A regularly-scheduled meeting of the Historic Preservation (HPC) Commission for the City of Oskaloosa was called to order at 12:03 p.m. on Friday, March 16, 2018, by Chair Mark Tennison at City Hall Council Chambers, 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Mark Tennison, Bill Akason, Doug Shullaw, Nathan Wilson, Eric Stout, Cheryl Lockwood, and Janel Campbell.
ALTERNATE COMMISSION MEMBERS PRESENT: Scott Stefanc
COMMISSION MEMBERS ABSENT: None
CITY STAFF PRESENT: Andrew Jensen, Mike Flahive, and Christy Schreiner

Minutes from the February 16, 2018 Historic Preservation Commission meeting.
Lockwood mentioned the minutes wording to be changed to “amended” document was approved on 2nd page. It was moved by Akason, seconded by Stout to approve the February 16, 2018 Historic Preservation Commission minutes. Motion carried unanimously.

Citizens to be Heard
None.

New Business

Consider an application for a Certificate of Appropriateness for 211 South Market – Musco (formerly Wang’s Building).
Commission ask Stout if there were any updates.

Stout: Could not find the clad color sample for the windows.

Commission ask about the alley and if it was vacated. Stout confirmed Musco owns the alley.

Campbell: Made a motion to approve the COA. 2nd by Wilson. Tennison called for a roll call vote. YES – Akason, Shullaw, Lockwood, Wilson, Campbell, Tennison, Stefanc  NAYS – None. Stout abstain from voting. The Motion carried unanimously.

Consider changes to Oskaloosa Municipal Code Chapter 15.50 to reflect changes in the Certificate of Appropriateness application process and requirements.
Commission reviewed the code changes document. There were some questions about
the document due to a conversion to .pdf. Jensen printed off new copies for everyone to review.

Jensen: In reference to where it says must be filed 30 days before which is longer than we require. Public hearing shall be held within 30 days. Proposal to go down to 14 days and within 45 days. Public hearing from 10 days to 5 working days and be placed on the property. This allows more flexibility.

Commission ask about appeals if that is an option. If there is a true emergency the HPC can call for an emergency meeting. Question about the code possibility of some loop holes due to the wording of some finer parts of the code like “object”. Need to discuss these sometime.

Stout: Made a motion to recommend to city council that the code revisions be approved as presented. 2nd by Lockwood. Tennison called for a roll call vote. YES – Akason, Shullaw, Lockwood, Wilson, Campbell, Tennison, Stout, Stefanc NAYS – None. The Motion carried unanimously.

**Miscellaneous Business**

*Discuss items from the Iowa Department of Cultural.*

Jensen: Received emails from Paula Mohr with the Iowa Department of Cultural Affairs. These will be forwarded to Mike Flahive in the future. Two items have recently come up that have been forwarded to the Oskaloosa HPC that may be worth discussing. Mid-Century Modern Home Tour that is scheduled to be held in Oskaloosa on April 28, and of the National Alliance of Preservation Commissions Forum to be held in Des Moines July 18-22, 2018.

Commission ask how Oskaloosa was picked and what is expected. Which homes are in the tour, and how did this come about. Iowa Department of Cultural Affairs does not need permission to schedule the tour. HPC would like to be involved and discussed how to reply and find out more information. Ask that Jensen respond to email and ask for more information and how HPC can help and be involved and promote this event.

Jensen: Would be happy to reply and is it o.k. to cc: the Commission group? Commission said yes.

Commission discussed the Iowa Forum and the National Forum. There was some interest among the group to attend. Costs was also discussed. Scholarships are available on a first come first serve and commission discussed applying for them. Requirements is at least one member of HPC/Staff needs to attend. Jensen asked if a Commissioner would be willing to volunteer to follow up on the Scholarships. Campbell volunteered to find out
more about the Scholarships. Commission discussed taking a picture to send in with the application which is optional. Registration opens April 16th.

Jensen: We will look at budget and see what can be done about the costs for attending.

**Other**

*Discuss the Oskaloosa Downtown Façade Improvement Project Phases I & II*

Jensen described the project will be on the west side of the square, will include 6 buildings. The oldest standing Façade structure is the Prom Dress Shop. Comments were made as to how nice the buildings are looking and other buildings that will be worked on.

Akason: Do we have an alternative opening on the commission? Jensen: Yes we do.

Motion to adjourn by Akason, 2nd by Shullaw

The meeting adjourned at 1:01 p.m.

Minutes by Christy Schreiner