



Approved

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR SESSION**  
5:30 p.m.  
Thursday, January 16, 2014  
City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson Bob McDonnell; Commissioners Mary Loney Bichell, John Whalen, Julie Schlarman, Christina Monk, David Klavitter, Chris Olson, Otto Krueger and Joseph Rapp.

**Commissioners Excused:** None.

**Staff Members Present:** Laura Carstens, David Johnson, and Eric Van Buskirk.

**CALL TO ORDER:** The meeting was called to order by Chairperson McDonnell at 5:35 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 Schlarman, seconded by Bichell, to approve the minutes of the December 19, 2013 meeting as submitted. Motion carried by the following vote: Aye – Klavitter, Krueger, Bichell, McDonnell, Monk, Olson, Rapp, Schlarman, and Whalen; Nay – None.

**EDUCATION TASK FORCE:**

**Update of Outreach and Public Education Programs:** No report.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:**

**Wood Windows Workshop:** Commissioner Olson explained the Four Mounds Foundation would like to develop a Wood Window Restoration Workshop. She noted the Historic Preservation Commission Education Task Force has been discussing a similar workshop with a public component for some time. She reviewed the workshop components noting there will be a hands-on and public educational piece to the multi-day workshop. She stated the workshop will be held during and in recognition of National Historic Preservation Month in May and Four Mounds is in the process of developing partnerships to assist in financing and implementation of the workshop. She noted the Historic Preservation Commission, Old House Enthusiasts and Dubuque Main Street are likely partnerships. She reviewed the concept for the public education piece, acknowledging that it is a major priority for the Education Task Force as well as

the Sustainable Dubuque Community Grant. She noted many people will have an opportunity to attend the public workshop and she anticipates the event being free to residents of the city of Dubuque. She explained stages of window restoration can be taught at the public workshop through limited hands-on approaches. She explained the remainder of the workshop will include demonstrations projected on a large screen and video which depicts window restoration techniques. She explained the following day, a more comprehensive hands-on window restoration training workshop will be offered at a fee to participants. She explained the two-day workshop will teach hands-on techniques addressing all aspects of wood window restoration and will also include tours. She explained a lecture open to the public concerning window restoration may carry over into the Old House Enthusiasts Tour in the following days.

Commissioner Olson reviewed the tentative schedule and budget. Staff Member Johnson noted some of the expenses will be offset by registration fees and in-kind contributions. He explained the components of the workshop seem to be a natural fit with the window workshop discussed by the Education Task Force as well as the refocused efforts of the Historic Preservation Commission on education and outreach.

The Commission discussed the potential for producing a City Channel 8 program or partnering with Cable TV on assistance and the workshops. Staff Member Carstens noted money is set aside by the City of Dubuque to assist in education and training for preservation so this event could be considered eligible for that funding. She noted the Sustainable Dubuque Community Grant and Old House Enthusiasts Grant may also be opportunities for financial assistance.

Commissioner Olson reviewed sponsorship opportunities she has been pursuing. Commissioner McDonell noted an event like this can potentially transition into a preservation event similar to a homebuilders show in the future. Commissioner Olson noted the Sustainable Dubuque Community Grant applications are due February 3<sup>rd</sup>, and they will fund projects up to \$2,500. She stated the window restoration workshop would compete well.

The Commission discussed submitting an Old House Enthusiasts grant. Commissioner Olson noted the City is not eligible to apply for an Old House Enthusiast Grant since a grant was funded last year to develop the on-line City directories. Staff Member Carstens noted the Arts and Cultural Affairs grant may be another funding source for the workshop. She noted preservation is an eligible activity. Commissioner Olson noted the Arts and Cultural Affairs grant is not awarded until July. The Commission discussed reaching out to the Dubuque Metropolitan Area Solid Waste Agency to partner on the project. By consensus, the Commission agreed to pursue the discussed funding opportunities. Commissioner Olson asked for volunteers from the Commission to assist in the grant applications, marketing and soliciting sponsorships. Commissioners Klavitter and McDonell offered their help.

Bishop Block, 90 Main Street: Commissioner McDonnell questioned whether correspondence had been sent to the property owners of the Bishop Block building regarding replacing the turret that was destroyed by lightning as well as extending an invitation to attend a future Commission meeting to discuss incentives and opportunities. Staff Member Johnson stated that letter had not been prepared or sent yet; however, it will be mailed to the property owner and provided in the Commission's next agenda packet.

**ITEMS FROM STAFF:**

Design Guidelines Update: Staff Member Carstens noted the final draft of the City of Dubuque Architectural Guidelines have been provided to the Historic Preservation Commission for their review and recommendation. She reviewed the extent of public input and partnerships involved in developing the architectural guidelines. She reviewed the role of the Historic Preservation Commission, Steering Committee, and Technical Committee in developing the architectural guidelines. Staff Member Carstens reviewed recent public input as well as input from the joint Commission and Technical Committee meeting.

Staff Member Carstens stated the guidelines consolidate existing architectural guidelines throughout the city, and improve upon accessibility recommendations. She noted the most significant improvement to the guidelines is an additional chapter which addresses sustainability. She explained the architectural guidelines balance objectivity and flexibility. She stated they manage change to preserve the traditional character of areas while accommodating compatible improvements. She noted similar to previous guideline projects, the City of Dubuque Architectural Guidelines are based on the Secretary of Interior's Standards for the Treatment of Historic Properties with specificity to Dubuque.

Staff Member Carstens reviewed the "stoplight" format for application and implementation of the Architectural Guidelines. She noted illustrations throughout the document depicted with a green light, yellow light, or red light. She explained the green light indicates an appropriate or preferred approach. A yellow circle with a question mark is a project that is likely acceptable; however, it warrants more extensive consultation with City staff. She explained the red light with an "X" depicts inappropriate approaches that are not consistent with the guidelines. She noted the guidelines substantially reflect previously approved language and illustrations by the Commission and City Council.

Staff Member Carstens reviewed possible implementation strategies and requested the Commission make a recommendation to City Council regarding their content and implementation.

The Commission reviewed the guidelines, noting the extensive effort that went into developing the document. The Commission discussed the recommendation to include

a section on Civic Facilities. Staff Member Johnson noted civic facilities typically have a separate distinction in that they warrant special consideration. He noted civic facilities tend to be grander in size and architecture, and have the ability to stand alone in terms of design and use. He noted the historic Federal Building and Dubuque County Court House as examples. Staff Member Carstens noted many of the urban design principles are the same for civic facilities. She reviewed the architectural guidelines consist of three manuals, the first being the guidelines themselves with architectural styles and glossary of terms as supporting documents.

The Commission noted the positive effect the guidelines can have on development city-wide. Staff Member Carstens noted projects would be guided by the architectural guidelines city-wide when public funds are being used. She noted this is similar to how the downtown design guidelines are applied. Staff Member Carstens noted the architectural guidelines will be mandatory for all local landmark sites, individually designated historic properties, as well as historic districts as is currently the process outlined in the Historic Preservation Ordinance. The Commission asked whether the guidelines would have been in effect for the 10<sup>th</sup> Street Parking Ramp and Prescott School if they were in place. Staff Member Johnson clarified Prescott School would have been subject to the architectural guidelines if they were in place at the time of its construction. He noted the 10<sup>th</sup> Street parking ramp was reviewed against the downtown design guidelines since that was a publicly funded project. After adoption of the Downtown Design Guidelines, he noted the Historic Preservation Commission reviewed and approved that project.

Motion by Whalen, seconded by Bichell, to recommend adopting the three parts of the City of Dubuque Architectural Guidelines with the hope the guidelines evolve into a guide for all buildings in the city. Motion carried by the following vote: Aye – Klavitter, Krueger, Bichell, McDonell, Monk, Olson, Rapp, Schlarman and Whalen; Nay – None.

The Commission discussed public steps, noting they are not specifically addressed in the guidelines. The Commission noted public steps are an important character feature of historic districts and merit consideration in the guidelines.

Motion by Bichell, seconded by Whalen, to add steps to the title and discussion on Page 73 of the draft City of Dubuque Architectural Guidelines, noting a picture should be included for illustrative purposes. Motion carried by the following vote: Aye – Klavitter, Krueger, Bichell, McDonell, Monk, Olson, Rapp, Schlarman and Whalen; Nay – None.

The Commission discussed implementation of the City of Dubuque Architectural Guidelines. The Commission agreed with the proposed implementation strategy.

Motion by Monk, seconded by Whalen, to recommend the Architectural Guidelines be implemented in all local historic districts as they are currently for exterior

alterations which are visible from the public way and require a permit, and the architectural guidelines continue to apply to publicly funded historic exterior alterations and site development in the downtown design guidelines area, and be implemented for any publicly funded exterior alterations of historic structures city-wide. Motion carried by the following vote: Aye – Klavitter, Krueger, Bichell, McDonell, Monk, Olson, Rapp, Schlarman and Whalen; Nay – None.

The Commission reviewed the importance of periodically reviewing and updating the architectural guidelines and improving the architectural styles manual.

Motion by Olson, seconded by Schlarman, to recommend the manual be periodically reviewed and updated in response to new preservation technologies, materials, sustainability practices, and architectural styles. Motion carried by the following vote: Aye – Klavitter, Krueger, Bichell, McDonell, Monk, Olson, Rapp, Schlarman and Whalen; Nay – None.

Work Plan 2014: Staff Member Carstens noted the Historic Preservation Commission has scheduled a work session to develop an annual work plan. She noted the plan will identify the Commission's goals and priorities as well as processes, resources, and people necessary to accomplish those goals.

Staff Member Carstens explained at the December meeting, the Commission reached consensus on transitioning from a more regulatory role focused on design review to a role more focused on education and outreach. She stated an implementation step of that is to develop an annual work plan. She noted the Commission's new role will be more reflective of all the Commission's duties and powers granted through the Historic Preservation Ordinance. She noted this also provides an opportunity for design review at the staff level. She noted at the December meeting, the Chairperson requested Commissioners provide City staff with their three top initiatives to work on for calendar year 2014. She noted staff has collected those comments and they have been provided to the Commission for their review.

Staff Member Carstens reviewed the City Council goals and priorities as well as the Commission's general duties and powers. She recommended discussion of the initiatives to be kept within the framework of those goals and authorities. She reviewed the process for discussing and prioritizing Commissioners' initiatives. She encouraged Commissioners to share new ideas that may arise from discussion.

The Commission discussed, consolidated, and ranked their suggested initiatives. Staff noted the outcome of the worksession will be further developed by Planning Services staff and presented at a future meeting.

The Commission identified champions to help implement the final consolidated initiatives of the Commission.

**ADJOURNMENT:** The meeting adjourned at 8:18 p.m.

Respectfully submitted,

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Laura Carstens, Planning Services Manager

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Adopted