

**MINUTES
CITY OF AMES
HISTORIC PRESERVATION COMMISSION**

Date: December 11, 2023	Susan Minks*	2024
	Angie Kolz	2024
Call to Order: 6:00PM	Mary Jo Winder	2024
Place: Council Chambers	Scott Huffman	2026
	Melissa Goodwin	2026
Adjournment: 7:23 PM	Robert Ewald	2026

[*Absent]

CALL TO ORDER: Scott Huffman, Chairperson, called the meeting to order at 6:01 PM.

APPROVAL OF AGENDA:

MOTION: (Winder/Kolz) to approve the agenda for the meeting of December 11, 2023.

MOTION PASSED: (5-0)

APPROVAL OF THE MINUTES OF THE MEETING OF November 13, 2023:

MOTION: (Huffman/Kolz) to approve the Minutes of the meeting of November 13, 2023.

MOTION PASSED: (5-0)

PUBLIC FORUM: There were no public comments.

CLG ANNUAL REPORT-2023 SUCCESSES & CHALLENGES & 2024 WORK PLAN

Eloise Sahlstrom, Planner for the City of Ames, stated the City of Ames has been a Certified Local Government since 1995. A comprehensive report is required to be submitted to the State annually. City Staff is working on completing a draft of the 2023 CLG Annual Report and requests input from the Commission. The work plan is normally one of the major items of the report as well as successes and challenges that occurred during the year. After input is

received, staff will provide a draft to the Commission for review at the next meeting. Ames History Museum activities are also included since the City provides financial support for them.

The Ames Comprehensive Historic Preservation Plan is a guiding document that should be reviewed as the Commission looks ahead to 2024.

Scott Huffman, Commission Chair, suggested the Commission start with the accomplishments for 2023. The Commission has been working on modifications to Chapter 31 regarding language for ADUs. The Commission partnered with the Ames History Museum for the 515 Night History Walk. Information and Outreach was done for Chautauqua and Ridgewood. Angie Kolz, Commission Member, stated the first three bullets on the 2023 Work Plan were completed.

Mary Jo Winder, Commission Member, did not have a chance to review the report questionnaire. She suggested Planning staff prepare the report and if anything needs changed the Commission can do so at the next meeting.

Mr. Huffman discussed training topics that would be helpful for 2024. Ms. Winder noted the Commission has previously discussed having the National Alliance of Preservation Commissions conduct a workshop. No contacts were made last year but Ms. Winder felt it would be helpful to have the NAPC assist with the revision of Chapter 31. Ms. Winder thought the Commission could be more specific on the activity in the 2024 Work Plan.

Ms. Winder felt it would be good for the National Alliance to provide input on the City's Certificate of Appropriateness review process and procedures. Ms. Winder suggested continuing what was in the 2023 Work Plan for the 2024 Work Plan.

Mr. Huffman noted the Commission collaborated with the Ames History Museum in 2023 and suggested the Commission partner with them again in some manner in 2024. Ms. Kolz did not know if the Ames Chamber will be doing the same event again in 2024 and the Commission would need to look into that. Mr. Huffman suggested the language can stay the same for now for that item. Additional ideas for involving the Ames History Museum were discussed.

Mr. Huffman said next item is Chautauqua Park and Ridgewood. Ms. Sahlstrom provided an update on the project. Ms. Winder said Commission responsibilities of reviewing the final product would count towards the 2024 Work Plan. Ms. Winder asked if one of the Commission members would be on the interview committee for the consultant. Ms. Sahlstrom said those details have not been determined. Robert Ewald, Commission Member, asked when the neighborhood meeting would be. Ms. Sahlstrom replied that the meeting would likely be next October when the initial draft would be ready to be submitted to the state.

For the 2024 Work Plan the Commission would like to continue to reach out to Old Town via periodic newsletters, update the Historic Preservation Commission webpages, explore hosting an NAPC program, continue funding training of members, and participate in educational events such as the Preserve Iowa Summit. They would also like to continue the Annual Historic Preservation Awards program, continue May as preservation month, and retain membership in the NAPC. Ms. Sahlstrom noted staff have not receive any correspondence from the NAPC. Ms. Minks worked to provide a list of contacts to the NAPC to facilitate information be sent to Commission members. Ms. Winder said in the past the NAPC always sent mailings to the whole Commission but that did not happen last year. Ms. Sahlstrom thought the membership may

have lapsed. Ms. Sahlstrom said the Commission could investigate that since they have a \$2000 budget for the year. Ms. Winder said she would follow up.

Ms. Kolz noted the Commission asked to be informed when Certificate of Appropriateness applications are submitted and asked if that could be added to the Work Plan. Ms. Sahlstrom replied that the applications do not come in regularly and asked if the Commission would like to review them annually. The Commission was in favor of the suggestion. Ms. Sahlstrom gave a brief overview of the Certificate of Appropriateness Applications that had been processed in 2023. She asked the Commission if they wanted to do something involving tax credit education in 2024. Ms. Kolz has a few leads and will look for opportunities for next year.

The Commission will continue the ongoing process of revising Chapter 31. The Commission wishes to keep involvement with the City of Ames Climate Action Plan, on the work plan. Ms. Sahlstrom noted that educational outreach is important. Ms. Winder said the Commission should keep it on their radar.

Melissa Goodwin, Commission Member, asked if the goals, objectives, and action steps included in the packet for the meeting included the entire Preservation Plan. Ms. Sahlstrom replied it was not and advised where the entire plan could be found.

CHAPTER 31 TEXT AMENDMENT CLARIFICATION

Ms. Sahlstrom gave a brief overview of the Commission Action form for the item and when a Certificate of Appropriateness is required. Ms. Sahlstrom put together information as to when a Certificate of Appropriateness is required for a contributing structure vs non-contributing structure. Ms. Kolz alluded to some of the items.

Ms. Sahlstrom said language pertaining to noncontributing garages needed clarification and discussed the proposed language. Planning staff realized after the last Commission meeting that the language the Commission proposed would add an element to the Certificate of Appropriateness process that is currently not part of Commission oversight. Currently a noncontributing garage would not need a Certificate of Appropriateness. If the suggested wording from the Commission was implemented, it would add more restrictions. The final draft of the wording regarding ADUs is going to City Council tomorrow night for review. If language needs to be added the Commission can include it for Council to review.

Ms. Goodwin asked what section in Chapter 31 this item would fall under. Ms. Sahlstrom said the new language would be added in section 31.10, paragraph 2 as item D or E.

Ms. Kolz felt the checklist distributed by Ms. Sahlstrom was beneficial. Ms. Kolz asked how an addition was different than an alteration. Ms. Sahlstrom said an alteration is a change to exterior features but does not increase the floor area. An addition is new construction that increases square footage.

Ms. Winder stated she drove around the Old Town District and did not see many properties that could accommodate an ADU. Ms. Winder felt the worst-case scenario would be if an owner made unsightly changes to a garage that was visible from the street. Ms. Winder felt it would not be fair to require Commission approval for an owner to add a shed to their property but not require it for an ADU in the specific instance mentioned. Ms. Winder voiced her concern on the potential visual impact. Ms. Winder felt it did not make sense to allow a property with a

contributing primary building to not be required to have review by the HPC of the non-contributing building, on that property. Ms. Winder suggested other possible wording besides what was listed in the memo. Ms. Winder said reviewing an ADU already adds another layer of review for the Commission.

Ms. Kolz asked Ms. Winder what the review basis would be. Ms. Winder said if it complies with other requirements they would review based on compatibility. Ms. Kolz asked if the Commission is allowed to review that. Ms. Winder said it depends on what section of the code they are using. If the Commission agrees, they can recommend it and City Council could decide a different course of action.

Mr. Huffman understood what Ms. Winder was saying but felt it would create a difficult grey area by implementing her suggestion and would leave gaps in the code that could easily be side stepped. Mr. Huffman felt the standards for ADU approval should be the same across the board.

Mr. Ewald commented he could not picture what could be done to a garage that would be so severe that the Commission would want to oversee it. Mr. Ewald asked if adding windows or doors would be problematic. Ms. Winder replied that it could be and clarified she did not intend her suggestions to be a stumbling block. Mr. Huffman asked if the Old Town District has requirements for building materials that may be used. Ms. Sahlstrom said the city code contains a list of approved materials that would apply. Ms. Winder commented the broader danger is someone making changes that would look not compatible. Ms. Winder stated if an owner is going to go through the zoning rules, she did not see the problem with the Commission performing a review.

Ms. Kolz said as a homeowner in the Old Town District the rules are in place to protect historic structures and let non-contributing structures be as they may. She would default to not adding extra review because she did not see the advantage. The solution is not to add more regulation, but perhaps to not regulate the smaller structures such as a shed. Ms. Winder wondered why the Commission is reviewing them at all if they comply with the zoning code. Ms. Winder asked why they don't loosen standards for all buildings.

MOTION: (Kolz/Ewald) Recommend alternative 1, that the request to add the above referenced language is not necessary for the implementation of ADUs within the Old Town Historic District.

MOTION PASSED: (4-1) Winder voting nay, motion passes.

CITY COUNCIL MOTION REGARDING CHAPTER 31 UPDATE REQUEST

Ms. Kolz gave an overview of the request at the last meeting and the memo that was drafted to address it. Section 31.10 has four main points and Ms. Kolz discussed them in more detail and noted the memo is up for discussion and feedback. The next step would be to send the final draft to City Council. Ms. Winder felt the memo covers everything well and is a good start and explanation. Ms. Sahlstrom said Chapter 31 was revised in 2014.

Ms. Goodwin felt the memo was very good and identified what and why the Commission wanted assistance. She asked if the Commission needs to include how they expect Planning staff to

help with the project. She questioned how the Commission anticipated using research and said including that in the memo may help bring the whole idea full circle.

Ms. Kolz will revise the memo and provide the edited version to the Commission for review.

COMMISSION COMMENTS:

Ms. Sahlstrom said the date of the November 2024 HPC meeting falls on November 11th, 2024, which is Veterans Day. The commission will need to decide if they wish to meet on a different date in November of 2024. Mr. Huffman suggested moving the meeting forward one week to November 18th, 2023. Ms. Sahlstrom said staff would check room availability for that date and would get back to the Commission.

STAFF COMMENTS

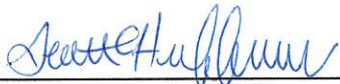
None at this time.

MOTION TO ADJOURN:

MOTION: (Huffman/Goodwin) to adjourn the meeting.

MOTION PASSED: (5-0)

The meeting adjourned at 7:23PM.



Scott Huffman, Chairperson
Historic Preservation Commission



Laura Colebrooke, Recording Secretary
Department of Planning & Housing