

**REGULAR MEETINGS OF THE WALLACE PLANNING, ZONING
AND HISTORIC PRESERVATION COMMISSION
Wallace City Hall-Council Chambers
April 5, 2023**

Chairman Stayduhar called the meeting to order at 6:00 pm at Wallace City Hall in the Council Chambers.

Roll Call: Commission members present: Sara Murphy, Dave Kuns, Emma Stayduhar, and Courtney Frieh via phone.

Absent members: Scott Lewis

Flag Salute:

Minutes: Motion made by S. Murphy to approve the March 1, 2023 minutes of the Regular Meeting Wallace Planning and Zoning Historic Preservation Commission. Seconded by D. Kuns. Roll Call: Murphy; yes, Kuns; yes, Stayduhar; yes, and Frieh; unavailable via phone. Majority in favor, motion carries.

Business:

716 Bank Street-Removal of T1-11 siding in front of the building and install matching storefront windows in their place

Brent Therrian, representing Mark and Anna Berger who own 716 Bank Street, is requesting a certificate of appropriateness for the removal and replacement of the T1-11 siding with three large storefront windows that will be consistent with the other existing storefront windows on the ground floor and will fill the whole space as indicated by the original brick design with black anodized steel frame. Discussion was held. S. Murphy motioned to grant a certificate of appropriateness to 716 Bank Street for the removal of the T1-11 siding and the small window as well as the decorative wheel and replace them with windows that match the other storefront windows in the front of the building. D. Kuns seconded the motion. Roll call vote: Murphy; yes, Kuns; yes, Stayduhar; yes, Frieh; unavailable via phone. Majority in favor, motion carries.

Draft formal request to the City Council for Certificate of Appropriateness application fees detailing the need and proposed structure for fee schedule.

Chairman Stayduhar addressed the commission and those present and briefly detailed the history and reasoning behind the proposed draft. Discussion was held after the commission reviewed the proposed draft.

Karie Cleveland, a resident of Wallace asked the commission how the valuation is determined. Does the property owner/contractor determine the valuation, or is there another determination?

Chairman Stayduhar stated that the property owner will indicate the valuation on their certificate of appropriateness similar to when an owner/builder fills out a building permit application.

C. Frieh motioned to approve the draft-formal request to the city council for the proposed fee schedule for the certificate of appropriateness. Seconded by S. Murphy. Roll call vote: Murphy; yes, Kuns; yes, Stayduhar; yes, Frieh; yes. All in favor, motion carries.

Discuss unapproved signage at 205 Fifth Street and 10 Front Street and determine appropriate response and communication measures.

City Hall received a complaint indicating signage of “vape and smoke” had not been approved at 205 Fifth Street and 10 Front Street aka Conoco and Hico. Discussion was held. Chairman Stayduhar stated that to the best of her knowledge, these businesses are under new ownership and as such wants to give them the benefit of the doubt and inform them of the historic code and ask them to come before the commission with a certificate of appropriateness application to remedy the issue. C. Frieh spoke and stated she agrees with everything Chairman Stayduhar said and also that a certificate of appropriateness is clearly required regarding signage. W.C.C. §155.075 states “Any type of outdoor advertising sign requires a certificate of approval”. More discussion was held regarding the nature of communication and to consult with legal to determine the correct correspondence with the property owner. C. Frieh motioned to have city hall write a letter of “violation notice” to the owners of 205 Fifth Street and 10 Front Street for the purpose of them to fill out a certificate of appropriation application and come before the commission. Seconded by S. Murphy. Roll call vote: Murphy; yes, Kuns; yes, Stayduhar; yes, Frieh; yes. All in favor, motion carries.

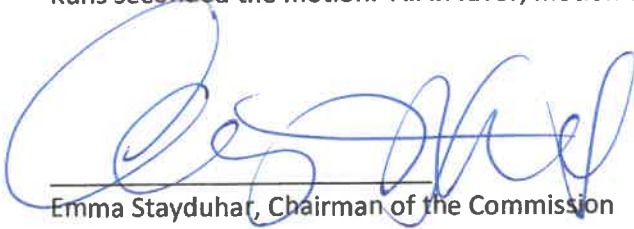
Discuss unapproved horizontal sliding window installation at 512 Bank Street and determine appropriate response and communication measures.

City Hall received a complaint indicating unapproved window installation at 512 Bank Street. Chairman Stayduhar stated she had reviewed previous images from a year ago pertaining to the property and cannot determine if new windows were installed everywhere or only on the third floor. Discussion was held regarding W.C.C. §155.084 “ordinary repair and maintenance” as well as discussion with regards to procedure when a complaint is received by city hall. S. Murphy motioned to have city hall write a letter of “notice of violation” to the property owners at 512 Bank Street and ask them to fill out a certificate of appropriateness application and to come before the commission. Seconded by C. Frieh. Roll call: Murphy; yes, Kuns; yes, Stayduhar; yes, Frieh; yes. All in favor, motion carries.

Updates on the Comprehensive Plan

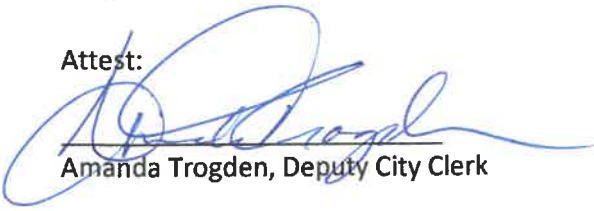
Chairman Stayduhar discussed with the commission her meeting before the city council addressing the idea of updating the current comp plan history section with the recommendations listed in the Historic Preservation Plan. She stated that the council requested more information with regard to cost as well as the cost to update the entire document. Chairman Stayduhar also informed the commission regarding her meetings with Place Economics and J-U-B Engineering and what they could offer the city by updating the comp plan. No decisions have been made at this time, but the city council was open to considering moving forward with the partial revision as stated in the HPP regarding the history section. Discussion was held. Chairman Stayduhar and the commission agreed that another meeting was needed to narrow down what can be implemented and what cannot from the history section of the HPP.

There being no further business to come before the Commission, S. Murphy motioned to adjourn. D. Kuns seconded the motion. All in favor, motion carried. The meeting adjourned at 6:47 pm.



Emma Stayduhar, Chairman of the Commission

Attest:

A handwritten signature in blue ink, appearing to read 'A. Trogden', is written over a horizontal line. The signature is fluid and cursive.

Amanda Trogden, Deputy City Clerk