

CERTIFIED LOCAL GOVERNMENT  
1999 ANNUAL REPORT

1. Name of City, County or Land use District (LUD):  
CITY OF WATERLOO.
  
2. Name of Chief Elected Official
  - a. In office, January 1, 1999 through December 31, 1999:
  - b. Newly elected, will enter office following Election Day or in 1999:  
THE HONORABLE MAYOR JOHN R. ROOFF.
  
3. Mailing Address for City, County, or Land use District:  
CITY OF WATERLOO, PLANNING AND ZONING DEDPT. 715 MULBERRY STREET, WATERLOO, IA 50703.
  
4. City, County or Land use District Telephone Number: 319.291.4366
  
5. City, County or Land use District Fax Number: 319.291.4262
  
6. City, County or Land Use District Email Address: N/A
  
7. City/County staff person who works with historic preservation commission:  
Name and Title: TERRANCE D. MALONE – ASSOCIATE PLANNER  
  
Address: SAME AS RESPONSE #3  
  
Phone Number: 319.291.4366  
Email Address: TERRY.MALONE@WATERLOO-IA.ORG  
Fax Number: 319.291.4262
  
8. Commission Contact for 2000: SAME AS #7  
  
Name:  
  
Address:  
  
Phone Number:  
  
Fax Number:  
  
Email Address:
  
9. Please attach completed BIOGRAPHICAL SKETCH FORM(s) or RESUMES for commission members who were appointed to the commission during 1999.

BIOGRAPHICAL SKETCH  
APPLICANT FOR HISTORIC PRESERVATION COMMISSION

NAME:

ADDRESS:

PHONE NUMBERS (work and home):

EMAIL ADDRESS:

FAX NUMBER:

EDUCATION:

EMPLOYMENT:

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to history.

10. HISTORIC PRESERVATION COMMISSION MEMBERS IN 1999

Complete this table. Be sure to include correct information. If there were vacant positions on the historic preservation commission during 1999, indicate this in the space provided.

NAME	MAILING ADDRESS	BUSINESS AREA CODE & PHONE NUMBER	HOME AREA CODE & PHONE NUMBER	EMAIL ADDRESS	TERM OF APPOINTMENT (state month and year)	PROFESSION
Chair DANIEL LEVI	IN/VISION ARCHITECTURE, 900 WATERLOO BLDG. 50702	319-233-8419	319-277-1139	?	APRIL 13, 1999 TO APRIL 7, 2001	ARCHITECT
Vice Chair. DAVID LEONHART	1121 EASTON AVENUE WATERLOO, IA 50701	319-230-3107	319-234-0901	?	APRIL 13, 1999 TO APRIL 7, 2000	ASSISTANT CONSTRUCTION SUPERINTENDENT
JIM ARONSON	800 WEST 4 <sup>TH</sup> STREET WATERLOO, IA 50702	319-234-2993	319-234-2993	?	APRIL 13, 1999 TO APRIL 7, 2001	INTERIOR DESIGNER
BRUCE BRALEY	P.O. BOX 810 WATERLOO, IA 50704	319-234-4471	319-234-4805	?	APRIL 13, 1999 TO	ATTORNEY
HOWARD CRAVEN	5736 HAMMOND AVENUE WATERLOO, IA 50702	319-291-4829	319-296-2165	?	APRIL 13, 1999 TO APRIL 7, 2000	EDUCATOR
BRENDA DURBAHN	P.O. BOX 1497 WATERLOO, IA 50704	319-232-6531	319-232-1742	?	APRIL 13, 1999 TO	ENVIRONMENTAL ENGINEER
SUE PEARSON	202 HIGHLAND BLVD. WATERLOO, IA 50703	319-291-4476	319-233-1157	?	APRIL 13, 1999 TO JULY 1, 2002	RESEARCH LIBRARIAN
ROSIE PETERSON	1552 BERTCH AVENUE WATERLOO, IA 50702	319-236-0901	319-232-8393	?	APRIL 13, 1999 TO JULY 1, 2001	SOCIAL WORKER
Number of Vacant Positions on the Commission in 1999: Length of Time each remained Unfilled:						

11. COMMISSION TRAINING 1999

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.

NAME OF CLASS, WORKSHOP, CONFERENCE AND SPONSORING ORGANIZATION	DATE AND LOCATION	NAMES OF PARTICIPATING COMMISSION REPRESENTATIVES
HISTORIC PRESERVATION WEEK AWARDS, STATE HISTORICAL SOCIETY OF IOWA (SHSI)	MAY 10, 1999 STATE HISTOICAL BUILDING	NOEL ANDERSON, SENIOR PLANNER TERRANCE D. MALONE, ASSOCIATE PLANNER
HRDP GRANT WRITING WORKSHOP, HISTORICAL SOCIETY OF IOWA	SEPTEMBER 22, 1999 GROUT MUSEUM, WATERLOO	JIM ARONSON, BRENDA DURBAHN, TERRANCE MALONE, ROSIE PETERSON
CERTIFIED LOCAL GOVERNMENTS TRAINING SHSI	OCTOBER 19, 1999 WATERLOO CITY HALL	THE ENTIRE HISTORIC PRESERVATION COMMISSION AND STAFF MEMBERS

12. How many regular business meetings did the commission have during 1999?  
If the commission had a regularly scheduled meeting date, time and place, please specify.  
TWELVE

If the commission did not have regularly scheduled meetings, please list the dates, times, and locations of commission meetings held during 1999.

13. How did the commission notify the public of its meetings? Check all that apply:

- A notice was posted in a public location, twenty-four hours in advance of the meeting.
- The Meeting Agenda was posted in a public location
- Mailings were sent to public officials and interest residents
- Notices were aired on the radio and/or television
- Notices were printed in the newspaper
- Other (please describe)

14. Is there a file of public notices, agendas, and minutes from the Historic Preservation Commissions 1999 meetings?

- Yes
- No

15. Was there a quorum of commissioners at all official meetings? Check the response that applies:

- There was a quorum at all official meetings.
- There was a quorum at \_\_\_ of the \_\_\_ meetings.
- There never was a quorum at official meetings.

16. Provide location, street and mailing address of the repositories where the following are stored:

- a. Historic preservation commission's administrative files, location, street and mailing address: SAME AS RESPONSE #3.
- b. Property inventory and related records, location, street and mailing address: SAME LOCATION
- c. Library location, street and mailing address: CITY OF WATERLOO PUBLIC LIBRARY, 415 COMMERCIAL STREET, WATERLOO, IA 50703

17. Provide a yes or no response to the following questions, which ask how you cared for your records. Archaeological site records are exempt under federal and state code from "freedom of information" actions.

YES Were survey materials accessible to the public, yet controlled so that materials are not lost?

NO Was access to information about archeological site locations restricted?

18. Does the historic preservation commission report or communicate with elected officials on a regular basis?

- Yes
- No

19. If yes, who reports to elected officials about historic preservation commission activities? Please place a check by those who report on behalf of the Historic Preservation Commission.

- Chairman of the Commission
- Staff member assigned to the Commission
- Director or Supervisor of the Commission Staff person
- Other (indicate who)

20. Of the options listed below, check those which best indicate how the Commission reports to the city or county's chief elected officials.

- Does not report to the city or county's chief elected officials
- Submits copies of meeting minutes and agendas
- Submits copy of annual report form
- Presents oral reports at meetings
- Submits written reports
- Other-please describe

21. What types of properties are important to your city or county and why?  
ALL PROPERTIES LOCATED WITHIN DESIGNATED RENEWAL DISTRICTS AS THEY CONTAIN THE HIGHEST CONCENTRATION OF OLDER STRUCTURES.

22. How do they reflect and relate to local historic events and developments?  
THE ORIGINAL PLATS AND PRE-WORLD WAR II SUB-DIVISIONS FROM THE CORE OF THE AREA OF THE CITY. THAT INCLUDES OUTLYING NEIGHBORHOODS OF THE CENTRAL BUSINESS DISTRICT, WHICH IS AN IOWA MAIN STREET DISTRICT.

23. What property does your city or county feel are deserving of protection?  
ALL INDIVIDUALLY ELIGIBLE PROPERTIES, OR CLUSTER OF PROPERTIES THAT CONSTITUTE A POTENTIAL DISTRICT.

24. What should the State of Iowa's priorities be in identification, evaluation and registration of properties, please list from most to least important the properties and contexts that should be studied.  
IN THE CONTEXT OF CITIES: A- PRE WWII ARCHITECTURAL BUILDING STOCK.

B- POST WWII DEVELOPMENTS THAT REMAINED TRUE TO THE URBAN FORM ( SETBACKS, BUILDING LINES, FUNCTION, ETC.).

C- THOSE PROPERTIES THAT ARE 50 YEARS OLD BUT DID NOT RETAIN THE FORM OF DEVELOPMENT THAT PRECEDED THEM.

25. Please attach copies of inventory forms, completed by the commission or submitted to the commission during 1999. 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.  
N.A.
26. Please list and describe what the City, County, LUD and/or its historic preservation commission did during 1999 to encourage the identification, evaluation and/or registration of historic properties within its jurisdiction.  
THE COMPOSITION OF THE COMMISSION AND THE STAFF REPRESENTATIVES WERE INEXPERIENCED, CONSEQUENTLY NO ACTION WAS TAKEN.
27. Monitoring of the status of National Register of Historic Places Listed Properties, please list as indicated below: (Be sure to provide the historic name and address for each of the listed properties. If necessary, list on a separate sheet)
- a. List those that were altered in 1999:  
WATERLOO VETERANS MEMORIAL HALL, 655 CEDAR STREET, WATERLOO, IA 50703  
  
CARNEGIE LIBRARY, 626 MULBERRY STREET, WATERLOO, IA 50703
  - b. List those that were moved in 1999:  
NONE
  - c. List those that were demolished in 1999:  
  
KLEINFELTER LIVERY STABLE, 222-224 W. PARK AVENUE  
  
300 W. 4<sup>TH</sup> STREET BUILDING (FIRE DAMAGED)
28. In 1999, did you city, county, of LUD revise its historic preservation ordinance or resolution? If you have not already submitted a copy of the revised ordinance or resolution to the State, please attach a copy of the revised ordinance or resolution.  
WORK IS IN PROGRESS.
29. In 1999, did your city or county take official action or actions that impacted or will impact historic properties? Please provide a list of those actions and the dates when they were approved or undertaken.  
  
NO

30. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 1999? If so, please list and describe:
- a) Historic preservation planning: NO
  - b) Provide technical assistance on historic preservation issues or projects:  
A PRE-COMMISSION SUB-COMMITTEE WAS FORMED TO ASSIST APPLICANTS APPEARING BEFORE THE COMMISSION.
  - c) Undertake any educational programming in historic preservation?  
SEE RRESPONSE TO #11, SECOND ROW.
31. During 1999, did the historic preservation commission provide comment or review as part of the SECTION 106 review process? If so, please list the projects reviewed and the comment that was offered by the commission:  
  
NO.
32. Does your city, county or land use district have a local review process for proposed development in especially zoned areas, e.g. "sensitive areas" or "A-2" districts? If so, please answer the following:
- a. Who conducts the review? THE HISTORIC PRESERVATION COMMISSION.
  - b. What kind of documentation is required of the applicant?  
PHOTOS, SCALE DRAWINGS, MATERIALS, ETC.
  - c. Number of applications received in 1999 that required the review?  
24 TOTAL.
  - d. Number of applications for tracts that contained inventoried cultural resources?  
21 TOTAL.
  - e. Number of applications for tracts that contained evaluated cultural resources?  
SAME AS D.
  - f. Number of applications for which applicant took action to preserve or avoid harming historic properties.  
MAJORITY OF THE REQUESTS WERE FOR ADDITIONS, DEMOLITIONS AND RECONSTRUCTS, WITH THREE REQUESTS THAT RETAINED HISTORIC FEATURES WITHOUT HARM.



33. Please prepare and attach a work plan that lists the city, county, or LUD's historic preservation goals and activities for 2000.

SEE ATTACHMENT.

34. In 1999, did you city place additional properties (individual or districts) on its list of locally designated historic sites, landmarks and/or historic districts? If you have not provided the State with the designation form (s) and ordinance (s), please attach copies of each designation form and ordinance.

THE CITY OF WATERLOO DOES NOT LOCALLY DESIGNATE PROPERTIES.

35. If new or revised design standards and/or guidelines were developed and adopted during 1999, please attach a copy.

N.A.

36. Complete the following information regarding design review activity by the Historic District or Historic Preservation Commission between January 1, 1999 and December 31, 1999.

	Delisting of Locally Designated Properties	Request For Alterations	Request for New Construction	Request For Demolition	Total Number
Number of Applications Received	0	24	0	2	26
Number of Applications Reviewed only by Staff	0	5*	0	0	5
Number of Applications Reviewed by Commission	0	24	4	3	31
Number of Applications Approved	0	18	4	1	23
Number of Applications Denied	0	3	0	3	6
Number of Denied Applications that were appealed to City Council	0	0	0	0	0
Number of Denied Applications that were upheld by City Council	0	0	0	0	0
Number of Denied applications that were approved by City Council	0	0	0	0	0
Number of Properties covered by the applications	0	21	4	4	

\*- CERTIFICATES OF NO MATERIAL EFFECT.

CLG Annual Report prepared by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Return the two completed annual report forms (original and one copy) postmarked by December 15, 1999 to:

Kerry C. McGrath, Local Governments Coordinator  
 State Historical Society of Iowa  
 New Historical Building  
 600 East Locust  
 Des Moines, Iowa 50316-0290