

## IOWA CERTIFIED LOCAL GOVERNMENT 2003 ANNUAL REPORT

### CLG PARTICIPATING CITY, COUNTY AND LAND USE DISTRICT PROFILE

**Name of the City, County, or Land Use District Name:**

City of Waterloo

**Name of Mayor, Chairman of the Board of Supervisors or President of the LUD Trustees:**

Mayor Timothy Hurley

**Mailing Address:** City of Waterloo  
715 Mulberry Street  
Waterloo, IA 50703

**Phone Number:** (319) 291-4366

**Fax Number:** (319) 291-4262

**Email Address:** mayor@waterloo-ia.org

**Website:** www.ci.waterloo.ia.us

### Section I. Locating Historic Properties Identification, Evaluation, and Registration Activity

#### CLG Standards found in CLG Agreement and National Historic Preservation Act

- ◆ The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- ◆ The CLG will review National Register nominations on any property that lies in the jurisdiction of the local historic preservation commission.

1. Please list the identification (survey) projects that the commission undertook, sponsored or encouraged. Describe the surveyed area, the historic contexts proposed or developed, and the number of properties recorded for projects that were NOT FUNDED with a CLG GRANT or MANDATED BY THE SECTION 106 REVIEW PROCESS.  
Insert your description here: (use additional pages if needed)  
None
2. Please list the evaluation projects that the commission undertook, sponsored or encouraged. Describe the evaluated area, the historic contexts, and the number of properties involved, for projects that were NOT FUNDED with a CLG GRANT or MANDATED BY THE SECTION 106 REVIEW PROCESS.  
(use additional pages if needed)  
None

3. **Is the City, County, or LUD's inventory of information relating to properties established, updated and at the location given in the 2003 Annual Report? Please circle: Yes No**

4. **If the answer to #3 was "N", please describe the measures taken to insure:**

a. **That inventory materials are accessible to the public yet controlled so that materials are not lost.**

Maintained in the department of Planning & Zoning

b. **That access to information about archaeological site locations is restricted.**

c. **Indicate below where the LUD, city or county's property inventory is filed. If records are filed in several locations, be sure to specify which records are stored in each location and provide a name, mailing and street address for each location.**

City of Waterloo  
Department of Planning & Zoning  
715 Mulberry Street  
Waterloo, IA 50703

6. **Attach copies of inventory forms completed by during 2003. 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 or for compliance with Section 106 of the National Historic Preservation Act.**

None

7. **List registration (National Register nomination) projects that the commission undertook, sponsored or encouraged. Be sure to provide the Name(s) of the Property(s) being nominated to the National Register of Historic Places. (use additional pages if needed)**

None

8. **Monitoring of the status of Properties listed on the National Register of Historic Places. Please answer the following, making sure that you include the historic name and address for each properties. If necessary, list on a separate sheet (s)**

a. **List NRHP Properties in your City, County or LUD that were altered in 2003:**

None

b. **List NRHP Properties in your City, County or LUD that were moved in 2003:**

None

c. **List NRHP Properties in your City, County or LUD that were demolished in 2003:**

None

9. **In 2003, did your city place additional properties (landmarks, sites, zones or districts) on its list of locally designated historic site landmarks and/or historic districts? Please attach copies of each designation nomination and ordinance, ONLY if you have not already provided the State with this information.**  
None
10. **In 2003, if there was action to revise, amend, change or de-list a locally designated property, please attach documentation of the review and appeal process and decisions made by the historic preservation commission, plan and zone commission, city Council, District Court or other governmental agency or official involved with the process.**  
N/A
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## Section II

### Managing, Protecting, and Preserving Historic Properties

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- ◆ The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties
  - ◆ The CLG shall provide for adequate public participation in the local historic preservation programs
11. **Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 2003? If so, please list and describe**
- a. **Historic preservation planning;** (use additional pages if needed)  
None
  - b. **Provided technical assistance on historic preservation issues or projects;** (use additional pages if needed)  
See attached Certificates of Appropriateness
  - c. **Undertook educational programming in historic preservation?** (use additional pages if needed)  
None
12. **During 2003, did the historic preservation commission provide comment or review as part of the SECTION 106 review process?**  
Y N Circle an Y, yes or an N, no.
13. **Please prepare and attach a work plan that lists the city, county, or LUD's historic preservation goals and activities for 2003 .** (use additional pages if needed)
14. **In 2003, did your city, county, or LUD revise its historic preservation ordinance or resolution or pass additional historic preservation ordinances and/or resolutions?**  
Y N Circle an Y, yes or an N, no.
15. **If you have not already submitted a copies of the revised or additional historic preservation ordinances or resolutions to the State, please insert or attach copies of each to this completed report.**  
N/A
16. **If your city, county or land use district has a local review process for proposed development in specially zoned or identified areas, e.g. "mounds", "sensitive areas" or "A2" districts? (Dallas County, Iowa City and Jackson County must answer this question.)**  
**Please answer the following:**  
N/A
- a. **Who conducts the review?** (use additional pages if needed)
  - b. **What kind of documentation is required of the applicant?** (use additional pages if needed)
  - c. **Number of applications received in 2003 that required the review?** (use additional pages if needed)

- d. **Number of applications for tracts that contained identified cultural resources?** (use additional pages if needed)
- e. **Number of applications for tracts that contained evaluated cultural resources?** (use additional pages if needed)
- f. **Number of applications for which applicant took action to preserve or avoid harming historic properties?**
17. **If new or revised design standards and/or guidelines were developed and adopted during 2003, please attach a copy, if these have not been submitted to the State.**  
N/A
18. **If the city, county, or LUD has a design review process for alterations, changes, moves and/or demolition of locally designated properties, please attach copies of the following: (Ames, Amana LUD, Bloomfield, Bonaparte, Burlington, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Mount Vernon, Sioux City, and Waterloo must answer this question)**
- a. **A copy of each letter of notification sent to each applicant, confirming the historic preservation commission's decision on the application.**
- b. **A copy of each Certificate of Appropriateness issued to applicants (or any of the local certificates that the Commission is authorized to issue, e.g. Certificate of Economic Hardship, Certificate of Economic Viability, etc.).**  
(copies enclosed)
19. **If the letters of Notification and the Certificates do not describe the proposed alteration, change, move or demolition, submit copies of the applications for the certificates, include copies of all attachments, be sure to indicate the Commission's decision in each case.**  
(If applicable, Ames, Amana LUD, Bloomfield, Bonaparte, Burlington, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Mount Vernon, Sioux City, and Waterloo must answer this question)  
N/A
20. **If any Commission decision on issuance of a Certificate was appealed in 2003, please submit documentation of the appeal process and the decisions made by the Commission, Plan and Zone Commission, City Council, District Court or other governmental agencies, organizations and/or individuals with an authorized role in the appeal process.**

### Section III Historic Preservation Program Administration

- The CLG will organize and maintain a historic preservation commission, which must meet at least three times per year.
  - The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
  - The commission will comply with Iowa Code Chapter 21 in its operations.
  - Commission members will participate in state sponsored or approved historic preservation training activities.
21. **Positions on the Historic Preservation Commission were: Check all that apply**
- All were filled throughout 2003.
- Were vacant during 2003, Indicate number of vacant positions: 3

22. Please complete and attach the 2003 Historic Preservation Training Table.
23. Please complete the attached 2003 CLG Personnel Table. Please attach a vita, resume or completed Biographical Sketch Form for each new appointee to the Commission during 2003.
24. How many regular business meetings did the commission have during 2003? 9
25. If the commission had a regularly scheduled meeting, please specify date, day, time and place:  
3<sup>rd</sup> Tuesday of each month in Mollenhoff Conf. Room in City Hall at 4:30 p.m.
26. If the commission did not have regularly scheduled meetings, please list the dates, times, and locations of commission meetings held in 2003: (use additional pages if needed)
27. How did the commission notify the public of its meetings? Agenda posted on the 1<sup>st</sup> floor of City Hall  
 Yes  
 No
28. Was there a quorum of commissioners at all official meetings?  
 Yes  
 No
29. The file of public notices, agendas, and minutes from the Historic Preservation Commission's 2003 meetings as well as other commission records (NPS certification file, grant projects, annual reports, etc.) is still kept at the location given in the 2003 report: Circle Y or N
- If N is circled, please check all that apply and indicate what is stored at that location.
- In the City Clerk's Office, City Hall.  
 In the Planning Department, City Hall  
 In the County Clerk's Office, Courthouse  
 In the County Auditor's Office, Courthouse  
 Other ( please describe and provide address)
30. How did the historic preservation commission report and/or communicate with your elected officials during 2003?  
 Check all that apply  
 Did not communicate;  
 Submitted copies of meeting minutes and agendas;  
 Submitted copy of annual report form;  
 Presented oral reports at meetings;  
 Periodic meetings;  
 Other—please describe

**PLEASE SIGN, DATE, AND IF FILING ELECTRONICALLY, SUBMIT TWO COPIES OF THIS PAGE**

Morgan Hoosman, Associate Planner

06/16/2004

Name and Title of Individual Who Filled Out The Report

Date

## 2003 Historic Preservation Training Table

**In this table, provide information about the commissioners involvement in historic preservation training, listing the name of the conference, workshop or meeting; the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.**

**1. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**2. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**3. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**4. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**5. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**6. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**7. Name of Training Session:**

**Location:**

**Date:**

**Names of historic preservation commissioners, staff and elected officials who attended:**

**BIOGRAPHICAL SKETCH**  
**APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

**NAME:** (Mr. Mrs. Ms. Dr.)

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**ADDRESS:**

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**PHONE NUMBER:**    **WORK:** (   )

**HOME** (   )

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**EMAIL ADDRESS:**

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**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:**

While serving on the \_\_\_\_\_ Historic Preservation Commission, I will work to insure that the Commission enforces the Historic Preservation Ordinance/Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the Secretary of the Interior's Standards for Archaeology and Historic Preservation.

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Signature

Date

<b>2003-2004 CLG Personnel Table</b>
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**A. Please list the names of the Historic Preservation Commissioners who served during 2003:**

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Daniel Levi  
 Susan Pearson  
 Julie Etheredge  
 Jim Aronson

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**B. CHIEF ELECTED OFFICIAL**

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**2003: Name of Mayor, Chairman of Board of Supervisors, President of LUDTrustees:**

Mr. Mrs. Ms. Dr.	First Name:	Initial	Last Name
	Mayor John R. Roof		

**2004: Name of Mayor, Chairman of Board of Supervisors, President of Trustees:**

Mr. Mrs. Ms. Dr.	First Name	Initial	Last Name
	Mayor Timothy J. Hurley		

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**C. STAFF PERSON FOR THE HISTORIC PRESERVATION COMMISSION**

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Mr. Mrs. Ms. Dr.	First Name:	Initial	Last Name
	Christopher		Western

**Job Title:** Associate Planner

**Mailing Address:**  
 715 Mulberry Street  
 Waterloo, IA 50703

**Phone Number:** 319-291-4366

**Email Address:** [chris.western@waterloo-ia.org](mailto:chris.western@waterloo-ia.org)

**Serves as Contact for Commission:** Chris Western



**D. 2004 HISTORIC PRESERVATION COMMISSION:**

Please complete the following and provide information about the 2003 commission. Be sure to indicate how the individual wishes to be addressed (Mr., Mrs., Ms., Dr.) and nick name preferences (Nick Name). Please provide either a work (circle W) or a home (circle H) mailing address, work (circle W) or a home (circle H) phone number and work (circle W) or a home (circle H) email address. Please provide new or updated information on past and present: profession, employment, training, preservation skills including ownership of a historic property (Past or present: profession/employment, preservation skills, historic property owner). If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Historic District). Specify the month, day, and year that the commissioner's term will end (Term Ends).

**CHAIRPERSON**

**Mr. Mrs. Ms. Dr. Nick Name: First Name: Initial Last Name**  
 Daniel Levi

**W H Mailing Address:**  
 AHTS Architects, 327 E. 4<sup>th</sup> Street, Waterloo, IA 50703

**W H Phone Number:** 319-233-1163

**W H Email Address:**

**Past or present: profession/employment, preservation skills, historic property owner:**

architecture

**Representative, Name of Historic District:**

**Term Ends: Month April Day 7 Year 2004**

**VICE CHAIRMAN N/A**

**Mr. Mrs. Ms. Dr. Nick Name: First Name: Initial Last Name**

**W H Mailing Address:**

**W H Phone Number:**

**W H Email Address:**

**Past or present: profession/employment, preservation skills, historic property owner:**

**Representative, Name of Historic District:**

**Term Ends: Month Day Year**

**SECRETARY**

**Mr. Mrs. Ms. Dr. Nick Name: First Name: Initial Last Name**  
 Chris Western

**W H Mailing Address:** Planning & Community Development Department  
 715 Mulberry Street  
 Waterloo, IA 50703

**W H Phone Number:** 319-291-4366

**W H Email Address:** chris.western@waterloo-ia.org

**Past or present: profession/employment, preservation skills, historic property owner:**  
Planning staff to the Commission

**Representative, Name of Historic District:**

<b>Term Ends:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
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**COMMISSIONER**

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<b>Mr. Mrs. Ms. Dr.</b>	<b>Nick Name:</b>	<b>First Name:</b>	<b>Initial</b>	<b>Last Name</b>
	Susan		Pearson	

**W H Mailing Address:**  
202 Highland Blvd., Waterloo, IA 50703

**W H Phone Number:** 319-291-4476 (W)  
319-233-1157 (H)

**W H Email Address:**

**Past or present: profession/employment, preservation skills, historic property owner:**  
Reference librarian, Participated in survey

**Representative, Name of Historic District:**

<b>Term Ends:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
	May	7	2004

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**COMMISSIONER**

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<b>Mr. Mrs. Ms. Dr.</b>	<b>Nick Name:</b>	<b>First Name:</b>	<b>Initial</b>	<b>Last Name</b>
	Jim		Aronson	

**W H Mailing Address:**  
800 W. 4<sup>th</sup> Street, Waterloo, IA 50702

**W H Phone Number:**  
319-234-2993 (W)

**W H Email Address:**  
laronson@mchsi.com

**Past or present: profession/employment, preservation skills, historic property owner:**  
Historic property owner, interior designer

**Representative, Name of Historic District:**

<b>Term Ends:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
	April	7	2004

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**COMMISSIONER**

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<b>Mr. Mrs. Ms. Dr.</b>	<b>Nick Name:</b>	<b>First Name:</b>	<b>Initial</b>	<b>Last Name</b>
		Julie		Etheredge

**W H Mailing Address:**  
Invision Architecture, 900 Waterloo Bldg., Waterloo, IA 50702

**W H Phone Number:** 319-233-8419 (W) 319-296-9023 (H)

**W H Email Address**

juliee@invisionarch.com

**Past or present: profession/employment, preservation skills, historic property owner**

Architect

**Representative, Name of Historic District:**

<b>Term Ends:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
	May	7	2004

**COMMISSIONER**

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<b>Mr. Mrs. Ms. Dr.</b>	<b>Nick Name:</b>	<b>First Name:</b>	<b>Initial</b>	<b>Last Name</b>
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**W H Mailing Address:**

**W H Phone Number:**

**W H Email Address:**

**Past or present: profession/employment, preservation skills, historic property owner:**

**Representative, Name of Historic District:**

<b>Term Ends:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
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**COMMISSIONER**

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<b>Mr. Mrs. Ms. Dr.</b>	<b>Nick Name:</b>	<b>First Name:</b>	<b>Initial</b>	<b>Last Name</b>
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**W H Mailing Address:**

**W H Phone Number:**

**W H Email Address:**

**Past or present: profession/employment, preservation skills, historic property owner:**

**Representative, Name of Historic District:**

<b>Term Ends:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
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