

**WATERLOO HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING – NOVEMBER 1, 2004 – 4:30 P.M.
MAYOR’S OFFICE CONFERENCE ROOM – 1ST FLOOR CITY HALL**

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

Those in attendance were McKean, Ottesen, Malecek, Olsson, Reagle, and Etheredge. Also in attendance was staff member Morgan Hoosman.

Discussion Items

Highland Neighborhood Survey

Malecek submitted a revised draft of a survey to be distributed to the highland residents. Malecek noted that it had been discussed whether the Commission should send the survey out to the entire Highland Neighborhood or strictly to the residents of the historic district. Malecek noted that two questions were added related to the maintenance of historic properties, and the financial costs of such improvements. McKean suggested adding a question asking residents if they would be interested to learn more about historic preservation. Several Commissioners noted concerns with one of the questions, which asked residents if they felt that the standards for a historic district should be the same as individual properties. Etheredge stated the concerns with this question due to the fact that it may allow for two separate guidelines for each. Malecek stated that it is necessary to determine if residents feel that contributing structures within a district should be held to the same standards as key architecturally significant structures when examining the possibility of other historic districts within the City. Etheredge noted the implications of the question for those property owners whose properties are contributing might feel the Commission may lessen the design standards. Several Commissioners stated that they felt it best to remove the question until the Commission had more of a consensus on the issues.

It was moved by Olsson to approve the submission of the neighborhood survey to the residents of the Highland Historic District, and seconded by Reagle. Motion carries unanimously.

Highland Neighborhood Meeting

Malecek stated that he has received several comments from community members, and felt it best if the Commission attempt to be proactive and meet with the Highland neighborhood. Malecek suggested that if the neighborhood surveys could be returned by end of the November, then the Commission could hold an open forum in January.

Walnut Neighborhood Association

Malecek stated that he was invited to attend a meeting of the Walnut Neighborhood Association in regards to three historic properties in the neighborhood. Malecek stated that the neighborhood is most concerned with one house, 407 Pine Street, that the Walnut

Historic Neighborhood Association holds the deed. Malecek noted that the neighborhood association received \$30,000 from the State Historic Preservation Office for repairs to the 407 Pine Street property, but has since been vacant and in a state of disrepair. Malecek stated that Levi would be attending the meeting, and encouraged a few Commissioners to attend the meeting to listen to the needs of the neighborhood.

Meeting Date and Time

Malecek suggested the Commission meet twice month instead of once monthly. Malecek suggested two short meetings each month. Etheredge questioned if Certificate of Appropriateness (COA) application would be reviewed at both meetings each month, Malecek stated that only one meeting would COA applications, and the other would only be for non-COA items. Malecek suggested meeting the second and fourth Tuesday of the month. Olsson stated that she would prefer to meet at a later time if possible due to conflict with work schedules.

It was moved by McKean to hold regular meetings on the second and fourth Tuesday from 5:00-6:30 p.m. The motion was seconded by Olsson, and passed unanimously.

Hearing no further discussion the meeting was adjourned. Chairperson Malecek adjourned the meeting at 5:30 P.M.

Respectfully submitted,

Morgan Hoosman
Associate Planner
Staff to the Commission