



Approved

MINUTES
HISTORIC PRESERVATION COMMISSION
EDUCATION TASK FORCE
Thursday, February 7, 2013
Conference Room B, City Hall

Committee Members Present: Chairperson David Klavitter, Committee Members Bob McDonell, Julie Schlarman and Benjamin Beard.

Committee Members Excused: None.

Staff Members Present: David Johnson.

CALL TO ORDER: The meeting was called to order at 1:03 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 McDonell, seconded by Klavitter, to approve the January 3, 2013 minutes as submitted. Motion carried by the following vote: Aye – Klavitter, Schlarman, Beard and McDonell; Nay – None.

ACTION ITEMS:

Challenges and Opportunities for Advancing the Historic Preservation Commission Program: Committee Member Schlarman indicated the preference survey for education and training opportunities for the Historic Preservation Commission has been completed and is ready for distribution. Staff Member Johnson suggested a copy be emailed to him and distributed at the February 21, 2013 regular Commission meeting. Committee Member Schlarman agreed.

Committee Member Beard requested agenda packets for the Historic Preservation Commission regular meetings be emailed to him. He explained having knowledge of current issues which oftentimes carryover to the Task Force would be beneficial. Staff Member Johnson agreed and stated he will be added to the list of commissioners to receive the electronic agenda packets.

Staff Member Johnson explained the Challenges and Opportunities agenda item was placed on the Task Force agenda several months ago at the request of Chairperson Klavitter as an opportunity for discussion. He requested direction on whether the Task Force would like to continue having the item on future agendas. The Task Force discussed question, noting it is a good opportunity to discuss preservation policy,

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education, community involvement and other related issues that may arise between meetings. The Task Force directed staff to keep the action item on future agendas.

The Task Force discussed the roles of the Historic Preservation Commission and Education Task Force. The Task Force noted there was an expressed concern at the January regular Historic Preservation Commission meeting regarding the diminished role of the Historic Preservation Commission. Staff Member Johnson clarified for new Commission and Task Force Members that many of the issues tackled by the Task Force were addressed by the Historic Preservation Commission at large. He explained the Education Task Force was established as a small working group to initially develop a marketing brochure for the Historic Preservation Program. He explained shortly after completion of the brochure, additional tasks were given to the Education Task Force. He explained since that time, the Education Task Force continues to undertake issues at the direction of the Historic Preservation Commission but they also set their own agenda items as well.

The Task Force noted the Historic Preservation Commission has had recent meetings canceled for lack of agenda items. The Task Force also expressed concern that the remaining issues addressed by the Commission are for the most part regulatory or formalities of maintaining a preservation program. Staff Member Johnson explained the education and outreach component of the City's Preservation Program has made a substantial impact. He stated everything that has been discussed was the impetus behind discussions on advancing the City of Dubuque Historic Preservation Program. He explained the Commission discussed a new role where they would essentially serve the function of the Education Task Force in marketing and branding the Dubuque Preservation Program while also maintaining a focus on preservation education for Dubuque residents and businesses. He noted many of the regulatory aspects of the preservation program would be handled by City staff. The Commission discussed the importance of maintaining an education and outreach role while not allowing it to overshadow the Historic Preservation Program or Commission.

The Education Task Force discussed maintaining a list of contractors qualified to undertake preservation projects. Staff Member Johnson cautioned the Task Force explaining that the City cannot be in a position to make recommendations on contractors. The Task Force noted that preservation projects require a different level of expertise and again reviewed failed past projects. The Task Force discussed ways to provide information and educate the public on contractors qualified to work on historic buildings.

The Task Force reviewed a certification program for contractors. Staff Member Johnson explained whichever approach the Task Force wished to pursue a uniform standard would need to be developed and applied. The Task Force noted the best approach might be to provide information on contractors who have successfully

completed work on historic preservation buildings with disclaimers noting that they are not a recommendation or an endorsement from the City of Dubuque. Staff Member Johnson suggested the Task Force consider working with a preservation partner such as the Old House Enthusiasts. Staff Member Johnson stated that he would coordinate further discussion with the City of Dubuque Legal Services Department on the issue.

Preservation Month Activity: The Education Task Force agreed a ribbon cutting event for one of the green alley projects would be an appropriate Preservation Month activity. The Task Force discussed additional opportunities to recognize Preservation Month. Committee Member McDonell questioned whether the Washington Neighborhood will be hosting an Eat-N-Greet event. Staff Member Johnson indicated he would follow-up on the question.

Application for Old House Enthusiasts Grant: Staff Member Johnson explained the Old House Enthusiasts grant could also help fund a Historic Preservation Month activity. He reviewed the grant requirements, noting funding requests should not exceed \$1,500. He noted previous discussions by the Task Force suggesting a partnership with Dubuque Main Street, Old House Enthusiasts and perhaps the Dubuque County Historical Society to host Donovan Rypkema to speak to the economic and social benefits of historic preservation. The Task Force stated the Old House Enthusiasts are not doing the traditional Trolley Tour of Homes this year, and instead are undertaking two days of programming in the Historic Millwork District. The Task Force felt an evening seminar involving Donovan Rypkema would be an ideal opportunity to recognize Historic Preservation Month and partner with the Old House Enthusiasts and Main Street. The Task Force reiterated a program on the economic benefits of historic preservation would be an effective way to reach Dubuque residents.

Staff Member Johnson suggested the Task Force consider a grant application to scan City of Dubuque directories. He explained the directories provide valuable information to people researching historic properties. He explained the scanning can be done using optical character recognition and the information can be quickly and easily provided to any person through the City of Dubuque website.

The Task Force discussed the possible grant applications, noting both would be of value. The Task Force explained the economic benefits seminar would make a substantial immediate impact, whereas the scanning project would have a longer lasting impact and could be accessed by the entire city of Dubuque. The Task Force noted the scanning project would allow people to quickly learn about important people and place in the city of Dubuque.

By consensus, the HPC Education Task Force agreed to recommend to the City of Dubuque Historic Preservation Commission that a grant application in the amount of \$1,500 be submitted to the Old House Enthusiasts to scan City directories with priority

given to the oldest directories. Committee Member Schlarman volunteered to prepare the grant application after the February 21, 2013 Historic Preservation Commission meeting. Staff Member Johnson suggested Committee Member Schlarman coordinate with Planning Services Staff Member Wally Wernimont. He explained Mr. Wernimont had already contacted companies and could assist in developing a project timeline, budget and plan for making the information available to the public.

ITEMS FROM PUBLIC: None.

ITEMS FROM TASK FORCE: None.

ITEMS FROM STAFF: None.

ADJOURNMENT: The meeting adjourned at 2:05 p.m.

Respectfully submitted,

David Johnson, Assistant Planner

Adopted