



Approved

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**EDUCATION TASK FORCE**  
Thursday, May 2, 2013  
Conference Room B, City Hall

**Task Force Members Present:** Chairperson David Klavitter, Task Force Members Bob McDonell, Julie Schlarman and Benjamin Beard.

**Task Force Members Excused:** None.

**Staff Members Present:** Laura Carstens and David Johnson.

**CALL TO ORDER:** The meeting was called to order by Chairperson Klavitter 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 Beard, to approve the April 4, 2013 minutes as submitted. Motion carried by the following vote: Aye – Klavitter, Beard and McDonell; Nay – None.

**ACTION ITEMS:** None.

**ITEMS FROM THE PUBLIC:** None.

**ITEMS FROM THE TASK FORCE:** None.

NOTE: Task Force Member Julie Schlarman entered the meeting.

**ITEMS FROM STAFF:**

**Review of City Website Preservation Page:** Planning Services staff reviewed the Historic Preservation page on the City of Dubuque website. The Task Force was complimentary of the amount of information on the historic preservation page. The Task Force made the following suggestions/recommendations:

- Create a table of contents and PDF bookmarks for the Historic Preservation Ordinance.
- Provide a hyperlink within text on the Historic Districts and local landmarks page.

- Develop text explaining the difference between local and National Register Historic Districts.
- Explain what a historic district is on the local historic district page.
- Create preservation moratoriums for properties as a mechanism to prevent their immediate demolition once there is a change in ownership. The Task Force discussed approaches to add additional conservation planning areas and how to utilize existing historic information and surveys to create local historic and conservation districts.
- Prepare and post a short narrative about each National Register property.
- Provide hyperlinks to PDFs of the National Register nominations.
- Provide an additional useful link to the Boarded-up Windows and Doors Ordinance under the Historic Window Resources.
- Provide links to dynamic and up-to-the minute preservation-related news and information on the Historic Preservation homepage.
- Provide an overview of the Historic Preservation Webpage for the Historic Preservation Commission at a future meeting.

**ADJOURNMENT:** The meeting adjourned at 2:08 p.m.

Respectfully submitted,

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David Johnson, Assistant Planner

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Adopted