



Approved

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
REGULAR SESSION**

5:30 p.m.

Thursday, March 21, 2019

Room 250, Historic Federal Building

**Commissioners Present:** Chairperson Emily Hilgendorf, Commissioners Brandi Clark, Melissa Daykin-Cassill, David Klavitter, John McAndrews, Rick Stuter and Joseph Rapp.

**Commissioners Excused:** Al Kopczyk and Christina Monk.

**Commissioners Unexcused:** None.

**Staff Members Present:** Laura Carstens and Chris Happ Olson.

**CALL TO ORDER:** The meeting was called to order by Chairperson Hilgendorf at 5:32 p.m.

**AFFIDAVIT OF COMPLIANCE:** Staff presented an Affidavit of Compliance verifying the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** Motion by Klavitter, seconded by Stuter, to approve the minutes of the February 21, 2019 meeting as submitted. Motion carried by the following vote: Aye – Clark, Daykin-Cassill, Rapp, Klavitter, McAndrews, Stuter and Hilgendorf; Nay – None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:**

**Preservation Fair Update:** Commissioners and staff discussed the Preservation Fair scheduled for Saturday, September 7, 2019. Chairperson Hilgendorf explained the fair committee met prior to this meeting, and plans to have the exhibit booths in the morning and the workshops in the afternoon. Consensus on a site location was: 1) Public Library; 2) Masonic Temple, and 3) Steeple Square. Staff Member Olson noted that there will be support from Heritage Works for a historic tax credit workshop and a two-day window restoration workshop and presentation by Bob Yapp. Discussion followed that other events on the selected date include the Dragon Boat Races and Farmers' Market. Consensus was to charge \$25 for a booth (\$30 with electricity), and to set a cost for attendees at \$5 before the event, and \$7 on the day of the event.

Approved Work Plan Update: Staff noted the Work Plan was updated for Outreach & Education to add Commissioner Daykin-Cassill to the Preservation Fair Committee.

**ITEMS FROM STAFF:**

Architecture Days Update: Staff provided an update on Architecture Days events.

Ken Kringle Awards: Consensus was to remove two suggested nominees, 346-348 W. Locust Street and 1576 Locust Street, that do not meet the award criteria.

2020 Preserve Iowa Summit – Call for Assistance: Staff explained that Dubuque is hosting the 2020 Preserve Iowa Summit, and the City of Dubuque received a 2019 Certified Local Government (CLG) Grant for \$12,000 to support costs associated with the Summit. In partnership with the State Historical Society of Iowa, Preservation Iowa, Travel Dubuque, and the Dubuque County Historical Society, a planning committee will be setting the agenda, itineraries, events and coordination. Staff is looking for one or more commissioners who are willing to volunteer to help with Summit planning, which will take place with periodic meetings over the next 15 months. Commissioner Rapp and Chairperson Hilgendorf volunteered to serve on the 2020 Preserve Iowa Summit planning committee.

Staff noted that Heritage Works has offered to be part of the planning committee and potentially a sponsor. Discussion followed that the Preserve Iowa Summit is held in early June typically on a Friday – Saturday – Sunday, and a date needs to be set 2020. Staff explained that the City will cover Commissioners' registration costs to attend.

CLG Annual CY18 Report Filed:

Staff reported that this report is provided as an annual update to the City Council, and then submitted to State CLG Program. Staff noted 2018 was a good training year.

**ADJOURNMENT:** Motion by Klavitter, seconded by Stuter, to adjourn the March 21, 2019 Commission meeting. Motion carried by the following vote: Aye – Clark, Daykin-Cassill, Klavitter, McAndrews, Stuter, Rapp and Hilgendorf; Nay – None.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager

04-18-19

Adopted