



Approved

MINUTES  
HISTORIC PRESERVATION COMMISSION  
REGULAR SESSION

5:30 p.m.

Thursday, May 15, 2014  
City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson Bob McDonell; Commissioners Julie Schlarman, David Klavitter, Christina Monk, Chris Olson, Joseph Rapp, and John Whalen.

**Commissioners Excused:** Commissioners Mary Loney-Bichell, and Otto Krueger.

**Staff Members Present:** Laura Carstens, David Johnson, Eric Van Buskirk, Jerelyn O'Connor

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

**INTRODUCTION OF ICMA FELLOWS:** Staff Member Laura Carstens provided introduction of the visiting ICMA Fellows to the Commission. She outlined the reason for them attending the meeting and goals of the ICMA exchange program.

**MINUTES:** The minutes of the April 17, 2014 meeting were approved as written. Motion by Whalen, seconded by Schlarman, to approve the minutes as submitted. Motion carried by the following vote: Aye: McDonell, Schlarman, Klavitter, Monk, Olson, Rapp, and Whalen; Nay - none; Abstain – none.

**DESIGN REVIEW:** Application of the Downtown Neighborhood Association for Advisory Design Review for a Public Project to install one Jackson Park identification sign and three Jackson Park interpretive signs within Jackson Park, located in the Jackson Park Historic District.

Staff Member David Johnson outlined the information in the staff report and provided some information about the Jackson Park neighborhood. He noted that the applicant was present to make a presentation about the project.

Joe Noll, resident of 315 West Locust Street and president of the Downtown Neighborhood Association, was present to address the Commission. He introduced

two other members of the neighborhood association, Jeff Montgomery and Eric Heinz Sr., who were present at the meeting. Mr. Noll provided information to the Commission on the various programs and initiatives undertaken by the Downtown Neighborhood Association and local Jackson Park residents to improve the image of the neighborhood and foster community pride. He provided an overview of how the project developed collaboratively between local residents to collect information about Jackson Park and develop the content of the signs, and the partnerships between the various City Departments to design and find funding for sign construction.

Mr. Noll provided the Commission with an overview of the construction design, noting the locations of the signs, construction materials, and the information contained in the interpretive signs. Mr. Noll also provided a brief history of the park and indicated that some of the content was still being developed as new information about the park is being discovered. The Commission asked if the signs were being designed to be assessable to wheelchair users. Mr. Noll and Planning Staff noted that the signs would be constructed similar to the signs along the Heritage Trail, which meet ADA standards. The Commission commended the applicants for undertaking the project, noting that these signs are an important first step in providing education to neighborhood residents about the history of the park and the importance of Jackson Park to the history of Dubuque.

The Commission provided ideas for possible revision to the sign design and content. They suggested that educational materials be presented chronologically by date, the “Jackson Cemetery” interpretive sign be changed to the correct name “City Cemetery,” that the applicant acknowledge who the park is named after, italicize the photo captions on the interpretive signs, provide paragraph breaks between content, and to Left Justify the text to make the signs easier to read. Planning staff indicated that they could assist Mr. Noll with the design suggestions if needed.

Motion by Olson, seconded by Klavitter, to recommend approval of the project as presented with the suggestions provided by the Commission. Motion carried by the following vote: Aye: McDonell, Schlarman, Klavitter, Monk, Olson, Rapp, and Whalen; Nay - none; Abstain – none.

**ITEMS FROM PUBLIC:** There were no items from the public.

**ITEMS FROM COMMISSION:**

Work Plan Update: Commissioner Monk did not have any update on the Survey and Registration Project goal. Staff noted that the Request for Proposals would be submitted by Monday May 19, 2014, and that reviews of the proposals would begin.

Commissioner Schlarman did not have an update on the Public Spaces in Historic Neighborhoods goal and the Ordinance Adoption and Enforcement goal. She indicated that she would be able to devote more time to goal items once she is finished teaching at the end of May.

Commissioner Whalen provided an overview of the Comparative Analysis of Historic Districts goal to the Commission. Commissioner Whalen noted that the project would be in two parts; the first part would be to research existing and historic conditions of the local historic districts with regard to property values, ownership, investment, land use and density to identify how the districts have been successful in promoting preservation and reducing neighborhood blight and decay. Commissioner Whalen hoped that the study would identify areas where the Commission could focus their efforts to improve the districts through education and promote greater investment, particularly in rental properties.

Staff provided additional information to the Commission about the project, noting what types of information would be collected and analyzed, and the importance of the Commission in taking that information and verifying it. Staff indicated that the timeframe for the first part of the project would be roughly a year, with periodic updates to the Commission as information is collected and mapped.

**ITEMS FROM STAFF:**

**Building Department Historic Preservation Enforcement Update:** Staff Member Johnson provided an overview updates to the Enforcement Report, noting the ownership status at 1163 Highland, scaffolding has been removed at 1589 and 1591 Bluff Street, and progress is slowly being made at the 1921 Madison.

**ADJOURNMENT:** The meeting adjourned at 6:39 p.m. Motion by Schlarman, seconded by Whalen, to adjourn the meeting. Motion carried by the following vote: Aye: McDonell, Schlarman, Klavitter, Monk, Olson, Rapp, and Whalen; Nay - none; Abstain – none.

Respectfully submitted,

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Laura Carstens, Planning Services Manager

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Adopted