

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**February 17, 2016**

The Wyoming Historic Preservation Commission (HPC) met on Wednesday, February 17, 2016 in the Conference Room of the City Building. The meeting was called to order at 7:05 PM by Angela Stiefbold. Attendance was as follows:

**MEMBERS:**

Gene Allison  
Charlie Anness  
Keith Desserich  
Bobbie McTurner  
John Quinn  
Angela Stiefbold

**STAFF:**

Megan Statt Blake, Assistant Community Development Director

**WELCOME NEW MEMBERS**

New members Charlie Anness and Keith Desserich were welcomed to the Commission, and everyone present introduced themselves. Charlie Anness is an at-large member, filling the vacancy created at the end of Jennifer Morris' term. Keith Desserich is the City Council representative, replacing Al Delgado.

**APPOINTMENT OF CHAIR AND VICE CHAIR**

Ms. McTurner nominated Ms. Stiefbold to serve as Chair of the Historic Preservation Commission, which was seconded by Mr. Allison. The motion passed unanimously.

Mr. Quinn nominated Ms. McTurner to serve as Vice Chair of the Historic Preservation Commission, which was seconded by Mr. Allison. The motion passed unanimously.

**APPROVAL OF MINUTES FROM THE OCTOBER 21, 2015 HPC MEETING**

Mr. Allison suggested a few clarifications on the second page of the minutes. Mr. Quinn moved to approve the minutes as amended, seconded by Ms. McTurner. The motion passed with Mr. Anness and Mr. Desserich abstaining from the vote.

**PROJECT SUMMARY DOCUMENT**

Ms. Statt Blake explained the purpose of the HPC Project Summary document for the benefit of the new members, and the current document was reviewed. The members recommended adding "Maintain and update Historic Design Guidelines" to the list of duties. There were suggestions to include a budget of \$500 for printing and provisions related to a public meeting/volunteer training, and to add the Wyoming Historical Society

to Key Stakeholders for Phase 1, as they are a conduit for generating volunteers. Members also discussed including an education/outreach component in the Project Summary. This topic will be revisited as members have time available to focus on it. Other minor additions were recommended. Ms. Statt Blake will update the Project Summary document and share at the next HPC meeting.

### **HISTORIC RESOURCES SURVEY AND UPDATE**

Ms. McTurner gave an overview of why the HPC is undertaking the Historic Resources Survey and Update, as a best practice in historic preservation. Ms. McTurner reviewed the work done to date by NKU graduate student Kevin Karp. He did field work and documentation and has completed four I-Forms since re-starting his work this January. Ms. McTurner distributed a document which includes the following components of the project: summary, background, project objectives, scope of work, and tasks to be completed.

Ms. McTurner has reviewed Mr. Tobias' photos of individually listed properties. Of the twenty properties, it appears two have no longer kept their historic integrity to remain individually designated. The majority retain their historic integrity. She would like to consider highlighting some of these properties for next cycle of Historic Preservation awards.

Ms. McTurner shared that Wyoming resident John Kutney will generate property coordinates (UTMs) for the project.

The original proposal that Ms. McTurner prepared had a communication component. Though we moved away from that while an intern was involved in the initial groundwork, there is now the need for broader community involvement and volunteer support. Ms. McTurner suggested that the HPC work on a communication plan in order to "package the project" to share with the community and generate volunteers. Ms. McTurner will reach out to Junior Women's Club and the Promote Wyoming Commission to see if there is anyone interested in being involved in a communication strategy.

Ms. McTurner generated a one-page "Tasks To Be Completed" document that can be shared with potential volunteers to give an idea of the opportunities available for this project. It includes:

- Data entry: transfer information from existing Ohio Historic Inventory Forms (OHI) into I-Form (online database through Ohio Historic Preservation Office).
- Gather coordinates (UTMs) for properties – John Kutney has been recruited for this.

- List of addresses for properties owners within the Village Historic District (gather through the Hamilton County Auditor’s website).
- Write updated architectural descriptions for properties that have been previously surveyed.
- Write architectural descriptions for properties that have not been surveyed.
- Write “Description of Environment and Outbuildings” for properties, write “History and Significance” for properties.
- Generate site plans for properties.
- Create new district map that indicates non-contributing & contributing resources and district boundaries if an alteration is proposed.
- Photo-documentation of properties.
- Generate a Communication Plan
- Updated Historic Context Statement – a narrative on Wyoming’s historic properties within the city’s historic and architectural context.
  - Should be utilized in considering and evaluating historic resources.

Ms. McTurner would like to approach the project from this point forward in an “assembly line” fashion, wherein one person could translate the information from the original state forms to the I-Form, another could generate architectural descriptions/writing, and so on. There is a preference for computer-literate volunteers. Ms. McTurner summarized the status of the Historic Resources Survey and Update project, by reiterating the need for volunteers. HPC members were asked to reach out to their networks to help generate volunteers.

## **MISCELLANEOUS**

### ***2017 MASTER PLAN UPDATE***

Ms. Stiefbold gave an overview of the budding 2017 Master Plan Update process, and the Master Plan Steering Committee which has been formed to guide the process. She will be serving on the Committee as the HPC representative, and Ms. McTurner will serve as the alternate. As an update to the 2007 Master Plan, the 2017 plan is intended to look holistically at the community and to build on what is uniquely and essentially Wyoming, while not being as focused on a more traditional ‘physical development’ style of plan.

### ***UPCOMING REVIEW***

Staff anticipates receiving an application for demolition of 215 Grove Avenue, which is a house located in the Village Historic District. Such demolition must be reviewed by the HPC and Architectural Review Board (ARB) and approved by City Council. A tentative date of March 16, 2016 was set for a joint meeting of the HPC and ARB.

**ADJOURNMENT**

Ms. McTurner moved to adjourn the meeting, seconded by Mr. Allison. The motion passed unanimously. The meeting adjourned at 8:54 p.m.

Respectfully submitted,

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Megan Statt Blake,  
Assistant Community Development Director  
Secretary of the February 17, 2016 Meeting

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Angela Stiefbold,  
Chair of the Historic Preservation Commission