HERITAGE PRESERVATION COMMISSION MINUTES

3RD FLOOR CONFERENCE ROOM	WEDNESDAY, MARCH 19, 2025	6:00 PM

Meeting Items

1. Call to Order/Approve Agenda
   A regular meeting of the Heritage Preservation Commission was called to order by Chair Colton Hogan at 6:04 p.m. A motion was made by Colton Hogan, seconded by Ron Dwyer to approve the agenda as presented. The motion passed on a 4/0 vote.

2. Approval of the Minutes of February 19, 2025.
   A motion was made by Cori Weens and seconded by Lee Nordmeyer to approve the minutes of February 19, 2025, as presented. The motion passed 4/0.

   Citizen Comment Period:
   No citizens were in attendance.

3. Design Reviews:
   A. Resolution #HPC-2025-002 Approve a Certificate of Appropriateness for Facade Alterations at 230 Central Avenue.

   A presentation was made by Community Development Director Dave Wanberg. Mr. Wanberg noted that the building elevations/plan submitted referenced a suite number that might be in error. Discussion occurred to determine if the review was to proceed as being for either Suite 104 or Suite 105. It was determined that the correct address would be clarified by staff. Mr. Wanberg noted the proposal included removing the angled recessed doorway. The entrance façade instead is proposed to be brought flush with the property line and public right of way. It was noted that because of the proposal, the door would swing into the street right way. Mr. Wanberg mentioned that there may be building code and potentially a public works city policy which may not allow the door swing to occur as proposed.

   HPC members were asked if they wished to incorporate a condition for the proposal to be in conformance with building code and city right of way policy in their motion if they were considering approval and allowing issuance of the certificate of appropriateness.

   Ms. Weens stated she liked the illustration which showed the continuation of the tiles on the building which extends that treatment along the building façade. Hearing no other comments, Chair Hogan requested a motion. A motion was made by Lee Nordmeyer motion to approve with staff's recommended condition and seconded by Susan Powell. The motion passed 4/0.

4. Items for Discussion

A. Certificate of Appropriate Procedures

B. Discussion on Education, Outreach and Image of the HPC

The Chair recalled that the discussion was to proceed for the two discussion items based on the previous meeting. The chair asked if there would be a desire to table the discussion until a time when there are more HPC members in attendance to fully participate in the discussion. Ms. Powell made a motion to table the discussion to a future meeting, Ms. Weems seconded the motion. The motion passed 4/0.

C. General Discussion

Discussion occurred about the distribution and receipt of the HPC packets and meeting notices by the members and staff. Members stated a variety of issues including that they are receiving four emails with the “no reply” email. Some members receive the “noreply” email that the HPC packet is posted, but when clicking on the link, it is indicated that they don’t have user access to the site. Staff suggested that the department send communication to members to confirm they are receiving the information as designed by the technology system. The membership was receptive to that suggestion.

5. Adjournment

Mr. Nordmeyer made the motion to adjoin, Ms. Weems seconded the motion to adjoin the meeting at 6:30 p.m. The motion passed 4/0.