



Approved

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

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

Commissioners Present: Chairperson Christina Monk; Commissioners Emily Hilgendorf, John McAndrews, Bob McDonell and Joseph Rapp.

Commissioners Excused: Commissioner David Klavitter.

Commissioners Unexcused: None.

Staff Members Present: Laura Carstens, David Johnson, Ose Akinlotan, and Tim Horsfield.

CALL TO ORDER: The meeting was called to order by Chairperson Monk at 5:30 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 McDonell, seconded by Hilgendorf, to approve the minutes of the October 15, 2015 meeting as submitted. Motion carried by the following vote: Aye – Hilgendorf, McAndrews, McDonell, Monk and Rapp; Nay- None; Abstain – None.

ITEMS FROM PUBLIC: None.

ADVISORY DESIGN REVIEW: Application to install one wall-mounted digital sign at 351 E. Ninth Street, Dubuque Intermodal Transportation Center (DITC) Parking Ramp in the Historic Millwork District.

Parking Division Manager Tim Horsfield reviewed the Dubuque Intermodal Transportation Center (DITC) project. He discussed the request for installation of one digital sign for the DITC parking ramp at the Ninth Street entrance. He then introduced the DITC project architects.

Khalid Khan and Brian Warthen, Neumann-Monson Architects, reviewed their previous design review of the parking ramp architecture with the HPC. They discussed the intent in designing the flush-mounted digital sign at the Ninth Street parking ramp entrance in terms of the structure's design, materials, placement, context, and function. They noted key aspects of the design and placement relative to historic districts and buildings as well as to surrounding land uses.

Planning Services staff reviewed the staff report, noting that the DITC parking ramp is a modern designed structure. Staff also explained that while the City's Architectural Guidelines do not recommend internally illuminated and electronic message signs on historic buildings, the proposed sign can be considered consistent with the overarching Policy Statement of the Architectural Guidelines that all new signs should be developed with the overall context of the building and of the area in mind.

The HPC discussed the size, style, materials, and placement of the electronic message center sign and similar signs on other public parking ramps in the downtown area.

Commissioners voiced their concerns regarding light pollution, flashing, and animation on the character of surrounding historic warehouse structures with the following suggestions: minimize light pollution by using darker background colors, no flashing or animation, minimize transition time between messages, and maintain static messages whenever possible.

Commissioner McDonell expressed concern for the lack of HPC involvement in the development and approval process before the sign was installed. He noted it makes it difficult for the Commission to perform its duties after the project is completed and investment made.

Staff Member Horsfield apologized for the oversight regarding the HPC process. He stated it was not intentional. Mr. Horsfield explained the sign locations were depicted in the original plans approved by HPC, but their specific design was not.

Motion by Hilgendorf, seconded by Rapp, to recommend approval of the wall-mounted digital sign as submitted, with the following suggestions: minimize light pollution by using darker background colors, no flashing or animation and maintain static messages whenever possible. Motion carried by the following vote: Aye – Hilgendorf, McAndrews, Monk and Rapp; Nay – McDonell; Abstain – None.

ITEMS FROM COMMISSION:

Work Plan Update - Economic Impact Study: Staff Member Carstens informed the Commission of staff's continued work with Duane Hagerty, Executive Director of Heritage Works, to explore opportunities to make the economic impact study less of a plan, and more of a model study for Historic Preservation based on the City's Sustainable Dubuque triad. The study will focus on the impact of historic preservation, considering economic prosperity, environmental integrity and social/cultural vibrancy.

Chairperson Monk inquired about Commissioner Klavitter's participation in the study; staff informed the Commission of his request for participation, and their intent for his future inclusion.

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The Commission agreed to the staff's continued work with Heritage Works in order to get this study developed and produced. Staff were also praised for their efforts, which may encourage more participation from the general public and committed progression of historic preservation.

Historic Macon Foundation Presentation: Ethiel Garlington, Historic Macon Foundation Executive Director, provided a presentation of the benefits of Historic Macon Foundation's mission, strategic plan, and revolving fund model. Mr. Garlington, the Commission and Staff discussed opportunities and challenges to neighborhood preservation.

The Commission thanked Mr. Garlington for the presentation and requested a copy of the PowerPoint that was not able to be shown due to technical difficulties in Council Chambers.

ITEMS FROM STAFF:

Enforcement Report: Staff Member Johnson provided an update on the Building Services Historic Preservation Enforcement Report.

Staff Approvals: Staff Member Johnson reviewed staff approvals for the month of November.

ADJOURNMENT: Motion by McDonell, seconded by Rapp to adjourn the meeting of November 19, 2015. Motioned carried by the following vote: Aye – Hilgendorf, McAndrews, McDonell, Monk and Rapp; Nay – None; Abstain – None. The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Laura Carstens, Planning Services Manager

Adopted