

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, February 20, 2025

City Council Chambers, Historic Federal Building

Commissioners Present: Chairperson Janice Esser; Commissioners, Bill Doyle, Tim Gau, Heidi Pettitt, and Rick Stuter.

Commissioners Excused: Christy Monk.

Commissioners Unexcused: n/a

Staff Members Present: Travis Schrobilgen and Chris Happ Olson.

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

WORKSESSION MINUTES: Motion by Pettitt, seconded by Gau, to approve the minutes of the January 16, 2025, work session as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt and Rick Stuter; Nay – none.

MINUTES: Motion by Gau, seconded by Pettitt, to approve the minutes of January 16, 2025, meeting as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt and Rick Stuter; Nay – none.

ACTION ITEMS: None.

DESIGN REVIEW

Applicant: Andrew McCready

Owner: Rachel Daack, Director Bluff Strokes Art Center

Address: 1201 Locust Street & 391 W. 12th Street

Project: Window modification, removal of garage, modifications to west wall of former church building.

District: Jackson Park Historic District

Staff Member Travis Schrobilgen presented the staff report describing the structures on the property, their level of historic significance, and the applicant's proposal. He noted that the church building was noted as significant to the neighborhood and that it appears the attached garage was included in that determination, but it was not explicitly noted as

such. He described the proposed demolition of the garage, the infill of a few windows, which are partially covered by the garage, and the replacement of part of the stain-glass windows to remove the depiction of Jesus. Staff noted that the replacement of the windowpanes is a unique in that the window itself was remaining unchanged regarding size, shape and material, but that the appropriateness of removal of the Jesus panes is not explicitly noted in the architectural guidelines. Staff noted that the infill of the windows is also somewhat unique due to the fact that the attached garage covers a portion of two of them and the third is already infilled but with questionable materials.

The applicant, Rachael Daack, director at Bluff Strokes and Andrew McCready, with 563 Design, spoke in favor of the requests. Ms. Daack noted that the former church is now not church affiliated, hence the proposed removal of religious iconography from the window. She noted that they intended to sell it and were not able to. The replacement would also provide more interior light to the building and that the window would otherwise be unaltered. Mr. McCready said they intend to subdivide the property and sell the parsonage because they could not afford to maintain it long term and that the subdivision requires that they meet fire code, which in turn requires the removal of the attached garage. Regarding the infill of the windows, those are also required by the building code and the three chosen were picked because they were currently covered by the garage or have other inappropriate infill.

The commission broke the discussion into the three requests.

Windowpanes: The commission discussed the replacement, noting that the building was a church and the stained glass is a part of that history, but also that it was the only remaining stained glass. They noted that if it were approved, the goal would be to retain and store the panes in the building. They noted the change of a motif to no motif appears to be a grey area in review, but the alteration was sensitive to the building overall.

Window Infills: The commission discussed the infill, noting that the proposed infill with brick and set back 1" would be more appropriate than the current mixture of infill materials. They noted that two of those chosen to be infilled were currently covered by the attached garage and found the request an improvement overall.

Demolition: The commission discussed the appropriateness of demolition of the attached garage. They noted that the property was purchased with the structures existing and that they would hate to see the garage demolished. They noted though, that the patronage was more impactful to the site and allowed a higher and best use, that the garage would not alter the significance of the church, and that the garage was not original as the windows would not have been located where they were if it was.

The commission then voted on each request separately.

Motion by Gau, seconded by Pettitt, to approve the partial windowpane replacement application as submitted. Motion carried by the following vote: Aye – Bill Doyle, Tim Gau, Heidi Pettitt, and Rick Stuter; Nay – Janice Esser.

Motion by Doyle, seconded by Gau, to approve the infill application as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt and Rick Stuter; Nay – none.

Motion by Pettitt, seconded by Gau, to approve the demolition application as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt and Rick Stuter; Nay – none.

DESIGN REVIEW

Applicant: Rudolph & Shawn Vera
Owner: Rudolph & Shawn Vera
Address: 560 Jefferson Street aka 561 Wilbur Street
Project: New Storage shed and Pergola Install
District: West 11th Historic District

Staff Member Schrobilgen and Happ Olson presented the staff report noting the characteristics of the property, the property history, and the historic significance of the property. They noted that the subject lot is a double frontage lot and that means that there is technically no rear yard, and placement of structures is somewhat restricted by the site's topography. They noted that the property is in the West 11th local historic district and that the property is contributing. Schrobilgen noted that the pergola has been constructed since 2013. He said there was original approval for a deck in a nearby location, but it was never built. He said the property line is unique and steps back from the face of the dwelling. He noted that the applicants constructed some retaining walls on public right of way, placed a patio, and then installed the pergola at the property line instead of installing the deck.

Happ Olson discussed the past alterations to the property and described the architectural guidelines policies that apply to secondary structures. She noted specifically that the storage shed is proposed to be placed to the side and in front of the front wall plane of the hip-roof section of the principal structure and will be oriented east to west, that there is a concrete knee wall with a black steel fencing which, along with arborvitae, helps to reduce the visual impact of the storage shed. Regarding orientation, the neighborhood has a number of garages which are placed close to the front property lines since topography limits most properties one way or another. She said the pergola is proposed to be placed to the side and significantly behind the front wall plane of the gable-roof section of the principal structure. She noted that the principal structure is an amalgam of materials and finishes and that some of the guidelines regarding secondary structures were partially met.

The applicants noted that maintenance of the old shed was an issue and they wanted to replace it with what they thought was a historical looking shed. They also noted that

they had a contractor lined up for the previously approved deck work and did not request a permit for the pergola because they did not want to lose the contractor.

Commissioners discussed the proposal noting that the pergola seemed ok with cedar shingles, that it was back from the face of the dwelling and had been up for 13 years. They found that the pergola was appropriate. Commissioners then discussed the shed. They noted that the shed did not match the principal structure but seemed appropriate as a secondary structure.

Staff noted that the shed and pergola will require a special exception from the zoning board of adjustment.

Motion by Doyle, seconded by Stuter, to approve the pergola application as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt, and Rick Stuter; Nay – none.

Motion by Doyle, seconded by Gau, to approve the shed application as submitted. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt, and Rick Stuter; Nay – none.

DESIGN REVIEW

Applicant: Timothy Frye
Owner: Timothy Frye
Address: 940 Bluff Street
Project: Replace wood windows with vinyl clad windows
District: Jackson Park Historic District

Staff Member Happ Olson presented the staff report noting that the property is a vernacular two story with colonial revival details. She detailed the history of the property and discussed the proposal.

Tim F, 102 Kensington, spoke in favor of the request. He said he appreciates and loves the historical nature of the building. He said his intent was to invest and upgrade the property. He said he is replacing the decking but wanted to start replacing the windows. He said he is proposing vinyl windows and that he picked the vector style as they look better. He said they should fit in with the window opening and not change the size or shape. He said a couple windows on the back were vinyl already, but he wanted to also replace the inappropriate gridded window. He said the new windows would perform better than the existing windows and storms and that aluminum clad would be too expensive.

The commission spoke at length about the request. They noted that wood windows, properly repaired in conjunction with an appropriate fitting storm window, perform better and last longer than a vinyl window. They noted that historic windows or even aluminum clad wood windows are expensive but are appropriate. They noted that vinyl windows are expressly prohibited per the architectural guidelines. They also noted that any

replacement window by nature of how they are installed, would reduce the size of the windows.

Motion by Doyle, seconded by Gau, to approve the application with the condition that all windows be aluminum clad wood windows per the architectural guidelines. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Christina Monk, Heidi Pettitt and Rick Stuter; Nay – none.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION: Commissioner Doyle mentioned the upcoming symposium on prairie style architecture. He said they will have sessions, a trip to cedar rock and speakers. He noted the symposium will be on June 20, 2025.

ITEMS FROM STAFF:

Finalize Awards Planning: Four properties plus an award for Duane per the staff report. Approved by Consensus.

Review and Approve Work Plan, as part of the required Certified Local Government report approved by consensus Doyle, seconded by Gau.

Sponsorship Request for the Dubuque Area History Expo, October 12, 2025 Happ Olson discussed the sponsorship opportunity noting that the HPC previously paid \$100 to \$120 for food and printing but staff would need to verify the budget.

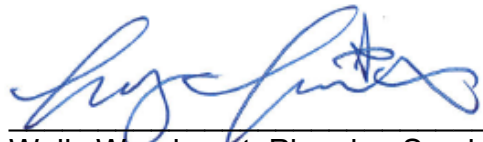
Training Opportunities:

- Growing Sustainable Communities Conference, April 1-2, 2025
- Preserve Iowa Summit, June 5-7, 2025
- Prairie Schools in Iowa Symposium

ADJOURNMENT: Motion by Doyle, seconded by Gau to adjourn the February 20, 2025, Historic Preservation Commission meeting. Motion carried by the following vote: Aye – Janice Esser, Bill Doyle, Tim Gau, Heidi Pettitt, and Rick Stuter; Nay – none.

The meeting adjourned at 7:55 p.m.

Respectfully submitted,



Wally Wernimont, Planning Services Director

April 17, 2025

Adopted