MINUTES OF THE LANDMARKS BOARD

DATE: August 15, 2018
TIME: 5:30pm

The regular meeting and public hearing of the Landmarks Board was held on the above date and time in City Council Chambers, third floor of Historic City Hall with the following members and City of Springfield staff in attendance: Gary Bishop (Chair), Nancy Crandall (Vice-Chair), Paden Chambers, Paul Lewis, Justin Stanek, Wallis Nattinger, and Layne Hunton. Absent: Kaitlyn McConnell and Kent Brown. Staff member: Michael Sparlin, Senior Planner.

ROLL CALL:

APPROVAL OF MINUTES: The minutes of July 11, 2018 were approved.

UNFINISHED BUSINESS:
Certificate of Appropriateness: None
Certified Local Government Review: None
Pre-Application Review: None

NEW BUSINESS:
Certificate of Appropriateness: None
Certified Local Government Review: None
Pre-Application Review: None
Local Historic Site Nomination Review: None

Communications: Reminder Board (2^{nd} Landmarks Board Meeting) training in 2 West Conference Room at 5:30pm on August 29, 2018 (dinner will be provided). Topics to discuss/review are ethics/duties, capacity of board members, overview of Design Guidelines/Historic Register listing, etc.

REPORTS:
Report on Committees: None
Application: None
Demolition: Sent out earlier to Board members.

Historic Sites and Districts:
Proposed Blaine Street Façade Loan Program – Sarah Kerner, Economic Director, Planning and Development here to speak on C-Street Tax Increment Financing (TIF) for a Blaine Street Façade Loan Program. She noted the appearance from Blaine Street and that many believe it is an alley, which it is not, and would like improvements and promoting parking lots/patio areas along Blaine Street.

She stated that C-Street Tax Increment Financing (TIF) would like to propose the creation of a loan program for property owners to enhance Blaine Street and maintain historic character. Projects funded under the Loan Program will be required to comply with Secretary of the Interior's Standards for Rehabilitation and Commercial Street Guidelines and contractors would not have to follow the Prevailing Wage Laws (if under $75,000) since no federal funds are being used.

Paden Chambers asked about the next steps.

Ms. Kerner responded that the next step would be taking an ordinance to City Council and then adopting rules and regulations for the Blaine Street Façade Loan Program and predicts that the timeframe to implement the loan program to be early 2019.

Gary Bishop asked about securing loans and Ms. Kerner stated that they could secure a 2nd mortgage if necessary.

Mr. Lewis motioned to **approve** to forward the Proposed Blaine Street Façade Loan Program to City Council. Mr. Chambers seconded the motion. The motion carried as follows: Ayes: Gary Bishop (Chair), Nancy Crandall (Vice-Chair), Paden Chambers, Paul Lewis, Justin Stanek, Wallis Nattinger, and Layne Hunton. Nays: None. Abstain: None. Absent: Kaitlyn McConnell and Kent Brown.

Jefferson Avenue Footbridge – Michael Sparlin noted that there are no updates at this time to report.

Communications: None
Awards and Recognition: None

Design Guidelines:
CLG Grant for Commercial Street Design Guideline updates – Michael Sparlin went over the process including the scope and purpose, activities and functions, and timeline, noting the changes in the timeline. He stated that SHPO is currently reviewing and after approval can go forward and present to the Board and will need to draft a RFQ for the consultant due August 30, 2018. Michael recommended to set up an initial small workgroup to help select the consultant, consisting of 3 members (1 staff/1 board member/1 member from Commercial Street). Then a larger workgroup to get direction, tasks and input (2 staff/2 or 3 board members/ interested persons/members from Commercial Street).

Board members expressed their approval of the recommendations and Paden Chambers suggested contacting the two Commercial Street group's so Michael Sparlin could get possible workgroup members. Mr. Chambers stated that he will help facilitate with Michael and the two Commercial Street groups.

Justin Stanek asked about the members of the workgroup and noted the specifics in draft Attachment A – "Landmark Board, preservationists, architects, district property owners, urban planners, policy setting officials and code inspectors." Michael stated that it may not be required to have one of each group as the workgroup, but would forward the resumes to SHPO for clarification/approval.

Administrative Approval of C of A's: None

ANY OTHER MATTERS THAT FALL UNDER THE JURISDICTION OF THE BOARD
Ms. Nancy Crandall asked that the minutes of Landmarks Board meetings be sent out earlier, versus being sent out with the agenda. She would like more time to review the minutes. Michael Sparlin noted that this would not be a problem.

ADJOURNMENT:
There being no further business, the meeting was adjourned at approximately 6:00pm.

Michael Sparlin

Michael Sparlin
for Executive Secretary