Call Meeting to Order
- Mark Stoffer Hunter called the meeting to order at 4:33 p.m.
- Seven (7) Commissioners were present with one (1) absent.

1. Public Comment
- Cindy Hadish would like the Commission to be proactive on protecting area elementary schools. A plan for the elementary schools will be presented at the December 11, 2017 School Board meeting. Mark Stoffer Hunter would like this to be a future HPC discussion item.
- Bob Grafton would like to know what the plan is for possible demolition of buildings at Usher’s Ferry and hopes that the Commission can place a stop order like what was done for the Bever Park Pedestrian Bridge. Mr. Grafton would like an update on the RFP for the Ambroz Building. Jeff Hintz stated that there is not new information on the RFP. Staff is still working with the one proposal that was received.

2. Approve Meeting Minutes
- Barb Westercamp made a motion to approve the minutes from October 26, 2017. Ron Mussman seconded the motion. The motion passed unanimously.

Discussion item 4.a. was moved up on the agenda to accommodate guests.

4. Discussion Items
a) Alleyway Vacation between 4th and 5th Avenue SW between 1st and 2nd Streets SW
- Jeff Hintz stated that the Commission has asked to be notified when brick streets/alleyways are going through the vacation process. This alleyway has a small amount of bricks and staff is bringing this to the Commission for their comments related to the historic significance/value of the bricks.
• Mark Stoffer Hunter stated that there are brick streets with areas that were patched up with concrete after demolitions had taken place after the 2008 Flood and he would like to see these bricks used for those spots instead of the concrete.
• Ron Mussman asked if the City still has a stockpile of bricks. Jeff Hintz stated that the City does still have bricks and that they could be given to a private contractor to replace bricks that were damaged when taken out.
• Amanda McKnight Grafton asked if a security gate could be put up in the alleyway. Carol Morgan of Public Works stated that once they have the title to the land they can do what they want to; however, they will have to make the area available for emergency vehicles. Jeff Hintz noted that the owner will not be able to build anything in the alley because of the sewer lines, but they could put up a security fence.
• Ron Mussman would like to see the HPC’s involvement in this process to continue. Carol Morgan stated that whenever there are bricks associated with these vacations she will keep staff informed.

3. Action Items

a) 2018 Historic Preservation Commission Work Plan
• Jeff Hintz stated that the HPC is required annually to develop a work plan. Staff has made changes to the draft 2018 work plan based on initiatives in Historic Preservation Plan. Mr. Hintz reviewed the goals within the work plan.
• Todd McNall noted that the list of commissioners needs to be updated. Jeff Hintz stated that he saw the error and fixed it, but not before it went out in the agenda packet.
• Ron Mussman asked for clarification about working with economic development partners under Goal 1 and shared concerns with the IEDA calling the Skogman and Bever Buildings dilapidated and he does not feel that the buildings are in that bad of shape. Mr. Mussman has shared his concerns with Paula Mohr at SHPO and would like to see the Commission work with owners of buildings that are threatened by demolition before the demolition comes to the Commission for review. Amanda McKnight Grafton stated that the Commission has asked for a preview from the owners in situations like this and would like to figure out a way for that to happen. Jeff Hintz stated that staff encourages owners to do that, but since it is not a requirement they do not have to give a preview. Tim Oberbroeckling stated that as members of the HPC they can reach out to owners themselves.
• Todd McNall suggested that, in response to this discussion, the Commission agree to change to a 1st quarter due date to work with economic development partners to include historic resources in redevelopment policies and economic development plans and the change to 2nd quarter to consider developing a Neighborhood Conservation District program for neighborhoods that may not be eligible for historic district designation. The Commission agreed.
• Todd McNall made a motion to approve the 2018 Historic Preservation Commission Work Plan with the updated Commission member list as well as the change to a 1st quarter due date to work with economic development partners to include historic resources in redevelopment policies and economic development plans and the change to 2nd quarter to consider developing a Neighborhood Conservation District program for neighborhoods that may not be eligible for historic district designation. Amanda McKnight Grafton seconded the motion. The motion passed unanimously.
• Todd McNall asked if the Commission can make changes to the document later on or if the motion today is final. Jeff Hintz stated that there is no penalty for making changes during the year.
4. Discussion Items
   b) Bever Park Bridge Subcommittee Update
   - Jeff Hintz stated that the subcommittee met on November 2, 2017 to clarify options for the Bever Park Bridge. At the meeting, BJ Hobart stated that she has someone that agreed to take a look at the bridge and will coordinate that with staff.
   - Tim Oberbroeckling stated that the subcommittee did not talk about fundraising options because they need to decide on what option they will pick for the repair of the bridge first.
   - Jeff Hintz clarified that the City will have to go out for bid for the project before a company can be picked to complete the project.
   - Todd McNall suggested sending a mailing out to the neighborhood surrounding Bever Park because the residents in the area feel strongly about preserving the park.
   - Todd McNall stated that Riverside Casino has grants that can be applied for and that they are encouraged to have some of the funding go to Linn County.

   c) Historic District Guideline Update
   - Jeff Hintz stated that staff is ninety-five (95) percent finished with formatting the Guidelines. Staff hopes to hold a small stakeholder feedback meeting in December 2017. After HPC approval, the Guidelines will go to Development Committee and City Council.

5. Announcements
   - Mark Stoffer Hunter asked that the Commission hold November 30, 2017 for a meeting in case staff receives demolition or COA applications before the next scheduled meeting.
   - Jeff Hintz stated that the hold on 213 2nd Street SE was released on November 8, 2017 because Mark Stoffer Hunter finished his documentation.

6. Adjournment
   - Barb Westercamp made a motion to adjourn the meeting at 5:53 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development