

HISTORIC PRESERVATION COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Tuesday, January 14, 2025; 5:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 - 1. Consideration of the December 10, 2024 meeting minutes.
- III. Communications
- IV. Old Business
 - 1. Case COA24-20: Request for exterior alteration at 418 West 7th Street. The Paul and Mina Jannssen House is located within the Hamburg Local Landmark Historic District. Matthew Bevirt, petitioner. [Ward 3]
- V. New Business
 - 1. Case COA25-01: Request to install new signage at 106 East 3rd Street. Hotel Mississippi is a locally listed historic landmark within the Davenport Commercial Historic District. Quad City Custom Signs, petitioner. [Ward 3]
 - 2. 2024 Certified Local Government Annual Report
- VI. Other Business
 - 1. Nomination of Chairperson
 - 2. Nomination of Vice-Chairperson
- VII. Open Forum for Comment
- VIII. Adjourn
- IX. Next Meeting: February 11, 2025

City of Davenport

Department: Development & Neighborhood Services

Contact Info: Matt Werderitch | 563-888-2221

Action / Date

1/14/2025

Subject:

Consideration of the December 10, 2024 meeting minutes.

Recommendation:

Approve the minutes.

Background:

The December 10, 2024 meeting minutes are attached.

Attachments:

1. Meeting Minutes 12-10-24

HISTORIC PRESERVATION COMMISSION MEETING MINUTES

CITY OF DAVENPORT, IOWA

TUESDAY, DECEMBER 10, 2024; 5:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Call to Order

Chairperson Hustedde called the meeting to order.

Present: McGivern, Hustedde, Gomez, Adams, Eaton, Hoff

Absent: Kretz

Staff Present: Berkley, Werderitch

II. Secretary's Report

1. Consideration of the November 12, 2024 meeting minutes.

Motion by Gomez, second by Hoff, to approve the November 12, 2024 meeting minutes.
Minutes were unanimously approved by voice vote (6-0).

III. Communications

IV. Old Business

V. New Business

1. Case COA24-20: Request for exterior alteration at 418 West 7th Street. The Paul and Mina Jannssen House is located within the Hamburg Local Landmark Historic District. Matthew Bevirt, petitioner. [Ward 3]

Staff presented a history of the property and outlined the following scope of work:

1. Remove the exterior staircase on the north side of the home (facing the alley).
Install a new 8' x 16' deck.
2. Remove first floor kitchen door and window. Replace with a new Marvin door.
3. Install first floor dining room window.

Staff made a recommendation to approve the following project components outlined in the Certificate of Appropriateness at 418 West 7th Street in accordance with the submitted material:

1. Removal of the existing rear exterior staircase.
2. Installation of a first-floor dining room window on the north elevation.

Staff could not technically recommend approval of the replacement composite deck and sliding glass doors on the rear facade. However, the north elevation is not considered the primary facade of the structure. Since the south facade, abutting West 7th Street,

has greater visibility within the historic district, the preservation of this elevation is a higher priority. Therefore, greater consideration is merited by the Commission.

The project was reviewed for conformance with the Standards for Review, Chapter 14.01.060 C of the Davenport Municipal Code. The replacement composite deck and rear sliding glass door do not meet the following standard:

1. New additions and related new construction shall not be discouraged when such improvements do not destroy historic material and such design is compatible with the size, massing, scale, color, materials and character of the property, neighborhood and district, if applicable.

Matthew Bevirt, petitioner, and Andy Swan, Seiffert's Building Supplies, were in attendance to answer questions and advocate for the project.

After discussion, the Commission was in agreement with the request to remove the existing staircase and construct a new 8' x 16' deck. The Commission was also supportive of the request to install a replacement dining room window on the north façade.

Commissioners expressed concern regarding the scale of the proposed Marvin Elevate Sliding French Door. Commissioners felt a 12' x 7' opening would be inconsistent with the proportions of the home and encouraged the petitioner to explore alternative designs. The petitioner offered to submit renderings to help the Commission visualize the request.

Motion by Gomez, second by Adams, to grant a Certificate of Appropriateness for the following project components as submitted in Case COA24-20:

1. Removal of the exterior staircase on the north elevation of the home.
2. Construction of a new 8' x 16' composite deck and staircase.
3. Installation of a first-floor dining room window on the north façade.

Motion to approve passed by a roll call vote (6-0).

Motion by McGivern, second by Gomez, to table the following project components:

1. Removal of the first-floor kitchen door and window.
2. Installation of a Marvin Elevate Sliding French Door.

Motion to table passed by a roll call vote (6-0).

The purpose of the table is to provide the applicant with additional time to explore window and door designs that are more compatible with the size, massing, scale, and character of the historic home. The general feedback from the Commission is that the 12' x 7' opening is out of scale with the proportions of the Queen Anne structure.

When additional window and door options have been explored and submitted to staff, this item can be brought before the Commission for formal review and approval.

VI. Other Business

VII. Open Forum for Comment

VIII. Adjourn

Motion by Gomez, second by Hoff, to adjourn the meeting. Motion passed by a voice vote (6-0).
The meeting adjourned at 6:10pm.

IX. Next Commission Meeting: January 14, 2025

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
1/14/2025

Subject:

Case COA24-20: Request for exterior alteration at 418 West 7th Street. The Paul and Mina Jannssen House is located within the Hamburg Local Landmark Historic District. Matthew Bevirt, petitioner. [Ward 3]

Recommendation:

Staff's recommendation remains unchanged from the December 10, 2024 meeting.

Staff cannot technically recommend approval of the proposed sliding glass doors on the north elevation. However, the proposed alterations to the rear facade will have a minimal impact on the characteristics of the historic district. Therefore, greater consideration is merited by the Commission.

The project was reviewed for conformance with the Standards for Review, Chapter 14.01.060 C of the Davenport Municipal Code. The rear sliding glass doors do not meet the following standard:

1. New additions and related new construction shall not be discouraged when such improvements do not destroy historic material and such design is compatible with the size, massing, scale, color, materials and character of the property, neighborhood and district, if applicable.

Background:

The City of Davenport Historic Preservation Commission reviewed Case COA24-20 at its December 10, 2024 meeting. The Commission granted a Certificate of Appropriateness for the following project components:

1. Removal of the exterior staircase on the north elevation of the home.
2. Construction of a new 8' x 16' composite deck and staircase.
3. Installation of a first-floor dining room window on the north façade.

The Historic Preservation Commission voted to table the following project components:

1. Removal of the first-floor kitchen door and window.
2. Installation of a Marvin Elevate Sliding French Door.

The purpose of the table was to provide the applicant with additional time to explore window and door designs that are more compatible with the size, massing, scale, and character of the historic home. The general feedback from the Commission is that the 12' x 7' opening is out of scale with the proportions of the Queen Anne structure. When additional window and door

options have been explored and submitted to staff, this item can be brought before the Commission for formal review and approval.

Petitioner's Updated Request:

Based on feedback from the Commission, the applicant submitted the following supplemental information:

1. Written request to re-examine the original Marvin Elevate Sliding French Door design.
2. Additional photos of the exterior of the home.
3. Measurements of other large scale windows on the home.
4. A mockup of the rear elevation depicting the Marvin Elevate Sliding French Doors.
5. A mockup of the rear elevation depicting a traditional double French door.

Project Review-Sliding Glass Doors:

The applicant intends to remove and replace the rear door and window with a 12' wide by 7' tall Marvin sliding glass door. The replacement sliding glass doors will have a wood interior and fiberglass exterior. The owner's intent is to match the aesthetic with the front-facing living room windows by incorporating both Craftsman and Queen Anne features. The proportions of the trim will match the balance of the home's exterior. Staff generally do not discourage new additions. However, the design must be compatible with the size, massing, scale, color, materials, and character of the property. The combination of a large composite deck and modern sliding glass doors is inconsistent with the overall aesthetic of the 1902 home.

The Historic Preservation Ordinance recommends new construction be compatible with the size, massing, scale, color, materials, and character of the property and district. The addition of the composite deck and sliding glass doors generally does not match the character of the residence and historic district. However, staff believe the front façade, facing West 7th Street, is the defining feature of the home. Therefore, the proposed alterations will have minimal impact on the characteristics of the district.

Work Completed without a Certificate of Appropriateness:

City officials were notified of completed work on January 2, 2025. The removal of the first-floor kitchen door and window and installation of a sliding French door was completed without an approved building permit, inspection, and Certificate of Appropriateness. A Notice of Violation has been sent to the property owner.

Completing work without the required Certificate of Appropriateness is subject to penalty as outlined under Davenport Municipal Code [§ 14.01.110](#). The owner and the person(s) performing the work can both be subject to penalties, which may include a misdemeanor or municipal infraction. Every day each such violation shall continue to exist shall constitute a separate violation.

The Historic Preservation Commission shall review the Certificate of Appropriateness based upon the merits of the request. The City's director of community and economic development department, or his/her designee, are responsible for the enforcement of the provisions of the Davenport Municipal Code.

Attachments:

1. Notice of Violation & Review Determination Letter
2. Petitioner's Updated Request
3. Historic Property Inventory Sheet
4. Historic Preservation Ordinance Review Standards
5. Staff Report: 12-10-24 HPC Meeting
6. Application: 12-10-24 HPC Meeting



January 9, 2025

Matthew Bevirt & Christine Deines
418 West 7th Street
Davenport, IA 52803

NOTICE OF VIOLATION

Property Address: 418 West 7th Street (Parcel: G0043-03)

Description of Violation: Work Completed on North Elevation without City Approvals

Dear Property Owner,

City officials observed the violation at the property on January 2, 2025. The removal of the first-floor kitchen door and window and installation of a sliding French door was completed without an approved building permit, inspection, and Certificate of Appropriateness (Case COA24-20).

A Certificate of Appropriateness must be obtained by the Historic Preservation Commission prior to the completion of work Per Davenport Municipal Code [§ 14.01.060](#). Completing work without the required Certificate of Appropriateness is subject to penalty as outlined under Davenport Municipal Code [§ 14.01.110](#). The owner and the person(s) performing the work can both be subject to penalties, which may include a misdemeanor or municipal infraction. Every day each such violation shall continue to exist shall constitute a separate violation.

Per Davenport Municipal Code [§ 15.08.300](#) this listed work requires building permits and inspections. You are advised that under Davenport Municipal Code [§ 15.08.340](#) any act performed in violation of the building code is also subject to penalties as provided by law. Building permits will not be issued until a Certificate of Appropriateness is approved by the Historic Preservation Commission.

Case COA24-20 is scheduled for review at the January 14, 2024 Historic Preservation Commission meeting. Please have a representative of the project in attendance to answer questions.

If you have any questions, please contact me directly at (563) 888-2221 or matt.werderitch@davenportiowa.com.

Sincerely,

A handwritten signature in dark ink that reads "m werderitch". The signature is written in a cursive, lowercase style.

Matt Werderitch | AICP
Planner III
Development & Neighborhood Services Department
563.888.2221

Enclosure:
Photos of Violation
Historic Preservation Commission Review Determination – Case COA24-20

Sent via: Regular mail, certified mail, and email.

Observed Violation: January 2, 2025:



Observed Violation: January 2, 2025





December 11, 2024

Matthew Bevirt
418 West 7th Street
Davenport, IA 52803

Re: Historic Preservation Commission Review Determination – Case COA24-20

To Whom It May Concern,

The City of Davenport Historic Preservation Commission reviewed the following case at its December 10, 2024 meeting:

Case COA24-20: Request for exterior alteration at 418 West 7th Street. The Paul and Mina Jannssen House is located within the Hamburg Local Landmark Historic District. Matthew Bevirt, petitioner. [Ward 3]

The Historic Preservation Commission granted a Certificate of Appropriateness for the following project components as submitted in Case COA24-20:

1. Removal of the exterior staircase on the north elevation of the home.
2. Construction of a new 8' x 16' composite deck and staircase.
3. Installation of a first-floor dining room window on the north façade.

The Historic Preservation Commission voted to table the following project components:

1. Removal of the first-floor kitchen door and window.
2. Installation of a Marvin Elevate Sliding French Door.

The purpose is to provide you with additional time to explore window and door designs that are more compatible with the size, massing, scale, and character of the historic home. The general feedback from the Commission is that the 12' x 7' opening is out of scale with the proportions of the Queen Anne structure.

When additional window and door options have been explored and submitted to staff, this item can be brought before the Commission for formal review and approval. The intent is to find an option that will better fit the size, scale, and massing of the home. The submittal deadline for the January 14, 2025 meeting is Friday, January 3rd.

Please contact the Building Department at 563-326-7745 to obtain applicable permits.

If you have any questions, please contact me directly at (563) 888-2221 or matt.werderitch@davenportiowa.com.

Sincerely,

A handwritten signature in dark ink that reads "m werderitch". The signature is written in a cursive, lowercase style.

Matt Werderitch | AICP
Planner III

December 13, 2024

Historic Preservation Commission – Davenport, Iowa
Attn: Matt Werdertich
1200 East 46TH ST
Davenport IA 52807

Re: Historic Preservation Commission Review Determination – Case COA24-20

To whom it may concern:

In response to the letter sent via email on December 11, 2024, regarding the Historic Preservation Commission (HPC) tabled response around the below project components of 418 W. 7TH ST, Davenport, IA 52803:

1. Removal of the first-floor non-original kitchen door and non-original window.
2. Installation of a Marvin Elevate Gliding French Door.

After careful and thoughtful consideration and planning over the last seven and a half years the homeowners wish to move forward with their original proposal. Please find provided per request the rendering of the north façade with the proposed 144” W door as well as other options which were thoughtfully weighed, calculated, and methodically planned. After much deliberation, the homeowners have chosen to proceed with their original proposal and plan as it is still the best option overall.

The homeowners emphasize that the size and scale of the door as proposed is cohesive to the other large-scale windows of the house and is cohesive in the overall look, aesthetic, and existence of the property.

This is evidenced by:

1. The front living room window facing south measures 126" W and 84" H. The front of the house measures 37' = 444". This proportion is equal to the proposed back north alley facing façade measuring 40' = 480" and the proposed Marvin door measuring 144" W and 84" H. $126"/444" = .28$; $144"/480" = .30$. The proposed door is essentially equivalent to the scale of the front and off by a margin of less than 1% a difference of .02. Therefore, certain HPC members analysis was incorrect rendering their point as moot. The **scale being $\leq 1\%$ is excellent** and creates a balance mass between the front and back façades of the house.
2. In addition, the east façade of the house also includes three large dining room windows facing east and measuring 163"W and 84"H and the east façade of the home measure 34.32' = 411.84"; $163"/411.84" = .39 \geq$ which is a scale greater than the proposed 144" Marvin door AGAIN arguing the point that the scale of the **Marvin door is IN proportion** to scale of the existing structure.
3. As pointed out in points 1 & 2 the design of the proposed historical Marvin exterior door is compatible with size, scale, and massing as well as aesthetic of the house whilst bringing elements of Craftsman Architectural features existing throughout the façade of the house which highlights clean lines and minimalistic bespoke aesthetic.
4. The Marvin door with interior wood and exterior clad follows national preservation historic conservation standards and code.
5. The proposed exterior door design aligns alongside its neighboring historic properties of the Gold Coast Historic District.

As the proposed door to be installed is in the rear alley facing north side of the property the homeowners emphasize that removing the north first floor non-original door and non-original small window are insignificant changes and in fact are following historic preservation conservation standards as stated on the City of Davenport Iowa website... "Most importantly the alterations shall have minimal impact on characteristics of the district and the historic house". And per city staff: "The Historic Preservation Ordinance recommends new construction be compatible with the size, massing, scale, color, materials, and character of the property and district... However, staff believe the front facade, facing West 7th Street, is the defining feature of the home. **Therefore, the proposed alterations will have minimal impact on the characteristics of the district.**"

The homeowners seek **support** vs. confrontation and combative attitudes, **solutions** vs. HPC members "feelings" and "opinions" vs. **fact**, and **positive feedback** vs. the negative overall tone of the meeting and format presented thereby HPC commissioners.

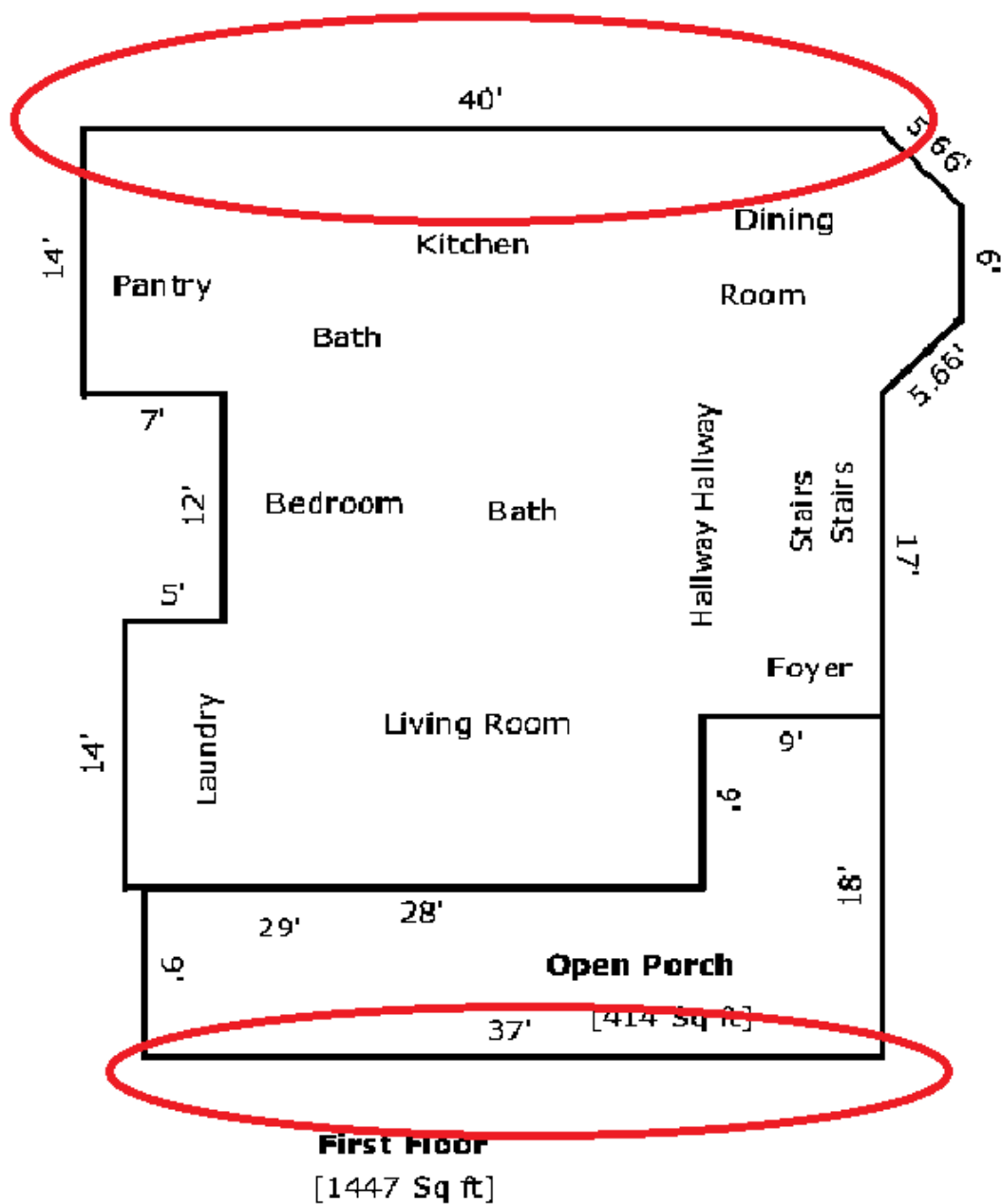
Making improvements to one's home, property, and residence is a fundamental homeowner's prerogative. The homeowners recommend a more supportive role for local and challenging

neighborhoods. The neighborhood and community wish to see the HPC as a support versus a hindrance.

Property/homeowners propose moving forward at once. Further detainment creates both a financial and physical burden and shall be viewed as such as it creates more work and unnecessary due process wasting both taxpayer dollars and the homeowners' time, resources and energy.

As conservation, restoration, work, budget, timeline and financial investments of the house are of the homeowner's UTMOST priority and concern, the homeowners seek immediate approval.

Matthew Bevirt
Christine Deines
418 W 7TH ST
Davenport IA 52803



**MATTHEW BEVIRT
CHRISTINE DEINES
418 WEST 7TH ST
DAVENPORT, IA 52803**

**SUBMITTED: NOVEMBER 22, 2024
EDITED: DECEMBER 13, 2024**

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

1. REMOVE EXTERIOR STAIRWAY; BUILD FIRST FLOOR 8' X 16' DECK – ALLEY FACING REAR NORTH SIDE OF PROPERTY
2. REMOVE FIRST FLOOR NON-ORIGINAL KITCHEN DOOR/WINDOW – REPLACE WITH NEW MARVIN HISTORICAL DOOR – ALLEY FACING REAR NORTH SIDE OF PROPERTY
3. RESTORE ORIGINAL FIRST FLOOR DINING ROOM LARGE WINDOW

1.REMOVE EXTERIOR STAIRWAY; BUILD 8' X 16' DECK

Remove entire existing exterior stairway structure and replace with an 8'x16' [Composite Deck](#) and single staircase from first floor to basement ground level (Decking -Fibron composite, Cottage color, decking is 5-1/4" wide) and Single Staircase with [Metal Railing](#) (Railing: Westbury Tuscan railing, aluminum construction, powder-coated in black. The existing structure covers a certain 105 square feet and the new structure, (deck and stairs) covers an area that is less than the existing structure. Railing height per code compliance and will wrap around west and north side stairs descending to east similar to existing exterior stairway. The current non original obtrusive exterior stairway structure measures over 105 SF. Overall structure H 22' x W 30'. First and Second Floor deck landings measure 3' x 2.5'.



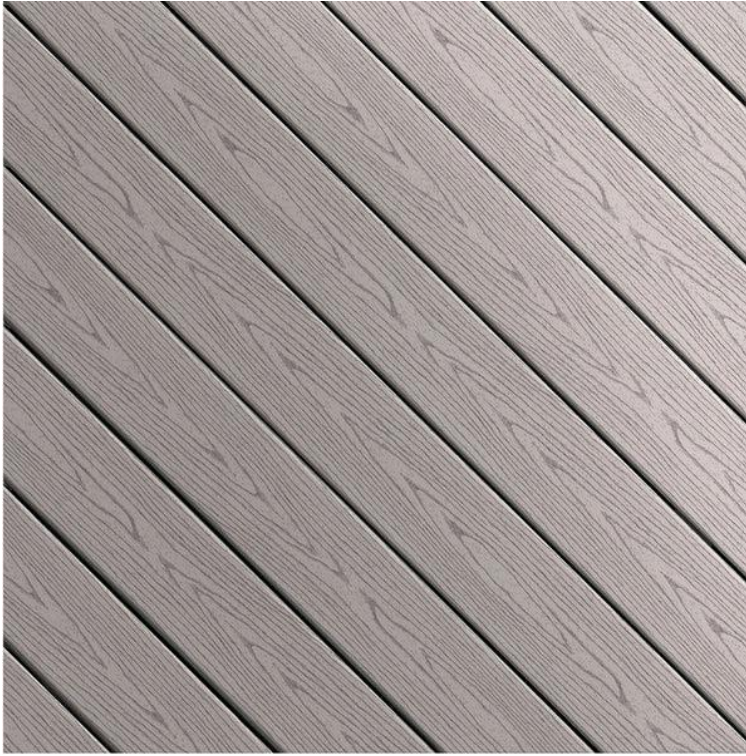
Subject Rear

NORTH EXTERIOR

NORTH SIDE ALLEY FACING SUBJECT REAR

Top Down

- SECOND FLOOR
- FIRST FLOOR
- WALK OUT BASEMENT



PROPOSED DECK AND RAILING MATERIAL

	Christine Deines & Matthew Bevirt				
Property Address	418 W 7th St				
City	Davenport	County	Scott	State	IA Zip Code 52803



East Exterior



North & West exterior



East Exterior

The east façade of the house also includes three large dining room windows facing east and measuring 163"W and 84"H and the east façade of the home measure 34.32'= 411.84"; $163"/411.84" = .39 \geq$ which is a scale greater than the proposed 144" Marvin door making it in proportion to the scale and the mass scale of structure.



PHOTO REPRESENTS WHERE ORIGINAL DOOR AND WINDOW WOULD HAVE BEEN.

The original Back Porch and Back Door - Westside and West facing are no longer a porch or an exit.

**2. REMOVE FIRST FLOOR NON-ORIGINAL KITCHEN DOOR & WINDOW NORTH ALLEY FACING REAR
REPLACE WITH NEW MARVIN HISTORICAL DOOR**





Subject Rear

REAR ALLEY FACING NORTH SIDE OF PROPERTY

In addition to removing the current obtrusive non original EXTERIOR STAIRWAY structure and building an 8' x 16' deck, the homeowners seek to remove and replace the non-original first floor back door and non-original small window with a Marvin historical door. The door interior is wood, and exterior composed of a wood-look-alike fiberglass. The aesthetic of the rear north facing door will match the front facing south side living room window in size and composition including both Craftsman and Queen Anne features with clean lines that balance out the aesthetic of this historical home. The congruous lines of the trim will follow suit matching the east dining room windows on the same first floor level.



The front living room window facing south measures 126" W and 84" H. The front of the house measures 37' (linear feet) = 444". This proportion is equal to the proposed back north alley facing façade measuring 40' = 480" and the proposed Marvin door measuring 144" W and 84" H. $126"/444" = .28$; $144"/480" = .30$. The proposed door is essentially equivalent to the scale of the front and off by a margin of less than 1% a difference of .02. The scale being $\leq 1\%$ is excellent and creates a balance mass between the front and back façades of the house.



The front living room window facing south measures 126" W and 84" H. The front of the house measures 37' (linear feet) = 444". This proportion is equal to the proposed back north alley facing façade measuring 40' = 480" and the proposed Marvin door measuring 144" W and 84" H. $126"/444" = .28$; $144"/480" = .30$. The proposed door is essentially equivalent to the scale of the front and off by a margin of less than 1% a difference of .02. The scale being $\leq 1\%$ is excellent and creates a balance mass between the front and back façades of the house.

The design of the proposed historical Marvin exterior door is compatible with size, scale, and massing as well as aesthetic of the house whilst bringing elements of Craftsman Architectural features existing throughout the façade of the house which highlights clean lines and minimalistic bespoke aesthetic. The Marvin door with interior wood and exterior clad follows national preservation historic conservation standards and code.

THIS IS A MOCKUP AND NOT HOW ACTUAL PAINT AND TRIM WILL LOOK.

THE DOOR WILL BE TRIMMED OUT IN WHITE CLADING AND MATCH THE BRICK RED INNER SEAL AND CASING OF ALL OTHER WINDOWS AND DOORS ON THE HOUSE.



Dual pane glass in each door panel 144" W x 84" H

Exterior paint trim and framing to match existing exterior windows in size and historical aesthetic. The trim will be congruous with the same matching exterior outer white trim color scheme of brick red inner trim of existing windows/doors. Dual pane glass in door panels with interior wood – exterior wood look alike – fiberglass. <https://www.marvin.com/products/doors/sliding/elevate-sliding-french-door> Marvin's Historical doors and windows are not in and of themselves historic. But they are suitable for use on historic buildings and environments.

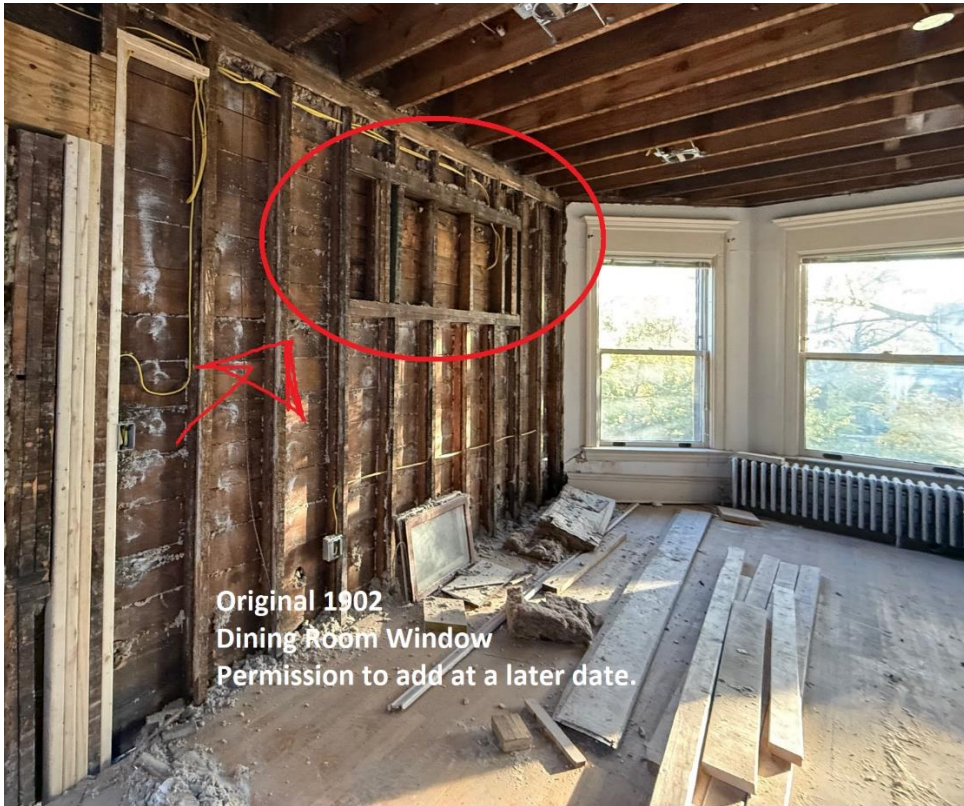
ALTERNATIVE DESIGN NORTH FAÇADE



Double French door DOES NOT balance out mass, scale, overall aesthetic and look of exterior north façade alley facing rear of property.

3.RESTORE ORIGINAL DINING ROOM LARGE WINDOW

Replace the missing dining room window on the north wall to fit existing rough-in framing that remains hidden within the wall. The original 1902 home had a large window 7'x3' on the north side of the dining room. This was common in homes of this period installing a large window above the furniture line in order that furniture could be used under the window e.g., a buffet. Dining Room Additional Window – Exterior Additional large dining room window jam and sash would be constructed of wood using translucent glass, leaded glass, or stained glass, yet to be determined and to be incorporated at a later date.



NORTH INTERIOR WALL DINING ROOM HIDDEN ORIGINAL EXISTING WINDOW ROUGH-IN FRAMING

Hamburg Historic District (amended)

Name of Property

Scott County, Iowa

County and State

Address State #, Map #, FS # 2016 district status 1983 district status	Historic Name	significant date/s architectural style/type	Materials of walls, foundations, roof
	History of property (owners/residents, census data including birthplace of self (and parents), Sanborn map info), Current use		Architectural data (architect/builder, features, modifications), Garage data
625 Western Ave State #82-02710 Map #074 Field Site #C-22 Parcel #G0053-01 Updated district status: 1 contributing building (A, C) 1983 NRHP status: Contributing	Gustav A. and Emily (Lerchen) Schlegel House	c.1867 Gothic Revival / Italianate (2 story)	Walls: frame - wood Foundation: stone Roof: side gable - asphalt shingles
	1867-1915 - Gustav and Emilie Schlegel (druggist); 1900s - also son-in-law William B. Stark (after Paula Schlegel Stark died in 1900) 1880 census: Schlegel, Gustav (36, druggist) - born in Germany - Saxony (Germany - Saxony, Germany - Saxony); wife: Emilie (29) - born in Germany - Prussia (Germany - Prussia, Germany - Prussia) 1915-1919 - Gustav Schlegel (widower, retired), also daughter Hedwig Lischer and her son Henry; 1919-1922 - owned by heirs 1910 Sanborn map: house - 2 story - extant 1910 census: Schlegel, Gust (77, own income) - born in Germany (Germany, Germany); wife: Emilie (68) - born in Germany (Germany, Germany) 1922-1956 - Jasper P. and Rose Watson, also second unit by 1925 1956-1976 - Rose Watson (widow) 1956 Sanborn map: duplex - 2 story - extant Current use: single family house - owner occupied		Architect/builder: - Porch: full porch on south - Italianate wood columns/detail Windows: 1/1 wood windows Architectural details: entry with transom, bay window, dormers, brackets, bargeboard Modifications: Historic: -; Non-historic: - Garage: none Other site features: concrete retaining wall along alley
716 Ripley St <i>Alt: A Ripley St</i> State #82-02503 Map #075 Field Site #E-01 Parcel #G0043-06 Updated district status: 1 contributing building (A) 1983 NRHP status: Contributing	Hoersch Rental House	c.1897 (c.1867?) Side gable - 2 story, 3 bay (2 story)	Walls: frame - asbestos shingles Foundation: stone (stucco) Roof: side gable - asphalt shingles
	may be c.1867 house of John and Catherine Carroll originally on south part of lot at 402 W. 7th St - may have been moved to north part of lot c.1892 for construction of new William and Amelia (Petersen) Hoersch house (demo in 1987) by 1898 - used as rental property for William and Amelia Hoersch (owned all of lot, lived in house at 402 W. 7th St until 1922) - various tenants listed from 1898-1922 while Hoersch's owned it 1910 Sanborn map: house - 2 story - extant 1910 census: rented - appears vacant at time - born in - 1923-1933 - owned by William Spengler - used as rental; 1933-1941 - owned by Herbert E. Sitz - used as rental 1941-1945 - owned by Daniel E. and Dorothy Carolus - used as rental; 1945-1952 - series of four owners: Don Farley, Catherine Skelly, William Walters, Matthew Hart; 1951-1956 - owned by James and Mildred Dinneen - used as rental 1956 Sanborn map: house - 2 story - extant Current use: single family house - owner occupied		Architect/builder: - Porch: entry hood - gable-roof, simple braces, wood steps Windows: 1/1 windows Architectural details: - Modifications: Historic: 1941 - asbestos siding; Non-historic: - Garage: none Other site features: -
418 W 7th St <i>Alt: 414 W 7th St</i> State #82-00612 Map #076 Field Site #E-02 Parcel #G0043-03 Updated district status: 1 contributing building (A, C) 1983 NRHP status: Contributing	Paul and Mina Jannssen House	c.1902 Queen Anne (2 story)	Walls: frame - wood siding on 1st, wood shingles on 2nd Foundation: stucco Roof: combination hip/gable - asphalt shingles?
	(earlier house on lot) 1901-02 - lot owned by Peter F. Jannssen - house likely built for sale 1910 Sanborn map: house - 2 story - extant 1910 census: Radenhausen, Paul (chemist) - born in Germany (Germany, Germany); wife: Mina (46) - born in Germany (Germany, Germany) 1902-1933 - Dr. Paul and Mina Radenhausen (chemist - teacher, Hygienic Laboratory); 1933-1936 - Mina Radenhausen (widow) (address was 414 W. 7th St in 1900s-10s, then 418 in 1920s-30s) 1933-1960s - owned by August Steffen / Henry Mattney - used as rental; 1938 - permit to convert from single family to four apartments by Mattney; by 1945 - four apartments listed, 1956 map - 4 apts 1956 Sanborn map: flats (apartments) (4 units) - 2 story - extant Current use: apartments (4 units)		Architect/builder: - Porch: full porch - round wood columns on low frame wall (wood siding) Windows: 1/1 wood windows Architectural details: wood siding/shingles on walls/gables, bay windows, gable roof sections, decorative windows Modifications: Historic: -; Non-historic: - Garage: none Other site features: concrete retaining wall at rear of lot

Historic Preservation Ordinance

Section 14.01.060 Certificate of Appropriateness Review Process

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

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

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

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

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
12/10/2024

Subject:

Case COA24-20: Request for exterior alteration at 418 West 7th Street. The Paul and Mina Jannssen House is located within the Hamburg Local Landmark Historic District. Matthew Bevirt, petitioner. [Ward 3]

Recommendation:

A recommendation is made to approve the following project components outlined in the Certificate of Appropriateness at 418 West 7th Street in accordance with the submitted material:

1. Removal of the existing rear exterior staircase.
2. Installation of a first floor dining room window on the north elevation.

Staff cannot technically recommend approval of the replacement composite deck and sliding glass doors on the rear facade. However, the north elevation is not considered the primary facade of the structure. Since the south facade, abutting West 7th Street, has greater visibility within the historic district, the preservation of this elevation is a higher priority. Therefore, greater consideration is merited by the Commission.

The project was reviewed for conformance with the Standards for Review, Chapter 14.01.060 C of the Davenport Municipal Code. The replacement composite deck and rear sliding glass door do not meet the following standard:

1. New additions and related new construction shall not be discouraged when such improvements do not destroy historic material and such design is compatible with the size, massing, scale, color, materials and character of the property, neighborhood and district, if applicable.

Background:

The Paul and Mina Jannssen House is a classic 2-story Queen Anne residence constructed in 1902. The single-family home is considered a contributing structure within the Hamburg Historic District. Building materials consist of a stucco foundation, wood siding on the first floor, wood shingles on the second floor, and a combination of hip and gable roofs with asphalt shingles. Prominent architectural details include a full porch with round wood columns, bay windows, and gable roof sections.

The residence was originally constructed as a single-family dwelling, but was later converted into four apartment units in 1938. The home has since been converted back into a single residence.

Request:

1. Remove the exterior staircase on the north side of the home (facing the alley). Install a new 8' x 16' deck.
2. Remove first floor kitchen door and window. Replace with a new Marvin door.
3. Install first floor dining room window.

Project Review:

According to a permit on file with the Building Department, the existing exterior staircase in the rear of the home was constructed in 2003. This was a replacement staircase. Staff believe an exterior staircase was added when the residence was converted into four apartment units. Since there is no longer an apartment unit on the upper floor, this staircase is no longer required per building and fire code. The existing staircase holds no historical merit. Therefore, staff do not object to its removal.

Following the demolition of the existing staircase, the homeowner intends to construct a new 8' x 16' composite deck and staircase, extending from the first floor to ground level. While the design will have less of a vertical impact on the home's rear elevation, it will project further from the facade and into the rear yard. The proposed materials are composite deck boards and aluminum railings. While these are modern materials, the Commission has approved composite decking on other porches in the Hamburg District.

The applicant intends to remove and replace the rear door and window with a 12' wide by 7' tall Marvin sliding glass door. The replacement sliding glass doors will have a wood interior and fiberglass exterior. The owner's intent is to match the aesthetic with the front-facing living room windows by incorporating both Craftsman and Queen Anne features. However, images of the front living windows were not provided in the application. It is unclear the extent that the sliding glass doors replicate the front windows. The proportions of the trim will match the balance of the home's exterior. Staff generally do not discourage new additions. However, the design must be compatible with the size, massing, scale, color, materials, and character of the property. The combination of a large composite deck and modern sliding glass doors is inconsistent with the overall aesthetic of the 1902 home.

The final project component involves the installation of a dining room window on the north elevation. Photos of the interior framing indicate a 7' wide by 3' tall section where a window likely existed when the home was originally built in 1902. The replacement window will be constructed using wood materials for the jamb and sash. Based on this evidence, staff is supportive of this request.

The Historic Preservation Ordinance recommends new construction be compatible with the size, massing, scale, color, materials, and character of the property and district. The addition of the composite deck and sliding glass doors generally does not match the character of the residence and historic district. However, staff believe the front facade, facing West 7th Street, is the defining feature of the home. Therefore, the proposed alterations will have minimal impact on the characteristics of the district.

Attachments:

1. Application
2. Historic Property Inventory Sheet
3. Historic Preservation Ordinance Review Standards



CITY OF DAVENPORT
Development & Neighborhood
Services – Planning
1200 E. 46th St
Davenport, IA 52807

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR

CERTIFICATE OF APPROPRIATENESS

HISTORIC PRESERVATION COMMISSION

APPLICANT INFORMATION	
Application Name Matthew Bevirt	BRIEF OVERVIEW OF THE PROJECT (not a scope of work) 1. Remove exterior stairway; Build 1st floor rear deck 8'x16' 2. Remove first floor non original door and small window; replace with historical Marvin door. 3. Restore original 1st floor dining room large window at later date APPLICABILITY PRIOR to any work on applicable Historic Resources: A Certificate of Appropriateness must be submitted & approved PRIOR to the commencement of the following: - Any Building or Sign Permit changing the exterior (except demo) - New construction/Addition or exterior alteration of a structure - Sign installation or alteration Demolition of any local or national historic resources shall require a Historic Demolition Request Application
Address 418 W 7th St	
City State Zip Davenport IA 52803	
Phone 7202661798	
Secondary Phone	
E-Mail Address mkbev@yahoo.com	
Acceptance of Applicant I, the undersigned, certify that the information on this application to the best of my knowledge is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property, and acknowledge formal procedure and submittal requirements. X I understand I am responsible for attendance at the meeting as shown on the historic preservation commission calendar. The City reserves the right to require further site studies as necessary. By checking this box and typing my name below, I am electronically signing this application. ☐ Matthew Bevirt Type Applicant's Name here to serve as a signature 11/4/2024 Date	
DEVELOPMENT TEAM	
Property Owner Homeowners	
Address	
Phone	Secondary Phone
E-Mail Address	
Project Manager/Other Homeowners	
Address	
Phone	Secondary Phone
E-Mail Address	
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. <u>Inaccurate or incomplete applications may result in delay of applicant's scheduled meetings.</u> (2) Scope of Commission's Consideration: - Only work described in the application may be approved. - If insufficient information exists to make a proper judgment on the application, the Commission may continue the consideration a maximum of 60 days, excluding applicant's continuances. (3) Post Commission Ruling: - An approved Cert. of Appropriateness does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. Applicant must contact necessary development authorities. - Appeals to determinations are \$75 made to City Council and shall be in writing submitted to the Zoning Administrator within 30 calendar days of Commission's decision.	
Application Fee: NONE	
Submit this form with attachments to: planning@davenportiowa.com	

**MATTHEW BEVIRT
CHRISTINE DEINES
418 WEST 7TH ST
DAVENPORT, IA 52803**

SUBMITTED: NOVEMBER 22, 2024

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

1. REMOVE EXTERIOR STAIRWAY; BUILD FIRST FLOOR 8' X 16' DECK – ALLEY FACING REAR NORTH SIDE OF PROPERTY
2. REMOVE FIRST FLOOR NON-ORIGINAL KITCHEN DOOR/WINDOW – REPLACE WITH NEW MARVIN HISTORICAL DOOR – ALLEY FACING REAR NORTH SIDE OF PROPERTY
3. RESTORE ORIGINAL FIRST FLOOR DINING ROOM LARGE WINDOW

1.REMOVE EXTERIOR STAIRWAY; BUILD 8' X 16' DECK

Remove entire existing exterior stairway structure and replace with an 8'x16' [Composite Deck](#) and single staircase from first floor to basement ground level (Decking -Fibron composite, Cottage color, decking is 5-1/4" wide) and Single Staircase with [Metal Railing](#) (Railing: Westbury Tuscany railing, aluminum construction, powder-coated in black. The existing structure covers a certain 105 square feet and the new structure, (deck and stairs) covers an area that is less than the existing structure. Railing height per code compliance and will wrap around west and north side stairs descending to east similar to existing exterior stairway. The current non original obtrusive exterior stairway structure measures over 105 SF. Overall structure H 22' x W 30'. First and Second Floor deck landings measure 3' x 2.5'.



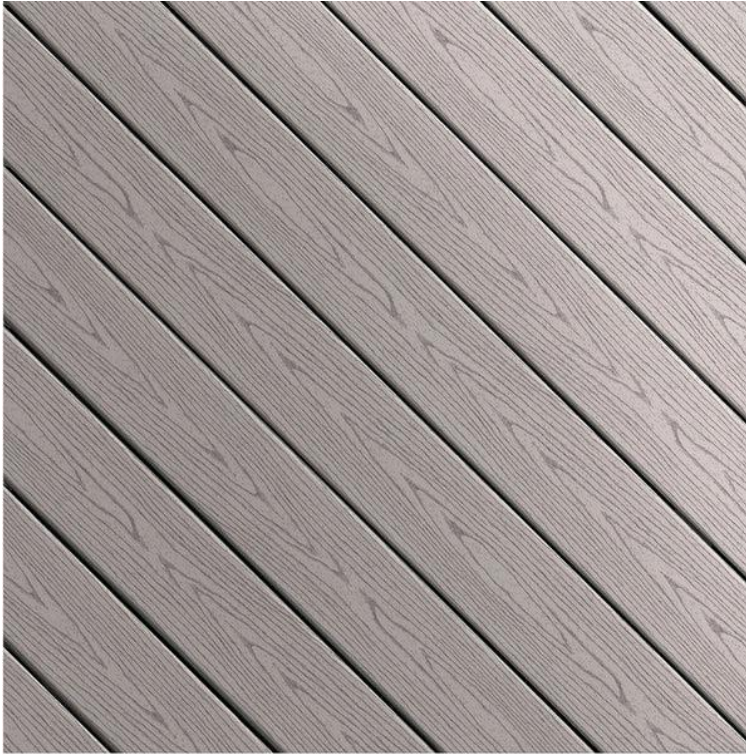
Subject Rear

NORTH EXTERIOR

NORTH SIDE ALLEY FACING SUBJECT REAR

Top Down

- SECOND FLOOR
- FIRST FLOOR
- WALK OUT BASEMENT



PROPOSED DECK AND RAILING MATERIAL

	Christine Deines & Matthew Bevirt				
Property Address	418 W 7th St				
City	Davenport	County	Scott	State	IA Zip Code 52803



East Exterior



North & West exterior



PHOTO REPRESENTS WHERE ORIGINAL DOOR AND WINDOW WOULD HAVE BEEN.

The original Back Porch and Back Door - Westside and West facing are no longer a porch or an exit.

**2. REMOVE FIRST FLOOR NON-ORIGINAL KITCHEN DOOR & WINDOW NORTH ALLEY FACING REAR
REPLACE WITH NEW MARVIN HISTORICAL DOOR**





Subject Rear

REAR ALLEY FACING NORTH SIDE OF PROPERTY

In addition to removing the current obtrusive non original EXTERIOR STAIRWAY structure and building an 8' x 16' deck, the homeowners seek to remove and replace the non-original first floor back door and non-original small window with a Marvin historical door. The door interior is wood, and exterior composed of a wood-look-alike fiberglass. The aesthetic of the rear north facing door will match the front facing south side living room window in size and composition including both Craftsman and Queen Anne features with clean lines that balance out the aesthetic of this historical home. The congruous lines of the trim will follow suit matching the east dining room windows on the same first floor level.

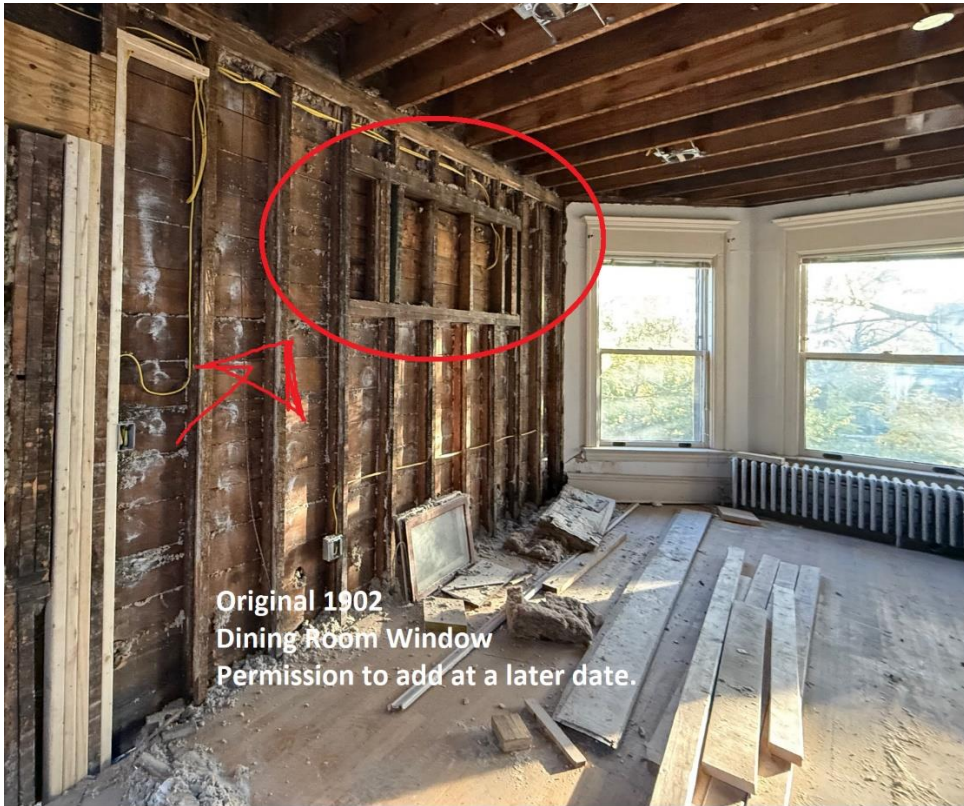


Dual pane glass in each door panel 144" W x 84" H

Exterior paint trim and framing to match existing exterior windows in size and historical aesthetic. The trim will be congruous with the same matching exterior outer white trim color scheme of brick red inner trim of existing windows/doors. Dual pane glass in door panels with interior wood – exterior wood look alike – fiberglass. <https://www.marvin.com/products/doors/sliding/elevate-sliding-french-door> Marvin's Historical doors and windows are not in and of themselves historic. But they are suitable for use on historic buildings and environments.

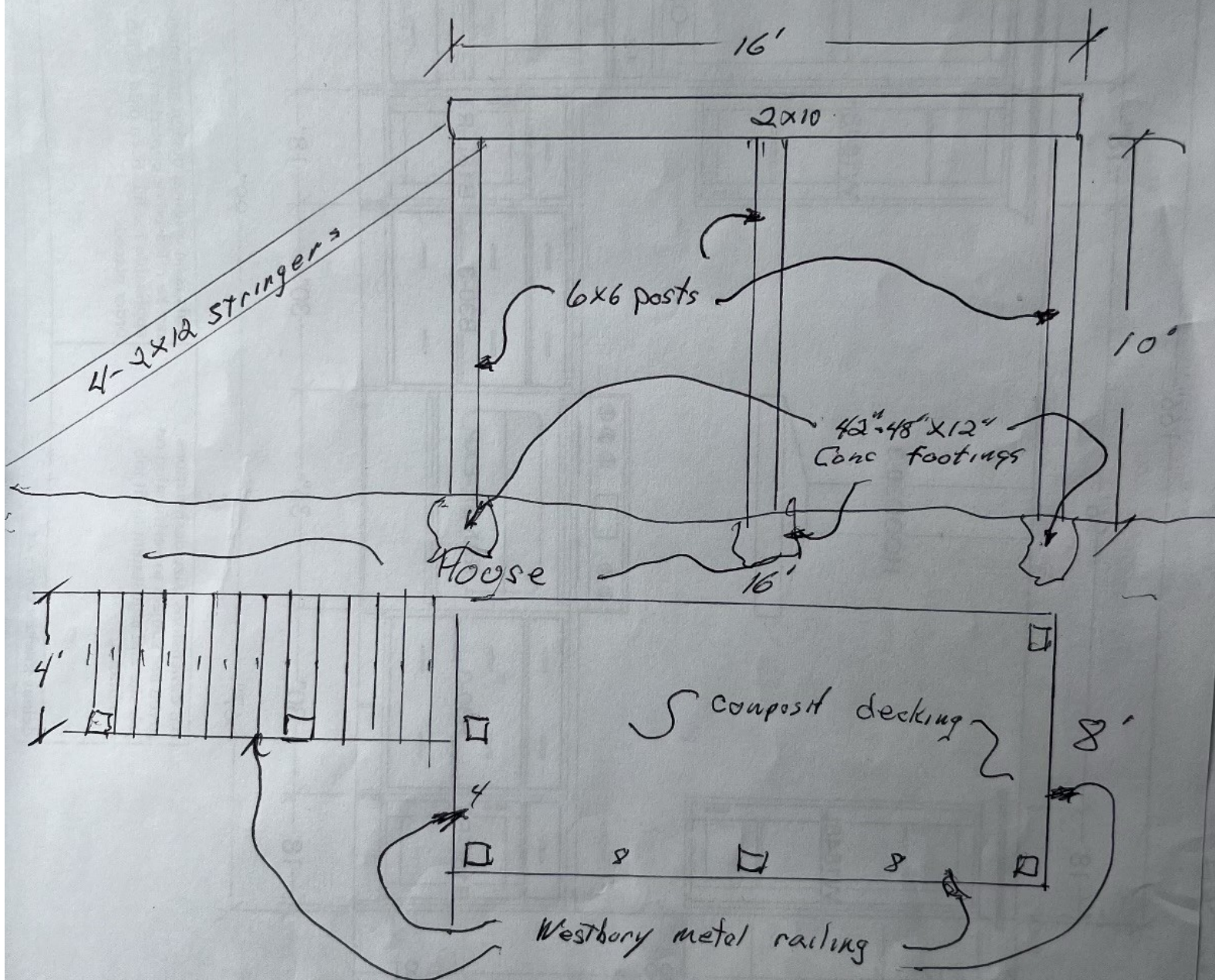
3.RESTORE ORIGINAL DINING ROOM LARGE WINDOW

Replace the missing dining room window on the north wall to fit existing rough-in framing that remains hidden within the wall. The original 1902 home had a large window 7'x3' on the north side of the dining room. This was common in homes of this period installing a large window above the furniture line in order that furniture could be used under the window e.g., a buffet. Dining Room Additional Window – Exterior Additional large dining room window jam and sash would be constructed of wood using translucent glass, leaded glass, or stained glass, yet to be determined and to be incorporated at a later date.



NORTH INTERIOR WALL DINING ROOM HIDDEN ORIGINAL EXISTING WINDOW ROUGH-IN FRAMING

Christina Deines
418 W 7TH ST
DAR



City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
1/14/2025

Subject:

Case COA25-01: Request to install new signage at 106 East 3rd Street. Hotel Mississippi is a locally listed historic landmark within the Davenport Commercial Historic District. Quad City Custom Signs, petitioner. [Ward 3]

Recommendation:

A recommendation is made to approve the Certificate of Appropriateness for replacement dimensional letters at 106 East 3rd Street. Staff cannot technically recommend approval of the proposed projecting logo feature. Since Davenport's Historic Preservation Ordinance does not provide an applicable review standard for signage, greater consideration is merited by the Commission.

The project was reviewed for conformance with the Standards for Review, Chapter 14.01.060.C of the Davenport Municipal Code. The replacement dimensional letters meet the following standard:

- 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.

Background:

Chapter 14.01.060 of the Zoning Ordinance requires a Certificate of Appropriateness for any activity requiring a sign permit that would change the exterior architectural appearance of a structure designated as a local landmark. The activities covered include new construction, exterior alterations, relocations, reconstructions, and infill development. The main concern is to ensure the proposed sign does not detract from the historic character of the building and district.

Project Scope:

The applicant submitted a sign package to rebrand the marquee banner along East 3rd Street. The proposed font, style, and wording will replicate the existing 'Mississippi Lofts' design. New channel letters will be mounted in the same locations as the existing sign. Similar to the current lettering, the replacement words will be dimensional and protrude approximately 5 inches from the banner. Unlike the existing sign, the proposed design will be illuminated using reverse lit channel letters. The white LED lights will have a halo effect at night.

Becovic Holdings Corporation, a real estate development and management company, purchased the historic landmark in June 2024. As part of the rebranding, the ownership is petitioning the installation of a new sign mounted to the top of the marquee. The face lit logo extends 46 inches above the roof of the Marquee. The logo is 96 inches in width and will be centered along

the south face. Two metal braces will mount the back of the sign to the floor of the overhang.

Staff Review:

Since the replacement letters replicate the wording, placement, font, and style of the existing marquee, staff believe this is a reasonable alteration in compliance with historic preservation standards. Illuminating the channel letters with a halo effect is a minor modification that will not detract from the aesthetic of the marquee. However, staff have a neutral position regarding the projecting logo along the roofline. Historically, the marquee does not appear to contain any projecting features above the overhang. This element is an alteration that will impact the character of the marquee. However, the scale of the projecting logo will not detract from the overall appearance of the building. Davenport's Historic Preservation Ordinance does not provide clear standards for signage. Therefore, greater consideration is warranted by the Commission.

The proposed signage is in compliance with City sign regulations outlined in Chapter 17.12 of the Zoning Ordinance.

Property History:

The Hotel Mississippi was built by the Lundoff-Bicknell Company in 1931. The ten story structure contained 200 transient rooms and 50 apartments along with a coffee shop and various guest services. Walgreen's originally occupied the tenant space at the corner of Brady Street and 3rd Street.

The Hotel Mississippi opened at the end of downtown Davenport's most important era hotel building. The hotel was operated for Bechtel by the Black Hawk Hotels Corporation. Black Hawk Hotels operated a chain of hotels in Iowa and Minnesota following World War I including two other Davenport Hotels (the Blackhawk Hotel and the Davenport Hotel, both National Register listed).

Though modern and up-to-date in nearly every respect, the Hotel Mississippi was a poor investment for its owner. During the 1930s it had an occupancy rate of about 25% with the other well-established downtown hotels providing stiff competition. By the 1970s the hotel/theater complex was owned by the Verdi Corporation which was in turn owned by Mel Foster, Jr., head of a prominent local real estate company, and Dudley Priester, co-owner of the Davenport based Priester Construction Co. The Mel Foster Company located its corporate headquarters in the former Walgreens space until the 1980s. The hotel gradually converted transient rooms to apartments ceasing hotel functions in the mid-1980s. The Davenport Chamber of Commerce leased office suites along E. Third Street during the 1980s. Apartments in the hotel are largely occupied by elderly residents today.

The Hotel Mississippi and RKO Theater were designated as a local landmark on August 3, 2005.

Attachments:

1. Application
2. Historic Property Inventory Sheet
3. Historic Preservation Ordinance Review Standards



CITY OF DAVENPORT
Development & Neighborhood
Services – Planning
1200 E. 46th St
Davenport, IA 52807

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

HISTORIC PRESERVATION COMMISSION

APPLICANT INFORMATION	
Application Name Company Name Quad City Custom Signs	BRIEF OVERVIEW OF THE PROJECT (not a scope of work) Illuminated Channel Letters to replace current lettering
Address 1024 W. 3rd	
City State Zip Davenport, IA 52802	
Phone (563) 588-6512	
Secondary Phone (563) 334-2039	APPLICABILITY PRIOR to any work on applicable Historic Resources: A Certificate of Appropriateness must be submitted & approved PRIOR to the commencement of the following: - Any Building or Sign Permit changing the exterior (except demo) - New construction/Addition or exterior alteration of a structure - Sign installation or alteration Demolition of any local or national historic resources shall require a Historic Demolition Request Application
E-Mail Address pdengler@quadcitycustomsigns.com	
Acceptance of Applicant I, the undersigned, certify that the information on this application to the best of my knowledge is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property, and acknowledge formal procedure and submittal requirements. I understand I am responsible for attendance at the meeting as shown on the historic preservation commission calendar. The City reserves the right to require further site studies as necessary. By checking this box and typing my name below, I am electronically signing this application. ☒ Pat Dengler 12/31/2024 Type Applicant's Name here to serve as a signature Date	
DEVELOPMENT TEAM	
Property Owner Ali Junaid	ALL SUBMITTALS SHALL INCLUDE: Full Scope of Work (SOW) attached as a .PDF ☒ all work & materials shall be described & itemized/listed in detail Photos or renderings of all existing building/sign façades ☒ Proposed color building/sign elevations to scale ☐ rendered showing existing and/or proposed building materials Material specs: type, dimensions, color & manufacturer ☐ MINOR & MAJOR ADDITIONS, SITE IMPROVEMENTS, & NEW BUILDINGS SHALL INCLUDE ADDITIONAL ITEMS*: Dimensioned Site Plan (proposed & existing buildings/site items) ☐ Grading Plan with 2 foot intervals (if needed) ☐ Mechanical Screening shall be shown ☐ Materials Board of sample building materials proposed ☐ * Major Additions & New Buildings may require more extensive information
Address 1132 Grove Avenue	
Phone (708) 566-0514	
Secondary Phone	
E-Mail Address ali@becovichholdings.com	Formal Procedure Application Fee: NONE (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. <u>Inaccurate or incomplete applications may result in delay of applicant's scheduled meetings.</u> (2) Scope of Commission's Consideration: - Only work described in the application may be approved. - If insufficient information exists to make a proper judgment on the application, the Commission may continue the consideration a maximum of 60 days, excluding applicant's continuances. (3) Post Commission Ruling: - An approved Cert. of Appropriateness does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. Applicant must contact necessary development authorities. - Appeals to determinations are \$75 made to City Council and shall be in writing submitted to the Zoning Administrator within 30 calendar days of Commission's decision.
Project Manager/Other Rob Lillicrap	
Address 1024 W. 3rd	
Phone (563) 214-1033	
Secondary Phone	Submit this form with attachments to: planning@davenportiowa.com
E-Mail Address rlillicrap@quadcitycustomsigns.com	

SIGN DETAIL

After deposit, all projects include 2 free proof revisions, thereafter billed at our hourly design rate.



2720 W. Locust St., Unit B2
Davenport, IA 52804
563-334-2039
www.QuadCityCustomSigns.com

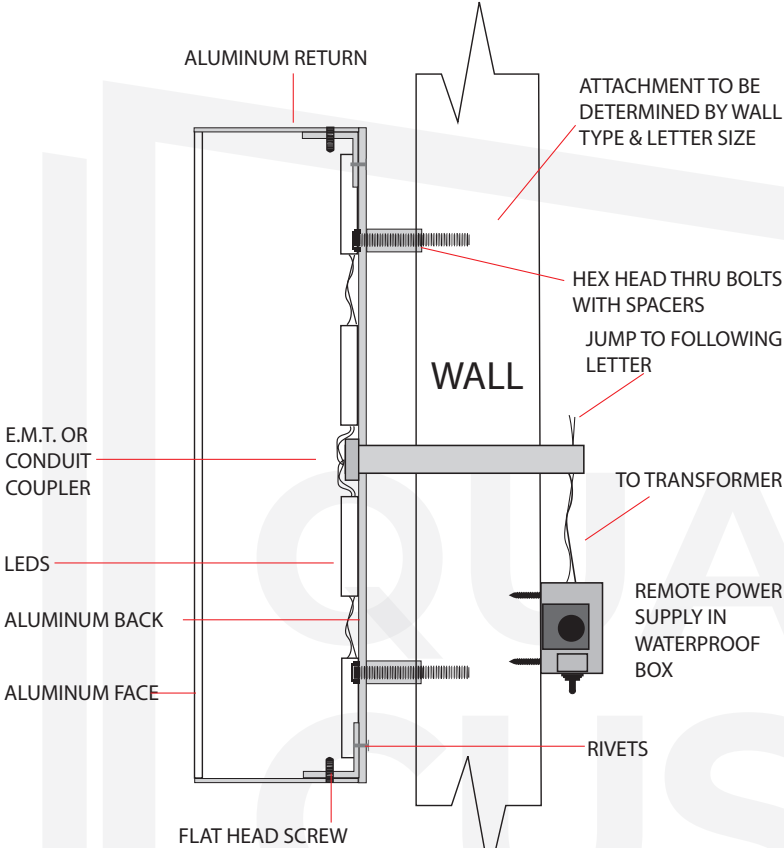
Date:12/12/24
Client:Mississippi Lofts
Sales Rep: Rob Lillicrap
Designer: Sally Beverly
Est./Inv. #:2842

Qty:See Drawing
Size:See Drawing
Reverse Lit Channel Letters
Illuminated Channel Letters
MISSISSISSPI LOFTS
Reverse Illuminated Letters
3 sets total - 1 set at 11in tall (front), 2 sets at 8in tall (sides)
Return Depth: 5in
Face and Returns - Painted White
Remote Mount to Panel Background
White illumination
Multi-Volt Power Supply
UL Certified
Aluminum .063 48"x96" Black Blank -
Backed Enamel Gloss Black
New middle panels for all faces of canopy
2x - 80in x 19.5
2x - 72 x 19.5
1x - 292in x 19.5 (front)

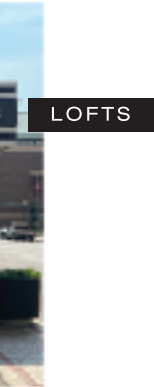
Fonts/PMS Colors:N/A

Project Location/Installation:
Mississippi Lofts
1132 Grove Avenue
STE A
Bensenville, IL 60106

Project:
Contact:
Ali Junaid
Email: ali@becovichholdings.com
Work Phone: (708) 566-0514



Panel 80in x 19.5in
Letters 8in



Panel 72in x 19.5in
Letters 8in

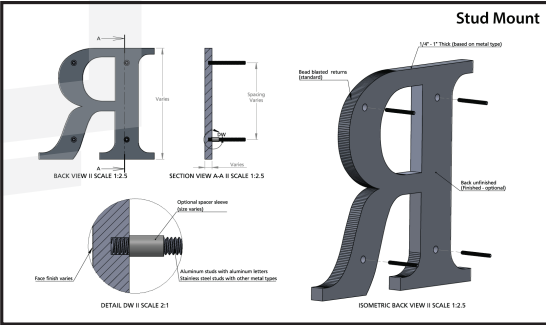


Panel 292in x 19.5in
Letters 11in



Panel 72in x 19.5in
Letters 8in

Panel 80in x 19.5in
Letters 8in



Installation - Lift Truck 2 Person
Remove existing panels and dimensional letters. Install new panels directly to building facade with mechanical fasteners - with efforts to conceal fasteners in trim work and touch up with like color paint to conceal any visible hardware. Install remote mount letters on facade stud/spacer mount, 1 wall protrusion per letter, wire letters to power supplies and facility power in canopy or nearest access point.
Upon survey - no obvious access to inside surface of the canopy was identified from exterior of the building. This would be required for proper electrical routing. QCCS reserves opportunity to update installation upon further awareness from interior access or work with GC to create access in canopy

☐ **Revise and resubmit**

Proof # 1

X Please sign and date upon approval of submitted proof.

Please review proof carefully. We've made every attempt to clearly identify the project details. Check that all project details, including spelling, punctuation, phone numbers, dimensions and colors are correct prior to approval. These drawings supersede prior design communications and reflect what will be produced upon approval. Once approved, any changes made after approval are subject to additional charges.

This drawing is the sole and exclusive property of Quad City Custom Signs and is protected under the copyright laws of the United States of America. This drawing was created in conjunction with a project proposed by Quad City Custom Signs and it is forbidden to copy, transmit or display this drawing to anyone other than an officer of Quad City Custom Signs. To do so will make the client liable for a design fee to be determined by Quad City Custom Signs.

Office Use Only ☐ Approved ☐ Production File Ready ☐ Printed ☐ Lam ☐ Cut/Weed ☐ Application ☐ Installation Date ☐ Delivered/PU

SIGN DETAIL

After deposit, all projects include 2 free proof revisions, thereafter billed at our hourly design rate.



1024 W 3rd St.
Davenport, IA 52802
563-334-2039
www.QuadCityCustomSigns.com

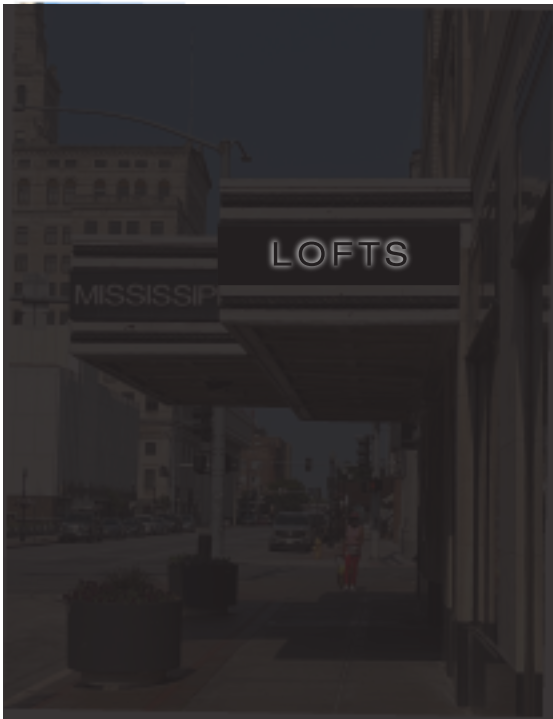
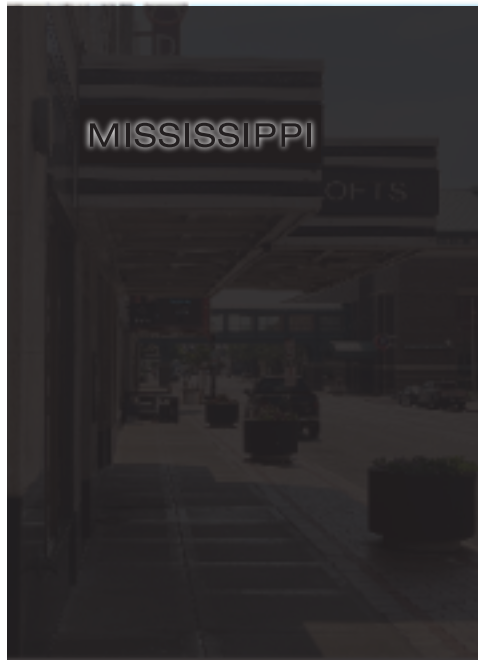
Date:12/12/24
Client: Mississippi Lofts
Sales Rep: Rob Lillicrap
Designer: Sally Beverly
Inv: 2842

Qty:N/A
Size:N/A
Description/Materials:
Night time view of channel letters &
Face Lit Logo Box

Fonts/PMS Colors: N/A

Project Location/Installation:
Mississippi Lofts
1132 Grove Avenue
STE A
Bensenville, IL 60106

Project: Illuminated Letters Logo
Contact:
Ali Junaid
Email: ali@becovichholdings.com
Work Phone: (708) 566-0514



Night Time View

_____ Date _____
☒ Please sign and date upon approval of submitted proof.

Please review proof carefully. We've made every attempt to clearly identify the project details. Check that all project details, including spelling, punctuation, phone numbers, dimensions and colors are correct prior to approval. These drawings supersede prior design communications and reflect what will be produced upon approval. Once approved, any changes made after approval are subject to additional charges.

☐ Revise and resubmit

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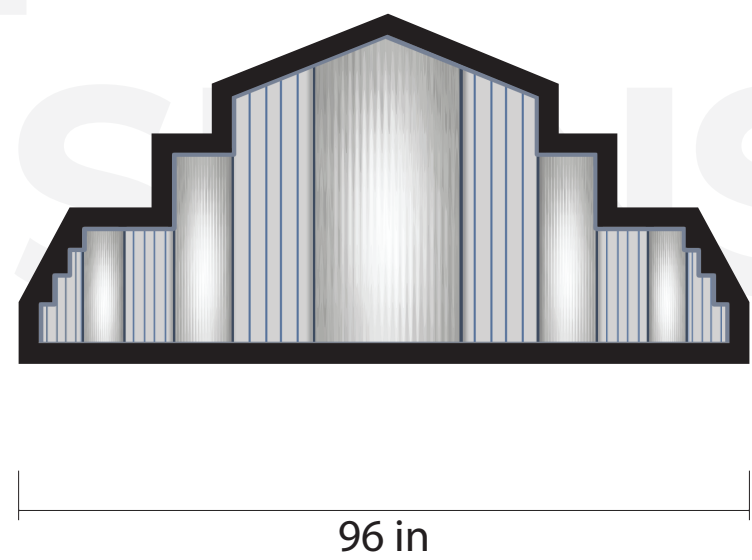
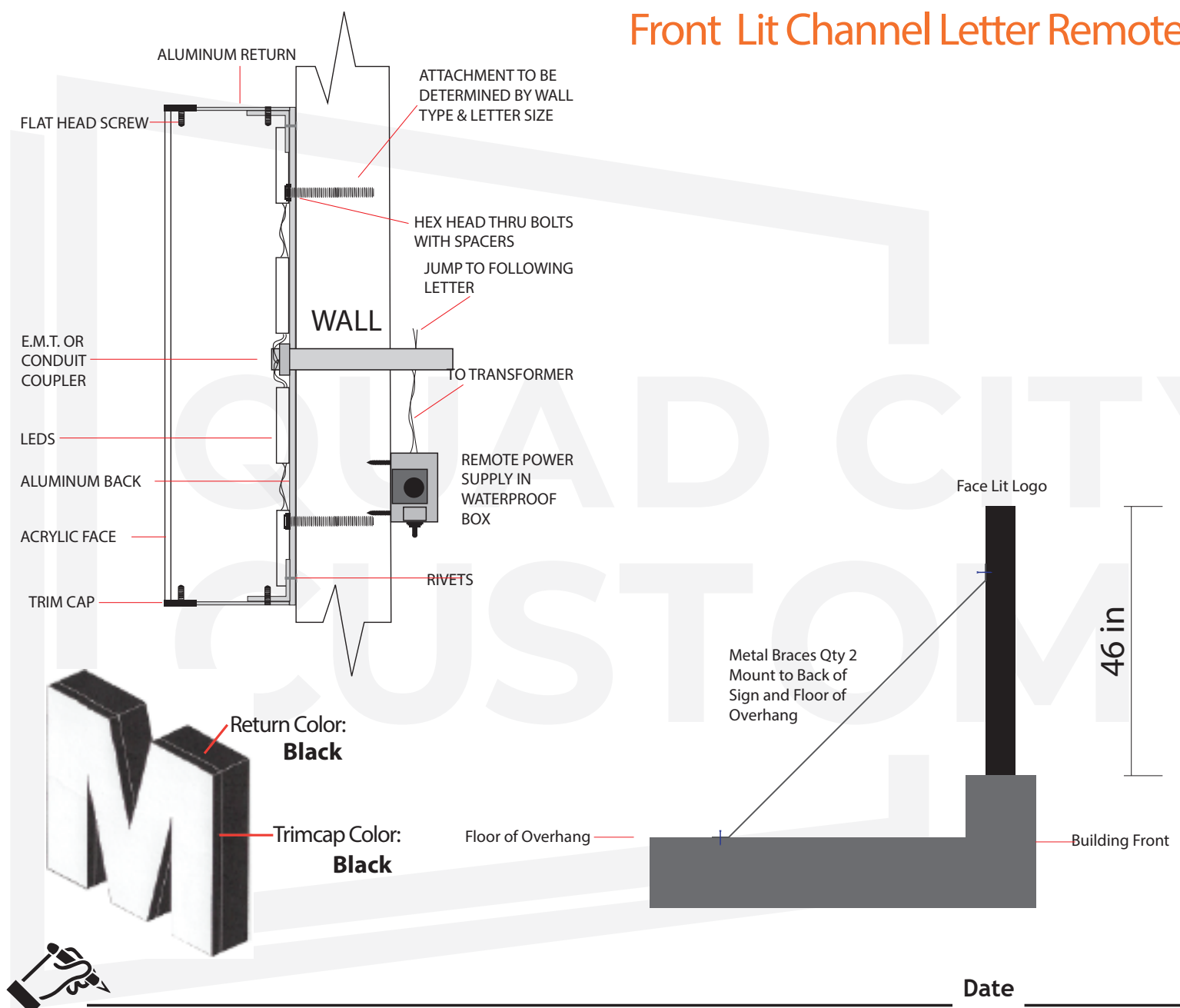
Proof # 1

Office Use Only ☐ Approved _____ ☐ Production File Ready ☐ Printed ☐ Lam ☐ Cut/Weed ☐ Application ☐ Installation Date _____ ☐ Delivered/PU

SIGN DETAIL

After deposit, all projects include 2 free proof revisions, thereafter billed at our hourly design rate.

Front Lit Channel Letter Remote Mount



X Please sign and date upon approval of submitted proof.

☐ Revise and resubmit

Please review proof carefully. We've made every attempt to clearly identify the project details. Check that all project details, including spelling, punctuation, phone numbers, dimensions and colors are correct prior to approval. These drawings supersede prior design communications and reflect what will be produced upon approval. Once approved, any changes made after approval are subject to additional charges.

This drawing is the sole and exclusive property of Quad City Custom Signs and is protected under the copyright laws of the United States of America. This drawing was created in conjunction with a project proposed by Quad City Custom Signs and it is forbidden to copy, transmit or display this drawing to anyone other than an officer of Quad City Custom Signs. To do so will make the client liable for a design fee to be determined by Quad City Custom Signs.

Proof # 1

Office Use Only ☐ Approved ☐ Production File Ready ☐ Printed ☐ Lam ☐ Cut/Weed ☐ Application ☐ Installation Date ☐ Delivered/PU



2720 W. Locust St., Unit B2
Davenport, IA 52804
563-334-2039
www.QuadCityCustomSigns.com

Date: 12/12/24
Client: Mississippi Lofts
Sales Rep: Rob Lillicrap
Designer: Sally Beverly
Inv. #: 2842

Qty: 1
Size: 96in x 46in
Description/Materials: Front lit flush mount channel letters.
Illuminated Channel Letters
Size - Approx 96in x 46in
Return Depth: 5in
Return Color: Black
Trim Color: Black
Face Color: Digitally Printed face on translucent white
Illumination Direction: Face
Illuminated
Illumination Color: White LED
Mount with Angle
Multi-Volt Power Supply-UL Certified

Fonts/PMS Colors: Customer Supplied Graphic

Project Location/Installation:
Mississippi Lofts
1132 Grove Avenue
STE A
Bensenville, IL 60106

Project:
Contact:
Ali Junaid
Email: ali@becovichholdings.com
Work Phone: (708) 566-0514



Sign (Permanent) Permit Application

Permanent (and temporary) signs must be permitted and approved prior to installation. Permanent (and temporary) signs placed without proper approval and permits may be ordered removed and/or subject to fine.

Submit this completed application along with an inventory of existing signage, graphic of proposed sign with sign height, sign area, quantity of signs requested and site plan indicating location and setback, along with any other applicable site details via the [Davenport E-Plan Review](#) portal.

Questions pertaining to the permissibility of signs should be directed to Community Planning at 563.326.6198 or planning@davenportiowa.com.

Staff will contact applicant once proposed sign(s) are approved.

The permit fee for permanent sign installation is \$50.00. This fee is payable to the City of Davenport, Public Works Building Division, 1200 E 46th St, Davenport, IA 52807 upon approval.

Where the owner of the improvements is a tax levying body, a permit shall be obtained in the normal manner, but no fee is required.

Signs requiring an electrical connection require an [electrical permit](#) in addition to the sign permit. All electrical work must be performed by a licensed and bonded electrical contractor.

Address of Proposed Sign	106 E 3RD ST						How many signs currently exist at this location?	
Purpose of Sign	Business Identification							
Description of Project	Illuminated Channel Letters to replace current lettering						3	
Sign Height	Front 11" sides 8"	Sign Area	front 15.4 sides 6.7 each	Quantity	3			
Will electricity be required for this sign?							☒ Yes ☐ No	
Owner Name	Ali Junaid							
Address	1132 Grove Avenue		City	Bensenville	State	IL	Zip	60106
Contact Name	Ali Junaid	Phone	(708) 566-0514		E-mail	ali@becovichholdings.com		
Contractor Name	Quad City Custom Signs							
Address	1024 W. 3rd		City	DAVENPORT	State	IA	Zip	52802
Contact Name	Pat Dengler	Phone	563-588-6512		E-mail	pdengler@quadcitycustomsigns.com		
License #	50016114		Bond #	107355386				
Zoning Review and Conditions (if applicable)				Zoning Approval				
				By				
				Date				
I understand the regulations and terms for placing the sign described. I affirm this application is a complete and accurate description of the temporary signage permit we are applying for.								
Signature					Date	12/16/24		
For Office Use Only								
Processed by			Permit #			Date		

Existing Marquee Sign

DAVENPORT
IOWA | USA



SEP 10 1998

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Registration Form

COPY

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in *How to Complete the National Register of Historic Places Registration Form* (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of Propertyhistoric name Hotel Mississippi/RKO Orpheum Theaterother names/site number Mississippi Hotel/Adler Theatre**2. Location**street & number 106 E. Third Street N/A ☐ not for publicationcity or town Davenport N/A ☐ vicinitystate Iowa code IA county Scott code 163 zip code 52801**3. State/Federal Agency Certification**

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☒ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ☒ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally ☐ statewide ☒ locally. (☐ see continuation sheet for additional comments.)

Signature of certifying official/Title

Date

STATE HISTORICAL SOCIETY OF IOWA

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title

Date

State or Federal agency and bureau

4. National Park Service Certification

I hereby certify that the property is:

☐ entered in the National Register.☐ See continuation sheet.☐ determined eligible for the National Register.☐ See continuation sheet.☐ determined not eligible for the National Register.☐ removed from the National Register.☐ other, (explain:) _____

Signature of the Keeper

Date of Action

Hotel Mississippi/RKO Orpheum Theater
Name of Property

Scott County, IA
County and State

5. Classification

Ownership of Property

(Check as many boxes as apply)

- ☒ private
☐ public-local
☐ public-State
☐ public-Federal

Category of Property

(Check only one box)

- ☒ building(s)
☐ district
☐ site
☐ structure
☐ object

Number of Resources within Property

(Do not include previously listed resources in the count.)

Contributing Noncontributing

1 buildings

sites

structures

objects

1 Total

Name of related multiple property listing

(Enter "N/A" if property is not part of a multiple property listing.)

Number of contributing resources previously listed in the National Register

Historical and Architectural Resources of Davenport, Iowa (Part I)

N/A

6. Function or Use

Historic Functions

(Enter categories from instructions)

DOMESTIC: hotel

RECREATION AND CULTURE: theater

COMMERCE: office building

Current Functions

(Enter categories from instructions)

DOMESTIC: hotel

RECREATION AND CULTURE: theater

COMMERCE: office building

7. Description

Architectural Classification

(Enter categories from instructions)

MODERN MOVEMENT/Art Deco

Materials

(Enter categories from instructions)

foundation CONCRETE

walls BRICK

METAL

roof ASPHALT

other

Narrative Description

(Describe the historic and current condition of the property on one or more continuation sheets.)

Hotel Mississippi/RKO Orpheum Theater
Name of Property

Scott County, IA
County and State

8. Statement of Significance

Applicable National Register Criteria

(Mark "X" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☒ **A** Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ **B** Property is associated with the lives of persons significant in our past.
- ☒ **C** Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ **D** Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "X" in all the boxes that apply.)

Property is:

- ☐ **A** owned by a religious institution or used for religious purposes.
- ☐ **B** removed from its original location.
- ☐ **C** a birthplace or grave.
- ☐ **D** a cemetery.
- ☐ **E** a reconstructed building, object, or structure.
- ☐ **F** a commemorative property.
- ☐ **G** less than 50 years of age or achieved significance within the past 50 years.

Narrative Statement of Significance

(Explain the significance of the property on one or more continuation sheets.)

Areas of Significance

(Enter categories from instructions)

ARCHITECTURE

COMMERCE

ENTERTAINMENT/RECREATION

Period of Significance

1931

Significant Dates

1931

Significant Person

(Complete if Criterion B is marked above)

N/A

Cultural Affiliation

Architect/Builder

Graven, A.S.

Dreyfuss, Henry

9. Major Bibliographical References

Bibliography

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # _____
- ☐ recorded by Historic American Engineering Record # _____

Primary location of additional data:

- ☒ State Historic Preservation Office
- ☐ Other State agency
- ☐ Federal agency
- ☒ Local government
- ☐ University
- ☐ Other
- Name of repository: _____

Hotel Mississippi/RKO Orpheum Theater
Name of Property

Scott County, IA
County and State

10. Geographical Data

Acreage of Property less than 1 acre

UTM References

(Place additional UTM references on a continuation sheet.)

1 [1][5] [7][0][2][4][4][0] [4][5][9][9][4][2][0]
Zone Easting Northing

2 [][] [][][][][] [][][][][]
Zone Easting Northing

3 [][] [][][][][] [][][][][]

4 [][] [][][][][] [][][][][]

[] See continuation sheet

Verbal Boundary Description

(Describe the boundaries of the property on a continuation sheet.)

Boundary Justification

(Explain why the boundaries were selected on a continuation sheet.)

11. Form Prepared By

name/title Marlys A. Svendsen, Svendsen Tyler, Inc.

organization for Dial Corporation. date 4/98

street & number N3834 Deep Lake Road telephone (715) 469-3300

city or town Sarona state WI zip code 54870

Additional Documentation

Submit the following items with the complete form:

Continuation Sheets

Maps

A USGS map (7.5 or 15 minute series) indicating the property's location.

A Sketch map for historic districts and properties having large acreage or numerous resources.

Photographs

Representative black and white photographs of the property.

Additional items

(Check with the SHPO or FPO for any additional items)

Property Owner

(Complete this item at the request of SHPO or FPO.)

name Dial Corporation (Hotel) See Continuation Sheet for Theater Owner

street & number 11506 Nicholas Street telephone (402) 493-2800

city or town Omaha state NE zip code 68154

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 470 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18.1 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reduction Projects (1024-0018), Washington, DC 20503.

**National Register of Historic Places
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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Narrative Description

Site: The Hotel Mississippi/RKO Orpheum Theater is located on Lots 1, 2, and 3 of Block 57 of Le-Claire's 2nd Addition. Located in the heart of the central business district that abuts the Mississippi River, this parcel comprises one-quarter of a city block at the northeast corner of the intersection of E. Third Street and Brady Street. The sloping parcel rises from south to north along Brady Street, a multi-lane one-way street (north bound) that also serves as U.S. Highway 61. East Third Street is a multi-lane, one-way (east bound) street that serves as a major access route through the downtown connecting the west end industrial districts with the east end industrial and residential neighborhoods. Both streets have wide concrete sidewalks, standard curbs and gutters, and parallel parking spaces along both sides.

Across Brady Street to the west is a three-story stone building, the former Scott County Savings Bank (National Register) built in 1918. To the south across E. Third Street is the 8-story brick and terra-cotta Union Savings Bank and Trust Co. Building (National Register) built in two phases between WW I and the Depression. More recent buildings nearby include a three-story masonry bank building built during the 1970s at the southwest corner of the intersection and the two-story RiverCenter, a municipally owned civic center operated in conjunction with the former Orpheum Theater. The neighborhood is more completely described in the Orientation and Historical Context sections of "Historical and Architectural Resources of Davenport, Iowa (Part I), pp. 7A-3 and 8B-3.

Building Structure: The structure of the Hotel Mississippi/RKO Orpheum Theater combines two distinct uses in a single building - a 10-story hotel with a 7-story theater. Steel pillars surrounded by concrete pilings rest on bed rock approximately 75 feet below street level. The RKO Circuit, operators of the original theater, stressed these qualities as well as the strength of the structural design in promoting the safety of the original building. They noted that "If an earthquake should rock Davenport...one of the buildings that would be certain to withstand the shocks and the heavings of the earth would be the newly completed RKO Orpheum theater."¹ Above ground the hotel/theater complex has a steel structural system, reinforced concrete floors and 12" tile curtain walls clad in brick. The L-shaped hotel floor plan wraps around the rectangular plan of the theater lobby and auditorium that is located in the northeast corner of the building. The combined building measures approximately 100 feet along E. Third Street and 80 feet along Brady Street.

Exterior Appearance: The foundation (30 inches high along E. Third Street and graduated in height along Brady Street) is finished in black glazed terra cotta with the upper walls clad in a light gray (nearly white) colored brick described by contemporary reporters as "Parisian Marble." News accounts stated that the hotel/theater project represented the first large scale use of this brick in the United States. The brick walls are laid in a common bond with several design features incorporated to

¹"New RKO Orpheum Foundation Rests Upon Solid Rock," (RKO Theater Edition), *The Daily Times* (Davenport, Iowa), November 25, 1931, p 16.

**National Register of Historic Places
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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

heighten the building's appearance. Brick piers set at regular intervals extend from the first floor to the parapet. Windows are arranged in vertical columns between the piers (7 bays on the west facade and 9 bays on the south facade). In addition, the central bays on each facade have metal spandrels stacked vertically between the windows of the third and tenth floors. Windows in the upper floors are double-hung wood sash with 1/1 and 3/1 configurations. Multi-story stacks of stretchers extend along the edges of the windows give further vertical definition to the window columns. The building is tied together horizontally with a series of terra cotta panels in floral designs. They contain a series of floral and geometric designs rendered in the Art Deco style. They are located atop the second floor windows and in belt courses above and below the tenth floor windows. Courses of headers and stretchers are again incorporated into the upper belt courses giving a finished cap to the building's ten stories.

Retail shops were incorporated into the building's first floor space along both E. Third and Brady. All of the storefront openings except for the theater entrance bay have been updated to include enameled black metal display windows with vertical muntins and matching metal transoms. The height of the terra cotta foundation sections varies along the Brady Street facade to accommodate the slope of the site. Along the west facade facing Brady Street, the two office suites contain seven storefront openings - five contain display windows, one has an entrance and display windows, and the one at the south corner has a single door and sidelight.

The south facade facing E. Third Street has eleven storefront openings containing various combinations of single and double doors, sidelights and display windows. The west corner office suite has a single door and double-width sidelight. The hotel entrance has its original rectilinear canopy above the entrance doors. It has a projecting center section extending the full depth of the sidewalk. Incandescent bulbs shine from 36 recessed square openings in the ceiling of the canopy. Bands of geometric designs extend above and below the signage space. The hotel lobby has double entrance doors flanked by sidelights. To either side of the hotel's entrance doors are narrower openings with the one to the west containing a separate entrance to the hotel's basement stairwell and the other containing a display window. To the east of the hotel lobby are two office suites with various combinations of entrance doors and display windows.

At the far east end of the building is the theater entrance bay. The storefront opening retains its original components and finishes although the marquee is the fourth the theater has had in nearly seven decades. The current marquee was installed in 1997 and is outlined in neon lights with computer operated changeable signage panels built into all three sides. The first marquee extended vertically up the full height of the building.

The theater entrance bay has its original ticket booth, seven display advertising cases and four sets of double stainless steel and plate glass doors. All but one of the display cases for changeable theater advertising are fabricated of stainless steel with Art Deco motifs in geometric and floral designs placed above them. Internal lighting was provided for the single and double width cases. The largest display case is centered between the entrance/exit doors and has a wood frame and door with a single plate glass light for displaying oversize theater posters.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

The octagon shaped free-standing ticket booth has a polychromatic appearance with black terra cotta base moldings topped by rust colored faux marble panels and true dark green marble countertops all trimmed in brass. The brass edged window panels have a row of incandescent bulbs across their tops (each set in the center of a flower petals) with Art Deco designs containing both geometric and floral motifs in the brass trim along the finished upper edge. The ticket booth is located at the front edge of the theater's recessed entrance bay and is occasionally used during evening performances.

The north facade of the hotel/theater building faces the alley and contains a series of service entrances into the stage area, a fixed fire escape for the hotel and two movable escapes for emergency theater exits. Double-hung 3/3 windows appear only in the west end of the north facade where guest rooms and apartments are located. A weathered sign painted on the parapet reads "Hotel Mississippi" but is rarely observed since all street traffic travels north away from the sign due to the establishment of one-way traffic on Brady Street today.

Hotel Interior: The Hotel Mississippi originally contained 200 transient rooms and 50 apartments. Each room had modern appointments including ceramic tiled combination shower/tub units (extant in some rooms, converted to kitchens in others). The L-shaped plan of the hotel allowed rooms in the upper three floors to look out to the west and south. Some of the rooms along Brady Street had views of the Mississippi River. Once the hotel rehabilitation is completed, it will contain 80 apartments.

Three passenger elevators provided access to the upper level rooms off the hotel's handsome lobby. The lobby features a multi-colored terrazzo floor with a pinwheel design, mahogany clad walls with channel cut pilasters and decorative panels, and polished metal clad elevator doors. The hotel registration desk was incorporated into the east wall of the lobby and the desk opening is now enclosed with wood paneling. Art Deco floral motifs matching the exterior designs are repeated in carved wood panels in the lobby's upper walls and above the registration desk. The design of the ceiling includes a large square panel that is stepped and recessed. It contains a chandelier (not original) at the center. A geometric design is incorporated into the plaster cornice band. An Art Deco styled female face set amidst leaves is featured on the face of each of the elevator doors. Other stylized floral motifs are incorporated into the finish of the stairwell leading to the basement level located along the west edge of the lobby - radiator covers, balusters, and wall panels.

The basement of the hotel originally contained a restaurant or coffee shop with a dining room capable of seating 150. Other rooms opening onto the public dining room include the kitchen, billiard room, a private dining room, ladies' lounge, mens and women's restrooms, and lobby. Additional space was provided for a chapel and various mechanical rooms. The public areas of the basement have been re-modeled extensively and have been largely unused in recent years.

The guest rooms and apartments located in the upper levels of the hotel have been updated on a regular basis through the five decades that the hotel operated as such. Since the early 1980s guest rooms were converted to apartments with walls removed and small kitchenettes added. Finishes in all areas including corridors, elevator lobby areas, and original apartments were updated as well. Original

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

trim and doors remain. The former includes simple square moldings with a painted finish while the latter have two recessed panels - a narrow horizontal upper panel and tall vertical lower panel. The public spaces in the upper floors had little decoration with only the original geometric design of the nickel plated door knobs and key escutcheons alluding to the building's Art Deco design.

RKO Orpheum Theater Interior: The RKO Orpheum Theater consists of a series of public spaces used to direct and hold theater goers while attending a performance or movie as well as semi-private spaces designed to meet specific needs such as a smoking lounge and restrooms. The balance of the theater was given over to the needs of the performers and staff involved in putting on shows.

Theater goers would arrive at the E. Third Street entrance to queue up and purchase a ticket before entering the theater. The free-standing ticket booth was centered in the recessed entrance bay. The first interior space theater goers encounter is the entresol,² a low-ceilinged entrance vestibule that is walled in vertical panels of various shades of green and gray marble. The ceramic tiled floor slopes gently up towards a second set of polished stainless steel and plate glass swinging doors that connect the entresol with the grand lobby. Treated cool or warm air is delivered to the entresol via a decorative rectangular vent which is recessed in the stepped ceiling. Art Deco design motifs are used in the pilaster capitals and display advertising cases located at each end of the entresol and in the vent plate and light fixtures on in the ceiling.

The grand lobby has a height of approximately 22 feet. Square pilasters ring the room with an open staircase at the north end leading to the mezzanine. A series of mirrored openings and curved edge pseudo balconies lines the east or rear wall. Matching balconies look down on the lobby from the mezzanine along the west wall. Five sets of double doors lead to the main auditorium on the first floor. A closed balustrade with horizontal moldings is repeated on the staircase, balconies and along the walk-way above the entresol at the south end of the grand lobby. The ceiling features a series of recessed stepped pyramid openings arranged in a large rectangular panel that extends from above the walk-way to the mezzanine staircase. The two large striking chandeliers set in this area contain crystal strands that drop in a series of graceful curves and rectangular shades to form a geometric pattern consistent with the Art Deco style of other decorative elements in the theater. Matching vertical wall sconces are located between the balconies and pseudo balconies. The ceiling is painted a dramatic gold tone with the walls painted various shades of tan, henna and gold. A reproduction carpet matching the original was installed in 1984. It contains a large floral pattern in the same colors as the walls and ceiling. At the time the Orpheum opened, RKO theater designer Henry Dreyfuss was credited as "successful in his efforts to infuse warmth into the entire scheme."³

The relatively narrow width mezzanine overlooks the grand lobby and provides circulating space for

²The term "entresol" was used by the architect to delineate the entrance vestibule space on the original drawings of the buildings.

³"Interior of New Theater Reflects Luxury, Harmony' Appointments Well Chosen," (RKO Theater Edition), *The Daily Times* (Davenport, Iowa), November 25, 1931, p 15.

**National Register of Historic Places
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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

theater goes with balcony seats. Entrances to smoking lounges, restrooms and auditorium seats are located along the west wall. The mezzanine walkway connects to a second enclosed staircase at the front of the building that continues to additional balcony doors at two upper levels. Because the Orpheum was designed to handle consecutive evening shows, this staircase was important in providing a essential exit route for those with balcony seats while causing minimal conflict with first floor exiters. Theater safety also required alternative exit routes via exterior fire escapes along the alley and one exit that passed through the lobby of the Hotel Mississippi. As a cost cutting measure, a proposed elevator to the balcony was never built.

The lower level of the theater contained a series of public spaces, performer and staff preparation areas and building service spaces. The general lounge along the east wall of the building is accessed via stairs located beneath the open staircase of the grand lobby. This long, low-ceiling room has an artificial fireplace set between two false windows and pairs of fluted pilasters. The windows were lighted artificially behind louvered blinds to give loungers "the feeling of being in some pleasantly light room instead of being below street level."⁴ The blinds have been replaced but the openings continue to be lighted. The relief sculpture above the fireplace is a Hollywood scene depicting a director, movie cameraman and several actors. Cushioned window seats flank the fireplace.

At the south end of the basement lounge is a separate ladies lounge, cosmetic room, wash room and toilet room. Ceramic tile walls and mirrors are original. The men's lounge, wash room and toilet room are located at the north end of the general lounge to the rear of the staircase. A bank of telephones was located in the telephone alcove directly beneath the staircase. Locker rooms for female and male help were located along the west wall. This area has now been converted to a permanent concession counter.

The area beneath the theater auditorium consists of nine parallel unexcavated and excavated channels running east to west with the latter containing exhaust trenches. The area beneath the theater stage originally consisted of a catacomb of small corridors, offices and storage rooms. The south third of the stage area housed a series of small rooms to either side of a narrow passage. They contained an orchestra room, music storage room, orchestra leader's office, stage manager's office, organ console platform and access room (these were never used as intended since the organ was not installed), a toilet room, and animal room. This last room was used for vaudevillian animal acts and was equipped with an oversized concrete bathtub for washing the "performers." The central section beneath the stage contained an orchestra pit at the front, a trap space, another toilet room, and a property room. The north third of the area beneath the stage contained a passage flanked by a receiving room with access to a freight elevator that opened onto the alley and the stage, an organ blower room, an electrician room, remote control room, a stage hand room, a large lavatory and a general storage room.

⁴*Ibid.*

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

The main auditorium is designed with a proscenium shape where the audience faces the performing area on one side only. The stage area of the Orpheum does not contain the typical proscenium arch, however, where an elaborate architectural opening frames the stage. Instead, the 60-foot high stage opening consisted of a series of curved surfaces that stepped down to the stage. The stage itself measures 90 feet wide and 30 feet deep. Another atypical aspect of the auditorium design is the fact that the ceiling extends upward from the rear wall to the stage opening in order to provide better acoustics and to eliminate the closed-in feeling frequently seen in balcony seating arrangements.

The stage curtain is a suspended curtain design and was one of the largest ever put in a Midwestern theater when first installed. It was fabricated of solid henna colored velvet with matching panels of varying lengths hung in sections around the perimeter of the auditorium. Design elements throughout the auditorium continued the Art Deco feel of the balance of the building with geometric shapes dominating door openings ceiling panels, and wall treatments. Color tones were a repetition of the shades and hues of the lobby. The original paint medium for the auditorium ceiling was "tempers" (dry pigment mixed with egg whites - nearly 2,000 in the case of the Orpheum ceiling) and was selected for its fine acoustic qualities.⁵ No other special acoustic measures were identified for this theater when it was constructed.

The auditorium seating plan provides room for 2,700 people in three sections on the main floor and four sections in the balcony. The floor seating pattern was changed in the 1984 theater rehabilitation by the construction of a quiet room at the northeast corner of the main floor, the removal of selective seats to provide space for wheel chairs, and the removal of several rows of seats at the front to allow for the enlargement of the stage. The orchestra pit was also removed and the stage extended approximately 12 feet. The original seats have been retained with new finishes and upholstery. Floors are sealed concrete with carpeting in the aisles.

Additional performance preparation spaces were originally housed in the second floor of the Hotel Mississippi facing Brady Street adjacent to the alley. These areas included a series of dressing rooms, props storage areas, locker areas, shower rooms, etc. A back stage vault used to store valuables of the visiting stars (including Jack Benny's fur coat) is no longer used. Because the RKO offered combined programs of stage and film productions, the Orpheum had a fully equipped projection booth at the rear and a screen formatted for wide-screen productions. The original projection equipment was manufactured by RCA Company and included the 1932 Photophone talking equipment designed to reproduce the human voice with naturalness and sound purity. Some of this equipment is retained in the projection room and is used for special film features. The theater organ originally planned for the Orpheum was never installed due to cost saving measures adopted during its construction.

⁵"Whites of 2,000 Eggs Are Used in Theater Ceiling," (RKO Theater Edition), *The Daily Times* (Davenport, Iowa), November 25, 1931, p 18.

**National Register of Historic Places
Continuation Sheet**

Section number 7

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Rehabilitation and Restoration: As noted above, rehabilitation on the hotel portion of the building has been completed on a sporadic but on-going basis through the years. Most changes have been confined to the guest rooms where individual rooms were joined to make apartments through the addition of kitchens and removal of bath rooms. Changes in the hotel lobby included the closure of the registration desk window sometime in the mid-1980s when the hotel closed to transient guests and the replacement of the original light fixture with the multi-light chandelier currently in place at an unknown date.

Exterior changes to the building have included the installation of replacement storefronts. The original storefronts facing E. Third Street were individual shop spaces with recessed centered entrances flanked by display windows. The Brady Street storefront openings had metal transoms containing display signs touting the products and services of the tenant - "Drugs," "Lunches," "Toiletries," etc. Retractable awnings were mounted beneath the signs. Only the paint colors of the hotel canopy have been changed with the original scheme of white lettering on a dark background reversed today. The most noticeable change made to the theater was completed when the original six-story high "RKO-Orpheum" sign mounted at the east edge of the building's E. Third St. facade was removed. The marquee has been replaced at three subsequent times once prior to the 1960s, in 1984 and again in 1997 when the current changeable signage marquee was installed.

In the late 1970s plans began for the rehabilitation of the Orpheum Theater for use as a performing arts center in conjunction with the construction of a new civic activities center on the quarter block to the east. The theater's \$4 million rehabilitation included preservation of the interior's Art Deco features including reproduction of the original floral carpet design, restoration of the brass ticket booth, restoration of the original paint schemes, and upholstering the original seats. The theater reopened as the "Adler Theatre" in 1984. Consultants for the project included Paul S. Veneklasen, acoustics consultant from Santa Monica, California and Scholtz-Kuehn, Architects of Davenport.

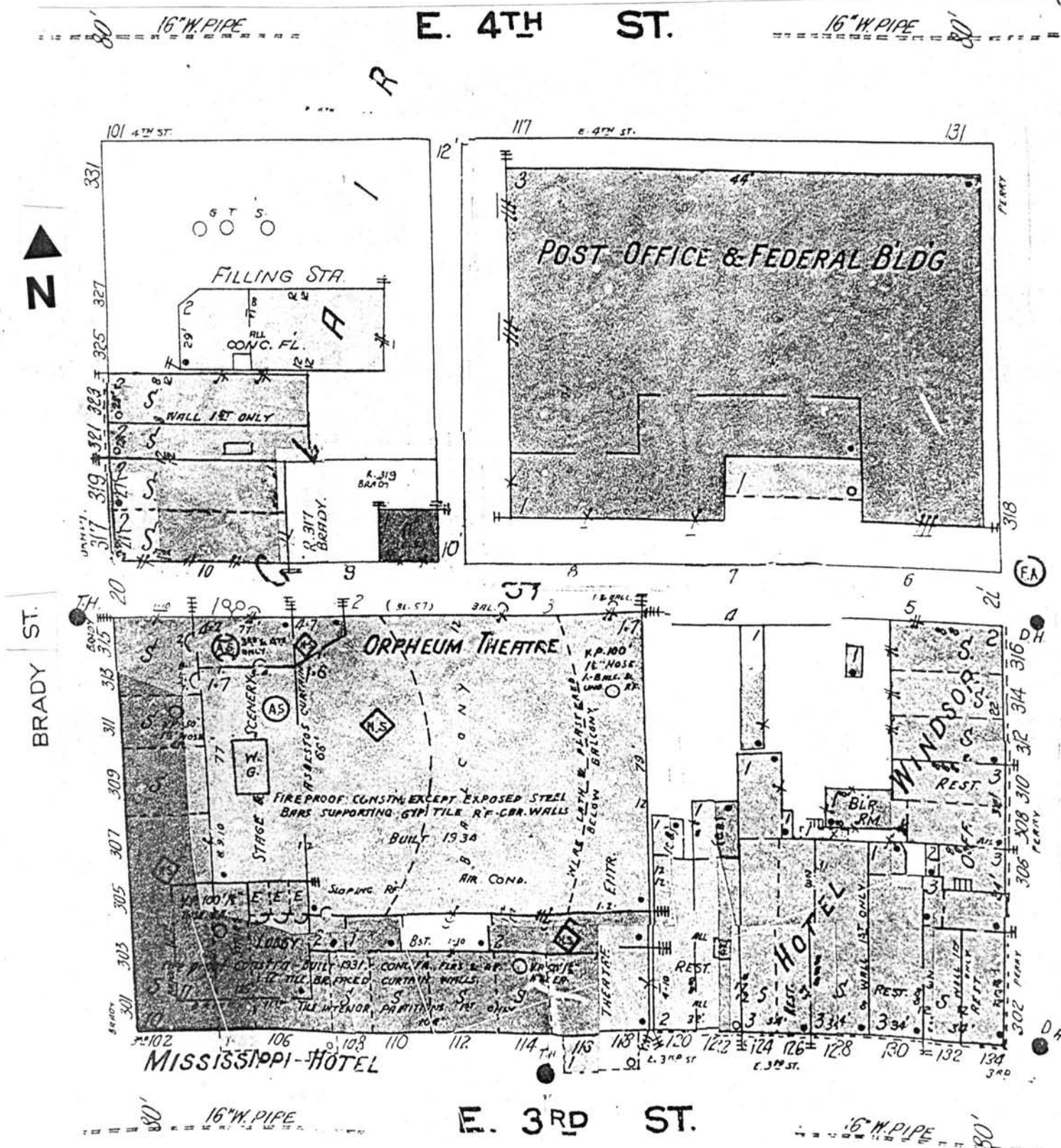
At the time that the theater was restored, the municipally owned RiverCenter was constructed directly east of the Hotel Mississippi/RKO Orpheum Theater. It was completed in 1983 with connecting openings made in the east wall of the theater into the new civic center. The first floor opening is located just inside the entresol beneath the mezzanine balcony. It leads to a corridor containing the new box office for the theater located inside the RiverCenter. A second opening was made at the mezzanine level. Both openings were located in previously blank walls and no important architectural features of the theater space were modified to accommodate their installation. No false decoration confuses the viewer that these openings are original.

A major rehabilitation of the Hotel Mississippi is planned for 1998-99 with conversion of the building to an assisted living facility. The project will involve new HVAC systems, plumbing, electrical work, re-designing guest rooms as apartments and refurbishing the existing apartments. new public spaces will be created for residents including an independent dining area, coffee shop, general store, beauty/barber shop, and day care area. Additional stairs will be added to meet state code requirements. All work will be completed in conformance with *The Secretary of the Interior's Guidelines for Historic Buildings* and reviewed by the Iowa State Historic Preservation Office and the National Park Service.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

1910 updated to 1940 Plat Map View, Sanborn Map Company, Davenport.



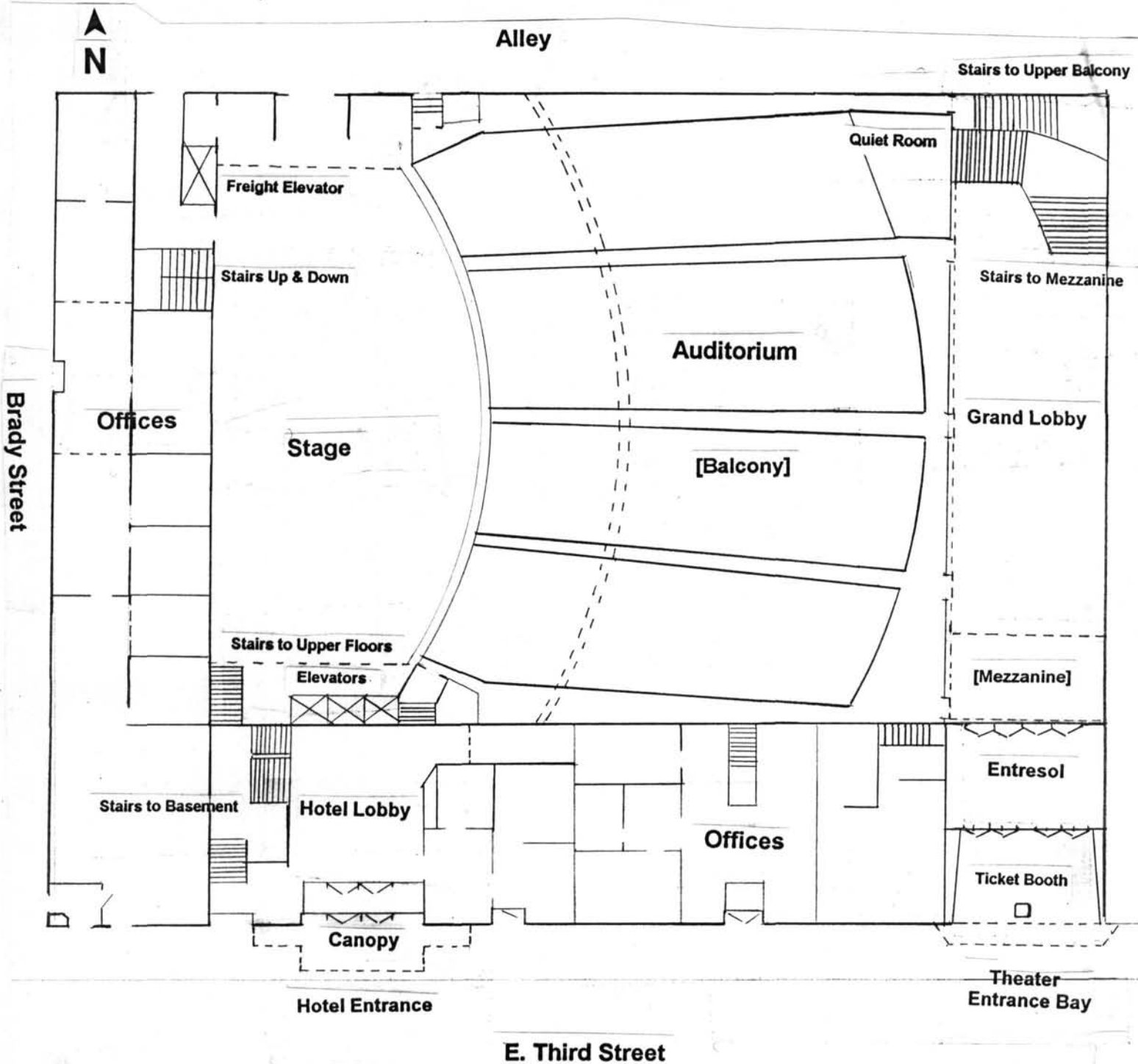
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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

First Floor, Hotel and Theater



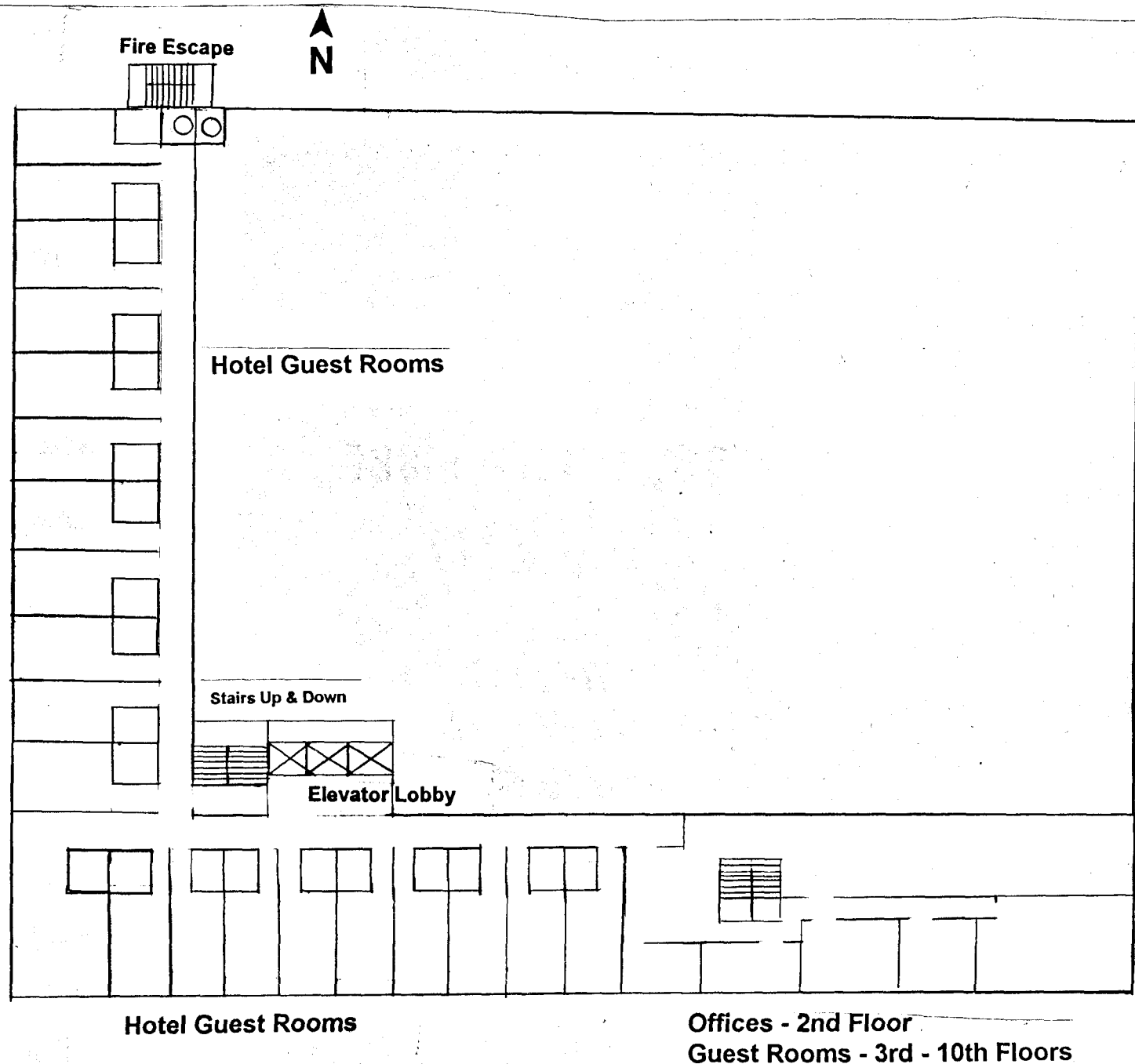
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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Typical Floor, Levels 2-10, Hotel



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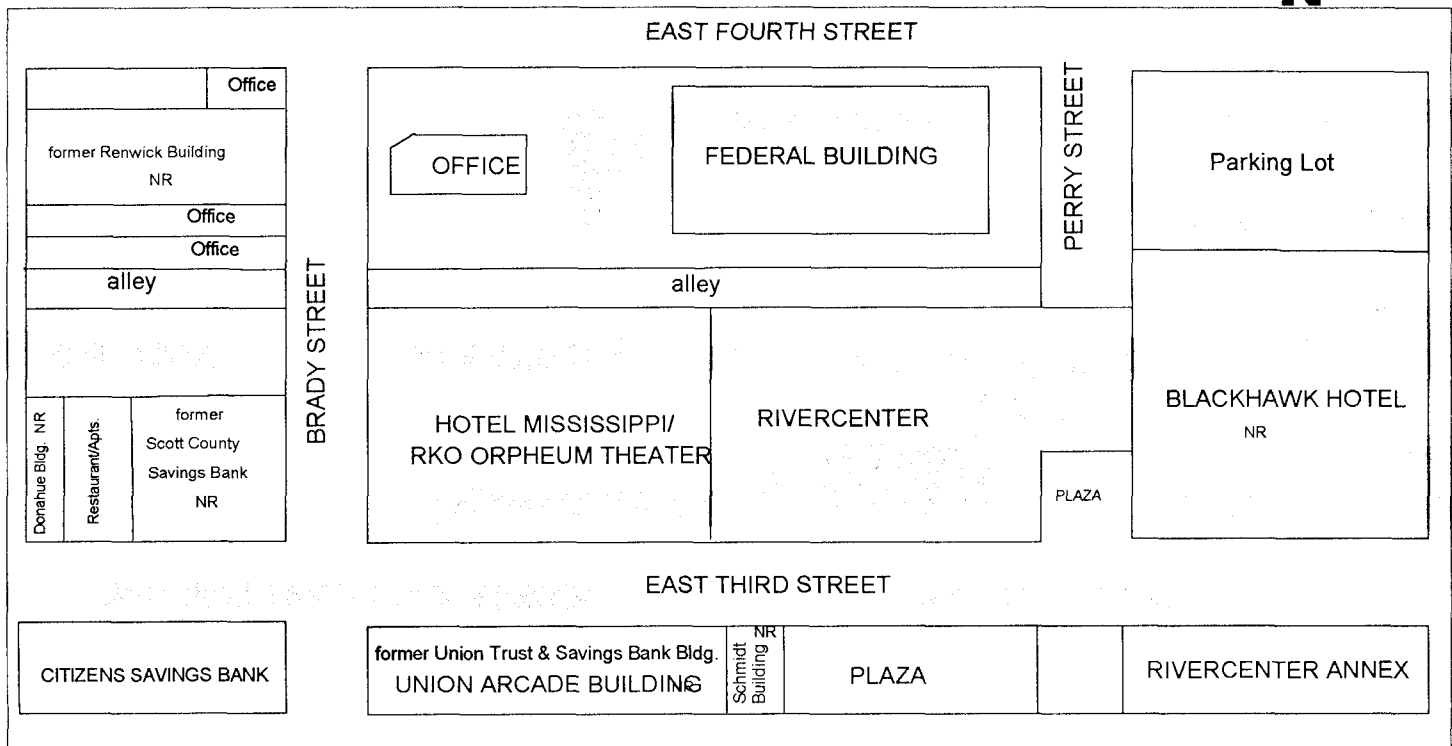
Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Sketch Map of Brady Street and East Third Street Vicinity, 1998

NR = National Register Listed



EAST FOURTH STREET



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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Statement of Significance

Summary: The Hotel Mississippi/RKO Orpheum Theater are significant locally under National Register Criteria A and C within the historic contexts of commercial development, entertainment/recreation, and architecture. The building was identified as individually eligible as part of the commerce theme in the multiple-resource National Register nomination for "Historical and Architectural Resources of Davenport, Iowa (Part I)" listed in 1983. Due to owner objection at the time, the building was not submitted for listing.

Under Criterion A, the Hotel Mississippi/RKO Orpheum Theater are significant as the last of the major downtown hotels and as the largest movie theater built prior to World War II in Davenport. It survives as one of three extant downtown hotels and two theaters⁶ built in the early twentieth century. Conceived during the prosperous decade of the 1920s and built as a joint venture of a local capitalist and a national movie theater syndicate, the hotel/theater complex was completed in 1931 as the economic decline of the Great Depression descended on the Midwest.

Under Criterion C, the Hotel Mississippi/RKO Orpheum Theater is significant as the work of two nationally significant designers - Chicago architect A.W. Graven and New York theater designer Henry Dreyfuss.⁷ Built at the end of the golden age of American theater building, this complex survives as the most important local example of the Art Deco style.

Background: Construction of the Hotel Mississippi/RKO Orpheum Theater was completed in 1931⁸ but its owner and developer, George M. Bechtel, had been part of Davenport's civic life for more than four decades. In 1891 Bechtel organized one of the first investment bond houses in Iowa specializing in the purchase and sale of municipal bonds. In the decades that followed, Bechtel's operation, "George M. Bechtel & Co.," grew to become the most important bond house in Iowa earning him the sobriquet "father of Iowa municipal bonds." His firm eventually located its offices along Brady Street just north of Third Street in the downtown. Through the years Bechtel & Co. secured several real estate holdings in the downtown including the Petersen Block located at the northeast corner of Third and Brady across the street from Bechtel and Co.'s headquarters.

⁶Hotels include the Blackhawk Hotel, 301 E. Third Street and the Hotel Davenport, 324 Main Street. The other theater is the Capitol Theatre, 330 W. Third Street. All of the buildings are National Register listed.

⁷The specific role played by Dreyfuss in the design of the Orpheum is unknown. He was not a licensed architect or engineer but rather an experienced theatrical visionary. Based on contemporary accounts, it is likely that his role was to provide an aesthetic sensibility and theatrical functionality to the theater derived from his years as a theatrical set designer.

⁸Note that the Sanborn Map shown on page 8 shows an incorrect construction date of 1934. Architectural plans and newspaper accounts correctly date completion of the building in November 1931.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

In October 1926, local newspapers announced that negotiations were underway between Bechtel & Co. and a syndicate of Chicago capitalists for the purchase of the Petersen Block site. The Chicago investors were interested in constructing a 3,000 seat vaudeville house that would be leased to the Orpheum Circuit.⁹ The Orpheum Circuit was one of a handful of national theater chains in operation at the time. Plans called for the construction of retail stores at street level along both Brady and Third Streets with office suites on two upper levels. The Orpheum Circuit at the time operated the Columbia Theater in Davenport and was looking for a larger house to show movies and host vaudeville shows. Financing for the theater would be through the sale of building bonds.

Plans with the Chicago syndicate eventually fell through but the idea of building a theater and leasing it to a national theater circuit continued. In the midst of negotiations Bechtel's bond house marked its growth in 1927 when it was renamed the "Bechtel Trust Company" and moved into the former Scott County Savings Bank (National Register listed) at the northwest corner of Brady and Third Streets across from the Petersen Block. In 1930 Bechtel Trust Co. and representatives of the Radio- Keith-Orpheum Circuit (RKO) of New York City, successor to the Orpheum Circuit, concluded a revised plan calling for the construction of a major hotel in conjunction with the theater. The Third and Brady Street Corporation was formed by George Bechtel to take on the project.

With lease negotiations concluded, Bechtel retained national expertise to guide the project's construction. He hired Chicago theater architect A.S. "Bumps" Graven, principal with the firm Graven and Mayger for the overall project. Graven graduated from the University of Illinois and both Graven and his partner had worked for the Chicago architectural firm of Rapp and Rapp, prolific American theater architects, before joining forces and opening their own architectural office in 1925. Graven is credited as having worked with C.W. and George L. Rapp on such projects as New York's Paramount Theater and Cleveland's Palace. Graven and Mayger designed a number of prominent American theaters including the Alabama Theater (1927, Birmingham, extant, National Register listed), Fisher Theatre (1928, Detroit, extant), the Hollywood Theater (1927, Detroit, nonextant), the Minnesota Theater (1928, Minneapolis, nonextant), the Palace Theatre (1928, Rochester, NY, nonextant), and the Tennessee Theater (1928, Knoxville, extant, National Register listed). Graven drowned in a duck hunting accident shortly before the Davenport project was completed.

New York theater consultant and industrial designer Henry Dreyfuss (1904-1972) coordinated the interior design elements of the theater on behalf of the RKO Orpheum Circuit. He began his career de-

⁹"Plan \$1,000,000 Theater Here," *The Davenport Democrat* (Davenport, Iowa), October 13, 1926, pp. 1, 4.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

signing sets for stage presentations at the age of 17 and went on to serve as a consultant in the design of a number of major theaters in the United States. In 1929 he became associated with the RKO Circuit as art director. The same year he formed his first industrial design office and during the next forty years his most well-known industrial designs included the John Deere Power tractor, the Polaroid camera, the Honeywell Round thermostat and the Bell TRIMLINE® telephone.¹⁰

Hotel: The Hotel Mississippi opened in 1931 just eleven months after construction had begun on the project. Builder for the hotel/theater project was the Lundoff-Bicknell Company, contractor for Chicago's Palmer House. The Hotel Mississippi's ten floors contained 200 transient rooms and 50 apartments along with a coffee shop and various guest services. The retail tenant occupying the prime Brady Street frontage during the hotel's early years was Walgreen Drugs.

The Hotel Mississippi opened at the end of downtown Davenport's most important era hotel building. The hotel was operated for Bechtel by the Black Hawk Hotels Corporation. Black Hawk Hotels operated a chain of hotels in Iowa and Minnesota following World War I including two other Davenport Hotels (the Blackhawk Hotel and the Davenport Hotel, both National Register listed), the Fort Des Moines and Savery in Des Moines, the Hanford in Mason City, and the St. Paul in St. Paul, Minnesota.

Though modern and up-to-date in nearly every respect, the Hotel Mississippi was a poor investment for its owner. During the 1930s it had an occupancy rate of about 25% with the other well-established downtown hotels providing stiff competition. By the 1970s the hotel/theater complex was owned by the Verdi Corporation which was in turn owned by Mel Foster, Jr., head of a prominent local real estate company, and Dudley Priester, co-owner of the Davenport based Priester Construction Co. The Mel Foster Company located its corporate headquarters in the former Walgreens space until the 1980s. The hotel gradually converted transient rooms to apartments ceasing hotel functions in the mid-1980s. The Davenport Chamber of Commerce leased office suites along E. Third Street during the 1980s. Apartments in the hotel are largely occupied by elderly residents today.

Theater: The RKO Orpheum Theater was one of five new theaters to open nationally in the RKO chain in the fall of 1931. Its dual use design provided not only up-to-date cinema equipment but a fully equipped stage for vaudeville shows, concerts and road show productions of Broadway hits. In this respect the Orpheum typified national theater building trends of the 1920s which saw pioneer theater architects partner with vaudeville promoters and motion picture companies to design and build halls capable of housing both stage and film productions. Dozens of medium and large scale theaters opened during the decade as movie going became a national pastime. The newly designed "movie palace" be-

¹⁰"Dreyfuss, Henry" *Britannica Online*. <<http://www.eb.com:180/cgi-bin/g?DocF=micro/178/8.html>> {Accessed 27 February 1998}.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

came an essential tool for selling the product of the burgeoning American film industry. The architecture of fantasy which accompanied the new theater building saw exotic designs imported from around the world. Italian baroque and French Second Empire palaces were soon joined by Mayan and Egyptian temples to house theater goers of the '20s.

By the end of the decade the influence of the International Exposition of Decorative Arts hosted in Paris in 1925 was holding sway in new theater design. One theater historian notes that "the baroque and the exotic gave way to the simplified lines and bright colors of Art Deco."¹¹ When the stock market crash came in 1929, most major theater projects were put on hold as movie promoters and theater chain operators waited to test the economic winds. When builders of the RKO Orpheum in Davenport decided to proceed with the hotel/theater project, they were joined by only a handful of theaters across the country. Among the most important were the Fox-Wilshire Theater completed in Los Angeles in 1930, the Oakland Paramount finished in 1931 and Radio City Music Hall completed in 1932, all designed in the Art Deco style. Their construction along with that of the Orpheum saw the golden age of movie palace building draw to an end as the Great Depression settled across the nation.

The gala opening of the RKO Orpheum came on the day before Thanksgiving, November 25, 1931. The theater's 2,700 seats made it the largest movie house in Iowa at the time. The opening night show advertised five acts of "RKO Vaudeville" along with a feature film. Ginger Rogers, star of the main feature, "Suicide Fleet," sent a telegraphic signal from Hollywood to commence the ribbon cutting ceremonies. The stage performers included a Japanese acrobatic team, comedians, dancers and musicians. The vaudevillians were accompanied by the Orpheum Theater's house orchestra. William C. Sears was the first theater manager for the Orpheum.

During its early years, the Orpheum Theater was a greater success than the Hotel Mississippi. Hundreds of vaudeville acts made up theater bills that combined their acts with feature length films and shorts. Acrobats, jugglers, comedians, magicians, and animal acts were booked by the RKO Circuit and played to packed houses. American theater greats included Tallulah Bankhead, Paul Robeson, Imogene Coca, Dorothy Lamour, Phil Ford and Forrest Tucker. They appeared in performances booked by the RKO Circuit, private promoters or, in more recent decades, by Davenport's Broadway Theater League. Dozens of musicians and entertainers also played the Orpheum as part of national tours through the years. They included Pearl Bailey, Jack Benny, Sammy Cahn, Phyllis Diller, Jimmy Dean, Stan Kenton, Liberace, the Beach Boys, Sonny and Cher, the Supremes and the Pointer Sisters.

Due to its size and modern appointments, the Orpheum soon became the cinema showplace of the Tri-Cities (Davenport, Iowa and Rock Island and Moline, Illinois) hosting all of Hollywood's major releases. Air-conditioned seating, excellent acoustic engineering and a thoroughly modern decor brought thousands of theater goers to the Orpheum. The decision to forgo installation of a theater organ due to the

¹¹Naylor, David, *Great American Movie Theaters*, (Washington, D.C.: The Preservation Press), p.25.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

economies necessitated by the Depression had no adverse impact on the Orpheum's operation since it was outfitted for "talkies" from the start. The long-term success or failure of the theater had more to do with changes in the entertainment industry. During the 1940s through the 1960s all of Hollywood's major releases opened at the Orpheum. *The Graduate* (1967) ran for ten weeks and *Pillow Talk* (1959) for six weeks. Disney's original *101 Dalmatians* drew crowds of 10,000 people a day when it opened in 1961.

The house size of the Orpheum once touted as a competitive advantage eventually became its downfall. The construction of multi-plex, small-screen theater complexes located adjacent to convenient parking in shopping centers created stiff competition. When the last film, *Cleopatra Jones*, was shown on September 11, 1973, the RKO-Stanley Warner Corporation still had a long term lease on the theater. Five years later they sold the lease back to the building owners, Verdi Corporation.

The Orpheum Theater continued to be used for special performances, closed-circuit television events, and traveling Broadway shows after the RKO lease lapsed. In 1978 a study was undertaken by a task force of the Davenport Chamber of Commerce to determine the feasibility of converting the theater into a performing arts center and home of the Tri-Cities Symphony and the Broadway Theatre League. A non-profit corporation was formed and funds were raised to buy the theater in 1981 and rehabilitate it during the next several years. It reopened in early 1984 and is now operated in conjunction with the adjoining RiverCenter, a municipally owned civic activities center and exhibition hall.

Central Business District History: Downtown Davenport extends for five blocks along the north bank of the Mississippi River between the Government Bridge to the Centennial Bridge. During its first 150 years the central business district experienced at least five generations of building. The first began with the construction of modest one and two-story buildings during the 1840s and 1850s. Most were frame but a scattering of masonry buildings was constructed by the more progressive and prosperous property owners. These frontier buildings all but disappeared in the boom Davenport experienced during the Civil War and post-Civil War era. The fires and deterioration experienced by the frontier buildings dictated more substantial replacements. The new commercial blocks and warehouses were built of brick with stone, wood and cast iron trim. Building practice and technology limited this second generation of buildings to four stories. Dozens of hotels, public halls, and specialty shops lined Front Street, Second Street, and Third Street.

The prosperity of the 1880s and 1890s required a third generation of upscale commercial buildings to keep pace with Davenport's expanding economy. Their construction was epitomized by the city's first department store - a five-story building modeled after the Rookery Building in Chicago and designed by a European trained local architect. This third generation of downtown buildings saw land use intensify in the CBD. A series of new multi-story bank buildings, commercial blocks, opera houses and public buildings appeared by the turn-of-the-century. Only one church remained in the downtown.

By 1910 in the midst of continuing economic boom, the fourth and most important period of downtown building was underway. Taking advantage of the new technology of skeletal construction and eleva-

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

tors, buildings began to reach upward with 8, 10 and 12-story buildings giving Davenport's riverfront business district a modern skyline. This last generation of building continued into the 1930s and the early years of the Great Depression. New railroad stations, national franchise stores, local department stores, hotels, vaudeville theaters, movie palaces, and several important office buildings appeared in just two decades.

Several factors combined to create a dearth of building construction between 1930 and 1970. Economic stagnation limited demand for new space while the surplus of office space kept pace with what demand arose. Retail practices shifted dramatically and irreversibly. Construction of Davenport's first shopping center and the development of neighborhood banks and retail centers closer to new residential neighborhoods stifled growth of the downtown. The fifth generation of building began in the late 1960s and early 1970s with the construction of new parking ramps, a few smaller scale office buildings, and several bank buildings. None of the new buildings, save for the public library, rivaled the design or scale of those built forty to fifty years earlier. The downtown skyline remained virtually unchanged until the mid-1980s and 1990s when another wave of building and redevelopment occurred. The demolition of smaller scale nineteenth century buildings allowed the assemblage of larger parcels for the construction of a new hotel, major office building and a plethora of parking lots. A number of important landmarks from the post-1910 building boom survived to be rehabilitated and reused as the twentieth century comes to a close.

Summary: The Hotel Mississippi/ RKO Orpheum Theater is an outstanding local example of the Art Deco Style that became the signature style of American movie palaces during the late 1920s and 1930s. Completed in 1931, the building marked the end of an era in downtown hotel and theater building in Davenport. It stands out as the work of an important American architect, A.S. Graven of the Chicago firm of Graven and Mayger, and of an internationally significant theater designer, Henry Dreyfuss. Its completion in the midst of the Great Depression was testimony of the confidence of its local owner, George Bechtel, and anchor tenant, the Radio-Keith-Orpheum Circuit, in the local economy.

Period of Significance: The period of significance under Criterion A and C is 1931. The date marks the year the building was constructed and put in service by the Hotel Mississippi and RKO Theater Syndicate. Both the hotel and theater continue in use nearly seven decades later with the hotel now housing permanent residents and the theater now operated as part of the RiverCenter, a civic activities center owned and maintained by the City of Davenport.

Resources Nominated: The property contains one resource with ownership divided between the hotel portion of the property and the theater. Ownership of the building prior to the early 1980s was with a single owner and, as a result, it is considered a single resource with dual ownership. The archeological potential of buildings previously on this property has not been determined and has not been addressed in this nomination. Given the substantial scale of the hotel/theater building relative to the buildings it replaced, the presence of archeological remains from any earlier structures is remote.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Verbal Boundary Description

Lots 1, 2 and 3 in Block 57 of LeClaire's Second Addition to the City of Davenport, Iowa.

Boundary Justification

This parcel includes the quarter block of land assembled and developed by George Bechtel for his new hotel and theater building in 1931.

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Photographs: Photographs taken February, 1998 by Marlys A. Svendsen, Sarona, Wisconsin.
Negatives stored with Svendsen Tyler, Inc., Sarona, Wisconsin.

1. Exterior, looking northeast, hotel at intersection
2. Exterior, looking southeast, rear of hotel and theater
3. Exterior, looking northwest, theater entrance at right
4. Exterior, looking north, 10th floor window and beltcourse detail
5. Exterior, storefront at southwest corner of building, looking northeast
6. Exterior, looking north, hotel entrance and canopy
7. Exterior, looking north, theater entrance and canopy
8. Exterior, looking north, theater ticket booth
9. Interior, looking west, entresol
10. Interior, looking north, theater lobby and staircase to mezzanine level
11. Interior, theater auditorium, looking towards north wall and balcony seating on east wall

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Section number Property Owner

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Hotel Mississippi/RKO Orpheum Theater, Scott County, Iowa

Property Ownership: The Hotel Mississippi and the RKO Orpheum Theater were originally owned and built as a single building with one owner. Prior to the restoration of the theater portion of the building in the early 1980s, ownership in the building was divided with the theater portions sold to the City of Davenport and the hotel and commercial space retained under private ownership.

Owner Address for Theater: City Administrator, City of Davenport, City Hall, 226 W. 4th Street, Davenport, Iowa 52801

Owner Address for Hotel: Patrick Day, c/o Dial Corporation, 11506 Nicholas Street, Omaha, NE 68154

ARCHITECTURAL / HISTORICAL SURVEY

DAVENPORT, IOWA

The Architects Office

Wehner, Nowysz, Pottschiull and Pfiffner

801 day building Iowa city Iowa 52240

DAVENPORT COMMUNITY DEVELOPMENT DEPARTMENT
IOWA DIVISION OF HISTORIC PRESERVATION

SITE # 82-10- 3-E110 MAP # 1

HIST. DIST. _____

NAME Mississippi Hotel/RKO Theater H C

ADDRESS 106 E. 3rd St.

LEGAL DES. LeClaire's 2nd Add. 57 Lots 1, 2 & 3
SUB-DIVISION BLOCK PARCEL SUB-PARCELUTM 15 7102440 4599420 ACREAGE _____ ZONE C-4
EASTING NORTHING

OWNER _____

TITLE H. Verdi Corporation
(IF DIFF) c/o Mel Foster, Inc., 102 E. 3rd St.
Davenport, IA

MAP

DESCRIPTION

10 story hotel block, rough L-plan around 1934 theater block
FORM on NE corner CONST. DATE 1931

MATERIALS Concrete, brick over tile, steel, metal window ARCH STYLE Moderne

FENESTRATION 3/1 D.H.S.

DIST. FEATURES Beltcourses of floral ornament above and below top story window; same theme on panels above 2nd story windows

ALTERATIONS Minor shopfront modernization

SITE & RELATED STR. Corner lot in CBD

STATEMENT

Among Davenport's large, pre- World War II commercial architecture, it generally followed that banks were the most conservative, stylistically speaking, and hotels the least. Along with its sister, the Blackhawk, the Mississippi Hotel was relatively up-to-date. Ornament is stylized and confined to small panels or narrow bands. A lingering neoclassicism is seen in the slightly advanced corner "pavilions" whose visual weight counters somewhat the verticality of the pier-and-recessed-spandrel walls. The rather severe facade stands in contrast to the CBD's ornamented, late 19th & early 20th century architectural landscape.

A.S. Graven, Architects, Chicago

SOURCES

Sanborn Fire Insurance Map, 1910, corrected to 1944.

SIGNIFICANCE

This hotel was the last of the large, downtown hotels constructed before World War II. Its late appearance and non-trendsetting role diminish its significance.

HISTORY

DESCRIPTION

The Mississippi Hotel was built in 1931 by the Black Hawk Hotel Corporation, a hotel company which owned and operated hotels in several Iowa and Minnesota communities. The Black Hawk and Davenport Hotels were other Davenport establishments operated by the firm.

SOURCES

"Hotel History Goes Back 101 Years," "Centennial and Fiftieth Anniversary Edition," Davenport Times, July 11, 1936.

"A Brief Story of Black Hawk," Davenport: Blackhawk Hotels Corp., c. 1931.

ARCHITECTURAL HISTORIAN: Martha Bowers | HIST

EVALUATION

ARCHITECTURAL

I. ARCH. EVALUATION Good
 II. ENVIR. STATURE Focus
 III. INT. OF CONTEXT Fair
 IV. INT. OF FABRIC Excellent

LEVEL OF SIGNIFICANCE:

☐ NAT. ☐ STATE ☒ LOCAL ☐ N. ELIG.

HISTORICAL

I. THEME(S) OF SIGNIFICANCE:

A. PRIMARY Commerce

B. SECONDARY Hotels

II. LEVEL OF SIGNIFICANCE:

☐ NAT. ☐ STATE ☒ LOCAL

III. N.R.H.P.

ELIGIBLE ☐ NOT ELIGIBLE ☒

HISTORIC DISTRICT CLASSIFICATION

☐ A ☐ B ☐ C

FOR DIS

1. DATE

2. DATE

ELIGIB

NOT

3. N.R.H.P.

A. STA

B. FED

4. D.H.P.

☐ C☐ W☐ N☐ G

5. SUBJ



**United States Department of the Interior
Heritage Conservation and Recreation Service**

**National Register of Historic Places
Inventory—Nomination Form**

For HCRS use only
received
date entered

Continuation sheet Historical Context

Item number 8B

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1890 in partnership with George French, which in 1909 became French and Hecht and pioneered development of pneumatic tires. A more varied product line was developed by the Davenport Machine and Foundry Co., organized in 1887. Its products included ornamental and structural iron, steam engines, and machinery for glucose works, breweries and distilleries. Other metalworking firms, including W. W. Whitehead (Davenport Locomotive Works) and Black Hawk Machine and Foundry Co., were established after 1900. These various firms provided important support services to Rock Island Arsenal and to the major agricultural implement manufacturers across the river (including John Deere) until well into the 20th century.

Davenport's success as a commercial center was based on four major factors: proximity to the Mississippi and location at the foot of the Upper Rapids (which required steamboats to be relieved of both passengers and cargo before continuing upriver), subsequent location on the Chicago & Rock Island main line, and the mid-19th century population and market growth of the trans-Mississippi midwest. Out of these opportunities, Davenport's businessmen developed a variety of banking, hotel, retail and wholesale institutions that contributed substantially to the city's prosperity.

Davenport's hotel business had three phases. During the first, 1836 to the Civil War, hotels were concentrated along and near Front Street, the better to attract clientele from the steamboats - both passengers and crews. With the coming of the railroads in the late 1850's, hotel business moved further inland. One of the most notable hotels of Davenport's railroad era was the Burtis, built in 1858 with an entrance directly on the Rock Island main line. So closely associated was this hotel with the railroad that when a second railroad bridge required realignment of the line in the early 1890's, a New Burtis House was built on 4th Street with its own train platform before the main entrance. Another type of mid-19th century hotel was the "Deutsch Gast" house, most of which were located in the city's West End and catered primarily to farmers (German or otherwise) in the city on business.

Just after the turn of the century, the "tall building", Chicago style, produced an architectural revolution in local hotel construction. The first was Hotel Davenport (1907) which featured both elevators and the latest in fireproof construction. It was followed by the smaller Dempsy (1913) and landmark Black Hawk. The city's last major hotel was the Mississippi (1931).

The first retail establishments in Davenport were combination general stores and saloons. The city's first major retailer was Burrows and Prettyman, which also acted as a forwarding and commission agent for area farmers. Its failure in the panic of 1857 left the city without a large-scale retailer until 1872, when J.H.C. Petersen opened a new concern that also included wholesale activity. By the 1880's several major firms operated in Davenport, including Harned, Von Maur & Purcell's Boston Store (exclusively a retail concern) and August Steffen's Dry Goods and W. D. Wadsworth & Co., both of which were predominantly wholesalers.

**United States Department of the Interior
Heritage Conservation and Recreation Service**

**National Register of Historic Places
Inventory—Nomination Form**

For HCRS use only
received
date entered

Continuation sheet Historical Context

Item number

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Transportation: The major subthemes in this category are river and rail transportation. There are no resources directly associated with 19th century river transportation. Most resources associated with railroad developments date from the early 20th century, and include Government Bridge, the CRI&P FreightHouse, Union Station, and the CRI&P elevated track, as well as the homes of pioneer railroad promoters Ambrose Fulton (RD-E1206) and Hiram Price (BR-819).

Industry: Most of Davenport's major 19th century industrial plants are long gone, and for the most part resources under this theme are again houses associated with prominent industrial figures, such as Christian Mueller (6-W526), Willimna Renwick (TT-901), Fritz Voss (3-W1454), Henry Frahm (6-W321) and Henry Klindt (MQ824). Industrial plants include U. N. Roberts (HA-332), Eagle Brewery (5-W1235) and Bettendorf Metal Wheel/French & Hecht Co. (4-E601).

Commerce: Bank buildings from the 19th century were replaced in the first decades of the 20th, and include First National (2-W201), North Harrison Trust and Savings (HA-1601), Security Savings (2-W301) and Davenport Bank and Trust (3-W201). Several 19th century hotels remain, among them the notable Burtis-Kimball (4-E202), and Germania-Miller (2W313). The hotel boom of the early 20th century is amply represented in Hotel Davenport (MA-324), the Black Hawk (2-E206) and Mississippi (3-E110). The city's retail and wholesale trades are presented primarily by houses, such as Charles Beiderbecke's (7-W532), August Steffen, Sr.'s (6W420), J. C. Von Maur's (RD-E1800), and J.M.D. Burrows' (CV1533), and by the Petersen's Sons' store (2-W101).

Government/Politics: Houses associated with former mayor and prominent political figures such as Henry Vollmer (BR-723), C.A. Ficke (MA-1208), and Hans Reimer Claussen (6-W413) are included in this category, as are the Scott County Jail, City Hall, and a number of fire stations that, in terms of buildings, provide a graphic illustration of the extension of city fire protection to neighborhoods early in the 20th century.

Communications: Only a few buildings remain to associate with Davenport's once quite varied newspaper business, among them the Democrat and Leader building (BR-407), the Iowa Reform Building (2-W526), and the Henry Lischer (6-W520) and E. P. Adler (14-E629) houses. Telephone and telegraph systems are represented by Union Electric Telephone and Telegraph (HA-600) and the AT&T Building (MA-529) which date from the early years of telephone service in the city.

Religion: This theme has been treated primarily in terms of churches' associations with various segments of the Davenport community, and in terms of size. Thus, the Roman Catholic faith is represented by a large number of structures, associated with the German and Irish communities and with Davenport's status as seat of the Second Iowa Diocese. As Davenport is also headquarters for Protestant Episcopalianism in Iowa, Trinity Cathedral and associated structures are also included. Other denominations represented include the Methodist Episcopal (Bethel AME (11-W325)), and St. John's (BR1325), Presbyterian (IO-1702), and Lutheran (St. Paul's, MA-1402).

RECEIVED MAR 02 1983

Statement Of Objection To National Register Listing:

USE THIS FORM IF YOU OBJECT TO THE LISTING OF YOUR PROPERTY IN THE NATIONAL REGISTER. BE CERTAIN THAT YOU HAVE IT NOTARIZED WHEN YOU SIGN IT. IN ORDER TO CONSIDER YOUR PROTEST OUR OFFICE HAS TO RECEIVE THIS FORM BEFORE THE DATE OF THE SCHEDULED REVIEW MEETING.

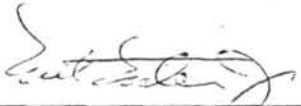
Dr. Adrian D. Anderson
State Historic Preservation Officer
Office of Historic Preservation
Historical Building
East 12th and Grand Avenue
Des Moines, Iowa 50319

Dear Dr. Anderson;

This letter will confirm that I am aware that a property which I fully or partly own may be eligible for listing in the National Register of Historic Places. I also recognize that my property is scheduled for nomination at the forthcoming National Register State Review Committee meeting. I am aware that there are various property and tax-related benefits associated with National Register status.

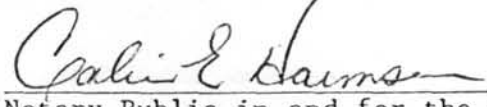
I wish to exercise my right to object to the proposed listing of my property which is located at 106 E. 3rd. I attach my signature along with a notarized signature and seal.

Yours truly,

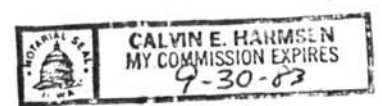


(Signature of property owner)

Subscribed and sworn to before me by Mac Foster Jr, this 28th day of Feb., 1983.



Notary Public in and for the State of Iowa.



(Affix Notary Seal Above)

ADRIAN D. ANDERSON, DIRECTOR
STATE HISTORIC PRESERVATION OFFICER

Yours truly,

James E. Jacobsen
National Registered Coordinator

STATE HISTORICAL SOCIETY OF IOWA

Where past meets future

November 3, 1998

Ken Oestreich
City of Davenport Historic Preservation Commission
City of Davenport
Land Use Regulations
226 W 4th St
Davenport, IA 52801

American Gothic House
Eldon

Blood Run NHL
Larchwood

Centennial Building
Iowa City

Matthew Edel Blacksmith Shop
Marshalltown

Abbie Gardner Cabin
Arnolds Park

RE: HOTEL MISSISSIPPI/RKO ORPHEUM THEATER, 106 E. Third Street, Davenport,
Scott County

Dear Mr. Oestreich:

We are pleased to inform you that the above named property, which is located within your community, is listed in the National Register of Historic Places effective October 22, 1998.

Listing in the National Register provides the following benefits:

- Consideration in the planning for Federal, federally licensed, and federally assisted projects. Section 106 of the National Historic Preservation Act of 1966 requires Federal agencies allow the Advisory Council on Historic Preservation an opportunity to comment on projects affecting historic properties listed in the National Register. For further information please refer to 36 CFR 800.
- Eligibility for Federal tax benefits. If a property is listed in the National Register, certain Federal tax provisions may apply. The Tax Reform Act of 1986 revises the historic preservation tax incentives authorized by Congress in the Tax Reform Act of 1976, the Revenue Act of 1978, the Tax Treatment Extension Act of 1980, the Economic Recovery Tax Act of 1981, and Tax Reform Act of 1984, and as of January 1, 1987, provides for a 20 percent investment tax credit with a full adjustment to basis for rehabilitating historic commercial, industrial, and rental residential buildings. The former 15 percent and 20 percent investment Tax Credits (ITCs) for rehabilitations of older commercial buildings are combined into a single 10 percent ITC for commercial or industrial buildings built before 1936. The Tax Treatment Extension Act of 1980 provides Federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. For further information please refer to 36 CFR 67 and Treasury Regulation Sections 1.48-12 (ITCs) and 1.170A-14 (charitable contributions).

Iowa Historical Building
Des Moines

Montauk Governor's Home
Union Sunday School
Clermont Museum
Clermont

Plum Grove Governor's Home
Iowa City

Toolesboro Indian Mounds
Toolesboro

Western Historic Trails Center
Council Bluffs

IOWA HISTORICAL BUILDING

600 East Locust • Des Moines, Iowa 50319-0290

Phone: (515) 281-6412 • Fax: (515) 242-6498 or (515) 282-0502

www.uiowa.edu/~shsi/index.htm

Ken Oestreich

11/3/1998

Page 2

- Consideration of historic values in the decision to issue a surface coal mining permit where coal is located, in accord with the Surface Mining and Control Act of 1977. For further information, please refer to 30 CFR 700 et seq.
- Qualification for Federal and State grants for historic preservation when funds are available.

Should you have any questions about the National Register of Historic Places, or about this nomination in particular, please feel free to contact me at the Historical Building, 600 E. Locust, Des Moines, Iowa, 50319, or by calling (515) 281-4137, e-mail bfoster@max.state.ia.us.

Sincerely,



Elizabeth Foster
National Register Coordinator













Historic Preservation Ordinance

Section 14.01.060 Certificate of Appropriateness Review Process

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

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

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

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

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
1/14/2025

Subject:
2024 Certified Local Government Annual Report

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

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

The State Historic Preservation Office (SHPO) has encouraged local preservation commissions to develop work plans to demonstrate progress on self-imposed goals. The commission will discuss progress on the previous work plan and develop new goals for calendar year 2025 and 2026.

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

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

Q2: 2025 Work Plan: Each Commission should develop an annual work plan. Please include the project(s), initiatives and programs your commission plans to begin or complete.

Once the Historic Preservation Commission has finalized the 2025-2026 work plan, the City Council will review the annual report at a public meeting. City staff will then complete the online Certified Local Government Annual Report by the February 28, 2025 deadline. Subsequently, the City of Davenport and the State Historic Preservation Office will sign a Certified Local Government Agreement, which is sent to the National Park Service for review and approval. Last year's Work Plan and submitted CLG application have been attached as a reference.

Attachments:

1. Davenport Historic Preservation Commission Work Plan 2024-2025
2. 2024 HPC Agenda Items
3. 2023 Certified Local Government Annual Report
4. Certified Local Government Program Guide

Davenport Historic Preservation Commission Work Plan

Calendar Year 2024 & 2025

Projects, Plans, and Initiatives

Calendar Year 2024

- Engage with historic property owners and neighborhood organizations.
- Provide technical assistance on historic preservation issues or projects.
- Review DREAM Plus Projects for conformance with the historic preservation ordinance.
- Acquire space at a Party in the Park event to educate the public on local historic preservation.
- Collaborate with local organizations to provide public tours of historic landmarks and districts.
- Partner with the Davenport School District to create a historic preservation curriculum.
- Increase communication with City Council.
- Attend the Annual Porch Party at the Butterworth Center & Deere-Wiman House.
- Maintain and update historic inventory. Resurvey the West 3rd Street Historic District.
- Continue to improve the Commission webpage with additional online resources.

Calendar Year 2025

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

Historic Preservation Training Plan

Calendar Year 2024

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

Calendar Year 2025

- CY 2025 Preserve Iowa Summit, TBD

**Davenport Historic Preservation Commission
2024 Agenda Items**

Certificate of Appropriateness Applications

1. Case COA24-01: Request to install new windows at 1208 Main Street. The J. Monroe Parker-Ficke House is a locally designated historic landmark and located within the College Square Historic District. CJ Haas Home Construction, petitioner, on behalf of Delt 100 Alumni Counsel LLC. [Ward 3]
2. Case COA24-02: Request to reconstruct the front yard retaining wall at 510 West 6th Street. The retaining wall is located within the Hamburg Local Landmark Historic District. Richard Stone, petitioner. [Ward 3]
3. Case COA24-03: Request for exterior alteration at 614 West 7th Street. The Otilie J. Meisner House is a contributing structure in the Hamburg Local Landmark Historic District. Darrell McCormick, petitioner. [Ward 3]
4. Case COA24-04: Request to modify the ceiling over the northwest entrance at 301 East 2nd Street. The Davenport Bag and Paper Company Building is a locally listed historic landmark in the Davenport Motor Row and Industrial Historic District. Peterson HTC LLC, petitioner. [Ward 3]
5. Case COA24-05: Request to reconstruct an exterior staircase at 1607 West 12th Street. Upham Hall is a contributing structure in the Marycrest College Local Landmark Historic District. Door Creek Construction of Illinois, LLC, petitioner. [Ward 3]
6. Case COA24-06: Request to reconstruct the front yard retaining wall at 714 West 6th Street. The retaining wall is located within the Hamburg Local Landmark Historic District. Jeremy Keninger, petitioner. [Ward 3]
7. Case COA24-07: Request for the installation of a new roof and siding at 708 West 6th Street. The Louis and Mary Rehling House is located in the Hamburg Local Landmark Historic District. Matthew Rhomberg, petitioner. [Ward 3]
8. Case COA24-08: Request for the installation of a new roof, tuckpointing, and brick replacement at 613 West 6th Street. Isaac and Mary Farber House is located in the Local Hamburg Historic District. Lenny DeSantiago, petitioner. [Ward 3]
9. Case COA24-09: Request for exterior alteration at 517 Ripley Street. The Nesbit Rental House is a contributing structure in the Hamburg Local Landmark Historic District. Alex Bock, petitioner. [Ward 3]
10. Case COA24-10: Request for the installation of a new roof at 520 Western Avenue. The Petersen Carriage House and Rental House is a contributing structure in the Hamburg Local Landmark Historic District. Community of Christ, petitioner. [Ward 3]
11. Case COA24-11: Request to install a new freestanding sign in the Iowa Soldiers' Orphans' Home Historic District. QC PastPort, petitioner. [Ward 5]
12. Case COA24-12: Request to install a new freestanding sign at 630 East 7th Street. The Antoine LeClaire House is a locally listed historic landmark. QC PastPort, petitioner. [Ward 3]
13. Case COA24-13: Request to replace exterior doors and damaged lintels at 1607 West 12th Street. Walsh Hall is a non-contributing structure in the Marycrest College Local Landmark Historic District. WSR, LLC, petitioner. [Ward 3]
14. Case COA24-14: Request for the installation of a new window at 712 West 8th Street. The August and Fredrika (Wittenberg) Warnebold House is a contributing structure in the Hamburg Local Landmark Historic District. Matt and Ellie McClean, petitioner. [Ward 3]
15. Case COA24-15: Request for the installation of replacement windows, restoration of the southside bay window, and painting lintels at 712 West 8th Street. The August and Fredrika

(Wittenberg) Warnebold House is a contributing structure in the Hamburg Local Landmark Historic District. Matt and Ellie McClean, petitioner. [Ward 3]

16. Case COA24-16: Request for the installation of a new roof at 628 Ripley Street. The William H. and Emma A. Ruser House is located within the Hamburg Local Landmark Historic District. David LaRoque, petitioner. [Ward 3]
17. Case COA24-17: Request for the installation of a new roof at 709 Brown Street. The William H. Wiese Residence is located within the Hamburg Local Landmark Historic District. Dawn Santiago, petitioner. [Ward 3]
18. Case COA24-18: Request for the installation of replacement siding at 517 Ripley Street. The Nesbit Rental House is a contributing structure in the Hamburg Local Landmark Historic District. Alex Bock, petitioner. [Ward 3]
19. Case COA24-19: Request for the removal of a rooftop skylight at 712 West 2nd Street. The Germania-Miller/Standard Hotel is a locally listed historic landmark. German American Heritage Center, petitioner. [Ward 3]
20. Case COA24-20: Request for exterior alteration at 418 West 7th Street. The Paul and Mina Jannssen House is located within the Hamburg Local Landmark Historic District. Matthew Bevirt, petitioner. [Ward 3]

Demolition Request Applications

1. Case DNRHP24-01: Request for demolition of the detached garage at 739 Perry Street. The Roslyn Flats is individually listed on the National Register of Historic Places. Palmer College Foundation, petitioner. [Ward 3]
2. Case DNRHP24-02: Request for demolition of 202 Forest Road. The home is a contributing structure in the McClellan Heights National Historic District. Russell Construction, petitioner, on behalf of Heights Holdings LLC. [Ward 5]
3. Case DNRHP24-03: Request for demolition of 2202 West 4th Street. The First Bible Missionary Church is individually listed on the National Register of Historic Places. Adrian Jones, petitioner. [Ward 3]

Certificate of Public Hazard

1. 1649 West 3rd Street: Brammer Grocery Store & Warehouse Structure
2. 418 East 2nd Street: Structure within the Davenport Motor Row and Industrial Historic District

National Register of Historic Places Nomination: 0 Items

City of Davenport / Werderitch, Matt

42107115592

Iowa Economic Development Authority

SHPO CLG Annual Report for 2023

City of Davenport / Matt Werderitch
1200 East 46th Street
Davenport, IA 52807, United States
563.888.2221
matt.werderitch@davenportiowa.com

Submitted: February 27, 2024

Forms

SHPO Certified Local Government Annual Report

* indicates a required field

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

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

We look forward to hearing from each CLG this year!

1.

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

The signature form is located here:

yes

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

Please choose from the drop down list.

Davenport Historic Preservation Commission

3.

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

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

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

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

Yes

3.1. Survey Materials

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.

[Signed Certified Local Government National Register Nomination
Evaluation Report Form.pdf](#)

4.

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

Yes

4.1.

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

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

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

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

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

Yes

5.1.

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

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

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

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

5.2.

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

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

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

[Title 14-Historic Preservation Ordinance.pdf](#)

5.3.

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

N/A

6.

Has your community passed ordinances that directly or indirectly impact historic preservation during this calendar year?

No

7.

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

Please check all that apply!

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

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

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.|b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.|c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.

7.1.

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

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

Staff worked with historic homeowners, business owners, and institutions on formal and informal requests for appropriate treatments, identifying suitable materials, and research assistance. The Historic Preservation Commission provided fair and practical determinations for alterations to historic properties. The Commission reviewed at total of fifteen Certificates of Appropriateness Applications in 2022.

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

Please be specific (address(es) of the property(ies), what was the issue(s), what assistance was provided.

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

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

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

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

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

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

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

9. What partnerships did your commission form or continue with other entities?

Examples include local main street office, local school, historical society, library, museum, service club, etc.

If none, enter N/A

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

10.

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

N/A

11. Does your Historic Preservation Commission have a website?

Yes

11.1. What is the website address?

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

12. Does your commission have social media accounts?

No

13.

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

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

The Historic Preservation Commission schedules meetings for the second Tuesday of each month. In 2023, the Commission met on the following dates:

1. January 10, 2023
2. February 14, 2023
3. March 14, 2023
4. March 21, 2023
5. April 11, 2023
6. May 9, 2023

7. June 13, 2023
8. July 11, 2023
9. August 8, 2023
10. September 12, 2023
11. October 10, 2023
12. November 14, 2023
13. December 12, 2023

14.

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

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

15. Where are your official CLG files located?

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

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

16.

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

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

0

17. Additional Budget information

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

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

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

18.

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

1. Bob McGivern
2. Diane Franken
3. Christine Powers
4. Karen Miranda
5. Michael hustedde
6. Christopher Kretz
7. John Higgins

19. 2024 Work Plan

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

[Davenport Historic Preservation Commission Work Plan 2024-2025.pdf](#)

20. Commission Training Table

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

Name of Event	Sponsor Organization	Location	Date	Name of Attendees
Best Practices for an Effective Local Preservation Commission	National Alliance of Preservation Commissions	Online	6-29-23	Werderitch, McGivern, Powers, Franken, Miranda, Hustedde.

21.

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

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

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

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

22. Suggestions for improvement

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

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

23.

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

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

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

24. Chief Elected Official

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2023?

No

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

If you have a new staff liaison please select yes.

No

26. Commission Members

Please include all commission members in this table.

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

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

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

First and Last Name	Mailing Address	Email Address	Term	Role
Bob McGivern		bob@mcgivernappraisal.com	3 Year Term	Chair
Diane Franken		defranken@outlook.com	3 Year Term	Vice-Chair
Christine Powers		natur soul3@aol.com	3 Year Term	Commissioner
Karen Miranda		karenlm60@gmail.com	3 Year Term	Commissioner
Michael Hustedde		husteddemichaelj@sau.edu	3 Year Term	Commissioner
John Higgins		higginsbenefits@aol.com	3 Year Term	Commissioner
Chris Kretz		historicheightsllc@gmail.com	3 Year Term	Commissioner

27.

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

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

Christopher Kretz HPC.pdf

28.

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

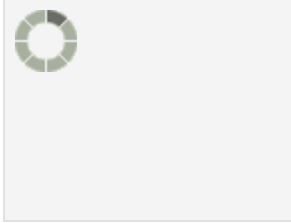
N/A

29. Authorized Official Signature

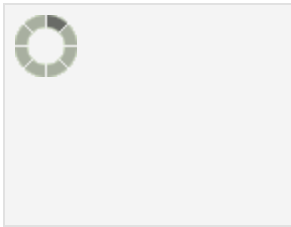
https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

Elected Official Signature for Annual Report.pdf

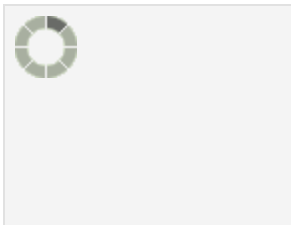
PORTFOLIO



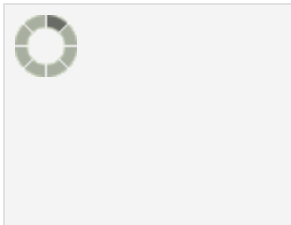
 **Title 14-Historic Preservation Ordinance**



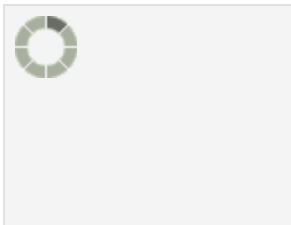
 **Davenport Register of Historic Properties and Local Landmarks**



 **2023 HPC Agenda Items**



 **2023-Walking Tour Flyer**



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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

Sample inventory
sortable Excel spreadsheet

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

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
1/14/2025

Subject:
Nomination of Chairperson

Recommendation:
Nominate a Chairperson.

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

SECTION 1: ELECTION AND TERM OF OFFICE

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

SECTION 2: POWERS AND DUTIES OF CHAIRPERSON

The Chairperson shall:

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

SECTION 3: POWERS AND DUTIES OF VICE-CHAIRPERSON

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

Attachments:

1. HPC Bylaws

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

BYLAWS

ADOPTED OCTOBER 10, 2023

**ARTICLE I
NAME**

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

**ARTICLE II
POWER AND DUTIES**

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

**ARTICLE III
MEMBERSHIP**

SECTION 1: MEMBERSHIP

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

SECTION 2: ORIENTATION FOR NEW MEMBERS

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

SECTION 3: RESIGNATIONS

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

SECTION 4: ABSENCES

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

ARTICLE IV OFFICES

SECTION 1: ELECTION AND TERM OF OFFICE

- A. The Commission, at the second regular meeting of the calendar year, shall elect to office from its membership a Chairperson and Vice-Chairperson, each to hold office for one (1) year. Both Chairperson and Vice-Chairperson shall be eligible for reelection. However, a Commissioner shall serve no more than two consecutive terms as Chairperson or Vice-Chairperson. Election of Chairperson and Vice-Chairperson shall be by a separate ballot vote. The Commission shall first elect a Chairperson, then a Vice-Chairperson. A Commissioner may only hold the position of one office.
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- D. Sign official documents adopted or approved by the Commission; and
- E. See that all actions for the Commission are properly taken and carried out.

SECTION 3: POWERS AND DUTIES OF VICE-CHAIRPERSON

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

SECTION 4: REPLACEMENT OF OFFICERS

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

SECTION 5: TEMPORARY ABSENCE AND APPOINTMENTS OF OFFICERS

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

SECTION 6: COMMISSION SECRETARY

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

ARTICLE V MEETINGS

SECTION 1: REGULAR MEETINGS

The Commission shall conduct regularly scheduled meetings pursuant to Chapter 2.65 of the Municipal Code. The regular monthly meetings of the Commission shall be held on Tuesdays beginning at 5:00 p.m.

Meetings are generally the second Tuesday of each month; however, variations may occur due to holidays or scheduling conflicts. All regular meetings shall be held at the City Hall Council Chambers, 226 West 4th Street, unless otherwise specified.

SECTION 2: SPECIAL MEETINGS

The Commission shall conduct special meetings pursuant to Chapter 2.65 of the Municipal Code. Special meetings may be called by the Chairperson or upon written request by three members of the Commission. Special meetings shall be held at the time and location as determined by the Chairperson or three requesting members of the Commission.

SECTION 3: WORK SESSIONS

The Commission shall conduct work sessions pursuant to Chapter 2.65 of the Municipal Code. Work sessions may be called by the Chairperson or upon written request by three members of the Commission. Work sessions shall be held at the time and location as determined by the Chairperson or three requesting members of the Commission. The purpose of a work session is to discuss items related to historic preservation, which will not require a formal vote at a later date. No business will be transacted during a work session.

SECTION 4: NOTICE

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

SECTION 5: QUORUM

The presence of a majority of the official members of the Commission shall constitute a quorum to legally transact Commission business. Without a quorum, no business will be transacted and no official action on any matter will take place.

SECTION 6: VOTING

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

SECTION 7: CONFLICT OF INTEREST

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

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

SECTION 8: EX PARTE COMMUNICATIONS

No member of the Commission is qualified to speak for the Commission or to give public expression, including news releases, of the opinion, attitude or action of the Commission on any matter, unless specifically directed to do so by motion of the Commission. The right of a member of the Commission as a citizen to his/her personal opinion, written or spoken, is not denied.

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

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

SECTION 9: ROBERT'S RULES OF ORDER

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

SECTION 10: MINUTES

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

SECTION 11: OPEN MEETINGS LAW

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

SECTION 12: OPEN RECORDS

All letters, petitions, documents, and other materials submitted to and/or generated by the Commission are public records open to public viewing at the Department of Development & Neighborhood Services, Public Works Facility, 1200 East 46th Street, as provided in Iowa Code Chapter 22. A charge may be levied for copies of such materials.

ARTICLE VI
AGENDA

SECTION 1: ORDER OF AGENDA ITEMS

The order of business shall be as follows:

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

ARTICLE VII
AMENDMENT OF BY-LAWS

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

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
1/14/2025

Subject:
Nomination of Vice-Chairperson

Recommendation:
Nominate a Vice-Chairperson

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

SECTION 1: ELECTION AND TERM OF OFFICE

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

SECTION 2: POWERS AND DUTIES OF CHAIRPERSON

The Chairperson shall:

1. Preside at meetings of the Commission;
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ADOPTED OCTOBER 10, 2023

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