

DESIGN REVIEW BOARD MEETING

CITY OF DAVENPORT, IOWA

Monday, April 27, 2026; 5:00 PM

City Hall | 226 West 4th Street | Council Chambers

- I. Call to Order
- II. Secretary's Report
 1. Consideration of the March 23, 2026 meeting minutes.
- III. Old Business
- IV. New Business
 1. Case DR26-03: Request for Design Approval, C-D Downtown Zoning District. Reconstruction of the east parapet wall and exterior painting at 400 Main Street. Bi-State Masonry Inc., petitioner. [Ward 3]
 2. Election of Chairperson
 3. Election of Vice-Chairperson
- V. Public Comment
- VI. Adjournment
- VII. Next Meeting: May 26, 2026

City of Davenport

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

Action / Date
4/27/2026

Subject:
Consideration of the March 23, 2026 meeting minutes.

Recommendation:
Approve the minutes.

Background:
The March 23, 2026 meeting minutes are attached.

Attachments:
1. Meeting Minutes 3-23-2026

MINUTES

DESIGN REVIEW BOARD MEETING

CITY OF DAVENPORT, IOWA

Monday, March 23, 2026; 5:00 PM

Davenport Police Department | 416 N Harrison Street | Community Room

I. Call to Order

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

II. Secretary's Report

1. Consideration of the November 24, 2025 meeting minutes.

Motion by Tylka, seconded by Anderson, to approve the November 24, 2025 meeting minutes. Motion to approve was unanimous by voice vote (7-0).

III. Old Business

1. Case DR25-08: Request for Design Review, C-V Village of East Davenport Zoning District; revision on South elevation for facade improvements to The Village Theatre located at 2113 East 11th Street. Streamline Architects, petitioner, on behalf of Heights Holdings LLC. [Ward 5]

Staff presented an overview of the amendment request. Staff recommend the amendment for case DR25-08 be approved in accordance with the submitted work write-up and materials. The Board asked why the applicant was changing the exterior color. Applicant states it's the factory color of the siding. Board Member Molacek will abstain due to a conflict of interest.

Motion by Tylka, seconded by Anderson, to approve Case DR25-08 in accordance with the submitted work write-up and materials. Motion was approved by a roll call vote (6-0-1).

IV. New Business

1. Case DR26-01: Request for Design Review, C-E Elmore Zoning District; construct Stuff Etc. located at Jersey Farms Commercial Park 2nd Addition Lot 1. MGNS LLC petitioner. [Ward 8]

Staff provided an overview of the request. Staff recommends the Board hold discussion and provide feedback for Case DR26-01 color, materials, and site design.

The Board was asked by Staff to make three decisions, whether the character of the construction should be evaluated as sub-area Retail Infill or Master Planned Mixed Use Development, what is the appropriate site plan per the sub-area selected, and review façade materials in accordance to the Elmore Corners Area Plan. The Applicant had multiple representatives from the development team in attendance.

Staff gave an overview of sub-areas Retail Infill and Master Planned Mixed Use Development. The development team gave a statement encouraging the Board to select Retail Infill. The Board discussed how the sub-areas change the way they view the site plan for the proposal. And how future character of Elmore Corners would be impacted by their decision today. The Board decided that the development should fall under Retail Infill as it best fits the development, and the area can be reasonably understood as transitioning from standalone retail locations like Walmart in the South and to planned mixed-use developments in the North.

Next, staff gave an overview of sub-areas criteria for the site plan. The development team continued to encourage the Board to view the project as retail infill. The development team informed that the proposed access onto Elmore Avenue had been removed. City Engineering Department declined access onto Elmore Ave due to safety considerations. Access to the property will only be from the southern private access road and future cross connections. The Board approved of the site plan and moved onto the façade and building composition.

Finally, staff gave an overview of Elmore Corners Area Plan requirements for façade and building composition. The development team showed the commission material samples for all facades. They showed the Butler Manufacturing Shadow wall corrugated metal panel, concrete siding for the primary façade, and stone for the foundation. The Board discussed the West façade, primary façade, and stated they are satisfied with it. The Board discussed the East façade and are satisfied leaving it without decoration. The Board is concerned that the North and South elevations are underserved since the development won't have access onto Elmore, and that the Elmore Corners Area Plan calls for four-sided architecture for freestanding commercial buildings. The development team cautioned the Board, stating that too much façade treatment could derail the project due to unanticipated costs. The Board stated there are clever solutions with lights and concrete siding they could use. The Board stated they are ready to render a decision.

Board Member Tylka lays out her motion. Tylka motions that the Board Approve of Case DR26-01 with the following findings and listed conditions: Case DR26-01 is development in retail infill sub-area and approved with the condition that the Applicant work with staff to soften the North and South elevation, bridge to premium design materials for the North and South elevations, and prepare for future developments in the North and South part of the development. The Board directs staff to fulfill the spirit of the Board's wishes when administering permit review.

The motion was seconded by Paone. Motion was approved by a roll call vote (7-0).

2. Case DR26-02: Request for Design Review, C-D Downtown Zoning District; build flood protections for Union Station. 102 S. Harrison St. City of Davenport, petitioner. [Ward 3]

Staff provided an overview of the request. Staff recommend Case DR26-02 be approved in accordance with the submitted work write-up and materials. A representative of the applicant is in attendance. The Board asked why the floodwall wouldn't cover the entire property. The representative stated the City plans on using HESCO barriers where the floodwall doesn't protect.

Motion by Tylka, seconded by Anderson, to approve Case DR26-03 in accordance with the submitted work write-up and materials. Motion was approved by a roll call vote (7-0).

3. Election of Chairperson

The Board asked if they could delay elections and wait for their new member. Staff affirmed they can.

Motion by Tylka, seconded by Anderson, to Table elections for the next meeting. Motion was approved by roll call vote (7-0).

4. Election of Vice-Chairperson

Motion by Tylka, seconded by Anderson, to Table elections for the next meeting. Motion was approved by voice vote (7-0).

V. Public Comment

VI. Adjournment

Motion by Tylka, seconded by Anderson, to adjourn the meeting. Meeting adjourned at 6:38 pm.

VII. Next Meeting: April 27, 2026

City of Davenport

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

Action / Date
4/27/2026

Subject:

Case DR26-03: Request for Design Approval, C-D Downtown Zoning District. Reconstruction of the east parapet wall and exterior painting at 400 Main Street. Bi-State Masonry Inc., petitioner. [Ward 3]

Recommendation:

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

Background:

Design Request:

The applicant is requesting approval for reconstruction of the parapet wall and exterior improvements at the commercial building located at 400 Main Street. The proposed work addresses deterioration of the parapet and includes repainting of a portion of the building to improve overall appearance and protect existing materials.

Building Description and Historic Context:

The subject property, historically known as the Dempsey Hotel and Annex, is a three-story Prairie Style masonry building constructed in 1913, with a north addition completed in 1914. The building was designed by architect Arthur H. Ebeling and reflects early 20th-century commercial hotel architecture in downtown Davenport. In addition, the building is listed as a contributing structure in the Davenport Commercial Historic District.

The structure features a brick façade with a stone foundation, vertical brick piers with geometric stone detailing at the first story, and upper-story piers that frame window openings with stone sill and lintel courses. The façade exhibits horizontal emphasis characteristic of the Prairie Style and is asymmetrical due to the 1914 addition. While the original overhanging cornice has been removed, the parapet remains a defining feature of the building's roofline.

Scope of Work:

The reconstruction of the parapet wall includes the following components:

1. Removal of deteriorated portions of the existing parapet wall.
2. Reconstruction of the parapet using masonry materials compatible with the historic structure.
3. Installation of new brick and associated masonry elements to match existing conditions.
4. Structural stabilization as necessary.

Painting the north elevation encompasses the following scope:

1. The applicant proposes to paint the north elevation of the building using Sherwin-Williams "Cobble Brown".

2. The north elevation has been previously painted and is currently in a state of deterioration, with visible wear and degradation of the existing coating.

Staff Review:

Maintaining the parapet's original height and profile is critical, as it continues to define the building's silhouette despite the loss of the historic cornice. The reconstruction of the parapet is appropriate and necessary to maintain the structural integrity and historic character of the building. The existing banding is understood to be a remnant from the removal of the historic cornice, and the parged surface area is believed to have contributed to continued deterioration of the facade over time. Rather than attempting to replicate a lost historic feature, the applicant proposes a simplified, uniform brick facade treatment that reflects both practical considerations and cost efficiency. Retaining a consistent parapet height and profile remains important, as it continues to define the building's overall silhouette following the loss of the original cornice.

Regarding the proposed painting, unpainted masonry is generally preferred for historic buildings. However, the north elevation has previously been painted. Therefore, the proposed work is more appropriately characterized as routine maintenance rather than an alteration of original materials. The selected color, Sherwin-Williams "Cobble Brown," is a muted, earth-toned finish that is generally compatible with historic masonry structures. Staff recommends that appropriate surface preparation be undertaken prior to application to address existing deterioration and to ensure the longevity of the new coating.

Downtown Design Guidelines:

The Downtown Design Guidelines recommend the following objectives:

1. The goal of these standards, as they relate to older historic buildings, is not to prevent change, nor is it necessary to return a facade to its original appearance. Rather the goal is to encourage sensitive and appropriate change when restoration occurs.
2. Maintain and protect character-defining elements of historic buildings, including rooflines, parapets, cornices (where extant), masonry detailing, and overall façade composition.
3. Encourage the preservation and repair of original masonry and architectural features whenever feasible, with reconstruction limited to deteriorated or missing elements based on historic precedent.
4. New work should match or be compatible with existing historic materials in color, scale, texture, and workmanship to ensure continuity with the original building fabric.
5. Preserve unpainted historic masonry where it exists, while allowing maintenance or repainting of previously altered or painted surfaces when deterioration is present, provided moisture and long-term material impacts are addressed.

Attachments:

1. Application
2. Background Material & Photos
3. Davenport Commercial Historic District Survey

4. Downtown Design Guidelines: Historic Architectural Facade Design
5. Downtown Design Guidelines: Maintenance and Materials
6. Downtown Design Guidelines: Facade Change as Evolution



4900 8th Avenue
East Moline, IL 61244
Phone: (309) 786-8800
Fax: (309) 786-8801

Date: April 17, 2026
26024 Executive Square 400 Main LLC.-CO Parapet
Rebuild JMS

Proposal Submitted to:

400 Main St. LLC.
2019 East 12th st.
Davenport, IA 52803

Project Location:

Executive Square
400 Main St.
Davenport, IA

Project Contact:

Chris Schneider
309-236-5489

**We hereby propose to furnish all labor, equipment, materials, supervision,
And insurance necessary for the completion of the work described below.**

East Elevation Parapet Rebuild:

- Remove 425 SF of Masonry from 2nd story window head to stone coping (3 wythes).
- Rebuild wall using 8" CMU as backup and brick facing to match existing as close as possible in color, texture, and size.
- Coping stones to be removed and salvaged for re-installation.



Respectfully submitted,

Chris Belser
Bi-State Masonry Inc.
C. (563) 563-529-4951
E. [REDACTED]

Note -- This proposal may be withdrawn by Bi-State Masonry if not accepted within 60 days

ACCEPTANCE OF PROPOSAL

Any alteration or deviation from above specifications involving extra costs will be executed as a Change Order and will be added to the contract amount stated above. Issuance of Sub-Contract for pricing listed above constitutes acceptance of specified scope of work as listed above. Additional scope of work that may be added via Sub-Contract language shall be charged as a Change Order. All materials to be used shall be chosen from supplied list in specifications or approved equals. Masonry materials shall be from manufacturers' current standard stock material. Material samples shall be submitted for approvals prior to ordering if requested. No hot/cold weather provisions or protection from the elements are included in this proposal unless stated otherwise. We are a Merit Shop. No provisions for Davis-Bacon or Prevailing Wage Labor Rate Determinations have been included in our proposal unless stated elsewhere. All agreements are contingent upon strikes, accidents, or delays beyond our control. Applicable taxes shall be added as required. All payments will be Net 30 Days unless otherwise stated or agreed upon. Balances over 30 days are subject to a finance charge of 1.5% per month or the maximum rate allowed by law. The undersigned, responsible party agrees to be personally responsible for all charges. If, at any time or for any reason, the undersigned is unable to pay for services when due, the undersigned agrees to pay and authorizes Bi-State Masonry, Inc., to bill their finance charges as described above. In the event it becomes necessary for Bi-State Masonry, Inc. to incur collections costs or institute suit to collect any amount due under this agreement, the undersigned also agrees to pay collection fees and expenses, including reasonable attorneys' fees and court costs, plus all legal fee is incurred for collection, and submits them to jurisdiction and venue in Rock Island County, IL.

Note -- This proposal may be withdrawn by Bi-State Masonry if not accepted within 30 days

Print Name:

Company:

Signature:

Date:





Repair Area

Belden Brick
923-926 Matt
Standard Size



923-926 Matt



Type	Face
Color	Gray
Texture	Matt
Plant	Plant 8
Manufacturing Method	Extruded

Sizes

Sizes	Width	Height	Length	Unit/Sq Ft
Modular	3 5/8" 92mm	2 1/4" 57mm	7 5/8" 194mm	6.86
Standard	3 5/8" 92mm	2 1/4" 57mm	8" 203mm	6.55
Norman	3 5/8" 92mm	2 1/4" 57mm	11 5/8" 295mm	4.57

Specs

Standards / Value	FACE BRICK C216	FBS
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Size	
Avg. Comp. (PSI)	19,030
Avg. 24 Hr. Cold Water Absor.	4.00
Avg. 5 Hr. Boil Absor.	5.20
Avg. Saturation Coeff.	0.77
Avg. Initial Rate Absor.	8.40
Test Report	Download

Cleaning Recommendation Belden Brick recommends using [Vanatrol®](#) to clean this product. Alternatively, [EaCo Chem NMD 80®](#) can be used to clean any of our brick.



SHERWIN-WILLIAMS

What can we help you find?



0 - \$0.00

Paints & Supplies Find Color Project Center For Pros Special Offers

Color > Orange Paint Colors > SW 6082 Cobble Brown

SW 6078

SW 6079

SW 6080

SW 9084

SW 6081

SW 6082

SW 6083

SAVE

SW 6082

Cobble Brown

FULL DETAILS

Sample this color:

FREE Color Chip

Paint Sample

Or, shop paint:

Interior Paint

Exterior Paint

Feedback

400 Main Street



Design Request



**Reconstruct East
Parapet Wall**



Repaint North Facade

East Parapet Wall

Scope of Work:

1. Remove masonry above window head to coping.
2. Rebuild wall using CMU as backup with brick facing to match existing.
3. Coping stones to be removed, salvaged, and reinstalled.



East Parapet Wall

- The building originally featured a wide overhanging cornice supported by oversized brackets.
- The existing cream-colored plaster band is a remnant of this former architectural element.
- This area has contributed to deterioration, necessitating reconstruction of the wall.
- The owner proposes to rebuild the wall without reinstating the feature to achieve a more uniform appearance while addressing practical and cost considerations.



East Parapet Wall: Replacement Brick

DAVENPORT
IOWA | USA



Repaint North Facade







SW 6082

Cobble Brown

Davenport Downtown Commercial Historic District

Scott, Iowa

Name of Property _____ County and State _____

			columns supporting a stone pediment, and large arched windows with muntins forming patterns, and smaller rectangular windows on the top story, under the wide overhang of the deep cornice.	Davenport businessmen subscribed, including W.D. Petersen, W.C. Putnam, C.A. Ficke, and George M. Bechtel. The commercial club became the chamber of commerce. Other fraternal groups also used the club rooms.	
67	418 Main St.* (408-410 Main St.) LeClaire's 1st Add Block: 046 Lot 3; & S 10' Lot 4 (*now combined by assessor with 400 Main St.)	1913, 1914 addition (A 1905) Dempsey Hotel and Annex 	<i>Arthur H. Ebeling, architect; Central Engineering Co., general contractor</i> Prairie Style 3-story masonry hotel designed by Davenport architect Arthur H. Ebeling. Brick façade has stone foundation, brick piers at 1 st story contains geometric stone designs. Upper piers rise to enframe windows, defined by stone horizontal sill courses and lintel courses. The façade is asymmetrical due to 1914 3-story addition added to north. The wide overhanging cornice supported by oversize brackets has been removed.	This independently owned hotel building is associated with the early-20 th -century local hotel trade, demonstrating Davenport's importance for rail travel and trade conventions. Proprietors George S. and Anna Dempsey constructed the hotel in two stages, starting with 40 rooms, adding 30 rooms in 1914. Located a half-block south of the Rock Island depot, it was formerly the site of the Cottage Hotel. The Dempseys advertised the hotel as modern and fireproof. Post WWII, the building became a single-room occupancy hotel and low-rent apartments.	C
Harrison Street (east side)					
68	305 Harrison St.* (*now combined by assessor with 248 W. 3 rd St.)	1893, unknown storefront remodel (A 1840) Julius Eckhardt Building 	<i>Possible Clausen design</i> Romanesque Revival 4-story masonry with three upper bays of windows. Rusticated stone arches highlight windows on 3 rd floor and three pairs of smaller arched windows on 4 th floor. A stone beltcourse marks division to the lower storefront, which includes cast-iron columns; the storefront windows have been infilled with post-P.O.S. brick. Ornate intact bracketed cornice. Building contributes despite infilled storefront.	Butcher Julius Eckhardt, a native of Schleswig-Holstein, Germany, built a new building for his meat market in 1893 with upper apartments. In 1910, Eckhardt retired as the oldest butcher in the city; attorney C.A. Ficke purchased the building. At that point, Ficke owned the adjoining Berg Block. Ficke was a prominent Davenport attorney responsible for building or renovating numerous properties in the downtown area.	C
69	307 Harrison St. (307-309 Harrison St.) LeClaire's 1 st Addition, Block 44, S 45' of N 85' of Lot 1	1899, unknown storefront (A 1899) (H.E.) Ficke Building 	<i>Clausen & Burrows, architects</i> Queen Anne-style 4-story "flat building" (apartments) of red brick with stone accents (including 1899 date stone). Includes 1st-floor cast-iron storefront (and post-P.O.S. brick infill), and upper stories feature with projecting two-story bay windows decorated with floral-swagged spandrels flanking arched windows, crowned with elaborate bracketed cornice. (<i>Davenport Weekly Republican</i> , "Ficke Building," February 4, 1899: 5; <i>The Daily Times</i> , "Some Observations," March 25, 1899: 13)	Henry E. Ficke, a Hamburg, Germany, native and farm implement dealer, built the 9-flat building in 1899 for \$6,000. The storefront originally housed through c. 1904 the McCormick Harvesting Machine Company agricultural equipment dealership, which became a division of International Harvester in 1902; the Wareham pool hall (1912-1950) was a longtime tenant. The property remained in the Ficke family for more than five decades.	C NRHP 1983

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.

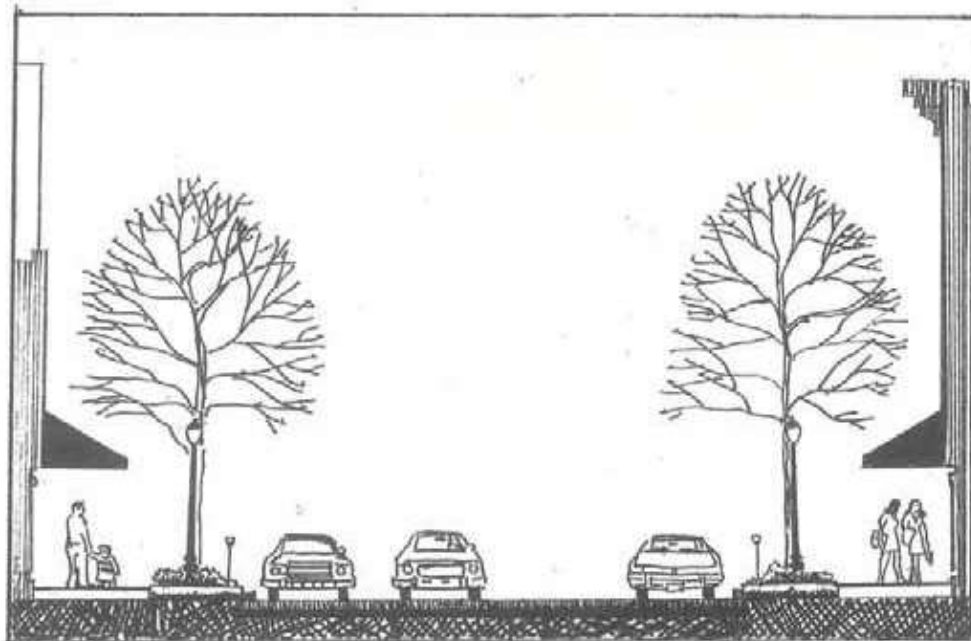
As facades of this type lined both sides of most downtown streets they formed strong blocks, marked by a rhythm of repeating parts. Because it was composed of similar facades, the block had a consistent, organized and coordinated appearance. Facades were related to each other through compatibility in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

Maintenance and Materials

Design Objectives:

Build a positive identity

Encourage public and private investment

Create a safe downtown

Create a comfortable downtown

Create an economically vibrant downtown

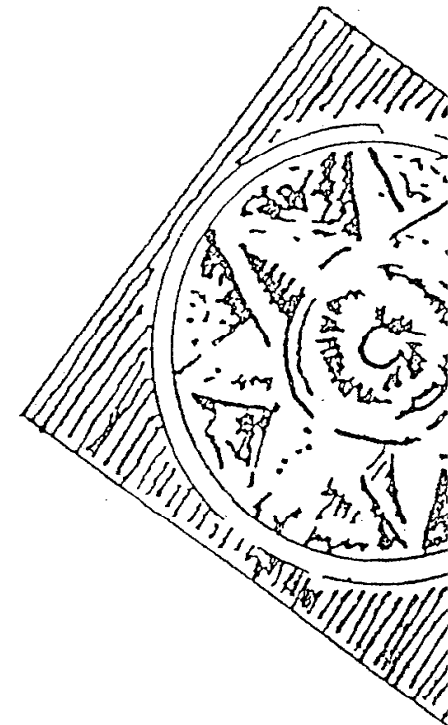
Discussion:

Deferred maintenance often contributes to the shabby appearance of some central business districts. Lack of maintenance and repair may be the major visual problem in some portions of the Downtown. Simple cleaning and repair of existing structures and facilities can transform the Downtown, a block or a building overnight.

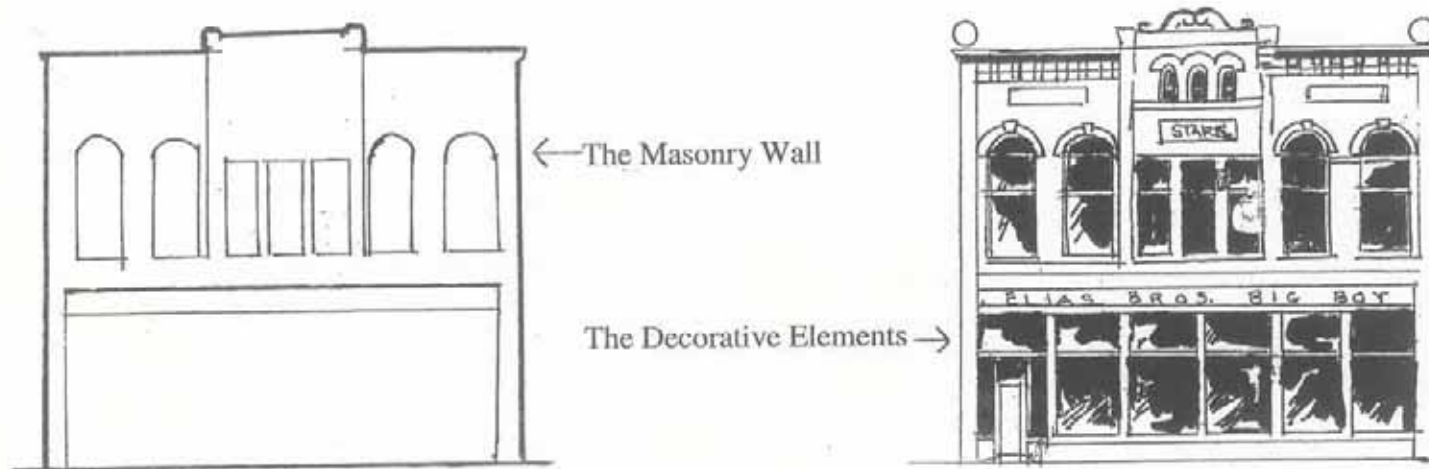
Guidelines

- Encouraging regular ongoing maintenance of existing buildings and structures like simple repainting, cleaning and replacement of windows, awnings, and landscaping is a more effective and less expensive solution than a major alteration.

- Where possible, using substantial, high-quality materials is preferred over less expensive alternatives that will not endure over time and use, as it makes for an unattractive downtown.
- Using cleaning techniques that do not destroy existing materials such as brick and stone is a sensible solution for otherwise the cost would be very expensive in the long term. For example, sand blasting of brick may destroy the outer surface, causing future water damage to the building surface.
- Maintaining the original surfaces and colors of older buildings rather than painting them helps maintain the original identity of the building. Similarly painting or treating natural or previously unpainted surfaces of brick, ceramic tile, or terra cotta with other coating materials may change the original character of the building.
- Using high-quality materials to replace existing building features (for example, aluminum-framed windows being replaced by wood or steel-framed windows) helps maintain the overall architectural identity of the building. Similarly new windows having same individual details like sash, frame thickness and window depths as the original or historic ones preserves the architectural characteristics of the buildings.
- Considering original color schemes while rehabilitating and maintaining existing buildings preserves its character.



Façade Change as Evolution



Facades change over time; this is natural, inevitable and often desirable. The goal of these standards, as they relate to older historic buildings, is not to prevent change, nor is it necessary to return a façade to its original appearance. Rather the goal is to encourage sensitive and appropriate change when renovation occurs.

When it was constructed the typical downtown building façade exhibited some basic inherent qualities: 1) an architectural style characterized by its decoration; 2) certain construction materials; and 3) a unified visual composition in which the parts looked related.

These qualities came together to create a visual resource. *Sensitive change* accepts these façade qualities and builds on them. The result is a harmonious blend of changes and existing elements. *Insensitive change*, on the other hand, ignores and often negates the qualities of the original resource. The result is an unnecessary clash between new and old as the drawing below illustrates.



City of Davenport

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

Action / Date
4/27/2026

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.

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.

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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
4/27/2026

Subject:
Election of Vice-Chairperson

Recommendation:
Nominate and elect a Vice-Chairperson.

Background:

The Bylaws and Rules of Procedure for the Design Review Board state, "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."

The election of a Vice-Chairperson is to take place at the January Board meeting each year.

The following responsibilities apply to the role of Vice-Chairperson:

1. The Vice-Chairperson shall act in the capacity of Chairperson in the absence of the Chairperson.
2. 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.

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.
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