

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – FEBRUARY 20th, 2007 – 5:30 P.M.
MEETING ROOM B, WATERLOO PUBLIC LIBRARY**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 5:31 p.m.

Those in attendance were Anderson, Brockway, Morgan, Newton, Etheredge, Ottesen and Quirk. Also present were staff members, Tim Andera and Candy Streed of Silos and Smokestacks.

Morgan gave a brief introduction of Brandon Brockway, the newest Commission member to the Historic Preservation Commission and that he works with the Cedar Falls Historical Society and has a great passion for historical preservation and history. Brockway noted that he is very excited to be apart of this commission and looks forward to working with the Commission.

Approval of Minutes

Motion made by Newton, seconded by Quirk to approve the minutes from the January 16th, 2007 regular meeting as submitted. Motion carried unanimously.

Approval of Agenda

Motion made by Morgan, seconded by Quirk to add potential Phil Thomason revisit as Discussion Item number 4(a). Motion carried unanimously.

Reports

1. Main Street

Ottesen gave the Main Street report, noting there was a presentation of the Expo Grounds area at the last board meeting. Ottesen also noted that State architects were at the last Main Street meeting as well, giving assistance and comments on current and future Main Street developments.

2. Silos and Smokestacks

Streed gave the Silos and Smokestacks report and handed out a brochure on the upcoming SSNHA Annual Conference to be held April 10th through the 11th at the Five Sullivan Brothers Convention Center. Streed noted that there would be workshops and seminars educating the participants, as well as two keynote speakers. Streed also noted that there would be a Living Landscapes Partner Dinner on the evening of April 10th to show the regions appreciation of partners in the SSNHA.

3. Grout Museum

Streed noted that it is planned to have the official groundbreaking for the new museum addition to happen on March 2nd or 3rd. Andera noted that permits have been issued from the Building Department and construction is ready to begin soon.

Public Hearings

- 1. Approve a cost share with Silos and Smokestacks to purchase another Preserve America road sign for \$150 with half the funds coming from the Historic Preservation Commission's General Fund**

Streed noted that Silos and Smokestacks would be able to provide half the funds for one new Preserve America road sign, which costs \$150. Morgan also noted that Matt Boyd of the Highland Neighborhood Board is also interested in doing a cost share with the Historic Preservation Commission to place one new road sign at the entrance to their neighborhood. Andera noted that he had recently talked with Gary Wheat, Director of the Waterloo Conventions and Visitors Bureau, and he noted that the bureau is able to contribute \$150. Andera noted that he had talked to another sign company in Idaho, which makes larger versions of the signs that could be used on high-speed roads and be more visible to motorists.

Motion made by Etheredge, seconded by Quirk to approve a cost share agreement between the Waterloo Historic Preservation Commission and Silos and Smokestacks with each organizations share not to exceed \$75. Motion passed unanimously.

- 2. Approve a Memorandum of Agreement between the Iowa State Historic Preservation Office, the City of Waterloo, and the Waterloo Historic Preservation Commission for the demolition of the R-1 and E buildings and redevelopment of the site at 400 Westfield Avenue, John Deere Westfield Plant for the establishment of the Cedar Valley Techworks.**

Motion made by Newton, seconded by Quirk with the amendment to the Memorandum of Agreement to allow for the Grout Museum to walk through the buildings of proposed demolition and remove any items that they would feel hold some historical significance and could be used for a Grout exhibit. The motion carried 5-1 with Etheredge voting against.

Discussion Items

- 1. Kingbard/Highland Walking Tour**

Morgan noted that she had talked to Sue Pearson and she is interested in presenting what she has compiled so far on the Highland Neighborhood Walking Tour. Morgan noted though, that Pearson has been ill for some time now and is unable to work. Morgan noted that Pearson has compiled a film, history of the houses, and who lived in particular homes in the neighborhood. Morgan noted that once Pearson is able to present, she would contact Morgan.

Morgan noted that she had talked to Ryan Malecek and he is interested in helping out with the Kingbard Walking Tour, and he also noted that signs from Signs and Designs were as low as \$5 per sign. Malecek also noted to Morgan that residents on the original

list should be contacted to see if they are still interested in participating in the walking tour. Andera noted that he would get a letter sent out to the properties listed on the inventory sheet. Newton noted that she has been trying to contact Kevan Cortright to see if he is interested in donating funds to the project in terms of signage, but he is currently out of the office. Etheredge noted once a booklet is created, it could be mailed out with the Main Street or Grout Museum newsletters. Streed also suggested that a posting be put on the City webpage to advertise the tour.

2. Historical Preservation Financial Report

Andera gave the financial report noting that from the previous financial statement, the funds in the account have gone up due to principal gained on the existing funds. Etheredge noted that it should possibly be looked at using the \$150 from the Convention and Visitors Bureau towards the purchase of a larger road sign and take the rest of the remaining amount from the Historic Preservations Fund. Andera noted that he would contact Gary Wheat from the Convention and Visitors Bureau to see if his organization is still interested in providing the money for the cause.

3. Revision of the Historical Preservation Ordinance

Andera noted that he had been sending e-mails to Morgan with draft Conservation Overlay Ordinances provided by Phil Thomason, as well as a Conservation Overlay description that Andera had found on the Internet. Morgan noted she had not heard from Olsson and she would contact her to begin getting the subcommittee together for revision of the existing Historical Ordinance. Andera provided Morgan with a copy of Dubuque's guidelines for streetscapes and landscapes for one of its five historic districts.

4. Review Resolution of Approval for the Historic Preservation Plan

Motion made by Etheredge, seconded by Morgan to approve the Resolution of Approval for the Historic Preservation Plan as submitted. Motion carried unanimously.

a. Review allocating funds from the Historic Preservation Commission fund for a return visit by Phil Thomason to present to the City Council.

Andera noted that Thomason originally presented the final plan to the community on September 25, 2006. Andera noted that unfortunately, it was on a Monday evening, and Council members were unable to be there due to having a Council meeting that night. Andera noted that the contract that was signed with Thomason was not to exceed a certain payment amount and he was contracted for three visits to the area. Andera noted that both those areas of the contract have been met. Newton questioned how important it is for Thomason to come back and present. Anderson noted that he would have the most knowledge on the plan and be better prepared to answer questions from City Council members that arise. Andera noted that Thomason also noted that he would have time in either April or May to present to the Council if the month of March does not work. No decision was made on allocating any money from the General Fund.

5. National Register of Historic Places Workshop

Andera noted that on April 27 in Washington, IA, as well as May 11, and October 26 in Des Moines, the State Historical Society of Iowa will be holding a National Register of Historic Places workshop. Andera noted to the Commission this would be an excellent chance to further Commission members education on historical guidelines. Andera noted that the particular conference being held in Washington has a tour of a proposed historic district on their agenda for that day and noted that this closely relates to the City's recently finished Historical Comprehensive Plan, noting the plan has a big focus on creating new historic districts.

6. Update on the CLG/Main Street Conference

Etheredge gave the update, noting the date of the conference had been moved up to Thursday, June 14, and Friday, June 15, 2007. Etheredge noted there is a Carrara and Vitrolite glass workshop to be held at Newton's Jewelers. Etheredge also noted there would be a Historic Barns course, as well as information on Historic Tax Credits.

Hearing no further discussion chairperson Ottesen adjourned the meeting at 6:33 P.M.

Respectfully submitted,

Tim Andera
Associate Planner
Staff to the Commission