

Columbus Historic Landmarks & Preservation Commission
Regular Meeting Agenda
Thursday July 8, 2021
3:30 p.m.
Community Center Building, 161 N. Dickason Blvd

1. **Chair Salzwedel called the meeting to order** at 3:31 pm - Commissioners **present:** Elling, Altschwager, Ulrich, Kurth, Thom, Salzwedel. **Absent :** Gray **Excused:** Hermanson. City of Columbus staff: Matthew Schreiber and Amy Jo Meyers were in attendance.
2. **Salzwedel confirmed the meeting was properly posted**
3. **Citizen comments on agenda items:** Elling suggested addition of agenda item to discuss process for adding agenda items.
4. **Approve agenda:** Altschwager made a motion to approve amended agenda to include the discussion of adding agenda items and also payment of invoice under new business, 2nd by Kurth - motion passed with unanimous voice vote.
5. **Approve minutes:** June 10, 2021 meeting. Elling made a motion to approve, Altschwager 2nd to approve minutes as submitted, motion passed with unanimous voice vote.
6. **Treasurer's report :** Altschwager gave July report. A brief discussion followed concerning "donated" funds compared to annual CHLPC "budget" fund. Motion made by Elling to approve the treasurers report, Kurth 2nd, motion passed with unanimous voice vote.
7. **Old Business:**
 - June 22 Council Meeting - CHLPC Façade Improvement Grant, Rest Haven Bathrooms, CLG Grant approved. Salzwedell gave updates and reported on these 3 items, no action taken by commission.
 - Standard Operation Procedures for City Council items – Amy Jo Meyers. Meyers gave a report, no action taken by commission
 - Pavilion stairs : Amy Jo Meyers gave report on deadline for bid submissions Tuesday July 13th (south side stairs only for 2021). The City plans to complete project this year and issue a new RFP for north side next year. No action taken by commission
8. **New Business:**
 - **Certificate of Appropriateness application:** 115/117 N Ludington St. (Brooke Saunders) Motion by Elling to approve COA, Kurth 2nd, motion passed by unanimous voice vote.
 - **Certificate of Appropriateness application:** 158 E. James St (Helen Klock) Schreiber shared details on project, applicant was not present, commission discussed the need for more detail on project before approval. Thom made motion to table to August meeting, Elling 2nd - motion passed with unanimous voice vote
 - **Overview of project at 101, 107 E James St., 114 N Ludington St.** (Kababah Bah) Schreiber led conversation about project, shared Certificate of Appropriateness application and materials. Commission discussed need for additional details/information before approval. No action taken.

- **CHLPC Bylaws** - Commission agreed to discuss at future meetings as Elling researches minutes.
 - **Certificate of Appropriateness Form** - Updates & Revisions - Salzwedel shared example of application found from another municipality. Commission agreed additional discussion needed to review form at future meeting(s).
 - **2022 CHLPC Calendar** – Centennial Anniversary of Rest Haven, letter to donors - Ulrich shared information about production of 2022 Calendar. Letters will be sent mid-July to solicit donations for Rest Haven restroom project as calendar proceeds will fund this project. Commissioners signed donation letter.
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 - **Honor Tree Program** - Salzwedel shared information concerning recent tree locations by Columbus DPW. Commission agreed tree placement was not within scope of work or jurisdiction. no action taken.
 - **Attendance** - Salzwedel shared concerns about intermittent attendance. Commission agreed the Mayor should be notified of concerns as CHLPC members are appointed by Mayor.
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- A. **Council Liaison Report** - (none) Alder Gray was absent.
 - B. **Discussion** on how Commission considers agenda items for future meetings. Elling suggested a recurring agenda item to ensure consensus on items. Suggested items: CLG grant, Packet and Agenda info distribution, Annual budget conversation, Popcorn wagon.
 - C. **Commissioners discussed** the addition of a recurring/formal Agenda item to pay future CHLPC claims. Thom shared concerns of paying claims or taking potential action on items that were not properly noticed on posted agenda. No action taken

Adjourn at 5:32 Altschwager made motion to adjourn, Elling 2nd. Motion passed with unanimous voice vote.