



CITY OF WATERLOO, IOWA

COMMUNITY PLANNING AND DEVELOPMENT

715 Mulberry St. • Waterloo, IA 50703 • (319) 291-4366 Fax (319) 291-4262
DONALD J. TEMEYER • City Planner

FILE COPY

Mayor
JOHN
ROOFF

October 26, 1995

COUNCIL
MEMBERS
.....

Ms. Kerry C. McGrath, Local Governments Coordinator
State Historical Society of Iowa
Capital Complex
Des Moines, Iowa 50319

JOHN
MURPHY
Ward 1

Dear Kerry:

SCOTT
JORDAN
Ward 2

Transmitted herein find two (2) copies of the City of Waterloo
Certified Local Government 1995 Annual Report. The document has
been prepared and is submitted through the Waterloo Historic
Preservation Commission.

JERRY
ANDERS
Ward 3

JOE
COLLIER
Ward 4

Please review the document and if you should have any questions
do not hesitate to contact our office.

BARB
KRIZEK
Ward 5

FRANK
MOLLENHOFF
At-Large

Sincerely,

HAROLD
GETTY
At-Large

Dave Van Dee

Assistant City Planner





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IN RE: [Illegible]

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[Illegible text]

[Illegible text]



**CERTIFIED LOCAL GOVERNMENT
1995 ANNUAL REPORT**

I. Name of Certified Local Government: City of Waterloo

II. Name of Chief Elected Official: John R. Roof

Mailing Address for City, County, or Land Use District: City Hall
715 Mulberry Street
Waterloo, Iowa 50703

City/County/Land Use District Telephone Number: (319) 291-4366

City/County/Land Use District Fax Number: (319) 291-4262

III. Report prepared by: Dave Van Dee

Date: September 29, 1995

RETURN COMPLETED FORM BY OCTOBER 1, 1995 TO:
Kerry C. McGrath, Local Governments Coordinator
State Historical Society of Iowa
New Historical Building
600 East Locust
Des Moines, Iowa 50319-0290

1. Has your local government amended its historic preservation ordinance or resolution during the past fiscal year? YES ___ NO X

If yes, attach a copy of any amendments made to the ordinance or resolution during the past fiscal year.

2. Has your local government passed additional historic preservation ordinances or resolutions during the past fiscal year? YES ___ NO X

If yes, attach a copies of the ordinance(s) or resolution(s)

3. Did your local government designate any local historic sites, landmarks and/or historic districts during fiscal year 1995?

YES___ NO X

If yes, provide a list of local historic sites, landmarks and/or local historic districts which were designated during the past year.

4. Does your local historic preservation commission have the authority to review and approve proposed changes to locally designated historic landmarks, sites, or properties in locally designated historic districts?

YES X NO___

If yes, please complete the following information regarding design review activity by the local government during fiscal year 1995.

Total number of applications which were received 12

Number of applications which were reviewed 12

Number of applications which were approved 10*

Number of applications which were denied

*Generally speaking, the Commission works with applicants to resolve conflicts and allow them to proceed with their project in accordance with design guidelines. Two items pending action at this time.

5. What standards and guidelines does the commission use to guide design review recommendations and/or decisions? Please attach a copy, if these standards and guidelines were adopted during fiscal year 1995.

Secretary of Interior guidelines

6. Please provide the following information and complete the attached commission membership form.

Name, Address, Phone Number of City/County Staff Member who assists the historic preservation commission:

Dave Van Dee (319) 291-4366
715 Mulberry St.
Waterloo IA 50703

Name, Address, Work and Home Phone Number of Individual who serves as Commission Contact with the State Historical Society:

Bob Stevenson (319) 291-4323
715 Mulberry Street
Waterloo IA 50703

7. Were new members appointed to the commission during the fiscal year? YES___ NO X
8. For each newly appointed commissioner, were completed biographical sketch forms or resumes submitted to the State? N/A YES___ NO___

If no, attach completed forms or resumes to this report.

9. Please complete the attached table summarizing commission training during the past fiscal year.
10. Please describe how historic preservation commission meetings are announced to the public.

Agenda posted in lobby of City Hall at least 24 hours prior to meeting.

11. Please list the date, time, and location of commission meetings held during fiscal year 1995. If the commission had a regularly scheduled meeting date, time and place, please specify.

Was fourth Thursday of month at 3:00 p.m. Recently changed to fourth Tuesday.

October 27, 1994	March 30, 1995	July 13, 1995
January 19, 1995	April 27, 1995	August 22, 1995
February 23, 1995	June 15, 1995	September 26, 1995

12. Are the requirements of Iowa's open meeting law (Code of Iowa, Chapter 21) followed for all commission meetings? YES X NO___
13. Did the commission have a quorum at all official meetings? YES X NO___
14. Does the commission have copies of written minutes on file for each official meeting held during the past fiscal year? YES X NO___
15. Are Commission administrative records kept on file and accessible to the public? YES X NO___

Please state location, street and mailing address, of the repository where the historic preservation commission keeps its administrative files.

City Planning and Zoning Department, 715 Mulberry Street, Waterloo, IA 50703

16. If commission by-laws were developed during the fiscal year, please attach a copy to the annual report. N/A

17. Does the commission use the *Iowa Site Inventory* and the *Office of the State Archaeologist's Site Form* for recording information on historic properties? YES NO

If not, please attach copies of forms currently in use.

18. Attach copies of inventory forms completed by the commission or submitted to the commission during the past fiscal year. Do not send copies of inventory forms completed in conjunction with a CLG grant project.

19. Are survey materials accessible to the public, yet controlled so that materials are not lost? YES NO

20. Is access to information about archeological site locations restricted? N/A
YES NO

21. Where are survey and inventory materials filed?
City Planning and Zoning Commission Office
715 Mulberry Street
Waterloo, Iowa 50703

22. Describe how the commission encouraged local survey and inventory during the past fiscal year:
Facilitated and actively participated in the completion of the city-wide update of the 1984-1985 survey with Karen Bode Baxter.

Staff responds to property owner inquiries, distributes Design Guidelines for Historic Buildings developed by the Commission along with information relating to fund sources and technical assistance to persons interested in Historic Preservation. Historic Preservation is being promoted as a tool to assist in neighborhood association development.

23. Please list of National Register of Historic Places nominations reviewed by the Certified Local Government during the past fiscal year.

None.

23. Describe all other activities undertaken by the historic preservation commission between October 1, 1994 and September 30, 1995 which allowed for public participation in the local preservation program.

Actively participated through joint sponsorship with other preservation related groups in public meetings relating to the Silos & Smokestack Heritage Area Project. All Commission meetings are public meetings, and the agenda is posted in advance. Established Committee to develop plan to celebrate Preservation Week in 1996. Presented local Preservation Award to Howard Craven and Al & Sue Brase at a public event during Preservation Week 1995. Provide information to local press as it relates to preservation issues.

24. **Workplan for Fiscal Year 1995, October 1, 1995 through September 30, 1995. List commission goals and activities to be undertaken to accomplish those goals. Indicate how the commission intends to address any Conditions identified in previous performance evaluations.**

1. Develop a program to celebrate Historic Preservation Week in 1996.
2. Continue to work closely with Silos and Smokestacks to assist them in achieving their project goals.
3. Develop a preservation plan for the City of Waterloo which will be incorporated within the City's Comprehensive Plan.
4. Continue to assist property owners of listed and eligible properties with the technical aspects of maintenance and renovation projects.
5. Distribute information to owners of recently identified individually eligible properties, advising them of their status attempt to determine their intentions.

CHECKLIST FOR COMPLETING CLG ANNUAL REPORT

1. Have you provided all the requested information:

No blank spaces

All questions answered

2. If applicable, have you attached?

Revisions to your ordinance/resolution

Copy of new ordinance or resolution

Design review standards and guidelines

Commission Membership Form

With complete addresses and phone numbers

With new members identified

With terms of office identified

With Commission officers and contact identified

Biographical Sketch form or resume/Vita for commissioners appointed during fiscal year

Copy of commission's bylaws

A list of commission meetings with time, date and location of each

Copies of Inventory forms

Location, street and mailing address for your survey and inventory files

Location, street and mailing address for your administrative files

List of National Register nominations reviewed during FY94

Activities undertaken during FY94

Workplan for FY95

COMMISSION MEMBERSHIP FORM

Name of Commission:

Commissioners Fiscal Year 1995, October 1, 1994 through September 30, 1995:

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code (319)	TERM ON COMMISSION	OCCUPATION PROFESSION
Commission Chair: Martha Maxon	173 Oakwood Drive Evansdale, Iowa 50707	Work 232-6531 Home 236-3340	Expires 4-7-97	Ecologist
Commission Vice Chair: Rosie Peterson	1552 Bertch Waterloo, Iowa 50702	Work 266-5149 Home	Expires 4-7-98	Museum Director
Commission Secretary Kendal East Mitchell	530 Kingbard Waterloo, Iowa 50701	Work 273-7192 Home 235-1433	Expires 4-7-98	College Professor English Dept.
Commission Treasurer Earl Spencer	P.O. Box 237 Waterloo, Iowa 50704	Work 232-2902 Home 236-3809	Expires 4-7-97	Civil Engineer
Rosalyn Middleton	430 Lester Waterloo, Iowa 50703	Work 292-4593 Home	Expires 4-7-98	Chemical/ Metallography Analyst
Susan Pearson	202 Highland Blvd. Waterloo, Iowa 50703	Work 291-4521 Home 233-1157	Expires 4-7-96	Reference Librarian
Gary Iverson	4862 West Fourth Street Waterloo, Iowa 50703	Work 234-4471 Home 234-7097	Expires 4-7-97	Attorney
Mike Broshar	900 Waterloo Building Waterloo, Iowa 50701	Work 233-8419 Home	Expires 4-7-97	Architect

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code (319)	TERM ON COMMISSION	OCCUPATION PROFESSION
Bob Stevenson	715 Mulberry Street Waterloo, Iowa 50703	Work 291-4323 Home	Expires 4-7-96	Administrative Director
Frank Mollenhoff		Work 234-4626 Home 233-2675	City Council Appointee	
		Work Home		
		Work Home		
		Work Home		
		Work Home		

COMMISSION TRAINING

Name of Commission:

Commission Training during Fiscal Year 1995, September 30, 1994 through October 1, 1995:

TITLE OF TRAINING WORKSHOP AND SPONSORING ORGANIZATION	DATE AND LOCATION	COMMISSIONERS WHO PARTICIPATED
CLG Workshop CLG Workshop	3/11/95 - Adel, IA 4/6/95 - Des Moines, IA	Rosie Peterson Rosie Peterson
NAAHP	4/95 - Indianapolis, IN	Rosalyn Middleton
IA Cooperative Preservation Consortium Workshop	6/26/95 Hawkeye Community College, Waterloo, IA	Rosie Peterson
National Trust Historic Preservation Workshop	7/30/95 Traer, IA	Rosie Peterson
Heritage Expo	6/9/95-6/10/95 Des Moines, IA	Sue Pearson Rosalyn Middleton