

HISTORIC PRESERVATION COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, FEBRUARY 13, 2024; 5:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

- I. Call to Order
- II. Secretary's Report
 - A. Consideration of the January 18, 2024 meeting minutes.
- III. Communications
- IV. Old Business
- V. New Business
 - A. 2023 Certified Local Government Annual Report
- VI. Other Business
 - A. Election of Chairperson
 - B. Election of Vice-Chairperson
- VII. Open Forum for Comment
- VIII. Adjourn
- IX. Next Commission Meeting: March 12, 2024

City of Davenport
Historic Preservation Commission

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

Date
2/13/2024

Subject:
Consideration of the January 18, 2024 meeting minutes.

Recommendation:
Staff recommend approval of the January 18, 2024 meeting minutes.

Background:
The January 18, 2024 meeting minutes are attached.

ATTACHMENTS:

| Type | Description |
|-------------------|-------------------------|
| ▢ Backup Material | Meeting Minutes 1-18-24 |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------|------------------|----------|--------------------|
| City Clerk | Werderitch, Matt | Approved | 2/7/2024 - 2:03 PM |

HISTORIC PRESERVATION COMMISSION MEETING MINUTES

CITY OF DAVENPORT, IOWA

THURSDAY, JANUARY 18, 2024; 5:00 PM

DAVENPORT POLICE DEPARTMENT | 416 N HARRISON ST | COMMUNITY ROOM

I. Call to Order

Vice-Chairperson Franken called the meeting to order.
Present: Franken, Miranda, Hustedde, Powers, Bierman
Excused: McGivern, Kretz
Staff Present: Werderitch, Berkley

II. Secretary's Report

A. Consideration of the December 12, 2023 meeting minutes.

Motion by Powers, second by Hustedde, to approve the December 12, 2023 meeting minutes. Minutes were unanimously approved by voice vote (5-0).

III. Communications

IV. Old Business

V. New Business

A. Case COA24-01: 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]

Staff presented an overview of the request to replace 80 original wood windows with Marvin Ultimate Wood Clad Insert Units. The proposed wood windows are similar in design, dimension, and color to the original windows being replaced. To the greatest extent practicable, the new windows will fit the existing openings and match historic dimensions. The method of installation will not alter the exterior trim and casing, keeping the historic details intact. The original muntin pattern, with 1/1 panes, will remain with a white clad exterior.

Staff recommended approval of the Certificate of Appropriateness to install new windows at 1208 Main Street.

The project was reviewed for conformance with the Standards for Review, Chapter 14.01.060 C of the Davenport Municipal Code. The project generally complies with the following 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. The proportions (width versus height relationship) between windows should be compatible, if not replicated, with the architectural design and character of the designated property.

Commissioners commented on the replacement product and its application on historic structures. The wood windows with exterior clad is considered a compatible replacement due to its ability to replicate historic dimensions while addressing energy efficiency.

Motion by Franken, second by Powers, to approved Case COA24-01 in accordance with the submitted material. Motion passed by a roll call vote (5-0).

B. 2023 Certified Local Government Annual Report

Werderitch presented the 2023 Certified Local Government Annual Report and highlights from the past year. The Commission reviewed the previous year's work plan. Commissioners will review and provide further comments for the February 13, 2024 meeting.

No formal action taken.

VI. Other Business

A. Nomination of Chairperson

After discussion, the Commission nominated both Hustedde and Kretz for the position of Chairperson.

B. Nomination of Vice-Chairperson

The Commission nominated both Hustedde and Kretz for the position of Vice-Chairperson.

VII. Open Forum for Comment

VIII. Adjourn

Motion by Hustedde, second by Miranda, to adjourn the meeting. Motion passed by a voice vote (5-0). The meeting adjourned at 5:24 pm.

IX. Next Commission Meeting: February 13, 2024

City of Davenport
Historic Preservation Commission

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

Date
2/13/2024

Subject:
2023 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 2024 and 2025.

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

Q1: Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year.

Q2: 2024 Work Plan: Each Commission should develop an annual work plan. Please include the project(s), initiatives and programs your commission plans to begin or complete.

Once the Historic Preservation Commission has finalized the 2024-2025 work plan, the City Council will review the annual report at a public meeting. City staff will then complete the online Certified Local Government Annual Report by the February 29, 2024 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.

A draft 2024 Work Plan and draft Certified Local Government Annual Report have been attached as a reference.

ATTACHMENTS:

| Type | Description |
|-------------------|------------------------------------------------|
| ▢ Backup Material | Work Plan 2024-2025 |
| ▢ Backup Material | Certified Local Government Annual Report-DRAFT |
| ▢ Backup Material | 2023 HPC Agenda Items |
| ▢ Backup Material | Certified Local Government Program Guide |

REVIEWERS:

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

City Clerk

Werderitch, Matt

Approved

2/9/2024 - 11:53 AM

Davenport Historic Preservation Commission Work Plan

Calendar Year 2024 & 2025

Projects, Plans, and Initiatives

Calendar Year 2024

- Engage with historic property owners and neighborhood organizations.
- Provide technical assistance on historic preservation issues or projects.
- Review DREAM Plus Projects for conformance with the historic preservation ordinance.
- Acquire space at a Party in the Park event to educate the public on local historic preservation.
- Collaborate with local organizations to provide public tours of historic landmarks and districts.
- Partner with the Davenport School District to create a historic preservation curriculum.
- Increase communication with City Council.
- Attend the Annual Porch Party at the Butterworth Center & Deere-Wiman House
- Maintain and update historic inventory.

Calendar Year 2025

- Increase community service provided by the Historic Preservation Commission.
- Improve relationships with other local historic preservation agencies.
- Evaluate local funding and grant opportunities to fund National Register Studies.
- Continue to improve online resources.
- Work toward updating the Historic Preservation Ordinance to better address current challenges such as unpermitted and non-approved work in historic districts and landmarks.

Historic Preservation Training Plan

Calendar Year 2024

- 2024 Preserve Iowa Summit: Mount Pleasant, IA (June 6-8, 2024)
- Pursue technical preservation training provided by the State Historic Preservation Office
- National Park Service-Technical Preservation Online Training
- National Trust for Historic Preservation-Forum Webinar Series
- National Alliance of Preservation Commissions – Commission Assistance and Mentoring Program

Calendar Year 2025

- CY 2025 Preserve Iowa Summit, TBD

▲ SHPO Certified Local Government Annual Report

SHPO 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.

We look forward to hearing from each CLG this year!

▲ **Two questions on this form need attention.**

Some required questions are incomplete: [19](#) and [29](#)

1. I am aware the submission of this report requires a signature from my communities chief elected official.

The signature form is located here:

yes

[Clear Answer](#)

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

Please choose from the drop down list.

Davenport Historic Preservation Commission ▼

3. Did your commission undertake any survey, evaluation, and/or registration/nomination projects? *

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

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.

The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Yes

No

I don't know

National Register nominations as we already have these documents in our files.

Signed Certified Local Government National Register Nomination Evaluation Report Form.pdf (81KB) 



4. Were any National Register of Historic Places properties in your jurisdiction altered, moved, or demolished in this calendar year? *

- Yes
- No
- I don't know

4.1.

Please identify the property or properties and the action (altered, moved, or demolished). *

Please see the attached list of the Davenport Historic Preservation Commission agenda items for 2023.

The Davenport Hotel (324 Main Street). The structure partially collapsed on May 28, 2023. A Certificate of Public Hazard was issued and the structure was fully dismantled on June 21, 2023.

294 of 6000 characters

5. 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@iowaeda.com before you complete this section.

- Yes
- No
- I don't know

these properties.

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.

Davenport's Historic Preservation Commission did not locally designate any landmarks in 2023.

93 of 6000 characters

5.2.

What properties did your community place on its list of locally designated historic landmarks and/or historic districts? (Duplicate)

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

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.

 Title 14-Historic Preservation Ordinance.pdf (100KB)







5.3.

Please identify the property or properties and the action (altered, moved, or demolished). (Duplicate)

N/A

3 of 10000 characters

I don't know

7. 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! *

Please check all that apply!

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.

- a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.
- 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.
- c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.
- d. Design guidelines/standards
- Other:

7.1. Describe your communities historic preservation planning activities in this calendar year. *

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.

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 at total of fifteen Certificates of Appropriateness Applications in 2022.

662 of 6000 characters

7.2. Describe your communities assistance with preservation issues or projects in this calendar year. *

1 Forms — Portfolio — 3 Submit

[NEXT >](#)

Heritage neighborhoods. The DREAM Project allocated financial assistance to owners hoping to reinvest in the exterior of their buildings. This past year was busy with applicants utilizing DREAM Project funds to rehabilitate properties, resulting in numerous Certificate of Appropriateness Applications before the Commission. The program brochure is attached to this report.

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7.3.

Please describe your community's public education programs in his calendar year. *

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations.

The Historic Preservation Commission sponsored a Walking Tour of the Downtown, attended two Party in the Park Events, and hosted informational presentations at the Public Library. The State Historic Preservation Office also visited Davenport's Commission to give a public presentation on historic windows.

305 of 6000 characters

8. Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?

The Commission prioritized public education and community outreach this year. Commissioners had an informational booth at Davenport's Party in the Park Event. This provided an opportunity to interact with historic property owners in an informal setting. Listening to the community's needs helped the Commission understand the challenges in maintaining an older home and finding quality contractors to perform improvements.

The Commission also partnered with the Davenport Public Library to promote historic preservation. Several speakers were brought in to discuss methods for researching older homes and held a session on applying for historic tax credits. A local historian was also hired to give walking tours of the downtown.

732 of 6000 characters

9. 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

217 of 6000 characters

10.

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

3 of 6000 characters

11. Does your Historic Preservation Commission have a website? *

- Yes
- No

11.1. What is the website address? *

https://cityofdavenportiowa.hosted.civiclive.com/

12. Does your commission have social media accounts? *

- Yes
- No

13.

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.

- 2. February 14, 2023
- 3. March 14, 2023
- 4. March 21, 2023
- 5. April 11, 2023
- 6. May 9, 2023
- 7. June 13, 2023
- 8. July 11, 2023
- 9. August 8, 2023
- 10. September 12, 2023
- 11. October 10, 2023
- 12. November 14, 2023
- 13. December 12, 2023

411 of 6000 characters

14.

Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year. *

The Commission adopted new Bylaws to reflect changes in City Code and to better outline formal procedures.

106 of 6000 characters

15. Where are your official CLG files located? *

If your commission also has digital file storage please note how those are being stored.

City of Davenport - City Hall
Community and Economic Development Department
226 West 4th Street
Davenport, Iowa 52801
Planning@davenportiowa.com
(563) 888-2221

164 of 6000 characters

16.

In this calendar year, what was the dollar amount of the historic preservation commission's annual budget? *

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

17. Additional Budget Information

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

The City of Davenport does 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.

The Historic Preservation Commission partnered with the Davenport Library to hire a local historian to give public walking tours of the downtown over the summer and fall.

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18.

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. Karen Miranda
5. Michael hustedde
6. Christopher Kretz
7. John Higgins

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19. 2024 Work Plan *



Each Commission should develop an annual work plan. Please include the project(s), initiatives and programs your commission plans to begin or complete.

This question is required.

Choose a file

20. Commission Training Table

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, please 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.

+ Add a row

21.

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.

Now is also a good time to start planning to attend the 2024 Preserve Iowa Summit in Mount Pleasant on June 6-8, 2024. If no one attended please mark N/A.

None. Unfortunately, Commission members and staff were unable to attend the 2023 Preserve Iowa Summit in Sioux City. Davenport hopes to send representatives to the 2024 Summit given its closer proximity.

203 of 1000 characters

22. **Suggestions for improvement ***

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?

The SHPO Certified Local Government Coordinator travelled to Davenport to give a presentation on historic windows. Davenport's Commission was extremely appreciative of her expertise and assistance. This proved to be a valuable training on a pressing issue for our community. Additional educational opportunities are always appreciated!

335 of 6000 characters

23.

What training topic would be most helpful for your Historic Preservation Commission? *

We will use this information to help design the CLG Roundtable at the Preserve Iowa Summit and other training opportunities throughout the year.

Replacing historic windows with an appropriate substitute material is always a challenging item. Providing materials and resources for wood windows may be beneficial to the community and historic property owners.

212 of 6000 characters

24. **Chief Elected Official ***

25. Has the contact information for your communities staff liaison changed? *

If you have a new staff liaison please select yes.

- Yes
- No

26. Commission Members

Please include all commission members in this table.

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

| First and Last Name | Mailing Address | Email Address | Term | Role | |
|---------------------|-----------------|----------------|-------------|------------|--|
| Bob McGive | | bob@mcgive | 3 Year Tern | Chair | |
| Diane Frank | | defranken@c | 3 Year Tern | Vice-Chair | |
| Christine Pc | | naturesoul3@: | 3 Year Tern | Commissio | |
| Karen Mirar | | karenlm60@: | 3 Year Tern | Commissio | |
| Michael Hus | | husteddemicl | 3 Year Tern | Commissio | |
| John Higgin | | higginsbenefi | 3 Year Tern | Commissio | |
| Chris Kretz | | historicheight | 3 Year Tern | Commissio | |

+ Add a row

27.

Please attach biographical sketches for commissioners who were newly appointed in last calendar year.

Please be sure newly appointed commissioners sign and date their statement.

**Davenport Historic Preservation Commission
2023 Agenda Items**

Certificate of Appropriateness Applications

1. Case COA23-01: Request for exterior alteration at 624 West 5th Street. The Charles and Amelia (Ruch) McElroy House is located within the Hamburg Local Landmark Historic District. Duane Timm, petitioner. [Ward 3]
2. Case COA23-02: Installation of accessible playground equipment at Vander Veer Park at 223 West Central Park Avenue. Vander Veer Park is a locally listed historic landmark. City of Davenport, petitioner. [Ward 5]
3. Case COA23-03: Request for exterior alteration at 521 West 6th Street. The Dr. Gustav Hoepfner House and Office is located within the Hamburg Local Landmark Historic District. ILIOWA Holdings LLC, petitioner. [Ward 3]
4. Case COA23-04: Request to install new garage doors at 625 West 7th Street. The Hans Goos House is located within the Hamburg Local Landmark Historic District. Brett Lutz, petitioner. [Ward 3]
5. Case COA23-06: Request for the installation of a new monument sign located at 1730 Wilkes Avenue. Johnson School is a locally listed historic landmark. Johnson School Properties LLC, petitioner. [Ward 4]
6. Case COA23-07: Request for exterior alteration at 630 West 5th Street. The John Ruch House is located within the Hamburg Local Landmark Historic District. Duane Timm, petitioner. [Ward 3]
7. Case COA23-08: Request for exterior alteration of the Friederich Hartmann House located at 604 West 5th Street. Hamburg Local Landmark Historic District. Tonia Rogers, petitioner. [Ward 3]
8. Case COA23-09: Request to install a historic marker at Prospect Park. City of Davenport, petitioner. [Ward 5]
9. Case COA23-10: Request for exterior alteration at 714 Gaines Street. The Postel Rental House is a contributing building in the Hamburg Local Landmark Historic District. Xaveria Mayes, petitioner. [Ward 3]
10. Case COA23-11: Request to reconstruct the front porch at 729 Western Avenue. The Carl and Minnie (Eldridge) Schlegel House is a contributing building in the Hamburg Local Landmark Historic District. Mary Houston, petitioner. [Ward 3]
11. Case COA23-12: Request to install a new roof at 6035 Northwest Boulevard. The John Littig House is a locally listed historic landmark. City of Davenport, petitioner. [Ward 8]
12. Case COA23-13: Request to install a new roof at 630 East 7th Street. The Antoine LeClaire House is a locally listed historic landmark. City of Davenport, petitioner. [Ward 3]
13. Case COA23-14: Request to install new signage at 131 West 2nd Street. The J.H.C. Petersen and Sons Building is a locally listed historic landmark. Endeavor Management Group LLC, petitioner. [Ward 3]
14. Case COA23-15: Request for exterior alteration at 436 West 7th Street. The Alexander and Fredericke (Tank) Naeckel House is a contributing building in the Hamburg Local Landmark Historic District. Midwest Complete Construction, petitioner. [Ward 3]
15. Case COA23-16: Request for exterior alteration at 225 East 2nd Street. The John F. Kelly Building is a locally listed historic landmark in the Davenport Motor Row and Industrial Historic District. Davenport Historic Preservation Consulting LLC, petitioner. [Ward 3]
16. Case COA23-17: Request for exterior alteration at 321 West 6th Street. The Henry and Julia (Tritchler) Frahm House is a contributing building in the Hamburg Local Landmark Historic District. Terry Genz, petitioner. [Ward 3]

17. Case COA23-18: 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]
18. Case COA23-19: Exterior alteration at 705 Gaines Street. The Lois P. Best Apartments is listed as a contributing structure in the Hamburg Local Landmark Historic District. Marion Meginnis, petitioner. [Ward 3]
19. Case COA23-20: Request for exterior alteration at 713 West 7th Street. The John and Louise Boldt House is a contributing building in the Hamburg Local Landmark Historic District. Joseph Erenberger, petitioner. [Ward 3]
20. Case COA23-21: Request to install a new flat roof at 1208 Main Street. The J. Monroe Parker-Ficke House is a locally designated historic landmark and located within the College Square Historic District. R3 Roofing and Exteriors, petitioner, on behalf of Delt 100 Alumni Counsel LLC. [Ward 3]
21. Case COA23-22: Request for the installation of new soffit, fascia, and gutters at 511 Gaines Street. Hamburg Local Landmark Historic District. Jonathan Pham, petitioner. [Ward 3]
22. Case COA23-23: Request for exterior alteration at 407 Main Street. St. Anthony's Church is a local landmark within the Davenport Commercial Historic District. St. Anthony's Church, petitioner. [Ward 3]
23. Case COA23-24: Restoration of the gazebo at 1234 East River Drive. The Abner Davison House is a locally listed historic landmark. Quad City Restorations, petitioner. [Ward 3]
24. Case COA23-25: Removal of rooftop cellular equipment at 102 East 3rd Street. Hotel Mississippi is a locally listed historic landmark within the Davenport Commercial Historic District. QualTek Wireless, petitioner. [Ward 3]
25. Case COA23-26: Request to reconstruct the front stoop at 613 West 6th Street. Isaac and Mary Farber House is located in the Local Hamburg Historic District. Lenny DeSantiago, petitioner. [Ward 3]
26. Case COA23-27: Request to tuckpoint and repair masonry at 301 East 2nd Street. The Davenport Bag and Paper Company Building is a locally listed historic landmark in the Davenport Motor Row and Industrial Historic District. Peterson HTC LLC, petitioner. [Ward 3]
27. Case COA23-28: Request to relocate ADA ramp into building, add building signage and improve the overall street presence at the Davenport Public Library, 321 Main Street. The Davenport Public Library - Edward Durell Stone Building is a locally listed historic landmark in the Davenport Commercial Historic District. Legat Architects on behalf of the Davenport Library, petitioner. [Ward 3]
28. Case COA23-29: Request for the installation of a new roof at 520 West 7th Street. The Herman H. and Lida M. (Lerchen) Meyer House is a contributing structure in the Hamburg Local Landmark Historic District. Burrage Roofing, petitioner, on behalf of Sydney Lundberg. [Ward 3]
29. Case COA23-30: Request to install new doors at 613 West 6th Street. Isaac and Mary Farber House is located in the Local Historic Hamburg District. Lenny DeSantiago, petitioner. [Ward 3]

Demolition Request Applications

1. Case DNRHP23-01: Request for partial demolition of 1111 Perry Street. The structure is located in the Cork Hill National Historic District. Palmer College Foundation, petitioner. [Ward 3]
2. Case DNRHP23-02: Request for demolition of 1528 Clay Street. The Henry Leemhuis House is an individually significant and pivotal structure in the Riverview Terrace National Historic District. Christine Quinlan, petitioner. [Ward 3] (ITEM WITHDRAWN)

3. Case DNRHP23-03: Request for demolition of the Children's Living Unit (Building F) at 2800 Eastern Avenue. The Children's Living Unit is a non-contributing structure in the Iowa Soldiers' Orphan's Home Historic District. City of Davenport, petitioner. [Ward 5]
4. Case DNRHP23-04: Request for demolition of 431 West 8th Street. The Michael J. and Anna Healey House is a non-contributing building in the Hamburg Historic District. City of Davenport, petitioner. [Ward 3]

National Register of Historic Places Nomination

1. Case NRHP23-01: Review and provide a recommendation for the International Harvester Truck Sales and Service Station at 601 West 2nd Street to be listed on the National Register of Historic Places. [Ward 3]

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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

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(Name of City or County) Commission Information Historic Preservation Commissioners Year 20____, January 1, 20____, through December 30, 20____</p> | |
| <p>City or County Staff to the Commission</p> | <p>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</p> |
| <p>Commission Chair</p> | <p>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</p> |
| <p>Commission Vice Chair</p> | <p>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</p> |
| <p>Commission Secretary</p> | <p>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</p> |

| | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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)

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 appropriate 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

City of Davenport
Historic Preservation Commission

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
2/13/2024

Subject:
Election of Chairperson

Recommendation:
Elect a Chairperson.

Background:
Michael Hustedde and Chris Kretz were nominated for the position of Chairperson at the January 9, 2024 Historic Preservation Commission meeting.

The Historic Preservation Commission adopted new Bylaws at its October 10, 2023 meeting. Article IV outlines the nomination and election process as follows:

SECTION 1: ELECTION AND TERM OF OFFICE

1. The Commission, at the second regular meeting of the calendar year, shall elect to office from its membership a Chairperson and Vice-Chairperson, each to hold office for one (1) year. Both Chairperson and Vice-Chairperson shall be eligible for reelection. However, a Commissioner shall serve no more than two consecutive terms as Chairperson or Vice-Chairperson. Election of Chairperson and Vice-Chairperson shall be by a separate ballot vote. The Commission shall first elect a Chairperson, then a Vice-Chairperson. A Commissioner may only hold the position of one office.
2. Nominations will be held at the first regular meeting of the calendar year. Commissioners may nominate themselves or another Commissioner. Nominees may submit a written statement to the Commission Secretary expressing their qualifications and interest of an office, which will be included in the next meeting packet.

SECTION 2: POWERS AND DUTIES OF CHAIRPERSON

The Chairperson shall:

1. Preside at meetings of the Commission;
2. Call special meetings;
3. Establish committees and appoint members thereto;
4. Sign official documents adopted or approved by the Commission; and
5. See that all actions for the Commission are properly taken and carried out.

SECTION 3: POWERS AND DUTIES OF VICE-CHAIRPERSON

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson must exercise all the powers and duties of the Chairperson.

ATTACHMENTS:

| Type | Description |
|-------------------|-------------|
| ▫ Backup Material | HPC Bylaws |

REVIEWERS:

Department

Reviewer

Action

Date

City Clerk

Werderitch, Matt

Approved

2/7/2024 - 2:03 PM

**HISTORIC PRESERVATION COMMISSION
CITY OF DAVENPORT, IOWA**

BYLAWS

ADOPTED OCTOBER 10, 2023

**ARTICLE I
NAME**

The name of the Commission is the "Davenport Historic Preservation Commission" and is herein referred to as the "Commission".

**ARTICLE II
POWER AND DUTIES**

The Commission shall be governed by the terms of Chapter 2.65 and Title 14 of the Municipal Code of the City of Davenport, Iowa and the laws of the State of Iowa, as amended time to time.

**ARTICLE III
MEMBERSHIP**

SECTION 1: MEMBERSHIP

Membership eligibility and composition are outlined in Chapter 2.65 of the Municipal Code of the City of Davenport, Iowa.

SECTION 2: ORIENTATION FOR NEW MEMBERS

Prior to the first regular meeting following appointment, a new member will be provided with copies of the Historic Preservation Commission Ordinance, Chapter 2.65 of the City of Davenport Municipal Code, Bylaws, and other documentation useful to the member in carrying out the duties of the Commission. Each new member will receive an orientation briefing by the Commission Secretary, which includes a review of the duties and obligations of a member and a review of current business before the Commission.

SECTION 3: RESIGNATIONS

Resignations must be submitted in writing declaring an effective date to the Commission Secretary.

SECTION 4: ABSENCES

Commission members are expected to attend all regular and special meetings of the Commission. Prior to any scheduled meeting, members shall notify the Commission Secretary regarding any excused or anticipated absences. Failure to attend meetings as outlined in Chapter 2.65 of the Municipal Code may be subject to forfeiture of appointment.

ARTICLE IV OFFICES

SECTION 1: ELECTION AND TERM OF OFFICE

- A. The Commission, at the second regular meeting of the calendar year, shall elect to office from its membership a Chairperson and Vice-Chairperson, each to hold office for one (1) year. Both Chairperson and Vice-Chairperson shall be eligible for reelection. However, a Commissioner shall serve no more than two consecutive terms as Chairperson or Vice-Chairperson. Election of Chairperson and Vice-Chairperson shall be by a separate ballot vote. The Commission shall first elect a Chairperson, then a Vice-Chairperson. A Commissioner may only hold the position of one office.
- B. Nominations will be held at the first regular meeting of the calendar year. Commissioners may nominate themselves or another Commissioner. Nominees may submit a written statement to the Commission Secretary expressing their qualifications and interest of an office, which will be included in the next meeting packet.

SECTION 2: POWERS AND DUTIES OF CHAIRPERSON

The Chairperson shall:

- A. Preside at meetings of the Commission;
- B. Call special meetings;
- C. Establish committees and appoint members thereto;
- D. Sign official documents adopted or approved by the Commission; and
- E. See that all actions for the Commission are properly taken and carried out.

SECTION 3: POWERS AND DUTIES OF VICE-CHAIRPERSON

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson must exercise all the powers and duties of the Chairperson.

SECTION 4: REPLACEMENT OF OFFICERS

In the event any office of the Commission becomes vacant, a replacement must be elected at the next regular meeting to serve the unexpired term of the vacated office.

SECTION 5: TEMPORARY ABSENCE AND APPOINTMENTS OF OFFICERS

If both the Chairperson and Vice-Chairperson are absent and a quorum is present, a temporary Chairperson for that one meeting shall be elected by those members in attendance. The temporary Chairperson shall carry out the duties of the Commission.

SECTION 6: COMMISSION SECRETARY

City staff designated by the Director of the Department of Development & Neighborhood Services shall provide staff support to the Board. Upon request, staff will provide records, documents, or other information which the Commission may need for its consideration in connection with its duties.

ARTICLE V MEETINGS

SECTION 1: REGULAR MEETINGS

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SECTION 4: NOTICE

Adequate notice of all Commission meetings must be given to encourage attendance by members and other interested persons and to meet all requirements of law. All Commission meetings are open to the public as required by the Iowa Open Meetings Law (Iowa Code Chapter 21).

SECTION 5: QUORUM

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SECTION 6: VOTING

- A. Requirements: The concurring vote of a majority of the quorum is necessary for any formal action by the Commission;
- B. Procedure: Voting on formal applications before the Commission will be by voice roll call, called by the Commission Secretary. All Commissioners, including the Chairperson, are required to cast a vote upon each motion.
- C. Commissioners have the option to vote "Yes", "No", or "Abstain". A Commissioner may abstain from a vote if the Commissioner believes there is a conflict of interest as provided in Section 7.
- D. Meeting Attendance: Commissioners are expected to be physically present at the meeting in order to exercise their vote. Remote voting may be authorized by the Chairperson if given proper notification in advance of a meeting.

SECTION 7: CONFLICT OF INTEREST

A member of the Commission must abstain from participating in a matter before the Commission when the member has a conflict of interest or an appearance of impropriety. Conflict of interest shall mean a direct and personal interest in the outcome of the proceedings. An appearance of impropriety shall mean an apparent conflict of interest based on objective standards. A member of the Commission shall declare their conflict or appearance of impropriety as soon as the matter comes before the Commission for discussion or as soon thereafter as the member becomes aware of the appearance of the

impropriety or conflict. Thereafter, the member shall take no part in the discussion or vote on the matter.

SECTION 8: EX PARTE COMMUNICATIONS

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It is the policy of the Historic Preservation Commission that members not attend private meetings whose principal purpose is to discuss business that is before or will come before the Commission, unless such attendance is approved by the Commission by motion prior to the private meeting.

Ex Parte means communication between a Commission member(s) and a party or third party outside of duly scheduled meetings on an issue pending before the Commission or that will be brought before the Commission. Ex Parte communications should be avoided because they raise the issue of due process fairness. In the event a situation arises where they occur, the member shall place on the public record the sum and substance of the communication to enable interested persons to rebut the communications.

SECTION 9: ROBERT'S RULES OF ORDER

Robert's Rules of Order shall govern the Commission meetings in all cases where these rules do not provide for the procedures to be followed.

SECTION 10: MINUTES

The minutes must be approved at the next regular meeting by formal action of the Commission. The minutes must then become part of the permanent records of the Commission.

SECTION 11: OPEN MEETINGS LAW

All actions of the Commission must comply with the Iowa Open Meetings Law (Iowa Code Chapter 21)

SECTION 12: OPEN RECORDS

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**ARTICLE VI
AGENDA**

SECTION 1: ORDER OF AGENDA ITEMS

The order of business shall be as follows:

- I. Call to Order
- II. Secretary's Report
- III. Communications
- IV. Old Business
- V. New Business
- VI. Other Business
- VII. Open Forum for Comment
- VIII. Adjourn

**ARTICLE VII
AMENDMENT OF BY-LAWS**

The foregoing bylaws, or any part thereof, may be amended at any regular or special meeting of the Commission. A vote of no fewer than five (5) members approving said amendment shall be required. An affirmative vote on the motion to amend the bylaws cannot be reconsidered.

City of Davenport
Historic Preservation Commission

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
2/13/2024

Subject:
Election of Vice-Chairperson

Recommendation:
Elect a Vice-Chairperson.

Background:
Michael Hustedde and Chris Kretz were nominated for the position of Vice-Chairperson at the January 9, 2024 Historic Preservation Commission meeting.

The Historic Preservation Commission adopted new Bylaws at its October 10, 2023 meeting. Article IV outlines the nomination and election process as follows:

SECTION 1: ELECTION AND TERM OF OFFICE

1. The Commission, at the second regular meeting of the calendar year, shall elect to office from its membership a Chairperson and Vice-Chairperson, each to hold office for one (1) year. Both Chairperson and Vice-Chairperson shall be eligible for reelection. However, a Commissioner shall serve no more than two consecutive terms as Chairperson or Vice-Chairperson. Election of Chairperson and Vice-Chairperson shall be by a separate ballot vote. The Commission shall first elect a Chairperson, then a Vice-Chairperson. A Commissioner may only hold the position of one office.
2. Nominations will be held at the first regular meeting of the calendar year. Commissioners may nominate themselves or another Commissioner. Nominees may submit a written statement to the Commission Secretary expressing their qualifications and interest of an office, which will be included in the next meeting packet.

SECTION 2: POWERS AND DUTIES OF CHAIRPERSON

The Chairperson shall:

1. Preside at meetings of the Commission;
2. Call special meetings;
3. Establish committees and appoint members thereto;
4. Sign official documents adopted or approved by the Commission; and
5. See that all actions for the Commission are properly taken and carried out.

SECTION 3: POWERS AND DUTIES OF VICE-CHAIRPERSON

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson must exercise all the powers and duties of the Chairperson.

ATTACHMENTS:

| Type | Description |
|-------------------|-------------|
| ▢ Backup Material | HPC Bylaws |

REVIEWERS:

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

City Clerk

Werderitch, Matt

Approved

2/7/2024 - 2:04 PM

**HISTORIC PRESERVATION COMMISSION
CITY OF DAVENPORT, IOWA**

BYLAWS

ADOPTED OCTOBER 10, 2023

**ARTICLE I
NAME**

The name of the Commission is the "Davenport Historic Preservation Commission" and is herein referred to as the "Commission".

**ARTICLE II
POWER AND DUTIES**

The Commission shall be governed by the terms of Chapter 2.65 and Title 14 of the Municipal Code of the City of Davenport, Iowa and the laws of the State of Iowa, as amended time to time.

**ARTICLE III
MEMBERSHIP**

SECTION 1: MEMBERSHIP

Membership eligibility and composition are outlined in Chapter 2.65 of the Municipal Code of the City of Davenport, Iowa.

SECTION 2: ORIENTATION FOR NEW MEMBERS

Prior to the first regular meeting following appointment, a new member will be provided with copies of the Historic Preservation Commission Ordinance, Chapter 2.65 of the City of Davenport Municipal Code, Bylaws, and other documentation useful to the member in carrying out the duties of the Commission. Each new member will receive an orientation briefing by the Commission Secretary, which includes a review of the duties and obligations of a member and a review of current business before the Commission.

SECTION 3: RESIGNATIONS

Resignations must be submitted in writing declaring an effective date to the Commission Secretary.

SECTION 4: ABSENCES

Commission members are expected to attend all regular and special meetings of the Commission. Prior to any scheduled meeting, members shall notify the Commission Secretary regarding any excused or anticipated absences. Failure to attend meetings as outlined in Chapter 2.65 of the Municipal Code may be subject to forfeiture of appointment.

ARTICLE IV OFFICES

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During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson must exercise all the powers and duties of the Chairperson.

SECTION 4: REPLACEMENT OF OFFICERS

In the event any office of the Commission becomes vacant, a replacement must be elected at the next regular meeting to serve the unexpired term of the vacated office.

SECTION 5: TEMPORARY ABSENCE AND APPOINTMENTS OF OFFICERS

If both the Chairperson and Vice-Chairperson are absent and a quorum is present, a temporary Chairperson for that one meeting shall be elected by those members in attendance. The temporary Chairperson shall carry out the duties of the Commission.

SECTION 6: COMMISSION SECRETARY

City staff designated by the Director of the Department of Development & Neighborhood Services shall provide staff support to the Board. Upon request, staff will provide records, documents, or other information which the Commission may need for its consideration in connection with its duties.

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