


# COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number: <b>24-090</b>	Meeting: <b>March 4, 2024</b>
	Agenda Item: <b>35</b>	Roll Call: <b>24-0344</b>
	Submitted by: <b>Cody Christensen, Development Services Director</b>	

## AGENDA HEADING:

Resolution to approve an updated policy regarding alterations on properties in Local Historic District that are eligible for an Administrative Certificate of Appropriateness (AACOA), in accordance with Chapter 58 of the Municipal Code.

## SYNOPSIS:

The proposed revisions, amendments, and additions to the City of Des Moines Historic Preservation Commission’s Administratively Approvable Certificates of Appropriateness list will increase the efficiency of the Historic Preservation Commission review process. The expanded list creates more opportunities for requests that meet the Historic District Guidelines to be approved administratively, reducing the wait time for applicants. The proposed edits are consistent with Section 58-32 of the Historic Preservation Ordinance, and an action item within the City’s recently adopted ReflectDSM Historic Preservation Plan.

## FISCAL IMPACT: NONE

## ADDITIONAL INFORMATION:

- Section 58-32 of the Historic Preservation Ordinance grants the Historic Preservation Commission the ability to create a list of Administratively Approvable alterations within Local Historic Districts, provided that “any such list or amendment thereto shall be approved by the City Council.”
- The proposed amendments were created following staff review of previous Certificate of Appropriateness (COA) applications, identification of common application requests with high approval rates, and/or commonly added conditions of approval. The Historic Preservation Commission reviewed the list, provided additional input or discussion for staff to consider, and approved the proposed changes.
- The current list of administratively eligible requests has not been updated since 1995.
- The decision to review and amend the list is a goal of the recently adopted ReflectDSM Plan. ReflectDSM action N3c within the plan calls for the expansion of the AACOA list to “reserve the most complicated and detailed topics for the HPC, while also reducing the number of applications that makes it to the HPC meeting to reduce meeting length.”

- Staff recommends expansion of the list to increase efficiency of the Historic Preservation Commission review process.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S):**

Board: Historic Preservation Commission

Date: February 21, 2024

Resolution Number: Agenda Item 5

Action: Review of proposed amendments and additions to the City of Des Moines Historic Preservation Commission's Administratively Approvable Certificates of Appropriateness list in accordance with Chapter 58 of the Municipal Code.

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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