

**Bloomington Historic Preservation Commission  
Showers City Hall  
McCloskey Room  
Thursday May 10, 2018  
5:00 P.M.  
Minutes**

**I. CALL TO ORDER**

Chairman Jeff Goldin called the meeting to order @ 5:00 pm.

**II. ROLL CALL**

**Commissioners**

Jeff Goldin  
Lee Sandweiss  
Flavia Burrell  
John Saunders  
Doug Bruce  
Jeff Goldin  
Leslie Abshier 5:05

**Advisory**

Duncan Campbell  
Deb Hutton 5:05

**Staff**

Rachel Ellenson  
Eddie Wright  
Eric Sader  
Philippa Guthrie  
Jackie Scanlan

**Guests**

Peter Schroer  
Tom Doak  
Brian Chelius  
Daniel Roussos  
Karen Vanardale  
Brian O'Quinn  
James McBee

### III. APPROVAL OF MINUTES

April 26, 2018

**John Saunders** made a motion to approve April 26, 2018 minutes. **Flavia Burrell** seconded. **Motion carried 4/0/1 (Yes/No/Abstain).**

### IV. CERTIFICATES OF APPROPRIATENESS

#### Staff Review

##### A. COA 18-26

1302 E. 2<sup>nd</sup> Street: Elm Heights

Petitioner: Alison Donway

Repainting house trim brown. Repainting non-original door sea foam green. Replacement of existing storm windows with Falcon metal blind stop windows in bronze.

**Rachel Ellenson** gave her presentation. See packet for details.

#### Commission Review

##### A. COA 18-25 (cont. from last meeting)

1026 E. 1<sup>st</sup> Street: Elm Heights

Petitioner: Reza Kaffash

Replacement of existing front door with solid knotty alder, full glass door into the existing door frame. Installation of up to 2 roof mounted solar light tube into the living room.

**Rachel Ellenson** gave her presentation. See packet for details.

No questions or comments by **Commissioners** or public.

**John Saunders** made a motion to approve, **Doug Bruce** seconded.

**Motion carried 6/0/0.**

##### B. COA 18-27

1204 E. Wylie Street: Elm Heights

Petitioner: Daniel Roussos, Walnut Buildings, LLC

Retroactive approval: replacement of metal roof with shingle roof, removal of aluminum siding and replacement with Allura fiber cement board siding, removal of damaged wooden trim and replacement with cedar trim board, installation of vertical trim board in the gable and on the front façade, replacement of rear lumber deck with a new wooden deck, replacement of wooden railing with a steel railing, construction of a limestone retaining wall at the front of the property, installation of limestone steps and porch.

**Rachel Ellenson** gave her presentation. See packet for details.

**Daniel Roussos** stated that they have tried to copy other similar houses in the neighborhood. **Daniel** shared with the commission photos of the look they are striving for with the house. All houses are within three to four blocks of the home. **Daniel** stated that they have kept the windows and they are having those repaired for reuse.

**Deb Hutton** asked if changes to the house have stopped in mid work at this point. **Daniel** stated that this is how the house will look on the top. This is just the look for the front of the house. **Deb** asked if the horizontal boards on the front side are cement boards. **Daniel** stated there are cedar boards as trim backed by cement boards. **Lee Sandweiss** asked if the house previously had the vertical boards as ornamentation. **Daniel** stated that there was all aluminum siding that was damaged that had allowed water damage. **Lee** asked if there were shutters. **Daniel** stated there were plastic shutters. **Lee** summarized by stating the siding and shutters are gone and replaced with the cedar trim. **Daniel** stated that the picture in the presentation is a current photo of the home. He continued that they haven't begun work on the windows as they are waiting until the foundation work is completed. The limestone wall was complete the day of the meeting. **Leslie Abshier** asked if they are replacing the windows. They are not. **Leslie** asked a procedural question; if the commission does not approve the vertical trim then would they have to take that down. **Jeff Goldin** stated that they would. **Leslie** then stated that she doesn't know enough about this house to know if this is common so she would like to hear **Duncan Campbell's** thoughts. **Duncan Campbell** asked if there is an original picture of the house, before the shutters and aluminum siding. **Rachel** stated that the picture on the SHAARD is the only one she could find. **Daniel** stated that the house had an addition at one point in time, they are just doing repairs at this time because the work was not done to code. **Duncan** stated that the tudor timber framing is farther apart with stucco paneling and this isn't close to that style. **Daniel** stated that they tried to space them similar to the houses near Harmony school on Second Street but because the distance was so small it looked so odd. It's not like they just decided to place the panels so close. They tried different spacing and came up with what looked the best due to the front of the house being so small. They tried to overcome the house being so petite with the cedar paneling. They didn't want the house to look boring with plain panels of fiber cement board. **Rachel** then stated that she could find no earlier photo of the home. **Duncan** stated that just driving around looking at houses nearby is not the same as restoring a house itself and the houses in this neighborhood are of many different styles, sizes and dimensions and timber framing would be appropriate for some of those but whether it's appropriate for this home is up to the commission. **Daniel** stated that it was very hard for them because they had no original photos of the home and there is no house around like that home. **Flavia Burrell** asked if the cedar trim on the vertical boards is going to be emphasized or would they be the same color as the background boards or are they going to match the frame. **Daniel** stated they would be staining the boards with a stain that works well with cedar and then they would be painting the backing board. **Flavia** asked if the color of the backing board

would contrast the cedar trim. **Daniel** stated that it would be an olive color and not appear as the most current picture. **Jeff Goldin** asked why this is coming before the commission now after all of this work is done. **Daniel** stated that he did not know, he thought that if he went by the allowed material he did not have to appear before the Commission. **Jeff** asked if they did not require a permit. **Daniel** stated that they did obtain a permit. **Jeff** asked if the permit didn't specify siding repairs. **Daniel** stated that repairs on existing siding are not required by the building department. **Jeff** stated that this is not existing, he is adding detail to the house which should require a permit. **Daniel** stated that immediate repairs were required or they would have had to demo the whole house. **Jeff** reminded that they would have had to appear before the **Commission** had they demoed the entire house. **Jackie Scanlan** asked if they were replacing the deck. Because, if they are then that would require a building permit. **Daniel** stated that they are replacing the deck. **Doug Bruce** stated that roof shingles would not trigger a building permit. **Jeff** then asked whether the home owner or contractor knew that this was in a historic district. **Daniel** stated that he had called the planning department and told them that he was changing the siding and there was no discussion of applying for a permit. **Jeff** clarified that he was not asking about a building permit, he was asking if **Daniel** was aware that the home is located in a historic district. **Daniel** stated that he was aware that it is a historic district he voted for the designation and served two and a half years on the association. But when he made the call in March of 2017 to ask about the siding he was not told that he needed a permit. **Jeff** clarified that it was the county that he spoke with, but what **Doug** said was true, but if you know that you are in a historic district you would know that these changes are to be reviewed by the **Commission**. **Daniel** stated that he thought that he was looking at the materials being used. **Jeff** clarified that you can do like kind repairs, but this is not like kind repairs. **Eric Sader** asked how **Rachel** was notified of the changes to the home. She stated that she was notified by the neighborhood. **Eric** asked when she was notified. **Rachel** stated when she got the COA which was on April 27<sup>th</sup>. **Eric** asked if she informed them they had to stop work at that point. She told them then that they would have to apply for the COA to do the work. **Daniel** said they stopped work on the home at that point except for the limestone wall, which was approved by the planning department who told him that it has nothing to do with the historic district. **Jeff** stated that is not true. **Daniel** continued that the wall was on the property line and therefore wouldn't have to pull a permit.

**John Saunders** stated that he doesn't like all the batons going across. There's too many of them and it's taking away from the house. There needs to be less of those. He also asked what happened to the original front door. **Daniel** stated that is the same door that has been on the house since 1974. **Doug Bruce** stated that they have approved aluminum siding to be pulled off and replaced with cement board, he doesn't have a problem with the lower portion. But he agrees with **John** on the dormer side to the right above the porch it just draws too much attention to it. Since they don't have any photos and that makes it tough. But he would like to see at least half of the trim pieces removed. And he feels like the trim around the windows is a little heavy. **Doug** stated further that he

understands that **Daniel** is in a tough spot and he usually does his homework, but since he served on the Elm Heights committee then he should have known that review was required. **Daniel** asked what if they painted the section above the front porch the same color as the siding but the trim would remain vertical. **Deb Hutton** asked for clarification, so everything, the cedar and stucco would all be olive in color. **Deb Hutton** stated that the other houses in the neighborhood they have a stone lower part. With this house it looks less dense, or less heavy with horizontal siding. **Deb** asked if there are any other houses of like style in the neighborhood. **Daniel** stated there is not an identical house of a similar size or style in the neighborhood. **Deb** asked how hard it would be to turn the area above the porch into parallel cedar board then to the vertical pattern in the gable as a compromise. **Daniel** said he could do that. **Lee Sandweiss** stated that everything done has been an improvement except for the vertical trim. It's ornamental and does not need to be there and its making the house look like something that it never was before. The stripes have a jail effect and adds nothing to the house. **Leslie Abshire** stated this is difficult because it's retroactive and they have done a lot of work. **Daniel** stated that the work had to be done because there was so much damage to the house. Their intentions were good that they were trying to revive a house. **Leslie** stated that this would have been better had they come before the **Commission** before the work. She doesn't think the vertical trim belongs on this house. You are trying to put something on the house that wasn't supposed to be there and as a **Historic Commission** that's their mandate to prevent that. **Duncan Campbell** agreed with **Leslie** and stated further that this house has been severely altered, the whole dormer is an addition. Also the roof and porch and been added, But if they would have come before the **Commission** beforehand they could have helped with the changes. But the tudor styling is all wrong for this house, and the trim is too wide. They are trying to change this house into something historically it's never been. This is why the **Commission** is here and why the neighborhood formed a historic district and why they require coming forward before work starts. So the only one that can be penalized here is the **Petitioner**. **Duncan** is sympathetic to all the money spent and not done well, and he is not questioning skill. **Duncan** stated that they should remove all the false timbering on the front. He asked what was found when the siding was removed. **Daniel** stated there was rotted wood, sheeting vertical sheeting, and different materials. On the front there was plywood and rotted wood as water had leaked through the windows. **Duncan** stated there was likely clapboard on the house. **Flavia Burrell** commended him on his work. But the trim is very wide and he is creating new architecture that doesn't fit with the house or the neighborhood. **Daniel** asked if he were to redo the front of the house with either thinner cedar strips or remove them altogether and replace them with cement fiber board would that be acceptable. While keeping the strips on the left side. **Jeff Goldin** stated they would consider that. **Flavia** stated that would mimic the front and she doesn't have a problem with that. **Daniel** understands **Doug's** earlier comments. **Jeff** commends them on the work done and supports everything except the vertical boards. **Jackie Scanlan** stated that the work described sounds like a building permit was required. **Daniel** stated that he made no structural changes to the house; he was just repairing water damages. **Jackie** reminded him that the

replacement of the deck requires a building permit. It looks like the deck is off and it looks like he doesn't enough surface coverage to put it back on, so he needs to get in touch with County Building about a permit and then they could review that. **Leslie Abshire** asked how they should make a motion as there are several aspects to this home to approve or not. **Doug Bruce** commented that since there is no deck they will see this again once he has the building permit and they don't have enough information. **Daniel** said they are replacing with the same size deck. **Doug** said that since they don't know what was there prior they will need to see drawings as to what will be built. **John Saunders** asked if they could continue to give the **Petitioner** time to get their drawings and permits. **Leslie** asked if the continuance would cause a hardship. **Daniel** said they have to apply for a permit for the deck, so no, it would not cause a hardship.

**John Saunders** made a motion to continue, **Lee Sandweiss** seconded.  
**Motion carried 5/1/0.**

### **C. COA 18-28**

524 S. Jordan Avenue: Elm Heights

Petitioner: Sara and Peter Schroer

Repair/replacement of damaged siding on non-original addition, replacement door in addition, replace damaged windows and aluminum storm windows with infill wood/fiberglass windows that will fit existing frames. Grid pattern will be matched.

**Rachel Ellenson** gave her presentation. See packet for details.

**Peter Schroer** stated that there is rot around the windows and the cost to repair the windows is in excess of \$800. Because of the trim they are using it would make it an invisible repair.

**John Saunders** asked if the windows they are proposing to use are wood or other material. **Peter** stated that they are wood on the inside and fiberglass on the outside. **John** asked how many of the windows are deteriorated to the point they can't be saved. **John** stated about half of the windows in the home. **John** asked the location of the majority of the damaged windows on the home. **Peter** stated on the southeast side of the house. **Leslie Abshier** asked if the neighborhood has weighed in on the window replacements. No, they have not. **Leslie** asked **Rachel** if replacement is consistent with the neighborhood guidelines. **Rachel** said they are not unless the current windows cannot be replaced but **Rachel** believes they can be repaired. **Duncan Campbell** asked about documentation as to the damage to the siding. **Peter** stated that the cedar siding was put in without flashing and there is water damage and the siding is too tight for caulking. **Duncan** asked for clarification on too tight to caulk. **Peter** stated that when you install cedar siding you have to leave a gap between the siding and trim boards for caulking and there is no gap for caulking. The wood is very tight and the nails have all popped out during expansion during the summer. They also didn't do flashing around windows and doors so there is rot. **Duncan** inquired as to the percentage of siding to be replaced. **Peter**

replied about 30% total, all of the siding on the back and 1/3 of the siding on the side of the home and none on the front. **Duncan** asked about pictures of the damage to the windows. **Peter** said he did not bring any photos. **Duncan** reminded him that the Secretary of the Interior's guideline for repair or replacement is at least 60% damage. **Peter** stated that repairing what is repairable and replacing the rest would result in an odd mismatched look to the house. **Duncan** stated that he understands what **Peter** is saying but there is no way to evaluate the damage to the windows because there is no documentation. **Flavia Burrell** asked if a contractor has been consulted concerning repair of the windows. **Peter** stated that he has spoken with four contractors, one concerning replacement and three for repair. It was not easy to find contractors willing to repair these windows. **Flavia** asked if this is a cost issue. **Peter** wants the windows repaired as a safety issue as his daughter will be living in the home. The previous owner didn't open the windows as they are painted shut. All the cords are cut, there is rot in the sills and they all have to be glazed. The strings to the weights are not that expensive, it's the glazing as there was a lot of phosphorous.

**John Saunders** feels like the windows should be repaired as the windows are the defining factors to any historic home. If they were to meet the 60% then he would be more supportive of replacement. **Doug Bruce** agrees with **John Saunders & Duncan Campbell** concerning the windows. He is happy to see replacement of the siding with like/kind, but would need more information before making a decision concerning the windows. It's very similar to the previous action before the **Commission**. **Lee Sandweiss** feels like they should follow the guidelines and get more information before making a decision. **Leslie Abshire** feels like they should vote to repair unless they can see that the windows are beyond the repair threshold. She also feels like if there are some original windows that can be repaired then they should be repaired even if this results in a mismatch of windows on the home. But maybe this would result in repair of all of the windows. She too would like to have more information concerning damage to the original windows. **Duncan Campbell** agrees with **Leslie** and he realizes that there are few contractors today that want to do repair work on old windows. This is a result of the replacement window sales phenomenon. It's easily repaired and cheaper than replacement. If the damage is sealed shut then it's not damage at all. **Flavia Burrell** asked who decides if a window is above the 60% guideline. **Jeff Goldin** stated that **Rachel** presents the data and the **Commission** decides. **Duncan Campbell** added that the whole window sill could be missing and the window still wouldn't be beyond the 60% threshold. **Flavia** agrees with everyone's comments on the addition and the replacement of the siding in kind. But she feels like she doesn't have enough information to decide if the windows need replacement. **Jeff Goldin** is supportive of the siding repair but he feels like they should take action today and deny replacement of the windows.

**Leslie Abshier** made a motion to approve repair/replacement of damaged siding on non-original addition and replacement door, but deny replacement of damaged windows and aluminum storm windows with infill wood/fiberglass windows that will fit existing frames, **Lee Sandweiss** seconded.

**Motion carried 6/0/0.**

**D. COA 18-29**

325 S. Rogers Street: Prospect Hill

Petitioner: Brian O'Quinn, on behalf of Lynn & Teri Yohn

Replacement of 17 windows with custom designed Marvin Clad Ultimate Insert Double Hung wood and aluminum clad windows.

**Rachel Ellenson** gave her presentation. See packet for details.

**Brian O'Quinn** stated that the windows are much deteriorated and the glass is sitting on the floor. Some of the changes/alterations were not very kind to the home.

**John Saunders** asked if the windows are past the 60% mark. **Brian** stated that some of the seventeen windows do need replaced but he hasn't reviewed all of the windows. **Deb Hutton** stated that this is the third case where they need more information before making a decision. She asked **Rachel** if she has looked at the windows, and **Rachel** stated that she believes the windows can be repaired. **Lee Sandweiss** stated that based upon the information they have they cannot vote to replace those windows. **Leslie Abshier** asked if these are the original windows, **Rachel** said she believes they are. **Duncan Campbell** stated that these windows are being replaced because of convenience and that's not what the **Commission** is for. He stated that people need to provide inside and outside photographs or notify the Commission and someone needs to go and review. **Flavia Burrell** stated that not enough information has been provided. **Doug Bruce** stated that if someone comes with windows they need to load up with data. In this case if it's a non-original window they need to have a drawing showing what is non original and what it will be replaced with. Windows is one of the biggest issues this the **Commission** fights. Efficiency and going green is the big thing right now, and when the wind blows on a single pane window it gets cold. **Duncan** stated that a single pane window with a good storm window is as good as the triple pane windows of today. Many carpenters wouldn't know how to repair a window but to repair a window takes about three hours. **Jeff Goldin** stated this is one of the most important historic districts in the city and he urges denying this request.

**John Saunders** made a motion to deny, **Leslie Abshier** seconded.

**Motion carried 6/0/0.**

**Leslie Abshier** asked if they could return later showing damage to the windows. **Jeff Goldin** stated they can return with more data at a later date.

**V. DEMOLITION DELAY**

**Staff Review**

**A. Demo Delay 18-17**

720 W. 7<sup>th</sup> Street



Petitioner: Chris Sturbaum

Partial demolition – removal of existing door on addition, replacement in-kind aluminum siding on addition, removal of fixed sash window in gable addition.

**Rachel Ellenson** gave her presentation. See packet for details.

**B. Demo Delay 18-18**

814 W. 7<sup>th</sup> Street

Petitioner: Lisa Comforty

Partial demolition – creating a screen porch on the existing front porch.

**Rachel Ellenson** gave her presentation. See packet for details.

**Commission Review**

**A. Demo Delay 18-09 (cont. from last meeting)**

717 N. Maple Street

Petitioner: Michael Kee, on behalf of Richard Wells

Full demolition.

**Rachel Ellenson** gave her presentation. See packet for details.

**Tom Doak**, a member of the Maple Heights neighborhood stated that he lives three door away from this house. He feels like the neighborhood association wants to preserve this dwelling. It reflects several dwellings in the neighborhood and he feels like it is in keeping with the neighborhood personality.

**Lee Sandweiss** asked if they have until June 10<sup>th</sup> for the neighborhood association to apply for designation. **Rachel** stated that they would not have to release on that date they could get another 30 days but per Title 8, but Doris Sims would have to be the one to extend the deadline. The only way the neighborhood association would get interim protection is if the commission would vote to send to council. **Tom Doak** asked about the process, is it required for the neighborhood association to get historic designation to stop demolition of the home. **Jeff Goldin** explained that two things can happen, they can grant the request to demolish or they can recommend to the **City Council** to designate this property as a historic property. Designation likely wouldn't happen, based upon the condition of the building. The **Commission** is waiting on deciding about the demo delay because the neighborhood association had informed them they want to petition to create a historic district in their area, which would include the house. The neighborhood has to do this within two weeks. **Jeff** asked the status, **Rachel** said they are working on this and she is to meet with the neighborhood association the next day. **Leslie** asked if they continue the demo delay then will they have to nominate the next meeting. **Jeff Goldin** read a letter from the **Petitioner**. See packet for details. **Doug Bruce** asked about doing a site visit. **Duncan Campbell** said that BRI made an offer but the **Petitioner** would not sell.

**Leslie Abshier** made a motion to continue, **Doug Bruce** seconded.

**Motion carried 6/0/0.**

**B. Demo Delay 18-10 (cont. from last meeting)**

1209 W. 2<sup>nd</sup> Street

Petitioner: Barre Klapper

Full demolition.

**Rachel Ellenson** gave her presentation. See packet for details.

**Doug Bruce** made a motion to continue, **John Saunders** seconded.

**Motion carried 6/0/0.**

**C. Demo Delay 18-19**

726 W. 6<sup>th</sup> Street

Petitioner: James McBee

Partial demolition – replacement of non-original windows with replacements to match original window openings.

**Rachel Ellenson** gave her presentation. See packet for details.

**John Saunders** is ok with replacement of the windows that were altered due to previous renovations. He asked what kind of windows they are planning to replace with. **Brian Chelius** stated that due to budget constraints they are planning to replace with vinyl. **Deb Hutton** asked if they are retaining the dimension of the windows. **Brian** stated the home owner is planning on remaining with the dimensions where he can. **Duncan Campbell** would like to get to the question of local designation, he feels like this property would be perfect for local designation. If it is good for designation then do that first before changing things piecemeal then designation. **Rachel** stated that the home is likely going to part of a greater Near West Side designation. **Jeff** asked about status of this designation. **Rachel** stated the neighborhood was within a few meetings of submitting. **Flavia Burrell** asked about approving the project but with wooden windows so the project can continue. **Duncan** stated that they have to be clear on the replacement of windows and they have to provide an example. If they can't decide then provide three examples for the **Commission**. **Brian** stated that he understands that the **Commission** is trying to do its job but he is just doing his job. The problem is that he has a deadline and would be putting \$900 windows in when the foundation was falling out from under the structure. **Jeff Goldin** stated that cost is not within their purview, they are trying to the right thing with the building. **Doug Bruce** asked about a handout to explain what the commission needs in reference to windows. **Brian** is just trying to follow the rules but keep the project moving forward. **Doug Bruce** recommended continuing so **Brian** can bring something to the commission showing what they are planning. **Leslie Abshier** stated that if he comes back with something the **Commission** doesn't like then they could locally designate.

**John Saunders** made a motion to continue, **Doug Bruce** seconded.

**Motion carried 6/0/0.**

**Jeff Goldin** explained what the commission just did and that it would come up again at the next meeting. **Duncan Campbell** stated they are trying to protect the historic structure.

**VI. COURTESY REVIEW**

**VII. NEW BUSINESS**

**A. Local Historic Designation – 506 S. High Street**

**Rachel Ellenson** gave her presentation. See packet for details.

**Leslie Abshier** made a motion for local designation, **Lee Sandweiss** seconded.  
**Motion carried 6/0/0.**

**Leslie Abshier** made a motion for interim protection, but petitioner can continue work on the previously approved addition, **John Saunders** seconded.  
**Motion carried 6/0/0.**

**B. Local Historic Designation – 605 S. Fess Street**

**Rachel Ellenson** gave her presentation. See packet for details.

**Leslie Abshier** made a motion for local designation, **Doug Bruce** seconded.  
**Motion carried 6/0/0.**

**John Saunders** made a motion for interim protection, **Doug Bruce** seconded.  
**Motion carried 6/0/0.**

**VIII. OLD BUSINESS**

**A. Sidewalk deterioration at Euclid and Howe**

No new updates.

**IX. COMMISSIONER COMMENTS**

**Leslie Abshier** asked about a list of contractors that do window repairs. **Jeff Goldin** recommended they ask Chris Sturbaum.

**Duncan Campbell** stated that when someone wants to replace their windows they need to be told that replacement is very unlikely. **Rachel** stated that she tells them this but they still want to meet with the **Commission**. **Duncan** stated they want to 100% documentation as to the complaint. **Deb Hutton** stated they need to see proof of the

complaint and what they are going to do. **Rachel** stated that she is happy to follow up with the home owner but she would like someone to go with her to verify the 60% criteria. **Duncan** stated a handout would be very helpful. **Lee Sandweiss** stated that having to explain everything in a meeting adds to the length of the **Commission** meetings. If the petitioner had a check list then they could supply the required documentation and if they do so then a **Commissioner** might go with **Rachel** to review the planned changes to the windows. **Duncan** stated that a few pages of a handout is a good thing when they are planning changes to windows.

**Deb Hutton** spoke in reference to Restaurant Row at 406 E 4<sup>th</sup> St. where the **Commission** approved the front then the contractor added a different front to the building. It was midday and you could hear the pounding similar to Kilroy's. The balcony was packed with kids and there was a girl on the slanted roof hanging in on the banister as opposed to hanging out. Not that the **Commission** has any purview over use, but had she slipped she would have gone straight down. **Jeff Goldin** added that had the **Commission** known what that roof would look like, there would have been no way.

**Rachel** mentioned to the **Commissioners** that Doris Sims asked about doing a **Commissioners** retreat this year. They are to email **Rachel** with dates of availability then she will work on scheduling a venue.

**Rachel** stated that they need to discuss forming an ad-hoc committee for the possible Maple Heights neighborhood designation. This would consist of one **Commissioner**, one **City Council Member**, and one member of the neighborhood association. This might need to be done to get these designations done. They need to review the process for the future after the current designations are completed. This is just on line but not included in Title eight. **Jeff Golden** stated that they will make discussion of this part of the **Commission** retreat.

**X. PUBLIC COMMENTS**

None

**XI. ANNOUNCEMENTS**

**XII. ADJOURNMENT**

Meeting adjourned @ 7:03 pm