

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – SEPTEMBER 18, 2007 – 5:15 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 5:19 p.m.

Those in attendance were: Anderson, Berry, Morgan, Newton, **Olsson, Ottesen, Potter, and Quirk.

Those absent were: Brockway

Also present was staff members, Tim Andera and Don Temeyer.

Approval of Minutes

Motion made by Morgan, seconded by Quirk to approve the minutes of the August 21, 2007 Regular Meeting. Motion carried unanimously.

Approval of Agenda

Motion made by Olsson, seconded by Quirk to approve the agenda as submitted. Motion carried unanimously.

Reports

1. Main Street

Anderson gave the report noting that numerous projects were reviewed at the last Main Street meeting, as well as noting, a preliminary streetscape plan for East 4th Street Downtown was also looked at. Anderson also noted that the Main Street board is looking at the possibility of expanding the boundaries of their Main Street Review area. Currently, the district is bounded by Franklin Street on the north, Washington Street on the south, East 6th Street on the east, and East 3rd Street on the west. Ottesen noted that the Tour De' Loo is still planed for Thursday, October 11 from 5 p.m. to 9 p.m., as well as noting there will be a reception held at the Elks Club from 8 p.m. to 10 p.m.

2. Silos and Smokestacks

No report this month.

3. Grout

Olsson noted that the Old House Tour was held, and a total of 311 people toured through the homes that were listed, noting the tour was a great success.

Public Hearings

- 1. Review Draft Copy of MOA agreement for 93-97 Vinton Street and the Rath Administration Building completed by Tallgrass Historians with recent amendments suggested by the Historic Preservation Commission, specifically noting that the City of Waterloo continue to pursue an extension of the BEDI Grant, and that the Historic Preservation Commission conduct a public forum to gather public input for a possible reuse of the Rath Administration Building.**

Andera gave an overview of the changes recently made to the Memorandum of Agreement, noting that section A1 was added under “Stipulations”, noting that “the City shall work to gain an extension of time for the use of BEDI grant funds, as such funds pertain to the potential future demolition of the Administration Building”. Andera also noted that section C2 was added under “Administration Building Redevelopment Efforts, Demolition, Documentation”, noting that “the Waterloo Historic Preservation Commission shall hold a public forum for the purpose of soliciting the public’s input regarding possible future uses for the Administration Building”. Temeyer noted that recently brochures for the building have been made, and the building is being advertised on the Greater Cedar Valley Alliance’s homepage.

Potter noted that if the HPC plans on holding a public forum to gather input on the building, there needs to be guidelines and rules setup to govern the meeting. Anderson noted that possibly the first half hour of the meeting could be for informational purposes, noting that details such as the square footage of the building, layout of the building, current zoning and comments from previous potential developers could be discussed. Olsson noted that she like the idea of splitting off into groups if a fair amount of people attend the meeting, do some brainstorming, and present ideas back to the HPC. Potter noted that an agenda needs to be created for the meeting.

Ottesen noted that ideas for the meeting can be discussed further at another time, noting that the item in question is if the HPC plans to sign on as a participant for the Memorandum of Agreement. Temeyer noted that he has sent a new e-mail to Richard Bender, requesting a time extension of the BEDI Grant until 2010. Temeyer noted that an extension of the grant requires that an amendment be made at the federal level, going through legislative review, as well as noting the timeframe for this action could be quite lengthy. Olsson questioned if the March 2008 deadline has passed, and the pre-demolition process has started, and a developer put forth a business plan for the redevelopment of the building, could the building still be sold for redevelopment. Ottesen noted that section C3 addresses this situation, which states “After March 31, 2008, if no redevelopment plan has been identified or implemented, the City may proceed to let contracts for the demolition of the building and may begin the preparations for its eventual demolition, including hazardous materials mitigation. Redevelopment marketing efforts shall continue during this pre-demolition process”. Ottesen noted that the asbestos would be removed from the building first, and then contracts would be let for the demolition of the building.

Motion made by Olsson, seconded by Morgan to authorize the Chairperson of the Waterloo Historic Preservation Commission to sign the Memorandum of Agreement for 93-97 Vinton Street (Maintenance Building & Cooper Building) and the Rath Administration Building with the noted changes in sections A1 and C2. Motion carried 6-0, with Anderson abstaining due to a conflict of interest.

Discussion Items/Possible Discussion Items

1. Choose possible locations to place Preserve America road signs.

Andera noted that a previous regular meeting, Anderson noted that the HPC should look at possible locations for Preserve America road signs, and then agree on those locations before any additional signage is purchased. Commission members questioned if the Highland Neighborhood Association was still interested in doing a cost share agreement with the HPC to purchase a Preserve America sign for their neighborhood. Andera noted that he had gotten a quote from a local sign contractor, and the cost for them to make one sign with the Preserve America with the appropriate wording would be \$189. Andera noted that the HPC would still need to purchase just the Preserve America logo from the sign contractor in Idaho, and provide it to the local sign contractor so they can complete the full sign. Andera noted that this would be an additional \$55, bringing the total cost of the sign to \$244. Quirk noted that the Highland Neighborhood Association is interested in constructing a stone sign at their entrance, which would be quite costly. Andera noted that he had spoken to Matt Boyd of the association, and he noted the same thing as well. Olsson noted that the HPC should wait for the neighborhood association to approach the HPC again, before resuming talks on a sign once again.

Newton noted that a good location for a new sign would be on West 4th Street just before you cross under Highway 218, noting that there is currently a Cultural and Entertainment District sign on one of the light posts.

Potter questioned if the City has a sign shop that can make the sign. Anderson noted the City does have a sign shop, but they do not create their own signage.

Discussion Items

1. Review – HPC Workshop with Paula Mohr

Morgan noted that she had enjoyed the workshop the day before, and felt it was very educational and informative. Berry noted that Mohr seemed to stress the importance of creating a website for the HPC to garner further public participation in the commission. Anderson noted that currently the City is exploring the possibility of hiring a consultant to redevelop the City homepage, and creating a new HPC homepage could possibly be included with the work to be done.

Olsson noted she would like to have another workshop that focuses and trains the commission on how to be more involved with the public and how to gain further public support and participation.

Quirk noted she would contact Joanne Goldman at UNI, whom Paula Mohr suggested that the HPC work with in the future for reports, as well as providing assistance to the HPC on historical matters when they arise.

2. Kingbard Walking Tour

Potter noted that there have been no changes since the last time she reported.

3. Historical Preservation Ordinance – Update

Olsson noted that Conservation Overlays have been added into the definition section of the Ordinance. Olsson noted that Chris Wendland was to provide and add information into the Ordinance on how a public meeting should be conducted, further elaborating what is already there.

4. CLG Grant Timeline for Downtown Survey

Andera noted that he will hear from the state in mid December on whether or not the Commission will receive a CLG Grant to conduct a survey on a portion of Downtown to begin the first step to nominating buildings or creating a historic district.

Hearing no further discussion chairperson Ottesen adjourned the meeting at 6:17 P.M.

Respectfully submitted,



Tim Andera
Associate Planner
Staff to the Commission