

MINUTES
Joint Meeting of the
HISTORIC PRESERVATION COMMISSION & ARCHITECTURAL REVIEW BOARD
August 18, 2021

The City of Wyoming Historic Preservation Commission (HPC) and Architectural Review Board (ARB) met on Wednesday, August 18, 2021 in the City Building Conference Room. The meeting was called to order at 7:05 PM by Jim Walton, Chair of the meeting. Attendance was as follows:

HISTORIC PRESERVATION COMMISSION MEMBERS:

Jim Walton, Chair
Gene Allison
Maureen Geiger
LaBecca Hall
Rachel Kennedy
Cathy Ramstetter

ARCHITECTURAL REVIEW BOARD MEMBERS:

Gene Allison
Dean Lutton, Alternate

ABSENT:

Mark Browning
Zach Green
Scott Kyle

STAFF:

Tana Bere, Community Development Specialist

APPROVAL OF PRIOR MEETING MINUTES

Mr. Lutton moved to approve the July 21, 2021 HPC-ARB meeting minutes as amended, seconded by Mr. Allison. All members voted yes, Ms. Ramstetter abstained as she was absent at the July meeting. The motion passed.

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

Ms. Bere introduced the item which is continuing to revise Chapter 1336 of Wyoming's Building Code, governing historic alterations and demolitions. She explained the current draft included the recommendations from the July 21, 2021 HPC-ARB meeting. She

summarized the initial goals for the revisions: to clarify the language, reorganize the sections, and streamline the review process. Additionally, the proposed revisions increase the number of projects that would qualify for Historic Review. The Members reviewed the markup of Chapter 1336 from start to finish.

Below is a summary of the discussion.

Ms. Ramstetter asked if City Council and the City Solicitor are aware of the proposed changes. Ms. Bere recalled that Mr. Green recommended that City Council is only presented the final ordinance as the HPC wants it. City Council has not been made aware of the proposed revisions to Chapter 1336. The City Solicitor has conceptually reviewed the proposed review process and did not see any issues.

Mr. Allison asked if the definition of Construction should be modified. The Members agreed the definition should be changed to "New Construction" to add clarity and capture that new structures would now be subject to Historic Review.

Mr. Allison questioned if the definition of Exterior Walls should specify they are the existing walls, and not the proposed. Mr. Lutton explained that the calculations section calls out to use the existing exterior walls in the measurements and is the appropriate location to do so. Ms. Bere added that there is no longer reference to a proposed elevation, which eliminates the need to add existing throughout the Chapter. The Members agreed with Mr. Lutton's explanation.

Mr. Allison made a motion to recommend the revisions be adopted, and to allow staff to make minor changes, Ms. Geiger seconded. All HPC members voted yes. The motion passed.

Ms. Bere thanked the Members for all their hard work revising Chapter 1336. She explained the draft ordinance will be reviewed by the City Solicitor before going before Planning Commission next month. Planning Commission will then make a recommendation to City Council at their September meeting.

Ms. Ramstetter asked what happened with the review checklist. Ms. Geiger said she drafted the checklist a few months ago and sent it to the HPC members. The Members agreed the checklist would be helpful. Ms. Bere said it could be added to the application guide.

Ms. Ramstetter suggested changing the tone of the Historic Review process to emphasize it is a group approach and partnership to preserve the integrity of the Historic District. Ms. Bere added that Members could suggest changes to the HPC webpage.

MISCELLANEOUS

Ms. Bere asked if the HPC is interested in training opportunities since the Commission has several new members. The Members said that training would be beneficial and they would participate if staff can arrange a training.

Mr. Allison asked what the HPC will focus on with the code revisions wrapping up. Ms. Bere said in the coming months she will reintroduce the Master Plan and they can decide which objectives to focus on next.

Mr. Allison is responsible for chairing the next HPC meeting. He asked HPC Members to consider stepping into the role of Chair.

ADJOURNMENT

Ms. Ramstetter moved to adjourn the meeting, seconded by Ms. Geiger. The motion passed unanimously. The meeting adjourned at 8:15 PM.

Respectfully submitted,

Tana Bere,
Community Development Specialist
Secretary of the HPC-ARB Meeting

Jim Walton,
Chair of the August 18, 2021 Meeting