



**HISTORIC PRESERVATION COMMISSION
AGENDA**

**Wednesday, February 5, 2025 - 4:00 PM
Council Chambers, 2nd Floor, City Hall
209 Pearl Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF AGENDA**
- 4. APPROVAL OF MINUTES**
- 5. PUBLIC HEARING**
- 1. OTHER BUSINESS**
 - A. 2024 Certified Local Government Annual Report
2024 Certified Local Government Annual Report

2. ADJOURNMENT

Any questions or concerns regarding this agenda and/or requests for special accommodations at this meeting should be directed to the Community Development Department at (712) 890-5350 or email at cgibbons@councilbluffs-ia.gov.

Council Communication

Department: Community
Development

Case/Project No.:
Submitted by: Christopher N.
Gibbons, Planning Manager and
Haley P. Weber, Planner

2024 Certified Local Government
Annual Report

Council Action: 2/5/2025

Description

2024 Certified Local Government Annual Report

Background/Discussion

See attached annual report and attachments.

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Annual Report and Attachments A-B	Other	1/28/2025

TO: Historic Preservation Commission
FROM: Community Development Department
RE: 2024 CLG Annual Report
DATE: February 5, 2025

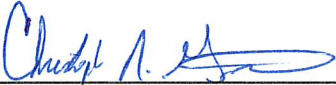
REQUEST: Submittal of the annual report to SHPO

BACKGROUND: Each year the City must complete the Certified Local Government (CLG) annual report form and submit it to the State Historic Preservation Office (SHPO) for review.

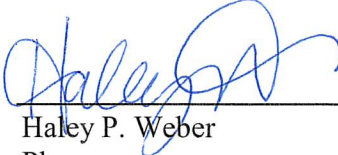
The report requires basic information about the number of properties modified, destroyed, altered, added and/or delisted from our local landmark inventory. In addition, the report requests information on how the Commission interacts with the community and various other groups. Furthermore, SHPO requires that the Commission develop a work plan for the following year that identifies projects, initiatives and programs that the Commission plans to begin or complete over the course of the year. The 2025 HPC Work Plan is included with this report as Attachment 'A.'

A draft of the report is included for your review as Attachment 'B.' Please review the report and work plan carefully and be prepared to present any suggested modifications at the February 5, 2025 meeting. Said report will be presented City Council on their February 24, 2025 meeting.

RECOMMENDATION: The Community Development Department recommends making any necessary changes, providing the report to the Mayor for signature and returning the report to SHPO as required.



Christopher N. Gibbons, AICP
Planning and Code Compliance Manager
Community Development Department



Haley P. Weber
Planner
Community Development Department

Council Bluffs Historic Preservation Commission 2025 Work Plan

Project Title:	Historic Preservation Training
Project Timeline:	Continuous
Project Description:	Identify preservation related in-person and virtual training opportunities for commissioners and staff
Project Title:	Historic Preservation Educational Event
Project Timeline:	March 2025
Project Description:	Host Historic Preservation Educational Event at Council Bluffs Public Library featuring booths and presentations from the HPC and metro area preservation related organizations
Project Title:	100 Block of West Broadway and Haymarket Historic Districts Inventory
Project Timeline:	Spring and Fall 2025
Project Description:	Update photographic inventories of all properties within the 100 Block of West Broadway and Haymarket Historic Districts on biannual basis
Project Title:	Update Title 16: Historic Preservation
Project Timeline:	Spring and Summer 2025
Project Description:	Update Title 16 of the Council Bluffs Municipal Code to reflect best practices for preservation in Council Bluffs
Project Title:	Administrative Approval Policy
Project Timeline:	Continuous
Project Description:	Review administrative approval requests in compliance with the Secretary of Interior Standards and provide monthly reports to the HPC on administrative approvals
Project Title:	Neighborhood Education and Outreach
Project Timeline:	Continuous
Project Description:	Conduct neighborhood outreach meetings to solicit input on the proposed Title 16 updates and provide additional historic preservation education opportunities for residents of historic neighborhoods

2024 State Historic Preservation Office (SHPO) Certified Local Government (CLG) Annual Report

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program. This annual report is also an important tool for the commission to evaluate its own performance and to plan for the coming year.

Responses are underlined in the report below.

Q1. I am aware this report must be presented and reviewed by either the City Council or the Board of Supervisors prior to submission and requires a signature form from either the major or the chair of the board of supervisors.

Response: Yes

Q2. Name of the city, county, or land use district.

Response: Council Bluffs Historic Preservation Commission

Q3. Did your commission undertake any survey or identification projects during 2024? *CLG Standards are in your local government's CLG agreement and the National Historic Preservation Act. The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the State.*

Response: No

Q3.1 Please explain how your local government plans to meet this CLG requirement in the future?

Response: The Council Bluffs Historic Preservation Commission has the ability to undertake survey and identification projects; however, no such projects were undertaken in 2024 as the Commission prioritized the projects identified in the 2024 work plan.

Q4. Did your commission undertake any registration/nomination projects in 2024?

Response: No

Q5. Within your local government's jurisdiction were any National Register of Historic Places (NRHP) listed properties moved or demolished in 2024?

Response: Yes

Q5.1 Please identify the property or properties and the action (moved or demolished).

Response: The Y.M.C.A. Building at 628 1st Avenue, listed on the NRHP on June 27, 1979, was demolished in 2024.

Q6. Does your local government designate local landmarks or local districts? (*IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowaeda.com before you complete this section*)

Response: Yes

Q6.1 What properties did your community place on its list of locally designated historic landmarks and/or historic districts? *Please attach a copy of the final designation nomination(s) and ordinance(s) for these properties. REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO*

review takes place after your commission has approved the local district nomination and BEFORE it is placed on the City Council's agenda.

Response: None.

Q6.2 Please include the name of the individual on your staff or commission that meets the Secretary of Interior's Professional Qualifications? Please also include their area of expertise. (<https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeology-historic-preservation.pdf>)

Response: Troy Stolp (History)

Q7. Has your community passed any ordinances that directly or indirectly impact the preservation of historic resources?

Response: No

Q8. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Check all that apply. Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) *The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.*
- 2) *The CLG shall provide for adequate public participation in the local historic preservation programs.*

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.

b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.

c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc. (Please describe your community's public education programs in this calendar year) Please provide specific details such as date, description of event, how many people participated, whether the commission partnered with other organizations)

d. Develop design guidelines/standards

8.1 Describe your community's historic preservation planning activities in this calendar year.

Response: The Council Bluffs Historic Preservation Commission completed a 2024 Work Plan and worked throughout the year to implement the plan's identified projects. The 2024 Work Plan included the following items: 1) Historic Preservation Training, 2) Historic Preservation Month Event, 3) 100 Block of West Broadway and Haymarket Historic Districts Inventory, 4) Update Title 16: Historic Preservation and Bluffs 2030 Comprehensive Plan 5) Downtown Improvement Grant (DIG) Program and 6) Administrative Approval Policy and 7) Project Research/Prep.

8.2 Please describe your community's public education programs in this calendar year. Please provide details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations.

Response: The Council Bluffs Historic Preservation Commission hosted an educational event at the Council Bluffs Public Library on March 30, 2024 from 10AM – 4PM. This event consisted of two primary components: a fair-style set-up with participating preservation organizations hosting interactive, informational tables and 2) a series of presentations on a variety of historic preservation topics and organizations with a minimum of twenty attendees. Presenting organizations included: Council Bluffs Public Library, Pottawattamie County Genealogical Society, Union Pacific Museum, Squirrel Cage Jail, Historical Society of Pottawattamie County, Preserve Council Bluffs, and the Iowa School for the Deaf. Additional preservation related organizations hosted informational booths. City staff also dispersed a survey at this event on the Title 16 update.

Q9. Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?

Response: No

Q10. What partnerships did your commission form or continue with other entities? (*Examples include local main street office, local school, historical society, library, museum, service club, etc.*)

Response: In 2024, the Council Bluffs HPC continued its partnerships with Preserve Council Bluffs, the Historical Society of Pottawattamie County, Pottawattamie County Arts, Culture, and Entertainment (PACE) and Preservation Iowa. Through our educational event, new or strengthened partnerships took place with Pottawattamie County Genealogical Society, Union Pacific Museum, Squirrel Cage Jail and the Iowa School for the Deaf.

Q11. Did your historic preservation commission receive any grants (other than CLG) this year? If so, please describe.

Response: No

Q12. Does your Historic Preservation Commission have a website?

Response: Yes

Q12.1 What is the website? <https://www.councilbluffs-ia.gov/971/Historic-Preservation-Commission>

Q13. List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).

CLG Standards found in CLG Agreement and National Historic Preservation Act.

- 1) *The CLG will organize and maintain a historic preservation commission, which must meet at least (3) times per year.*
- 2) *The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.*
- 3) *The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.*
- 4) *Commission members will participate in state-sponsored or state-approved historic preservation training activities.*

Response: The Council Bluffs HPC held meetings on the following dates: January 15, 2024; February 7, 2024; May 1, 2024; November 6, 2024; and December 4, 2024.

Q14. Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year.

Response: The 2024 Council Bluffs HPC Work Plan included the following items:

- 1) **Historic Preservation Training** – One HPC member attended the 2024 Preserve Iowa Summit and two commissioners participated in online historic preservation courses offered by the National Trust for Historic Preservation and the National Parks Service.
- 2) **Historic Preservation Month Event** - The Council Bluffs Historic Preservation Commission hosted an educational event at the Council Bluffs Public Library on March 30, 2024 from 10AM – 4PM. This event consisted of two primary components: a fair-style set-up with participating preservation organizations hosting interactive, informational tables and 2) a series of presentations on a variety of historic preservation topics and organizations. Presenting organizations included: Council Bluffs Public Library, Pottawattamie County Genealogical Society, Union Pacific Museum, Squirrel Cage Jail, Historical Society of Pottawattamie County, Preserve Council Bluffs, and the Iowa School for the Deaf. Additional preservation related organizations hosted informational booths.
- 3) **100 Block of West Broadway and Haymarket Historic Districts Inventory** – City staff completed a photographic inventory of all properties within the 100 Block of West Broadway and Haymarket Historic Districts on a bi-annual basis.
- 4) **Update Title 16: Historic Preservation and Bluffs 2030 Comprehensive Plan** – The HPC and City staff conducted a public survey and offered a public presentation on potential updates in early 2024. The Title 16 subcommittee comprised of City staff, HPC members and a Planning Commissioner, met throughout the year to finalize a draft Title 16 ordinance based on public outreach, the committee’s research of best practices, and discussions with other Iowa cities. The committee intends to continue public outreach on this effort by meeting with neighborhood organizations to share the first iteration of the final draft in early 2025.
- 5) **Downtown Improvement Grant (DIG) Program** – City staff and the DIG committee facilitated the DIG program, which offered financial assistance to property and/or business owners looking to make high-quality, lasting improvements to the downtown area. The program included a Building Façade Improvement Grant, Placemaking Grant, and Project Planning Grant. The program was closed as of 2024 and awarded \$100,664.94 in the form of 9 grants over 7 properties during its duration. If additional funding sources were to become available, the program is ready to be reactivated.
- 6) **Administrative Approval Policy** – The City continued to administer the adopted administrative approval policy, which allows Community Development Department staff to administratively approve minor exterior modifications to properties located in locally designated historic districts and locally designated landmarks. This has continued to result in a streamlined project approval process for applicants making minor modifications to historic properties.
- 7) **Project Research/Prep** – The HPC did not conduct project research or prep in 2024 as efforts remained focused primarily on Title 16 research, outreach, and writing efforts, among the other listed work plan items.

Q15. Where are your CLG files located? *Please describe where the paper or physical files are stored and where the digital records are being stored.*

Response: The Council Bluffs Historic Preservation CLG files are located in the Community Development Department.

Q16. In this calendar year, what was the dollar amount of the historic preservation commission’s annual budget? *We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expenses.*

Response: \$0

Q17. Additional Budget Information. *This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community’s budget.*

Response: The Community Development Department’s annual budget includes dollars allotted for training, which is available to the Commission, if needed.

Q18. 2025 Work Plan. *Each commission should develop an annual work plan for the upcoming year. Please include the project(s), initiatives and programs your commission plans to begin or complete.*

Response: See Attachment ‘A’

Q19. Does your commission have any vacancies? If so, how many? If you have no vacancies enter N/A. *Please also use this field to describe any plans the commission has to fill those vacant positions.*

Response: N/A

Q20. Commission Members. *Please include all commission members in this table. If the commissioner represents a locally designated district please provide the district in their role field. If the commissioner doesn’t have an email address please enter a phone number. For any new commissioners please include the biographical sketch in the following question.*

First and Last Name	Mailing Address	Email Address	Term	Role
Ed Cain	26 Indian Hills Road, Council Bluffs, IA 51503	restoremainstreet@yahoo.com	11/18/2024-12/31/2027	Commissioner
Jon Barnes	6 Lakewood Villa, Council Bluffs, IA 51501	jon.barnes@nfm.com	11/08/2024-12/31/2027	Commissioner (partial year)
Alex Kouri	331 Park Avenue, Council	Alex@Kourimanagement.com	11/18/2024-12/31/2027	Commissioner

	Bluffs, IA 51503			
Mark Petersen	608 Oakland Avenue, Council Bluffs, IA 51503	mark@petersenemail.com	11/18/2024-12/31/2027	Chair
Lynn Porter	227 Sylvan Drive, Council Bluffs, IA 51503	588travelynn@gmail.com	11/18/2024-12/31/2027	Vice Chair
Troy Stolp	1732 Pueblo Road, Council Bluffs, IA 51501	tstolp@lewiscentral.org	2/27/23-12/31/26	Commissioner
Kasha Wilson	219 Journey Circle, Council Bluffs, IA 51503	Kwilson@centrisfcu.org	11/18/2024-12/31/2027	Commissioner
Sally Madsen	534 Oakland Avenue, Council Bluffs, IA 51503	sallymadsen@cox.net	1/25/21-12/31/24	Commissioner (partial year)

Q21. Biographical sketches for commissioners who were newly appointed in last calendar year.
Response: See Attachment ‘B’

Q22. Which of your commission members, staff, and/or elected officials attended the 2024 Preserve Iowa Summit?
Response: Mark Petersen (Chair)

Q23. Commission Training Table. *An important requirement of the CLG program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, please provide information about the commissioners’ involvement in historic preservation training (beyond or instead of the Preserve Iowa Summit), listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of the commissioners, staff and elected officials who attended.*

Name of Event	Sponsor Organization	Location	Date	Name of Attendees
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Affordable Housing and Historic Preservation Opportunities for 2024	National Trust for Historic Preservation	Virtual	12/5/24	Lynn Porter
Building an Equity Based Preservation Plan through Community Engagement	National Trust for Historic Preservation	Virtual	12/12/24	Lynn Porter
From the Roof Down and Skin Deep	National Parks Service	Virtual		Kasha Wilson
Managing Moisture in your Historic House	National Parks Service	Virtual		Kasha Wilson
Working on the Past in Local Historic Districts	National Parks Service	Virtual		Kasha Wilson
Finding Dubuque - Uncovering Dubuque's Black Heritage	National Parks Service	Virtual		Kasha Wilson

Q24. Chief Elected Official – Did your communities Chief Elected Official change in 2024?

Response: No

Q25. Has the contact information for your community’s staff liaison changed?

Response: No

Q26. What training topic would be most helpful for your Historic Preservation Commission?

Response: Training topics that would be most helpful for the Council Bluffs HPC include: Successful Engagement Strategies with Neighborhood Groups and an Overview of Relevant Funding/Grant Opportunities. In general, the HPC is interested in more localized training opportunities on the western side of the state.

Q27. Suggestions for improvement. *The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?*

Response: Create an online database of model Iowa historic preservation ordinances/programs that is continuously updated each year.

Q28. Authorized official signature

Response: See Attachment ‘C’ (Will be uploaded with submission of report to the State)

Q29. Agenda or minutes from the public meeting where this report was presented to the City Council or BOS.

Response: See Attachment 'D' (Will be uploaded with submission of report to the State)