



**Landmark Preservation Board
Thursday, May 18, 2023**

Meeting Minutes

Common Council Chambers

CALL TO ORDER

Chairperson Don Radke called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present: Tom Cantwell, Cynthia Carter, Bob Haley, Julia Marshall, Don Radke, Jeff Romano, Patrona Rowser

Staff: Kate Auwaerter, Meira Hertzberg

APPROVAL OF MINUTES

J. Romano made a motion to approve the minutes of May 4, 2023, which was seconded by J. Marshall. The minutes were approved with the following revisions:

CA-23-01 350 Montgomery Street...Regarding the *vinyl* windows, *which were installed without board review or approval*, the applicant proposes to apply a muntin grid to the exterior of the *vinyl* windows in a 6-over-6 pattern. The board noted that the *recently installed* windows feature 4-over-4, between-the-glass grids that would not be in line with the proposed, 6-over-6, exterior grids. The board ~~suggested~~ *noted* that an 8-over-8 pattern would line up with the *4-over-4* existing interior grids. The board ~~asked~~ *suggested* the applicant ~~to~~ apply the proposed grids to a window on the building for the board to review.

OLD BUSINESS

CA-23-01 350 Montgomery Street. The applicant's representative was unable to attend the meeting. The board discussed the project and recent updates. M. Hertzberg confirmed that because the board denied the original application, the applicant is required to submit a new application with the proposed new or modified proposals for the windows and doors.

Since the May 4, 2023 board meeting, the applicant had applied exterior, 8-over-8 grids to two of the replacement windows on the Jefferson Street side of the building. Some board members noted that the grids gave the windows an appearance closer to the original casement windows although the heavy meeting rail of the double-hung sash windows remains out of character. B. Haley restated that the windows were installed without approval and are not accurate to the original wood casements in material, design, scale or pattern. D. Radke requested information regarding the applicant's intent for the few remaining original casements. In conclusion, the board requested that K. Auwaerter coordinate with the applicant to provide the following materials: a new application that includes a drawing and full specifications including color selection for the Jefferson Street/hotel entrance double doors as discussed at the May 4, 2023 meeting; new drawings accurately depicting the replacement double-hung windows with the exterior-applied, 8-over-8 muntin patterns on the 3-6th floors; and a plan for the remaining original wood casement windows. The applicant may also include the proposed restoration or rebuilding of the wooden church doors in the new application. The application must include language stating that before the doors are removed, each door will be documented fully in photographs and measured drawings, including the frames and hardware, and that the applicant will provide a copy of this information to the board prior to removal.

NEW BUSINESS

Certificates of Appropriateness

CA-23-15 305 Sedgwick Drive. K. Auwaerter reported that the applicant asked the board to hold its review on the application. The board did not review the application.

DISCUSSION

Myrtle Hill Cemetery. Bob Papworth (Myrtle Hill Cemetery Board of Trustees) discussed Myrtle Hill Cemetery with the board. The cemetery was founded in the mid-1800s as the burying grounds for the former Village of Geddes. The graves of many early settlers as well as prominent Westside residents are located in the cemetery. The cemetery is believed to be owned by the City, which provides mowing services only. B. Papworth noted that the mowing contractor does not use the appropriate equipment to mow around the gravestones and believes that many have been damaged as a result. He is interested in raising the profile of the cemetery and as a first step would like to designate the property as a local Protected Site. The board discussed the cemetery and the designation process with B. Papworth. D. Radke recommended that B. Papworth work with K. Auwaerter on the designation.

ADJOURN

The meeting was adjourned at 9:05 AM.