

ITEM #: 34
DATE: 01-24-23
DEPT: P&H

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF 2022 ANNUAL CERTIFIED LOCAL GOVERNMENT REPORT INCLUDING 2023 WORK PLAN

BACKGROUND:

Under the Certified Local Government (CLG) Agreement with the State Historic Preservation Office (SHPO), local governments and their Historic Preservation Commissions (HPCs) are responsible for submitting an annual report documenting the City's and Commission's preservation work during the previous calendar year. The report documents that the City has met the requirements of the CLG program and is in good standing. The report also includes a Work Plan for 2023.

SHPO requires that an HPC representative provide details of the HPC's 2022 accomplishments and the Work Plan for 2023 to the City Council, followed by the Mayor acknowledging completion of this requirement.

The Ames Historic Preservation Commission (HPC) met on November 14 and December 12, 2022, to develop and approve the 2023 Work Plan, based upon the Ames Comprehensive Historic Preservation Plan Goals and Objectives (updated in 2021). The HPC documented its accomplishments for 2022 at its meeting on January 9, 2023.

Attachment A is the portion of the CLG Report that addresses the accomplishments, successes, and challenges of the previous calendar year (2022). The primary discussion topic for success and challenges was the work related to the Historic Resource Survey for the Chautauqua Park – Ridgewood Neighborhood, partially funded by a \$14,000 state grant. The project included research and neighborhood outreach along with preparation and submittal of the survey for state approval.

The conclusion of staff and the HPC was that the historic resource survey project itself was valuable to the understanding of the neighborhood's history and that of the City's history. However, it was also concluded that any future grant application would need to have better administrative understanding of the City as the grant recipient and to approach the work differently than to rely on HPC volunteers as project lead, student interns employed by the City, and staff.

With City Council's approval of the CLG report, a work plan will be approved for the HPC during the upcoming year. Attachment B is the summary of the 2022 Work Plan and includes the proposed 2023 Work Plan. The Work Plan does not include any requests for funding beyond the annual \$2,000 appropriation for awards, outreach, and education.

Notable new initiatives for the 2023 Work Plan include:

- Follow-up on the Chautauqua Park – Ridgewood Intensive Survey. Determine if the neighborhood supports a National Register nomination and/or a Local Historic District overlay. Pursue grant funding for preparation of a nomination to the National Register, if supported by the neighborhood and City Council; *(Note a grant application naming the City as the recipient is subject to City Council authorization)*
- Distribute educational materials to Old Town property owners and residents on preserving and improving historic properties;
- Collaborate with the Ames History Museum and Ames Chamber of Commerce to host a community “history” event during Historic Preservation Month (May); and
- Participate in the City’s Climate Action Plan by providing comments on the role of Historic Preservation actions to support energy savings and renewal as part of the City’s Climate Action Plan.

ALTERNATIVES:

1. Approve the 2022 accomplishments of the Historic Preservation Commission (HPC) and the Work Plan for 2023 as described in the 2022 Certified Local Government Report, and direct the Mayor to acknowledge completion of the report for staff to submit the report to the state
2. Refer the 2022 CLG Report back to the Historic Preservation Commission (HPC) and/or staff for revisions.

CITY MANAGER’S RECOMMENDED ACTION:

The HPC has documented its accomplishments for 2022 and has developed a 2023 Work Plan that represents its priorities for the current calendar year. The Work Plan focuses on resources utilized by the HPC and does not require additional City resources beyond planned staff time for support of the HPC. Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1.

Attachment A -Accomplishments *(Excerpt of the 2022 CLG Report)*

8.1 Describe the city, county, LUD, and/or historic preservation commission's historic preservation planning activities in this calendar year.

- In December 2021, the Ames City Council adopted Ames Plan 2040, (the City's Comprehensive Plan) to guide the city over the next 20 years. It recognizes the Ames Comprehensive Historic Preservation Plan & Report as a guide for City priorities related to historically significant structures.
- 2022 Work Plan- In March 2022, the Ames Historic Preservation Commission approved the 2022 Work Plan for the year and identified successes and challenges from 2021.
- Awards Program- Nominations for the 2022 Annual Historic Preservation Awards Program were open in January and February; however, no nominations were received. Therefore, no awards were conveyed for 2022.
- Subcommittees were established for the following purposes: Guiding review of Ames Municipal Code, Chapter 31 Historic Preservation; Providing CLG Grant training and oversight; and Planning of an educational event in 2023.
- National Historic Preservation Month Proclamation- On April 26, 2022, the City Council made a proclamation in observance of May being National Historic Preservation Month.
- Review of the Historic Preservation chapter (Chapter 31) in the Ames Municipal Code was a standing agenda item. Each meeting included a review of various sections.
- Discussed opportunities for a Community Education event in 2023 and did preliminary planning for an event to be held in May 2023.
- 2023 Work Plan- In November and December 2022, the Ames Historic Preservation Commission discussed and approved the 2023 Work Plan for 2023.
- The Ames City Council approved a fiscal year 2022/23 budget of \$2000 for historic preservation activities. The funding is to be used for training and attendance at conferences for members of the Ames Historic Preservation Commission, as well as the Historic Preservation Annual Awards Program, publications, and other educational programs.
- Additionally, the Ames City Council funded \$49,102 to the Ames History Museum for the following contracted services for the 2022 calendar year:
 - Display of six virtual or in-person exhibits;
 - Posting of 250 photos or stories on social media or the website;
 - Presentation of 30 programs;
 - Response to no fewer than 100 research requests;
 - Providing 75,000 public interactions through programs, exhibits, online posts and resources, and research assistance;
 - Hosting two programs related to the 19th Amendment;
 - Storing and preserving 4,000+ Ames history artifacts and archives including City of Ames records;

- Cataloging at least 250 historical Ames collections objects;
- Partnering with no fewer than five community organizations, once in the first half of 2022 and again in the second half of 2022, for programs or special projects;
- Reaching all five public elementary schools with 3rd grade programming; and
- Reaching 50% of Ames Community School District Third Grade classes with Ames History Programming.

8.2 Describe the city, county, LUD, and/or historic preservation commission’s assistance on preservation issues or projects in this calendar year. Please be specific (address(es) of property(ies), what was the issue(s), what technical assistance was provided?)

- Members of the Ames Historic Preservation Commission (HPC) and City staff met with the individual owners of property in the Old Town Historic District to review applications for the following:
 - Alterations to an existing rear deck (809 Burnett Avenue, deck); and
 - Construction of new brick fencing in the rear yard (802 Burnett Avenue, fence).
 A Certificate of Appropriateness was issued by the Commission or staff, for each project. A total of two Certificates were issued in 2022.
- Several training sessions were held by HPC professionals [Mary Jo Winder, Susan Minks, and Ted Grevstad-Nordbrock (former HPC member)] for student investigators completing the Intensive Level Survey of the Chautauqua Park and Ridgewood Additions.
- Chautauqua Park-Ridgewood Intensive Level Survey.
- HPC professionals provided review and editing of materials produced for the Chautauqua Park-Ridgewood Intensive Level Survey.
- The HPC approved the nomination of Pi Kappa Alpha Fraternity House at 2112 Lincoln Way to the National Register of Historic Places.
- The HPC recommended approval of an amendment to the City’s Downtown Façade Grant program to include eligibility for the rehabilitation of historically significant character defining features.
- Ames City Council approved modifying the Downtown Façade Grant Program to allow for qualifying rehabilitation façade grants for contributing structures to the National Historic District.

8.3 Describe the city, county, LUD, and/or historic preservation commission’s public education programs in this calendar year.

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations)

- A Neighborhood meeting was held to convey findings of the Chautauqua Park-Ridgewood Intensive Level Survey to property owners and other interested parties.

Two Historic Preservation Commission members participated in the presentation along with City staff. A total of five HPC members were in attendance. A handout was distributed that described the difference between a National Register Historic District and a Local Historic District.

9. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year?

Successes-

- A notable success for 2022, was the completion of an Intensive Level Survey of the Chautauqua Park and Ridgewood Additions, which included 150 properties. The Survey was funded through a CLG Grant, in the amount of \$14,000 (the second largest grant award in the State's 2021 annual program), and in-kind donation of volunteer hours. The effort utilized graduate students (as City employees) to do the investigative work. Historic Preservation Commission members participated in the project with a focus on review of consistency with the Department of the Interior Standards as historic preservation professionals. The project was managed through the City's Planning and Housing Department.
- A Neighborhood Meeting was held in October 2022 to discuss the findings with the neighborhood. The meeting was well-attended and a poll of those in attendance indicated supportive of proceeding with a National Register nomination.
- Additionally,
 - The City of Ames continues to provide funding to the Ames Historical Museum for a variety of services including education and research.
 - The Ames Historic Preservation Commission received a presentation on the City's Climate Action Plan.
 - The City of Ames Historic Preservation Commission had representation by Mary Jo Winder at the 2022 Preserve Iowa Summit in Mason City, Iowa, held on June 2-4, 2022 and at the (NAPC) Commission Assistance and Mentorship Program (CAMP) held in Van Horne, Iowa on April 30, 2022.
 - Granting Certificates of Appropriateness. Review of applications resulted in the timely issuance of two Certificates of Appropriateness for two properties.
 - The Historic Preservation webpage on the City of Ames website continues to be regularly updated. It is frequented by the public and the Commission as a tool for public awareness about historic preservation in Ames.

Challenges-

- It was not anticipated by the HPC or City planning staff that the graduate students hired to do the investigative work for the Intensive Level Survey of the Chautauqua Park and Ridgewood Additions would have to be hired as City employees, with the work being done in-house. This meant that the work also had to be managed by City staff. As a result, City staff contributed a substantial number of in-kind volunteer hours toward the successful completion of the project, which was not anticipated. Although the opportunity to provide a hands-on learning experience for one or two students in historic preservation was achieved, it is likely that future surveys or nominations would be administered differently by the City and may rely upon a consultant.

- Due to Human Resources protocols, the expectations of management and how the students would be hired was unclear and the project had to be managed differently. Due to these conflicts, the outcome of the project was managed more by the city, rather than the commission and Mary Jo Winder, project manager. In conclusion, for future projects related to CLG grants, there will be evaluations from City and Commission resources and hiring practices.
- Having access to proper forms from the SHPO did cause a delay and rework of some of the survey project.

Attachment B- Work Plan (*Excerpt of the 2022 CLG Report*)

18. Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this in next year's work plan?

2022 WORK PLAN – [ACHPP" = Ames Comprehensive Historic Preservation Plan]

Educate the Public Concerning the Value and Benefit of Historic Preservation.

[GOAL #4, ACHPP]

- Facilitate the dissemination of historic preservation information. [Objective 4.C, ACHPP]
 - Collaborate with the Ames History Museum and Iowa State University on resources and possible joint projects.
 - Involve Iowa State University students in historic preservation for the community.
- Continue with funding for training of Commission members and developing educational resources about Ames history and historic resources. [Objective 4.A, ACHPP]
- Participate in educational opportunities afforded by the by the 2022 Preserve Iowa Summit Continue Historic Preservation Commission Annual Historic Preservation Awards Program, and present awards with the Mayor at a City Council meeting in April or May.
- Continue to recognize May as Preservation Month with a Proclamation by City Council.
- Seek speakers for presentations of timely preservation topics in Ames. [Objective 4.A, ACHPP]
- Seek membership in the National Alliance of Preservation Commissions.

***Assessment of Progress in 2022:**

- Dissemination of Information- The Ames City Council funded \$49,102 to the Ames History Museum for the dissemination of historic preservation information as described in question 8.1.
 - The HPC is collaborating with the Ames History Museum on an educational event in 2023.
 - Two graduate students were utilized as investigators for the Chautauqua Park- Ridgewood Intensive Survey.
- Training- Funding for HPC training was included in the City budget by the Ames City Council. One commission member was able to participate in the 2022 Preserve Iowa Summit in Mason City, Iowa, held on June 2-4, 2022 and in the (NAPC) Commission Assistance and Mentorship Program (CAMP) held in Van Horne, Iowa on April 30, 2022.
- Awards- The 2022 Awards Program did not receive any nominations. Therefore, no awards were granted in 2022.

- Proclamation- The Mayor and City Council made a proclamation to recognize May as Preservation Month.
- NAPC- In July, the HPC joined the National Alliance of Preservation Commissions.

Promote the Economic Development and Vitality of the City through Historic Preservation. [GOAL #6, ACHPP]

- Partner with Ames Main Street to offer a presentation on the use of tax credits available for properties in both the Old Town Historic District and the Ames Main Street Historic District. [Objective 4.A, ACHPP]
- Continue granting Certificates of Appropriateness in a timely manner. Make resources readily available (such as, handouts with illustrations [Objective 3.B.1, ACHPP]) to enable the public to be more aware and compliance more easily understood with design guidelines and design standards.

**Assessment of Progress in 2022:*

- The HPC is partnering with the Ames History Museum and the Ames Chamber of Commerce in planning an educational event in May 2023.
- Certificates of Appropriateness (COA) - The timely granting of COAs continued in 2022 as in past years. City staff has the authority in Chapter 31 to issue a COA for alterations to existing structures provided the alterations are consistent with the Design Guidelines and Design Criteria. Approval from the Historic Preservation Commission is required for all new construction or any building addition that increases the amount of gross floor area.

Enhance municipal policies to protect historic resources and implement policies through identification, effective legislation, and efficient regulatory measures. [GOAL #3, ACHPP]

- Conduct surveys of historic resources with the support of City Council, and grant funding. [Objective 3.A & 3.A.1 & 3.C.1]
 - Continue to improve Ames inventories of historic properties through an Intensive Survey of Chautauqua Park/Ridgewood neighborhood. [Objective 3.A & GOAL #2, ACHPP]
 - Successfully complete intensive survey of Chautauqua Park/Ridgewood neighborhood by August 31, 2023.
- Work with Staff to revise the Downtown Façade Grant program to include the preservation of historic character-defining elements, as features available for funding. [GOAL #3 & Objective 3.D, GOAL #2, & Objective 6.C, ACHPP]
- Address internal inconsistencies, when identified, with updated Chapter 31 design guidelines to reflect the compatible use of new materials, technologies, and sustainability measures. [Objective 3.B.1, ACHPP]
 - Review Chapter 31 for clarity and conciseness. Explore revisions to make it more user-friendly.

*Assessment of Progress in 2022:

- Surveys of Historic Resources- A notable success for 2022, was the completion of an Intensive Level Survey of the Chautauqua Park and Ridgewood Additions, which included 150 properties. A Neighborhood Meeting was held in October 2022 to discuss the findings with the neighborhood. The meeting was well-attended and a poll of those in attendance indicated supportive of proceeding with a National Register nomination.
- A subpage was added to the City's webpage with links to past historic surveys and National Register nominations.
- The City's Downtown Façade Grant program was amended to include eligibility for the rehabilitation of historically significant character defining features.
- Chapter 31 continued to be reviewed during 2022.

Continue to Use the Ames Comprehensive Historic Preservation Plan as a Working Document. [Objective 5.C, ACHPP]

- Review the Ames Comprehensive Historic Preservation Plan Report and determine next year's priorities and work plan, in November or December. [Objective 5.C.1, ACHPP]
- Obtain approval from the City Council for priorities determined by the Commission following each review of the Ames Comprehensive Historic Preservation Plan Report. [Objective 5.C.2, ACHPP]

*Assessment of Progress in 2022:

- In November and December 2022, the Ames Historic Preservation Commission discussed and approved the 2023 Work Plan for 2023, based upon the priorities in the Ames Comprehensive Historic Preservation Plan.
- Approval from the City Council for the 2023 Work Plan will be on the City Council Agenda for January 24.

19. Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives, and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2023. Please attach your work plan to your annual report.

2023 WORK PLAN – [Note: "ACHPP" = Ames Comprehensive Historic Preservation Plan]

Educate the Public Concerning the Value and Benefit of Historic Preservation
[GOAL #4, ACHPP]

- Facilitate the dissemination of historic preservation information. [Objective 4.C, ACHPP]
 - Collaborate with the Ames History Museum to host a community "history" event in 2023. [Objective 4.A, & 1.C, ACHPP].
 - Hold an information session for the South Brookside Neighborhood Association to determine if the Chautauqua Park – Ridgewood community

supports nomination to the National Register and/or pursuing protection of their neighborhood through a Local Historic District overlay. Pursue grant funding for preparation of a nomination to the National Register, if supported by the Chautauqua Park – Ridgewood community and the City Council. [Objectives 3C.1 & 2D.1 ACHPP]

- Reach out to Old Town Historic District property owners with educational materials on preserving and improving historic properties. [Objective 2.C & 4.C, ACHPP]
- Continue to keep the Historic Preservation webpages updated. [Objective 4.B & C, ACHPP]
- Explore hosting a National Alliance of Preservation Commissions (NAPC) Commission Assistance and Mentorship Program (CAMP) or Webinar. [Objective 4.A, ACHPP]
- Continue with funding for training of Commission members and developing educational resources about Ames history and historic resources. [Objective 4.C, ACHPP]
- Participate in educational opportunities afforded by the 2023 Preserve Iowa Summit, June 1-3 in Sioux City IA. [Objective 5.A, ACHPP]
- Continue Historic Preservation Commission Annual Historic Preservation Awards Program, and present awards with the Mayor at a City Council meeting in April or May. [Objective 4.C, ACHPP]
- Continue to recognize May as Preservation Month with a Proclamation by City Council. [Objective 4.C, ACHPP]
- Continue membership in the National Alliance of Preservation Commissions. [Objective 5.A, ACHPP]

Promote the Economic Development and Vitality of the City through Historic Preservation [GOAL #6, ACHPP]

- Review Tax Credit speaker opportunities for 2023. [Objective 2.B & 4.A, ACHPP]
- Continue granting Certificates of Appropriateness in a timely manner. [Objective 3.E, ACHPP]

Enhance municipal policies to protect historic resources and implement policies through identification, effective legislation, and efficient regulatory measures. [GOAL #3, ACHPP]

- Continue review of Chapter 31.
- Continue to review and participate in the City’s Climate Action Plan and provide comments on the role of Historic Preservation actions to support energy savings and renewal. [Objective 6.B, ACHHP]

Continue to Use the Ames Comprehensive Historic Preservation Plan as a Working Document. [Objective 5.C, ACHPP]

- Review the Ames Comprehensive Historic Preservation Plan Report and determine next year's priorities and work plan, in November or December. [Objective 5.C.1, ACHPP]
- Obtain approval from the City Council for priorities determined by the Commission following each review of the Ames Comprehensive Historic Preservation Plan Report. [Objective 5.C.2, ACHPP]

Mayor's Signature Page

Certified Local Government Annual Report

Name of Certified Local Government: _____

Signature of person who completed this report *Date*

I certify that a representative of the historic preservation commission has attended a public meeting and presented the details of this report to the city council (city CLG) or the Board of Supervisors (county CLG).

Date of public meeting

Signature of Mayor or Chairman of the Board of Supervisors *Date*

Printed Name of Elected Official

Please upload this completed form with your annual report on SlideRoom.

Thank you.