



**CITY OF DENISON  
HISTORIC PRESERVATION BOARD MEETING  
MINUTES**

**Tuesday, December 19, 2023**

**1. CALL TO ORDER**

Announce the presence of a quorum.

In the absence of a Chair or Vice Chair, Commissioner Linda Anderson called the meeting to order at 12:00 p.m. Board Members present were Rhonda Borgne, Kurt Cichowski, and Steve Riley. Vice Chair Kirsten Solomon was absent.

Staff present were Donna Dow, Main Street Director; Grant Yoder, Main Street Coordinator; Sam Patterson, Main Street Management Assistant; Mary Tate, Director of Development; Robert Lay, Neighborhood Services Manager; and Karen L. Avery, Deputy City Clerk.

**2. PUBLIC COMMENTS**

No Request to Speak Cards were received at this point in the meeting. Therefore, no public comments were received.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

Prior to the Board taking any action and without objection, Commissioner Anderson requested to hear Item 3.C prior to Item 3.B.

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the December 5, 2023, Meeting.

Board Action

On motion by Board Member Riley, seconded by Board Member Cichowski, the Historic Preservation Board unanimously approved the December 5, 2023, Meeting Minutes.

Due to the Applicant for Item 3.C having not arrived at the meeting in order to take the items out of order, Commissioner Anderson rescinded her request and the Board heard Item 3.B next.

- B. Receive a report, hold a discussion, and take action on the 2024 Historic Preservation Board Meeting dates.

Board Action

Donna Dow, Main Street Director, presented this agenda item and provided the proposed meeting dates for 2024.

On motion by Board Member Borgne, seconded by Board Member Cichowski, the Historic Preservation Board unanimously approved the 2024 Historic Preservation Board Meeting dates.

- C. Receive a report, hold a discussion and take action on replacing the rear upstairs windows on 408 W. Main Street.

Board Action

Donna Dow, Main Street Director, presented this agenda item. Ms. Dow stated that the Applicant would like to replace the windows at the rear of the building. The Applicant has indicated that the windows have deteriorated and are not weather tight, noting that the Applicant lives in the building. Ms. Dow stated that she presented the case to Rosin Consultants and they stated that there should be no reason not to approve the item. In response to Board Member Riley's inquiry, Ms. Dow stated that the Applicant is requesting to replace the three windows on the top level only (at the rear of the building).

On motion by Board Member Cichowski, seconded by Board Member Borgne, the Historic Preservation Board approved the replacement of windows on the rear exterior façade of 408 W. Main Street.

#### **4. STAFF UPDATES**

Donna Dow, Main Street Director, presented this agenda item. Ms. Dow stated that the Historic Preservation Ordinance and Design Guidelines were approved at the December 18, 2023, City Council meeting, and she will send electronic copies to the Board Members [a few Board Members requested to have the documents printed and placed in a binder].

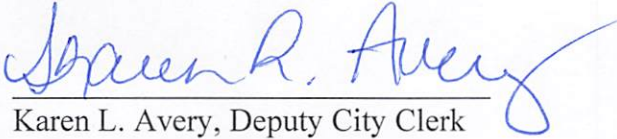
Ms. Dow informed the Board that this meeting will be her last meeting as Historic Preservation Officer and Mary Tate, Director of Development, will be filling this role moving forward. Commissioner Anderson thanked Ms. Dow for her years of service, stating that she appreciated "every single second" of working with her and feels that Ms. Tate will have "big shoes" to fill.

**5. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:06 p.m.

  
\_\_\_\_\_  
LINDA ANDERSON, Commissioner

ATTEST:

  
\_\_\_\_\_  
Karen L. Avery, Deputy City Clerk