

June 04, 2026

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Leah Boots called the meeting to order at 10:01 a.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Leah Boots, Chair; Lisa Hasenoehrl (via Zoom); Bob Reitz; Dennis Ohrtman, Vice Chair (@ 10:05 am via Zoom); Greg Follett; Laurinda Riggs;

COMMISSIONERS EXCUSED: None.

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: None.

GUESTS: None.

II. CITIZEN COMMENTS

None.

III. NEW BUSINESS

1. Approval of Minutes, April 9, 2026 Special Meeting:

Chair Boots asked if there were any questions or corrections. There were none. Commissioners Riggs and Follett moved and seconded, respectively, to approve the meeting minutes for the April 9, 2026 Special Meeting. Motion carried 5-0 (Commissioner Ohrtman arrived after the vote).

2. Approval of Minutes, April 30, 2026 Special Meeting:

Chair Boots asked if there were any questions or corrections. There were none. Commissioners Reitz and Follett moved and seconded, respectively to approve the meeting minutes for the April 30, 2026 Special Meeting. Motion carried 5-0 (Commissioner Ohrtman arrived after the vote).

3. Certificate of Appropriateness application by Robert and Mary Schulty to add two (2) small roof dormers and to change an existing window to an exterior door on the south side of the house at 207 Prospect Avenue, in the Normal Hill Heritage Overlay Zone: Staff Hollingshead presented the application and reviewed the proposed dormers and the proposed exterior door. The Commission discussed the

proposed shed roof dormer versus the gabled roof dormers already on the house. The Commission also discussed the flared gable cornices with exposed roof rafters on the existing dormers and roof line and asked staff if the applicant would be installing the exposed roof rafters on the new dormers. Staff Hollingshead stated that she did not know if that was the applicants intention, but that if the Commission was concerned about that architectural detail, they could include a condition that those be installed on the proposed dormers to match the existing dormers. Chair Boots read each section of the Normal Hill Heritage Overlay Zone factors for the Commission. The Commission discussed and agreed that the application complies with factors 1 and 2. The Commission discussed factor 4, specific to "distinctive features" and agreed that the proposal would comply, if the proposed dormers had the same flared gable cornice with exposed roof rafters as the existing dormers. The Commission discussed factor 6, specific to new work shall be compatible with the existing architectural features of the home, the Commission asked that a request that the proposed shed roof dormer be a gabled roof dormer on the north side of the home, if possible, and also have the same flared gable cornice with exposed roof rafters as the existing dormers. The Commission found that factors 3 and 5 do not apply to the project. Commissioners Reitz and Follett moved and seconded, respectively, to approve the Certificate of Appropriateness for roof dormer windows and an exterior door, with the conditions that the gabled roof dormers have flared gable cornices with exposed roof rafters that match the existing dormer windows and roof line of the home and that the shed roof dormer window be changed to a gabled roof dormer window, if possible . Motion carried 6-0.

IV. COMMISSIONER COMMENTS

Commissioner Hasenoehrl asked about the May 7, 2026 meeting and stated that she didn't see any minutes. Staff Hollingshead stated that the May 7, 2026 meeting was not held due to lack of a quorum, not enough Commissioner's showed up to the meeting. Commissioner Hasenoehrl asked about the Orchid Awards. Staff Hollingshead stated that the Orchid Awards ceremony went very well and was well attended. Staff Hollingshead thanked Commissioner's Riggs and Reitz for their help on the day of the ceremony.

Commissioner Ohrtman provided a brief update on the Liberty Theater and the marquee work. A structural beam was found to be rotted and had to be replaced but the project is still moving forward and is expected to be completed by the end of June.

V. COUNCIL LIAISON COMMENTS

Council Liaison Matthew Wright was not present at the meeting.

VI. STAFF COMMENTS

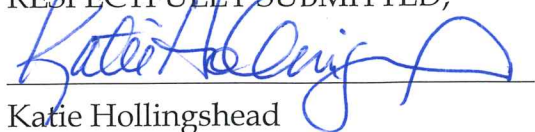
Staff Hollingshead stated that the next regular meeting is July 2, 2026 and in the past the Commission has cancelled the July meeting due to its close proximity to the 4th of July holiday and Commissioners frequently being out of town or unavailable. Staff stated that there were not any Certificate of Appropriateness applications thus far and she currently had no other agenda items. The Commission agreed it would be okay to cancel the July meeting and reconvene in August.

Staff Hollingshead also stated that an application for a Commissioner seat had been received and that an interview had been conducted. Staff Hollingshead thanked Chair Boots and Commissioner Reitz for participating in the interview panel. Staff Hollingshead stated that the recommendation for appointment had been sent to the Mayor and that hopefully the new Commissioner would be able to join them in August.

VII. ADJOURN

There being no further business, Commissioner's Reitz and Follett moved and seconded, respectively, to adjourn the meeting of the Historic Preservation Commission at approximately 10:26 a.m. Motion passed 6-0.

RESPECTFULLY SUBMITTED,



Katie Hollingshead
Recording Secretary



Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 13 day of August, 2026.