

**Landmark Commission
February 21, 2024
Meeting Minutes**

Meeting called to order:

Chair Griffiths called the meeting to order at 5:04 pm. The following members were present: Eliot Dyer, Alan Griffiths, Jeff Krabill, Louis Schultz, and Kima Yandell. Also, present were Colleen Gilson, Arin Blair and Alec Ochs, who represented the Community Development Department, Stewart Hastings- Law Director, City Commissioner Richard Koonce, and clerk, Quinn Rambo.

Review of minutes from February 7, 2023

Chair Griffiths asked for a motion on the minutes. Commissioner Schultz made a motion to approve the minutes as presented and Commissioner Dyer seconded the motion. A vote was called, and the minutes were approved unanimously, as presented.

Applications:

160 Wayne Street

Chair Griffiths stated that the applicant asked to be moved to next month's meeting. Chair Griffiths called for a motion to postpone the application to March's meeting. Commissioner Schultz made a motion to postpone the application until next month. The motion was seconded by Vice Chair Yandell. A vote was called, and motion to postpone the application was passed, unanimously.

165 East Washington Row

Chair Griffiths introduced the application for 165 East Washington Row and asked for the Staff Report. Mr. Ochs explained the applicant sought to replace five arched windows to match existing windows closely in size, shape, and design to the existing windows. The project also enabled the removal of window air conditioning units for a better visual appearance. The project included the installation of (5) Provia Endure circle top picture windows with a single hung unit as the bottom half of the unit and (4) Provia Endure Oriel style single hung windows with bottom sash operational. The windows are beige on the inside and outside, consistent with those removed. The glass was DLA-UV-HC which represents double glazed HP Low E/Argon with increased UV protection on the surface and hard coat Low-E on the other surface. The windows had beige grids between the glass in the double sunburst style which was consistent with those removed. The single hung units had a screen for ventilation. There was no outside aluminum coil work, and the installer re-used the existing inside stops to hold the windows in place. The project was complete, and the applicant had sought project assistance through the Economic Development Incentive Program and received approval from the Economic Development Incentive Committee (EDIC) in November 2023. Department Staff failed to properly direct the applicant to seek approval from Landmarks Commission as part of the approval process and discovered the mistake as the applicant notified Staff of project completion in January 2024. When error was discovered, Department and Planning Staff

performed a site visit for visual inspection of the window installation. The window material did not meet guideline standards as they were vinyl. The material of the previous windows was unknown to Staff. The depth of window grids was not perfectly in line with the original but were acceptable. Window shape, size and color were consistent with original. In this specific case, since the applicant received direction from Department Staff and approval from the City Economic Development Incentive Committee to complete the project and the error was not discovered until after project completion, Planning Staff recommended approving the applicant's request for Certificate of Appropriateness with the following conditions, future window replacements and new window additions were aluminum clad or wood framed, and aligned in features, size, scale and proportion, and massing to existing windows- this included window replacements being sized appropriately to fill the existing façade openings in entirety without filler material. Planning Staff recommended requiring the applicant to keep City Staff updated on any future building improvements to ensure appropriate guidelines were followed. Further, Department Staff would work to enact necessary procedures to prevent such failures in the future including distinguishing projects that fall within the Downtown District at time of application for any City support program; an awareness campaign for building owners in the downtown district relative to design guidelines and design review requirements; and regular inter-departmental meetings of all Staff to review applications from owners who pursued assistance from City programs. Due to this application being reviewed by City Staff through a different process; this application was a onetime recommendation for vinyl windows due to the unique circumstances. Any future window replacements of the historical property must follow the approved guidelines.

Commissioner Dyer stated that he thought all property owners in the historic district should be notified of the updated guidelines. Ms. Blair stated that all property owners were invited via a letter to the kickoff meeting for the design guidelines update. Commissioner Krabill suggested compiling a list of emails for all the property owners and businesses in the historic district to keep them better informed. Chair Griffiths stated that most of the property owners in the district were aware of the status of their properties to include the application being discussed. He continued that he questioned whether the applicant was directed to the guidelines appropriately by the City Staff. Commissioner Krabill stated it was his understanding that applicant thought they had taken the proper steps when approaching the Economic Development Incentive Committee for grant assistance. Vice Chair Yandell stated that she did not approve of the installation but was impressed with the windows, even though they were vinyl, they looked near original. The Commission discussed options to keep owners and tenants informed of what was required when occupying a historic building. Chair Griffith stated going forward he hoped there were internal checks in place to make sure the historic guidelines were being enforced. He continued that he felt the new guidelines would make it easier for property owners to know what was expected of them in regard to the historic nature of their properties. Chair Griffiths stated approval of this project would not set a precedent for future approvals because the circumstances for this project were unique.

Chair Griffiths called for a motion on the application. Commissioner Schultz made a motion to approve the certificate of appropriateness with Staff conditions. The motion was

seconded by Commissioner Dyer. A vote was called, and the motion to approve the certificate of appropriateness with Staff conditions was approved, unanimously.

Other Business:

Final Draft for Adoption- Sandusky Preservation Guidelines


Chair Griffiths asked Ms. Blair to update the Commission on the Sandusky Preservation Guidelines. Ms. Blair reviewed the history of the update to include applying for and receiving grant funds to proceed with the revision to the guidelines. Ms. Blair was asking the Commission to recommend the adoption of the Updated Sandusky Preservation Guidelines. She reviewed the changes that had been made to the document since the last presentation. Commissioner Dyer asked if dimmable lighting would be required. Commissioner Krabill stated that he thought warm white light was able to be interpreted in many ways. Ms. Blair stated that was why the limit of 3,000 K and under was in the document. Mr. Ochs stated that the limit should control the brightness and the Commission could still add the condition of making the lights dimmable.

Chair Griffiths asked for a motion. Commissioner Dyer made a motion to adopt the design guidelines with the condition that any final comments from the State were incorporated before the adoption by City Commission. The motion was seconded by Vice Chair Yandell. A vote was called, and the motion passed, unanimously.

Meeting adjourned:

Chair Griffiths called for a motion to adjourn the meeting. Commissioner Schultz made a motion to adjourn, and the motion was seconded by Commissioner Dyer. The meeting was adjourned at 5:41 pm.

Approved by:



Clerk



Chair/ Vice Chair