

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR SESSION**  
5:30 p.m.  
Thursday, June 15, 2023  
City Council Chambers, Historic Federal Building

**Commissioners Present:** Chairperson Melissa Daykin Cassill; Commissioners Thea Dement, Janice Esser, Tim Gau, Alec Gustafson, and Rick Stuter

**Commissioners Excused:** Christina Monk and Bill Doyle

**Commissioners Unexcused:** John McAndrews

**Staff Members Present:** Wally Wernimont and Matt O'Brien

**CALL TO ORDER:** The meeting was called to order by Chairperson Daykin Cassill at 5:30 p.m.

**MINUTES:** Motion by Gau, seconded by Dement, to approve the minutes of the May 18, 2023 meeting as submitted. Motion carried by the following vote: Aye – Dement, Esser, Gau, Gustafson, Stuter and Daykin Cassill; Nay – none.

**ACTION ITEMS:**

**DESIGN REVIEW**

Applicant: Lawrence Cigrand  
Owner: Willows Partnership  
Address: 471 W. 4<sup>th</sup> Street  
Project: Demolish rear section and rebuild on same footprint  
District: Cathedral Historic District

Staff Member Wally Wernimont presented the staff report noting the location of the property at 471 W. 4<sup>th</sup> Street in the Cathedral Historic District. Wernimont described the style of the structure as a brick duplex. He referred to historical surveys of the property, noting the architectural and historical significance of the primary structure. Wernimont referred to photos of the property from c. 1940-present, images of Sanborn fire insurance maps, 1978-79 Kriviskey survey, and 1986 survey for the National Register district nomination. He provided photos to the Commission showing that the rear section proposed to be removed and rebuilt is visible from the public right-of-way. He also described how the applicant plans to rebuild the rear section in the same footprint as the existing structure, but with new windows and door.

Applicant Lawrence Cigrand, 1505 W. Lincoln Blvd., Freeport, IL, owner of the subject property, spoke to the Commission. He stated that windows are falling out of the rear section of the property, but the roof is in good shape. Cigrand also stated that a carpenter recommended that he rebuild the rear section. He wants it to be rebuilt to prevent potential break-ins and theft of merchandise stored there for his store on the same property.

Commissioner Dement asked staff member Wernimont if the rear section was originally not screened in. Wernimont said he can check building permit history but might not be a reliable source. He stated Sanborn maps are a more reliable source and the overall rear section is not original.

Staff member Wernimont asked the applicant Cigrand if he is planning to install a standard door and windows when rebuilding the rear section. The applicant stated it will be a standard door with wood windows just for natural light. Commissioner Gustafson asked the applicant if the windows will be matching on each side. The applicant said each side will have matching windows.

Chairperson Daykin Cassill stated that she approves rebuilding the rear section because the rear section has a limited view from the public right-of-way, windows will remain wood, and the rear section is not original to the overall property. Commissioner Dement stated that she agrees with Daykin Cassill.

Commissioner Esser stated that she is concerned about the size of the windows. Commissioner Gau stated that the rear section is still visible from the public right-of-way. Commissioner Gustafson asked the applicant if the window above the door will be removed. The applicant stated that it will not remain after rebuilding the rear section.

Staff member Wernimont recommended to the Commission to ask about color of the proposed rebuilding of the rear section. The applicant stated he will use paint that matches the overall building and a white door.

Commissioner Esser asked if there is a street behind the building. Staff member Wernimont stated that it is a private street. In reference to Commissioner Esser's previous concern to window size, Commissioner Dement asked the other commissioners if window size is an issue. None of the other commissioners stated that they believe window size is an issue.

Motion by Dement, seconded by Gau, to approve the application as submitted. Motion carried by the following vote: Aye – Dement, Esser, Gau, Gustafson, Stuter and Daykin Cassill; Nay – none.

## **DESIGN REVIEW**

Applicant: Jeremy Wainwright  
Owner: Jeremy Wainwright  
Address: 264 Alpine Street  
Project: Install solar array on south and east roofs (currently installed)  
District: Langworthy Historic District

Staff Member Wernimont presented the staff report noting the location of the property at 264 Alpine Street in the Langworthy Historic District. Wernimont described the property as a brick plantation house/Greek revival style structure listed on the National Register of Historic Places. He mentioned the Historic Preservation Commission approving modifications to the property in the past. Wernimont referred to photos in the staff report of the existing solar array installation on south and east roofs, as well as the building's location, and configuration. Alpine Street was built after the construction of the house, with the back of the house fronting Alpine Street. Wernimont also referred to the staff report for the Sanborn fire insurance maps, previous survey information, and 1872 and 1889 panorama maps.

The applicant, Jeremy Wainwright, 264 Alpine Street, spoke to the Commission. He stated that similar solar panels have been installed at the nearby property of 175 Alpine. Wainwright also stated that the trees obstruct the view of the roofs and solar arrays from various angles.

Gina Bell, neighbor at 238 Alpine Street, spoke and stated she approves of the solar array installation. Bell also stated that cost-effective renewable energy sources, such as roof-mounted solar arrays, are needed to maintain historic structures in Dubuque and reduce greenhouse emissions.

The applicant stated the solar array cannot be installed further back on the roof in order to work around plumbing vents. He also stated that he has worked with Eagle Point Solar to minimize the impact of electrical wiring on the side of the structure.

Chairperson Daykin Cassill stated that she previously lived in the neighborhood and believes that the solar array installation doesn't impact the historic feel of the neighborhood. Commissioner Dement stated that she lives in the neighborhood and understands the need for cost-effective renewable energy. Commissioner Gustafson asked applicant if solar panels are on the east roof. The applicant said yes. Commissioner Gau stated that he sees no reason for denial of the application.

Motion by Gau, seconded by Stuter, to approve the application as submitted. Motion carried by the following vote: Aye – Dement, Esser, Gau, Gustafson, Stuter and Daykin Cassill; Nay – none.

### **Design Review**

Applicant: Rick Pottebaum  
Owner: High Performance Properties LLC (Greg Prehm)  
Address: 1439 Bluff Street  
Project: Install new metal roof (currently asphalt)  
District: Jackson Park Historic District

Staff Member Wernimont presented the staff report noting the location of the property at 1439 Bluff Street. He described the property as a two-story brick duplex in the Jackson Park Historic District. He also stated that the property is next to a building with existing metal roof, and historically the roof is made of wood shingle. Wernimont provided to the Commission the Iowa State inventory form, National Register nomination, 1872 and 1889 panoramas, 1891-1950 Sanborn Fire Insurance maps, Pictometry imagery, and photos of the property.

Applicant Rick Pottebaum, 709 Garfield Avenue, spoke to the Commission. He provided two different samples of textured metal roof material. He stated that textured metal reduces sheen. Commissioner Gustafson asked the applicant if the gutters will match the metal roof. Pottebaum stated his opinion that whether or not the gutters match will not be an issue based on the profile of the roof. The applicant also stated that the roof design will hide potential hail dents and is an improvement over non-historic asphalt shingles.

Staff member Wernimont showed the Commission other examples of metal roofs within Dubuque. Chairperson Daykin Cassill asked for clarification from the applicant in regards to placement of roof with gutters. The applicant showed the Commission visually using the sample roof material. Daykin Cassill stated that she would like the porch roof to match the primary roof. Commissioner Gustafson stated that he wants a condition to use the burnished slate colored roof material shown by the applicant. Commissioner Dement agreed with Gustafson and believes the burnished slate color is less reflective. Daykin Cassill stated that she prefers asphalt but believes applicant is meeting design guidelines with burnished slate metal roof. She also believes the metal roof provides better long-term maintenance of the structure.

Motion by Gau, seconded by Dement, to approve the application with condition that the metal roof be burnished slate colored. Motion carried by the following vote: Aye – Dement, Esser, Gau, Gustafson, Stuter and Daykin Cassill; Nay – none.

**ITEMS FROM PUBLIC:** None

**ITEMS FROM COMMISSION:** Commissioner Dement stated that she would like to see the Commission and City staff increase the public’s awareness of City regulations within historic districts. Commissioner Esser asked staff what happens if a property owner conducts work without permit approval. Staff member Wernimont stated that a double permit fee and or municipal infraction may occur. Dement stated that she is interested in increased marketing to residents within historic districts. She also stated that she is interested in drafting marketing material.

Commissioner Gustafson presented his resignation to the Commission. He will be moving outside of Dubuque.

**ITEMS FROM STAFF:** Staff Member Wernimont provided a summary of the Preserve Iowa Summit in Sioux City June 1<sup>st</sup> to June 3<sup>rd</sup>.

**ADJOURNMENT:** Motion by Esser, seconded by Dement to adjourn the Commission meeting. Motion carried by the following vote: Aye – Dement, Esser, Gau, Gustafson, Stuter and Daykin Cassill; Nay – none.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,



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Wally Wernimont, Planning Services Manager

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July 26, 2023

Adopted