



# APPROVED

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
REGULAR SESSION**

5:30 p.m.

Thursday, February 21, 2019  
Carnegie Stout Public Library, Aigler Auditorium

**Commissioners Present:** Chairperson Emily Hilgendorf, Commissioners Melissa Daykin-Cassill, Christina Monk, Rick Stuter, Al Kopczyk, David Klavitter, John McAndrews, and Emily Hilgendorf.

**Commissioners Excused:** None

**Commissioners Unexcused:** None.

**Staff Members Present:** Laura Carstens, Chris Happ Olson and Wally Wernimont.

**CALL TO ORDER:** The meeting was called to order by Chairperson Hilgendorf at 5:32 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 Monk, seconded by Daykin-Cassill, to approve the minutes of the December 20, 2019 meeting as submitted. Motion carried by the following vote: Aye – Daykin-Cassill, Klavitter, Kopczyk, Stuter, McAndrews and Hilgendorf; Abstain – Monk.

**DESIGN REVIEWS:**

Certificate of Economic Non-Viability: Application of The Fischer Companies/The Plastic Center, Inc. for a Certificate of Economic Non-Viability for property located at 1243 Locust Street in the Jackson Park Historic District.

Commissioner Rapp arrived at 5:35 p.m. Commissioner Clark arrived at 5:40 p.m.

Staff Member Carstens reviewed the Certificate of Economic Non-Viability Application for the cottage at the rear of 1243 Locust Street. She explained that the applicant has applied for a Demolition Permit and a Certificate of Economic Non-Viability because there is a written record and history of surveys that establishes that this structure as historic. She explained that as it was likely the process would then steer the Commission toward denial of the demolition, staff directed the applicant toward preservation alternatives and a Certificate of Economic Non-Viability. She noted the applicant explored preservation alternatives, which are outlined in their application, and

also applied for the Certificate of Economic Non-Viability. She explained this was the most expeditious way for the applicant to come before Historic Preservation Commission.

Staff Member Olson reviewed the staff report, outlining the process by which the applicant comes to the Commission. She referred to the staff report where the Building Services Department has issued violations and directed the applicant to address the violations or demolish the structure, due to cottage's structural deficiency. She referred to the application that lays out the options for preservation alternatives, and makes a case for the Certificate of Economic Non-Viability.

Staff Member Carstens further reviewed the application materials, noting the criteria have all been addressed. Chairperson Hilgendorf asked if the applicant had anything additional to add.

Tony Pfohl, 1053 Shady Oaks Drive, spoke representing the applicant, which is in response to a Building Services Department violation notice. In developing a plan for compliance, the applicant determined that the rehabilitation was not economically feasible. The applicant then reviewed the application materials and conclusions.

In response to questions by commissioners, Mr. Pfohl indicated that he would look into salvaging building materials, if possible, and leave the building footprint as green space. In response to a question about analysis of the cost to rehabilitate the structure and whether incentives would offset the cost enough to make it feasible, Mr. Pfohl stated that due to the small square footage of the structure, even considering the incentives, it would still cost about \$120,000 for rehabilitation, he would still only realize about \$600/month in rent, not making it feasible. In response to a question about selling off the cottage from the house, Mr. Pfohl stated that it was only about 640 square feet, it is irregularly shaped and it was attached to the primary structure, so he didn't believe that was feasible.

Commission discussion followed regarding the significance of the property.

Motion by Monk, seconded by Daykin-Cassill, to approve the Certificate of Economic Non-Viability Application for the cottage at the rear of 1243 Locust Street (as indicated in the application), with an acknowledgement that the structure is historic. Motion carried by the following vote: Aye – Clark, Daykin-Cassill, Rapp, Klavitter, Kopczyk, Stuter, Monk, McAndrews and Hilgendorf; Nay – none.

#### **ITEMS FROM PUBLIC:**

Iowa State University Planning Class Visit: Historic Preservation in Dubuque: Staff Member Carstens introduced the visiting Historic Preservation Planning class from Iowa State University and invited Ted Grevstad-Nordbrock, Assistant Professor of Historic Preservation in the Community and Regional Planning Department, to speak. Mr.

Grevstad-Nordbrock spoke about his background and role in the creation of the Historic Preservation program at ISU, and how he was excited to finally be able to offer a class project in Dubuque. Discussion of the purpose of their visit followed. At this point, all seven students introduced themselves:

- Andrew Fackler, undergrad CRP, from Lake Zurich, IL
- Ethan Hansen, undergrad CRP, from Iowa
- Melvin Masinde, undergrad CRP, from Kenya
- Jakob Sheraden, senior year CRP, from Iowa
- Kendyl Landeck, Masters program CRP, from Iowa
- Joun Hyunjung, Masters program CRP, from South Korea
- Spencer Hickman, undergrad CRP, from Colorado Springs, CO

Staff Member Wernimont suggested that the Commission provide introductions, which commenced.

Discussion followed on:

- The most contentious cases seen before the Commission.
- The value of creation of Design Guidelines in following the Secretary of the Interior Standards.
- The evolution of the community's appreciation and adoption of historic preservation as an economic tool,
- The evolution of the commission's role from just regulatory toward a more educational one.
- The importance of well-documented reports and surveys in order to provide fair process and customer service.

#### **ITEMS FROM COMMISSION:**

My DBQ App: Commissioner Klavitter reminded the Commission of the value of the My DBQ app that allows the public to submit to the City concerns and photos of problems for inspection and resolution.

Preservation Fair Update: Staff Member Olson reviewed that Commissioners Rapp, Hilgendorf, Klavitter, and Clark had volunteered to serve on the planning committee. Commissioner Daykin-Cassill expressed her desire to join. Staff Member Olson said that she would set up a meeting prior to the next Commission meeting. Chairperson Hilgendorf reviewed what the Preservation Fair would be.

#### **ITEMS FROM STAFF:**

Architecture Days & Ken Kringle 2019 Award Discussion (2018 Projects):

Staff Member Olson reviewed the Architecture Days flier and involvement by the City, noting the tour sites and presentation by Assistant Planner Wally Wernimont. She reviewed the Ken Kringle Awards memo. Commissioners agreed to remove the following items due to the fact that the Dubuque County Historical Society would already be making awards for those properties, and although they are of value, for the sake of time we don't want to be repetitive.

- Steeple of Steeple Square
- 396 W. Locust Street

Other properties that remain on the list include:

- 1246 Locust Street
- 1576 Locust Street
- 346-348 W. Locust Street
- 720 Central Avenue (Dubuque Co. Courthouse statues & roof restoration)

Commissioners added two projects to the list:

- 210 Jones Street (location for Creative Adventure Lab)
- 1358 Locust Street

Motion by Monk, seconded by Clark, to approve the updated list of six properties as awardees at the upcoming Ken Kringle Awards on April 9, 2019. Motion carried by the following vote: Aye – Clark, Daykin-Cassill, Rapp, Klavitter, Kopczyk, Stuter, Monk, McAndrews and Hilgendorf; Nay – none.

Work Plan Priorities Update: Staff Member Carstens presented the updated draft Historic Preservation Commission Work Plan, noting the following.

- Survey & Registration Projects – remains a high priority, with the Montrose Terrace Neighborhood being addressed through the ISU Historic Preservation Planning Class. Other items are currently limited by time and funding available.
- Outreach & Education – newly suggested goal, aligned with Commission's focus, and rated high priority. Staff Member Olson added that Commissioner Daykin-Cassill will be added to the Preservation Fair Committee.
- NRHP District Entry Signs – changed to low priority due to lack of funding available in budget. Staff Member Carstens explained that the goal doesn't meet the criteria to compete with other community needs in the City budgeting process at this time.



- Economic Impact Study – changed to low priority due to lack of support. Staff Member Carstens explained the City Council in FY18 challenged the HPC and partners to raise 50% of the costs from private sources in order to support the remaining with City funding.

Discussion of the goals followed.

Motion by Monk, seconded by Daykin-Cassill, to approve the updated work plan as presented, adding Commissioner Daykin-Cassill as a committee member under the Outreach & Education Goal. Motion carried by the following vote: Aye – Clark, Daykin-Cassill, Rapp, Klavitter, Kopczyk, Stuter, Monk, McAndrews and Hilgendorf; Nay – none.

FY2020 Department Budget Update: Staff Member Carstens reviewed the budget and discussion followed. She invited the Commission members to come to the final budget hearing on March 7, 2019 as a means to request support of the budget and the Commission's work.

For the CLG Annual Report – Tracking Trainings: Staff Member Olson reviewed the process for tracking Historic Preservation activities for the CLG Annual Report required by the state program. She requested that if Commissioners have relevant trainings that might qualify for inclusion in the report, not already supported by the City, that they provide them to her for inclusion.

2019 Preserve Iowa Most Endangered Properties: Staff Member Carstens indicated that it was provided for the Commissioner's information.

Preserve Iowa Summit Brochure: Staff Members Olson indicated the Summit registration is not yet open, and reminded Commissioners the City can support Commissions' attendance and participation.

**ADJOURNMENT:** Motion by Klavitter, seconded by Monk to adjourn the February 21, 2019 Commission meeting. Motion carried by the following vote: Aye – Clark, Daykin-Cassill, Rapp, Klavitter, Kopczyk, Stuter, Monk, McAndrews and Hilgendorf; Nay – none.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager

3-21-19

Adopted