

**Heritage Preservation Commission**  
**Meeting Minutes**  
Monday, July 19, 2021

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**1. Call to Order**

Chair Sauer called the meeting to order at 6:05 p.m.

**Members Present:** Karl Vohs, Lyn Rein, Ron Dwyer, Lee Nordmeyer, David Sauer Sam Temple and Cori Weems

**Members Absent:** None.

**Staff Present:** Peter Waldock, Community Development Coordinator

Motion by Weems seconded by Nordmeyer to accept the agenda as submitted. Motion passed on a 6/0 vote. Karl Vohs arrived after the vote.

**2. Minutes**

A. It is anticipated that the minutes from the previous meeting on 6/21/2021 will be read at the next meeting on 8-16-2021.

No action taken.

**3. General Heritage Preservation Items**

A. Citizen Comment Period - None.

**4. Design Reviews**

A. 402 Central Avenue – Window Replacement

The property owner at 402 Central Avenue is replacing two (2) second story windows on the south façade of the building. The windows being proposed are the same size as the existing windows (window openings will not be enlarged or blocked). The proposed windows are wood on the inside with a brown painted brick mold exterior. The new windows will match existing – the contractor got a stain match for the inside that Pella will apply at the factory and Lamperts will be able to provide the brown exterior brick mold.

A motion was made by Dwyer and seconded by Rein to approve the following scope of work: replacing two (2) second story windows on the south façade of the building.

The motion passed unanimously.

**5. Items of Discussion**

A. Commissioner Training Manual – Chapter 6

The Commission reviewed Chapter 6 of the Commissioner Training Manual. The Commission members discussed having an application process and “how to” handout for applicants, owners and contractors working on buildings in the Heritage Preservation District. The Commissioner discussed the use of City supplied iPads or Chromebooks for digit staff commission packets. The consensus of members supported the use of City iPads for meeting packets. No action necessary.

**6. Adjourn**

A motion was made by Temple and seconded by Weems to adjourn the meeting at 6:55 p.m.

The motion passed unanimously.

Respectfully Submitted,

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Peter Waldock, Planning Department Coordinator