

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF 2021 ANNUAL CERTIFIED LOCAL GOVERNMENT REPORT

BACKGROUND

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

The Ames Historic Preservation Commission (HPC) met on March 8, 2022, at which time it documented its accomplishments for 2021 and developed its Work Plan for 2022, based upon Commission priorities.

SHPO requires that a representative of the HPC provide details of the 2021 accomplishments of the HPC, and the Work Plan for 2022 to the City Council, followed by the Mayor acknowledging completion of this requirement. Staff prepared the report for HPC review at its March 8 meeting. Attached is the portion of the CLG Report that addresses the successes and challenges of the previous calendar year (2021), and the 2022 Work Plan as approved by the HPC.

Notable new initiatives for the 2022 Work Plan include completing the CLG Grant Chautauqua Park-Ridgewood intensive resource survey, advising City Council regarding revisions to Downtown Façade Grant program for preservation of character defining features, and reviewing the Chapter 31 Historic Preservation Ordinance for clarity and user friendliness.

ALTERNATIVES:

1. Approve the 2021 accomplishments of the Historic Preservation Commission (HPC), and the Work Plan for 2022, as described in the 2021 Certified Local Government Report and direct the Mayor to acknowledge completion of the report.
2. Refer the 2021 CLG Report back to the Historic Preservation Commission (HPC) and/or staff for revisions.

CITY MANAGERS RECOMMENDED ACTION:

The HPC has documented its accomplishments for 2021 and has developed a 2022 Work Plan that represents its priorities for the current calendar year.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1.

(Portion of the 2021 CLG Report)

Attachment A

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

- Work Plan- In February 2021, the Ames Historic Preservation Commission approved the 2021 Work Plan for the year.
- Awards Program- In January and February, nominations were received for the 2021 Annual Historic Preservation Awards Program. Two projects were selected for awards. One was the Adaptive Reuse of the building at 319-321 Main Street in Downtown Ames by OEI Ames, LLC. The other award recipient was Angie and Dan Kolz in the category of Historic Rehabilitation for their residence at 802 Burnett Avenue in the Old Town Historic District. In April, a public presentation was made by the Mayor and City Council to both the 2020 and 2021 Historic Preservation Award recipients, since the 2020 awardees public recognition of their achievement had been postponed due to Covid-19.
- Preservation Plan- In March 2021, the City Council reviewed proposed amendments to the *Ames Comprehensive Historic Preservation Plan* which were recommended by the Historic Preservation Commission from their detail review during 2020. Additional revisions were directed by the City Council and the revised *Ames Comprehensive Historic Preservation Plan* was adopted on April 13, 2021. Changes included updates, clarifications, deletions, and additions to the goals, objectives, and action steps of the Plan.
- National Historic Preservation Month Proclamation- On April 27, 2021, the City Council made a proclamation in observance of May National Historic Preservation Month.
- The Ames City Council approved a fiscal year 2021/22 budget of \$2000 for historic preservation activities. The funding is to be used for training and conferences for members of the Ames Historic Preservation Commission, as well as for the Historic Preservation Annual Awards Program, tours, brochures, and other educational programs.
- Additionally, the Ames City Council funded \$46,827 to the Ames History Museum for the following contracted services for the 2021 calendar year:
 - Presented 45 presentations and open houses, to be hosted at the Ames History Center and in locations throughout the community;
 - Took the history trailer to 5 community events or elementary school visits;
 - Responded to no fewer than 300 research requests;
 - Hosted at least 750 public open hours at the Ames History Center;
 - Cataloged at least 450 historical Ames collections objects;
 - Posted 250 historical photos or stories online;
 - Made 75 new resources available online;
 - Presented 12 new exhibits at the museum, at other locations, or virtually;
 - Conducted research and installed a "Mayors of Ames" plaque; and
 - Collaborated with no fewer than 5 partnering community organizations to conduct special projects, host events, and/or present programs.

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 and City staff met with the individual owners of property in the Old Town Historic District to review applications for the following:
 - the construction of a reconstruction and repair of the front porch;
 - construction of an entrance on the rear side of the house;
 - demolition of a contributing detached garage;
 - construction of a new detached garage;
 - removal and replacement of existing asphalt shingles and aluminum K-style gutters;
 - removal and replacement of wood exterior doors;
 - alterations to an existing chimney;
 - removal and replacement of existing wood windows, addition of windows, and installation of aluminum storm windows;
 - removal and replacement of select areas of siding;
 - removal of a non-contributing second story deck; and
 - construction of new wood fencing and gate.

A Certificate of Appropriateness was issued by the Commission or staff for each project. A total of nine Certificates of Appropriateness were issued in 2021 for five properties.

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)

- An education walk through program was held on November 18, 2021, at the historic Odd Fellows Temple located on Main Street in Ames historic downtown. Steve Wilke-Shapiro provided insights on obtaining historic tax credits. Downtown property and business owners were invited. Approximately 25-27 people attended. Most in attendance were business owners and property owners, although there were also some ISU students that also attended.
- The following Commission members and City staff participated in the Virtual 2021 Preserve Iowa Summit originating from Council Bluffs, Iowa, held on June 3-5, 2021:
 - Susan Minks, Ames Historic Preservation Commission;
 - Mary Jo Winder, Ames Historic Commission; and
 - Eloise Sahlstrom, City Staff Liaison to the Ames Historic Preservation Commission.

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

Successes-

- Since the establishment of the Ames Main Street Historic District in 2019, it has been a goal of the HPC to help get the word out to property owners within the City’s historic districts about federal and state tax incentives that support the rehabilitation and reuse of historic architecture

and help revitalize communities. Finally, in 2021, a successful educational event was realized, with over two dozen people in attendance.

- Another notable success for 2021, was the successful CLG grant submission and receipt of \$14,000 (in 2022) for an intensive level survey of the Chautauqua Park and Ridgewood subdivisions. The last time the City had applied and received funding through the CLG grant program was in 2009. The effort will include the use of ISU students and the Ames History Museum.
- Preservation Plan- After an extensive review by the HPC of the Ames Comprehensive Historic Preservation Plan during 2020, the City Council adopted the revisions on April 13, 2021. Changes included updates, clarifications, deletions, and additions to the goals, objectives, and action steps of the Plan.
- Additionally,
 - The City of Ames continues to provide funding to the Ames Historical Museum for a variety of services including education and research.
 - The City of Ames had excellent participation by Historic Preservation Commission members and City staff in the Virtual 2021 Preservation Iowa Summit.
 - Granting Certificates of Appropriateness. Review of applications resulted in the timely issuance of nine Certificates of Appropriateness for five properties.
 - The Historic Preservation webpage on the City of Ames website continues to be frequented by the public and the Commission as a tool for public awareness about historic preservation in Ames.

Challenges-

- The HPC accomplished a lot in 2021. No major challenges were encountered.

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?

2021 WORK PLAN –

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

- Facilitate the dissemination of historic preservation information.
 - Collaborate with the Ames History Museum and Iowa State University on resources and possible joint projects.
 - Explore new ways to 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.
 - Participate in educational opportunities afforded by the 2021 Preserve Iowa Summit offered virtually, originating from Council Bluffs on June 3-5. All Ames Historic Preservation Commission members will be strongly encouraged to log into the virtual sessions.
- 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.

- Seek membership in the National Alliance of Preservation Commissions.

*Assessment of Progress in 2021:

- Dissemination of Information- The Ames City Council funded \$46,827 to the Ames History Museum for the dissemination of historic preservation information as described in question 8.1.
- The HPC submitted in 2021 for CLG grant funding for an Intensive Level survey of the Chautauqua Park and Ridgewood subdivisions. The effort in 2022 will include collaboration with the Ames History Museum and the use of ISU students. The students will complete a historic context, research primary source documents, photograph all resources, and complete State of Iowa inventory forms for all properties in the project area. All grant-funded activities will be under the supervision of three Historic Preservation Commission members.
- Training- Funding for HPC training was included in the City budget by the Ames City Council. Two Commission members and one staff liaison was able to participate in the virtual 2021 Preserve Iowa Summit originating from Council Bluffs on June 3-5.
- Awards- The annual Historic Preservation Awards Program resulted in two awardees- one in adaptive reuse and one in historic rehabilitation. Winners from both 2020 and 2021 were recognized by the Mayor and City Council at the City Council meeting held on April 27, 2021.
- Proclamation- The Mayor and City Council made a proclamation to recognize May as Preservation Month.
- Speakers- The Commission sponsored an education session with Steve Wilke-Shapiro of Sequel Architecture who led a walk-through of the Odd Fellows Temple in downtown Ames. He discussed tax incentives applicable to commercial properties in the downtown area and which support rehabilitation and reuse of historic architecture. The event was attended by 25-27 people including property owners, business owners and ISU students.
- NAPC- Membership in the National Alliance of Preservation Commissions was discussed, but no action was taken.

Promote the Economic Development and Vitality of the City through Historic Preservation.

- 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.
- Continue granting Certificates of Appropriateness in a timely manner. Make resources readily available to enable the public to be more aware and compliance more easily understood with design guidelines and design standards.
- Design and install two permanent signs on either end of Main Street showing “before” and “now” views of our historic Main Street, as funding becomes available.

*Assessment of Progress in 2021:

- Speakers- The Commission partnered with Ames Main Street and sponsored Steve Wilke-Barre to lead a walk-through of the historic Odd Fellows Temple, located in downtown Ames. He discussed the federal and state tax incentives that support the rehabilitation and reuse of historic architecture. Ames Main Street was instrumental in helping publicize the event to downtown property owners and businesses. Approximately 25-27 people attended.
- COAs- The timely granting of Certificates of Appropriateness (COA) continued in 2021 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.
- No action was taken to design/ install permanent signs on each end of Main Street.

Complete Review of Chapter 31 of the Ames Municipal Code adopted in 2015.

- Review current procedures for obtaining a Certificate of Appropriateness.
- Convey text amendments to the City Council for consideration.

***Assessment of Progress in 2021:**

- Reviewing of COA procedures and Chapter 31 was postponed until 2022.

Continue to Use the Ames Comprehensive Historic Preservation Plan as a Guide to the Annual Work Plan.

- Implement “Action Steps” with the support of the City Council.
- Conduct surveys of historic resources with the support of City Council, and grant funding.

***Assessment of Progress in 2021:**

- Preservation Plan- Based upon their work in 2020, the HPC presented an update to the Goals, Objectives, and Action Steps of the Ames Comprehensive Historic Preservation Plan (HPP) to the City Council in March. In April, the City Council approved the update.
- The HPC identified Chautauqua Park and Ridgewood Subdivisions as areas appropriate for an intensive survey and applied for CLG Grant funding. Grant funding was approved in 2022. The survey will be conducted in 2022 and 2023.

(Portion of the 2021 CLG Report)

2022 Work Plan

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 2022. Please attach your work plan to your annual report.

2022 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 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.

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.

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.

Continue to Use the Ames Comprehensive Historic Preservation Plan to Guide Annual Work Plan.

[Objective 5.C, ACHPP]

- Review the Ames Comprehensive Historic Preservation Plan 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. [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.