Regular Meeting Minutes for June 10, 2020
City Center, Conference Room 110

Members Present: Rachael Meyerink, Lynn Remmers, Kathy Renken, Tom Keller, Lura Roti, Alex Halbach, Jennifer Dumke

Staff Present: Diane deKoeyer, Staff Liaison

Public in Attendance: Destinie Marshall, Applicant

Members Absent: Shelly Sjovold

Call to Order and Quorum Determination
Chairperson Rachael Meyerink called the meeting to order at 4:00 p.m.

Welcome and Introductions
Chairperson Rachael Meyerink welcomed Board members and guests and gave introductory comments.

Approval of Regular Agenda
Chairperson Rachael Meyerink requested a motion to approve the regular agenda. Member Alex Halbach made the motion to approve the regular agenda. Member Lynn Remmers seconded the motion. The motion to approve the regular agenda passed unanimously.

Approval of the April 8, 2020 Meeting Minutes
Chairperson Rachael Meyerink requested a motion to approve the April 8, 2020 meeting minutes. Member Lura Roti made the motion to approve the minutes and Member Kathy Renken seconded the motion. The motion to approve the April 8, 2020 meeting minutes passed unanimously.

Public Input on Non-Agenda Items (five-minute period)
None

New Business
A. 309 N. Spring Ave. Cathedral Historic District

Destinie Marshall, Applicant
Destinie presented the new construction of a single-family house in the Cathedral Historic District. After review of materials and window locations of the applicant, and board discussions, Member Halbach made a motion that the project as presented would have an adverse effect on the Cathedral Historic District. Based on the applicant’s schedule to start construction, Member Halbach noted as part of the motion that revised plans with the following revisions could be administratively approved by Diane rather than coming back to the board for review in July:

- No vinyl windows – aluminum clad or wood windows. Provide specification sheet on selected windows. Double hung or casement? Identify grid/grille pattern on window specifications.
- Determine what width siding, trim, etc. will be used and provide specification sheet with submittal.
- Consider using shakes or board and batten at gable ends of house and garage.
- Consider adding windows to create more balance on the front and side elevations of the house and garage.
- Front porch – review existing porches in historic district
  Create a larger porch at front door
  Add railing
  Provide additional detail

Member Keller seconded the motion and the motion passed unanimously by the remaining board members.

B. Election of new Chair and Vice-Chair

Member Halbach expressed interest among the board to serve as Chair for the following year. The motion was seconded and passed unanimously by the remaining board members.

Member Roti expressed interest in serving as Vice Chair to the board for the following year and was seconded by Member Meyerink and the motion passed unanimously by the remaining board members.

C. Outgoing and New Board Members

After serving two full terms, Member Dumke, Member Keller and Member Sjovold were thanked for their service to the board.

Diane reported that Adam Nyhaug had expressed interest in serving on the board for Member Sjovold’s replacement. Following additional discussion, board members requested an additional architect serve on the board. Diane will contact Kyle Raph with Co-Op Architects to request that he apply for the position.

Member Roti will forward Gail Fossum’s contact information for Diane to send her an application for board appointment as well.

D. Window Restoration Contractor

Diane
Diane spoke with David White in early May about postponing the seminar until October 17. This date is tentative until September to determine if the health of the community is no longer at risk.

E. Administratively Reviewed Projects
No specific discussion.

F. 300 W. 21st Street – request for vinyl windows  Diane Sherman Historic District
The property owner has requested window replacement for his apartment building. The structure is non-contributing to the district. Based on previous discussion for the new construction property in the Cathedral Historic District, the board will not approve vinyl windows in a historic district. Diane will contact the property owner to notify him of the determination.

Unfinished Business
A. None

Adjournment
With no further business, the Board of Historic Preservation meeting adjourned at approximately 5:00 pm.