

Minutes of the April 22, 2014  
Rapid City Historic Preservation Commission Meeting

**Members Present:** Alternate Doug Jones, Brad Estes, Clancy Kingsbury, Bill Freytag, Shawn Krull, Jean Kessloff, Lance Rom, Eric Monroe and Alternate Jody Speck

**Members Absent:** Sally Shelton

**Others Present:** Sarah Hanzel, Katie Parker, Kip Harrington, Megan Clark and Bryce Clark

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

**Approval of the Meeting Agenda**

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

**11.1 Reviews**

**1116 11th Street (14RS010)**

Hanzel briefed the Commission on the request to replace the existing basement windows with egress windows, which would be white vinyl with a colonial 4-pane grid and match the existing windows on the home. The window wells would be poured concrete to current code.

In response to a question from Kessloff, B Clark confirmed that two windows in the front and one in the back of the home would be replaced.

In response to a question from Freytag, B Clark stated that the existing windows are vinyl, with the exception of two windows on the east side of the home. B Clark also stated that the home is furnished with the original wood lap siding.

In response to a question from Kessloff, B Clark responded that landscaping would be done over the summer to cover the concrete window wells.

In response to a question from Krull, B Clark responded that there would be approximately 10-12 feet from the public sidewalk to the window well and would not stick out any further than the front door to the home.

Kessloff expressed concerned about the proximity of the window well to the sidewalk.

Krull advised B Clark and M Clark that they would need to check with current city code to ensure public safety.

In response to a question from Krull, B Clark responded that there is no intent to change from the white vinyl with a colonial 4-pane grid, and further detailed that he intends to sell the home in the near future.

In response to a question from Krull, B Clark stated that the windows have not been purchased.

Krull asked the Commission their opinion on the colonial 4-pane grid versus a clear window without a grid, with Monroe stating that he was in favor of keeping the grid as proposed, but would prefer to see a full colonial grid put in all the way through the window. B Clark stated that it was possible to do that.

In response to a question from Kessloff, B Clark reiterated that this property is an investment property.

Krull asked the Commission if they would prefer to treat the in kind replacement of the roof as a separate agenda item, with no response from the Commission.

B Clark stated that the roof on the home had been replaced earlier this week with a black asphalt roof instead of a tan one.

**Monroe amended the motion to recommend that the replacement of the existing basement windows with taller white vinyl egress windows, matching 4-pane grid to existing vinyl windows with colonial grid in the rest of the home, will have no adverse effect on the historic property located at 1116 11th Street. The motion was seconded by Rom.**

### **Approval of Minutes**

**Kessloff moved to approve the April 4, 2014 meeting minutes with a change to page 6, paragraph 11, second sentence, of the word could to must regarding Estes' comments on 406 5th Street - Aby's Feed and Seed (14CM004) . The motion was seconded by Rom and carried unanimously.**

### **Staff Items**

#### **Telecommunications**

Hanzel informed the Commission that Verizon had withdrawn their application.

#### **2013-14 CLG grant extension request**

Hanzel advised the Commission that SHPO had informed her that the \$6,000 slated to be used for the phase II of the website cannot be forwarded to the next grant cycle. Hanzel further advised that she has been in communication with Chris from SHPO in an effort to extend the current grant cycle to August and expanding the West Boulevard resurvey.

In response to a question from Kessloff, Hanzel replied that she would keep the Commission updated on the decisions regarding the West Boulevard resurvey.

Hanzel reiterated that the \$6,000 needs to be used before the end of the current grant cycle and is going forward as an agenda item to the next Legal & Finance meeting.

In response to a question from Kessloff regarding the RFP, Hanzel responded that the scope of work is contracted to be done by the first week of May. Once that is completed, the Commission will review the work and recommendations. If the Commission agrees with the recommendation, the RFP can be amended to include the \$6,000 dollars and move forward with a portion of the recommendations. Hanzel also stated that this will be reviewed as a final work product that was submitted with the original RFP.

Hanzel confirmed that the RFP was in the amount of \$9,000 dollars in response to a question from Kessloff.

Krull asked Hanzel to confirm the process of amending the RFP amount.

Freytag expressed concern about adding the additional monies to the RFP.

Estes stated that the money should go towards creating a Realtor Disclosure Sheet that would assist homeowners in disclosing that their property is in the Historic District and inform them that permits are needed to replace/repair siding and windows. Estes requested that this be put on a future agenda.

Hanzel asked the Commission if certified letters regarding notification requirements have ever been sent out to property owner's in the Historic District.

Freytag stated that he did not think that the Commission could require Realtors to disclose building permit requirements unless the state law was changed, but recommended that the city create an ordinance requiring notification of a building permit requirement on a property located in a Historic District.

Hanzel clarified to the Commission that the reason for reallocating the money towards the survey was because it was identified by them as a priority project. Hanzel reminded the committee that the Commission had asked requested more funding than usual from SHPO and the City of Rapid City could not upfront costs for reimbursement. Hanzel further stated that she is not comfortable putting funds towards a new project that was not part of the original grant cycle.

Freytag expressed concern about the potential funding amendment to the RFP.

Hanzel reiterated that the request to amend the RFP has already been placed on the next Legal & Finance agenda and pending their approval, would move forward to the City Council agenda.

Krull asked the Commission if they were aware of any other area that the monies could be placed, while still keeping in line with the goals of public outreach/community education.

Rom stated that he believed that the RFP could be amended without incident.

Estes stated that his role on the Commission as the City Council liaison is to ensure fairness. Estes reiterated his previous comments regarding the Realtor Disclosure Sheet.

Hanzel asked the Commission if anyone knew the amount of sending a certified letter to all property owners in the Historic District. Rom responded by stating that he thought the cost of sending a certified letter was approximately \$5.00.

Kessloff informed the Commission of potential plans for a Realtor's Continuing Education class specifically dedicated to marketing properties in a Historic District and suggested that the Commission do a presentation at this meeting if allowed.

In response to a question from Freytag, Hanzel responded that the request to add additional monies to the RFP will be on the April 30, 2014 Legal & Finance agenda.

Freytag expressed that it was his opinion that it was not the desire of the Commission to have the request to add additional monies to the RFP to go forward to the April 30, 2014 Legal & Finance agenda.

Freytag stated that there are state laws govern disclosures and building permits. Freytag suggested that the Commission request the City Attorney's office to draft an ordinance requiring a homeowner within a Historic District to disclose to a buyer that building permits are required for the property.

Hanzel reminded the Commission that they identified the West Boulevard resurvey project as a priority project.

Freytag expressed that it was his opinion to not modify the existing RFP, but to use those funds to send out certified letters to the property owner's detailing their responsibility to disclose the need for building permits.

Krull suggested that the Realtor Disclosure Sheet and creation of an ordinance be added to a future agenda.

In response to a comment from Freytag, Hanzel stated that if the request to modify the RFP did not go forward to the next Legal & Finance Committee, the Commission could lose those funds.

In response to a question from Monroe, Hanzel responded that the funds do not need to go towards education and that SHPO has agreed that the West Boulevard resurvey project is eligible to receive those funds.

Kessloff expressed her opinion that the Commission should not be dictating to SHPO where funds should be allocated.

In response to a question from Speck, Hanzel responded that there is a public participation element to the West Boulevard resurvey project. Hanzel further stated that post cards are sent to each property owner in the Historic District regarding public meetings. Discussion ensued.

In response to a question from Freytag, Hanzel reiterated that if the request to modify the RFP did not go forward to the next Legal & Finance Committee, the Commission could lose those funds.

In response to a question from Krull, Hanzel clarified that the funds are not being added to the contract with the Rosin consultants, but to amend the award of allocation from SHPO to be extended until August and to allocate those funds that were to be used for Phase II of the website to the West Boulevard resurvey project. Discussion ensued.

In response to a question from Kessloff, Hanzel stated that the current grant cycle ends on May 31.

In response to a question from Rom, Hanzel stated that the Commission did not have to award monies to the current contractor.

Krull stated to the Commission that not using all of the current grant cycle's funds could result in reduced or a reduction of funds for the next cycle.

Estes exited the meeting at this time.

#### Wildland Urban Interface

Hanzel informed the Commission that the Rapid City Fire Department is seeking to create an ordinance protecting properties that are located in the Wildland Urban Interface due to forest fire. Hanzel stated that Commission members could contact the Rapid City Fire Department or her with their feedback.

Krull stated that this potential ordinance affects the Commission due to the proximity of Skyline Drive to the Historic District. Krull further stated that if this ordinance is adopted, certain materials such as wood siding or shingles would not be allowed. Krull encouraged the Commission members to read this document thoroughly and bring questions and comments to the next meeting. Hanzel stated that she would contact Tim Weaver of the Rapid City Fire Department. Discussion ensued.

**Freytag moved to adjourn the meeting at 8:49 a.m. The motion was seconded by Rom and carried unanimously.**