

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
REGULAR SESSION**

5:30 p.m.

Thursday, October 17, 2024

City Council Chambers, Historic Federal Building

**Commissioners Present:** Acting Chairperson Janice Esser; Commissioners, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter

**Commissioners Excused:** None

**Commissioners Unexcused:** None

**Staff Members Present:** Chris Happ Olson and Jason Duba

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

**ELECTIONS:** Staff Member Chris Happ Olson read the memo regarding elections:

At the June 20, 2024 Commission meeting, the Commission elected:

- Thea Dement for her first one-year term as Chairperson, and
- Janice Esser for her first one-year term as Vice-Chairperson.

Unfortunately for the Commission, the City's code required Thea Dement had to step down due to her recent employment with the City of Dubuque, creating a vacancy in the Chair position for the unexpired term.

The powers and duties of the Chairperson are as follows:

- A. Preside at meetings of the Commission;
- B. Call special meetings;
- C. Represent the Commission at City Council meetings;
- D. Establish committees, appoint members thereto, and select the chairpersons thereof;
- E. Sign official documents adopted or approved by the Commission; and
- F. See that all actions for the Commission are properly taken and carried out.

In the event that the Chairperson is absent at a meeting, the Vice-Chairperson shall exercise all the powers and duties of the Chairperson.

At this point, any Commissioner can serve as Chairperson. Any Commissioner can nominate a Chairperson and anyone can serve in the position, including the Vice-Chairperson. Should the Vice-Chairperson be elected to the Chairperson

position, the Commission shall also elect a Vice-Chairperson to fill that unexpired term. Any terms filled will be considered serving a full term. No person can serve more than two (2) consecutive terms in any one office.

Discussion among the Commissioners followed. Chairperson Esser volunteered to continue serving as Chair. Commissioner Gau volunteered to serve as Vice-Chairperson.

Motion by Monk, seconded by Pettitt, to elect Esser as Chairperson and Gau as Vice Chairperson. Motion carried 6-0 by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter; Nay – none.

**MINUTES:** Motion by Gau, seconded by Monk, to approve the minutes of the September 19, 2024 meeting as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter. Nay– none.

### **ACTION ITEMS:**

#### **DEMOLITION REVIEW REQUEST**

Location: 788 Fenelon Place  
Applicant: Peter A. Wyatt  
Owner: *same*  
Project: Removal of garage and front chimney  
District: Fenelon Place Conservation District

Staff Member Happ Olson presented the staff report, explaining the request, describing the property, and referred to historic and contemporary imagery and documents, maps and records. She explained that the structure is contributing to the Fenelon Place National Register District. She noted that the chimney is a defining feature and visible from the public right-of-way. The garage, however, is not original, and its removal would expose a wall of the house. She noted that although the charge of the Commission is demolition only, they can request from the applicant how the exposed wall of the house will be treated.

Peter Wyatt, 108 W. 7<sup>th</sup> Street, Muscatine, Iowa, property owner and applicant of 788 Fenelon Place explained that he's owned the house for three decades but hasn't done extensive work on it due to budget constraints and living in Muscatine. He's now planning to undertake significant improvement on the property and would like to remove the garage and possibly the chimney. He stated the garage is not very functional for parking cars due to its size, so he would like to remove it and replace it with a new garage or surface parking. He noted that he will be able to reside the wall that would become exposed with shingles from the garage and/or new shingles.

Wyatt stated that he is working with a mason who believes he can repair the chimney in a cost-effective way. He would like to keep it but is still seeking permission to remove it in case it becomes prohibitively expensive to fix it. Commissioner Stuter asked if the chimney leaked, and Wyatt responded no. Wyatt said of the removal of the garage, that he would utilize existing asbestos shingles to match the rear wall which would be exposed as a result of demolition.

Commissioner Monk expressed her view that the chimney should be retained, and the garage could be removed. Commissioner Doyle agreed with this. The Commission consensus was that the removal of the garage would not negatively affect the property.

Motion by Gau, seconded by Monk, to approve the request as submitted for demolition of the garage but require retention of the chimney. Motion carried 6-0 by the following vote: Janice Esser, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter; Nay – none.

### **DESIGN REVIEW REQUEST**

Location: 156 Bluff Street  
Applicant: Zephyr Aluminum Products, Inc. (Bruce Timmerman)  
Owner: Steve and Robyn McAreavy  
Project: Window replacement  
District: Cathedral Historic District

Staff Member Happ Olson presented the staff report, explaining the request, describing the property, and referred to historic and contemporary imagery, maps and records. She stated the structure is a contributing building in the Cathedral Historic District. She displayed photos of the windows proposed to be replaced and noted their locations. She explained that the dormer window needs to meet fire code for egress in order to be allowed as a sleeping room, so the applicant is proposing a slider window. She referred to the Architectural Guidelines section on windows.

Bruce Timmerman, Zephyr Aluminum Products, Inc., 555 Huff Street, stated that the glider window sized to fit will help simulate the double hung window look. He shared a drawing of what the window would look like, noting modifications at the vertical meeting rails to simulate a mullion between two windows. The material of the window was discussed, and a sample of the white fiber composite was shared with the commission. Timmerman displayed a sample window of what the rear windows would look like. Commissioners were pleased with the windows proposed, acknowledging the challenge of meeting egress requirements for the dormer. The drawing and samples were distributed and given to staff after examination, and the distribution follows in these minutes:

<b>ZEPHYR ALUMINUM PRODUCTS, INC.</b> 555 Huff Street • P.O. Box 936 DUBUQUE, IOWA 52004-0936 (563) 588-2036 FAX (563) 588-4355	JOB NAME <u>Mc Arceavy</u> CATEGORY <u>156 Bluff St, Dubuque IA</u> BY _____ DATE _____ SHEET NO. _____ SCALE _____
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6" sightline  
3 pcs @ 2"

44"

53 <sup>3</sup>/<sub>4</sub>"

2"

ABOVE: distributed by Bruce Timmerman at the meeting to describe the proposed modifications to the front twin window replacement

Owner Robyn McAreavy, 156 Bluff, spoke regarding the project. She stated she loves and wants to retain her front arch top windows and clarified that the rear windows were not arch top, and Happ Olson acknowledged and thanked her for the clarification.

Commissioners discussed the modification and by consensus agreed that it was a good solution to minimizing the change.

Motion by Monk, seconded by Gau, to approve the application as submitted with the amended slider window with wider trim to emulate existing conditions of the mullion. Motion carried 6-0 by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter; Nay – none.

**ITEMS FROM PUBLIC:** Thea Dement, former commission member, shared the circumstances in which she accepted a position with the City Transit Division and only subsequently learned that she would not be able to remain on the commission. She expressed frustration and disappointment in having to leave the commission and its members. She noted that changes have been made to the City's boards/commission application process and the Clerk noted she would work with Human Resource to modify their application process in hopes that this does not happen to someone else. She stated that she would seek to recruit a new member from the Langworthy District. The Commission thanked her for her service.

**ITEMS FROM COMMISSION:** None

**ITEMS FROM STAFF:**

- Unified Development Code (UDC) – Staff Member Happ Olson stated that the UDC update was underway and that the Consultant Camiros would be reaching out in the near future to engage the Commission as stakeholders in the process.
- Ken Kringle Awards – Happ Olson reminded the Commission to be thinking about projects that would be candidates for the awards. Chairperson Esser noted that 1047 Bluff Street would be a good addition. Further discussion about projects in process on Central Avenue commenced.
- Upcoming Events and Presentations
  - Dubuque Area History Expo as part of National Archives Day (Sun. Oct. 20)
  - Alliance of National Heritage Areas conference (Black Heritage Survey)
- Survey Updates –
  - 20th Century Neighborhoods - Happ Olson noted that the surveys had been delayed, but she anticipated them coming to the Commission the next month. She and Commissioner Doyle explained the content and also that the recent outreach on September 25 to the neighborhoods was a success.
  - Black Heritage Survey – Happ Olson noted they are continuing to work with consultant to finish multi-property document form and close out the grant. She noted that earlier that day she spoke at the conference for the National Alliance of Heritage Areas, and it was well received.
- Dubuque Brewing and Malting Update – Happ Olson noted that no progress was known of for the site.

**ADJOURNMENT:** Motion by Monk, seconded by Pettitt to adjourn the October 17, 2024 Commission meeting. Motion carried 6-0 by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter; Nay – none.

The meeting adjourned at 6:57 p.m.

Respectfully submitted,



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Chris Happ Olson, Assistant Planner

November 21, 2024

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Adopted