

 Certified Local Government Annual Report

# 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!

**One question on this form needs attention.**

A required question is incomplete: [35](#)

1. Name of the city, county, or land use district: \*

Please choose the name from the drop down table.

Please select

2. Did your commission undertake any survey, evaluation and/or registration/nomination projects in this calendar year? \*

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

- 1) 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.
- 2) The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Please upload any Iowa Site Inventory Forms or other survey materials produced during the year. Please do not upload any projects that were funded with a CLG or HRDP grant, mandated by the Section 106 review and compliance process, or National Register nominations as we already have these documents in our files.

Please select

**3. Were any National Register of Historic Places (NRHP) properties in your jurisdiction altered, moved, or demolished in this calendar year? \***

Please select

**4. 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@iowa.gov](mailto:historic.preservation@iowa.gov) before you complete this section.

Please select

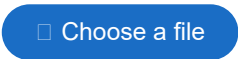
**5. If you answered yes to the previous question, in this calendar year, what properties did your city place on its list of locally designated historic landmarks and/or historic districts? Please provide the historic name and address of each property**

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@iowa.gov](mailto:historic.preservation@iowa.gov) before you complete this section.

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.

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

 Choose a file

**6. In this calendar year, what were the actions to revise, amend, change, or de-list a locally designated property? Please provide the name and address of the property(ies) and the action. If no action was taken, enter N/A \***

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**7. Has your city or county passed other ordinances that directly or indirectly affect historic preservation? \***

Please select

**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!**

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. Design guidelines/standards

**8.1. 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?. \***

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

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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 \***

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**11.**  
**Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A. \***

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12. Does your commission have a website? \*

☒ Yes  
☐ No

12.1. What is the website address? \*

105 of 6000 characters

13. Does your commission have a Facebook page? \*

☐ Yes  
☒ No

- 14.
- 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.

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- 15.
- We recommend that the local government provide the commission a budget with a minimum of \$750 to pay for training and other commission expenses. In this calendar year, what was the dollar amount for the historic preservation commission's annual budget? \***

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**16. Where are your official CLG files located? \***

Certified Local Government files must be stored at city hall (for city commissions) or the county courthouse (for county commissions).

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**17.**

**Please list the names of the Historic Preservation Commissioners who served during this calendar year. \***

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**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 next year's work plan? \***

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**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 2023. Please attach your work plan to your annual report. \*

□ Action Plan 01.17.23.pdf (69KB)



20. Please update contact information about your 2023 Chief Elected Official. \*

Note: This is beginning January 2023. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

First and Last Name	Mailing Address	Phone Number	Email Address
<div>+ Add a row</div>			

21. Please update contact information about your Staff Person for the Historic Preservation Commission. \*

This is a local government staff member and is required. Electronic and mailed communication is sent to the staff person and chair of the commission who will forward to the rest of the commission members.

First and Last Name	Job Title	Mailing Address	Phone Number	Email Address
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22. Please complete the following and provide contact information about your 2023 Chairperson/Commissioner. \*

Note: Electronic and mailed communication will be sent to the staff person for the commission and the chair who will forward the information to the rest of the commission members.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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22.1.  
If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A. \*

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22.2. Specify the month, day, and year that the commissioner's term will end. \*

22.3.  
Does this person serve as the Contact with the State Historic Preservation Office for the Commission? \*

Yes

No

23.  
Please complete the following and provide information about your 2023 Vice Chairperson/Commissioner.  
Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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23.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

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@iowa.gov](mailto:historic.preservation@iowa.gov) before you complete this section.

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23.2. Specify the month, day, and year that the commissioner's term will end.

23.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission? \*

Yes

No

24.

Please complete the following and provide information about your 2023 Secretary/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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24.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

**24.3. Does this person serve as the Contact with the State Historic Preservation Office for the Commission?**

Yes

No

### Clear Answer

**25. Please complete the following and provide information about your 2023 Commissioner.**

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
<div><div></div></div>				

- + Add a row

**25.1. If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.**

25.2. Specify the month, day, and year that the commissioner's term will end.

25.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

Yes

No

Clear Answer

26.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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26.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

3 of 6000 characters

26.2. Specify the month, day, and year that the commissioner's term will end.

26.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

Yes

No

Clear Answer

27.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
<div>+ Add a row</div>				

27.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

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27.2. Specify the month, day, and year that the commissioner's term will end.

27.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

Yes

No

Clear Answer

28.

**Please complete the following and provide information about your 2023 Commissioner.**

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
<div></div>				
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28.1.

**If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.**

3 of 6000 characters

**28.2. Specify the month, day, and year that the commissioner's term will end.**

28.3.

**Does this person serve as the Contact with the State Historic Preservation Office for the Commission?**

Yes

No

[Clear Answer](#)

29.

**Please complete the following and provide information about your 2023 Commissioner.**

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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29.1.  
If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.\*

29.2. Specify the month, day, and year that the commissioner's term will end.\*  
mm/dd/yyyy

29.3.  
Does this person serve as the Contact with the State Historic Preservation Office for the Commission?\*

yes  

no

Clear Answer

30.  
Please complete the following and provide information about your 2023 Commissioner.  
Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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31.  
Please complete the following and provide information about your 2023

Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
<div>+ Add a row</div>				

32. Please attach biographical sketches for commissioners who were newly appointed in 2022.

Please be sure newly appointed commissioners sign and date their statement. The form to use for this can be found in the "Attachments" section. You will need to upload in both locations.

<https://drive.google.com/file/d/1GDBtPLv2an2sXho54yJfZRT13bwL4RFZ/view>

BIOGRAPHICAL SKETCHES.pdf (932KB)



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

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34. Please complete the Commission Training Table. \*

An important requirement of the Certified Local Government program is annual state-sponsored (such as the Preserve Iowa Summit) or state-approved training undertaken by at least one member of the historic preservation commission and/or

staff liaison. In this table, provide information about the commissioners' involvement in historic preservation training, 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	Names of Attendees
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
+ Add a row				

35. **Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names. \***

Please note this must be completed. If no one attended, enter none.

Now is also a good time to start planning to attend the 2023 Preserve Iowa Summit in Sioux City June 1-3, 2023.

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36. **Signature page \*** ☐

The form to use for this can be found in the "Attachments" section. You will need to upload in both locations.

The form can be downloaded from here: <https://drive.google.com/file/d/1YcetiR-inEjVfvoUWn3A5czCeim2m-XC/view?usp=sharing>



This question is required.

37. **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?

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38. **What training topics would be most helpful for your Historic Preservation Commission? \***

We will use this information to help design the CLG Round Table at the Preserve Iowa Summit and potentially other training opportunities throughout 2023.

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Saved

# **Waterloo Historic Preservation Commission**

## **Action Plan**

### **Goal A: Creating Partnerships and Alliances:**

#### Ongoing Actions:

1. At the January meeting, at least one action item will be created and others updated.

#### One Time Items:

1. By May 31, 2021 the commission will prepare a list of community organizations to forge informal alliances with to further common goals of historic preservation in Waterloo.
  - Completed in May, 2021 Meeting
2. By December 31, 2021 a member of the Commission will correspond, through email, writing, telephone, or face-to-face communication, with a president or board member of at least one of the identified community organizations.
3. By March 31<sup>st</sup>, 2022 a member of the commission will correspond, through email, writing, telephone, or face-to-face communication, with a president or board member of at least two of the identified community organizations.
4. By March 31<sup>st</sup>, 2022 a member of the Commission will attend a member meeting of at least one of the identified community organizations and introduce themselves and the purpose, mission statement and goals of the Commission.
5. By June 30, 2022, a member of the Commission will attend a member of the meeting of at least one other of the identified community organizations and introduce themselves and the purpose, mission, statement and goals of the Commission.
6. By June 30, 2022 the commission will support through preparation of literature, promotional material, or sponsorship, a Waterloo historic tour created and led by the Cedar Valley Historic Society.

## **Goal B: Identify, Evaluate and Protect:**

### Ongoing Actions:

1. By the March 1st each year the commission will prepare a formal list, with descriptions, entitled "Most Endangered Buildings of Waterloo" which will be ratified by the commission at the March meeting.
2. By the September meeting the commission will create a list and ask for assistance from local architects of the most unique architectural significant buildings in the city.
3. By the December meeting the commission will give at least two reports to the City Council during City Council work sessions on the commission's actions throughout the year.

### One Time Items:

1. None

## **Goal C: Education/Community Outreach/Communication:**

### Ongoing Actions:

1. By the April meeting, a member of the Commission will sign and send an invitation to the ceremony to each of the Waterloo City Council members and the Mayor of Waterloo. Such action will occur each year that the Commission holds a ceremony.
2. By September 30, a board member of the Commission will prepare a student contest related to Historic Preservation for entry and awarding at the Waterloo Historic Preservation Commission Awards Ceremony.
3. By September 30, a board member of the Commission will contact the Waterloo School District or at least one local elementary school or middle school, to inquire about hosting a board member of the Commission at a school period for purposes of discussing the importance of local history and historic preservation to students.
4. Each October the commission will give a presentation at the Waterloo Public Library.
5. By December 31, two commission board members will prepare articles for publication in the Waterloo Courier.
6. By January 31, a board member of the Commission will contact the school district to set up the student art contest for the 2023 Awards Banquet.

**Goal D: Funding:**

## Ongoing Actions:

1. The Commission will apply for a grant with the Community Foundation of Northeast Iowa for purposes of support a project of the Commission
2. By December 31, the Commission will apply for at least two grant applications, not with the Community Foundation of Northeast Iowa, for the support of a Historic Preservation Project.
3. By September 1, the Commission will apply for the annual CLG state grant and complete the required 100 hours of training.

## One Time Actions:

4. By December 31, 2022 the Commission will identify other sources of potential support for projects.

**Goal E: Internal Development:**

## Ongoing Actions:

1. By December 31, at least one-third of board members will have attended an education seminar, workshop, webinar, or conference that is approved for state accreditation credits.

**BIOGRAPHICAL SKETCH  
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

Mr., Ms., Mrs., Dr. Cole W. Oliver  
Work ( )/Home (X) Mailing ADDRESS 159 Prospect Ave. Waterloo IA

PHONE NUMBERS: WORK- HOME- MOBILE- 319-404-8910  
EMAIL ADDRESS COLECARTER3@MSN.COM

INTEREST IN HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use the back and/or extra sheets if necessary)

EDUCATION: Worked towards an associate's degree,  
Degree and license in Real Estate

EMPLOYMENT: Stay at home mom

INTEREST: Reading, collecting antiques, restoring  
antique furniture

While serving on the Waterloo Historic Preservation Commission, I have read and will work to insure that the Commission enforces the Historic Preservation Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the Secretary of the Interior's Standards for Archaeology and Historic Preservation.

Cole W. Oliver  
Signature

1-4-23  
Date

I have lived most of my life in Waterloo Iowa.  
I am old enough to remember downtown before the  
highway went through. Even at a young age I  
was saddened that so many buildings were  
torn down. There are so many beautiful old homes  
and commercial buildings in Waterloo that  
need to be cared for so they may survive another  
100 or 150 years. I do not believe newer is better.  
I do not believe newer buildings have the character  
or the craftsmanship that is so obvious in an older  
building. I am proud to say I own an older  
and historic home.

**BIOGRAPHICAL SKETCH  
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

Mr., Ms., Mrs., Dr.

Work ( )/Home ( Same as mailing address ) Mailing ADDRESS: 834 Williston Ave,  
Waterloo Iowa 50702

PHONE NUMBERS: WORK-N/A HOME- N/A MOBILE- 515-447-1186

EMAIL ADDRESS: HASARROYO@outlook.com

INTEREST IN HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use the back and/or extra sheets if necessary)

**EDUCATION:**


University of Northern Iowa Graduate Student MA in Community Health & Recreation  
BA in Law, Politics, & Society from Drake University Class of 2015

**EMPLOYMENT:**

University of Northern Iowa Center for Urban Education: Assistant Director of Upward Bound Program.

INTEREST: Historic preservation, local history, local politics, community improvement

While serving on the **Historic Preservation Commission**, I have read and will work to insure that the Commission enforces the Historic Preservation Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the [Secretary of the Interior's Standards for Archaeology and Historic Preservation](#).

  
Signature

01/09/2023

Date



BIOGRAPHICAL SKETCH  
APPLICANT FOR HISTORIC PRESERVATION COMMISSION

Mr., Ms., Mrs., Dr. IVAN KOSTADINOV VALCHEV

Work ( )/Home ( ) Mailing ADDRESS

PHONE NUMBERS: WORK-

HOME-

MOBILE- 414  
732 9112

EMAIL ADDRESS ivanv@invisionarm.com

INTEREST IN HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use the back and/or extra sheets if necessary)

EDUCATION: BACHELORS OF SCIENCE IN ARCHITECTURAL STUDIES  
UN - MILWAUKEE

EMPLOYMENT: ARCHITECT (UNLICENSED)

INTEREST: HISTORIC BUILDINGS!

While serving on the WATERLOO Historic Preservation Commission, I have read and will work to insure that the Commission enforces the Historic Preservation Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the [Secretary of the Interior's Standards for Archaeology and Historic Preservation](#).

  
Signature

1-17-2023  
Date