

**WATERLOO HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING – December 17, 2019– 4:30 P.M.  
Mollenhoff Conference Room, City Hall**

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

Commission Members in attendance were: Ed Ottesen, Terry Stevens, Susan Price, Alice Rohret, and Maddie Morehouse.

Commission Member(s) absent were: Nick Hedrick.

Others Present: Pat Morrissey – City Council Liaison; John Dornoff – Planning Staff; and Ed Gallagher – Grout Liaison.

**Approval of Agenda**

***Motion made by Morehouse, seconded by Rohret to approve the agenda of the December 17, 2019 regular meeting. Motion carried unanimously.***

**Approval of Minutes**

***Motion made by Hedrick, seconded by Rohret to approve the minutes of the November 19, 2019 meeting. Motion carried unanimously.***

**Oral Presentations**

Morrissey said that the commission needs to become a sub-department of the city under the Community Planning and Development department with its own budget. Gallagher asked if there was any examples of this to which Morrissey responded Dubuque has its own department under planning.

**Hearings**

**Request for a Certificate of Appropriateness for a replacement window at 1209 Vine Street.**

Dornoff noted that at the November 19<sup>th</sup>, 2019 meeting the item was tabled for an email vote, however after discussions with staff and legal it was advised that an email vote would not be appropriate and that the commission needed to bring the item back to the floor and vote on it.

Ottesen went over the discussion at the previous meeting.

***Motion made by Price, seconded by Morehouse to bring the item back to the floor. Motion carried unanimously.***

***Motion made by Price, seconded by Stevens to deny the Certificate of Appropriateness. Motion carried unanimously.***

**Request by the City Engineering Department for a signature from the commission stating there is not a historic bridge along Shaulis Road between Texas Street and Foulk Road.**

Dornoff explained the request by the Engineering Department noting that the city has no record of a historic bridge where the state says there is one.

*Motion made by Price, seconded by Rohret to allow Ottesen to sign the document stating there is not a historic bridge along Shaulis Road. Motion carried unanimously*

**Reports**

**1. Main Street**

Winter Wonderloo was successful with the 5K run attracting 60 runners.

Main Street Design Review has been invited to give input into the replacement of the 11<sup>th</sup> Street and Park Avenue bridges.

**2. Silos and Smokestacks.**

No Report

**3. Grout Museum**

Grout is starting to look for historic houses to include in the 2020 historic home tour.

The museum has just opened a display on the 19<sup>th</sup> Amendment to the United States Constitution.

Gallagher encouraged everyone to join the Grout and noted the reciprocal agreement that covers museums throughout the United States. Rohret noted that it included the museums they visited in South Korea.

**4. Building Update**

It was noted that the Grout wants to work with the commission on saving homes.

Morrissey noted that there is \$50,000 from the CIP for the Dunsmore and asked what the plan is for the house. He stated that he will bring it up during Oral Presentations at the December 30<sup>th</sup> City Council meeting and encouraged the commission members to come and make presentations also. Morrissey and Stevens both said that the building should be fixed up and used by the Historic Commission and the commission should start meeting there. Gallagher suggested a foundation be set up to take care of the building.

**5. Project Update**

Dornoff noted that the Civil Rights grant has been extended for another year due to the National Park Service going to a new computer system. However, he will not notify the consultant until he receives written confirmation of the change. While the date has changed, the amount of money allocated has not.

## **6. Highland**

Dornoff stated that a letter was included in the packet for commissioners to look over and make suggestions to be voted on at the next meeting discussing the benefits and responsibilities of living in a historic district. The letter will also be sent to the neighborhood association before being sent to property owners.

## **7. Walnut**

The roof is being fixed on the Walnut Baptist Church while Habitat for Humanity looks for a buyer. Dornoff noted that the commission website has links to articles about the creative reuse of church buildings.

### **Discussion Items/Possible Action Items**

#### **1. HPC Awards Banquet**

Dornoff noted that the packet included a tentative program for the awards banquet which will be held on May 14<sup>th</sup>. Dornoff noted that this will be the 15<sup>th</sup> annual awards banquet so he thought it would be good to honor previous award winners along with those selected for 2020. The awards banquet will once again be held at the Grout Museum.

#### **2. School Art Project**

Ottesen discussed the project with David Deeds/JSA and they would be interested in supporting the project but need more information.

Stevens said she is planning to get a copy of the flyers to school district the first week of January then hopefully have them back to be able to print them up and distribute them the last week of January. Stevens and Dornoff agreed that having a deadline of April 1<sup>st</sup> with the announcement of winners after the April meeting would work good.

Discussion on the type of awards such as gift cards for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners and ribbons for all who participate. Also the award gift cards should go to something such as books that will benefit the students education.

#### **3. Waterloo Most Endangered Buildings List 2020**

Dornoff stated that he would like to have the nominations voted on at the March meeting so that he has time to prepare the list for the banquet.

#### **4. Walking Tour Maps/ESRI Story board maps**

Dornoff should a video demonstrating the Story Board maps from ESRI and thought they would work well for creating walking tour maps.

#### **5. Grants**

Dornoff stated that the Community Foundation Grants applications will be up soon so would like direction from the commission on what money to ask for what projects.

**6. City Owned Properties/Demo List**

No Report

**7. Dilapidated Housing Sub-Committee**

Dornoff noted that Morehouse and Hedrick volunteered to be on the committee. He will send out a Doodle pole after the first of the year to get a meeting time set up but it will be up to the subcommittee members to get subcommittee up and running.

**8. Action Plan**

Dornoff said that he would like to see some changes to the goals as outlined in the agenda including separating achievement goals from habit (reoccurring) goals and went over some of the proposed changes.

**Election of Chairperson and Vice-Chairperson for the 2020 calendar year.**

Dornoff noted that the State Historic Preservation Office would like to see growth in leadership and new blood given the opportunity to lead commissions. Stevens stated that things have been going well for the commission recently and wants the commission to stay the course.

*Motion made by Stevens, seconded by Rohret nominate Ottesen as Chairperson and Morehouse as Vice-Chairperson. Motion carried unanimously.*

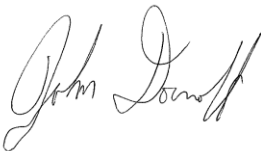
**Other Discussion:**

None

**Adjournment**

*Ottesen adjourned the meeting at 5:40p.m.*

Respectfully submitted,



John Dornoff  
Planner I