



Approved

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION**

5:30 p.m.

Thursday, March 17, 2011
City Council Chamber, Historic Federal Building

Commissioners Present: Chairperson Michael Knight; Commissioners David Klavitter, Chris Olson, Mary Loney Bichell, Joseph Rapp, Chris Wand and Bob McDonell.

Commissioners Excused: Commissioners Peggy Stover and John Whalen.

Staff Members Present: Laura Carstens and David Johnson.

CALL TO ORDER: The meeting was called to order by Chairperson Knight 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.

MINUTES: Motion by Bichell, seconded by McDonell, to approve the minutes of the February 17, 2011 meeting as submitted. Motion carried by the following vote: Aye – Klavitter, Olson, Knight, Bichell, Rapp, Wand, and McDonell; Nay – None.

ELECTIONS:

Election of Officers: Staff Member Johnson reviewed the HPC by-laws and the term limits and roles of the Chairperson and Vice Chairperson. Discussion was held regarding possible nominations.

Motion by Knight, seconded by Wand, to nominate David Klavitter as Chairperson and Michael Knight as Vice Chairperson. Motion carried by the following vote: Aye – Klavitter, Olson, Knight, Bichell, Rapp, Wand and McDonell; Nay – None.

EDUCATION TASK FORCE:

Update on Public Outreach and Education Program – Historic Preservation Program & Ken Kringle Award Featurette: Staff Member Johnson reviewed the March 2nd Task Force meeting regarding historic preservation programming for City Channel 8 with Cable TV Division Manager Craig Nowack. Discussion focused on an Introduction to Historic Preservation program, and short featurettes. The Ken Kringle Awards were suggested as a featurette. The Commission was asked to suggest other programs.

Chairperson Knight further explained the benefits of the introductory program and featurettes. Commissioners discussed program options of local artisans; restoring wood windows, siding and other building components, design guidelines, Secretary of the Interior Standards and the Certificate of Appropriateness process. Chairperson Knight noted the

intent is to “drive” people to Planning Services for more information.

Commissioners discussed the programs would be produced by City staff and interns. Commissioners discussed doing longer programs of several minutes in length, and basing featurettes on key points from the longer programs. Commissioners discussed the programs will be on the City of Dubuque website. Commissioners noted filming will not begin until the summer when interns are available. Staff confirmed an outline for the program will be reviewed at the next Task Force meeting, and will be presented to the HPC for their April meeting.

ITEMS FROM PUBLIC: Dwayne Hagerty, a graduate student at the Art Institute of Chicago, stated he has a class in Preservation Law which is intended to familiarize students with the Commission process and interaction with the City Council. He noted he has interviewed Commissioner Wand about how the Commission operates. He asked the Commission how they view their role with the City Council.

Discussion followed as Commissioners and Mr. Hagerty shared their thoughts and perspectives on historic preservation in Dubuque and in general. They discussed beneficial qualities to be effective in the historic preservation profession. Mr. Hagerty and the Commission discussed preservation’s relationship to sustainability and economic development. Mr. Hagerty thanked Commissioners for their time and insights.

ITEMS FROM COMMISSION:

Historic Resources Subcommittee: Staff Member Johnson reviewed background on the Commission’s discussion of this possible subcommittee, and its relationship to the Historic Preservation Commission’s duties. Commissioners discussed expanding membership beyond the Historic Preservation Commission. Possible duties could be identification of additional areas to survey.

Staff Member Carstens discussed public participation training on April 6, 2011 for possible grass root efforts to designate local districts and to survey additional areas, and link with the Education Task Force. Commissioners discussed possible activities and demands on staff time. The consensus was to defer formation of a Historic Resource Subcommittee until after the Education Task Force’s work is complete. Staff Member Carstens suggested this subcommittee also look for potential funding sources for more surveys.

Historic Preservation Revolving Loan Fund: Chairperson Knight noted he had asked staff to prepare an annual fiscal update on the Historic Preservation Revolving Loan Fund to test if the terms and amounts need to be reconsidered after ten years. He suggested raising the loan amount to \$50,000 to make the program more marketable and effective. Commissioners discussed the program’s success, noting there are no delinquent accounts and the amount of interest paid back into the program. The Commission discussed the available balance of the loan and felt increasing the loan amount to \$50,000 will continue to provide incentives for homeowners and small rehabilitation projects, and also might help

bridge funding gaps for larger projects. Discussion followed on loan amounts, interest rates and terms.

The consensus of the Commission was to recommend to the Housing and Community Development Department and City Council that the maximum loan amount be increased to \$50,000, and compress the term for commercial developers (non-owner occupied) with a five year maturity amortized over 10 years. Staff will review the proposal with Housing and Community Development Department, City Manager's Office and Premier Bank, and then report back to the Commission.

ITEMS FROM STAFF:

Ken Kringle Award Ceremony: Staff Member Johnson explained there is an opportunity to partner with the Dubuque County Historical Society and Dubuque Main Street in the Architecture Days historic preservation award ceremony on April 19th. He explained by pooling the resources of the three agencies, the City of Dubuque Ken Kringle Historic Preservation Award ceremony can be more of an event. He noted there are presentations and walking tours which follow the award ceremonies. He reviewed other benefits to combining the HPC awards, and how Historic Preservation Month may still be recognized.

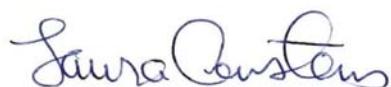
Commissioners discussed the pros and cons of partnering in the Architecture Days historic preservation award ceremony. The consensus was to combine the Historic Preservation Commission Awards ceremony with Architecture Days.

National Historic Preservation Month: Staff Member Johnson reviewed National Preservation Month. The theme this year is "Celebrating America's Treasures." He explained in past years the Commission has asked the City Council to proclaim May as Historic Preservation Month, and has held the May meeting at a historic site. In addition to the mayoral proclamation, the Historic Preservation Commission suggested featuring the Shot Tower. The consensus of the Commission was to host a Shot Tower ribbon cutting on May 19th at 5:30 p.m. and have the regularly scheduled Historic Preservation Commission meeting at the Star Brewery complex immediately following the ribbon cutting.

Building Services Historic Preservation Enforcement Report Update: Staff Member Johnson reviewed updates to the report. There were typing corrections noted on 3040 Elm and 1439 Bluff.

ADJOURNMENT: The meeting adjourned at 6:40 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager

Adopted—April 21, 2011