



Barrio Historico Historic Zone Advisory Board
Monday, February 12, 2024, at 4:00PM
Virtual Meeting

Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Members present: Grace Schau, Phillip Neher (Co-Chair), Paolo DeLorenzo (Co-Chair), and Mitch Mackowiak. A quorum was established, and the meeting was called to order at 4:03PM.

Guests present: Jodie Brown (PDSD), Susan Cassidy

2. Approval of LAR/Minutes – January 15, 2024

A motion to approve the minutes and Legal Action Report of January 15, 2024, was made by Neher and seconded by DeLorenzo. The motion was approved with a vote of 4-0.

3. Call to the Audience

None.

4. Reviews

a. 418 S Convent Avenue, SD-0623-00067

Replace nine exterior windows

Full Review/Contributing Resource

Susan Cassidy, the property owner, presented the project.

The board members reviewed the information and had several questions/comments.

- Will you be keeping the security bars?
 - Not sure, only on 3 of the windows.
- Will you maintain the screens?
 - These windows come with screens on the exterior.
- Will the windows be true divided light?
 - There is a grid between the glass.
- Concerned that the Design Guidelines call for wood and external grids in windows.
- You have an option to go to a wood window given the age of the home or replace with steel.
- We have spoken about aluminum clad in the Design Guidelines. It makes sense.
- Have you found any photos in the archives?
 - I have not looked.
- Suggest that the applicant go to the Historical Society to search the archives for photos of the property.

A motion to continue was made by Schau with the condition that the applicant research historic photos of the property. If historic photos were not available then the windows should be replaced in-kind with steel, wood double hung, or aluminum clad with appropriate documentation. The motion was seconded by DeLorenzo.

After some discussion, it was determined that the motion should be amended to include that the applicant should provide sufficient documentation with details via a brochure or a spec sheet.

Both the motion maker and the seconder agreed to the amendment. The motion passed with a vote of 4-0.

5. Election of Officers

A motion was made by DeLorenzo and seconded by Schau to maintain Neher and DeLorenzo as Co-Chairs. The motion passed with a vote of 4-0.

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

A motion was made by DeLorenzo to maintain future meetings as virtual unless at the discretion of Co-Chair, it is changed to an in-person format. The motion was seconded by Neher and passed with a vote of 4-0.

7. BHHZAB Design Guidelines Discussion

Schau indicated that she had not had much time to devote to the editing the Design Guidelines. It was recommended that the work be split up. It was determined that DeLorenzo would edit pages 1-15, Mackowiak will review pages 16-30 and Schau will review 31-45. Reviews should be completed by March.

8. Staff Updates—Information Only

Historic staff reminded everyone about the training opportunities that were upcoming.

9. Adjournment

DeLorenzo motioned to adjourn and Mackowiak seconded. The motion passes with a vote of 4-0. The meeting was adjourned at 5:05PM.