

Minutes of the October 28, 2015  
Rapid City Historic Preservation Commission Meeting

**Members Present:** Ken Orrock, Ali DeMersseman, Eric Monroe, Clancy Kingsbury, John Riker, Nate Nelson and Alternates Tim Smith and Chris Wehrle

**Members Absent:** Alternate Aaron Sanders

**Others Present:** Sarah Hanzel and Jeanne Nicholson

Monroe called the meeting to order at 7:45 a.m.

**Approval of Meeting Agenda**

Hanzel requested to add an update on the Hotel Alex Johnson Case Report.

**Monroe moved to approve the agenda with the noted addition. The motion was seconded by Wehrle and carried unanimously.**

**Old Business**

Draft Design Guidelines

Hanzel asked if any of the Commission members had any comments.

Riker entered the meeting at this time.

DeMersseman expressed her opinion that the Design Guidelines need to be in place but questioned whether they need to be as specific as these guidelines. She added that the document should be a tool to provide advice and guidance to homeowners and contractors.

In response to a question from Riker, Hanzel stated that she was not positive why the guidelines were not adopted by the previous Commission but has heard that the Commission thought maybe the guidelines were too technical and cumbersome.

Orrock inquired as to who the guidelines are targeting, the homeowners or the contractors.

DeMersseman expressed her opinion that the guidelines should include information about the historic significance of the West Boulevard District.

In response to a question from Monroe, Hanzel advised that the Resurvey Initial Report has some information about the West Boulevard District that could possibly be incorporated into the Design Guidelines.

Discussion followed regarding what information should be included in the Design Guidelines and how detailed the specifications should be.

Wehrle expressed his opinion that the members should further review the Design Guidelines and that the item be placed on the agenda in approximately a month for further consideration.

In response to a question from Orrock, Monroe explained that the Resurvey will determine which structures are contributing and non-contributing in the historic district.

Hanzel reviewed the meeting calendar and suggested that the Draft Design Guidelines be reviewed by the Commission at the December 9, 2015 meeting. Additional discussion followed.

DeMersseman recommended that the Commission review other communities' guidelines for Historic Preservation.

**DeMersseman moved to continue the Draft Design Guidelines to the December 9, 2015 meeting. The motion was seconded by Wehrle and carried unanimously.**

### Outreach, Programming, and Grant Funds

Monroe reminded the members of the Commission that we are responsible to host at least one outreach event during the current grant year. He added that the Commission also needs to set up a time for reviewing grant funding. He added that at the last meeting, discussion was held about hosting or joining in on another event in May at Main Street Square to promote Historic Preservation Month.

Wehrle expressed support for an event at Main Street Square.

Monroe added that the Commission needs to focus on what they want to do. Discussion followed about bringing in individuals to do demonstrations on different ways to preserve historic elements of historic properties.

In response to a comment from Monroe, Kingsbury advised that he would contact Main Street Square to determine what the costs would be to host a stand alone event or to tie in with another event.

Hanzel advised that funding would be available to cover the costs incurred for the demonstrations.

In response to a question from Nelson, Hanzel advised that funding would be available for events that would benefit the community.

Orrock commented that maybe the West Boulevard Association would partner with Historic Preservation and the City to promote an event about historic preservation.

Hanzel added that the Journey Museum would also be a good partner.

Monroe reminded the Commission that consideration also needs to be given to promoting preservation of commercial properties as well as residential properties.

Hanzel stated that the new Downtown Master Plan, when completed, will be another source for suggestions as to making improvements to the properties in the commercial district.

Orrock suggested that the outreach projects alternate yearly between residential and commercial properties.

Discussion followed regarding different types of demonstrations that would be beneficial to the public and the different places that the demonstrations could be held.

Riker added that the demonstrations would need to be marketed to be successful.

Hanzel stated that she will provide a list of things that have been done in the past for Historic Preservation Week.

Kingsbury stated that he will visit with Main Street Square about the possibility of setting up a booth on a Saturday in conjunction with another event.

Monroe inquired as to whether the Commission wants to set up meeting to discuss grant funding.

Hanzel commented that work will need to start on the upcoming grant allocation in January. She added that currently, there is one grant through the State Historic Preservation Office which is funded by the Federal government. She noted that the Commission will provide direction as to how the funds will be used during the grant cycle.

Monroe suggested that the grant funding be added as an item on the December 9, 2015 agenda.

Hanzel suggested that another large project that could be done would be the resurvey of the downtown district after the Downtown Master Plan has been completed. A brief discussion followed.

In response to a question from Wehrle, Hanzel advised that she would provide the Resurvey Initial Report to the Commission.

Ryker inquired as to whether the City supports façade programs.

Hanzel responded that support for façade programs is unknown even though staff has been encouraging them.

Kingsbury commented that there is a concern of using grant funds for façade improvements to private property. A brief discussion followed.

**Orrock moved to move onto New Business being all items under Old Business have been considered by the Commission. The motion was seconded by Riker and carried unanimously.**

## **New Business**

### Local History Room at the Rapid City Public Library

Hanzel informed the Commission that the Local History Room, newly created at the Library, has been completed. She added that the Library has inquired as to whether anyone from the Commission would be interested in doing a presentation in December about historic preservation or local history. A brief discussion followed. Monroe suggested that the members think about it and let Sarah know, no later than Tuesday of next week, if they are interested in doing a presentation.

Orrock noted that he will not be able to attend the November 10, 2015 meeting. He departed the meeting at this time.

### Update on the Hotel Alex Johnson Case Report

Hanzel informed the Commission that Brad Burns submitted revised drawings identifying the width of the window spacer being 5 3/4" which is very close to the original size. She added that the Case Report will be reviewed by the Legal And Finance Committee at today's meeting. She noted that staff's recommendation is to approve and to authorize staff to issue a building permit based on the revised drawings.

In response to a question from Kingsbury, Hanzel stated that the State's finding for the kitchen replacement windows was the same as the other windows.

**Approval of Minutes**

**Kingsbury moved to approve the October 14, 2015 meeting minutes. The motion was seconded by Riker and carried unanimously.**

**Smith moved to adjourn the meeting at 8:44 a.m. The motion was seconded by Riker and carried unanimously.**