

**WATERLOO HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING – MARCH 31, 2009– 11:45 A.M.  
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Quirk called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 11:49 a.m.

Commission Members in attendance were: Andera, Berry, Olsson, Ottesen and Quirk.

Commission Member(s) absent were: Brockway, Morgan, Newton and Potter

Also present was staff member Adam Poll and Glenda Berry

**Approval of Agenda**

***Motion made by Olsson, seconded by Berry to approve the agenda. Motion carried unanimously.***

**Discussion Items**

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

Olsson asked if the Ordinance had been sent to the state for their thoughts. Andera responded that he was waiting for the guidelines to be completed before he sent the ordinance to the State. Olsson added that the timetable for the completion of the guidelines was unknown and it may be a good idea to have the state look at the latest version of the Ordinance. Berry, Ottesen and Quirk agreed. Andera said that he would send the most recent version of the ordinance to the state.

Olsson then began her appraisal of the Guidelines. She asked staff to add a table of contents in outline form based upon the outline constructed for the guidelines. Poll said he would add it before the next meeting. Olsson continued and noted that in the “Intent and Purpose” section of the Guidelines, it often refers to “historic districts”. She believed as the Historic Preservation Commission dealt with “historic districts” as well as “preservation districts” that the wording could be confusing. Ottesen agreed and suggested that the wording be changed to read “locally designated districts” Olsson also suggested that we include “landmarks” as well, as some landmarks may not be located within a designated district.

Commission members then discussed various wording changes and the overall order of the Guidelines. Olsson suggested that possible exceptions listed in the Guidelines be listed after the section they apply. Berry noted that some of the listed exceptions appear to be somewhat dated and that the Commission should review the exceptions before the Guidelines are approved. Olsson then noted that several definitions appeared in the Guidelines and suggested that all the definitions be moved to a separate appendix that will be found attached to the Guidelines.

Andera suggested that the Guidelines did not adequately mention historic barns and suggested that a paragraph might be devoted to them in the next revision. Berry

agreed and mentioned that outbuildings such as carriage houses were also not mentioned. Andera suggested that these structures be added to the definitions section. Olsson and Ottesen then noted that row houses and double houses would have to be defined as well.

Berry then inquired about the lack of reference to landscaping in the Guidelines. Quirk noted that there was a section in the Ordinance that covered landscaping and Olsson added that further details would be added later in a section of the Guidelines that was yet to be written. Berry also inquired about whether the City would allow various exceptions to the City of Waterloo Building Code in order to maintain historic accuracy. Andera noted he would have to check with the Building Official.

Glenda Berry asked whether new locally designated districts would need to be approved by a majority of the property owners in an area, or simply a majority vote of those at a neighborhood meeting or something similar. Andera noted that currently the Ordinance requires 51% of the property owners need to be in favor of establishing a new district. Berry and Quirk suggested that the commission talk to other cities and inquire how they set up new districts. Andera noted he would ask the state historic office. Ottesen recommended waiting to send the Ordinance to the state till after this is addressed. The commission was in agreement.

### **Non-Agenda Items**

Quirk noted that there was an article in the Des Moines Register that detailed how historic preservation created jobs and asked Poll to distribute copies to the City Council. Quirk also inquired as to the status the “salvage barn” idea that was addressed in the March 17, 2009 Meeting. Andera noted that he was in the process of setting up a time to discuss the idea with the Mayor and City Council.

Poll reminded everyone to bring in suggestions for award nominations. Quirk recommended that we discuss the architects who designed the UNICUE building located at 800 Sycamore.

*Hearing no further discussion chairperson Quirk adjourned the meeting at 12:49 P.M.*

Respectfully submitted,

Adam Poll,  
Associate Planner  
Staff to the Commission