

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

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 5:27 p.m.

Those in attendance were Olsson, Morgan, Newton, Etheredge, Ottesen and Quirk. Also present was staff member, Tim Andera and Matt Boyd of the Highland Neighborhood Board.

Approval of Minutes

Motion made by Newton, seconded by Quirk to approve the minutes from the February 20th, 2007 regular meeting as submitted. Motion carried unanimously.

Approval of Agenda

Motion made by Morgan, seconded by Etheredge to approve the agenda as submitted. Motion carried unanimously.

Reports

1. Main Street

Etheredge gave the Main Street report noting that on May 12, 2007, Main Street will be having “Festivus, Come Clean with the Rest of Us”, which will be a day from 9 a.m. to 2 p.m. dedicated to cleaning up trash, as well cleaning up sidewalks and having the 4th Street bridge hosed down by the Waterloo Fire Department. Etheredge noted that they are still searching for volunteers and block captains, and also noted that the Department of Corrections has donated the time of some individuals to help with the clean up as well. Etheredge also noted that same day as well, Main Street will be hanging up flower baskets along East and West 4th Street and DC Industries has donated the use of a lift and operator to assist with the project.

2. Silos and Smokestacks

Newton gave the Silos and Smokestacks report noting she recently heard that the director of the Preserve America program may possibly speak at Silos and Smokestacks annual conference to be held in April in Waterloo.

3. Grout Museum

Etheredge gave the Grout Museum report noting that Park Avenue has been closed down between Washington Street and South Street and digging has begun for the new 5 Sullivan Brother/Iowa Veterans Museum to be added onto the existing Grout Museum.

Public Hearings

- 1. Request by Robert Sauls for a Certificate of Appropriateness to replace the flat roof on the south side of the house at 326 Highland Boulevard with a 24” elevated shed roof.**

Andera gave the staff report noting that the applicant is requesting approval of a Certificate of Appropriateness for the purpose of constructing a 24” shed roof on the south side addition of the home, which currently has a flat roof. Andera noted that the house is rated at a “C” structure for architectural significance and is rated at an “A” for historical significance. Andera noted that according to the 1987 survey, both roofs on the one-story wings of the house were originally flat roofs; therefore the wing on the northern portion of the house has already been modified. Andera also noted that the Secretary of the Interior’s Standards for Rehabilitation stress the importance of preserving the roof’s shape due to the fact that a roof can help define the house’s overall historical character. The applicant did not show up for the public hearing and Commission members noted this is the third time this individual has not shown for this request. Etheredge noted that the Commission wants to see the material that the applicant plans to use, and noted in the past, since the applicant has not shown up, this is a main reason for the Commission tabling the request. Newton noted that she would like to see the overall plans the applicant has for the house so in the future, if they applicant has more plans for the home, that a Certificate of Appropriateness can issued for all the work to be done instead of issuing one at a time. Andera noted when he went to take pictures; it appeared the house was empty. Matt Boyd of the Highland Neighborhood Board noted that the house has been vacant for some time now. Etheredge noted that possibly the individual can bring the material he plans on using to Andera’s office, and he can bring them to the meeting if showing up for the meeting is a conflict with the applicant’s time.

Motion made by Newton, seconded by Quirk to table the request indefinitely until the applicant is able to be present and provide examples of the materials to be used. Motion carried unanimously.

- 2. Approve a cost share agreement with the Waterloo Conventions and Visitors Bureau in the amount of \$150 to put towards the purchase of one or more Preserve America road signs with the remaining amount of costs coming from the Historic Preservation Commission’s general fund.**

Motion made by Olsson, seconded by Etheredge to approve the cost share agreement with the Waterloo Conventions and Visitors Bureau with the condition to purchase one or more Preserve America signs with a size and location to be determined at a later date. Motion carried unanimously.

- 2. Approve a cost share agreement with the Highland Neighborhood Board for the purchase of one 24”x 30” Preserve America road sign for \$150 with half of the funds coming from the Historic Preservation Commission’s general fund.**

Matt Boyd was there on the behalf of the Highland Neighborhood Board and noted that he originally thought the new sign would be specific to just the Highland Neighborhood. Andera noted the Preserve America road sign says, "Welcome to Waterloo, A Preserve America Community." Andera noted there is a sign company from Idaho that makes the graphics only for \$55 and ships that to the community where a local sign shop could make the signs. Boyd and other Commission members questioned if a template is used to make a sign, can the wording be changed so it says, "Welcome to Highland Historic District", or something similar. Andera noted he would contact someone with Preserve America to see if the wording can be altered.

Motion made by Etheredge, seconded by Olsson to table the request until it is determined if the wording on the Preserve America sign can be changed to be specific to the Highland Neighborhood. Motion carried unanimously.

Discussion Items

1. Kingbard Walking Tour

Andera noted that at this time, there are currently nine homeowners who are interested in participating in the walking tour. Andera noted he sent out another letter clarifying that the walking tour would strictly be from the sidewalk and nobody would be entering the person's home. Andera also noted that a source of funding has not been located yet and the tour will probably not happen in late May or early June as anticipated. Etheredge noted that it should be looked at to hold the tour the Sunday right after the Tour of Homes, which will take place in August. Ottesen and Etheredge also noted that August is National Architects Month and it can be looked at to include the walking tour with some of the planned activities for that month.

2&4. Revision of the Historical Ordinance/Conservation Overlay Discussion

Olsson noted at this time, she and the subcommittee have been looking at the possibility of identifying potential historic or conservation districts, but also noted that there are many possibilities and will take some time to get the districts into place. Olsson noted if the Commission had any thoughts on what guidelines should be for conservation overlay districts, questioning if all the conservation districts should have the same requirements, or should there be different requirements for different neighborhoods. Olsson noted some of the example criteria required for an overlay district would be who had lived there previously, what events took place in the neighborhood, or who was the architect for the majority of the homes in the neighborhood. Ottesen noted that neighborhoods being considered for conservation overlay districts should meet some of the criteria mentioned, as well as other conditions. Olsson noted that Andera should get into contact with SHPO to see if they would be able to provide typical guidelines for conservation overlay districts in Iowa.

3. Review definition of a Historical Structure as defined in the Waterloo Zoning Ordinance No. 2479, and determine if any changes are needed.

Andera noted that currently, the Waterloo Zoning Ordinance is currently getting revised in some areas, and Aric Schroeder, who is revising the Ordinance, noted that the definition of a historic structure should be brought before the Commission to see if they want to change the definition. Etheredge noted she felt the definition was still fine, and should not be change, with other Commission members feeling the same way as well. Ottesen noted that Historic Structure is numbered at 67a in the definitions section and questioned why this is, instead of being number 68. Andera noted he would question Schroeder about the numbering to see if will be changed with the revision of the Ordinance.

Etheredge submitted her resignation from the Historical Preservation Commission after serving six years, and noted she was happy with the time she spent with the Commission and is still interested in being apart of the Kingbard Walking Tour. The Commission members thanked her for her service. Etheredge also noted she has some items she initially received when she started her tenure that she needs to return.

Hearing no further discussion chairperson Ottesen adjourned the meeting at 6:25 P.M.

Respectfully submitted,

Tim Andera
Associate Planner
Staff to the Commission