

**HISTORIC PRESERVATION COMMISSION  
MINUTES  
DECEMBER 6, 2023**

**1. CALL TO ORDER** – Petersen called the meeting to order at 4:03 P.M.

**2. ROLL CALL**

Members Present: Johnson, Madsen, Petersen, Stolp and Wilson  
Absent: Cain, Porter  
Vacant: None  
Staff: Gibbons, Jura and Weber

**3. ADOPTION OF AGENDA**

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

**4. APPROVAL OF MINUTES – OCTOBER 4, 2023 MEETING**

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

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

There were no public hearings on this meeting's agenda.

**6. OTHER BUSINESS**

A. Administrative Approval Policy – Gibbons stated that no administrative approvals have been issued since the October meeting. Gibbons noted that staff has sent a notice of violation to the owners of 162 W. Broadway as new signage has been installed without receiving HPC approval.

B. Title 16: Historic Preservation Ordinance Discussion – Gibbons discussed next steps in the continued effort of updating Title 16: Historic Preservation of the Council Bluffs Municipal Code and asked the Commission for any input. Stolp noted the Conservation Society of San Antonio as a potential resource for the Title 16 update. Gibbons referenced Lexington, Kentucky and Mount Vernon, Iowa as examples brought up by Petersen prior to the meeting and that the subcommittee plans to meet again early next year.

Wilson asked if there were any topics that the Commission did not want to include in the update. Stolp stated his primary focus would be to have well thought out processes in place so that significant changes to historic resources cannot happen overnight.

C. Other Items of Interest – Gibbons reviewed the 2023 Work Plan items with the Commission and asked them to consider projects for the 2024 Work Plan to be submitted with the 2023 Annual Report. Wilson asked if the Commission could hire a consultant to conduct a historical survey, similar to the Locust Lodge reconnaissance survey conducted by Tallgrass Archaeology. Gibbons stated the Commission should start identifying potential 2024 projects in the near future so that appropriate budget considerations can be made. Gibbons asked the Commission to submit any historic preservation related trainings they attended in 2023. Stolp stated that the Commission could collaborate with Preserve Council Bluffs and the Pottawattamie County Historical Society in hosting a Historic Preservation Month event.

Johnson stated that this will be her last Historic Preservation Commission meeting as her term expires this year and she will not be renewing. Madsen announced that her term ends next year and that she will not

be renewing. Madsen stated that she will attend the remainder of meetings, as needed. Gibbons thanked both Johnson and Madsen for their dedication to serving on the Commission.

7. **ADJOURNMENT** – Motion by Johnson, second by Madsen to adjourn the meeting. Petersen adjourned the meeting at 4:31 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.*