



Approved

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR SESSION**  
5:30 p.m.  
Thursday, March 21, 2013  
City Council Chamber, Historic Federal Building

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

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

**Staff Members Present:** Laura Carstens, David Johnson, and Rich Russell.

**CALL TO ORDER:** The meeting was called to order by Chairperson Klavitter 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 McDonell, seconded by Schlarman, to approve the minutes of the February 21, 2013 meeting as submitted. Motion carried by the following vote: Aye – Klavitter, McDonell, Schlarman, Rapp and Monk; Nay - None; Abstain – Olson.

**DESIGN REVIEW/CERTIFICATE OF APPROPRIATENESS:** Application of Matthew and Sarah Kluesner for a Certificate of Appropriateness to create a vestibule for property located at 342 Main Street in the Old Main Historic Preservation District.

Staff Member Johnson reviewed the staff report. He explained the property owners would like to install a new door and entrance flush with the front of the building to create a vestibule in the recessed entrance space. He noted the application states the vestibule will create a more enjoyable and comfortable dining experience in the restaurant. He stated the application explains the vestibule will also help conserve energy and will be reversible should a future property owner want it removed. He noted the vestibule will be bronzed aluminum and glass that will match the existing storefront trim.

Tim Greenfield, 801 Cedar Cross Road and 185-187 Main Street, explained the work is similar to the entrances seen in surrounding buildings. He clarified the vestibule is removable and only the door when opened will project beyond the façade.

The Commission discussed how the framing for the new vestibule would align with the current storefront display window. The Commission discussed ADA requirements and what impact the location of the vestibule and door may have on the ability to meet ADA requirements. Mr. Greenfield and Commissioners discussed the alignment of the vestibule and ADA issues.

Sarah Kluesner, owner of 342 Main Street, reviewed other options explored, such as temporary vinyl doors and vestibules. She explained they would like to protect guests dining in the restaurant from cold air as people enter and exit the restaurant. The Commission discussed with Mrs. Kluesner options for locating a vestibule on the interior of the restaurant. Mrs. Kluesner noted the restaurant would lose some seating. She also clarified that prior to filing the applications, she consulted with the City's ADA Inspector, Gary Blosch, on the proposed vestibule.

Building Services Manager Rich Russell explained that an inspection by Gary Blosch is part of the building permit review process. He reviewed the clearance requirements for ADA accessibility.

The Commission and applicants discussed the necessary clearance, noting exact dimensions of the entrance were not provided; however, an estimated seven feet of space would be required based on the operation of the doors. The Commission discussed the location of the vestibule and whether it could meet ADA requirements.

The Commission reviewed the architectural guidelines as well as the historic and architectural significance of the German Bank building. Staff noted the architectural and historical significance of buildings are not the same and therefore design review is handled on a case-by-case basis based on the architectural and historical merits of the building. The Commission noted the German Bank building is an exceptional architectural example with many original features. They explained the building is individually listed on the National Register of Historic Places. The Commission stated the German Bank storefront is unique with many original defining features. The Commission noted that if the vestibule were allowed, it would be important to recess new features so the depth and profile of the façade features remained.

The Commission discussed an option to locate the vestibule's framing plane, flushed or recessed from the plane of the plate glass window. The Commission discussed the visual impact the option would have on the façade as well as implications on interior doors and ADA compliance. Commissioners discussed whether or not to include a condition for ADA compliance; after consulting with City staff, it was decided this was redundant, as it is included in City Code and part of the building permit review. The Commission discussed changes to the current vestibule with this proposal as well as the need and availability of other options.

Motion by Olson, seconded by Klavitter, to accept the application as submitted with the condition that the new vestibule plane be flush or recessed from the plane of the center plate glass window. Motion failed by the following vote: Aye – Olson and Monk; Nay - Klavitter, McDonell, Schlarman, and Rapp; Abstain - None.

**DESIGN REVIEW/CERTIFICATE OF APPROPRIATENESS:** Application of Shane and Courtney Clancy for a Certificate of Appropriateness to add ventilation cap and remove a window on the east side of the home located at 1110 Langworthy in the Langworthy Historic Preservation District.

Staff Member Johnson reviewed the application and staff report. He noted the living area is being updated and the applicants would like to remove a window and install a ventilation cap on the east side of the home to accommodate a fireplace in the interior of the home. He noted he was unable to find historic documentation on whether the window to be removed is original.

Shane Clancy, 1110 Langworthy, explained he is updating the home to be more energy efficient, and would like to install a fireplace at the location of the window. He explained the window conflicts with the preferred interior location for the fireplace. Mr. Clancy stated if he were allowed to remove the window, matching siding would be installed corner to corner, so there would be no evidence of the former window and to improve the appearance of the side of the house.

Commissioners noted that the window is located on the side or a secondary façade of the home; however, it is visible from the street. The Commission explained windows are one of the most important character-defining features of a home. The Commission discussed the size of the vent cap and louvers with the applicant and staff. Mr. Clancy noted he would also like to install a ductless heating and air conditioning system that will require gutter-like tubing on the same side of the home. Mr. Clancy distributed a photo of what the tube would look like.

The Commission discussed the hierarchy of primary and secondary facades as well as the importance of windows as character-defining features. Commissioners noted the fireplace, though desirable, is a non-essential function that would result in removing a significant character-defining feature in order to accommodate a protruding vent. Mr. Clancy noted the proposed vent is the closest match to his siding. He explained he has looked at relocating the window five feet towards the front of the home instead of removing it in order to accommodate for the vent. He noted another option he considered was to move the fireplace to the corner of the room, which would locate the vent closer to the rear of the home.

The Commission discussed the options, noting the option of relocating the window toward the front of the home in vertical alignment with the end wall corner bay is preferable to the first option of removing the window, and is a secondary choice to the

third option of leaving the window and moving the fireplace and exterior vent. Mr. Clancy clarified that the vent would be approximately seven or eight feet above grade, and near the bay window with the fireplace in the corner.

Commissioners discussed the various options. The consensus was for Option #2 or #3, but not Option #1.

Motion by Klavitter, seconded by Schlarman, to approve the following two options:

1. Add the vent between the two windows (preferred).
2. Relocate the window so it is centered under the second story end wall corner bay and locate the vent in place of that window.

Motion carried by the following vote: Aye – Klavitter, McDonell, Schlarman, Rapp, Olson, and Monk; Nay – None.

**ADVISORY DESIGN REVIEW:** Application of the City of Dubuque / Ament Design to construct public restroom facility located at the corner of 5<sup>th</sup> and Bluff in the Cathedral Historic Preservation District.

Staff Member Johnson reviewed the staff report and changes in the project design as a result of the initial Historic Preservation Commission review and recommendations. He reviewed the need for the accessible restroom facility in the downtown as well as the design approach. He explained in response to the Commission's suggestions, brick with red tones were chosen to better compliment buildings in the area. Brick samples were provided to the Commission for consideration. He explained natural buff colored stone has been chosen for access pieces and limestone veneer has been selected to cover the exposed areas of the foundation. He noted glass block continues to be reflected in the design to allow for day lighting, while maintaining security, privacy and functionality. He stated a black architectural shingle roof will cover the gable pitch, which takes direction from many of the roof profiles in the area. He noted a wood and metal canopy has been added to the south and east elevations to add detail and also break up the height of the building. He stated a brick reveal was added to the north elevation to add detail while still allowing for public art opportunities. He explained an externally illuminated metal restroom identification sign is proposed on the east elevation and a black metal railing located on the outside of the concrete stairs and ramp will be used. He stated painted metal doors were added for security.

Staff Member Johnson noted the role of the Historic Preservation Commission in reviewing the project is to serve as an advisory design review body to the City Council. He stated the Commission's recommendation will be forwarded to City Council for final consideration.

Heather Kakert, Ament Design, distributed updated drawings and project information. Staff Member Johnson explained the updated information provided to the Commission reflects additional suggestions of the project committee that were not available at the time commissioners' packets were distributed. He noted the updated drawings reflect maintenance concerns expressed by the Leisure Services Department. Ms. Kakert explained the most significant change was extending the length of the awning on the south façade to completely cover the walkway and help with snow removal. Ms. Kakert reviewed a PowerPoint presentation, which highlighted the changes to the building since the Commission's last review. She explained a brick more in keeping with surrounding buildings has been chosen. She reviewed veneer options for the foundation wall, noting a new Mountain Bluff alternative is available which is similar to limestone found in Dubuque. She noted the limestone is locally quarried.

The Commission stated they preferred the Georgian brick example. The Commission discussed alternatives for the glass block. The Commission felt the proposed glass block may be a bit too contemporary. The Commission discussed bottle glass.

Staff Member Johnson reviewed the functional needs of the building, noting it is important that a facility such as this be vandal-proof and easy to maintain. He noted many of the functional and maintenance concerns are reflected in the design and materials.

The Commission discussed a glass block alternative that would more resemble prism glass found on some commercial buildings in Dubuque. The Commission discussed using a patterned or etched glass block similar to products offered by the Luxfer Prism Company.

The Commission discussed the awnings. Some Commissioners expressed support for the awning on the east side of the building believing it made the east side more defined and inviting. Other Commissioners felt the awning was unnecessary and did not add to the design. By consensus, the Commission agreed to recommend removing the awning on the east side of the building.

The Commission discussed the awning material, noting a standing seam metal roof or canopy in dark green or slate color would be preferred.

The Commission expressed support for the brick reveal added to the north elevation and suggested the same reveal be added to the east elevation in place of the removed canopy.

Motion by Olson, seconded by McDonell, to recommend City Council approve the City of Dubuque Public Restroom Facility at the northwest corner of Bluff and West 5<sup>th</sup> Street with the following conditions:

1. The Georgian brick example is used for the project.
2. The Mountain Bluff limestone veneer covering the foundation is laid in a coursed pattern.
3. A patterned architectural glass block like Luxfer Prism Glass is used.
4. Canopy option #1 with a formed standing seam metal roof in dark green or a slate color.
5. Replace the canopy on the east side with the frame brick detail used on the north side. The cast stone in the wall will remain and be exposed on the east side.
6. Use black powder coated metal railings with finials.
7. Keep the quality and color of lighting the same throughout in warm white in the range of 2700K +/- 250K.
8. Use black colored bollards with banding.
9. Half-round gutters and corrugated downspouts painted in a dark color are acceptable.
10. The black architectural asphalt roof is acceptable as proposed.
11. Retain and salvage the existing gray stone wall adjacent to the structure.
12. Remove the sign on the east side and replace with the framed brick detail.

Motion carried by the following vote: Aye – Klavitter, McDonell, Schlarman, Rapp, Olson and Monk; Nay - None.

**EDUCATION TASK FORCE:**

Minutes from Previous Meeting(s): The minutes of the March 7, 2013 meeting were reviewed:

Update on Public Outreach and Education Program: Chairperson Klavitter stated the Education Task Force approved submission of the Old House Enthusiasts Grant application to scan City directories. He reported the grant application was successfully awarded. He noted Staff Members Johnson and Wernimont will also be doing a property research workshop during Historic Preservation Month in coordination with the Old House Enthusiasts programming. He stated the Education Task Force has begun discussing Architectural Days as well as contractor recognition. He noted the selected approach is to list historic tax credit and Ken Kringle Award winning projects in the city of Dubuque and identify the contractors who contributed to those projects. He noted this approach will acknowledge accomplished contractors and artisans while not offering a recommendation or partiality.

Historic Preservation Commission Training Survey Results: Commission Member

Schlarman reported the Historic Preservation Training Surveys have been forwarded to Charlotte Bonini with the Green Guild and she is waiting to hear back.

**ITEMS FROM PUBLIC:**

400 E. 22<sup>nd</sup> Street: Commissioner Olson excused herself from the Commission. She noted her position with Four Mounds, and explained they are interested in rehabilitating the property at 400 E. 22<sup>nd</sup> Street. She noted the project will be a HEART project. She reviewed the location of the building and its relation to the Bee Branch Creek Restoration Project. She reviewed the history and significance of the building, noting it was the former Weis Grocery building. Ms. Olson reviewed the condition of the property, noting many sanitary and structural issues. She stated the property is in foreclosure and will be deeded to Four Mounds. She reviewed flood concerns, noting the property is exempt from federal funding restrictions because it is a historic structure. She added the building fortunately will also not have to be raised. Ms. Olson reviewed neighborhood conditions as well as goals and options for re-use of the building.

The Commission commended Four Mounds efforts and vision in restoring this as well as many other buildings in Dubuque.

**ITEMS FROM COMMISSION:**

Historic Preservation Ordinance Update: Staff Member Carstens reviewed the proposed changes to strengthen and clarify demolition review criteria for historic districts and conservation districts. She noted the Commission reviewed and agreed in concept with amending the Unified Development Code so that demolition review criteria are the same and reasonable economic return is defined.

She noted the process and criteria for obtaining a demolition permit in a historic district and conservation district remain different. She reviewed the process and standards for obtaining a demolition permit in a conservation district and a historic district. She stated staff is recommending creating a stand-alone section for uniform demolition review for both historic and conservation districts in the Unified Development Code. She explained this way, the criteria process and standards applied would be consistent for a historic structure regardless of whether it is located in a historic or conservation district. She reviewed the two-part test for determining whether a property is significant and granting a demolition permit. She reviewed the evaluation criteria, including surveys and National Register nominations, noting they will continue to be tools used in determining whether a property is historically or architecturally significant.

The Commission discussed the standards of review currently in place and that would continue to be used in evaluating demolition permits. The Commission noted some times conditions of a property change after a property has been evaluated and documented in a National Register nomination or a survey, and therefore, it would be important for the Commission to take those standards for review into consideration but ultimately make the determination whether a property is historically or architecturally

significant. Staff Member Carstens confirmed the ordinance currently allows the Historic Preservation Commission to make that determination and any amendments would continue to allow that ability.

The Commission discussed demolition in conservation districts. In response to questions, Staff Member Johnson provided the definition of “demolition” for the Commission. The Commission and staff discussed what constitutes an alteration or a demolition in a conservation district. The Commission noted the threshold for demolition should be further defined in conservation districts.

The Commission and Planning staff discussed developing a matrix for design review in coordination with the Building Services Department. The Commission questioned the definition of Reasonable Economic Return. The Commission recommended adding the ability to sell a property as another part of the definition for reasonable economic return.

**ITEMS FROM STAFF:**

Design Guidelines Update: Staff Member Johnson reported the City is in the process of developing a contract with Winter & Company to assist with the update and consolidation of the design guideline manuals. He thanked Commissioners Schlarman and Monk for volunteering to serve on a technical committee to guide the document and noted the Historic Preservation Commission will be part of the steering committee, which sets the tone and framework for the update. He stated the project was begin immediately and will take approximately one year.

Building Services Historic Preservation Enforcement Report Update: The report was received and filed.

Dubuque County Sustainability Public Meeting: Staff Member Carstens noted this is an informational and invitational item.

**ADJOURNMENT:** The meeting adjourned at 8:32 p.m.

Respectfully submitted,

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Laura Carstens, Planning Services Manager

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Adopted