

WATERLOO HISTORIC PRESERVATION COMMISSION
Special Meeting – February 2, 2017– 4:30 P.M.
Mollenhoff Conference Room, City Hall

Ottesen called the special meeting of the City of Waterloo Historic Preservation Commission meeting to order at 4:35 p.m.

Commission Members in attendance were: Ottesen, Jenson, Jaacks, and Price.

Commission Member(s) absent were: Orlando, Stevens, and Linda.

Others Present: John Dornoff, Adrienne Miller, Chris Western – Planning Staff; Noel Anderson-Community Planning & Development Director; Pat Morrissey – City Council Representative.

Goal Setting Special Meeting

Basics of Goals

- Goals need to be S.M.A.R.T.
 - S – Specific
 - M – Measurable
 - A – Have Accountability
 - R – Reasonable
 - T - Have a time period

Mission Statement

- Ottesen read the mission statement from the HPC binder
- Discussion on whether the statement is enough
- Price asked if the commission actually works with citizens.
- Anderson talked about the new agreement with Walnut and noted that historic preservation is part of their goal.
- Should the committee work on getting more incentives from the federal, state, and local level?
- Morrissey talked about the changes in buildings such as porches that need to be reversed and can something be done about those.
- Anderson discussed illegal splits, and what the city has done to take care of that problem. Waterloo is also number one in 657As which is the city taking over abandoned properties.
- Morrissey asked about a low-interest loan fund to protect and save homes.
- Anderson also said that the commission needs to have a specific project if it is going to ask for funding
- Ottesen mentioned that one of the cities in the packet talked about having a small fund for yearly operations.

Creating Partnerships and Alliances:

- Ottesen noted that he would be talking to the Grout board about partnerships.
- What are the end objective of creating these alliances?
- What are some other organizations to partner with?

- Library, Neighborhood Associations, UNI, Cedar Valley Historical Society, Relators, Cedar Valley Alliance, and Banks
- Anderson explained after the Rath Bankruptcy the city had a loan fund, while primarily focused on small business it also helped homeowners. He also noted that the fund was in the green and with loans being paid back but the city took the funding. Anderson also noted that it would not be a problem for the commission to create alliances.

Goal Idea: In the coming year the commission should identify organizations for alliances and create one or two per year.

Identify, Evaluate & Protect:

- Should focus for now on Church Row, Triangle, and Walnut
- Church Row is meeting the third Tuesday of the month at 6:30pm at the First United Methodist Church at 4th and Randolph.
- Anderson noted that the Walnut Neighborhood Study will be updated if CIP is approved so commission should be present at February 27th city council meeting to testify in favor of the budget.

Goal Idea: Set a goal of one or two neighborhoods being designated in the next 5 years

Education/Community Outreach/Communication:

- Important part of goal is to communicate with the public
- Ottesen mentioned Orlando's plan to have student art contest for this year's awards banquet.
- Continue the awards program.
- Ottesen also mentioned the article he had published in the Courier
 - How many articles should we plan on? Every month or every other month?
- Educate new council members on the importance of historic preservation.
- Should commission have subcommittee to communicate with partners

Goal Ideas: To have at least two articles published in the Courier in 2017, to create subcommittee to communicate with partners, and look at schools for support during Historic Preservation Month.

Funding:

- Develop a relationship with the Community Foundation. They discussed having an account there for contributions.
- Work on grant applications.
- Anderson mentioned that the city is working on getting more flex funds from nuisance. Anderson also explained the budget process in the city.

Goal Ideas: Continue to work on grant applications, work on Community Foundation Relationship, look for other sources of funds.

Internal Development:

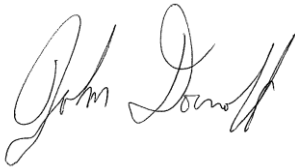
- Dornoff noted that most of the Historic Preservation Goals he looked over had a goal to develop internally which not only meant to educate the commission in addition to creating a pipeline for new commissioners to avoid the problems of the same people having to serve to much and facing burnout.
- Paula Mohr from the state said that the commissioners need to have continuing education such as going to conferences.
- Should the commission look to other areas to see about examples and other input they would have.

Follow up:

Jenson will go through the goals and develop them then the commission can create action plans.

Ottesen adjourned the meeting at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "John Dornoff". The signature is written in black ink and is positioned above the typed name.

John Dornoff
Planner I