

**MINUTES  
CITY OF AMES  
HISTORIC PRESERVATION COMMISSION**

Date: September 12th, 2022	Edith Hunter	2023
	Susan Minks	2024
Call to Order: 6:02PM	Angie Kolz	2024
Place: Council Chambers	Mary Jo Winder	2024
	Matt Oakley*	2023
Adjournment: 7:01PM	Jesse David Chariton	2023
	Rosemary Dale	2025

[\*Absent]

CALL TO ORDER: Susan Minks, Chairperson, called the meeting to order at 6:02 PM.

APPROVAL OF AGENDA:

MOTION: (Hunter/Kolz) to approve the agenda for the meeting of September 12, 2022.

*MOTION PASSED: (6-0)*

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 08, 2022:

Ms. Winder noted that in the section entitled, "CLG Grant Update" the verbiage, "information for the" should be added before "historic context."

MOTION: (Chariton/Dale) to approve the Minutes of the meeting of AUGUST 08, 2022, with noted edits.

*MOTION PASSED: (6-0)*

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PUBLIC FORUM: There were no public comments.

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**REVIEW OF CHAPTER 31**

Susan Minks, Commission Chair, explained that Angie Kolz, Commission member, has a comment she wants to bring forward.

Ms. Kolz said Eloise Sahlstrom, Planner, sent out information regarding the most recent revisions to Chapter 31. She also described a recent newsletter from the National Alliance of Preservation Commissions. In the newsletter, there is an article about the importance of the

definitions in a city ordinance. Ms. Kolz. Said the definitions in the ordinance are the basis for the rest of Chapter 31. She thanked Ms. Minks and Ms. Winder for their work on Chapter 31.

Ms. Minks commented that the Commission sometimes uses terminology that they are familiar with but may not be the wordage used in the Municipal Code. Finding the correct verbiage has been an ongoing struggle throughout the Chapter 31 revision process.

Mary Jo Winder, Commission Member, agreed that the definitions are important. She would like the Commission to abstain on voting on the definitions until they have a complete document of all revisions for Chapter 31. After working on Chapter 31 for many months, the Commission still needs to decide the steps to move forward with getting Chapter 31 through the revision process. She said it was the Commission's plan to work on the revisions with Planning staff assistance along the way. Since Planning staff gets their direction from the City Council, she was unsure and concerned how they will finish the revisions and what the proper procedures should be.

Jesse David Chariton, Commission Member, asked if Ms. Winder's goal was to have all Chapter 31 revisions completed before submitting recommendations to the City Council.

Ms. Winder replied that is correct.

Ms. Winder said she believes that she could revise Chapter 31 and that Planning Staff, the Commission, and City Council would be happy with the result. She has downloaded guidelines for revising an ordinance from the National Alliance of Preservation Commissions website. She said the Commission could use the guidelines in a way that works for them.

Rosemary Dale, Commission Member, said that she watched a City Council meeting where one of the Council members made the statement that Chapter 31 was last updated in 2015, and they are not interested in pursuing revisions at that time since the previous updates were not that old.

Ms. Kolz said she thinks the Commission needs to have a strong reason as to why each proposed change they want to make is needed. There may be a case for giving a midpoint presentation to the City Council, so they are aware of what stage the Commission is in with revisions to Chapter 31.

Ms. Dale asked if it would be a problem if the revisions to Chapter 31 do not use the same wording as the Municipal Code.

Ms. Minks said she would like the Commission to continue the examination of the definitions in Chapter 31. She mentioned all Commission members might benefit from looking at the other Iowa ordinances that Ms. Sahlstrom had sent out. She asked Planning staff for their comments on the matter.

Eloise Sahlstrom, City Planner, said when reviewing the elements of the proposed changes to Chapter 31, it is not clear why the proposed changes are being suggested. The Commission may be attempting to wordsmith without knowing what is the end goal for revising Chapter 31. She commented that identifying what is not working in Chapter 31 and addressing those items would be a good area to focus on. Keeping the big picture in mind is important, and wordsmithing seems out of context. She said the sub-committee that has been meeting might

know what the end goal is, but the other Commission members may not. The Commission may have a band aid approach to editing Chapter 31. Ms. Sahlstrom used the word, "useable" as an example of what she had been referring to. She said there are many ways to make something useable, such as having a separate brochure as an aide to Chapter 31. She said the Commission needs to determine what they mean when they say, "useable." She commented that the Old Town Historic District was established with Chapter 31. She suggested that perhaps the Commission was not fond of the wording in Chapter 31 which determined how the Old Town district was established. She said Mr. Anderson could elaborate more on the subject.

Ray Anderson, Planner, agreed with Ms. Sahlstrom. He said it is challenging for Planning staff to make sure they understand what the Commission wants to accomplish and what their vision is regarding revisions to Chapter 31.

Ms. Minks said she also heard that City Council may not be interested in revising Chapter 31 at this time. She said it is a task of the Commission to look at Chapter 31 every four years but there is no rush to revise it. She agreed with Ms. Sahlstrom and Mr. Anderson that the Commission needs to be on the same page regarding revisions to the Chapter. She suggested that Commission members gather the proposed definitions they have so far and present those to Planning staff at the October Historic Preservation meeting.

Ms. Winder said she had a different idea. She said she would like to go over the guidelines from the NAPC website to see if they are beneficial. Ms. Winder said at the next Historic Preservation Commission meeting she could present an outline of steps they could take to move forward with revisions to Chapter 31. She suggested having a public meeting as well.

In summary, Ms. Minks stated that there will be a presentation on methodology for changes to Chapter 31 at the next Commission meeting.

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## **COMMUNITY EDUCATION TOPICS**

Ms. Minks said they touched on this topic when the Commission reviewed the Work Plan. She asked the other Commission members for ideas on public education or training for the Commission.

Mr. Chariton asked for an example of what had been done in the past. Ms. Minks gave an example of the workshop held last year at a building Downtown about Tax Credits.

Ms. Dale suggested the Commission join with the Ames History Museum to do a presentation on the history of some of the buildings and streets in Ames. She said the presentation and event could place an emphasis on fun and architecture.

Ms. Minks asked if a walking tour had ever been done of Main Street. Ms. Sahlstrom said she did not think a live event had been done. Ms. Dale commented if they worked with Downtown Ames, they could draw in the business owners.

Ms. Minks asked Ms. Dale if she would investigate that idea further. Ms. Hunter said she would assist Ms. Dale.

Mr. Chariton asked about the Ames Pantorium next door to the Ames History Museum. Ms. Minks said there was a tour of the Pantorium last spring. She commented that there may be an event already in the works that the Commission could partner with.

Ms. Kolz said she had a couple ideas. The first idea would be informing homeowners how available tax credits would be useful to them. She also suggested they have a representative from the Climate Action Plan speak to the Commission about things they could participate in. She would be interested in having presentation on wood window repair. Mr. Anderson said a craftsman from Decorah who restores historic wood windows has previously done a presentation on window repair for the Commission. We could contact him to inquire if he would be available for another presentation on window repair.

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### **CLG GRANT UPDATE**

Ms. Sahlstrom said the Neighborhood Information Meeting will be on October 6, 2022, at 6:30 p.m. in the Danfoss Room at the Ames Public Library. The anticipated date for submittal date of the draft report to the State is September 30<sup>th</sup>. The State Historic Preservation Office needs one to two months for review and comment before responding to the City on the draft report..

Mr. Anderson will check with the City Attorney's office to determine if the Commission is required to advertise the Neighborhood Information Meeting as a public meeting of the Historic Preservation Commission.

Ms. Winder commented that the survey is going well, and she has been working on training one of the researchers.

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### **COMMISSION COMMENTS:**

No Comments

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### **STAFF COMMENTS**

Ms. Sahlstrom said she had sent a challenge to Commission members to find errors on the Historic Preservation portion of the City of Ames website. She said she did get comments from Ms. Dale, so she won the challenge. Ms. Sahlstrom said one reason for the activity was to encourage the Commission to look at the website. She said recommendations on making the website useful would be welcome.

### **MOTION TO ADJOURN:**

MOTION: (Winder/Chariton) to adjourn the meeting at 7:01PM.

*MOTION PASSED: (6-0)*

The meeting adjourned at 7:01PM.

*Susan Minks*

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Susan Minks, Chairperson  
Historic Preservation Commission

*Laura Colebrooke*

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Laura Colebrooke, Recording Secretary  
Department of Planning & Housing