



Approved

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**EDUCATION TASK FORCE**  
Wednesday, November 17, 2010  
Conference Room B, City Hall

**Commissioners Present:** Chairperson Michael Knight; Commissioners David Klavitter and Bob McDonell.

**Commissioners Excused:** None.

**Staff Members Present:** Laura Carstens and David Johnson.

**CALL TO ORDER:** The meeting was called to order at 1:12 p.m.

**AFFIDAVIT OF COMPLIANCE:** Staff presented an Affidavit of Compliance verifying the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** None.

**HISTORIC PRESERVATION BROCHURE:** The Task Force Members and staff discussed the draft brochure. The Task Force noted the intent of the brochure is to be a marketing tool and friendly to realtors and consumers.

Chairperson Knight entered the meeting at 1:11 p.m.

The Task Force stressed that the brochure needs to be geared more towards marketing and educate people on benefits of historic districts. The Task Force suggested the brochure talk about the Historic Preservation Commission and their roles in greater detail. The Task Force stated the brochure should discuss in some form the Historic Preservation Commission's willingness to work with people and welcome investment in historic neighborhoods. The Task Force explained the brochure when unfolded should start with incentives as the primary information in the first three panels. The Task Force suggested the map should be located on the back panel. The Task Force discussed resources that are available and requested the brochure include reference to the Planning Services Department for more information on the front cover.

The Task Force questioned whether the Dubuque County Assessor's Website can note when a property is in a historic district. The Task Force suggested the brochure more clearly explain that not every project needs to go before the Historic Preservation commission for approval. The Task Force noted the map should be located on the middle panel of the back or the brochure, financial incentives be located on the inside right panel of the brochure and benefits of historic preservation be noted on the inside left panel of the brochure.

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The Task Force and staff discussed opportunities to educate realtors and distribute the brochure. The Task Force suggested attending the general membership meeting for Dubuque Realtors. Staff and the Task Force also suggested outreach to the Greater Dubuque Development Corporation, Old House Enthusiasts and neighborhood associations.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM TASK FORCE:** None.

**ITEMS FROM STAFF:** None.

**ADJOURNMENT:** The meeting adjourned at 2:00 p.m.

Respectfully submitted,



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David Johnson, Assistant Planner

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Adopted—December 1, 2010

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