



**MEETING MINUTES**

**PRESERVATION COMMISSION**

Tuesday, April 11, 2023

7:00 P.M.

Members Present: Beth Bodan, Stuart Cohen, John Jacobs, Carl Klein, Sarah Dreller, Suzi Reinhold, Jamie Morris, Aleca Sullivan, and Amanda Ziehm.

Members Absent:

Staff Present: Carlos Ruiz

Presiding Member: Sarah M. Dreller, Chair

Minutes Taken by: Cade Sterling

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**CALL TO ORDER / DECLARATION OF A QUORUM**

- The meeting was called to order at 7:01 pm with a quorum of nine members being present.

**NEW BUSINESS**

A. **2146 Asbury Avenue (Landmark) – 23PRES-0046**

Zafiro Papastratakos, applicant, submit for a Certificate of Appropriateness to replace 33 existing windows with Pella or Marvin Architecture Series clad wood windows and aluminum screens to match the style and look of the original windows. Four (4) windows and one (1) rear door will be demolished, and two (2) rear doors and five (5) windows added. The original wood front door and screen will remain. Existing windows and rear doors will be replaced to meet egress requirements (basement and second floor). Exterior wood stairs at the rear rise from the ground to the first and second stories

- Mr. Ruiz read the case into the record.
- Zafiro Papastratakos presented an overview of the proposal to replace the windows. The majority of the homes windows had been replaced prior with vinyl windows. The proposal is to replace 33 windows with aluminum clad wood windows that closely match the

existing condition with the exception of the basement windows, which will be altered to meet egress requirements for the internal accessory dwelling unit.

- Some existing original windows, and original wood divided lite storms will be retained. This condition exists primarily at the south elevation bay. Anywhere there are original windows that can be retained, they will be.
- Alterations to the rear elevation are minimally visible, with the most extensive change being construction of a wood stair to provide egress from the second-story unit. The existing door to the basement will be moved from the rear elevation to the north, side elevation.
- All existing original wood trim around the windows will be salvaged for reuse.
- Commissioners applauded the extensive documentation and application that was provided.
- Commissioners asked the applicant if the original wood divided lite storms on the north elevation would be retained to which the applicant stated they would not since those were scheduled for replacements and the new thermally broken windows do not require a storm.
- Commissioners asked if the proposed windows were custom sized to fit within the existing opening and trim to which the applicant responded yes.
- Commissioners asked about the proposed basement entry door at the north elevations rear-volume. The applicant had sent an elevation of the proposed door which was not included in the packet. The applicant described the proposed door, which closely matched the original door in its design, and material, with the exception of not replicating the glass area above the horizontal panels so as to meet fire rating requirements.
- Commissioners acknowledged the compatibility of the railing at the proposed rear-stair, as well as the general composition of the homes fenestration with the new openings.
- Commissioners asked the applicant to salvage and donate the existing wood divided lite storms due to their good condition to which the applicant agreed.
- Commissioner Cohen made a motion to approve the proposal as presented. Second by Commissioner Klein. After no further discussion, the motion carried 9-0.

## **APPROVAL OF MEETING MINUTES**

Minutes of March 14, 2023

- Commissioner Klein moved approval of the minutes as presented. Second by Commissioner Cohen and approved 8-0 with 1 abstention (Chair Dreler).

**DISCUSSION (NO VOTE WILL BE TAKEN)**

A. **Draft Heritage Design Manual Update**

City staff will provide an update on the status of the draft Heritage Resource Design Manual, and the timeline for its completion.

- Mr. Ruiz provided a brief overview including the history of the effort, and next steps. Additional time is needed to create and present a document that addresses the comments and concerns of the Commission and better reflects the needs of the user, which is primarily applicants and homeowners.

B. **Preservation Commission Subcommittees**

- Commissioners discussed the standing subcommittees that were recently created in the Rules and Procedures including a rotating pre-review subcommittee. Sign-up sheets were provided.
- Chair Dreller asked if Commissioners still preferred to have one of the trained architects paired with a non-trained architect to facilitate the pre-review. Commissioners agreed to this and ways to identify experience on the sign up sheet to facilitate this were discussed.
- Chair Dreller discussed both the Education and Advocacy subcommittee, which would start with creation of content for inclusion in a newsletter, and the Diversity, Equity, and Inclusion subcommittee which would start by facilitating recruitment of a more diverse Commission with a range of life experiences.
- Commissioners discussed the makeup of the new subcommittees, how long one would serve, and number of members who could serve without requiring public notice, as well as distinctions between working groups and subcommittees. Mr. Ruiz stated he would look into the questions and provide input prior to the next meeting.

**REPORTS OF COMMITTEES AND CITY STAFF**

A. **Preservation Commission Annual Report**

- The Chair reminded Commissions that the annual report, and Preserve 2040 Plan would be presented to the Planning and Development Committee on Monday, April 24.

B. **Harley Lyman Clarke Mansion**

- Commissioners discussed the draft letter included in the packet. Commissioner Jacobs discussed a preference to revise the letter to clarify the role of the Commission with emphasis on what happens to the structure, and not judge who, or what organization(s) occupy the structure.
- Mr. Ruiz made a statement that the Commissions role should be

limited to what occurs to the exterior of the structure and review of future Certificates of Appropriateness.

- The Chair asked that comments or suggested revisions be sent to Mr. Sterling for review and that he be given the opportunity to address the draft letter and the role of the Commission as a subsequent meeting.

**The meeting was adjourned at 7:55 pm.**