

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR SESSION**  
5:30 p.m.  
Thursday, August 18, 2022  
City Council Chambers, Historic Federal Building

**Commissioners Present:** Chairperson Melissa Daykin Cassill; Commissioners Thea Dement, Bill Doyle, Janice Esser, Tim Gau, Alec Gustafson, Christina Monk and Rick Stuter

**Commissioners Excused:** John McAndrews.

**Commissioners Unexcused:** None.

**Staff Members Present:** Wally Wernimont and Chris Happ Olson.

**CALL TO ORDER:** The meeting was called to order by Chairperson Daykin Cassill at 5:31 p.m.

**MINUTES:** Motion by Esser, seconded by Gau, to approve the minutes of the July 21, 2022 meeting as submitted. Motion carried by the following vote: Aye – Dement, Doyle, Esser, Gau, Gustafson, Monk, Stuter and Daykin Cassill; Nay – none.

### **ACTION ITEMS:**

#### **DEMOLITION PERMIT**

Applicant: David Becker, CEO, Cottingham & Butler, Inc.  
Owner: Cottingham & Butler, Inc.  
Address: 781 Locust Street  
Project: Demolition of structure  
District: Downtown Neighborhood Conservation District

Commissioner Bill Doyle recused himself from the discussion, citing John Butler as an active donor of his employer, Heritage Works. Chairperson Melissa Daykin Cassill recused herself from the discussion, citing her employment by Cottingham & Butler. Christy Monk agreed to serve as Chairperson for the case. Doyle and Daykin Cassill left the room.

Staff Member Happ Olson presented the staff report to the Commission. She described style, the location and history of the building locating in the downtown conservation district. She noted the lack of historic context to include it in either the nearby Cathedral

or Jackson Park historic districts. She noted that the structure is an unusual façade and relatively intact, but for the replacement of its windows and doors. Throughout the structure, windows have been replaced, downsized, or boarded/bricked in. She referred to the surveys this structure was included in over the years: 1978/79 Kriviskey Survey in which it was determined neighborhood supportive, the 1986 survey, and the 2006 Jacobsen Phase III survey in which an Iowa Site Inventory Form #31-02066 was created.

The last and most recent Jacobsen survey form provided a more in-depth research than most survey forms, and also recommended that more research be continued for all four eligibility criteria. As a result of requiring more research, the consultant checked the “non-eligible” property box for National Register of Historic Places eligibility. Staff Member Wernimont also noted that the State Historic Preservation Office has a Determination of Eligibility list, and the listing for this structure states “not evaluated”. Both staff members commented on that this is an unusual case where there is a gray area in which there isn’t a concrete “eligible” or “ineligible” designation.

Happ Olson pointed to Jacobsen’s inventory form which called out that strong cases history could be made for the property. She noted it being the last known structure associated with the Rider-Wallis Dry Goods company, and that this warehouse was built as a warehouse for the store that was kitty-corner on the site of the Roshek Building. She referred to images in the staff report that show the façade of 781 Locust mimicking the department store façade. It is a Neoclassical structure with Romanesque arches and a prominent cornice. She also referred to Jacobsen’s second case for history, that it could be considered historic for the century-long relationship to the Knights of Columbus.

Happ Olson noted John Butler has a letter of intent to purchase the building and that the letter, signed by Butler and a representative from the Knights of Columbus, allows for the purchaser to investigate demolition and site development as due diligence and the sale is contingent upon that. She also noted the sale is transferable to Cottingham & Butler, who is the applicant.

Happ Olson reviewed the Commission’s role, that they are to use the information provided to make a determination of whether the structure has architectural or historical significance and review only the demolition request. The Commission shall not consider what is to be rebuilt or other issues. She walked through the supporting material in the staff report that shows context and history of the structure.

David Becker of 1767 Dover Court, President and CEO of Cottingham & Butler spoke at the podium and referenced that he was joined with John Butler, Chairperson for Cottingham & Butler, Marty Johnson, Principal of Straka Johnson Architects, and Rick Dickinson, President and CEO of Greater Dubuque Development Corporation. Mr. Becker introduced the need for Cottingham and Butler to provide daycare for its employees, stating the number of 800 people working in Dubuque. He noted they

believe this is an essential service to their employees and when they announced their desire to build daycare, about 40 employees sent emails in support. He asked the Commission to support this effort and stated that they don't make the ask lightly. He stated that Cottingham & Butler has spent tens of millions in historic preservation expense over the years at the Town Clock Building, the Security Building and now the Roshek Building. He said that John Butler has supported the non-profit Heritage Works and more recently work at the Unitarian Universalist Church. He noted that Mr. Butler does not like to remove historic buildings.

Mr. Becker noted that Marty Johnson has evaluated the building and that the elevations are not ADA compatible. Additionally, Mr. Becker noted that the State has strict rules they would have to meet for a daycare for size of rooms, and ingress and egress. He said a new entrance would have to be made at the north side of the structure and that overall, the structure would not work for a new daycare.

Mr. Becker said they looked at whether the building is historically or architectural significant. He said it is not included in a National Register Historic District. The building used to be part of intact block that has been removed. He mentioned the association with the Knights of Columbus and Rider-Wallis. He said the Knights of Columbus are best remembered for their service to the community and not the building. He indicated they decided to sell the building because they cannot maintain it. He noted the Jacobsen report did not reach a conclusion and said they are not aware of any events in the building that would rise to the level of historic significance and the structure was not associated with the lives of significant people.

Mr. Becker noted there are some distinctive characteristics, but the building was damaged by fire and has changed over time. He said they are open to salvaging a portion of the building that could be reused. He requested the Commission approve the demolition permit.

Commissioner Dement asked whether they looked at other sites downtown. Mr. Becker noted in the three buildings they possess there is no available space. He noted the requirement for green space for the daycare that makes the project challenging. He noted that this site is in good proximity to other Cottingham & Butler buildings.

Commissioner Monk notes the difficulty of making the decision without clarity from the survey information. Further discussion of the survey information continued. The Commission discussed the idea potentially salvaging pieces of the building, with Commissioner Gustafson asking whether the Commission has the ability to request and save portions of the building. Staff Member Wernimont noted in the past the Commission has recommended with a motion that the owner salvage portions of the building, but it cannot be a requirement.

Commissioners further discussed the integrity of the building, with Commissioner Esser noting that the primary issue is with the windows and noting that windows can be

replaced. Commissioner Monk noted the “more research recommended” is checked and she leans requesting more research be performed. Commissioner Dement noted that in the report Jacobsen gave two strong recommendations for listing of the building. Commissioner Stuter referred to that the significance can be more than just the building, and that the history of what happened there is also important. Commissioner Gustafson personally noted the imposing presence of the building on the street as being important.

Happ Olson reviewed the role in the Commission and noted that they can request further research, but that staff would not be able to bring back a formal determination of National Register eligibility.

Marty Johnson spoke in reference to Jacobsen recommending further research needed that there is a gray area where the determination of eligibility could not be made. He noted that if Jacobsen felt it was a strong argument, he would not leave it open.

Staff Member Happ Olson distributed an email from Terry Mozena of Mozena Realty Group of 196 Bluff Street, dated August 18. Terry Mozena was present and was invited to speak. He commended John Butler for his work in historic preservation for Dubuque and acknowledged the need for daycare to support employees. He expressed his desire for more research about the historic and architectural significance to be performed, as was noted by the consultant on the inventory form. He commented that there are more options within the downtown that could be explored for nearby childcare, without having to remove this structure.

The Commission discussed the possibility of having a formal determination for the property. Staff explained that a determination of eligibility could be requested from the State Historic Preservation Office (SHPO), but there is no specific timeframe in which they would need to respond. It would require additional research by staff or a private consultant. Happ Olson said that it was unlikely that there would be an opinion within 30 days. She also mentioned that a formal determination would need to come from the Advisory Council on Historic Preservation at the federal level, and that could take six months to a year, in estimation.

Commissioner Dement noted the 1978/79 Kriviskey Survey found it to be neighborhood significant and that the Commission should be guided by the survey results.

Motion by Gustafson, seconded by Gau, to approve the demolition permit. Motion carried by the following vote: Aye - none; Nay - Dement, Esser, Gau, Gustafson, Monk, Stuter. Abstain – Doyle and Daykin Cassill.

Commissioners Doyle and Daykin Cassill returned to the Commission table.

### **DESIGN REVIEW**

Applicant: Lisa Ann Barrett-Roark  
Owner: Lisa Ann Barrett-Roark

Address: 1554 Locust Street  
Project: Restore front porch; build rear deck and fenestration modification  
District: Jackson Park Historic District

Staff Member Happ Olson presented the staff report noting the property at 1554 Locust Street was built in around 1890, with a gothic revival façade on this historic duplex. She reviewed the significance of the structure being City/State/National significance in the Kriviskey Survey and it being a contributing structure to the Jackson Park Historic District.

Happ Olson noted that some recent changes precipitated inspection and the need for a building permit, including the change in the swing of a door at the rear of the structure and the removal of an obsolete door on the second floor by sizing it down for a window. She referred to the imagery in the staff report to explain the location of the owner's property within the building and the neighborhood, as well as historic imagery for context. She noted the structure is a zero-lot line duplex. She referred to imagery showing a ghost outline of the former rear porch on the building and historic imagery and maps to show changes over time.

Happ Olson referred to the application supplement which outlines items the applicant would like approved. She noted the applicant is looking to repair and replicate elements of the front porch, including floor boards, roof, soffit, fascia, brackets and columns with no material or design change. At the rear of the structure, she pointed to a new deck and stair measuring 10' deep x 17' wide, to be modeled on the design of the neighbor's rear porch, but without screening, columns or roof. She referred to the applicant's provided color scheme.

Happ Olson described the proposed changes in fenestration. She pointed to the former rear door on the second floor which was recently downsized (sill moved up to a window level and bricked in to match the wall). The applicant desires to put back a one-over-one vinyl window in its place. Under that door on the first floor, the applicant wishes to install a new steel door with a window to replace the solid wood door that exists, painting it red to match the other door on the first floor. The applicant is looking to replace the basement doors, which will not be highly visible when a deck is built above them.

Happ Olson referred to the project's comparison of relevant architectural guidelines which was included in the packet.

Lisa Ann Barrett-Roark, owner and resident at 1554 Locust Street, approached the podium. Ms. Barrett-Roark referred to the door locations on the building and how she desired to have a window at the bottom of the stairs to the second floor, and not needing a door on the second level. She said she loved the history of the house and was interested when she learned it was converted to flats in the 1930s, mentioning that that the second floor door wasn't original, but probably a change when it turned into separate apartments. She said the window they have matches the other windows in the

building and would fit the reduced door opening. She noted the rear of the building has been exposed to the elements, the doors are warped and are in poor repair. Of the front of the house, Ms. Barrett-Roark the front door will remain. She said she is attempting to add features at the rear that will complement the original style of the house, like square columns.

Commissioner Esser asked if the back deck would be painted or stained, to which Ms. Barrett-Roark answered, yes, painted to match the front.

Commissioner Monk stated she was pleased the boarded up areas would be opened back up. Further discussion about doors and windows followed. Commissioners Gau and Daykin Cassill noted that the project fits in with the character of the building.

Staff Member Happ Olson mentioned that the applicant was considering the use of a Historic Preservation Revolving Loan Fund in the near future, but they are seeking permission before obtaining bids for the project, just in case it wasn't approved. The Commission expressed favor of the scope of the project.

Motion by Doyle, seconded by Dement, to approve the application as presented. Motion carried by the following vote: Aye – Dement, Doyle, Esser, Gau, Gustafson, Monk, Stuter and Daykin Cassill; Nay – none.

### **DESIGN REVIEW**

Applicant: Sam Murley, River City Property Management, LLC  
Owner: River City Property Management, LLC  
Address: 194 Alpine Street  
Project: Modification of front and rear two-story porches  
District: Langworthy Historic District

Staff Member Happ Olson presented the staff report noting the request is to repair the front porch and make a modification. She reported on the history of the property which is contributing in the Langworthy Historic District. She noted its relationship to other large square massing properties in the district and its uniqueness as an original duplex in the district. She pointed to the front and back two-story porches which makes it unusual in design.

Happ Olson said there are two fiberglass columns on the front of the structure, and that it is unclear when they were installed as it appears to have been done without a permit. She said the columns are very similar in design to the existing wood columns and referred to the imagery in the report to illustrate this.

She noted the Inspection & Construction Services inspected the building and found the railings to be a safety hazard due to their short height, requiring a modification be made to meet code requirements, when Planning Staff was asked to be involved in the project.

Happ Olson referred to the items the applicant had presented in the application supplement which require review:

- 1) Back of property railing modification to meet code. Happ Olson suggested that if the proposed design is approved, that a color, like the grey of the house, be used to subdue to help blend it in to the background.
- 2) New back stairs and the railing.
- 3) Railing on the front of the porch to meet code. Proposed a use of painted metal railing.
- 4) Deck board replacement and removal, which should be painted with paint or an opaque stain.
- 5) Replace wood columns on the first floor of the front porch to match the fiberglass columns already present, which should be brush painted.
- 6) Replace skirting and lattice on front porch.

Commissioner Esser noted the designs on the back and front porch railing are different. Happ Olson referred to examples in the packet that were creative approaches to meeting code, and that the packet was given to the applicant to help him come up with a solution. This is what he has presented for review. She also said because this type of issue has not yet been seen by the Commission, the potential approval of two different approaches would give the Commission two pilot examples.

Happ Olson referred to the project's comparison of relevant architectural guidelines which was included in the packet.

Sam Murley, of 14157 Deerfield Court and River City Property Management, came to the podium to answer questions. Monk asked about the metal mesh proposed on the front porch, and the Commission discussed the appropriateness of the metal mesh. Happ Olson stated that the applicant is required to fill a gap larger than four inches for safety purposes, and the design was one of many provided to the applicant as an option.

Mr. Murley said he could use the same railing modification on the rear and the front, if desired. Commissioner Doyle noted the pipe is less obtrusive and not extension of the porch rail, which he felt was appropriate. Commissioner Gustafson showed approval of the smaller railing at the front. The Commission discussed two metal pipes horizontally and a vertical support as necessary, with Commissioner Monk suggested either cutting the span in half or thirds for symmetry.

The commission discussed allowing the fiberglass columns and the non-tongue and groove flooring, citing general approval if they are the same shape and size.

Motion by Monk, seconded by Esser, to approve the application as submitted with the condition that modification to the front porch railing extension include two horizontal

metal piping and smaller vertical supports, that all new elements be brush painted, including the columns. Motion carried by the following vote: Aye – Dement, Doyle, Esser, Gau, Gustafson, Monk, Stuter and Daykin Cassill; Nay – none.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** None.

**ITEMS FROM STAFF:**

- By-Laws modification:  
Staff Member Happ Olson presented a suggested change for the By-Laws to exclude the following duties of the Chairperson: to sign minutes and resolutions. She described that this is not practice nor policy and isn't a duty with any of the Planning Services other three commissions. She noted all minutes are reviewed and approved by the Chairperson and Commissioners at the next scheduled meeting, and that resolutions are suggested by the Commission and adopted by City Council, being signed by the Mayor.

Motion by Dement, seconded by Gau, to approve bylaw changes and presented. Motion carried by the following vote: Aye – Dement, Doyle, Esser, Gau, Gustafson, Monk, Stuter and Daykin Cassill; Nay – none.

- Certified Local Government (CLG) Grant program opportunity update:  
Staff Member Happ Olson gave a verbal report to update Commissioners on the CLG grant applications. Staff submitted applications to support conducting Intensive Architectural and Historical Surveys for Deereville and the Voelker Highlands neighborhoods. Both are outside of the traditional downtown areas, are from the 20<sup>th</sup> Century, and would be the farthest west surveys performed. The City's budget process doubled in Fiscal Year 2023 to \$10,000 which allowed for two applications.

**ADJOURNMENT:** Motion by Monk, seconded by Stuter, to adjourn the August 18, 2022 Commission meeting. Motion carried by the following vote: Aye – Dement, Doyle, Esser, Gau, Gustafson, Monk, Stuter and Daykin Cassill; Nay – none.

The meeting adjourned at 7:42 p.m.

Respectfully submitted,



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Wally Wernimont, Planning Services Manager

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September 15, 2022  
Adopted