

Minutes of the August 2, 2013
Rapid City Historic Preservation Commission Meeting

Members Present: Jean Kessloff, Sally Shelton, Bill Freytag, Shawn Krull, Lance Rom and Jim Jackson

Members Absent: None

Others Present: Katherine Palmer, Jeanne Nicholson, Brett Limbaugh, Carla Cushman, Michelle Dennis, Tom Bradsky and Brad Estes, City Council Liaison

Krull called the meeting to order at 7:30 a.m.

Approval of the Meeting Agenda

Shelton moved to approve the agenda. The motion was seconded by Kessloff and carried unanimously.

Rom entered the meeting at this time.

11.1 Reviews

610 1/2 & 608 1/2 St. Joseph Street (13CM012)

Bradsky reviewed the request and noted that the stairway would be located in the back alley. He added that the previous stairway was removed and that the new one will be built to City code.

Shelton moved to recommend a finding that the replacement of a stairway to the second floor will have no adverse effect on the property located at 610 1/2 and 608 1/2 St. Joseph Street. The motion was seconded by Kessloff.

In response to a question from Kessloff, Bradsky explained that the stairway will be built straight down, closed in and will be gated because apartments/condos are being built on the upper level.

The motion to recommend a finding that the replacement of a stairway to the second floor will have no adverse effect on the property located at 610 1/2 and 608 1/2 St. Joseph Street carried unanimously.

Approval of Minutes

Rom moved to approve the July 19, 2013 meeting minutes. The motion was seconded by Shelton and carried unanimously.

Treasurer's Report

Palmer informed the Commission that there are no updates since the July 24, 2013 meeting. She advised that a letter has been sent to the consultant for the Design Guidelines requesting a final invoice and an electronic version of the document. She also advised that a draft of the grant document for next year's grant season has been sent to the State for their approval, but she is still waiting for confirmation that the grant has been approved.

New Business

Attendance Requirement Changes – Ordinance

Palmer reviewed the changes to the proposed ordinance as they related to the fields of representation and the number of members. She inquired as to whether the Commission has any other changes they would like to make prior to forwarding the ordinance to the Legal and Finance Committee.

Freytag expressed his opinion that it may be difficult to find members to represent the different fields and suggested that the citizen-at-large be changed to two. Krull concurred.

Jackson and Cushman entered the meeting at this time.

Kessloff questioned the wording regarding the fields of representation.

Rom expressed his opinion that the word “*shall*” should be removed from the sentence regarding the appointments of field representatives. Shelton concurred.

In response to a question from Dennis regarding member resignations, Palmer explained that in other committees alternate 1 would be assigned to fill the open position and then the alternate 1 position would be advertised.

Additional discussion followed regarding membership requirements.

Freytag moved to recommend that the citizen-at-large membership be changed to remove the word “*one*” and that the word “*shall*” be removed from the sentence regarding the appointments of field representatives in the proposed ordinance. The motion was seconded by Kessloff and carried unanimously.

Palmer asked if the Commission wanted to see the requested changes to the ordinance or if they wanted staff to make the changes and submit the ordinance to the Legal and Finance Committee for approval.

The Commission concurred that staff should make the changes and forward the ordinance to the Legal and Finance Committee for approval.

Attendance Requirement Changes – Bylaws

Palmer reminded the Commission that the same changes made to the ordinance have been made to the bylaws and that the other change made to the bylaws was regarding unexcused absences.

Freytag inquired as to who will make the determination about whether an absence is excused or unexcused. Additional discussion followed.

Kessloff expressed her opinion that a no-show without contact to staff or the chairman would be an unexcused absence.

In response to a question from Krull, Cushman advised that the bylaws could state that an absence made with no contact to the chairman or staff would be unexcused. Additional discussion followed.

In response to a question from Shelton, Cushman advised that the bylaws for other City committees do not identify a specific amount of absences. She added that the Commission could review members' absences on an as needed basis and then make a determination if the member should be removed from the Commission. Additional discussion followed.

Shelton moved to recommend that the word “unexcused” be removed from the sentence regarding the number of absences within a six month period. The motion was seconded by Jackson and carried unanimously.

Design Handbook Timeline and Project Outline

Palmer reminded the Commission that they will need to establish a timeline for moving forward with the completion of the Design Guidelines. Rom suggested that the subcommittee determine the timeline and then present it to the Commission for their review.

In response to a question from Rom, Palmer advised that the consultant has been notified to have a final invoice and an electronic version of the document to the City of Rapid City by August 12, 2013.

Realtors Convention September 10-13, 2013 – Schedule

Palmer reminded the Commission about the convention and that the hours will be from 8:00 a.m. to 8:00 p.m. She noted that the members will need to determine a schedule for the set up, booth coverage and tear down.

A lengthy discussion followed regarding ideas for the booth.

Property Nomination Subcommittee

Palmer recommended that the subcommittee start working on nominations. Krull commented that the First Congregational Church at Clark and Forest Hills should be considered as a nomination. A brief discussion followed.

Bylaws

Freytag requested to revisit the bylaws to address whether meetings should be identified as regular and special meetings. Discussion followed and the consensus of the Commission was to leave the terminology for the meetings in the bylaws as previously agreed upon in the meeting.

Public Education and Training Session

Dennis expressed concern with the State information that was provided at the Training Session and inquired as to how the Historic Preservation Commission could provide the City Council with the correct information. A lengthy discussion followed regarding the State Historic Preservation requirements and the definition for prudent and feasible.

Dennis reminded the Commission that the Memorandum of Understanding outlines the State laws and does not reference the ordinance. She added that the City could adopt an ordinance and in the mean time, the guidelines could be used as a reference by the Commission. Additional discussion followed.

In response to a comment from Rom, Palmer advised that the new Historic Preservation Commission forms will soon be available to be used for 11.1 Reviews.

Krull commented that the new forms should ensure that the applicant provides all of the required information that is needed for the Commission to make a well informed decision on the 11.1 Reviews.

Jackson moved to adjourn the meeting at 8:56 a.m. The motion was seconded by Rom and carried unanimously.