

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
REGULAR SESSION**

5:30 p.m.

Thursday, February 18, 2016  
Room 223, Historic Federal Building

**Commissioners Present:** Chairperson Christina Monk; Commissioners Emily Hilgendorf, Al Kopczyk, David Klavitter, Bob McDonell, John McAndrews and Joseph Rapp.

**Commissioners Excused:** None.

**Commissioners Unexcused:** None.

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

**CALL TO ORDER:** The meeting was called to order by Chairperson Monk at 5:30 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.

The Commission welcomed new commissioner Al Kopczyk. Commissioner Kopczyk introduced himself and reviewed a history of property he owns, noting he owns the Ryan House and lives at 1320 Locust Street, both in the Jackson Park Historic District.

Commissioner Rapp arrived at 5:33 p.m.

**MINUTES:** Motion by McDonell, seconded by Hilgendorf, to approve the minutes of the January 21, 2016 meeting as submitted. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, McAndrews, Rapp and Hilgendorf; Nay – None; Abstain – Kopczyk.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:**

**Work Plan Update:** Staff Member Johnson reviewed the updates to the Historic Preservation Commission work plan. He explained Planning Services staff is continuing to work with Heritage Works on developing partnerships and identifying funding sources for the economic impact study.

Chairperson Monk questioned whether she and Commissioner Rapp can coordinate on identifying future nomination and survey projects. Staff Member Carstens confirmed they can and Planning Services staff will coordinate a meeting.

Old Jail Sign Advisory Design Review: Staff Member Carstens and Commissioners Monk and Rapp reviewed the City Council's discussion of the proposed electronic message sign to be located at the Old Jail site. The Commission noted the City Council discussed the matter at length and ultimately voted 5 to 2 in favor of the electronic message sign with the Commission's conditions. Commissioners Monk and Rapp noted City Council's praise of the review process, noting the City Council referred to it as an example of good government.

**ITEMS FROM STAFF:**

Architecture Days: Staff Member Carstens reviewed Architecture Days will be April 11-16, noting the evening seminar and Ken Kringle Historic Preservation Awards Ceremony will take place the evening of April 12<sup>th</sup>.

Staff Member Johnson noted Main Street is in the process of finalizing speakers and dates for Architecture Days week. He stated Planning Services staff will email Commissioners a schedule of the week-long events as soon as they are made available to staff from Main Street.

Staff Member Johnson requested Commissioners reserve the evening of April 12<sup>th</sup> on their calendars to attend the Ken Kringle Awards Ceremony and meet and support the Ken Kringle Award recipients. Chairperson Monk requested help with presenting the awards to recipients.

Ken Kringle Historic Preservation Awards: Staff Member Carstens reviewed the history of the Ken Kringle Historic Preservation Awards, noting this is the 14<sup>th</sup> year the Commission has recognized projects with the award.

Commission and staff reviewed the projects suggested by the Commission and staff to date, including 1104 White Street, 880 Central Avenue, 1838 Central Avenue, 324-326 West Locust Street, 525 E. 19<sup>th</sup> Street, and 137 Bluff Street. The Commission discussed the projects noting all are worthy of recognition. The Commission discussed additional projects and efforts worthy of recognition, including 2204 Central Avenue, 1072 Locust Street, and 2300 Jackson Street. Staff Member Johnson noted staff is requesting Commissioners limit the number of nominations to eight in order to stay within budget and allotted time frames at the awards ceremony. Staff Member Johnson stated 2204 Central is not yet complete, and the Commission recommended that project be recognized next year.

The Commission discussed recognizing the Housing and Community Development Department for their continued support of preservation, noting the many historic rehabilitation projects they have completed in the city of Dubuque.

After discussion, the Commission suggested recognition for the Housing and Community Development Department also be postponed until next year.

Motion by McDonell, seconded by Klavitter, to nominate 1104 White Street, 880 Central Avenue, 1838 Central Avenue, 324-326 West Locust Street, 525 E. 19<sup>th</sup> Street, 137 Buff Street, 1072 Locust Street, and 2300 Jackson Street for the 2016 Ken Kringle Historic Preservation Awards. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, McAndrews, Rapp, Hilgendorf, and Kopczyk; Nay – None.

Ken Kringle Logo: Staff Member Johnson explained City staff has been working to develop a logo to help brand the Ken Kringle Historic Preservation Awards. He stated the logo will be used on the awards as well as marketing materials and the City of Dubuque webpage that is being developed to recognize past and present recipients.

The Commission discussed the options presented.

Motion by McDonell, seconded by Hilgendorf, to select option #2 with City of Dubuque appearing in the upper curve and Historic Preservation Commission appearing in the bottom curve. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, McAndrews, Rapp, Hilgendorf, and Kopczyk; Nay – None.

National Historic Preservation Month: Staff Member Carstens reviewed National Historic Preservation Month. She explained the National Trust no longer selects a theme to recognize National Historic Preservation Month. She stated at the Commission's last meeting, Commissioners discussed hosting a Preservation Incentives Workshop in recognition of Historic Preservation Month. Staff Member Johnson explained the vision for the program was to provide presentations on local, state and federal financial incentives which can assist in historic rehabilitation projects.

The Commission and staff discussed how past incentive presentations were formatted as well as the most ideal time and day of the week to host a workshop. Staff Member Carstens noted she has been in contact with Steve Wilke-Shapiro, who is part of the Des Moines Rehabbers Club. She noted Mr. Shapiro has offered a historic tax credit program in the past that could be adapted for the City of Dubuque. She noted the Commission wanted a tax credit presentation which catered to residential property owners. She explained Mr. Shapiro's program would accomplish that, noting it would be approximately 1.5 hours long.

The Commission discussed how local staff could be incorporated into the workshop. Staff Member Johnson noted the challenges of making local staff available on weekends or after hours. Staff Member Carstens explained department managers would be required to either provide compensation time or overtime. The Commission discussed the benefits and concerns of hosting a workshop during the workday, noting it may prevent a number of people from attending the event.

By consensus, the Commission agreed to not include local staff in the workshop, and instead focus attention and resources on the historic tax credit workshop presented by

Mr. Shapiro in the evening. The Commission requested staff inquire whether May 24<sup>th</sup> would be an acceptable date for Mr. Shapiro.

The Commission and staff discussed ways to market the workshop, noting post cards or cowboy cards be sent to the property owners recently listed on the National Register in addition to traditional means such as the website and social media.

The Commission and staff discussed ways to make local incentives information available to workshop attendees. The Commission and staff discussed creating a business card with a link to the financial toolbox webpage as well as handouts which can be provided at the workshop.

FY2017-2021 CIP Recommendations: Staff Member Carstens reviewed the Historic Preservation Revolving Loan Fund and Historic Preservation Technical Assistance Program are being recommended with the same allocations as in the past. She explained the Historic Preservation Commission requested Planning Services staff develop a third CIP for historic district entry signs. She noted Planning Services staff developed a cost estimate to co-locate signs at entry points to the City's 17 National Register Historic Districts per the Commission's request for consideration in the CIP. Staff Member Carstens stated the project was not recommended in this year's budget. She reviewed options for the Commission, noting staff no longer has a role since the project was not recommended. She explained the Commission can again pursue the funding under this year's budget and present their request to City Council. She noted the Commission can also discuss phasing the project for next year's budget. She stated a third option would be to raise funds from other resources.

The Commission reviewed their options and noted it is going to be a very tight budget year and not a good time to make the request for funding again. The Commission agreed it would be beneficial to reach out to property owners and neighborhood associations to gain support for the signs and help leverage a future request. By consensus the Commission agreed to move the request to the FY2018 budget, and in the meantime, meet with neighborhood associations and property owners to review the benefits of preservation of historic neighborhoods and at the same time gauge personal and financial support for the National Register District Sign Project.

The Commission and staff discussed involving Heritage Works in the project. Commissioner Klavitter noted Heritage Works may be interested. The Commission asked who the fiduciary agent would be in the project if the Historic Preservation Commission were to undertake fundraising. Staff Member Carstens stated she would have to inquire with City staff on how that could work.

Staff and the Commission discussed it may be beneficial to have Heritage Works serve as the fiduciary agent since they are a registered 501c3, which may be eligible for more

grant opportunities than a governmental agency. The Commission requested Planning Services staff look into the City's ability to serve as the fiduciary agent.

The Commission discussed the next steps in the project, noting it would be helpful to develop a new work plan item to help plan and implement the project. Commissioners McDonell and Klavitter volunteered to be champions for the work plan item and requested Planning Services staff coordinate a meeting to develop the work plan.

Building Services Historic Preservation Enforcement Report: Staff Member Johnson provided an update to the Commission. The Commission questioned why the hearing scheduled for 1492 Locust Street was continued. Staff Member Johnson stated it was continued due to procedural errors. The Commission questioned who was responsible for the procedural errors. Staff Member Johnson stated he did not know.

The Commission questioned the time frame and scope of work that will be assessed for the property at 1921 Madison Street. Staff Member Johnson stated he was not aware of the enforcement approach, and will inquire with Building Services staff.

2015 Annual CLG Report: Staff Member Johnson noted this is an annual item presented to the Commission for their information. He stated it is a review of the Commission's accomplishments in calendar year 2015. He noted the many accomplishments within the report for which the Commission should be proud.

Staff Member Carstens stated the Commission should also note Commissioners and staff once again offered more training than they received which speaks highly of the preservation program.

Staff Approvals: Staff Member Johnson noted Planning Services staff did not sign off on any projects last month and therefore no report has been provided.

**ADJOURNMENT:** Motion by McDonell, seconded by Klavitter, to adjourn the Commission meeting. Motion carried by the following vote: Aye – Klavitter, McDonell, Monk, Kopczyk, McAndrews, Rapp, and Hilgendorf; Nay – None.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

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Laura Carstens, Planning Services Manager

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Adopted