



Approved

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, February 19, 2015
City Council Chamber, Historic Federal Building

Commissioners Present: Chairperson Bob McDonell; Commissioners David Klavitter, Otto Krueger, Mary Loney Bichell, Chris Olson and Joseph Rapp.

Commissioners Excused: Commissioners John Whalen and Christina Monk.

Staff Members Present: Laura Carstens and David Johnson.

CALL TO ORDER: The meeting was called to order by Chairperson McDonell at 5:33 p.m.

AFFIDAVIT OF COMPLIANCE: Staff presented an Affidavit of Compliance verifying the meeting was being held in compliance with the Iowa Open Meetings Law.

MINUTES: Motion by Bichell, seconded by Rapp, to approve the minutes of the January 15, 2015 meeting as submitted. Motion carried by the following vote: Aye – Bichell, Klavitter, Rapp, and McDonell; Nay – None; Abstain - Olson.

ELECTION OF OFFICERS:

Commissioner Krueger entered the meeting at 5:36 p.m.

Vice Chairperson: Staff Member Johnson reviewed the role of the Vice-Chairperson and noted the new Vice-Chairperson will fill the vacated office of former Commissioner Julie Schlarman until July 2015. Commissioner Klavitter noted Commissioner Monk expressed interest in the office.

Motion by Klavitter, seconded by Krueger, to nominate Commissioner Christina Monk as Vice Chairperson. Motion carried by the following vote: Aye – Bichell, Klavitter, Olson, Rapp, Krueger, and McDonell; Nay – None.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION:

Work Plan Update: Staff Member Johnson reported the Commission had requested at the January 15th Commission meeting that Planning Services staff communicate with former Commissioner Schlarman about her wishes for the Work Plan items she

championed. He explained he spoke directly with Ms. Schlarman and she indicated it is her intention to independently work on the Work Plan items as time allows. He stated her immediate attention is being given to developing the National Register Nomination for Eagle Point Park. He reviewed the progress Ms. Schlarman had made and meetings with City staff. He noted Ms. Schlarman had not identified exact outcomes for other tasks related to the goals as they were a work in progress. He stated Ms. Schlarman was working almost entirely independently on the goals.

Staff Member Johnson stated that if a Commissioner feels there is a need to also continue to work on the plan items and has the ability and time to do so independently, Planning Services staff requests they volunteer to champion the cause. He noted if no one is willing to do so, staff recommends the items be removed from the work plan. Staff will continue to provide support on other Work Plan items.

The Commission asked who was involved in the staff meetings with Ms. Schlarman. Staff Member Johnson explained meetings were held with the Engineering Department, Building Department, Housing Department, Planning Department, Legal Services, and Parking Division staff.

The Commission discussed the Work Plan items, noting if Ms. Schlarman's intent is to continue to work on these items; they would like to keep the items in the Work Plan, until she does not have the time, or a new Commissioner would be interested in championing the goals. The Commission requested Planning staff contact Ms. Schlarman in July and inquire whether it is still her intent to pursue those goals and gauge progress.

Staff Member Johnson reviewed the progress of the remaining Work Plan items.

New Construction and Site Plan Review – Expanding Scope of Design Review: Staff Member Carstens stated the scope of design review for the Commission hasn't changed since 1989. She reviewed the Commission's existing scope is for exterior alterations that are visible from the public right-of-way, require a permit, and are located in locally designated properties. She reviewed if the Commission wishes to increase its authority to review site plans for new construction in historic districts, the Commission needs to independently approach the City Council. She stated Planning and Legal staff will be at the Council meeting to respond to questions if needed; however, the Commission must present the request.

The Commission discussed the memorandum provided by Planning staff. The Commission asked staff why the Commission could make changes to the demolition section of the Historic Preservation Ordinance but cannot make changes to allow design review to include new construction and site plan review.

Staff Member Carstens clarified the changes in the demolition criteria were not a change in their scope of authority, whereas amending the Ordinance to allow the Commission to review site plans for new construction in historic districts is an expansion of their authority and has regulatory implications.

Staff Member Carstens clarified the Legal Department works directly for the City Council, and City staff also works for City Council under the directive of the City Manager. She noted any activities outside the approved authority and capacity must first be authorized by City Council. She explained the City Attorney has indicated that until such authority is granted by the City Council, City staff is not to work on matters outside the Commission's review and authority.

The Commission questioned how best to proceed. Staff clarified City staff cannot assist in any capacity until authorized to do so from City Council and the City Manager.

The Commission discussed their next steps. By consensus, the Commission received and filed the information.

Commissioner Krueger left the meeting at 6:37 p.m.

Commission Membership: Chairperson McDonell noted Commissioner Krueger has indicated that he will not seek re-appointment when his term ends on July 1, 2015. Commissioners Olson and Bichell stated they will not be seeking reappointment at the conclusion of their current terms, which will end July 1, 2015. Staff discussed recruitment for residents of local historic districts, and reducing the Commission membership back to seven.

ITEMS FROM STAFF

Kringle Award Nominations: Staff Member Johnson reviewed the background and significance of the Ken Kringle Historic Preservation Award. He reviewed projects Planning Services staff felt worthy of recognition, including 1095 Grove Terrace, 1083 Grove Terrace, 902 White Street and 185 Main Street.

The Commission discussed the suggestions, noting 1095 Grove Terrace is largely the result of a previous property owner's efforts. The Commission discussed recognizing the former and current property owner. After discussion, it was the consensus of the Commission to not nominate the project.

Additional projects the Commission recommended for the Ken Kringle Historic Preservation Award were 1000 Lincoln Avenue, 300 block of West Third Street, 1072 West Third Street, and 555 West 11th Street.

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The Commission requested Planning Services staff verify the exact addresses and completion dates for the projects, and report back at the March Commission meeting.

2014 CLG Annual Report: Staff Member Johnson noted the report is provided annually to the Commission for their review and no action is required. Staff encouraged the Commission to read the report, noting there were many accomplishments by the Commission in 2014.

Staff Approvals: Staff Member Johnson provided a report of staff sign-offs for January 2015. The Commission requested the addresses of staff sign-offs be provided in writing with agenda packets.

Building Services Historic Preservation Enforcement Report: Staff reviewed the enforcement report noting recent updates and progress on the properties.

ADJOURNMENT: The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Laura Carstens, Planning Services Manager

Adopted