

**WATERLOO HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING – NOVEMBER 16, 2010– 5:00 P.M.  
MOLLENHOFF CONFERENCE ROOM, 2<sup>ND</sup> FLOOR CITY HALL**

Berry called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 5:03 p.m.

Commission Members in attendance were: Andera, Berry, Olsson, Ottesen, Potter (5:12 p.m.), Toeper and Quirk.

Commission Member(s) absent were: None

Others Present: Jeff Kurtz, Main Street Waterloo Director

**Approval of Minutes**

Toeper noted that her last name was spelled incorrectly in the October 19, 2010 Minutes, noting that the correct spelling is “Toeper”, not “Toepher”.

***Motion made by Quirk, seconded by Ottesen to approve the amended minutes of the October 19, 2010 regular meeting. Motion carried unanimously.***

**Approval of Agenda**

***Motion made by Quirk, seconded by Toeper to approve the agenda. Motion carried unanimously.***

**Public Hearings**

None

**Reports**

**1. Main Street**

Jeff Kurtz, Main Street Waterloo Director, introduced himself as the new director that took over after Sinee Kleckner vacated the position. Kurtz noted that previously he was the chairperson for the Cedar Falls Historical Society for 6 years, as well as noting that he oversaw the operations of a museum in Muscatine. Kurtz noted that he and his wife reside in Waterloo and he has an interest in downtown and historical structures, noting that he is looking forward to working with the HPC. Kurtz also noted “Downtown Lights the Night” is scheduled for December 4, 2010, which is a festivity to bring people downtown and to kick off the holiday season. Kurtz also noted that Main Street received a grant to paint light poles and flower baskets, along with installing new light fixtures on West 4<sup>th</sup> Street in Downtown Waterloo.

**2. Silos and Smokestacks**

No report given.

**3. Grout Museum**

Olsson noted that the Grout Museum is hosting a “Mash” party on December 2, 2010. Olsson noted that the theme of the party will represent the popular television show that aired in the 70s and 80s, and the party will honor those who have and are currently in the military.

#### **4. Rath Administration Building Project Update**

Andera noted since the last update that he gave at the October 19, 2010 meeting; there have been no changes to report.

#### **5. Highway 63 Expansion**

Andera noted that some of the houses along Highway 63 have begun to be moved and relocated to different City owned lots in the nearby area. Andera noted that some of the properties were saved, rather than just demolishing them and having their taxes removed from the tax rolls.

#### **Discussion Items/Possible Action Items**

##### **1. Historic Preservation Ordinance Revision**

Andera noted that Adam Poll, Associate Planner, has made further revisions to the Historic Preservation Ordinance since the last meeting. Andera noted that the City Attorney had questions on what constitutes a “substantial” modification in terms of when or when not a public hear before the HPC can be waived. Andera noted the attorney questioned what would trigger a public hearing, such as adding more than additional property to a district, an entire block, etc, noting that the term “substantial modification” can appear arbitrary and may need to be defined further. Andera also noted the attorney questioned on who has the authority to waive a public hearing, noting he would assume the HPC would, however, the process to determine substantial and non-substantial modifications needs to be better laid out. Ottesen suggested a percentage method possibly be used to determine what is a substantial or non-substantial modification. Ottesen suggested that a *“public hearing by the HPC may be waived if the proposed modifications do not exceed 10% of the original application for nomination of a historical district or historical landmark, and that a proposed change does not alter the purpose and/or integrity historic district or historic landmark”*. HPC members agreed with the proposed wording and gave the direction for staff to forward these comments onto the City Attorney for their review and opinion.

Olsson questioned why the attorney is suggesting that the term “Historic Preservation Commission” be in lower case letters, noting that it should be capitalized in the Ordinance, as it would appear to be a proper name and refers to a governmental entity.

##### **2. Local nomination of Washington and Lincoln Parks as Historic Landmarks**

Quirk noted that she had attended the Leisure Services Commission meeting on November 9, 2010, noting that there was discussion on the agenda relating to Washington Park being utilized for a proposed Martin Luther King Jr. Peace Walk. Commission members noted that Washington and Lincoln Parks have been a part of Waterloo for nearly its entire history, and believe the parks shall remain as they currently are. Quirk suggested that a committee among some of the Commissioners be established to write up applications to nominate the 2 parks as local historical landmarks. Quirk noted that nominating the parks as local landmarks would then require any changes or plans to the park would need to be reviewed by the HPC if deemed necessary.

Andera noted that he had attended a National Register seminar at the State Historical Preservation Office in Des Moines, noting that he was provided a booklet that explained the process to request that a property be nominated, as well as giving suggestions on how to research a historic property. Andera noted that the would make copies of the booklet he received and provide them to the HPC members.

Ottesen noted that the HPC could look at the possibility of working with a historical consultant to draw nomination forms to submit.

### 3. Guidelines Revision

Toepher noted that she had a list of grammatical corrections she had located in the proposed guidelines and would submit that list to Olsson to make the appropriate changes.

#### Adjournment

*Motion made by Quirk, seconded by Andera to adjourn the meeting. Motion carried unanimously.*

Meeting was adjourned at 6:12 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Andera". The signature is written in a cursive style with a large initial "T" and "A".

Tim Andera,  
Associate Planner