

**HISTORIC PRESERVATION COMMISSION
MINUTES
AUGUST 4, 2021**

1. CALL TO ORDER – Porter called the meeting to order at 4:00 P.M.

2. ROLL CALL

Members Present: Cain, Dowell, Johnson*, Madsen, Porter, and Wilson

Absent: Petersen

Vacancy: None

Staff: Garrett, Gibbons, Jura, and Weber

**Johnson arrived to the meeting at 4:02 P.M.*

3. ADOPTION OF AGENDA

Motion made by Dowell, second by Cain to adopt the agenda as written. Motion carried by unanimous voice vote.

4. APPROVAL OF MINUTES – JULY 7, 2021 MEETING

Motion by Madsen, second by Wilson to approve the minutes as written. Motion carried by unanimous voice vote.

5. PUBLIC HEARING – (*Refer to the taped recording of these proceedings for the official verbatim minutes*).

- A. CASE #HP-21-003(M): Public hearing on the request of The 712 Initiative for historic preservation design modifications relative to exterior doors, stoops, and stairs at 530 West Broadway, a locally designated Historic Landmark. Location: 530 West Broadway

Gibbons provided an overview of the request.

The following members of the public spoke in favor of the request:

Sheryl Garst, 1228 South Main Street, Council Bluffs, IA 51503 spoke as the applicant of the request.

Garst stated that the proposed modifications were unforeseen and are required to meet City codes. Garst stated that they intend to make the proposed modifications in a manner that is consistent with the design and materials of the existing plans approved by the Commission.

No one spoke in opposition of the request. Porter closed the public hearing.

Motion made by Johnson, second by Cain to approve the request for historic preservation exterior design review relative to exterior doors, stoops, and stairs at 530 West Broadway, a locally designated Historic Landmark, as the request is generally consistent with the spirit and intent of the Secretary of Interior's 'Standards for Rehabilitation.'

VOTE: AYE — Cain, Dowell, Johnson, Madsen, Porter, and Wilson. NAY — None. ABSTAIN — None. ABSENT — Petersen. VACANT — None. Motion carried.

6. OTHER BUSINESS

A. Other Items of Interest –

- a. Review of Minor Requests - Gibbons asked for input from the Commission on allowing staff to review minor, routine exterior design review requests that do not have a significant impact on a structure's historic integrity. Gibbons noted recent examples of minor modifications including

vinyl window signage and outdoor planters that could be approved administratively by staff. Gibbons stated that the Commission has established a similar precedent that has allowed staff to review certain modifications without the Commission's approval. Garrett stated that staff could provide a regular report to the Commission on all items administratively reviewed by staff pertinent to the Commission. Gibbons stated that staff will work on creating a list of proposed modifications that could be administratively reviewed by staff for the Commission to review. Garst provided input on how administrative approval by staff could save time when minor changes are made to requests that have already received HPC approval. Gibbons, Jura, and the Commission discussed options for reviewing modifications to requests that have already received HPC approval.

- b. Application Fees – Garrett discussed proposed changes to the application fee structure for historic preservation design review applications. Madsen stated that she is supportive of a modified application fee and review process that would save time for applicants and staff for minor requests.
- c. The 712 Initiative Updates – Garst provided updates on the 712 Initiative's current projects.
- d. CLG Training – Wilson asked for an update on the CLG training session

7. **ADJOURNMENT** – Motion by Wilson, second by Dowell to adjourn the meeting. Porter adjourned the meeting at 4:22 P.M.

The recording of this proceeding, though not transcribed, is part of the record of each respective action of the Historic Preservation Commission. The recording of this proceeding is incorporated into these official minutes of this Commission meeting as if they were transcribed herein.