

**CERTIFIED LOCAL GOVERNMENT
1993 ANNUAL REPORT**

- I. Name of Certified Local Government:** City of Waterloo
- II. Name of Chief Elected Official:** Albert C. Manning, Jr.
- Mailing Address for City, County, or Land Use District:** City Hall - 715 Mulberry Street
Waterloo, Iowa 50703
(319)291-4366
- City/County/Land Use District Telephone Number:**
- City/County/Land Use District Fax Number:** (319) 291-4262
- III. Report prepared by:** Rich Earles, Associate Planner
- Date:** November 29, 1993

RETURN COMPLETED FORM BY OCTOBER 1, 1993 TO:
Kerry C. McGrath, Local Governments Coordinator
State Historical Society of Iowa
Capitol Complex
Des Moines, Iowa 50319

1. Has your local government amended its historic preservation ordinance or resolution during the past fiscal year? YES___ NO__^X

If yes, attach a copy of any amendments made to the ordinance or resolution during the past fiscal year.

2. Has your local government passed additional historic preservation ordinances or resolutions during the past fiscal year? YES___ NO__^X

If yes, attach a copies of the ordinance(s) or resolution(s)

3. Did your local government designate any local historic sites, landmarks and/or historic districts during fiscal year 1993?

YES___ NO__^x

If yes, provide a list of local historic sites, landmarks and/or local historic districts which were designated during the past year.

4. Does your local historic preservation commission have the authority to review and approve proposed changes to locally designated historic landmarks, sites, or properties in locally designated historic districts?

YES__^x NO___

If yes, please complete the following information regarding design review activity by the local government during fiscal year 1993.

Total number of applications which were received

14

Number of applications which were reviewed

14

Number of applications which were approved

11

Number of applications which were denied

3

5. What standards and guidelines does the commission use to guide design review recommendations and/or decisions? Please attach a copy, if these standards and guidelines were adopted during fiscal year 1993.

Secretary of Interior's guidelines

6. Please provide the following information and complete the attached commission membership form.

Name, Address, Phone Number of City/County Staff Member who assists the historic preservation commission:

Rich Earles/Dave Van Dee (319)291-4366
715 Mulberry Street
Waterloo, Iowa 50703

Name, Address, Work and Home Phone Number of Individual who serves as Commission Contact with the State Historical Society:

Bob Stevenson (319)291-4366
715 Mulberry Street
Waterloo, Iowa 50703

7. Were new members appointed to the commission during the fiscal year?

YES__^x NO___

8. For each newly appointed commissioner, were completed biographical sketch forms or resumes submitted to the State?

YES___ NO X

If no, attach completed forms or resumes to this report.

9. Please complete the attached table summarizing commission training during the past fiscal year.

10. Please describe how historic preservation commission meetings are announced to the public.

Agenda posted in lobby of City Hall at least 24 hours prior to meeting.

11. Please list the date, time, and location of commission meetings held during fiscal year 1993. If the commission had a regularly scheduled meeting date, time and place, please specify.

Fourth Thursday of the month at 4:00 P.M. in City Hall or as needed.

October 22, 1992	April 22, 1993	September 23, 1993
December 22, 1992	May 27, 1993	
January 28, 1993	June 29, 1993	
February 25, 1993	July 22, 1993	
March 25, 1993	August 26, 1993	

12. Are the requirements of Iowa's open meeting law (Code of Iowa, Chapter 21) followed for all commission meetings?

YES X NO___

13. Did the commission have a quorum at all official meetings?

YES X NO___

14. Does the commission have copies of written minutes on file for each official meeting held during the past fiscal year?

YES X NO___

15. Are Commission administrative records kept on file and accessible to the public?

YES X NO___

Please state location, street and mailing address, of the repository where the historic preservation commission keeps its administrative files.

City Planning and Zoning Department
715 Mulberry Street
Waterloo, Iowa 50703

16. If commission by-laws were developed during the fiscal year, please attach a copy to the annual report. N/A

17. Does the commission use the *Iowa Site Inventory* and the *Office of the State Archaeologist's Site Form* for recording information on historic properties? YES NO

If not, please attach copies of forms currently in use.

18. Attach copies of inventory forms completed by the commission or submitted to the commission during the past fiscal year. Do not send copies of inventory forms completed in conjunction with a CLG grant project.

19. Are survey materials accessible to the public, yet controlled so that materials are not lost? YES NO

20. Is access to information about archeological site locations restricted? N/A YES NO

21. Where are survey and inventory materials filed?

City Planning and Zoning Office
715 Mulberry Street
Waterloo, Iowa 50703

22. Describe how the commission encouraged local survey and inventory during the past fiscal year:

Requested CDBG funds to complete update of the City-Wide Survey

23. Please list of National Register of Historic Places nominations reviewed by the Certified Local Government during the past fiscal year.

None

- 23. Describe all other activities undertaken by the historic preservation commission between October 1, 1992 and September 30, 1993 which allowed for public participation in the local preservation program.**

Met with Highland Neighborhood
Prepared guidelines booklet
and distributed to owners of eligible properties

- 24. Workplan for Fiscal Year 1994, October 1, 1993 through September 30, 1994. List commission goals and activities to be undertaken to accomplish those goals. Indicate how the commission intends to address any Conditions identified in previous performance evaluations.**

COMMISSION MEMBERSHIP FORM

Name of Commission:

Commissioners Fiscal Year 1993, October 1, 1992 through September 30, 1993:

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code ()	TERM ON COMMISSION	OCCUPATION PROFESSION
Commission Chair. Mike Broshar	900 Waterloo Building Waterloo, Iowa 50701	Work 319-233-8419 Home	Expires 4-7-94	
Commission Vice Chair. Martha Maxon	1328 Randolph	Work 319-232-6531 Home	Expires 4-7-94	
Commission Secretary Rosie Peterson	1552 Bertch Waterloo, Iowa 50702	Work 319-266-5149 Home	Expires 4-7-95	
Commission Secretary Rose Middleton	430 Lester Waterloo, Iowa 50703	Work 319-292-5552 Home	Expires 4-7-95	
Kendall Mitchell	530 Kingbard Waterloo, Iowa 50701	Work 319-235-1433 Home	Expires 4-7-95	
Earl Spencer	P.O. Box 237 Waterloo, Iowa 50704	Work 319-232-2902 Home	Expires 4-7-94	
Susan Pearson	202 Highland Boulevard Waterloo, Iowa 50703	Work 319-233-1157 Home	Expires 4-7-96	
Gary Iversen	4862 West Fourth Street Waterloo, Iowa 50703	Work 319-234-7097 Home	Expires 4-7-94	

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code ()	TERM ON COMMISSION	OCCUPATION PROFESSION
Bob Stevenson	715 Mulberry Street Waterloo, Iowa 50703	Work 319-291-4366 Home	-7-94	
Willie Mae Wright	715 Mulberry Street	Work Home 319-233-7868	Ex Officio	
		Work Home		
		Work Home		
		Work Home		
		Work Home		

Date of Filing 9/19/93

CANDIDATES FOR APPOINTMENTS TO
BOARDS AND COMMISSIONS IN THE
CITY OF WATERLOO, IOWA

Commission or Board I prefer appointment to: (Must state preference)

(1) Historical Preservation (2) _____

NAME: Kendal East Mitchell
HOME ADDRESS: 530 Kingbird Blvd.
BUS. ADDRESS: _____
NAME OF FIRM: _____
JOB TITLE: _____

TELE: 235-1433
TELE: _____

(Optional information) Age Group under 35 Sex: Male
 35-60 Female
 over 60 Race: C.

How long have you resided in Waterloo? 5 years.

Current membership in organizations and offices held:

Rensselaer Russell House Museum, Bd. of Directors - President
Grout Museum Board of Directors
W-CF Symphony Board of Directors
W-CF Symphony Guild Board of Directors - Chair of Holiday Gala & Auction

I am available for meetings: A.M. Noon
 P.M. Evenings

I am available to serve on a Commission/Board throughout the year:

Yes No
 Spring Summer Winter Fall All Seasons

Please briefly explain (in two or three sentences) your qualifications for appointment to a City Board/Commission.

I am an interested, active citizen in the community with a particular propensity for cultural heritage.

Additional information and comments that may not be evident from information already on this form: In previous communities, I was President of the Town & Country Beautification Project and Chair of the county-wide United Way Campaign while serving on that board.

References: Ed Gallagher, Dave Swinehart, Dave Buck

I hereby understand that this application does not bind me to acceptance of an appointment should I be offered nor does it guarantee me an appointment to a Board or Commission. Also, if selected I will be available to attend the appropriate training sessions.

Kendal East Mitchell
Signature

RETURN THIS FORM TO THE MAYOR'S OFFICE, 715 MULBERRY ST., WATERLOO, IOWA 50703.

