

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – SEPTEMBER 21, 2004 – 4:30 P.M.
CONFERENCE ROOM – 1ST FLOOR CITY HALL**

Chairperson Levi called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 4:30 p.m.

Those in attendance were Levi, Ottesen, Malecek, Olsson, Reagle, Anderson, and Maar. Applicants: Deb Webber and Jean Johnson on behalf of the Grout Museum were present at the meeting. Also in attendance was staff member Morgan Hoosman.

Approval of Minutes

It was noted by Malecek that his name was spelled incorrectly in the minutes. It was also noted by Reagle that the Strategic Planning subcommittee was an ad hoc subcommittee.

A motion was made by Olsson to approve the minutes of the August 19, 2004 regular meeting as submitted. Seconded by Malecek, and passed unanimously.

Approval of Agenda

A motion was made by Malecek to amend the agenda to place the Whittier, Emerson, and Roosevelt Schools Nomination for National Register of Historic Places and Ordinance Revision as discussion items. Seconded by Reagle, and passed unanimously.

Reports

Silos and Smokestacks

Candy Streed gave a brief overview of the National Heritage Area to the new Commissioners. Reagle questioned what could the Historic Preservation Commission do for Silos and Smokestacks. Streed responded that the Commission can assist Silos by prioritize the preservation of industrial structures in Waterloo through community education of preservation.

Main Street

Terry Poe-Bauchkamp gave a brief overview of Main Street Waterloo to the new Commissioners. It was noted that Main Street would be holding a public event on Sunday, September 26, 2004, to celebrate new art structures in the downtown.

Agenda Items

Request by Deb Webber for a Certificate of Appropriateness to reshingle the roof and remove the existing chimney at 1011 Steely Street.

The applicant, Deb Webber, stated that she inherited the house from her mother last spring, and she was attempting to fix it up. Webber stated that the roof currently had

green-colored shingles, which she wanted to replace with a darker brown-colored weather-wood shingle. Webber also stated that the chimney was in disrepair, and she would like to remove the chimney down to the roofline. Levi stated that the Commissioners do not usually review reshingle of a roof, but a darker color is recommended and a Certificate of No Material Effect would be issued to the homeowner. Levi stated that the removal of the chimney was a more critical issue since it would involve the removal of an original structure from the home. Reagle questioned the location of the chimney on the home, which the applicant stated that it was located on the west side of the house. Malecek questioned if the applicant had information on the cost to re-tuck point the chimney in order to restore it, which the applicant stated that her mother told her that it would cost approximately \$800-900. Maar noted that the chimney is not extremely visible from the street. Malecek stated that since the chimney is not functional, it is an esthetic feature, and he questioned if it added any real economic value to the home. Olsson noted that even though the chimney was not functional, it was designed as an integral part of the house. Reagle questioned if the applicant could take additional time to obtain estimates on having the chimney re-tuck pointed. Reagle strongly encouraged the applicant to consider options other than removing the chimney, and the Commission would recommend that the applicant preserve the chimney. The applicant stated that she would also prefer to repair the chimney if it was cost-effective.

It was moved by Malecek to approve the Certificate of Appropriateness to reshingle the roof with a dark brown colored shingle, and to remove the chimney down to the roofline. The motion was seconded by Maar. Passed and carried unanimously.

Request by the Grout Museum for a Certificate of Appropriateness to replace wooden bases on the porch and repair the roof on the Rensselaer Russell House at 520 West 3rd Street.

Ms. Jean Johnson, on behalf of the Grout Museum noted that the Commission had previously approved the use of Tendura material on the basement door, which she provided pictures of the door, and stated that she would be soon painting it. On the request, Johnson stated that the bases had been repaired approximately six years ago, and that there are three different styles of bases, which are not original to the home. The applicant stated that the current bases are constructed with composite material, and therefore it would be replacing the bases with synthetic material.

It was moved by Reagle to approve a Certificate of Appropriateness to replace wooden bases on the porch. The motion was seconded by Malecek. Passed and carried unanimously.

Johnson stated that the repair would be the fascia board and molding on the roof. Levi questioned if the replacement would exactly match the existing roof. Johnson stated that the contractor, Koch Construction, stated that the replacement would an exact match, and the existing materials may not be original to the house.

It was moved by Malecek to approve a Certificate of Appropriateness to repair the fascia board on the molding at the eaves of the roof sections area of the belvedere and the main house upper roof with similar replacement material. The motion was seconded by Maar. Passed and carried unanimously.

Request by the Grout Museum for a Certificate of Appropriateness to replace wooden bases on the portico on the Snowden House at 306 Washington Street.

Johnson stated that the Museum did not know if the bases are original to the house. Levi stated that he did not believe that the bases are original to the house due to the change in width of the column above the base.

It was moved by Reagle to approve the application as submitted. The motion was seconded by Malecek. Passed and carried unanimously.

Election of new Commission Officers

Commissioners discussed if they were prepared to nominate and vote new officers at the present time. Levi stated that he thought that the Commission was going to vote on new officers after a few months of getting to know each other. Reagle stated that she was prepared to make a nomination after previous discussions with a few other Commissioners.

The motion was made by Reagle to nominate Malecek for chairperson, seconded by Maar. There were no other nominations for chairperson and no further discussion. Malecek accepted the nomination, and it passed and carried unanimously.

The motion was made by Malecek to nominate McKean for vice chairperson, seconded by Reagle. There were no other nominations for vice chairperson. It was noted that McKean was absent, and the nomination would be made if he accepted. Passed and carried unanimously.

Discussion Items

Regular Meeting Date and Time

Hoosman with staff that in the past few months the Commission had to change the meeting location due to the conflict with the Community Development Board meeting, and some Commissioners would like to attend the CD Board meeting. Hoosman questioned if Commissioners would be able to meet on another Tuesday of the month. It was decided that the Commission would change the regular meeting date and time to the 4th Tuesday of every month at 4:30 p.m. Malecek suggested that staff provide the Commissioners with a calendar with a list of dates for the year. Malecek questioned how the general public is notified of the public meeting. Anderson stated that the agenda is post on the board outside of the City Clerk's office.

Adoption of By-laws & Administrative Rules and Ordinance Revision

Hoosman stated that Kerry McGrath is currently working on an example of by-laws for local CLGs to adopt. Hoosman also gave a copy of the ordinance draft to the Commissioners for review, and stated that Kerry McGrath would also review and comment on the draft. It was decided that the Commission would review the comments of Kerry McGrath on the revised ordinance draft at the next regular month's meeting. It was also decided that the Commission would review the example of by-laws provided by Kerry McGrath at the next regular month's meeting.

Strategic Planning Subcommittee

The Commissioners who attended the subcommittee meeting were Olsson, Reagle, McKean, and Malecek. The subcommittee created a mission statement document for the Commissioners to review and comment. The purpose of the document was to help the Commission to focus on its purpose and to set goals and objectives. In addition, the document can create concrete measurable outcomes for the Commission's work. Reagle suggested that the material in the document could be created into a brochure in order to help with public education and awareness of historic preservation in the community. Levi suggested that the document be reviewed by the City Attorney in order to ensure that it did not conflict with the Ordinance, and it would be possible to incorporate the document into the Ordinance. Malecek suggested that Commissions send comments via email or fax to him before the next meeting.

Meeting with Highland Neighborhood

Reagle stated that she thought it would be necessary for Commissioners to meet with Highland homeowners to address some of the issues in the area. Malecek suggested that a survey should be sent out to all homeowners to obtain feedback on their thoughts, feelings, and questions about historic preservation. Maar stated that survey questions could be sent out in the neighborhood newsletter. Hoosman with staff stated that the State Historic Preservation Alliance training had provided some documents with questions to help engage community members in historic preservation issues, and it could be used to survey the Highland neighborhood residents. It was also suggested by Hoosman that the Commission could create a "focus group" of Highland neighborhood residents to work on some of the issues. Commissioners decided that it was best to not attend a Highland Neighborhood Association meeting until the residents have been surveyed. Maar volunteered to help coordinate the survey and she would provide the Neighborhood Association Board with the information on what the Commission was planning. It was also decided that at a later date, Maar would invite the Commission to attend a meeting of the neighborhood association.

Rath Administration Building

Anderson stated that recently the City was approached by a potential developer for the Rath Administration Building, but it was decided that the proposed housing project was not a good use for the facility due to the fact the are is shown as an employment zone.

Malecek question what the City has done to encourage redevelopment of the building, which Anderson stated that a brochures was created to present at the National Brownfield's meeting to give to potential developers, and it was also listed in a historic magazine under America's most endangered places.

Local Property Tax Exemption for Historic Buildings

Hoosman stated that the state had approved a tax exemption for rehabilitation on historic properties, which the Black Hawk County Board of Supervisors has never adopted, and it could be if a letter of recommendation to adopt it was presented to them. Levi questioned if a city tax exemption could also be adopted, which Anderson replied that it was possible that it could be adopted. Levi requested that the issue of a city historic property tax credit be placed on next month's agenda.

It was moved by Olsson for the Waterloo Historic Preservation Commission to write a letter of recommendation to the Black Hawk County Board of Supervisors to adopt the Historic Property Tax Exemption, and seconded by Malecek. Motion carried unanimously.

Joining the National Alliance for Historic Preservation

Malecek stated that it was suggested to him by Kerry McGrath to look into the Commission joining the National Alliance for Historic Preservation. Malecek noted that for a Commission with a budget under \$5000, the annual membership fee would be \$25. Commissioners discussed possible fundraising activities to raise money to pay for the membership fee, which included participating in the Old Home Tour or other educational historic preservation events. The possibility of utilizing the funds in the Community Foundation endowment fund was also discussed, and Hoosman stated that she would look into the ability to use the funds.

It was moved by Anderson for the Waterloo Historic Preservation Commission to join the National Alliance for Historic Preservation, and seconded by Malecek. Motion carried unanimously.

National Register for Historic Places workshop

Hoosman stated that the several Commissioners had requested information the process of National Register of Historic Places nomination, which the State Historic Preservation Office would be holding a training on October 22, 2004. Commissioners were encouraged to attend the training on their own, if they wished to do so.

National Register Nomination for Schools

Hoosman stated that the letters and forms recommending for nomination to the National Register for the Whittier, Emerson, and Roosevelt Schools was prepared and ready to be sent to the State Historic Preservation Office. Malecek questioned if there was a process

to thank the developers for attending the meeting and making their presentations. Anderson stated that staff could draft a letter of thank you to the developers for the chairperson to review and sign on behalf of the Commission.

Hearing no further discussion, to was moved by Anderson, and seconded by Otteson to adjourn. Chairperson Levi adjourned the meeting at 7:00 P.M.

Respectfully submitted,

Morgan Hoosman
Associate Planner
Staff to the Commission