MEMORANDUM

TO: Historic Preservation Commission
FROM: Sarah Hanzel, Planning Projects Division Manager
DATE: June 3, 2021
RE: Request for City approval to replace historic windows at 921 11th Street in the West Boulevard Historic District.

The property owner of 921 11th Street has applied for a permit to replace 22 historic windows on their home, a contributing structure in the West Boulevard Historic District. One window is proposed to be replaced with a wood window to match the existing design. The remaining windows, which are all on non-primary facades and/or the second level of the home will be replaced with a composite material insert. All replacement will match existing opening size. The historic trim will be preserved. The purpose of the replacement is due to malfunction and deterioration.

The State Historic Preservation Office (SHPO) provided comments in their letter dated June 2, 2021 stating “the removal of the historic windows will encroach upon, damage, or destroy a historic property which is included in the National Register of Historic Places; however, it appears there are no feasible and prudent alternatives to the proposal and that the proposal includes all possible planning to minimize harm to the historic resource.”

By State Law, the City has the final decision on issuing permits for historic property. If the City issues a permit for a project that will adversely affect a historic structure, the governing body must make a written determination based upon the consideration of all relevant factors, that there is no feasible and prudent alternative to the proposal, and that the program includes all possible planning to minimize harm to the historic property. This determination must be sent to the SHPO office by certified mail. The City Council is anticipated to review the proposed project at an upcoming work session and regular meeting. Staff will provide a summary of the HPC’s comments on the proposed undertaking.

The HPC will review this project on Wednesday, June 9 at 8:00 am and provide comments that will be available to the applicant and the City Council. The applicant is expected to be in attendance.
STAFF RECOMMENDATION: Provide comments on the proposed project to replace 22 historic windows with 1 wood window (picture window – primary façade) and composite insert double hung windows (second level and non-primary facades).