

*MINUTES*  
**WATERLOO HISTORIC PRESERVATION COMMISSION**  
**REGULAR MEETING - 4:30 P.M. November 16, 1999**  
**FRANK MOLLENHOFF ROOM - 2<sup>ND</sup> FLOOR CITY HALL**

Chairman Levi called the regular meeting of the Waterloo Historic Preservation Commission to order at 4:32 p.m. Members present were: Aronson, Braley, Craven, Levi, Pearson, and Peterson. Staff members Noel Anderson and Terry Malone were also in attendance.

There were several corrections made to the Minutes of the October 19<sup>th</sup> meeting by Peterson, notably: failure of the preparer to include whether the motions of that particular meeting carried. For the record, those motions were all approved unanimously. The motion to approve the minutes as amended was made by Peterson and Aronson seconded it. The motion passed unanimously.

Pearson motioned to approve the agenda and Peterson seconded it. That motioned passed unanimously as well.

No representative from Silos & Smokestacks was present to report their happenings.

There were no representatives from Main Street present at the meeting. Malone and Anderson did report that the new Executive Director is Terry Poe-Buschkamp and the interim director Dana Plummer resigned.

There were no agenda items for this month.

Levi opened the floor for the two discussion items beginning with the formation of a pre-commission design review team. Levi suggested that the commissioners rotate on a volunteer basis to serve on the sub-committee. Braley, Levi, and Pearson offered to assist in this initial drafting session. The purpose of this work group is to form a to draft a form for homeowners to "request assistance".

The next discussion item was the designing of a formal checklist with documents for applicants to submit with requests for Certificates of Appropriateness. The consensus was that a list of optional and required documents be formed, in laymen terms, to assist the homeowner when submitting a request. Braley, Levi, Pearson, and Peterson volunteered to offer assistance. Pearson was designated as the reporter of the rough drafts with a presentation of details to be reported in December.

Other items discussed but not included in the agenda were: possibly posting the meeting of the Commission in the Courier or on Public Access television, an informational workshop for the public to attend, and possibly mandating applicant attendance for Commission meetings.

With no further business, the Commission was adjourned at 5:15 p.m.

Respectfully submitted,

Terrance D. Malone  
Staff to Commission  
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