



**A SPECIAL Meeting Minutes
Architectural Review and Historic Preservation Board
September 23, 2014**

1. CALL TO ORDER-DETERMINATION OF QUORUM-PLEDGE OF ALLEGIANCE

Vice-Chairman Tim Keating called the special meeting of the Architectural Review and Historic Preservation Board to order at 6:30 pm in the Commission Chambers of City Hall. A quorum was declared present and the Pledge of Allegiance was recited.

Present: Vice-Chairman Tim Keating and Board Members: Chris Lee, Michael Morrissey, and Wendy Byrd Jung

Absent: Chairman John Murphy and Board Member Phillip Baker, excused

Staff Present: Community Development Manager Steve Pash, Economic Development Director Tanja Gerhartz and CSR Kathleen Rathel

2. APPROVAL OF MINUTES

*Motion by Chris Lee to approve the regular meeting minutes of June 17, 2014.
Seconded by Wendy Byrd Jung and carried unanimously 4 – 0.*

APPLICATIONS FOR CERTIFICATE OF APPROVAL

3. 229 N. Lakeview Avenue

Community Development Manager Pash presented a request to approve the construction of a new accessory building on the rear of the property located at 229 N. Lakeview Avenue. Staff reviewed the request and found the structure is consistent with the surrounding area. The owner/applicant built the detached aluminum garage and lean-to without building permits and did not meet the required rear yard setback. The owner/applicant applied for and was granted a variance from the Planning & Zoning Board at the March 3, 2014 meeting. The structure is mostly obscured by plant material and other buildings and Staff recommends approval.

Board Member Morrissey opened a discussion to set precedence for future accessory building guidelines. He suggested that accessory buildings in the Historic District should be completely screened from view from the street with plant materials, like a Podocarpus hedge.

Motion by Michael Morrissey to approve the request as submitted with the condition that the owner install a tall plant material screening the structure from public view and suggested a Podocarpus hedge.

Board Member Lee asked Mr. Pash if this was something that has to be voted on. Mr. Pash replied that since it is in the Historic District the Board would have to make a recommendation. Board Member Lee then questioned the reason for acquiring signatures from neighbors for structures. Mr. Pash stated that was something that many applicants do for variance applications and this applicant went through that process.

Board Member Byrd Jung stated it was the second time in a short period that a project has come in front of the Board already finished. A discussion ensued on the possibility of sending reminders to the residents in the Historic District overlay to get permits first.

Motion seconded by Chris Lee and carried unanimously 4 – 0.

4. 110 S. Main Street

Community Development Manager Pash presented a request for installation of a new commercial storefront for the property located at 110 S. Main Street. The building is a contributing structure built in 1960 and the storefront will be placed in the same location as one previously existed approximately 15 years ago. The storefront is consistent with the design of the existing building's other two storefronts and Staff recommends approval.

Board Member Morrissey suggested adding a kick plate for historic purposes.

Motion by Chris Lee to approve the request as submitted with the condition the new storefront match the two existing storefronts. Seconded by Mike Morrissey and carried unanimously 4 – 0.

5. 18 & 20 E. Plant Street

Community Development Manager Pash presented a request to remove the existing fabric awning and replace with an aluminum awning, add cornice to the top of the building, repaint, and add oak trim around the doors and kick plates for the property located at 18 & 20 E. Plant Street. Staff recommends approval.

Board Member Morrissey mentioned it would be nice to receive drawings showing more dimensional detail. He would like to make sure the cornice detail is historically scaled.

Board Member Keating asked if the owner or the City would be adding plants. Mr. Pash replied it would be the City to keep consistency.

Motion by Wendy Byrd Jung to approve the request as submitted. Seconded by Chris Lee and carried unanimously 4 – 0.

GENERAL BUSINESS

Vice Chairman Keating opened a discussion regarding having Staff being able to approve some of the applications as opposed to bringing them before the ARHP Board for approval if they are just for beautification. Economic Development Director Gerhartz agreed and, at the Board's direction, Staff will look into revising the Ordinance to allow Staff to approve applications for minor facelift or maintenance projects but not for drastic façade changes. Discussion ensued regarding the Sunshine Law and keeping the Board informed on projects.

6. ADJOURNMENT

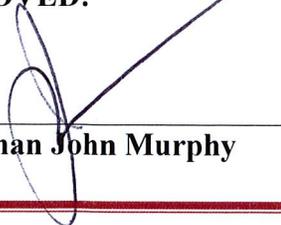
Vice Chairman Tim Keating adjourned the Meeting at 6:51 pm.

ATTEST:

APPROVED:



Customer Service Rep. Kathleen Rathel



Chairman John Murphy