

**MINUTES  
CITY OF AMES  
HISTORIC PRESERVATION COMMISSION**

Date: May 09, 2022	Edith Hunter	2023
	Susan Minks	2024
Call to Order: 6:00PM	Angie Kolz*	2024
Place: Council Chambers	Mary Jo Winder	2024
	Matt Oakley*	2023
Adjournment: 7:30PM	Jesse David Chariton	2023
	Rosemary Dale	2025

[\*Absent]

CALL TO ORDER: Susan Minks, Chairperson, called the meeting to order at 6:00 PM.

APPROVAL OF AGENDA:

MOTION: (Winder/Hunter) to approve the Agenda for the meeting of May 09, 2022.

*MOTION PASSED: (5-0)*

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 11, 2022:

MOTION: (Chariton/Winder) to approve the Minutes of the meeting of April 11, 2022.  
Ames Historical Museum

*MOTION PASSED: (5-0)*

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PUBLIC FORUM: There were no public comments.

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**AMENDMENT TO THE DOWNTOWN FAÇADE GRANT PROGRAM REGARDING  
ELIGIBILITY FOR THE REHABILITATION OF HISTORICALLY SIGNIFICANT, CHARACTER  
DEFINING FEATURES**

Benjamin Campbell, Ames City Planner, gave a summary of the area that is eligible to apply for the grant and displayed a map on the screen. He described what funds were available for the program, where the compliance guidelines could be found, and what the grant program allowed. There are two rounds of funding, one in the spring and one in the fall. Work that is deemed to be maintenance is not eligible for the grant. Since the Downtown District is on the National Register of Historic Places, the City Council gave direction to amend the program to include rehabilitation of the character defining, significant features to buildings in Downtown Ames. There should be distinguishment between regular maintenance and maintenance that would enhance the visual

appeal of Downtown. It would be important to consider the historical context of the District as well, and only buildings identified as Contributing would be eligible for the grant. Planning staff proposes the eligibility criteria be altered to allow for rehabilitation of a feature on its own without making other improvements consistent with the guidelines. This would be a change to the Downtown Façade Grant Program. Staff is looking for feedback from the Commission for the proposed change. Staff does not have specifics for proposed language yet.

Ms. Winder asked if the Commission could see the final suggested document changes for review. Mr. Campbell said he would speak with the Planning director and let her know.

Mr. Chariton asked for clarification regarding relying on the Site Sheets and if character defining features has been included in the nomination process. He asked if they would be features staff is already aware of or if they would be any features that happen to fit. Mr. Campbell said it would not be any feature, but it might not necessarily be a feature that has already been identified. He said staff would use the Site Sheets to help guide what features would be eligible.

Ms. Winder asked if the grant for the Pantorium Building was for second story windows. Mr. Campbell said it was and described the windows that were there and what changes would be made.

Ms. Minks said the direction that City Council seemed open to include other characteristics if people wanted to apply. She said she did not think it would be contingent on the applicant having another grant already.

Ms. Winder asked if the program is federally funded or locally funded. Mr. Campbell said it was locally funded.

Ms. Minks asked if this would be an additional item that would come before the Historic Preservation Commission for approval. Mr. Campbell said items for the Façade Grant would be approved by City Council.

Mr. Chariton asked at what point does this program become an enhanced maintenance program.

Mr. Campbell said the City of Ames Planning Department would make the initial and likely ultimate determination and City Council would as well as to when an application might fall into that category.

Ms. Winder asked if the Historic Preservation Commission could assist City Council and Planning Staff by identifying existing features on different buildings. She asked if that would be useful.

Mr. Campbell said his directive was regarding the site sheets specifically and the sheets are very descriptive as to what the features for a building are.

MOTION: (Hunter/Chariton) to move alternative 1 to have City Council modify the Downtown Façade Grant Program to include historically significant, character defining features.

*MOTION PASSED: (5-0)*

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## REVIEW OF BYLAWS

Ms. Sahlstrom said the last update to the Bylaws was in 2017. She said at that time she believed the only change that was made was that the Historic Preservation Commission start time was moved from 7pm to 6pm.

Ms. Winder suggested having something in the Bylaws that would address Commission members who do not regularly attend meetings and do not inform staff of their absence. She said she thought if members did not attend three consecutive meetings, she they should be taken off the Commission.

Ms. Sahlstrom suggested the Commission could convey their concern about this, and they could see if there is language that the City Clerk and Legal Department would have that would address this concern.

Ms. Winder said she thought it was important that they have enough members be present to have a quorum.

Ms. Minks asked about attendance policy for other commissions. Ms. Sahlstrom said she did not know but would investigate and get back to the Commission.

MOTION: Commission recommends that Planning staff investigate the attendance policy language for the Historic Preservation Commission.

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## REVIEW CHAPTER 31

Ms. Minks said at this meeting the Commission is reviewing sections 1 through 6 of Chapter 31.

Ms. Winder said assuming everyone had looked at the proposed revisions, they could discuss any specific pieces if one of the members had a comment. Ms. Winder asked for staff feedback on what would constitute a major change to the Chapter.

Ms. Winder asked if they could have hard copies of Chapter 31 to markup for next time. Ms. Minks discussed Section 31.1 about purpose. She said those changes seemed logical. She then went to Section 31.2 & 31.3, which she said the Commission had talked about quite a bit before.

Ms. Winder commented that Section 3.4 regarding a Visibility Triangle seemed to be for Zoning, and she thought it was not appropriate. She said she thought language needed to be added that review would include things that would be visible from the public right of way. Ms. Winder asked if that was what was implied with the Visibility Triangle. Ms. Sahlstrom said a Visibility Triangle has to do with not obstructing the view of traffic and pedestrians.

Ms. Sahlstrom said staff had a question on #10 under Contributing Historic Resource. Staff was not clear on what "non-architectural" elements would establish character of a historical site or district. Ms. Winder said that would be landscaping, hardscaping, or historic trees. Ms. Sahlstrom said at this time she does not think those features are recognized. Ms. Winder said

she thought it could be worded so that a feature could be reviewed, not necessarily that it would be required to be reviewed. Ms. Minks said she thought such wording would allow being able to look at features other than just the structure of a building.

Ms. Sahlstrom said she thought that was a legitimate item but until it has been defined in a district as being an element, it does not need to be in the definitions.

Ms. Minks said that with the upcoming (Chautauqua Park/Ridgewood) survey, some of the properties might have these features. She said she thought the language in Chapter 31 was restrictive and applied more to Old Town and might now allow for recommendations for other areas.

Ms. Sahlstrom asked about "Design Criteria," as it appeared that the Commission did not like the term, "Design Criteria". Ms. Winder expanded upon why the Commission thought there should be a different term used, such as "Identification Criteria." Mr. Chariton asked about "Historic Resource" definition for the previous number they discussed. Ms. Winder discussed the term "Match" and expanding the definition of what that means.

Ms. Minks discussed definitions (18) – (31). Ms. Winder indicated they might be unnecessary. Ms. Dale commented that if the Commission is directing people who may not have this information, that could be a reason to keep some of the basic definitions in the Chapter. Ms. Minks said the Commission had discussed before making an additional document that would have more definitions and so forth to assist residents who were looking for guidance for a rehabilitation on a location in Old Town.

Ms. Winder discussed Section 31.3 and asked if staff would be able to investigate the term, "terms of office". Ms. Sahlstrom said the City Clerk's office told her that if someone has served two consecutive terms they could apply for another commission. The person could reapply for the same commission after being off the commission for two years. Ms. Winder suggested striking the last sentence in Section 31.3.

Ms. Minks said Section 31.6 was about Powers and Duties of the Commission, which she felt was in essence the Bylaws. Ms. Winder talked about including stronger language that would tie what the Historic Preservation Commission does to the City's goals. Ms. Winder said she wanted to get more traction for Historic Preservation, show the connection to sustainability, and inform people the Commission is not advocating for taking things to the landfill. Ms. Winder said this portion would be added as Section 31.6(15).

Ms. Minks asked if there were any other comments. Ms. Minks said in June they will do Sections 31.7 – 31.9. She said they can collect comments and changes as they go and will ultimately have everyone's suggestions to present as a recommendation to City Council.

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## **PRESERVE IOWA SUMMIT**

Ms. Minks discussed the Preserve Iowa Summit and when & where it would take place. Ms. Sahlstrom said if any of the commission members were interested in attending, to let her know so she can assist with getting them registered. Ms. Winder said she would like to attend. Ms.

Minks asked if the Planning staff would email the commission members who were absent with the information on how to sign up.

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COMMISSION COMMENTS:

Ms. Minks asked if anyone went to the Music Walk. Ms. Dale said she went as well as Mr. Chariton.

Ms. Winder said she would like to do a site visit of the Pantorium building before it would go to the Historic Preservation Commission.

Ms. Winder said she attended a workshop via Zoom that was held by the National Alliance of Preservation Commissions. Ms. Winder said she thought it would be a good idea for the Commission to join the Alliance and thought the cost was less than \$100 a year.

Ms. Dale said she attended a forum for Downtown Ames called Next Big Thing. She said the website was amesdowntown.org and there was an area called the Next Big Thing that had more information.

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STAFF COMMENTS

Ms. Sahlstrom said the Preserve Iowa Summit attendees do not have to attend the entire event. She said people could go for one day, if desired.

Ms. Sahlstrom said the student recruitment was posted and closed and she said there were 12 applications and these would then be narrowed down to 3 or 4. She said interviews would then take place.

MOTION TO ADJOURN:

MOTION: (Hunter/Dale) to adjourn the meeting at 7:30PM.

*MOTION PASSED: (5-0)*

The meeting adjourned at 7:30PM.



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Susan Minks, Chairperson  
Historic Preservation Commission



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Laura Colebrooke, Recording Secretary  
Department of Planning & Housing