

HISTORIC PRESERVATION COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, JANUARY 12, 2021; 5:00 PM

CITY HALL, 226 W 4TH ST, COUNCIL CHAMBERS

A PARTIALLY ELECTRONIC MEETING IS BEING HELD BECAUSE A FULLY "IN PERSON" MEETING IS IMPRACTICAL DUE TO CONCERNS FOR THE HEALTH AND SAFETY OF COUNCIL MEMBERS, STAFF, AND THE PUBLIC PRESENTED BY COVID-19, AND TO FOLLOW THE GOVERNOR'S PROCLAMATION AND THE MAYOR'S EXECUTIVE ORDER DIRECTING SOCIAL DISTANCING AND PLACING RESTRICTIONS ON GATHERINGS. IN PERSON ATTENDANCE BY THE GENERAL PUBLIC AT ANY CITY OF DAVENPORT PUBLIC MEETING WITHIN ITS FACILITIES SHALL BE LIMITED TO 10 PERSONS.

I. Call to Order

II. Secretary's Report

A. Consideration of the October 13, 2020 meeting minutes.

III. Communications

IV. Old Business

V. New Business

A. Case DNRHP20-01 being the request for demolition of 1214 Christie Street in the Village of East Davenport National Historic District. Jonathan Rocha, petitioner. [Ward 5]

B. Case COA21-01 being the request for exterior alteration the Wilhelm H. and Margaretta (Ehlers) Pohlmann House located at 502 West 8th Street in the Hamburg Local Landmark Historic District. Earl and Carletha Baugh, petitioner. [Ward 3]

C. Work Plan Review and Development

VI. Other Business

VII. Open Forum for Comment

VIII. Adjourn

IX. Next Commission Meeting: February 9, 2021

City of Davenport
Historic Preservation Commission

Department: DNS
Contact Info: Laura Berkley, 563-888-3553

Date
1/12/2021

Subject:
Consideration of the October 13, 2020 meeting minutes.

Recommendation:
Approve the minutes

Background:
The minutes are attached.

ATTACHMENTS:

Type	Description
▢ Backup Material	Minutes 10-13-2020

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Berkley, Laura	Approved	1/8/2021 - 9:38 AM

HISTORIC PRESERVATION COMMISSION MEETING MINUTES
CITY OF DAVENPORT, IOWA
TUESDAY, OCTOBER 13 2020; 5:00 PM
DAVENPORT POLICE DEPARTMENT COMMUNITY ROOM
416 N HARRISON STREET
HYBRID VIRTUAL MEETING
DAVENPORT, IOWA 52801

I. Call to Order

Chairman Frueh called the meeting to order with the following Commissioners present by phone or virtual meeting: Powers, Franken, McGivern, Lesthaeghe

II. Secretary's Report

A. Consideration of the September 8, 2020 meeting minutes.

Motion by Franken, second by McGivern to approve the September 8, 2020 meeting minutes. Minutes were unanimously approved by voice vote (5-0)

III. Communications. No new communications.

IV. Old Business.

Case No: COA20-13: Techentin-Best House, 619 W 6th Street. Window repair, window replacement, and door replacement, porch railings, and porch decking. Local Hamburg Historic District. Alex Gorbach, petitioner. [Ward 3]

Staff provided a report with the following recommendations:

1. Approval of the proposed porch railing and decking as presented on the condition that all pressure treated lumber is painted.
2. Denial of the proposed vinyl basement windows.
3. Table all remaining items until additional information is provided.

Motion by McGivern, seconded by Powers to approve proposed porch railing and decking in accordance with submitted material. Motion was approved (5-0).

Motion by Franken, seconded by Lesthaeghe to deny the proposed vinyl basement windows. The motion to deny was approved (5-0)

Motion by Power, seconded by Lesthaeghe to table the remaining items in COA20-13 until additional information is provided. Motion was approved (5-0).

V. New Business.

VI. Other Business.

Presentation of Historic Preservation Grant Opportunities and Discussion.

Matt Flynn presented on several different historic preservation resources and grant opportunities that are available to Certified Local Governments.

- VII. Open Forum for Comment. No comments.
- VIII. Adjourn. The meeting was adjourned at approximately 5:47 pm.

City of Davenport
Historic Preservation Commission

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
1/12/2021

Subject:

Case DNRHP20-01 being the request for demolition of 1214 Christie Street in the Village of East Davenport National Historic District. Jonathan Rocha, petitioner. [Ward 5]

Recommendation:

Findings:

The property at 1214 Christie Street does not meet the criteria in Section 14.040.B of the Davenport Municipal Code for designating the property as an individually listed Local Historic Landmark.

Staff recommends that the Historic Preservation Commission approve demolition of 1214 Christie Street.

Background:

The 1 ½ story wood frame structure appears to have been built in late 1889 or early 1890. The petitioner is seeking to demolish the structure for the purpose of building a new single-family home.

When there is a request to demolish a building within a designated historic district, the Historic Preservation Commission shall make a determination to allow demolition or delay demolition by considering the criteria in Section 14.070.B of the Davenport Municipal Code. In the event the commission votes to delay demolition, the commission shall have staff prepare an individual property nomination for designation as a local landmark as outlined in Section 14.040 of the Davenport Municipal Code.

Section 14.070.B of the Davenport Municipal Code: Criteria for Demolition Request

1. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the building(s) on the property, their suitability for rehabilitation, and possible new uses for the property;

A report has been provided by Townsend Engineering concluding that reconstructing this home is not economically feasible due to the extent of demolition and reconstruction that is necessary. The report details that the foundation walls, floor framing members, and support beams are over stressed, deteriorated, and failing. This building was not deemed suitable for rehabilitation.

2. The assessed value of the land and improvements thereon according to the two most recent assessments;

2020 and 2019 Assessed Value:

i. Land: \$6,130

ii. Building: \$37,940

iii. Net Assessed Value: \$44,070

3. The real estate taxes paid during the previous two years;

2019 Net Taxes Due: \$958

2018 Net Taxes Due: \$902

4. All appraisals obtained by the owner or applicant in connection with his purchase, financing or ownership of the property;

None provided.

5. Any listing of the property for sale or rent, price asked and offers received, if any;

None provided.

6. All building, fire and housing code violations which have been listed on the property for the past two years;

The following violations were issued on April 1, 2019:

- i. Windows-Deteriorated/Missing Window Frame/Sill (Second Floor)*
- ii. Fire Code-Missing/Inoperable Smoke Detector(s) (Second Floor)*
- iii. Mechanical-Improperly Installed Gas Supply Lines*
- iv. Fire Code-Missing/Improper Building Identification*
- v. Windows-Missing/Deteriorated/Unacceptable Window Lock(s) (Entire House)*
- vi. Stairways-Deteriorated Yard Step(s)*
- vii. Railing-Deteriorated Guardrail(s)/Guardrail Balusters (Exterior Deck)*
- viii. General/Health-Deteriorated/Missing Cabinet(s) (Kitchen)*
- ix. Floors-Deteriorated/Defective Subfloor (Kitchen)*
- x. General/Health-Improper Construction/Repair(s) (Main Floor)*
- xi. Ceiling-Deteriorated/Missing Ceiling Plaster/Drywall/Sheetrock (Main Floor)*
- xii. Interior Walls-Deteriorated/Peeling Interior Paint (Main Floor)*
- xiii. Interior Walls-Deteriorated/Missing Wall Plaster/Drywall/Sheetrock*
- xiv. Windows-Deteriorated/Missing Window Frame/Sill (Main Floor)*
- xv. General/Health-Scrub Trees/Vegetation at the Building*
- xvi. Mechanical-Condition of Gas-Fired Appliance(s) is Questionable*
- xvii. Floors-Deteriorated Foundation/Floor*
- xviii. Doors-Not Weather Tight (South Door)*
- xix. Plumbing-Lack of Water Service to a Dwelling Unit*
- xx. Mechanical-Lack of Gas Service to Dwelling Unit*
- xxi. Electrical-Lack of Electric Service*
- xxii. Doors-Not Weather Tight (West Door)*
- xxiii. Doors-Frame(s) Deteriorated (West Door Frame)*
- xxiv. Windows-Deteriorated/Missing Screens (Whole House)*

7. Any federal, state or local citation(s) which have determined the building to be a nuisance under applicable law;

There are none.

8. Estimated market value of the property after completion of the proposed demolition and after renovation of the existing property for reuse; and

The applicant prepared a cost estimate spreadsheet indicating that repairing and rehabilitating the existing two bedroom, one bathroom home will cost \$153,000.

However, demolishing the existing structure to build a new four bedroom, two and a half bathroom home is approximately \$195,000.

9. If the property is income-producing; annual gross income from the property for the previous two years; Itemized operating and maintenance expenses for the previous two years; annual cash flow, if any, for the previous two years; and proof that efforts have been made by the owner to obtain a reasonable return on his investment.

Not Applicable. The property is not income producing.

Section 14.040.B of the Davenport Municipal Code: Commission Designation Process

Designation criteria. The commission shall, after such investigation as it deems necessary, make a recommendation to the city council as to whether a nominated structure or district qualifies for the local register. To qualify, a property must satisfy one or more of the following criteria:

1. It is associated with events or persons that have made a significant contribution to the broad patterns of the history of the city, county, state and/or the nation;

Not applicable. There are no historic events or persons associated with the structure.

Until 1939, the property was owned or lived in by working class residents. It turned over frequently, as normal, with only one owner staying about 12 years. The longest owner lived there from 1939 – 1980. Once again, after 1980, the property turned over regularly. No known prominent figures resided at this address.

2. It embodies the distinctive characteristics of an architectural style valuable for the study of a type, period or method of construction; and/or

No architectural style was identified on the Historic Building Data Sheet.

The structure's interrelationship to the street and village is marked as 'neutral'.

3. It represents the work of a master builder, craftsman, architect, engineer or landscape architect or possesses high artistic values.

There is no master builder, craftsman, architect, engineer, or landscape architect associated with the structure. In addition, no notable features are listed on the Historic Building Data Sheet.

ATTACHMENTS:

Type	Description
□ Backup Material	Photographs

- ▣ Backup Material
- ▣ Backup Material
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Application
 Townsend Engineering Structural Report
 Building Department Review
 Cost Estimates
 Historic Building Data Sheet
 Library Staff Correspondence
 Library-Property Information Sheet
 Code Violations
 Scott County Assessment Information
 Property Tax Statements

REVIEWERS:

Department	Reviewer	Action	Date
Community Planning & Economic Development	Berkley, Laura	Approved	1/8/2021 - 10:51 AM

Proposed Demolition of the Structure at 1214 Christie Street

Village of East Davenport Historic District



Proposed Demolition of the Structure at 1214 Christie Street

Village of East Davenport Historic District



West Elevation-View From Backyard



East Elevation-View From Christie Street



South Elevation-View From Christie Street



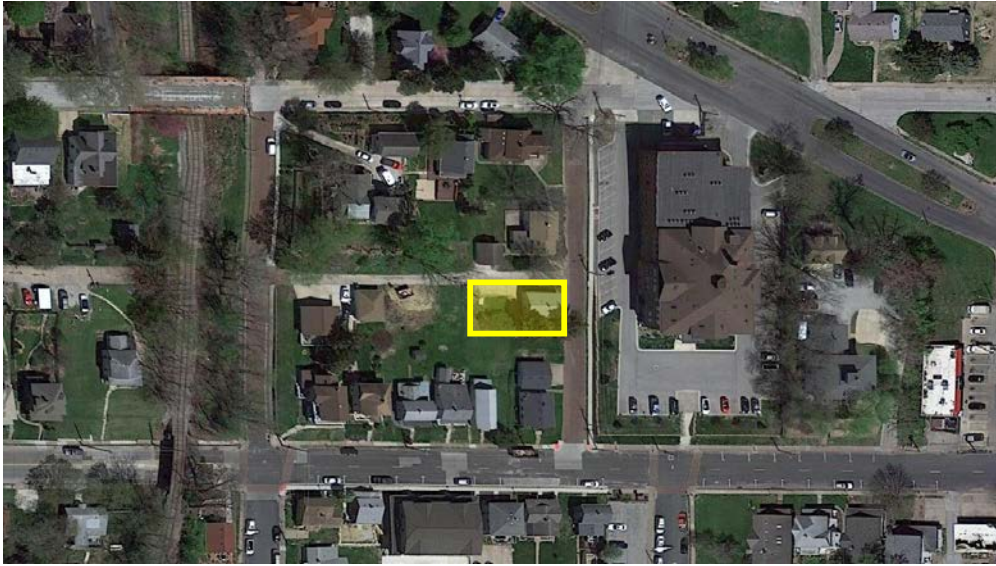
Northwest Elevation-View From Alley



North Elevation-View From Alley

Proposed Demolition of the Structure at 1214 Christie Street

Village of East Davenport Historic District



Aerial Photo



View From Christie Street - Facing South



View From Alley - Facing East



View From East 12th Street - Facing North

Proposed Demolition of the Structure at 1214 Christie Street

Village of East Davenport Historic District



2122 East 12th Street
Property Directly South – View from Christie Street



1218 Christie Street
Property Directly North – View from Christie Street

US Department of the Interior – National Park Service
National Register of Historic Places-Village of East Davenport Historic District



Date of Photograph: December 15, 1976



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

Property Address* 1214 Christie St. Davenport

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

Applicant (Primary Contact)

Name: Jonathan Rocha
Company:
Address: 2430 5th Ave
City/State/Zip: Moline, IL
Phone: 309.714.0941
Email: jon.g.rocha@gmail.com

Owner (if different from Applicant)

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

Engineer (if applicable)

Name: Townsend Engineering
Company: Townsend Engineering
Address: East 12th St
City/State/Zip: Davenport IA 52803
Phone: 563-386-4236
Email:

Architect (if applicable)

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

Attorney (if applicable)

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

Application Form Type:

Plan and Zoning Commission

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

Zoning Board of Adjustment

Zoning Appeal ☐
Special Use ☐
Hardship Variance ☐

Design Review Board

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

Historic Preservation Commission

Certificate of Appropriateness ☐
Landmark Nomination ☐
Demolition Request ☒

Administrative

Administrative Exception ☐
Health Services and Congregate Living Permit ☐

Not sure if you have a Historic Resource? You can click [here](#) to access the City's GIS Map. Click the layers icon toward the top right of the page. Click the Planning Layers dropdown. Turn the Historic Resources layer on by checking the box.

Historic Resources requiring demolition approval are mapped with any of the following symbols:



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

When is historic demolition approval required?

Prior to submission of a building permit.

Pre-Submittal requirement

- An informal meeting (work session) with the Historic Preservation Commission is required prior to the Commission voting on the demolition. The purpose of the meeting is understand the need for the demolition, explore any viable alternatives, and clarify what additional information will be required for formal consideration.

Submittal requirements

- Please contact Planning staff at (563) 326-7765 or planning@ci.davenport.ia.us so we can help you determine what exactly is required to be submitted.
- Incomplete applications will not be accepted.
- A report from a licensed engineer or architect as to the structural soundness, suitability for rehabilitation and possible new uses.
- Assessed value of the land and improvements from two most recent assessments.
- The real estate taxes paid during the previous two years.
- All appraisals obtained by the owner or applicant in connection with the purchase.
- Any listing of the property for sale or rent, price asked and offers received, if any.
- All building, fire, and housing code violations for two years.
- Any federal, state, or local citations which have determined the building to be a nuisance.
- Estimated market value of the property after the proposed demolition and renovation for re-use.
- If the property is income-producing: annual income, operating experience, annual cash flow, proof that efforts have been made to obtain reasonable return on the investment

Judgement
Judgement
→

Formal Procedure

(1) Pre-Submittal Requirement:

- An informal meeting (work session) with the Historic Preservation Commission is required prior to the Commission voting on the demolition. The purpose of the meeting is understand the need for the demolition, explore any viable alternatives, and clarify what additional information will be required for formal consideration.

(2) Application:

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

(3) Historic Preservation consideration of the request:

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

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

- If approved, historic demolition approval does not constitute a City permit and does vest against any other land development regulation or regulatory approval. You will need to contact Davenport Public Works and other regulatory agencies regarding permits.
- **Property listed on the Davenport Register of Historic Places.** If denied, the decision is final. The applicant may appeal the Historic Preservation Commission's determination to the City Council. A written appeal along with payment of \$75.00 must be submitted to the Zoning Administrator within thirty calendar days of the Historic Preservation Commission's decision.
- **Property listed on the National Register of Historic Places only.** The Historic Preservation Commission may vote to delay demolition and direct staff to staff prepare an individual property nomination to the Davenport Register Historic Places for Commission consideration at a subsequent meeting. In the event the vote to recommend nomination of the property fails, demolition is approved. In the event the vote to recommend nomination of the property is approved, the nomination is forwarded to the City Council for formal consideration. The City Council shall determine by a majority of the entire Council either to allow the structure to be demolished or to approve listing on the Davenport Register of Historic Places. If the property is listed on the Davenport Register of Historic Places, demolition is denied.

Applicant: Jonathan Bocher Date: 10/6/20

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

Received by: Matt Wurdzrich Date: 11-30-20
Planning staff

Date of the Public Meeting: 12-8-20

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

November 19, 2020

Mr. Jon Rocha
Highline Enterprises LLC
2430 5th Avenue
Moline, IL 61265

Re: Professional Opinion, Structural Inspection
1214 Christie Street, Davenport, Iowa

Mr. Rocha:

On April 21st, 2020, Cory Voelkers, Engineering Technician for Townsend Engineering and under direction of Chris Townsend, Professional Engineer, inspected the structure located at 1214 Christie Street, Davenport, Iowa. The purpose of the inspection was to determine the structural condition of the building and if it is suitable for rehabilitation. This professional opinion outlines our findings. Select photographs were taken at the time of the inspection and have been included with this report.

The building located at 1214 Christie Street is a one-story structure approximately 1,021 square feet with a full basement and finished attic space reportedly constructed in 1900. The house is framed with wood members and the majority of the house is founded on a stone foundation, most likely without a footing. The basement is accessed from an exterior bulkhead on the southwest side of the residence. The north, east and west foundation walls have had concrete block erected approximately 3 feet in front of the original stone walls and 6 courses tall above the concrete floor. The south wall has had a full height concrete block wall installed approximately 4 feet in front of the original front stone foundation wall. The exterior of the house is covered with vinyl siding veneer and the roof is covered with asphalt shingles. It was reported that the house has been vacant for an unknown duration and it is not known if it has been heated during that time period.

At the time of the inspection the main level of the house had multiple areas of the floor, ceilings that were sloping and cracked. The wall, ceiling and roof framing is primarily covered, with the overall condition of the framing members unknown. The floor slopes down approximately 2 inches to the west in the kitchen area. The main floor framing consists of full dimension 2x6 floor joists spaced at approximately 16 inches on center. The floor joists are supported by the exterior stone foundation walls and a 6-inch-wide by 4-inch-deep wood beam near the center of the basement. The existing 6x4 wood beam is supported by three steel posts spaced approximately 8 feet apart. The stone foundation walls are deteriorating and all failing causing the floor joists to drop, creating the sloping floor above.

It is my professional opinion that the exposed foundation walls, floor framing members, and support beam are not structurally satisfactory. The framing members are overstressed due to their overall size,

TOWNSEND ENGINEERING

length and spacing, and the foundation walls are deteriorated and failing. After analyzing the 2x6 roof rafters, framed at 32 inches on center, it has been determined that they are overstressed, and it was verified by the visual deflection of the roof and ceilings. The exterior siding and roofing material are deteriorated and needs to be replaced or refurbished.

Townsend Engineering has worked on several rehabilitation projects for similar aged structures aiding the owners in the analysis of the existing framing members and design of proposed repairs. The first step is to decide if the structure can be repaired and/or members added or if parts of the structure need to be removed and replaced. It is my professional opinion that the foundation and main floor framing members cannot be salvaged and would need to be removed and replaced due to the extent of the deficiencies. The main floor wall plaster and sheetrock would need to come off and those framing members inspected and most likely they would need to be modified or replaced based on the condition and sizing of the visible members. It is my professional opinion that reconstructing this structure is not economically feasible due to the extent of demolition and reconstruction that is necessary. Based on this information it is my professional opinion that this structure is not suitable for rehabilitation.

If you have any questions, please call.

Sincerely,



CHRISTOPHER R. TOWNSEND
Professional Engineer





View of the residence facing southeast.



View of the residence facing east.



North block wall constructed in front of existing stone foundation.



6x4 wood beam and support column.



Deterioration of west foundation wall also showing beam and joist members.



Deterioration of north foundation wall and notched floor joists.

From: [Ralfs, Jake](#)
To: [Werderitch, Matt](#)
Cc: [Berkley, Laura](#)
Subject: RE: 1214 Christie St
Date: Monday, November 30, 2020 11:18:32 AM

Matt,

I would agree with Chris Townsend's report based on his professional structural engineering expertise and knowledge of costs associated with the minimum repairs to bring the structure back to safe and habitable condition.

Thank you,

Jake Ralfs

Plans Examiner | Public Works – Building Code Enforcement
City of Davenport

T 563-327-5172 | **M** 563-370-7161
1200 E 46th St, Davenport, IA 52807

davenportiowa.com

From: Werderitch, Matt <Matt.Werderitch@davenportiowa.com>
Sent: Monday, November 30, 2020 9:17 AM
To: Ralfs, Jake <Jake.Ralfs@davenportiowa.com>
Cc: Berkley, Laura <Laura.Berkley@davenportiowa.com>
Subject: FW: 1214 Christie St

Hi Jake,

The Historic Preservation Commission received an application for demolition of the property at 1214 Christie Street. While the structure itself is not historic, it is located in the Village of East Davenport Historic District.

Can you please review the Engineer Demo Report and provide me with any feedback? This item is will be on the agenda for the 12/8 HPC meeting.

Thanks,

Matt Werderitch

Planner II | Development & Neighborhood Services
City of Davenport

T 563-888-2221
226 W 4th St, Davenport, IA 52801

davenportiowa.com

From: Jon Rocha <jon.g.rocha@gmail.com>

Sent: Wednesday, November 25, 2020 10:48 AM

To: Werderitch, Matt <Matt.Werderitch@davenportiowa.com>

Subject: 1214 Christie St

Matt,

Here is what I have compiled so far the actual application. I have the actual application and the judgment against the building in my office at home, but I am out of town until Monday. I can bring it in then if that is okay.

Let me know what you think and if there is anything I can add. Thank you and have a great Thanksgiving!

- **A report from a licensed engineer or architect as to the structural soundness, suitability for rehabilitation and possible new uses.** – This is attached
- **Assessed value of the land and improvements from two most recent assessments. The real estate taxes paid during the previous two years.** – The past 3 yearsT are attached
- **All appraisals obtained by the owner or applicant in connection with the purchase.** – We did not get an appraisal done, but I have attached a picture of the past sales and updates from the previous owner.
- **Any listing of the property for sale or rent, price asked and offers received, if any.** – It is not listed for any of the above.
- **All building, fire, and housing code violations for two years. Any federal, state, or local citations which have determined the building to be a nuisance.** – There is a citation against the building from the City of Davenport. It's a judgement saying what needs to be remedied before someone can live there. We have a printed version of this that I can copy and get over to you.
- **Estimated market value of the property after the proposed demolition and renovation for reuse.** – Based on the valuation of the properties in the area, we think \$175,000-180,000

- **If the property is income-producing: annual income, operating experience, annual cash flow, proof that efforts have been made to obtain reasonable return on the investment –**

This property is not income producing

Jon Rocha

(309)714-0941

Highline Enterprises LLC

Highline-Homes.com



Cost Estimates

DNRHP20-01: Demolition of the Structure at 1214 Christie Street. Located in the Village of East Davenport Historic District, Jonathan Rocha, petitioner [Ward 5].

Repair and Rehabilitation Existing Structure

1. Lift Up House; Demo Old Foundation
2. Pour New Footings; Foundation
3. Install New Sill Plate; Install New Center Support Beam; Jack Up
4. House to Make Level; Sister in New Floor Joists and Rafters, R.O.
5. New Windows and Doors
6. 2 Bed; 1 Bath

Repair and Rehabilitate Existing Structure	
Description	Cost
Prep for New Foundation	\$ 10,000.00
Redo the Foundation	\$ 20,000.00
Fix Framing	\$ 10,000.00
Update Plumbing/Gas/HVAC	\$ 5,000.00
Update Electrical	\$ 5,000.00
Drywall	\$ 4,500.00
Kitchen	\$ 12,000.00
Bathroom	\$ 8,000.00
Roof, Gutters, Siding	\$ 10,000.00
Windows and Doors	\$ 8,000.00
Landscaping/Deck/Flat Work	\$ 8,000.00
Garage	\$ 15,000.00
Total Materials	\$ 115,500.00
Price of Lot	\$ 38,000.00
Total	\$ 153,500.00
Goal is \$125 sq/ft	\$ 150,000.00
Profit	\$ (3,500.00)

Demolition of Existing Structure and New Construction

1. All Hand Work
2. Old Foundation was \$8,800 just to take a Bubble Out
3. Pretty much Replacing all the Framing but the walls...
4. 4 Bed; 2.5 Bath

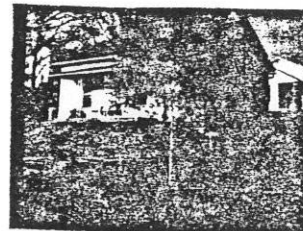
New Construction	
Description	Cost
Demo the House	\$ 5,000.00
Foundation	\$ 15,000.00
Framing	\$ 10,000.00
HVAC	\$ 10,000.00
Electrical	\$ 10,000.00
Plumbing	\$ 10,000.00
Drywall	\$ 8,000.00
Kitchen	\$ 15,000.00
Bath 1,2,3	\$ 20,000.00
Roof, Gutters, Siding	\$ 15,000.00
Windows, Doors	\$ 12,000.00
Landscaping, Deck, Flatwork	\$ 12,000.00
Garage	\$ 15,000.00
Total Materials	\$ 157,000.00
Price of Lot	\$ 38,000.00
Total	\$ 195,000.00
Goal is \$125 sq/ft	\$ 250,000.00
Profit	\$ 55,000.00



Historic Building Data Sheet
Village of East Davenport
Davenport, Scott County, Iowa
Contract # CD-1-20, City of Davenport

View: 8:27

Camera Facing: SW



1. NAME
Historic _____
Common _____

2. LOCATION
Street & No.
1214 Christie

Map Ref. Key # 5-7

Zoning: R4D

3. CLASSIFICATION

CATEGORY (Check One)	OWNERSHIP	STATUS	ACCESSIBLE TO PUBLIC
☐ District ☐ Site ☐ Object	☐ Public ☒ Private ☐ Both	Public Acquisition: ☐ In Process ☐ Being Considered ☒ Occupied ☐ Unoccupied ☐ Work in Progress ☐ Pres. ☐ Altera.	Yes: ☐ Restricted ☐ Unrestricted ☒ No

PRESENT USE (Check One or More if Applicable)

☐ Agriculture	☐ Government	☐ Museum	☐ Religious	☐ Scientific
☐ Commercial	☐ Industrial	☐ Park	☐ Rental Residence	☐ Transportation
☐ Educational	☐ Military	☒ Private Residence (Owner Occupied)	☐ Single Family	☐ Other
			☐ Double	
			☐ Multiple	

ORIGINAL USE: _____

4a. OWNERSHIP (Present)
Name: Herman Charvat

4b. TITLEHOLDER: (if other than 4a)
Street and Number: _____

4c. ORIGINAL OWNER:
City or Town: _____

5. DESCRIPTION

Features (exterior)	Materials
Facade 3 bay rectilinear	asphalt cladding
Foundations cellar	stuccoed & whitewashed
Trim 1 plane	stock lumber
Roof Type: ☐ flat ☒ gable ☐ shed ☐ "French" ☐ gambrel ☐ hip ☐ other	asphalt
Chimney(s) furnace	brick
Porch(es) frontal	
Addition(s)	
Dimensions & Plan 20' x 30' (Sketch):	
Structural System: ☐ wood frame, interlocking joints ☒ wood frame, light member ☐ masonry load bearing walls ☐ log ☐ metal ☐ other	



5. DESCRIPTION (cont.)

Number of Stories 1½

Other notable features: _____

Condition: EXTERIOR Excellent ☒ Good Fair Deteriorated Ruins
 INTERIOR Excellent ☒ Good Fair Deteriorated Ruins

Integrity: a. Original Site b. Moved If so, when and from where _____

c. Major alterations and dates (if known): _____

Site: highFrontage: 60'

Acreage: _____

Depth: 50'

Related Outbuildings and Property:

 barn carriage house garage(s) shop shed gardens orchards
 fencing (type) walling (type) other

Threats and/or intrusions to Building:

☒ none known zoning roads development deterioration other

6. INTERRELATIONSHIP OF BUILDING AND SURROUNDINGS

Relationship to Street: Pivotal Positive ☒ Neutral NegativeRelationship to Village: Pivotal Positive ☒ Neutral Negative

7. SIGNIFICANCE

Date of Initial Construction:

 c.1840 c.1850 c.1860 c.1870 c.1880 c.1890 c.1900
 c.1910 after 1910 Specific Date (if known)

Style: Frontier Italianate Neo-Classic Revival Art Deco
 Classic Revival Romanesque Revival English Eclectic Ranch Style
 Gothic Revival Queen Anne Federal Revival Split-Level
 Tuscan Villa Eastlake Bungalow Utilitarian
 Second Empire Georgian Revival Western Stick Style Other

National Register Status:

Presently on National Register or suggested as meriting:

 national significance state significance local significance none

COMMENTS: (expand on next page)

owner here since 1929

rehab inspection

Recorder: SchoolerDate of Inventory 1/22/77Photographer: CavinDate of Exposure 12/16/76

 Reply  Reply All  Forward



Amy Driskill <adriskill@davenportlibrary.com>

Werderitch, Matt; Berkley, Laura ▾

 1

12/16/2020

RE: [EXT] RE: [ATTACHMENT - STOP. THINK] 1214 Christie Street

 You replied to this message on 12/16/2020 3:51 PM.



[Bing Maps](#)

 Get more apps

Hi Matt,

I am attaching a write-up of my findings on 1214 Christie Street. The only official survey I found was the same one you located previously.

I included permit information related to changes to the structure or property. The house appears to have been built in late 1889 or early 1890, right before buildings/permits are listed in newspapers. My clue to the home's age was that several fires went through that neighborhood destroying several houses in 1889/1890. With the continuous fire problems in that area, it makes sense that the property also housed a summer kitchen.

Home owners were of working class usually related to the Arsenal work, teamsters, or local businesses found in East Davenport. This group of individuals moved frequently in the 1890s into the 1930s so short stays in homes was typical. They moved as they took different jobs in the city. And job changes were frequent.

Please let me know if you need more general information or specific information I did not include.

Regards,

Amy D.

Amy Driskill
Archivist
Davenport Public Library
321 N. Main Street
Davenport, IA 52801

o: (563) 328-6841

The Library | MAIN | FAIRMOUNT | EASTERN
www.davenportlibrary.com



1214 Christie Street

- Originally 514 Christie Street
- First time found as 514 Christie is in the 1890 Davenport City Directory.
- Address changed in 1918 to 1214 Christie Street.

- There were several large fires in that section of East Davenport about 1890 destroying many houses. There is a chance that any structure previously there was destroyed by fire.

- In 1936 local newspapers ran a real estate advertisement describing the property as a four-room house with stove heat. The property also had a summer kitchen. The summer kitchen may have been converted into a garage in the late 1930s.

- Permits from 1920 – 1964
 - o First permit was in 1939 when Herman Charvat made minor repairs.
 - o In 1949, the chimney was torn down 18" below the roof line and rebuilt with hard-burned brick and 4" concrete cap. The chimney was also extended into the basement from the 1st floor and was set on a new concrete footing with an 8x8 clean out.
 - o 1949, a furnace was installed.
 - o 1949, cellar was excavated and dug 6 feet deeper than existing in a 14 x 14 section. New 8' masonry wall was built 2' inside the existing wall. The existing wall was earth. The new walls were set on concrete footings and new posts and blocks added.
 - o 1951 – A 1 story 10 x 15 frame building was condemned and destroyed. This was most likely the summer kitchen/garage.
 - o 1954 – Gas conversion burner installed.
 - o 1959 – Old asphalt roofs removed down to wood sheathing and covered with 3/8 plywood. House then reroofed with 3-1 asphalt shingles.
 - o 1964 – House covered with rubberoid siding over old wood siding. Trim and caulk doors and windows. 2 door canopies installed.

- Owners/Tenants
 - o Until 1939, the property was owned or lived in by working class residents. It turned over frequently, as normal, with only one owner staying about 12 years. The longest owner was Herman J. Charvat who lived there from 1939 – 1980. The Charvat family most likely built out the upper area for living space.
 - o Once again, after 1980, the property seems to turn over regularly.



Exhibit B **Neighborhood Services Department**
1200 E 46th St Davenport, Iowa 52807

4/1/2019

NA BANK OF AMERICA
7105 CORPORATE DR
PLANO TX 75024

OFFICIAL NOTICE AND ORDER

Re: 1214 CHRISTIE ST

Parcel: E0030-11

Dear Property Owner/Manager:

During an inspection at the above identified address, certain conditions were found which render the dwelling(s) substandard. Unless otherwise specified, the code violations and corresponding repairs listed below are cited from Chapter 8.15 of the Davenport Municipal Code.

Violation

Windows-Deteriorated/missing window frame/sill

Description

Repair/replace all parts/areas of the window frame/sill as required, including but not limited to rotting wood, missing trim, and/or any missing pieces/parts of the window assembly. If the window/frame cannot be repaired to original operating condition, it must be replaced.

Notes

* 2ND FLOOR - VIOLATION REMAINS WITH NO CHANGES - 4-1-19

Violation

Fire Code-Missing/inoperable smoke detector(s)

Description

Install smoke detection in the dwelling unit(s) to code. If the dwelling unit has more than one floor level, a minimum of one smoke detector shall be mounted on each floor level (including the basement/cellar) and on each level of all common hallways/areas as applicable. When the floor level is used for sleeping purposes, the detector(s) shall be located in the central corridor or area giving access to the sleeping area. "Smoke detectors shall be mounted on the ceiling or a wall within 12 inches of the ceiling." ALSO NOTE: If the originally installed detector was electric (hard-wired) detector, it must be replaced with an electric (hard-wired) detector with battery back-up to code. A battery-operated detector will not be accepted as a permanent correction/repair. **Must be corrected within 14 days of the date cited**

Notes

* 2ND FLOOR - VIOLATION REMAINS WITH NO CHANGES: 4-1-19

Buyer(s) Initials

JA

SR

Page 1 of 7

Violation

Mechanical-Improperly installed gas supply line(s) Exhibit B

Description

Install/repair a separate gas supply line(s) to code.

Notes

* CELLAR - MUST HAVE A MINIMUM 6 GA COPPER OR 6 GA ALUMINUM BONDING WIRE AFFIXED TO EACH SIDE OF THE CSST - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Fire Code-Missing/improper building identification

Description

Install building address numbers on the building. Numbers must contrast with their background, be in Arabic no less than 3 inches high and 1/2 inch stroke, and must be visible and/or readable from the street. In addition, individual dwelling units shall be identified on all exterior and interior entry doors serving the apartment/unit. Building identification shall also be displayed on the rear of the house and/or garage when the property is served by an alley.

Notes

* CURRENT NUMBERS ARE NOT VISIBLE FROM THE ROADWAY

Violation

Windows-Missing/deteriorated/unacceptable window lock(s)

Description

Repair/replace any/all window lock(s) on all 1st floor windows and/or any window accessible from grade/the exterior of the building to code.

Notes

* ENTIRE HOUSE - VIOLATIONS REMAIN WITH NO CHANGES 4-1-19

Violation

Stairways-Deteriorated yard step(s)

Description

Repair/replace any/all applicable deteriorated yard step(s) to code as necessary.

Notes

* EXTERIOR - REMOVE THE RUBBLE FROM THE SOUTHEAST SIDE OF THE STRUCTURE - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Railing-Deteriorated guardrail(s)/guardrail balusters

Description

Repair/replace any/all applicable guardrail(s) and/or guardrail baluster(s) to a stable condition with a minimum height of 36 inches. The separation between existing guardrail balusters shall be no greater than 9 inches.

Notes

* EXTERIOR DECK - IMPROPERLY ANCHORED INTO THE LATTICE ON THE DECK - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Buyer(s) Initials

Qh

SR

Violation

General/Health-Deteriorated/missing cabinet(s) Exhibit B

Description

Repair/replace/install the cabinet(s) as necessary to maintain a safe, sanitary, and operable condition.

Notes

* KITCHEN - MISSING HARDWARE - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Floors-Deteriorated/defective subfloor

Description

Repair/replace any/all areas of the deteriorated/defective subfloor to code as required.

Notes

* KITCHEN - REPLACE THE WARPED EXISTING SUBFLOOR - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

General/Health-Improper construction/repair(s)

Description

Repair/rebuild any/all identified issues to code as required.

Notes

* MAIN FLOOR - BATHROOM WINDOW INSTALLED BACKWARDS - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Ceiling-Deteriorated/missing ceiling plaster/drywall/sheetrock

Description

Repair/replace the ceiling plaster/drywall/sheetrock as necessary

Notes

* MAIN FLOOR - CEILING - DRYWALL HUNG BUT NOT TAPED, SANDED, FINISHED AND PAINTED - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Interior Walls-Deteriorated/peeling interior paint

Description

Scrape/re-paint any/all applicable areas of interior paint as necessary.

Notes

* MAIN FLOOR - LIVING ROOM - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Buyer(s) Initials

Oh SR

Violation

Interior Walls-Deteriorated/missing wall plaster/drywall/sheetrock

Description

Repair/replace any/all wall plaster/drywall/sheetrock as applicable to code as necessary.

Notes

* MAIN FLOOR - LIVING ROOM - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Windows-Deteriorated/missing window frame/sill

Description

Repair/replace all parts/areas of the window frame/sill as required, including but not limited to rotting wood, missing trim, and/or any missing pieces/parts of the window assembly. If the window/frame cannot be repaired to original operating condition, it must be replaced.

Notes

* MAIN FLOOR - WEST WINDOW - REPLACE FRAME/SILL - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

General/Health-Scrub trees/vegetation at the building

Description

Cut/trim/remove/maintain any/all scrub trees/vegetation away from the building to eliminate any further structural deterioration and/or contact with/encroachment upon the structure itself.

Notes

* MAINTAIN A MINIMUM OF 3 FOOT CLEARANCE FROM ALL TREE BRANCHES AND OVERHEAD VEGETATION

Violation

Mechanical-Condition of gas-fired appliance(s) is questionable

Description

Have all identified gas-fired appliance(s) inspected and/or repaired to code and/or replaced by a qualified mechanical/plumbing contractor licensed by the City of Davenport and/or the State of Iowa. A statement from the contractor stating the appliance(s) is safe for use will be required at the time of re-inspection.

Notes

* NO FINAL INSPECTIONS HAVE BEEN PERFORMED BY THE CITY OF DAVENPORT MECHANICAL INSPECTOR - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Buyer(s) Initials

GH

SR

Violation

Floors-Deteriorated foundation/floor-Engineer ~~required~~ **Exhibit B**

Description

You must provide this office with a certified engineers report from a qualified professional engineer registered with the State of Iowa that will attest to the building's structural stability or list the building's structural deficiencies, action required to correct the problem(s), and repair according to the engineer's specifications.

Notes

* PROVIDE A STRUCTURAL ENGINEERS REPORT - MAIN FLOOR TRUSSES AND SUB FLOORING ARE EXTREMELY QUESTIONABLE - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Doors- not weather-tight

Description

Repair the door(s) to weathertight condition and/or replace the door(s).

Notes

* SOUTH DOOR

Violation

Plumbing-Lack of water service to a dwelling(s)/unit(s)

Description

Provide water service to any/all identified dwelling(s)/unit(s) and/or vacate said dwelling(s)/unit(s) until water service is restored.

Notes

* VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Mechanical-Lack of gas service to dwelling(s)/unit(s)

Description

Restore gas service to any/all identified dwelling(s)/unit(s) and/or vacate said dwelling(s)/unit(s) until gas service has been restored.

Notes

* VIOLATION REMAINS WITH NO CHANGES 4-1-19

Violation

Electrical-Lack of electric service

Description

Restore and/or maintain electric service to the unit(s)/building(s) or vacate said unit(s)/building(s) until such time service is restored.

Notes

* VIOLATION REMAINS WITH NO CHANGES 4-1-19

Buyer(s) Initials

OM SR

Violation

Doors- not weather-tight

Exhibit B

Description

Repair the door(s) to weather tight condition and/or replace the door(s).

Notes

* WEST DOOR

Violation

Doors- frame(s) deteriorated

Description

Repair/replace the door frame(s) to an acceptable working condition.

Notes

* WEST DOOR FRAME

Violation

Windows-Deteriorated/missing screens

Description

Repair/replace the window screen(s) to code. Screens must be tight fitting, removable, and cover the entire window opening.

Notes

* WHOLE HOUSE - VIOLATION REMAINS WITH NO CHANGES 4-1-19

Buyer(s) Initials

CM

JR

EXHIBIT B
A re-inspection to check repairs has been scheduled as noted on the top of page one of this notice. If all violations cited are not corrected and approved upon re-inspection, \$20.00 per violation not corrected plus \$50.00 per additional trip will be charged as applicable.

It is the responsibility of the owner/manager to notify tenants of the re-inspection date and time and to ensure entry into all areas requiring re-inspection. You may request an administrative hearing to appeal this nuisance abatement order pursuant to the procedures set forth in Chapter 2.86 of the Davenport Municipal Code. A valid appeal request must be made within 10 days from the date of this notice and shall be submitted in writing to City Hall located at 226 W 4th Street, Davenport, IA 52801. The appeal request shall include a copy of this notice, a statement regarding the basis for the appeal, and payment of the \$100 external adjudication administrative hearing fee. To waive the fee, you need to provide adequate proof of low income status. A form is available with the City of Davenport's Legal Department. Alternatively, you may request a hearing before a city representative. The administrative hearing is informal and you will be given an opportunity to present evidence and question the City's evidence. Failure to request a hearing within the timeframe set forth in this notice shall constitute a waiver of the right to a hearing and the Notice will then be in effect and enforceable.

Valid building permits must be obtained and all construction must conform to all applicable codes. Also, you should promptly notify any other party which has a legal interest in this property of this notice and order.

Failure to comply with this official notice may result in a citation being issued, and/or the revocation of your rental license if applicable, and/or significant penalty fees being issued.

Failure to provide access or cancellations made less than five (5) business days prior to the scheduled inspection date are subject to a \$50.00 penalty fee.

If there are any questions, please contact the Public Works office at 563-326-7923

Respectfully,

CHRISTOPHER HAUT

Code Enforcement Officer

Neighborhood Services Department

563-328-6765 chaut@ci.davenport,ia.us

Ref #19-14887

Buyer(s) Initials

CH SR



Scott County / City of Davenport, Iowa

Summary - Auditor's Office

Parcel ID E0030-11
Alternate ID E11022
Property Address 1214 CHRISTIE ST
Sec/Twp/Rng N/A
Brief EAST DAVENPORT PROPER Lot: 003 Block: 002 EAST DAVENPORT PROPER VILLAGE
Tax Description OF EDAVENPORT N 40'
 (Note: Not to be used on legal documents)
Deed 2020-1263
Book/Page
Contract
Book/Page
Gross Acres 0.00
Net Acres 0.00
Adjusted CSR 0
Pts
Class R - Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
District DAD - DAVENPORT DAVENPORT
School District DAVENPORT SCHOOL
Subdivision EAST DAVENPORT PROPER



Owners - Auditor's Office

Deed Holder
 ROCHA JONATHAN
[2430 5TH AVE](#)
 MOLINE IL 61265

Contract Holder

ROCHA JULIE
[2430 5TH AVE](#)
 MOLINE IL 61265

Mailing Address
 ROCHA JONATHAN
 2430 5TH AVE
 MOLINE IL 61265

Land - Assessor's Office

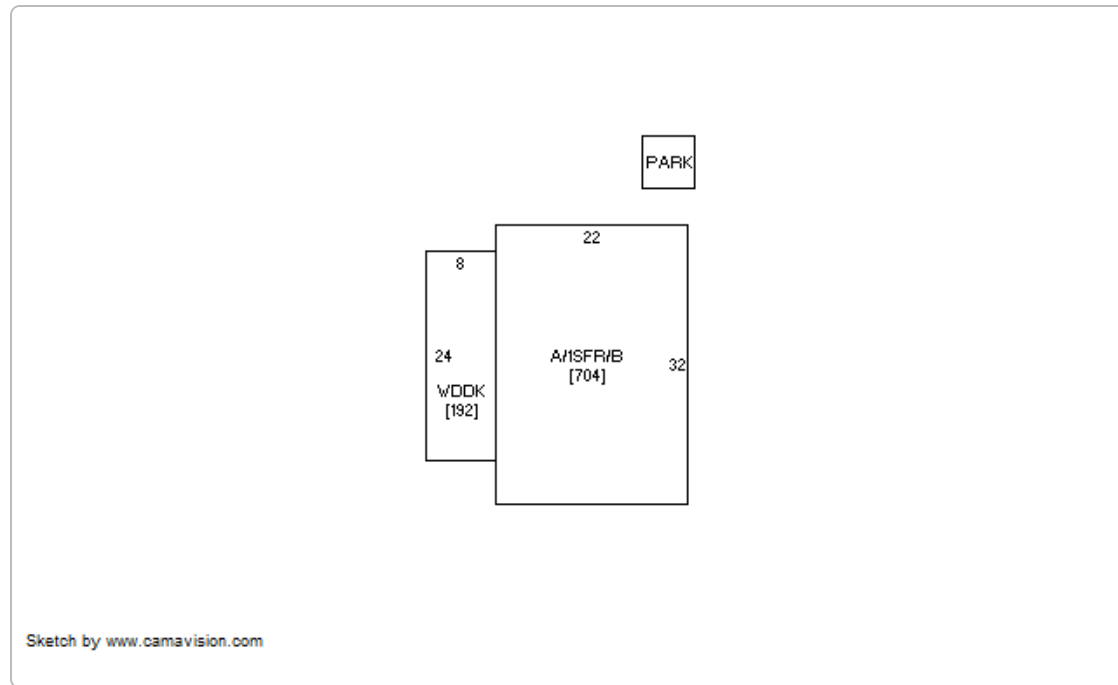
Map Area E11
Lot Dimensions Regular Lot: 40.00 x 80.00
Lot Area 0.07 Acres; 3,200 SF

Land Sizes Used For Assessment Purposes Only. Not A Survey Of The Property.

Residential Dwellings - Assessor's Office

Residential Dwelling
Occupancy Single-Family
Style 1 Story Frame
Year Built 1900
Exterior Material Vinyl
Total Gross Living Area 1,021 SF
Attic Type 3/4 Finished; 317 SF
Number of Rooms 0 above; 0 below
Number of Bedrooms 1 above; 0 below
Basement Area Type Full
Basement Area 704
Basement Finished Area
Plumbing 1 Full Bath
Central Air No
Heat FHA - Gas
Fireplaces
Porches
Decks Wood Deck-Med (192 SF);
Additions
Garages

Sketches - Assessor's Office



Permits - Assessor's Office

Permit #	Date	Description	Amount
M016374	09/20/2016	Furnace	2,800
E009614	04/12/2016	Plumb/Elec	3,250
M015708	03/29/2016	Furnace	5,497
B025282	03/16/2016	Roof	2,900

Sales - Assessor's Office

Date	Seller	Buyer	Recording	Sale Condition - NUTC	Type	Multi Parcel	Amount
12/19/2019	BANK OF AMERICA, NA	ROCHA, JONATHAN	2020-01263	Quit Claim Deed	QCD		\$37,500.00
1/5/2016	ANGEL JUDY L	BANK OF AMERICA, NA	2016-962	Foreclosures, forfeitures, Sheriff and Tax Sales or transfers arising from default	SHER		\$125,467.00
5/9/2007	BULTEMA, RANDALL S ANGEL, KEITH A	ANGEL, JUDY L	2007-15250	NONE	WD		\$75,000.00
11/27/2002	MINOR, JULIE	BULTEMA, RANDALL S ANGEL, KEITH A	2002-49642	NONE	WD		\$47,597.00
10/21/1997	BUSHMAN, THERESA J BUSHMAN, JOHN E.II	MINOR, JULIE	1997-29173	NONE	WD		\$48,200.00
1/5/1996	SMITH, THERESA J BUSHMAN, JOHN E	BUSHMAN, THERESA J BUSHMAN, JOHN E.II	1996-913	NONE	WD		\$0.00
2/18/1991	BEARD, ELIZABETH A CHARVAT, PENNY K	SMITH, THERESA J BUSHMAN, JOHN E	1991-3028	NONE	Contract		\$24,000.00
3/23/1981		BEARD, ELIZABETH A CHARVAT, PENNY K	146-0207	NONE	X		\$0.00

Valuation - Assessor's Office

	2020	2019	2018	2017	2016
Classification	Residential	Residential	Residential	Residential	Residential
+ Assessed Land Value	\$6,130	\$6,130	\$6,130	\$6,130	\$6,130
+ Assessed Building Value	\$0	\$0	\$0	\$0	\$0
+ Assessed Dwelling Value	\$37,940	\$37,940	\$34,070	\$32,360	\$32,360
= Gross Assessed Value	\$44,070	\$44,070	\$40,200	\$38,490	\$38,490
- Exempt Value	\$0	\$0	\$0	\$0	\$0
= Net Assessed Value	\$44,070	\$44,070	\$40,200	\$38,490	\$38,490

Taxation - Auditor\Treasurer's Office

	2019 Pay 2020-2021	2018 Pay 2019-2020	2017 Pay 2018-2019	2016 Pay 2017-2018
x Rollback (estimated)	55.07	56.92	55.62	56.94
= Taxable Value	\$24,271	\$22,881	\$21,409	\$21,915
x Levy Rate (per \$1000 of value)	39.44684	39.41990	39.48449	39.93330
= Gross Taxes Due	\$957.41	\$901.97	\$845.32	\$875.14
- Credits	\$0.00	\$0.00	\$0.00	\$0.00
= Net Taxes Due	\$958.00	\$902.00	\$846.00	\$876.00

Tax History - Treasurer's Office

Year	Due Date	Amount	Paid	Date Paid	Receipt
2019	March 2021	\$479	No		 629013
	September 2020	\$479	Yes	9/11/2020	
2018	March 2020	\$451	Yes	3/20/2020	 624894
	September 2019	\$451	Yes	9/24/2019	
2017	March 2019	\$423	Yes	10/17/2018	 636163
	September 2018	\$423	Yes	9/20/2018	
2016	March 2018	\$438	Yes	3/15/2018	 678654
	September 2017	\$438	Yes	9/28/2017	
2015	March 2017	\$421	Yes	3/22/2017	 763343
	September 2016	\$421	Yes	9/25/2016	
2014	March 2016	\$399	Yes	2/23/2016	697140
	September 2015	\$399	Yes	9/30/2015	
2013	March 2015	\$392	Yes	3/25/2015	671812
	September 2014	\$392	Yes	9/26/2014	
2012	March 2014	\$426	Yes	3/18/2014	624521
	September 2013	\$426	Yes	9/20/2013	
2011	March 2013	\$414	Yes	3/19/2013	624151
	September 2012	\$414	Yes	9/24/2012	
2010	March 2012	\$385	Yes	3/23/2012	632335
	September 2011	\$385	Yes	9/23/2011	
2009	March 2011	\$300	Yes	3/25/2011	623998
	September 2010	\$300	Yes	9/29/2010	
2008	March 2010	\$275	Yes	3/24/2010	632138
	September 2009	\$275	Yes	9/24/2009	

Special Assessments - Treasurer's Office

Project:

20160519 - Bettendorf Utility Fees

Accepted Date:

5/19/2016

Parcel Number:

E0030-11

Amortization Date:

12/1/2017

Amortized Interest:

0

Number of Years:

0

Payoff:

\$0.00

Payment ▾	Due Date ⇅	Principal Left ⇅	Tax Billed ⇅	Amortized Interest ⇅	Interest ⇅	Admin Fees ⇅	Total ⇅	Receipt Number	Date Paid ⇅
1	9/30/2017	\$63.25	\$63.25	\$0.00	\$0.00	\$5.00	\$68.25	074257	10/31/2016
Total			\$63.25	\$0.00	\$0.00	\$5.00	\$68.25		

Project:
20150917-13 - Davenport Boarding Up Building
Accepted Date:
9/17/2015
Parcel Number:
E0030-11
Amortization Date:
12/1/2016
Amortized Interest:
0
Number of Years:
0
Payoff:
\$0.00

Payment ▾	Due Date ⇅	Principal Left ⇅	Tax Billed ⇅	Amortized Interest ⇅	Interest ⇅	Admin Fees ⇅	Total ⇅	Receipt Number	Date Paid ⇅
1	9/30/2016	\$215.00	\$215.00	\$0.00	\$0.00	\$5.00	\$220.00	057502	9/22/2016
Total			\$215.00	\$0.00	\$0.00	\$5.00	\$220.00		

Project:
20150917-14 - Davenport Weed Cutting
Accepted Date:
9/17/2015
Parcel Number:
E0030-11
Amortization Date:
12/1/2016
Amortized Interest:
0
Number of Years:
0
Payoff:
\$0.00

Payment ▾	Due Date ⇅	Principal Left ⇅	Tax Billed ⇅	Amortized Interest ⇅	Interest ⇅	Admin Fees ⇅	Total ⇅	Receipt Number	Date Paid ⇅
1	9/30/2016	\$215.00	\$215.00	\$0.00	\$0.00	\$5.00	\$220.00	057558	9/22/2016
Total			\$215.00	\$0.00	\$0.00	\$5.00	\$220.00		

No data available for the following modules: Summary - Inactive, DBA (Doing Business As) - Assessor's Office, Commercial Buildings - Assessor's Office, Agricultural Buildings - Assessor's Office, Yard Extras - Assessor's Office, Scott County Data Correction Feedback Form, Scott County Tax Credit Applications.

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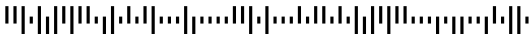
[Version 2.3.97](#)

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003
(563) 326-8670

PAY ONLINE AT
www.iowatreasurers.org



58128*239**G50**0.9525**1/2*****AUTO5-DIGIT 61231
ROCHA JONATHAN
2430 5TH AVE
MOLINE IL 61265-1582



2019 PROPERTY TAX STATEMENT

SCOTT COUNTY TREASURER

Parcel Number: E0030-11Tax District: DAD
DAVENPORT DAVENPORT

Property Address: 1214 CHRISTIE ST

Acres: 0.000

Class: R

Legal Description: EAST DAVENPORT PROPER Lot: 003 Block: 002 EAST DAVENPORT PROPER VILLAGE OF E DAVENPORT N 40'

SCOTT COUNTY TAX BILL for SEPTEMBER 2020 and MARCH 2021. Please keep it in a safe place. Send the correct stubs along with your check for payment. If your taxes are paid by your Bank in Escrow, this is for your information only. SEE REVERSE SIDE. Based on January 1, 2019 valuations. Taxes for July 1, 2019 through June 30, 2020. Payable September 2020 and March 2021. Your check payment may or will be processed as an electronic fund transfer. Your original check will not be returned by your financial institution. Funds may be debited from your account on the same day the payment is received. Any payments made in person require a scheduled appointment at www.scottcountyiowa.com/treasurer.

VALUATIONS AND TAXES:

VALUATIONS
TAXES

	This Year		Last Year	
	Assessed	Taxable	Assessed	Taxable
Land:	6,130	3,376	6,130	3,489
Buildings:	0	0	0	0
Dwelling:	37,940	20,895	34,070	19,392
Less Military Credit:		0		0
NET TAXABLE VALUE:	44,070	24,271	40,200	22,881
Value Times Levy Rate of:		39.4468400		39.4199000
EQUALS GROSS TAX OF:		\$957.41		\$901.97
Less Credits of:				
Homestead:		\$0.00		\$0.00
Bus Prop Tax Credit Fund:		\$0.00		\$0.00
Low Income/Elderly Credit:		\$0.00		\$0.00
Ag Land Credit:		\$0.00		\$0.00
Family Farm Credit:		\$0.00		\$0.00
Prepaid Tax:		\$0.00-		\$0.00
NET ANNUAL TAXES:		\$958.00		\$902.00
Ag Dwelling Tax:		\$0.00		\$0.00

TAX DUE:

Other taxes unpaid: NO
Special Assessments due: NO
Drainage due: NO
Tax sale certificate: NO

Deed: ROCHA JONATHAN
ROCHA JULIE

Contract:

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003
(563) 326-8670

Receipt #
629013

DUE Sept 1, 2020 \$479.00
Date Paid: _____
Check #: _____

DUE March 1, 2021 \$479.00
Date Paid: _____
Check #: _____

5-21-20_v2

Retain the upper portion for your records. Enter the date paid and your check number for your information. Keep in a safe place.

Include this STUB with March 2021 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org

Receipt #
629013

2019 CT



Taxpayer ID #:
Dist: DAD
Parcel: E0030-11



TAX DUE: Mar 1, 2021
TAX DELQ: Apr 1, 2021

MAR 1, 2021

\$479.00

Taxpayer(s):

ROCHA JONATHAN
2430 5TH AVE
MOLINE IL 61265-1582



SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003

Include this STUB with September 2020 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org

Receipt #
629013

2019 CT



Taxpayer ID #:
Dist: DAD
Parcel: E0030-11



TAX DUE: Sept 1, 2020 or Full Year
TAX DELQ: Oct 1, 2020

FULL YEAR

\$958.00

SEPT 1, 2020

\$479.00

Taxpayer(s):

ROCHA JONATHAN
2430 5TH AVE
MOLINE IL 61265-1582



SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003



TAXING AUTHORITY:	Distribution of YOUR current year taxes			TOTAL property taxes levied by taxing authority			
	% Total	This Year	Last Year	This Year	Prior	Percent +/-	
CITY OF DAVENPORT	42.54	\$407.53	\$383.96	\$78,286,848.00	\$74,667,390.00	4.85	
DAVENPORT SCHOOL	38.77	\$371.45	\$349.37	\$70,504,147.00	\$67,710,710.00	4.13	
GENERAL BASIC	8.87	\$84.98	\$80.09	\$31,823,739.00	\$30,826,247.00	3.24	
GENERAL SUPPLEMENTAL	2.37	\$22.67	\$17.77	\$8,486,027.00	\$6,838,231.00	24.10	
SCOTT COUNTY EMERGEN	2.28	\$21.80	\$21.29	\$8,161,062.00	\$8,193,616.00	-0.40	
AREA COLLEGE IX	2.09	\$20.03	\$22.64	\$12,589,653.00	\$14,757,117.00	-14.69	
COUNTY MHDS FUND	1.44	\$13.81	\$13.35	\$5,170,812.00	\$5,137,766.00	0.64	
DEBT SERVICE	0.79	\$7.61	\$4.67	\$2,997,654.00	\$1,885,457.00	58.99	
CITY ASSESSOR	0.68	\$6.50	\$7.32	\$1,231,519.00	\$1,406,490.00	-12.44	
AG EXTENSION	0.16	\$1.55	\$1.48	\$581,647.00	\$568,964.00	2.23	
BANGS ERADICATION	0.01	\$0.07	\$0.06	\$24,550.00	\$24,661.00	-0.45	
Total	100.00	\$958.00	\$902.00	\$219,857,658.00	\$212,016,649.00	0.00	

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IMPORTANT NOTICE TO ALL TAXPAYERS: PLEASE READ CAREFULLY.

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4. **LOW INCOME ELDERLY OR LOW INCOME DISABLED CREDITS:** There is a program to provide help with your taxes. (Currently, if income is below \$23,810.00.) CONTACT THE TREASURER for claim forms and details. For this program, Social Security and Medicare must be included as income.
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7. **HOMESTEAD, MILITARY, DISABLED VETERAN, FAMILY FARM AND BUSINESS PROPERTY TAX CREDITS:** These credits must be applied for at the COUNTY ASSESSOR’S office. Please contact the Assessor for information.
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www.iowatreasurers.org

You MUST return STUB 2 with your March payment to ensure proper posting of your payment.

CHANGE OF ADDRESS:

Owner 1:_____

New Address:_____

City/St/Zip:_____

Owner 2:_____

New Address:_____

City/St/Zip:_____



www.iowatreasurers.org

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SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003
(563) 326-8670

PAY ONLINE AT
www.iowatreasurers.org

3212*5**G50**0.889**1/2*****AUTOMIXED AADC 990
BANK OF AMERICA NA
7105 CORPORATE DR
PLANO TX 75024-4100



2018 PROPERTY TAX STATEMENT

SCOTT COUNTY TREASURER

Parcel Number: E0030-11

Tax District: DAD
DAVENPORT DAVENPORT

Property Address: 1214 CHRISTIE ST

Legal Description:

EAST DAVENPORT PROPER Lot: 003 Block: 002 EAST
DAVENPORT PROPER VILLAGE OF E DAVENPORT N 40'

SCOTT COUNTY TAX BILL for SEPTEMBER 2019 and MARCH 2020. Please keep it in a safe place. Send the correct stubs along with your check for payment. If your taxes are paid by your Bank in Escrow, this is for your information only. SEE REVERSE SIDE.
Based on January 1, 2018 valuations. Taxes for July 1, 2018 through June 30, 2019. Payable September 2019 and March 2020. Your check payment may or will be processed as an electronic fund transfer. Your original check will not be returned by your financial institution. Funds may be debited from your account on the same day the payment is received.

VALUATIONS AND TAXES:

VALUATIONS AND TAXES

	This Year		Last Year	
	Assessed	Taxable	Assessed	Taxable
Land:	6,130	3,489	6,130	3,410
Buildings:	0	0	0	0
Dwelling:	34,070	19,392	32,360	17,999
Less Military Credit:		0		0
NET TAXABLE VALUE:	40,200	22,881	38,490	21,409
Value Times Levy Rate of:		39.4199000		39.4844900
EQUALS GROSS TAX OF:		\$901.97		\$845.32
Less Credits of:				
Homestead:		\$0.00		\$0.00
Bus Prop Tax Credit Fund:		\$0.00		\$0.00
Low Income/Elderly Credit:		\$0.00		\$0.00
Ag Land Credit:		\$0.00		\$0.00
Family Farm Credit:		\$0.00		\$0.00
Prepaid Tax:		\$0.00-		\$0.00
NET ANNUAL TAXES:		\$902.00		\$846.00
Ag Dwelling Tax:		\$0.00		\$0.00

TAX DUE:

Other taxes unpaid: NO
Special Assessments due: NO
Drainage due: NO
Tax sale certificate: NO

Deed: BANK OF AMERICA NA

Contract:

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003
(563) 326-8670

Receipt #
624894

DUE Sept 1, 2019 \$451.00
Date Paid: _____
Check #: _____

DUE March 1, 2020 \$451.00
Date Paid: _____
Check #: _____

4-30-19_v2

Retain the upper portion for your records. Enter the date paid and your check number for your information. Keep in a safe place.

Include this STUB with March 2020 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org

Receipt #
624894

2018 CT

2

Taxpayer ID #:
Dist: DAD
Parcel: E0030-11



TAX DUE: Mar 1, 2020
TAX DELQ: Apr 1, 2020

MAR 1, 2020

\$451.00

Taxpayer(s):

BANK OF AMERICA NA
7105 CORPORATE DR
PLANO TX 75024-4100



SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003

Include this STUB with September 2019 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org

Receipt #
624894

2018 CT

1

Taxpayer ID #:
Dist: DAD
Parcel: E0030-11



TAX DUE: Sept 1, 2019 or Full Year
TAX DELQ: Oct 1, 2019

FULL YEAR

\$902.00

SEPT 1, 2019

\$451.00

Taxpayer(s):

BANK OF AMERICA NA
7105 CORPORATE DR
PLANO TX 75024-4100



SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003



	Distribution of YOUR current year taxes			TOTAL property taxes levied by taxing authority		
TAXING AUTHORITY:	% Total	This Year	Last Year	This Year	Prior	Percent +/-
CITY OF DAVENPORT	42.57	\$383.96	\$359.54	\$74,667,390.00	\$70,413,721.00	6.04
DAVENPORT SCHOOL	38.73	\$349.37	\$331.17	\$67,710,710.00	\$65,578,188.00	3.25
GENERAL BASIC	8.88	\$80.09	\$74.98	\$30,826,247.00	\$29,398,403.00	4.86
AREA COLLEGE IX	2.51	\$22.64	\$22.07	\$14,757,117.00	\$14,779,247.00	-0.15
SCOTT COUNTY EMERGEN	2.36	\$21.29	\$20.49	\$8,193,616.00	\$8,031,560.00	2.02
GENERAL SUPPLEMENTAL	1.97	\$17.77	\$14.56	\$6,838,231.00	\$5,708,497.00	19.79
COUNTY MHDS FUND	1.48	\$13.35	\$10.13	\$5,137,766.00	\$3,970,464.00	29.40
CITY ASSESSOR	0.81	\$7.32	\$7.03	\$1,406,490.00	\$1,360,424.00	3.39
DEBT SERVICE	0.52	\$4.67	\$4.57	\$1,885,457.00	\$1,884,165.00	0.07
AG EXTENSION	0.16	\$1.48	\$1.40	\$568,964.00	\$550,338.00	3.38
BANGS ERADICATION	0.01	\$0.06	\$0.06	\$24,661.00	\$24,359.00	1.24
Total	100.00	\$902.00	\$846.00	\$212,016,649.00	\$201,699,366.00	0.00

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www.iowatreasurers.org

You MUST return COUPON 2 with your March payment to ensure proper posting of your payment.

CHANGE OF ADDRESS:

Owner 1:_____

New Address:_____

City/St/Zip:_____

Owner 2:_____

New Address:_____

City/St/Zip:_____



www.iowatreasurers.org

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New Address:_____

City/St/Zip:_____

Owner 2:_____

New Address:_____

City/St/Zip:_____

SCOTT COUNTY TREASURER
BILL FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1030
Phone: (563) 326-8670

2017

PROPERTY TAX
STATEMENT

BANK OF AMERICA NA
7105 CORPORATE DR
PLANO,TX 75024

P

A

R

C

E

L

Dist/Parcel DAD E0030-11

Receipt# 636163 Type 2017 CT

Cont.

Sec/Twp/Rng

Legal: EAST DAVENPORT PROPER Lot: 003 Block: 002 EAST DAVENPORT PROPER VILLAGE C

District Name DAVENPORT DAVENPORT

Location 1214 CHRISTIE ST

Deed BANK OF AMERICA NA

Net Acres 0.000 Ex Acres: 0.00

Class R

Mail BANK OF AMERICA NA

SCOTT COUNTY TAX BILL for SEPTEMBER 2018 and MARCH 2019. Please keep it in a safe place. Send the correct stubs along with your check for payment. If your taxes are paid by your Bank in Escrow, this is for your information only. SEE REVERSE SIDE Based on January 1,2017 valuations. Taxes for July 1,2017 through June 30,2018 . Payable September2018 and March2019. Your check payment may or will be processed as an electronic fund transfer. Your original check will not be returned by your financial institution. Funds may be debited from your account on the same day the payment is received.

VALUATIONS AND TAXES:		This Year		Last Year		TAX DUE:	
A		Assessed	Taxable	Assessed	Taxable	A	Other taxes unpaid NO
L	Land:	6,130	3,410	6,130	3,490	X	Special Assessments due NO
U	Buildings:	0	0	0	0		Drainage due NO
A	Dwelling:	32,360	17,999	32,360	18,425	D	Tax sale certificate NO
T						U	
I	Loss Military Credit:		0		0	E	
N						O	DEED: BANK OF AMERICA NA
S	NET TAXABLE VALUE:	38,490	21,409	38,490	21,915	W	
	Value Times Levy Rate of:	39.4844900		39.9333000		N	
	EQUALS GROSS TAX OF:	\$845.32		\$875.14		E	
T	Less Credits of: Homestead:		\$.00		\$.00	R	
A	Bus Prop. Tax Credit Fund:		\$.00		\$.00	S	CONT:
X	Low Income/Elderly Credit:		\$.00		\$.00		
E	Ag Land Credit:		\$.00		\$.00		
S	Family Farm Credit:		\$.00		\$.00		
	Prepaid Tax:		\$.00		\$.00		
NET ANNUAL TAXES:		\$846.00		\$876.00			
Ag Dwelling Tax						Emergency Management Dollars	

SCOTT COUNTY TREASURER
BILL FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1030

Receipt #
636163

DUE Sept 1, 2018 \$423.00

Date Paid: _____

CHECK#: _____

DUE March 1, 2019 \$423.00

Date Paid: _____

CHECK#: _____

Retain this portion for your records. Enter the date paid and your check number for your information. Keep in a safe place.

Include this STUB with March 2019 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org



Parcel Number: Dist: DAD Parcel: E0030-11

Taxpayer(s):
BANK OF AMERICA NA
7105 CORPORATE DR
PLANO,TX 75024

SCOTT COUNTY TREASURER
BILL FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1030
Phone: (563) 326-8670

2017 CT

Receipt #
636163

TAX DUE: March 1,2019

TAX DELQ: April 1,2019

MAR 1,2019

\$423.00

Include this STUB with September 2018 payment.

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Parcel Number: Dist: DAD Parcel: E0030-11

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7105 CORPORATE DR
PLANO,TX 75024

SCOTT COUNTY TREASURER
BILL FENNELLY
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DAVENPORT, IA 52801-1030
Phone: (563) 326-8670

2017 CT

Receipt #
636163

TAX DUE: Sept 1,2018 or Full Year

TAX DELQ: Oct 1, 2018

SEPT 1,2018

\$423.00

FULL YEAR

\$846.00

Taxing Authority:	Distribution of YOUR current year taxes			TOTAL property taxes levied by taxing authority		
	% of Total	This Year	Last Year	This Year	Last Year	Percent +/-
CITY OF DAVENPORT	42.490	\$359.54	\$368.09	\$70,413,721.00	\$66,448,676.00	5.970+
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GENERAL BASIC	8.860	\$74.98	\$76.79	\$29,398,403.00	\$27,782,816.00	5.820+
AREA COLLEGE IX	2.610	\$22.07	\$22.59	\$14,779,247.00	\$14,065,650.00	5.070+
SCOTT COUNTY EMERGENCY MGMT AGE	2.420	\$20.49	\$20.27	\$8,031,560.00	\$7,333,473.00	9.520+
GENERAL SUPPLEMENTAL	1.720	\$14.56	\$16.93	\$5,708,497.00	\$6,127,619.00	6.840-
COUNTY MHDS FUND	1.200	\$10.13	\$8.82	\$3,970,464.00	\$3,192,007.00	24.390+
CITY ASSESSOR	0.830	\$7.03	\$7.20	\$1,360,424.00	\$1,297,296.00	4.870+
DEBT SERVICE	0.540	\$4.57	\$4.91	\$1,884,165.00	\$1,876,779.00	0.390+
AG EXTENSION	0.170	\$1.40	\$1.48	\$550,338.00	\$535,573.00	2.760+
BANGS ERADICATION	0.010	\$0.06	\$0.07	\$24,359.00	\$24,608.00	1.010-

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CHANGE OF ADDRESS:

Owner 1: _____

New Address: _____

City/St/Zip: _____

Owner 2: _____

New Address: _____

City/St/Zip: _____



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CHANGE OF ADDRESS:

Owner 1: _____

New Address: _____

City/St/Zip: _____

Owner 2: _____

New Address: _____

City/St/Zip: _____

City of Davenport
Historic Preservation Commission

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
1/12/2021

Subject:

Case COA21-01 being the request for exterior alteration the Wilhelm H. and Margaretta (Ehlers) Pohlmann House located at 502 West 8th Street in the Hamburg Local Landmark Historic District. Earl and Carletha Baugh, petitioner. [Ward 3]

Recommendation:

A recommendation is made to approve the Certificate of Appropriateness for Exterior Alteration to 502 West 8th Street per Chapter 14.01.060 of the Zoning Ordinance.

Findings:

The project was reviewed for conformance with the Standards for Review, Chapter 14.01.060.C. of the Zoning Ordinance. The project meets the following standards:

1. Every reasonable effort shall be made to make the minimal number of changes necessary to maintain a designated property in a good state of repair, thereby minimizing the impact of the proposed alteration.
2. 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.

Background:

Chapter 14.01.060 of the Zoning Ordinance requires a Certificate of Appropriateness for any activity requiring a building permit. The activities covered include new construction, exterior alterations, relocations, reconstructions, and infill development within designated historic districts. 502 West 8th Street is located within the Hamburg Local Landmark Historic District.

During the August derecho, a large tree on the neighboring property collapsed onto the home causing severe damage to the front porch and a stained glass window. The petitioner is requesting a Certificate of Appropriateness to perform the following exterior alterations:

1. Repair structural damage to the front porch. Replacement of a support beam on the ceiling of the porch with a new beam matching the previous design and color.
2. Repair damage to the front porch columns to replicate the design and visual qualities of the porch prior to the storm damage.
3. Repair the front porch ceiling with a new stucco finish that matches the existing color and material.
4. Repair and reinstall the stained glass window located on the second floor of the west building elevation above the wrap around porch.

ATTACHMENTS:

Type	Description
▣ Backup Material	Project Photographs
▣ Backup Material	Application

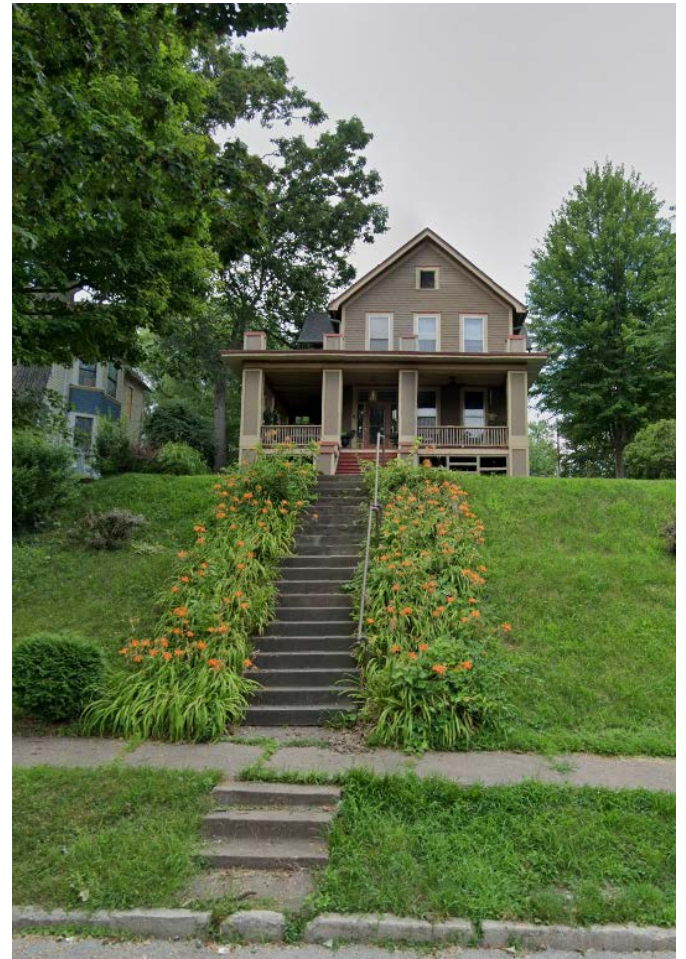
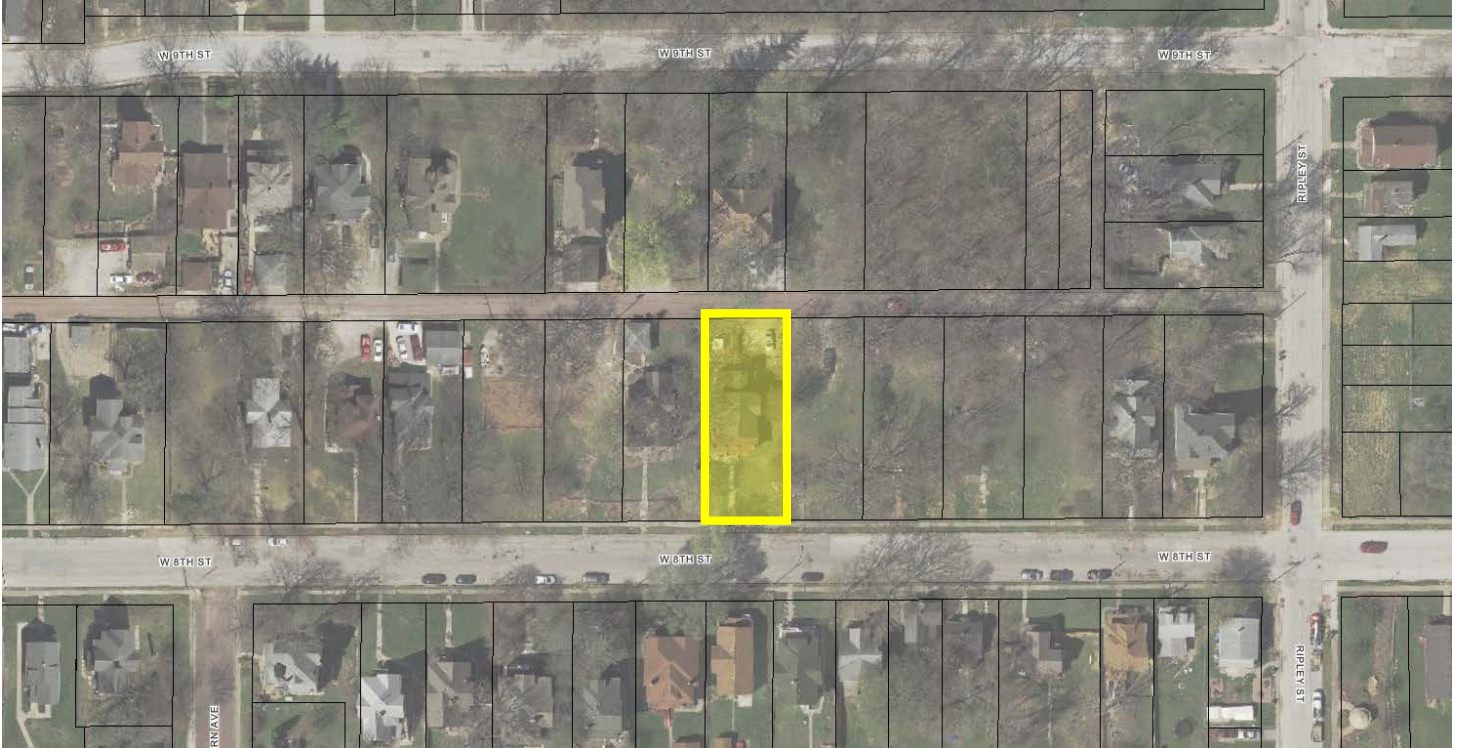
- ▣ Backup Material
- ▣ Backup Material

Applicant-Project Notes
Iowa Site Inventory Form

REVIEWERS:

Department	Reviewer	Action	Date
Community Planning & Economic Development	Werderitch, Matt	Approved	1/7/2021 - 11:52 AM

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District



View of Structure Before Storm Damage

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District



Tree Damage from Derecho

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District



View from Sidewalk on West 8th Street



Front/South Building Elevation

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District



Structural Beam on Porch Ceiling to be Replaced

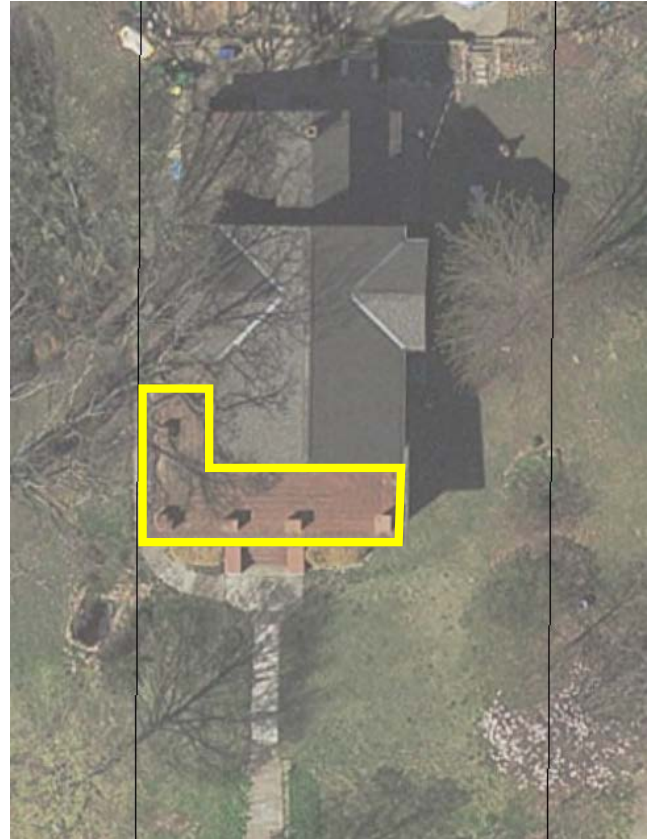


Stucco Ceiling to be Repaired and Painted to Match Existing Color & Material

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District



Northwest Section of Porch



Western Section of Porch



Eastern Section of Porch
No Damage

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District

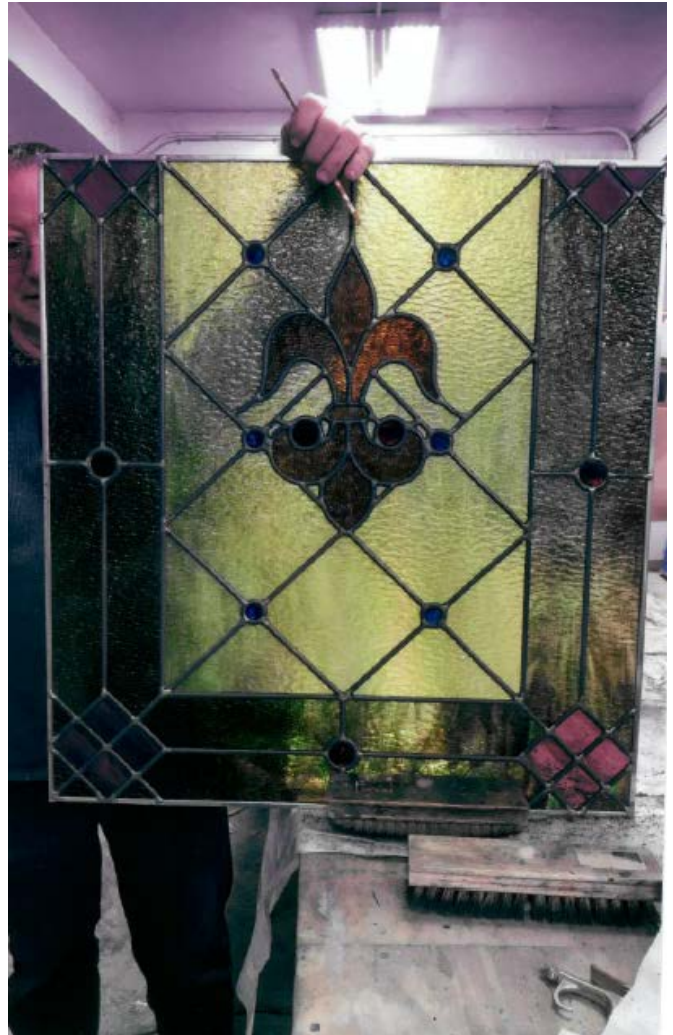


Front Porch to be Repaired and Painted to Match Existing Color & Design

Exterior Alteration of the Structure at 502 West 8th Street Hamburg Local Landmark Historic District



Stained Glass Window
to be Repaired.
Located on the West Elevation;
Second Floor Above Porch



The Glass Blast

SANDBLASTED GLASS & LEADED STAINED GLASS

DAVE EVANS

2212 State Street
Bettendorf, IA 52722
www.glassblaststudio.com

563.355.5116
fax 563.359.8293
theglassblast@gmail.com



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

Property Address* 502 West 8th Str. Davenport IA 52803
*If no property address, please submit a legal description of the property.

Applicant (Primary Contact)

Name: Earl + Carletha Bough
Company:
Address: 502 W. 8th St.
City/State/Zip: Davenport IA 52803
Phone: 563 639-9353
Email: bcarletha683@gmail.com

Owner (if different from Applicant)

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

Engineer (if applicable)

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

Architect (if applicable)

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

Attorney (if applicable)

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

Application Form Type:

Plan and Zoning Commission

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

Zoning Board of Adjustment

- Zoning Appeal ☐
Special Use ☐
Hardship Variance ☐

Design Review Board

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

Historic Preservation Commission

- Certificate of Appropriateness ☒
Landmark Nomination ☐
Demolition Request ☐

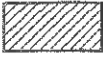
Administrative

- Administrative Exception ☐
Health Services and Congregate Living Permit ☐

Historic Resource:

- ☒ Local Hamburg Historic District
- ☐ Iowa Soldier's Orphans' Historic District
- ☐ Marycrest College Historic District
- ☐ Individually Listed Local Historic Landmark

Not sure if you have a Historic Resource? You can click [here](#) to access the City's GIS Map. Click the layers icon toward the top right of the page. Click the Planning Layers dropdown. Turn the Historic Resources layer on by checking the box.

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

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

When is a certificate of appropriateness required?

Prior to the commencement of the work.

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

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

Submittal requirements

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

Submittal requirements for all types of requests:

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

Submittal requirements for specific types of requests:

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

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

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

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

Work Plan

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

Front Porch enter Ceiling / repair
with Stucco paint - replace a
beam. front side walk
repair - replace stain glass
window (due to dercho
storm)

10/15/20
We will repair our ceiling
our self

need a permit

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

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

Formal Procedure

(1) Application:

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

(2) Historic Preservation consideration of the request:

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

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

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

Applicant: Carletha Baugh Date: 12/20/20

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

Received by: MaH Warderitch Date: 12-22-20
Planning staff

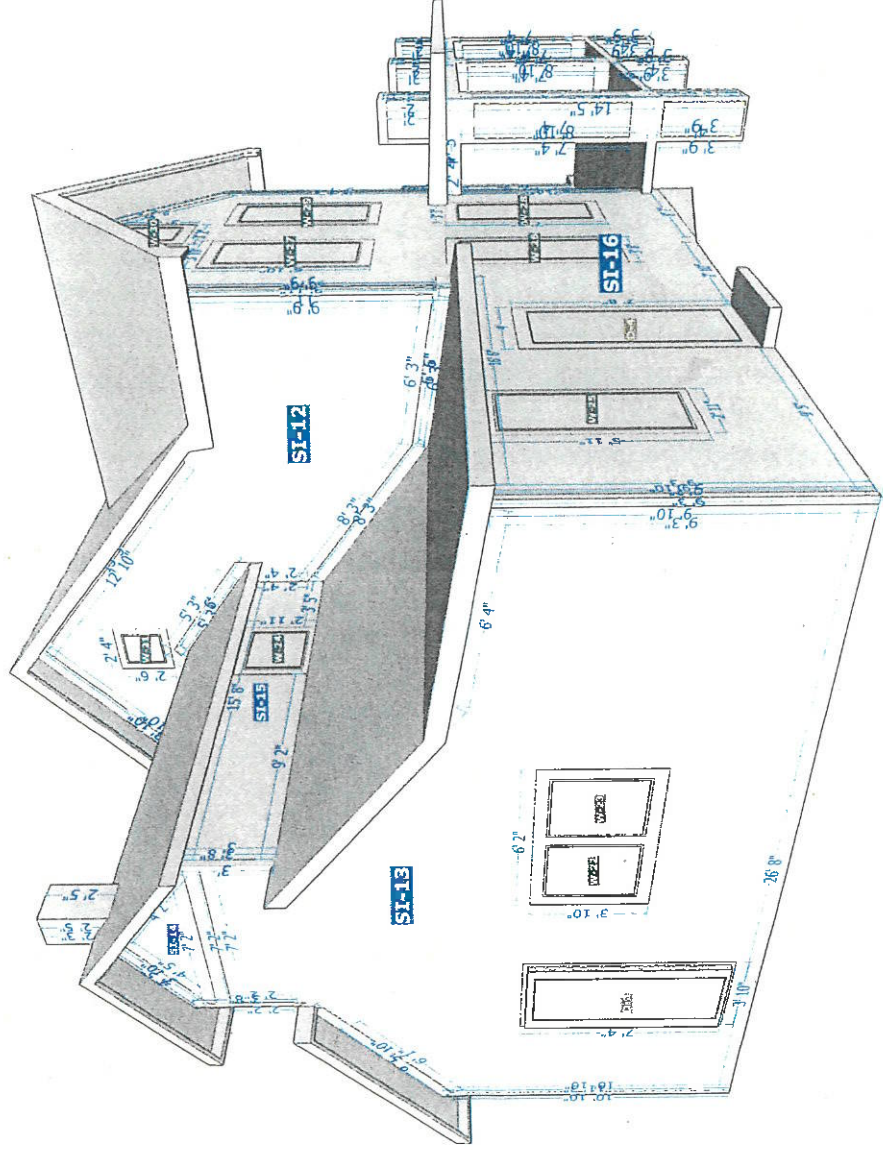
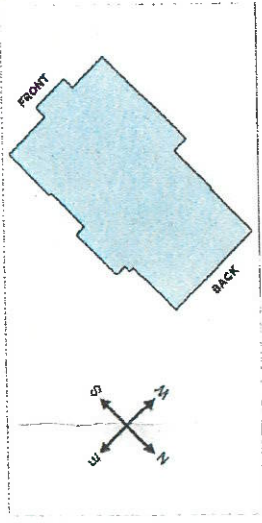
Date of the Public Meeting: 1-12-21

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



Complete Measurements

502 West 8th Street, Davenport, IA
BACK-LEFT



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Sidewalk

notes

Concrete, forms, and installation labor.

Jack hammer and labor. 6 bag mix 2x4 forming material

519.12

stain glass leaded - 1076.35

Name
Place

1076.⁰⁰

State Street Bettendorf.

Stain seal + paint window

New Rough Plaster work to blend together
5200.00

West Side 1/2 1/2 sheet rock ←
moisture resistant
tap + finish - spray texture and paint
tan paint

le Terrell Construction

Gateway Development

Website

Pictures - ceiling - Stain glass Window

Jack & Marion Habberman (their worker)
next Door

Iowa Site Inventory Form

State Historic Preservation Office

(July 2014)

State Inventory Number: 82-00681 ☐ New ☒ Supplemental

9-Digit SHPO Review & Compliance (R&C) Number: _____

☐ Non-extant Year: _____

Read the Iowa Site Inventory Form Instructions carefully, to ensure accuracy and completeness before completing this form. The instructions are available on our website: <http://www.iowahistory.org/historic-preservation/statewide-inventory-and-collections/iowa-site-inventory-form.html>

• Property Name

A) Historic name: Wilhelm H. and Margaretta (Ehlers) Pohlmann House

B) Other names: Field site #G-03, NRHP Map #136

• Location

A) Street address: 502 W 8th St

B) City or town: Davenport (☐ Vicinity) County: Scott

C) Legal description:

Rural: Township Name: _____ Township No.: _____ Range No.: _____ Section: _____ Quarter: _____ of Quarter: _____

Urban: Subdivision: Dr. T.J. Iles Addition Block(s): _____ Lot(s): 6

• Classification

A) Property category: *Check only one*

- ☒ Building(s)
- ☐ District
- ☐ Site
- ☐ Structure
- ☐ Object

B) Number of resources (within property):

If eligible property, enter number of:

Contributing Noncontributing

1 Buildings —

— Sites —

— Structures —

— Objects —

1 **Total** —

If non-eligible property, enter number of:

— Buildings

— Sites

— Structures

— Objects

— **Total**

C) For properties listed in the National Register:

National Register status: ☒ Listed ☐ De-listed ☐ NHL ☐ NPS DOE

D) For properties within a historic district:

- ☒ Property contributes to a National Register or local certified historic district.
- ☐ Property contributes to a potential historic district, based on professional historic/architectural survey and evaluation.
- ☐ Property *does not* contribute to the historic district in which it is located.

Historic district name: Hamburg Historic District Historic district site inventory number: 82-00027

E) Name of related project report or multiple property study, if applicable:

MPD title

Historical Architectural Data Base #

• Function or Use *Enter categories (codes and terms) from the Iowa Site Inventory Form Instructions*

A) Historic functions

01A01: Domestic / residence

B) Current functions

01A01: Domestic / residence

• Description *Enter categories (codes and terms) from the Iowa Site Inventory Form Instructions*

A) Architectural classification

05D: Queen Anne

B) Materials

Foundation (visible exterior): 04: Stone

Walls (visible exterior): 02A Wood weatherboard

Roof: 08A: Asphalt shingles

Other: _____

C) Narrative description ☒ *SEE CONTINUATION SHEETS, WHICH MUST BE COMPLETED*

Site Number: 82-00681 Address: 502 W 8th St City: Davenport County: Scott District Number: 82-00027

• **Statement of Significance**

A) Applicable National Register Criteria: Mark your opinion of eligibility after applying relevant National Register criteria

Criterion A: Property is associated with significant events.

☒ Yes ☐ No ☐ More research recommended

Criterion B: Property is associated with the lives of significant persons.

☐ Yes ☒ No ☐ More research recommended

Criterion C: Property has distinctive architectural characteristics.

☒ Yes ☐ No ☐ More research recommended

Criterion D: Property yields significant information in archaeology/history.

☐ Yes ☐ No ☐ More research recommended

B) Special criteria considerations: Mark any special considerations; leave blank if none

☐ A: Owned by a religious institution or used for religious purposes.

☐ E: A reconstructed building, object, or structure.

☐ B: Removed from its original location.

☐ F: A commemorative property.

☐ C: A birthplace or grave.

☐ G: Property less than 50 years of age or achieved significance within the past 50 years.

☐ D: A cemetery

C) Areas of significance

Enter categories from instructions

Community development / Social history

Architecture

D) Period(s) of significance

E) Significant dates

Construction date

c. 1888 ☒ check if circa or estimated date

Other dates, including renovations

F) Significant person

Complete if Criterion B is marked above

G) Cultural affiliation

Complete if Criterion D is marked above

H) Architect/Builder

Architect

Builder/contractor

I) Narrative statement of significance ☒ SEE CONTINUATION SHEETS, WHICH MUST BE COMPLETED

• **Bibliography** ☒ See continuation sheets for the list of research sources used in preparing this form

• **Geographic Data** Optional UTM references ☐ See continuation sheet for additional UTM or comments

Zone	Easting	Northing	NAD	Zone	Easting	Northing	NAD
1				2			
3				4			

• **Form Preparation**

Name and Title: Ryan Rusnak, Planner III

Date: 11/14/2016

Organization/firm: Davenport Historic Preservation Commission

E-mail: rrusnak@ci.davenport.ia.us

Street address: City Hall, 226 W. 4th Street

Telephone: 563-888-2022

City or Town: Davenport

State: Iowa

Zip code: 52801

• **ADDITIONAL DOCUMENTATION** Submit the following items with the completed form

A) For all properties, attach the following, as specified in the Iowa Site Inventory Form Instructions:

1. Map of property's location within the community.

2. Glossy color 4x6 photos labeled on back with property/building name, address, date taken, view shown, and unique photo number.

3. Photo key showing each photo number on a map and/or floor plan, using arrows next to each photo number to indicate the location and directional view of each photograph.

4. Site plan of buildings/structures on site, identifying boundaries, public roads, and building/structure footprints.

B) For State Historic Tax Credit Part 1 Applications, historic districts and farmsteads, and barns:

See lists of special requirements and attachments in the Iowa Site Inventory Form Instructions.

State Historic Preservation Office (SHPO) Use Only Below This Line

The SHPO has reviewed the Site Inventory and concurs with above survey opinion on National Register eligibility:

☐ Yes ☐ No ☐ More research recommended

☐ This is a locally designated property or part of a locally designated district.

Comments:

SHPO authorized signature:

Date:

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
 Related District Number: 82-00027

Page 1

Wilhelm H. and Margaretta (Ehlers) Pohlmann House	Scott
Name of Property	County
502 W 8 th St	Davenport
Address	City

This Iowa Site Inventory form has been prepared to supplement and document research for the amended Hamburg Historic District nomination project. Research was completed in 2014-16 by Ryan Rusnak, Rebecca Lawin McCarley, interns with the City of Davenport, and members of the Davenport Historic Preservation Commission. Research was reviewed by Rebecca Lawin McCarley and incorporated into the amended nomination with the information on the table below. The table below summarizes the research and architectural notes for this property. Additional information and final determinations of eligibility may also be found in the amended NRHP nomination (McCarley 2016). This project was funded by a FY2015 Historic Resource Development Program grant, through the State Historical Society of Iowa, with matching funds and staff hours contributed by the City of Davenport.

Address State #, Map #, FS # 2016 district status 1983 district status	Historic Name	significant date/s architectural style/type	Materials of walls, foundations, roof
	<i>History of property (owners/residents, census data including birthplace of self (and parents), Sanborn map info), Current use</i>		<i>Architectural data (architect/builder, features, modifications), Garage data</i>
502 W 8th St Alt: 440 W 8th St State #82-00681 Map #136 Field Site #G-03 Parcel #G0044-16 Updated district status: 1 contributing building (A, C) 1983 NRHP status: Contributing	Wilhelm H. and Margaretta (Ehlers) Pohlmann House (vacant lot) c.1889-1902 - Wilhelm (Sr) and Margaretta Pohlmann - also son William Jr and daughter Alvina 1910 Sanborn map: house - 2 story - extant 1910 census: Pohlmann, William (39, mgr of Iowa Steam Laundry) - born in US - IA (Germany, Germany); wife: Anna (35) - born in US - IA (US - IA, US - IA) 1902-1942 - William (Jr) and Anna Pohlmann (pres/mgr - Iowa Steam Laundry Co); 1942-43 - Richard Pohlmann 1943-44 - Charles and Lucille Axel; 1944-1965 - Edgar P. and Edith Dhuyvetter (carpenter) - lived in one unit - duplex in 1945; 1965-1970s - David K. and Anna F. Derrick 1956 Sanborn map: house - 2 story - extant Current use: single family house - rental	c.1888 Queen Anne (2 story)	Walls: frame - wood Foundation: stone Roof: cross gable - asphalt shingles Architect/builder: - Porch: wrap-around porch (c.1910s) - square columns clad in stucco - extend above roof - wide eaves Windows: 1/1 windows Architectural details: bay windows with gable roofs, porch, entry with transom/sidelights Modifications: Historic: c.1910s - porch; Non-historic: - Garage: none Other site features: -

Narrative Statement of Significance

The Wilhelm H. and Margaretta (Ehlers) Pohlmann House is noted as contributing historically under Criterion A and C within the revised boundary for the Hamburg Historic District in Davenport. The house was previously noted as contributing in the original Hamburg Historic District in 1983.

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 2

Wilhelm H. and Margaretta (Ehlers) Pohlmann House	Scott
Name of Property	County
502 W 8 th St	Davenport
Address	City

Bibliography

Bowers, Martha H. "Historical and Architectural Resources of Davenport, Iowa," Multiple Resource Application, National Register of Historic Places nomination form. Dennett, Muessig & Associates, Iowa City, Iowa. Revised July 1983. Listed on May 29, 1984.

Bowers, Martha H. "Hamburg Historic District," part of Historical and Architectural Resources of Davenport, Iowa, Multiple Resource Application, National Register of Historic Places nomination form. Dennett, Muessig & Associates, Iowa City, Iowa. January 1982. Listed on May 5, 1983.

Building permits. Building Department, City of Davenport, Public Works, 1200 E. 46th Street, Davenport, Iowa.

Census records, federal and Iowa. Researched online through Ancestry.com.

City directories, Davenport, Iowa. Special Collections, Davenport Public Library, Davenport, Iowa, and also online through Ancestry.com.

Deed and transfer book records. Auditor's Office and Recorder's Office, Scott County Administration Building, Davenport, Iowa.

Gold Coast home tour brochures. In collection of Marion Meginnis, Davenport, Iowa.

McCarley, Rebecca Lawin. "Hamburg Historic District (amendment, increase, decrease)," National Register of Historic Places nomination form. SPARK Consulting Davenport, Iowa. Draft nomination, April 2016.

Oszuscik, Philippe. "A History of the Architecture and Urbanization of Nineteenth Century Davenport, Iowa." Ph.D. Dissertation, University of Iowa, 1979.

Sanborn Map Company. "Davenport, Iowa," fire insurance maps. New York: Sanborn Map Company, 1886, 1892, 1910, 1956.

Svendsen, Marlys and Martha H. Bowers. *Davenport: Where the Mississippi Runs West*. Davenport: Department of Community Development, 1982.

Iowa Site Inventory Form

State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 3

Wilhelm H. and Margaretta (Ehlers) Pohlmann House

Name of Property

Scott

County

502 W 8th St

Address

Davenport

City

Location map



Field site numbers, initial coding by date: Z99 - built by 1930 Z99 - built since 1930 Z99 - moved since 1930
(Hamburg Historic District - 1982 nomination - period of significance c.1848-c.1932)

0 100 200 400 Feet

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 5

Wilhelm H. and Margaretta (Ehlers) Pohlmann House
Name of Property

Scott
County

502 W 8th St
Address

Davenport
City

Site plan (from Davenport GIS)



-  502 West 8th Street
-  Buildings

0 5 10 20 Feet


2014 Aerial Photograph



Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 6

Wilhelm H. and Margareta (Ehlers) Pohlmann House

Scott

Name of Property

County

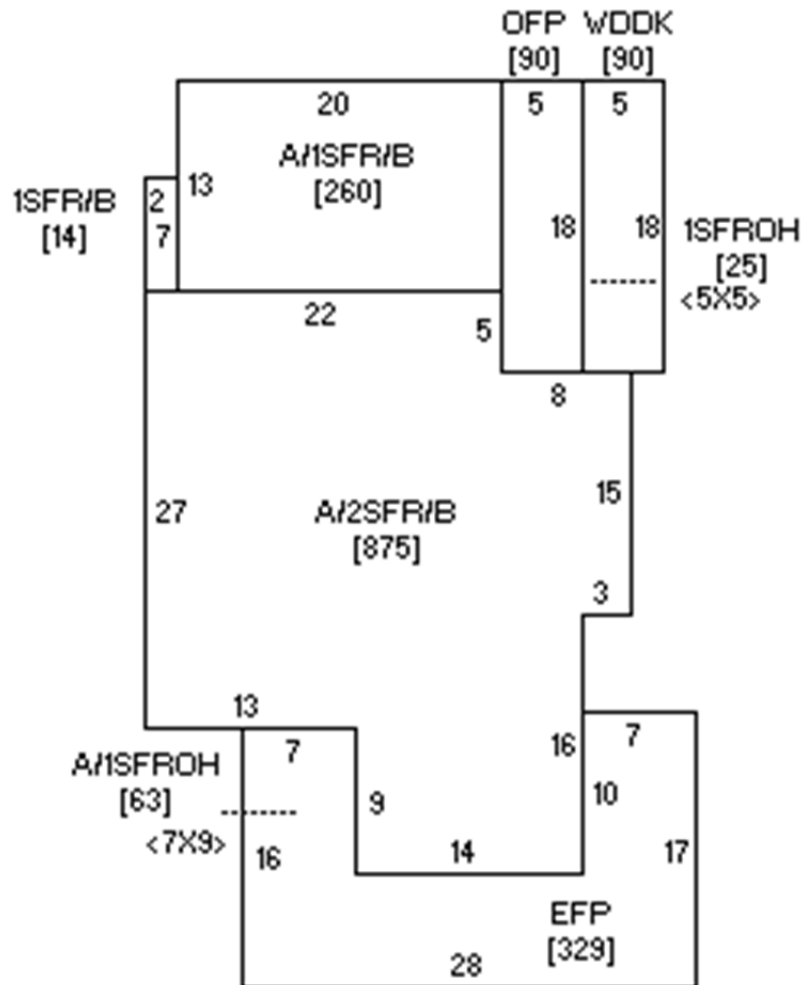
502 W 8th St

Davenport

Address

City

Building plan (from assessor's website)



Historic images

None identified during this project

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 7

Wilhelm H. and Margareta (Ehlers) Pohlmann House

Name of Property

Scott

County

502 W 8th St

Address

Davenport

City

Photograph from 1981-82 survey/nomination project



Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 8

Wilhelm H. and Margareta (Ehlers) Pohlmann House

Name of Property

Scott

County

502 W 8th St

Address

Davenport

City

Digital photographs



Photograph 82-00681-001 - House, looking northeast (April 2015)

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 9

Wilhelm H. and Margaretta (Ehlers) Pohlmann House

Name of Property

Scott

County

502 W 8th St

Address

Davenport

City



Photograph 82-00681-002 - House, looking northwest (April 2015)

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 10

Wilhelm H. and Margareta (Ehlers) Pohlmann House

Name of Property

Scott

County

502 W 8th St

Address

Davenport

City



Photograph 82-00681-003 - House, looking southwest (April 2015)

Iowa Site Inventory Form
State Historic Preservation Office
Continuation Sheet

Site Number: 82-00681
Related District Number: 82-00027

Page 11

Wilhelm H. and Margaretta (Ehlers) Pohlmann House

Name of Property

Scott

County

502 W 8th St

Address

Davenport

City



Photograph 82-00681-004 - House, looking southwest (April 2015)

City of Davenport
Historic Preservation Commission

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
1/12/2021

Subject:
Work Plan Review and Development

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

Background:
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 2021 and 2022.

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

Q1: Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2021. Please attach your work plan to your annual report.

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

ATTACHMENTS:

Type	Description
☐ Backup Material	2020 Annual Report Application
☐ Backup Material	Davenport Historic Preservation Commission 2020-2021 Work Plan
☐ Backup Material	2019 CLG Annual Report
☐ Backup Material	Certified Local Government Program Guide

REVIEWERS:

Department	Reviewer	Action	Date
Community Planning & Economic Development	Berkley, Laura	Approved	1/8/2021 - 9:59 AM

Start: 11/9/2020 **Deadline:** 03/1/2021 **Grace**

Period: 7 days

Application Fee (USD): \$0.00 ?

Applications: None

Share: <https://iowahistory.slideroom.com/#/permalink/program/584>

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.

2020 Certified Local Government Annual Report

Deadline: 03/1/2021

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.

Forms

Certified Local Government Annual Report

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

Please choose the name from the drop down table.

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

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

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

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

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

** This question has conditional followup questions.*

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

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

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

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

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

** This question has conditional followup questions.*

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

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

** This question has conditional followup questions.*

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

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

1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.

2) The CLG shall provide for adequate public participation in the local historic preservation programs.

** This question has conditional followup questions.*

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

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

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

12. **Does your commission have a website?**

** This question has conditional followup questions.*

13. **Does your commission have a Facebook page?**

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

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

1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.

2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.

3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.

4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

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

16. **Where are your official CLG files located?**

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

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

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

19. **Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2021. Please attach your work plan to your annual report.**

20. **Please update contact information about your 2021 Chief Elected Official.**

Note: This is beginning January 2021. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

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

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

22. **Please complete the following and provide contact information about your 2021 Chairperson/Commissioner.**

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

** This question has conditional followup questions.*

23. Please complete the following and provide information about your 2021 Vice Chairperson/Commissioner.

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

** This question has conditional followup questions.*

24. Please complete the following and provide information about your 2021 Secretary/Commissioner.

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

** This question has conditional followup questions.*

25. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

26. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

27. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

28. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

29. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

30. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

31. Please complete the following and provide information about your 2021 Commissioner.

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

** This question has conditional followup questions.*

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

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

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

34. **Please complete the Commission Training Table.**

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

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

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

36. **Signature page**

Attachments

1. **Ordinances/Resolutions**

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

2. **Ordinances/Resolutions**

3. **Survey Materials**

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

4. **Work plan ***

Please upload the upcoming year's work plan here.

5. **Biographical Sketches for New Commissioners**

If you have new commissioners, please upload their Biographical Sketches here. Please make sure that they are signed. The form can be downloaded from here: <https://drive.google.com/file/d/1GDBtPLv2an2sXho54yJfZRT13bwL4RFZ/view?usp=sharing>

6. **Supplementary Material**

Upload any supplementary material here

7. **Supplementary Material 2**

Upload any supplementary material here

8. **Supplementary Material 3**

Upload any supplementary material here

9. **Elected Official's Signature Page ***

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

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

Media

Provide 0-10 items.

Allowed Media Types:

Images (up to 5MB each)

Video (up to 250MB each)

Audio (up to 30MB each)

PDFs (up to 10MB each)

3D Models

Davenport Historic Preservation Commission Work Plan

CY2020 & CY2021

Projects, Plans, and Initiatives

CY 2020

- Work toward updating the Historic Preservation Ordinance to better address current challenges such as unpermitted and non-approved work in historic districts and landmarks
- Seek local funding and grant opportunities to fund National Register Studies
- Continue to improve online resources

CY 2021

- Work toward updating the Historic Preservation Ordinance to better address current challenges such as unpermitted and non-approved work in historic districts and landmarks
- Seek local funding and grant opportunities to fund National Register Studies
- Continue to improve online resources
- Acquire space at local farmers market to educate public on local historic preservation

Historic Preservation Training Plan

CY 2020

- Iowa Department of Cultural Affairs Grant Information Session, March 6, Davenport
- 2020 Preserve Iowa Summit, June 4-6, Dubuque
- Hamburg Historic District Home Tour, September 19 & 20, Davenport (Locally Sponsored)

CY 2021

- CY 2021 Preserve Iowa Summit, TBD

Certified Local Government Annual Report

* indicates a required field

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

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

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

Please choose the name from the drop down table.

Davenport Historic Preservation Commission ▼

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

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

1) The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.

2) The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission. Please upload any Iowa Site Inventory Forms or other survey materials produced during the year. Please do not upload any projects that were funded with a CLG or HRDP grant, mandated by the Section 106 review and compliance process, or National Register nominations as we already have these documents in our files.

yes ▼

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

yes ▼

3.1.

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

1. Demolish the building at 1121 Mound Street. The Barney Petersen Cottage was located in the Village of the East Davenport National Register Historic District.
2. Demolish the residence at 415 East 10th Street. The Joseph Mallet House is individually listed on the National Register of Historic Places.
3. Demolish the residence at 421 East 10th Street. The Joseph Motie House is individually listed on the National Register of Historic Places.

454 of 8000 characters

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

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

Yes ▼

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

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

Yes

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

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

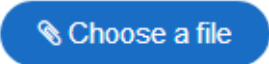
REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved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

No properties were added in CY 2019.

36 of 8000 characters

5.1.

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

 Choose a file

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

N/A

3 of 8000 characters

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

no

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

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

1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.

2) The CLG shall provide for adequate public participation in the local historic preservation programs.

☐ 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

8.1.

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

Former City staff member Ryan Rusnak was the day to day resource for historic properties in the City. He worked with all homeowners, business owners and institutions on formal and informal requests for appropriate treatments and finding appropriate materials, research, advice, etc.

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

One challenge continues to be people do work without a permit. There were a handful of instances of work without a permit in the Historic Hamburg District.

155 of 8000 characters

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

N/A

3 of 8000 characters

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

N/A

3 of 8000 characters

12. Does your commission have a website? *

- ☒ Yes
☐ No

12.1. What is the website address? *

https://davenportiowa.com/government/boards_commissions

The City has mapped all of its historic resources:

<https://davenportiowa.maps.arcgis.com/apps/webappviewer/index.html?id=8ee7347728184fa1999dd5d7cf8819b1>

212 of 6000 characters

13. Does your commission have a Facebook page? *

- ☐ Yes
☒ No

14.

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

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

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

January 8, 2019 Regular Meeting
March 12, 2019 Regular Meeting
April 9, 2019 Work Session
May 7, 2019 Work Session and Regular Meeting
June 11, 2019 Regular Meeting
July 9, 2019 Work Session and Regular Meeting
August 13, 2019 Regular Meeting
September 10, 2019 Regular Meeting
October 8, 2019 Regular Meeting
November 12, 2019 Regular Meeting
December 10, 2019 Regular Meeting

387 of 8000 characters

15.

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

No specific budget was created. However, the City of Davenport paid for former staff member's Ryan Rusnak to attend the 2019 National American Planning Association Conference in San Francisco. Ryan Rusnak toured Alcatraz Island, which is a National Historic Landmark and participated in a guided "Victorian Home Walk", which provided a great history of the city and the infamous painted ladies. The approximate cost of those tours were \$170.

443 of 6000 characters

16. Where are your official CLG files located? *

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

City of Davenport
Community Planning and Economic Development Department
226 West 4th Street
Davenport, Iowa 52803
Planning@ci.davenport.ia.us
(563) 326-7765

162 of 6000 characters

17.

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

David Cordes, Lyn Cochran, Diane Franken, John Frueh, Alyssa Kuehl, Joseph Wonio

80 of 6000 characters

18.

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

The Commission improved public outreach by utilizing City of Davenport's Facebook page to post relevant local historic information.

19.

Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2020. Please attach your work plan to your annual report. *

 Davenport Historic Preservation Commission Work Plan 2020-2021.pdf (102KB) 



20. Please update contact information about your 2020 Chief Elected Official. *

Note: This is beginning January 2020. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

First and Last Name	Mailing Address	Phone Number	Email Address	
Mike Matson	226 W 4th St., D	563-326-7701	Mike.Matson@d	
+ Add a row				

21.

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

This is a local government staff member and is required.

First and Last Name	Job Title	Mailing Address	Phone Number	Email Address	
Brandon M	Planner II	226 W 4th St	563-888-222	brandon.mel	
+ Add a row					

22.

Please complete the following and provide contact information about your 2020 Chairperson/Commissioner. *

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
John Frueh	625 Warren	563-333-856		jlfдав02@gn

+ Add a row

22.1.

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

Historic Hamburg District

25 of 200 characters

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

06/30/2022

22.3.

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

- ☒ Yes
☐ No

23.

Please complete the following and provide information about your 2020 Vice Chairperson/Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address	
Bob McGiv	416 W Colur	563-355-857		bob@mcgivr	
+ Add a row					

23.1.

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

Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

N/A

3 of 6000 characters

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

06/30/2021

23.3.

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

☐ Yes

☒ No

24.

Please complete the following and provide information about your 2020 Secretary/Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Brandon M	226 W 4th S		563-888-226	brandon.mel 
+ Add a row				

24.1.

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

N/A

3 of 6000 characters

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

mm/dd/yyyy

24.3.

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

- ☒ Yes
☐ No

25.

Please complete the following and provide information about your 2020 Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Joe Wonio	526 W 2nd St	563-370-8095		woniojoseph 
+ Add a row				

25.1.

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

0 of 6000 characters

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

25.3.

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

- ☐ Yes
☒ No

26.

Please complete the following and provide information about your 2020 Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
David Cord	816 20th Str	(563) 676-46		davidlcordes 

+ Add a row

26.1.

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

Historic Hamburg District

25 of 6000 characters

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

06/30/2020

26.3.

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

- ☐ Yes
☒ No

27.

Please complete the following and provide information about your 2020 Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Alyssa Kue	712 West 8th	563-210-128		alyssaarlene 
+ Add a row				

27.1.

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

Historic Hamburg District

25 of 6000 characters

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

06/30/2020

27.3.

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

- ☐ Yes
☒ No

28.

Please complete the following and provide information about your 2020 Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Lyn Cochran	2315 East 4th	218-838-4361		lacochedran@i
+ Add a row				

28.1.

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

N/A

3 of 6000 characters

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

06/30/2021

28.3.

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

- ☐ Yes
☒ No

29.

Please complete the following and provide information about your 2020 Commissioner.

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

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address	
Diane Fran	1610 Prospe	563-271-457		defranken@	
+ Add a row					

29.1.

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

N/A

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

mm/dd/yyyy

06/30/2022

29.3.

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

☐ yes

☒ no

30.

Please complete the following and provide information about your 2020 Commissioner.

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

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

+ Add a row

31.

Please complete the following and provide information about your 2020 Commissioner.

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

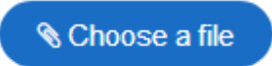
First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
------------------------	--------------------	----------------------	----------------------	------------------

+ Add a row

32.

Please attach biographical sketches for commissioners who were newly appointed in 2020.

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

 Choose a file

33.

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

N/A

3 of 6000 characters

34. Please complete the Commission Training Table. *

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

Name of Event	Sponsor Organization	Location	Date	Names of Attendees	
NAPC FOI	National Allian	Des Moines	July 18-22	Diane Frank	

+ Add a row

35.

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

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

None.

36. Signature page *



This question is required.

 Choose a file

Davenport Historic Preservation Commission Work Plan

CY2020 & CY2022

Projects, Plans, and Initiatives

CY 2020

- Work toward updating the Historic Preservation Ordinance to better address current challenges such as unpermitted and non-approved work in historic districts and landmarks
- Seek local funding and grant opportunities to fund National Register Studies if the
- Continue to improve online resources

CY 2021

- Work toward updating the Historic Preservation Ordinance to better address current challenges such as unpermitted and non-approved work in historic districts and landmarks
- Seek local funding and grant opportunities to fund National Register Studies if the
- Continue to improve online resources
- Acquire space at local farmers market to educate public on local historic preservation

Historic Preservation Training Plan

CY 2020

- Iowa Department of Cultural Affairs Grant Information Session, March 6, Davenport
- 2020 Preserve Iowa Summit, June 4-6, Dubuque
- Hamburg Historic District Home Tour, September 19 & 20, Davenport (Locally Sponsored)

CY 2021

- CY 2021 Preserve Iowa Summit, TBD

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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

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

BIOGRAPHICAL SKETCH

APPLICANT FOR HISTORIC PRESERVATION COMMISSION

Mr., Ms., Mrs., Dr.

Work ()/Home () Mailing ADDRESS

PHONE NUMBERS: WORK-

HOME-

MOBILE- EMAIL ADDRESS

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

EDUCATION:

EMPLOYMENT:

INTEREST:

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

Signature

Date

SAMPLE DISCLAIMER LETTER

(written on city or county letterhead)

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

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

(Date)

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

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

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

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

Sincerely,

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

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

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

Smith County, Iowa

[illegible]

SAMPLE PLAN

STATEMENT OF HISTORIC PRESERVATION COMMISSION LONG TERM GOALS AND ACTIVITIES

The Happy County Historic Preservation Commission will undertake the following:

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

CERTIFIED LOCAL GOVERNMENT (CLG) AGREEMENT

CLG: (Name of City/County)

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

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

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

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

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

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

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

CLG
City/County

Signature	Title	Date
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STATE

Steve King, Deputy State Historic Preservation Officer	Date
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EXHIBIT A GENERAL CONDITIONS

ARTICLE I: General Responsibilities of a Certified Local Government.

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

ARTICLE II: Amendment of Agreement.

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

ARTICLE III: Patent and Copyright.

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

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

ARTICLE IV: Accounts and Records.

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

ARTICLE V: Termination of Agreement.

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

ARTICLE VI: Interest of Officials and Others.

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

ARTICLE VII: Assignment of Interest.

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

ARTICLE VIII: Agreement Coverage.

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

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

ARTICLE IX: Reports.

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

ARTICLE X: Agreement Duration.

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

EXHIBIT B SPECIAL CONDITIONS

ARTICLE I: Identification of Parties.

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

ARTICLE II: Designation of Officials.

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

PROFESSIONAL QUALIFICATIONS STANDARDS NATIONAL PARK SERVICE

CODE OF FEDERAL REGULATIONS VOLUME 36, PART 61

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

A. History

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

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

B. Archeology

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

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

C. Architectural history

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

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

D. Architecture

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

E. Historic Architecture

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

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

RESPONSIBILITIES OF CERTIFIED LOCAL GOVERNMENTS AND THEIR HISTORIC PRESERVATION COMMISSIONS

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

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

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

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

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

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

Qualifications:

The ideal historic preservation commission is composed of the following:

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

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

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

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

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

Commission Training

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Property Inventory

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Checklist for Effective Commission Operations and Maintaining CLG Status

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

A Special Message for Newly Appointed Commissioners

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

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

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

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

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

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

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

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

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

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

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

COMMISSION RECORDS

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

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

Process for Monitoring and Decertification

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

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

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

Glossary of Preservation Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Standard National Park Service Grant Acknowledgments

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

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