

City of Sidney Historic Preservation Board
Meeting Minutes
April 15, 2015

The meeting of the City of Sidney Historic Preservation Board was called to order by Kay Hicks, Chairperson of the Board at 12:05pm and announcement of the Open Public Meetings Act was made.

Roll Call: Hicks, Bruce Leypoldt, Rich Phillips, and Kathy Wilson. Absent: Jake Vickery, Greg Huck, and Scott Williams. Additional attendees: Brad Rowan, and Megan McGown.

Approval of Meeting Minutes: Leypoldt made a motion to approve the March 10, 2015 meeting minutes as submitted. The motion was seconded by Phillips and passed with all members present voting yeas.

Discussion regarding Project Monitors: McGown handed around feedback that she had received from posting on the National Association of Preservation Commission List Serv. She stated that it was important to develop duties, expectations, etc. for the Project Monitors before launching the program. She also said that the idea behind the monitors is to act as a liaison between the applicant and the HPB, to keep the lines of communication open and ensure that the project is staying on track according to the original signed COA. More discussion will take place at a future meeting.

Discussion regarding Supporting Documentation to be Submitted along with COA: McGown handed out a sample list of items that other Preservation Commissions ask for as supporting documentation along with the application for Certificate of Approval. The list included:

- Photos of the entire structure in its present condition as seen from the street.
- Current close-up photos of each portion of the structure that is proposed for alteration, removal, or replacement.
- Elevation drawings or Sketch (scaled or near scale) of any side of the structure proposed for alteration, improvement, or new construction. Include plans/architectural details that plan to be added, removed, or altered.
- Materials List including the size and type of material
- Physical Samples of materials, items or devices to be installed, and/or manufacturer's brochures. Illustrations/pictorial information which accurately depict color, texture, and scale of all new materials, items or devices.

Board members agreed that these items would be helpful as additional documentation on all COA applications. McGown will create a check list to hand out with all COA applications.

Discussion Regarding Wage Verification on Reimbursements: Wilson raised a question regarding what is currently accepted as wage verification in the instance that a building owner hires a

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subcontractor to do labor and then includes the total hours and wage information on one invoice rather than include the invoice from the subcontractor. When reimbursements are filed, McGown will double check that the invoices are turned in for all expenses from the vendor rather than one invoice.

Citing Relevant Guideline when Approving/Denying COA and Grant Requests: McGown stated that as a CLG, one of the requirements is to follow the Secretary of Interior Standards for Preservation and Rehabilitation. She explained that the purpose of creating the Handbook was to create an easy-to-cite source for the HPB when conducting design review. McGown asked all HPB members to be ready to cite the appropriate guideline when making motions to either approve or deny a COA or grant. She handed out examples from other Preservation Commissions. She also noted that she will help by providing a staff recommendation or staff report, but that ultimately it was up to the HPB to cite the guideline.

Nebraska Preservation Conference: McGown announced that the State Preservation Office is hosting the biennial Preservation Conference on May 1 and will incorporate a CAMP training on May 2. She asked that interested HPB members let her know and she will register them for the conference.

CLG Grant Update: McGown stated that she was working on closing out the current CLG Grant and had timesheets ready for signatures. She indicated that Scott Day with UDS would have a final report on the Upper Floor Study by the end of May. She also announced that she had submitted the 2015-2016 CLG Grant for an Intensive Level Survey and that we should hear back about the grant award by the middle of May. She will work on the RFP for board approval possibly at an upcoming meeting.

Comments: McGown announced that she would be relocating with her family at the end of May, but would make every effort to close out many of the initiatives that she has started with the HPB.

With all business being addressed, the meeting adjourned at 12:55pm.