



Approved

MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION

5:30 p.m.

Thursday, March 15, 2018
City Council Chambers, Historic Federal Building

Commissioners Present: Chairperson Emily Hilgendorf, Commissioners Christina Monk, Al Kopcyzk, David Klavitter, Kayla Morrison, Juan Nieto, and Joseph Rapp.

Commissioners Excused: John McAndrews.

Commissioners Unexcused: None.

Staff Members Present: Laura Carstens, David Johnson, and Steve Brown.

CALL TO ORDER: The meeting was called to order by Chairperson Hilgendorf at 5:32 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 Nieto, seconded by Rapp, to approve the minutes of the January 15, 2018 meeting as submitted. Motion carried by the following vote: Aye – Rapp, Kopcyzk, Monk, Morrison, Nieto, and Hilgendorf; Nay – None; Abstain – Klavitter.

DEMOLITION PERMIT: Application of the City of Dubuque to demolish the building located at 1146 Elm Street located in the Washington Neighborhood Conservation District.

Staff Member Johnson reviewed the staff report. City of Dubuque Project Manager Steve Brown apologized for the error and explained the procedural oversight on behalf of the Engineering Department. He reviewed steps the Engineering Department has taken to ensure proper procedures are followed in the future.

Acting Building Services Manager David Johnson presented information from the Building Services Department. He reviewed the demolition permit process and agencies involved. He noted the department's error in the process and reviewed additional measures instituted to ensure such an error does not happen again.

Motion by Monk, seconded by Nieto, to approve the Demolition permit for 1146 Elm Street as submitted, noting the property has no architectural or historical significance. Motion carried by the following vote: Aye – Rapp, Klavitter, Monk, Morrison, Nieto, and Hilgendorf; Nay – None; Abstain - Kopcyzk.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION:

NAPC Forum: Commissioner Monk stated she received an email earlier this week from the NAPC. The NAPC is encouraging Commissions to capture an image of the Commission holding an NAPC Forum sign in front of a historic building. Commissioner Monk encouraged the Commission to participate. The Commission agreed to take a picture after the meeting.

Staff Member Carstens reminded the Commission there is a grant to pay for commissioners to attend the Forum. The Commission noted registration will begin April 1st.

ITEMS FROM STAFF:

2017 Annual Certified Local Government Report: Staff Member Johnson explained this is an annual item submitted to the State Historic Preservation Office, City Council and Commission. He stated this report is the Commission's opportunity to highlight accomplishments of the year. The Commission noted they were especially proud of listing Eagle Point Park in the National Register of Historic Places.

Historic Preservation Month: Planning Services Staff reviewed Historic Preservation month as well as suggestions for participation including partnering with the Old House Enthusiasts on the Old Homes Tour, This Place Matters Campaign, Fact a Day Campaign, and Eagle Point Park admission sponsorship. The Commission asked Staff to pursue opportunities with the Old House Enthusiasts and do the Fact-a-Day campaign and Eagle Point Park Registration.

Architecture Days: Staff Member Johnson reviewed the Architecture Days schedule. He noted the Historic Preservation Award Ceremony and requested all Commissioners attend the ceremony and support the Ken Kringle Award recipients. Staff Member Johnson stated he would email Commissioners clarification on the reception and award ceremony schedule. Commissioners will put the event in their calendars.

Building Services Historic Preservation Commission Enforcement Report:

Staff Member Johnson reviewed the report noting the remaining two cases are still in the court system. Staff Member Carstens noted Planning Services Staff met with Chairperson Hilgendorf about removing the report from future agendas. All were in support noting all efforts are outside the scope of the Planning Services Department and Commission. The report is added administrative time. By consensus, the Commission agreed to discontinue the Historic Preservation Enforcement Report, but reserved the ability to re-evaluate it in the future.

Planning Services Staff Approvals: Staff Member Johnson reviewed the recent approvals by City Staff.

ADJOURNMENT: Motion by Monk, seconded by Nieto, to adjourn the March 15, 2018 Historic Preservation Commission meeting. Motion carried by the following vote: Aye – Rapp, Klavitter, Kopcyzk, Monk, Morrison, Nieto, and Hilgendorf; Nay - None.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager



Adopted