Call Meeting to Order
- Jeff Hintz called the meeting to order at 4:32 p.m.
- Eight (8) Commissioners were present with one (1) absent.

1. Public Comment
- There was no public comment.

2. Introduction of New Commission Members
- Jeff Hintz introduced the new Commission Member, Heather Sundermann.

3. Election of Commission Officers for the Remainder of 2017
- Jeff Hintz stated that Amanda McKnight Grafton has served two (2) terms as Chair and, according to the By-laws; she is no longer eligible to be the Chair. The Commission will need to elect a Chair for the remainder of 2017.
- Amanda McKnight Grafton made a motion to elect Mark Stoffer Hunter as the Chair for the remainder of 2017. Todd McNall seconded the motion. The motion passed unanimously.

4. Approve Meeting Minutes
- Tim Oberbroeckling made a motion to approve the minutes from June 22, 2017. Barb Westercamp seconded the motion. The motion passed unanimously.
5. Action Items
a) Demolition Applications
   i. 1922 B Avenue NE – 12X18 Garage Accessory Structure, Private Property
      • Jeff Hintz stated that this garage was built in 1926 and the property was listed on the National Register in 2013 as a contributing structure. Staff recommends immediate release. The overall condition and work needed to restore the garage is not economical. Mr. Hintz reviewed historic significance and the demolition review process.
      • Mark Stoffer Hunter recommended that the Commission place a sixty (60) day hold on the garage so that salvage can take place. The garage has architectural features that match the home and there is concern that the property will lose historic integrity. Mr. Stoffer Hunter encourages the owner to match the roofline of the house should they rebuild a garage.
      • Ron Mussman asked if SHPO needs to be informed of demolition since this is a contributing property in the National Historic District. Jeff Hintz stated that the demolition will be included in the yearly CLG Report to SHPO.
      • Todd McNall noted that if the funding were available in the Historic Rehabilitation Program to residents in the National District then maybe this garage could be restored.
      • Tim Oberbroeckling made a motion to place a sixty (60) day hold on the garage accessory structure at 1922 B Avenue NE so that salvage can take place. Amanda McKnight Grafton seconded the motion. The motion passed unanimously.

   ii. 119 29th Street NE – Primary Structure, Private Property
      • Jeff Hintz stated that this property was built in 1921 and was looked at in the 2013 Citywide Survey where it was not recommended. Staff recommends immediate release. The structure is not in future plans for the property owner and the lot will go through land development process or be grass.
      • Todd McNall made a motion to approve demolition at 119 29th Street NE. Barb Westercamp seconded the motion. The motion passed unanimously.

b) Demolition Applications under Review
   i. 1414 B Avenue NE - Primary Structure, Private Property
      • Amanda McKnight Grafton recused herself from discussion and voting.
      • Mark Stoffer Hunter stated that he would like to do extensive photo documentation and keep the property on hold for salvage. Grant Wood’s older brother lived in this home for one (1) year.
      • The Commission agreed to keep the hold on the property.

6. Presentation – Archeologically Sensitive Areas Mapping
   • Jeff Hintz stated that this map is a resource for City staff as development and other work occurs in areas which have been studied for archeological significance.
   • Jeremiah Fettig, Community Development Intern, stated that he compiled Archeological Surveys and Studies and examined them for recommendations and maps of surveyed areas. Mr. Fettig used printed and electronic copies of surveys to manually enter information into an attribute table and drew the location of surveyed areas. As additional surveys are done, staff will update the table information to keep it current.
   • Mark Stoffer Hunter asked if a study would be conducted when the 8th Avenue Bridge is reconstructed. Jeff Hintz stated that he would have to ask Rob Davis because it depends on the funding.
   • Todd McNall asked if the City has standards that they follow for administering these surveys. Jeff Hintz stated that all of the surveys need to meet the National Park Guidelines and they are
reviewed by SHPO. Todd McNall wants to make sure as projects are undertaken that the City or City consultants are aware of the documents and have reviewed them. Jennifer Pratt stated that staff will work with Public Works staff to ensure this occurs and that prior to a project being started of bid out, a review would occur.

7. Discussion Items
   a) Historic Preservation Commission Bylaws
      - Jeff Hintz stated that the current Bylaws were adopted in 1994 and there have been several changes in City Government since that time as well as significant changes to Chapter 18. Mr. Hintz reviewed a summary of content as well as a summary of changes that staff has made.
      - Amanda McKnight Grafton asked for more time for Commission members to review. She reviewed the current Bylaws with the draft that staff sent out and noticed some content that was removed that she feels should be put back in.
      - Tim Oberbroeckling asked staff to review Roberts Rules of Order in regards to when a Commission member can abstain. Mr. Oberbroeckling is wondering if a Commission member can abstain from voting after the discussion.

   b) Update to Historic District Guidelines
      - Amanda McKnight Grafton stated that she gave staff the draft before the meeting and thanked the subcommittee for their work on updating the Guidelines.
      - Jeff Hintz stated that staff will review the document and provide feedback. The next steps are SHPO review, stakeholder outreach, full Commission adoption, Development Committee review, and City Council review.
      - Todd McNall asked that the full Commission review the Guidelines before the public.

8. Announcements
   - Ron Mussman asked when additional surveys can be done in other parts of the City. Jeff Hintz stated that the City will apply for grants as they come up to do additional surveys. Staff will ask the Commission to rank the areas they would like surveyed at an upcoming meeting.
   - Todd McNall stated that Main Street has applied for grants from the Washington County Riverboat Foundation and encouraged the City to apply for those grants.

6. Adjournment
   - Barb Westercamp made a motion to adjourn the meeting at 5:49 p.m. Todd McNall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development