

HISTORIC PRESERVATION COMMISSION WORK SESSION

CITY OF DAVENPORT, IOWA

TUESDAY, JANUARY 10, 2023; 5:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Call to Order

II. Topics for Discussion

- A. Case COA23-05: Request to install new windows at 1208 Main Street. The J. Monroe Parker-Ficke House is a locally designated historic landmark and located within the College Square Historic District. CJ Haas Home Construction, petitioner, on behalf of Delt 100 Alumni Counsel LLC. [Ward 3]
- B. 2022 Certified Local Government Annual Report

III. Adjourn

IV. Next Commission Meeting: February 14, 2023

City of Davenport
Historic Preservation Commission Work Session

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch 563.888.2221

Date
1/10/2023

Subject:

Case COA23-05: Request to install new windows at 1208 Main Street. The J. Monroe Parker-Ficke House is a locally designated historic landmark and located within the College Square Historic District. CJ Haas Home Construction, petitioner, on behalf of Delt 100 Alumni Counsel LLC. [Ward 3]

Recommendation:

Hold discussion and provide feedback.

Background:

Property Significance:

The City of Davenport listed the J. Monroe Parker-Ficke House as a local landmark on June 4, 2003. The residence is also located within the College Square National Historic District. The home is recognized by state preservation officials as one of the finest French Second Empire residences in the state of Iowa, second only to the Governor's mansion at Terrace Hill.

Request:

The J. Monroe Parker-Ficke House is owned by an alumni association of Palmer College of Chiropractic. In 2021, the Historic Preservation Commission approved the reconstruction of the east porch, brick replacement, and tuckpointing at 1208 Main Street. In an effort to further improve the property, the alumni association is petitioning to replace 73 windows. The applicant is requesting feedback from the Commission regarding the removal of the existing wood windows. The owner's intention is to install white vinyl windows.

Prior to the January 10, 2023 Work Session, city staff provided the applicant the Secretary of the Interior's Standards for Rehabilitation as well as Davenport's standards for review. In addition, staff reached out to the State Historic Preservation Office for information pertaining to historic tax credits and grant opportunities. Potential funding opportunities were forwarded to the owners.

ATTACHMENTS:

Type	Description
Backup Material	Applicant Presentation
Backup Material	Application
Backup Material	Staff Email Correspondence to Applicant 10-31-22
Backup Material	Staff Email Correspondence to Applicant 11-2-22
Backup Material	Historic Property Inventory Sheet
Backup Material	Local Landmark Nomination Report 6-4-03
Backup Material	Secretary of the Interior's Standards for Rehabilitation-Windows

▣ Backup Material

Historic Preservation Ordinance-Review Standards

REVIEWERS:

Department	Reviewer	Action	Date
Community Planning & Economic Development	Werderitch, Matt	Approved	1/6/2023 - 3:38 PM



Delta Sigma Chi

The Parker-Ficke Mansion



Delta Sigma Chi

Our Story.....

1913 to 2023

110 years
7 chapters 7 colleges
Community history 110 years
Community involvement Palmer Students



Alpha 2022



Alpha 1924

7 chapters 7 colleges



Omicron Sherman



Pi Germany



Nu Life West California



Lamda Life Atlanta



Rho Cleveland Mo



Mu Parker Texas

Delta Sigma Chi 45 Years at 1208 Main



House on Ripley St. circa 1976

Delt 100 70% members lived on property
Members From other colleges 30%
Current Delt 100 Managing Board all lived on the property



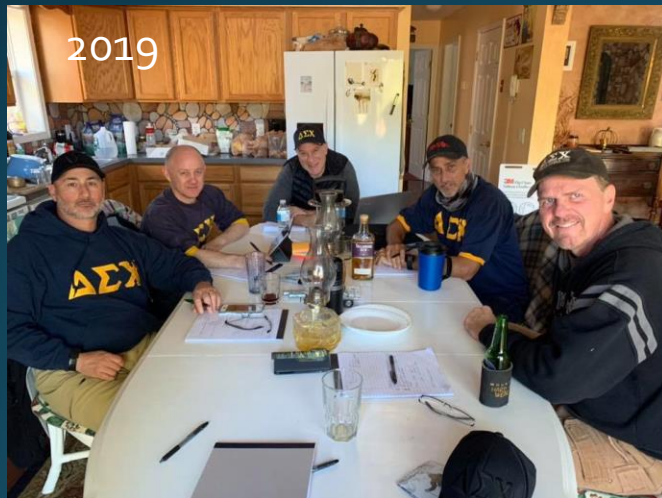
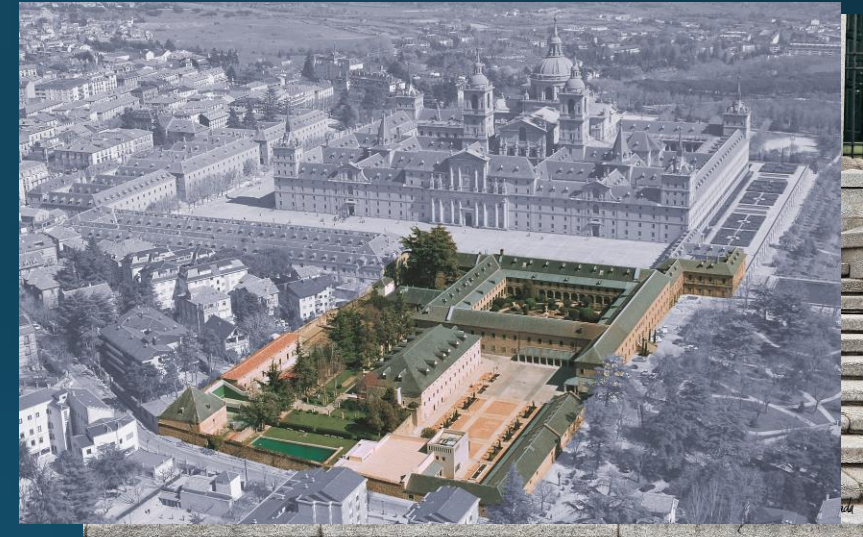
\$20,000 Raised for Roof Repair 1987



1208 Main St Davenport 1988

One Story: Dr. Bradley R. Hennen

Lived in House 1985-88
Chiropractic Practice 34 years
Colorado and Spain
Chiropractic Leadership DSC 34
Years as Student and Alumni
Chiropractic Leadership State
Europe.



Each a Chiropractic Story

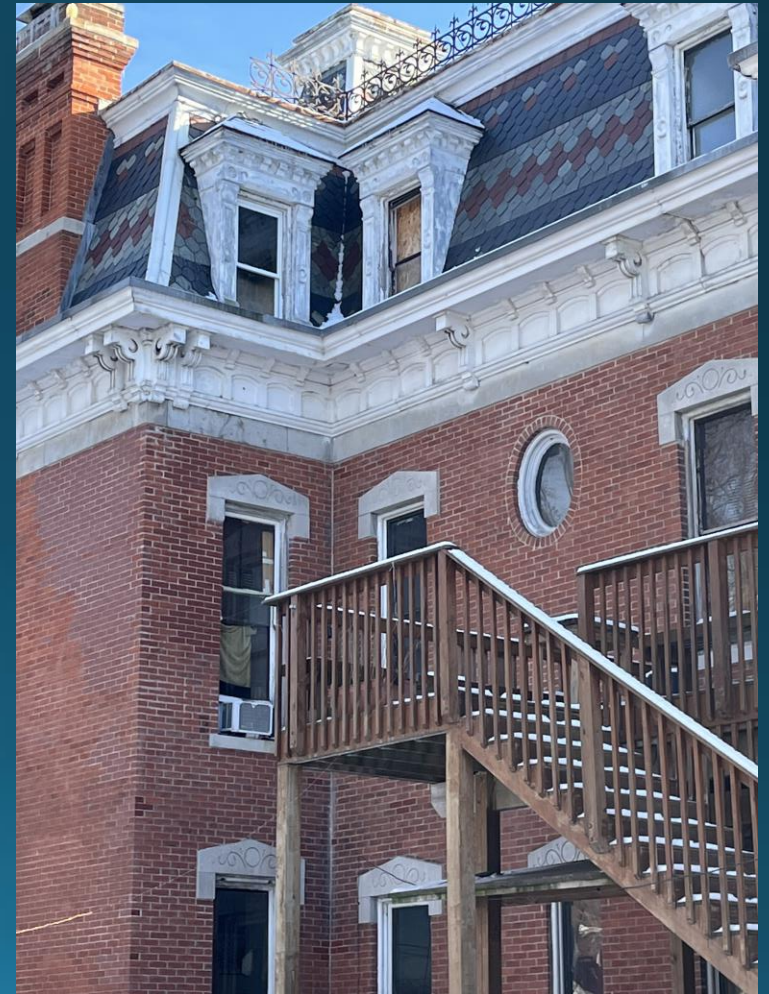


Current Renovations Completed

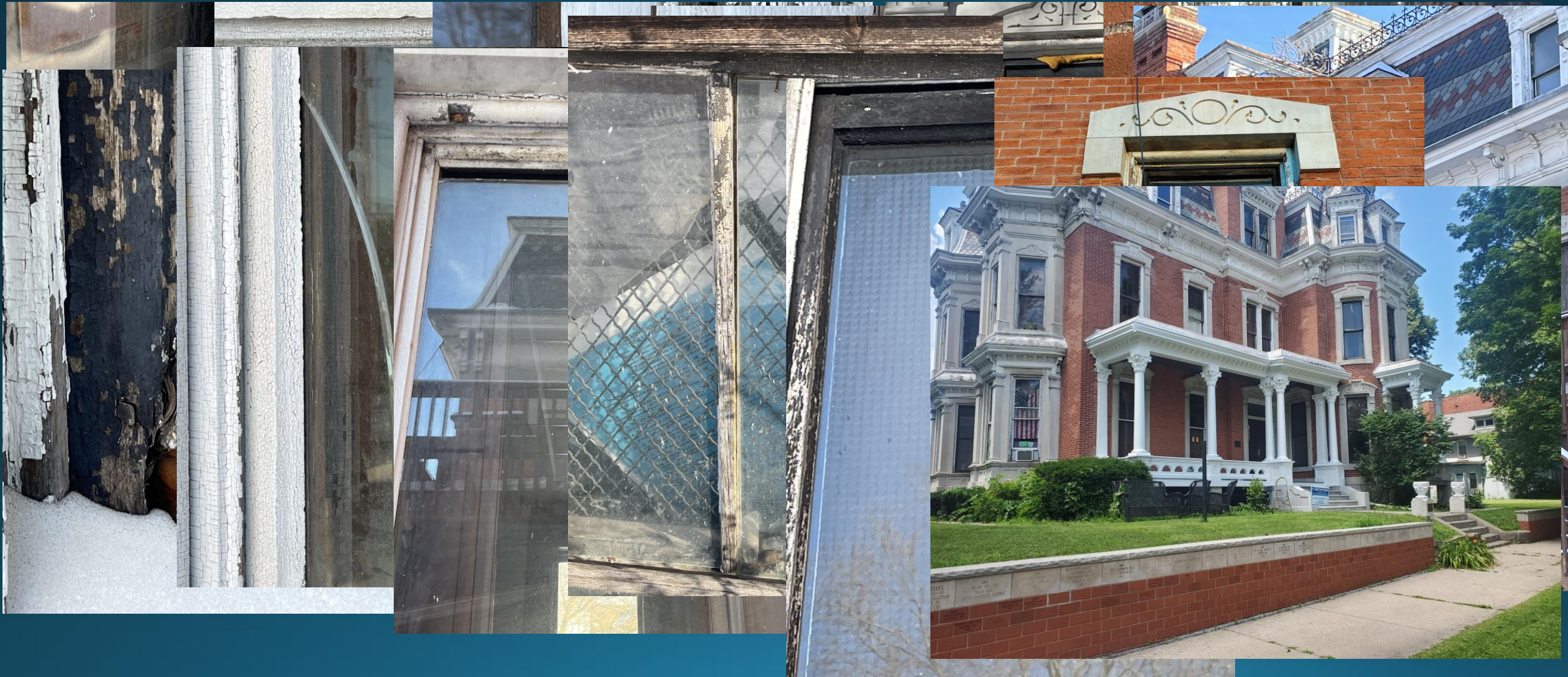
- Porch



- Brick



Windows Project 1 Outside



Windows Project 4 Inside



Windows Project Solution





Delta Sigma Chi International Chiropactic Fraternity





Complete application can be emailed to planning@ci.davenport.ia.us

Property Address*

*If no property address, please submit a legal description of the property.

Applicant (Primary Contact)

Name:
Company:
Address:
City/State/Zip:
Phone:
Email:

Application Form Type:

Plan and Zoning Commission

Zoning Map Amendment (Rezoning)
Planned Unit Development
Zoning Ordinance Text Amendment
Right-of-way or Easement Vacation
Voluntary Annexation

Owner (if different from Applicant)

Name:
Company:
Address:
City/State/Zip
Phone:
Email:

Zoning Board of Adjustment

Zoning Appeal
Special Use
Hardship Variance

Engineer (if applicable)

Name:
Company:
Address:
City/State/Zip
Phone:
Email:

Design Review Board

Design Approval
Demolition Request in the Downtown
Demolition Request in the Village of
East Davenport

Architect (if applicable)

Name:
Company:
Address:
City/State/Zip:
Phone:
Email:

Historic Preservation Commission

Certificate of Appropriateness
Landmark Nomination
Demolition Request

Administrative

Administrative Exception
Health Services and Congregate
Living Permit

Attorney (if applicable)

Name:
Company:
Address:
City/State/Zip:
Phone:
Email:

Historic Resource:


Local Hamburg Historic District

Iowa Soldier's Orphans' Historic District

Marycrest College Historic District

Individually Listed Local Historic Landmark

Not sure if you have a Historic Resource? You can click [here](#) to access the City's GIS Map.

Historic Resources requiring a Certificate of Appropriateness are mapped with a  or .

If you are unsure, please contact the Community Planning and Economic Development staff at (563) 326-7765 or planning@ci.davenport.ia.us and we can help you.

When is a certificate of appropriateness required?

Prior to the commencement of the work.

What type of activity requires the approval of a certificate of appropriateness?

Any activity requiring a building or sign permit, except demolition, that would change the exterior architectural appearance of a structure. Examples include new construction, exterior alterations, relocations, reconstructions and infill development.

Submittal requirements

- Please contact Planning staff at (563) 326-7765 or planning@ci.davenport.ia.us so we can help you determine what exactly is required to be submitted.
- Incomplete applications will not be accepted.

Submittal requirements for all types of requests:

- The completed application form.
- A work plan that accurately and completely describes the work to be done.
- Color digital photographs depicting the building elevations and proposed construction.

Submittal requirements for specific types of requests:

Minor alterations to existing buildings and new and replacement signs (all of the above and):

- Specifications, including dimensions, material used and color of the material.
- A rendering of the proposed alteration as depicted on the existing building.
- Samples of the materials, including the color, along with scaled, accurately colored elevations for any proposed sign and/or sign package.

Minor additions, site improvements and outdoor storage areas (all of the above and):

- A dimensioned site plan, including the locations of any proposed or existing buildings on the subject parcel and on surrounding parcels.
- A preliminary grading plan showing before and after grades at two-foot contour intervals, where deemed necessary by the development official.
- Outdoor storage areas shall be reflected in the elevation drawings submitted and shall show their relationship to the building elevations as well as the materials and treatment proposed that would accurately reflect the screening of the storage areas.
- A landscape plan.

Major additions and new buildings (all of the above and):

- Reproductions of building or site information found in the historical surveys if applicable
- A verifiable legal description, or a land survey.
- A map showing the existing topography of other properties at two-foot contour intervals, extending one hundred feet from the subject parcel.
- Elevation drawings, in color and drawn to scale, of the front, sides, rear, and roof lines of all proposed buildings or structures, illustrating the appearance and treatment of required screening elements for roof-mounted equipment, where deemed necessary by the development official.
- A materials board containing samples of each type of exterior building materials.

Formal Procedure

(1) Application:

- Prior to submission of the application, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the process.
- The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required public meetings.

(2) Historic Preservation consideration of the request:

- Only work described in the application may be approved by the Commission.
- If the Commission determines there is insufficient information to make a proper judgment on the application, it may continue the application as long a period of 60 days has not elapsed from an accepted application. This time period does not apply if the applicant requests the continuance.

(3) After the Historic Preservation Commission's decision:

- If approved, a certificate of appropriateness does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. You will need to contact Davenport Public Works and other regulatory agencies regarding permits and/or licenses.
- If approved, a certificate of appropriateness will expire one year from the date of approval unless a building permit is obtained within such period. The Zoning Administrator may grant an extension for a period of validity longer than one year. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.
- The applicant may appeal the Historic Preservation Commission's determination to the City Council. A written appeal along with payment of \$75.00 must be submitted to the Zoning Administrator within thirty calendar days of the Historic Preservation Commission's decision.

Applicant:

Date:

By typing your name, you acknowledge and agree to the aforementioned submittal requirements and formal procedure and that you must be present at scheduled meetings.

Received by:

Date:

Planning staff

Date of the Public Meeting:

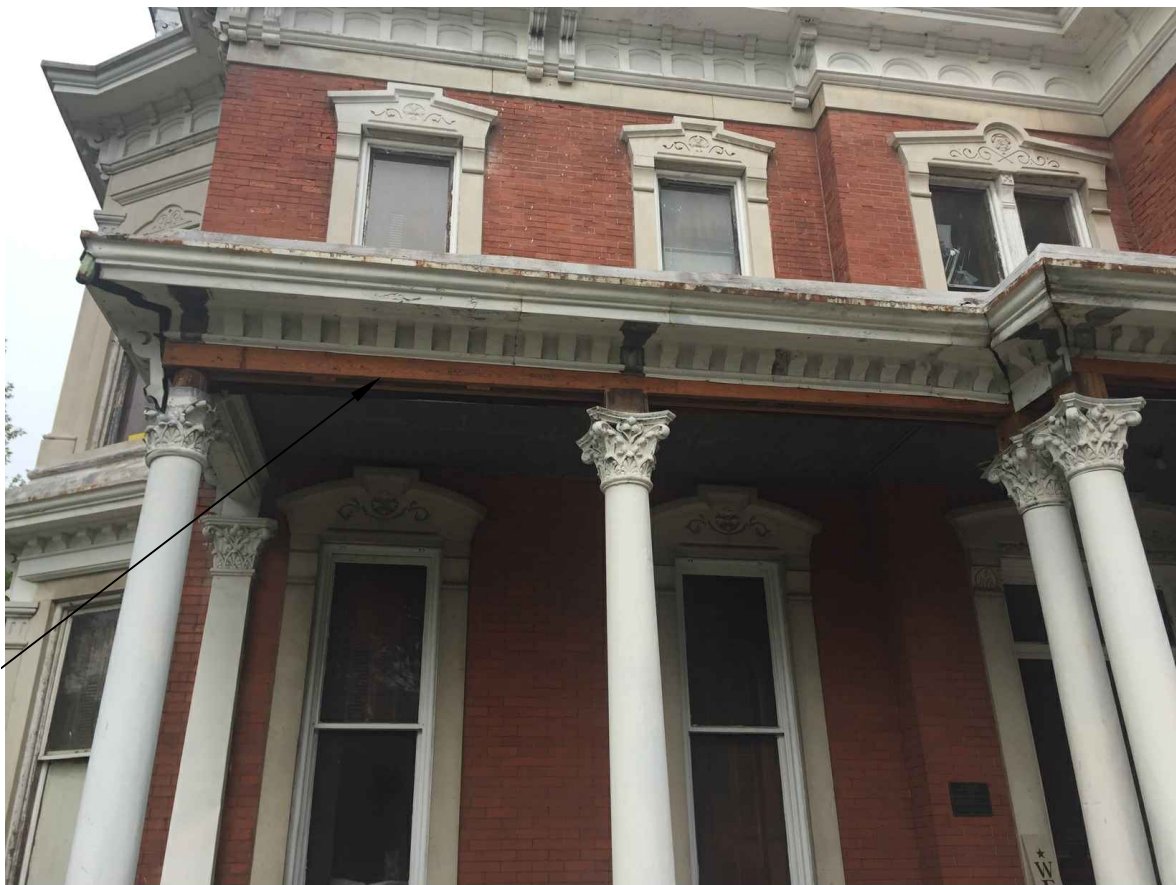
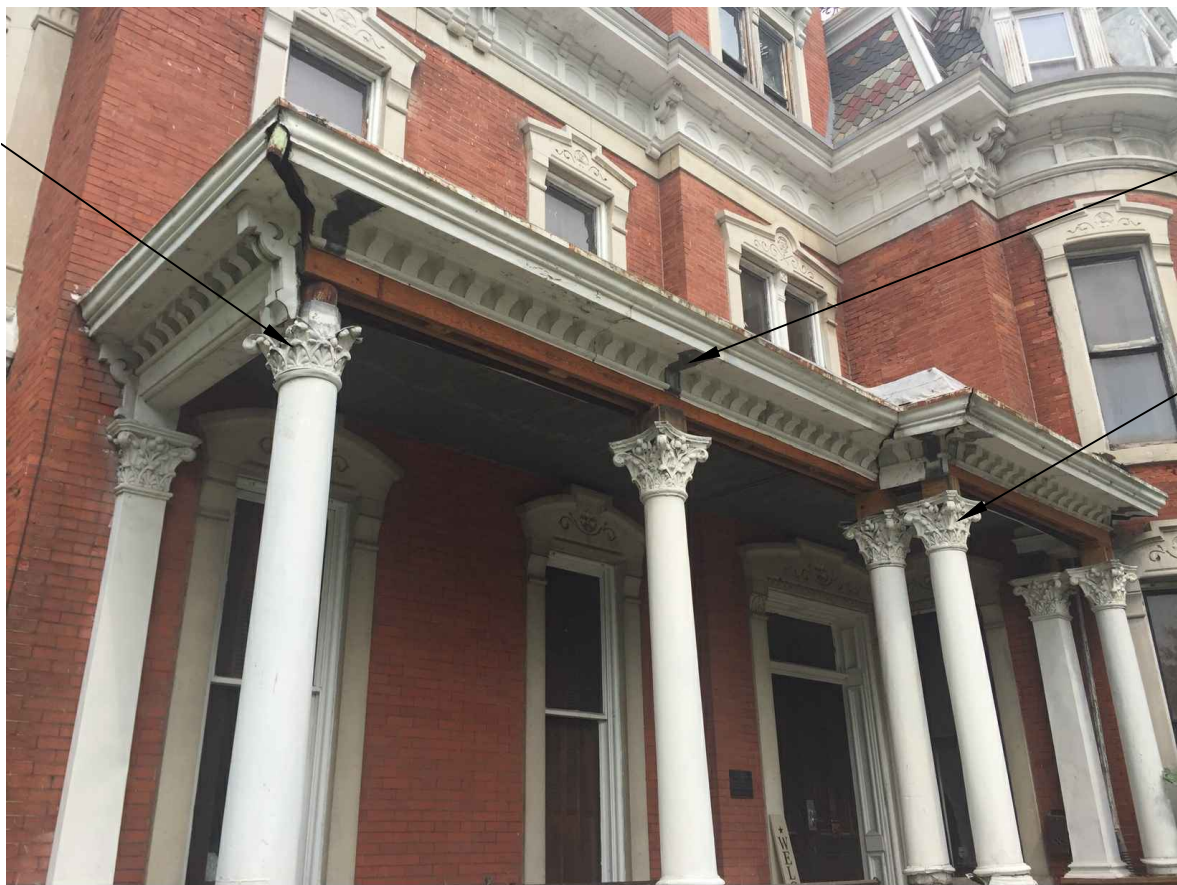
Meetings are held in City Hall Council Chambers located at 226 West 4th Street, Davenport, Iowa.

Work Plan

Please describe the work being performed. Please note that only work described in the application may be approved by the Board.

Add additional pages in needed.



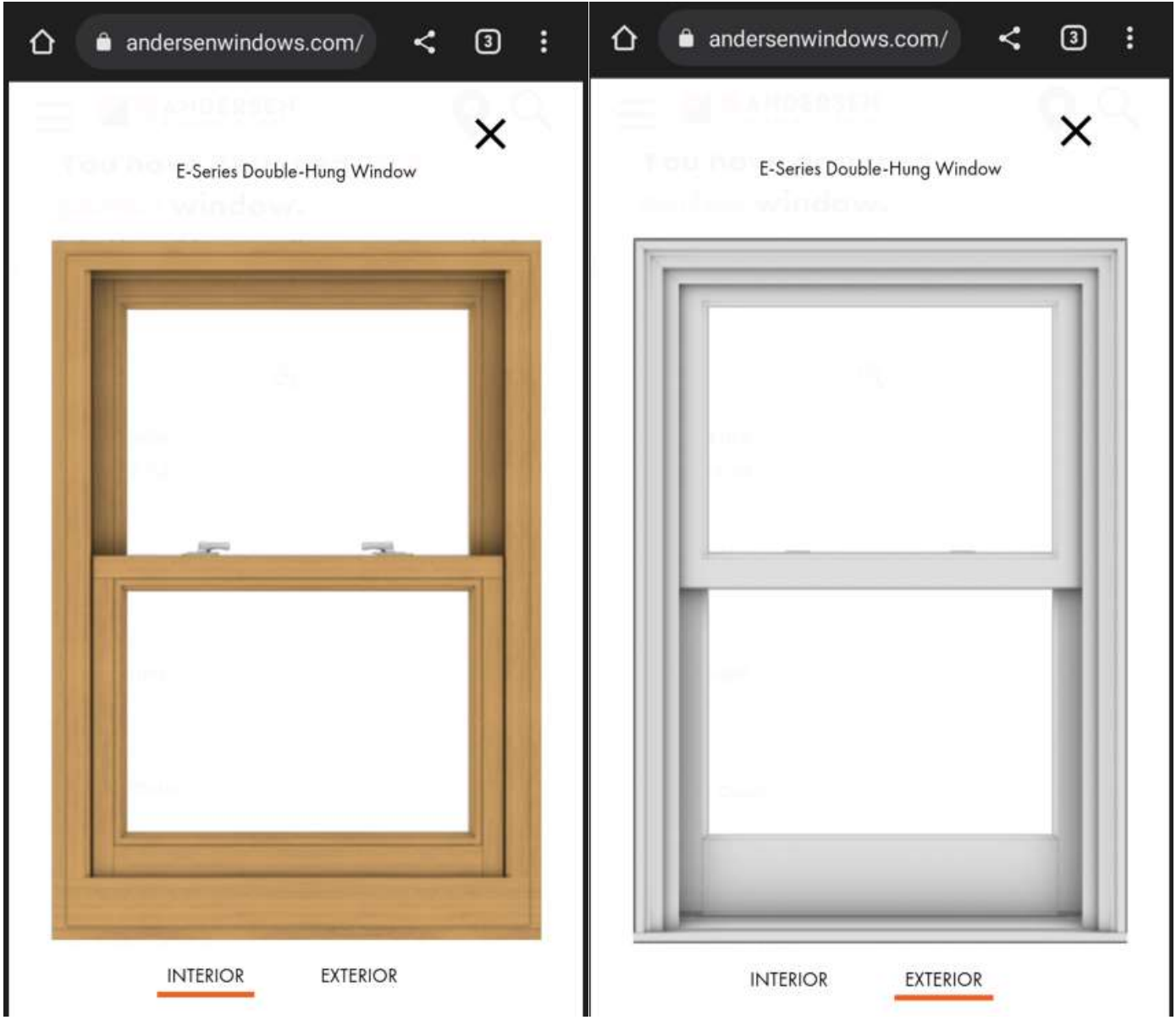


Photos of the actual windows that would be installed are not available, as the windows have not yet been ordered or manufactured. Contractor Casey Haas has provided the below resources as examples of the windows described in the Work Plan.

The proposed vinyl windows are manufactured by Harvey. A description of the windows and photos can be found at <https://harveywindows.com/windows/by-type/double-hung/classic-vinyl-double-hung-window>. Some of these photos are pasted below for quick reference; the window grilles will be omitted to better match the existing windows' appearance.



The cost-prohibitive wooden windows are manufactured by Andersen. Photos are not readily available, but contractor Casey Haas was able to prepare the following renderings via the Andersen website, showing both the interior and exterior view of the windows:



Werderitch, Matt

From: Werderitch, Matt
Sent: Monday, October 31, 2022 11:42 AM
To: Oberg Ramirez, Sarah
Cc: Gorham, Maegan; casey_haas@hotmail.com; Warren Pyne; Berkley, Laura
Subject: RE: [EXT] [ci.davenport.ia.us] Application for Certificate of Appropriateness
Attachments: The Secretary of the Interior's Standards for Rehabilitation-Windows.pdf; Section 14.01.060.C Certificate of Appropriateness Review Process.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Yellow Category

Good Morning,

Staff received the Application for a Certificate of Appropriateness for window replacement at 1208 Main Street. Unfortunately, the information provided is insufficient for formal consideration.

In order to review proposed replacement windows for conformance with Davenport's Historic Preservation Ordinance, the Historic Preservation Commission requires the following minimum documentation:

1. Clear photos of existing windows. Images should detail the existing condition of each window proposed for replacement. The pictures attached to the application detail the porch, which was reconstructed earlier this year. Submit new images for review.
2. Drawings showing the elevation and horizontal and vertical section of existing historic windows. Include muntins, mullions, transoms, and other window components.
3. Drawings showing the elevation and horizontal and vertical sections of proposed replacement windows.

Property owners are encouraged to repair and retain existing historic windows. The application must document that all viable options for preservation were explored. Evaluate the overall condition of each window to determine whether components can be repaired rather than replaced. It is contrary to historic preservation standards to replace an entire window when deteriorated components can be restored. When replacement is necessary, the new window shall match the old in design, material, color, texture, and other visual qualities. Unfortunately, vinyl is an inappropriate substitute material as it does not convey the same appearance of wood windows. Failing to undertake these measures will result in a recommendation for denial.

For your reference, attached is the Secretary of the Interior's Standards for Rehabilitation as well as Davenport's standards for review. As proposed, the application fails to meet the following review standards:

1. Deteriorated architectural features should, where possible, be repaired rather than replaced. Where the severity of deterioration requires replacement, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
2. Historic or original architectural features, or replacement elements which in all ways replicated the original, should be repaired whenever possible.

Has the ownership group considered pursuing historic tax credits or other grants opportunities for this project? Staff's hope is to find an alternative option that is economically feasible and preserves the historic character of this beautiful landmark. I have reached out to the State Historical Society of Iowa for potential funding opportunities. I can forward any information when I receive a response back. The below links can be used to explore grants:

1. State Historical Society of Iowa Grants: <https://iowaculture.gov/history/grants>

2. National Park Service Grant Programs: <https://www.nps.gov/orgs/1623/grant-programs-accepting-applications.htm>

At this time, an informal meeting (work session) with the Historic Preservation Commission may be helpful in determining the correct path forward. The purpose of a work session is to understand the need for window replacement, explore any viable alternatives, and clarify what additional information will be required for formal consideration. No action is taken at a work session.

Following the work session, the information listed above and any items identified by the Commission can be prepared and submitted for formal consideration at a later meeting date. The Commission meets the second Tuesday of each month.

Please let me know how you wish to proceed. If you have any questions, I can be reached at 563.888.2221 or via email. I am happy to schedule a time to discuss the project and outline a path forward.

Sincerely,

Matt Werderitch

Planner II | Development & Neighborhood Services
City of Davenport

T 563-888-2221
1200 E 46th Street, Davenport, IA 52807

davenportiowa.com

From: Oberg Ramirez, Sarah <S.ObergRamirez@l-wlaw.com>

Sent: Friday, October 28, 2022 8:24 AM

To: Planning <Planning@davenportiowa.com>

Cc: Oberg Ramirez, Sarah <S.ObergRamirez@l-wlaw.com>; Gorham, Maegan <MGorham@L-WLAW.com>; casey_haas@hotmail.com; Warren Pyne <buzzardsbay2@gmail.com>

Subject: [EXT] [ci.davenport.ia.us] Application for Certificate of Appropriateness

ATTENTION: This email was sent to a *.ci.davenport.ia.us address. This is slated for decommission on 12-31-2022. Please update your email address with this sender.

Hello,

Please find attached an application for a Certificate of Appropriateness to be forwarded to the Historic Preservation Commission. The applicant and attorney listed on the application will be in attendance at the Commission's meeting at 5:00pm on November 8, 2022. Please let us know if you have questions.

Thank you,

Sarah T. Oberg Ramirez

LANE & WATERMAN LLP
ATTORNEYS AT LAW SINCE 1854

220 North Main Street, Suite 600
Davenport, Iowa 52801
Tel: 563.333.6694
Fax: 563.324.1616
Email: S.ObergRamirez@L-WLaw.com

Werderitch, Matt

From: Werderitch, Matt
Sent: Wednesday, November 2, 2022 8:57 AM
To: 'Oberg Ramirez, Sarah'
Cc: 'Gorham, Maegan'; 'casey_haas@hotmail.com'; 'Warren Pyne'; Berkley, Laura
Subject: FW: [EXT] Re: City of Davenport Historic Preservation Commission

Good Morning,

Please see the email below from Allison Archambo, CLG Coordinator for the State Historical Society of Iowa. These funding sources may offer an opportunity to repair or replace the existing wood windows at the Parker-Ficke Home in a manner that is both cost effective and in accordance with historic preservation standards.

If you have any questions, I can be reached at 563.888.2221.

Sincerely,

Matt Werderitch

Planner II | Development & Neighborhood Services
City of Davenport

T 563-888-2221
1200 E 46th Street, Davenport, IA 52807

davenportiowa.com

From: Archambo, Allison <allison.archambo@iowa.gov>
Sent: Wednesday, November 2, 2022 8:07 AM
To: Werderitch, Matt <Matt.Werderitch@davenportiowa.com>
Cc: Vander Molen, Kristen <kristen.vandermolen@iowa.gov>; Berkley, Laura <Laura.Berkley@davenportiowa.com>
Subject: [EXT] Re: City of Davenport Historic Preservation Commission

Good morning Matt,

Below is some information about funding opportunities we provide that could potentially assist with this project.

I will add there may also be one other idea but it may take some time and I don't know how quickly these windows need to be replaced. I have seen educational workshops hosted by a CLG (using CLG grant funding) to teach dedicated volunteers specific trades like window restoration. Again, I am not sure how feasible this would be for this building or your community but it is another idea.

Historical Resource Development Program (HRDP): a competitive grant program for the rehabilitation of buildings which are listed on the National Register. The details can be found at: <https://iowaculture.gov/about-us/about/grants/historical-resource-development-program>

State historic tax credit: 25% of the qualified rehabilitation costs (basically anything attached to the building. Site work does not qualify). The building must be listed or be eligible for the National Register of Historic Places but does not actually have to be listed. Private residences, barns, commercial properties, properties owned by nonprofits (including houses of worship) qualify. The project must be a substantial rehabilitation and there is a basis test depending on whether the building is commercial or noncommercial. The rehabilitation work must be done according to the Secretary of the Interior's Standards for Rehabilitation. Fully refundable

and credits are transferable. More information about the state tax credit is at <https://iowaculture.gov/history/preservation/tax-incentives>

Federal historic tax credit: 20% of qualified rehabilitation costs. Only depreciable properties qualify. Many of the same requirements from the state tax credit program apply to the federal credit (thus the groundwork laid for one can be reused for the other). The building must be listed on the National Register of Historic Places or eligible (property must be listed within 30 months of taking the credit). Not refundable but the credit can be carried forward and used over 20 years. The rehabilitation work must follow the Secretary of the Interior's Standards for Rehabilitation. Can be used with the state credit for a total of 45% of the rehabilitation costs, Public Law No: 115-97 made a change stating that the 20 percent credit be claimed "ratably over a five-year period beginning in the taxable year in which a qualified rehabilitated structure is placed in service." This means that those who qualify for the tax credit would receive 4 percent per year for five years rather than 20 percent for one year." <http://www.nps.gov/tps/tax-incentives.htm>

Temporary Historic Property Tax Exemption: provides a local property tax incentive for the sensitive, "substantial rehabilitation" of historic buildings. While all counties are required to offer this exemption, not all counties have set priorities for the program: <https://iowaculture.gov/history/preservation/tax-incentives/property-tax-exemption>

Guidelines for rehabilitation: If you would like to know more about the guidelines for sensitively rehabilitating historic buildings, please see the [Secretary of the Interior's Standards on the Treatment of Historic Properties](#) and the [National Park Service's set of Preservation Briefs](#).

Please let me know if you have any other questions or concerns.

Sincerely,
Allison

--

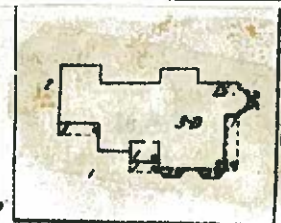
Allison Archambo
CLG Coordinator
Allison.Archambo@iowa.gov | 515.281.6826 | iowaculture.gov
Pronouns: She/Her/Hers

Iowa Arts Council | Produce Iowa | State Historical Society of Iowa
Iowa Department of Cultural Affairs

ARCHITECTURAL/HISTORICAL SURVEY

DAVENPORT, IOWA

The Architects Office

Wehner, Nowysz, Pottschiull and Pfiffner
201 day building, Iowa city, Iowa 52840DAVENPORT COMMUNITY DEVELOPMENT DEPARTMENT
IOWA DIVISION OF HISTORIC PRESERVATIONSITE #82-10- MA-1208 MAP # 3HIST. DIST. College SquareNAME J. Monroe Parker Residence (Ficke) (H) CADDRESS 1208 Main StreetLEGAL DES. Allen's 2nd Add. 10 Lots 1, 2 and 3
SUB-DIVISION BLOCK PARCEL SUB-PARCELUTM 15 7102240 46100460 ACREAGE 1 ZONE R-6M
EASTING NORTHINGOWNER Delta Sigma Chi Fraternity
1208 Main St., Davenport, IA 52803TITLE H. De L. Egan & Wife
(IF DIFF)

SITE SHEET

DESCRIPTION

FORM 2 stories, irregular plan CONST. DATE 1881

MATERIALS Stone, brick, wood, cast & wrought iron ARCH Second Empire

FENESTRATION Rectangular 1/1 D.H.S. in broad surrounds w/incised heads STYLE

DIST. FEATURES State mansard w/iron cresting, bracketted cornice w/paneled frieze, 2-story polygonal window bays, columned porches

ALTERATIONS 1 or 2 porch columns missing; converted to fraternity/apartment building

SITE & RELATED STR. Corner lot north of Sheldon Hall & high school

STATEMENT

The Ficke House is perhaps the finest example of Second Empire architecture in Iowa, rivalled only by Terrace Hill in Des Moines. From the extraordinary roofscape - crested, dormered, sheathed in polychrome shingles - to the richly detailed cornices, porches and window surrounds, the Ficke House is the ultimate expression of Victorian excess, beautifully composed and finely-executed.

ARCHITECTURE

SOURCES

Davenport Democrat & Leader, 30, May, 1904.

HABS Inventory Form, Iowa Division of Historic Preservation

SIGNIFICANCE

This building is associated with a moderately important local political leader and elected official, C.A. Ficke. As an active German-American politician, his career typified the change from Republican party to Democrat party evidenced in the German electorate between 1860 and 1885. Since City Hall remains extant, the value of this property is diminished.

Architect and contractor for the house was T. W. McClelland and Co., with the slate roof by Victor Huot. The design may possibly be credited to Benjamin W. Gartside, who was architect with the McClelland firm from 1878 until becoming vice-president in 1889.

DESCRIPTION

Charles August Ficke came to Davenport as a child in 1851. He became established as a lawyer in 1877 following reading in H.R. Claussen's office and formal study. A successful attorney, Ficke was also active in real estate and several local banks. In 1880, Ficke changed from Republican to Democrat, over such issues as prohibition and women's suffrage. He was elected County Attorney in 1886 and mayor in 1890 & 91. His second election was the largest majority registered by a mayor to date. His administration as mayor was marked by improved paving and sewer construction. His career typified the successful professional and business career of many local German-Americans.

SOURCES

- Downer, Harry, History of Davenport and Scott County, Iowa, Vol. II, Chicago: S.J. Clarke Publishing Company, 1910.
- Johnson, H.B., "German Forty-Eighters in Davenport," Iowa Journal of History and Politics, January, 1946, pp. 3-53.
- Oszuscik, Philippe, A History of the Architecture and Urbanization of Nineteenth Century Davenport, Iowa. Ph.D. Dissertation, University of Iowa, 1979, pp. 378, 387.

ARCHITECTURAL HISTORIAN: Martha Bowers

HISTORIAN: MARLYS SVENDSEN - ROESLER

SURVEY COMP 1981

EVALUATION

ARCHITECTURAL

- I. ARCH. EVALUATION Exceptional
- II. ENVIR. STATURE Landmark
- III. INT. OF CONTEXT Good
- IV. INT. OF FABRIC Excellent

LEVEL OF SIGNIFICANCE:

☒ NAT. ☐ STATE ☐ LOCAL ☐ N. ELIG.

HISTORICAL

I. THEME(S) OF SIGNIFICANCE:

- A. PRIMARY Gov't. & Politics
- B. SECONDARY _____

II. LEVEL OF SIGNIFICANCE:

☐ NAT. ☐ STATE ☒ LOCAL

III. NRHP:

ELIGIBLE ☒ NOT ELIGIBLE ☐

HISTORIC DISTRICT CLASSIFICATION

☒ A. ☐ B. ☐ C.

FOR DIVISION OF HISTORIC PRESERVATION USE ONLY

1. DATE RECEIVED _____

2. DATE OF STAFF EVALUATION _____

	A. ARCHITECTURAL	B. HISTORICAL
ELIGIBLE FOR NRHP	<input type="checkbox"/>	<input type="checkbox"/>
NOT ELIGIBLE FOR NRHP	<input type="checkbox"/>	<input type="checkbox"/>

3. NRHP ACTION

A. STATE REVIEW COMM.	APP. <input type="checkbox"/>	DISAPP. <input type="checkbox"/>	TABLED <input type="checkbox"/>	DATE _____
B. FEDERAL REVIEW	APP. <input type="checkbox"/>	DISAPP. <input type="checkbox"/>	TABLED <input type="checkbox"/>	DATE _____

4. D.H.P. SOURCES

- ☐ COUNTY RESOURCES
- ☐ W'SHIELD SURVEY
- ☒ NRHP 11/16/83
- ☐ GRANT _____

☐ DET. OF ELIGIBILITY

☐ R. & C. _____

☒ DAVENPORT A/H SURVEY

☐ _____

☐ _____

5. SUBJECT TRACES

6. PHOTO

1620-2,3,4, & 5

The Architects Office

Wehner, Nowysz, Pattschull and Pfiffner
901 ovy building, iowa city, iowa 52240DAVENPORT COMMUNITY DEVELOPMENT DEPARTMENT
IOWA DIVISION OF HISTORIC PRESERVATION

82-10- MA-1208

ADDITIONAL PHOTOGRAPHS:



CONTINUATION

CITY OF DAVENPORT

DOCUMENT : 11947

COMMITTEE : Community Development Committee

ACTION:
CD

DATE:
05/29/03

DEPARTMENT: LAND USE

CONTACT : KENNETH OESTREICH

1, 2 & 3 6-4-03

PHONE : 326-6170

SUBJECT:

ORDINANCE for Landmark Designation for the Parker-Ficke Mansion, 1208 Main Street, pursuant to the provisions of Chapter 17.23 of the 2000 Municipal Code of the City of Davenport, Iowa (Delta 100 Alumni Association, petitioner).

RECOMMENDATION:

The Historic Preservation Commission recommends that the ordinance be approved.

The Commission vote was unanimous.

BACKGROUND:

The Historic Preservation Commission has voted to nominate the Parker-Ficke Mansion, 1208 Main Street, for listing on the Davenport Register of Historic Properties. The current owners, Delta 100 Alumni Association, are in support of the nomination.

The Parker-Ficke Mansion is recognized by state preservation officials as one of the finest French Second Empire residences in the state of Iowa, second only to the Governor's mansion at Terrace Hill.

It is the most widely photographed and publicized landmark in Davenport.

Charles Ficke was one of Davenport's earliest and most prosperous German immigrants. From the humblest of beginnings as a 14 year old store clerk, left alone to support himself in a less than fashionable downtown boarding house, he persevered for fifty years until he had built a vast fortune as a noted frontier lawyer and land appraiser. His unique skills helped open homestead sites in the six million acre Black Hawk Purchase land grant territory. By 1886, his professional reputation led to his election as the City Attorney of Davenport. By 1890, his popularity among the local citizenry was so universal that he often mused that they had elected him Mayor twice "over my

BACKGROUND: - continued

protests".

Charles Ficke felt that he owed a debt of gratitude to his adopted home in America. In 1884, he began to travel the world in search of rare art treasures. He had decided to become a philanthropist and gift the entire collection to the hometown where he had made his fortune.

Ficke collected over three hundred oil paintings. He once mused that he had chosen the 38 room, three story mansion - complete with a third floor ballroom in the attic - simply because it was the only house in town large enough to accommodate his insatiable collecting habit.

In 1925, Ficke first approached the City of Davenport, making known his intention to donate his collection. The donation presented a unique historical dilemma. Until that time, art collections were the domain of wealthy private individuals, art associations or art institutes - not municipalities. Before the City of Davenport could accept his donation, the Iowa State Legislature, as well as the Davenport City Council, had to enact revolutionary new legislation which would legally allow a city, such as Davenport, to own and operate a public art gallery.

The Ficke Mansion collection became the first municipal art gallery in the nation. It soon moved to a new home in a larger more permanent location, three blocks downhill on 5th Street, October 25, 1925. Charles Ficke's dream of passing down the strong German tradition of "art and music for the masses" to the next generation had become a reality.

The magnitude of the investment Ficke had made during his 42 years of traveling the globe collecting was best put in perspective by his contemporary, the Director of the Chicago Art Institute. Ficke had summoned him to the mansion in hopes he could spare just one-half day appraising the attic. The Director ended up staying a week. When he emerged, he publicly announced that:

- The collection was worth well over one-half million (pre-depression) dollars. (Today, that figure would translate to ten times that amount.)
- The donation contained the largest collection of Mexican Colonial Art outside Mexico.
- The early landscape collection rivaled those held by his Chicago Art Institute.
- The diverse collection included significant collections of old master's oil paintings, bronze and marble sculptures
- It contained extensive collections of rare Peruvian art and pottery, oriental art and Alaskan sculptural art
- It contained crates packed full of collections of rare books and manuscripts.
- In all, the collection easily rivaled those held in such major metropolitan art centers as Los Angeles.

Delta Sigma Chi Fraternity has been conducting public tours of the mansion on Saturdays, highlighting both local history and architecture. (Over 100 people attended the twelve block Main Street

BACKGROUND: - continued

Walking Tour last May.) The mansion is opened for many private events during the year, as well.

Please refer to the Landmark Nomination for further background information.

ORDINANCE NO.

ORDINANCE for Landmark Designation for the Parker-Ficke Mansion, 1208 Main Street, pursuant to the provisions of Chapter 17.23 of the 2000 Municipal Code of the City of Davenport, Iowa (Delta 100 Alumni Association, petitioner).

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DAVENPORT, IOWA:

SECTION 1. The following described unit of Scott County, Iowa real estate known as the Parker-Ficke Mansion at 1208 Main Street, Davenport, Iowa is hereby granted Landmark designation (Delta 100 Alumni Association, petitioner). The property has the following legal address:

Lots 1, 2, & 3 of Block 10 of Allen's 2nd Addition

The Historic Landmark designation is for the purpose of preserving the site.

SEVERABILITY CLAUSE. If any of the provisions of this ordinance are for any reason illegal or void, then the lawful provisions of this ordinance, which are separable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

EFFECTIVE DATE. This ordinance shall be in full force and effective after its final passage and publication as by law provided.

First Consideration _____,

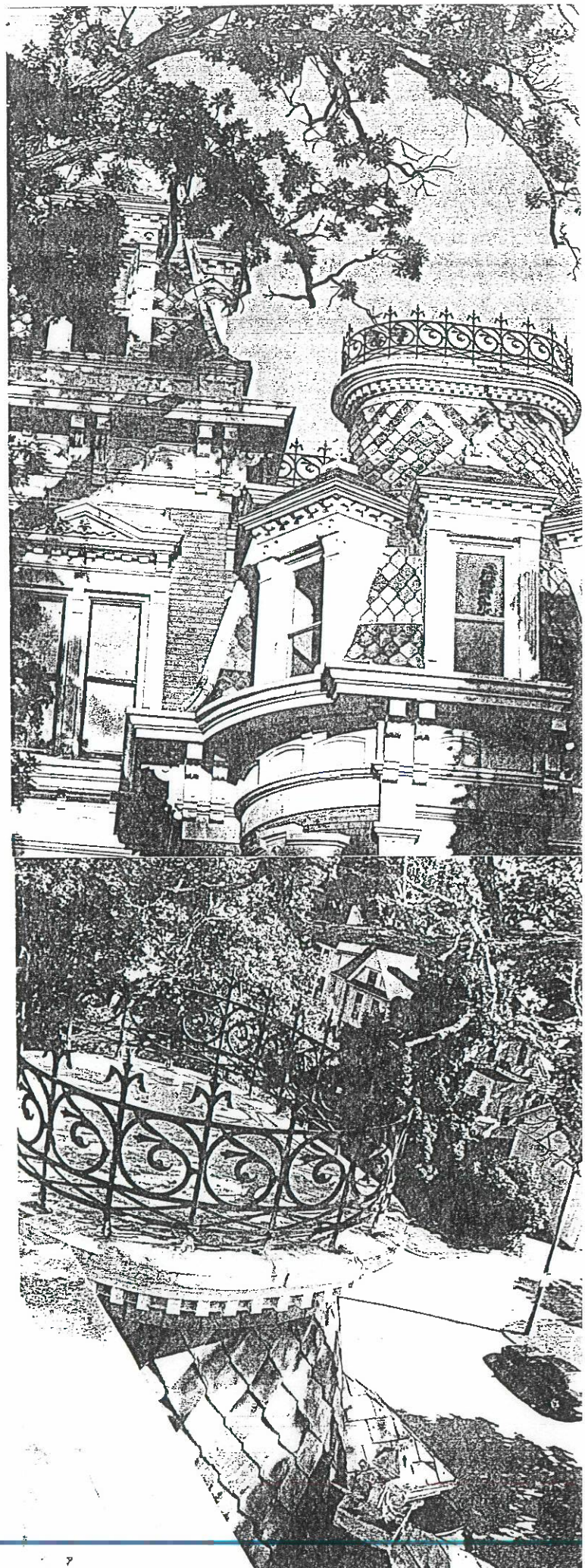
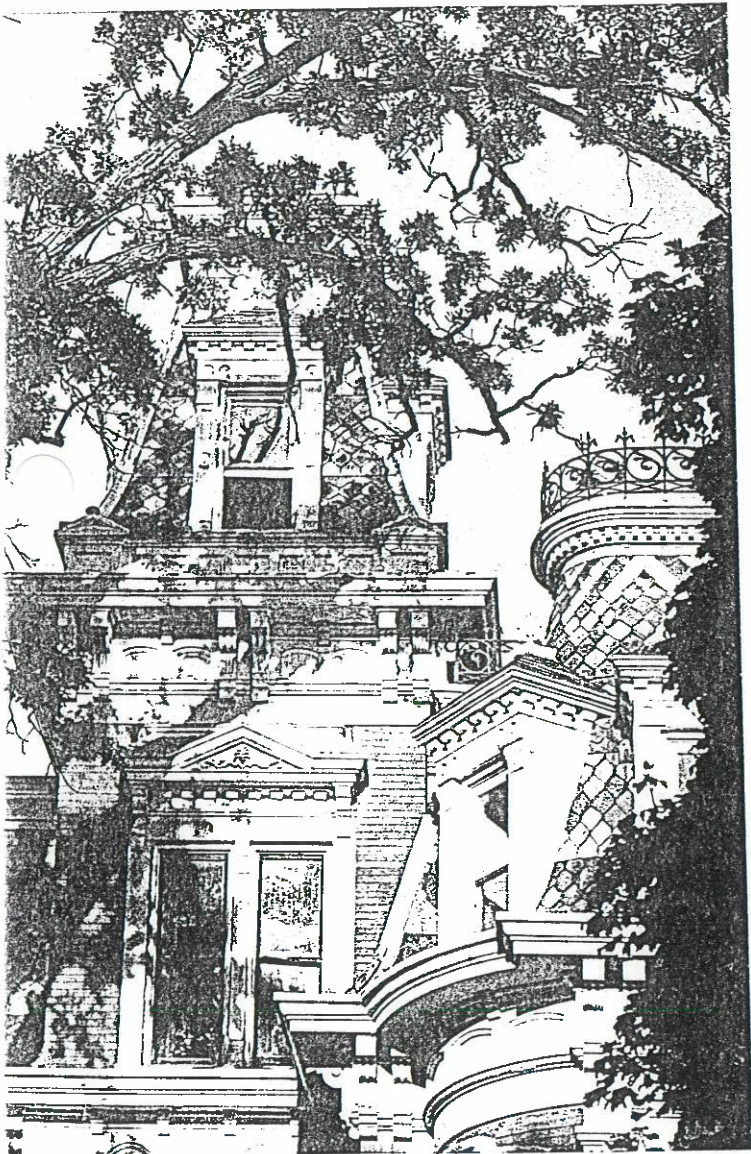
Second Consideration _____,

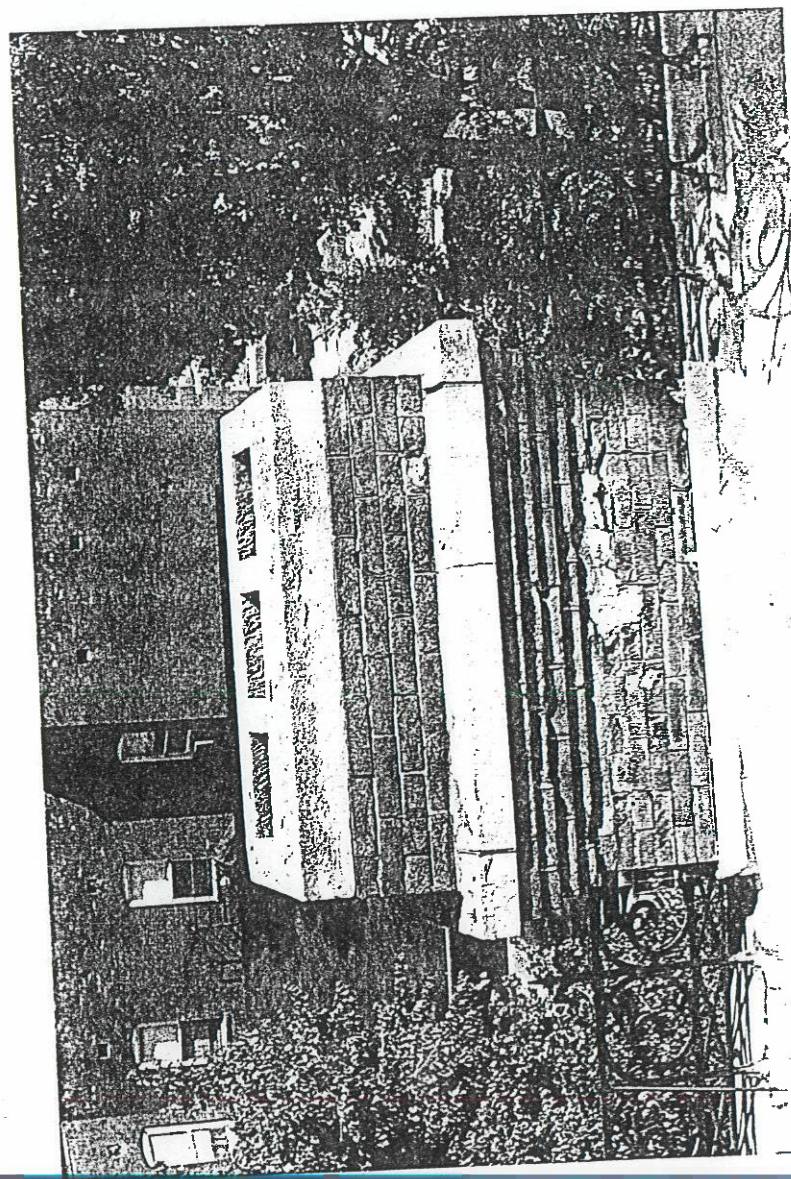
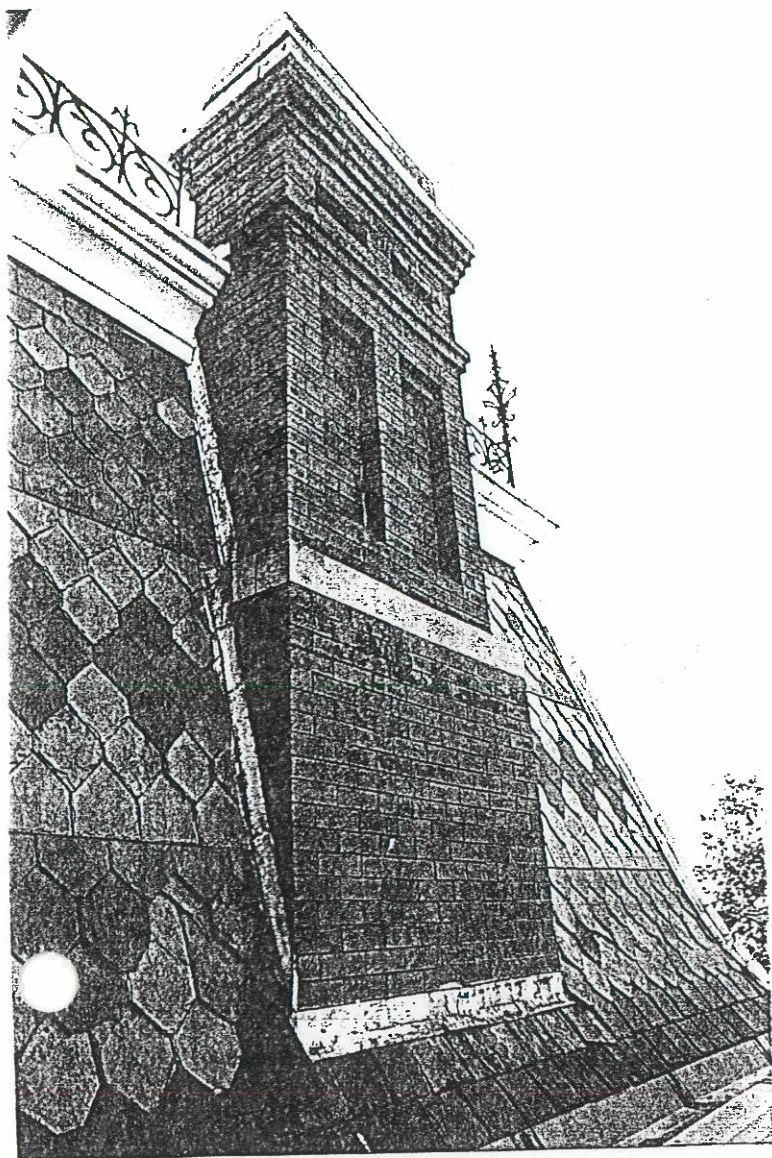
Approved _____,

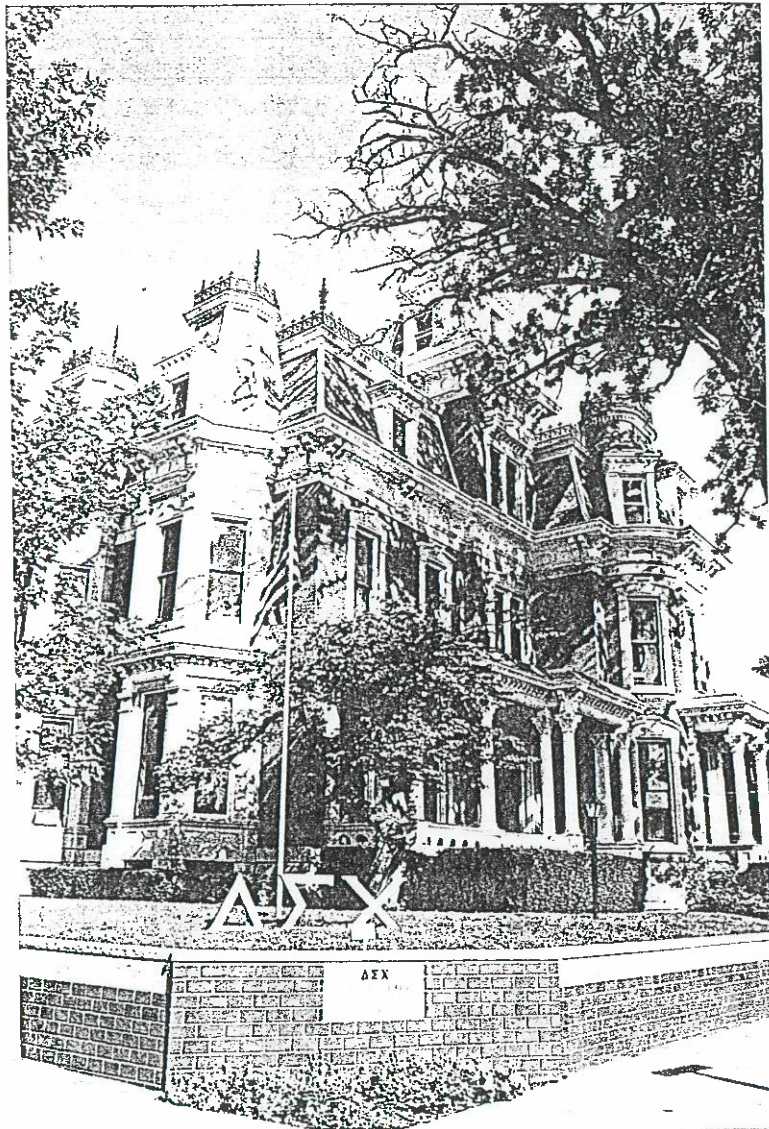
Charles W. Brooke
Mayor

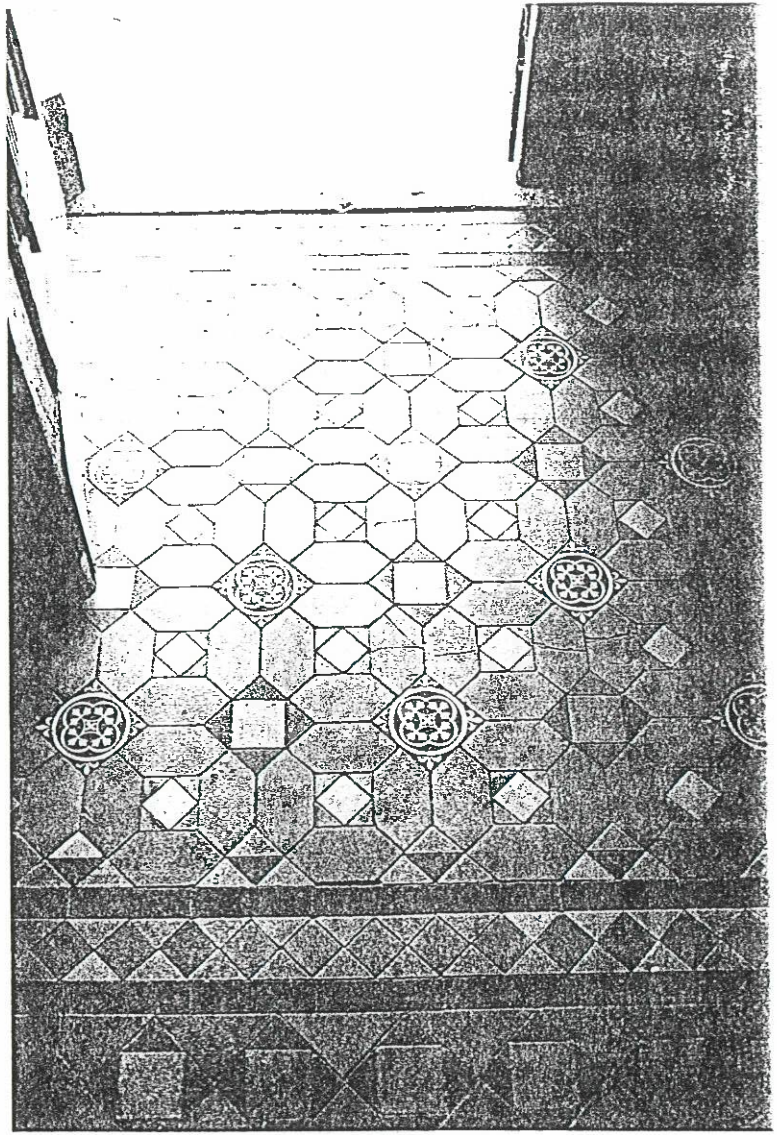
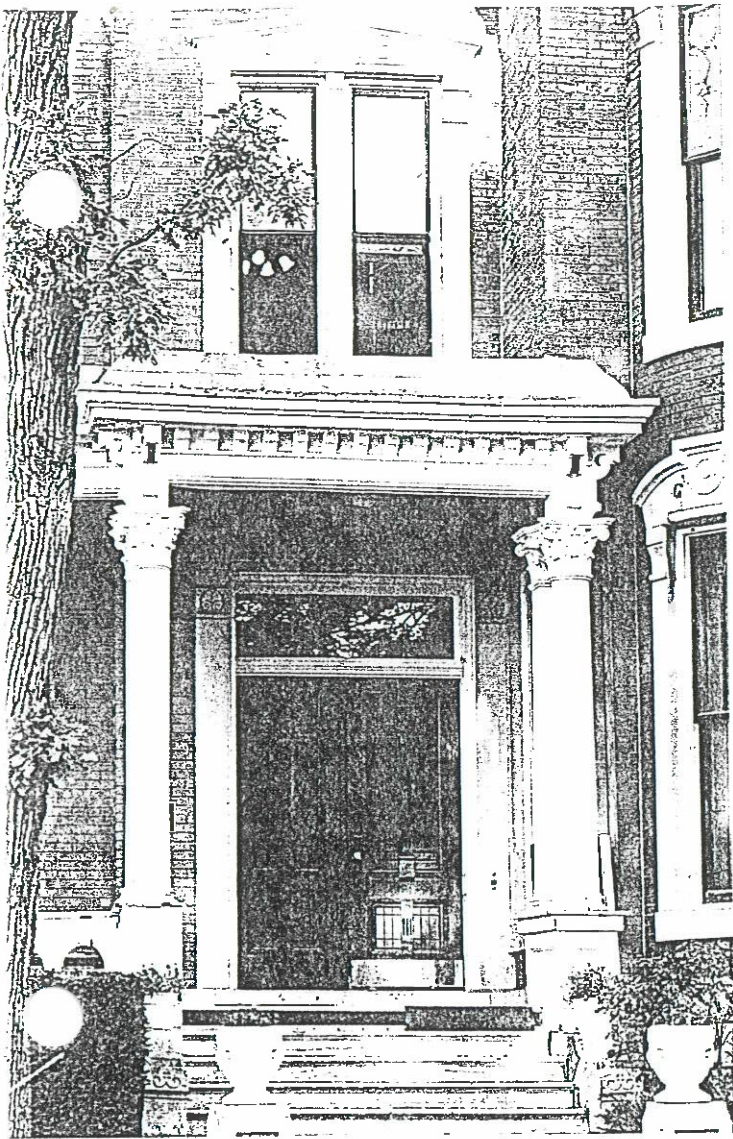
Attest: _____
Jackie E. Holecek, CMC
Deputy City Clerk

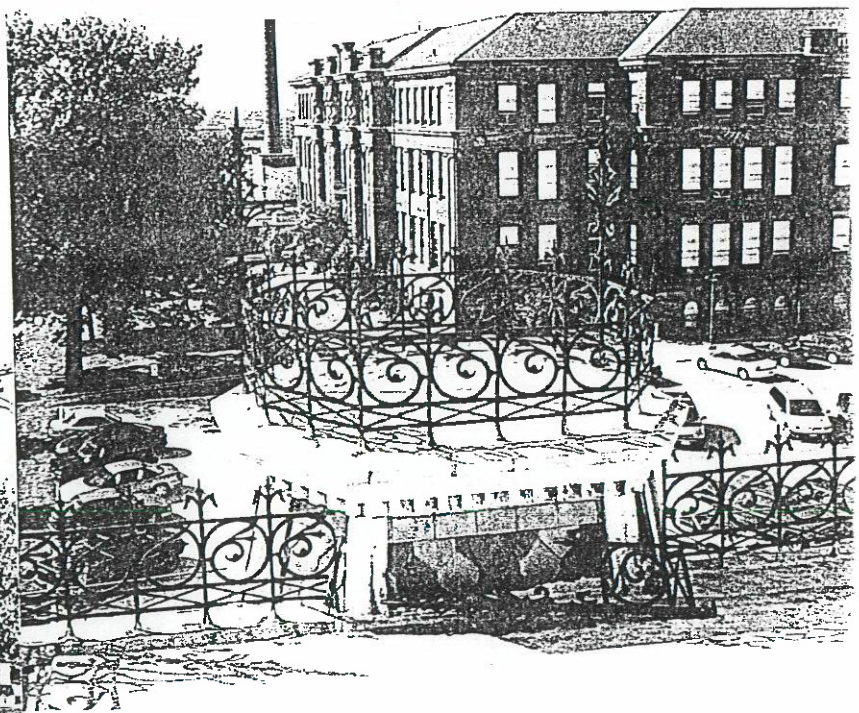
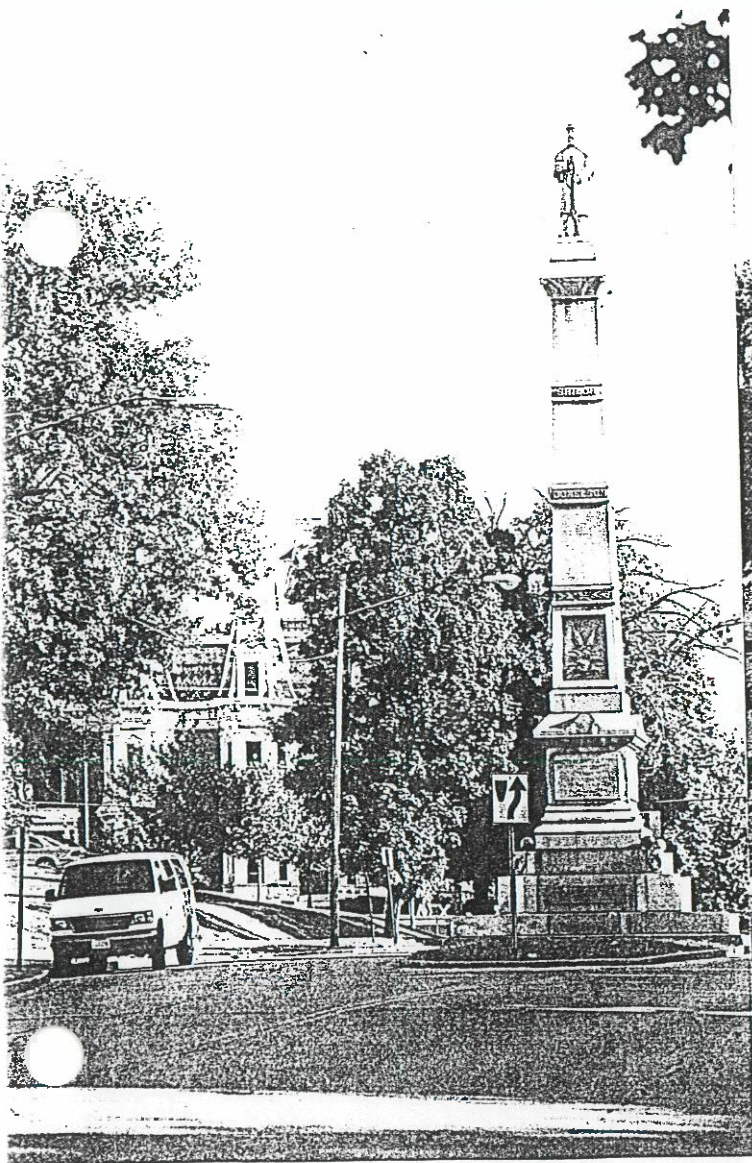
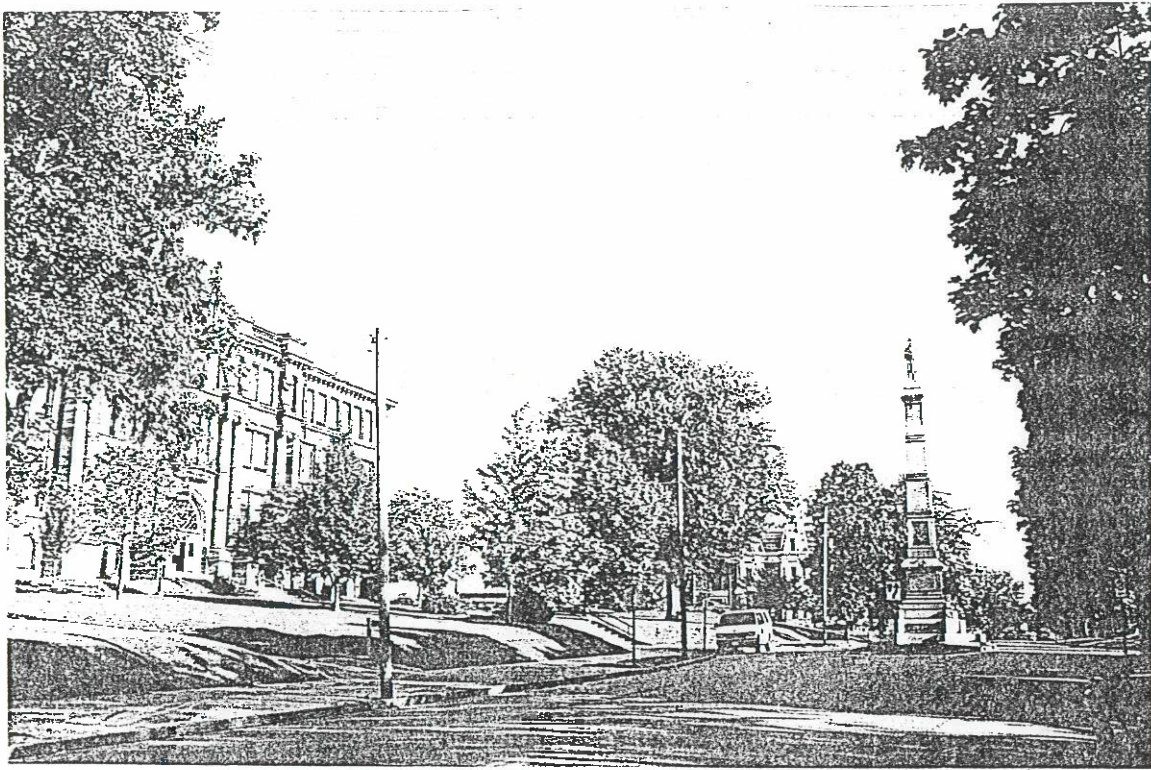
Published in the Quad-City Times on _____,

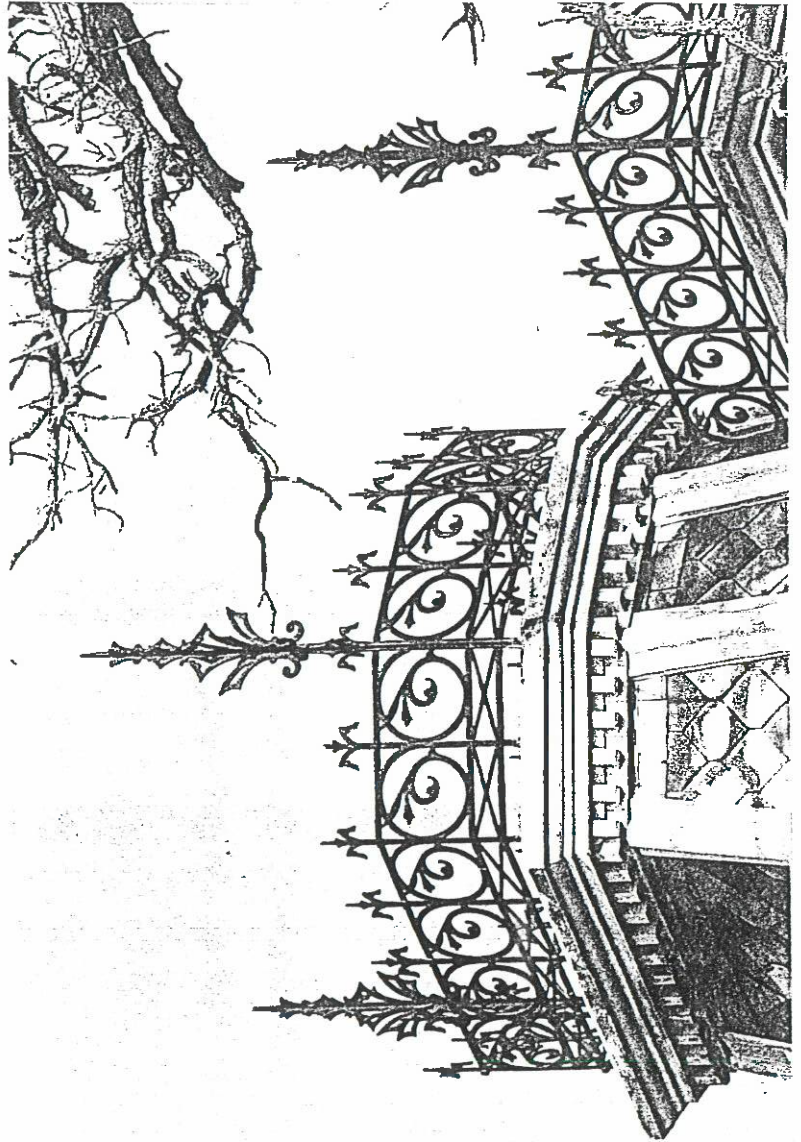
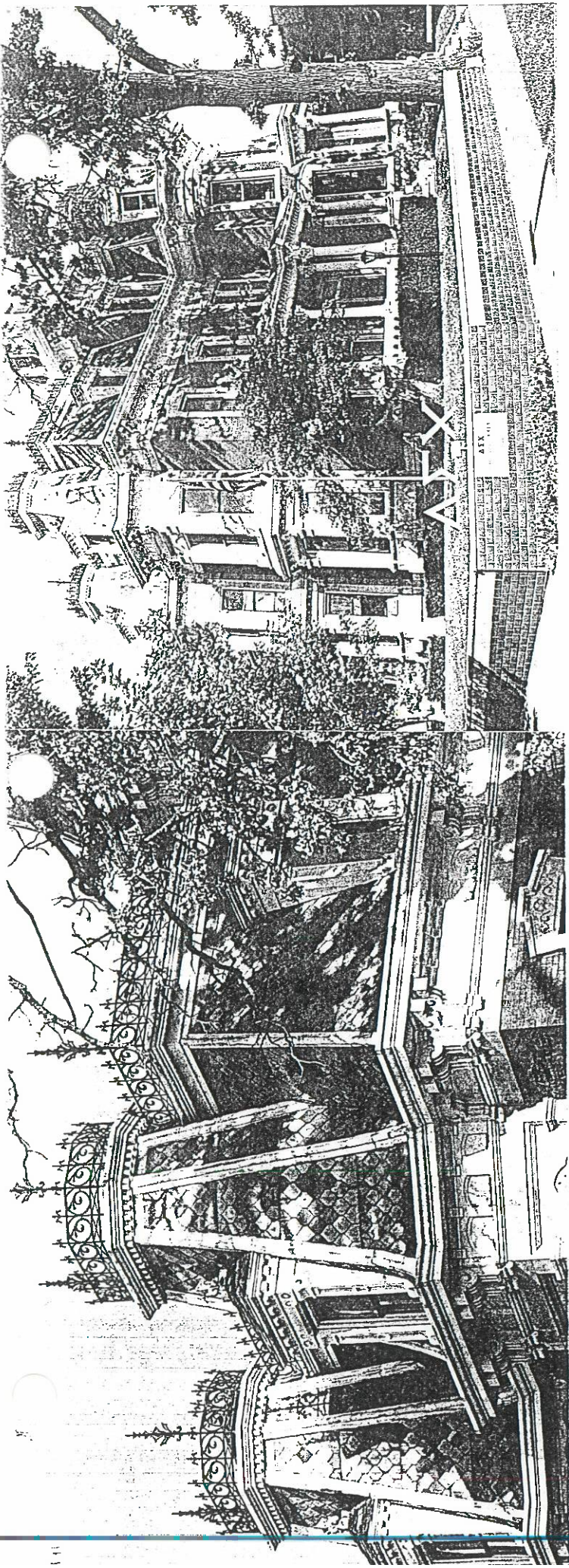














City of Davenport

Nomination No: _____

"INDIVIDUAL PROPERTY" NOMINATION

for the

DAVENPORT REGISTER OF HISTORIC PROPERTIES

Historic Preservation Commission City of Davenport, Iowa

Please Provide the following information: (Please type or print)

Address of the Property: 1208 Main Street, Davenport, Iowa 52801

Legal Description of the Property: Subdivision Name: Allen's 2nd Addition

Block: 10 Lot: 1, 2 & 3

Historic Name (or proposed historic name): Parker-Ficke Mansion

Date listed on *National Register of Historic Places* (if applicable): November 18, 1983

(If listed, NRHP Site No. #82-02152 (Ficke Mansion) #82-00033 (College Square Hist. Dist.)

NRHP Historic District (if applicable): College Square Historic District

Who is the PETITIONER for Nomination: Owner(s) of Record: X HPC: _____ (check one)

Owner(s) of Record: Delta 100 Alumni Association (International Delta Sigma Chi Fraternity of Chiropractic)

Owner(s) Address: (Name) Phillip Arnone, President (Local Contact-Todd Steffensmier*)

(Street) 10610 Independence Pointe Parkway, Suite B

(City, State & ZIP) Matthews, North Carolina 28105

Owner(s) Telecommunications: Work: 704-608-9007 Home: _____ Mobile: _____

Fax: _____ Email: _____

* (Local Contact: Todd Steffensmier, Fraternity President, 2010 Farnam, Dav., Ia., Ph. 324-3973)

Current Use of the Property: Residential housing for Palmer Delta Sigma Chi Fraternity members

Original Function of the Property: Private residence

The Petitioner shall submit the following information:

- (1) Four 4" X 6" photographs showing all elevations (These will become part of the Commission's permanent file and cannot be returned.)
- (2) Any historical photographs, if available. (Clear photocopies of the photographs are acceptable at the time of application as long as petitioner brings reprints and/or slides of historical photographs to the meeting for HPC review. These will be returned after consideration of the nomination is complete.)

(3) Physical Description of the Property: (Applicant may use as many continuation sheets as necessary)

Date of Construction: 1881 Architectural Style: Second Empire

Building Materials: Foundation: Stone Walls: Brick

Roof: Patterned slate Other: _____

Distinctive Features: Numerous towers, pavilions and bays. Patterned slate mansard roof. Decorative stone window cornice and porch column heads. Original brass gasolier light fixtures. Patterned hardware. Carved and tiled mantels. Stained glass windows. Ornate woodwork, including a massive three story staircase leading to the third floor attic ballroom.

Alterations: Very few. (Two chimneys have been capped above the roof. (They are part of a pending RDA grant.)

- (4) A narrative describing why the property satisfies the "Designation Criteria" listed in Section 17.23.060(2) of the 1990 Municipal Code. Please describe both the property's present and historic physical appearance as it relates to the definitions of Architectural and Historical significance in contained in Section 17.23.030¹.

The "Designation Criteria" are defined in the 1990 Municipal Code as follows:

Designation Criteria: Section 17.23.060(2). The Commission shall, after such investigation as it deems necessary, make a recommendation to the City Council as to whether a nominated structure or district qualifies for the Local Register. To qualify, a property must satisfy one or more of the following criteria:

- (A) It is associated with events or persons that have made a significant contribution to the broad patterns of history of the city, county, state and/or nation; and/or
- (B) It embodies the distinctive characteristics of an architectural style valuable for the study of a type, period or method of construction; and/or
- (C) It represents the work of a master builder, craftsman, architect, engineer or landscape architect or possesses high artistic values.

- (5) A list of major bibliographical references.

Downer's History of Scott County
National Register Nomination forms
Davenport, A Pictorial History, Svendsen
Memories of Fourscore Years, Ficke

"I, petitioner for the nomination of the aforementioned property to the Davenport Register of Historic Properties, do hereby state that all the information contained herein is, to the best of my knowledge, accurate and that there are no negligent or fraudulent misrepresentations of fact. I also understand that fraudulent misrepresentations of fact contained in this nomination form shall be sufficient cause to immediately nullify the nomination process.

Todd Stiff President
Owner(s) of Record or Authorized Agent

4-3-2003
Date

Please return the completed application to the:

Historic Preservation Commission
Community & Economic Development Department
226 W. 4th Street
Davenport, Iowa 52801

Direct your questions to the Commission Secretary at 326-7765.

Your Nomination for Designation will be considered by the Historic Preservation Commission at its public meeting scheduled for:

month day year

All Historic Preservation Commission Public Meetings are held in the City Council Chambers at City Hall on the 2nd Tuesday of every month at 4:30 p.m. unless otherwise notified.

Staff will keep the original signed nomination form and will return to the petitioner a photocopy of the application with staff comments.

PLEASE NOTE: The owner(s) of record, or an agent acting on their behalf (petitioner), should plan to attend the Commission meeting in person. It is important for someone to be present to respond to the Commission's inquiries and comments. If no one is present, the nomination process may be delayed indefinitely.

For Staff Only:

Received by: _____

Commission Secretary or Designee

Date

Is application complete? Yes No

If not, explain: _____

Historic Preservation Commission
City of Davenport, Iowa
Nomination for the Davenport Register of Historic Properties

Continuation Sheet:

The Ficke Mansion is recognized by state preservation officials as one of the finest Second Empire residences in the state of Iowa, second only to the Governor's mansion at Terrace Hill.

It is the most widely photographed and publicized landmark in Davenport.

Charles Ficke was one of Davenport's earliest and most prosperous German immigrants. From the humblest of beginnings as a 14 year old store clerk, left alone to support himself in a less than fashionable downtown boarding house, he persevered for fifty years until he had built a vast fortune as a noted frontier lawyer and land appraiser. His unique skills helped open homestead sites in the six million acre Black Hawk Purchase land grant territory. By 1886, his professional reputation led to his election as the City Attorney of Davenport. By 1890, his popularity among the local citizenry was so universal that he later remarked that they had elected him Mayor twice—"over my protests".

Charles Ficke felt that he owed a debt of gratitude to his adopted home in America. In 1884, he began to travel the world in search of rare art treasures. He had decided to become a philanthropist and gift the entire collection to the hometown where he had made his fortune.

Ficke collected over three hundred oil paintings. He once mused that he had chosen the 38 room, three story mansion—complete with a third floor ballroom in the attic—simply because it was the only house in town large enough to accommodate his insatiable collecting habit.

In 1925, Ficke first approached the City of Davenport, making known his intention to donate his collection. The donation presented a unique historical dilemma. Until that time, art collections were the domain of wealthy private individuals, art associations or art institutes—not municipalities. Before the City of Davenport could accept his donation, the Iowa State Legislature, as well as the Davenport City Council, had to enact revolutionary new legislation which would legally allow a city, such as Davenport, to own and operate a *public* art gallery.

The Ficke Mansion collection became the first municipal art gallery in the nation. It soon moved to a new home in a larger, more permanent location, three blocks downhill on 5th Street, October 25, 1925. Charles Ficke's dream of passing down the strong German tradition of "art and music for the masses" to the next generation had become a reality.

5.

The magnitude of the investment Ficke had made during his 42 years of traveling the globe collecting was best put in perspective by his contemporary, the Director of the Chicago Art Institute. Ficke had summoned him to the mansion in hopes he could spare just one-half day appraising the attic. The Director ended up staying a week. When he emerged, he publicly announced that:

-The collection was worth well over one-half million (*pre-depression*) dollars.
(Today, that figure would translate to ten times that amount.)

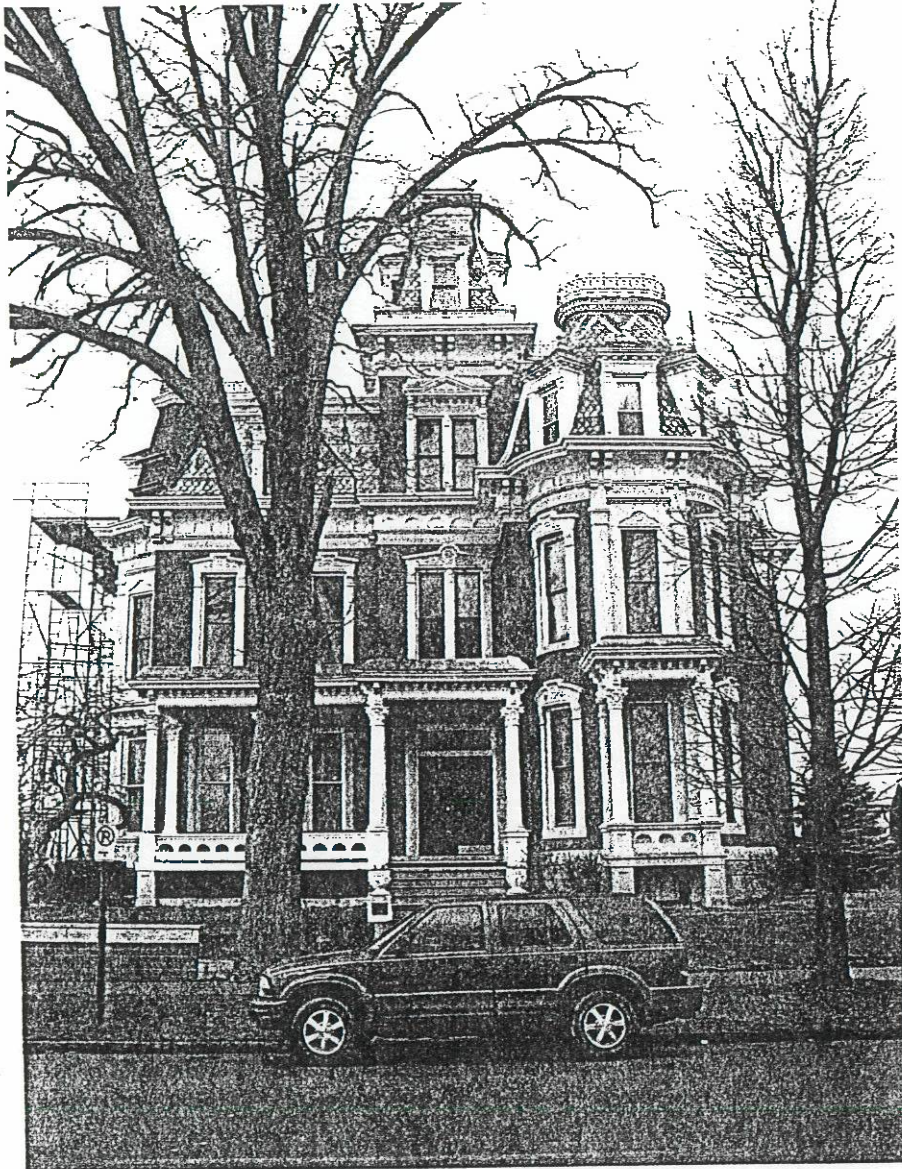
- The donation contained the largest collection of Mexican Colonial Art outside Mexico.
- The early landscape collection rivaled those held by his Chicago Art Institute.
- The diverse collection included significant collections of old master's oil paintings, bronze and marble sculptures
- It contained extensive collections of rare Peruvian art and pottery, oriental art and Alaskan sculptural art
- It contained crates packed full of collections of rare books and manuscripts.

-In all, the collection easily rivaled those held in such major metropolitan art centers as Los Angeles.

In 2001, the City of Davenport initiated the downtown River Renaissance Project. The plan includes an eight block long "River Renaissance Arts Walk", leading from the door of the new \$33 million dollar Figge Arts Center up Main to Eighth Street—the gateway to the College Square National Register Historic District. When completed, the Arts Walk will reunite the new state-of-the-art Figge Arts Center with its original home—and the man who first dreamed the dream of "art and music for the masses" for Davenport 119 years ago.

In honor of the Arts Walk, the Delta Sigma Chi Fraternity and its parent organization, Delta 100, have undertaken a \$158,000 slate roof restoration project. (A \$20,000 RDA grant was received for this project. Application has been made to RDA for an additional \$20,000 RDA grant to complete a \$96,000 exterior brick and chimney restoration project.)

Delta Sigma Chi Fraternity has been conducting public tours of the mansion on Saturdays, highlighting both local history and architecture. (Over 100 people attended the twelve block Main Street Walking Tour last May.) The mansion is opened for many private events during the year, as well. The house has become a focal point, not only for showcasing the history of the Main Street—once known as "City Beautiful Boulevard"—but as a highly street-visible reminder to three thousand people, who pass by it each day, that River Renaissance and quality historic restoration go hand-in-hand in Davenport, Iowa.



EAST



South

Second Empire

Countrywide 1870

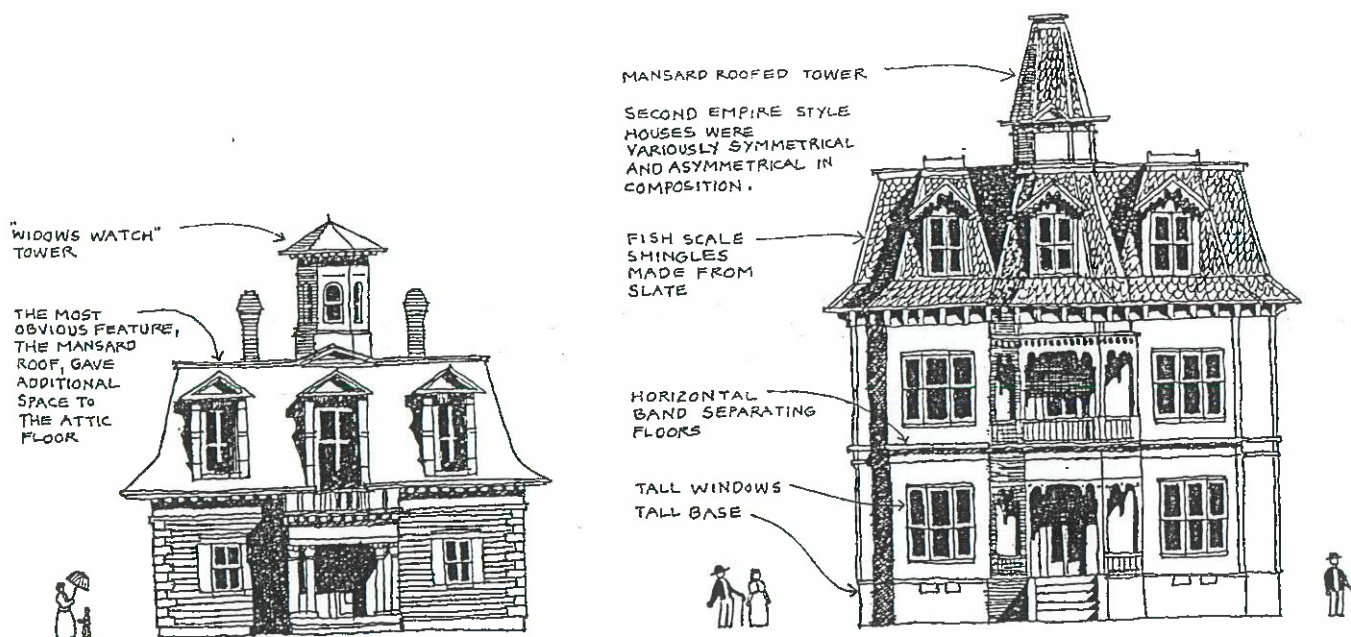
This style takes its name from the French Second Empire under the reign of Napoleon III (1852–1870). During this period Paris was renewed on a grand scale with wide boulevards and elegant new buildings. Paris became the world capital of art and fashion and attracted thousands of visitors with two successful international expositions in 1855 and 1867. French Second Empire Style buildings then began to rise in cities throughout the western world, but nowhere was the French impact stronger than in America.

From 1860 through 1875, the French Second Empire Style dominated both public and private construction in the United States. Americans were enamored of this "modern" and "fashionable" style. When the Second Empire was destroyed in the Franco-Prussian War (1870-1871), the cultural prestige of France also suffered a defeat and the popularity of the style died out.

The hallmark of the style was the mansard roof, named after its inventor, a seventeenth-century French architect named Francois Mansart. This roof style was especially popular because it allowed almost a full story of usable space to be included in what was normally wasted attic space, and at the same time it provided a stylish capping to a building. In some European cities, such as London, it was used to circumvent height restrictions. If a law barred buildings of more than four stories, a mansard roof provided a fifth rentable floor.

In America the mansard roof design was varied in several ways. It could be straight-sided, concave or convex arc, or a combination of concave and convex (a graceful "S" curve). At the top and bottom of the slope were strong, massive cornices or "French curbs," the lower resting on relatively small but bold brackets, the upper capped with cast-iron "cresting." On the first floor of many homes were French, or casement, windows opening out like double doors, reaching to the ground and flanked by louvered shutters.

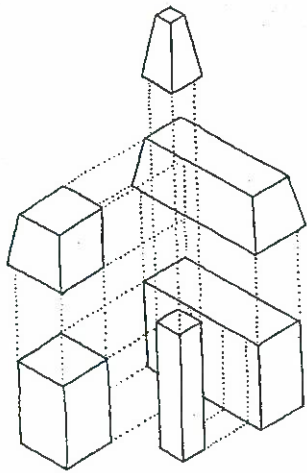
Apart from the mansard roof and French windows, the Second Empire house did not differ from earlier Victorian types, the mansard topped homes of basically Early Gothic Revival (p. 122) or Italian Villa (p. 134) design. Many pre-Victorian houses were modernized by adding a stylish mansard roof or tower.



1864 EDWARD PENNIMAN HOUSE,
EASTHAM, MASSACHUSETTS

1886 RUFUS HERRICK DORN HOUSE,
LOS ANGELES, CALIFORNIA R. H. DORN, ARCHITECT

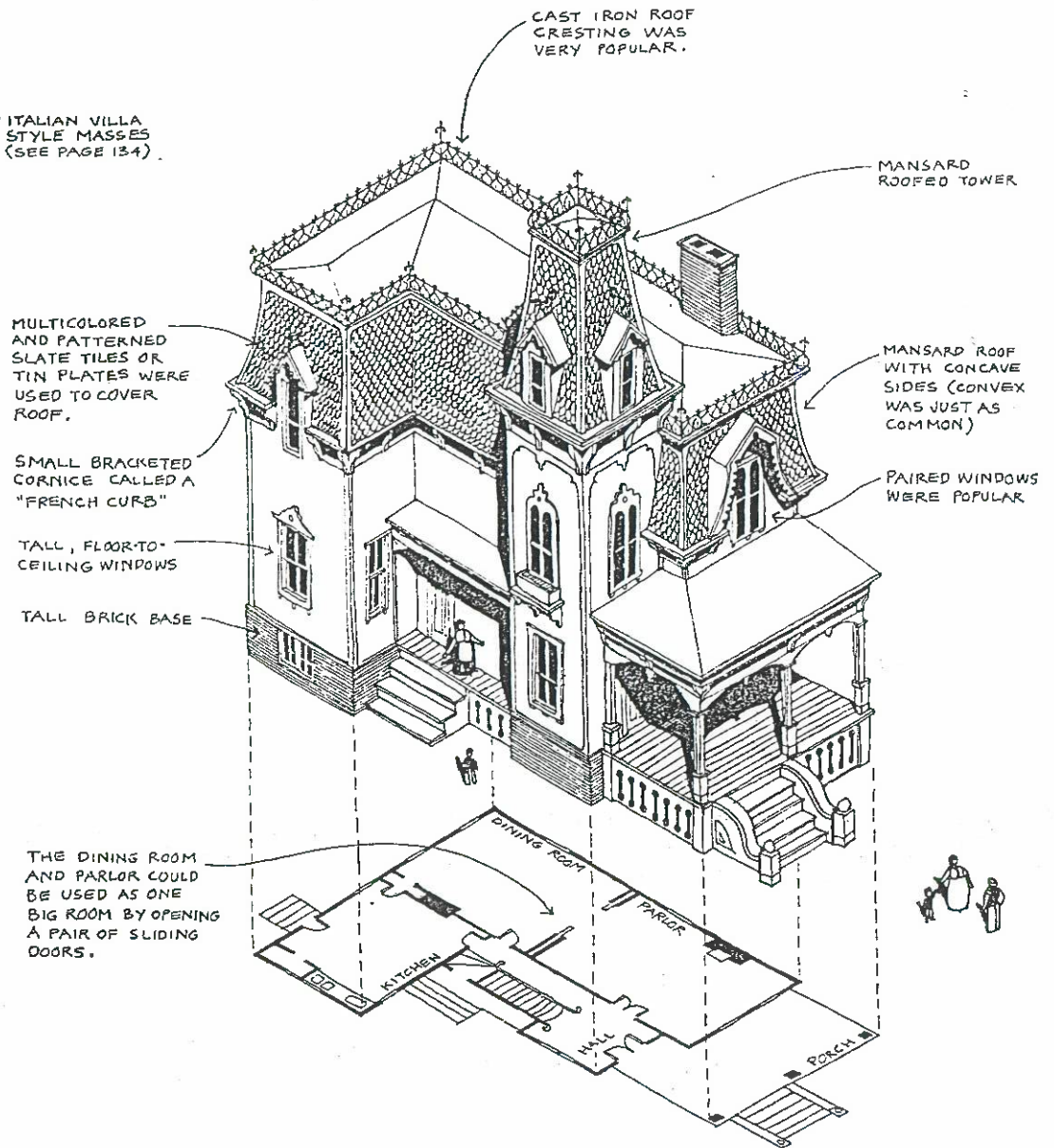
The Second Empire Style did not remain pure for very long. Its formality often restricted the nineteenth-century life-style that had come to include a veranda, bay window, and light tower of the popular Italian Villa and Carpenter Gothic Styles. After 1874, the basic Second Empire Style house had become a composite of an Italian Villa with a mansard roof with Carpenter Gothic detailing around the windows, doors, and porches.



MANSARD ROOF MASSES

ITALIAN VILLA STYLE MASSES (SEE PAGE 134)

THE SECOND EMPIRE HOUSE OFTEN CONSISTS OF A MANSARD ROOF ON AN ITALIAN VILLA STYLE HOUSE.



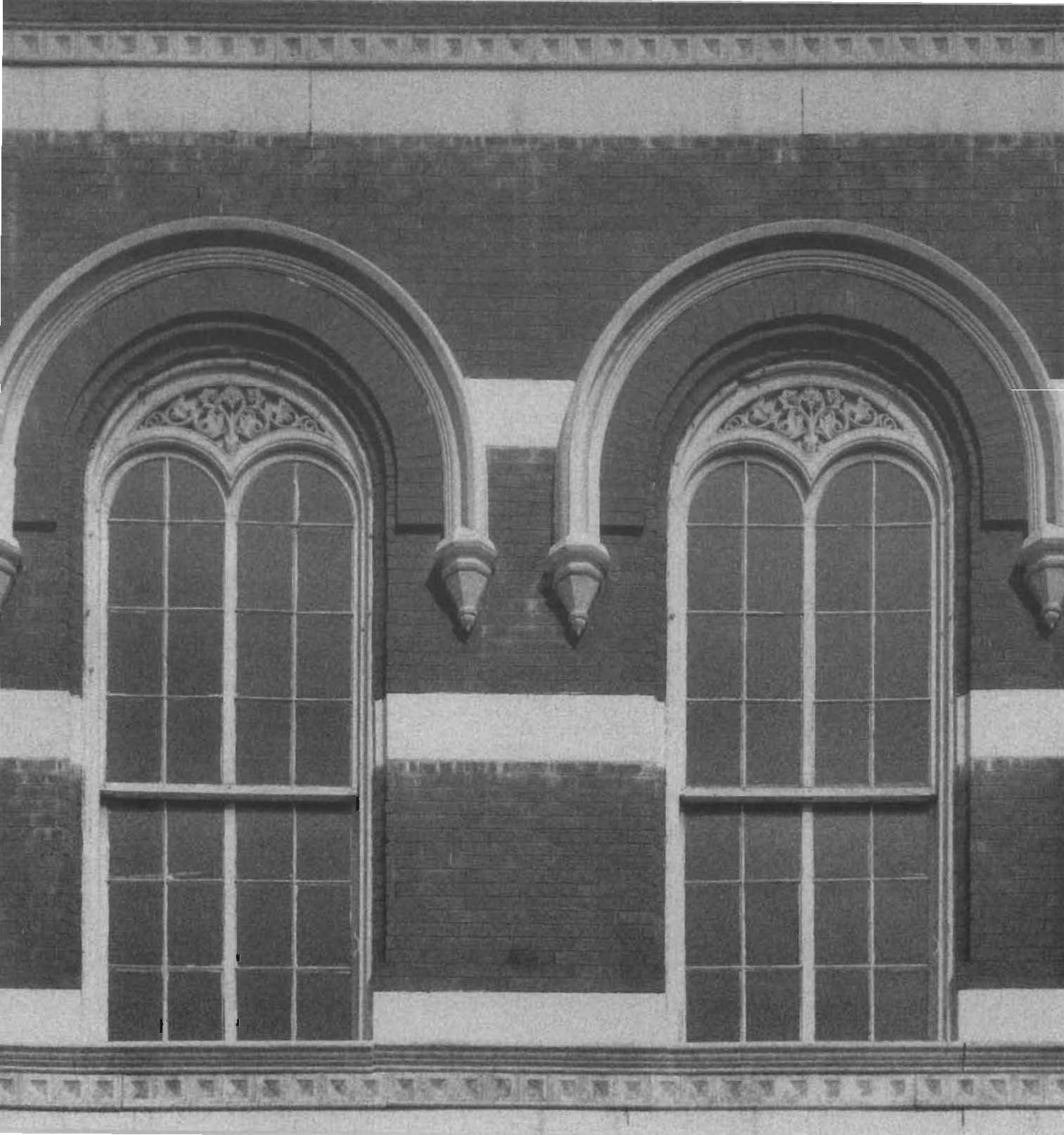


The Secretary
of the Interior's
Standards for
Rehabilitation &

Illustrated Guidelines for Rehabilitating Historic Buildings



U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services



Building
Exterior

Windows

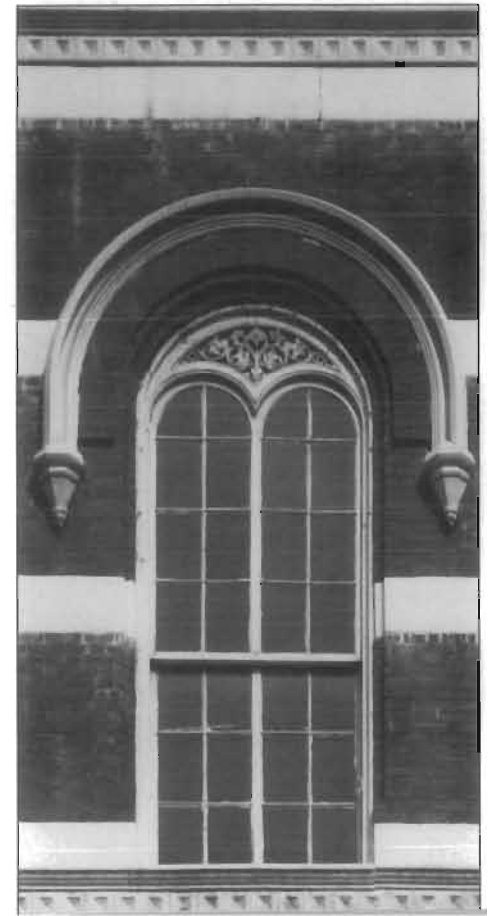
Building Exterior *Windows*

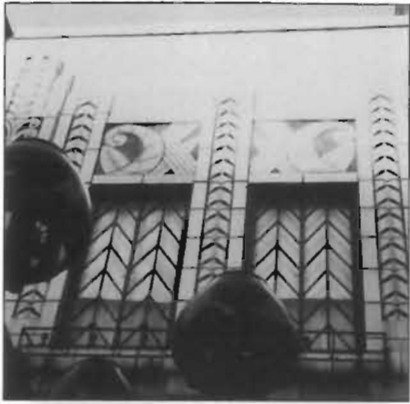
Technology and prevailing architectural styles have shaped the history of windows in the United States starting in the 17th century with wooden casement windows with tiny glass panes seated in lead cames. From the transitional single-hung sash in the early 1700s to the true double-hung sash later in the same century, these early wooden windows were characterized by the small panes, wide muntins, and the way in which decorative trim was used on both the exterior and interior of the window. As the sash thickness increased by the turn of the century, muntins took on a thinner appearance as they narrowed in width but increased in thickness according to the size of the window and design practices. Regional traditions continued to have an impact on the prevailing window design such as with the long-term use of “french windows” in areas of the deep South.

Changes in technology led to the possibility of larger glass panes so that by the mid-19th century, two-over-two lights were common; the manufacturing of plate glass in the United States allowed

for dramatic use of large sheets of glass in commercial and office buildings by the late 19th century. With mass-produced windows, mail order distribution, and changing architectural styles, it was possible to obtain a wide range of window designs and light patterns in sash. Popular versions of Arts and Crafts houses constructed in the early 20th century frequently utilized smaller lights in the upper sash set in groups or pairs and saw the re-emergence of casement windows. In the early 20th century, the desire for fireproof building construction in dense urban areas contributed to the growth of a thriving steel window industry along with a market for hollow metal and metal clad wooden windows.

As one of the few parts of a building serving as both an interior and exterior feature, windows are nearly always an important part of the historic character of a building. In most buildings, windows also comprise a considerable amount of the historic fabric of the wall plane and thus are deserving of special consideration in a rehabilitation project.

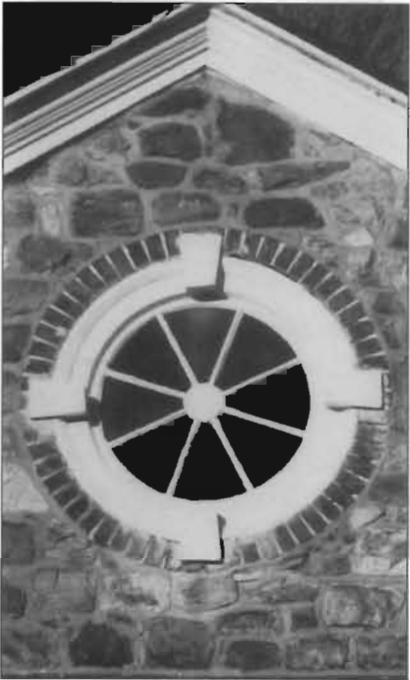




Recommended

Identify, retain, and preserve

Identifying, retaining, and preserving windows — and their functional and decorative features — that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.



Conducting an in-depth survey of the conditions of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

Protect and maintain

Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

The distinctive shape and decorative detailing of a building's windows often help establish its architectural style and character.

Not Recommended

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.



Maintaining a historic window may include work as basic as replacing a sash cord.

Recommended

Making windows weather tight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

Repair

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

Not Recommended

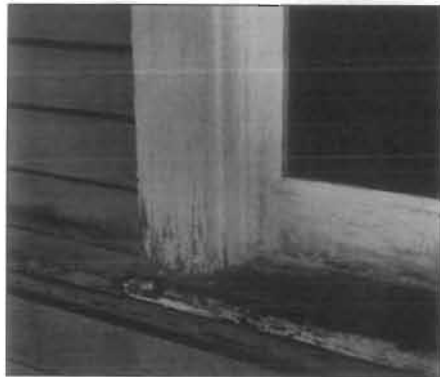
Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the protection of historic windows.

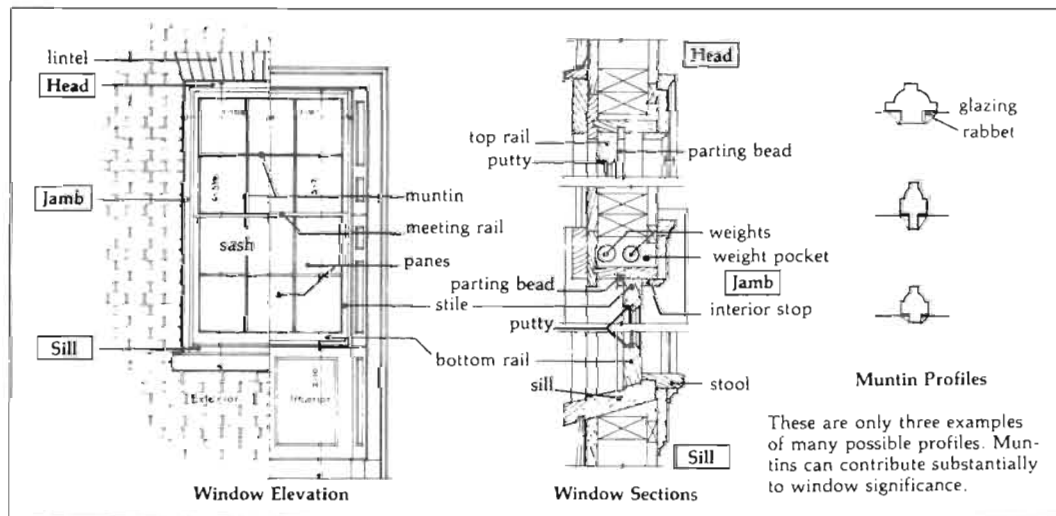
Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.



Deterioration of poorly maintained windows usually begins on horizontal surfaces where water collects. Problem areas on this sill are clearly indicated by paint failure due to moisture.



These are only three examples of many possible profiles. Muntins can contribute substantially to window significance.

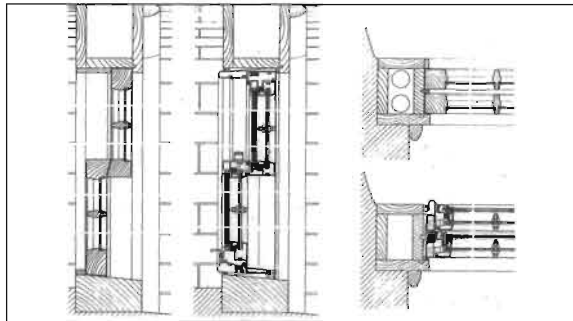
These drawings identify individual parts and fabrication details of a historic wooden double-hung window.

Recommended

Replace

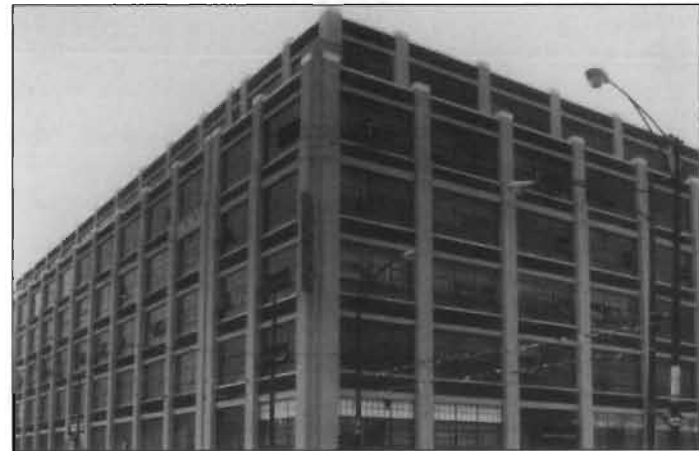
Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered. For example, on certain types of large buildings, particularly high-rises, aluminum windows may be a suitable replacement for historic wooden sash provided wooden replacement are not practical and the design detail of the historic windows can be matched. Historic color duplication, custom contour panning, incorporation of either an integral muntin or 5/8" deep trapezoidal exterior muntin grids, where applicable, retention of the same glass to frame ratio, matching of the historic reveal, and duplication of the frame width, depth, and such existing decorative details as arched tops should all be components in aluminum replacements for use on historic buildings.

For some larger buildings, it may be appropriate to replace seriously deteriorated windows with new ones that replicate most of the historic visual qualities. This two-part drawing shows the original windows in a mill and the rehabilitation solution that retained the wood frames, then utilized an aluminum sash with true divided lights and a piggyback interior storm panel.



Not Recommended

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.



The steel pivot windows in this historic manufacturing building were replaced with new windows which matched the multi-lighted originals.

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

Design for Missing Historic Features

Designing and installing new windows when the historic windows (frames, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

Alterations/Additions for the New Use

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Not Recommended

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.



When the six-over-six windows were replaced with inappropriate single sheets of tinted glass, the historic industrial character of this building was lost.

Historic Preservation Ordinance

Section 14.01.060 Certificate of Appropriateness Review Process

C. Commission review process - Standards for review. In considering an application for a certificate of appropriateness, the commission shall be guided by the following general standards in addition to any other standards or guidelines established by ordinance for a local landmark or historic district. In all cases, these standards are to be applied in a reasonable manner, taking into full consideration the issue of economic feasibility and other technical considerations.

1. Every reasonable effort shall be made to make the minimal number of changes necessary to maintain a designated property in a good state of repair, thereby minimizing the impact of the proposed alteration; and
2. The removal, alteration or concealing of distinguishing exterior architectural features and historic material of a designated property should be avoided when possible; and
3. All designated property shall be recognized as a product and physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural architectural features shall be discouraged; and
4. Most properties change over time, and those changes that have acquired architectural and/or historical significance in their own right shall be recognized, respected and retained; and
5. Distinctive architectural features, construction techniques and/or examples of craftsmanship that characterize a designated property shall be treated with due consideration; and
6. Deteriorated architectural features should, where possible, be repaired rather than replaced. Where the severity of deterioration requires replacement, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence; and
7. Activities that cause deterioration of a designated property and its architectural features shall be discouraged. In those cases where the damage would be irreversible, such as sand-blasting and wet blasting fire-hardened bricks, the activities shall be prohibited. If cleaning is to be done, the gentlest means possible shall be encouraged; and
8. Known significant archeological resources possibly affected by a proposed activity shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken; and
9. New additions and related new construction shall not be discouraged when such improvements do not destroy historic material and such design is compatible with the size, massing, scale, color, materials and character of the property, neighborhood and district, if applicable.

D. Design criteria to implement review standards. When the commission is considering an application for a certificate of appropriateness, it shall consider the following architectural design criteria, or elements of design as they relate to the standards for review prescribed in Section 14.01.040C.

1. Height. The height of any proposed addition, construction or reconstruction should be compatible with the designated property and the surrounding structures, if located within a designated historic district; and
2. Proportions. The proportions (width versus height relationship) between doors and windows should be compatible, if not replicated, with the architectural design and character of the designated property; and
3. Scale. A proposed alteration, construction, reconstruction or addition should not negatively impact the scale of the designated property or district; and
4. Materials. Historic or original architectural features, or replacement elements which in all ways replicated the original, should be repaired whenever possible; and
5. Relationship of building masses and spaces. The relationship of a structure within a designated historic district to the rear, side and front yards between it and surrounding structures should be compatible; and
6. Roof shape. The roof design and shape should remain consistent with its original configuration and character; and
7. Site improvements. Landscaping and other site improvements, including off-street parking, should have as minimal of an impact as possible to the designated property's original plan/layout and its visual character.

City of Davenport
Historic Preservation Commission Work Session

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch 563.888.2221

Date
1/10/2023

Subject:
2022 Certified Local Government Annual Report

Recommendation:
Review past work plan, assess progress, and develop new two year work plan.

Background:
Each Certified Local Government in Iowa must submit an annual report documenting its preservation activities, accomplishments, meetings, annual training commissioners' information and work plan for the coming year.

The State Historic Preservation Office (SHPO) has encouraged local preservation commissions to develop work plans to demonstrate progress on self-imposed goals. The commission will discuss progress on the previous work plan and develop new goals for calendar year 2023 and 2024.

The following questions are posed on the Certified Local Government (CLG) annual report that will need to be addressed:

Q1: Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2023. Please attach your work plan to your annual report.

Q2: Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this next year's work plan?

Once the Historic Preservation Commission has finalized the 2023-2024 work plan, the City Council will adopt the annual report via a resolution. City staff will then complete the online Certified Local Government Annual Report by the February 28, 2023 deadline. Subsequently, the City of Davenport and the State Historic Preservation Office will sign a Certified Local Government Agreement, which is sent to the National Park Service for review and approval.

Last year's Work Plan and submitted CLG application have been attached as a reference.

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	Work Plan 2022-2023
<input type="checkbox"/> Backup Material	Last Year's CLG Application
<input type="checkbox"/> Backup Material	Certified Local Government Program Guide

REVIEWERS:

Department	Reviewer	Action	Date
------------	----------	--------	------

Davenport Historic Preservation Commission Work Plan

Calendar Year 2022 & 2023

Projects, Plans, and Initiatives

Calendar Year 2022

- Increase community service provided by the Historic Preservation Commission
- Promote public educational programming in historic preservation
- Engage with historic property owners and neighborhood organizations
- Improve relationships with other local historic preservation agencies
- Provide technical assistance on historic preservation issues or projects
- Continue to improve online resources
- Increase communication with City Council
- Work toward updating the Historic Preservation Ordinance to better address current challenges such as unpermitted and non-approved work in historic districts and landmarks
- Revise Historic Preservation Commission bylaws

Calendar Year 2023

- Evaluate local funding and grant opportunities to fund National Register Studies
- Continue to improve online resources
- Acquire space at a Party in the Park event to educate the public on local historic preservation
- Partner with local organizations to provide public tours of historic landmarks and districts

Historic Preservation Training Plan

Calendar Year 2022

- 2022 Preserve Iowa Summit: Mason City, IA (June 2-4, 2022)
- Iowa History 101 Webinar Series
- National Park Service-Technical Preservation Online Training
- National Trust for Historic Preservation-Forum Webinar Series

Calendar Year 2023

- CY 2023 Preserve Iowa Summit, TBD

City of Davenport / Werderitch, Matt

22105669842

State Historical Society of Iowa

2021 Certified Local Government Annual Report

City of Davenport / Matt Werderitch

1200 East 46th Street

Davenport, IA 52807, United States

563.888.2221

matt.werderitch@davenportiowa.com

Submitted: February 23, 2022

Forms

Certified Local Government Annual Report

* indicates a required field

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.

This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.

1. Name of the city, county, or land use district:

Please choose the name from the drop down table.

Davenport Historic Preservation Commission

2.

Did your commission undertake any projects for historic identification/survey, evaluation and or registration/nomination projects in this calendar year?

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

- 1) The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- 2) The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Please upload any Iowa Site Inventory Forms or other survey materials produced during the year. Please do not upload any projects that were funded with a CLG or HRDP grant, mandated by the Section 106 review and compliance process, or National Register nominations as we already have these documents in our files.

no

3.

Were any National Register of Historic Places (NRHP) properties in your City, County, or LUD were altered, moved, or demolished in this calendar year?

yes

3.1.

Please identify the property (historic name and address) and the action (altered, moved, demolished).

1. Demolition of 1214 Christie Street, located in the Village of East Davenport National Historic District.
2. Reconstruction of the Wilhelm H. and Margaretta (Ehlers) Pohlmann House front porch located at 502 West 8th Street in the National Hamburg Historic District.
3. Installation of a freestanding sign at City Hall located at 226 West 4th Street. Davenport Commercial Historic District.
4. Brick rebuild, tuckpointing, and caulking at 532 West 6th Street. The Hirschel, A.J. and H.O. Seiffert House is located in the National Hamburg Historic District.
5. Installation of a new roof at 417 West 7th Street. The home is listed as a contributing structure in the National Hamburg Historic District.
6. Tuckpoint and brick replacement at 1208 Main Street. The J. Monroe Parker-Ficke House is a locally designated historic landmark and located within the National College Square Historic District.

7. Installation of new park furniture at Prospect Park, located in the National Prospect Park Historic District.
8. Installation of a new roof at 705 Gaines Street. The multi-family dwelling is listed as a contributing structure in the National Hamburg Historic District.
9. Installation of a new cabana and umbrellas at the Annie Wittenmyer Aquatic Center located in the Iowa Soldiers' Orphans' Home Historic District.
10. Demolition of the screened porch at 209 McClellan Boulevard located in the McClellan Heights National Historic District.
11. Installation of a new monument sign located at 515 Ripley Street. National Hamburg Historic District.
12. Exterior alteration to the detached garage at 731 West 8th Street. National Hamburg Historic District.
13. Installation of a new roof at 528 West 8th Street. National Hamburg Historic District.
14. Installation of a new soffits, fascia, frieze boards, barge boards, crown moldings, and dentil moldings at 517 West 7th Street. The Iowa College/S.S. Gillett Residence is located within the National Hamburg Historic District.
15. Installation of a new clay tile roof, gutters, soffit, fascia, and porch columns at 709 Brown Street. The William H. Wiese Residence is located within the National Hamburg Historic District.
16. Installation of a new roof at 312 West 3rd Street. Woeber Carriage Works is a locally designated historic structure. National Davenport Commercial Historic District.
17. Exterior alteration of the Friederich Hartmann House located at 604 West 5th Street. National Hamburg Historic District.
18. Installation of new windows at 630 West 5th Street. The John Ruch House is located within the National Hamburg Historic District.
19. Reconstruction of the east porch at 1208 Main Street. The J. Monroe Parker-Ficke House is a locally designated historic landmark and located within the National College Square Historic District.
20. Installation of a new roof at 511 Gaines Street. National Hamburg Historic District.
21. Construction of a freestanding deck and gazebo in the rear yard at 723 Brown Street. The

home is located within the National Hamburg Historic District.

22. Repair of the existing retaining wall and site improvements at 512 East 6th Street. The Henry H. Smith-J.H. Murphy House is a locally and nationally listed historic landmark.

23. Installation of new siding at 612 West 7th Street. National Hamburg Historic District.

24. Exterior alteration and demolition of the rear addition at 511 Gaines Street. National Hamburg Historic District.

25. Installation of a new roof, soffit, and fascia at 1234 East River Drive. The Abner Davison House is a locally and nationally listed historic landmark.

26. Installation of a new roof at the Annie Wittenmyer Aquatic Center located in the Iowa Soldiers' Orphans' Home Historic District.

27. Exterior restoration and reconstruction of The Hiller Building, located at 314 Gaines Street. The property is in the National West 3rd Street Historic District.

28. In the interest of public safety, there was an emergency demolition of the structure at 911 Gaines Street. The home was damaged as a result of a fire. The building was a noncontributing structure in the National Hamburg Historic District.

4. Does your local government designate local landmarks or local districts?

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowa.gov before you complete this section.

Yes

5.

If you answered yes to the previous question, in this calendar year, what properties did your city place on its list of locally designated historic landmarks and/or historic districts? Please provide the historic name and address of each property

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowa.gov before you complete this section.

REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved the local district nomination and **BEFORE** it is placed on the city council's agenda.

No properties or structures were placed on the list of locally designated historic landmarks or historic districts in 2021.

5.1.

Please attach a copy of the final designation nomination(s) and ordinances(s) for these properties

6.

In this calendar year, what were the actions to revise, amend, change, or de-list a locally designated property? Please provide the name and address of the property(ies) and the action. If no action was taken, enter N/A

N/A

7.

Has your city or county passed other ordinances that directly or indirectly affect historic preservation?

no

8.

Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.

8.1.

Describe the city, county, LUD, and/or historic preservation commission's assistance on preservation issues or projects in this calendar year. Please be specific (address(es) of property(ies), what was the issue(s), what technical assistance was provided?).

Staff worked with historic homeowners, business owners, and institutions on formal and informal requests for appropriate treatments, identifying suitable materials, and research assistance. The Historic Preservation Commission provided fair and practical determinations for alterations to historic properties. The Commission reviewed a total of twenty-six Certificates of Appropriateness Applications in 2021.

9.

Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year?

The Historic Preservation Commission continued to adjust to the Covid-19 pandemic by offering both virtual and in person participation at meetings. The commitment to preservation remained strong despite the change in traditional business.

At the end of 2020, Davenport witnessed a powerful derecho that damaged numerous historic properties. The Commission was responsive in assisting historic property owners that were seeking roof, window, and siding replacement after being damaged by the storm.

Sadly, two Historic Preservation Commissioners passed away in early 2021. The loss of long standing Chairman, John Freuh, and Commissioner Lyn Cochran left behind a cherished legacy of preservation in Davenport. Their passion for Davenport's rich history and deep knowledge of the city is greatly missed, but not forgotten. The City was fortunate to add new Commissioners throughout the year to continue offering historic preservation resources to the community.

10.

What partnerships did your commission form or continue with other entities? (examples include local main street office, local school, historical society, library, museum, service club, etc.) If none, enter N/A

The City of Davenport Historic Preservation Commission continues to partner with the Hilltop Campus Village, Downtown Partnership, Gold Coast-Hamburg Historic District Association, Davenport Public Library, and the Village of East Davenport.

11.

Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A.

N/A

12. Does your commission have a website?

Yes

12.1. What is the website address?

The Historic Preservation Commission has a webpage on the City of Davenport website:
<http://cityofdavenportiowa.hosted.civiclive.com/cms/One.aspx?portalId=6481456&pageId=7274112>

The City also created an interactive map with all of its historic resources:
<https://davenportiowa.maps.arcgis.com/apps/webappviewer/index.html?id=8ee7347728184fa1999dd5d7cf8819b1>

13. Does your commission have a Facebook page?

No

14.

List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

The Historic Preservation Commission schedules meetings for the second Tuesday of each month. In 2021, the Commission met on the following dates:

1. January 12, 2021: Regular Meeting
2. February 9, 2021: Regular Meeting & Work Session
3. March 9, 2021: Regular Meeting & Work Session
4. April 13, 2021: Regular Meeting & Work Session
5. May 11, 2021: Work Session
6. June 8, 2021: Regular Meeting
7. July 13, 2021: Regular Meeting & Work Session
8. August 10, 2021: Regular Meeting & Work Session
9. September 14, 2021: Regular Meeting & Work Session
10. October 12, 2021: Regular Meeting
11. November 9, 2021: Regular Meeting & Work Session

15.

We recommend that the local government provide the commission a budget with a minimum of \$750 to pay for training and other commission expenses. In this calendar year, what was the dollar amount for the historic preservation commission's annual budget?

The City of Davenport did not create a specific budget for the Historic Preservation Commission. However, City Council will allocate funds to pay for conferences and trainings for Commissioners and staff.

16. Where are your official CLG files located?

Certified Local Government files must be stored at city hall (for city commissions) or the county courthouse (for county commissions).

City of Davenport - City Hall
Community and Economic Development Department
226 West 4th Street

Davenport, Iowa 52801
Planning@davenportiowa.com
(563) 326-7765

17.

Please list the names of the Historic Preservation Commissioners who served during this calendar year.

1. Bob McGivern
2. Diane Franken
3. Christine Powers
4. Julie Sage
5. Karen Miranda
6. Kevin Lesthaeghe
7. Alex Wilga

18.

Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this next year's work plan?

The Covid-19 pandemic highlighted the need for better online resources. With the transition to virtual meetings and limited in-person attendance, the demand for online historic preservation resources is stronger than ever. Updating the city website with historic information remains an opportunity for improvement in 2022.

The Historic Preservation Commission continued to provide technical assistance to historic property owners by reviewing a total of twenty-six Certificate of Appropriateness Applications and two demolition requests in 2021.

Davenport's Commission had three vacancies going into 2021. The entire seven member board was filled by the march meeting. The Commissioners quickly adjusted to their new roles and brought forth valuable experience and expertise.

The Commission would like to increase public education and participation in the upcoming year. This continues to be an area for improvement.

Davenport had seven people, six commissioners and one city staff member, participate in the 2021 Preserve Iowa Summit. The virtual format was convenient and enabled more representatives to attend sessions than may have if the conference was only held in Council Bluffs.

19.

Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2022. Please attach your work plan to your annual report.

[Davenport Historic Preservation Commission Work Plan 2022-2023.pdf](#)

20. Please update contact information about your 2022 Chief Elected Official.

Note: This is beginning January 2022. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

First and Last Name	Mailing Address	Phone Number	Email Address
Mike Matson	226 W 4th Street, Davenport, IA 52801	563-326-7701	Mike.Matson@davenportiowa.com

21.

Please update contact information about your Staff Person for the Historic Preservation Commission.

This is a local government staff member and is required. Electronic and mailed communication is sent to the staff person and chair of the commission who will forward to the rest of the commission members.

First and Last Name	Job Title	Mailing Address	Phone Number	Email Address
Laura Berkley	Development & Planning Administrator	1200 E 46th Street, Davenport, IA 52807	563-888-3553	laura.berkley@davenportiowa.com
Matt Werderitch	Planner II	1200 E 46th	563-888-	matt.werderitch@davenportiowa.com

Street, 2221
Davenport,
IA 52807

22.

Please complete the following and provide contact information about your 2022 Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the chair who will forward the information to the rest of the commission members.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Bob McGivern		563-340-3941		bob@mcgivernappraisal.com

22.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

22.2. Specify the month, day, and year that the commissioner's term will end.

06/30/2024

22.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

Yes

23.

Please complete the following and provide information about your 2022 Vice Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Diane Franken		563-271-4575		defranken@outlook.com

23.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowa.gov before you complete this section.

N/A

23.2. Specify the month, day, and year that the commissioner's term will end.

06/30/2022

23.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

24.

Please complete the following and provide information about your 2022 Secretary/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone	Work Phone	Email Address
------------------------	--------------------	---------------	---------------	---------------

Number Number

Matt Werderitch	1200 E 46th Street, Davenport, IA 52807	563- 888- 2221	matt.werderitch@davenportiowa.com
-----------------	--	----------------------	-----------------------------------

24.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

24.2. Specify the month, day, and year that the commissioner's term will end.**24.3.**

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

Yes

25.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Christine Powers		563-445-1224		naturesoul3@aol.com

25.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

25.2. Specify the month, day, and year that the commissioner's term will end.

06/30/2023

25.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

26.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Kevin Lesthaeghe		563-359-8001x153		klesthaeghe@msn.com

26.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

26.2. Specify the month, day, and year that the commissioner's term will end.

06/30/2023

26.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

27.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Alexander Wilga		630-200-4878		awilga@gmail.com

27.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

27.2. Specify the month, day, and year that the commissioner's term will end.

06/30/2023

27.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

28.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
------------------------	--------------------	----------------------	----------------------	---------------

Julie Sage		563-343-0177		juls1775@aol.com
------------	--	--------------	--	------------------

28.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

28.2. Specify the month, day, and year that the commissioner's term will end.

06/30/2022

28.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

29.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
------------------------	--------------------	----------------------	----------------------	---------------

Karen Miranda		563-676-2520		karenlm60@gmail.com
------------------	--	--------------	--	---------------------

29.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.*

N/A

29.2. Specify the month, day, and year that the commissioner's term will end.*

mm/dd/yyyy

06/30/2024

29.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?*

no

30.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

31.

Please complete the following and provide information about your 2022 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

32.

Please attach biographical sketches for commissioners who were newly appointed in 2021.

Please be sure newly appointed commissioners sign and date their statement. The form to use for this can be found in the "Attachments" section. You will need to upload in both locations.

33.

Does your commission have any vacancies? If so, how many? If you have no vacancies, enter N/A.

N/A

34. Please complete the Commission Training Table.

An important requirement of the Certified Local Government program is annual state-sponsored (such as the Preserve Iowa Summit) or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Names of Attendees
2021 Preserve Iowa Summit	Iowa Department of Cultural Affairs	Council Bluffs, IA	June 3-5, 2021	Matt Werderitch, Bob McGivern, Diane Franken, Christine Powers, Julie Sage, Karen Miranda, Kevin Lesthaeghe

35.

Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names.

Please note this must be completed. If no one attended, enter none.

The following representatives of Davenport attended the 2021 Preserve Iowa Summit virtually:

Bob McGivern
 Diane Franken
 Christine Powers
 Julie Sage
 Karen Miranda
 Kevin Lesthaeghe
 Matt Werderitch

36. Signature page

The form to use for this can be found in the "Attachments" section. You will need to upload in both locations.

[Annual Report Certification-Signature Page.pdf](#)

City of Davenport / Werderitch, Matt22105669842

ATTACHMENTS**Ordinances/Resolutions**

If you have a new ordinance/resolution or have changed your existing ordinance/resolution, upload it here.

 [no file]**Ordinances/Resolutions** Title 14-Historic Preservation Ordinance.pdf**Survey Materials**

If you have produced Site Inventory Forms or a survey in the calendar year, please upload it here

 [no file]**Work plan**

Please upload the upcoming year's work plan here.

 Davenport Historic Preservation Commission Work Plan 2022-2023.pdf**Biographical Sketches for New Commissioners**

If you have new commissioners, please upload their Biographical Sketches here. Please make sure that they are signed. The form can be downloaded from here:

<https://drive.google.com/file/d/1GDBtPLv2an2sXho54yJfZRT13bwL4RFZ/view?usp=sharing>

 2022 Commissioners-Biographical Sketches.pdf**Supplementary Material**

Upload any supplementary material here

 Proclamation National Preservation Month.pdf**Supplementary Material 2**

Upload any supplementary material here

 2021 HPC Agendas.pdf**Supplementary Material 3**

Upload any supplementary material here

2021 HPC Minutes.pdf

Elected Official's Signature Page

Please schedule a time to present your annual report to your city council or Board of Supervisors. Ask your elected official to sign the signature page and upload here.

The form can be downloaded from here: <https://drive.google.com/file/d/1YcetiR-inEjVfvoUWn3A5czCeim2m-XC/view?usp=sharing>


Annual Report Certification-Signature Page.pdf

City of Davenport / Werderitch, Matt

22105669842

PORTFOLIO



 **RES20-01 - Resolution**

Printed February 23, 2022 03:16 CST/CDT



Table of Contents

[The Power of Preservation](#)
[Frequently Asked Questions](#)
[Applying for Certified Local Government Status](#)
[Sample CLG Application Packet](#)
[Sample Application Letter](#)
[Ordinance](#)
[Resolution](#)
[Table Containing Historic Preservation Commission Information](#)
[Biographical Sketch](#)
[Sample Disclaimer Letter](#)
[Sample Inventory](#)
[Sample Plan](#)
[Certified Local Government \(CLG\) Agreement](#)
[Professional Qualifications Standards](#)
[Responsibilities of the Local Government and Historic Preservation Commission](#)
[A Checklist for Effective Commission Operations and Maintaining CLG Status](#)
[A Special Message for Newly Appointed Commissioners](#)
[Commission Records](#)
[Process for Monitoring and Decertification](#)
[Glossary of Preservation Terminology](#)

The Power of Preservation

As the state's coordinator of local historic preservation programs, I appreciate your interest in historic preservation and the Certified Local Government Program. So much of what we are able to accomplish in preservation in Iowa happens at the local level—because of local interest, local passion and hard work by committed individuals.

The National Trust for Historic Preservation has a slogan “This Place Matters” that succinctly expresses what historic preservation is about. It is about preserving a community's unique history and character. Preserving this special “personality of place” enriches our own lives but is also something we can pass along to future generations with pride.

I and the rest of the staff of the State Historic Preservation Office are committed to helping you achieve your local preservation goals. The Certified Local Government (CLG) Program is a tool developed especially for local governments that want to use historic preservation as an economic development tool and as a way to improve their community's quality of life. I invite you to explore this guide to the CLG program and please contact me if you have questions or need more information. I look forward to hearing from you.

Paula Mohr
Architectural Historian and Certified Local Governments Coordinator
(515) 281-6826
Paula.mohr@iowa.gov

Frequently Asked Questions

What is a local historic preservation program?

A local historic preservation program is established when an Iowa city passes a historic preservation ordinance or an Iowa county passes a historic preservation resolution. The purpose of a preservation program is to identify, recognize and protect buildings, structures, objects, sites and districts that have demonstrated historic importance on a local, regional, state, national or even international level. The historic preservation program is developed and administered by an unpaid, volunteer, citizen commission, the historic preservation commission.

What is the difference between a historic preservation commission and a historical or heritage organization?

The historic preservation commission should not be confused with local historical societies, even though both may receive funding from the city or county and have some of the same interests. While the historical society may operate out of a historic property and be responsible for its care, its primary mission is typically the preservation of records (letters, photographs, and other documents) and objects, ranging from salt shakers to farm equipment. Usually the historical society is a private, not-for-profit corporation or organization with voluntary, dues paying members. The historical society operates under their articles of incorporation and bylaws, the members determines the direction of the organization.

In contrast, the historic preservation commission deals exclusively with the built environment. As administrators of the city or county historic preservation program, the historic preservation commission seeks to locate and document the significance of a wide range of buildings and structures from modest workers' bungalows to factories or impressive county courthouses, from railroad switching towers to dredges on the Mississippi River. Parks, roads, sculpture, and prehistoric and historic archaeological sites are of interest to the historic preservation commission.

The historic preservation commission is a governmental body, comparable to other city and county boards and commissions, receiving staff support and having an annual budget. The commissioners are appointed by the mayor and city council or the board of supervisors.

The historic preservation commission uses the historic preservation ordinance or resolution, directives from elected officials and residents, city and county comprehensive plans, and their by-laws to guide their operation and determine their goals and activities.

Most of Iowa's historic preservation commissions are advisory bodies to their elected officials. However, in a number of cities, the historic preservation commission has regulatory authority

and reviews proposed changes to **locally** designated historic landmarks (single properties) or to buildings and other improvements within **locally** designated historic districts.

What is the Certified Local Government (CLG) Program?

In 1966, the National Historic Preservation Act (NHPA) established a nationwide program to encourage preservation and wise use of our historic resources. The NHPA established national historic preservation policy, the National Register of Historic Places, and State Historic Preservation Offices (SHPOs) and defined the states' role in the national preservation effort.

The Act has been amended several times and it was an amendment made in 1980 that created the Certified Local Government program. This program was established to add a third and critical partner at the local level by encouraging local governments to undertake local historic preservation efforts. This formal

partnership between federal, state and local government is known as the Certified Local Government program.

The National Park Service, Department of the Interior, administers the federal government's historic preservation program. At the state level, Iowa's State Historic Preservation program is administered through the State Historic Preservation Office of Iowa, (State Historical Society of Iowa), Iowa Department of Cultural Affairs. The local partner is the certified city or county government.

What is the purpose of the Certified Local Government program?

The program has four primary purposes:

1. Encourage historic preservation at the local level.
2. Encourage local governments to follow the Secretary of the Interior's Standards & Guidelines for Archaeology and Historic Preservation in developing and administering their local historic preservation programs.
3. Provide technical assistance through the state's historic preservation office to cities and counties participating in the Certified Local Government Program
4. Provide participating cities and counties with funding to underwrite various historic preservation activities.

Why should a local government have a local historic preservation program that is "certified"?

Across the nation, communities are using historic preservation as a springboard for economic revitalization and refueling community pride. They have discovered the benefits of an effective historic preservation program that can instill pride in the architectural and historical character of a community, bringing into focus its unique and distinguishing qualities. Preservation can stabilize and enhance property values and property tax revenues. Historic preservation has also been credited with encouraging investment and revitalization, attracting business and industry and creating new jobs. Preserving a community's cultural heritage provides attractions for visitors and tourists and improves a community's quality of life for the people who live there.

In Iowa, over 100 cities and counties are using historic preservation as a tool for community survival, stabilization and development. Often the local historic preservation commission works in partnership with the local Main Street organization. In addition, some cities have utilized historic preservation incentive and grant programs to revitalize older neighborhoods and downtowns.

Historic preservation efforts are readily combined with tourism combining history with promotional materials to introduce visitors to their historic sites. Other communities like Fort Atkinson are focusing on their historic archaeological sites as part of heritage tourism efforts. Adams, Clinton, Henry, Linn and Shelby counties have undertaken survey, evaluation and National Register nomination projects that focused on their ethnic traditions and incorporated the materials into heritage tourism programs.

Many of these preservation efforts were funded with Certified Local Government program grants. This is a National Park Service grant program, administered by the State Historic Preservation Office. These grants support the work of the historic preservation commissions of certified local governments and are awarded yearly during a competitive grant process. These grants do not require cash match. Local governments can use volunteer hours and other in-kind donations as match. In twenty years of historic preservation activity, Iowa CLG local governments have utilized over \$1,000,000.00 in federal grant monies to fund more than 200 projects across the state. These projects have leveraged major returns to cities and counties in terms of rehabilitation projects, downtown and neighborhood revitalization generating tourism dollars, jobs and tax revenues.

Is there guidance for a local preservation program?

The Certified Local Government program is based on the use of common goals, standards and guidelines when undertaking historic preservation efforts at the federal, state and local levels.

These common goals, standards and guidelines are located in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. These "SOI Standards" as they are often referred to are one of the foundation documents for the Certified Local Government program.

It is also important to know that if you need help understanding the CLG program or have questions about historic preservation at the local level, you can call the CLG Coordinator whose job it is to support your work. Paula Mohr can be reached at (515) 281-6826; paula.mohr@iowa.gov

How does a city or county obtain certification for its existing historic preservation program?

If a city or county has an established historic preservation program, this is what needs to be done apply to participate in the CLG program and receive CLG status or get the historic preservation program certified:

1. The historic preservation ordinance or resolution must be amended so that it incorporates national and state preservation goals and standards in its purpose, in its definitions, in the qualifications for commissioners, and in the powers delegated to the commission. Sections of the ordinance or resolution that do not comply with these goals and standards will have to be revised or removed.
2. The city or county must demonstrate that historic preservation commissioners meet the qualification requirements by submitting signed biographical sketches of all commission members.
3. The city or county must demonstrate that it has an identification (survey, evaluation and registration) process in place that is compatible with that of the State Historic Preservation Office. Submitting the city or county's property inventory does this.
4. The city or county must demonstrate that it has a preservation plan in place that meets the national and state program standards. Submitting a copy of the city or county's historic preservation plan can do this.
5. The City/County signs a CLG Agreement (28E Agreement) with the State of Iowa, agreeing to develop and administer its local historic preservation program so that it complies with national and state preservation goals and standards.
6. Secures the approval of the National Park Service that the local historic preservation program meets CLG standards.

How does a city or county set up a historic preservation program and get it "certified"?

In Iowa, the state local governments/certified local government coordinator will assist local governments in setting up local historic preservation programs that meet CLG requirements and will process the local government's application for CLG status. The National Park Service reviews and gives final approval on the application.

What does it cost to participate in the CLG program?

If a local government is willing to pass an ordinance or resolution to establish a historic preservation program, then it should be willing to provide fiscal, personnel and material support as well.

The local government should assign a paid staff member to assist the historic preservation commission. In Iowa, staff to historic preservation commissions spend a minimum of ten and twenty percent of their work time, assisting the historic preservation commission. Generally, staff perform the following for the commission: 1) receive commission mail and distribute it to commission members; 2) serve as the recording secretary for the commission to insure compliance with Iowa Code Chapter 21 requirements regarding open meetings; 3) assist the commission in preparing the annual report; and 4) handle the administrative aspect

of designation and design review (if applicable). If the commission obtains outside funding, the local government will need to allocate staff time for accounting and record keeping.

Material support of the commission includes: 1) providing meeting space; 2) filing space (required in order to comply with Iowa Code Chapter 22); 3) basic supplies (letterhead stationary, file folders, etc.), postage, printing/photocopying, use of a telephone; 4) access to a city or county vehicle for conducting projects or attending historic preservation training sessions, and 5) provide cash or soft match for grant projects. In addition, it is recommended that if the city or county maintains a website, that technical support be available to create and maintain a public website for the historic preservation commission.

A minimum yearly budget allocation of \$750.00 is required; however, the range of annual allocations to historic preservation commissions by Iowa cities and counties can be as high as \$10,000 a year. Typical line items in a historic preservation commission's budget are 1) travel expenses (registration, mileage, food and lodging) to attend historic preservation training sessions (there is an annual training requirement in the CLG program); 2) cost of publications and periodicals for their reference library; 3) cash and/or in-kind match for grant projects; 4) public education and technical assistance expense, this might include awards and workshops during Historic Preservation Month in May or educational sessions for contractors and property owners on rehabilitation techniques, 5) membership dues in the Preservation Iowa, National Alliance of Preservation Commissions and National Trust for Historic Preservation. For county historic preservation commissions, we recommend providing mileage to facilitate meeting attendance.

What are the advantages of CLG participation?

Cities and counties that participate in the CLG program position themselves to make good use of their public and private capital improvements. In Iowa, the bulk of housing stock, commercial buildings, factories, and agricultural buildings is over 50 years old. While not all of these buildings are significant historic properties, those that are should be preserved, protected and used. The certified local historic preservation program encourages a local government, its residents and property owners to locate significant historic properties and then take appropriate action to insure that these properties are managed, protected and used.

For the local government, this keeps the improvements on the tax rolls as well as opening the possibility of increased tax revenues, resulting from improvement and use. Historic preservation is an integral part of smart, sustainable development. Historic properties often are of unique design and made of high quality materials that no longer are readily available. Demolition of the property removes the improvement from the lot and places the materials in the landfill—which can be costly. Rehabilitation of historic properties generates local jobs and sales, whereas new construction tends to pull revenues out of communities. Continued use of a historic property keeps residents in older neighborhoods and activity in historic downtowns. Adaptive use, which refers to using a historic building for a function different than the original one, can revitalize commercial, industrial, residential and rural areas with new occupants and new activities.

The CLG grant program provides financial assistance for historic preservation projects. CLG grant money can be used for start-up projects, called Planning for Preservation, which allow newly certified preservation commissions to work closely with a preservation specialist and learn about the historic properties in their jurisdiction, major themes/historic contexts in local history, resources and people in the state and their community which they can use, as well as develop a plan for future activity. CLG grants can also be used for planning, for survey and evaluation, preparing National Register of Historic Places nominations, developing a system for designating local landmarks and districts, drafting local legislation and procedures to protect properties, and public education projects. The grants cannot be used for actual rehabilitation nor can they be used to purchase equipment. Community Development Block Grants (CDBG) can be used as match for CLG grants. In short the purpose of the CLG grant program is to assist cities and counties in their historic preservation efforts.

Serving the historic preservation needs of Iowa's CLG cities and counties is a top priority in the State Historic Preservation Office. When a city or county achieves CLG status, the CLG program coordinator goes to that community and does an orientation session for the historic preservation commission, local officials, staff and the interested public. The CLG coordinator and other preservation staff are available for consultation, help facilitating issues, or perform other services related to the local historic preservation program. Another service to CLG communities is research services on historic preservation issues and questions. During the year, the State Historic Preservation Office schedules historic preservation training workshops for commissioners, elected officials, governmental staff and the general public. In addition, the State Historic Preservation Office encourages and assists CLGs and their residents to take advantage of state and federal incentive programs. Finally, the office sponsors an annual Preserve Iowa Summit which is an opportunity for CLGs to receive annual training.

What are the advantages of National Register listing?

Savvy cities and counties in the CLG program use and encourage use of the National Register and these incentives to further their preservation objectives in their communities. Local governments in the CLG program are encouraged to nominate properties to the National Register of Historic Places. National Register listing places a property on a nationwide honor roll. Listing does not infringe on property owner's rights, however, to keep a property on the National Register, a property owner will need to maintain those elements that contribute to the property's significance. Thus, if a property were listed because of landscape features, the property owner would want to maintain those landscape features. If a property were significant because of architectural design, the property owner would want to maintain that design.

There are various state and federal incentives to encourage persons to rehabilitate and maintain National Register listed properties. These include:

- Historical Resource Development Program Grants (HRDP)
- Certified Local Government Grants State Historic Tax Credits
- Federal Historic Tax Credits Historic Property Tax Exemption

Visit iowaculture.gov for more information about these programs and use of the grant programs for rehabilitation projects.

National Register listing does protect a property with respect to federally assisted undertakings. Federal undertakings are activities or projects by federal agencies such as the Federal Highway Administration, the Environmental Protection Agency, the Corps of Engineers; or which involve federal funds or require federal licensing or approval. National Register listing or National Register eligibility means that an assessment must be made before the project can proceed and if the project will affect the National Register listed or eligible property, then alternative designs have to be considered.

Applying for Certified Local Government Status

How does a local government become a CLG?

Before a city or county can participate in the "Certified Local Government Program," it must have a municipal or county historic preservation program that meets the CLG program standards for certification. To establish such a program, a city or county must take the following steps:

1. Pass a historic preservation ordinance for a city historic preservation program or a historic preservation resolution for a county historic preservation program. In the case of cities, the historic preservation ordinance is passed by the city council. For counties, the Board of Supervisors needs to pass the historic preservation resolution.

The Sample CLG Application Packet in the Appendices contains examples of an ordinance and a resolution. The sample ordinance and resolution contain all of the sections needed to comply with federal and state CLG requirements and for a workable piece of legislation. For CLG status and participation, the ordinance or resolution must give the commission the powers specified in the samples. Please note that the sample ordinance and resolution do not give commissions any regulatory authority.

There is some flexibility in the wording of a local government's ordinance/resolution in the sections dealing with commission size and terms of office. However, when preparing your city's ordinance or county's resolution, please try to adhere to the wording of the samples. Each section meets a particular function. The purpose spells out the function of the program and is written broadly so that the historic preservation commission can operate in a wide range of activities. If an action of the historic preservation commission and the local government is ever challenged, the court will examine the purpose to determine if the action fell within the scope of the purpose. The definitions provide linkage to both the state and federal preservation programs. If you revise the language, please send it to the CLG Coordinator for review before your elected officials formally adopt it.

The Commission structure and qualifications must meet both federal and state requirements. The qualifications are designed to insure that persons serving on the commission are willing to put in the required time; to obtain historic preservation training; and to fulfill the advocacy role required of the historic preservation commission. In addition, the qualifications encourage cities and counties to seek individuals with professional expertise so that the commission is up to speed on all preservation activities and responsibilities. The professional qualifications are particularly important if a commission has quasi-judicial responsibilities as they insure that designation and design review is being undertaken by knowledgeable individuals and their findings and decisions will be based on the application of the appropriate standards and guidelines. Having professional expertise on a commission as well as a trained commission helps insure that the commission's operations are procedurally correct and decisions are based on fact.

The powers of the commission must meet federal program requirements. The powers encompass all of the activities that a commission must undertake to insure a viable local historic preservation program: identification, evaluation and registration to officially recognize historic properties and designation, acquisition, education and consultation to insure that historic properties continue to contribute to the community through use, maintenance, and protection. Elimination of any powers would cripple the operation of the commission and undermine the local historic preservation program. The additional powers, requiring consent of the city council or the board of supervisors, allow the commission to undertake a variety of specific tasks such as grant projects, temporarily holding property, and most importantly advising local governmental officials and staff on appropriate courses of action in historic preservation matters. Finally, historic preservation ordinances and resolutions must be malleable in order to meet changing conditions and circumstances.

Consequently, clauses for revision or amendment as well as provision for revocation should be included.

Generally, new historic preservation commissions are not familiar with historic preservation and the range of activities encompassed in a local historic preservation program. For this reason, the Iowa CLG Program recommends that cities and counties initially establish historic preservation commissions with advisory authority. This will give the commission, local officials, staff, and the community at large an opportunity to become familiar with the different components of a local historic preservation program. The community can see how the program works and become comfortable with the notion of assuming local responsibility for the maintenance and protection of local historic properties through local designation and design review or other means.

Consequently, the sample resolution and ordinance create a historic preservation commission with advisory authority only. For example, in terms of the creation of local historic landmarks or districts, the commission can only recommend that the county or city designate historic landmarks and districts however the ordinance and resolution lack sections outlining the procedure for designation. If the owner of a historic property wishes to alter his building, he may consult with the historic preservation commission. The commission may review, comment and recommend but does not have the authority to require the property owner to follow their recommendations.

Local Designation and Design Review: Under Section 303.20 through 303.34 of the Code of Iowa, the local government may choose to give its historic preservation commission regulatory authority. This authority will involve two kinds of activity. The first is designation, placing a landmark or district on the local governmental register of historic places. Second, the commission is given the authority to review and render a decision certifying the appropriateness of proposed alterations to the exteriors, visible from public right-of-ways, of designated historic properties.

The significance criteria, used to determine if a building, structure, object, site and/or district qualifies for local designation, should be consistent with the National Register of Historic Places significance and integrity criteria as well as the Code of Iowa Section 303.20 (1) a-f. Iowa CLG Program policy is that locally designated properties also must be eligible for or listed on the National Register of Historic Places to insure administrative consistency, support of national case law and allow due process for the owner(s).

This review process for the exterior alteration of historic properties is commonly referred to as "design review." The commission will do regulatory review of changes only to designated local historic landmarks and changes to properties within locally designated historic districts. Generally, National Register-eligible and listed properties (landmarks and districts) must be locally designated before they are subject to the commission's review. However, some Iowa commissions have been given the authority in their local historic preservation ordinances to review these properties or properties in special zoning districts such as demolition districts or conservation districts.

Changes to the exteriors of landmarks and districts can include changes to outbuildings and the surrounding grounds. Alterations that are subject to review may include changes to or installation of walkways, fences, retaining walls, driveways, parking lots, exterior lighting.

Reviewable changes also include moving, construction of additions, and/or demolition of primary buildings and/or outbuildings, structures, objects and sites; as well as rehabilitation, replacement, restoration or reconstruction of the primary building and/or outbuildings, structures, objects and sites. Iowa Code does not allow for the regulatory review of the interiors of historic buildings.

If the commission approves the proposed changes, a certificate of appropriateness is issued. The criteria used by a commission to review proposed alteration of locally designated buildings, structures, sites, objects and districts shall be clearly set forth in the local ordinance, and shall be as consistent as possible, with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties.

2. The local government appoints members to the commission. Cities are required by the Code of Iowa to have a minimum of three persons on their historic preservation commissions; counties

must have a minimum of five persons. The appointment process should involve the public through public notices and meetings announcing the formation of the commission; so interested citizens have an opportunity to apply. Applicants should complete forms describing their involvement in history and historic preservation and certifying to their commitment to historic preservation.

Ideally, the historic preservation commission should be a mix of lay persons and historic preservation professionals. All commission members should have a demonstrated, positive interest in historic preservation. Federal CLG requirements call for a minimum of two preservation professionals and suggest these should be an architect and architectural historian. Historic preservation professionals are persons who meet the Secretary of the Interior's Professional Qualification Standards. The Standards call for an advanced degree (M.A. or Ph.D.) and professional, work experience in one of the following fields: history, architectural history, prehistoric or historic archaeology or licensed/certified architects with training/experience in historical architecture rehabilitation. In addition, individuals with degrees and work experience in urban or rural planning, American Studies, American Civilization, Cultural Geography, or Cultural Anthropology, Folklore, Cultural Anthropology, Curation, (building) Conservation, and landscape architecture are also recognized as preservation professionals, although Professional Qualification Standards have yet to be promulgated. Finally, for municipal historic preservation commissions, the Code of Iowa (Section 303.34 et seq.) states that members of the commission shall be appointed with due regard to proper representation of residents and property owners of the city and their relevant fields of knowledge including but not limited to history, urban planning, architecture, archeology, law, and sociology.

To determine if an individual qualifies as a Preservation Professional, consult the Secretary of the Interior's Professional Qualification Standards and Iowa Historic Preservation Office staff. The State Preservation Office must certify that a commissioner meets the Professional Qualification Standards if that commissioner wishes to operate as a professional while serving on the commission.

In Iowa, historic preservation professionals are rare outside of the larger metropolitan areas and university communities. We suggest looking for individuals in the community who are interested in historic preservation and are willing to put in the time required for training, commission meetings, and working on projects. Potential candidates for slots on the historic preservation commission are owners of National Register listed properties; persons involved in community development through the chamber, economic development or Main Street programs. If they have the time, teachers, attorneys, bankers, and realtors can be useful members.

Be sure that commission members are present in the community for most of the year, are able to attend evening events and/or out-of-town training sessions. An active commission member of an advisory commission probably spends an average of eight hours a month on historic preservation work (meetings, work on projects, etc.).

Each applicant for a commission position must provide the local government with a signed biographical sketch. The biographical sketches must contain information about education, training, employment, particularly if the applicant worked in historic preservation, and a summary of the applicant's involvement in historic preservation. The local government needs to maintain a file of commissioner information. Sample biographical sketches for preservation professional and individuals without professional training in historic preservation are located in the appendices of this manual.

- a) In addition to the biographical sketches, a completed Table of Commission Information (see Appendices) should be attached to the CLG application. The Table will identify the Commission Chairperson, Vice Chair, Secretary, Treasurer, and the local government staff person and/or contact who will serve as the liaison between the commission and the state.

Once the local government has appointed commission members, the members are an official historic preservation commission. At their first meeting, the commission should elect officers (chairperson or president and secretary/treasurer). If the local government wishes to apply for CLG status, then typically, the commission is charged with creating a historic property inventory and a preservation plan. In addition, we

require that one member, typically the Chair or Secretary, and a staff contact be appointed to serve as liaisons with the SHPO.

A local government may be certified without the minimum number or types of disciplines, if it can demonstrate in writing that it has made a reasonable effort to fill those positions. The sample application contains a disclaimer letter which should be submitted if the local government is unable to secure preservation professionals for commission membership.

When a discipline is not represented in the commission's membership, the commission shall be required to seek expertise in this area when considering National Register nominations and other actions that will affect properties which are normally evaluated by a professional in the discipline. This expertise may be gained through the hiring of a consultant or by other means that the SHPO determines appropriate. Additional expertise may be obtained by consulting the SHPO, a professional affiliated with another CLG historic preservation commission, or a historic preservation consultant on an as-needed basis for conducting specific activities (this is a CLG grant-eligible activity). The credentials of preservation professionals serving on the commission must be reviewed and approved by the SHPO.

This requirement may seem stringent since few Iowa cities and counties have the full complement of active preservation professionals living within their boundaries. However, there are reasons for this stipulation. Experienced historic preservation professionals can help a newly formed commission understand the range of activities it is to perform and provide training. In addition, professionals on a commission enhance its ability to review and comment on projects. Finally, if the commission performs quasi-judicial review, preservation professionals provide the commission with the expertise needed to prepare local nominations and undertake design review.

The SHPO shall make available historic preservation orientation materials and training to all local commissions. The orientation and training shall be designed to provide a working knowledge of the roles and operations of federal, state, and local preservation programs. This orientation can be accomplished by commission members' attendance in SHPO-approved historic preservation related conferences and workshops, by SHPO staff training sessions, or by the SHPO's distribution of training materials to commissions.

3. Create a preliminary Inventory of Historic Properties. A historic property inventory is a file that contains information about historically significant sites, buildings, structures, objects and districts and survey-evaluation reports, National Register and local designation nominations, and other data pertaining to the built environment and history of a city or county.

For the CLG application packet, the historic preservation commission will prepare a list of properties in the city or county which the commission feels merit survey, evaluation and possible registry on a local system of designation and/or the National Register of Historic Places. The list may include locally significant historic properties that are endangered by development, changes in the use of property, or neglect. The list should include properties that currently are listed on the National Register of Historic Places. For each property on the list, please provide the name of the property, e.g., Aven Blythe House or Westport Creamery and the street address or legal definition section, township, range). Also for each property on the list, there should be a brief statement of the significance of each property or district and the historic context that it represents.

This is a preliminary inventory not a definitive or exhaustive one. Preparing the list allows the commission to plumb its knowledge of local prehistory and history and the existing historic properties that reflect it. It also gives the commission an opportunity to become familiar with their jurisdiction and the properties within it. The Sample CLG Application Packet contains an example of a historic properties inventory.

4. Create a Historic Preservation Plan if the city or county has developed a historic preservation component for its comprehensive land use plan, this should be submitted as part of the application.

If the city or county does not have a historic preservation component in its plan, then the commission must prepare and submit a historic preservation plan in the form of an action plan. The plan must contain the following:

- A proposed schedule for identification (survey), evaluation and registration activities in order to identify and recognize the city/county's historic properties.
- A proposed schedule for developing management and protective measures to insure that historic properties are maintained and used properly.
- A proposed schedule for training the historic preservation commission and for developing an educational program for the city/county to inform officials and residents about the local historic preservation program, historic properties, and appropriate historic preservation practices.
- Commission meeting place, dates, and time for the next 12 months;
- Name and address of the repository where commission records, including the historic property inventory, will be housed.

The action plan can be long-term, e.g., five years, or for a shorter period, e.g., a year. Remember the plan can be modified once the commission has been operating and becomes more familiar with their mission and responsibilities. The plan should be designed as a guide to the commission during its first year in existence. See the Appendices for an example of a plan, however, the commission is strongly encouraged to develop a plan that is tailored to local needs and priorities.

5. When applying for CLG status, the commission assembles the following application packet, consisting of:

- A letter from the chief elected official (mayor or chairman, board of supervisors) requesting Certified Local Government status. The letter must be on official stationery and directed to Paula Mohr, CLG Coordinator, State Historical Society of Iowa;
- A copy of the historic preservation ordinance or resolution;
- A list of commission members with their names, addresses, phone numbers (business and home), fax number, email address (business or home), terms of appointment (e.g., July 1, 2015 to July 1, 2018);
- The names of the Commission's Chairperson, Vice Chair, and Secretary;
- The name of the individual who will serve as the Contact. The contact and the staff liaison receive all of the commission's mail and email from the SHPO and National Park Service. The contact and staff liaison are responsible for sharing that information with the full commission in a timely fashion.
- Copies of the application information (signed biographical sketches) that the commissioners submitted to the local government when they were applying for positions on the commission;
- If there are no preservation professionals on the commission, the chief elected official should send a disclaimer letter, addressed to Paula Mohr;
- A copy of the historic property inventory;
- A copy of the commission's historic preservation plan.

The packet is sent to the CLG coordinator at the State Historical Society of Iowa:

Paula A. Mohr
State Historical Society of Iowa
600 East Locust Street
Des Moines, Iowa 50319-0290

If the application packet is complete and meets the requirements of the CLG program, the CLG coordinator will send the elected official three copies of a Certification Agreement (see Appendices). This is an agreement between the local government and the state. It outlines the local government/commission responsibilities as a participant in the CLG program.

6. The chief elected official of the local government signs all copies of the CLG Agreement with the State. Upon receipt of the signed copies, the CLG coordinator forwards them to the SHPO for execution.

7. The CLG application is then sent to the National Park Service for review and certification.

Normally, this is granted within 30 days from receipt of the request.

8. National Park Service sends certification notice. The National Park Service will send a letter to the chief elected official and the chair notifying the local government they are certified. That letter should be kept in the commission's file.

Iowa Certified Local Government Program Requirements

State law, Code of Iowa, 303.26 and 303.34, describes the qualifications, terms, number and other stipulations for city, county, and land use district historic preservation commissions.

Because there are some differences, each is discussed separately.

City Historic Preservation Commissions:

1. Must be established by ordinance, this can be part of the city historic preservation ordinance.
2. The Mayor appoints individuals to the Commission.
3. Commissioners must either reside in the city or own property located in the city.
4. Member appointments must be made with due regard to representation in the city and member qualification as mentioned herein.
5. City commissions shall have no fewer than three (3) members.
6. Terms of office shall be staggered and for a minimum of two year duration.
7. Cities over 50,000 shall not appoint more than one-third of the commission members who are members of a city zoning organization.
8. For commissions with regulatory authority, there shall be the appointment of at least one resident from each designated district.

Code of Iowa, 303.34

Counties and townships (unincorporated areas). The governing body in an unincorporated area may apply for CLG status without a historic preservation ordinance, as long as it does not designate a historic district. The chief elected official(s) must designate a historic preservation commission to oversee specified historic preservation matters in the government's jurisdiction. This is accomplished by passage of an historic preservation resolution. The resolution specifies the powers and duties of the commission, as well as the qualifications of its members. Be advised that if an unincorporated area chooses to designate a local historic district, then it must follow the Code of Iowa, 303.26, procedures in establishing a commission.

Each participating Iowa city or county shall decide on the numerical limit of terms for the commission members.

If the historic preservation commission is given regulatory authority, then design decisions by the commission must be binding and the ordinance shall have a specific provision for enforcing decisions.

The commission must meet at least 3 times yearly.

Commissioner training, all new historic preservation commissions shall undergo an orientation or training in historic preservation upon appointment to the commission. Newly appointed commission members are encouraged to participate in a historic preservation orientation session. These may be arranged through the CLG Coordinator. Commissions with quasi-judicial authority (who designate local historic properties and issue certificates of appropriateness) and their staff will undertake specialized training in design review and the Secretary of the Interior's Treatments for Historic Properties every two years.

If a City or County wishes to have the privilege of administrative review, then it must have a staff person to the commission who meets the following requirements:

1. Secretary of the Interior's Professional Qualification Standards in architectural history, historic architecture or preservation architecture as determined by the Iowa Historic Preservation Office and/or 2. One or more commission members either meet the Professional Qualification Standards or are certified each year by the State Historic Preservation Office in design review using the Secretary of the Interior's Treatments and Guidelines for Historic Properties.

Submission of biographical sketches should be done as commission members are considered for appointment to the historic preservation commission to insure that they meet program requirements and that their data is entered into the CLG database.

Sample Application Packet

Please note the sample materials contain instructional information. When preparing final copies of the ordinance/resolution and letters, be sure to delete this instructional information. The instructional information is in **boldface print**.

Sample Application Letter

On City or County Letterhead

Ms. Paula Mohr
CLG Coordinator
State Historical Society of Iowa
600 East Locust Street
Des Moines, Iowa 50319-0290

Re: Request for Certified Local Government Status

Dear Ms. Mohr:

In accordance with the National Historic Preservation Act of 1966, as amended, and the Certified Local Government Historic Preservation Program in Iowa, I hereby request Certified Local Government status for **(insert name of city or county)**'s historic preservation program.

Enclosed are:

1. A copy of the local historic preservation legislation **(insert ordinance if applicant is a city/ insert resolution if applicant is a county)**, including any amendments;
2. A list of locally recognized properties and districts, accompanied by brief statements on their historical significance, and street address;
3. A copy of the local preservation plan, if available, or a statement describing the long-range goals of the historic preservation commission and proposed activities to achieve the goals;
4. A list of the members of the historic preservation commission and completed biographical sketch forms for non-professional members and **resumes** for professional members;
5. A disclaimer letter regarding the absence of professionals on the commission. (include this statement and the disclaimer letter only if none of the commission members meet the Secretary of the Interior's Professional Qualifications Standards);

Submitted to demonstrate that **(insert the name of city or county)** has met the requirements for local government certification, as described in the program guidelines.

I understand that an additional requirement for certification is execution of a written certification agreement between the State of Iowa and **(insert name of city or county)** specifying the responsibilities of the local government, and that upon certification **(insert name of city or county)** will be eligible to apply for special Certified Local Government matching grants to be used for eligible local historic preservation projects.

(signature of mayor or chair. Board of Supervisors)

(Typed Name and Title)

Date

ORDINANCE

AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION FOR THE CITY OF _____, IOWA; PROVIDING FOR THE RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING POWERS AND DUTIES OF THE COMMISSION.

BE IT ORDAINED BY THE CITY COUNCIL OF _____:

Section 1: Purpose and Intent

The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

Section 2: Definitions

- a. Commission. The **(Insert name of City)** Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
 1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or
 2. that represents a significant and distinguishable entity whose components may lack individual distinction; or
 3. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
 4. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
 5. is associated with the lives of persons significant in our past; or
 6. has yielded, or may be likely to yield, information important in prehistory or history.

- c. Historic Landmark. A site including archaeological sites, object, structure or building which,
 - 1. is associated with events that have made a significant contribution to the broad patterns of our history; or
 - 2. is associated with the lives of persons significant in our past; or
 - 3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 4. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: **(Insert name of City)** Historic Preservation Commission

- a. The Commission shall initially consist of (not less than three, 3) members who shall be residents of the City.
- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for a term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the City according to the original selection as aforesaid.
- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year

Section 4: Powers of the Commission

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and
- d. Provide information for the purpose of historic preservation to the governing body.

- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
 - i. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 - ii. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 - iii. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.
 - iv. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 - v. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
 - vi. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

Section 5: Severability

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

Section 6: Amendatory Provisions

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 7: Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this _____ day of _____ 20____.

City of _____.

Mayor

City Clerk

RESOLUTION

A RESOLUTION ESTABLISHING A HISTORIC PRESERVATION COMMISSION FOR _____ COUNTY, IOWA; PROVIDING FOR THE RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING POWERS AND DUTIES OF THE COMMISSION.

BE IT RESOLVED BY THE _____ COUNTY BOARD OF SUPERVISORS:

Section 1: Purpose and Intent

The purpose of this ordinance is to:

- h. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- i. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- j. Stabilize and improve property values;
- k. Foster pride in the legacy of beauty and achievements of the past;
- l. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- m. Strengthen the economy of the City;
- n. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

Section 2: Definitions

- c. Commission. The **(Insert name of county)** Historic Preservation Commission, as established by this ordinance.
- d. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
 - 7. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or
 - 8. that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 9. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
 - 10. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
 - 11. is associated with the lives of persons significant in our past; or

12. has yielded, or may be likely to yield, information important in prehistory or history.

c. Historic Landmark. A site including archaeological sites, object, structure or building which,

5. is associated with events that have made a significant contribution to the broad patterns of our history; or
6. is associated with the lives of persons significant in our past; or
7. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
8. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: **(Insert name of county)** Historic Preservation Commission

- k. The Commission shall initially consist of **(Insert number, cannot be less than five, 5)** members who shall be residents of the City.
- l. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- m. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for a term of three years.
- n. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- o. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- p. Vacancies shall be filled by the City according to the original selection as aforesaid.
- q. Members shall serve without compensation.
- r. A simple majority of the commission shall constitute a quorum for the transaction of business.
- s. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- t. The Commission shall meet at least three (3) times a year

Section 4: Powers of the Commission

- g. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- h. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- i. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and

- j. Provide information for the purpose of historic preservation to the governing body.
- k. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- l. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
 - i. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 - ii. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 - iii. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.
 - iv. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 - v. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
 - vi. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

Section 5: Severability

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

Section 6: Amendatory Provisions

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 7: Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this _____ day of _____ 20____.

_____ County.

Chairman, Board of Supervisors

Historic Preservation Commission Information

(Name of City or County) Commission Information Historic Preservation Commissioners Year 20____, January 1, 20____, through December 30, 20____	
City or County Staff to the Commission	Full Name City/County Mailing Address Work Phone Number Home Phone Number Fax Email Address Job Title <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Chair	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Vice Chair	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Secretary	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact

Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact

BIOGRAPHICAL SKETCH

APPLICANT FOR HISTORIC PRESERVATION COMMISSION

Mr., Ms., Mrs., Dr.

Work ()/Home () Mailing ADDRESS

PHONE NUMBERS: WORK-

HOME-

MOBILE- EMAIL ADDRESS

INTEREST IN HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use the back and/or extra sheets if necessary)

EDUCATION:

EMPLOYMENT:

INTEREST:

While serving on the **(insert name of county or city)** Historic Preservation Commission, I will work to insure that the Commission enforces the Historic Preservation Ordinance/Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the Secretary of the Interior's Standards for Archaeology and Historic Preservation.

Signature

Date

SAMPLE DISCLAIMER LETTER

(written on city or county letterhead)

Please submit a copy of this letter with the CLG application, if NONE of the historic preservation commission members meets the Secretary of the Interior's Professional Qualifications Standards.

Be sure to write the letter on official City or County stationary.

(Date)

Ms. Paula Mohr
CLG Coordinator
State Historical Society of Iowa
600 East Locust Street
Des Moines, IA 50319-0290

Re: Professional Qualifications Requirement for Historic Preservation Commissioners Dear Ms. Mohr,

We have made a diligent search of **(city/county)** for Historical Preservation Commission members and have found the individuals whose names are forwarded to your office as part of the application for Certified Local Government status. The persons selected are well versed in local history and/or individually committed to historic preservation in **(name of city or county)**.

We have not found any persons who are professionally trained in any of the historic preservation professions and who meet the Professional Qualification Standards, but we will continue our search and will add them to the commission as the opportunity presents itself.

Sincerely,

(Name and title of Mayor or Chairman, Board of Supervisors)

Establishment and maintenance of an inventory for your community's historic resources will be an important management tool for the commission. Some commissions have found it useful to create this document as an Excel spreadsheet so that it is sortable in a variety of ways. At a minimum, the inventory should include commercial buildings, notable residences, buildings of fraternal organizations and others, churches, schools, and public buildings such as post offices and libraries. Creating this inventory is typically accomplished by undertaking a systematic survey of your community. Consider establishing teams of two people who will drive up and down the streets recording information about properties of interest (typically properties 50 years or older).

Before you proceed, please contact Paula Mohr at [paula.mohr@iowa.gov](mailto:Paula.mohr@iowa.gov) for examples of sample inventories. Paula can also provide you with a list of the historic properties in the state's inventory.

Smith County, Iowa

[illegible]

SAMPLE PLAN

STATEMENT OF HISTORIC PRESERVATION COMMISSION LONG TERM GOALS AND ACTIVITIES

The Happy County Historic Preservation Commission will undertake the following:

1. Obtain training for commission, officials and staff in survey, evaluation, and inventory set-up. Establish a system to encourage individuals, groups, and communities to initiate survey in their respective areas. Hold a town meeting and invite county residents to share photographs and memories of their favorite properties. Sponsor workshops to train participants in recording, research, and completing the Iowa Site Inventory Form. Initiate during the first year of commission operation.
2. Set up a system to coordinate evaluation and develop historic contexts for the county. Work with state staff to find a way to get properties evaluated. Initiate during the second and third year of commission operation.
3. Set up a property inventory. Try to get duplicate copies of inventory forms, reports, nominations and other documentation currently on file at the State Historical Society. Initiate during the second year of commission operation.
4. Have commission develop an understanding of the National Register nomination process and how to prepare a nomination so that we can assist the public or at least direct them to the right places for assistance. All commission members will attend the State sponsored, annual National Register workshop during the first year of operation.
5. Identify and try to work with persons and departments in county government as well as outside of county government with work responsibilities that effect or may effect historic properties in the county, for example the county engineer and the conservation department. Try to find ways in which the historic preservation commission can assist them so that historic properties are identified, preserved and maintained. Initiate during the first year of operation.
6. Apply for a CLG grant: planning-for-preservation grant project. Initiate during first year of operation.
7. Start developing an educational program to inform the public about historic properties in the County through of tours, pamphlets, programs and events at historic properties and training workshops in rehabilitation of historic properties. Identify partners with whom we can work on these projects. Initiate during the first year of operation.
8. The Happy County Historic Preservation Commission will meet every even month (February, April, June, August, October, December) on the 2nd Monday of the month at 6:30 pm at the Happy County Courthouse, room 222.
9. The records and files of the Happy County Historic Preservation Commission will be stored in the office of the Happy County Auditor.

CERTIFIED LOCAL GOVERNMENT (CLG) AGREEMENT

CLG: (Name of City/County)

This agreement is made and entered into by and between the **(Name of City/County)**, Iowa, hereinafter referred to as the CLG, and the State Historical Society of Iowa, hereinafter referred to as the STATE; WITNESSETH THAT:

WHEREAS, the STATE is interested in granting Certified Local Government status to qualified local governments; and

WHEREAS, the STATE is empowered by federal statute to institute the Certified Local Government program in Iowa; and

WHEREAS, the CLG has met all qualifications and criteria set forth by the STATE and the U.S. Department of the Interior, including the passage of historic preservation legislation and the creation of a historic preservation commission;

NOW, therefore, it is agreed by and between the parties hereto as follows:

1. That the STATE will consider the CLG eligible for the STATE's 10% pass-through funds from the Department of the Interior; and
2. That the STATE will monitor all preservation activities of the CLG, including those of its historic preservation commission; and
3. That the CLG and the STATE mutually agree to abide by the general and specific conditions and responsibilities attached hereto as Exhibits A and B and any additional responsibilities hereto attached as Exhibit C; and
4. The CLG will faithfully comply with all applicable Federal and State laws as specified by the STATE; and
5. The CLG will faithfully comply with all applicable regulations and directives issued by the STATE and the U.S. Department of the Interior; and
6. The CLG shall hold the STATE and Federal government harmless from damages in any action arising from the performance of any work performed under the auspices of this agreement or any grant.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year last specified below.

CLG
City/County

Signature	Title	Date
-----------	-------	------

STATE

Steve King, Deputy State Historic Preservation Officer	Date
--	------

EXHIBIT A GENERAL CONDITIONS

ARTICLE I: General Responsibilities of a Certified Local Government.

- A. The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- B. The CLG will organize and maintain a historic preservation commission which must meet at least three times per year. The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community, with consideration of at least one representative in history and one in architecture. If an appropriate discipline cannot be represented, the CLG shall utilize expertise in this area when considering nominations to the National Register of Historic Places and other actions that will impact properties which are normally evaluated by a professional in such discipline. This can be accomplished by consulting with the State Historical Society of Iowa, another CLG, or hiring a consultant on an as-needed basis.
- C. The CLG will review National Register nominations on any property that lies in the jurisdiction of the local historic preservation commission. After allowing for public comment, the commission and the chief elected local official(s) shall decide if the property meets the criteria of the National Register. This recommendation must be submitted to the STATE within sixty days (or sooner if mutually agreed upon) of the commission decision.
- D. The CLG shall provide for adequate public participation in the local historic preservation programs, including the process of recommending properties for nomination to the National Register of Historic Places. This will be accomplished in a format issued by the STATE in its program guidelines.
- E. CLG Commission members will participate in STATE-sponsored or approved historic preservation training activities.
- F. The CLG shall submit an annual report of its historic preservation activities in a format prescribed by the STATE.
- G. The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- H. The CLG shall not unlawfully discriminate on the basis of sex, race, color, and/or national origin in any of its activities in implementing its programs.

ARTICLE II: Amendment of Agreement.

The CLG or the STATE may, during the duration of this agreement, deem it necessary to make alterations to the provisions of this agreement. Any changes, which shall be mutually agreed upon, shall be incorporated into this agreement. The provisions of the amendment shall be in effect as of the date of the amendment unless otherwise specified within the amendment. A waiver of any conditions of this agreement must be in writing from a duly authorized official of the STATE.

ARTICLE III: Patent and Copyright.

- A. No material or product produced in whole or in part under this agreement shall be subject to patent or copyright by either party in the United States or in any other country.

- B. The U.S. Department of the Interior reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, any materials produced in whole or in part under this agreement for government purposes.

ARTICLE IV: Accounts and Records.

- A. Accounts: The CLG shall maintain books, records, documents, all aspects of financial management and other evidence pertaining to all activities under this agreement.
- B. Audit and Inspection: At all times during normal business hours and as frequently as is deemed necessary, the CLG shall make available to the STATE all of its records pertaining to all matters covered by this agreement.
- C. Retention of Financial Records: All records in the possession of the CLG pertaining to this agreement shall be retained by the CLG for a period of three (3) years beginning with the date upon which this agreement is issued. All records shall be retained beyond the three (3) year period if audit findings have not been resolved within that period.
- D. The CLG shall provide the STATE copies of all audit reports issued during the agreement period.

ARTICLE V: Termination of Agreement.

- A. Termination for Cause: The STATE or the CLG may terminate this agreement in whole or in part, at any time, whenever it is determined that the other party has failed to comply with the conditions of the agreement. The STATE or the CLG shall promptly notify the other party in writing of the determination and the reasons for the termination, together with the effective date.
- B. Termination for Convenience: The STATE and the CLG may terminate this agreement, in whole or in part, when both parties agree that the continuation of the agreement would not
- C. produce beneficial results. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. Termination will be made without prejudice.
- D. Rights in Uncompleted Products: In the event the agreement is terminated, all finished or unfinished products prepared by or for the CLG under this agreement shall, at the option of the STATE, become its property.

ARTICLE VI: Interest of Officials and Others.

- A. STATE: No officer or employee of the STATE shall participate in any decisions relating to this agreement which affect his or her personal interest or the interest of any corporation, partnership, or association in which he or she is, directly or indirectly interested or has any interest, direct or indirect, in this agreement or the proceeds thereof.
- B. CLG: The CLG covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this agreement.

ARTICLE VII: Assignment of Interest.

Neither this agreement or any interest therein nor claim there under shall be assigned or transferred by the CLG to any other party or parties.

ARTICLE VIII: Agreement Coverage.

This instrument contains the entire agreement between the parties and any statements, inducements or promises not contained herein shall not be binding upon said parties. This agreement shall inure to the benefit of, and be binding upon the successors in office of, the respective parties.

If any of the provisions herein shall be in conflict with the laws of the State of Iowa, or shall be declared to be invalid by any court of record in this State, such invalidity shall be construed to affect only such portions as are declared invalid or in conflict.

ARTICLE IX: Reports.

The CLG shall submit to the STATE a complete annual report by February 28th for the previous year in order to remain in good standing.

ARTICLE X: Agreement Duration.

The agreement shall remain in effect until terminated by either or both parties.

EXHIBIT B SPECIAL CONDITIONS

ARTICLE I: Identification of Parties.

This agreement is entered into by and between the State Historical Society of Iowa, hereinafter called the STATE and Name of City/County, hereinafter called the CLG.

ARTICLE II: Designation of Officials.

- A. STATE: The Administrator of the State Historical Society of Iowa is the State Official authorized to execute any changes in the terms, conditions, or amounts specified in this agreement. He may designate a member of his staff to negotiate, on behalf of the STATE, any changes to this agreement.
- B. CLG: The chief elected official, name of City/County is authorized to execute any changes in the terms, conditions, or amounts as specified in this agreement. He/She may designate a member of his/her staff to negotiate, on behalf of the CLG, any changes to this agreement.

PROFESSIONAL QUALIFICATIONS STANDARDS NATIONAL PARK SERVICE

CODE OF FEDERAL REGULATIONS VOLUME 36, PART 61

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional institution; or
2. Made a substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

B. Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrate ability to carry research to completion.
4. In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

C. Architectural history

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

D. Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

E. Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one year of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

RESPONSIBILITIES OF CERTIFIED LOCAL GOVERNMENTS AND THEIR HISTORIC PRESERVATION COMMISSIONS

As a participant in the CLG program, the City or County (staff, elected officials, and appointed boards, commissions and committees including the historic preservation commission) is expected to comply with the provisions of the CLG Agreement and its historic preservation ordinance or resolution.

CLG Standard 1. Enforce local or state legislation for the designation and protection of historic properties.

The local government is expected to take into consideration its local historic preservation ordinance or resolution when dealing with issues and activities affecting historic properties. In particular, if a system for local designation is in place, the local government is expected to adhere to that procedure.

To insure that local ordinances and resolutions comply with CLG standards, the local government is asked to furnish draft copies of new ordinances or proposed changes to the State Historic Preservation Office for review and comment. Iowa Code requires that the State Office review and comment on ordinances designating local historic districts and historic zoning districts. The Code of Iowa does not contain procedures of designating historic landmarks. For administrative ease and to insure compliance with federal and state laws, regulations, standards and guidelines, cities and counties in the Iowa CLG program are asked to use the same designation, design review and appeal procedure for both historic landmarks and historic districts. In addition, Iowa CLG cities and counties are required to submit nominations ordinances designating historic districts and designating historic landmarks to the State CLG Coordinator for review and comment at least 45 days prior to local adoption.

CLG Standard 2: Establish an adequate and qualified historic preservation commission by State or Local legislation.

Each city's historic preservation ordinance and each county's historic preservation resolution contains a section specifying how commissioners are appointed; their qualifications, including desirable experience, training and expertise for commissioners; the length of appointment; the number of commissioners; requirements for decision making; and filling vacancies. These specifications mesh with the Iowa Code requirements found in 303.20 et seq. and the National Park Service requirements for CLG participation and are covered in the CLG Agreement (28 E Agreement) between the City/County and the State of Iowa.

Qualifications:

The ideal historic preservation commission is composed of the following:

- a historian who specializes in Iowa, local or public history;
- an architectural historian who specializes in American architecture;
- an archaeologist (North American prehistory or history);
- a preservation architect;
- an attorney specializing in preservation law;
- a planner with extensive preservation experience;
- owners of rehabilitated, National Register listed properties; and
- a developer who works exclusively with historic properties.

Annually, cities and counties in the CLG program are expected to seek and recruit historic preservation professionals and others with relevant skills and expertise to serve on the commission. However, the reality is that most Iowa towns do not have an array of historic preservation professionals in residence. Do not be

discouraged, all Iowa cities and counties do have intelligent and hard working residents who can learn "on the job" if they have the time and interest to do so. Frequently, current commission members are knowledgeable about who in the community is interested in historic preservation and should be contacted for a roster of potential appointees.

Commission members should reside in the city or county and be in residence for most of the year. Commission members should be able to attend night meetings and occasional training workshops or conferences. Elected officials should not be appointed to the commission. This represents a conflict of interest since the commission's responsibility is to advise the elected officials. CLG cities and counties should insure annually that all positions on the commission are filled and that elected officials appoint new members or approve re-appointments. This information should be retained in a "historic preservation commission membership file."

Each time there is a change in commission membership, the City or County should submit the new commissioner's signed biographical sketch to the SHPO for review and approval.

Commission Training

Under the CLG Agreement, each year, at least one commission member or representative shall participate in State approved historic preservation training. In reality, the more commissioners, staff, elected officials and residents who participate in historic preservation training, the better. Typically, the local historic preservation program is a new, strange somewhat incomprehensible "world." Getting everyone in the city or county acquainted with it through participation in training opportunities, benefits all.

Historic preservation training focuses on one or more areas covered by the Secretary of the Interior's Standards for Archaeology and Historic Preservation. These include: Preservation Planning, Identification, Evaluation, Registration, Historical Documentation, Architectural Documentation, Archaeological Documentation, and Historic Preservation Projects which

include the Treatments for Historic Properties: Preservation, Rehabilitation, Restoration and Reconstruction. If you have questions about whether a particular non-SHPO sponsored workshop qualifies for the training requirement, please contact the Certified Local Government Coordinator.

Cities that have established municipal registers of historic places and where the historic preservation commission regularly conducts design review and issues certificates of appropriateness should insure that new members and new commission staff receive special training every two years. The training should include understanding how to apply the Secretary of the Interior's Standards and Guidelines and local design guidelines to proposed projects and how to conduct a quasi judicial meeting which includes a public hearing as well as a formal review of the proposed project with testimony, examination and cross examination.

CLG Standard #3: Maintain a system for the survey and inventory of historic properties that furthers the purposes of the Act (National Historic Preservation Act as Amended 1992).

Survey is a three-step process involving identification, evaluation and registration.

The city and county are responsible for locating all kinds of historic properties (sites including archaeological sites, objects, buildings, structures and districts). The activity is on-going since each year, a new set of properties becomes potentially eligible for the National Register of Historic Places on the basis of age criteria. Generally, to be listed on the National Register, a property must be fifty years old or older. Cities and counties may apply for CLG grants to underwrite all of the following activities.

All CLG historic preservation ordinances and resolutions contain two provisions under Commission powers which also appear in the CLG Agreement. The first provision specifies that the City or county will establish a system for identification and inventory that is compatible with that of the SHPO. The second provision

specifies that the city or county will encourage nomination of properties to the National Register of Historic Places and in the case of municipal historic preservation ordinances may establish local registers of historic places.

Survey/Identification involves researching and documenting properties in order to get information on how and when the property was created, how it was used, who was associated with it and to describe the physical appearance of the property, locate it on a map, and document it with photographs.

Survey/identification should be undertaken in phases with each phase focusing on a geographic area, or a particular historic context/theme, or a particular property type or an area that is experiencing change. The city or county can apply for CLG grant funds to underwrite survey/identification.

In addition, the local government can encourage property owners, volunteer or service organizations, and school groups to assist in survey and evaluation. Perhaps the most effective way of identifying historic properties is to set up an on-going system to research and record properties and develop historic contexts for the city or county. Research, recordation and context development provide the information needed in order to complete the next step evaluation.

Evaluation is a process whereby properties determined to have historic importance, significance, or determined to lack historic importance, not significant. Typically, evaluation is done by applying the significance and integrity criteria of the National Register of Historic Places. Applying these criteria results in a document containing a detailed analysis of why the property is or is not significant. Evaluation serves to focus attention on those properties that are historically significant and merit formal recognition through registration. Evaluation provides a way of prioritizing properties that merit preservation, protection and appropriate maintenance.

Registration is formal recognition of a property's historic significance by placing it on a municipal or county register of historic places and/or by nominating the property to the federal government's register of historic places, the National Register of Historic Places. The historic preservation commission plays a key role in the registration process. In the case of National Register nominations, the commission can initiate and fund the process with CLG grants. In addition, as a CLG participant the Commission and chief elected officials will be called upon to review and comment on all National Register nominations of properties within its jurisdiction.

Property Inventory

The foundation of the commission's activities is its inventory—the local file of information about “identified, evaluated, and registered” properties in the city or county. This file serves as a reference for any type of planning, be it rehabilitation of a building or developing a road-widening project. The inventory includes the location of properties, their type and, most important, their significance. It indicates which parts of a city or county have been surveyed and evaluated and for what kinds of properties. The inventory is developed through survey, evaluation, and registration projects. It is a file that consists of completed site forms with information about individual properties, survey and evaluation project reports, multiple property documents describing historic contexts, National Register of Historic Places nomination forms and local historic landmark and district nomination forms as well as maps, photographs, blueprints and other data relating to properties in the city or county.

The State maintains a state-wide inventory of historic properties that includes National Register nominations. The commission or a representative of the city or county is welcome to come to Des Moines and reproduce the State's inventory of properties in the city or county.

The inventory file contains information on the identity, location, condition and basis of significance of historic sites, buildings, structures, objects and districts within the jurisdiction of the local government. The inventory will include: completed Iowa Site Inventory forms,

completed Office of the State Archaeologist site forms, multiple property documentation (reports on survey-evaluation projects), National Register and local designation nomination forms, photographs, maps, blue prints and other data relating to properties in the local government's jurisdiction.

Developing the property inventory is a top priority for the historic preservation commission. An accessible and well maintained inventory is critical for land use planning, determining if a project will effect historic properties, determining if proposed work on a property is appropriate, and determining if a property qualifies for particular grant and incentive programs.

The inventory is a public record and should be kept in a location that is secure yet accessible within a City or County owned facility.

As CLG cities and counties accumulate information on historic properties within their jurisdictions, they are expected to provide the State Historic Preservation Office with copies of this information in order to keep the State Inventory updated. This would include: completed Iowa Site or Office of the State Archaeologist inventory forms; landmark and district nomination forms to the city or county register; information on the condition of National Register eligible or listed properties within their jurisdiction; information on the condition of locally designated landmarks or properties within local historic districts; information on zoning actions such as the creation of historic overlay zones or conservation districts that would impact historic properties; or establishment of an easement program to preserve historic properties.

CLG Standard # 4 Provide for adequate public participation in the local preservation program, including the process of recommending properties to the National Register of Historic Places.

The commission should actively engage the public in the local preservation program. For example, the commission could delegate responsibility for conducting survey and evaluation projects to residents and property owners in different parts of the city or county; the commission could train volunteers or local government staff to answer questions about historic preservation and provide technical assistance.

When properties within the local government's jurisdiction are nominated to the National Register of Historic Places, the Commission, Mayor or Chairman, and Preservation Professional (if applicable) will read the nomination and determine if there are factual errors and determine if the nomination satisfactorily explains how the property meets the integrity, age, and significance criteria. Moreover, it is the historic preservation commission's responsibility to make sure the city/county officials and staff understand their obligation under this Standard.

It is expected that the Cities and Counties in the CLG program will encourage nomination of eligible public buildings, structures, sites, objects and districts within its jurisdiction. This would include parks, sculpture, school buildings, city halls, courthouses, fire and police stations, bridges, roads etc. National Register significance is based on these considerations not on factors such as economic impact or future uses of the building.

This standard also encourages the Commission to involve the public, officials and staff in the local preservation program as volunteers in Commission sponsored projects; as initiators of historic preservation activities and projects; and as participants in Commission sponsored programs, workshops, conferences, tours, training sessions or other historic preservation related activities.

The commission will encourage public and local government to utilize State incentives for historic preservation. On a yearly basis, the CLG should undertake a minimum of one project in at least one of the following areas: planning, survey and evaluation, registration to the National Register or local designation, public education, or pre-development/rehabilitation.

The historic preservation commission should maintain good communication with the mayor and city council or the board of supervisors. This involves making sure these elected officials are familiar with the local historic preservation ordinance or resolution, the CLG Agreement, and understand what these mean in terms of city or county actions. Good communication also involves keeping elected officials informed of historic preservation commission plans, actions and activities. At a minimum, the preservation commission should meet with their elected officials once each year, however, more frequent informal communication should also occur throughout the year.

Historic preservation commissions are discouraged from assuming long term involvement with a single property, property stewardship or establishing a museum. These activities are time consuming and require large amounts of capital. In addition, they are narrow in focus and will impede the preservation commission from fulfilling its commitment to locate historic properties throughout the community and facilitate their preservation, protection, maintenance and use.

CLG Standard # 5 Demonstrate Compliance with Standards 1 through 4.

The CLG Agreement requires that cities and counties annually prepare and submit in a timely fashion, a complete annual report to the SHPO. This form allows the commission to report on the historic preservation activities that occurred in the city or county during the year. Every city and county in the CLG program is subject to a performance review. At a minimum, the reviews start three years after certification and continue on a three year cycle thereafter. The annual report form figures heavily in the performance review since it queries participating cities and counties about their respective historic preservation programs. The annual report form questions serve as a guide to the activities and programs that CLG participants are expected to have in their local historic preservation programs.

A Checklist for Effective Commission Operations and Maintaining CLG Status

1. The Commission
 - Members are all officially appointed by the Mayor/ Board of Supervisors
 - Members who are continuing on the commission are officially re-appointed by the Mayor or Board of Supervisors
 - No vacant positions
 - Demonstrated positive interest in historic preservation
 - Members should have the time to attend meetings and support projects
2. Meetings
 - Minimum three times a year but realistically and minimally a commission should be meeting quarterly if not bimonthly.
 - There is a regular meeting day, time, and location
 - An announcement and the agenda is posted 24 hours before the meeting
 - Follow the agenda, do not stray off agenda topics. Be concise and to the point in discussions.
 - There is a written set of minutes for every official meeting
 - The public is welcome
 - Do business only when there is a Quorum of members present. Any time a quorum of commissioners gathers, that is considered an official meeting and must be conducted in adherence to Chapter 21 of the Iowa Code.
3. Other Responsibilities
 - Report regularly to your mayor and city council or county board of supervisors
 - Comply with local and state regulations regarding conflict of interest
 - Comply with State Gift Law
4. Meet CLG program requirements
 - Operate in compliance with the Secretary of the Interior's Standards and Guidelines.
 - Set up a system for on-going survey, evaluation and registration
 - Maintain a Historic Property Inventory that complies with the State's. Store inventory and other commission in a city or county-owned facility that is controlled but accessible.
 - Prepare and follow an annual work plan
 - Meet annual historic preservation training requirement
 - Complete a minimum of one historic preservation activity a year
 - Review National Register of Historic Places nominations
 - Complete and submit the CLG Annual Report

A Special Message for Newly Appointed Commissioners

Many newly appointed historic preservation commissioners know something about local history or historic preservation when they join a commission but may not fully understand what is expected of them as commission members. This information sheet was prepared to assist historic preservation members fulfill their responsibilities as commissioners.

1. When you agree to serve on your city historic preservation commission, you become an unpaid governmental official. The commission is part of local government, serving at the pleasure of the mayor and city council or county board of supervisors. It is the commission's responsibility to keep these officials informed of their activities, actions, and plans. It is also important for the commission to solicit the ideas and suggestions of local elected officials when developing plans and projects.
2. The commission works under local enabling legislation, the historic preservation ordinance or resolution. The commission is expected to follow local and state codes regarding the conduct of meetings and other commission business, e.g. Iowa Open Meetings Law, the Iowa Gift Law, and Conflict of Interest. The [state attorney general's office](#) has some information to assist you in complying with state statutes.

As commission members, you should become familiar with the following laws and agreements. These guide commission operations and commissioners are responsible for seeing that all obligations are met on a yearly basis:

- Local Historic Preservation Ordinance or Resolution;
- CLG Certification Agreement between your local government and the State of Iowa;
- National Park Service and State of Iowa Conflict of Interest Policy;
- Iowa Open Meetings Law (Code of Iowa, Chapter 21 "Official Meetings Open to the Public");
- Iowa Gift Law (Code of Iowa Chapter 68B as amended by 1993 Iowa Acts Chapter 163)

Certified local governments shall not unlawfully discriminate on the basis of sex, race, color, and/or national origin in any of their activities in implementing the program.

All CLG commission members will refrain from voting in any activity in which they have a current or anticipated financial interest (either as owner, officer, trustee, fiduciary employee, part owner, or the recipient of any royalty, commission, contingency fee, professional services contract, brokerage fee, or other payment). It is required that any affected member will indicate the existence of any such conflict of interest prior to the consideration of the subject.

3. Historic Preservation Commissioners have a special charge in that they not only develop local historic preservation policy and programs but also are actively engaged in doing preservation activities. When you agree to become a commissioner, you need to have a strong, positive interest in historic preservation. You should be prepared to attend all commission meetings. If the commission undertakes a special project, such as a CLG grant project, you should be ready to work on the project and/or recruit volunteers and see that it is completed. You should be prepared to participate in historic preservation commission training workshops and conferences.

If your commission has local designation and design review responsibilities, it is particularly important that commission members attend all commission meetings. Design review is a regulatory action, applicants for Certificates of Appropriateness are waiting for commission review and feedback before they can start their project. If a scheduled commission meeting includes a design review for a Certificate of Appropriateness, there must be a quorum present in order for the commission to review the project. It is unfair to the applicant and the property involved for the commission not to conduct the review at the officially scheduled time.

Effective commissioners are informed ones. If your commission has been operating for several years, review past minutes and annual reports to get a sense of what has been accomplished, what is planned, current goals and objectives. If your commission is newly formed, become informed and trained so that your local preservation program gets a good strong start.

4. Get to know the other commission members. Each member has a distinctive work style, particular gifts and skills, and special knowledge. When a commission is able to fully utilize its members as individuals and as a team, it can become a strong and productive organization. Be honest with one another about strengths and weaknesses, likes and dislikes. Then use this knowledge to the group's advantage. Do not make the shy, reclusive member be the commission spokesperson (unless they are willing). Be good listeners. Stick to your agendas, schedules, specific topic under discussion. Respect one another's time, use your time together effectively.
5. Doing Grant Projects. Certified Local Government (CLG) and Historic Resource Development Program (HRDP) grant awards are contractual agreements between your local government and the State of Iowa to accomplish a particular objective. When you are awarded a grant, the State expects the local government and its historic preservation commission to fulfill its obligation to complete the project. So, if your commission wants to do a grant project, all commissioners should be knowledgeable about all aspects of the project. Each commissioner should be aware of his or her project job responsibilities and willing to undertake them in a timely fashion.

In closing, CLG historic preservation commissioners belong to a unique group. There are preservationists throughout the state and region who are willing to share information, experience, and expertise with you. Feel free to contact them. Also, use the staff of the State Historic Preservation Office, your interests are their interests and they wish to assist you. A good place to start is a call to the CLG Coordinator whose job it is to support the work of the historic preservation commissions.

COMMISSION RECORDS

Each Historic Preservation Commission should maintain a record of its work. These records should be kept in a location where they are protected but still accessible to the public, for example, in city hall or the county courthouse. Below is an example of the filing system a commission could use to organize its records and the kinds of documents the commission should save.

1. Certification
 - a. Application materials such as the letter applying for CLG status, resolution or ordinance, historic property inventory, preservation plan, list of original commissioners, biographical sketches of commissioners, disclaimer letter if there are no preservation professional on the first commission.
 - b. Certification Agreement between local government and the State.
 - c. Letter from the National Park Service confirming CLG status.
2. Commissioners
 - a. Documentation of commissioner recruitment process
 - b. Commissioners' biographical sketches
 - c. Participation in training activities
 - d. Documentation of appointment and record of term
3. Administrative Records
 - a. Correspondence
 - b. Commission meeting announcements, agendas, minutes
 - c. Reviews for National Register nominations and HRDP grant applications
4. Annual Reports
5. Grant Projects
 - a. Grant Applications
 - b. Progress Reports
 - c. Documentation of Match and Expenditures
6. Inventory
 - a. Iowa Site Inventory Forms
 - b. Office of the State Archeologist Site form for prehistoric and historic period archeological sites
 - c. Survey and Evaluation Project Reports
 - d. National Register--nomination forms
 - e. Correspondence from SHSI on properties determined eligible for National Register listing
 - f. Completed local historic landmark and local historic district nomination forms
7. Design Review
 - a. Ordinances designating Landmarks and Districts, detailing boundaries and sites, structures, buildings, objects and other features included in the designation;
 - b. Applications for a Certificate of Appropriateness (COA);
 - c. Minutes recording Commission Action in regard to COA;
 - d. Design Guidelines

Process for Monitoring and Decertification

The SHPO will provide all CLGs with an annual report form. Each CLG must complete and return the annual report form by February 28 for the previous year. The SHPO shall review and monitor CLGs to assure compliance with all applicable regulations specified herein. The SHPO will review the annual reports submitted by certified local governments, records of the administration of funds allocated from the Historic Preservation fund, and other documents as necessary, to assure that each government is fulfilling the required standards. The SHPO may conduct other review and monitoring as necessary.

If the SHPO evaluation indicates that the performance of the certified local government is inadequate, the SHPO shall document that assessment and recommend to the local government ways to improve its performance. The certified local government shall have a period of not less than thirty (30), nor more than one hundred eighty days (180) days to implement improvements. If the SHPO determines that sufficient improvement has not occurred, the SHPO shall recommend decertification of the local government to the Secretary of the Interior citing specific reasons for the recommendation.

Certified local governments may petition the State to be decertified voluntarily and without prejudice.

Glossary of Preservation Terminology

Adaptive use: Using a property for a use other than what it was built or designed for. Examples: converting a school into housing or a gas station into a coffee shop. Alternatively referred to as adaptive reuse.

Certified Local Government Program: A preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. The program is jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) in each state, with each local community working through a certification process to become recognized as a Certified Local Government (CLG).

Character-defining feature: a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its unique physical character. Examples include a steeple on a church, a factory building's steel windows or the regular arrangement of gravestones in a cemetery.

Historic property: a district, site, structure, or landscape significant in American history, architecture, engineering, archeology, or culture; a general term for all entries in the National Register of Historic Places.

Historic preservation commission: A volunteer, citizen body established by city ordinance or county resolution that exists to advise the local elected officials on matters relating to historic preservation, advocate for historic properties and undertake historic preservation projects in the community.

Integrity: The authenticity of a property's historic identity, evidenced by the survival of physical characteristics (location, design, setting, materials, workmanship, feeling, association) that existed during its historic or prehistoric period. The extent to which a property retains its historic appearance.

National Historic Preservation Act: Federal legislation first passed in 1966 to preserve historic and archaeological properties in the United States. The act authorized the National Register of Historic Places and the creation of professional standards for the preservation of historic properties. The act has been amended to add other responsibilities including the Certified Local Government Program which was established by amendment in 1980.

National Park Service (NPS): An agency within the Department of the Interior. NPS develops general standards for historic preservation which are used by states, local governments and preservation professionals. NPS also manages the Certified Local Government Program at the national level.

National Trust for Historic Preservation: A private non-profit membership organization dedicated to saving historic places and revitalizing America's communities. The Trust provides leadership, education, advocacy, and resources to save America's diverse historic places and revitalize communities.

Recent past: A movement that seeks to preserve modern architectural heritage and particularly those places that are less than 50 years old, and thus not "historic" according to commonly used guidelines

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. It is by far the most commonly used preservation treatment. See also restoration.

Repointing: Is the process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar. Often confused with tuck pointing.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of

mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. See also rehabilitation.

Section 106: refers to Section 106 of the National Historic Preservation Act, which requires federal agencies to take into account the effects of their proposed activities on properties included, or eligible for inclusion, in the National Register of Historic Places.

Secretary of the Interior's Standards: Common sense historic preservation principles written in non-technical language. The "standards" promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources

Significance: The importance of a property to the history, architecture, archaeology, engineering, or culture of a community, state or the nation.

State Historic Preservation Office (SHPO): The mission of the SHPO ("ship-oh") is to identify, preserve, and protect Iowa's historic resources. The SHPO's programs include the National Register of Historic Places program, Certified Local Government program, historic tax credit programs and Review and Compliance for federal projects. Our office is located in Des Moines in the State Historical Society Building.

Survey: A systematic examination of an area designed to gather information about historic properties in order to evaluate for significance. A survey can be done at a reconnaissance or intensive level. A survey can also be undertaken of an individual property.

Tuckpointing: A primarily decorative application of a raised mortar joint or lime putty joint on top of flush mortar joints. Often confused with repointing.

Reconnaissance survey: Sometimes called a "windshield" survey, this is a quick examination of an area to make generalizations about the types and distributions of historic properties that may be present. See also intensive survey.

Intensive survey: A systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance within specific historic contexts. See also reconnaissance survey.

Standard National Park Service Grant Acknowledgments

The activity that is the subject of this [type of project] has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity National Park Service 1849 C Street, N.W. Washington, D.C. 20240