



Approved

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**EDUCATION TASK FORCE**  
Wednesday, January 5, 2011  
1:00 p.m., 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 1:02 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:** Motion by McDonell, seconded by Klavitter, to approve the minutes of December 1, 2010 as submitted. Motion carried by the following vote: Aye – McDonell, Klavitter and Knight; Nay – None.

**DISCUSSION OF BOARD OF REALTORS PRESENTATION:** Chairperson Knight noted the Board of Realtors meeting is January 27<sup>th</sup>. The Task Force and staff agreed that Chairperson Knight and Staff Member Carstens will make the presentation to the Board of Realtors. Chairperson Knight will introduce staff as well as the Commission's new public outreach and marketing program. Staff Member Carstens will present information on historic districts, including the benefits and responsibilities of owning property in a district. She will also note in her presentation that a program on financing will be offered in 2011. Chairperson Knight will conclude the presentation.

The Task Force discussed distributing the Benefits of Historic Preservation Districts brochure. Staff Member Carstens suggested the brochure be distributed to property owners in historic districts along with the Historic Preservation Revolving Loan fund and Historic Preservation Housing Grant brochures. The Task Force and staff agreed the mailing should include a cover letter from Chairperson Knight and also be distributed to neighborhood associations, the Board of Realtors, mortgage brokers, bankers, Old House Enthusiasts, and the Dubuque Mortgage Lenders Association.

The Task Force discussed other strategies to increase awareness of historic districts. Staff Member Johnson will work with the Public Information Officer on copying the brochure and posting the brochure on the Historic Preservation section of the City of Dubuque website. He will also contact the City Assessor about listing historic districts on the Assessor's website hosted by Beacon.

Chairperson Knight stated he will work with Realtors to have historic districts noted on property listing forms. The Task Force and staff suggested inviting Cable Television Coordinator Craig Nowack to the next Task Force meeting to discuss opportunities for possible historic preservation programs on City Channel 8.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM TASK FORCE:** None.

**ITEMS FROM STAFF:** None.

**ADJOURNMENT:** The meeting adjourned at 1:35 p.m.

Respectfully submitted,



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David Johnson, Assistant Planner

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Adopted—March 2, 2011