

LIBERTY HISTORIC DISTRICT REVIEW COMMISSION
Meeting Summary
May 20, 2025
5:30 pm
City Council Chambers

Roll Call: Paemon Aramjoo, Linda Armstrong, John Carr, Kathy Chelton, Vern Drottz, Aimee Gray, Matt Grundy, Brett Rinker, Katie Schmidt

Present: Linda Armstrong, John Carr, Kathy Chelton, Vern Drottz, Aimee Gray

Absent: Paemon Aramjoo, Matt Grundy, Brett Rinker, Katie Schmidt

Staff Present: Katherine Sharp, Director Planning & Development; Jeanine Thill, Community Development Manager

Commissioner Carr called the meeting to order at 5:32 pm.

Approval of Meeting Summary April 1, 2025: A motion to approve the meeting summary, as presented was made by Commissioner Gray. The motion was seconded by Commissioner Chelton. The motion passed 5-0-0

HDRC Case #25-001PH Consideration of an After the Fact Certificate of Appropriateness at 120 S. Terrace for 1/1 aluminum clad wood windows in the dormers, Prospect Heights Historic District.

- Staff read the Staff Report and recommended approval because the windows match the rest of the home.
- The applicant was not able to attend the meeting.
- Commissioner Gray asked what the space is used for. If it is a bedroom, then the window may not be large enough for egress.
- Commissioner Carr said when he owned this home and build the addition in the 1980's he installed casement windows for egress.
- Commissioner Gray said aesthetically the 1/1 windows are fine, but it may be a code issue if it is a bedroom.
- Commissioner Carr said he wanted to honor the original fenestration of the home to give it some context but not be part of the decision. The 1/1 double hung windows may not be appropriate. The change was made without prior approval.
- Ms. Thill said it may have been a misunderstanding by the homeowner, she feels he thought the 1/1 windows were approved for the entire home.
- Commissioner Drottz commented that he would have recommended they do a casement window with a bar to have the look of a double hung so they could keep the egress window.
- Commissioner Armstrong said it doesn't seem that we should be approving something that doesn't meet code. If the building official said the double hung windows will satisfy code, then are we need to determine if we are okay with the aesthetic of the window.
- Commissioner Carr said we don't want people doing changes without approval.
- Ms. Sharp suggested they vote on it with a stipulation of approval from the building official regarding the concern for removing the bedroom egress.

- Commissioner Drottz commented that only one window would have to be egress if it is used as a bedroom, but we would want them to match. The casement windows may not meet code but the double hung being smaller makes the opening not large enough. It could be one single window to allow for a bigger opening. They cut it in half by making them double hung.

A motion was made by Commissioner Armstrong to approve the after the fact application with the stipulation that it be approved by the city building official that it conforms to the building code for residential egress for a bedroom. The motion was seconded by Commissioner Gray. The motion passed 5-0-0.

Other Business

Administrative Approvals:

- 414 Miller Like-in-kind repairs and replacement of deck and rails
- 10 W Franklin Like-in-kind tuckpointing

Miscellaneous matters from the Commission:

- Commissioner Chelton commented that the garage doors at 38 S. Terrace Street have not been changed from the plywood. We had a Design Sub-Committee meeting there some time ago.
 - Staff will follow up with a letter.
- Commissioner Carr said that at 120 S. Terrace the head casing or lentil triangles were removed and they should be replaced. There were corner blocks with triangles that have been removed and not replaced.
 - Staff will talk to the homeowner about this.
- Commissioner Carr said 18 S. Jewell removed the overhead door and replaced it with two six panel doors with plywood side panels. Bob and Pam Hankins still own the home.
 - Staff will follow up.
- Commissioner Carr asked about asphaltting the alley way next to his home. He asked if it can be paved because there is a run off issue and it has a lot of traffic.
 - Staff said that in the past the public works director has said paving any alley is a low priority.
 - Also, Commissioner Carr said that there is a cable that seems to be left by AT&T that was moved into a nearby yard, at 460 Mill.
- Commissioner Armstrong commented that it might be a good idea for HDRC to get a better handle on properties in-district that were not contributing but may now be eligible. We need to tighten up what is contributing in-district. A survey may be in order. People could come forth with a demolition request based on the fact that it wasn't considered to be contributing in the 1980's when the historic surveys were done, but they might be contributing now. Newer construction such as mid-century buildings that have been added give us a historical context.
- Commissioner Drottz asked about the sidewalk platform at 10 Kansas.

- Commissioner Gray said the access to the platform/patio does not appear to be ADA compliant and it doesn't provide equal service. She commented that last month the Commission approved this with the stipulation that it would be build to meet ADA standards.
- Staff will follow up and check with the building official.

Public Hearing Process

- Ms. Sharp said when we have a public hearing, the City is required to have legal posting and obligations. We should be following a protocol. When there is a difference of opinions, we should follow Roberts Rules of Order.
- Soon this commission will be having a public hearing for the Water Street lofts and perhaps a new single-family home in district. We need be sure we stay on point with the process. During a public hearing, the role of this group is to listen and not to dialogue with the audience. The commission shouldn't have conversations with the audience. We also have to remember that when decisions are made that it is based in the code and findings of fact.
- When we are having a public hearing, the commission shouldn't have decided how they will vote or expressed their opinion prior to the meeting. If commissioners are on social media giving an opinion prior to the public hearing, it may give the impression that we are talking to others about the case prior to the public hearing. It could be dangerous from a legal perspective for a commissioner to give an opinion prior to the public hearing. Commissioners can't talk about the case prior to the public hearing. You have to appear that you are un-biased, which is difficult if you have already stated your opinion on social media prior to the meeting.
- Commissioner Armstrong asked if there is a digital presence for the application.
 - Ms. Sharp said the meeting packet will be posted on the city's website the week prior to the meeting. If anyone request information, staff will send it to them.

Miscellaneous matters from Staff:

- Aug 5th Meeting SHPO –
 - Staff will email a list of presentation topics for the Commission to choose from that SHPO staff will present at the HDRC meeting on August 5th.
 - Also, at that meeting the new police station building design will be presented to the Commission for comments.

The meeting adjourned at 6:55pm