

Decorah Historic Preservation Commission
Minutes of Oct. 8, 2018 Meeting (FINAL)

1. Roll Call. Meeting was called to order at 4:35 p.m. by vice-chair Hayley Jackson. Adrienne Coffeen, Steve Kelsay, Diane Scholl and Judy van der Linden were present. Lois Humpal and Mark Muggli were absent. Decorah citizen Janelle Pavlovec was present.

2. Review and approval of Sept. 10, 2018, meeting minutes as recorded and distributed by commission secretary Judy van der Linden. Minutes were approved as written.

3. Charles Altfillisch Project updates.

a. Altfillisch and Olson papers acquisition update. Hayley reported that Altfillisch grandson Jeff Tone recently sent some items to her, and that Susie Tone Pierce boxed up remaining items from the Mound Street house. Commissioners can contact Kim Glock to pick up the boxes. Paperwork for the acquisition will be signed once these final items are examined. Hayley also said her student worker has begun scanning the Altfillisch World War I letters.

4. Luther College Historic District update.

a. Files shipped to Jan Olive Full. Hayley said the college campus research files have been shipped to Jan Full and that Jan is working on the application.

5. Street Committee.

a. Signage colors. Judy reported she had not heard from city Street Committee chair Ross Hadley about our proposed historic district signs. She did attend a display of the Iowa State visioning committee design concepts. It recommended that the city coordinate its various "wayfinding" signs by shape, size and color of signs. Judy expects to hear from Ross by Nov. 1, so she will report at the next meeting.

Steve mentioned that the town of Pella had signage guidelines that might serve as an example for Decorah. Commissioners discussed historic preservation rules and practices in Pella and Mt. Vernon, noting more guidelines for Decorah would be desirable. Members identified three issues of concern -- the timeline for review of requested changes, guidelines for historic building signage, and guidelines for changes in facades. *Judy and Steve will meet with City Manager Chad Bird to talk about possible changes to the timeline for review.* Commissioners agreed to gather more information on the second issue of signage. *Diane will research the city of Northfield; Adrienne, Judy and Hayley will send their signage research to Steve, and Steve will check into the Main Street USA guidelines. Commissioners will hold a "working meeting" on signage at 4:30 p.m. on either Nov. 5 or 6, depending on when the conference room is available. Judy will check on availability and let others know.*

6. Commercial District.

a. Educational Tours. A planned meeting on programs was postponed because of illness. Judy, Adrienne, Steve and Diane will meet about educational programs before next DHPC meeting. *Adrienne will email the others with several possible dates.*

7. Planning and Zoning.

a. Review of historic preservation guidelines in other towns. Hayley, Judy and Steve talked briefly about commission practices in Lanesboro, Waverly and Pella. *Members decided to continue to read and sort thru information to find best practices that may be applied to Decorah.*

8. Commissioner Reports. Steve reported that construction on the Phelps Park overlook is underway, and that it is apparently being made handicap-accessible as it is being repaired. Judy reported she dropped off a check from Viking Bank to City Hall, and also gave Chad Bird a number of DHPC-related newspaper articles for the commission's page of the city's website.

9. Public Comment. There was none.

10. Possible upcoming meetings: Monday, Nov. 12. Members will meet next on Nov. 12.

11. Adjournment. Hayley adjourned the meeting at 5:59 p.m.