

**HISTORIC PRESERVATION COMMISSION
MINUTES
JANUARY 15, 2024**

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

2. ROLL CALL

Members Present: Petersen, Porter, Stolp, and Wilson
Absent: Cain and Madsen
Vacant: One
Staff: Gibbons, Harter, Jura, Monrroy, and Weber

3. ADOPTION OF AGENDA

Motion by Wilson second by Stolp to adopt the agenda as written. Motion carried by unanimous voice vote.

4. APPROVAL OF MINUTES – DECEMBER 6, 2023 MEETING

Motion by Stolp, 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-23-006: Public hearing on the request of VitalSigns Unlimited, Inc. for historic preservation exterior design review to allow a new awning sign on the front façade at 162 West Broadway, located in the 100 Block of the West Broadway Historic District.

Monrroy provided an overview of the request.

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

Brittney Wilson and Olivia True, VitalSigns Unlimited, Inc., 925 South 7th Street, Council Bluffs, IA 51501, spoke as a representative of the applicant of the request. B. Wilson stated they were available to answer any questions from the Commission regarding the proposed sign installation.

No one spoke in opposition to the request. Petersen closed the public hearing.

Motion by Stolp, second by Porter to approve the request for exterior modifications relative to signage at 162 West Broadway, as per staff's recommendation and subject to the following conditions:

1. The applicant shall secure all necessary permits and licenses for the proposed awning and sign and shall comply with all applicable Federal, State and local codes;
2. The applicant shall obtain a Certificate of Appropriateness from the Historic Preservation Committee for any future modifications to the building;
3. The applicant shall obtain a sign permit issued by the City of Council Bluffs for the proposed awning sign prior to installation;
4. The applicant shall obtain a license to occupy the public right-of-way issued by the City of Council Bluffs for the proposed awning; and
5. All electrical components/conduit servicing the illuminated wall sign shall be concealed entirely from public view.

VOTE: AYE – Petersen, Porter, Stolp, and Wilson. NAY – None. ABSTAIN – None. ABSENT – Cain and Madsen. VACANT – One. Motion carried.

6. OTHER BUSINESS

- A. Administrative Approval Policy – Project updates: Gibbons stated Staff had not made any administrative approvals since the Historic Preservation Commission meeting held in December.
- B. Title 16: Historic Preservation Ordinance Discussion: Gibbons provided an overview of proposed revisions to Title 16: Historic Preservation of the Municipal Code.
- C. Election of Officers: Motion by Stolp, second by Wilson to nominate Mark Petersen and Lynn Porter as Chair and Vice-Chair, respectively, of the Historic Preservation Commission. Motion carried by unanimous voice vote.
- D. Other Items of Interest: Gibbons informed the Commission that the Squirrel Cage Jail had been officially designated as a National Historic Landmark.

Gibbons stated he and Weber are currently preparing the CLG Annual Report. Gibbons also presented a draft of the HPC 2024 Work Plan to the Commission.

Stolp announced that he reserved the Council Bluffs Public Library on behalf of the Commission in order to host an event on March 30, 2024.

- 7. ADJOURNMENT** – Motion by Stolp, second by Wilson to adjourn the meeting. Petersen adjourned the meeting at 4:39 P.M.

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