



CITY OF WATERLOO, IOWA

WATERLOO PLANNING, PROGRAMMING & ZONING COMMISSION

715 Mulberry St. • Waterloo, IA 50703 • (319) 291-4366 Fax (319) 291-4262

DON TEMEYER • *City Planner*

November 10, 1994

FILE COPY

Mayor
JOHN
ROOFF

Ms. Kerry C. McGrath, Local Governments Coordinator
State Historical Society of Iowa
Capital Complex
Des Moines, Iowa 50319

COUNCIL
MEMBERS
.....

Dear Kerry:

JOHN
MURPHY
Ward 1

Transmitted herein find two (2) copies of the City of Waterloo Certified Local Government 1994 Annual Report. The document has been prepared and is submitted through the Waterloo Historic Preservation Commission.

SCOTT
JORDAN
Ward 2

JERRY
ANDERS
Ward 3

Please review the document and if you should have any questions do not hesitate to contact our office.

JOE
COLLIER
Ward 4

BARB
KRIZEK
Ward 5

Sincerely,

FRANK
MOLLENHOFF
At-Large

Dave Van Dee

HAROLD
GETTY
At-Large

Assistant City Planner



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**CERTIFIED LOCAL GOVERNMENT
1994 ANNUAL REPORT**

I. Name of Certified Local Government: City of Waterloo

II. Name of Chief Elected Official: John R. Roof

Mailing Address for City, County, or Land Use District: City Hall
715 Mulberry Street
Waterloo, Iowa 50703

City/County/Land Use District Telephone Number: (319) 291-4366

City/County/Land Use District Fax Number: (319) 291-4262

III. Report prepared by: Dave Van Dee

Date: October 14, 1994

RETURN COMPLETED FORM BY OCTOBER 20, 1994 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)

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3. Did your local government designate any local historic sites, landmarks and/or historic districts during fiscal year 1994?

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 1994.

Total number of applications which were received 7

Number of applications which were reviewed 7

Number of applications which were approved 6

Number of applications which were denied 0

One Item Withdrawn

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 1994.

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:

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
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 1994. If the commission had a regularly scheduled meeting date, time and place, please specify.

Fourth Thursday of the month in City Hall or as needed.
October 28, 1993 canceled August 25, 1994 canceled
November 10, 1993 7:30 A.M. September 22, 1994 3:00 P.M.
January 27, 1994 4:00 P.M.
February 24, 1994 3:00 P.M.
March 24, 1994 3:00 P.M.
April 28, 1994 3:00 P.M.
May 26, 1994 3:00 P.M.
June 21, 1994 canceled
July 28, 1994 3:00 P.M.

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:

Facilitated and actively participated in the ongoing city wide update of the 1984-1985 survey with Karen Baxter

Staff has met with various property owners in the Walnut Street area which has been identified as a potential new district. We are continuing the process of communicating with the property owners in the potential new district to identify their level of interest in proceeding with an indepth survey and they intend to proceed with the nomination process.

23. Please list of National Register of Historic Places nominations reviewed by the Certified Local Government during the past fiscal year. None

24. Workplan for Fiscal Year 1995, October 1, 1994 through September 30, 1995. 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.

1. Develop and implement workshops for owners of National Register listed properties showing them how to use the guidelines and telling them about the various financial incentive programs that are available for rehabilitation of historic properties.
2. Develop a program to celebrate Historic Preservation Week in 1995.
3. Continue to work closely with Silos and Smokestacks to assist them in achieving their project goals.
4. Develop a preservation plan for the City of Waterloo which will be incorporated within the City's Comprehensive Plan.
5. Continue to assist property owners of listed and eligible properties with the technical aspects of maintenance and renovation projects.

- 23. Describe all other activities undertaken by the historic preservation commission between October 1, 1993 and September 30, 1994 which allowed for public participation in the local preservation program.**

Updated City Wide Survey

Contacted Walnut Street District.

Silos and Smokestacks Project invited to participate and keep the commission apprised as to what is going on with the project.

Preservation Awards to Mr. and Mrs. Howard Craven and Mr. and Mrs. Alan Brase.

Dunsmore House-encouraged Art Association to continue their efforts to improve the property.

Continued to distribute Design Guideline document to interested parties.

COMMISSION MEMBERSHIP FORM

Name of Commission:

Commissioners Fiscal Year 1994, October 1, 1993 through September 30, 1994:

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code (319)	TERM ON COMMISSION	OCCUPATION PROFESSION
Commission Chair.				
Martha Maxon	173 Oakwood Drive Evansdale	Work 232-6531 Home 236-3340	Up for reappointment	Ecologist
Commission Vice Chair.				
Rosie Peterson	1552 Bertch Waterloo, Iowa 50702	Work 266-5149 Home	Expires 4-7-95	Museum Director
XXXXXXXXXXXX				
Kendal East Mitchell	530 Kingbard Waterloo, Iowa 50701	Work 273-7192 Home 235-1433	Expires 4-7-95	College Professor English Dept.
XXXXXXXXXXXX				
Earl Spencer	P.O. Box 237 Waterloo, Iowa 50704	Work 232-2902 Home 236-3809	Up for reappointment	Civil Engineer
Rose Middleton	430 Lester	Work 292-5552 Home	Expires 4-7-95	Chemical/ Metalography Analyst
Susan Pearson	202 Highland Blvd. Waterloo, Iowa 50703	Work 291-4521 Home 233-1157	Expires 4-7-96	Reference Librarian
Gary Iverson	4862 West Fourth Street Waterloo, Iowa 50703	Work 234-4471 Home 234-7097	Up for reappointment	Attorney
Mike Broshar	900 Waterloo Building Waterloo, Iowa 50701	Work 233-8419 Home	Up for reappointment	Architect

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code (319)	TERM ON COMMISSION	OCCUPATION PROFESSION
Bob Stevenson	715 Mulberry Street Waterloo, Iowa 50703	Work 4301 Home	Expires 4-7-96	Urban Planner
Frank Mollenhoff		Work 234-4626 Home 233-2675	City Council Appointee	
		Work Home		
		Work Home		
		Work Home		
		Work Home		

COMMISSION TRAINING

Name of Commission:

Commission Training during Fiscal Year 1994, September 30, 1993 through October 1, 1994:

TITLE OF TRAINING WORKSHOP AND SPONSORING ORGANIZATION	DATE AND LOCATION	COMMISSIONERS WHO PARTICIPATED
CLG Workshop - State Historical Society of IA The Historical Division of the Department of Cultural Affairs	August 28, 1994 Cedar Rapids, Iowa	Rosie Peterson
Iowa Heritage Expo - State Historical Society of Iowa The Historical Division of the Department of Cultural Affairs	June 10 & 11, 1994 Des Moines, Iowa	Rosie Peterson Susan Pearson
National Register Workshop - State Historical of Iowa The Historical Division of the Department of Cultural Affairs	July 30, 1994 Des Moines, Iowa	Rosie Peterson
National Trust for Historic Preservation National Trust.	Summer 1994 Brucemore, Cedar Rapids, Iowa	Rosie Peterson

