

**Columbus Historic Landmarks and Preservation Commission  
Meeting Minutes  
Thursday, April 14, 2022  
City Hall Council Chambers  
105 North Dickason Boulevard**

The meeting was called to order by Chair Ruth Hermanson at 4:03 p.m.

Attendance: Present Commissioners Altschwager, Kurth, Hermanson, Elling and Pyfferoen. Staff present included Planner Matthew Schreiber and Rec Director Amy Jo Meyers. Council Liaison Gray also in attendance. Excused absence to Ulrich and Thom.

Notice of open meeting: Chair Hermanson noted that the meeting agenda had been posted and distributed per State Statutes.

Citizen comments on agenda items: Chair Hermanson recognized Katie Sharrow-Nichols who said she was visiting the meeting to see what the Commission does and that perhaps she would be interested in serving on this group in the future.

Approve agenda: Motion by Pyfferoen, second by Altschwager to approve the agenda as posted. Motion carried by voice vote.

Approve minutes from the Regular Meeting March 10th, 2022: Chair Hermanson distributed the minutes of the March 10, 2022 commission meeting. Motion by Altschwager, second by Pyfferoen to approve the minutes as presented. Motion carried by voice vote.

Treasurer's report: Altschwager reported that there had been no activity in any of the accounts during March. As such the various accounts had the same amount as the March 10 report. Motion by Pyfferoen, second by Kurth to approve the Treasurer's report for April 14, 2022 as presented. Motion carried by voice vote.

Review and take potential action on Invoices/Bills – None presented, no action taken

Update from City Ordinance Ad Hoc in regards to CHLPC Funds: Chair Hermanson noted that one of the questions from the Ad Hoc Committee dealt with the status and coordination of the various CHLPC accounts. Treasurer Altschwager indicated that all the accounts were savings accounts and that when payments were made they were via cashier's check with signatures from two CHLPC members. Monthly reports of all activity have been on-going since the commission was created in the 1980's. Significant discussion occurred on the procedures currently in place and the State Statutes regarding city funds.

Commissioner Elling requested that the City Treasurer report on the procedure changes needed to meet State Statutes and meet with CHLPC Treasurer regarding these procedures. If additional actions are needed these should be ready for discussion and action at the May 12, 2022 meeting. Treasurer Altschwager agreed to meet with the City Treasurer to review this information.

Council Liaison Report: Council liaison Gray indicated that any Council notes would be addressed in other items on the agenda.

Review and take potential action on the Pavilion Window Treatments project: Chair Hermanson and Rec Director Meyers reviewed the current proposals for the Fireman's Park Pavilion upper level window shades. Meyers will prepare information on the various designs for review and action at the May 12, 2022

meeting. Two quotes were in hand but the commissioners would like to see the actual materials before making a recommendation to the Council.

The commissioners also questioned where the money would come from to pay for these additions to the Pavilion upstairs? Meyers will check on the status of the previous fund established by the City Council to set aside a percentage of rental fees for maintenance and/or improvements to the park buildings.

Rest Haven Sub-Committee ADA Improvement Project Report: Chair Hermanson noted that the CHLPC recommendation on architectural services will be at the April 19 Council COW meeting and forwarded to the May regular Council meeting agenda. If any commissioners would like to attend the April 19 meeting she would be happy to see them.

Update regarding Ordinance Review Committee review of Historic Preservation Code: Chair Hermanson and Commissioner Elling attended the April 6, 2022 meeting. Jason Tish from the State Historic Preservation Office gave a short presentation and answered questions from the Council members and city staff.

**The group also noted that nobody in the City organization (staff, council or commission) had completed the local designation process on any of the National Register Districts or Landmarks.** Commissioner Elling questioned Matt Schrieber on the portion of the process that was not completed. Matt Schrieber indicated that the City Attorney had determined that no Recorded Document had been filed on any property to identify a local historic district or landmark designation. This is the final step in the approval process under the CHLPC Ordinance requirements. Therefore, the City Attorney cannot affirm that any legal local historic preservation district or local historic landmark designation exists in the City of Columbus.

Chair Hermanson commented that some CHLPC members in 2019 were aware of this issue and had discussed the process of filing the Recording documents for various landmark properties with the County Register of Deeds office. That action did not happen prior to the COVID shutdown. Further, it is her understanding that the City of Columbus would be paying to file the Recording documents.

Substantial discussion followed regarding possible mechanisms to address completion of the process for designations in 2022. The City Attorney would have to defend any actions taken by the Commission. The City Attorney's opinion is that the local designation process should begin from the start and not attempt to "complete the process" this long after the initial votes – some being more than 25 years ago.

Commissioner Elling recommended the commission pursue a completely new process and designation only AFTER Council adoption of a new Historic Preservation Ordinance. In this way the commissioners, property owners and City Council would have the same information on the benefits of the designations and the complete process for designation and approval in the City of Columbus.

Matt Schrieber indicated that no follow-up meeting had been scheduled for the Ad-hoc Ordinance Review Committee. Mr. Schrieber agreed to provide the commissioners with a copy of the City Attorney's opinion and findings on the procedural deficiencies for local designations.

Report from Summer Concert Series Committee regarding marketing materials and volunteers: Chair Hermanson noted that the City Attorney has prepared agreements for the various bands and vendors. She also noted that the Commission has already received some donations and sponsorships for the three events this summer. The Commission will use the picnic license from the CDDC and pay the additional insurance costs. June 23 is the first concert date.

Review & take action on Vendor & Concert Agreement Forms for summer comment series: Motion by Elling, second by Kurth to acknowledge the Agreements to be used for vendors and bands as prepared by the City staff. Motion carried by voice vote.

Discuss a new subcommittee to review local landmarks designation process and past HLPC activities for local historic designations: Chair Hermanson indicated that this topic would be tabled until the City Council adopts a new Historic Preservation Ordinance.

Staff report and discussion regarding historic preservation activities and downtown business activity: Matt Schreiber stated that there were no new projects in the approval process at this time. Several new projects were under discussion but had not be formally presented for action by the City.

Report on updated Accomplishments and Award List: Chair Hermanson indicated that the commission archivist Jan Ulrich will begin work on this when she returns this spring.

Columbus 4th of July Committee Program Donation: Motion by Kurth, seconded by Altschwager to approve \$130.00 from account #187450 to pay for a ¼ page ad in the July 4<sup>th</sup> Program. Motion carried on a roll call vote 4-0-1, with Commissioner Pyfferoen abstaining since he is also on the July 4<sup>th</sup> Committee.

Items for next Agenda: Chair Hermanson will await additional items from the commissioners

- Direction from the City Treasurer and CHLPC Treasurer on account management
- Review of Ad-Hoc Ordinance Review Committee activities (if any)
- Discussion on Concert Series

Next Meeting date Thursday May 12, 2022

Motion from Altschwager, second by Pyfferoen to adjourn at 5:30 p.m.

Respectfully submitted, Henry J. Elling, CHPLC Commissioner