

WATERLOO HISTORIC PRESERVATION COMMISSION MINUTES
REGULAR MEETING – January 16, 2024– 4:30 P.M.
The meeting was held in the First Floor Conference Room at City Hall

Chairperson Gilbert called the regular meeting of the City of Waterloo Historic Preservation Commission to order at 4:30 p.m.

Commission Members present were: Matthew Gilbert, Jared Hottle, Hector Salamanca Arroyo, Nick Hedrick, Ed Ottesen, and Susan Price

Commission Member(s) absent were: Ivan Valtchev, Cole Weliver, and Terry Stevens.

Others present were: Lexi Schneider - Planning Staff, Ed Gallagher – Grout Museum, and Sue Pearson – Waterloo Public Library

Appointment of Chair and Vice-Chair for 2024

The Commission had discussion on keeping the same Chair and Vice-Chair as 2023.

Motion made by Gilbert, seconded by Salamanca Arroyo to appoint Gilbert as Chair and Valtchev as Vice-Chair for 2024.

Approval of Agenda

Motion made by Hottle, seconded by Price to approve the agenda of the January 16, 2024 regular meeting. Motion carried unanimously.

Approval of Minutes

Motion made by Price, seconded by Hedrick to approve the minutes of the December 19, 2023 regular meeting. Motion carried unanimously.

Oral Presentations

No Report

Hearings

1. Plan for the Dunsmore House

Pearson began the conversation by noting the library has been working on a 250 page document which gives information on the Dunsmore House. The library has also been in contact with a person that is part of the Dunsmore family. Gilbert stated he would like to be able to present some of the research completed by the library at the awards ceremony to educate citizens more on the structure.

Schneider gave a short summary of the cost estimate and the report completed in 2021 on the Dunsmore House. There was discussion by the Commission on ways to not have to meet the ADA requirements if the property was to be a commercial property, such as a variance. Gilbert

noted the masonry cost seems low and may be out dated.

Sue Pearson questioned if there has ever been discussion about putting the restrooms and kitchen in an accessory structure. It was also asked if anyone has ever looked into rehabbing the structure as an Airbnb for visiting staff at the University of Northern Iowa.

Hottle explained he is good with the idea Noel Anderson presented at the last meeting about rehabilitating the structure to become a residence. Ottesen noted a residence will be the easiest use for the structure, since there are many more requirements to bring the structure into compliance for a commercial use. Price stated a residence will be a good use since the area is primarily residences.

Ottesen noted a detailed plan should be created to ask City Council for funds to fix up the exterior of the building and turn it into a residence. The commission agreed with Ottesen and noted a work session with Council would be beneficial.

Gallagher questioned who the liaison is for the Historic Preservation Commission now, to which Schneider noted Steve Simon is now the liaison. Hedrick noted Steve Simon is aware of the Dunsmore House and is knowledgeable on the structure.

The commission questioned if it was possible to make a post about the Dunsmore House on Facebook to educate people on the structure and get feedback from community members, to which Schneider stated she could check with Agnes and Tara.

Motion made by Ottesen, seconded by Hottle to explore residential opportunities for the Dunsmore House with public input and a work session with City Council.

2. Approval of the 2024 Goals and Action Plan

Schneider presented the 2024 Goals and Action Plan. The Commission initially asked for the dates to be updated, but then realized they were looking at the 2023 Goals and Action Plan.

Motion made by Hedrick, seconded by Salamanca Arroyo to approve the 2024 Goals and Action Plan.

3. Approval of the 2023 CLG Annual Report

Schneider asked the commission to review the CLG Annual Report. Gilbert noted his address needs updated. He also noted he attended two or three events this year and he will send the information on the events.

Hottle questioned if the Historic Preservation Commission can have its own Facebook page, to which Schneider noted the Mayor has to approve all Facebook posts. Schneider explained she can add to the report that the commission has access to the City of Waterloo Facebook to advertise for events.

Motion made by Ottesen, seconded by Hottle to approve the 2023 CLG Annual Report with the changes to the trainings and address.

Reports

1. Main Street

Ottesen stated Main Street Waterloo is trying to set up a clean-up day on May 18, but they need more help to consider that date. The flower sponsorship is live and able to be donated to now. Tour De Loo is tentatively scheduled for May 16 and Main Street would like to combine the event with the Historic Preservation Commission Awards Banquet in order to get a better turnout for both events. Gilbert noted he is planning to meet with Jessica Rucker and Schneider to discuss the two events next Wednesday.

Gallagher explained the City has an agreement with the Grout that allows them to use the Grout free of charge for events such as the Historic Preservation Commission Awards Banquet.

Ottesen noted there is a law that could be passed that does not allow cities to restrict the use of vinyl siding on structures, except in historic districts.

2. Silos and Smokestacks.

No Report.

3. Grout Museum

Gallagher stated the Grout is working on finding a new Executive Director. The levy may affect the funding the Grout and the Library receive and they are therefore looking for individuals to write to the legislative. Gallagher noted he has watched the Bosnian Exhibit and found it interesting.

4. Project Update

No Report.

5. Highland

No Report.

6. Walnut

Matthew explained Iowa Heartland Habitat for Humanity is hosting a book read of Toxic Charity by Robert D. Lupton from January 18, 2024 to February 22, 2024.

Discussion Items/Possible Action Items

1. Endangered Properties List 2024

Schneider presented the past Endangered Properties List and informed the Commission they should be thinking about properties to add to the 2024 Endangered Properties List.

2. 2024 HPC Awards Banquet

No Report.

3. School Art Project 2024

No Report.

4. Main Street Waterloo Collaboration

No Report

5. Other Collaborations

Hottle stated Tim Kuhlmann wanted to share that the Cedar Valley Historical Society will be hosting an event at the Grout Museum on January 23 at 7:00pm.

Hottle noted he contacted Craig with Hawkeye Community College about a possibility of collaborating with the Commission on a student-led rehabilitation of a historic structure in Waterloo. It was explained that Craig was on board with the idea and it could be a good idea to get David Deeds with JSA Development in the loop too.

Gilbert noted the idea could be discussed with the Youth City Council too.

6. City-Owned Properties and Demo List

Schneider explained the City has received possession of 1003 Vine Street in the Highland Historic District. Community Development is looking at the property to rehabilitate the structure, but is going to have to follow the rules of the Historic District. The City has noticed vinyl windows were illegally placed on the home at some time.

7. Maps

No Report

8. Goals and Action Plans

No Report.

Discussion Items:

No Report.

Design Guidelines:

No Report.

Adjournment

Chairperson Gilbert adjourned the meeting at 5:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lexi Schneider".

Lexi Schneider
Planner I