

Historic Preservation Review Board Meeting Wednesday, July 8, 2009, 7:00 PM

The meeting of the Historic Preservation Review Board was called to order by Chair Mary Jane Anderson at 7:06 PM at Town Hall.

Chair Mary Jane Anderson called the roll.

Members present: Mary Jane Anderson, Chair; Matt Shildneck, Michael Jean Smith, Kevin Peterson, and David Waldron.

Also present: Sandy Strehlou, HPRB Coordinator; and Peggy Sue McRae, Recording Secretary.

Approval of the Minutes

The minutes of June 24, 2009 were approved with a minor correction.

Agenda

By a vote of the Board, the agenda was modified to include a design review of the Allen Studio addition.

Administrative Review/Perception of Fairness

The board discussed criteria for administrative reviews and the importance of maintaining the perception of fairness concerning projects undertaken by board members or staff.

Allen Studio Addition Design Review

On behalf of the property owners, the Allen's architect and HPRB Board member, David Waldron, explained the project to the board. The project consists of adding five windows and a deck to the structure. The windows will be similar in scale and style to the building's existing windows and the deck will have a railing similar to an existing railing but upgraded to code. The work will not be visible from the public right-of-way. This project is not seeking incentives.

Following the Guidelines for Alterations of Non-Historic Structures – Downtown, (pg 51 HP Manual) the HP board reviewed the project as follows:

1. Yes - The project is compatible with itself.
2. NA
3. NA

4. NA
5. Yes – The project is compatible with itself.

Proposed Changes to the Administrative Review Policy

For at least four years, the HPRB has observed an undocumented administrative design review process that allowed abbreviated, administrative reviews conducted by staff with approval by the HPRB chairperson. By this process, building projects involving replacement of existing building elements with “like” elements and materials could be reviewed and approved without a review by the entire HPRB. Administratively reviewed projects require the same degree of documentation and are archived along with other design review files.

At tonight’s meeting, the HPRB reviewed a slightly modified, written policy. The Board approved the written policy with some changes. Changes made by the board to the proposed language are underlined.

Staff may administratively review and approve non-incentive building projects within the Historic District that require Town of Friday Harbor building permits, if they include one or more of the following conditions:

1. *Replacement of existing external building elements (such as stairways, roofs, windows, doors, siding, porch railings, ect.) with similar materials and design.*
2. *Replacement or removal of minor architectural elements that are appropriate under the historic preservation guidelines.*
3. *Minor additions to portions of non-historic buildings (stairways, windows, small decks or additions) not visible from the public right-of-way.*

Following a positive assessment by staff to administratively review a permitted building project, staff will then confer with the HPRB Chairperson prior to approving the administrative review. All administrative reviews approved by both staff and the HPRB Chairperson, will be reported to the full board at the next regularly scheduled HPRB meeting.

It was also suggested that the following language in the article, *Let Staff Handle It: The Ins and Outs of Administrative Review* be incorporated into our policy language. *In Salt Lake City, Utah, the type of projects that may be administratively reviewed are listed on a “minor alteration” application and specified in the ordinance. Some ordinances, allow staff to choose to send a project to the design review board, even if it was listed as a project that can be reviewed administratively.*

HPRB Coordinator Sandy Strehlou will bring revised language for these policies to the next meeting.

Proposed Changes to the Perception of Fairness (Projects Involving Board Members and Staff)

The Policy as it exists now was adopted, in writing, on 09.25.02. The following is new proposed language. Changes made by the board to the new proposed language are underlined.

For purposes of the design review process, the HPRB and Town of Friday Harbor staff needs to hold themselves to a higher standard in order to demonstrate commitment to a review process that is fair and equitable to all. And moreover, appears to be fair and equitable.

Historic District building projects involving an HPRB member, or Town of Friday Harbor staff, must undergo the design review process whenever the project visually impacts the external envelope, setback, or the view enjoyed from the public right-of-way.

This policy applies to all visual changes to properties within the historic district whether or not a Town of Friday Harbor building permit is required.

It also applies to non-historic properties located within the historic district if the proposed changes are visible from the public right-of-way, whether or not a Town of Friday Harbor building permit is required.

Involvement is defined as any project for which staff or a board member is the property owner, has a financial interest in the project or property, or is providing voluntary or in-kind services.

Centennial Time Capsule and Interpretive Signage for Memorial Park

Board member Waldron showed the Board his design for incorporating the proposed Centennial Time Capsule into an interpretive feature for the park. The proposed feature would be constructed with the same kinds of materials found elsewhere in the Park: posts the same size as park railings and a granite base like the memorial. Narrative content on the history of the park would also reference the time capsule within.

It was suggested that HPRB pay for the narrative signage and ask the Centennial Committee to pay for physical time capsule. Board member Waldron will price the components of the feature.

17.64.080 Incentive Program

It was clarified the board is unanimously in favor of seeking CLG status and initiating a special tax valuation incentive.

Coordinator Strehlou asked the board to consider, what would a density bonus look like? She will invite Mike Bertrand to come to an HPRB meeting to inform the board regarding single and multiple-family density bonus.

It was suggested that color choices possibly be tied to façade improvement.

The meeting was adjourned at 9:00 PM

Mary Jane Anderson, Chair

Peggy Sue McRae, Recording Secretary