MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, July 27, 2017 @ 4:30 p.m.
Five Seasons Conference Room, City Services Center, 500 15th Avenue SW

Members Present:  Mark Stoffer Hunter  Chair
  Amanda McKnight-Grafton
  Tim Oberbroeckling
  Todd McNall
  Ron Mussman
  Heather Sundermann
  Barb Westercamp
  Caitlin Hartman

Members Absent:  BJ Hobart

City Staff:  Jeff Hintz, Planner
  Iván Gonzalez, Planner
  Anne Kroll, Administrative Assistant

Call Meeting to Order
  • Todd McNall 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.

Mark Stoffer Hunter arrived at the meeting at 4:34 p.m.

2. Approve Meeting Minutes
  • Tim Oberbroeckling made a motion to approve the minutes from July 13, 2017. Barb Westercamp seconded the motion. The motion passed unanimously.

3. Action Items
  a) 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 the house will not be moved, but salvage is in the works. Keeping the property on hold at least until the next meeting will not impact Coe College’s demolition schedule.
      • The Commission agreed to keep the hold on the property.

    ii. 1922 B Avenue NE – Accessory Structure, Private Property
- Mark Stoffer Hunter stated that the owner is agreeable to salvage. The windows have already been removed and the garage door is heavily damaged.
- Tim Oberbroeckling stated that he placed the hold at the last meeting because of the garage door, but it does not sound like the door can be salvaged.
- Mark Stoffer Hunter encourages the owner to match the architectural features of the house should they build a new garage.
- Tim Oberbroeckling made a motion to release the sixty (60) day hold for the demolition of an accessory structure at 1922 B Avenue NE. Barb Westercamp seconded the motion. The motion passed unanimously.

b) Prioritization of Area Recommended for Intensive Survey
- Jeff Hintz stated that prioritizing a list of areas which were identified for intensive survey in the Citywide Survey is Initiative 5.1.a of the Historic Preservation Plan and is also a task in the HPC 2017 Workplan. Mr. Hintz listed and shared a map of the fourteen (14) locations that have been identified. Staff prioritized the areas based on concerns they have heard from the Commission and is asking for the Commission’s input.
- Amanda McKnight Grafton would like to see the area between Coe College and Mt. Mercy College added to the list since that area has been threatened recently with demolition.
- Todd McNall stated that the top four areas are all in the SE quadrant and wondered if the top few should be spread throughout the quadrants.
- Mark Stoffer Hunter stated that it would be a good idea for Commissioners to travel to each of these areas to see what is there and that would help make an informed decision on how to prioritize.
- Jeff Hintz reminded the Commission that the list can be looked at again and can be shuffled around if needed. It is unlikely that all fourteen (14) areas will be surveyed because of the cost. Staff will have to apply for grants.
- The Commission would like to see the areas that have already been surveyed. Jeff Hintz reviewed the Historic Database Viewer with the Commission.
- Amanda McKnight Grafton made a motion to table this discussion until the next meeting so that Commissioners can review the recommended areas. Heather Sundermann seconded the motion. The motion passed unanimously.
- Jeff Hintz suggested that the Commissioners come to the meeting with their own ranking of the areas to help move along the discussion.

4. Discussion Items
a) Update to Historic District Guidelines
- Jeff Hintz stated that staff received a draft of the Guidelines from the subcommittee. Staff has since met with the subcommittee to discuss terminology and organization and structure of the document. The subcommittee will meet with staff one more time to finish those discussions. Staff will meet with the City’s graphic designer to help with a template for the Guidelines. The full Commission will review the document before it is presented to the public.

b) Historic Preservation Commission Bylaws
- Jeff Hintz stated that this was discussed at the last meeting and the Commission asked for more time to review the document side by side with the draft that staff had presented.
- Tim Oberbroeckling suggested that all officers have the same term amount that can be served instead of just the Chair and that instead of listing a term amount it should be listed in years.
- The Commission discussed whether or not a subcommittee should be formed.
• The Commission came to a consensus that this should be discussed as a full Commission and that one (1) or two (2) meetings should be set aside only for this discussion.

8. Announcements
• There were no announcements.

6. Adjournment
• Barb Westercamp made a motion to adjourn the meeting at 5:18 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development