



Approved

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR SESSION**  
5:30 p.m.  
Thursday, December 16, 2010  
City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson Michael Knight; Commissioners Chris Olson, Mary Loney Bichell, Joseph Rapp, Chris Wand, John Whalen and Bob McDonell.

**Commissioners Excused:** Commissioners David Klavitter and Peggy Stover.

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

**CALL TO ORDER:** The meeting was called to order by at 5:34 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:** Commission McDonell noted his name was misspelled in the minutes and noted the correct spelling. Motion by Wand, seconded by Olson, to approve the minutes of the November 18, 2010 meeting as corrected. Motion carried by the following vote: Aye – Olson, Knight, Rapp, Wand and McDonell; Nay – None.

**DESIGN REVIEW:** Application of Bryce Davis for a Certificate of Appropriateness/ Historic Preservation Housing Grant/Historic Preservation Revolving Loan Fund to install new wood windows for property located at 257 Hill Street in the Langworthy District.

Staff Member Johnson reviewed the staff report, project scope, financing, and how the grant and loan funds would be used to replace the windows.

Commissioners Loney-Bichell and Whalen arrived at 5:38 p.m.

Bryce Davis explained he is the purchaser of the property and a certified lead abatement contractor. He noted he would be doing all the work himself. He reviewed the original windows and replacement windows. He explained the window sizes, shapes, openings, and styles will remain the same. Staff member Johnson explained since the property owner will be doing the work himself, only the cost of materials are covered by the loan.

The Commission questioned if the upper sash will have divided lites and the lower sash will have a single pane. Mr. Davis noted sash and divided lite patters vary on the house. He stated the existing patters will be replicated.

Motion by Wand, seconded by McDonell to approve the Certificate of Appropriateness, \$5,000 in Historic Preservation Housing Grant funds and \$11,172.35 in Historic Preservation Revolving Loan Funds contingent on providing proof of ownership and noting that aluminum cladding is allowed on the sill only for this particular project due to the sills exposure to the elements. Motion carried by the following vote: Aye: Olson, Whalen, Knight, Loney-Bichell, Rapp, Wand and McDonell; Nay – None.

**EDUCATION TASK FORCE:**

Historic Preservation Brochure: Commissioners discussed the proposed brochure. Recommendations were to: 1) Place Richard Moe’s quote in the left panel only; 2) change “city” to “community” in first paragraph; 3) add that historic architecture is one of the top reasons people visit Dubuque; 4) acknowledge economic and physical stability of historic districts; 5) replace any negative words with positive words in first paragraph; 6) add a collage of a variety of small homes, townhouses and large homes; 7) add additional photos; and 8) add a hyperlink to the website to historic preservation.

Consensus was to send out the revised brochure via email for HPC review and comment, and then send to the City Council for their January 3<sup>rd</sup> meeting.

**ITEMS FROM PUBLIC:**

None

**ITEMS FROM COMMISSION:**

HPC Education Opportunities: Commissioners noted this item could cover educational opportunities for both the general public and HPC members. The consensus of the Commission was to table this item to the January meeting for further discussion.

Carnegie Stout Public Library Signs: Staff reported that information on City Codes and policies have been provided to the City Manager, and that staff expects to have direction by the January meeting.

NAPC CAMP Follow-Up: Commissioners and staff discussed the topics covered at the CAMP. The Commission discussed directing efforts towards education and outreach, surveying and adding more districts, and creating a list of acceptable projects for staff to sign-off on. The Commission also suggested staff provide reports on things that are going on in the community that relate to preservation to keep the Commission informed, such as video about the historic White Water Creek Bridge, staff sign-offs, and Section 106 projects.

Boarded-Up Windows & Doors: Staff reviewed the updated ordinance for boarded-up windows and doors. Staff Member Johnson noted the Dubuque Main Street Board expressed support for the ordinance which grandfathers existing conditions, but suggested including language which allows the building official or City Manager an opportunity to grant extensions when conditions warrant. Staff Member Johnson noted the City Manager has requested the ordinance be re-evaluated every two years to measure its effectiveness.

Motion by Wand, seconded by Whalen, to support the Ordinance as written, extend appreciation to the City Manager for his support, and recommend City Council adoption. Motion carried by the following vote: Aye – Olson, Whalen, Knight, Loney-Bichell, Rapp, Wand, and McDonell; Nay – None.

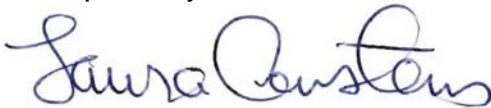
NOTE: Commissioners Olson and Loney-Bichell left at 6:15 p.m.

**ITEMS FROM STAFF:**

Building Services Historic Preservation Enforcement Report Update: Staff Member Johnson distributed the report and noted new items are in bold. Commissioners reviewed the report. The Commission noted the positive progress that has been made with enforcement. Commissioners asked about the status of the Mary of the Angels Home at 605 Bluff Street, and asked that City staff monitor progress on Code compliance.

**ADJOURNMENT:** The meeting adjourned at 6:20 p.m.

Respectfully submitted,



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Laura Carstens, Planning Services Manager

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Adopted—January 20, 2011