



**Armory Park Historic Zone Advisory Board
LEGAL ACTION REPORT/Meeting Minutes
Tuesday, December 19, 2023
Virtual Meeting**

1. Call to Order/Roll Call

The Meeting was called to order at 6:30 pm when a quorum was established with six members present: Mr. Tom Beal, Mr. John Burr, Ms. Helen Erickson, Mr. Maurice Roberts, Mr. Pat O' Brien, Mr. Stan Schuman.

Ms. Sara Bachman-Williams joined the meeting at 6:32 pm.

Members absent: None

COT staff: Ms. Jodie Brown, HPO.

Guests: Mr. Dave Oldman, property owner; Mr. Bob Lanning, architect, & Ms. Elizabeth Garrison, Lanning Architecture (4a); Ms. Lyn Southerland, board candidate, joined the meeting at 6:47 pm.

2. Approval of Minutes—September 19, October 17, and November 14, 2023

The three sets of LAR/ Minutes were available for review prior to the meeting. Motion to approve the three LARs/ Minutes as presented was made by Mr. Schuman, seconded by Mr. Beal. Motion approved by roll- call vote: 7 in favor, 0 opposed.

3. Call to the Audience

None.

4. Reviews

a. SD-1223-00136, 528 S 3rd Avenue

Remodel of portion of historic residence, demo of former addition, and new 627SF guest suite addition.

Full Review/Contributing Resource

Ms. Garrison, Lanning Architecture, shared her screen, and Mr. Lanning, architect, presented the project package. The contributing structure is a circa 1901-1910 Queen Anne Cottage that appears to have had a wood porch at the rear originally, but this had been enclosed at some prior date and was redone as the existing rear addition probably in the 1970s-1980s. The "witches cap" addition was done in c1986. The plan is to remodel the kitchen area, and baths within the original structure and to replace

the noncontributing rear addition with a larger new addition for an expanded principal bath, closet, laundry area, and guest suite. The new addition will fit the footprint of the existing addition but expand westward. Its proposed roof will sit under the main roof line, and the new windows and doors are proposed as all wood double hung with brick sills, and generally single light wood paneled doors. The addition will be stuccoed in a smooth finish to distinguish the addition from the contributing structure and will include a low slope (1/2: 12) hip roof with shingles to match the existing. Mr. Lanning showed the complete submittal plans including site plan, floor plans, elevations of existing and proposed, the demo plans, development zone information, etc.

The Board asked for a few clarifications. Apparently, the building is on the 1901 Sanborn map, but was finished in 1904. The contributing garage was added between 1919 and 1947, per the Sanborn maps. The awing window within the rear gable is identified as both "window 12 and window 8" which should be corrected, as well as a misidentification of one of the photos listed as South, rather than North. Mr. Schuman noted that the low slope proposed for the new addition roof may not meet the building requirements for waterproofing for shingles, and that other options may need to be considered.

Generally, the Board agreed that the plans as presented were a great improvement and a wonderfully complete design presentation, with no concerns, other than providing options for the rear roof due to material requirements.

Action Taken: Mr. Schuman made a motion for the Board to recommend approval of the project as presented, with the option for rolled roofing, or built-up roofing in the rear to be substantially the same as the existing or proposed shingles. The motion was seconded by Mr. Roberts. Motion approved by roll-call vote: 7 in favor, 0 opposed.

5. Design Guidelines Project

- a. Update on the design guidelines

No new update was made. It is expected to be a 2024 project.

6. Re-appointments to the Advisory Board

Mr. Burr noted that 4 members: Mr. Beal, Ms. Bachman Williams, Ms. Erickson, and Mr. Roberts had received notification on December 11 that their terms were expiring. The Chair was not notified. It was the first time since 2021 that the City Clerk's roster had been updated, with little notice to prepare and to maintain a functioning board. The letters indicated erroneously that they could not continue to serve unless re-appointed, which is not longstanding City guidance or official policy.

While Mr. Beal has indicated previously that he would be retiring at the end of the year, the others were surprised at the notice.

The CC office has revised their information and requested we renominate Ms. Bachman-Williams, Ms. Erickson and Mr. Roberts for a second term so they can be placed on the January 9, 2024, M&C agenda for reappointment.

They will not be required to resubmit their applications but should indicate directly to the Clerk's office that they wish to be reappointed.

Action taken: Motion to reappoint Ms. Bachman-Williams (resident), Ms. Erickson (special qualifications), and Mr. Roberts (property owner) was made by Mr. Burr, seconded by Mr. Beal. Motion approved by roll- call vote: 7 in favor, 0 opposed.

Separately, Mr. Burr is working with Ms. Lyn Southerland on her application for appointment, hopefully so that M&C can also appoint her at the January meeting.

7. Vote on Meeting Format—Hybrid, In-Person, Virtual

Although the Board had unanimously agreed to move to a hybrid format at the August 29, 2023, meeting, the CC office has requested the board take a revote formally as an agenda item.

Mr. Shuman, who had not been at that meeting, requested information on what the options were now that M&C have updated their guidance. Mr. Burr noted that we could continue to have virtual only meetings, in person meetings, or hybrid meetings. Because all plans are now virtual rather than paper, we will likely need a tech enhanced option rather than in person only meetings generally, and that the hybrid option would allow for combined attendance and participation. Because APNA has all the technological equipment necessary to have hybrid meetings available to the Board, and that Safford School meets the city standards to host meetings, we could increase public participation with the hybrid format. Some trial and error will be needed, although we have already successfully test trialed a hybrid meeting where both in person and virtual participants will see the actual meeting and information. If circumstances dictate a specific virtual meeting, we will still have that ability if we adopt the hybrid option.

The Board agreed that the 3rd Tuesdays of the month, at 6:30 pm, at Safford School, with the room to be determined and noticed on the agenda, was the best option for next year, and that meetings would be held as necessary. Mr. Burr also noted that new state law will require some changes to future agendas, including when access for the public will be.

Action taken: Mr. Roberts made a motion to adopt the hybrid meeting format for 2024, seconded by Mr. Schuman. Motion was approved by rollcall vote: 7 in favor, 0 opposed.

8. Minor Reviews

Mr. Burr noted that he had participated in two reviews since the last meeting:

1. 510 E 18th St: Two replacement windows on the front facade, new metal fence with masonry piers. The windows were approved; the fence will require some modification to the plans presented.
2. 821 S 2nd Ave: solar installation, approved.

No other minor reviews are scheduled in Armory Park currently.

9. Call to the Board

Specific Updates:

- The Board thanked Mr. Beal for his service on the board. Mr. Beal thanked the Board. He was encouraged to consider rejoining at a future time, and to possibly consider working with the board on design guideline revisions.
- Mr. Roberts noted his daughter had repainted and refreshed one of their properties on S Arizona Ave.
- Mr. Schuman asked for an update on how the new TEP Midtown Project might impact Armory Park. Mr. Bur noted that he and Mr. Roberts, as APNA appointed stakeholders, had gone to the December public meeting and provided TEP with information and suggestions to remove potential impacts to the historic district/ preservation zone areas. A few small areas had been identified, engineering-wise as “opportunity areas”, but on the ground limitations and potential impacts had been noted. The next meeting of stakeholders will be in January. A revised route is expected by July of 2024.
- Mr. Burr noted that IID-DRC will meet to review a case on N Stone Avenue on 12-20-2023. Also, the Mayor & Council will hopefully appoint/reappoint members at their 1-9-2024 Meeting. The next TEP Stakeholders meeting will be 1-11-24.
- Holiday Season Greetings and Best Wishes were expressed and shared all around.

10. Future Agenda Items—Information Only

Ms. Brown noted that while several projects are in the pipeline, she does not know if any will be ready in January for review. At the first meeting of the year, the election of the 2024 Chair, Vice-Chair, and Secretary will be on the agenda.

11. Adjournment

The meeting was adjourned at 7:18 pm. The next regularly “scheduled” meeting is January 16, 2024.