

Date February 24, 2025

RESOLUTION APPROVING 2024 CERTIFIED LOCAL GOVERNMENT (CLG) ANNUAL REPORT AND AUTHORIZATION FOR MAYOR’S SIGNATURE FOR SUBMITTAL TO THE IOWA DEPARTMENT OF CULTURAL AFFAIRS

WHEREAS, the City of Des Moines, has established a Historic Preservation Commission pursuant to Des Moines Municipal Code Section 58-30, having powers and duties to further the efforts of historic preservation in the City by meeting regularly to undertake hearings and activities brought before it which relate to historic districts, structures, landmarks, and designations; and

WHEREAS, the City of Des Moines has entered into a Certified Local Government (CLG) Agreement with the State of Iowa under which it may apply for grant funding to support local historic preservation activities, eligibility for which requires that the City submit an annual report of Iowa Certified Local Government documenting its historic preservation work to the State; and

WHEREAS, the 2024 CLG Annual Report is presented for Council review and approval, with authorization granted to the Mayor to sign and submit the Report to the Iowa Department of Cultural Affairs.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, as follows:

1. Upon receipt and review, the Certified Local Government Annual Report of the City of Des Moines Historic Preservation Commission is hereby **APPROVED**.
2. That the Mayor of the City of Des Moines is authorized to affix her signature upon said Annual Report and forthwith cause its submittal to the State of Iowa Department of Cultural Affairs.

MOVED BY _____ TO ADOPT. SECOND BY _____.

APPROVED AS TO FORM:

/s/ Lisa A. Wieland
Lisa Wieland, Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
BOESEN				
SIMONSON				
VOSS				
COLEMAN				
WESTERGAARD				
MANDELBAUM				
GATTO				
TOTAL				

MOTION CARRIED APPROVED

_____ Mayor

CERTIFICATE

I, LAURA BAUMGARTNER, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

_____ City Clerk

Historic Preservation Commission 2025 Work Program

1. Continue implementation of the Historic Preservation Plan, ReflectDSM. Year two implementation priorities include the following:
 - a. Complete work as outlined in awarded 2025 CLG Grant for survey planning work.
 - b. Continue to work with City of Des Moines Communications Department on Website updates as outlined in ReflectDSM.
 - c. Hold a Historic Preservation Commission annual retreat.
 - d. Increase communication with Local Historic District neighborhood liaisons and improve staff availability to local historic district residents.
 - e. Review and improve Salvage and Documentation methodology as outlined in ReflectDSM.
 - f. Continue to hold coordination and communication meetings around Historic Preservation between City Departments.
 - g. Conduct education and outreach as outlined in ReflectDSM.
2. Review applications for alterations and new construction in Des Moines' three local historic districts. The Historic Preservation Commission (HPC) typically reviews over 100 cases a year in the local historic districts. The HPC also considers local landmark nominations and Certificate of Appropriateness (COA) requests for locally designated properties not located within a local historic district, and usually reviews 2-3 landmark cases per year.
3. Provide input on city-wide demolition requests as they are being reviewed by staff in accordance with the City's Historic Review of Proposed Demolition Ordinance. Staff typically reviews 50 to 60 demolition requests a year that the Commission has the opportunity to provide input on.
4. Advocate on historic preservation matters that impact the City of Des Moines as needed.
5. Provide technical assistance to historic property owners as needed.

SHPO Certified Local Government Annual Report

* indicates a required field

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.

This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.

We look forward to hearing from each CLG this year!

▲ **Two questions on this form need attention.**

Some required questions are incomplete: [28](#) and [29](#)

- 1. I am aware this report must be presented and reviewed by either the City Council or the Board of Supervisors prior to submission and requires a signature from either the mayor or the chair of the board of supervisors.**

The signature form is located here: https://iowa1.sharepoint.com/:w/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

yes

[Clear Answer](#)

- 2. Name of the city, county, or land use district: ***

Please choose from the drop down list.

Des Moines (city) Historic Preservation Commission ▼

3. Did your commission undertake any survey or identification projects during 2024? *

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.

Yes

No

I don't know

Other:

4. Did your commission undertake any registration/nomination projects in 2024? *

The CLG reviews all National Register nominations for any resources that lies within the jurisdiction of the historic preservation commission.

Yes

No

I don't know

Other:

5. Within your local government's jurisdiction were any National Register of Historic Places listed properties moved or demolished in 2024? *

If you need a list of the properties that are listed on the National Register of Historic Places within your jurisdiction, please contact historic.preservation@iowaeda.com

Yes

No

I don't know

5.1.

Please identify the property or properties and the action (moved or demolished). *

Records for alterations are kept only for properties located in local historic districts and local landmarks. 111 applications were reviewed for work in the three local historic districts. Two (2) applications were submitted for a local landmarks: one for the nomination of the Argonne Armory, 602 Robert D Ray Drive, and one for alterations to 666 Walnut Street. The Historic Preservation Commission approved the nomination of the Argonne Armory, 602 Robert D Ray Drive, as a landmark, and the City Council will complete the landmark approval process in 2025. Proposed demolitions are reviewed city-wide.

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6. Does your local government designate local landmarks or local districts? *

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowaeda.com before you complete this section.

- Yes
- No
- I don't know

6.1.

What properties did your community place on its list of locally designated historic landmarks and/or historic districts?

Please attach a copy of the final designation nomination(s) and ordinance(s) for these properties.

REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved the local district nomination and BEFORE it is placed on the city council's agenda.

 Choose a file

6.2.

Please include the name of the individual on your staff or commission that meets the Secretary of the Interior's Professional Qualifications? Please also include their area of expertise. *

<https://www.doi.gov/pam/asset-management/historic-preservation/pqs#:~:text=The%20Secretary%20of%20the%20Interior's%20Professional%20Qualification>

Ann Schmid - Architectural Historian; Evan Shaw - Architect; Martha Green - Archite

7. Has your community passed any ordinances that directly or indirectly impact the preservation of historic resources? *

- Yes
- No
- I don't know

8. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do! *

Please check all that apply!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

- a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.
- b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.
- c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.
- d. Develop design guidelines/standards
- e. None

Other:

8.1.

Describe your communities historic preservation planning activities in this calendar year.

Staff applied for and received a 2025 CLG Grant to assist with planning a citywide survey, an initiative outlined in ReflectDSM.

8.2.

Describe your communities assistance with preservation issues or projects in this calendar year.

Please be specific (address(es) of the property(ies), what was the issue(s), what assistance was provided.

Commission members and staff provide technical assistance to property owners within the Local Historic Districts as needed when they apply for a Certificate of Appropriateness or are considering a future project. Commission members provide routine technical assistance to City staff, property owners, and developers on historic preservation matters outside of the Local Historic Districts and Local Landmarks.

9. Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?

The City of Des Moines continued to implement elements of the Des Moines Citywide Historic Preservation Plan, ReflectDSM: Honoring All Des Moines Histories. This included streamlining the application process for Certificates of Appropriateness by expanding the list of administratively approvable items. Additionally, the Landmark Review Board was eliminated, with all local landmarks now reviewed by the Historic Preservation Commission. Staff presented at several conferences to share insights with other communities about the innovative public outreach conducted as part of ReflectDSM, including NAPC Forum and the California Preservation Foundation Conference. Another big success of 2024 was the City of Des Moines Historic Preservation Commission receiving the "Commission of the Year" award from the National Alliance of Preservation Commissions. Staff also applied for and received a 2025 CLG Grant to assist with planning a citywide survey, an initiative outlined in ReflectDSM.

A few of the challenges this year included lack of community awareness around the requirements of the Local Historic District and managing violations of the design guidelines in the Local Historic Districts.

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10. What partnerships did your commission form or continue with other entities?

Examples include local main street office, local school, historical society, library, museum, service club, etc.

If none, enter N/A

Des Moines Heritage Trust, Des Moines Historical Society, Iowa Architectural Foundation

11.

Did your historic preservation commission receive any grants (other than CLG) this year? If so, please describe. If none, enter N/A.

N/A

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12. Does your Historic Preservation Commission have a website? *

Yes

No

12.1. What is the website address? *

https://www.dsm.city/boards_inner_T56_R32.php

13.

List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled). *

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

Dates of Historic Preservation Commission meetings in 2024: January 17, February 21, March 20, April 17, May 15, June 26, July 17, August 21, September 18, October 16, November 8 (Special on-site meeting), November 20, December 18. An Annual Planning Meeting was held March 29, 2024.

14.

Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year. *

Staff was able to consistently review applications for alterations and new construction in the Local Historic Districts. Staff worked with the Historic Preservation Commission to successfully nominate (1) new structure for designation (nomination paperwork is still in process to be approved formally by City Council in the 2025 year), and approved Certificates of Appropriateness for (1) more. Input was given on city-wide demolition requests. Staff and the Commission together have continued to provide technical assistance to property owners and developers in Local Historic Districts and also city-wide as needed. The City applied for a 2025 CLG Grant to help with the planning of a citywide survey, one of the initiatives outlined in ReflectDSM.

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15. Where are your official CLG files located? *

Please describe where the paper or physical files are stored and where the digital records are being stored.

CLG files are located in the Planning and Urban Design Office at 602 Robert D. Ray Drive, Des Moines, IA 50309.

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16.

In this calendar year, what was the dollar amount of the historic preservation commission's annual budget? *

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

0

17. Additional Budget information

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

Over \$190,000 a year is spent providing direct administrative support to the Historic Preservation Commission. The Development Services Department does not have a separate budget item for each board that it supports.

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18. 2025 Work Plan *

Each Commission should develop an annual work plan for the upcoming year. Please include the project(s), initiatives and programs your commission plans to begin or complete.

 2025 HPC Work Program.pdf (191KB)



19.

Does your commission have any vacancies? If so, how many? If you have no vacancies please enter N/A. *

Please also use this field to describe any plans the commission has to fill those vacant positions.

We currently have one vacancy.

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20. Commission Members

Please include all commission members in this table.

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

First and Last Name	Mailing Address	Email Address	Term	Role	
Tiffany Allison	2227 East 29	tiffany.allison	10-18-2022	At Large	
Ann Schmid	4244 Harwoc	annhschmid@	10-18-2023	At Large	
Evan Shaw	2616 Druid H	evans@invis	06-30-2024	At Large	
Tim Waddell	896 Polk Blv	waddell.tim@	06-30-2027	At Large	

First and Last Name	Mailing Address	Email Address	Term	Role	
Tiffany Allison	2227 East 29	tiffany.allison	10-18-2022	At Large	
Ann Schmidt	4244 Harwood	annhschmidt@	10-18-2023	At Large	
Evan Shaw	2616 Druid Hill	evans@invis	06-30-2024	At Large	
Tim Waddell	896 Polk Blvd	waddell.tim@	06-30-2027	At Large	
Ryan Ellsworth	300 Walnut S	ryane@invisi	06-30-2027	At Large	
Martha Green	815 18th Street	mgreenaia@	10-18-2018	Sherman House	
York A. Taen	1611 Center	yorkt40@gm	10-18-2006	Sherman House	
Patricia Barber	451 29th Street	bhhpab@aol	03-28-2013	Owl's Head	
John Beard	2900 Grand /	witmerhouse	06-30-2027	Owl's Head	
Chad Nelso	1236 9th Street	redbeardrest	6-30-2026	River Bend	
Kathy Hellst	803 Hickman	landofkathy@	06-30-2027	River Bend	

21.

Please attach biographical sketches for commissioners who were newly appointed in last calendar year.

Please be sure newly appointed commissioners sign and date their statement.

 2024 CLG Report - New Commissioner Biographical Sketches.pdf (89KB) 

Report of the
Iowa State Board of Conservation - 2024

Item: 2024-001

Item Title: 2024 Board Report, 2024 Minutes, 2024
Item Number: 2024-001
Item URL: [2024-001](#)

Item Description: [2024-001](#)

Item Description: This report contains the 2024 Board Report, 2024 Minutes, and 2024 Board Report. The Board Report provides a comprehensive overview of the Board's activities during the year, including the Board's work on the 2024-2025 Strategic Plan, the Board's work on the 2024-2025 Budget, and the Board's work on the 2024-2025 Conservation Plan. The Minutes provide a detailed record of the Board's meetings during the year. The Board Report provides a comprehensive overview of the Board's activities during the year, including the Board's work on the 2024-2025 Strategic Plan, the Board's work on the 2024-2025 Budget, and the Board's work on the 2024-2025 Conservation Plan. The Minutes provide a detailed record of the Board's meetings during the year.

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Item Number: 2024-001

22.

Which of your commission members, staff, and/or elected officials attended the 2024 Preserve Iowa Summit?

Now is also a good time to start planning to attend the 2025 Preserve Iowa Summit in Muscatine June 5-7, 2025.







Jacob Couppee. He attended the following sessions: Mobile Workshops Historic Windows, The Underground Railroad and Black History in Henry County, Adaptive Reuse of Historic Buildings in Mount Pleasant, The Harlan-Lincoln House and the Van Allen House, Historical Homes of Mount Pleasant; That's Historic?; Materials Morning; Welcome; Keynote; and Awards Ceremony.

23. Commission Training Table

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison.

In this table, please provide information about the commissioners' involvement in historic preservation training (beyond or instead of the Preserve Iowa Summit), listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Name of Attendees	
Substitute	NAPC	Webinar	3-21-24	Jason Van Es	
Mobile Wc	NAPC Forum	West Palm f	8-1-24	Jason Van Es	
Mobile Wc	NAPC Forum	West Palm f	8-1-24	Stacey Hanle	
Plenary Se	NAPC Forum	West Palm f	8-2-24	Jason Van Es	
Historic Cc	NAPC Forum	West Palm f	8-2-24	Jason Van Es	
Night at th	NAPC Forum	West Palm f	8-2-24	Jason Van Es	
Night at th	NAPC Forum	West Palm f	8-2-24	Stacey Hanle	
Night at th	NAPC Forum	West Palm f	8-2-24	Pat Barry	

Magic Haç	NAPC Forum	West Palm B	8-3-24	Jason Van Es	
Magic Haç	NAPC Forum	West Palm B	8-3-24	Stacey Hanle	
With the P	NAPC Forum	West Palm B	8-3-24	Jason Van Es	
Using Tect	NAPC Forum	West Palm B	8-3-24	Jason Van Es	
In Plain Si	NAPC Forum	West Palm B	8-3-24	Jason Van Es	
Secret Sai	NAPC Forum	West Palm B	8-4-24	Jason Van Es	
Secret Sai	NAPC Forum	West Palm B	8-4-24	Stacey Hanle	
Navigating	NAPC	Webinar	4-12-24	Jason Van Es	
Historic Pr	NCARB	Webinar	6-5-24	Martha Greer	
Historic Pr	NCARB	Webinar	6-20-24	Martha Greer	
Historic Pr	NCARB	Webinar	6-21-24	Martha Greer	
Historic Pr	NCARB	Webinar	6-27-24	Martha Greer	
Historic Pr	NCARB	Webinar	6-28-24	Martha Greer	
Protecting	NAPC	Webinar	10-9-24	Stacey Hanle	

Practical S	NAPC	Webinar	11-13-24	Katherine Do	
Activating	National Trust	Webinar	10-8-24	Jacob Coupp	
Design Re	NAPC	Webinar	9-26-24	Stacey Hanle	
Historic Re	NAPC	Webinar	9-26-24	Stacey Hanle	
Planning, I	Ohio Planning	Webinar	6-1-24	Jacob Coupp	
Housing a	NAPC	Webinar	5-23-24	Katherine Do	
Preservati	NAPC	Webinar	4-18-24	Katherine Do	
Substitute	NAPC	Webinar	3-21-24	Martha Greer	
Substitute	NAPC	Webinar	3-21-24	Stacey Hanle	
Substitute	NAPC	Webinar	3-21-24	Jacob Coupp	
Substitute	NAPC	Webinar	3-21-24	Katherine Do	
Incorporat	NAPC	Webinar	2-29-24	Jacob Coupp	
Overcomir	Simpson Gum;	Webinar	1-8-24	Stacey Hanle	
The ABCs	NAPC	Webinar	1-11-24	Stacey Hanle	

24. Chief Elected Official *

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2024?

- Yes
- No

25. Has the contact information for your communities staff liaison changed? *

If you have a new staff liaison please select yes.

- Yes
- No

26.

What training topic would be most helpful for your Historic Preservation Commission? *

A few topics suggested by the Des Moines Historic Preservation Commission: information about conducting citywide surveys, grants for NRHP nominations, advocacy, tactics for protecting buildings outside of the City's local historic districts, information about demolition, disassembly and salvage plans in historic districts.

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27. Suggestions for improvement *

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?


No suggestions.

28. Authorized Official Signature *



https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

This question is required.


 Choose a file

29.



Agenda or minutes from the public meeting where this report was presented to the City Council or Board of Supervisors. *

This question is required.

 Choose a file

Changes saved