

HISTORIC AREA COMMISSION
1 Municipal Drive
July 11, 2024

Present: Tera Hayward-Olivas, Chairperson
Lisa Doak
Michael Westman
Cynthia Batty, Planning Commission Liaison

Absent: Kevin Wade

Also Present: Leila Hamroun, City Architect
Jeff Bergstrom, City Building Official

Ms. Hayward-Olivas convened the meeting at 6:30 p.m. Roll call followed and a quorum to conduct business was declared.

Minutes

A motion to approve the minutes of the June 13, 2024 meeting as amended was made by Ms. Batty, seconded by Ms. Doak and unanimously carried.

A motion to approve the minutes of the June 19, 2024 HAC Workshop as amended was made by Ms. Hayward-Olivas, seconded by Mr. Westman and unanimously carried.

New Business

515 Delaware St - Linda Elsdon

An application was submitted to replace the front steps, add a wood trellis on both sides of porch, and add a wood gate and bird feeder.

Ms. Elsdon explained the project, noting that the front steps were repaired and that she is proposing adding wood trellises on both sides of the porch and add a wood gate and a bird feeder. Ms. Elsdon showed the Commissioners the location of the trellises and gate in photographs and presented a sample of the trellis material.

Ms. Hamroun stated that the matter came before HAC because the trellises on either side of the porch change the volume.

In response to a question from Ms. Hayward-Olivas, Ms. Elsdon explained in more detail where the bird feeder would be placed. Ms. Batty noted that the property already has a trellis screening the trash cans and a diagonal trellis underneath the porch.

Ms. Hamroun stated that all materials are fine, the trellises are not atypical for the period, and she deemed it to be appropriate. Ms. Hamroun noted that the gate profile is somewhat heavy and recommended that Ms. Elsdon consider using a slimmer profile for the posts so it works better with the scale of the building. Ms. Elsdon concurred.

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Ms. Hamroun stated that Ms. Elsdon can submit an addendum to the application showing the revised design for the gate for review as Tier 1. Ms. Elsdon was agreeable to Ms. Hamroun's suggested that she conduct a site visit to discuss the gate and posts before they are installed.

Ms. Doak confirmed her understanding of the HAC Guidelines & Standards that the latticework is acceptable because it is trimmed. Ms. Hayward-Olivas added that this aligns with the period of significance of the house.

Mses. Hayward-Olivas and Hamroun recapped, stating that Ms. Elsdon will resubmit the application showing a more appropriate design of the gate with thinner posts and thinner rails that is more rectilinear to match the rest of the porch. In addition, Ms. Hamroun will make a site visit to discuss the details and attachment of the trellis.

During further discussion Ms. Elsdon stated that the trellis will not be attached to the house or the pillars, and the latticework will be framed. Ms. Elsdon added that she is making the trellis herself.

A motion was made by Ms. Hayward-Olivas to approve the application to be reviewed as Tier 1 pending submission of an addendum to the application to include a design of the gate with thinner posts and rails that is more rectilinear to match the rest of the porch and a site visit by Ms. Hamroun to discuss the details of the trellis. The motion was seconded by Mr. Westman and unanimously carried.

37 West 3rd Street and 39 West 3rd Street – DeAscanis Homes

Ms. Hayward-Olivas stated that the application could not be reviewed by the Commission at the current meeting because it is an incomplete application and all materials were not received in good time.

Mr. DeAscanis stated that his applications are on the Agenda and that they should be reviewed and voted on.

Ms. Hayward-Olivas explained that she asked that the applications be removed from the Agenda, stating that only applications that are complete can be reviewed during the HAC meeting. Mr. DeAscanis countered that this is not a new application, and that he submitted an application 1-1/2 years ago. Ms. Hayward-Olivas explained that Mr. DeAscanis is applying for the review of changes made to the plan submitted with the previous application. Ms. Hayward-Olivas further stated that regardless of whether it is a new applications or an application to review a change, a complete application must be submitted 14 days prior to the scheduled meeting in order to be included on the Agenda. Ms. Hayward-Olivas stated that the only thing the Commission could do at this time is inform Mr. DeAscanis what items are missing, and those items need to be submitted no later than July 25th in order to be considered on the August Agenda. Mr. DeAscanis expressed his frustration with the process, noting that the matter has been going on for several months and the project is at a critical stage. He asserted that the change in the windows was communicated several months ago and he was not made aware of any problems.

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Ms. Hamroun explained during the previous HAC meeting that the application could be reviewed as Tier 1, and during that meeting Mr. DeAscanis raised the point that he might have issues after the flood study was done. At that time, Ms. Hamroun informed Mr. DeAscanis that if there were any revisions, the application should come back for review by HAC. The concept plan was approved in terms of design, shape dimensions and materials. It was also said that if there were any changes the application would come back to HAC for review; and Mr. DeAscanis is now applying for modifications to the design, which affects the elevations, scale and dimensions.

Ms. Hamroun gave a recap the situation:

- Mr. DeAscanis is asking for a modification of the windows (from 3 windows to 2 windows) and modifications at the door.
- Mr. DeAscanis was informed that he needed to provide a revised drawing showing those modifications with dimensions.
- The documentation received had no scale or dimensions, and the changes were not clearly identified in relation to what was previously approved by HAC.
- On July 1st, Ms. Hamroun spoke with Mr. DeAscanis and she again told him that she needed a drawing that was to scale that represents existing conditions to be compared to what was approved. Mr. DeAscanis noted that his drawing was not to scale and Ms. Hamroun explained that a drawing that is not to scale and annotated cannot be reviewed by HAC members.
- The annotated drawings received were not to scale and show only the spacing of the windows, and there are no dimensions.

In response to a question from Mr. DeAscanis, Ms. Hamroun stated that the drawing approved by HAC was a 1/4" to scale drawing; and there seems to be discrepancy between alignments in the drawings recently submitted by Mr. DeAscanis. Ms. Hamroun stated that what she requires is a drawing to scale showing what was built so she can compare it to what was approved by HAC.

In response to a question from Mr. DeAscanis, all Commissioners stated they understood what Ms. Hamroun is asking for.

Ms. Hayward-Olivas read a portion of the February 9, 2023 Minutes when the concept was approved, which states that "...the plan is appropriate to move forward as a Tier 1 recommendation as long as the architectural drawings match the concept plan in terms of design, shape, scale, dimensions and materials. If anything changes, the application would come back to HAC for review."

Mr. Bergstrom noted that Mr. DeAscanis made changes to the original concept plan drawings (lost the transom, lost one window on each side, and is proposing to put brick on the front of the building) and built the house without getting approval of the changes from HAC. Ms. Hayward-Olivas noted that HAC has no specs for the changes that were made.

Ms. Hamroun reiterated that she needs a modified elevation to scale drawing of what was built.

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Mr. DeAscanis noted that when he built a house four (4) years ago his dealings with HAC were much less formal, and he was working under the assumption that changes he made to the properties in question did not need to be reviewed again by HAC. Ms. Hamrout noted that in the Minutes of September 10, 2020, a Motion to approve wood siding was approved; however it further states “In response to a question from the Applicant, Ms. Hamrout stated if the Applicant wanted to use brick on the front of the house it would be a Tier 1.”, which means it would have to come back for a Tier 1 review.

Mr. DeAscanis noted that there is confusion of what a “Tier 1” is. Mr. Bergstrom said that he considered changing the fenestration on the front of the building and the veneer required Tier 2 approval by HAC. He added that Tier 1 approval is a staff review.

Ms. Hayward-Olivas explained that what is required is a complete application that is submitted at least 14 days prior to the next scheduled HAC meeting that includes a field-measured drawing to scale with dimensions showing as-built conditions to compare the two drawings.

Ms. Hayward-Olivas recommended that Mr. DeAscanis familiarize himself with the Guidelines & Standards and the Supplemental Standards.

Mr. DeAscanis noted that the original drawing shows a transom over the front door, which was removed from the design; however, when the new elevation was done, they forgot to remove the transom.

Miscellaneous

Ms. Hayward-Olivas made a general comment that the HAC process is not punitive and the Commissioners want to set the applicants up for success, which is why the policies are in place.

Public Comment

28 East 4th Street – Joanne Patchak – Repair brick sidewalk like for like

Ms. Patchak noted that her application is on the Agenda; however, it is stricken out on the Agenda. Ms. Hamrout explained that her application was reviewed as Tier 1 and more information was required about the condition of the brickwork and why it required replacement instead of having the original brick reset so it is not a trip hazard; noting that the preference is to have the brick reset. Ms. Patchak stated that she would not have the bricks reset and explained that she wants new brick because it does not get moss on it and does not get slippery. She submitted a sample of the brick to the City Office. Ms. Hamrout explained that the Commission could not discuss the application because it had been stricken from the Agenda; however, she offered to speak with Ms. Patchak offline after the meeting.

In response to a question from Ms. Patchak, Ms. Hayward-Olivas explained that Ms. Patchak’s application was not an Agenda item because more information was required in order for HAC to make a decision. Ms. Patchak stated that she supplied everything weeks ago and she was informed that the person reviewing it had not responded. Ms. Hamrout reiterated that she would be happy to discuss the matter with Ms. Patchak after the meeting adjourned.

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There being no further business to discuss, Ms. Hayward-Olivas called for a motion to adjourn.

A motion to adjourn was made by Ms. Batty. The motion was seconded by Mr. Westman and the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer