

FILE COPY

**CERTIFIED LOCAL GOVERNMENT
1996 ANNUAL REPORT and QUESTIONNAIRE**

INSTRUCTIONS:

Please complete the attached form. Ideally, the historic preservation commission should review the form during a meeting so that all commissioners participate in preparing the responses. Most questions require a simple "yes" or "no" response, for these just write "Y" or "N" in the right margin by the question. If the question asks for a description, address or more information, write the answer in the space below the question. If you need more space for your response, please attach an additional sheet. Some questions ask you to provide statistics, numbers. If you do not have these at hand, either give an estimate and write ca. by the number, for example "ca. 50" or leave it blank. Responses may be hand-written. You may duplicate the form on your computer, just make sure you include all parts of the form. Please return the original and one copy of the completed form by December 14, 1996 to:

**Kerry C. McGrath, Local Governments Coordinator
State Historical Society of Iowa
New Historical Building
600 East Locust
Des Moines, Iowa 50319-0290**

- 1. Name of City, County or Land Use District (LUD): CITY OF WATERLOO

- 2. Name of Chief Elected Official (Mayor, Chairman --Board of Supervisors, President-LUD)
 - a. In office, October 1, 1995 through December 31, 1996: MAYOR JOHN R. ROOFF

 - b. Newly elected, will enter office in 1997:

- 3. Mailing Address for City, County, or Land Use District: CITY HALL
715 MULBERRY STREET
WATERLOO, IOWA 50703

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

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

- 6. City/County/Land Use District Email Address: N/A

7. Name, mailing address and work phone number of City/County staff person who works with historic preservation commission: NOEL ANDERSON
715 MULBERRY STREET
WATERLOO, IOWA 50703
(319) 291-4366
8. Commission Contact, this individual receives all correspondence from the State Historical Society to the historic preservation commission. Please provide name, mailing address, work and home phone numbers: NOEL ANDERSON
(ABOVE)
9. Please list the date, time, and location of commission meetings held from October 1, 1995 through December 31, 1996. If the commission had a regularly scheduled meeting date, time and place, please specify: Need more space, use the back or attach the information. THE COMMISSION MEETS ON THE FOURTH TUESDAY ON A MONTHLY BASIS IN THE LARGE CONFERENCE ROOM LOCATED ON THE SECOND FLOOR OF CITY HALL.
10. Twenty-four hours in advance of a commission meeting, is a notice posted in a public location giving the date, time, location and a copy of the meeting agenda? YES
11. In addition to the public notice, describe other ways that the public is notified of and invited to commission meetings and activities. APPLICANTS WITH AGENDA ITEMS ARE NOTIFIED THAT THEY MAY ATTEND TH MEETINGS.
12. Did the commission have a quorum at all official meetings? If the answer is no, indicate the number of meetings where a quorum was present. YES
13. Is there a file of public notices, agendas, and minutes for each official meeting held during the reporting period? YES
14. Please state location, street and mailing address, of the repository where the historic preservation commission keeps its administrative files, historic property inventory and related records (survey reports, National Register nominations, etc.) COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT
715 MULBERRY STREET
WATERLOO, IOWA 50703
15. If commission by-laws were developed or amended during the fiscal year, please attach a copy to the annual report.
16. Describe how historic preservation commission decisions, activities and other undertakings are reported to your chief elected officials (Mayor and city council or Board of Supervisors).
THE MINUTES OF THE MEETINGS ARE CONVEYED TO THE CITY COUNCIL PER THEIR LIAISON REPRESENTATIVE (PRESENTLY FRANK MOLLENHOFF). HISTORIC PRESERVATION ACTIVITIES ARE ALSO INCLUDED IN THE PLANNING, PROGRAMMING, & ZONING ANNUAL REPORT.

17. List the other city/county officials (e.g. building inspector, county engineer), departments (e.g., planning, public works, parks) and/or other boards and commissions (e.g. education, zoning, adjustment) with whom the commission confers and works in regard to historic preservation activities: PLANNING DEPT. HAS STAFF TO COMMISSION. BUILDING DEPT. IS INVOLVED THROUGH THE ISSUANCE OF PERMITS.

18. Does the historic preservation commission receive an annual appropriation from the City/County/LUD budget? NO

Please indicate the amount appropriated annually for commission use:

If yes, is this part of a City/County/LUD Departmental appropriation?

If yes, or given directly to the historic preservation commission?

19. Please check the items which the city/county/LUD annually provides to the historic preservation commission:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Meeting Space | <input checked="" type="checkbox"/> Professional Staff Assistance |
| <input checked="" type="checkbox"/> Clerical/Secretarial Staff Assistance | <input type="checkbox"/> Office space |
| <input type="checkbox"/> Use of city/county owned vehicle | <input checked="" type="checkbox"/> File Storage |
| <input checked="" type="checkbox"/> Supplies (envelopes, stationary, files, paper, etc.) | <input checked="" type="checkbox"/> Postage |
| <input checked="" type="checkbox"/> Printing/photocopying | <input checked="" type="checkbox"/> Use of Telephone |
| <input checked="" type="checkbox"/> Use of Fax | <input checked="" type="checkbox"/> Access to a computer |
| <input type="checkbox"/> Access to E-Mail | <input type="checkbox"/> Access to the Internet |

20. Please check the following items for which historic preservation commissioners are reimbursed by the City/County/LUD:

- | | |
|--|--|
| <input type="checkbox"/> Mileage Reimbursement for attending Commission meetings | <input type="checkbox"/> Postage |
| <input type="checkbox"/> Photocopying | <input type="checkbox"/> Meals at Conference/Workshop |
| <input type="checkbox"/> Phone calls | <input type="checkbox"/> Lodging for Conference/Workshop |
| <input checked="" type="checkbox"/> Registration for Historic Preservation Conference/Workshop | |
| <input type="checkbox"/> Travel expense to attend Historic Preservation Conference/Workshop | |

21. Do you provide orientation and training for new commission members? If yes, please describe.
YES. NEW COMMISSION MEMBERS HAVE STAFF TO ASK QUESTIONS TO AND ARE GIVEN DOCUMENTATION REGARDING THE HISTORIC ORDINANCE, DESIGN REVIEW, AND OTHER APPROPRIATE MATERIAL.

22. Please complete the following forms: BIOGRAPHICAL SKETCH FORM for commission members who were appointed between October 1, 1995 and December 31, 1996 (make as many copies as there are new commission members); COMMISSION MEMBERSHIP table; and COMMISSION TRAINING table.

**BIOGRAPHICAL SKETCH
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

NAME _____

ADDRESS _____

PHONE NUMBER WORK: () _____ **HOME** () _____

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use extra sheets if necessary)

EDUCATION:

EMPLOYMENT:

INTEREST:

COMMISSION MEMBERSHIP FORM

October 1, 1995 through December 31, 1996

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code ()	TERM ON COMMISSION	OCCUPATION PROFESSION
Commission Chair. ROSIE PETERSON		Work 277-8817 Home 232-8393	EXPIRES 4/7/98	MUSEUM DIRECTOR
Commission Vice Chair. KENDAL EAST MITCHELL		Work Home 235-1433	EXPRES 4/7/98	COLLEGE PROFESSOR ENGLISH DEPT.
XXXXXXXXXXXX MARTHA MAXON		Work 232-6531 Home 236-4438	EXPIRES 4/7/97	ECOLOGIST
XXXXXXXXXXXX EARL SPENCER		Work 232-2902 Home 236-3809	EXPIRES 4/7/97	CIVIL ENGINEER
ROSALYN MIDDLETON		Work 292-4593 Home 291-7389	EXPIRES 4/7/98	CHEMICAL/ METALOGRAPHY ANALYST
SUSAN PEARSON		Work 291-4521 Home 233-1157	EXPIRES 4/7/96	REFERENCE LIBRARIAN
GARY IVERSEN		Work 234-4471 Home 234-7097	EXPIRES 4/7/97	ATTORNEY
MIKE BROSHAR		Work 233-8419 Home	EXPIRES 4/7/97	ARCHITECT

FULL NAME	MAILING ADDRESS	PHONE NUMBER Area Code ()	TERM ON COMMISSION	OCCUPATION PROFESSION
BOB STEVENSON		Work 291-4327 Home	EXPIRES 4/7/96	ADMINISTRATIVE DIRECTOR
FRANK MOLLENHOFF		Work 234-4626 Home 233-2675	CITY COUNCIL APPOINTEE	
TOM GALLAHER - EX. OFFICIO		Work 234-4567 Home	-	-
		Work Home		
		Work Home		
		Work Home		

COMMISSION TRAINING
October 1, 1995 through December 31, 1996

Please complete the table below. In the left column, state the name of the class, workshop, conference or training program and its sponsor; in the middle column, give the date when the training occurred and the location where it occurred; in the right hand column, list the historic preservation commissioners and/or commission representatives who participated in the training.

TITLE OF TRAINING WORKSHOP AND NAME OF SPONSORING ORGANIZATION	DATE AND LOCATION	COMMISSIONERS WHO PARTICIPATED
PRESERVATION AND PLANNING COMMISSIONER SHORT COURSE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS	10/19/96 CHICAGO, IL	SUE PEARSON
CLG WORKSHOP	3/9/96 SWEEDSBURG, IA	ROSIE PETERSON
REAP ASSEMBLY (CRDP FUNDS) CONGRESS OF HISTORICAL ORGANIZATION	2/27/96 WATERLOO, IA 6/96 DES MOINES, IA	ROSIE PETERSON SUE PEARSON
EXPO	6/13/96 WATERLOO, IA	ROSALYN MIDDLETON

23. Has the City/County/LUD surveyed and evaluated all properties of potential prehistorical, archaeological, historical and/or architectural significance within its jurisdiction that were built prior to 1945? If not, describe the amount of survey/identification and evaluation that the City/County/LUD has completed to date.

YES, BUT THE SURVEYS WERE OF HISTORICAL AND ARCHITECTURAL STUDY ONLY.

24. Does the City/County/LUD have a survey and evaluation process in place so that these activities occur on a regular basis? If yes, please describe your survey/evaluation process. NO

25. If the commission uses an inventory form other than the *Iowa Site Inventory* form (buildings, structures, objects) and the *Office of the State Archaeologist's Site Form* (archaeological sites) for recording information, then please attach a copy of the inventory form that the commission uses.

26. Please attach copies of inventory forms completed by the commission or submitted to the commission during the past fiscal year, this includes inventory forms completed as part of an HRDP grant funded project. Do not send copies of inventory forms completed in conjunction with a CLG grant project.

27. Are survey materials accessible to the public, yet controlled so that materials are not lost? ^{YES} Is access to information about archeological site locations restricted? How does one get access to survey materials, who may look at the inventory?

N/A

FOR ACCESS, INTERESTED PEOPLE/PARTIES MAY CONTACT OR VISIT THE COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT AT 715 MULBERRY ST., WATERLOO, IA 50703 (319) 291-4366

28. During the period from October 1, 1995 through December 31, 1996, has the City/County/LUD used its historic properties inventory files for any of the following, please check those which apply:

Conducting a Section 106 Review/Consultation for a proposed project?

Assisting City/County/LUD in developing plans for a proposed project?

Researching local history?

Assisting property owner interested in preparing National Register nomination?

Assisting property owner apply for a REAP Historic Resource Development Program Grant?

Other, please describe? ASSISTING SILOS AND SMOKESTACKS APPLY FOR ISTE A GRANT FOR REHABILITATION OF CHICAGO GREAT WESTERN DEPOT.

29. Did your local government designate any local historic sites, landmarks and/or historic districts during the reporting period? If yes, please attach the documentation for each designation. NONE.

30. Does the City/County/LUD maintain and annually update the following information on historic properties within its jurisdiction, please check those which apply:

Properties listed on the National Register of Historic Places?

Properties that are eligible for listing on the National Register of Historic Places?

Names of owners of National Register listed properties?

Names of owners of properties that are eligible for National Register listing?

Names of owners of locally designated historic landmarks, historic sites or properties within locally designated historic districts?

Current condition of National Register listed or eligible properties?

Properties previously in the inventory that have been demolished?

31. Has the historic preservation commission amended any National Register listings during the reporting period? NONE

32. Has your local government amended its historic preservation ordinance or resolution during the past fiscal year? If yes, attach a copy of any amendments made to the ordinance or resolution during the past fiscal year. NO

33. Has your local government passed additional historic preservation ordinances or resolutions during the past fiscal year? If yes, attach a copies of the ordinance(s) or resolution(s). NO

34. Does your City/County/LUD have a historic preservation plan? NOT PRESENTLY

35. Is there a historic preservation component in your City/County/LUD's Comprehensive Plan, Comprehensive Land Use Plan, or Community Builder Plan? NOT PRESENTLY

36. If the historic preservation commission has the authority to review proposed alteration, addition, demolition relating to any of the following:

a. locally designated historic landmarks or landmark site;

b. properties within locally designated historic districts;

b. National Register listed properties and districts;

c. Properties in specially designated areas such as Urban Renewal Zones or Special Tax Districts;

please complete the following information regarding design review activity by the local government between October 1, 1995 and December 31, 1996.

Total number of applications which were received 13

Number of applications which were reviewed 13

Number of applications which were approved 11

Number of applications for which were denied 2

37. 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 the reporting period.

THE COMMISSION BASES ITS DECISIONS ON THE GUIDELINES IN THE "DESIGN GUIDELINE BOOK," DERIVED FROM PROCEDURES, METHODS AND IDEAS FROM THE SECRETARY OF THE INTERIOR GUIDELINES.

38. Please provide the following statistical information for the reporting period and attach lists with property names and addresses. Report only the demolitions within corporate limits of your city, within the unincorporated areas of your county, or within the boundaries of the land use district, as appropriate for your form of local government.

a. Number of National Register Listed properties which were demolished 0

b. Number of National Register eligible properties which were demolished 0

39. Does the City/County/LUD use any of the following to encourage preservation of historic properties; Please check all which apply:

Low Interest Loans Grants in Aid Revolving Funds

Federal Investment Tax Credit County Historic Property Rehabilitation Tax Exemption (through State law)

Property Tax Abatement Property Tax Freeze/Exemption Property Tax Credit Zoning Variances

Tax Increment Financing Local Sales Tax Rebate or Waiver for materials Control of Demolition

Exemptions from Parking Requirements Exemptions from Building Code Requirements

Conditional Use Permits Planned Unit Development Transfer of Development Rights

Preservation Easements Preservation Covenants Deed Restriction

Conservation Districts Maintenance Requirement in Ordinance

Beneficial placement of public improvements Preferential Leasing policy

Donations (for trade, by Bequest, Partial Interest, reserved life estate, payment of inheritance tax)

Sales (Bargin, Installment, Reserved Life Estate) Other, please list:

40. Is your city/county/LUD developing a heritage tourism program? Have they utilized the resources of the historic preservation commission in its development? YES

41. On an annual basis, does the City/County/LUD provide technical assistance or educational opportunities for residents to learn about the following? Please check those which apply and then attach a description.

a. Historic Properties Survey

b. Evaluating Significance

c. Preparing a National Register Nomination form

d. Preparing a nomination for local designation

e. Design review procedures

f. Maintaining a historic property

g. Rehabilitating a historic property

h. Incentives for historic preservation

i. How to apply for grants, loans, and other incentives

42. Does the city/county/LUD communicate with owners of locally designated properties, owners of National Register eligible or listed properties about maintenance, rehabilitation or incentives? If yes, please describe how this is accomplished. NO
43. Does the city/county/LUD give residents an opportunity to propose CLG grant projects or other historic preservation activities? If yes, please describe. NO
44. Does your city/county/LUD celebrate National Historic Preservation Week? YES
45. Does your city/county/LUD celebrate Archaeology Week? NO
46. Does your city/county/LUD have a historic preservation award program? YES
47. Does your city/county/LUD try and involve the primary and secondary, public and/or private schools in your local historic preservation program? NO
48. Has the hpc encouraged your local school system to acquire and use the Iowa History curriculum, "Prairie Voices". NO
49. Who are the historic preservation commission's best partners in your local preservation effort? MAINSTREET AND SILOS & SMOKESTACKS
50. Please prepare and attach a workplan for 1997 that lists your goals.
51. Please assist us in setting reasonable expectations of CLGs, what does the historic preservation commission feel it can accomplish in terms of activities and projects during a 12 month period?
52. Please list the problems which had made it difficult for your city/county/LUD and its historic preservation commission to develop, implement and administer your local historic preservation program. If you received a performance evaluation during the reporting period, please address any conditions noted in that evaluation and outline the steps being taken to remedy those conditions.
53. Please list the kind(s) of assistance (financial, publications, training, etc.) which the commission feels would help in resolving the problems.

Report prepared by: NOEL C. ANDERSON

Date: 12/10/96



State Historical Society of Iowa

The Historical Division of the Department of Cultural Affairs

February 11, 1998

RE: Delinquent Certified Local Government Program FY97 Annual Reports

Dear Mayors, Board of Supervisors Chairmen, and Historic Preservation Commissioners:

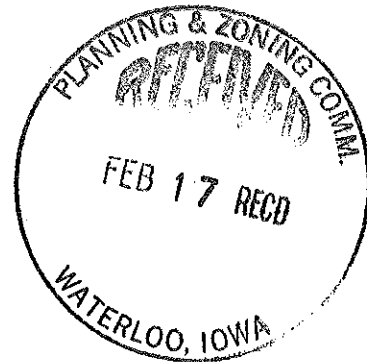
This is to advise you that the State has not received two copies of your 1997 Certified Local Government Annual Report. The deadline for submission of the reports was December 15, 1997. Annual submission of the report is one of the stipulations for continued participation in the CLG program, under the CLG Agreement signed by you and the State. In addition, to qualify for CLG grants, you must be current on Annual Report submittals.

Please be advised that if two copies of the completed report are not received by the State by **March 1, 1998**, the State will initiate decertification.

If you need assistance in completing the report or cannot locate your copy of the report form and instructions, please call me and I will answer your questions and/or send another copy of the report form. I can be reached at the address below or at (515) 281-6826.

Sincerely,

Kerry C. McGrath
Local Governments Coordinator



402 Iowa Avenue
Iowa City, Iowa 52240-1806
(319) 335-3916

600 E. Locust
Des Moines, Iowa 50319-0290
(515) 281-6412

Montauk
Box 372
Clermont, Iowa 52135-0372
(319) 423-7173