

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – AUGUST 18, 2009– 5:00 P.M.
WATERLOO PUBLIC LIBRARY – 405 COMMERCIAL ST**

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

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

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

Also present was staff member Adam Poll and Cindy Kleckner, Main Street Executive Director and Glenda Berry

Approval of Minutes

Motion made by Potter, seconded by Berry to approve the minutes of the June 16, 2009 regular meeting.

Approval of Agenda

Motion made by Berry, seconded by Potter to approve agenda. Motion carried unanimously.

Reports

1. Main Street

Ottesen gave a report on Main Street activities. He noted that Main Street was evaluating construction guidelines, and also that the tour de'loo was scheduled was occurring soon.

2. Silos and Smokestacks

Newton passed out a handout from Candy Streed, from Silos and Smokestacks regarding several grants they were giving out, as well as several other events sponsored by Silos and Smokestacks.

3. Grout Museum

No report was given.

4. Rath Administration Report

Andera reported that all the debris in the building as well as the asbestos has been removed and the building has been deeded to the developer. Quirk asked if the windows would be saved. Andera added that most of the windows have rotted beyond the ability to repair them, and would have to be replaced, however, as the building is applying for historic tax credits through the National Registrar of Historic Places, the windows would

have to be replicas of what is currently existing. Quirk then asked what the commission could do to assist the developer and volunteered to draft a letter stating the Commission's support of the project. Andera noted that he believed the letter was a good idea, and he would inquire if there were anything else that the Commission could do beyond a letter of support.

Discussion Items/Possible Action Item

1. 2009 Annual Awards Ceremony

Quirk noted that the awards ceremony this year was very well done and thanked everyone who had assisted in helping with the ceremony. Poll added that he was very pleased how it turned out, and especially the efforts put forth by several of the Commission members in particular. He also commented that in the future, it might be prudent to be more selective process in which to pick the award winners, as well as establish a date well in advance in order that more of the commission members might be able to attend. Quirk noted that the selection process needed to be better researched. Potter suggested that more communication with those that have been nominated as well as fewer awards on a yearly basis. Berry agreed, and stated it would be nice to have some pictures of the homes as well as some more extensive background available at the awards ceremony. Poll suggested setting the date before the end of the 2009. Potter suggested that we have the award ceremony in May. Potter also suggested that we continue publishing an article in the Courier asking for award nominations from the public, and then if too few of nominations are received, that the Commission would then propose nominations.

2. Attendance of Commissioners

Poll gave a report in regards to the attendance of the commissioners. He noted that Commissioners were required to attend 80% of the meetings in a 12-month period according to the Historic Preservation Ordinance. After some discussion, Poll noted that he would contact those Commissioners that did not meet this requirement and discuss the matter with them and inquire how the situation might be rectified. Potter noted that she was aware of some people that might be interested in serving on the commission. Andera added that if anyone knew anyone interested in serving on the commission, they should turn in an application to the City.

Ottesen noted that his and Olsson's terms were expired and that would need to be addressed as well. Quirk noted that Ottesen was the only architect on the Commission and that the Historic Preservation Ordinance called for at least one architect to sit on the board.

Newton added that she would be returning to Arizona for 6 months again this winter.

3. FEMA MOA activities-Potential historic preservation projects to be included under agreement

Andera reported on the status of the Memorandum of Agreement process and how the City was asked to draft a list of potential projects to mitigate the loss of the San Souci neighborhood as that had the potential of being a historic district. Andera suggested that a

Downtown Historic District Building Survey was completed. Poll inquired what the boundaries of this district would be. Andera said that had not been determined, but would probably end up being the Self supported Municipal Improvement District (SMID) boundaries that surround the downtown area and also act as the boundary for the Main Street area. Berry asked if this would be a locally designated district. Andera added that had not been determined as of yet, but if it was, both the new boundaries would overlap Main Streets, and more then likely Newton added that she was in support of this, but felt that the area would have to be marketed correctly, noting also that we should not limit the type of data collect by the title of our request, and that perhaps we should broaden the description to include not only a building survey, but a “survey of historic properties”.

Andera noted that the list we turn in would be more like a “wish list” and that the Commission should not limit themselves to just one or two ideas. Poll noted that the salvage barn idea should be included in the list, noting that funding may be difficult as it may take some time before the concept would be self sufficient and this would not seem to be the type of grant that would provide annual funding. Newton added that perhaps only 6 months of funding would be necessary before the salvage barn would become self sufficient. Andera asked what other areas of the community the Commission would be interested in completing a survey to create potential historic districts besides the downtown area specifically noting the Chruch Row area. Ottesen stated that the Historic Plan already listed several areas in order of priority and it would make sense to base our requests using that plan.

Newton then mentioned the possibility of a rural building survey that could create an agricultural historic district that would allow for new funding opportunities outside of traditional areas. Andera mentioned that many of these areas were covered under National Heritage Districts, as many times in these areas, historic districts cannot be created as there is little or no concentration of qualifying properties.

Newton then mentioned that she had recently obtained a great deal of information regarding the historic theaters in the downtown area and would be willing to share them with whomever would conduct the downtown survey. Andera noted that the he was aware of several people at the state level that are researching historic Iowa theaters that could use that information for their research.

4. Historical Preservation Guidelines revision

Chairperson Quirk noted that as the time was getting late, that perhaps this item should be discussed at the following meeting. The Commission agreed to table this item to the meeting on September 15. Poll suggested that we have a special meeting to make progress on this topic. After some discussion on dates, Potter suggested a meeting earlier in the day on September 15 at 8:00am, followed immediately by the normal meeting. Poll noted that there was a good chance that an applicant would be requesting a Certificate of Appropriateness and that applicant had been given a normal meeting time of 5:00pm. He added that he would schedule the 8:00am time, but if the applicant turned in their request, the normal meeting would have to be held at the normal time of 5:00pm on September 15th.

Hearing no further discussion Potter motioned to adjourn the meeting, Ottensen seconded. Meeting was adjourned the meeting at 6:12 P.M.

Respectfully submitted,

Adam Poll,
Associate Planner
Staff to the Commission