



Approved

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, May 17, 2018
City Council Chamber, Historic Federal Building
350 W. 6th Street

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

Commissioners Excused: Commissioner Juan Nieto.

Commissioners Unexcused: None.

Staff Members Present: Laura Carstens, Wally Wernimont and Travis Schrobilgen.

CALL TO ORDER: The meeting was called to order by Chairperson Hilgendorf 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 Monk, seconded by Kopcyzk, to approve the minutes of the April 19, 2018 meeting as submitted. Motion carried by the following vote: Aye – Klavitter, Kopcyzk, Morrison, Monk, McAndrews and Hilgendorf; Nay – None.

HISTORIC PRESERVATION REVOLVING LOAN FUND/56 BLUFF STREET:
Application of John McAndrew to reconstruct the roof and tuckpoint building at 56 Bluff Street in the Cathedral Historic District.

Commissioner McAndrews recused himself to present his application.

Staff Member Wernimont reviewed the staff report, noting the project is an Historic Tax Credit (HTC) Project and has Part 2 approved. He reviewed modifications of the structure over time and the historical occupancy. He noted that the staff would typically sign off on an HTC Project, but the applicant's request for Historic Preservation Revolving Loan Funds requires HPC review and approval. He read information from Part 2 SHPO approval, and noted photos provided. He reviewed the Revolving Loan Process and the Commission role with review and approval.

Commissioner Rapp arrived at 5:39 p.m.

Staff Member Wernimont reviewed the different roofing material options. He noted the bids and Historic Preservation Revolving Loan Fund program. He said the Historic Preservation Commission Revolving Loan Fund Review Committee has recommended approval. He emphasized using proper tuckpointing and masonry treatments. He noted the applicant has been working with an architect.

John McAndrews, 350 W. 1st Street, was available to answer questions. He clarified the roof will be wood shingles. Commissioners suggested Mr. McAndrews should check on the roofing slope to insure he gets his warranty and that the wood shingles will work properly.

Staff Member Wernimont noted the application includes an alternate roofing material, and he read it into the record. Commissioners discussed the alternate for roofing. Staff Member Wernimont provided a digital image of the shingle, which are long metal shingles that resemble architectural shingles. Commissioners noted these shingles function well on this type of roof slope. Commissioners discussed the options.

Motion by Monk, seconded by Kopcyzk, to approve the application for Historic Preservation Revolving Loan Fund in the amount of \$25,000 and scope of work as noted in the staff report with the following roof options.

1. Traditional asphalt laminated shingle
2. Cedar shingles
3. Metal coated shingles to resemble asphalt shingles as approved by SHPO in the Part 2 HTC application.

Motion carried by the following vote: Aye – Morrison, Rapp, Klavitter, Kopcyzk, Monk, and Hilgendorf; Nay – None; Abstain - McAndrews.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION: Commissioner Klavitter reminded Commissioners to use the Dubuque app to report possible HPC violations. He also noted Bill Doyle from Heritage Works was present.

NAPC Forum: Staff Member Carstens reminded the Commission of the opportunity to attend the NAPC Forum in Des Moines July 18-22, 2018. She said the Planning Services Department has secured funding for four Commissioners to attend the conference, and in order to reduce the cost, staff would need to know as soon as possible which Commissioners would like to attend. Commissioners Monk and Hilgendorf said they would definitely attend the conference. Commissioners Rapp, Klavitter and McAndrews were interested, but did not commit.

Commissioner Resignation: Chairperson Hilgendorf noted that Commissioner Juan Nieto, Vice Chairperson, has resigned from the Commission. The Commission discussed the option to replace him as vice chairperson tonight or wait until June or July when elections are normally held. The Commission decided to discuss at the next meeting.

Staff Member Carstens discussed that since there are two vacant positions open, that there is a possibility to reduce the Commission from nine members to seven members. She discussed the previous reasons why the Commission was expanded. Commissioners said that they could discuss about the number of members at a future meeting.

Staff noted expiring terms for Emily Hilgendorf, Kayla Morrison, and Joseph Rapp. Chairperson Hilgendorf stated she has submitted her application to renew membership. Commissioner Rapp indicated his application is nearly ready. Commissioner Morrison asked for information regarding re-applying on-line.

Commissioner Rapp asked that Commissioners spread the word about vacant positions on the Commission during the tours taking place during Historic Preservation Month for recruiting purposes.

ITEMS FROM STAFF:

Goal Setting: Staff Member Carstens discussed the City Council has requested Boards and Commissions input on goal setting. She referred to the handout included with the packet and discussed how the suggested goal setting successes and initiatives were developed. She asked for input from the Commission regarding additional successes and initiatives; discussed the interactive preservation map, Section 106 importance and time investment; and provided a chart with recommendations on social, cultural, and historic preservation highlighting several Comprehensive Plan recommendations.

Chairperson Hilgendorf mentioned the grant for NAPC could be a success. Commissioner Monk noted that requiring a programmatic agreement with SHPO would be a worthy project in the future.

Staff Member Wernimont discussed the process for Section 106, and the history of the programmatic agreement. Commissioner Monk also mentioned updating architectural guidelines to include new technologies.

Commissioners, by consensus, asked staff to make these revisions to the draft goal setting forms, and then place them on the next agenda for final vote.

Staff Approvals: Staff Member Wernimont stated there were no staff approvals.

Commissioner Rapp asked about Carnegie Stout Public Library stair replacement. Staff Member Carstens said the project was previously approved several years ago, and they are just getting around to constructing that portion of the project. She agreed to follow-up on the approval for the Commission.

Commissioner Klavitter stated the gate under the library steps was used for a film festival, and he also noted Heritage Works has a list of similarly unique spaces if anyone is interested.

Staff Member Wernimont said he will be opening the Shot Tower for a tour for 3rd graders at Eisenhower and noted the Shot Tower will also be open for a photography convention.

ADJOURNMENT: Motion by Rapp, seconded by Klavitter, to adjourn the May 17, 2018 Commission meeting. Motion carried by the following vote: Aye – Klavitter, Kopczyk, Morrison, Monk, McAndrews, Rapp and Hilgendorf; Nay – None.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Laura Carstens, Planning Services Manager

Adopted