



HISTORIC DISTRICT COMMISSION

Monday, July 27, 2026 at 6:00 PM

City Hall, 10th Floor Conference Room

AGENDA

1. CALL TO ORDER.

2. ROLL CALL

3. ADOPTION OF AGENDA JULY 27, 2026

4. APPROVAL OF MINUTES, MAY 26, 2026

A. Minutes of May 26, 2026

5. CONSIDERATION OF APPLICATIONS FOR PERMISSION

A. 607 First Street (parcel # 4-0397.1000) request for permission to install new vinyl windows.

6. CITIZEN COMMENTS.

(3-Minute Limit)

7. NEW BUSINESS.

A.
1. Text Amendment Change, Section 13-9, (a)

8. BOARD MEMBER/PLANNER COMMENTS

9. ADJOURNMENT.



HISTORIC DISTRICT COMMISSION

MEETING MINUTES

Date: May 26, 2026

Time: 4:00 PM

Location: City Hall, 2nd Floor Council Chambers

Chair: Wendy Alexander

1. CALL TO ORDER

Chair Wendy Alexander called the meeting to order at approximately 4:01 PM.

2. ROLL CALL

Present:

- Wendy Alexander, Chair
- David Hammontree, Vice Chair
- Sven Harrison
- Thaddaus Williams

Staff Present:

- John O'Conner, City Planner

Absent:

- Steve Ansuini (excused)
- Maurice Imhoff

A quorum was declared present.

3. CITIZEN COMMENTS (Non-Agenda Items)

Chair Alexander opened the floor for citizen comments limited to non-agenda items.

No comments were offered. It was noted that all attendees were present for items listed on the agenda.

4. ADOPTION OF AGENDA – MAY 26, 2026

Motion by: Harrison

Second by: Hammontree

Action: To adopt the May 26, 2026 agenda as presented.

Vote:

- Ayes: Alexander, Hammontree, Harrison, Williams
- Nays: None

Result: Motion carried unanimously.

5. APPROVAL OF MINUTES

A. March 23, 2026 Meeting Minutes

Commissioners reviewed the minutes as included in the meeting packet.

Motion by: Williams

Second by: Harrison

Action: To approve the March 23, 2026 meeting minutes as presented.

Vote:

- Ayes: Alexander, Hammontree, Harrison, Williams
- Nays: None
- Absent: Ansuini, Imhoff

Result: Motion carried unanimously.

6. CONSIDERATION OF APPLICATIONS FOR PERMISSION

A. 222–234 W Michigan Avenue (Hayes Hotel)

Parcel #1-008100000

Request: Exterior renovations and modifications

Applicant Presentation:

The applicant presented a comprehensive redevelopment plan for the former Hayes Hotel. The project includes:

- Conversion of the building from hotel use to residential apartments
- Incorporation of restaurant, retail, and office/co-working uses

- Restoration of historic storefront configurations
- Relocation of an entry door to its original historic position
- Removal of non-historic elements, including ramp modifications
- Window replacement utilizing historically appropriate wood/aluminum-clad systems
- Restoration of transom windows
- Rehabilitation of the exterior consistent with historic character

The applicant noted that the project has undergone review by the State Historic Preservation Office (SHPO), with approval granted for most of the work. Significant portions of the project are anticipated to be funded through SHPO-related programs.

Additional elements discussed:

- Elevator replacement and vertical extension within an existing non-historic shaft
- Differentiated material treatment for the elevator shaft consistent with Secretary of Interior Standards
- Planned restaurant and phased development approach
- Variance request pending before the Zoning Board of Appeals for certain first-floor residential uses

Commission Discussion:

The Commission discussed:

- SHPO approval and alignment with federal historic standards
- Restoration of façade elements and storefront proportions
- Materials and window specifications (Marvin/Pella equivalency)
- Differentiation of new versus historic construction
- Historic significance of the building, including long-term vacancy and community value

Staff confirmed that the project complies with relevant Secretary of the Interior Standards (1, 2, 3, 5, 6, 9, and 10) and local ordinance provisions.

Commissioners expressed strong support, noting the quality and completeness of the application and the importance of rehabilitating the long-vacant structure.

Motion by: Harrison

Second by: Williams

Action: To approve the application for exterior renovations and modifications at 222–234 W Michigan Avenue as presented.

Vote:

- Ayes: Alexander, Hammontree, Harrison, Williams
- Nays: None

Result: Motion carried unanimously.

B. 214 Fourth Street

Parcel #3-025900000

Request: Installation of replacement windows

Applicant Presentation:

The property owner presented a request to replace existing original windows (circa 1907), citing:

- Deterioration of original components (including sash cords and weights)
- Difficulty and cost of repair
- Inefficiency of current window systems
- Desire to improve energy performance

Specifications include:

- Vinyl replacement windows (Mezzo)
- Size-for-size installation within existing openings
- Retention of overall façade proportions
- Removal of aluminum storm windows
- Replication of existing grid patterns
- Phased installation approach

One curved architectural window will remain due to inability to source a suitable replacement.

Commission Discussion:

The Commission discussed:

- SHPO guidance regarding wood vs. vinyl materials
- Balancing historic preservation with energy efficiency and homeowner cost
- Improvements in modern vinyl/PVC window technology
- Visual compatibility and façade consistency
- Precedent-setting nature of approval

Staff emphasized that:

- Approval would apply to consistent future phases without additional HDC review
- Any deviation in materials would require new approval
- Building permits will still be required for each phase

Motion by: Williams

Second by: Harrison

Action: To approve the application for window replacement at 214 Fourth Street as presented.

Vote:

- Ayes: Alexander, Hammontree, Harrison, Williams
- Nays: None
- Absent: Ansuini, Imhoff

Result: Motion carried unanimously.

7. NEW BUSINESS

Discussion: Potential HDC Application Fee

Planner O'Connor initiated discussion regarding the absence of an application fee for Historic District Commission review.

Key Discussion Points:

- Current process is fully funded by the City's general fund
- Staff time is significant, particularly for incomplete applications
- Other municipalities typically charge application fees
- Fees could improve application completeness and reduce staff burden

Options Discussed:

- Flat fee (~\$50)
- Tiered structure:
 - Residential: \$50–\$75
 - Commercial: \$100–\$150

Commissioners discussed fairness between residential and large commercial projects and expressed general support for a tiered approach.

Action:

No formal motion taken. Staff will return with a formal proposal at a future meeting.

8. PLANNER'S COMMENTS

Planner O'Connor provided updates including:

- Status of prior applications:
 - One withdrawn (Washington property)
 - One automatically approved due to statutory timeline
- Ongoing development trends and housing demand
- Challenges in securing state funding for low-income housing
- Importance of mixed-use development in strengthening downtown

- Future zoning and master planning efforts

Discussion included issues related to parking, downtown vitality, and phased redevelopment strategies.

9. COMMISSIONER'S COMMENTS

Commissioners discussed:

- Vacancy on the Commission due to relocation of Maurice Imhoff
- Lack of response from potential applicants
- Need to maintain quorum for future meetings
- Meeting schedule considerations

Informal discussion included community connections and local topics.

10. NEXT MEETING

June 22, 2026 at 4:00 PM

11. ADJOURNMENT

Motion by: Hammontree

Second by: Williams

Action: To adjourn the meeting.

Result: Motion carried unanimously.

Meeting adjourned at approximately 5:04 PM





Red Pine on iPhone





See Photo 10 Photo

Current Text

A permit shall not be issued and proposed work shall not proceed until the historic district commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in [section 13-9\(e\)](#).

Proposed Text Amendment

Application for permission, shall have a fee as listed by resolution. A permit shall not be issued and proposed work shall not proceed until the historic district commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in section 13-9(e).If permission is approved, it will be forwarded on to the Chief Building Official for review.