



Approved

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, April 18, 2019
Room 250, Historic Federal Building

Commissioners Present: Chairperson Emily Hilgendorf, Commissioners Brandi Clark, Melissa Daykin Cassill, Christina Monk, Al Kopczyk, David Klavitter, John McAndrews, Joseph Rapp, Rick Stuter, and Emily Hilgendorf.

Commissioners Excused: None.

Commissioners Unexcused: None.

Staff Members Present: Laura Carstens and Chris Happ Olson.

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 Klavitter, seconded by Monk, to approve the minutes of the March 21, 2019 meeting as submitted. Motion carried 9-0 by the following vote: Aye – Klavitter, Kopczyk, Daykin Cassill, Clark, Monk, McAndrews, Stuter, Rapp and Hilgendorf; Nay – None.

CERTIFICATE OF APPROPRIATENESS: Application of Ryan Davis, 264 Alpine St., to connect the perpendicular porches along the north L-plan side of the house by building an interim porch. Includes tying in roof, porch, and columns (deck is existing) in the Langworthy Historic District.

Ryan Davis, Contractor and Applicant at 17001 Rooster Ln., Dubuque, represents the owner Jeremy Wainwright. He reviewed the work to be done on the porch to connect two existing porches and one deck between them. He stated that because of the porch floor being tongue and groove, and the runoff from the porch roofs, there is pooling on the deck and rotting wood. His proposal is to connect two porches as described, and to re-shingle the porch roof.

Staff Member Olson reviewed the staff report, noting that this is the Solon Langworthy

House, stating it's significance to the State on the 2004 and 2005 evaluation by Jacobsen and the subsequent listing as a local district. She noted this is one of the houses for which the district is named, after the Langworthy siblings that developed the area. Ms. Olson reviewed the architectural style and siting, noting the back of the house now faces Alpine Street, where the said project is most visible. Ms. Olson reviewed the staff analysis starting with:

Project Description from Application:

Existing deck pools water due to porch placement and roof overhead. Use existing pitch to connect two perpendicular porches and their roofs. If pitches differ, reconstruct lower pitched roof to meet the higher pitch, with a valley between. Eliminate decorative fretwork to match west facing porch to provide continuity between porches. Replicate columns to provide continuity across entire connected porch. Install gutters and downspouts for drainage.

Construction Materials from Application:

Framing to be 2x8 construction, 1/2" plywood, asphalt shingles to match existing roof, using proper underlayment; exterior finish will be painted poplar, turned colonial style columns; install new painted wood fascia board with 5" aluminum seamless gutters and 4" downspouts.

Ms. Olson reviewed the relationship of the request to the Architectural Guidelines, from the staff report.

In regard to the Historic Porch Components (referring to page 55 of the Architectural Guidelines), Ms. Olson referenced the staff report:

This project largely follows the tips from above, unifying two non-original porches. It introduces familiar details, rooflines, columns, and materials.

In regard to Additions (referring to page 60 of the Architectural Guidelines), Ms. Olson read from the Staff Report:

1.92 Place an addition at the rear of a building or set it back from the front to minimize the visual impacts.

- This will allow the original proportions and character to remain prominent.
- A roof top addition should be set back at least ten feet from a primary facade.

This project largely meets this guideline, as it is not on the historical front of the structure and the addition is in an inward corner of the structure.

1.93 An addition should be compatible in scale, materials and character with the main building.

This project meets this guideline, unifying the two porches that are in historic locations.

Ms. Olson reviewed the Role of the Commission from the Staff Report.

Commissioners discussed the project. Staff clarified that the porches cannot be accurately dated, because Sanborn Fire Insurance Maps in this area of the City only date back to 1950. There was a discussion of the architectural style of Greek Revival vs. Victorian Style in regard to the fretwork on one of the porches. Staff clarified that the owner plans to remove the fretwork to make the porches more consistent with the rest of the house, noting that it was a late 20th Century interpretation of Victorian era styling. Discussion continued with questions about the large east-facing porch on the opposite side of the house, to which Mr. Davis described that the owner wasn't ready to take on the restoration, but that Mr. Davis had been instructed to repair due to squirrel damage. Mr. Davis also clarified this is still a bed and breakfast, and that the decking is in place already and will be easier to maintain for snow and ice removal with a porch roof over it. Mr. Davis clarified that there will be more porch columns added, in the style of the existing columns, while the fretwork will be removed and replaced with solid fascia to mimic the other porches.

Motion by Klavitter, seconded by Stuter, to approve the Certificate of Appropriateness as submitted. Motion carried 9-0 by the following vote: Aye – Klavitter, Kopczyk, Cassill-Daykin, Clark, Monk, McAndrews, Stuter, Rapp and Hilgendorf; Nay – None. Abstain – None.

CERTIFICATE OF APPROPRIATENESS: Application of Eric Esser Construction for property located at 1243 Walnut St. to replace most windows with vinyl pocket window to size and replace three sides of the rear (west) addition with vinyl 4" reveal siding in the West 11th Street Historic District.

Rozanne Gardner, 520 Elm Ridge, Peosta, IA said that she is a Realtor representing the applicant Eric Esser who is the property owner. Ms. Gardner stated that the owner would like to replace all but three large windows with vinyl windows. Responding to a question from the Commission about why work was started without a permit, Ms. Gardner stated Mr. Esser had ordered the windows and siding already with a misunderstanding about replacement. Discussion followed regarding the Stop Order that was applied by Building Services staff after Mr. Esser had met with Assistant Planner Chris Olson. Ms. Olson verified that work did stop temporarily and that the owner then proceeded later with painting and repairs, including parging of the stucco. Ms. Olson clarified that the siding replacement was for all three sides of the west kitchen addition, per the applicant's submittal.

Ms. Olson reviewed the staff report and noted that she assisted Mr. Esser with the

application to provide clarity for the Commission. Ms. Olson described the significance of the subject property, with its architectural details, additions and alterations. She referred to the photo documentation from two site visits on March 20 and April 11, 2019.

Ms. Olson read the Past Alterations section of the Staff Reports as follows:

A west rear kitchen addition (along Chestnut) and an enclosed south porch (along Walnut) and addition are all present in the earliest Sanborn Fire Insurance maps of 1909 and unchanged in 1950, representing what is built today. The rear kitchen addition was sided on the west and north sides with an original lath substrate stucco, matching the house. The 1872 Panorama shows additions at both the south and west locations of current additions. Three elongated floor to ceiling windows on the first floor as well as matching smaller windows throughout the structure remain on the structure. Various windows throughout the additions have been replaced over time. A stuccoed Dubuque limestone foundation remains.

City of Dubuque historic permit cards show exterior changes from 1933-2000, revealing re-roofings in 1937, 1964 (frame dwelling) and 1996. The City's current permit system shows no recent exterior activity since.

Ms. Olson read the Recent Alterations of the Staff Report as follows:

This project started prior to a design review or building permit application. Mr. Esser visited with Assistant Planner Chris Olson at Planning Services on March 20, 2019 after visiting Building Services. Mr. Esser told Ms. Olson he had purchased replacement vinyl pocket windows and vinyl siding for the structure, but was not clear about what existing materials would be replaced. Mr. Esser stated that before he purchased the building in the fall, his Realtor had spoken to the Planning Services Department and discussed the potential for window and siding replacement on the structure. [A followup email from Assistant Planner Wernimont is attached.] Ms. Olson conducted a site inspection on March 20, 2019 and found the following conditions. (referencing page 4 of the Staff Report photographs)

After making the inspection, Ms. Olson instructed Mr. Esser to stop work and file an Historic Preservation Commission Design Review application, and followed up with the enclosed email to Mr. Esser. Ms. Olson notified Building Services on March 20, 2019 and a Stop Work Order was posted that day. Mr. Esser temporarily complied with the Stop Work Order request, and filed a Design Review Application. Ms. Olson subsequently worked with Mr. Esser to prepare the attached Window Replacement Schedule and Siding Replacement Plan. (see attached Design Review Application)

On April 11, 2019 Ms. Olson made a site visit and discovered the previously unpainted historic stucco was patched at multiple locations, the entire structure was painted and that windows have been covered up in the process, as evident in the

existing conditions photos from April 11, 2019. A report to Building Services was made at the time of finalizing this report. Ms. Olson followed up with an email to Mr. Esser on April 11, 2019. (referencing page 5 & 6 of the Staff Report photographs.)

Ms. Olson indicated that she worked with Mr. Esser to help him develop a window schedule to show existing conditions and what was proposed. She noted that the photos show more than a square (a 10'x10' area) of stucco was replaced, which requires a permit. She noted the historic structure's significance and the details of the scored stucco being character-defining.

Ms. Olson read the Staff Analysis of the Staff Report, noting that the applicant is requesting a Certificate of Appropriateness to replace the following features:

Project Description from Application:

Seeking permission to make material changes on this stone with stucco structure, and framed stucco addition to the rear. Changes include replacement of all but the 3 floor-to-ceiling first floor windows (at north & east facades) with vinyl 6 over 6 divided light replacement windows. Changes at frame addition also include removal of stucco siding on north and west facades and replacement of hardboard siding- all with grey vinyl 4" reveal siding. Repairs and replacement of failing wood fascia at addition with material in-kind, painted wood replacement fascia.

Construction Materials from Application:

Windows: a variety of original wood and replacement (vinyl and aluminum clad windows to be replaced with vinyl pocket windows in same size, type, style and shape when possible. Please see attached window replacement schedule for detail.

Siding: north & west sides of addition in 20th Century stucco, with hardboard siding on south facade to be replaced with grey CertainTeed MainStreet double 4 vinyl siding. Fascia replacement with same size wood replacement, painted on addition.

Relationship to Architectural Guidelines:

(page numbers are referenced as appropriate)

Which Areas are the Most Sensitive to Preserve? (page 11)

For most historic resources, the front wall is the most important to preserve intact. Alterations are rarely appropriate. Many side walls are also important to preserve where they are highly visible from the street. By contrast, portions of a side wall not as visible may be less sensitive to change. The rear wall is usually the least important (excepting free-standing, individual landmarks or certain civic

and industrial buildings), and alterations can occur more easily without causing negative effects to the historic significance of the property.

Ms. Olson referenced the Guidelines for treatments from page 11, with relationship to 1243 Locust below, and read the following information into the record:

Because of the placement of this structure on a corner lot, the east façade is primary along Walnut (Location A), the north façade along Chestnut is secondary (Location B), and the portions of the south and west facades are visible from Walnut and Chestnut Streets (Location C). Remaining sections qualify as Location D.

Windows (pages 31-36)

Policy: A variety of window sizes, shapes and details exist among the historic resources of Dubuque. The character-defining features of a historic window and its distinct materials and placement should be preserved. In addition, a new window should be in character with the historic building. Also, repairing, weather-stripping and/or insulating (perimeter window cavity) a window is more energy efficient, and less expensive than replacement.

Guidelines:

1.36 Preserve the functional and decorative features of a historic window.

Features important to the character of a window include its frame, sash, muntins, mullions, glazing, sills, heads, jambs, moldings, hoods, operation and groupings of windows. Repair frames and sashes rather than replacing them, whenever conditions permit.

The proposed project did not consider repair as an alternative, so the project does not meet this guideline.

1.37 Preserve the position, number and arrangement of historic windows in a building wall.

Enclosing a historic window opening is inappropriate, as is adding a new window opening. This is especially important because the historic ratio of solid-to-void is a character defining feature.

Greater flexibility in installing new windows may be considered on rear walls.

The proposed project meets this guideline without changing the fenestration openings or patterns, but introduces vinyl replacement in the place of historic wood windows.

1.38 Preserve the size and proportion of a historic window opening.

Reducing an original opening to accommodate a smaller window or increasing it to receive a larger window is inappropriate. Preserve a distinctive window opening shape, such as an arched top.

The proposed project typically reduces the window by 1-2" in width or depth, because of the nature of a pocket replacement vinyl window installation.

- 1.39 Preserve the historic ratio of window openings to solid wall on a primary facade.

Significantly increasing the amount of glass on a primary, character-defining wall will negatively affect the integrity of the structure.

The proposed project largely meets this guideline.

- 1.40 Match a replacement window to the original in its design.

The proposed project is an attempt to meet the original design of the window, with changed functionality (pocket replacement vs. operable wood sash).

- 1.41 In a replacement window, use materials that appear similar to the original. Using the same material as the original is preferred, especially on character-defining facades. However, a substitute material may be considered if the appearance of the window components will match those of the original in dimension, profile and finish.

New glazing should convey the visual appearance of historic glazing. It should be clear. Metallic and reflective finishes are inappropriate. In some instances, colored or tinted glass may be appropriate in commercial storefront transoms or residential windows.

Vinyl and unfinished metals are inappropriate window materials.

The proposed project does not meet this guideline, with vinyl replacements proposed.

Ms. Olson referenced the City Window Policy, included in the Staff Report, noting:

This policy provides additional guidelines that shows that replacement windows must match in type, size, shape, and style, but on buildings with neighborhood significance, there is flexibility to change the material.

The proposed project would meet this policy, as the structure is of neighborhood significance. Other guidelines still apply, when determining what are the most sensitive areas to preserve.

Siding: (pages 18 - 21)

Original building materials are key features of historic buildings and should be preserved in place whenever feasible. If the material is damaged, limited replacement to match the original should be considered. Preserving original building materials and limiting replacement to only pieces which are deteriorated beyond repair reduces the demand for, and environmental impacts for the production of new materials.

Ms. Olson referenced the section "Using Alternative Materials on a Historic Structure" from page 20 of the Architectural Guidelines, and continued with the Guidelines:

Guidelines (page 21)

1.13 Repair deteriorated primary building materials by patching, piecing-in, consolidating or otherwise reinforcing the material.

Avoid the removal of damaged materials that can be repaired.

Isolated areas of damage may be stabilized or fixed, using consolidants.

Epoxies and resins may be considered for wood repair and special masonry repair components also may be used.

The proposed project does not meet this guideline on the visible stuccoed sides, removing stucco with vinyl siding replacement. The south side, not easily visible from Walnut Street, is less of a concern due to visibility and existing hard-plank siding.

1.15 Match the original material in composition, scale and finish when replacing materials on primary surfaces.

If the original material is wood clapboard, for example, then the replacement material should be wood as well. It should match the original in size, the amount of exposed lap and in finish.

Replace only the amount required. If a few boards are damaged beyond repair, then only they should be replaced, not the entire wall.

The proposed project does not meet this guideline along Chestnut Street.

1.16 Do not use synthetic materials, such as aluminum or vinyl siding or panelized brick, as replacements for primary building materials.

Primary building materials, such as original wood siding and masonry, should not be replaced with synthetic materials on key, character-defining walls.

In some instances, substitute materials may be used for replacing architectural details, but doing so is not encouraged. If it is necessary to use a new material, such as a fiberglass molding, the style and detail should match the historic model.

The Commission may consider alternative materials located on a residential accessory building, or on an addition or rear wall of a primary structure.

The proposed project does not meet this guideline, replacing historic stucco with vinyl siding.

Ms. Olson finished the Staff Report and discussion went back to the Commission. In response to questions, Ms. Olson informed the Commission that the replacement of stucco/parging and the covering of windows at the basement level was discovered after the application and not included in the application, and should not be reviewed or considered by the Commission. The Commissioners asked whether the fact that the owner had purchased materials and already started work should be considered. Ms. Olson responded that the Commission should consider the application as submitted and not be concerned with the owner's purchase.

Staff Member Carstens distributed an April 17, 2019 email from Trish McDonald, 489 Arlington Street, with a response from Ms. Olson about the status of the review process, which was received and filed by the Chairperson.

Discussion followed of the enforcement process and staff clarified that they are working with Building Services. Further discussion followed of the request and potential alternatives for moving forward using the Architectural Guidelines.

Ms. Gardner indicated that Mr. Esser wanted to repair and rehabilitate the building for use as a rental property. Commissioners discussed a rental property is eligible for both state and federal preservation tax credits. Discussion followed of the window policy and options, as well as preservation alternatives and the process for a certificate of non-viability.

Ms. Gardner reviewed that the contact with the Zoning Office (Planning Services Department) was a misunderstanding, and that she understood that the windows can be replaced if they are the same. She stated the house was purchased for \$17,000 and Mr. Esser was excited about renovating this dilapidated house. His intent was not to do the work incorrectly.

Commission discussed that the case appears to be a matter of education for the owner, contractors and Realtor. Ms. Olson noted that on October 5, 2018 Assistant Planner Wally Wernimont responded to Ms. Gardner's questions in an email informing the real estate agent on incentives, design review and the architectural guidelines, before the property was purchased. She noted the email was enclosed.

Ms. Gardner asked for references as to technical assistance and the Commission referred to Planning Services Staff and non-profits like Heritage Works.

Commissioners discussed the Window Replacement Schedule, requesting which ones were original windows, as opposed to replacements and Ms. Olson referred that the owner did not make a distinction in the schedule. Ms. Olson referred to the plans and photographs in the applications, showing the ones that are crossed out are not planned for replacement.

Commissioners reviewed the level of significance, material section of the window policy, the difference in sizing, and whether alternatives should be suggested to the applicant. Chairperson Hilgendorf explained that the windows do not meet the policy or guidelines and would like the applicant to look into other options, and Commissioners added that staff can work with Mr. Esser to find options using incentives available while meeting the Guidelines.

Motion by Klavitter, seconded by Stuter, to approve the Certificate of Appropriateness for the window replacement with vinyl pocket windows as submitted. Motion failed 9-0 by the following vote: Aye – None; Nay – Klavitter, Kopczyk, Daykin Cassill, Clark, Monk, McAndrews, Stuter, Rapp and Hilgendorf.

The Commission moved on to discuss the second part of the Application, total replacement of the stucco cladding on the north (street facing) and west sides of the west addition, and replacement of the hard plank siding on the south side of the same addition. Discussion followed regarding an alternative use of stucco instead, and retain existing stucco where possible. Discussion followed of the acceptable use of wood or cementitious siding on the south side of the addition, where there is existing hard plank siding.

Motion by Klavitter, seconded by Stuter, to approve the Certificate of Appropriateness for the siding replacement with vinyl siding as submitted. Motion failed 9-0 by the following vote: Aye – None; Nay – Klavitter, Kopczyk, Daykin Cassill, Clark, Monk, McAndrews, Stuter, Rapp and Hilgendorf.

Motion by Klavitter, seconded by Stuter, to approve the retainage of original stucco material and replacement matching stucco material on the north and west sides of the west kitchen addition, while allowing the replacement of hard plank siding on the south side of the kitchen addition with cementitious or wood clapboard siding, using the same style and size. Motion carried 8-1 by the following vote: Aye – Klavitter, Daykin Cassill, Clark, Monk, McAndrews, Stuter, Rapp and Hilgendorf; Nay – Kopczyk.

CITY LANDMARK SITE NOMINATION REVIEW: Application of the City of Dubuque to nomination Eagle Point Park National Register Historic District as a City Landmark Site.

Staff Member Carstens presented the nomination based on the National Register listing, noting it was supported by City Manager Mike Van Milligen and Leisure Services Manager Marie Ware. She said it is being nominated as a Landmark Site because of

the size and number of structures, and lack of non-contiguous ownership of multiple structures as found in a historic district. She said a landmark site is defined in the Unified Development Code, in Section 16-10-2. She noted the only other Landmark Site in Dubuque is the Four Mounds Estate.

Ms. Carstens described the process required of a nomination, including the notice to the public, review before the Historic Preservation Commission, consultation with the State Historic Preservation Office, and to the City Council for final review and approval.

She noted the impact of the listing would mean that projects at Eagle Point Park would be treated like other City-owned landmarks, with a consultation process, with the Historic Preservation Commission in an advisory role. She noted we maintain recognition for the park and this listing helps with layering protections and providing access to grants.

Chairperson Hilgendorf asked whether it protects the buildings as a site, and Staff Member Olson responded that the entire site, including buildings, features, and lands are included in a review. Ms. Hilgendorf asked if it protects archaeological resources and Ms. Carstens responded yes, citing the process for the removal of the water tower at Eagle Point Park. She added that our Environmental Restoration Management Plan is another layer of protection, where we've developed sustainable practices to restore vegetation, prevent runoff, and protect resources like site features and archaeological resources.

Motion by Monk, seconded by Rapp, to approve the City Landmark Site Nomination as submitted. Motion carried 9-0 by the following vote: Aye – Klavitter, Kopczyk, Cassill-Daykin, Clark, Monk, McAndrews, Stuter, Rapp and Hilgendorf; Nay – None.

ITEMS FROM THE PUBLIC:

Trish McDonald, 489 Arlington Street, spoke regarding the application for 1243 Walnut and that she was disappointed to see the purchase and the work being done without permits. She thanked the Commission for their work on the project and how it was handled. She gifted the City (given to Ms. Carstens) a photography slide of the Log Cabin at the Ham House, but the image was from before it was moved to the site. Ms. McDonald was thanked for the gift.

Ryan Newhard, 1129 Center Place, spoke regarding the application for 1243 Walnut. He expressed his concern for the amount of decline in properties in the neighborhood, owners purchasing properties to flip them, with people not taking the time to do the job right, of the conversion of single family homes to rentals, and parking with conversions. He thanked the Commission for their work.

Both Ms. McDonald and Mr. Newhard further commented on historic homes and the

work of the Commission, as well as funding from the Bee Branch being a great resource to help with restoration and rehabilitation.

Bill Doyle, 1591 White Street and employee at Heritage Works, spoke to inform the Commission about the services of Heritage Works and thanked the Commission for their support in historic districts.

Commissioner Dave Klavitter, disclosing he is on the Heritage Works Board of Directors, discussed the work of the organization and cited the assistance on the property on Central Avenue owned by Chris Richards, and how Heritage Works helped him take on that structure. Mr. Doyle mentioned that Mr. Richards will make a profit from the project and that it's nice to point to projects that are profitable and good for the community. Ms. Carstens stated she will check with the City Legal Department to determine if we can refer customers to Heritage Works, being a non-profit providing a service to the community. Mr. Doyle referred to Historic Denver that had a partnership with the City of Denver, which issued referrals for service. Mr. Klavitter asked of staff and the Commission if it would be appropriate to provide case studies to inspire people and projects, which was considered.

ITEMS FROM COMMISSION

Preservation at Its Best Nominations from Preservation Iowa: Staff Member Carstens recommended the three Ken Kringle 2019 awards be nominated for Preservation at its Best: 210 Jones Street, 720 Central Avenue, and 1268 Locust Street. There was consensus among Commissioners to direct staff to nominate for these properties.

Preservation Month: Staff Member Carstens presented Preservation Month includes: Proclamation by City Council, Fact-a-day (on City website), and Free Admission for the first 200 visitors on opening day to Eagle Point Park. Discussion followed that items not taking place include: a report that Old House Enthusiasts is not having a tour this year, and the Photo shoot for the Mayor or City Council will be postponed to next year.

Chairperson Hilgendorf encouraged the Commission to share the #ThisPlaceMatters hashtag, and that City Council could be encouraged at the Proclamation to do this as well. Staff Member Carstens mentioned that a press release could be sent out to encourage the community to use the hashtag. Ms. Hilgendorf agreed to attend the City Council meeting to accept the Proclamation on Monday, May 6th, 2019. She mentioned the new video by the City's Communications Specialist Kristin Hill promoting the City's Boards and Commissions included her speaking on the historic preservation program.

ITEMS FROM STAFF:

Reservations for Preserve Iowa Summit 2019 – Newton, IA: Staff Member Carstens announced that registration is open for the 2019 Preserve Iowa Summit, with support for Commissioners in the form of registration, per diem, hotel and travel reimbursement. She stated it's a Commission-focused Summit, with mostly lowans and Commissioners

should contact the Planning Services Department Secretary directly by May 1st, so Planning Services staff can coordinate registration and lodging.

ADJOURNMENT: Motion by Monk, seconded by Stuter to adjourn the April 18, 2019 Commission meeting. Motion carried by the following vote: Aye – Klavitter, Kopczyk, Daykin Cassill, Clark, Monk, McAndrews, Rapp and Hilgendorf; Nay – None. Abstain – Stuter (who left the room). The meeting adjourned at 8:05 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager

5-16-19

Adopted

MINUTES
HISTORIC PRESERVATION COMMISSION
PRESERVATION FAIR COMMITTEE
Following Historic Preservation Committee Meeting
Thursday, April 18, 2019
Room 250, Historic Federal Building

Commissioners Present: Chairperson Emily Hilgendorf, Commissioners Brandi Clark, Melissa Daykin Cassill, Joseph Rapp, and Emily Hilgendorf.

Non-Commission Members Present: Committee member Bill Doyle.

Commissioners Excused: None.

Commissioners Unexcused: None.

Staff Members Present: Laura Carstens and Chris Happ Olson.

CALL TO ORDER: The meeting was called to order by Chairperson Hilgendorf at 8:08 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 Clark, seconded by Rapp, to approve the minutes of the March 21, 2019 Preservation Fair meeting as submitted, with one Clarification from Chairperson Hilgendorf: There is no cost to get in the fair, but each class will have a fee. Motion carried by the following vote: Aye –Daykin Cassill, Doyle, Clark, Rapp and Hilgendorf; Nay – None.

Discussion of Plans for the Upcoming Preservation Fair: Chairperson Emily Hilgendorf stated she secured the library's entire upper floor, which consists of the rotunda, board room and auditorium. She circulated a draft of the invitation which she developed. For the fair the plans include:

- Lunch on your own
- Change start time of the Fair for 10:00 am – 1:00 pm
- Lunch from 1:00-2:00 pm
- Class 1 from 2:00 – 2:45 pm
- Class 2 from 3:00 – 3:45 pm
- Costs include: Fair is free; Classes are \$5 ahead, \$7 the day of
- Booths are \$25 per table; \$30 per table with electrical service

- Invitations go out electronically
- Library is open from 9-5 so these changes in schedule better accommodate their needs.

Discussion followed. Staff Member Carstens stated that Preservation Iowa has a list of potential vendors (or contractors) that are accessible on their website. She suggested advertising to potential vendors by June 10th. Consensus was that invites for the fair should go out in early July, and the list of vendors should be finalized by August 15th. Commissioner Rapp suggested that we advertise in the City Newsletter and social media networks and Ms. Carstens said she would contact City Staff about these options. She stated we can send a postcard to our list for historic districts, using the money usually reserved for sponsoring the Old House Enthusiasts tour. Ms. Hilgendorf stated she will revise the wording for the invitation by the next meeting, and suggested the press release go out the same time as information to potential vendors. She said she would draft language for the call for vendors by mid-May, and would email the Committee for suggestions. Ms. Carstens suggested checking on the size for tables at the library, which are smaller than normal, and getting plastic table cloths of one color. Ms. Hilgendorf suggested a booth at Farmers Market in later July for advertising.

ADJOURNMENT: Motion by Rapp, seconded by Daykin-Cassil to adjourn the April 18, 2019 Historic Preservation Commission meeting of the Preservation Fair. Motion carried by the following vote: Aye – Daykin Cassill, Doyle, Clark, Rapp and Hilgendorf; Nay – None.

The meeting adjourned at 8:29 p.m.

Respectfully submitted,



Chris H. Olson, Assistant



Adopted