

Decorah Historic Preservation Commission  
Minutes of May 11, 2020 Meeting (FINAL)

- 1. Roll Call.** The electronic meeting was called to order at 4:36 p.m. by Chair Mark Muggli. Participating were commissioners Adrienne Coffeen, Hayley Jackson, Steve Kelsay, Lois Humpal and Judy van der Linden, and Decorah resident Janelle Pavlovec. City manager Chad Bird attended the first 20 minutes of the meeting. Commissioner Diane Scholl was absent.
- 2. Review and approval of March 9, 2020 minutes, distributed by DHPC secretary Judy van der Linden.** Mark declared the minutes approved as written.
- 3. Annual historic preservation award ceremony/press release.** DHPC cannot hold its annual ceremony in May because of virus restrictions. *Mark will draft a press release about the awards and send it to commissioners for their comments.*
- 4. Decorah Ch. 15 “Design Criteria” and permitting process for C-3 zoning district discussion and possible approval.** Commissioners asked Chad Bird about recent changes suggested by Paula Mohr, State Historic Preservation Office, to the updated criteria. Chad suggested her changes be reviewed by the ad hoc committee that worked on the update, and commissioners agreed. Mark pressed commissioners about Mohr’s suggestion that DHPC “shall” rather than “may” advise on each zoning proposal -- *he and Steve will convey commissioners’ different thoughts about that to the ad hoc committee.* Commissioners agreed with Mark that additional wording should be added to the criteria supporting Mohr’s suggestions about windows and balconies. *Steve said he would try to participate in tonight’s P&Z electronic meeting to comment.* Steve noted that Chad does not want to separate the criteria into sections for historic rehabilitation and new construction, as Mohr proposed. *Mark urged those present to contact the whole commission with any other concerns about Mohr’s suggestions.* (Secretary’s note: The meeting was interrupted during this time, then continued as telephone conference call.)
- 5. Reminder of annual Preserve Iowa Summit, “Dubuque” virtual, June 4-6, 2020.** Mark encouraged as many commissioners as possible to register. Cost is \$20 and will be reimbursed by the city.
- 6. Report on Workshop on Planning and Zoning.** Judy reported the electronic workshop covered the basics of community planning and zoning and was helpful. An accompanying booklet includes numerous fact sheets on comprehensive plans, roles of various elected officials and groups responsible for planning and zoning, special uses, conflicts of interest and so on.
- 7. Charles Altfillisch progress report and brochure content.** Mark urged commissioners to continue working on two things: 1) the latest list of Altfillisch’s projects, which was divided up among commissioners by years of construction; and 2) the potential Altfillisch brochure file. Text can be added to any building in the brochure file describing, for example, the owner, the builder, year of construction, architectural style, notable features of the building, and known changes in the building.
- 8. Commissioner Reports.** Mark reported first that Jan Full is frustrated with SHPO’s reaction to her March draft of the Luther College application to the National Register. She sent SHPO a revised final draft in mid-April and is waiting for the state’s reply. Mark

next reported that Chad Bird said DHPC couldn't officially take action on the 110 Washington St. zoning proposal because it wasn't included on today's DHPC agenda. Mark said commissioners can discuss the proposal and then join P&Z's virtual meeting later tonight to comment. Members agreed that detail in the proposal was minimal. Mark felt the proposed trim and awnings would improve the building facade. Steve thought the proposal did not meet code standards because it fails to complement the character of neighboring buildings. *Commissioners who feel strongly may email P&Z members before 7 p.m. to register comments, but as individuals, not on behalf of DHPC.*

- 9. Public Comment.** The technological glitch prevented Janelle from participating in the whole meeting, so there was no public comment.
- 10. Possible upcoming meeting, Monday, June 8, 2020.** This date and time were noted.
- 11. Adjournment.** The meeting was adjourned at 6:02 p.m.