

DESIGN REVIEW BOARD MEETING

CITY OF DAVENPORT, IOWA

Monday, February 24, 2025; 5:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 - 1. Consideration of the January 27, 2025 meeting minutes.
- III. Old Business
- IV. New Business
 - 1. Case DR25-06: Request for Design Approval, C-D Downtown Zoning District; Exterior improvements to the Freight House at 401 West River Drive. City of Davenport, petitioner. [Ward 3]
 - 2. Election of Chairperson
 - 3. Election of Vice-Chairperson
- V. Public Comment
- VI. Adjournment
- VII. Next Meeting: March 24, 2025

City of Davenport

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

Action / Date
2/24/2025

Subject:
Consideration of the January 27, 2025 meeting minutes.

Recommendation:
Approve the minutes.

Background:
The January 27, 2025 meeting minutes are attached.

Attachments:
1. Meeting Minutes 1-27-25

MINUTES
DESIGN REVIEW BOARD MEETING
CITY OF DAVENPORT, IOWA
MONDAY, JANUARY 27, 2025; 5:00 PM
CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Call to Order

Present: Anderson, Rashid, Paone, Molacek, Stinocher
Excused: Martin, Hoff, Tebbitt, Tylka,
Staff: Berkley, Werderitch

II. Secretary's Report

1. Consideration of the December 16, 2024 Meeting Minutes.

Motion by Anderson, second by Paone, to approve the December 16, 2024 meeting minutes. Motion to approve was unanimous by voice vote (5-0).

III. Old Business

IV. New Business

1. Case DR25-01: Request for Design Review, C-D Downtown Zoning District; Façade improvements and installation of signage at 429 East 3rd Street. Young Art and Sign, petitioner. [Ward 3]

Staff provided an overview of the request to rebrand the former Ruby's restaurant into a Micky's Irish Pub. This includes the installation of new signage, gooseneck lighting, painting, and decorative trim.

Staff recommended Case DR25-01 be approved in accordance with the submitted work write up and materials.

Jeff Young, Young Art and Sign, was in attendance to answer questions about the proposed signage.

Board Members inquired about the materials, trim, and dimensions of the signage.

Motion by Paone, second by Rashid, to approve Case DR25-01 in accordance with the submitted materials. Motion was approved by a roll call vote (5-0).

2. Case DR25-02: Request for Design Review, C-D Downtown Zoning District; Installation of signage at 312 West 3rd Street. Quad City Custom Signs, petitioner. [Ward 3]

Staff presented the request for a replacement projecting sign adjacent to the main entrance along 3rd Street. The sign will be mounted to the south building façade in the same location as the existing.

Staff recommended that Case DR25-02 be approved in accordance with the submitted work write up and materials.

Rob Lillicrap, Quad City Custom Signs, was in attendance to answer questions.

Motion by Stinocher, second by Paone, to approve Case DR25-02 in accordance with the submitted materials. Motion was approved by a roll call vote (5-0).

3. Case DR25-03: Request for Design Review, C-V Village of East Davenport Zoning District; Construction of a retaining wall at 1203 Jersey Ridge Road. OJ Birkestrand, petitioner. [Ward 5]

Staff gave a summary of the request to construct a new two-tier retaining wall along the northeast portion of the property, adjacent to the alley and parking lot. The existing hillside has been roughly graded in preparation for the retaining wall. This area has historically been overgrown with shrubs and vegetation. The installation of a new wall will help with erosion and drainage problems. The new wall will be built using RECON brand wall block.

Staff recommended Case DR25-03 be approved in accordance with the submitted work write up and materials.

Carl Birkestrand, applicant, was in attendance to answer questions.

Board Members inquired about the visibility of the retaining wall from Jersey Ridge Road.

Motion by Hoff, second by Anderson, to approve Case DR25-03 in accordance with the submitted materials. Motion was approved by a roll call vote (5-0).

4. Case DR25-04: Request for Design Review, C-D Downtown Zoning District; Exterior improvements at 114 West 3rd Street. R3 Roofing & Exteriors, petitioner. [Ward 3]

Staff presented an overview of the request. R3 Roofing and Exteriors is renovating its lower-level offices at 114 West 3rd Street. This building is home to Boozies Bar & Grill, which occupies the upper floors of the historic structure. The existing downtown building has painted masonry, brown awnings, white window trim, and a decorative cornice with corbels. The intent is to renovate the lower commercial space to match the recently remodeled R3 Roofing and Exteriors office in the adjacent building.

Staff were supportive of the request to infill the west basement entryway, as the staircase is a safety and nuisance concern. However, there needs to be greater vertical integration with the historic building. Further consideration by the Design Review Board is merited.

A representative of R3 Roofing & Exterior was in attendance to explain the project and answer questions.

Board Members discussed the design request and agreed there needs to be better vertical integration with the historic character of the structure. Members stated that painting the lower-level masonry will help tie-in with the upper floors. In addition, the caps should be consistent with the masonry columns located between the second and third floors.

Motion by Stinocher, second by Anderson, to approve Case DR25-04 in accordance with the submitted materials and subject to the following conditions:

1. Install square column caps that replicate the masonry column caps between the second and third floor.
2. The brick columns shall be painted cream/beige to match the trim of the upper façade.
3. The brick below the storefront windows shall be painted gray to match the upper façade.

Motion was approved by a roll call vote (5-0).

5. Case DR25-05: Request for Design Review, C-D Downtown Zoning District; Exterior improvements at 502 East 4th Street. Jeffrey Grabau, petitioner. [Ward 3]

Staff presented a history of the property an overview of a previous Application for Design Review at the property. A new application was submitted outlining the following scope of work:

1. Complete removal of the existing concrete block retaining wall.
2. Construction of a new retaining wall using decorative limestone block.
3. Install black metal hand railing above wall.
4. Restore brick on the building and remove paint.
5. Reside lower garage.
6. Install exterior lighting.

Staff recommended the following project components in Case DR25-05 be approved in accordance with the submitted work write-up and materials:

1. Complete removal of the existing concrete block retaining wall.
2. Construction of a new retaining wall using decorative limestone block.
3. Install black metal hand railing above wall.

Staff recommended approval to restore brick on the building and remove paint, subject to the following condition:

1. The cleaning of masonry surfaces shall be performed using the gentlest method possible. Sandblasting is prohibited.

Staff recommended further discussion regarding the following items:

1. Reside lower garage.
2. Install exterior lighting.

Jeffrey Grabau, applicant, was in attendance to answer questions. He stated his intention is to only move forward with the construction of the retaining wall at this time. He intends to come back to the Board later with more detailed information regarding improvements to the garage and installation of exterior lighting.

Board Members discussed the scope of work for the retaining wall, including the block material. There was additional conversation regarding the proposed siding material for the garage.

Motion by Paone, second by Anderson, to approve the following project components in Case DR25-05:

1. Complete removal of the existing concrete block retaining wall.
2. Construction of a new retaining wall using decorative limestone block.
3. Install black metal hand railing above wall.

The Board also approved the restoration of the brick and removal of paint, subject to the following condition:

1. The cleaning of masonry surfaces shall be performed using the gentlest method possible. Sandblasting is prohibited.

The Board did not approve the residing of the garage or the installation of exterior lighting. Once additional information is submitted, these project components can be brought forth for formal consideration.

Motion was approved by a roll call vote (5-0).

6. Election of Chairperson

Motion by Stinocher, second by Paone, to table the election of Chairperson. Motion was approved by a roll call vote (5-0).

7. Election of Vice-Chairperson

Motion by Stinocher, second by Paone, to table the election of Vice-Chairperson. Motion was approved by a roll call vote (5-0).

V. General Discussion

VI. Public Comment

VII. Adjournment

Motion by Paone, second by Anderson, to adjourn the meeting. Meeting adjourned at 5:51 pm.

VIII. Next Board Meeting: February 24, 2025

City of Davenport

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

Action / Date
2/24/2025

Subject:

Case DR25-06: Request for Design Approval, C-D Downtown Zoning District; Exterior improvements to the Freight House at 401 West River Drive. City of Davenport, petitioner. [Ward 3]

Recommendation:

Staff recommends Case DR25-06 be approved in accordance with the submitted work write-up and materials. The Design Review Board may provide a recommendation regarding product and paint colors.

Background:

The City of Davenport is requesting input from the Design Review Board regarding proposed alterations to the Freight House. Since the Freight House is a nationally listed historic landmark, exterior alterations should be sympathetic to the architectural character of the building.

The following scope of work is proposed:

1. Replace existing deteriorated wood windows with fixed metal windows.
2. Repair and repaint concrete columns on the river-facing facade.
3. Refurbish double wood doors on the east elevation.
4. Replace the metal door on the 2nd story deck with a matching door and grid pattern. Color to match the replacement windows.
5. Repaint the handrail on the deck and staircase, located on the southeast corner of the building, to match the selected window color.
6. Repair and reinstall the red neon lighting located below the 2nd floor roofline.

The City is also soliciting feedback regarding the color of the replacement window trim, doors, handrails, and concrete columns. The Freight House currently lacks consistency among architectural features. For reference, the Design Review Board approved dark bronze storefront windows and gutters at its March 27, 2023 meeting. The following lists the colors of various features on the building:

1. Historic wood windows: Green
2. Deck & Staircase: Green
3. Storefront windows on River Drive: Dark Bronze
4. Replacement Gutter System: Dark Bronze

Downtown Design Guidelines:

Windows make an important contribution to the character of the Freight House. The size, shape, and type reflect the historic landmark's architectural style. Therefore, careful consideration is merited in the replacement of the deteriorated wood windows.

The Downtown Design Guidelines allow for aluminum replacement windows if the units maintain the character of the units they are replacing. The City's request is to install replacement windows that exactly fit the original openings of the Freight House. The replacement windows will have the same number and arrangement of panes with similar proportions. The appearance of depth commonly associated with historic windows is an important attribute, which is why internal grids are not being considered. For the purposes of the Design Guidelines, a similar look is all that is required.

In terms of color, darker hues often work better than lighter colors. The City is asking the Design Review Board to determine if the replacement windows should be green or dark bronze. The existing historic windows are green. However, the recently installed storefront windows along River Drive are dark bronze.

Attachments:

1. Application
2. Project Scope and Photos
3. Downtown Design Guidelines: Windows
4. Downtown Design Guidelines: Historic Architectural Facade Design
5. Freight House Historic Landmark Nomination Listing



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

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR
DESIGN REVIEW

DESIGN REVIEW BOARD

APPLICANT INFORMATION	
Applicant Name Company Name	
Address	
City State Zip	
Phone	
Secondary Phone	
E-Mail Address	
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 design review board 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. Type Applicant's Name here to serve as a signature _____ Date _____	
DEVELOPMENT TEAM	
Property Owner	
Address	
Phone	Secondary Phone
E-Mail Address	
Project Manager/Other	
Address	
Phone	Secondary Phone
E-Mail Address	
REVIEW DISTRICT	
SUBMITTAL DATE	
MEETING DATE	
SITE ADDRESS & PARCEL OR LOCATION DESCRIPTION	
BRIEF OVERVIEW OF THE PROJECT (not a scope of work)	
APPLICABILITY (PRIOR TO ANY WORK, APPROVAL IS REQUIRED) Design Review Applications must be completed and approved PRIOR to the commencement of the following types of work: • New construction or an alteration to an exterior of a structure where changes are visible from the public right-of-way • New parking lots, fencing/walls, landscaping, or alterations of • Sign installation or alteration • Streetscaping element installation within the public right-of-way	
ALL SUBMITTALS SHALL INCLUDE: Full Scope of Work (SOW) attached as a .PDF all work & materials shall be described & itemized/listed in detail Digital photos of existing building/sign elevations/façades Proposed color building/sign elevations to scale rendering as proposed & depicted on existing building/signs Material specifications: type, dimensions, & color MINOR & MAJOR ADDITIONS, SITE IMPROVEMENTS, & NEW BUILDINGS SHALL INCLUDE ADDITIONAL ITEMS*: Dimensioned Site Plan (proposed & existing buildings/site items) Landscape Plan Grading Plan with 2 foot intervals (if needed) Storage & Mechanical Screening shall be shown * Major Additions & New Buildings may require more extensive information	
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 required regularly scheduled meetings.</u> (2) Scope of Board's Consideration: • Only work described in the application may be approved. • If insufficient information exists to make a proper judgment on the application, the Board may continue the consideration a maximum of three regularly scheduled consecutive meetings, excluding applicant requested continuances. (3) Post Board Ruling: • If approved, design approval 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. • Design approval expires one year from the date of approval unless a building permit is obtained within such period. An applicant may apply in writing for an extension of time at any time prior to the date of expiration. • Appeals to the Board's determinations are \$75 made to City Council and shall be in writing submitted to the Zoning Administrator within 30 calendar days of Board's decision.	
Application Fee: NONE	
Submit this form with attachments to: planning@davenportiowa.com	

City of Davenport, Iowa
Public Works
Davenport Freight House

The City of Davenport will be requesting proposals to replace the Window and Door assemblies at the Freight House which is located at 401 W. River Drive.

Directly across Ripley St. to the east is Union Station 102 S. Harrison. See Attached map. Union Station's windows/doors were replaced in August of 2018. Windows previously were green wood operable and were replaced with green metal storefront fixed windows.

In 2023 the Freight House Dock openings (3) on River Drive were replaced with Dark Bronze metal storefront windows. See attached pics.

In 2023- The gutters on the Freight House were replaced in a Dark Bronze Color to match the newer Dock windows that were replaced.

The Freight house windows, lintels and sills have deteriorated to the point beyond repair, and most are not operational and need to be replaced. Upon checking with the Facilities Manager, his preference would be to replace with fixed windows for maintenance purposes. Replaced lintels would be designed by a structural engineer to be primed and painted to match the window color. Sill replacement to match the existing limestone on the building.

The structure of the Freight House building is mostly brick with a 300' section of storefront windows and doors on the river side. There are fixed wood windows above this storefront area that will be replaced. The storefront windows and doors will not be replaced, but the concrete columns and beams will be repaired and re-painted. Currently this area appears to be an off- white color. Please advise if we should match the color or what color you would like for this area. See attached pics.

The replacement of windows in the brick portion of the Freight House building will be the same size and same look as existing, but not wood. To the greatest extent possible, the grid pattern will be replicated using metal muntins/sashes. We are asking if the replacement windows can be the fixed metal storefront type, rather than a double hung unit. The City is also soliciting feedback for whether the color should be Green or Dark Bronze.

The Freight House double wood doors at the east end can be refinished and same hardware cleaned/polished and re-installed as they are structurally sound. Door frame can be painted to match the new window color.

The single metal door on the 2nd story deck will be replaced with matching door and grid pattern. Color will match new windows.

If budget allows, the City will repair and re-install the red neon band at the top face of the 2 story building.

If budget allows, the City will paint the handrail on the deck and stairs to match the new window color, currently the rail is green.

PRJ5186 Freight House Window Replacement Project Includes-

North Side- Remove & Replacement of ALL Window Assemblies- to match newly installed Dark Bronze Metal Storefront 9x9 Windows (3) that were previously installed. See Specs/Detail Examples provided by City. Provide submittal to engineer for review and approval. Basic trim out on interior to match aluminum windows.

Lintels- Remove and Replace with Primed & Painted Lintels to match Dark Bronze Window Frames- Shop drawings to be reviewed/approved by engineer.

Installation Inspection and approval by Engineer.

Includes 3 Existing New Bronze 9x9 Window Lintels that were not replaced.

Include Replacement of All Existing Infilled Dock Opening Lintels

Tuckpointing and or replacement of damaged bricks at Windows/Openings as needed for proper installation. Prior approval from Engineer.

Excludes Replacement Windows at Dock 9x9 Infilled Areas.

Sills-Remove & Replace all Windows Sills with Limestone Sills to match profile. Excludes Replacement Sills at Dock Opening Areas.

East Side-- Remove & Replacement of ALL Window & Door Assemblies-Dark Bronze Metal Storefront Windows & New Wood Double Doors. See Window & Door Specs/Detail Examples provided by City. Provide submittal to engineer for review and approval. Basic trim out on interior to match aluminum windows. Provide Door Assembly & Hardware Detail/Specs for prior approval from the City & Engineer.

Lintels- Remove and Replace with Primed & Painted Lintels to match Dark Bronze Window Frames- Shop drawings to be reviewed/approved by engineer.

Installation Inspection and approval by Engineer.

Tuckpointing and or replacement of damaged bricks at Windows/Openings as needed for proper installation. Prior approval from Engineer

Sills-Remove & Replace all Windows Sills with Limestone Sills to match profile.

South Side Storefront Concrete Column & Beam Repair and Paint-Prior to Window Replacement to prevent damage to new windows.

Repair all damaged/spalled/cracked concrete areas designed by Engineer specs to match existing finish. Repair Inspection and approval by Engineer.

Prime and Paint 2 coats of designated primer & paint type by Engineer and color approval by the City.

South Side -- Remove & Replacement of ALL Window to Dark Bronze Metal Storefront Windows and Single door to match window grid pattern. See Window & Door Specs/Detail Examples Provided by City. Provide submittal to engineer for review and approval. Basic trim out on interior to match aluminum windows. Window removal & replacement to include fixed windows above storefront area in the lower level. Provide 2ND Story Door Assembly & Hardware Detail/Spec for prior approval from the City & Engineer. Two Fixed windows under deck with wire mesh glass to be excluded from replacement, metal trim to be painted to match Dark Bronze. Storefront Windows in the lower level of the 2 story to be excluded from replacement.

Lintels- Remove and Replace with Primed & Painted Lintels to match Dark Bronze Window Frames- Shop drawings to be reviewed/approved by engineer.

Storefront Lintels in the lower level of the 2 story to be included for replacement.

Installation Inspection and approval by Engineer

Tuckpointing and or replacement of damaged bricks at Windows/Openings as needed for proper installation. Prior approval from Engineer.

Sills-Remove & Replace all Windows Sills with Limestone Sills to match profile.

West Side 2 Story- Remove & Replacement of ALL Window Assemblies- to Dark Bronze Metal Storefront Windows. See Window Specs/Detail Example Provided by City. Provide submittal to engineer for review and approval. Basic trim out on interior to match aluminum windows.

Lintels- Remove and Replace with Primed & Painted Lintels to match Dark Bronze Window Frames- Shop drawings to be reviewed/approved by engineer

Tuckpointing and or replacement of damaged bricks at Windows/Openings as needed for proper installation. Prior approval from Engineer.

Sills-Remove & Replace all Windows Sills with Limestone Sills to match profile.

All windows to be fixed and match existing grid pattern.

All measurements to be completed and confirmed by the GC.

Clean All windows and door assemblies inside and out upon completion of the project.

Clean up any debris or disturbance to project site to original condition.



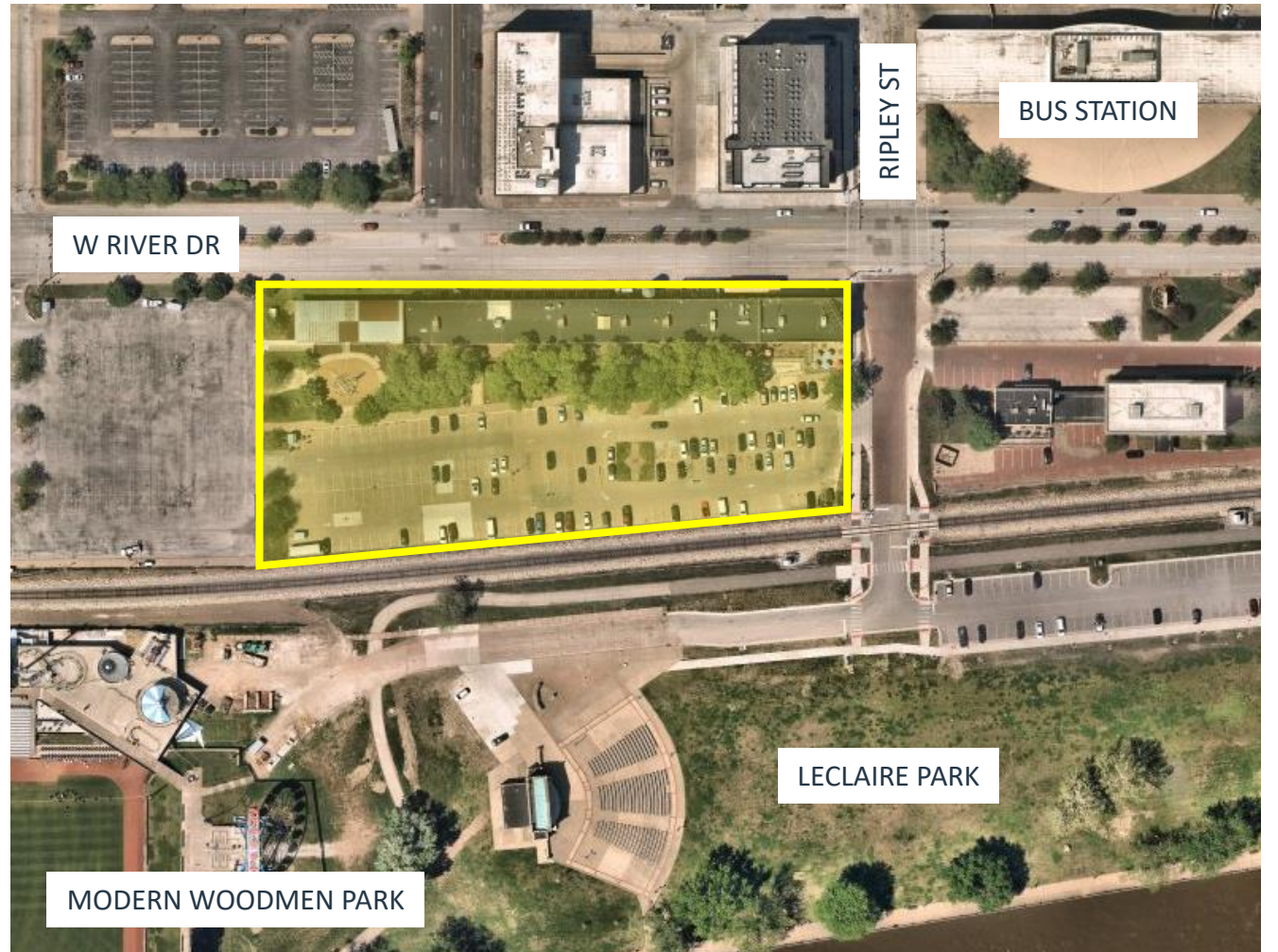
Case DR25-06

Request for Design Approval, C-D Downtown Zoning District;
Exterior improvements to the Freight House at 401 West River
Drive. City of Davenport, petitioner. [Ward 3]

Freight House



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Scope of Work

1. Window replacement.
2. Repair concrete columns.
3. Refurbish wood doors.
4. Replace metal patio door.
5. Repaint handrails.
6. Repair neon lighting.



Replacement Windows

Existing Windows:

- Material: Wood
- Double Hung
- Color: Green
- 3-Over-1 Grid Pattern

Proposed Windows:

- Material: Metal
- Fixed Unit
- Color: TBD
- 3-Over-1 Grid Pattern



Existing Windows

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Existing Windows

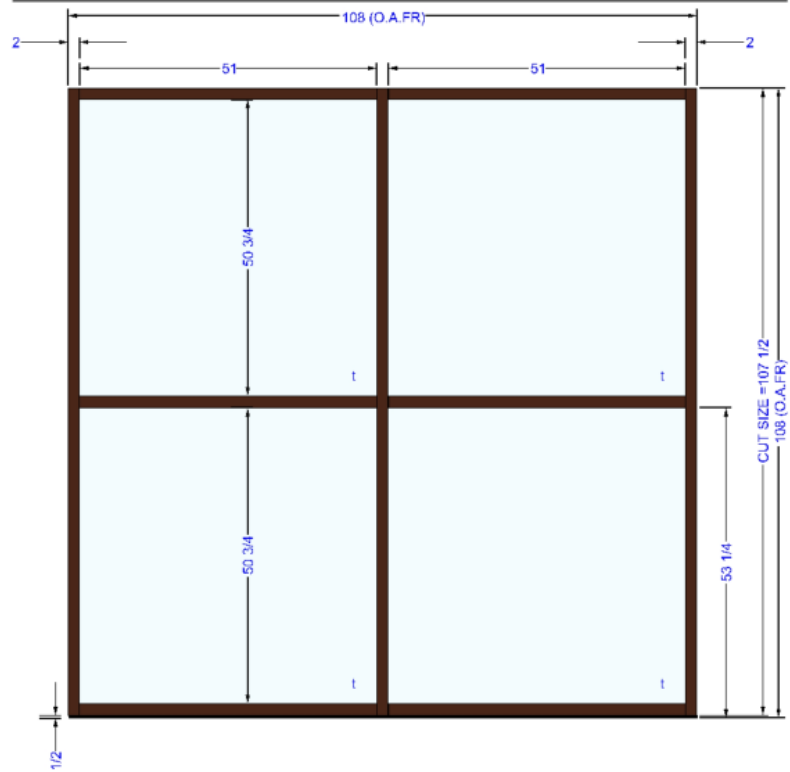
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Storefront Windows

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Project Name: Freighthouse 3/7/2023 2:51 PM
Frame Set Name: Frame Set 1 Frame Name: Frame 1
Metal Group: M451T CG/SS/OG STOPS UP NEW SILL MAGS D/S: 1 Frame Type: Standard
Required: 3 Panels: 2 Rows: 2 Frame Width: 108 Frame Height: 108
Back Member Color: #40 DARK BRONZE : PERMANODIC Face Member Color: #40 DARK BRONZE : PERMANODIC



Window Dimensions: 9' x 9'
Dark Bronze Anodized Aluminum Framing

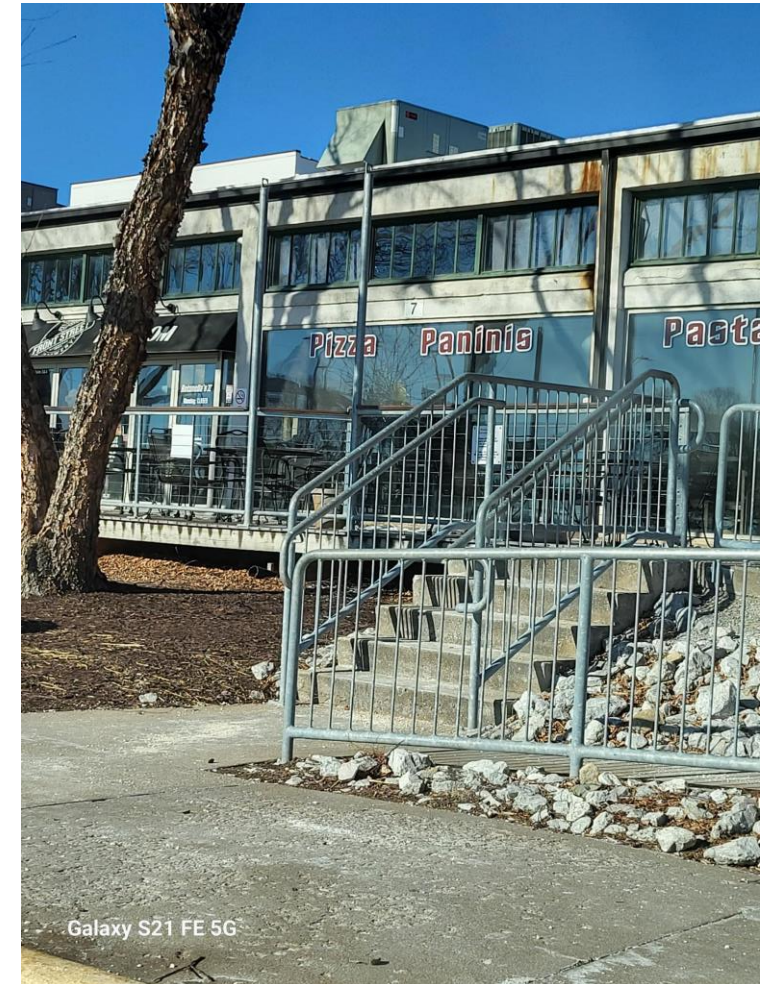


Concrete Columns

- South/River facing façade.
- Storefront windows and doors to remain.
- Replace transom windows.
- Concrete columns and beams to be repaired and repainted.
- Current Color: Off-White



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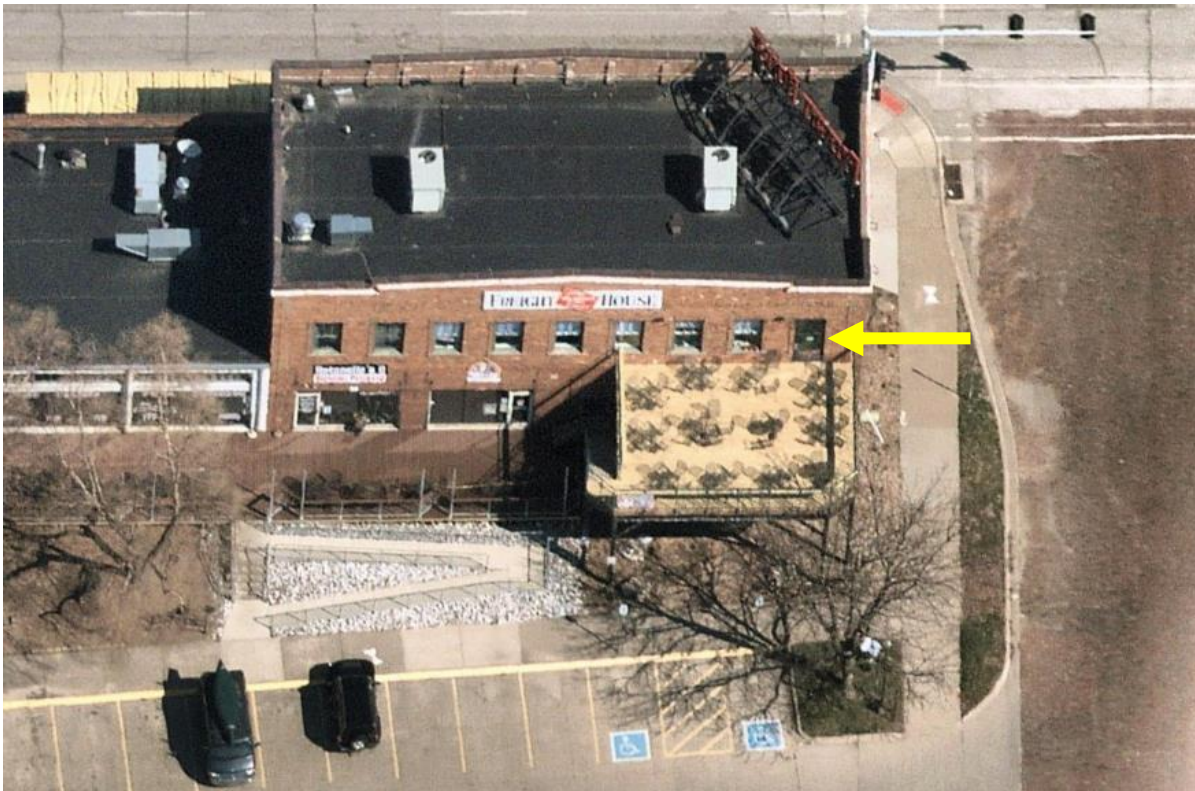
East Elevation Doors

- Refinish wood doors.
- Refurbish & reinstall metal hardware.
- Paint door frame to match the new window color.



Upper Deck Door

- Replace with a matching metal door and grid design.
- Color to match new windows.



Galaxy S21 FE 5G

Paint Upper Deck



Current handrails are green.
Color can be painted to match window trim.

Neon Lighting

- Refurbish neon band/lighting
- Located below the roofline of the 2nd Story.
- Light is currently not operational.
- Compliments roof signage.
- Project to be completed if budge allows.



Color Options

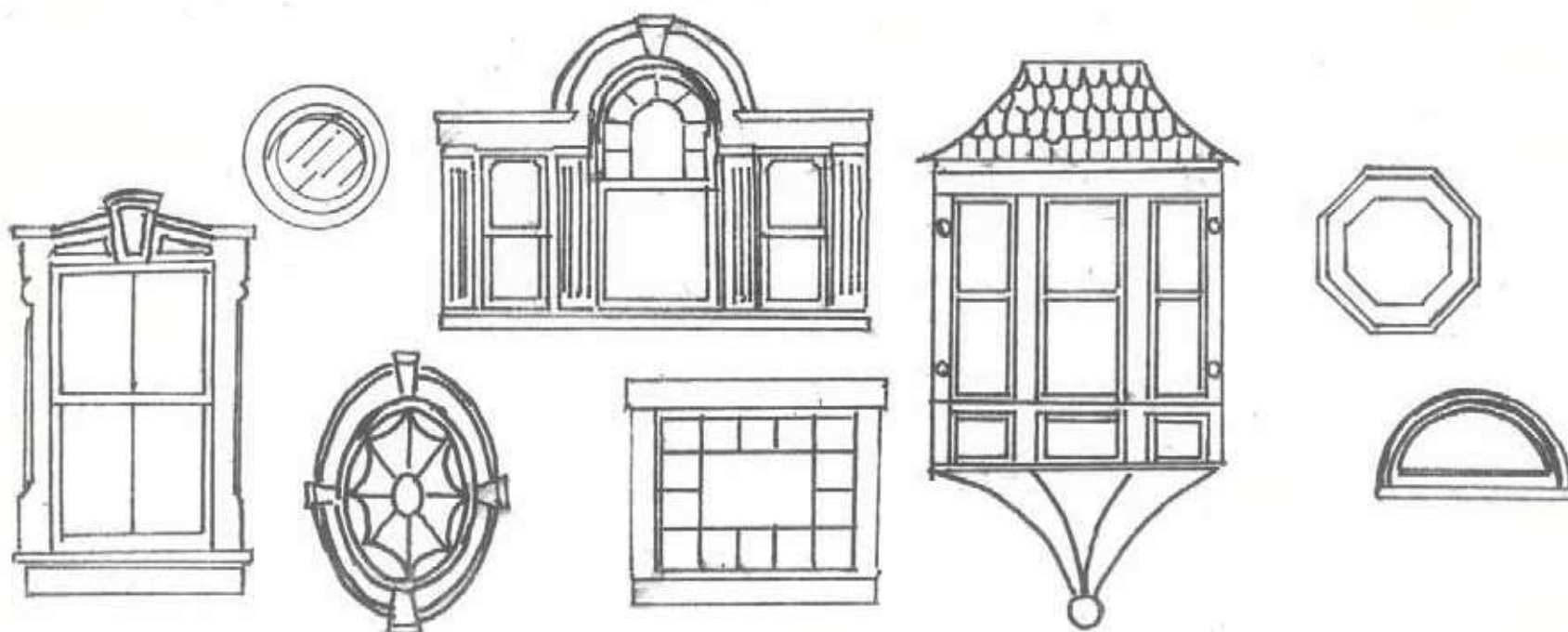
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- Deck & Staircase: Green
- Existing Windows: Green

- Storefront Windows: Dark Bronze
- Gutter System: Dark Bronze



Windows



Windows make an important contribution to the character of a building. Their size, shape, type and ornamentation reflect the building's style. The rhythm created by the placement of windows (either symmetrically or asymmetrically) enhances that architectural style.

Historically, windows served as a functional means of providing light and air circulation within a structure. Over time the development of the glass making process provided for larger panes (or lights) with a variety of hues and textures. During the Victorian era glass making graduated to a fine art. Fancy, beveled, etched, frosted, curved and art (stained) glass embellished many buildings.

The double hung sash is the most common window type. This window has two vertically-movable sections (sash) set in one frame and can feature one or several panes per sash. All windows need regular maintenance. Eventually age and use will make replacement

necessary. Options for repair, rehabilitation or replacement reflect the degree of deterioration.

Often the condition of deteriorated wood windows looks worse than it really is. Years of use, water accumulation and insects can cause deterioration. Windows also often have broken sash cords or sashes that have been painted shut. (These problems can easily be repaired). Generally, the sill and lower rail are in the worst condition as they are the most impacted by water over time. Typically, replacement pieces can be spliced into the old. Also, there are modern epoxies that can repair rotted wood.

If the sashes (the movable parts of a window) are deteriorated but the balance of the window is sound consider just replacing the sash. Several manufacturers provide custom-sized replacement window sashes to match historic window sashes. This can be a very affordable alternative to replacing the entire window unit and maintains the character of the building.

If windows need to be replaced the appropriate replacement window should be carefully considered. These standards allow aluminum and vinyl clad replacement windows as well as wood. Replacement units, however, should maintain the character of the units they are replacing. The replacement window should exactly fit the original opening. Using a smaller "off the shelf" window and filling the balance of the opening with plywood or some other material is not acceptable. Similarly, if the original window had an arched or circular top, the replacement window should have an arched or circular top. Generally the window should also have the same number and arrangement of panes or lights and the lights themselves should have the same proportions. Sometimes manufacturers have snap-on muntins which can be applied to a one over one sash to make it look like a six over one sash, etc. This is acceptable if the muntins and windows look realistic. Window

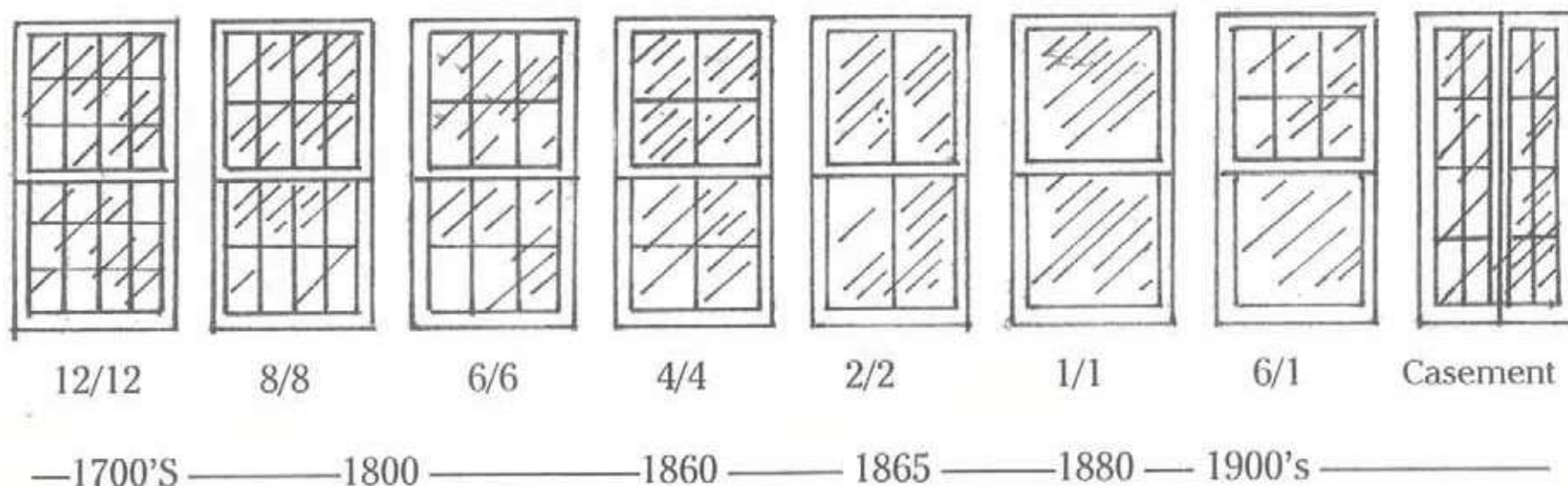
manufacturers can sometimes recreate the exact profile of an historic window. For the purposes of these standards a similar look is all that is required. This includes the use of brick mold when it is appropriate. The appearance of depth commonly associated with historic windows is an important attribute.

Decoration, such as window caps or hoods, are also very important features which should always be preserved.

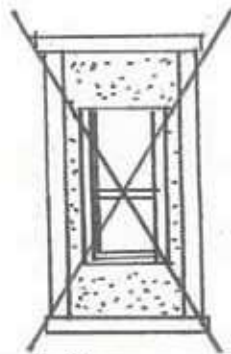
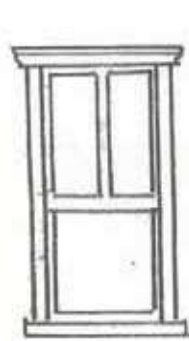
For the purposes of these standards, tinted or mirrored glass should be avoided on older or Victorian style buildings.

With regards to color, wood windows, of course, can be painted in any color. When using aluminum windows, a raw metal finish is not allowed under most circumstances. Many companies have replacement windows available in a range of colors. Darker colors often work better than light.

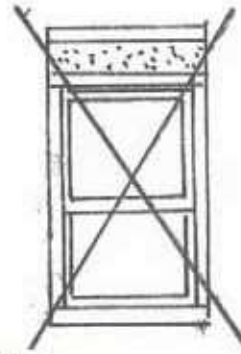
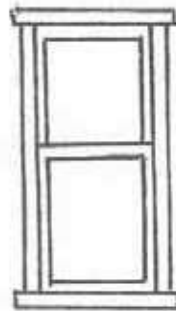
Common Sash Arrangements—Over time manufacturers learned to make larger and larger panes of glass.



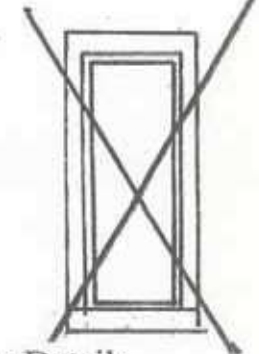
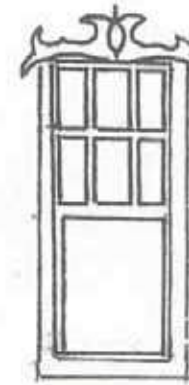
Windows



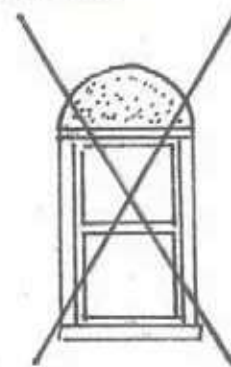
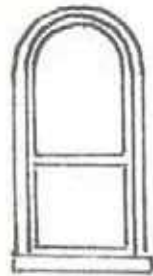
Overall Size



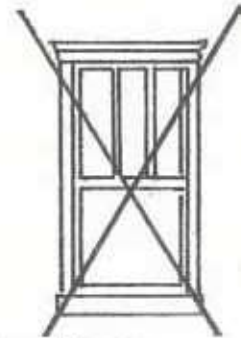
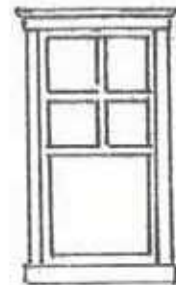
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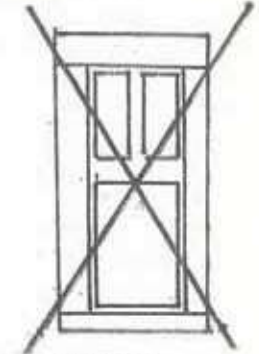
Decorative Details



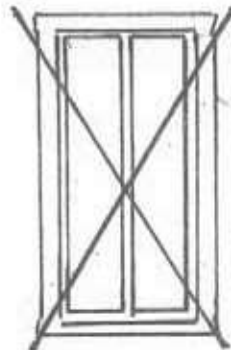
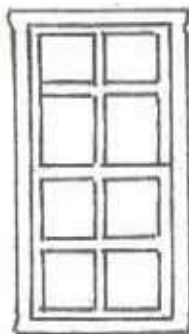
Shape



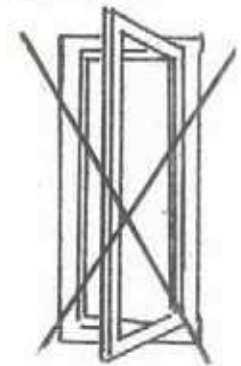
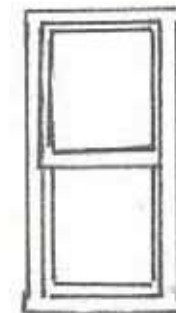
Number of Panes



Component Size



Arrangement of Panes



Type of Operation

These various rules should in most instances apply. There can, however, be exceptions for good cause. The visibility of windows from public streets can be a consideration. The views of street facades are most important. It may, however, make sense to raise a window on the side of a building if it cannot be readily seen by the public and it is necessary to make the kitchen counter layout in a residential loft work. Also, larger windows, even balconies, may in some cases, be appropriate to take advantage of a river view. Design changes of this nature must be part of a sensitive design for the entire building.

Historic Architectural Façade Design

Design Objectives:

Reinforce a sense of historical continuity

Reinforce the unique character of the City of Davenport

Encourage architectural excellence

Require the use of quality building materials

Discussion:

The human scale, high-quality materials and architectural detailing of older building add interest and identity to the downtown environment. Whenever possible, examples of the downtown's traditional commercial, civic and residential architecture should be preserved, renovated and where necessary adapted to new uses.

The renovation and adaptive use of attractive, historic buildings helps create a positive climate for reinvestment and regeneration by strengthening the downtown's market appeal. Renovation of deteriorated buildings, vacant or poorly modernized storefronts helps the downtown overcome any image it may present of neglect and decline, also the renovation of highly visible older buildings can spark regeneration momentum and create an image of change and renewal. Older historic buildings are also useful in that their lower rents allow them to serve as small business incubators. They are also more prone than new structures to develop into the unique shops, restaurants and other uses that bring life to a downtown.

The existing downtown built environment is a product of an evolution that began with the construction of the first building and has continued until the present. The result is a city that is one part Victorian "main street" and one part "big city downtown". The Victorian portions of the downtown generally consists of older historic buildings constructed between 1850 and 1910 (with some exceptions being as late as the 1930's and 1940's), establishes the main form of the downtown. Building heights for these structures typically range between two and four stories. Although built in many sizes, shapes and architectural styles these facades are very similar.

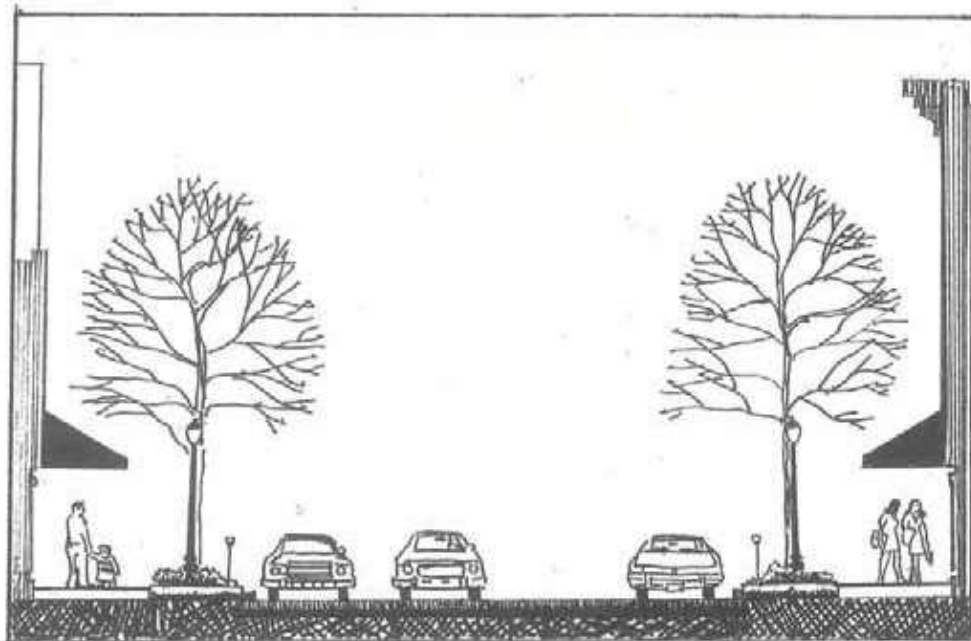
As facades of this type lined both sides of most downtown streets they formed strong blocks, marked by a rhythm of repeating parts. Because it was composed of similar facades, the block had a consistent, organized and coordinated appearance. Facades were related to each other through compatibility in height, width, setback, proportion, proportions of openings, roof forms, composition, rhythm, materials and colors.

In the downtown's main business core buildings can be much taller and more monumental. Beginning with the construction of the Hotel Davenport in 1907, downtown Davenport also began to see the kind of monumental architecture that one might more commonly associate with a much larger city such as a Chicago or a St. Louis. Other structures that followed in this pattern include the Putnam and Parker Buildings (constructed in 1910 and 1920 respectively), the Kahl Building built in 1920, the First National Bank Building in 1923 (now U.S. Bank), the American Commercial and Savings Bank (Davenport Bank Building currently the Wells Fargo Bank Building) built in 1927, the Union Savings Bank and Trust constructed in 1930 (now, the Union Arcade Building), the Mississippi Hotel and RKO Orpheum Theatre in 1931 and finally the Blackhawk Hotel built in 1935. These structures, while often being much taller than their Victorian counterparts still maintained a sense of rhythm and enclosure as they were all constructed immediately behind the sidewalk. Other attributes of downtown architecture that these buildings continued was the use of quality construction materials and rich architectural detailing. (There have been further waves of downtown construction and development. It is the intent of this chapter, however, to focus on structures constructed prior to 1950).

It is the intention of this chapter of these guidelines:

- to strengthen the architectural integrity and design unity of individual facades;
- to create storefronts that add interest, activity, and comfort to the street environment;
- to emphasize compatibility in design, materials and colors to make adjacent buildings appear to the viewer as one unit.

To create a unified block face and organize the variety of architectural styles and details of any given street over time, there must be an understanding of the historic building's design framework. Information regarding the recognition of that framework follows.



One of the most important features of the downtown streetscape is its sense of containment. The facades of the buildings create, what is in effect, an outdoor room, filled with activity.

NR listed National Register DOC
11/14/85 82-110-353 7/28/83

ARCHITECTURAL/HISTORICAL SURVEY

DAVENPORT, IOWA

The Architects Office

Wehner, Nowysz, Pottschull and Pfiffner
901 day building Iowa city Iowa 52240

DAVENPORT COMMUNITY DEVELOPMENT DEPARTMENT
IOWA DIVISION OF HISTORIC PRESERVATION

SITE # 82-10- RP-S102 MAP # 1

HIST. DIST. _____

NAME Chicago, Milwaukee, St. Paul & Pacific (H) C
Freight House

ADDRESS 102 S. Ripley Street

LEGAL DES. Original Town 17
SUB-DIVISION BLOCK PARCEL SUB-PARCEL

UTM 15 7102100101451911110 ACRES 2 ZONE C-4
EASTING NORTHING

OWNER Chicago, Milwaukee, St. Paul & Pacific R.R. Co.
Union Station, 516 W. Jackson Blvd., Chicago, IL

TITLE H. City of Davenport - Levee Comm. 60606
(IF DIFF) of Land (Tract G)



MAP

(See continuation sheet)

SITE SHEET

DESCRIPTION

FORM 2-story office block at one end of long 1-story loading dock CONST. DATE 1917
MATERIALS Concrete floors, columns, brick walls ARCH STYLE
FENESTRATION 3/1 D.H.S. in simple brick surrounds
DIST. FEATURES none of significance
ALTERATIONS none of significance
SITE & RELATED STR. on levee south of Central Business District

STATEMENT

This building is significant chiefly as a well-preserved and still functioning example of its type. The form and plan are wholly typical: 2 story office block at one end of a long, low freight warehouse and loading dock. It is architecture at its most functional, each element appropriate to its use.

ARCHITECTURE

SOURCES

SIGNIFICANCE The C.M., St. P. and P. RR Freight Station is associated with an expansive period in Davenport's railroad freight industry. Because of its central levee location, the freight station chiefly served the city's large retail and wholesale businesses. Freight stations of the CB and Q and CRI and P RR also remain, but do not continue their rail freight uses.

DESCRIPTION The CMSt.P and P freight station was built in 1917 in response to the growing freight traffic in the city before the first world war. Station construction followed erection of the Crescent RR Bridge in 1901 which served the CMSt.P and P RR, as well as the CB and Q RR.

The railroad freight business was a major factor in Davenport's wholesale and retail commercial vitality from the 1890's on. The City's location meant favorable eastern rates and western rates could be used, giving the city a distinct advantage over instate communities.

Siting and design of the freight station demonstrate the functions of such a rail facility. Located between rail siding and the street, cargo could be easily transferred from one transportation system to another.

SOURCES

- * City Directories, 1916-1919
- * Railway Age Gazette (July 20, 1917) p. 127
- * Espenshade, E. B., "Urban Development at the Upper Rapids of the Mississippi," Chicago, Illinois, 1944.
- * Christiansen, Thomas P., "An Industrial History of Scott County, IA." Annals of Iowa (July, 1940)

ARCHITECTURAL HISTORIAN: Martha Bowers HISTORIAN: MARLYS SVENDSEN-ROESLER SURVEY COMP 1981

EVALUATION

ARCHITECTURAL

I. ARCH. EVALUATION Local
 II. ENVIR. STATURE Supportive
 III. INT. OF CONTEXT Poor
 IV. INT. OF FABRIC 1
 LEVEL OF SIGNIFICANCE:
☐ NAT. ☐ STATE ☒ LOCAL ☐ N. ELIG.

HISTORICAL

I. THEME(S) OF SIGNIFICANCE
 A PRIMARY Transportation
 B SECONDARY Railroad
 II. LEVEL OF SIGNIFICANCE
☐ NAT. ☐ STATE ☒ LOCAL
 III. NRHP
 ELIGIBLE ☐ NOT ELIGIBLE ☐

HISTORIC DISTRICT CLASSIFICATION

☐ A ☐ B ☐ C

FOR DIVISION OF HISTORIC PRESERVATION USE ONLY

1. DATE RECEIVED _____
 2. DATE OF STAFF EVALUATION _____
 A ARCHITECTURAL B. HISTORICAL
 ELIGIBLE FOR NRHP ☐ ☐
 NOT ELIGIBLE FOR NRHP ☐ ☐
 3. NRHP ACTION
 A STATE REVIEW COMM. APP. ☐ DISAPP. ☐ TABLED ☐ DATE _____
 B FEDERAL REVIEW APP. ☐ DISAPP. ☐ TABLED ☐ DATE _____
 4. D.H.P. SOURCES
☐ COUNTY RESOURCES ☐ DET. OF ELIGIBILITY
☐ W'SHIELD SURVEY ☐ R. & C. _____
☐ NRHP ☒ DAVENPORT A/H SURVEY
☐ GRANT _____
 5. SUBJECT TRACES
 6. PHOTO
 1604-7,8



Chicago, Milwaukee, St. Paul
and Pacific Railroad Company

RECEIVED FEB 18 1983

516 West Jackson Boulevard
Chicago, Illinois 60606
Phone 312/648-3000

February 15, 1983

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

Re: Statement of Objection to National Register Listing

Dear Dr. Anderson:

I am in receipt of a letter dated January 25, 1983 from Mr. James E. Jacobsen, National Register Coordinator, informing us that Chicago, Milwaukee, St. Paul & Pacific Freight House, Davenport, Iowa, will be considered by the State Review Board for nomination to the National Register of Historic Places. This letter will confirm that Richard B. Ogilvie, Trustee of the property of Chicago, Milwaukee, St. Paul and Pacific Railroad Company, Debtor, is aware that said property which we fully own may be eligible for listing in the National Register of Historic Places. We also recognize that said property is scheduled for nomination at the forthcoming National Register State Review Committee meeting. We are further aware that various property and tax-related benefits are associated with National Register status.

On behalf of Richard B. Ogilvie, Trustee of the property of Chicago, Milwaukee, St. Paul and Pacific Railroad Company, Debtor, I am hereby exercising our right to object to the proposed listing in the National Register of our property located at 102 S. Ripley Street, Davenport, Iowa. I attach my signature along with a notarized signature and seal.

Yours truly,

N. E. Smith

N. E. Smith
Assistant Vice President-Chief Engineer

NES/mef

Subscribed and sworn to before me by *N. E. Smith*,
this 16th day of February, 1983.

James E. Rot

Notary Public in and for the State of Illinois.

My commission expires:

July 17, 1983

IOWA STATE HISTORICAL DEPARTMENT
OFFICE OF HISTORIC PRESERVATION

ADRIAN D. ANDERSON, Executive Director
STATE HISTORIC PRESERVATION OFFICER

RE: Chicago, Milwaukee, St. Paul & Pacific Railroad Freight House
102 S. Ripley
Davenport, Iowa

27 May 1983

Chicago, Milwaukee, St. Paul & Pacific R.R. Co.
Union Station
516 W. Jackson Blvd.
Chicago, Illinois 60606

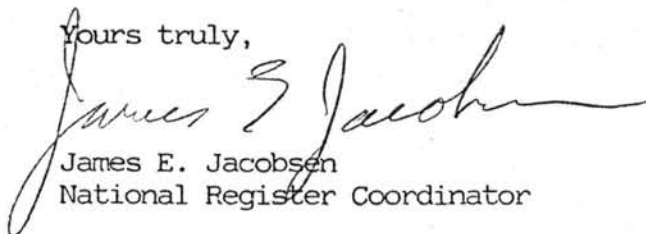
Dear Friends;

The property listed above was approved for submission to the National Park Service for a determination of eligibility for nomination to the National Register of Historic Places by the State Nominations Review Committee at its May 24 meeting.

As I noted in an earlier letter to you, a determination of eligibility is not the same as placement on the National Register. Our Committee can not recommend placement because of owner opposition to such a listing. A determination of eligibility simply means that a property has been deemed eligible and that sufficient documentation has been submitted to support that eligibility. In the event that an owner or a future owner changes his/her mind about listing a property, a determination of eligibility can be readily processed without further action on your or our part into a Registered property.

The National Park Service will have 45 days in which to review and accept this property for DOE status. Our office will submit your property in the very near future, and I will advise you by letter if and when your property is accepted.

Yours truly,



James E. Jacobsen
National Register Coordinator

IOWA STATE HISTORICAL DEPARTMENT
OFFICE OF HISTORIC PRESERVATION

DAVID CROSSON, EXECUTIVE DIRECTOR

~~XX~~
STATE HISTORIC PRESERVATION OFFICER

15 October 1985

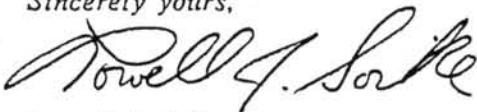
Office of the Keeper of the National Register of Historic Places
National Park Service
Department of the Interior
Washington, DC 20240

Dear Keeper:

The Chicago, Milwaukee, St. Paul and Pacific Freight House, 102 South Ripley Street, Davenport, Scott County, Iowa was determined eligible for nomination to the National Register of Historic Places on 28 July 1983. Because of owner objection, the property could not be listed at that time.

The enclosed certified letter, withdrawing objection to the listing of that property, identifies the new owner and requests immediate listing. I therefore request that this property be listed accordingly.

Sincerely yours,



Lowell J. Soike
Deputy State Historic Preservation Officer

Enclosure

OCT 14 1985

George Gleason Architect
918 East Tenth Street
Davenport, Iowa 52803
(319) 323-9336

September 17, 1985

The Keeper of the National
Register of Historic Places
National Park Service
Department of the Interior
Washington, D.C.

Dear Sir:

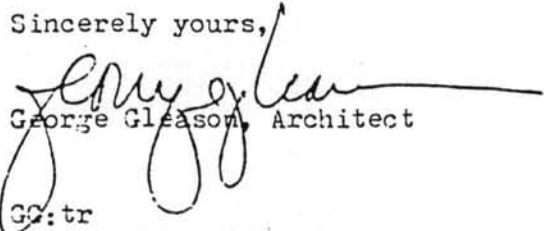
This letter is to inform you of the fact that I am now the owner of the Chicago, Milwaukee, St. Paul and Pacific Freight House located at 102 South Ripley Street, Davenport, Iowa. This building was determined to be eligible for the Register on July 23, 1983.

I am aware of the incentives related to a listing on the National Register and therefore wish to remove the previous objections to listing and hereby approve that the building be entered on the National Register of Historic Places.

Please notify me at your earliest convenience as to the date of listing.

Thank-you

Sincerely yours,


George Gleason, Architect

GG:tr

Kris Hazlett

An Iowa Corporation
Member of the American Institute of Architects



State Historical Department

East 12th and Grand Avenue, Des Moines, Iowa 50319
(515) 281-5111

3 April 1986

The Honorable Patrick J. Deluhery
State Senate
State Capitol
L O C A L

Dear Senator Deluhery:

It is my pleasure to inform you that the following property has been listed on the National Register of Historic Places as of 14 November 1985:

✓ Chicago, Milwaukee, St. Paul and Pacific Freight House (George Gadson)
Davenport, Scott County *102 S. Ripley*

We are delighted to help identify and list Iowa's significant historical, architectural, and archaeological sites on the National Register and appreciate the participation and support of the individuals in your area. National Register listing is a distinct honor not to be taken lightly and reflects highly upon both the historical quality and interest in your district. We commend the participants and welcome future participation.

With all best wishes, I am,

Sincerely,

David Crosson
Executive Director
State Historic Preservation Officer

DC/jr

cc: Mr. George Gadson

**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

Page 1

In 1832 the U.S. government concluded a treaty with the Sauk and Mesquakie tribes that opened to white settlement a 50-mile-wide strip of land on the west side of the Mississippi, between the Yellow River on the north and the Des Moines River on the south. One of the beneficiaries of the Black Hawk Treaty was Antoine LeClaire, a French-Indian trader who acted as interpreter during the treaty negotiations. For his services, LeClaire was granted two tracts of land, one at each end of the Mississippi's Upper Rapids. When land was officially available for purchase, LeClaire acquired additional land adjacent to his lower tract. Three years later, in 1836, LeClaire was one of eight men, among them Indian Agent George Davenport, who laid out the first plat of the future city of Davenport. The town was incorporated by special charter in 1839, and the following year became Scott County seat.

By 1840 there were some 600 people in the new community, most emigrants from Ohio, Pennsylvania and New York. Ten years later, the population had increased threefold, and included the first wave of German immigrants who soon dominated much of Davenport's commercial and social life. By 1860 Davenport's population stood at 11,267, and the once struggling village was well on the way to becoming a major city.

Davenport's early growth was in large part a function of its location. In the city's first decades, the Mississippi was one of the nation's primary transportation routes. Davenport acquired its share of population, goods and merchandise moving west down the Ohio and north from New Orleans and St. Louis. In turn, as settlement in the Iowa interior increased, the city became a logical point from which farmers shipped produce back east. Looking to the future, however, Davenport businessmen, among them Antoine LeClaire, Hiram Price, James Grant and Ambrose Fulton began in the late 1840's to contribute money and time to railroad development: the Chicago, Rock Island Railroad from the east, and the Mississippi and Missouri Railroad west from Davenport to Council Bluffs. The lines were connected by the Mississippi River's first railroad bridge, completed in 1856.

After the Civil War, railroads replaced the rivers as the principal arteries of transportation in the midwest. In Davenport, this development was reflected in the increasing number of rail lines, freight stations and other support structures, and in the gradual reorientation of the central business district, and particularly the hotels, away from the waterfront. With the exception of sawmill owners, for whom the river remained an important aspect of their business, most people in Davenport began to see the Mississippi primarily as a barrier to be crossed. The first railroad bridge was replaced in 1872 with a double deck "combined" bridge (for both rail and wagon traffic) and yet again in 1895, when the U.S. Army Corps of Engineers gave Ralph Modjeski his first major bridge commission. In 1900 the Davenport, Rock Island and Northwestern Railroad built the Crescent Bridge, subsequently acquired by the Chicago, Milwaukee and St. Paul, and the Chicago, Burlington and Quincy Railroads, bringing the latter line to the city for the first time.

City of Davenport

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

Action / Date
2/24/2025

Subject:
Election of Chairperson

Recommendation:
Nominate and elect a Chairperson.

Background:

The Bylaws and Rules of Procedure for the Design Review Board state, "The Chairperson of the Board shall be elected at the Annual Meeting of the Board and shall hold office for one year or until his/her successor is elected."

The election of a Chairperson is to take place at the January Board meeting each year. However, due to the absence of several Board Members at the January meeting, the election was tabled to facilitate greater participation at the February meeting.

The following responsibilities apply to the role of Chairperson:

1. The Chairperson shall preside at all meetings of the Board.
2. The Chairperson shall have general charge of the business of the Board.
3. The Chairperson shall appoint all committees.
4. The Chairperson shall perform such other duties as are usually exercised by the Chairperson of a Board or as specifically authorized by the Board.

Attachments:

1. Design Review Board Bylaws

**BYLAWS AND RULES OF PROCEDURE
DESIGN REVIEW BOARD
CITY OF DAVENPORT, IOWA**

Adopted 2-22-2021

Section 1.0 Officers.

1.1 Offices.

1.1.a Chairperson

- 1) The position of Chairperson is hereby established.
- 2) The Chairperson shall preside at all meetings of the Board.
- 3) The Chairperson shall have general charge of the business of the Board.
- 4) The Chairperson shall appoint all committees.
- 5) The Chairperson shall perform such other duties as are usually exercised by the Chairperson of a Board or as specifically authorized by the Board.

1.1.b Vice-Chairperson

- 1) The position of Vice-Chairperson is hereby established.
- 2) The Vice-Chairperson shall act in the capacity of Chairperson in the absence of the Chairperson.
- 3) In the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Board shall elect a successor to the office of Vice-Chairperson for the unexpired term.

1.1.c Temporary Chairperson

- 1) In the absence of both the Chairperson and Vice-Chairperson, a temporary Chairperson temporary shall preside over meetings.

1.1.d Secretary

- 1) City staff designated by the Director of the Department of Development & Neighborhood Services shall provide staff support to the Board. The Board may assign the Secretary other duties and responsibilities at its discretion.

- 1.2 Election of Officers and appointment of committees.
 - 1.2.a. The Chairperson of the Board shall be elected at the Annual Meeting of the Board and shall hold office for one year or until his/her successor is elected.
 - 1.2.b The Vice-Chairperson shall be elected at the Annual Meeting of the Board immediately after the election of the Chairperson and shall hold office for one year or until his/her successor is elected.
 - 1.2.c In the absence of both the Chairperson and Vice-Chairperson, a temporary Chairperson shall be elected and shall hold office for the remainder of the meeting.

Section 2.0 Meetings.

- 2.1 Regular Meetings.
 - 2.1.a The Annual Meeting for the election of Officers of the Board shall be held at the January Board meeting each year.
 - 2.1.b The regular monthly meetings of the Board shall be held on Mondays beginning at 5:00 p.m. Meetings are generally the fourth Monday of each month; however, variations may occur due to holidays. The upcoming yearly meeting calendar shall be presented at the December Board meeting each year.
 - 2.1.c All Regular Meetings shall be held at the City Hall Council Chambers 226 West 4th Street, unless otherwise specified.
- 2.2 Special Meetings.
 - 2.2.a Special Meetings may be called by the Chairperson and held at any time or place.
 - 2.2.b A special meeting may also be called at the request, in writing, of any three or more Board members. If the chairperson fails to comply with such request, said members shall call such meeting.
- 2.3 Notice of Meetings.
 - 2.3.a The Board Secretary shall file with the Deputy City Clerk the time and place of all Board meetings, together with a copy of the Agenda and previous minutes at least twenty-four hours in advance of the meeting.

2.3.b Notice of Meetings shall include the time and place and business to be transacted and shall be distributed to each member of the Board at the address given the Board at least twenty-four hours before, any meeting.

2.4 Quorum.

2.4.a Roll call of members shall start each Board meeting.

2.4.b The presence of a majority of the official members of the board shall constitute a quorum to legally transact board business.

2.4.c Without a quorum, no business will be transacted and no official action on any matter will take place.

2.5 Order of Business: Agenda

1) Call to Order

2) Approval of Minutes

3) Old Business

4) New Business

5) General Discussion

6) Public Comment

7) Adjournment

2.6 Voting.

2.6.a Voting will be by voice roll call, called by the Secretary, and will be recorded by yes, no, or abstain.

2.6.b All members of the Board, including the Chairperson, are required to cast a vote upon each motion.

2.6.c A member may abstain, if the member believes there is a conflict of interest, as provided for in Subsection 3.7.

2.6.d Members shall be physically present at the meeting in order to exercise their vote. Proxy voting, mail voting or telephone voting are prohibited.

2.6.e The affirmative vote of a majority of those members voting shall be required for the exercise of powers or functions conferred or imposed

on the Board, but less than a quorum of the members may meet and adjourn from time to time until a quorum is present.

2.7 Conflict of Interest.

A member of the Board must abstain from participating in a matter before the Board 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 Board shall declare their conflict or appearance of impropriety as soon as the matter comes before the Board for discussion or as soon thereafter as the member becomes aware of the appearance of impropriety or conflict. Thereafter, the member shall take no part in the discussion or vote on the matter.

Section 3.0 Meeting Attendance.

- 3.1 All members of the Board are expected to attend all meetings.
- 3.2 Prior to any scheduled Board meeting, members shall notify the Board Secretary regarding excused absences. Excused absences include, but not be limited to, death, illness, or being out of the city.

Section 4.0 Communications.

- 4.1 No member of the Board is qualified to speak for the Board or to give public expression of the opinion, attitude or action of the Board on any matter, unless specifically directed to do so by resolution of the Board. The right of a member of the Board as a citizen to his/her personal opinion, written or spoken, is not hereby denied.
- 4.2 No member shall attend private meetings whose principal purpose is to discuss business that is or may be before the Board, unless such attendance is approved by the Board prior to the meeting.
- 4.3 No member shall participate in ex-parte communication on any issue pending before the Board. Ex parte means communication between a Board member(s) and another Board member(s) and/or a party or third person outside of duly scheduled meetings on an issue pending before the Board.
- 4.4 Any written communication to a Board member will be reported and presented to the entire Board and shall be included in the public record.

Section 5.0 Committees.

- 5.1 The Chairperson may, from time to time, appoint committees to assist staff in the development of design standards, preparation of planning studies, review of best practices, etc.

Section 6.0 New Board Member Orientation.

- 6.1 Newly appointed Board Members shall be provided the opportunity to meet with the City staff, and other Board members at least one week before their first scheduled regular meeting for purpose of orientation.

Section 7.0 Rules of Order.

- 7.1 Parliamentary Procedure.

Roberts Rules of Order, Revised, will serve as a guide for the Board meetings in all cases where these rules do not provide for the procedures to be followed.

- 7.2 Amendments to bylaws and rules of procedure.

The official bylaws and rules of procedure may be amended at any regular or special meeting.

City of Davenport

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

Action / Date
2/24/2025

Subject:
Election of Vice-Chairperson

Recommendation:
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DESIGN REVIEW BOARD
CITY OF DAVENPORT, IOWA**

Adopted 2-22-2021

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- 1) The position of Chairperson is hereby established.
- 2) The Chairperson shall preside at all meetings of the Board.
- 3) The Chairperson shall have general charge of the business of the Board.
- 4) The Chairperson shall appoint all committees.
- 5) The Chairperson shall perform such other duties as are usually exercised by the Chairperson of a Board or as specifically authorized by the Board.

1.1.b Vice-Chairperson

- 1) The position of Vice-Chairperson is hereby established.
- 2) The Vice-Chairperson shall act in the capacity of Chairperson in the absence of the Chairperson.
- 3) In the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Board shall elect a successor to the office of Vice-Chairperson for the unexpired term.

1.1.c Temporary Chairperson

- 1) In the absence of both the Chairperson and Vice-Chairperson, a temporary Chairperson temporary shall preside over meetings.

1.1.d Secretary

- 1) City staff designated by the Director of the Department of Development & Neighborhood Services shall provide staff support to the Board. The Board may assign the Secretary other duties and responsibilities at its discretion.

- 1.2 Election of Officers and appointment of committees.
 - 1.2.a. The Chairperson of the Board shall be elected at the Annual Meeting of the Board and shall hold office for one year or until his/her successor is elected.
 - 1.2.b The Vice-Chairperson shall be elected at the Annual Meeting of the Board immediately after the election of the Chairperson and shall hold office for one year or until his/her successor is elected.
 - 1.2.c In the absence of both the Chairperson and Vice-Chairperson, a temporary Chairperson shall be elected and shall hold office for the remainder of the meeting.

Section 2.0 Meetings.

- 2.1 Regular Meetings.
 - 2.1.a The Annual Meeting for the election of Officers of the Board shall be held at the January Board meeting each year.
 - 2.1.b The regular monthly meetings of the Board shall be held on Mondays beginning at 5:00 p.m. Meetings are generally the fourth Monday of each month; however, variations may occur due to holidays. The upcoming yearly meeting calendar shall be presented at the December Board meeting each year.
 - 2.1.c All Regular Meetings shall be held at the City Hall Council Chambers 226 West 4th Street, unless otherwise specified.
- 2.2 Special Meetings.
 - 2.2.a Special Meetings may be called by the Chairperson and held at any time or place.
 - 2.2.b A special meeting may also be called at the request, in writing, of any three or more Board members. If the chairperson fails to comply with such request, said members shall call such meeting.
- 2.3 Notice of Meetings.
 - 2.3.a The Board Secretary shall file with the Deputy City Clerk the time and place of all Board meetings, together with a copy of the Agenda and previous minutes at least twenty-four hours in advance of the meeting.

2.3.b Notice of Meetings shall include the time and place and business to be transacted and shall be distributed to each member of the Board at the address given the Board at least twenty-four hours before, any meeting.

2.4 Quorum.

2.4.a Roll call of members shall start each Board meeting.

2.4.b The presence of a majority of the official members of the board shall constitute a quorum to legally transact board business.

2.4.c Without a quorum, no business will be transacted and no official action on any matter will take place.

2.5 Order of Business: Agenda

1) Call to Order

2) Approval of Minutes

3) Old Business

4) New Business

5) General Discussion

6) Public Comment

7) Adjournment

2.6 Voting.

2.6.a Voting will be by voice roll call, called by the Secretary, and will be recorded by yes, no, or abstain.

2.6.b All members of the Board, including the Chairperson, are required to cast a vote upon each motion.

2.6.c A member may abstain, if the member believes there is a conflict of interest, as provided for in Subsection 3.7.

2.6.d Members shall be physically present at the meeting in order to exercise their vote. Proxy voting, mail voting or telephone voting are prohibited.

2.6.e The affirmative vote of a majority of those members voting shall be required for the exercise of powers or functions conferred or imposed

on the Board, but less than a quorum of the members may meet and adjourn from time to time until a quorum is present.

2.7 Conflict of Interest.

A member of the Board must abstain from participating in a matter before the Board 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 Board shall declare their conflict or appearance of impropriety as soon as the matter comes before the Board for discussion or as soon thereafter as the member becomes aware of the appearance of impropriety or conflict. Thereafter, the member shall take no part in the discussion or vote on the matter.

Section 3.0 Meeting Attendance.

- 3.1 All members of the Board are expected to attend all meetings.
- 3.2 Prior to any scheduled Board meeting, members shall notify the Board Secretary regarding excused absences. Excused absences include, but not be limited to, death, illness, or being out of the city.

Section 4.0 Communications.

- 4.1 No member of the Board is qualified to speak for the Board or to give public expression of the opinion, attitude or action of the Board on any matter, unless specifically directed to do so by resolution of the Board. The right of a member of the Board as a citizen to his/her personal opinion, written or spoken, is not hereby denied.
- 4.2 No member shall attend private meetings whose principal purpose is to discuss business that is or may be before the Board, unless such attendance is approved by the Board prior to the meeting.
- 4.3 No member shall participate in ex-parte communication on any issue pending before the Board. Ex parte means communication between a Board member(s) and another Board member(s) and/or a party or third person outside of duly scheduled meetings on an issue pending before the Board.
- 4.4 Any written communication to a Board member will be reported and presented to the entire Board and shall be included in the public record.

Section 5.0 Committees.

- 5.1 The Chairperson may, from time to time, appoint committees to assist staff in the development of design standards, preparation of planning studies, review of best practices, etc.

Section 6.0 New Board Member Orientation.

- 6.1 Newly appointed Board Members shall be provided the opportunity to meet with the City staff, and other Board members at least one week before their first scheduled regular meeting for purpose of orientation.

Section 7.0 Rules of Order.

- 7.1 Parliamentary Procedure.

Roberts Rules of Order, Revised, will serve as a guide for the Board meetings in all cases where these rules do not provide for the procedures to be followed.

- 7.2 Amendments to bylaws and rules of procedure.

The official bylaws and rules of procedure may be amended at any regular or special meeting.