



CITY OF WESTMINSTER HISTORIC DISTRICT COMMISSION MEETING SUMMARY

Wednesday, September 1, 2021, at 7:00 PM

Virtual meeting via Zoom and broadcasted live on the City Facebook page

A meeting of the City of Westminster Historic District Commission was held virtually via Zoom and broadcasted live on the City Facebook page on September 1, 2021, at 7:00 PM.

Call to Order

Acting Chair Burroughs read the statement of authority into the record.

Acting Chair Burroughs, Commissioner Josh Ambrose, Commissioner Christine Ameduri, and Commissioner Kevin Wagman were present. City staff members Mark Depo, and Andrew Gray were also present.

The following members of the public were present: William Zahler.

Approval of Minutes

Commissioner Wagman moved to approve the meeting summary for July 7, 2021. Commissioner Ameduri seconded the motion, and the motion passed unanimously.

New Business

Acting Chair Burroughs opened New Business Item A – Application for Historic Rehabilitation Property Tax Credit TC#21-01. Mr. Gray provided background information on the item, stating that pursuant to the Application and the provided cost estimate from *Jeff Richardson Home Improvement & Remodeling Services*, the Applicant proposes: 1) to remove, scrape and repair 17 existing shutters and 2) to scrape, caulk, and paint all windows and frames. The total estimated cost of the project is \$9,875.00. He also advised the Commission that the information provided did not include an MHIC contractor license number for *Jeff Richardson Home Improvement & Remodeling Services*. Mr. Gray mentioned that the Applicant is also requesting that if the proposed work outlined above comes under budget, that any remaining money be used for other work listed by the Applicant in the provided Application. He mentioned to the Commission that any other proposed work by the Applicant that was not outlined in the provided Application would require a separate Pre-Construction Application for such work. Mr. Gray provided the

staff recommendation that subject to the Applicant providing an MHIC contractor license for Jeff Richardson Home Improvement & Remodeling Services, Staff recommends that the Commission review the provided Application and attachments to determine whether: 1) the proposed work as outlined above qualifies as “Eligible Work” under Section 143-5.B.; 2) the estimated project cost of \$9,875.00 is accurate and acceptable; 3) the Property is an eligible property; and 4) to approve and grant the Certificate of Eligibility for a Historic Tax Credit in the amount of up to \$987.50, consistent with City Code Section 143-5.B.(a),(b), and (c).

Commissioner Wagman expressed his concern about the proposed contractor not having an MHIC number. He asked Mr. Gray if that was a requirement of the application; Mr. Gray was unaware if the Commission had required this in the past.

Commissioner Ameduri asked if there were multiple quotes available for the work. Acting Chair Burroughs stated that applications typically list each quote so the Commission can review them all. In the case of this application, there was only one quote attached.

Commissioner Wagman motioned to accept the application, conditioned on the provision that the Applicant provide the MHIC number for guarantee of work and checking references. Vice-Chair Burroughs agreed, adding that although it is not a requirement of the Commission, it does provide security to the applicant that the contractor is knowledgeable about the historic value necessary in the work.

Commissioner Ambrose asked if the Commission could request multiple bids be provided by the Applicant for further review, and that this be a requirement for future applications to remain consistent in the Commission’s application requirements. Acting Chair Burroughs suggested having the application requirements added to the next month’s agenda for further discussion.

Mr. Gray added that if the Commission conditionally approves the application based on requiring a second quote, and the second quote comes in at less money, that it would cause problems with the approval.

Mr. Depo stated that following the application procedures, the Applicant was required to appear during the discussion. If absent, the Commission has the choice to continue the review or deny the application.

Acting Chair Burroughs moved to continue the application review until the Applicant can be present.

Historic District Commission and Public Comments

Acting Chair Burroughs stated that the City’s Recreation and Parks Board is working with the Recreation and Parks Department to develop a rededication ceremony for Belle Grove Square Park. The Board asked if there were any ideas from the Historic District Commission on how to improve the event.

Mr. Depo stated that one idea was to have the dedication event once the signs for the Park arrived. Said signs would highlight the monument locations at opposite ends of the Park. Since the entire Park was being celebrated, it should be after the Park is ready for presentation.

Commissioner Wagman suggested a joint event with both the Historic District Commission and Recreation and Parks Board working together to organize the event. Acting Chair Burroughs stated that he would present the joint effort at the next Recreation and Parks Board meeting.

Mr. Depo stated that staff received a request to demolish a building located within the historic district. There is no historical value, but staff requested the owner document the building for reference. Mr. Gray will send the address of the building to be demolished to the Commission.

Commissioner Ameduri asked what guidelines the City had for any building that would be constructed in its place. Mr. Depo stated that the Development Design Preferences Manual that all properties are subject to follow, especially in the Downtown area. Staff works with the Planning and Zoning Commission to ensure those rules are followed. Commissioner Ameduri asked if the Commission could further discuss with staff the power the Development Design Preferences Manual had over building renovations and construction.

Acting Chair Burroughs asked if there were design regulations for signage in the Downtown area. Mr. Gray confirmed that there were rules specific to signs. Mr. Depo added that revisions to the Sign Ordinance were forthcoming after review among the Sign Ordinance Review Committee. There were also rules specific for the signs in the Downtown Business area which City staff enforces.

Chair McMasters joined the meeting and provided information on previous demolition requests for buildings in the historic district. The Commission requested that staff use the best standards possible when approving a demolition permit.

Adjournment

Commissioner Wagman made a motion to adjourn. Chair McMasters seconded. The Commission adjourned at 8:18 PM.