

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – JANUARY 20, 2009– 5:00 P.M.
MOLLENHOFF CONFERENCE ROOM – CITY HALL**

Vice-Chairperson Quirk called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 5:03 p.m.

Commission Members in attendance were: Berry, Morgan, Ottesen, Olsson (5:06 p.m.), Potter and Quirk.

Commission Member(s) absent were: Anderson, Brockway and Newton.

Also present was staff members Tim Andera and Adam Poll.

Approval of Minutes

Motion made by Potter, seconded by Quirk to approve the minutes of the November 18, 2008 regular meeting. Motion carried unanimously.

Approval of Agenda

Motion made by Morgan, seconded by Quirk to approve the agenda with an addition to Discussion Items/Possible Action Items that an update on the Rath Administration Building restoration be provided every month, as well as adding an agenda item to discuss possible future projects for the Historic Preservation Commission. Motion carried unanimously.

Reports

1. Main Street

Ottesen gave the Main Street report noting that Sindee Kleckner has been hired as the new director of Main Street Waterloo, and she is expected to begin her job in the near future. Ottesen also noted that there have not been many Main Street Board reviews over the winter, but expects things to pick up as the weather warms.

2. Silos and Smokestacks

No report this month.

3. Grout

Olsson gave the Grout Museum report, noting that the new Five Sullivan Brothers, Iowa Veterans Museum opened up in November, and the festivities for the grand opening went great. Olsson also noted that the Grout is planning a year long celebration for the 2009-year, marking the 200-year anniversary of Abraham Lincoln's birth.

Public Hearings

1. Election of a Chairperson and Vice-Chairperson for the 2009 Calendar Year.

Motion made by Potter, seconded by Morgan to elect Quirk as the Chairperson for the 2009 Calendar Year. Motion carried unanimously.

Motion made by Potter, seconded by Morgan to elect Berry as the Vice-chairperson for the 2009 Calendar Year. Motion carried unanimously.

Discussion Items/Possible Action Items

1. Iowa 2008 Certified Local Government (CLG) Annual Report.

Andera noted that every year, the State requires that the Historic Preservation Commission submit a CLG Annual Report to provide an update on any changes within the Commission, as well as summarizing Commission actions over the calendar year. Andera noted that last year, the report needed to be signed by the mayor, and once the Commission provides comments for the report, it would be forwarded on to the City Council for the mayor's signature, and then sent to the state.

Andera questioned if any of the Commissioners attended any seminars or workshops during 2008. Ottesen noted that he would check and see if there were any seminars that he attended, and let Andera know. Other Commissioners noted that they did not attend any seminars or workshops. Olsson noted that she helped the Grout Museum with the "Old Homes Tour" during August.

2. Historical Preservation Ordinance and Guidelines Revision

Andera noted that he had received an updated copy of the Historical Preservation Ordinance in November, and it was planned to review the revision at the December meeting, however, that meeting was postponed. Andera noted that Chris Wendland made some changes to the last version of the Ordinance that was reviewed in November of 2008. Andera noted that Wendland included a definition for "landscaping" in the Ordinance, and noted that he questioned if "flowers" should be excluded from that definition, noting that plantings that are wood, such as shrubs, bushes and trees can be regulated. Commission members agreed that "flowers" should not be included as a part of that definition.

Andera noted that Wendland removed the definition of "material change in appearance", noting that it effectively could make all changes in appearance to be material changes. Andera noted that Wendland therefore made a new definition for "change in appearance" and tagged the indication of possibly materially changes to the end. Andera noted that Wendland notes that this manner of handling clarifies that the Commission would have the ability to make determinations of what is or is not a material change. Olsson noted there are still some other areas in the Ordinance that still list "material change in appearance", and questioned if this needs to be changed to keep the wording of the Ordinance consistent, and requested further clarification on the matter.

Olsson noted that she did have a concern with the definition for “preservation district”, noting that it seemed too restrictive, specifically noting that preservation districts are intended to be less restrictive, and requested that the definition be reexamined.

3. Historical Preservation Attendance Rates for 2008

Andera noted that every year he hands out a graph depicting the attendance rates of the HPC Commissioners for the corresponding year. Ottesen noted that the expiration dates of the acting Commissioners should be looked into to ensure that all terms are current. Andera noted that he would begin making requests to the mayor’s office for term limits.

4. Rath Administration Building Progress Update

Andera noted that Advanced Environmental continues to remove asbestos from the former administration building, noting that the majority of the basement area has been completed, and crews are beginning to work on the 1st and 2nd floors of the building. Andera noted that the asbestos needs to be removed by May 1, 2009, so that the building can be transferred MAKO Waterloo Corporation to begin restoration of the building to market it for Internet technologies.

Ottesen questioned if the building had been locally designated through the recent process that was heard by the State Historical Society and the National Park Service. Ottesen noted that the building needs to be designated locally in order for the HPC to review any exterior changes and restoration to the building. Andera noted that he would look into getting the correct City forms to begin the process, as well as checking with the architect for the restoration project to see if they have any objections in nominating the building locally.

5. Upcoming HPC Plans and Activities

Potter noted that the HPC needs to begin organizing plans and reservations for this years Historical Preservation Awards Ceremony that takes place in late May. Potter noted that the ceremony planning and the actual ceremony itself seemed rushed last year. Potter noted that she wants this years ceremony to be well planned out in advanced.

Hearing no further discussion chairperson Olsson adjourned the meeting at 6:04 P.M.

Respectfully submitted,



Tim Andera,
Associate Planner
Staff to the Commission