

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, December 15, 2022
Historic Federal Building, Room 250

Commissioners Present: Vice Chairperson Thea Dement; Commissioners Bill Doyle, Janice Esser, Alec Gustafson, Christina Monk and Rick Stuter

Commissioners Excused: Melissa Daykin Cassill, Tim Gau and John McAndrews

Commissioners Unexcused: None

Staff Members Present: Wally Wernimont and Chris Happ Olson

CALL TO ORDER: The meeting was called to order by Vice Chairperson Dement at 5:30 p.m.

MINUTES: Motion by Monk, seconded by Esser, to approve the minutes of the October 20, 2022 meeting as submitted. Motion carried by the following vote: Aye – Doyle, Esser, Gustafson, Monk, Stuter and Dement; Nay – none.

ACTION ITEMS:

DESIGN REVIEW

Applicant: Megan Rima
Owner: Megan Rima
Address: 530 Wilbur Street
Project: Downsize window to fit over the existing kitchen sink
District: West 11th Street Historic District

Staff Member Happ Olson presented the staff report and described the applicant's desire to downsize a window to meet the needs of the design of the kitchen on the inside of the house, describing a high sink back that is installed in front of the lower part of a window visible from Wilbur Street. Happ Olson referred to the architectural style, surveys, and imagery provided in the report. She described modifications to the structure over time, and the likelihood based on maps and plans that the structure faced south originally, with the rear to Wilbur Street, where the kitchen is located. Happ Olson discussed the application, with the request to replace the wood window with a new wood window with a two-over-two double hung sash, to be the same width of the original opening size, and to be nine inches shorter (resulting in a higher elevation sill)

to accommodate the interior design. She discussed the proposed project's the relationship to the Architectural Guidelines, and the Commission's role. Happ Olson also explained that Rima had obtained approval through historic review to replace the other windows in the house with wood windows, due to the ability to meet the guidelines. Because the window in the said application did not meet the guidelines, she noted the applicant needed to come before the Commission for that one window.

Meg Rima, 15163 Red Maple Drive in Peosta explained she is a new owner and rehabbing the property. She noted the sink and kitchen counter extend across the window and showed an additional picture of the window to Commissioners. The Commission discussed the location of the window in the house and the orientation to the street. Commissioner Monk asked about what the applicant planned to do with the siding that would need to be obtained when decreasing the window size, noting it appeared to be asbestos slate. Rima said that her contractor has access to asbestos siding to match.

Rima expressed a desire to obtain an aluminum clad windows for the entire project instead of wood windows, to improve the lead time for ordering, indicating the lead time on wood windows was 6 months, whereas aluminum clad windows were only a few weeks lead time. The Commission discussed that if the applicant wanted to do that, Rima could bring sample window or specifications back to the Commission for review at a future date.

Motion by Esser, seconded by Stuter, to approve the application as submitted, with:

- a two-over-two all wood window,
- exterior muntins/grills with a spacer between the insulated glass layers, and
- to match the siding in the area below the sill through painted salvaged matching asbestos siding.

Motion carried by the following vote: Aye – Doyle, Esser, Gustafson, Monk, Stuter and Dement; Nay – none.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION: None.

ITEMS FROM STAFF:

- **Ken Kringle Awards 2023**
Staff referred to the memo provided to the Commission in anticipation of the 2023 Ken Kringle Award program. Staff asked Commissioners to think about projects which may be good candidates for the awards, and be prepared to discuss it at the next meeting.
- **Historic Preservation Workplan 2023**

Happ Olson referred to the enclosed 2022 workplan and the Commission discussed changes for the upcoming year. Happ Olson discussed those items which were currently active. She noted that the GIS storymap was already in process for the Black Heritage Survey. She indicated that two potential projects under “Surveys and Nominations” may move forward if they receive funding from the State of Iowa Certified Local Government (CLG) grant program, that being surveys for the Deereville and Voelker Highlands neighborhoods. Commissioners discussed and recommended isolating the Grandview Avenue survey from the other group of new neighborhood surveys, in order to prioritize it. Happ Olson said staff would bring a revised draft for review back to the next meeting.

Black Heritage Survey: Happ Olson also handed out a virtual link to the Finding Dubuque Atlas, a GIS storymap for the Black Heritage Survey. She stated the link was available at www.cityofdubuque.org/blackheritagesurvey. She noted that there have been three outreach sessions in November and that staff would be presenting to the City Council in a worksession on Tuesday January 3rd at 5:30 pm. Wernimont encouraged attendance by the Commission. The update was informational only and no action was requested.

ADJOURNMENT: Motion by Esser, seconded by Stuter to adjourn the December 15, 2022 Commission meeting. Motion carried by the following vote: Aye – Doyle, Esser, Gustafson, Monk, Stuter and Dement; Nay – none.

The meeting adjourned at 6:41p.m.

Respectfully submitted,



Wally Wernimont, Planning Services Manager

January 19, 2023

Adopted