

**WATERLOO HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING – NOVEMBER 18, 2008– 5:00 P.M.  
MEETING ROOM A, WATERLOO PUBLIC LIBRARY**

Vice-Chairperson Quirk called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 5:01 p.m.

Commission Members in attendance were: Berry, Brockway, Ottesen, Morgan, Olsson (5:06 p.m.), Potter and Quirk.

Commission Member(s) absent were: Anderson and Newton.

Also present was staff member Tim Andera.

**Approval of Minutes**

*Motion made by Ottesen, seconded by Potter to approve the minutes of the October 21, 2008 regular meeting. Motion carried unanimously.*

**Approval of Agenda**

*Motion made by Potter, seconded by Brockway to approve the agenda as submitted. Motion carried unanimously.*

**Reports**

**1. Main Street**

No report this month.

**2. Silos and Smokestacks**

No report this month.

**3. Grout**

No report this month.

**Public Hearings**

No Public Hearings this month.

**Discussion Items**

**1. Historical Preservation Ordinance and Guidelines Revision.**

Andera noted that attorney Chris Wendland was available for tonight's meeting, and able to answer questions on proposed changes to the Historic Preservation Ordinance.

Ottesen noted that at the October 21, 2008 meeting, the Commission had questions on whether or not the HPC had the power to acquire properties for historical preservation purposes. Wendland noted that the HPC can make a recommendation to the City Council on potentially acquiring real property, however, the HPC cannot act independently, and acquire property without approval of the City Council.

Olsson noted that one of the changes proposed to the Ordinance is including Preservation Districts. Olsson noted that a definition for Preservation Districts has been added into the Historical Preservation Ordinance, and questioned if an explanation or definition should be added into the Guidelines section as well. Wendland noted that the definition for Preservation Districts needs to be further elaborated upon and clearly stated within the Ordinance, as well as noting that an explanation should also be included in the Guidelines section as well.

Andera noted that Commission members had a discussion at the last preservation meeting regarding the wording of Section 9-8-5, K, noting that the wording of the paragraph appeared vague. Andera noted that the section states that the Commission “*shall review actions or activities that are subject to city regulation and that affect proposed or designated buildings, structures, objects, and sites, or building, structures, objects and sites within or adjacent to historic districts, or preservation districts, including, but not limited to zoning amendments, proposed plats, applications for special use permits, and applications for zoning variances, and after review, submit a recommendation to the appropriate city board or commission*”. Andera noted that the term “*adjacent*” noted within the paragraph was vague, noting that the word adjacent does not specifically note any boundary or distance. Wendland noted that this wording would be cleaned up in order to clear up and confusion and vagueness on the wording. Wendland noted that it could potentially be looked at either 1) reviewing developments within 300’, or one city block of a historic/preservation district, or 2) establish preservation districts around the boundaries of historic districts.

Ottesen noted that he had concerns about trying to establish preservation districts that encompass historic districts, noting that it could potentially be a difficult task getting a majority of property owners to agree to establish a preservation district of such a large magnitude.

Potter left at 5:46 p.m.

Wendland noted that infill development is noted as one of the criteria that could trigger either a historic or preservation district review, however, there is nothing noted in the draft ordinance stating what type of infill development would be permissible, and further explanation is needed. Wendland also noted that it very important that the HPC clearly differentiate the differences between historic and preservation districts to prevent any confusion in the future.

Ottesen questioned what the next step would be in the process of revising the historical preservation ordinance. Wendland noted that he would evaluate the most recent changes made to the ordinance by the HPC and get an updated copy to planning staff in the next 2 weeks.

Hearing no further discussion chairperson Olsson adjourned the meeting at 5:58 P.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Tim Andera".

Tim Andera,  
Associate Planner  
Staff to the Commission