



DOWNTOWN SQUARE COMMISSION MEETING

January 17, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of January's meeting agenda
- 4. Minutes Approval**
 - A. Approval of December's meeting minutes
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Discussion and Direction on Pedestrian Alley Lighting Options
 - B. Discussion and Direction on Creation of a Historic District in the Downtown
- 8. Comments**
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: January 17, 2023
Subject: Approval of December's meeting minutes

Discussion:

Recommendation:

Attachments: 1. December meeting minutes



DOWNTOWN SQUARE COMMISSION MEETING

December 20, 2022

9:00 AM

City Council Chambers

Minutes

1. Call to Order

2. Roll Call

Commission members present: Doug Gaumer, Amanda Ripperger, Jamie Parrott, Rob Keller, Kamie Haynes, Erica Roberts, Marvin Gribbins, Erin Freeburg

Staff Present: Charlie Dissell, Emily Rizvic, Miranda Chadwick

3. Agenda Approval

A. Approval of December 2022 Downtown Square Commission Meeting

Rob Keller made a motion to approve the agenda for the meeting. Doug Gaumer seconded the motion.

Motion passed

4. Minutes Approval

A. Approval of November's meeting minutes.

Kamie Haynes made a motion to approve the November meeting minutes. Jamie Parrott seconded the motion.

The motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Presentation from Warren County Historic Preservation Commission regarding Local Historical District

B. Downtown Design Guidelines and 2023 Downtown Facade and Interior Improvement Program

1. Consider recommendation on the Downtown Design Guidelines

Doug Gaumer made a motion to approve the agenda item. Erin Freeburg seconded the motion.

Motion passed

2. Consider recommendation on the 2023 Downtown Facade and Interior Improvement Program

Rob Keller made a motion to pass the agenda item. Jamie Parrott seconded the motion.

Motion passed

C. Discussion on Additional Trash Receptacles in the Downtown Square

- D. Discussion on Sidewalk Use Agreements for 2023
- E. Consider amendments to the Downtown Square Commission's Rules and Regulations

8. Comments

9. Adjourn

Meeting was adjourned at 9:55.



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Community and Economic Development Director
Date: January 17, 2023
Subject: Discussion and Direction on Pedestrian Alley Lighting Options

Discussion: The following attachments show options for placing pedestrian level street lights in the three pedestrian alleys in the Downtown Square. These alleys include the alley between the southern parking lot and Salem Avenue (known as Salem Court), the alley between the western parking lot and Buxton Street, and the alley between the alley on the north side of the Square and Ashland Avenue (known as Sunshine Alley).

During this discussion item with the Downtown Square Commission, staff would like feedback and direction on a preferred style of streetlight for these alleys, which is included on the first attachment. For comparison, the second attachment shows the current street lights that are used in the Downtown Square.

The third set of attachments includes the photometrics for lighting these alleys. Generally, the proposal of adding two lights per alley gives an average foot candle of one, with a minimum of 0.4 foot candles, and a max of 1.7 foot candles. Generally, 0.5 - 2 foot candles is appropriate for pedestrian walkways.

City staff has received a quote to add lighting into all of these alleys, which would include two lights in each alley. This quote can be seen on the last attachment. The amount of the quote is \$11,000. This cost could be included in the Downtown Reconstruction Project budget.

Recommendation:

Attachments:

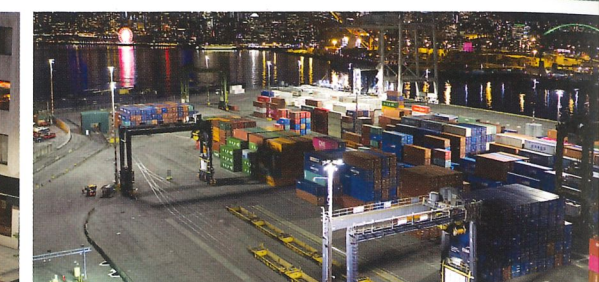
1. Options
2. Current Street Lights
3. Indianola North Alley
4. Indianola South Alley
5. Indianola West Alley
6. Indianola Square-Alley Lighting-Dec 2022 Quote



HOLOPHANE®
LEADER IN LIGHTING SOLUTIONS

AEL American
Electric
Lighting®

INFRASTRUCTURE OUTDOOR LED LIGHTING



DECORATIVE

POST-TOPS



GranVille® LED



Washington Postlite® LED



Madeira® LED



HTFL Hartsfield LED



Prismsphere® & Riverfront®

LANTERNS



Arlington®

Jefferson®

Taft

Arlington FCO

Washington FCO

Taft FCO



Dorchester® LED



247L

ARDL

AVPL2

247CL

ARDCL

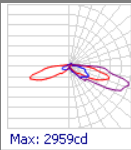
AVPCL2



245L Contempo



Tear Drop LED (Urban/Roadway)

Schedule											
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
	A		2	Holophane	GVD3 P20 40K XXXX GL3	GranVille Gen3, P20 Performance Package, 4000K CCT, 70CRI, Type 3 distribution, no trim	1	5494	0.9	39	

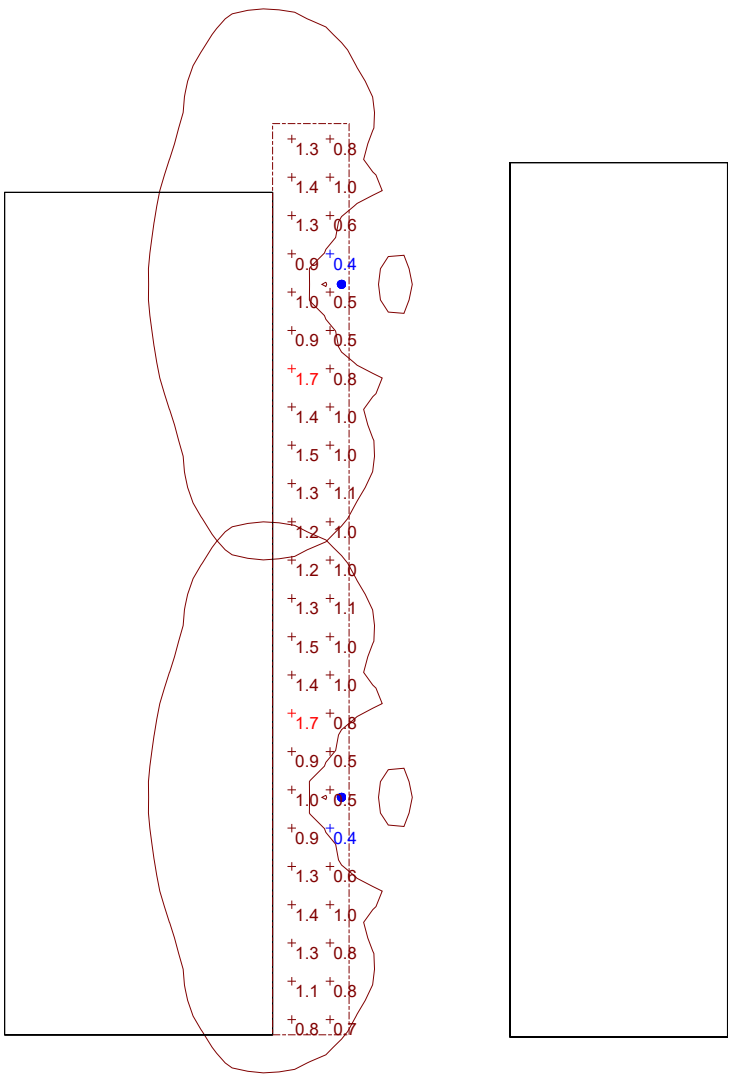
Statistics

Description	Symbol	Avg	Max	Min	Max / Min	Avg / Min
North Alley		1.0 fc	1.7 fc	0.4 fc	4.3:1	2.5:1



Plan View

Scale - 1" = 25ft



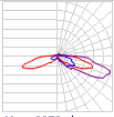
Plan View

Scale - 1" = 25ft

Indianola
Alley Lighting
North Alley

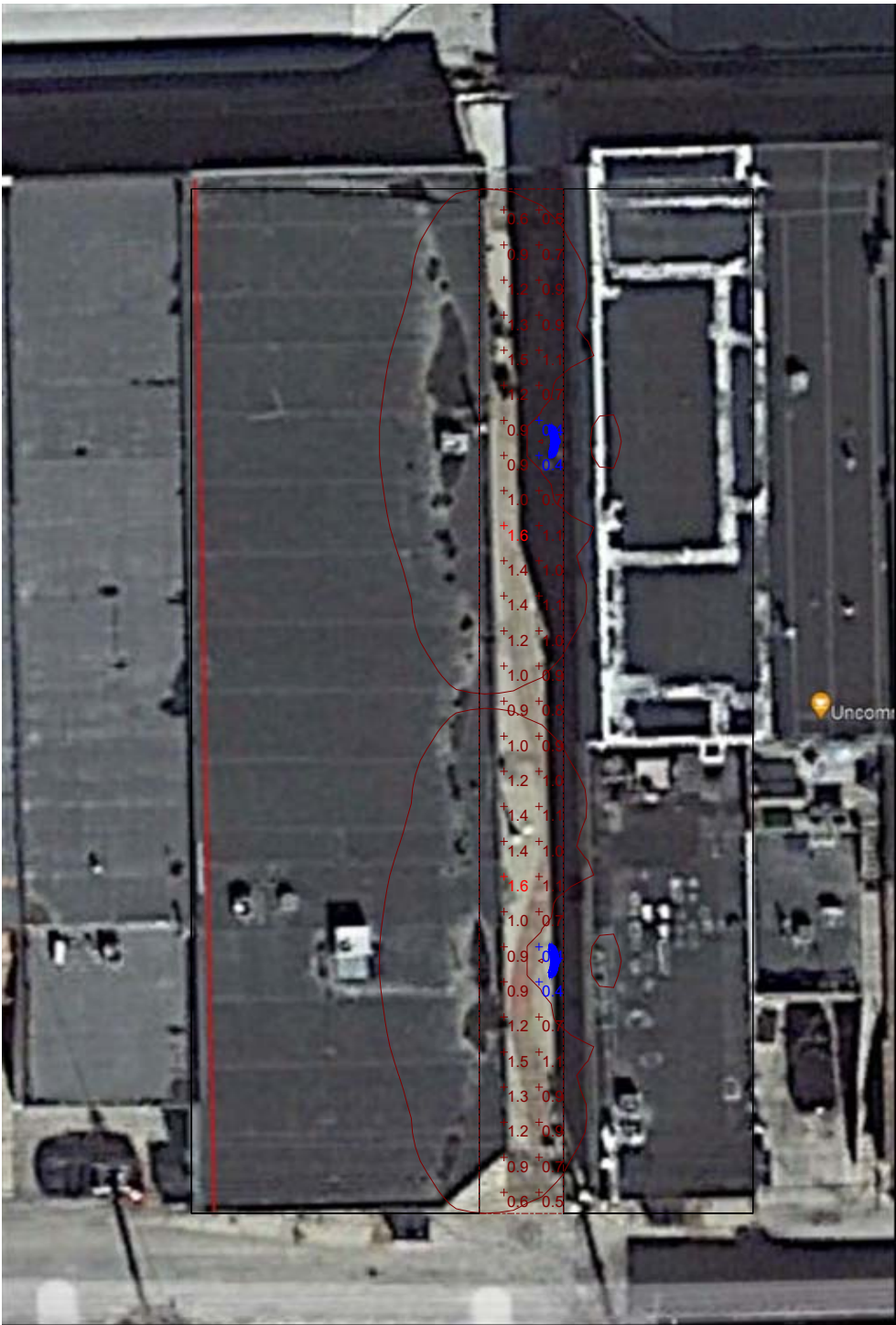
Designer
Ron Feigl, LC
Date
12/19/2022
Scale
Not to Scale
Drawing No.

Summary

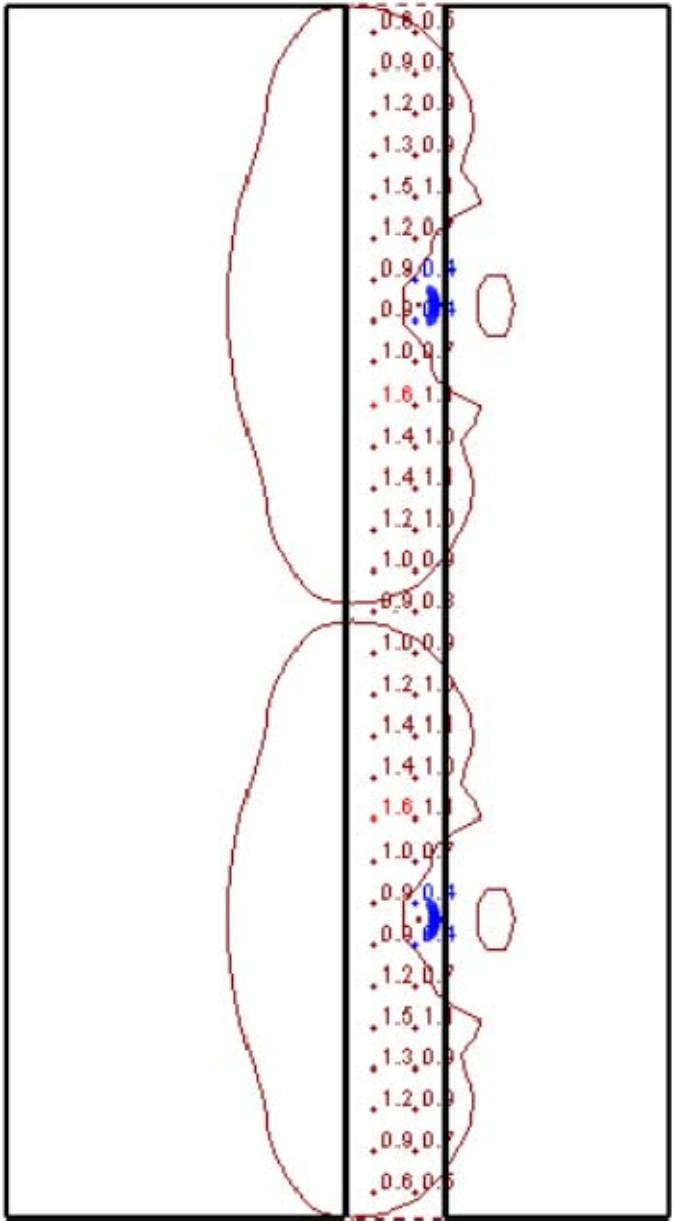
Schedule										
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power
	A		2	Holophane	GVD3 P20 40K XXXX GL3	GranVille Gen3, P20 Performance Package, 4000K CCT, 70CRI, Type 3 distribution, no trim	1	5494	0.9	39
										

Statistics

Description	Symbol	Avg	Max	Min	Max / Min	Avg / Min
Indianola south Alley		1.0 fc	1.6 fc	0.4 fc	4.0:1	2.5:1



Plan View
Scale - 1" = 25ft



View #1

Schedule										
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power
	A		2	Holophane	GVD3 P20 40K XXXX GL3	GranVille Gen3, P20 Performance Package, 4000K CCT, 70CRI, Type 3 distribution, no trim	1	5494	0.9	39
										

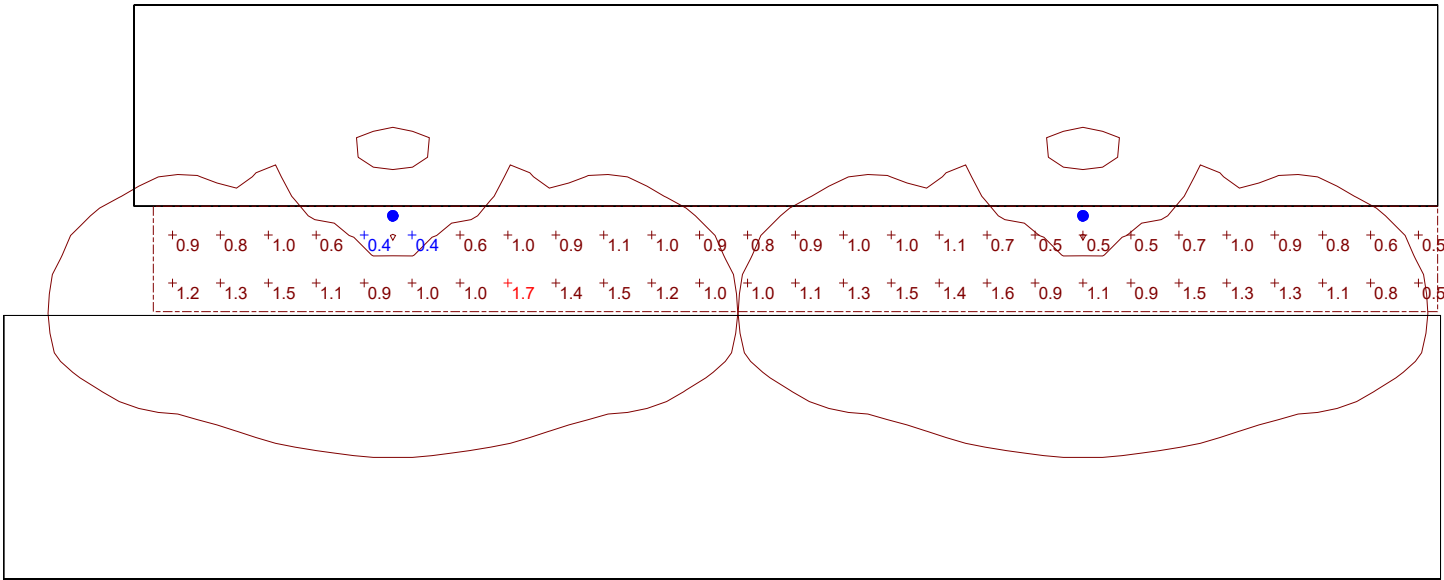
Statistics

Description	Symbol	Avg	Max	Min	Max / Min	Avg / Min
West Alley	+	1.0 fc	1.7 fc	0.4 fc	4.3:1	2.5:1



Plan View

Scale - 1" = 20ft



Plan View

Scale - 1" = 20ft



Quoted To: Indianola Municipal Utility
1204 East Iowa Avenue
Indianola, IA 50125

Job Name: Indianola Square-Alley Lighting-Dec 2022 Quoted By: Ronald Feigl

Quote #: 2036-22-13858-0

Quote Label: Initial Version

Job Location: Indianola, Iowa

Issue Date: 12/19/2022

Good Through: 1/17/2023

Bid Date: 12/19/2022

Quoted For: Authorized Holophane Dist

Type	Qty	Catalog #	Unit \$	Ext \$
A1	6	GVD3 P20 40K MVOLT MS GL3 BK ST TBK PR3 AO PCLL WDA 10 F4C 17D C03 BK ABG ASSY17622 GranVille LED Classic, P20 performance package, 4000K, 120-277V, Modern style, swing open design, Glass asymmetric, type III, Black, Painted cast aluminum standard finial, Black trim, 3 pin NEMA photocontrol receptacle, Field adjustable lumen output, DTL photocontrol, Wadsworth aluminum pole, 10FT, Shaft, 4IN diameter fluted, .125 wall, 17IN Base, Diamond Pattern Bolt Circle, Tenon, 3.00 O.D. x 3IN tall, Black, Anchor bolt (galvanized steel)	\$1,808.00	\$10,848.00

Estimated Lead Time: 0 days Grand Total: \$10,848.00

Notes

- * "Please include quote number on your purchase order to avoid delays on processing your order"
- * Please contact the Holophane Rep on this quote if you have any questions.
- * All quotes subject to standard terms and conditions unless specifically noted.
- * All orders that include pole material (including poles, arms, accessories and anchor bolts) requires a call before contact name and phone number when the order is placed.
- * If pole drawings and/or paint chips have been supplied they must be returned signed and approved upon release.
- * All Hold for Release requests must be indicated on your purchase order.
- * Quote is based on quantities and types indicated. Changes in counts or types may affect prices.
- * All quotes are subject to Customer's approval.
- * Submit all POs to the Customer Care Team at:
NorthCentralSalesSupport@holophane.com
Toll Free: 800-577-8432
- * Pole prices are good for 60 days from date of quote for release of all material.
- * Submit all POs to the Customer Care Team at:
SouthCentralSalesSupport@holophane.com
Toll Free: 888-266-8557
- * Hold for Release orders do not lock in pricing.
- * Pole lead times are valid at the time of quote, but may be extended due to unexpected business conditions. Lead times should be validated prior to the release of an order.

Terms



Job Name: Indianola Square-Alley Lighting-Dec 2022 Quoted By: Ronald Feigl

Quote #: 2036-22-13858-0

Quote Label: Initial Version

Job Location: Indianola, Iowa

Issue Date: 12/19/2022

Good Through: 1/17/2023

Bid Date: 12/19/2022

Please reference the Acuity Brands Terms & Conditions at: <https://www.acuitybrands.com/support/warranty/terms-and-conditions>. Shipment lead times begin the day after the order is released and are based on working days only. Shipments are FOB Shipping Point on all orders. Holophane shall pay freight on orders of \$3,000 or more (\$750 for replacement ballast kits) to all points in the continental United States and Canada. Upon release of your order, poles and non-standard material cannot be canceled or returned. Terms are subject to revision.



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Community and Economic Development Director
Date: January 17, 2023
Subject: Discussion and Direction on Creation of a Historic District in the Downtown

Discussion: At last month's Downtown Square Commission Meeting, the Warren County Historic Preservation Commission provided a presentation on a possible historic district designation for the Downtown Square. The attached document shows the steps needed to designate such a district.

Elevate Indianola, the City's Comprehensive Plan, does provide for an implementation goal related to this request that aims to "enhance and stabilize the historic value of the Downtown Square and historic buildings citywide".

In creating a historic district in the Downtown Square, the Downtown Square Commission would likely be heavily involved. As such, staff would like direction on this item from the Downtown Square Commission.

Recommendation:

Attachments: 1. BroadStepsforHistoricDistrict

Warren County Historic Preservation Commission

warrencountyhistoricpreservation.org



Serving Warren County residents who would like to preserve significant structures more than 50 years old

The Commission is a preservation and educational resource for all Warren County residents with a mission to promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance

Broad Steps To Establish an Historic District

Consider the whole package

Identify how establishing an historic district works collaboratively with other community projects, planning, and strategies.

Gather criteria, code, and ordinances

Gather and stay informed of changes to Iowa Code and Indianola ordinances.

Website link: <https://www.legis.iowa.gov/docs/code/303.34.pdf>
<https://www.indianolaiowa.gov/151/City-Code-and-Policies>

Gather ownership of businesses, property, and buildings in the downtown business district

Identify all relationships and stakeholders for effective communication and building a representative taskforce/

Evaluate joining the Iowa Certified Local Government (CLG) program

Designation as a CLG with a city-specific preservation commission provides a mission-specific entity advisory to city government to promote preservation and manage historic district guidelines.

Website: <https://iowaculture.gov/history/preservation/certified-local-governments>

Form a broad-based taskforce

Bring together a dedicated group of community representatives, economic advisors, and business stakeholders willing to do this work.

Identify economic advantages and intrinsic qualities

Build rationale and justification for establishing an historic district; to be continually reviewed, revised and communicated.

Identify areas of controversy and unrest

Identify issues and resolve before escalation into misunderstandings and controversy; always more difficult to unwind.

Visit cities (of like size) with established historic districts

Learn from the experiences of others (process, selection, and guidelines), and keep those contacts informed of progress and problems, soliciting their suggestions and advice.

Develop timeline to achieve goals

Establish taskforce responsibilities, deliverables and timing; making adjustments based on progress, knowledge, and experience.

Launch a public-awareness campaign

Bring this project to constituents early and regularly in concise language and provide a variety of portals for ongoing comments and suggestions (website, email, regular mail).

Collaborate with others (County Preservation Commission, County Historical Society, Simpson College, and groups (i.e., Questers chapters)

Expand the taskforce's capabilities by cooperating with others, not only to educate but to solicit outside expertise and assistance with research, surveys, etc.

Website: <http://www.warrencountyhistoricpreservation.org>

Website: <https://warrencountyhistory.org>

Identify funding sources to support revitalization, renovation, preservation efforts and costs

Throughout the project, inventory potential funding sources, grant programs, and other opportunities.

Identify and inventory historical assets for determining district(s) boundaries

Produce an inventory of sites and structures using the Warren County Preservation Commission's study of Indianola's downtown district as the foundation for this work.

Website link: <http://www.warrencountyhistoricpreservation.org/wp-content/uploads/2022/08/Field-Services-ISIF-91-02077-Indianola-Commercial-Historic-District1.pdf>

Establish boundaries for historic district(s)

Taking into account historical, visual, socioeconomic, political, and physical features, identify the location of an historic district.

Build guidelines and process (code/ordinance)

Determine what is mandatory, advisory, and incentivizing for business and building owners and the review process necessary; working to ensure guidelines and processes remain palatable.

Post Project Review and Evaluation

Re-convene the taskforce to evaluate project experience and next opportunities.