doors:

- a. The original size and shape of door openings should be maintained. Original doors and door hardware should be repaired and reused in place. Original transoms, sidelights and doors should be maintained.

- b. Replacement doors when necessary, should be compatible with the original doors in terms of style, texture and size.
- c. Shiny aluminum storm doors and screen doors are not appropriate. Full view storm doors painted to match the door are appropriate.
- d. New door openings should not be introduced on the front, principal façade of the structure.
- e. Original door openings should not be filled in.

The following items DO NOT require a COA:

- Re-glazing of windows or replacing broken panes of glass
- Repairs to original wood windows and doors when there is no change in appearance and material
- Painting of window frames and sashes
- Installation of full view (glazed) storm windows and doors – either wood or aluminum with baked enamel or painted finish are acceptable

The following commonly requested projects require a COA:

- Replacement of original windows
- Removal or addition of a window or door opening
- Exposing a previously covered window units with a replacement according to the guidelines

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- f. The original size and shape of door openings should be maintained. Original doors and door hardware should be repaired and reused in place. Original transoms, sidelights and doors should be maintained.
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7. Entrances, Porches and Steps:

- a. Porches and steps that are appropriate to the building and its development should be retained. Porches or additions that reflect later architectural styles are often important to the building's historical integrity and wherever possible, should be retained.
- b. Original material and architectural features, such as handrails, balusters, columns, brackets and roof decoration shall be preserved. Where necessary to replace deteriorated pieces, the new material should match the original in texture, shape, size and color.

- c. Original details and shape, outline, roof height and roof pitch should be retained.
- d. Enclosing of front porches is inappropriate if done in a manner that destroys their intended appearance.
- e. The enclosing of side and rear porches may be considered appropriate if the visual openness and character of the original porch is maintained.

The following items DO NOT require a COA:

- Minor repairs to materials and features when repaired to match the original
- Porch flooring and ceilings, trim boards, railings, brackets, etc.

The following commonly requested projects require a COA:

- Removal or addition of porches
- Screening of side porches according to guidelines (staff approval)
- Screening of front porches according to guidelines (commission approval)
- Enclosure of porches

Staff recommendation:

1. Staff recommends approval of removing two (2) exterior doors on the first floor and installing two (2) new aluminum-clad windows with exterior grids. The grid pattern should match existing windows.
2. Staff recommends approval of exchanging a single door unit for a wood double door unit on the second floor to align with the first floor entry door. Applicant should provide door specs for approval prior to installation.
3. Staff recommends approval of wood porch railings on the bottom floor to match second floor railings.

Discussion:

Staff provided an outline of the proposed work the applicant wishes to perform. Photos of the property and renderings were provided.

Staff stated the property has multiple doors leading outside and the new owner wishes to remove them for security reasons. John Marsh stated the property was

converted to a multi-family unit at one time and the doors were needed for egress.

Staff requested the applicant provide specs for the new wood door to be installed on the second floor when it is sourced for approval prior to installation.

John Marsh stated that he encourages applicants that the spacing of the railing needs to have 4" span between them to meet building inspection.

Aaron Kovak stated he could assist with resources for the balusters, if needed.

Debbie Purves made a motion to approve removal of doors and installation of aluminum-clad wood windows. The motion was seconded by John Marsh. All approved.

Debbie Purves made a motion to approve converting the center single door into a double wood door on second floor. Applicant to provide specs for staff approval prior to installation. The motion was seconded by Mark Grantham. All approved.

Debbie Purves motion to approve adding wood railings to the bottom porch to match the second story balcony. The motion was seconded by John Marsh. All approved.

4. ~~511 Geneva St: Geneva Historic District — WITHDRAWN~~
~~COA: Sign~~
~~Applicant: Billboard Signs~~

6. OTHER BUSINESS

5. Enforcement Report
There were no reports.
6. Staff Report
Staff had nothing new to report.

Debbie Purves suggested there be put into place an inspection process for the downtown commercial properties to include: structural, electrical, roof, plumbing, and termites. Periodic inspections should be required. As restaurants display the health department inspection ratings, all businesses should display proof their building has passed building inspection. One building affects the next.

John Marsh and Rush Denson asked what is currently in place. Matt Mosley stated that currently the fire department inspects to confirm smoke detectors, lighted exit

signs, and fire extinguishers are properly tagged and checked. He is not aware of any town that has a required annual inspection of downtown buildings.

Debbie Purves said that even having someone that could check the roofs with a drone on a regular basis.

Mr. Mosley stated the inspections department has been in some of the buildings recently to check structural integrity. But unless we are aware of a violation or issue of our current process, we need the owner's consent to inspect.

Mark Grantham asked if there is any type of annual inspection? Matt Mosley responded no. John Marsh stated that generally a new business or renovation triggers an inspection of the systems. Mr. Mosley said that an inspection is ordered when a permit is pulled or sometimes a change of use request requiring the addition of restrooms or adding a kitchen. Sometimes the owner or tenant will call with concern and ask for someone in the Inspections Department to look at it. We can see what can be done. It will require action administratively and from this board. We can see what model other cities have. It would also require city council approval.

Debbie Purves said the plumbing in her temporary location is a massive problem. Sewage was going out into the ground. There was always a sewage smell. The drain from the bar was draining into the dirt. There should be a scheduled inspection and every building must pass.

John Marsh stated that the size of the drains in the sidewalks is inadequate. The size is too small. Water will be shooting up out of the gutters because they are below the sidewalk. Drainage is a problem.

Debbie Purves discussed if we expand the historic district boundaries as the Downtown Redevelopment Authority has talked about, we need to protect the historic district and the properties.

John Marsh suggested that we also review our ordinance and make any necessary changes. It has not been revised since its origination. The ordinance needs to match our intentions.

Mr. Mosley said expanding the boundary would require an updated survey to include properties being added. Our guidelines are a model ordinance of the state. There are areas that need to be amended, changed, and updated.

John Marsh stated when the guidelines were originally drafted, certain materials were not available-for example, aluminum-clad windows.

Rush Denson asked if the design guidelines, ordinance, and district boundaries could be reviewed with the grant requested because they all link together. John Marsh said we need to show what is contributing and non-contributing. The tax advantages that will be available is another thing. When going to the courthouse, the property must be in a designated historic district.

7. Next meeting DATE

1. Next meeting is June 8, 2023

7. ADJOURN

A motion was made by John Marsh to adjourn. The motion was seconded by Mark Grantham. All approved.

Rush Denson, Chair

Linda Lanz, Secretary