

**HISTORIC PRESERVATION COMMISSION  
MINUTES  
NOVEMBER 6, 2024**

- 1. CALL TO ORDER** – Petersen called the meeting to order at 4:00 P.M.
- 2. ROLL CALL**  
Members Present: Barnes, Cain, Petersen, Porter, and Wilson  
Absent: Kouri and Stolp  
Vacant: None  
Staff: Gibbons, Harter, Jura, and Weber
- 3. ADOPTION OF AGENDA**  
Motion by Porter, second by Barnes to adopt the agenda as written. Motion carried by unanimous voice vote.
- 4. APPROVAL OF MINUTES – MAY 1, 2024 MEETING**  
Motion by Wilson, second by Porter to approve the minutes as written. Motion carried by unanimous voice vote.
- 5. PUBLIC HEARING** – None.
- 6. OTHER BUSINESS**
  - A. Administrative Approval Policy – Project Updates – Gibbons provided an overview of the two administrative approvals issued since the May 1, 2024 HPC meeting at 607 South Main Street and 223 South Main Street.
  - B. Downtown Improvement Program Update – Gibbons provided an update on the status of the DIG program and highlighted three awarded properties (517 S. 4<sup>th</sup> Street, 130 W. Broadway, and 621 S. Main Street).
  - C. Title 16: Historic Preservation Ordinance Discussion – Gibbons and Weber provided an overview of the current Title 16 draft and discussed next steps, including: reviewing the State Historic Preservation Office (SHPO)’s comments; discussing preservation tools with other Iowa cities; and meeting with neighborhood groups. Petersen asked clarifying questions regarding the proposed demolition and conservation district language. The Commission discussed potential areas that could benefit from a conservation district.
  - D. Other Items of Interest – Gibbons noted that the proposed Title 16 update was a part of the Commission’s 2024 work plan which staff will begin evaluating as part of the annual report due early next year. Gibbons asked the Commission to send staff any preservation-related trainings attended over the past year for reporting purposes.
- 7. ADJOURNMENT** – Motion by Wilson, second by Porter to adjourn the meeting. Petersen adjourned the meeting at 4:40 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.*