

MINUTES
ARCHITECTURAL REVIEW BOARD
July 1, 2021

The Wyoming Architectural Review Board (ARB) met on Thursday, July 1, 2021 in the City Building conference room. The meeting was called to order at 6:06 PM by Gene Allison, Chair and attendance was as follows:

MEMBERS:

Gene Allison, Chair
Mark Browning
Dean Lutton, Alternate

ABSENT:

Scott Kyle

STAFF:

Tana Bere, Community Development Specialist

APPROVAL OF PRIOR MEETING MINUTES – FEBRUARY 17, 2021 HPC-ARB MEETING

Mr. Allison was the only present member that attended the February 17, 2021 meeting and previously approved the minutes at the March 17, 2021 HPC meeting. No action was taken.

DISCUSSION OF CHAPTER 1336: HISTORIC DISTRICTS PROPERTIES, AND ARCHEOLOGICAL SITES; ALTERATION AND DEMOLITION GUIDELINES AND REPLACEMENT CONSTRUCTION CRITERIA

Mr. Allison explained that the HPC has worked several months to modify Chapter 1336 which regulates the historic review process. The main purpose of the revisions is to streamline the review process and make Chapter 1336 easier to understand for staff, residents, and design professionals. The ARB has been specifically asked to help determine how to measure and define the review thresholds.

Mr. Lutton proposed that any structure attached to an existing building or structure is considered a part of that structure regardless how far back it is placed. Ms. Bere added that when applying setback requirements, any structure attached or within 5' of a principal structure assumes the setback of that structure. Mr. Browning said as long as the structure is detached, the proposed construction should be looked at individually when calculating the thresholds.

Ms. Bere stated that currently, the review thresholds are determined by using the area of the proposed elevation and not the existing elevation when there is an alteration or addition. Mr. Lutton said he believes the intent of the code is to take 25% or 50% of the existing elevation, in all cases, to determine the percent of change. Mr. Browning and Mr.

Allison agreed the thresholds should be measured using the area of the existing elevation and recognized that it will make the requirements more stringent.

Mr. Browning asked how window replacements are currently handled. Ms. Bere explained that historic review is required if the replacement meets or exceeds 25% of the front façade or 50% of the side façade. Mr. Browning asked for clarification on how re-shingling a roof would be looked at. Ms. Bere said if it is regular maintenance and like-for-like replacement, as listed in the proposed definition of "Alteration" then historic review is not required. The Members recommended removing color and texture from the definition but confirm it is consistent with the *Design Guidelines*.

Mr. Allison questioned if chimneys are included with the roof or exterior wall calculations. Mr. Lutton said it would depend where the chimney can be viewed from. If the chimney is in the front or side façade, below the roof structure, then it would be included in those area calculations. If it is visible when the roof is viewed from the front or side elevation, the chimney should be included in the area of the roof. Mr. Browning suggested that chimneys and similar features are reviewed separately because they are a significant architectural element and it is unlikely demolishing a chimney would meet the review thresholds. Ms. Bere said it would be difficult for staff to list all architectural elements that should be calculated individually and conduct reviews of each. Mr. Allison added that the HPC did not want to see every minor application and recommended not having separate thresholds for each architectural element.

Mr. Allison asked if the roof and façade should continue to be calculated separately. Ms. Bere displayed previous applications showing how the thresholds were measured. The Members agreed to keep the roof and exterior wall thresholds separate. The thresholds are to be calculated based on the area of the existing structure, not the proposed structure. The roof threshold is to be calculated with the area of the roof as viewed in the front or side elevation, not the surface area. The exterior walls of the front or side elevation should include the area under a porch by drawing a box around the entire structure.

Mr. Lutton suggested that applications for projects in the Historic District are looked at cumulatively over a five year span. This would defer applicants from separating out projects to avoid meeting the review thresholds.

Mr. Lutton added that if archeological sites can be removed from the Chapter, strike it from the entire document. Ms. Bere said she is still looking into the reason architectural sites are included, and if it can be removed. Mr. Lutton questioned the wording of definition of "Historical Significance" and the Members decided to leave it as written. Mr. Browning asked why contributing is not included in the definitions but noncontributing is. Mr. Allison stated the district should be resurveyed because many properties may have changed categories since it was established.

Ms. Bere said she will include markups of the example elevations to illustrate the roof and exterior wall calculations for the upcoming HPC review. The Members requested to be invited to the next meeting where HPC reviews the code changes. Ms. Bere added that a supplemental illustration showing how the calculations are applied could be included in the application guide.

MISCELLANEOUS

Ms. Bere provided an update on the proposed bed and breakfast establishment at the Stearns Property. The public hearing, second reading, and possibly third reading will take place at the July City Council meeting. There is not currently a permit application, but any significant exterior change regardless of the threshold, will require HPC and ARB review and approval by City Council.

Ms. Bere shared the Village Green pavilion is moving forward. They are continuing to fundraise and preliminary engineering plans are underway. The demolition of the existing gazebo will trigger the historic review. The HPC and ARB can expect to see an application in the coming months.

ADJOURNMENT

Mr. Lutton moved to adjourn the meeting, seconded by Mr. Browning. The motion passed unanimously. The meeting adjourned at 7:07 PM.

Respectfully submitted,

Tana Bere,
Community Development Specialist
Secretary of the July 1, 2021 Meeting

Gene Allison,
Chair of the Architectural Review Board