

**WATERLOO HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING – APRIL 12, 2005 – 5:00 P.M.  
MOLLENHOFF CONFERENCE ROOM – CITY HALL**

Chairperson Malecek called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:00 p.m.

Those in attendance were Ottesen, Malecek, Olsson, Etheredge, Reagle, and McKean. Also in attendance were staff member Morgan Hoosman, community member David Deeds, and Candy Streed with Silos & Smokestacks.

**Approval of Minutes**

It was noted there were errors in the minutes.

*A motion was made by Olsson to approve the minutes of the March 22, 2005 regular meeting with the correction of errors. Seconded by Reagle, and passed unanimously.*

**Approval of Agenda**

It was stated that David Deeds would like to add Historic Preservation Contractor/Vendor Listing as a discussion item.

*A motion was made by Maar to approve the agenda as amended. Seconded by Reagle, and passed unanimously.*

**Reports**

**Silos & Smokestacks Report**

Streed stated Silos will be holding their annual conference on May 3-4 in Waterloo. Streed noted there will be a session on barn preservation activities, and this upcoming summer there will be interns available to assist with the survey of barns in Black Hawk County. Streed also noted the conference would include a session for strategic planning for National Heritage. Streed also suggested the Commission become involved with the Prairie Pathways program as a part of the downtown Riverfront Renaissance trails project, and there are funds available to implement wayside historic sites signage. Streed asked for ideas for countywide preservation organizations to work with the interns.

**Main Street**

Ottesen stated the Old House Fair was discussed, and the Tour was scheduled for September 22<sup>nd</sup>. Ottesen noted they are looking at 12 potential buildings for the tour and a band at the final site. Ottesen stated there was a couple of design review items also approved.

**Grout Museum**

There was no report this month.

**Waterloo Historic Preservation Fund**

There was no report this month.

### **Discussion Items**

#### **Historic Preservation Contractor/Vendor List**

Deeds suggested the Commission look at creating a listing of preferred contractors and vendors who would agree to abide by the Waterloo Historic Preservation Ordinance and Design Guidelines. Deeds also suggested that contractors who do work on locally designated properties or districts could donate half of the proceeds to the Waterloo Historic Preservation Commission. Malecek stated the Commission would not be able to specify vendors, or take donations from those vendors. Malecek noted the Highland neighborhood would like to see a list of contractors and vendors who provide goods and services to historic homes. Reagle suggested holding a training for all contractors to learn more about historic preservation. McKean stated he has been working on scheduling a presentation with the local association of builders. Streed stated the National Park Service provides a list of contractors or vendors, and she will try to obtain the information for the Commission. Hoosman suggested the Commission could hold trainings for contractors and vendors, and those who complete the training would receive a certification from the Commission. The certified contractors would agree to work under the design guidelines when working on historic homes. Streed suggested to partner with the State Historic Preservation Office to conduct the trainings, and also to obtain ideas at the event in Dubuque in May.

#### **Historic Preservation Commission Retreat**

Malecek suggested the Commission schedule a half-day event on a Saturday meeting to strategize an annual plan. Malecek asked the Commissioners to let Hoosman know what Saturdays in the month of June do not work for them.

#### **Subcommittees Meeting Dates & Times**

Hoosman stated with the Commission adopting subcommittees, and entire Commission should only meet once monthly with subcommittees also meeting monthly, if necessary. Hoosman stated staff would need to know the dates and times the subcommittees decided to meet in order to post public notice in the Clerk's office or reserve rooms. Hoosman also noted the room conflicts with meeting in the Mollenhoff Conference Room and suggested holding regular meetings outside of City Hall. Commissioners expressed a need to stay at City Hall for the convenience of general public. Hoosman stated she would look further at room reservations. Reagle stated the Commission will need to follow-up on a regular basis with each subcommittee. Malecek stated each subcommittee could submit a brief report each month in writing to the entire Commission. Malecek stated the comments will be due to Hoosman the Wednesday the week before the meeting. Etheredge questioned how the Commissioners could update the website, so events could be posted. Hoosman stated the Commission could place information on the website and staff would follow-up with public library staff who oversees the city website.

## **Historic Preservation Month Activities**

Malecek stated the Commission should finalize the plans for the Historic Preservation Month activities, which include three events: awards for historic preservation activities, public service announcements, and a walking/driving tour of historic homes. For Awards for Historic Preservation Activities, the Commission discussed what categories would be used to present awards for historic preservation activities and how individuals/groups would be nominated. The Commission discussed potential nominees for awards. Streed suggested modeling the categories from the National Trust annual awards. Malecek stated he would create a list of categories by the end of the week and Commissioners should submit ideas for each category by the next meeting. For Public Service Announcements, Malecek also stated he would be working with Waterloo Main Street to create public service announcements on the local radio and newspaper. For a Walking/Driving Tour of Historic Homes, Malecek stated he has created a list of architecturally significant homes in the Kingbard Boulevard & Columbia Circle area, and he will determine which homes will be included. Etheredge stated the Commission should obtain permission from homeowners, and set guidelines for tour goers. Malecek stated he will ask designated homes to place a sign in the yard, and he is working to get a donation for the signs. Malecek stated he is looking to have a local business to provide a donation to pay for signage. Reagle noted the Commission should ensure that all donations to the any sponsored events are fair. It was suggested that a number of local businesses be approached to donate.

## **Historic Preservation Ordinance Revision**

Olsson stated the sections the subcommittee wanted comments or input from the entire Commission on the areas highlighted throughout the document in gray, and the rest of the document appeared acceptable to the subcommittee. The Commission discussed whether National Register properties should be also be local designated or the Commission should have justification over National Register properties. The Commission determined to further discuss the ordinance revision at the next meeting.

Hearing no further discussion chairperson Malecek adjourned the meeting at 6:40 P.M.

Respectfully submitted,

Morgan Hoosman  
Associate Planner  
Staff to the Commission