



CITY OF DELAWARE CITY
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**CITY OF DELAWARE CITY
REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION
May 1, 2018
MINUTES**

CALL TO ORDER

Commissioner Sellers called the regular meeting of the Historic Preservation Commission (HPC) to order at 7:05 p.m. Those present were Commissioners Wood, Sellers, Lee, and Palmer. Also in attendance was City Manager Houck.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Commissioner Palmer made the motion to accept the minutes as written from the previous meeting. Commissioner Wood seconded, all in favor. Minutes were accepted.

311 HAMILTON STREET – ELLEN RITTENHOUSE 2ND FLOOR 8X12 DECK WITH STAIRCASE LEADING TO FIRST FLOOR IN REAR OF PROPERTY

Commissioner Sellers suggests since no one was present to move on to item number 2.

109 WASHINGTON STREET – MARY KATE O'DONNELL – REMOVE & REPLACE STEPS TO DRIVEWAY AT SIDE DOOR

Mrs. O'Donnell hands the Commissioners the information on her requested plan and states the following:

- A study of the underground utilities was made.
- They do have flood insurance

- Since moving in 4 years ago they have wanted to replace the steps because of safety issues.
- The new structure will not block the basement window
- The approach to the landing will be from the left side with railing and 3 steps to the landing, approachable from the Washington Street side.
- Materials will be Trex and wood.

Discussion commenced on what district the house is located. It was determined its C1L contributing. Commissioner Lee says it would definitely be an improvement and the steps are not original to the house and the new structure would be reversible if needed.

Commissioner Palmer asked questions on how the builder will deal with the existing steps and made his recommendations.

Commissioner Lee made the motion to approve the steps constructed of Trex and the landing and railings and the side visible to the street of wood. Commissioner Palmer seconded the motion. The remaining Commissioners voted aye. Motion carried. Commissioner Sellers told Mrs. O'Donnell she will be receiving her letter in the mail.

COMMISSIONERS COMMENTS

The Commissioners believed the information on 311 Hamilton Street was not sufficient to make any decision on. They requested the following be provided for the next HPC meeting:

- Photos of current property especially the side where it's going in relationship to the street.
- Is the access through a window? What is the usage plan?
- Where exactly is the deck located on the house?
- Stairs are not shown on plot plan and the direction they are in
- What materials will be used?

The motion was made by Commissioner Lee to table this request until the above information is provided. Commissioner Palmer seconded the motion and all others were in favor.

ADJOURNMENT

Commissioner Wood made a motion to adjourn the meeting. Commissioner Palmer seconded the motion. The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Bonnie Lynn Hanna

City Secretary