

**MINUTES
CITY OF AMES
HISTORIC PRESERVATION COMMISSION**

Date: May 08, 2023	Susan Minks	2024
	Angie Kolz *	2024
Call to Order: 6:02PM	Mary Jo Winder	2024
Place: Council Chambers	Scott Huffman	2026
	Lisa Muccigrosso	2026
Adjournment: 6:54PM	Robert Ewald	2026

[*Absent]

CALL TO ORDER: Susan Minks, Chairperson, called the meeting to order at 6:00 PM.

APPROVAL OF AGENDA:

MOTION: (Winder/Huffman) to approve the agenda for the meeting of May 08, 2023.

MOTION PASSED: (4-0)

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 22, 2023:

MOTION: (Muccigrosso/Winder) to approve the Minutes of the meeting of March 22, 2023.

Ms. Winder said she had a couple corrections. Last paragraph for chapter 31, last two words design criteria instead of guidelines. She also said second para in awardees under Ms. Winder referenced sec of interior "how restoration is defined, after COA, say definition is.

MOTION PASSED: (4-0)

PUBLIC FORUM:

ELECTION OF OFFICERS

Ms. Minks said she would like to have the new commission members introduce themselves to the other commission members.

Scott Huffman said he moved to Iowa in July 2022. He described his background and where he worked as an Architect.

Lisa Muccigrosso said she moved to Ames in January 2022. She described her work as well.

Ms. Winder said she worked in Historic Preservation in various cities and planning departments. She said she is from the Ames area and moved back in 2020.

Ms. Minks described the process for the election of officers. She asked for nominations and motions for those as well.

Scott Huffman made a motion to nominate himself as Chairperson of the Historic Preservation Commission.

MOTION: (Huffman/Muccigrosso) to approve the nomination of Scott Huffman as Chairperson of the Historic Preservation Commission

MOTION PASSED: (4-0)

Ms. Minks nominated Ms. Winder for the position of Vice-Chairperson. Ms. Winder said she would be happy to serve.

MOTION: (Minks/Huffman) to approve the nomination of Mary Jo Winder of as Vice-Chairperson of the Historic Preservation Commission

MOTION PASSED: (4-0)

CHAPTER 31 REVISION PROJECT DISCUSSION

Scott Huffman, Commission Chair, asked for a summary of the Chapter 31 Revision project to date.

Ms. Winder discussed the memo she had written and gave a summary of what had taken place so far for the project. The Commission wants to make the chapter easier to understand and more concise. After working on revisions for over a year, the Commission decided the Certificate of Appropriateness was what they should focus on. The Commission wants the process for obtaining a Certificate of Appropriateness to be clear and have adequate information to make decisions. Ms. Winder noted the Commission discussed the Design Guidelines be a document separate from Chapter 31. Ms. Winder said the Commission reworked some of the language in the section regarding the Certificate of Appropriateness. In the future she will compile the suggested edits into one document.

Ms. Winder said the Chapter 31 code directs property owners to replicate a suggested architectural style, rather than one that is compatible. The Secretary of the Interior Standards do offer guidance on compatible styles. Ms. Winder mentioned the Commission had not discussed the Design Criteria.

The Commission would like to review Historic Preservation ordinances from other cities, specifically any pertaining to Certificates of Appropriateness. Ms. Winder has begun the process of gathering more information from Iowa City, Des Moines, and Cedar Rapids.

The Commission had previously discussed utilizing their membership in the National Alliance of Preservation Commissions. The NAPC offers workshops and will conduct a workshop in a community if requested.

Ms. Winder suggested creating illustrated Design Guidelines for the City of Ames would be helpful. The politics and methodology are components of the project that would also need to be considered.

Ms. Muccigrosso asked if this project would be the focus of the Commission for the next few years. Ms. Winder felt it would be since it seemed to be a slow-moving project.

Ms. Minks said the Commission became members of the National Alliance of Historic Preservation Commissions in 2022 and their membership will need to be renewed. She felt the membership has been an asset to the Commission. Ms. Minks suggested once new Commission members get acclimated, they could resume having sub-committee meetings regarding Chapter 31.

Mr. Huffman asked if there was a working document for changes that had been proposed thus far. If not, he recommended one be started to track progress from month to month.

DISCUSS PARTICIPATION IN AMES MAIN STREET'S 515 CELEBRATION

Ms. Minks met with representatives from the Ames History Museum and Ames Main Street director about this event. She discussed the details of the event to be held on May 18, 2023. Multiple businesses will have posters of changes that have been made to certain buildings as well as interesting facts. She noted that the Ames History Museum and Ames Main Street have both been helpful and supportive in their working relationship.

Ms. Minks said the Commission members that participate in the event might need nametags, so others would recognize they are on the Commission. Ms. Minks said if anyone was interested to let her know. She said 5-7PM would be the best time for Commission members to participate.

Ms. Winder volunteered to help and asked if participants should check in at the Ames Chamber to receive further direction on May 18th. Ms. Minks confirmed that was correct.

ANNUAL REVIEW OF HISTORIC PRESERVATION COMMISSION BYLAWS

Ray Anderson, Planning staff and Liaison to the Commission, said the Bylaws are reviewed each year, although the Commission is not obligated to review them. If there are any suggested changes, the Commission can vote on them at the next meeting. Mr. Anderson said no changes have been made to the Bylaws since 2017. If there is something that needs to be addressed, it could be placed to the agenda for the next meeting.

Ms. Winder asked about attendance and Commission members missing meetings. She asked if there was a way to terminate someone who had missed a certain number of meetings consecutively. She asked if there was a way to have a method to notify City Council as well. Mr.

Anderson said that Planning Staff would be notified, and they would in turn notify the Mayor who may select someone else. If a Commission member missed four consecutive meetings, Planning staff would discuss the absences with the person and potentially the Mayor. Ms. Winder asked if that should be put in the Bylaws. Mr. Anderson suggested she write a memo on the topic to be discussed at the next meeting.

Ms. Muccigrosso inquired about Article 7 and meeting materials being sent a certain number of business days versus calendar days prior to a Commission meeting. Mr. Anderson replied in order for items to be added to a meeting agenda, Planning staff would need receive those two weeks prior to the meeting. He said meeting materials are then sent out three days prior to the meeting.

Ms. Muccigrosso voiced concern about allowing enough time for Commission members to confirm if they will be attending each meeting. Mr. Anderson stated to have meeting materials ready to send out earlier would require applicants to send in their items earlier. Moving the due dates for such items would impact the work of Planning Staff.

Mr. Huffman stated when the Commission agenda is sent it serves to verify who will attend to ensure there will be a quorum. Mr. Huffman felt sending the agenda the Friday before each meeting should not necessarily affect attendance.

Robert Ewald, Commission Member arrived at 6:48 PM and apologized for being late. Mr. Huffman asked if Mr. Ewald would introduce himself.

Mr. Ewald said he has lived in Ames for 43 years. He worked for the Attorney General's Office for well over 20 years. Ms. Minks commented that Mr. Ewald is a resident of the neighborhood that was just surveyed.

COMMISSION COMMENTS:

Ms. Muccigrosso informed Mr. Ewald of the officer election results.

STAFF COMMENTS


Mr. Anderson noted the date of the Preserve Iowa Summit, and that Ms. Winder would attend on behalf of the Commission and Ms. Sahlstrom would attend to represent Planning staff.

MOTION TO ADJOURN:

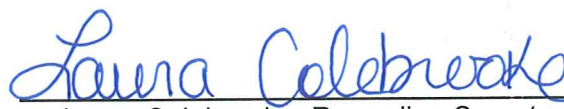
MOTION: (Minks/Muccigrosso) to adjourn the meeting.

MOTION PASSED: (5-0)

The meeting adjourned at 6:54PM.



Scott Huffman, Chairperson
Historic Preservation Commission



Laura Colebrooke, Recording Secretary
Department of Planning & Housing