



Approved

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, March 17, 2016
City Council Chamber, Historic Federal Building

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

Commissioners Excused: None.

Commissioners Unexcused: None.

Staff Members Present: Laura Carstens and David Johnson.

CALL TO ORDER: The meeting was called to order by Chairperson Monk at 5:34 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 February 18, 2016 meeting as submitted. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, McAndrews, Kopcyzk, Rapp and Hilgendorf; Nay – None.

DESIGN REVIEW/229 MAIN STREET: Application of Dennis Willett, Advantage Sheet Metal, Inc. for a Certificate of Appropriateness to install louvered vents in the storefront transoms at 299 Main Street in the Old Main Historic District.

Chairperson Monk presented a written request from the applicant requesting that the application be tabled to the April 21, 2016 regular Commission meeting. She explained the applicant recently received information that the building owner has reached an agreement to sell the building at 299 Main Street, and the applicants are requesting additional time to speak with the new owner.

Motion by Klavitter, seconded by McDonell, to table the design review application the applicant's request to the April 21, 2016 Commission meeting. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, McAndrews, Rapp, Kopcyzk, and Hilgendorf; Nay – None.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION:

Work Plan Update: Staff Member Carstens reviewed updates to the Historic Preservation Commission Annual Work Plan, noting Planning Services staff has met with Commissioners Monk and Rapp to review potential survey areas and NRHP District nominations. She noted Planning Services staff is in the process of reviewing Section 106 requests to develop boundaries and prioritize future survey areas.

Staff Member Carstens explained Dr. Julie Schlarman is in the process of finalizing the National Register of Historic Places nomination. She stated the draft nomination has been submitted to the State Historic Preservation Office for final group review. The nomination is still on track for the June State Nominations Review Committee meeting.

Staff Member Carstens reviewed the potential Upper Couler Historic National Register of Historic District and the Jackson Street Gable Frame Houses National Register of Historic District. She explained those districts are smaller and could serve as a potential project for Iowa State University College of Design students. She noted Iowa State is currently working on developing a Historic Preservation Certificate Program.

Staff Member Carstens stated she is waiting on responses to questions sent to Heritage Works regarding the next steps with the Economic Impact Study. Staff Member Carstens stated she will reach out to Heritage Works again and the project could potentially be included in next year's budget request.

Staff Member Carstens noted Planning Services staff is in the process of coordinating a meeting with Commissioners McDonell and Klavitter regarding the Historic District signs. Commissioner Kopcyzk stated he has submitted an application to Alliant Energy for a grant to help fund the National Register District Sign Project. He stated he should have an answer to the request shortly.

Commissioner McDonell asked about the status of the Dubuque County Department of Veteran's Affair sign at the Old Jail Building. Planning Services staff and Chairperson Monk explained the Commission's suggestions were taken into consideration and the sign was redesigned accordingly. Planning Services staff stated that City Council reviewed and approved the revised signs based on the Commission's recommendations.

ITEMS FROM STAFF:

Architecture Days: Staff Member Johnson provided a report on Architecture Days, noting it will take place the week of April 11-16. He explained the information is being provided for their consideration and encouraged Commissioners to attend all activities. He noted it is especially important for Commissioners to attend the evening Preservation presentation and Awards Ceremony on April 12th. He reviewed the time and location of the ceremony.

National Historic Preservation Month: Staff Member Carstens stated Planning Services staff is in the process of finalizing an evening Historic Tax Credit Workshop with Steve Wilke-Shapiro. She reviewed the tax credit workshop content and noted Mr. Shapiro has agreed to offer the workshop on May 24th. She stated Planning Services staff will develop promotional materials to help market the event.

She stated a Historic Preservation Proclamation will be made at the May 2nd City Council meeting in recognition of Historic Preservation Month. Chairperson Monk stated she will be at the meeting to accept the proclamation and requested an opportunity to say a few words. She requested Planning Services staff provide some talking points, noting it is also an opportunity to promote the additional preservation-related activities in May.

The Commission questioned whether a media release will be issued for the Tax Credit Workshop. Staff Member Carstens confirmed Planning Services staff will prepare and issue a media release for the event.

Building Services Historic Preservation Enforcement Report: Staff Member Johnson reviewed 1498 Locust Street and 1921 Madison Street updates.

Staff Approvals: Staff Member Johnson reviewed staff approvals for the months of February and March, noting 400 Bluff Street is the Center of IAM.

Commissioner Klavitter noted the nice job the property at 264 Alpine Street is doing on the porch project.

ADJOURNMENT: Motion by Klavitter, seconded by Hilgendorf, to adjourn the meeting. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, McAndrews, Kopcyzk, Rapp, and Hilgendorf; Nay – None.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Laura Carstens, Planning Services Manager

Adopted