

**Minutes of the Adel Historic Preservation Commission
18 April 2017 at City Hall – 8:00 p.m.**

Members Present: Rich Hughes, Deb Christensen, Heith Hockenberry, and Vonz Odem. **Absent:** Tom Hagen. **City:** Anthony Brown.

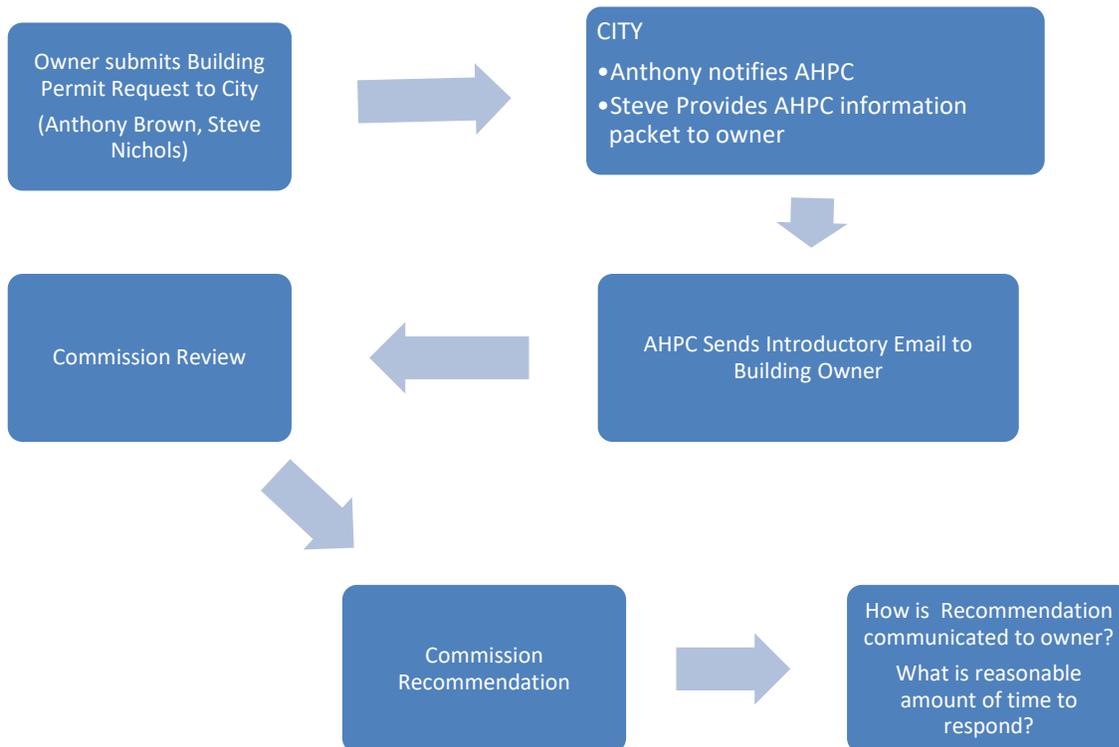
Chair Rich Hughes called the meeting to order at 8:03 p.m.

Minutes: Minutes from the March 2017 (DEC) meetings were read and approved without correction or amendment (motion by Vonz, second by Heith).

Design Guidelines Planning & Community Involvement:

Voluntary Resolution Because funding requests for development of architecturally-designed Guidelines are on hold, Rich had previously suggested that we phase in the Guidelines with a resolution by City Council that would make adherence to the proposed Guidelines voluntary for the time being for building owners engaged in construction projects within the Historic District. Rich distributed copies of the draft of the ordinance he had worked on. Rich previously emailed Anthony the Guidelines as they currently exist, but Anthony has not yet drafted a resolution that could be put before City Council and is requesting that the Commission create a flowchart delineating the logistics of how this would be implemented (mechanism by which the Commission is notified, reviews, provides recommendation, etc).

The final packet/product will have the Resolution as page 1, with Design Guidelines, Flowchart, and Cover letter from Rich, in that order. Some discussion of the flowchart ensued with Steve Nichols acting as the link between the building owner and AHPC. One suggestion was as follows:



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Heith will work on the initial email response to the building owner from the AHPC. Anthony suggested we refine this flowchart at our next meeting. Details such as timeliness of response, contact person, etc., must be determined.

Additional discussion focused on educational and outreach opportunities to local business owners and others. Rich will attend the June Chamber Chat to be held at Brick Street Bakery on Friday, June 2nd at 7:30 am. He will be doing some PR for the Commission, discussing building plaques, trivia question, and the voluntary guidelines.

Changes to Vacant Lot and Access by Brick Street Bakery: The bakery is leasing the vacant lot to the north and has submitted plans to develop this area into a brick patio with tables, chairs, and bike racks. Because the city owns the property, it must be made public. To access this patio, they will be installing a door on the north-facing exterior wall. Anthony provided the design plan and discussion focused on the impact this might have on the Historic District. Rick will follow-up with Steve.

Annual Design Award: Anthony has the certificate and plaque for this. Rich will present the award to Russell Abstract and Title at the May 9 city council meeting at 6 pm.

Annual Committee Schedule: Rich has not worked on this.

Historical Trivia Question: Last month's trivia question was about the school bus drivers in the 1930s and 40s. The boys in the senior class provided this service to the school. This month's question is about the Opera House, built in 1909, but no longer in existence.

Other: The Commission previously discussed submitting the City Hall, former depot, former library, and museum for inclusion on the National Register. Rich found that the museum was not included in the former survey of historic buildings done in 2004, but the other three buildings are included. He has not yet contacted Paula Mohr at SHPO about this.

Deb reported that the Adel Questers chapters combined their efforts and submitted a grant to repair the museum windows. The grant was funded for \$4200 with the Questers chapters submitting money from fundraisers to bring the total in excess of \$4600.

The Preserve Iowa Summit 2017 will be June 10-14 in Fort Dodge. Vonz and Rich expressed interest in attending.

The **next regular meeting** of the Adel Historic Preservation Commission will be 16 May 2017 at 8:00 pm at City Hall.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,
Deb Christensen
AHPC Secretary