Members Present:  John Riker, Cassie Vogt, Brittany Neiles, Jenn Johnson and Chris Wehrle

Members Absent:  Carol Saunders

Others Present:  Sarah Hanzel, Jeanne Nicholson, Sharleen Schreter and Jeff Schreter

Riker called the meeting to order at 8:05 a.m.

Approval of Meeting Agenda
Johnson moved to approve the meeting agenda. The motion was seconded by Neiles and carried unanimously.

New Business

Comment on the proposed new construction single family home located at 1221 12th Street
Hanzel reviewed the requirements for Case Reports as per State law. She also reviewed each section of the Case Report and Exhibits. Hanzel described the factors relevant to this situation including a summary of the proposed design, the site characteristics and the status and appearance of surrounding properties within and adjacent to the Historic District. She advised that the Commission may agree with the findings in the Case Report, disagree with the findings of the Case Report or decline to comment on the Case Report. Hanzel stated that the Case Report identifies that all feasible and prudent alternatives have been considered for the proposed new construction.

Hanzel advised that the Case Report has been submitted for the applicants’ request to build a new single family residence using the existing foundation and footings of the home built in 2003 and destroyed by fire in 2017. She noted that the applicants will also seek a variance to the side yard setback requirements. She explained that the Case Report takes into consideration the effect the new construction can have on the compatibility with and encroachment on surrounding property in the Historic District. The Case Report evaluates whether or not the new construction meets State criteria. She noted that the height of the new house does not meet the State criteria.

Jeff Schreter stated that the proposed new construction is only two inches taller than the previous house.

Hanzel commented that the width of the proposed structure would be wider than existing structures on the block and more comparable to surrounding properties located outside of the Historic District. She added that the design and materials for the new construction are compatible with the State criteria. She noted that the applicants have been very cooperative in trying to consider all feasible and prudent alternatives for the proposed construction and have met with the Commission and neighbors to review their plans.

Jeff Schreter reviewed the location of the proposed house and garage. He added that constructing the garage on the hill could affect the stability of the hill and the aesthetics of the neighborhood. He further explained the setback requirements and noted that they have applied for a variance to reduce the side yard setback from 20 feet to 8 feet.
Sharlene Schreter added that the decision to build an attached garage was based on accessibility.

Riker urged the applicants to do everything they can to meet the State criteria as it relates to the height of the structure to ensure that there would be no possible legal action in the future. He expressed his opinion that the applicants have been very cooperative in working with City staff and the neighborhood to address the height and setback issues for the proposed construction. He encouraged the applicant to construct the garage as far back as possible from the street.

Johnson expressed her support for the Case Report but is concerned about setting a precedent in allowing the structure to exceed the State's height criteria. Johnson inquired as to what the applicants will do if the variance is not granted.

Jeff Schreter advised that if the variance is not granted, they will not build the garage and that a courtyard would be built in its place. He added that a garage may be built on the hill at a later time.

Riker added that if the variance is not granted, the applicants would need to submit a revised application with new design plans.

In response to a question from Johnson, a brief discussion followed regarding the retaining wall.

Jeff Schreter stated that there are only five houses on the block and the only contributing structure is a two story home. He added that two of the four homes are two story homes and one lot is empty. He added that a mix of multi-storied homes is located in the immediate neighborhood.

In response to a question from Neiles, Jeff Schreter advised that the remaining footprint from the old house will be used for the new structure. He added that there have been many challenges with the topography of the lot.

Riker expressed his opinion that the scope of the site and the soils of the lot make it technically challenging to build the house with a detached garage because of the costs for excavating and imported fill. He noted that the same proposal on a lot in a different location and with different site characteristics may not support the proposed design. He added that the applicants have helped mitigate massing issues by pushing the garage as far back as possible from the street.

Johnson moved to agree with the findings in the Case Report. The motion was seconded by Neiles and carried unanimously.

Discuss the Draft Downtown Historic District National Register Nomination
Hanzel advised that the State has conducted a windshield survey of the Downtown Historic District and are recommending some changes to the boundaries. She added that they are still evaluating and would welcome comments from the Commission. She noted that the most current information available is the 1998 Boundary. Hanzel briefly identified the properties that the State is considering removing from the Downtown Historic District.

Riker expressed concern with removing some of the properties and the lack of guidelines for new construction in the downtown area. Discussion followed.

Discuss Preservation Comprehensive Plan Process
Hanzel briefly reviewed the available grant funding and the need to develop a scope of work for the Comprehensive Plan Update. Additional discussion followed.

Riker suggested having a work session at 8:00 a.m. on August 15, 2018. The Commission concurred.

11.1 Reviews: May 4 – June 18, 2018
a) 823 Saint James is a contributing structure in the West Boulevard Historic District. A permit was requested to re-build a staircase/deck on the back of the house (non-primary façade). The City and SHPO determined no adverse effect on 6/8/18. 18RS009/CIHR18-0017.
b) 809 11th Street is a non-contributing structure in the West Boulevard Historic District. A permit was requested to replace windows with pine interior, clad exterior tilt pants; install a fiberglass door on the east (primary) façade to match the existing door on the other side of the porch; remove and replace the shed roof on the back of the house; rebuild the stairs on the front of the house to match the original stairs; replace the shingles; build a three stall garage; and pour concrete patio and sidewalks at the back of property. The City and SHPO determined no adverse effect on 6/22/18. 18RS010/CIHR18-0018

Hanzel advised that there are no concerns with the above 11.1 Reviews and are being provided to the Commission and the public for informational purposes only.

Approval of Minutes
Neiles moved to approve the June 27, 2018 and July 11, 2018 meeting minutes. The motion was seconded by Johnson and carried unanimously.

There being no further business, Neiles moved to adjourn the meeting at 8:56 a.m. The motion was seconded by Johnson and carried unanimously.