

**HISTORIC PRESERVATION COMMISSION
MINUTES
DECEMBER 4, 2024**

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

2. ROLL CALL

Members Present: Barnes, Kouri, Stolp, Petersen, Porter, and Wilson
Absent: Cain
Vacant: None
Staff: Gibbons, Harter, Jura, and Weber

3. ADOPTION OF AGENDA

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

4. APPROVAL OF MINUTES – NOVEMBER 6, 2024 MEETING

Motion by Stolp, second by Barnes 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 administrative approval for replacement of windows and doors issued at 200 Pearl Street (Union Pacific Museum) on December 3, 2024.

B. Title 16: Historic Preservation Ordinance Discussion – Gibbons provided an update on Title 16 and staff's meeting with planners from Dubuque and Iowa City regarding conservation districts. Petersen asked if the dual listing language had been removed from the draft. Gibbons confirmed as the State Historic Preservation Office and National Parks Service would view any regulatory requirements in NRHP districts as an infringement on property owners' rights. Barnes asked about prior public outreach efforts regarding preservation. Gibbons noted the annual preservation month event and Commission membership as current avenues of community outreach and representation. Gibbons noted the proposed updates allow for increased outreach opportunities. Porter posed the idea of sending out an informational postcard to properties subject to HPC review.

Gibbons asked if the Commission had any comments or edits to the current Title 16 draft. Stolp stated the proposed draft is thorough and noted it is a good sign that peer communities were supportive of the conservation district language. Kouri asked what proposed changes would have the biggest effect on the Commission. Gibbons discussed the proposed review standards, conservation overlay, and demolition review process. Kouri asked if further comments could be sent to staff via email, if necessary. Gibbons confirmed and noted that staff is willing to meet with Commissioners individually to discuss the proposed changes and address any comments, if needed. Porter noted the proposed draft is representative of best practices from the Title 16 subcommittee's research. Gibbons and the Commission discussed potential options for neighborhood outreach.

C. Other Items of Interest – The following items of interest were discussed:

- a. 2024 Annual Report and 2025 Work Plan – Gibbons discussed the upcoming submittal of the 2024 Annual Report and 2025 Work Plan. Stolp discussed hosting the Historic Preservation Month Event at the library on an annual basis.

- b. January 2025 Meeting Gibbons noted the following items to be discussed at the annual meeting in January: 2025 Work Plan, Election of Officers, and the draft annual report. Gibbons noted that new commissioner biographies shall be sent to staff by January 16th so that the final annual report and work plan can be adopted at the February HPC meeting.

7. ADJOURNMENT – Motion by Wilson, second by Stolp to adjourn the meeting. Petersen adjourned the meeting at 4:34 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.