

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – FEBRUARY 17, 2009– 5:00 P.M.
MOLLENHOFF CONFERENCE ROOM – CITY HALL**

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 (5:14 p.m.), Brockway, Morgan, Ottesen, Olsson (5:06 p.m.), Potter and Quirk.

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

Also present was staff members Tim Andera and Adam Poll.

Approval of Minutes

Motion made by Potter, seconded by Olsson to approve the minutes of the January 20, 2009 regular meeting. Motion carried unanimously.

Approval of Agenda

Motion made by Potter, seconded by Olsson to approve the agenda as submitted. Motion carried unanimously.

Reports

1. Main Street

Ottesen gave the Main Street report noting that the new director for Main Street Waterloo, Sindee Kleckner has begun. Ottesen noted that the new director is from Appleton, Wisconsin, and previously worked as a municipal employee for the community. Ottesen also noted that he is the Chairperson for the Main Street Design Council, and the review board has heard recent requests for a new boutique that will go into the space that formerly housed Home Comforts, as well as a new restaurant named Barbados, that will be in the space at the southwest corner of East 4th and Lafayette Streets where Southern Soul Club used to be. Ottesen also noted that a lot of interest has been expressed at Design Review meetings by downtown property owners that tax credits would greatly benefit the downtown area, and a historical survey would need to be completed to see which buildings would qualify as historic. Ottesen noted that it would be beneficial and important that a grant is secured to hire a consultant to complete the survey.

2. Silos and Smokestacks

Andera noted that he received an e-mail from Candy Streed, as she was unable to attend the meeting, which noted that on February 24, 2009, Silos and Smokestacks would be hosting an informational session to learn about the grants that Silos and Smokestacks has available. Andera noted that the seminar will teach attendees the purpose of each Silos programs, as well as how to make a successful proposal.

3. **Grout**

Olsson gave the Grout report, noting the first meeting of the year was held for this upcoming Old House Tour in late summer of this year. Olsson noted that organizers of the event are looking for homes for the tour.

4. **Rath Administration Building Project Update**

Andera noted that Advanced Environmental is still working on asbestos removal from the building, and recently, the basement portion of the building has been completed. Andera also noted that the developer for the project is currently seeking out project manager for the restoration of the building. Andera also noted that the City has spoken with the United Way and the Northeast Iowa Foodbank about possibly leasing space in the building once it is complete for new office locations, as well as trying to consolidate those organizations under one roof.

Public Hearings

No Public Hearings this Month.

Discussion Items/Possible Action Items

1. **Historical Preservation Ordinance and Guidelines Revision**

Olsson noted that at the previous HPC meeting in January, she addressed the question that there are still some other areas in the Ordinance that still list “material change in appearance”, noting that the definition was removed by Chris Wendland in his proposed Ordinance changes. Olsson questioned if “material change in appearance” should still be listed in other sections of the Ordinance, or should it be removed to keep the wording throughout the Ordinance consistent. Wendland noted that “material” is listed within the Ordinance, as it is an appropriate term to be used, as most historic reviews heard by the HPC have to do with a request to change materials, and keeping “material change in appearance” in other sections of the Ordinance should not cause any problems in the future.

Wendland questioned the HPC if they had additional changes to the definition for “landscaping” that was added into the Ordinance. Commission members noted that they had no additional changes to the definition. Wendland noted that the Commission has the capability to make rational decisions when the Ordinance does not specifically cover a request, and landscaping can be a gray area. Wendland noted that landscaping is looked at such as hardscaping, berms, fences, etc. and landscaping such as flowers or other smaller plantings should not be taken into consideration.

Wendland noted that the minutes from the January 20, 2009 meeting noted that Commission members expressed concerns that the section detailing “preservation districts” appeared too strict, noting that the HPC is aiming to have “preservation districts” be less restrictive than “historic districts”. Wendland suggested that the it be made clear in the Historic Preservation Ordinance that a “preservation district” is less restrictive than a “historic district”, and supplement what’s in the Ordinance by attaching

Guidelines to “preservation districts”, noting that the HPC can amend the Guidelines without needing an official review by the City Council.

2. 2009 Annual Awards Ceremony

Andera noted that the annual awards ceremony would be coming in May, and suggested that the Commission get a head start on finding award recipients well in advance of the ceremony.

Potter suggested that an article be published in the Courier to notify readers that the HPC is looking for nominations. Andera noted that he has drafted up an application for the awards ceremony, however, it has not been used yet. Olsson noted that she had concerns with that application being too strict, and would rather have nominations brought directly to the HPC to make a decision on whether or not the nominee qualifies.

3. Historic Preservation Commission Activities/Projects

Morgan noted that she would like to see more of Waterloo’s historic past included in tourism promotion of the area. Morgan suggested that historic preservation activities, events and promotions be included on the City webpage, as well as brochures being published and placed throughout different locations within the community. Andera noted that the City webpage is being redone, and hopefully, the new website will be up and running this spring. Commission members noted that buildings listed on the National Register of Historic Places be shown on the webpage, as well as which building are designated locally.

Brockway suggested that the Commission organize a tour of downtown buildings, detailing the history of a particular building or site. Brockway suggested that the tour be held in conjunction with the My Waterloo Days festivities, and noted that he would make contact with the director of the festivities. Brockway also suggested that MET Transit be contacted about the possibility of using their trolley for the tour. Andera noted he would get in contact with MET about using the trolley.

Ottesen noted that it is important that the HPC seek out grant opportunities that can be used for HPC projects, as well as educational activities for Commission members.

Hearing no further discussion chairperson Olsson adjourned the meeting at 6:08 P.M.

Respectfully submitted,



Tim Andera,
Associate Planner
Staff to the Commission