

**Minutes**  
**HISTORIC RESOURCES BOARD**  
City Commission Room, City Hall  
1101 Poyntz Avenue  
Monday, December 16, 2019  
4:00 p.m.

**Members Present:** Kevin West, Chair; Eileen Meyer, Vice-chair; Ann Kosch; and Tom Hanson.

**Members Absent:** Renee Erickson, Jana Fallin, Cameron Tross

**Staff Present:** Ben Chmiel, Planner; John Adam, Senior Planner; Dre'Vel Taylor, Planning intern; Ryan Courtright, Assistant Chief of Risk Reduction

**Public Present:** Aaron Dyck & Patrick Schaub, BBN Architects; Linda Glasgow;

**1. Meeting Opening**

West called the meeting to order at 4:00 p.m. Staff performed roll and confirmed a quorum. West read the public comment policy and opened the floor to public comments. There were none.

West suggested a motion to approve the minutes. Kosch said her comments on the two garage solution were omitted from the previous meetings minutes. Chmiel said he would modify the minutes to reflect that discussion. Kosch asked if the final version of the letter sent to the City Commission could be emailed to the Historical Resources Board as well, Chmiel said he would.

Kosch moved to approve the November 18, 2019 minutes with corrections. Hanson seconded. Motion carried 4-0-0.

**2. Work Session**

**Conoco Service Station Pre-Application Review.** Dyck presented preliminary plans for a rehabilitation of the old Conoco Service Station at 1026 Poyntz. The station and the building at 1018 Poyntz would be repurposed into a bakery and restaurant/produce market. Though the property was not yet listed on any historic register, the potential applicant was soliciting feedback for the proposal once it was listed and the project commenced.

West opened the floor for public comments. Linda Glasgow, 2236 Snowbird Drive, asked if the light posts met Dark Sky standards. The applicant clarified that no lights projected upward.

Kosch said her personal feelings about the project were mixed. Though she was glad to see the property being preserved, it was sad to see the use changed. Kosch was concerned that the current business may not know about the proposed changes to the property. She also asked if the alley behind the business was paved. Chmiel and West confirmed that the alley was paved.

Meyer said the redevelopment was attractive and would be great for families visiting City Park. She also appreciated that it was a local business selling locally produced items. She believed that the business owner owning the property would give them more stability.

Chmiel acknowledged Kosch' comments on the change of use, explaining how the zoning of this area changed around 1996 and that the gas station ceased operation around 2006. He noted that the Poyntz

corridor is almost exclusively zoned for professional office and service, and as such, a gas station could not be reestablished.

West asked if the existing garage doors would stay on the building after renovation. Dyck said that one garage door would stay, the other two would be replaced with windows that kept the appearance of a garage door. West asked city staff if they would generally support the proposal. Chmiel said at first glance, the proposal appears to meet the Secretary of Interiors Standards. West said that changing the use and renovating the building will probably be the only way to keep the existing building. Kosch asked if there are any clean-up issues relating to the previous use as a gas station.

Dyck said any issues were remediated the underground fuel tanks were removed years ago. She asked if there is safe passage to cross the street from City Park to the restaurant. Dyck confirmed there is an established crosswalk at the intersection.

**Permitting Processes.** Courtright presented on the building permit process to the Board, focusing on which projects do or do not require a building permit, triggering a historic review.

Kosch appreciated Courtright's presentation, noting the Board is often faced with situations where they lack information on the permitting process and feel more empowered with the additional knowledge. Kosch asked about the process of site inspections. Courtright said site inspections are typically conducted prior to things behind wall being covered up. Risk Reduction aims to inspect the site in the earlier stages and again at the final stage. Kosch asked for clarification on properties that are grandfathered in and may not necessarily meet current safety or occupancy standards. Courtright explained that if there is a situation where a change is proposed that does not meet certain historical preservation standards, Risk Reduction can attempt to get it approved or help find a middle ground option, especially for ADA issues.

West asked if County and State buildings are subject to Risk Reduction's review processes. Courtright said they are not within the City jurisdiction, but these other governmental agencies typically do want some oversight and are willing to work with them.

**Historical Resources Board By-Laws.** Chmiel prefaced the item by explaining there would not be a vote on by-law changes since nothing had been presented, but changes to integrate the public comment policy could be voted on at a later meeting after discussion. West preferred to wait until there were more Board members present before assessing the bylaws. Kosch agreed.

### **3. Minor Review Updates**

Chmiel presented the administrative review for structural stabilization work at 414 Poyntz Avenue (the Wareham Office Building). The applicant sought a permit to reinforce the foundation of the building by sister-joining existing basement joists. Kosch asked if the building was contributing, Chmiel said it was.

### **4. Updates and Announcements**

Chmiel mentioned the Aggieville Historic Survey is still ongoing but had no substantial updates. He said he would probably not have anything major to present until March.

Chmiel said he is putting together a Historical Preservation annual report, noting it would be good to track data and publish activities and accomplishments of the Board and staff for better public engagement.

Chmiel affirmed the next meeting would include a discussion of CIP requests for 2021-2025 and discussion on amendments to the by-laws.

**5. Adjournment**

West adjourned the meeting at 5:05 p.m.

Next meeting scheduled: Monday, January 27, 2020 at 4:00 p.m.