

**MINUTES  
HISTORIC PRESERVATION COMMISSION**

**RECEPTION: 2009 Ken Kringle Awards**

5:00 p.m., Thursday, May 21, 2009  
Hotel Julien Ballroom, 200 Main Street

**REGULAR MEETING: 5:30 p.m.**

**Present:** Commissioners Eli Licht, John Whalen, Christine Olson, Chris Wand, Joseph Rapp and Bob McDonell.

**Commissioners Excused:** Chairperson Michael Knight, Commissioners Mary Loney Bichell and Matthew Lundh.

**Staff Members Present:** Laura Carstens and Wally Wernimont.

**CALL TO ORDER:** The meeting was called to order by Commissioner Chris Wand, Acting Chairperson, at 5:31 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 Whalen, to approve the minutes of the April 16, 2009 meeting as submitted. Motion carried by the following vote: Aye – Whalen, Olson, Licht, Rapp, Wand and McDonell; Nay – None.

**DESIGN REVIEW APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**/HISTORIC PRESERVATION REVOLVING LOAN FUND:** Application of Cheryl Walser Kramer for a Certificate of Appropriateness /Historic Preservation Revolving Loan Fund to paint the three-season room, sides and rear of the Individual Historic Designated house located at 2537 Windsor Avenue.

Staff Member Carstens reviewed the staff report. She discussed the proposed painting project. She explained the Historic Preservation Revolving Loan Fund Program, and noted that the Committee is recommending approval of funds for the proposed project. She discussed the submitted bids that were included in the application packet. She referred to photos of the property, noting which areas will be painted.

Cheryl Walser Kramer, 2537 Windsor Avenue, discussed the paint color scheme of the building. She explained that the property was approved to be a bed and breakfast. She said funding would be used to paint the wood features of the home.

Commissioner Olson explained that one of the bids indicated that the paint would be removed through pressure washing. She explained that the pressure washing should be done at a low pressure and at an angle so not to introduce moisture into the siding.

Commissioner Wand asked if they were painting the brick of the building. Ms. Kramer indicated that the brick will not be painted.

Motion by Olson, seconded by Licht, to approve the Certificate of Appropriateness and a Historic Preservation Revolving Loan Fund as submitted, with the following conditions: (1) That painting removal be done with low pressure washing; and (2) That the brick not be painted. Motion carried by the following vote: Aye – Whalen, Olson, Licht, Rapp, Wand and McDonell; Nay – None.

**DESIGN REVIEW ADVISORY DESIGN REVIEW:** Application of City of Dubuque for an Advisory Design Review to remodel the Carnegie Stout Library entry plaza located at 360 W. 11th Street in the Jackson Park Historic Preservation District.

Staff Member Carstens explained the advisory design review process. She noted the property is a local landmark, and reviewed the work to be done to the entry plaza. She explained that the new stair entrance will be made of stone and a new bike rack will be installed. She explained the entry plaza will be paved with limestone buff-colored concrete with a broom finish. She explained there are two plaza design options: (1) That the entire plaza with buff-colored with a broom finish, or (2) The plaza could be any color with a broom finish. She explained that the existing kiosk and memorial bench will be relocated during the project. She explained that the Durrant Group is providing construction management for this project. Commissioner Wand stated that although he is a Durrant employee, he had no involvement in the project and does not have a conflict of interest.

Rick Golus, Durrant Group and Kalyssa Zasada, City of Dubuque Engineering Intern, were present to answer questions from the Commission. Commissioner Olson questioned the stair replacement and handrail on the main entryway to the Library. Staff Member Carstens noted that the hand rail replacement and stone steps met the guidelines and therefore staff signed off on it.

Commissioner Whalen asked about rough texture of the sidewalk. Commissioner Whalen explained sidewalks as they relate to the Americans with Disabilities Act. Commissioner Whalen explained he just visited Boston and every public sidewalk located in the downtown area was constructed of brick pavers. Staff Member Carstens explained the previous history of brick pavers installed inside the City limits. She explained that in order to meet ADA requirements, the City is proposing to provide broom finish surface areas for ADA accessibility with pavers or stamped concrete for accents. She explained ADA issues as they address the sidewalk paving. Commissioner Whalen said that he works with disabled individuals and explained that he has never heard a complaint from a patient. He was

wondering how many complaints the City has received. Staff Member Carstens explained she was aware of several complaints being made, but did not have the number of such complaints.

Commissioner Wand discussed the color and black & white drawings submitted by OPN. He noted that the plans do show a textured pattern on the sidewalk. Rick Golus confirmed. Staff Member Carstens explained that OPN Architects and Library Director are okay with staff's recommendation.

Commissioner Olson questioned the material and the durability of the proposed sidewalk design. She explained that she has seen sidewalks that are chipping and have deteriorated color located in the city of Dubuque.

Commissioner Wand asked if the Historic Preservation Commission reviews landscape designs. Staff Member Carstens said that is not addressed in the staff report, but the Commission can provide advice on the landscaping.

Commissioner Olson raised concerns about the step repair at the old entrance into the building. Staff Member Carstens stated this project had been reviewed and signed off on by staff.

Commissioner Rapp asked about design of bike racks at the Library and those in Jackson Park. Staff Member Carstens explained the proposed design is intended to reflect the handrail design. Commissioner Wand cautioned the bike rack design deviating too far from the norm and it might not be perceived as a bike rack, and therefore be utilized.

Commissioner Rapp asked about snow melt. Rick Golus explained this system is located under the sidewalk only. Commissioner Wand explained the old system melted snow under both the walkway and the steps, but did not function under the steps, so the new system is under the walkway only.

Motion by McDonell, seconded by Whalen, to accept the design as presented. Motion carried by the following vote: Aye – Whalen, Olson, Licht, Rapp, Wand and McDonell; Nay – None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:**

Step by Step: Commissioner Olson said she toured the Step-by-Step project, and noted that the State Historic Preservation Office required retention of a hallway in an apartment. She noted the need for an apartment for persons with disabilities should accommodate room for wheelchair movement, and this hallway took up usable space the tenant could

have used for greater mobility. She suggested the Commission tour the project and then see if they could help raise this concern at the SHPO.

Commissioners discussed the issue. Staff Member Carstens suggested the HPC consider addressing accessibility on a broader scale by bringing this concern with the City Manager's Office and the Sustainability Office as they work with the National Trust for Historic Preservation Green Lab. The consensus was for staff to contact the City Manager's Office about this issue.

Four Mounds: Commissioner Olson reported the Four Mounds Foundation would benefit from having a landscape architect develop a site plan for future infrastructure improvements and restorations at the landmark site. She stated Four Mounds has a \$100,000 HDPIP Grant. She noted Four Mounds Foundation is planning to request a CLG grant for this purpose, as well as the NTHP Landes Fund. She noted up to 10% of HDPIP fund can be used for planning. She would like to hire an intern for up to \$1,000 to develop the RFP for this site from HDPIP.

Staff Member Carstens stated the HDPIP policy allows up to 10% or \$10,000 for architectural or engineering services, but planning services are not covered.

Motion by Whalen, seconded by Licht, to approve up to \$10,000 from the HDPIP Grant be allocated to hiring a landscape architect to develop a site plan for future infrastructure improvements and restorations at the Four Mounds. Motion carried by the following vote: Aye – Whalen, Licht, Rapp, Wand and McDonell; Nay – None; Abstain – Olson.

Brewery Conservation District Fire: Commissioner Whalen asked about the fire at the building in the Brewery Conservation District. Commissioner Wand reported on the fire. Commissioner Whalen noted the TH editorial, and how to get the TH to understand the community's commitment to historic preservation. The consensus was to contact the City Manager to see how the HPC working with the Public Information Officer can help promote the City's commitment to historic preservation.

### **ITEMS FROM STAFF:**

Definition of "Visible from Public Way": Staff Member Carstens reviewed the revised definition of public way. She clarified the difference between public space and public way, and noted the policy for many years has been to determine visibility from an adjacent improved public street, alley, sidewalk or steps. Commissioners discussed.


Motion by Whalen, seconded by McDonell, to approve the definition of "Visible from Public Way" as recommended by staff. Motion carried by the following vote: Aye – Whalen, Olson, Licht, Rapp, Wand and McDonell; Nay – None.

Design Review Process for Signs: Staff Member Carstens reviewed the current design review process for signs. Commission consensus was the current process is satisfactory.

Work Session on Draft Boarded-Up Windows and Doors Ordinance: Staff Member Carstens noted the Building Services and Housing Department staff will be at the June 18<sup>th</sup> work session. Commissioner Wand noted the HPC will need a quorum present. Commissioners Licht and Whalen indicated they would not be available. Commissioner Wand asked that the packet be sent out again with the June 18<sup>th</sup> agenda.

**ADJOURNMENT:** The meeting adjourned at 6:46 p.m.

Respectfully submitted,



---

Laura Carstens, Planning Services Manager

---

Adopted—June 18, 2009