



CITY OF WATERLOO, IOWA

COMMUNITY PLANNING, PROGRAMMING & ZONING COMMISSION

715 Mulberry Street • Waterloo, Iowa 50703-5783 • (319) 291-4366 Fax (319) 291-4262

DONALD J. TEMEYER, *Community Planning & Development Director*

Mayor
TIMOTHY J.
HURLEY

COUNCIL MEMBERS

.....

REGINALD A.
SCHMITT
Ward 1

CAROLYN
COLE
Ward 2

BUCK
CLARK
Ward 3

JOHN A.
KINCAID
Ward 4

RON
WELPER
Ward 5

BOB
GREENWOOD
At-Large

ERIC
GUNDERSON
At-Large

January 12, 2007

Paula Mohr
State Historical Preservation Office
Historical Building
Des Moines, IA 50319-0290

RE: Iowa Certified Local Government 2006 Annual Report

Dear Ms. Mohr,

Enclosed please find the above-referenced document and the supporting documentation as follows: copies of Certificates of Appropriateness, meeting agendas and minutes, the Waterloo Historic Preservation's accomplishments from the past year, current Commissioners and goals for the 2007 calendar year.

If you have any questions or comments, please feel free to call me at the number listed above.

Best regards,

Tim Andera
Associate Planner

Cc: Noel Anderson, City Planner
file



**IOWA CERTIFIED LOCAL GOVERNMENT
2006 ANNUAL REPORT**

CLG Participating City, County and Land Use District Profile

NAME OF THE CITY, COUNTY, OR LAND USE DISTRICT: WATERLOO,
BLACK HAWK COUNTY, IOWA

Mailing Address of the Mayor, Board of Supervisors, or Land Use District Trustees (DO NOT GIVE MAILING ADDRESS OF STAFF OR COMMISSION CONTACT):
MAYOR TIMOTHY J. HURLEY, 715 MULBERRY STREET, WATERLOO, IA
50703

Phone Number: (319) 291-4301
Fax Number: (319) 291-4286
Email: mayor@waterloo-ia.org
Website: www.waterloo-ia.org

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 provide complete reports and site inventory forms from historic identification/survey, evaluation and/or registration/nomination projects that the City, County, or Land Use District completed in 2006. Do not include projects that were funded with a CLG grant or mandated by the Section 106 review and compliance process.

None

2. How many NRHP Properties in your City, County or LUD were altered, moved or demolished in 2006? None

3. In 2006, how many additional properties (landmarks, sites, zones or districts) did your city place on its list of locally designated historic landmarks and/or historic districts? Please attach a copy of each designation nomination and ordinance. None

4. In 2006, were there any actions to revise, amend, change or de-list a locally designated property? If so, how many? Please attach documentation of the review and appeal process and decisions made by the historic preservation commission, planning and zone commission, city Council, District Court or other governmental agency or official involved with the process. No

Section II Managing, Protecting, and Preserving Historic Properties

- ◆ 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

5. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 2006? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community.

- a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc. (use additional pages if needed) Yes. A new Waterloo Historic Preservation Plan was drafted up and a final copy was submitted to the City of Waterloo Planning Department in October of 2006. A final copy has been sent to the State Historical Office recently. The Historic Preservation Plan was completed by Thomason and Associates, Preservation Planners of Nashville, Tennessee.
- b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual homeowners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc. (use additional pages if needed) _____
- c. Undertook educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc. (use additional pages if needed) A local Historical Preservation Awards Ceremony was held May 22nd that recognized six local residents and 3 entities for restoration and renovation projects either complete or currently in the working stages. The nominations can be found in the April 25, 2006 minutes provided. The Commission did begin the process of organizing a Walking Tour of the Kingbard/Columbia Circle neighborhood. Unfortunately, plans to do so fell through. A walking tour brochure was already created at the time and the Commission is looking to resurrect the Walking Tour again this year, 2007. A walking tour of Old Homes was held in the month of August. The Commission also assisted in the "Tour De Loo" Tour, a tour of

Downtown properties, to showcase new and proposed projects, as well as current can completed construction projects with over 400 people attending the festivities.

6. If the city or county amended its historic preservation ordinance or resolution or passed additional ordinances or resolutions that impact historic properties, please attach copies of the amendments and new ordinances or resolutions. None

7. If new or revised design standards and/or guidelines were developed and adopted during 2006, please attach a copy. None

8. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year? A new Historic Comprehensive Preservation Plan has been drawn up and is ready to be adopted by the City soon. The Commission has also made positive steps in the past year in amending the current Historical Preservation Ordinance and is looking to have an amended Ordinance in place in 2007.

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.

10. List dates of meetings held. January 24, 2006; February 28, 2006; March 28, 2006; April 25, 2006; May 23, 2006; June 27, 2006; July 25, 2006; August, 8, 2006; August 22, 2006; September 25, 2006 Special Meeting; September 26, 2006; October 24, 2006; November 28, 2006; December 20, 2006

11. Please update the attached CLG Personnel Information Table.

12. Please attach biographical sketches or resumes of commissioners who were newly appointed in 2006. No new Commissioners appointed in the 2006 calendar year.

13. Please complete the 2006 Commission Training Table.

PLEASE SIGN and DATE

Name

IF SUBMITTING ELECTRONICALLY, MAIL ONE (1) HARD COPY OF THIS PAGE.

IF SUBMITTING PAPER/HARD COPY, MAIL ONE (1) HARD COPY OF THE REPORT.

Paula A. Mohr
Historic Preservation Office
Historical Building
600 East Locust St, Des Moines IA 50319-0290 Paula.mohr@iowa.gov

2006 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.

Name of Training Session: Historical Building Code Conference
Sponsoring organization: AIAIowa & State Historical Society of Iowa
Location: Des Moines, IA, State Historical Building
Date: December 12, 2006
Names of historic preservation commissioners, staff and elected officials who attended:
Tim Andera, Staff to the Commission

Name of Training Session:
Sponsoring organization:
Location:
Date:
Names of historic preservation commissioners, staff and elected officials who attended:

Name of Training Session:
Sponsoring organization:
Location:
Date:
Names of historic preservation commissioners, staff and elected officials who attended:

Name of Training Session:
Sponsoring organization:
Location:
Date:
Names of historic preservation commissioners, staff and elected officials who attended:

Name of Training Session:

Sponsoring organization:

Location:

Date:

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

Name of Training Session:

Sponsoring organization:

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.):

ADDRESS:

WORK PHONE NUMBER WORK: ()

HOME PHONE NUMBER: ()

EMAIL ADDRESS:

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.

Signature

Date

2006-2007 CLG Personnel Table

A. Please list the names of the Historic Preservation Commissioners who served during 2006: Alan McKean, Edward Ottesen, Ryan Malecek, Ann Olsson, Gale Quirk, Julie Etheredge, Noel Anderson, Sheryl Newton and Lana Morgan.

B. CHIEF ELECTED OFFICIAL 2006

Name of Mayor, Chairman of Board of Supervisors, President of LUD Trustees:

☒ Mr. Mrs. Ms. Dr.

First Name: Timothy

Initial:

Last Name: Hurley

CHIEF ELECTED OFFICIAL 2007

Name of Mayor, Chairman of Board of Supervisors, President of LUD Trustees:

☒ Mr. Mrs. Ms. Dr.

First Name: Timothy

Initial:

Last Name: Hurley

C. STAFF PERSON FOR THE HISTORIC PRESERVATION COMMISSION

☒ Mr. Mrs. Ms. Dr.

First Name: Tim

Initial:

Last Name: Andera

Job Title: Associate Planner

Mailing Address: 715 Mulberry Street, Waterloo, IA 50703

Phone Number: 319-291-4366

Email Address: tim.andera@waterloo-ia.org

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle ☒ Yes ☐ N

2007 HISTORIC PRESERVATION COMMISSION:

Please complete the following and provide information about the 2007 commission. Be sure to indicate how the individual wishes to be addressed (Mr., Mrs., Ms., Dr.). Please provide 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). If a commission member serves as contact with the State Historic Preservation Office for the Commission, please mark the check off box below that individual's name.

CHAIRPERSON/COMMISSIONER

☒ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

First Name: Ryan

Initial:

Last Name: Malecek

Mailing Address: 450 Kingbard Boulevard

Home Phone Number: 319-287-5952

Work Phone Number: 319-233-4006

Email Address: rmalecek@msn.com

Past or Present profession/employment, preservation skills, historic property owner:
Historic Property Owner: Yes

Representative, Name of Historic District:

Term Ends: Month: April Day: 7th Year: 2006 **RESIGNED**

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes ☒ No

☒ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

First Name: Edward

Initial:

Last Name: Ottesen

Mailing Address: 314 East 4th, Waterloo, IA 50703

Home Phone Number: 319-234-1863

Email Address: newtonsia@aol.com

Past or Present profession/employment, preservation skills, historic property owner:
Downtown property owner, Owner of Newton Jewelry

Representative, Name of Historic District:

Term Ends: Month: April Day: 7th Year: 2007

Please indicate if this person serves as the Contact with the State Historic Preservation
Office for the Commission. Circle Yes ☒ No

COMMISSIONER

First Name: Gale

Initial

Last Name: Quirk

Mailing Address: 245 Alta Vista Avenue, Waterloo, IA 50703

Home Phone Number: 319-235-7377

Work Phone Number:

Email Address: quirke2@mchsi.com

Past or Present profession/employment, preservation skills, historic property owner:
Retired

Representative, Name of Historic District: Highland

Term Ends: Month: April Day: 7th Year: 2007

Please indicate if this person serves as the Contact with the State Historic Preservation
Office for the Commission. Circle Yes ☒ No

COMMISSIONER

First Name: Lana

Initial

Last Name: Morgan

Mailing Address: 256 Alta Vista Avenue, Waterloo, IA 50703

Home Phone Number: 319-232-0537

Work Phone Number:

Email Address: tpaint678@yahoo.com

Past or Present profession/employment, preservation skills, historic property owner:
Retired

Representative, Name of Historic District: Highland

Term Ends: Month: April Day: 7th Year: 2008

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes ☒ No

COMMISSIONER

First Name: Noel

Initial

Last Name: Anderson

Mailing Address: 715 Mulberry Street, Waterloo, IA 50703

Home Phone Number:

Work Phone Number: 319-291-4366

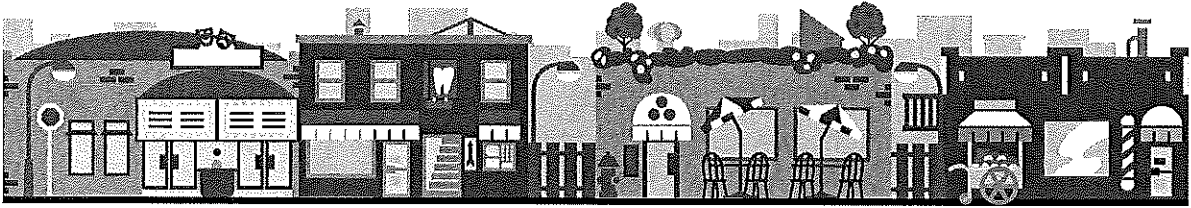
Email Address: noel.anderson@waterloo-ia.org

Past or Present profession/employment, preservation skills, historic property owner:
City Planner for City of Waterloo

Representative, Name of Historic District:

Term Ends: Month: April Day: 7th Year: 2007

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes ☒ No



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday January 24, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the December 27, 2005 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Public Hearings
 1. Request by City of Waterloo to demolish properties from E. 8th –11th Street between Sycamore Street & the Cedar River as a part of the Cedar River Neighborhood Redevelopment Project.
 2. Request by City of Waterloo to demolish the Rath Maintenance and Cooper Building as a part of the Crystal Distribution site expansion.
- V. Discussion Items
 1. Historic Preservation Activities 2006.
- V. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on February 28, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – JANUARY 24, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Acting Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:00 p.m.

Those in attendance were Ottesen, Olsson, Morgan, Anderson, and Quirk. Also present was staff member, Morgan Hoosman, and community member, David Deeds.

Approval of Minutes

Ottesen stated there were two errors in the minutes, the date and his name as an attendee.

A motion was made by Olsson to approve the minutes of the December 24, 2006 regular meeting with corrections. Seconded by Quirk, and passed unanimously.

Approval of Agenda

Hoosman stated the Commission may wish to table the discussion on Preservation Activities 2006 until the next meeting when the chairperson would be in attendance to report. Olsson noted that the Ordinance Revision could be added as a discussion item if time permits.

A motion was made by Quirk to approve the agenda as amended. Seconded by Olsson, and passed unanimously.

Reports

Main Street Report

Ottesen stated the Main Street Board reviewed a couple of signs. Ottesen also noted that they are working on a 4th Street streetscape project with the City, and a downtown market study will be presented to the public on February 2, 2006 at Struxture.

Silos and Smokestacks

There was no report this month.

Groat Museum

There was no report this month.

Public Hearings

1. Request by City of Waterloo to demolish properties from E. 8th – 11th Street between Sycamore Street & the Cedar River as a part of the Cedar River Neighborhood Redevelopment Project

Anderson stated the request was a part of the Cedar River Riverfront Housing Project from East 6th – East 11th Street. Anderson noted that the City has acquired properties and is currently working with Cedar Valley Restoration and Development to build from E. 6th to E. 8th Street. Anderson noted that with that phase of the project all of the commercial buildings were planned to be demolished, but there is a historic two-story brick building that Deeds will incorporate into the development project.

Olsson questioned if any houses in the area were deemed individually eligible. Hoosman responded that none of the residential structures were surveyed as eligible in 1994. Ottesen questioned which buildings in the area did the City of Waterloo currently own. Anderson responded that the City owned three Black Hawk Sprinkler buildings. Morgan questioned if any residential property owners had been contact or notified about the city's plans, and noted concerns with the relocation of homeowners in the area. Anderson stated that the City has not yet been in contact with the residential property owners, but they have contacted the commercial property owners. Morgan stated concerns with the City buying out owner-occupied properties. Morgan questioned how many owner-occupied properties were there in the area. Deeds stated that the only owner-occupied home he was aware of was the property located at 118 East 10th Street.

Olsson stated concerns with the demolition of two homes, 120-122 East 8th Street that still had historic integrity, and 1218 Sycamore Street, which may be one of the oldest homes in the area (built in 1869). Deeds stated that the home at 120-122 E. 8th Street could potentially be renovated and incorporated into the project. Deeds also stated that he did believe there was much historic integrity left to the property at 1218 Sycamore Street, and that it had been significantly altered over the years.

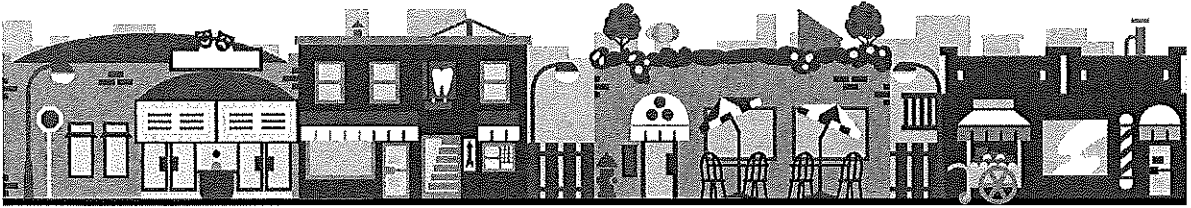
A motion was by Morgan to approve the request for demolition with the exception of the properties located at 120-122 East 8th Street due to its historic significance and 118 East 10th Street due to it was an owner-occupied structure. The motion was seconded by Olsson. Motion carried with 3 ayes and 1 abstention (Anderson-conflict of interest).

2. Request by City of Waterloo to demolish the Rath Maintenance and Cooper Building as a part of the Crystal Distribution site expansion.

Anderson stated the City was currently working with Crystal Distribution on the expansion of their site, which would include a new \$4 million building and new neighborhood jobs. Anderson noted that Crystal currently employs a number of residents who live in the area. Anderson stated the plans are for the City to buy the properties for Crystal Distribution and if they do not build within 2 years then they will reimburse the City. Anderson stated that Crystal currently utilizes over 700,000 square feet of former Rath buildings.

Morgan questioned if Crystal Distribution could expand at the site without acquiring and demolishing the buildings. Anderson responded that one of the buildings was multi-level with many lofts and mezzanines, and other is currently in a state of disrepair, making them both unusable. Hoosman also noted that with the buildings there is would make it difficult for semi-truck to maneuver. Olsson questioned if there would be any Rath buildings remaining with the Rath symbol used on the 18th Street Bridge if these were to be demolished. Anderson responded that there would still be buildings remaining.

A motion was by Olsson to approve the request. The motion was seconded by Quirk. Motion carried with 2 ayes, 1 nay, and 1 abstention (Anderson-conflict of interest).



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday February 28, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the January 24, 2006 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Election of Officers - appointment of Chair and Vice-Chair with terms to expire December 31, 2006
- V. Public Hearings
 1. Contract for Comprehensive Historic Preservation Plan Grant.
 2. Historic Preservation Month Activities for 2006.
- VI. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on March 28, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – FEBRUARY 28, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Acting Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:00 p.m.

Those in attendance were Etheredge, Ottesen, Olsson, Morgan, and Quirk. Also present was staff member, Morgan Hoosman.

Approval of Minutes

A motion was made by Etheredge to approve the minutes of the January 24, 2006 regular meeting as submitted. Seconded by Quirk, and passed unanimously.

Approval of Agenda

A motion was made by Quirk to approve the agenda as submitted. Seconded by Morgan, and passed unanimously.

Reports

Main Street Report

Ottesen stated the Main Street Board was holding a retreat that evening.

Silos and Smokestacks

A report was submitted to the Commission from Candy Streed via email.

Grout Museum

There was no report this month.

Election of Officers – appointment of Chair and Vice-Chair with terms to expire December 31, 2006

A motion was by Morgan to table the election of officers for one month. The motion was seconded by Etheredge. Motion carried unanimously.

Public Hearings

1. Contract for Comprehensive Historic Preservation Plan Grant

Hoosman stated a subcommittee reviewed the three proposals submitted for the project, and interviewed the firms. Hoosman stated the subcommittee recommended selecting Thomason & Associates as the consultant firm to complete the project.

A motion was by Etheredge to recommend approval of the request for the selection of Thomason & Associates for the Comprehensive Historic Preservation Plan grant. The motion was seconded by Olsson. Motion carried unanimously.

2. Historic Preservation Month Activities for 2006.

The Commission members by consensus decided to move forward with the following projects for Historic Preservation Month:

1. Walking/Driving Tour of Columbia Circle/Kingbard Hill Area
2. Signage Project in conjunction with Highland Neighborhood Association
3. National Trust Public Service Announcements
4. Local Historic Preservation Awards Ceremony
5. Public Awareness project of local builder or architect (i.e. Cleve Miller)

The Commissioners discussed the various proposed projects for Historic Preservation Month. There was a discussion regarding the architecture puzzle which could be utilized for either Historic Preservation Month in May or Architecture Month in September. Etheredge stated the Tour of Homes committee will begin to meet this month and discuss potential homes, and suggested they could potentially utilize the homes on the Columbia Circle/Kingbard Hill walking/driving tour.

Hearing no further discussion acting chairperson Ottesen adjourned the meeting at 6:00 P.M.

Respectfully submitted,

Morgan Hoosman
Associate Planner
Staff to the Commission

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – MARCH 28, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Acting Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:00 p.m.

Those in attendance were Etheredge, Ottesen, Olsson, Morgan, and Quirk. Also present was staff member, Morgan Hoosman, Planning Department Intern, Adam Broich, Candy Street with Silos and Smokestacks, Phil Thomason & Theresa Douglas with Thomason & Associates.

Approval of Minutes

A motion was made by Etheredge to approve the minutes of the February 28, 2006 regular meeting as submitted. Seconded by Morgan, and passed unanimously.

Approval of Agenda

A motion was made by Etheredge to approve the agenda as submitted. Seconded by Olsson, and passed unanimously.

Reports

Main Street Report

Ottesen stated the Main Street Design Council recently reviewed a sign. Etheredge stated that Main Street is planning to purchase new bows for the holiday wreaths.

Silos and Smokestacks

Candy Streed submitted copies of the new brochure and CD-Rom. Streed stated Silos recently held a conference in Decorah as a kick-off event. Streed noted that the new brochure contained the latest sites with National Passport designation. Streed stated they currently have 91 participating site, which is a significant increase from 40 sites last year. Streed noted that the CD-Rom including applications for designation and grant applications. Streed stated Silos is beginning a new creative campaign, "Come Touch the Heart of Iowa" to bring a more regional tourist audience to the real experiences in cultural and historical sites.

Grout Museum

Etheredge stated that the Tour of Homes committee held its first meeting on March 27th. Etheredge stated they are beginning to determine potential homes for the tour, and stated they are considering to focus a few homes in the Kingbard Hill/Columbia Circle area. Etheredge stated the Tour is scheduled for August 26th.

Election of Officers – appointment of Chair and Vice-Chair with terms to expire December 31, 2006

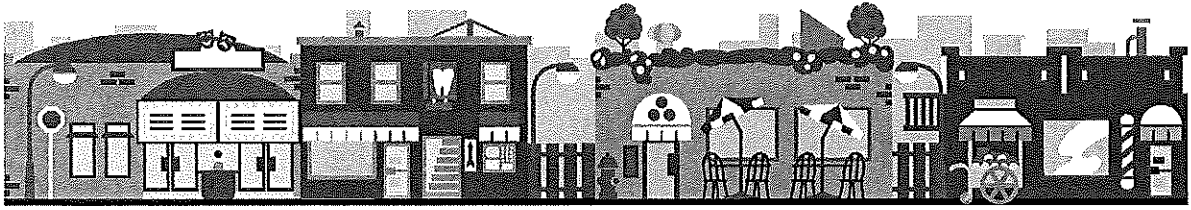
A motion was by Morgan to nominate Ottesen for chairperson. The motion was seconded by Etheredge. The nomination was accepted by Ottesen. Motion carried unanimously.

S. J. Ottesen
Hearing no further discussion acting chairperson Ottesen adjourned the meeting at 5:45 P.M.

Respectfully submitted,

Morgan Hoosman

Morgan Hoosman
Associate Planner
Staff to the Commission



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday March 28, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the February 28, 2006 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Election of Officers - appointment of Chair and Vice-Chair with terms to expire December 31, 2006
- V. Public Hearings

There are no public hearings scheduled for this month.
- VI. Discussion Items
 1. Rath Administration Building
 2. Historic Preservation Month Activities 2006
 3. Waterloo Comprehensive Historic Preservation Plan
- VII. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on April 25, 2006

A motion was by Quirk to nominate Olsson for vice-chairperson. The motion was seconded by Morgan. The nomination was accepted by Olsson. Motion carried unanimously.

Public Hearings

There were no public hearings this month.

Discussion Items

1. Rath Administration Building

Hoosman stated that the City of Waterloo is still awaiting comment for the State Historic Preservation Office. Hoosman stated that due to the need to move forward with the riverwalk project, SHPO will enter into a dual option agreement with the City of Waterloo, one for redevelopment and one for demolition/recordation.

2. Historic Preservation Month Activities for 2006.

a) Columbia Circle/Kingbard Hill Walking/Driving Tour
Planning intern, Adam Broich, submitted the draft brochure to the Commission for the tour. Broich discussed that he had begun to gather the information to be included in the brochure and the additional information planned to be put in. Streed suggested the Commission could create a theme for the tour related to the industrial history of Waterloo, and in the future apply for a Silos grant to assist with the publication.

b) Historic Preservation Awards Ceremony

The Commission decided to have the Education & Outreach to meet and plan the event.

c) Cleve Miller History Project—Local Historic Builder

The Commission decided to have the Education & Outreach to meet and research the project. It was suggested to contact Sue Pearson at the Waterloo Public Library or the Board of Realtors for information.

d) Highland Historic District Signage Project

It was determined to save this project for a later date since the Highland Neighborhood Association would not be ready for such a project in May.

e) Public Service Announcements from National Trust

There was no information provided on this item.

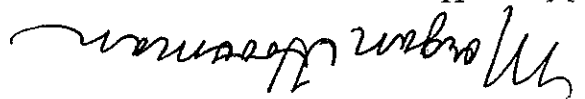
3. Waterloo Comprehensive Historic Preservation Plan

The consultant, Phil Thomason, with Thomason & Associates, stated the firm had been taking their first visit to Waterloo this week. Thomason stated he and his partner, Theresa, had been taking a site tour of Waterloo looking at the building stock and taking many pictures. Thomason stated they are beginning to formulate some ideas around the concept of conservation districts, which would address many of the struggling historic neighborhoods and success historic neighborhoods to address new infill, additions, and demolitions. Thomason stated there are near 1000 properties in Waterloo built before 1940, and they will be focusing their work on where the City should prioritize their efforts. Thomason stated on their next visit, he would like to visit with the National Register of Historic Places Coordinator with the State Office to get a sense of neighborhoods and properties that would still be eligible for listing. Thomason stated they plan to return in May, and they would like to hold a public hearing and several focus groups.

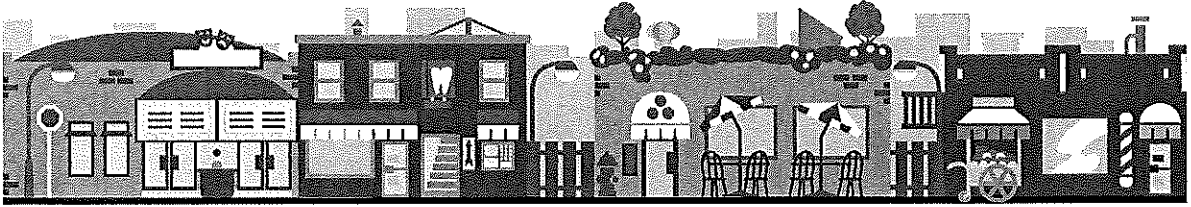
Quirk questioned how conservation districts would be incorporated into the existing ordinance. Thomason stated it would be done through an amendment to the ordinance. Thomason noted that conservation zoning would allow the Commission to review new construction for historically compatible infill. Thomason stated there are three different types of infill: replica, replica-lite, and contemporary compatible. Thomason stated that Waterloo has a large number of old, sturdy homes built in the 1920s and 1930s that can be renovated with a porch, window, or other changes. Thomason stated the Commission should examine a downtown commercial historic district and a National Register listing for the Kingbard Boulevard area and Church Row area.

Hearing no further discussion acting chairperson Ottesen adjourned the meeting at 6:45 P.M.

Respectfully submitted,



Morgan Hoosman
Associate Planner
Staff to the Commission



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday April 25, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the March 28, 2006 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Public Hearings
 1. Request by the City of Waterloo for consultation on the Rath Administration Building as a part of Section 106 compliance.
- V. Discussion Items
 1. Historic Preservation Month Activities 2006
- VI. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on May 23, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – APRIL 25, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:02 p.m.

Those in attendance were Etheredge, Ottesen, Olsson, Morgan, Newton, McKean, and Quirk. Also present was staff member, Morgan Hoosman.

Approval of Minutes

A motion was made by Etheredge to approve the minutes of the March 28, 2006 regular meeting as submitted. Seconded by Olsson, and passed unanimously.

Approval of Agenda

A motion was made by Etheredge to approve the agenda as submitted. Seconded by Quirk, and passed unanimously.

Reports

Main Street Report

Ottesen stated the Main Street Design Council reviewed signage for the Eastside Carnegie Library/City Hall Annex, a sign for CU Restaurant, a sign for AHTS Architects, and exterior improvements to the Mexican restaurant on West 4th Street. Etheredge stated that Main Street also reviewed the updated plans for the Fowler Building renovation.

Silos and Smokestacks

No report this month.

Grout Museum

Etheredge stated that the Tour of Homes committee has begun to seek homes for this year's tour, which will include Kingsley School and Sycamore Street building renovation by David Deeds. Etheredge stated the committee has received \$2000 in sponsorship funds from Koch construction.

Public Hearings

1. Request by the City of Waterloo for consultation on the Rath Administration Building as a part of Section 106 compliance

Hoosman stated that the City of Waterloo has received comments from the State Historic Preservation Office (SHPO) that they do not concur with the findings that the Rath Administration no longer has historic significance. Hoosman noted that the City has requested consultation from the Advisory Council on Historic Preservation (ACHP) as a part of the process of Section 106 compliance. Hoosman noted that the ACHP has until May 5, 2006 to respond and be included in the consultation, otherwise the City will execute a Memorandum of Understanding (MOU) with the SHPO and the Historic Preservation Commission will be invited to consult also. Ottesen noted an opportunity for the Commission to hold a Community Initiated Development workshop and have a

consultant come into Waterloo to discuss the feasibility of the Rath Administration Building redevelopment.

A motion was made by Etheredge to receive and place on file the documents as submitted. Seconded by Olsson, and passed unanimously.

Discussion Items

1. Historic Preservation Month Activities for 2006.

a) Columbia Circle/Kingbard Hill Walking/Driving Tour

Hoosman stated the intern continued to work on the brochure. Hoosman noted that Malecek and McKean will continue to work donation for the signage.

b) Historic Preservation Awards Ceremony

Hoosman stated the event is scheduled for May 22nd at 7 p.m. at the Snowden House. By consensus the Commission decided on the following awards:

- 1) Main Street Waterloo—Tour de Loo
- 2) Waterloo Community Schools—Kingsley & Lowell renovations
- 3) Michael Douglas—local realtor
- 4) Alex Darragh—residential property owner at 1200 W. 3rd Street
- 5) Donna & Vern Nelson—Winterbottom Building
- 6) Howard Craven—community volunteer
- 7) Kelly Miller—local contractor
- 8) David Deeds—Water Street renovation & development
- 9) City of Waterloo—18th Street Bridge

A motion was made by Quirk to approve the award nominations with the condition that it be restricted to only eight awards. Seconded by Morgan, and passed unanimously.

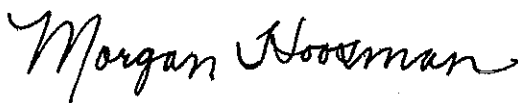
c) Cleve Miller History Project—Local Historic Builder

Olsson stated she talked with Linda Miller, granddaughter of Cleve Miller, who is willing to drive around and list all of the homes built by Cleve Miller. Olsson will continue to follow-up with Ms. Miller.

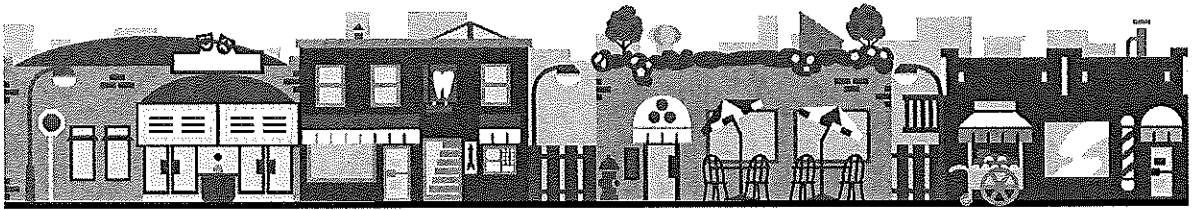
The Education & Outreach committee decided to meet to plan Historic Preservation Month activities on Friday, May 5th at 1 p.m. at City Hall.

Hearing no further discussion acting chairperson Ottesen adjourned the meeting at 6:45 P.M.

Respectfully submitted,



Morgan Hoosman
Associate Planner
Staff to the Commission



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday May 23, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the April 25, 2006 regular meeting
- II. Approval of Agenda
- III. Discussion Items
 1. Historic Preservation Month Activities 2006
- IV. Public Hearings
 1. Request by Richard Wilberding for a certificate of appropriateness to construct a new 12' x 14' wood detached deck on the rear of the property at 1015 Steely Street.
 2. Request by Brenda and Reginold Parham for a certificate of appropriateness to construct a new 3-stall garage at 1129 Vine Street.
 3. Public Input Session—Waterloo Comprehensive Historic Preservation Plan
- VI. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on June 27, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – MAY 23, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:02 p.m.

Those in attendance were Streed, Etheredge, Ottesen, Olsson, Morgan, Anderson and Quirk. Also present were staff members Morgan Hoosman and Chris Western, intern Tracy LaZella, applicants Brenda & Reginold Parham and Richard Wilberding, and Phil Thomason of Thomason & Associates.

Approval of Minutes

A motion was made by Etheredge to approve the minutes of the April 25, 2006 regular meeting as submitted. Seconded by Quirk, and passed unanimously.

Approval of Agenda

A motion was made by Etheredge to approve the agenda as submitted. Seconded by Quirk, and passed unanimously.

Discussion Items

1. Historic Preservation Month Activities 2006

Currently Malecek and McKean are finishing the Columbia Circle/Kingbard Hill Walking/Driving Tour brochure.

Public Hearings

1. Request by Richard Wilberding for a certificate of appropriateness to construct a new 12' x 14' wood detached deck on the rear of the property at 1015 Steely Street.

Hoosman gave the staff report noting that the deck is already in existence. Mr. Wilberding constructed it because it did not require a permit and he was unaware that it needed to be approved by the Commission.

A motion was made by Etheredge to approve the request as submitted. Seconded by Morgan, and passed unanimously.

Wilberding then questioned the guidelines for the district, noting that his neighbor would like to replace her siding and windows. He thought that one of her motivations was improving the efficiency of the home. Etheredge stated that installation could be put into existing siding to improve efficiency. She also stated that if the neighbor's windows are not original, they could be replaced with synthetic ones.

2. Request by Brenda and Reginold Parham for a certificate of appropriateness to construct a new 3-stall garage at 1129 Vine Street.

Etheredge questioned whether or not the garage door should be flat. Discussion followed regarding the style of historic garage doors. The Parhams arrived and questioned if they could use vinyl siding instead of stucco if they moved the proposed location of the garage to the rear of the house.

A motion was made by Etheredge to approve the amended request to allow for a vinyl-sided garage, subject to rear placement. Seconded by Quirk and passed unanimously.

3. Public Input Session - Waterloo Comprehensive Historic Preservation Plan

Phil Thomason, of Thomason and Associates, stated he spent this morning driving around town with Barbara Mitchell, viewing properties. The best districts for the National Registry would be Church Row, Home Park, and Kingbard/Prospect. In addition, Hammond, Cedar River, and Walnut (under criterion A) could potentially be additional areas. There is also a possibility of a historic district downtown. Morgan questioned how difficult it is for private property owners to apply for designation. Thomason stated that it could be done with staff assistance. Olsson asked about the potential for Conservation Districts in Waterloo. Thomason stated that almost all of the inner city neighborhoods could be designated as such.

Hearing no further discussion, acting chairperson Ottesen adjourned the meeting at 6:45 P.M.

Respectfully submitted,



Chris Western
Associate Planner
Staff to the Commission



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday June 27, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the May 23, 2006 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Public Hearings
 1. Request by Tracie Zweifel for a Certificate of Appropriateness to replace existing wood lap siding with vinyl and wood windows with vinyl windows at 1015 Steely Street.
- V. Discussion Items
 1. Kingbard Hill Walking/Driving Tour
 2. Local Historic Landmark designation process
 3. Preserve America
- VI. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on July 25, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – JUNE 27, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:04 p.m.

Those in attendance were McKean, Ottesen, Olsson, Morgan, Newton, Anderson and Quirk. Also present was staff member Chris Western, intern Tracy LaZella, applicant Tracie Zweifel, and community members Richard Wilberding and Chuck Orr.

Approval of Minutes

A motion was made by Morgan to approve the minutes of the May 23, 2006 regular meeting as submitted. Seconded by Quirk, and passed unanimously.

Approval of Agenda

A motion was made by Morgan to approve the agenda as submitted. Seconded by Newton, and passed unanimously.

Reports

1. Main Street Report.

Ottesen stated that the sculpture on Lafayette will be landscaped.

2. Silos & Smokestacks Report.

No report given.

3. Groat Museum Report.

No report given.

Public Hearings

1. Request by Tracie Zweifel for a certificate of appropriateness to replace

wood windows with vinyl windows, to replace wood lap siding with vinyl siding, to replace a rear window with a door, and to build a rear deck at 1015 Steely Street.

Western gave the staff report indicating that all but two of the windows had already been replaced in the house. Zweifel stated that she did not realize that her house was in a historic district. She said that the previous windows were old and rotten. She also stated that she has a Carpenter Ant problem affecting them. The Commission discussed the fact that the windows were already in place so there was not much they could do. Zweifel added that she already disposed of the original windows. She said the main reason why she replaced them was for energy efficiency since her energy costs are significantly more expensive than her neighbor's. Olsson questioned the pictures in the packet, asking if the house still looked the same as it did in the 1994 Survey. Zweifel stated that the awnings and carport were removed before she purchased the house. Regarding the siding, Zweifel stated that wood lap siding is bad in a few spots. She also said that she repainted it a few years ago and it already looks bad again. She said that she is just trying to improve the appearance of her home and does not want to do anything structural. McKean questioned how much of the siding was beyond repair. Zweifel estimated about 5% is not restorable.

Olsson moved for approval since the house is on the edge of the district and it is not really historic.

A motion was made by McKean to approve the request for new vinyl windows and siding. Seconded by Quirk, and passed unanimously.

Zweifel then asked if she would need to come before the board again since she wants to eventually replace the rear window with a door and to build a deck. The Commission questioned the official procedure to follow and decided that they could address it at this meeting.

A motion was made by Morgan to amend the request to include the door and the deck. Seconded by Quirk, and passed unanimously.

A motion was made by Olsson to approve the amended request. Seconded by Quirk, and passed unanimously.

Discussion Items

1. Kingbard Hill Walking/Driving Tour

McKean reported that he is wrapping up the signage for the tour. Classic Kitchens is sponsoring the signs and McKean is waiting for the go ahead on what they will say. Originally the plan was for 32 signs. He is working with the Board of Realtors and will keep everyone updated by email. The goal is to have the tour ready for Architecture Month in September.

2. Local Historic Landmark designation process.

Western requested an update on the process for locally designating buildings. Olsson stated that they were waiting for the final report from Thomason and Associates before moving forward with this. Chuck Orr stated that he is interested in designating his properties at 618 and 620 Sycamore Street. He wants to bring them back to their historical character. He is working with company in Cedar Rapids who specializes in historic properties. Orr stated that his building has a former Elks Lodge, which he wishes to preserve. In addition, Orr stated that the National Trust for Historic Preservation has expressed interest in Waterloo. Orr questioned if the Commission could endorse his efforts.

A motion was made by Olsson to set a public hearing for July 25, 2006. Seconded by Morgan, and passed unanimously.

3. Preserve America

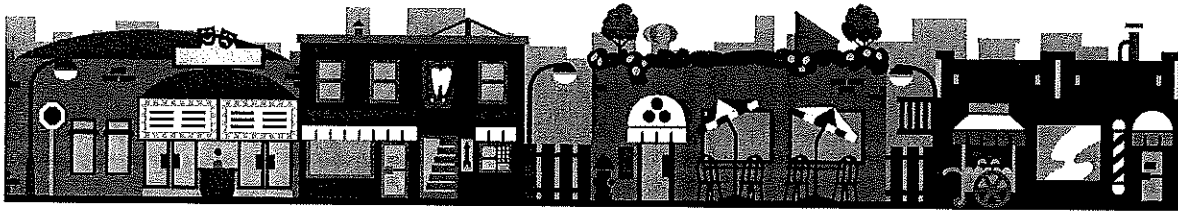
Staff questioned what is being done to promote the Preserve America designation. The Commission requested that staff refresh their memories on this program. Materials will be brought to the July meeting.

Hearing no further discussion, acting chairperson Ottesen adjourned the meeting at 5:45 P.M.

Respectfully submitted,

Chris Western

Chris Western
Associate Planner
Staff to the Commission



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. – Tuesday July 25, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the June 27, 2006 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Public Hearings
 1. Request by Chuck Orr for an official endorsement from the Commission in support of locally designating 618 & 620 Sycamore Street.
- V. Discussion Items
 1. Historic Preservation Plan
 2. Kingbard Hill Walking/Driving Tour
 3. Local Historic Landmark designation process
 4. Preserve America
- VI. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on August 22, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – JULY 25, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:04 p.m.

Those in attendance were Ottesen, Olsson, Morgan, Newton, Etheredge and Quirk. Also present was staff member Chris Western, intern Tracy LaZella, and Chuck Orr.

Approval of Minutes

A motion was made by Quirk to approve the minutes of the June 27, 2006 regular meeting as submitted. Seconded by Olsson, and passed unanimously.

Approval of Agenda

A motion was made by Etheredge to approve the agenda as submitted. Seconded by Quirk, and passed unanimously.

Reports

1. Main Street Report.

Etheredge stated that they are currently undergoing sign reviews for the downtown. She also mentioned that the building on the end of Commercial Street has filled in some windows with vinyl. It is unclear if they took out a permit to do this. Next month Ed from Genesis will be one of the individuals contributing to the design charrette for the downtown building with the big red sculpture. The Main Street Committee has also provided input on the Park Street Bridge and on the downtown streetscape.

2. Silos & Smokestacks Report.

No report given.

3. Grout Museum Report.

Olsson stated that the Tour of Homes will be held in August. The brochure has already been mailed out and they are just putting final touches into place. They are also looking for more volunteers.

Public Hearings

1. Request by Chuck Orr for an official endorsement from the Commission in support of locally designating 618-624 Sycamore Street.

Ottesen questioned if he really wanted endorsement for local designation or if it was for national designation. Orr stated that he was first looking for local designation and then he would move up to national. He said that he will be redoing the storefronts to their original character, matching the original brick. He said that redoing the original Elks Lodge on the 2nd floor might also be a possibility. Orr will be using the same architect as he did on the Fowler building. Etheredge questioned if he should nationally designate it first so he would not have to have his improvements approved by the Commission. She pointed out that this might slow his process down. Olsson stated that the Commission should encourage people to locally designate. Otteson agreed that this ties in with the Historic Preservation Plan. Orr stated that he is not worried about being delayed by the local review process and that he just wants it locally designated. At this point the



AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
SPECIAL MEETING – 5:00 P.M. – Tuesday August 8, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Special Agenda
- II. Public Hearings
 - 1. Request by Robert Sauls to replace the flat roof on the side of the house with a 24" elevated shed roof.
- III. Discussion Items
 - 1. Historic Preservation Plan
- IV. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on August 22, 2006

**WATERLOO HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING – AUGUST 8, 2006 – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – CONFERENCE ROOM**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:10 p.m.

Those in attendance were Ottesen, Olsson, Morgan, Newton, Etheredge and Quirk. Also present was staff member Chris Western and Tracy LaZella.

Approval of Agenda

A motion was made by Quirk to approve the agenda as submitted. Seconded by Olsson, and passed unanimously.

Discussion Items

1. Historic Preservation Plan

The Commission discussed the draft of the Historic Preservation Plan. The majority of the discussion focused on the typographical errors in the report. However some topics, such as the Paramount Theatre, were also discussed. The Commission also ensured the factual information was correct. When the corrections were made, the discussion moved to the next step in the process. The Commission decided to submit the changes to Thomason and Associates so he can update the draft. Then copies will be submitted to the Neighborhood Associations, the library, City Hall, and other stakeholders so that the community can review the plan before Thomason comes for the public input meeting. Staff will contact Thomason about dates for this upcoming public input meeting. After the public input meeting, Thomason will submit the final plan.

Public Hearings

1. Request by Robert Sauls to replace the flat roof on the side of the house with a 24" elevated shed roof.

Staff explained that Sauls would like to replace the flat roof on the side of his house with an elevated roof. Olsson questioned if it would be of the same pitch. According to the application, the pitch should match the other side. Etheredge questioned when they changed the other flat roof to a pitched roof since the 1994 survey noted the alteration. It was unclear when this change was made but it was assumed to be quite awhile ago. The application did not state what kind of materials would be used and the applicant was not there to answer questions.

A motion was made by Etheredge to table the request until the regular meeting. Seconded by Quirk, and passed unanimously.

In addition, it was noted that Malacek is now an ex-officio member. He still wants to receive the packets and get involved when he can. The regular meeting on August 22, 2006 will begin at 4:30 so that members can attend the meeting held by Vanderwalle and Associates. They will be discussing how many of the items in the Historic Preservation Plan are tied in with their work.

Hearing no further discussion, chairperson Ottesen adjourned the meeting at 6:30 P.M.

Respectfully submitted,

Chris Western

Chris Western

Associate Planner

Staff to the Commission

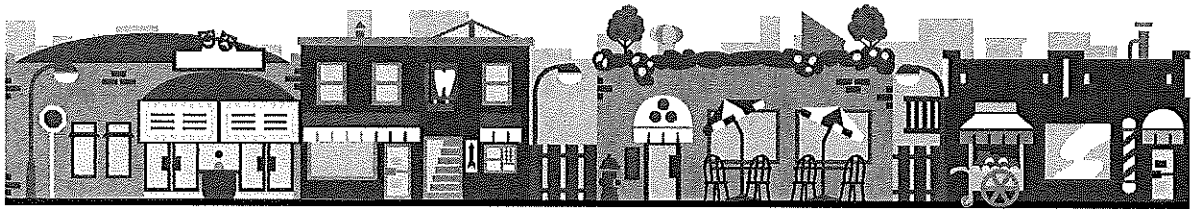


AGENDA

WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 4:30 P.M. – Tuesday August 22, 2006
WATERLOO PUBLIC LIBRARY—MEETING ROOM A

- I. Approval of Minutes from the August 8, 2006 regular meeting
- II. Approval of Agenda
- III. Reports
 1. Main Street Report.
 2. Silos & Smokestacks Report.
 3. Grout Museum Report.
- IV. Public Hearings
 1. Request by Robert Sauls to replace the flat roof on the side of the house with a 24" elevated shed roof.
- V. Discussion Items
 1. Historic Preservation Plan
 2. Kingbard Hill Walking/Driving Tour
 3. Local Historic Landmark designation process
- VI. Adjournment

The next regular meeting of the Waterloo Historic Preservation Commission will be held on September 26, 2006



AGENDA

***WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
SPECIAL MEETING – 5:00 P.M. - MONDAY, SEPTEMBER 25, 2006
CONFERENCE ROOM A/B, WATERLOO PUBLIC LIBRARY***

- I. Approval of the Special Agenda.
- II. Agenda Items
 - 1. Presentation of Waterloo Historic Preservation plan by Phillip Thomason of Thomason and Associates.
- III. Adjournment



AGENDA

***WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. - TUESDAY, SEPTEMBER 26,
2006, MEETING ROOM A, WATERLOO PUBLIC LIBRARY***

- I. Approval of Minutes from August 22nd regular meeting.
- II. Approval of agenda.
- III. Reports
 - 1. Main Street Report
 - 2. Silos & Smokestacks Report
 - 3. Grout Museum Report
- IV. Discussion Items
 - 1. Historic Preservation Plan – Phil Thomason's comments
 - 2. Local Historic Landmark designation process
 - 3. Preserve America
- V. Adjournment

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – SEPTEMBER 26TH – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:02 p.m.

Those in attendance were Morgan, Newton, Ottesen and Quirk. Also present was staff members, Tim Andera and Chris Western. Not a quorum.

Approval of Minutes

No minutes were submitted with the packet at time of mailing so there were no minutes to approve.

Reports

Main Street Report

Ottesen stated the Main Street has been working on the Tour De Loo that will be taking place next Thursday night (October 5th) showcasing six to twelve restoration projects that have been occurring Downtown. The point of this is to showcase these projects and bring public attention to them point out what is going on Downtown.

Silos and Smokestacks

No report this month.

Grout Museum

No report this month.

Public Hearings

No Public Hearings this month.

Discussion Items

Historic Preservation Plan- Thomason and Associates Presentation

Ottesen briefly stated that Phil Thomason made his presentation last night, September 25th, 2006. He noted that Phil will be taking the comments and concerns addressed to him at the meeting as well as the recommendations from the State and incorporate them into his plan in the next couple of weeks. Morgan then asked when Phil Thomason would present this to the City Council. Western responded and said arrangements are being made with Phil on when he can return and make the presentation to the Council and then invited those commission members who were unable to attend the first presentation to come sit in as well.

Newton than asked if there were any questions that arose during the presentation that were related to residents having an interest in the plan or if those questions were more along the lines of clarification. Western responded that both sets of questions were raised during the meeting. Western also noted that he as well as others were interested about

No new details on the Local Historic Landmark Designation.

Local Historic Landmark Designation

the Historical Overlay district. Western also noted he had some concerns on implementing an overlay. He gave examples such as the Highway 218 Review Board. He mentioned that for commercial review, it would be easier because there would not be as many requests, but for residential review, there would be many requests coming to the review board. He briefly stated the overlay would require a certain type of home design limited to the overlay to be compatible with the other surrounding homes and thinks it is something the City to look into. Morgan agreed with his statement. Quirk questioned if certain materials were needed. Western stated the homes need to be compatible with one another such as not having a ranch in the middle of two-story homes. Ottesen noted there wouldn't be a design review to replace a window such as what happens in the Highland District. It's just that new construction or additions need to be similar to its surroundings. Western made the comment that design review be used for alterations made to visible parts i.e. front part of the home.

Anders made the comment about also being able to offer tax credits to individuals who fix up their historical property. He also made mention of the revolving fund that Waterloo currently has in place. Western noted he needs to talk with Don Temeyer to see which loans of the revolving fund are in default, how many loans are out, how many have been repaid and how is it working overall. Western noted as well that tax credits are geared towards businesses or if someone is going to rent out a home. It is unavailable for individual homeowners, but said this is something that is currently being worked on to allow for individual homeowners to gain tax credits. Anders said that one of the concerns brought up by individuals attending the meeting said renting has hurt historic properties. Commission members agreed homes are being divided up by owners and trashed out by tenants. Ottesen made the comment that if the area could get developers who are knowledgeable of restoration, fix up the house, rent it for 5 years, then after that, sell it as a single family home. Newton made comment that tax credits would help in having new homes built in older neighborhoods where development is needed, such as Deeds' development.

Ottesen noted the Commission is waiting on the final draft of the Historic Preservation Plan, and when it is received, the Commission will need to meet and discuss the project and how to implement it. Western asked if there were any changes or concerns some members saw in the plan mailed out to them. Nobody had any changes or comments.

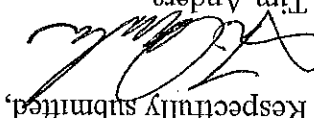
Western brought up that there are three empty spots on the Commission. He stated that there were people who signed a sheet handed out at the Special Meeting that are interested in being on the Historical Preservation Commission. He said that list was sent to the Mayor who appoints the new candidates. Commission members also brought up concerns about current Commission members who have not been present numerous times and what should be done about that situation.

Preserve America

Andera talked briefly about Preserve America. He had put a summary in the Historic mailing about the general purpose of the program. It was also mentioned again, where are we going to place the Preserve America sign in the community and how many signs can we obtain. Newton noted the Commission has picked several locations such as the Highway 218 entrance or Highway 63 North entrance. Andera mentioned that Waterloo still does not have a summary on the Preserve America webpage. He had typed up a small summary of Waterloo to give to the Commission members to read over and provide some feedback within the next week to two weeks so it could be posted on the website.

Next was the explanation of the Americorp Grant by Andera. He briefly explained that it is a grant that would provide funding for a full-time position that would be 100 percent devoted to working on Historical Preservation in the City. Ottesen asked how long it would be for, and Western stated it would be one year. The Commission members gave an ok to proceed with the grant.

Quirk brought up another comment about those interested in being on the Commission, she thought Hoosman was still interested as well. Western believed that to still be true. Hearing no further discussion chairperson Ottesen adjourned the meeting at 5:38 P.M.

Respectfully submitted,

Tim Andera
Associate Planner
Staff to the Commission

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – OCTOBER 24TH – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation meeting to order at 5:03 p.m.

Those in attendance were Etheredge, Morgan, Newton, Olsson, Ottesen and Quirk. Also present were staff members, Tim Andera and Chris Western.

Approval of Minutes

Motion made by Newton to approve the minutes from the September 26, 2006 meeting regular meeting as submitted. Seconded by Quirk. Motion carried unanimously.

Approval of Agenda

Motion made by Etheredge to move public hearings ahead of the reports. Seconded by Quirk. Motion carried unanimously.

Public Hearings

Request by Scott and Roberta Emerson for a Certificate of Appropriateness to replace windows on the lower level at 212 Alta Vista Avenue.

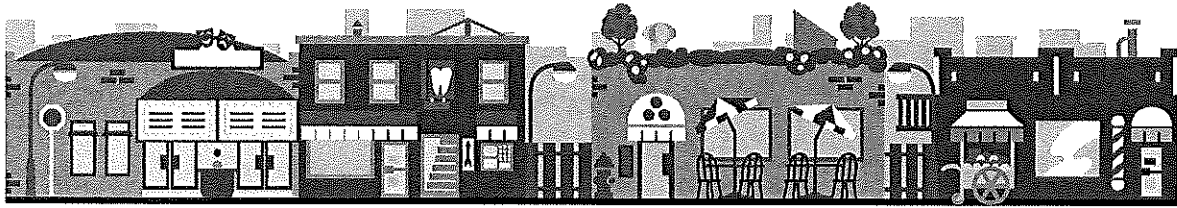
Andera gave the staff report. Bob Yount, contractor from B&P Construction was there on behalf of the applicant. Mr. Yount noted that the glazing is falling off on the outside and the sashes of the windows are beginning to rot. The applicant is requesting to go with an insulated double paned window rather than a single pane window due to heating problems with the house. Mr. Yount noted that Mr. Emerson is concerned in keeping the aesthetics of the house and also, Mr. Yount has done some work in the Highland neighborhood as well. The proposed windows are made by Eagle and will have an all wood interior with and aluminum clad facing the outside. Etheredge asked Mr. Yount that all he was proposing to do was keep the frame and all the outside detail and just replace the sashes of the windows. Mr. Yount stated that was correct. The only aluminum showing on the outside of the window will be the sash and wood framed will remain. Etheredge noted this seemed to be a good compromise being the original frame of the window is being kept and the inefficient, rotting sashes are being replaced.

Motion made by Morgan to approve the request to replace the windows on the lower level of 212 Alta Vista Avenue with a second by Quirk and an Amendment made by Etheredge that only the sashes are replaced and not the entire window. Motion carried unanimously.

Reports

Main Street

Etheredge gave the Main Street report. For the Tour DeLoo she said there was a great turnout for the festivity with 422 people signing up and visiting new development sites in Downtown Waterloo. Overall, she was very pleased with the interest that is occurring.



AGENDA

***WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 5:00 P.M. - TUESDAY, OCTOBER 24, 2006,
MEETING ROOM A, WATERLOO PUBLIC LIBRARY***

- I. Approval of Minutes from September 25th, Special Meeting, and September 26th Regular Meeting..
- II. Approval of agenda.
- III. Reports
 1. Main Street Report
 2. Silos & Smokestacks Report
 3. Grout Museum Report
- IV. Public Hearings
 1. Request by Scott and Roberta Emerson for a Certificate of Appropriateness to replace all windows on the lower level at 212 Alta Vista Avenue with either an aluminum or vinyl clad exterior window.
- V. Discussion Items
 1. Historic Preservation Plan
 2. Giving recognition to City residents who have fixed up older, possibly historic properties by sending them a letter on behalf of the Commission
 3. Discuss replacing some Commission Members as well as discussing Commission Member terms
 4. Any other topics of interest
- VI. Adjournment

Etheredge noted that Main Street is beginning to get the Christmas decorations ready to go for this season and to begin hanging them up. She stated that there are new bows to be hung on the wreaths. Etheredge also noted that there would be a light bulb changing party sometime during the week of October 30th. Etheredge stated that Main Street will be looking to hang up the wreaths sometime in the second week of November before the weather turns too cold. It was also noted that the YabbaDabba Loo pub crawl was coming up soon, touring different pubs in Downtown Waterloo.

Silos and Smokestacks

No report this month.

Groat Museum

Etheredge gave a brief report that the Groat Museum is proposing to add on and addition to the museum. At this time, the museum is deciding on whether or not to have a commercial kitchen in the building. Funding for the kitchen is currently being looked at.

Public Hearings

No Public Hearings this month.

Discussion Items

Historic Preservation Plan

Western handed out the revised and final copy of the Comprehensive Historic Preservation Plan completed by Phil Thomason and Associates of Nashville, Tennessee. Ottesen asked if there has been a time setup for Thomason to present the plan to the City Council. Western noted that there has not been a time designated yet. Western noted that the final bill was received from Phil and that after that, it needs to be looked at how much money is remaining in the budget. Once that last bill is paid, a time to schedule Phil to come back to Waterloo will be looked at. Western noted that there have been some changes made to the plan since the last time it was reviewed. It was suggested that the Commission members review the revised plan and come back to next months meeting with some feedback and thoughts. Ottesen asked if the Commission needs to give their official approval. Western noted that is correct and once that is done, the plan can go before the City Council for approval as the official Historic Preservation Plan for the City of Waterloo.

Recognition of Citizens Fixing Up Historic Properties

Andera briefly described the idea of recognizing residents who take the time to fix up older homes or building in the City need to be recognized. Etheredge noted that in the past that developers or residents who have fixed up historic properties have been given awards for what they have done. Andera agreed that needed to be done. Andera's other intent was to recognize properties that would not be up for an award or were not rehabilitated to Historic Preservation Standards. He noted that money and time was spent by these property owners in fixing up an otherwise deteriorating property and investing in a struggling neighborhood. Olsson noted that a letter could be worded specifically to

those who may not be eligible for an award, but to let property owners know that there are people in the community who are recognizing the work they are doing. Morgan noted that is was great to see that the two homes on Independence Avenue have been demolished.

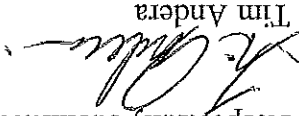
Commission Member Terms and Replacements

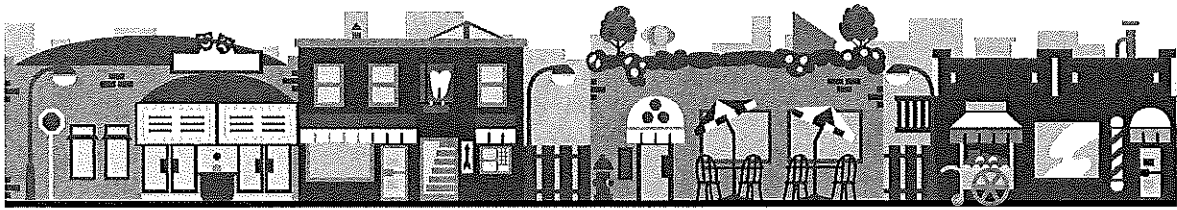
Etheredge noted that unless a letter of resignation is submitted, a Commission member's term is renewed for another three years. Quirk noted that Western was going to talk to McKean regarding his interest in the Commission. Western noted that he thinks McKean is no longer interested in staying on the Commission. Western also noted that he had discussed with Noel Anderson about McKean's term. Anderson suggested that we get in writing from McKean a letter of resignation. Commission members wanted it mentioned to the Mayor that they are looking for more members on the Commission than what there is now. Morgan wanted it mentioned to the Mayor as well about how important historic preservation is to the City.

Other Discussion Items

Olsson had a concern since McKean and Malecek are gone from the Commission, what happened to the walking tour that was planned for the Kingbard neighborhood. McKean and Malecek played a large role in the tour that never came to be. Etheredge noted that she thinks Malecek will still work with the Commission in getting this walking tour to become a reality next year. Commission members felt strongly that Malecek needed to be contacted into regards to this tour. Olsson noted that the walking tour should be a discussion item on next month's agenda.

Hearing no further discussion chairperson Ottesen adjourned the meeting at 5:39 P.M.

Respectfully submitted,

Tim Andera
Associate Planner
Staff to the Commission



AGENDA - REVISED

WATERLOO HISTORIC PRESERVATION COMMISSION WATERLOO, IOWA REGULAR MEETING – 5:00 P.M. - TUESDAY, NOVEMBER 28, 2006, MEETING ROOM A, WATERLOO PUBLIC LIBRARY

- I. Approval of Minutes from October 24th, 2006, Regular Meeting
- II. Approval of agenda.
- III. Reports
 - 1. Main Street Report
 - 2. Silos & Smokestacks Report
 - 3. Grout Museum Report
- IV. Public Hearings
 - 1. Preserve America Sign Location
- V. Discussion Items
 - 1. Historical/Architectural Study, Deere & Company. Completed by Tallgrass Historians.
 - 2. Update on replacing some Commission Members.
 - 3. Review letter giving recognition to City residents who have fixed up older, possibly historic properties by sending them a letter on behalf of the Commission.
 - 4. Discuss December's next regular meeting time.
- VI. Adjournment

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – NOVEMBER 28TH – 5:00 P.M.
WATERLOO PUBLIC LIBRARY – MEETING ROOM A**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 5:04 p.m.

Those in attendance were Etheredge, Morgan, Newton, Olsson, Ottesen and Quirk. Also present were staff members, Tim Andera and Chris Western.

Approval of Minutes

Motion made by Olsson and seconded by Quirk to approve the minutes from the October 24th, 2006 regular meeting with the amendment to remove Public Hearings that was typed twice in error. Motion carried unanimously.

Approval of Agenda

Motion made by Newton and seconded by Quirk to add the Kingbard Walking Tour as item number six under Discussion Items and remove the voting required for item number one under Discussion Items due to it not being under Public Hearings. Motion carried unanimously.

Reports

Main Street

Etheredge gave the Main Street report. She noted that the Christmas wreaths are put up on the lampposts and lit along 4th Street and they are preparing for the Christmas season. Etheredge also noted Main Street had their annual review and everything went well.

Silos and Smokestacks

No report this month.

Grout Museum

Etheredge noted currently the Grout is accepting bids on the new Iowa Veterans/5 Sullivan Brothers addition.

Public Hearings

Preserve America Sign

Etheredge noted that she would like to see the sign placed somewhere along Highway 20 near the Highway 20/I-380 interchange, specifically between River Forest Road and the interchange. Andera noted that the Preserve America sign requirements do not allow a sign to be placed at driver decision points and noted that the interchange location may not be a possibility, but would check with the Iowa Department of Transportation. Etheredge noted that if that is the case, somewhere near the Welcome to Waterloo sign along Highway 218/I-380 would be her second choice. Western noted that another good

location for the sign would be on Highway 63 near Logan Plaza and Welcome to Waterloo sign as well. Commission members also discussed the possibility of purchasing more signs and finding grants to fund the project.

Motion made by Newton and seconded by Etheredge to place the Preserve America sign between River Forest Road and Highway 218/20/I-380 Mixmaster, or if that location is not approved by the Iowa Department of Transportation to place the sign next to the Welcome to Waterloo sign along Highway 218/I-380 North near the San Marnan Drive exit as well as giving Planning Staff the permission to purchase additional signs through a grant process. Motion carried unanimously.

Discussion Items

Historical/Architectural Study, Deere & Company, Tallgrass Historians

Ottesen noted that he will not be participating in the discussion over the plan due to Struxture Architects working closely with the project, but would answer questions about the plan. Olsson also noted that she would be abstaining from comment due to working at John Deere for 27 years. There were some questions on which buildings were going to be kept and which buildings were going to be demolished. It was determined through the report by Tallgrass Historians that the R-1 and E buildings were slated for demolition, along with the 34 other buildings, but the report noted that the R-1 and E buildings possess the only historical significance out of the 36 buildings and the two buildings should possibly be looked at being saved. Etheredge questioned which buildings were going to be demolished due to the Commercial Street extension and what are the plans for the rest of the property. Andera noted that some of the buildings proposed for demolition are in the path of the Commercial Street extension, but other buildings on the land are proposed for demolition to make room for construction of additional new buildings. Newton questioned if the Commission is supposed to look at this plan through a historical point of view with the concern that historical buildings are being removed to make room for new development. Western noted that in order to complete Section 106 clearance, SHPO requires that there be comments from the Historical Preservation Commission with their thoughts, concerns and suggestions with the application. Etheredge noted she had concerns with these buildings being demolished, noting these buildings are the last intact examples of John Deere's early tractor manufacturing plant in Downtown Waterloo. Morgan questioned if the buildings could be restored instead of being torn down. Western noted that the initial costs to rehabilitate the buildings would be too expensive. Morgan also noted that the site inventory sheet noted the two buildings still have historical significance remaining and believed something should be done to save and reuse the buildings. Etheredge noted that the buildings are in good structural shape and should be feasible to rehabilitate and be used for some other purpose. Etheredge also noted that the site plan submitted with the report by the Tech Works does not really show what is planned for the area where the buildings once stood and noted she does not want to see another parking lot put up in place of the buildings. Newton questioned if the Commission should focus on the whole site or just the two buildings. Ottesen noted that the report pointed out the entire area is not eligible to be a historic district, but the two buildings, R-1 and the E building hold some historical significance. Ottesen noted that there has been a large amount of remodeling, modernization and

additions added over the years and there is a lack of historical significance to the property. Etheredge questioned why the R-1 and E buildings were picked in the report as the only buildings holding historical significance. Andera noted that the reason these two buildings were chosen was due to what the buildings represent in tractor manufacturing in Downtown Waterloo. The report noted that the R-1 building represented early twentieth-century tractor manufacturing in Waterloo. The report also noted that the E building is the last John Deere assembly building in Downtown Waterloo and was home of the Waterloo Boy and tractor production until the 1970s. Etheredge questioned if the Commission will need to send letters to SHPO when the request is sent. Western noted that typically in the past, the meeting minutes are sent with the SHPO request. Etheredge noted she would like to see the site inventory sheets for the other 34 buildings that are slated for demolition and believes the other two buildings need to be saved. Newton also noted she wants the Commission to take a look at the other 34 buildings to make sure there is no historical significance to them. Etheredge noted she would like to see an in depth report on the other 34 buildings at the site.

Commission Member Terms and Replacements: Update

Andera noted that he has an upcoming meeting with the Mayor on December 1st to discuss possible replacements for the Commission. Morgan noted that she recommended Brandon Brockway as a possible candidate for the Commission. Etheredge noted that possibly Morgan Hoosman should be contacted to be on the Commission. Western noted he has talked to her about this and said she has started a new job, recently got married and has two children with one on the way and currently does not have much time. Andera noted that currently the Commission has two members representing the Highland Neighborhood and possibly should look for a new Commission member representing a different neighborhood. Commission members noted they would possibly like to see someone who represents the Church Row Neighborhood. Morgan noted that Glenda and Patrick Berry from Church Row were interested in joining the Commission.

Recognition of Citizens Fixing Up Historic Properties: Letter Review

Etheredge made note that she wanted to see some wording changed in the letter. Instead of saying "your home may not be up for a historical preservation award," she suggested, "your home may not be eligible for a historical preservation award." Also, she noted that instead of saying, "we hope to see others in your neighborhood do the same," at the end of the letter, she suggested, "we hope that your example inspires others to do the same."

December's Next Meeting Time

The Commission agreed on the tentative date of holding the next regular meeting on December 20th, 2006 in the Mollenhoff Room at 12:00 p.m. The change was made due to the holiday season.

Kingbard Walking Tour

Andera noted that he e-mailed both Ryan Malecek and Alan McKean in regards to what stages the walking tour was currently at, but did not receive any feedback or information

from either. Western noted that Planning Staff would check for the prepared walking tour guide composed by a recent intern. Commission members were concerned if the plan was still in the works, or if it is no longer going to happen.

Adjournment

Hearing no further discussion chairperson Ottesen adjourned the meeting at 6:04 P.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Tim Andera", followed by a period.

Tim Andera
Associate Planner
Staff to the Commission



AGENDA

***WATERLOO HISTORIC PRESERVATION COMMISSION
WATERLOO, IOWA
REGULAR MEETING – 12:00 P.M. - WEDNESDAY, DECEMBER
20, 2006, MOLLENHOFF CONFERENCE ROOM, CITY HALL***

- I. Approval of Minutes from November 28th, 2006, Regular Meeting
- II. Approval of agenda.
- III. Reports
 - 1. Main Street Report
 - 2. Silos & Smokestacks Report
 - 3. Grout Museum Report
- IV. Public Hearings
 - 1. Tallgrass Historians Historical/Architectural Study, Deere & Co., 400 Westfield Avenue
- V. Discussion Items
 - 1. Iowa 2006 Certified Local Government (CLG) Historical Annual Report
 - 2. National Trust for Historic Preservation Grants 2007
 - 3. Discuss moving monthly meeting date to 3rd Tuesday of the month
 - 4. Kingbard Walking Tour
- VI. Adjournment

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – DECEMBER 20TH – 12:00 P.M.
MOLLENHOFF CONFERENCE ROOM – CITY HALL**

Chairperson Ottesen called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 12:04 p.m.

Those in attendance were Anderson, Etheredge, Morgan, Olsson, Ottesen and Quirk. Also present were staff members, Don Temeyer, Tim Andera and Chris Western.

Approval of Minutes

Motion made by Morgan and seconded by Quirk to approve the minutes from the November 28th, 2006 regular meeting with the amendment to make the correction that Ottesen did not make the motion to approve the location of the Preserve America sign due to him being the Chairperson. Motion carried unanimously.

Approval of Agenda

Motion made by Etheredge and seconded by Olsson to approve the agenda as submitted. Motion carried unanimously.

Reports

Main Street

Etheredge gave the Main Street report noting there were many sign reviews at the last Main Street meeting. Etheredge noted the sign reviews were for Hawkeye Bail Bonds, Bank Iowa and the Dan Gable Museum with the Design Review Board approving the Bank Iowa and Dan Gable signs. Etheredge noted that the Hawkeye Bail Bonds sign was not approved due to the sign being a backlit sign on a historical building. Etheredge also noted that the Elks Club would be doing a full window replacement soon on its building at East Park and Mulberry Street.

Silos and Smokestacks

No report this month.

Grout Museum

Etheredge noted currently the Grout is selecting a contractor for the project and the bids presented were lower than expected.

Public Hearings

Tallgrass Historians Historical/Architectural Study, Deere & Co, 400 Westfield Avenue

Temeyer noted that SHPO concurred with the report completed by Tallgrass Historians that 34 of the 36 buildings on the John Deere Westfield site no longer hold any historical or architectural significance. Temeyer noted that currently John Deere is restructuring

their manufacturing process from the multi-level buildings to single level buildings. Temeyer also noted that it is planned to save two of the former manufacturing buildings and have a agricultural museum established to showcase the history of the Waterloo Boy as well as the beginning of John Deere in the City to where it is today. Olsson questioned what exactly the Commission would be voting on. Andera noted that the Commission is voting on whether they concur with the report and Jan Nash's findings or if they do not agree with the report. Etheredge and Ottesen both noted they are unable to vote on the project due to their architectural firms being involved with the project. Morgan questioned that the reason the buildings are coming down are because Commercial Street being extended to the west, or that new buildings are going to be built in place of the older buildings. Temeyer noted that the reason the buildings are being demolished is due to both of those concerns. Temeyer also noted that a booklet will be created of the site showing pictures and sketches of the former buildings as well as the manufacturing processes that occurred on the former site due to SHPO recordation requirements.

Motion made by Olsson and seconded by Anderson to approve and concur with the plan submitted by Tallgrass Historians for the demolition of 34 buildings located at John Deere & Company, 400 Westfield Avenue. Motion carried 3-1 with Anderson, Olsson and Quirk voting in favor with Morgan voting against and with Etheredge and Ottesen abstaining due to a conflict of interest.

Discussion Items

Iowa 2006 Certified Local Government (CLG) Historical Annual Report

Andera noted that the Iowa 2006 CLG report is an annual report submitted to the State Historical Society of Iowa every year detailing projects, programs, ceremonies, etc. conducted by or helped out by with members of Waterloo's Historical Preservation Commission. Ottesen noted that the 2006 Annual Awards Ceremony should be noted in the annual report. It was also noted that the new Historical Comprehensive Plan should be included in the report as well. Commission members also noted that a request to designate the Newton Jeweler's building was submitted during 2006, an Old House Tour was held in August and the Commission helped plan some of the events and festivities for the Tour De Loo Downtown showcase, as well as some Commission members are actively involved on the Main Street Design Review Board.

National Trust for Historic Preservation Grants, 2007

Andera noted that there are two grants that are available from the National Trust, one being the Johanna Favrot Fund, which would focus on restoring an authentic sense of place and the Cynthia Woods Mitchell Fund, which works to restore historic interiors. Commission members did not know of any historic interiors that could possibly be restored with a grant from the Wood Fund. Olsson noted that recently in the beginning of the year that a process had started with Cleve Miller's daughter-in-law to identify properties that Miller had designed and begin creating a brochure for a driving or walking tour of those properties as well as a brochure for Highland. Morgan noted that Sue Pearson has already started to compile and create a brochure for the Highland Neighborhood, but the Commission has not see it yet. Olsson noted that being that there

is already more information on the Highland District, it would make more sense to start with a brochure for that neighborhood.

Discuss moving monthly meeting date to 3rd Tuesday of the Month

Andera noted that recently in the past there have been conflicts with other Staff members not being able to make the monthly Historical Preservation meeting on the fourth Tuesday of the month due to conflicts with other City meetings such as the Board of Adjustment and Vandewalle and Associates being in town for the Downtown plan.

Morgan noted that if the meeting time is changed, it should be held at 5:30 p.m. to allow Newton time to close down her store and get to the meeting. Andera noted that he would get the meeting time and room ready at the library for the monthly meeting and begin holding the meeting on the third Tuesday starting in January.

Kingbard Walking Tour

Andera noted that he was able to locate a Kingbard Walking Tour brochure that was recently created by a previous intern. Etheredge noted that the Commission would have to contact participants and see if they are still willing to take part in the tour this year. Etheredge noted that she would like to see the brochure designed as a tri-fold type.

Adjournment

Hearing no further discussion chairperson Ottesen adjourned the meeting at 12:46 P.M.

Respectfully submitted,



Tim Andera
Associate Planner
Staff to the Commission