



---

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358  
(319) 643-5888 • Fax (319) 643-2305 • [www.westbranchiowa.org](http://www.westbranchiowa.org) • [city@westbranchiowa.org](mailto:city@westbranchiowa.org)

**WEST BRANCH PRESERVATION COMMISSION MEETING**  
**Thursday, February 9, 2017 • 7:00 p.m.**  
**West Branch City Council Chambers, 110 N. Poplar St.**  
*Council Quorum May Be Present*

1. Call to Order
2. Roll Call
3. Welcome and introduction of Liz Seiberling, newly appointed member of the West Branch Preservation Commission.
4. Approve \_\_\_\_\_ as Chairperson of the West Branch Preservation Commission./Move to action.
5. Commission Member John Fuller – Presentation of Agreement between the City of West Branch and the University of Iowa’s School of Urban and Regional Planning (pages 2-3 of the packet)
6. Discussion of Update to the City of West Branch Historic Preservation Plan (pages 4-17 of the packet)
7. Approve recommendation to City Council to adopt the model ordinance establishing a historic preservation commission for the City of West Branch, Iowa; providing for the recognition and promotion of historic sites and defining powers and duties of the commission./Move to Action. (pages 18-45 of the packet)
8. Discussion of Certified Local Government Program. (pages 46-108 of the packet)
9. Adjourn

---

---

**West Branch Preservation Commission Members:** Alan Bohanan, John Fuller, Lou Picek, Liz Sieberling, vacant  
**West Branch Preservation Commission Honorary Members:** Lynn Smith, Karen Suchomel, Cary Wiesner  
**Mayor:** Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson  
**City Administrator/Clerk:** Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

RESOLUTION NO. 1555

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF WEST BRANCH AND THE UNIVERSITY OF IOWA'S SCHOOL OF URBAN AND REGIONAL PLANNING.

WHEREAS, the City of West Branch is in need of planning services to assist the West Branch Preservation Commission in updating the City's 2009 Historic Preservation Plan; and

WHEREAS, the update of the West Branch Preservation Plan is part of the process for the City obtaining Certified Local Government (CLG) status, which would assist the City of West Branch in the pursuit of various historic preservation grants, and

WHEREAS, the City of West Branch is also in need of planning services to assist the West Branch Planning and Zoning Commission in updating the West Branch Comprehensive Plan, amended April 1, 2013; and

WHEREAS, it is the best practice to update comprehensive plans every five years, and

WHEREAS, the University of Iowa's School of Urban and Regional Planning has submitted a planning services agreement to perform these service in 2017; and

WHEREAS, the agreement calls for two students to provide planning services during the spring semester in the amount of \$9,408; and

WHEREAS, the agreement calls for one student to provide planning services during the fall semester in an amount not to exceed \$5,000; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with the University of Iowa's School of Urban and Regional Planning is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 17th day of January, 2017.

---

Roger Laughlin, Mayor

ATTEST:

---

Matt Muckler, City Administrator/Clerk

**Proposed Agreement between the City of West Branch  
and the University of Iowa's School of Urban and Regional Planning**

December 23, 2016

The School of Urban and Regional Planning (Planning) will assist the City of West Branch (City) in producing by the end of calendar year 2017: (1) an update to the City's 2009 Historic Preservation Plan, and (2) an update and extension of the City's 2012 Comprehensive Plan.

Best municipal practice is to update and revise such plans approximately every five years. Moreover, cities need current plans for various grant programs. (For example, the plan requirements for obtaining and keeping Certified Local Government (CLG) Status in Iowa are described on page 39 of the revised 2015 Guide to Iowa's Certified Local Government Program at <https://iowaculture.gov/history/preservation/certified-local-governments>. CLG status is an application prerequisite for various historic preservation grants. Over 100 cities and counties in Iowa have Certified Local Government status, but not West Branch.)

This work will employ two of the Planning School's second-year graduate students on a quarter-time basis during the spring of 2017, and one second-year student during the fall of 2017. The students will be supervised by Professor John W. Fuller. Planning will provide workspace and computer facilities for the students, including mapping capabilities through geographic information systems software.

It is anticipated that these planning efforts will involve meetings and interviews with City Council members, city staff, and members of city commissions. On-site investigations are expected. Public hearings in West Branch are also anticipated for both plan updates. City Manager Matt Muckler will act as liaison for these activities.

The City and Planning will share the cost of student employment equally. It is Planning's practice to cost-share such efforts with selected local governments where opportunities exist for students to engage in suitable professional planning activity. For the spring semester the support cost to the City will be \$4,704 per student, one-half the student employment expense. This sum will be billed to the City towards the end of the semester. The per-student cost for the fall semester will be determined at the start of the University's fiscal year, and is expected to be slightly higher.

# West Branch: Historic Preservation Plan



Elizabeth Kemp, Joel Donham,  
Lane Shields

University of Iowa

4/28/2009



# Table of Contents

INTRODUCTION.....5

OVERVIEW OF LOCAL HISTORIC PRESERVATION.....5

LEGISLATIVE HISTORY OF HISTORIC PRESERVATION.....7

INCENTIVE PROGRAMS FOR HISTORIC PRESERVATION.....7

GOALS FOR THE HISTORIC PRESERVATION PLAN: 2010.....8

GOAL 1: CONTINUE MUNICIPAL POLICY TO PROTECT HISTORIC RESOURCES, AND IMPLEMENT THIS POLICY THROUGH EFFECTIVE LEGISLATION AND REGULATORY MEASURES.....8

    ACTION STEP 1: INCORPORATE AN UPDATED 2010 WEST BRANCH HISTORIC PRESERVATION PLAN IN THE WEST BRANCH COMPREHENSIVE PLAN.....8

    ACTION STEP 2: EVALUATE THE NEED FOR ZONING CHANGES IN HISTORIC AND CONSERVATION DISTRICTS AS A NEIGHBORHOOD STABILIZATION MEASURE.....8

    ACTION STEP 3: INVESTIGATE REVISING BUILDING CODE REQUIREMENTS FOR HISTORIC DISTRICTS.....8

    ACTION STEP 4: IMPROVE ENFORCEMENT OF THE HISTORIC PRESERVATION ORDINANCE.....8

    ACTION STEP 5: CHANGE THE DESIGN REVIEW PROCESS TO IMPROVE EFFICIENCY AND ADD PREDICTABILITY.....8

    ACTION STEP 6: REVISE DESIGN GUIDELINES TO BETTER ADDRESS KEY ISSUES AND PRESENTATION FORMAT.....9

    ACTION STEP 7: SEEK TO INCREASE THE TECHNICAL EXPERTISE OF COMMISSIONERS APPOINTED TO THE HISTORIC PRESERVATION COMMISSION.....9

    ACTION STEP 8: REEXAMINE CITY POLICY REGARDING BRICK STREETS TO ENSURE PROTECTION AND FUNDING ARE IN PLACE FOR CONSERVING AND RESTORING SIGNIFICANT AREAS BOTH INSIDE AND OUTSIDE HISTORIC AND PRESERVATION DISTRICTS.....9

    ACTION STEP 9: EXAMINE PRACTICES FOR MOVING HISTORIC BUILDINGS.....9

GOAL 2: PROVIDE TECHNICAL ASSISTANCE NECESSARY TO PRESERVE AND IMPROVE HISTORIC PROPERTIES.....10

    ACTION STEP 1: INVESTIGATE USING A SUPPLY STORE TO COLLECT AND DISTRIBUTE SALVAGED HISTORIC BUILDING MATERIALS, AND TO PROVIDE A MEETING AREA FOR THE PRESERVATION COMMUNITY.....10

    ACTION STEP 2: ENFORCE A DESIGN REVIEW PROCESS FOR HISTORIC STRUCTURES AND PROVIDE INDIVIDUAL COUNSELING FOR PROPERTY OWNERS INTERESTED IN HISTORIC PRESERVATION.....10

**ACTION STEP 3: CREATE AN HISTORIC PRESERVATION WEBSITE TO INFORM OWNERS ABOUT CITY PRESERVATION PROGRAMS, PRIVATE CONTRACTING RESOURCES AND GENERAL HISTORIC PRESERVATION INFORMATION.....11**

**GOAL 3: HEIGHTEN PUBLIC AWARENESS OF HISTORIC PRESERVATION IN WEST BRANCH AND PROVIDE PRESERVATION EDUCATION.....12**

**ACTION STEP 1: REGULARLY GAUGE AND RESPOND TO PUBLIC CONCERNS REGARDING HISTORIC PRESERVATION IN WEST BRANCH.....12**

**ACTION STEP 2: ESTABLISH AND MAINTAIN PRESERVATION AS AN ELEMENT IN COMMUNITY IMPROVEMENT EFFORTS.....12**

**ACTION STEP 3: DEVELOP NEW EDUCATION EFFORTS AIMED AT THE GENERAL PUBLIC, STUDENTS, LOCAL OFFICIALS, OWNERS OF HISTORIC PROPERTIES, AND OTHER TARGET AUDIENCES.....12**

**ACTION STEP 4: RECOGNIZE THE DAY-TO-DAY ADMINISTRATION OF THE PRESERVATION PROGRAM OF THE HISTORIC PRESERVATION COMMISSION AS AN OPPORTUNITY FOR OUTREACH.....12**

**GOAL 4: MAINTAIN AND STRENGTHEN PRESERVATION PARTNERSHIPS BETWEEN MUNICIPAL GOVERNMENT, STATE GOVERNMENT, AND FEDERAL AGENCIES.....13**

**GOAL 5: REGULARLY REVIEW AND EVALUATE HISTORIC PRESERVATION ACTIVITIES.....14**

## INTRODUCTION

This plan for West Branch was drafted by West Branch Main Street interns Elizabeth Kemp and Joel Donham from the University of Iowa's Graduate Program in Urban and Regional Planning during the spring of 2009, with assistance from Lane Shields and John Fuller of the city's Historic Preservation Commission (HPC). (The HPC is one of a number of boards and commissions that advise the West Branch City Council. Its duties are to: ". . . promote the use of and perpetuate, protect, and preserve areas and structures of historic and architectural value for the education, pleasure and welfare of the citizens of the City of West Branch.") This plan is the first historic preservation plan drawn up for the City of West Branch.

Plans such as this one are produced by communities across the country in order to focus community attention on local historic resources. This historic preservation plan also has the prospect of connecting West Branch with state and national entities engaged in historic preservation, and helping the city become eligible for grant funding for preservation projects. The plan was presented in draft form to the community for review and comment in a public meeting sponsored by the Main Street Program and held June 2, 2009 in the city's conference room. Approximately 25 persons were in attendance. No written comments were received; oral comments were incorporated by John Fuller, and the revised plan was presented for adoption by the HPC during its scheduled meeting of January 4, 2010. The HPC reviewed and further revised the plan at that time, and asked that Mr. Fuller forward its final version of the plan to the City and make that plan ready for submission to the State Historical Society of Iowa.

In the pages that follow the role of historic preservation in communities is described. The national legislative context of historic preservation is mentioned briefly, and resources for preservation are listed. Finally, preservation goals for West Branch are presented, together with action steps to help achieve those goals.

## OVERVIEW OF LOCAL HISTORIC PRESERVATION

City and state plans for historic preservation are common nationwide. For example, nearby Iowa City produced its first plan in 1992, and its current version can be found on the city's website ([www.iowa-city.com/city/planning/historicPlan.htm](http://www.iowa-city.com/city/planning/historicPlan.htm)). Many other adopted and draft plans for larger and smaller Iowa cities also can be found on the web. Our neighboring state of Wisconsin has its current state plan available on that state's Division of Historic Preservation website [www.wisconsinhistory.org/hp/plan.asp](http://www.wisconsinhistory.org/hp/plan.asp). Illinois has had its state plan since 1970, and the current 2008 version is at [http://openlibrary.org/b/OL5395072M/State\\_of\\_Illinois\\_historic\\_preservation\\_plan](http://openlibrary.org/b/OL5395072M/State_of_Illinois_historic_preservation_plan).

These plans are done to help guide and structure efforts to conserve historic resources in the interest of improving communities in ways that achieve citizens' goals. It is believed that historic resources are valuable to communities' quality of life and economic wellbeing. Preservation plans can focus attention on these resources and help achieve their optimal utilization.

Cities perform historic preservation planning and plan implementation based on their police powers to protect the health, welfare and safety of their residents. With specific reference to historic preservation, the Supreme Court held that police powers may be used to preserve aesthetic features in *Penn Central Transportation Co. v. City of New York*, 438 U.S. > 104, 129 (1978).

A key resource in Iowa for historic preservation is the State Historical Society of Iowa (SHS), an arm of our state Department of Cultural Affairs. Its activities are described on the Department's web site ([www.culturalaffairs.org/shsi/](http://www.culturalaffairs.org/shsi/)). Among other duties, the SHS operates a Certified Local Government (CLG) program to support local governments' historic preservation programs.

Of special importance to West Branch is our local National Park Service site, because the Park Service is charged with carrying out the primary federal government role in preservation. The Park Service's Historic Preservation Planning Program's goals include strengthening historic preservation in policy and land-use decision-making at the local level, increasing public participation in historic preservation activity, and expanding knowledge in preservation planning. The Service might reasonably be viewed as a key resource and partner in historic preservation for West Branch.

## LEGISLATIVE HISTORY OF HISTORIC PRESERVATION

A brief background of historic preservation at the national level in the U.S. would begin with the **Antiquities Act of 1906**, which prohibited unauthorized excavation, removal or defacement of “objects of antiquity” on public land. An **Historic Sites Act of 1935** established the National Park Service as the federal lead agency in historic preservation and cultural resources management. The act directed the Park Service to identify, register, describe, document and purchase important historic properties of national significance. The **National Historic Preservation Act of 1966** established the framework for much of today’s federal historic preservation program. It created an Advisory Council on Historic Preservation, State Historic Preservation Offices and the National Register of Historic Places—which recognizes resources that are of significance at the national, state or local levels. According to this act, all federal agencies must take into account the effects of their actions on historic properties. The **Department of Transportation Act of 1968** required that department to avoid implementing transportation projects that impact historic properties. Impacts to historic properties need to be studied and those impacts minimized as much as possible. The **National Environmental Policy Act of 1969** required broad review of impacts on the natural environment and to the human environment, including cultural resources. There is a long list of other acts and executive orders strengthening and expanding preservation efforts. Notable for the local situation are **Executive Order 13006** (1996) requiring agencies to give priority consideration to using historic buildings in historic neighborhoods in downtown business areas, and **Executive Order 13287** (2003), which states federal policy: “. . . to provide leadership in preserving America’s heritage by actively advancing the protection, enhancement and contemporary use of the historic properties owned by the Federal Government, and by promoting intergovernmental cooperation and partnerships for the preservation and use of historic properties.” Agencies are to appoint Federal Preservation Officers, make lists of their historic properties and review management policies for those properties.

## INCENTIVE PROGRAMS FOR HISTORIC PRESERVATION

Quite a variety of support activities exist for historic preservation. Some of the prominent programs include **Federal Rehabilitation Tax Credits**, which give tax credits to property owners for qualified historic property rehabilitation projects. The credits are available for income-producing properties that are National Historic Landmarks, that are listed in the National Register, and that contribute to National Register Historic Districts and certain local historic districts. **Charitable Contributions for Historic Preservation Purposes** are available for partial-interest contributions in historic properties. Iowa offers **Historic Resource Development Program** grants to those in the CLG program for rehabilitating city or county-owned properties that are listed on the National Register. One potential structure in West Branch would be our Town Hall. There is also a competitive, matching **CLG Grant Program** to be used to underwrite historic preservation activities other than building rehabilitation.

## **GOALS FOR THE HISTORIC PRESERVATION PLAN: 2010**

The following set of five goals has been set forward for historic preservation in West Branch. Goal achievement is to begin upon adoption of the plan. Most goals have a number of possible action steps to be undertaken in pursuance of the goal.

### **GOAL 1: CONTINUE MUNICIPAL POLICY TO PROTECT HISTORIC RESOURCES, AND IMPLEMENT CITY POLICY THROUGH EFFECTIVE LEGISLATION AND REGULATORY MEASURES.**

**ACTION STEP 1:** Incorporate an updated 2010 West Branch Historic Preservation Plan as an amendment to the West Branch Comprehensive Plan.

**ACTION STEP 2:** Evaluate the need for zoning changes in historic and conservation districts as a neighborhood stabilization and enhancement measure.

**ACTION STEP 3:** Investigate revising Building Code requirements for historic districts.

The State of Iowa recently adopted the State Historic Building Code, as well as the International Building Code. It is recommended that both these codes be investigated for adoption to provide for safe structures, preserve historic features, and assure the highest economic impact from reusing existing historic buildings.

**ACTION STEP 4:** Improve enforcement of the Historic Preservation Ordinance.

- a) Strengthen remedies for noncompliance. Examples of such remedies include fines, injunctive relief and compliance orders, forced reconstruction, and loss of further entitlement.
- b) Use provisions of the International Building Code to promote maintenance and upkeep of historic properties.
- c) Consider administrative changes to improve enforcement of historic preservation design review, including regular review of the "Definitions" section in the Historic Preservation Ordinance to make sure language is concise and not open to interpretation.

**ACTION STEP 5:** Change the design review process to improve efficiency and add predictability.

- a) The West Branch Historic Preservation Commission should provide a rationale for its decisions on applications for a Certificate of Appropriateness.
- b) Clear design review standards should be maintained that result in predictable decisions by staff and the Historic Preservation Commission, and that limit administrative discretion.
- c) In order to speed the processing of design review applications, it is important to ensure complete answers from applicants to all questions, including plans and drawings that clearly show existing condition and proposed changes.
- d) In preservation districts, there is a need to develop clear and specific standards that address frequent design review issues. For example, what level of deterioration determines whether windows should be replaced rather than repaired?

- e) Regular training for the Historic Preservation Commission is desirable and should be pursued, including design review orientation for new members and periodic refresher training for the entire Historic Preservation Commission.

**ACTION STEP 6:** Revise design guidelines to better address key issues and presentation format.

- a) Reexamine guidelines and/or recommendations for new construction.
- b) Develop a design manual for practical and educational use that includes illustrations or photographs of appropriate designs for common building elements such as porch balustrades, porch skirting, hand rails, garage doors, etc.
- c) Consider revisions to the design guidelines to allow flexibility in using alternative/substitute materials for common alteration projects such as door and window replacements, based on specific criteria, such as historic status of the structure, properties of the substitute materials, etc.

**ACTION STEP 7:** Seek to increase the technical expertise of commissioners appointed to the Historic Preservation Commission.

Federal Certified Local Government program requirements specify that at least two commissioners be “preservation professionals,” and suggests these should be an architect and an architectural historian. To improve the design review efficiency of the Historic Preservation Commission, it is suggested that two or more members be appointed based on their technical expertise or skills, if the community contains residents with these skills who volunteer to serve.

**ACTION STEP 8:** Reexamine City policy regarding brick streets to assure protection and funding are in place for conserving and restoring significant areas both inside and outside of historic and preservation districts.

Before proceeding the Commission should investigate to determine the extent to which brick streets were present historically in West Branch.

**ACTION STEP 9:** Examine practices for moving historic buildings.

The last resort for preserving a historic building is moving it. This complex issue should be examined by a study group representing various parties responsible for such actions (such as the Historic Preservation Commission, Planning and Zoning, the Zoning Board of Adjustment, Utilities, etc.) to determine if a new ordinance might be warranted or a revised set of policies should be adopted.

## **GOAL 2: PROVIDE TECHNICAL ASSISTANCE NECESSARY TO PRESERVE AND IMPROVE HISTORIC PROPERTIES**

Technical assistance refers to providing information to property owners and the public in general for rehabilitation, reconstruction, restoration, stabilization and documentation of historic properties. Examples of technical assistance programs can be drawn from historic preservation efforts in Iowa City where technical assistance programs have centered on providing a clearing house for salvaged historic building materials known as “the Salvage Barn,” educational programs and personal counseling, and by disseminating historic preservation information through a website.

**ACTION STEP 1:** Investigate using a supply store to collect and distribute salvaged historic building materials, and to provide a meeting area for the preservation community. If such resources are available to West Branch, the Commission should consider publicizing them.

As an example, the Salvage Barn in Iowa City, operated at the Iowa City landfill by the Iowa City Friends of Historic Preservation, supplies salvaged building components for restoration projects and serves as a meeting place for historic homeowners and enthusiasts to exchange information on restoration projects. (Its web site is <http://www.ic-fhp.org/salvagebarn.html>.) The Commission can investigate whether West Branch residents can use this or similar resources to facilitate preservation activities.

A national group, Habitat ReStore, associated with Habitat for Humanity, is located at 2401 Scott Boulevard in Iowa City. See: <http://www.iowavalleyhabitat.org/home.cfm>

West Branch residents John Proeller and Beth Erickson operate the firm Tricoastal, which salvages architectural items for reuse. They may be contacted at the Hoover House in West Branch.

**ACTION STEP 2:** Enforce a design review process for historic structures and provide individual counseling for property owners interested in historic preservation

The Iowa City Historic Preservation staff offers one-on-one counseling sessions for historic homeowners. This service provides an excellent opportunity for that city to help promote its historic promotion goals with the property owners directly.

Enforcing a design review process has proven to be an effective way to engage citizens in historic preservation. Most design assistance in Iowa City has occurred through the design review process handled through the Historic Preservation Commission (HPC) rather than through individual prospective counseling, although design review may have followed counseling. Given the small size of the historic preservation community in West Branch, the Commission should investigate whether preservation workshop sessions for property owners, or contractors, would be effective, or whether to the individual attention provided by the design review process might prove superior, or whether some combination effort would be most appropriate.

**ACTION STEP 3:** Create an historic preservation website to inform owners about city preservation programs, private contracting resources, and general historic preservation information.

Having a current web presence has proven very useful for Iowa City Historic Preservation efforts. The staple of the current FHP web site is the *Who to Book*; a directory of skilled historic rehabilitation designers and contractors. A similar website in West Branch (perhaps linked to the current West Branch city site and with additional links to historic resources) could provide educational information, a resource directory similar to that on the FHP site, and information on local restoration projects.

### **GOAL 3: HEIGHTEN PUBLIC AWARENESS OF HISTORIC PRESERVATION IN WEST BRANCH AND PROVIDE PRESERVATION EDUCATION**

**Action Step 1:** Regularly gauge and respond to public concerns regarding historic preservation in the community.

A periodic survey of the opinions of historic and conservation district property owners regarding their concerns about the design review process, or the kinds of design aids they would like to see provided, should be taken.

**ACTION STEP 2:** Establish and maintain preservation as an element in community improvement efforts.

This Action Step focuses efforts on integrating historic preservation into the wider agenda for community improvements. This means generating community understanding and support for individual historic preservation efforts or establishing historic preservation Action Steps for community or neighborhood organizations. Historic preservation also needs to be incorporated in future revisions of the city comprehensive plan and associated plans.

**ACTION STEP 3:** Develop education efforts aimed at the general public, students, local officials, owners of historic properties, and other target audiences.

Finding the time and money to make education and outreach a priority can be a struggle, but the long-term benefit of taking a proactive approach to these issues can be significant. Support for preservation from the public and local decision-makers is an essential element for success. Community activities to promote education and public awareness efforts have included:

- Developing an annual "historic preservation report" containing visual and statistical information for distribution to local audiences.
- Identifying audience groups and developing targeted publications, training sessions, and special events such as speakers.
- Supporting heritage education efforts at local schools by supporting establishment of a local history education program that includes information, tours and events connected to historic districts.
- Continuing efforts to identify historic properties and historic districts with plaques, street markers, walking tours, heritage paths, and other tools as a way of educating the community about historic resources.

**ACTION STEP 4:** Recognize the day-to-day administration of the preservation program of the Historic Preservation Commission as an opportunity for outreach.

The design review process should be framed as a benefit for property owners as well as an opportunity for education.

## **GOAL 4: MAINTAIN AND STRENGTHEN PRESERVATION PARTNERSHIPS BETWEEN MUNICIPAL GOVERNMENT, STATE GOVERNMENT, AND FEDERAL AGENCIES.**

Many state and federal agencies provide support for historic preservation efforts. Contact and collaboration with these agencies may provide financial resources and guidance for promoting historic preservation in West Branch.

### **NATIONAL REGISTER OF HISTORIC PLACES**

Properties listed on the National Register of historic properties are eligible for many benefits through the National Park Service, including grants, tax credits and building code alternatives for structures not in compliance with relevant building codes. Additionally, recognition as a registered historic place provides a measure of success for the historic preservation movement in West Branch and for the livability of the community in general.

### **CERTIFIED LOCAL GOVERNMENT**

After achieving Certified Local Government (CLG) Status, West Branch will be eligible for matching grants through the CLG program. These grants can be used to identify, catalogue, and research historic structures for potential certification on the National Register of Historic Places, and provide training for administering historic preservation planning.

### **AMERICAN COUNCIL ON HISTORIC PRESERVATION**

Established by the 1966 Historic Preservation Act, the Council provides guidance for municipalities involved with Section 106 of the Historic Preservation Act. Section 106 requires consideration of historic properties involved in federally funded projects. For example, Iowa City's new waterworks included an agreement to invest in mothballing the Montgomery-Butler House and to complete a feasibility study for reuse of the building. Also, work on an Iowa City sewer project in the vicinity of Napoleon Park involved completion of archeological work at the 1838-era town site and prehistoric village. Both projects involved sections of municipal government not regularly involved with historic resources and the Section 106 process.

### **WEST BRANCH CITY GOVERNMENT**

Section 106 projects are one area where the cooperation of the city with historic preservation initiatives is vital. Additionally, the city can provide support by officially designating historic districts and preservation zones in city code in order to further historic preservation efforts.

### **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Community Development Block Grants (CDBG) are rehabilitation grants through the Department of Housing and Urban Development that go towards housing rehabilitation, especially for low and moderate income families. Small cities can be eligible for "non-entitlement grants" (see [www.hud.gov/offices/cpd/communitydevelopment/programs/stateadmin/](http://www.hud.gov/offices/cpd/communitydevelopment/programs/stateadmin/)). With sufficient technical support, these programs may facilitate improving some of the deteriorating historic housing stock in West Branch.

## **GOAL 5: REGULARLY REVIEW AND EVALUATE HISTORIC PRESERVATION ACTIVITIES.**

Regular evaluation of historic preservation activities undertaken in West Branch will inform the planning process by identifying how well programs and initiatives are or are not working. Such regular evaluation has proven very useful in Iowa City for both informing the city staff, and by showing progress to funders which makes city projects more attractive for grant funding. Following adoption of the Iowa City Historic Preservation Plan in 1992, the Iowa City Historic Preservation Commission (HPC) conducted annual reviews of the plan's ten basic goals and the work plan to achieve them. The results were reported each year in progress reports submitted for Iowa's Certified Local Government program. Annual review and reporting helped the HPC achieve steady progress. It also helped make Iowa City one of the most successful state grant recipients in Iowa. Regular evaluations have had the effect of making the plan into an ongoing process. The City of West Branch would benefit from evaluating its historic preservation efforts in a similar fashion, using the goals enumerated in this plan document.

## CHAPTER 26

### WEST BRANCH PRESERVATION COMMISSION

26.01 Purpose

26.02 Definitions

26.03 Commission Established

26.04 Membership

26.05 Term

26.06 Quorum

26.07 Permit Required

26.08 Application

26.09 Investigation and Issuance

26.10 Violation

26.11 Nonconforming Signs

26.12 Enforcement

26.13 Annual Report

**26.01 PURPOSE.** The purpose of this chapter is:

1. To foster civic beauty.
2. To stabilize, improve and protect property values.
3. To strengthen the local economy.
4. To promote the use of and to perpetuate, protect and preserve areas and structures of historic and architectural value for the education, pleasure and welfare of the citizens of the City.
5. To serve as a liaison between the City government and the various aspects of the community and other interested organizations and participants.
6. To develop an awareness of our heritage through historic preservation values regarding the community of West Branch, and to create an environment of the period from the 1870's to the 1920's with an appearance compatible with the themes of the Herbert Hoover National Historic Site, blending the areas where possible. Particular attention should be paid to Heritage Square Park, a sensitive area which provides a transition between the site and downtown West Branch.
7. To develop a grant program designed to aid property owners and/or business owners within the preservation district in the design and purchase of signs that will complement the West Branch Historic District and the West Branch Preservation District. Participation in a resulting grant program would be voluntary.

**26.02 DEFINITIONS.**

1. "West Branch Historic District" consists of any building in West Branch that is listed on the National Register of Historic Places. All of the terms of this chapter apply to property located within the West

Branch Historic District. *(See Map included in the Appendix to this Code of Ordinances.)*

2. “West Branch Preservation District” consists of all of those properties located within the West Branch Historic District, together with all of those properties in the West Branch Preservation District, as shown on the map included in the Appendix to this Code of Ordinances. The provisions of this chapter relating to signs apply to property located within the West Branch Preservation District. Property located in CB-1, CB-2 and CI-2 Districts may be included in the West Branch Preservation District upon application of the property owner to the City. *(See form of application in the Appendix to this Code of Ordinances.)*

**26.03 COMMISSION ESTABLISHED.** The Council shall establish and maintain a West Branch Preservation Commission which shall be vested with the responsibility of assuring that new construction, exterior alterations and/or repairs to the buildings situated in the Historic District conform to the requirements set forth in the *Standards For The Restoration and Rehabilitation of Historic Structures* and/or the *Standards for Signage Design and Display* and that signs in the Preservation District conform to requirements set forth in the *Standards for Signage Design and Display*. The West Branch Preservation Commission shall be composed of five (5) members, at least one (1) of whom shall be a resident or owner of property in the Preservation District. The West Branch Historic Preservation Commission recommends that three (3) honorary (non-voting) advisory members be appointed by the Council: the Superintendent of Herbert Hoover National Historic Site or representative, the Director of the Herbert Hoover Presidential Library or representative and the Executive Director of the Herbert Hoover Presidential Library Association or representative. *(See the Appendix to this Code of Ordinances for the Standards for Restoration and Rehabilitation of Historic Structures and Standards for Signage Design and Display.)*

**26.04 MEMBERSHIP.** The Commission shall consist of five (5) members, appointed to staggered three-year terms by the Mayor with approval of the Council. Appointments are to be made with due regard to proper representation of residents and property owners of the district. The members of the West Branch Preservation Commission shall elect the Chair for a term of one year by majority vote at the first scheduled meeting each year.

*(Ord. 591 – Sep. 05 Supp.)*

**26.05 TERM.** The term of membership on the West Branch Preservation Commission shall be two (2) years. Initial appointment is made in such a manner as to stagger the terms.

**26.06 QUORUM.** Three (3) voting members of the West Branch Preservation Commission shall constitute a quorum.

**26.07 PERMIT REQUIRED.** It is unlawful for any person to begin new construction or to make any external alteration or repairs, including signs, in any manner whatsoever to any building within the confines of the Historic District, or to install or change a sign within the Preservation District, without first obtaining a permit as provided herein.

**26.08 APPLICATION.** Applicants for permit under this chapter must file with the Mayor an application in writing on a form furnished for such purpose, which shall give the following information:

1. Name of applicant and property owner.
2. Permanent address of applicant and full address of property owner.
3. A detailed description of the nature of the proposed construction, external alteration and/or repair to the building.
4. A drawing or sketch of proposed construction or external alteration.
5. The intended start and finish dates for alteration and/or repair.

*(See the Appendix to this Code of Ordinances for Permit Application Form.)*

**26.09 INVESTIGATION AND ISSUANCE.**

1. Upon receipt of application for permit under this chapter by the Mayor or designated alternate, the application shall be checked for compliance with the City of West Branch Building Codes within five (5) days. It shall also be referred upon receipt to the Chairperson of the West Branch Preservation Commission.
2. Applications for construction, alterations and/or repairs not in compliance with City of West Branch Building Codes will be returned to the applicant with a complete explanation of changes necessary for compliance.
3. Upon receipt of application, the Chairperson of the West Branch Preservation Commission shall call a meeting of said Commission. The

Commission shall approve or disapprove the application by majority vote based on the *Basic Standards for the Restoration and Rehabilitation of Historic Structures, Standards for Signage Design and Display, Checklist and Example of Prohibited Signs*. (See Appendix to this Code of Ordinances.) The application and a report of Commission action shall be returned to the Mayor within ten (10) calendar days from date of receipt.

4. Upon receipt of the application and report from the West Branch Preservation Commission, the Mayor or designated agent will issue a permit to authorize construction, alterations and repairs receiving approval of the Commission. The permit shall be issued within twelve (12) calendar days from the date of the application. The permit fee shall be \$10.00.

5. Upon receipt of an unfavorable report from the West Branch Preservation Commission, the Mayor or his or her assigned agent will notify applicant of the rejection and the reason therefor. The applicant will also be informed in the same notification that the rejection can be appealed through the Council at the following regular meeting, or that a revised application may be submitted to the Commission for review.

6. The Council shall serve as an arbitrator on all appeals. The Council shall make a decision within 30 days of an appeal. An appeal of the decision of Council, if any, must be made with the Clerk of District Court within 60 days of the decision of Council.

**26.10 VIOLATION.** Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor; if such violation continues, each day's violation shall be considered a separate offense.

**26.11 NONCONFORMING SIGNS.** All signs installed or displayed on September 9, 1991, are allowed to remain. All signs installed or displayed subsequent to September 9, 1991, and all future signs, including replacements or modifications, must fully comply with this chapter. Variances may be granted upon showing of undue hardship. Before any variance is granted the following conditions must be shown to be present: the sign must be located outside a building and must display a trademark or symbol recognized State-wide or nationally.

**26.12 ENFORCEMENT.** The Mayor or such officer(s) of the City as may be designated by the Mayor shall be responsible for the enforcement of the provisions of this chapter and shall notify those persons or establishments who are in violation of this chapter. The Historic Preservation Commission or any private citizen may notify the Mayor that a sign may be in violation of this chapter, but it is the Mayor's duty to enforce this chapter.

**26.13 ANNUAL REPORT.** The Commission shall report annually to the Council on its activities. The report shall be presented to the Council each year in July. The Commission shall submit a preliminary budget to the City Council the first meeting in January each year. *(Ord. 565 – Feb. 04 Supp.)*

**ORDINANCE  
745**

**AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION  
FOR THE CITY OF WEST BRANCH, IOWA; PROVIDING FOR THE  
RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING  
POWERS AND DUTIES OF THE COMMISSION.**

**BE IT ORDAINED BY THE CITY COUNCIL OF WEST BRANCH, IOWA:**

Section 1: Purpose and Intent

The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

Section 2: Definitions

- a. Commission. The West Branch Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
  1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that

- represents a significant and distinguishable entity whose components may lack individual distinction; or
  - 2. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
  - 3. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
  - 4. is associated with the lives of persons significant in our past; or
  - 5. has yielded, or may be likely to yield, information important in prehistory or history.
- c. *Historic Landmark. A site including archaeological sites, object, structure or building which,*
- 1. is associated with events that have made a significant contribution to the broad patterns of our history; or
  - 2. is associated with the lives of persons significant in our past; or
  - 3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
  - 4. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: West Branch Historic Preservation Commission

- a. The Commission shall initially consist of five members who shall be residents of the City.
- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the City according to the original selection as aforesaid.

- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year.
- k. Because the West Branch Historic Preservation Commission has a strong interest in liaison with organizations that have a special affinity with local history, the Commission may recommend to the Mayor and Council that up to three (3) Ex. Officio (non-voting) honorary members be appointed to the Commission by the Mayor with the advice and consent of the City Council. These Ex. Officio (non-voting) honorary members may be representatives of the Herbert Hoover National Historic Site, the Herbert Hoover Presidential Library-Museum and the Hoover Presidential Foundation.

#### Section 4: Powers of the Commission

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and
- d. Provide information for the purpose of historic preservation to the governing body.
- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
  1. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
  2. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
  3. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.

4. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
5. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
6. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

#### Section 5: Signs

It is unlawful for a person to install, alter or repair any signs within the Preservation or Historic District (see attached map) without first obtaining a permit. All signs shall conform with the "Standards for Signage Design and Display" (attached as Appendix pages 22-26) and with the design principles contained within the Preservation Brief: *The Preservation of Historic Signs* by Michael J. Auer (attached). The city administrator shall be responsible for ensuring that sign applications (form attached as Appendix page 29) are reviewed and processed in a timely manner according to the above-mentioned standards and principles. All signs that were installed or displayed as of September 9, 1991 are allowed to remain. All signs installed or displayed after that date must comply with this chapter.

#### Section 6: Severability

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

#### Section 7: Amendatory Provisions

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

#### Section 8: Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ .

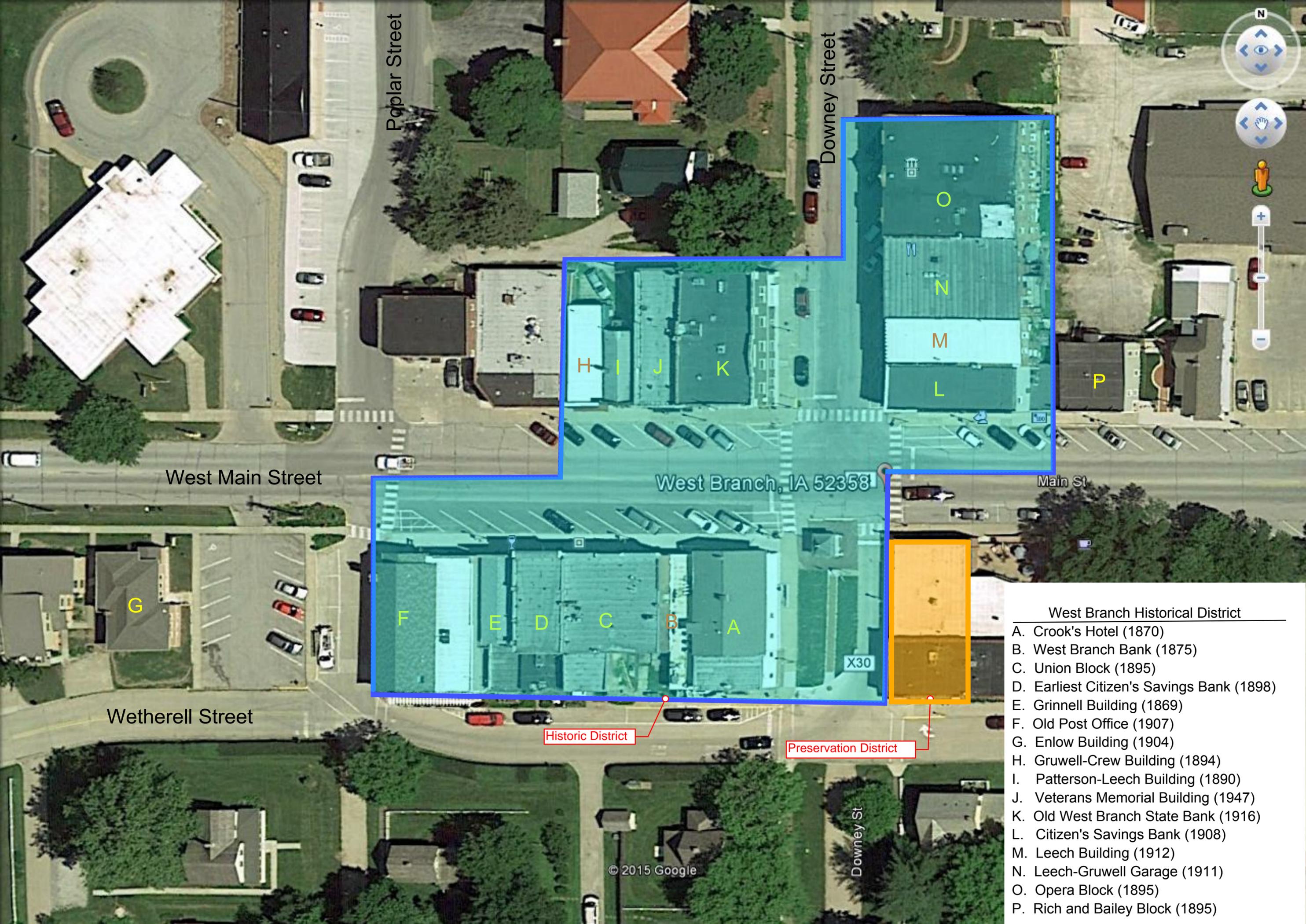
City of West Branch, Iowa.

---

Mayor Roger Laughlin

---

City Clerk Matt Muckler



Poplar Street

Downey Street

West Main Street

West Branch, IA 52358

Main St

Wetherell Street

Downey St

Historic District

Preservation District

© 2015 Google

### West Branch Historical District

- A. Crook's Hotel (1870)
- B. West Branch Bank (1875)
- C. Union Block (1895)
- D. Earliest Citizen's Savings Bank (1898)
- E. Grinnell Building (1869)
- F. Old Post Office (1907)
- G. Enlow Building (1904)
- H. Gruwell-Crew Building (1894)
- I. Patterson-Leech Building (1890)
- J. Veterans Memorial Building (1947)
- K. Old West Branch State Bank (1916)
- L. Citizen's Savings Bank (1908)
- M. Leech Building (1912)
- N. Leech-Gruwell Garage (1911)
- O. Opera Block (1895)
- P. Rich and Bailey Block (1895)

## **STANDARDS FOR SIGNAGE DESIGN AND DISPLAY**

### **I. GENERAL**

These standards cover all exterior signs and all interior signs within six (6) inches of the window.

Signs are intended to communicate function or use of an establishment. Businesses are encouraged to use signs and symbols reminiscent of the turn of the century.

Approval by the West Branch Preservation Commission of design plans and specifications for signs is prerequisite to obtaining a sign permit.

The City strongly recommends that applicants consult with the Commission prior to applying for a permit.

**SAFETY AND MAINTENANCE.** All signs shall be so designed and located as to pose no danger to life or property and shall be well maintained at all times. Signs shall not be arranged to interfere with traffic by causing glare or to block reasonable sight lines at intersections. Neither the color nor location of signs should cause confusion or interfere with traffic control devices.

**ILLUMINATION.** Signs with open light bulbs or with flashing, blinking, or rotating lights are not permitted. Externally illuminated signs are permitted so long as they do not cast glare onto streets or adjacent properties. No external signs with internal lighting or exposed neon or similar tube-type lighting are allowed. Each business establishment may display not more than two exposed neon signs, totaling no more than nine square feet, as secondary interior signs.

### **II. PRINCIPAL SIGNS**

Principal signs are permanently affixed signs identifying the name of the establishment. The name or trademark of the product or service offered may be included in the principal sign, but it is recommended that it not overshadow, in size or color, the name of the establishment.

#### **TYPES AND SIZES OF PRINCIPAL SIGNS.**

**APPLIED SIGNS.** Signs attached flat against the building facade or painted on the facade or window shall not project higher than the eave line or parapet wall of the building or project more than six (6) inches from the building. Applied signs include signs painted directly on the building or window. The size of applied signs for businesses whose primary building facade has less than

seventy-five (75) feet of principal frontage shall not exceed one square foot of surface area for each linear foot of building frontage up to a maximum of twenty-five (25) square feet. Size of applied signs for businesses whose primary building façade has seventy-five (75) feet or more of principal frontage shall not exceed fifty (50) square feet. The area of a sign containing individual letters without a frame or outline shall be calculated on the basis of a regular geometric form enclosing the lettering.

**PROJECTING SIGNS.** Signs projecting more than six (6) inches from a building wall shall not project higher than the eave line or parapet wall of the building. Roof signs shall not be permitted. The size of projecting signs shall be limited to fifteen (15) square feet in area, shall not extend over a public right-of-way more than one-half ( $\frac{1}{2}$ ) the distance between the property line and the curb line, or four (4) feet, whichever is less, and shall provide at least seven and one-half ( $7\frac{1}{2}$ ) feet of clearance above the right-of-way. Size shall be measured by the sign's largest dimensions as if enclosed within a square, rectangle, or circle.

**AWNINGS.** Signs shall be applied only to the valance section of an awning. Signs shall not occupy more than three-quarters of the height of an awning valance, or six (6) inches, whichever is less.

**FREE-STANDING FIXED-POST SIGNS.** Free-standing fixed-post signs shall be permitted in areas of open space between the sidewalk and the principal frontage. Sign posts shall be no taller than twelve (12) feet. Each sign shall be no larger than twelve (12) square feet. If more than one business occupies the building and each chooses to use a single sign, they shall be attached to the same post(s) and the total sign area shall not exceed twelve (12) square feet.

**FREE-STANDING ELEVATED SIGNS.** Free-standing elevated signs shall be permitted for buildings with 800 or more square feet of open space on a public right-of-way or parking lot. The bottom of a free-standing elevated sign shall be a minimum of ten (10) feet above ground level, and the top shall be no more than twenty-two (22) feet above ground level. No free-standing elevated sign shall be permitted which is closer than sixty (60) feet to any other free-standing elevated sign on the same side of the public right of way. The permanent area of the free-standing elevated sign shall not exceed thirty (30) square feet. No signs containing internal lighting shall be allowed. Illumination is prescribed pursuant to paragraph one (I) above.

**CHANGE-PANEL SIGNS.** Change-panel signs used to display current prices of items sold shall be placed and displayed as follows:

- a. One change-panel sign shall be allowed per establishment. The sign shall consist of no more than three (3) panels.
- b. The maximum size of each panel shall be nine (9) square feet.

**NUMBER AND LOCATION OF PRINCIPAL SIGNS.**

Each building shall have only one primary building facade, normally an exposed wall fronting on a public right-of-way or parking lot.

A business shall erect no more than two signs, each of which must be of a different permissible type, on or in front of its primary building facade. A business with additional exposed walls on a public right-of-way or a parking lot shall erect no more than one sign, which must be an applied sign, on each of its additional exposed walls.

If more than one business occupies a single store front, there shall be no more than one sign per business. The total of all applied signs together shall not exceed twenty-five (25) square feet for buildings with less than seventy-five (75) feet of frontage or fifty (50) square feet for buildings with seventy-five (75) feet or more of frontage.

A business occupying a floor above the ground floor shall use only an applied window sign or, if it has a separate entrance at the ground floor, an applied sign or a projecting sign at its ground floor door. Such signs must meet all other requirements of these standards.

Only applied signs shall be permitted in the Heritage Square area, including South Downey Street and the intersections of South Downey with Wetherell Street and Main Street.

**III. SECONDARY SIGNS - MENUS, SPECIALS, HOURS, ETC.**

**MOVABLE FREE-STANDING SIGNS AND SANDWICH BOARDS.** Applications for movable free-standing signs shall be made to the West Branch Preservation Commission. No more than one such sign shall be permitted per building. Such a sign shall not exceed six (6) square feet in area and shall be placed so that it does not interfere with pedestrian or vehicular traffic. Movable signs shall be displayed only during daylight hours and must be stabilized by a safe means of anchoring or weighting.

**INCIDENTAL INFORMATION SIGNS.** Signs providing additional and incidental information about a business (such as business hours, whether the business is open or closed, which credit cards are accepted, or listings of menus, specials, and similar information) shall not exceed twelve (12) square feet in total and shall not be any of the types of signs prohibited in Section six (VI),

below. Signs meeting these requirements need not be approved in advance by the Commission and do not require a permit.

#### **IV. TEMPORARY SIGNS**

The following signs may be erected without a permit if they meet the conditions stated below:

**DEVELOPMENT SIGNS.** One (1) temporary sign not to exceed twenty (20) square feet in area may be affixed to each lot or parcel of property to designate future use of such property by the business. Continued use of such signs shall be subject to review by the West Branch Preservation Commission every three (3) months following initial installation.

**SALE OR RENT SIGNS.** Signs advertising the premises where the sign appears for lease or sale shall be limited to one (1) such sign not to exceed sixteen (16) square feet in area. Such signs shall be removed from the premises within five (5) days subsequent to the leasing or sale of such premises.

**OTHER TEMPORARY SIGNS.** Announcement signs shall be permitted to indicate the names of community events or events to be conducted on the premises and of persons associated with those events (including contractors' signs on construction sites). Such signs, which shall not exceed sixteen (16) square feet in area, shall be installed no more than three weeks before the event and shall be removed from the premises within five (5) days following the conclusion of the event.

**PENNANTS, BANNERS, AND STREAMERS.** Such devices shall be up no longer than three (3) weeks prior to an event and shall be removed within five (5) days following the event. There shall be no restriction on the proper display of an American or Iowa flag on a flagpole.

#### **V. INFORMATIONAL AND REGULATORY SIGNS**

The following types of signs, displayed for the direction, safety, convenience, or information of the public, may be erected without a permit:

Signs required to be maintained or posted by law or other regulation. Examples include traffic or similar regulatory signs.

Utility signs not over two (2) square feet in area identifying parking area entrances and exits, off-street loading areas, and the like.

Memorial plaques, cornerstones, historical markers, and the like.

Name plates or address signs.

Bulletin boards, not to exceed fifteen (15) square feet in area, for schools, churches, clubs, parks, playgrounds, and other community facilities.

Signs identifying apartment buildings, not to exceed eight (8) square feet in area, indicating the name, address, and management of apartment buildings.

Signs and decorations for City-sponsored activities and events.

**VI. PROHIBITED SIGNS**

The following types of signs and display material are prohibited.

Temporary signs attached to store windows after the particular sale or event for which intended.

Blinking, flashing, animated, beacon, and moving signs or devices, except when approved by the Commission as temporary signs for approved openings, sales, and other special events.

Signs that advertise a business, service, or product not situated on the premises.

Signs using reflecting, fluorescent, “neon colors” or other garish paint or colors.

Signs applied to the main sections of an awning.

SIGN PERMIT APPLICATION

BUSINESS \_\_\_\_\_  
 (full business name)

\_\_\_\_\_

\_\_\_\_\_

APPLICANT \_\_\_\_\_  
 (street address of business)

\_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_  
 (name)

\_\_\_\_\_

\_\_\_\_\_

(permanent address)

COMMISSION:
RECEIVED _____
REVIEWED _____
NOTIFIED _____
BUILDING OFFICIAL:
DATE APPROVED _____
PERMIT NUMBER _____
DATE ISSUED _____

Intended date of installation \_\_\_\_\_

Linear foot of building frontage \_\_\_\_\_

TYPE OF SIGN(S): \_\_\_\_\_ applied to façade

\_\_\_\_\_ projecting

\_\_\_\_\_ fixed post

\_\_\_\_\_ movable (sandwich board)

Will sign be illuminated? \_\_\_\_\_ If so, describe means of illumination:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach detailed description and sketch of proposed sign.  
 INCLUDE:

- EXACT MEASUREMENTS
- LOCATION ON BUILDING OR RELATIONSHIP TO BUILDING
- LETTERING STYLE
- COLOR SAMPLES
- MEANS OF SECURING MOVABLE SIGNS

The Preservation Commission would like to work with you in the development of signs that compliment your property and the Historic Downtown District. If you wish to consult with the Commission before finalizing your design, please contact the Chairperson for the schedule of meetings.

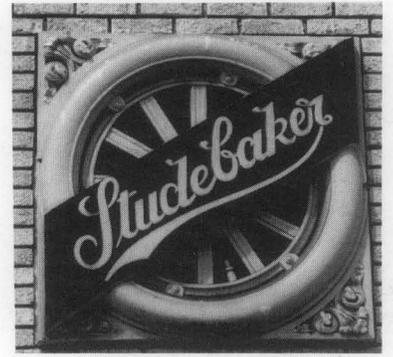
COMMISSION RECOMMENDATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# 25 PRESERVATION BRIEFS



## The Preservation of Historic Signs

Michael J. Auer



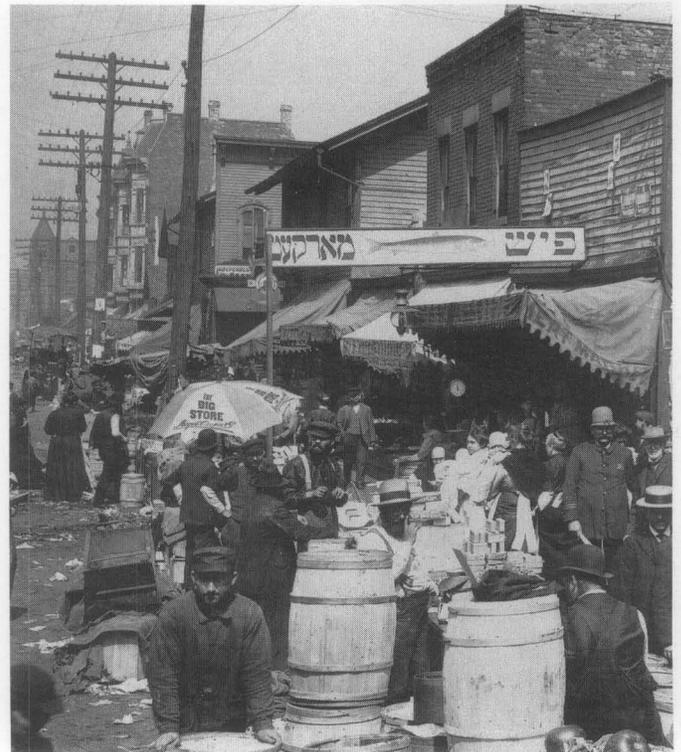
U.S. Department of the Interior  
National Park Service  
Cultural Resources  
Preservation Assistance

*"Signs" refers to a great number of verbal, symbolic or figural markers. Posters, billboards, graffiti and traffic signals, corporate logos, flags, decals and bumper stickers, insignia on baseball caps and tee shirts: all of these are "signs." Buildings themselves can be signs, as structures shaped like hot dogs, coffee pots or Chippendale highboys attest. The signs encountered each day are seemingly countless, for language itself is largely symbolic. This Brief, however, will limit its discussion of "signs" to lettered or symbolic messages affixed to historic buildings or associated with them.*

Signs are everywhere. And everywhere they play an important role in human activity. They identify. They direct and decorate. They promote, inform, and advertise. Signs are essentially social. They name a human activity, and often identify who is doing it. Signs allow the owner to communicate with the reader, and the people inside a building to communicate with those outside of it.

Signs speak of the people who run the businesses, shops, and firms. Signs are signatures. They reflect the owner's tastes and personality. They often reflect the ethnic makeup of a neighborhood and its character, as well as the social and business activities carried out there. By giving concrete details about daily life in a former era, historic signs allow the past to speak to the present in ways that buildings by themselves do not (Figs. 1 and 2). And multiple surviving historic signs on the same building can indicate several periods in its history or use. In this respect, signs are like archeological layers that reveal different periods of human occupancy and use.

Historic signs give continuity to public spaces, becoming part of the community memory. They sometimes become landmarks in themselves, almost without regard for the building to which they are attached, or the property on which they stand. Furthermore, in an age of uniform franchise signs and generic plastic "box" signs, historic signs often attract by their individuality: by a clever detail, a daring use of color and motion, or a reference to particular people, shops, or events.



1. Detail from a busy Chicago street market, about 1905. The sign over the sidewalk depicts a fish. It also gives the Hebrew letters for the English words "Fish Market." The sign offers information about the people who patronized the store that is not available from looking at the buildings. They were European Jews who were beginning to learn English. Chicago Historical Society, negative number ICHi-19155.

Yet historic signs pose problems for those who would save them. Buildings change uses. Businesses undergo change in ownership. New ownership or use normally brings change in signs. Signs are typically part of a business owner's sales strategy, and may be changed to reflect evolving business practices or to project a new image.



2. N. Main Street, Rockford, Illinois, 1929. Signs give a wealth of information about a particular time and place. Photo: Lake County (IL) Museum, Curt Teich Postcard Archives.

Signs also change to reflect trends in architecture and technology: witness the Art Deco and Depression Modern lettering popular in the 1920s and 1930s, and the use of neon in the 1940s and 1950s.

The cultural significance of signs combined with their often transitory nature makes the preservation of historic signs fraught with questions, problems, and paradoxes. If the common practice in every period has been to change signs with regularity, when and how should historic signs be kept? If the business is changing hands, how can historic signs be reused? The subject is an important one, and offers opportunities to save elements that convey the texture of daily life from the past.

This Brief will attempt to answer some of the preservation questions raised by historic signs. It will discuss historic sign practices, and show examples of how historic signs have been preserved even when the business has changed hands or the building itself has been converted to a new use.

## Historic Sign Types and Practices

### Pre-Nineteenth Century

American sign practices originated largely in Europe. The earliest commercial signs included *symbols* of the merchant's goods or tradesman's craft. Emblems were mounted on poles, suspended from buildings, or painted on hanging wooden boards. Such symbolic signs were necessary in a society where few could read, although verbal signs were not entirely unknown. A sheep signified a tailor, a tankard a tavern. The red and white striped pole signifying the barber-shop, and the three gold balls outside the pawnshop are two such emblems that can occasionally be seen

today (Fig. 3). (The barber's sign survives from an era when barbers were also surgeons; the emblem suggests bloody bandages associated with the craft. The pawnbroker's sign is a sign of a sign: it derives from the coat of arms of the Medici banking family.)





b

3. (a) Once commonplace, the three balls symbolizing the pawnbroker are now rare. These date from the 1920s (the supports are much more recent, as is the storefront to which they are attached). (b) Objects associated with a business continue to be used as signs. Photos: Thomas C. Jester.

Flat signs with lettering mounted flush against the building gradually replaced hanging, symbolic signs. The suspended signs posed safety hazards, and creaked when they swayed in the wind: "The creaking signs not only kept the citizens awake at night, but they knocked them off their horses, and occasionally fell on them too." The result, in England, was a law in 1762 banning large projecting signs. In 1797 all projecting signs were forbidden, although some establishments, notably "public houses," retained the hanging sign tradition."<sup>1</sup>

By the end of the eighteenth century, the hanging sign had declined in popularity. Flat or flush-mounted signs, on the other hand, had become standard. Like symbolic signs, however, the tradition of projecting signs has survived into the present.

### Nineteenth Century Signs and Sign Practices

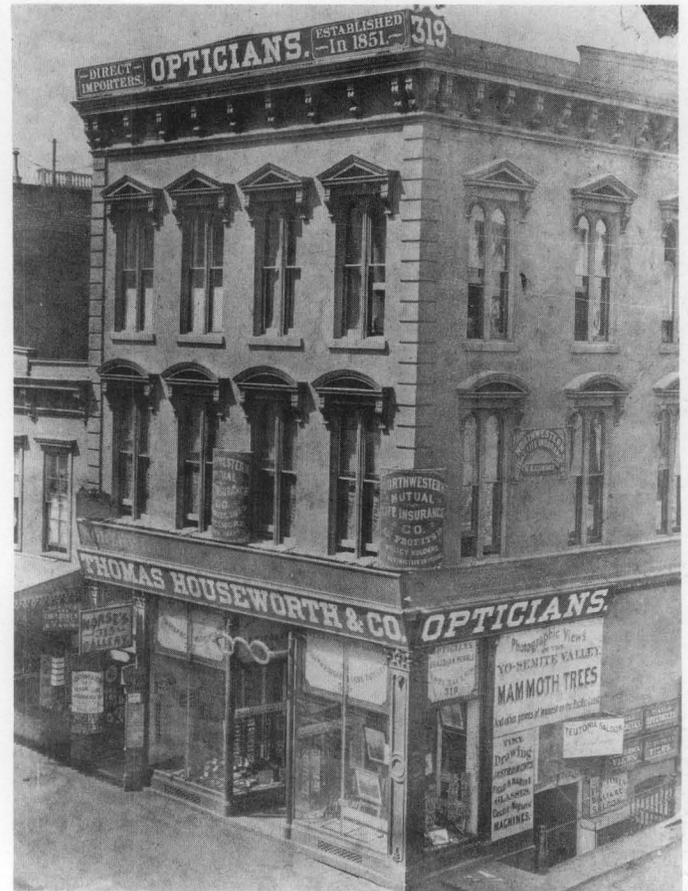
Surviving nineteenth-century photographs depict a great variety of signs. The list of signs discussed here is by no means exhaustive.

*Fascia signs*, placed on the fascia or horizontal band between the storefront and the second floor, were among the most common. The fascia is often called the "signboard," and as the word implies, provided a perfect place for a sign—then as now. The narrowness of the fascia imposed strict limits on the sign maker, however, and such signs usually gave little more than the name of the business and perhaps a street number.

Similar to fascia signs were signs between the levels of windows across the upper facade. Such signs were mounted on horizontal boards or painted on the build-

ing. Signs of this type tended to use several "lines" of text, the name of business and short description, for example. The message, reading from top to bottom, sometimes covered several stories of the building. Other *painted signs* presented figures, products, or scenes. Such signs were typically more vertical than horizontal in emphasis. Whether such painted signs featured text or images, they became major features of the building, as their makers intended them to be. The building itself often became a backdrop for the sign.

Signs in the form of *plaques, shields, and ovals* were used on many nineteenth-century buildings (Fig 4). Such signs had the advantage of being easily replaced as tenants came and went. They also easily incorporated images as well as lettering.



4. This circa 1866 view of a San Francisco building shows the range of signs used in the nineteenth century: Symbolic signs (the spectacles over the entrance); fascia signs; plaques, often in the shape of shields and normally used by insurance companies, in part to symbolize the protective function of insurance; posters, wall signs, window signs, hanging signs, and rooftop signs. Photo: Library of Congress.

*Hanging or projecting signs*, both lettered and symbolic, were also common in the nineteenth century, although less so than previously. Projecting signs were often paired with another at a 45° angle for increased visibility. Occasionally a sign would stretch out from the building across the sidewalk, supported by a post at the street.

*Goldleaf signs*, and signs painted or etched on glass in windows, doors and transoms were quite common.

Porcelain enamel signs were also very popular in the latter half of the nineteenth century and into the mid-twentieth century. Signs carved from stone or wood also appeared frequently, especially on institutional buildings. Painted shutters and even window shades provided additional advertising space.

Posters found their way into display windows when they weren't pasted onto the building. Sidewalk signs or "sandwich boards" offered another chance to catch the eye of any passerby not watching the graphics overhead.

Nineteenth-century tenants looking for additional advertising space found it in unexpected places. They used the *entrance steps* to mount signs in a variety of ways: Handrails, risers, skirts, and balusters sported signs that gave businesses on upper levels a chance to attract notice.

*Awnings* offered other opportunities for keeping a name before the public. The fringe or skirt of the awning, as well as the panel at the side were the usual places for a name or street number. *Flags*, particularly hung from the upper floors, and *banners*, sometimes stretching across the sidewalk, also appeared on buildings.

*Rooftop signs* appeared with greater frequency in the second half of the nineteenth century than previously. Earlier rooftop signs tended to be relatively simple—often merely larger versions of the horizontal signs typically found on lower levels. Late in the century the signs became more ornate as well as more numerous. These later rooftop signs were typically found on hotels, theaters, banks and other large buildings.

The sign types described here were not used in isolation. Window and awning signs attracted sidewalk pedestrians and people in the street. Upper level signs reached viewers at greater distances. If signs were numerous, however, they were nonetheless usually small in scale.

As the century wore on, signs increased in size and scale. Wall signs several stories high were not uncommon in the second half of the century (Fig 5). This development reflects changes in urban life as the century headed to its close. Cities were experiencing rapid population growth. Buildings became bigger and taller. Elevated trains and electric trolleys increased the pace of city life. And when it comes to signs, speed alters scale. The faster people travel, the bigger a sign has to be before they can see it.

### Twentieth Century Signs and Sign Practices

The advent of the twentieth century approximately coincided with the coming of electricity, which gave signs light and, later, movement. Illuminated signs were not unknown before electricity. An advertisement printed about 1700 mentioned a nighttime sign lit by candles, and in 1840 the legendary showman P.T. Barnum built a huge sign illuminated by gas.<sup>2</sup> But electricity was safer and cheaper than candles, kerosene and gas. Its widespread use gave signs a prominence they retain today: illuminated signs dominate the streets at night.

Electricity permitted signs to be illuminated by light shining onto them, but the real revolution occurred when lightbulbs were used to *form* the images and words on signs (Fig 6). Lightbulbs flashing on and off



5. Painted figures and lines of text cover this building in New York City, about 1890. The woman is distributing handbills. The painted workman on the ladder is putting up a poster. Altogether the signs are striking examples of the signmaker's art in the late nineteenth century. Photo: Courtesy of the New-York Historical Society, New York City.

made new demands on the attention of passersby. Lightbulbs blinking in sequence could also simulate movement. Add this property to the mix, and a dramatic transformation of American streets resulted.

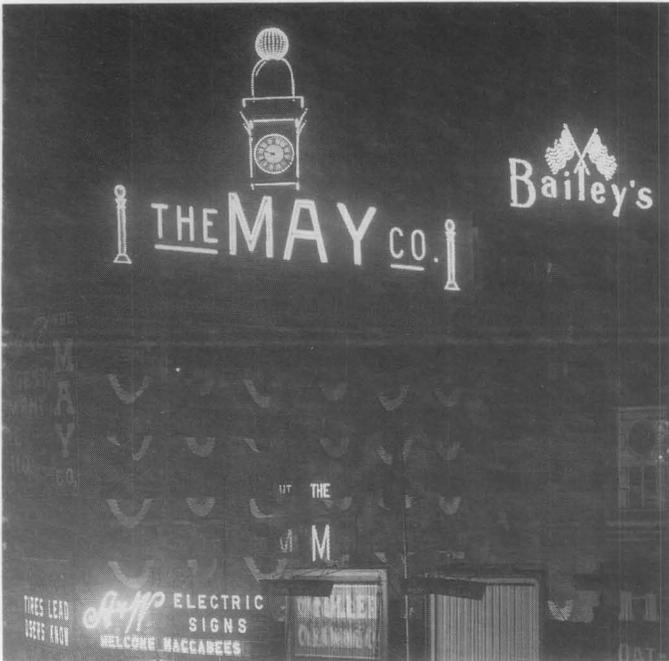
Moving signs were not unknown prior to the advent of electricity, for wind-driven signs had made their appearance in the nineteenth century. But electricity gave signs an unparalleled range of motion. This movement added yet another element to the life of the street.

Neon is another great twentieth-century contribution to the signmaker's art. "Neon," coined from the Greek word for "new," is a "new gas." It has the useful property of glowing when an electric charge passes through it. (Argon, krypton, xenon and helium share this property. Only neon and argon, however, are typically used in commercial signs.) Encased in glass tubes shaped into letters or symbols, neon offered signmakers an opportunity to mold light into an infinite variety of shapes, colors, and images. Combined with an electric timer, the neon tubing could present images moving in succession.

Neon first appeared in signs in the 1920s, and reached its height of popularity in the 1940s. The first documented neon commercial sign in the United States was at a Packard Motor Car dealership in Los Angeles in 1923.<sup>3</sup> After a period of decline, it underwent a renaissance, beginning in the 1970s. Artists experimented

with neon as a conscious art-form, and several notable architects further helped in its revival.<sup>4</sup> Renewed interest in this colorful medium also sparked interest in preserving historic neon signs.

Along with such developments as the coming of electricity and then neon, stylistic movements influenced twentieth-century signs. In particular, Art Deco and Streamlined Moderne affected not just buildings, but their signs as well.

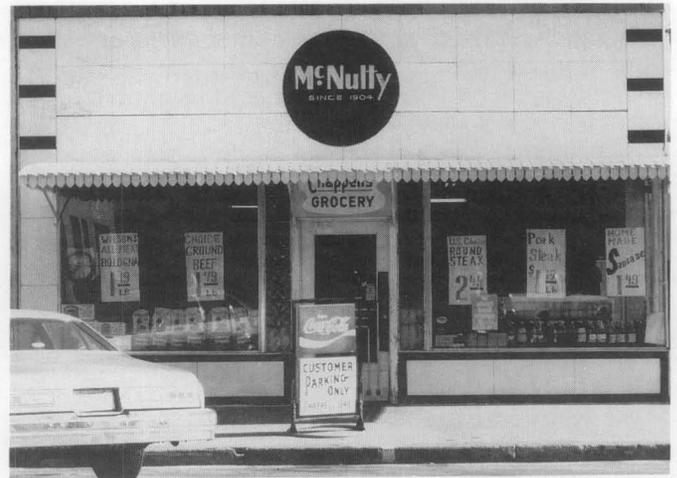


6. This view of Cleveland taken about 1910 shows how electricity transformed American cities. These dramatic and highly visible signs no doubt provided excellent advertising for "A & W Electric Signs." Its signs—at the bottom of the photograph—also proclaim the company to be the "exclusive agents" for a maker of "electric on enamel signs." Photo: Library of Congress.

Architects working in these styles often integrated signs and buildings into a unified design. This was particularly true of storefronts built using pigmented structural glass, commonly known as "Carrara glass," and porcelain enamel on steel panels. These materials allowed words and images to be etched into the glass or enamel, or to be constructed in different colors and patterns as part of an overall design for the building. Such storefronts were popular from the 1920s into the 1940s (Fig. 7).

As the century advanced, new styles took hold. The late 1950s brought signs with fins, star bursts, and other images reflecting a new fascination with outer space (Fig. 8).

In the decades after World War II signs were also transformed by a group of materials now known generically as "plastic." Plastic had several advantages over wood, metal and other traditional sign materials. As the name indicates, "plastic" can take almost any shape. It can also take almost any color. Plastic is translucent. Lit from behind, it appears to glow. It is relatively durable. Above all, it is inexpensive, and can be mass produced. Plastic quickly became the dominant sign material.



7. In the 1930s and 1940s, signs built into storefronts became popular. This example is from Guthrie, Oklahoma. Photo: H. Ward Jandl.



8. In the late 1950s and early 1960s, the country turned its attention to outer space. Wings, fins, and satellite shapes appeared, as in this example in Long Beach, California. Photo: Peter Phillips.

Another profound influence on signs in this period stemmed from business trends rather than from technological breakthroughs or design movements: the rise of chain stores and franchises. National firms replaced many local businesses. Standard corporate signs went up; local trademarks came down. The rise of mass culture, of which the national chain is but one expression, has meant the rise of standardization, and the elimination of regional differences and local character.

The decline of gold-leafing and other traditional sign techniques contributed to these trends. Mass-produced signs have replaced local signs that differed from owner to owner and from signmaker to signmaker. The result is not just sameness, but impersonality as well: It is becoming rarer, for example, to find owners' names on signs. Whether the trend toward sameness can successfully be resisted is yet to be seen. (Some crafts, such as gold-leafing and porcelain enameling, for example, have experienced a revival of sorts.) But the preservation of historic signs is one way to ensure that at least some of these expressions of local history continue to enliven our streets.

## Sign Regulation

Historic commercial areas have customarily been a riot of signs. Yet if clutter has ample precedent, so do efforts to control it. Early attempts to regulate signs in this country include those of professional associations of advertisers, such as the International Bill Posters Organization of North America, founded in St. Louis in 1872.<sup>5</sup>

However, early efforts by municipalities to enact sign regulations met with disfavor in the courts, which traditionally opposed any regulatory effort based on aesthetic concerns. Early successes in the legal arena, such as the 1911 case, *St. Louis Gunning Advertising Company v. City of St. Louis*, were realized when proponents of sign controls argued that signs and billboards endangered public health and safety.

Yet gradually courts found merit in the regulation of private property for aesthetic reasons. In 1954 the U.S. Supreme Court handed down the landmark decision, *Berman v. Parker*, in which the court declared: "It is within the power of the legislature to determine that the community should be beautiful as well as healthy, spacious as well as clean, well balanced as well as carefully patrolled."<sup>6</sup>

With the blessing of the courts, communities across the nation have enacted sign controls to reduce "urban blight." And where historic buildings are concerned, the growth of local review commissions has added to the momentum for controls in historic districts.

Typically, sign controls regulate the number, size and type of signs. In some cases, moving or projecting signs are prohibited. Often such ordinances also regulate sign placement—owners are told to line up their signs with others on the block, for example. Materials, likewise, are prescribed: wood is encouraged, plastic discouraged or forbidden altogether. Sign controls often specify lighting sources: indirect illumination (light shining onto the sign) is often required instead of neon tubing, bare lightbulbs, or "backlighting," used in most plastic signs. Some ordinances forbid lighting completely. (Neon, especially, is still held in disfavor in some areas.) Finally, ordinances sometimes require signs to be "compatible" in color and other design qualities with the facade of the building and the overall appearance of the street.

Existing signs frequently do not meet requirements set forth in sign controls. They are too big, for example, or project too far from the building. Typically, sign ordinances permit such "nonconforming" existing

signs to remain, but only for a specified period, after which they must be removed. If they need repair before then, or if the business changes owners, they must likewise be removed.

Sign controls offer communities the chance to reduce visual blight. They can also assist in producing both a new visibility and a new viability for historic commercial districts. Yet sign ordinances are not without problems. Sign controls satisfy contemporary ideas of "good taste." But "bad taste" has ample historic precedent. And in any case, tastes change. What is tasteful today may be dated tomorrow. Sign controls can impose a uniformity that falsifies history. Most historic districts contain buildings constructed over a long period of time, by different owners for different purposes; the buildings reflect different architectural styles and personal tastes. By requiring a standard sign "image" in such matters as size, material, typeface and other qualities, sign controls can mute the diversity of historic districts. Such controls can also sacrifice signs of some age and distinction that have not yet come back into fashion.<sup>7</sup> Neon serves as an instructive example in this regard: once "in," then "out," then "in" again. Unfortunately, a great number of notable signs were lost because sign controls were drafted in many communities when neon was "out." Increasingly, however, communities are enacting ordinances that recognize older and historic signs and permit them to be kept. The National Park Service encourages this trend.

### Sign as Icon

Signs often become so important to a community that they are valued long after their role as commercial markers has ceased. They become landmarks, loved because they have been visible at certain street corners—or from many vantage points across the city—for a long time (Fig. 9). Such signs are valued for their familiarity, their beauty, their humor, their size, or even their grotesqueness. In these cases, signs transcend their conventional role as vehicles of information, as identifiers of something else. When signs reach this stage, they accumulate rich layers of meaning. They no longer merely advertise, but are valued in and of themselves. They become icons.



9. Signs are often popular neighborhood landmarks. This is one in Butte, Montana. Photo: Jet Lowe, HAER.

## Preserving Historic Signs

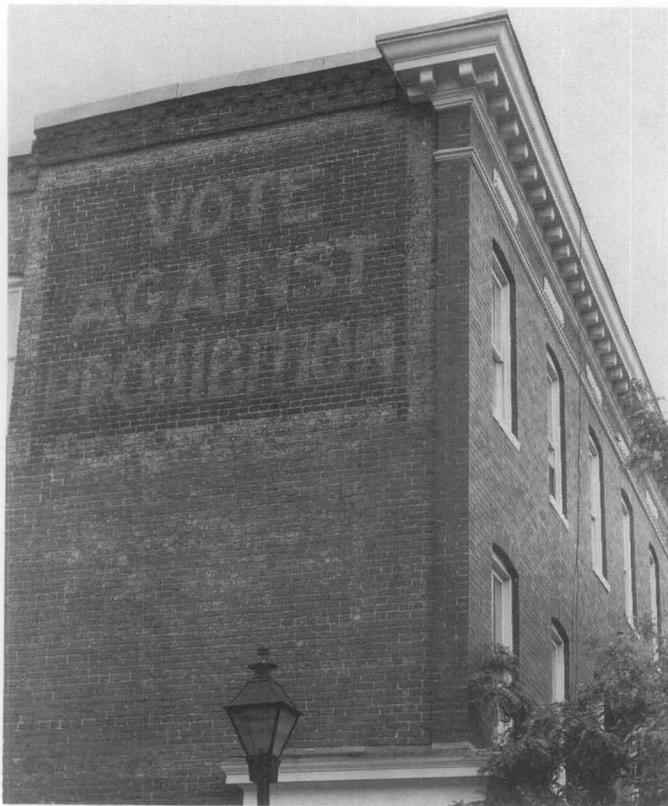
Historic signs can contribute to the character of buildings and districts. They can also be valued in themselves, quite apart from the buildings to which they may be attached. However, any program to preserve historic signs must recognize the challenges they present. These challenges are not for the most part technical. Sign preservation is more likely to involve aesthetic concerns and to generate community debate. Added to these concerns are several community goals that often appear to conflict: retaining diverse elements from the past, encouraging artistic expression in new signs, zoning for aesthetic concerns, and reconciling business requirements with preservation.

Preserving historic signs is not always easy. But the intrinsic merit of many signs, as well as their contribution to the overall character of a place, make the effort worthwhile. Observing the guidelines given below can help preserve both business and history.

### Retaining Historic Signs

Retain historic signs whenever possible, particularly when they are:

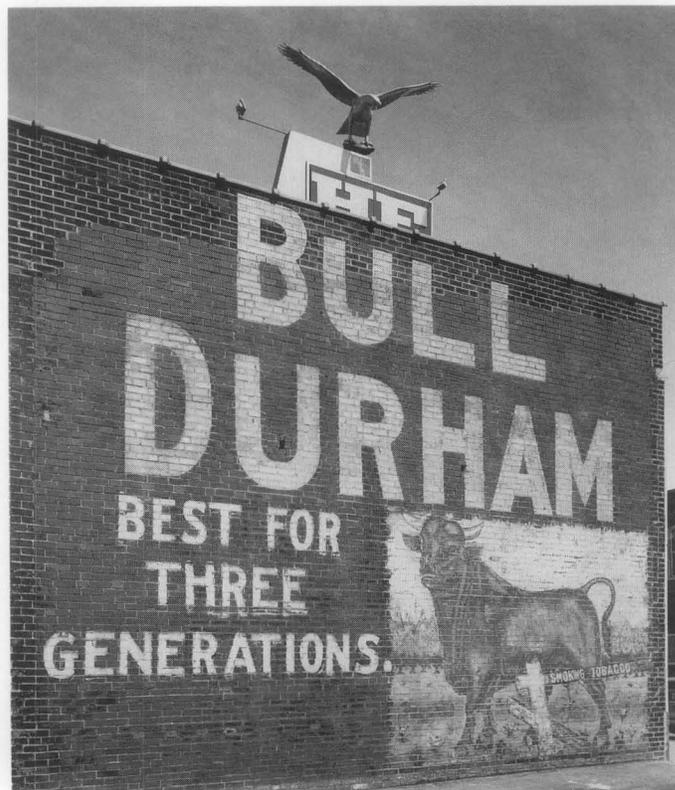
- associated with historic figures, events or places (Fig. 10).
- significant as evidence of the history of the product, business or service advertised (Fig. 11).
- significant as reflecting the history of the building or



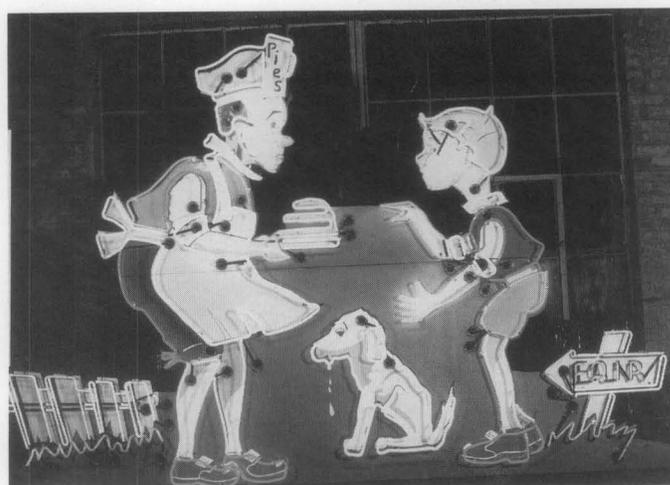
10. This fading sign was painted in Baltimore in 1931 or 1932. It survives from the campaign to enact the 21st Amendment to the United States Constitution, which repealed Prohibition. Such fading brick wall signs are known as "ghost signs." Photo: Thomas C. Jester.

the development of the historic district. A sign may be the only indicator of a building's historic use (Fig. 12).

- characteristic of a specific historic period, such as gold leaf on glass, neon, or stainless steel lettering.
- integral to the building's design or physical fabric, as when a sign is part of a storefront made of Carrara glass or enamel panels, or when the name of the historic firm or the date are rendered in stone, metal



a



b

11. (a) Signs for Bull Durham Tobacco once covered walls all over the country. (b) Similarly, Simple Simon and the Pie Man appeared on Howard Johnson signs nationwide. This one has been moved to a shop for repair. Photos: (a) Jack Boucher, HABS; (b) Len Davidson.

or tile (Fig. 13). In such cases, removal can harm the integrity of a historic property's design, or cause significant damage to its materials.

- outstanding examples of the signmaker's art, whether because of their excellent craftsmanship, use of materials, or design (Fig. 14).
- local landmarks, that is, signs recognized as popular focal points in a community (Fig. 15).

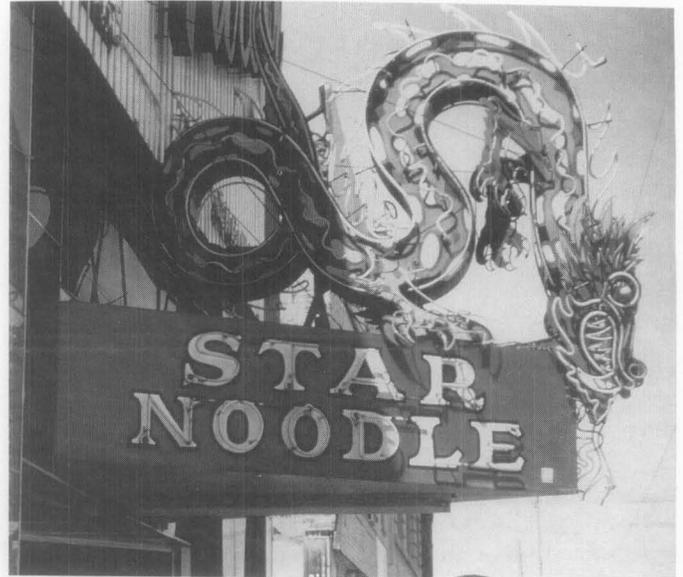
- elements important in defining the character of a district, such as marquees in a theater district.

### Maintaining and Repairing Historic Signs

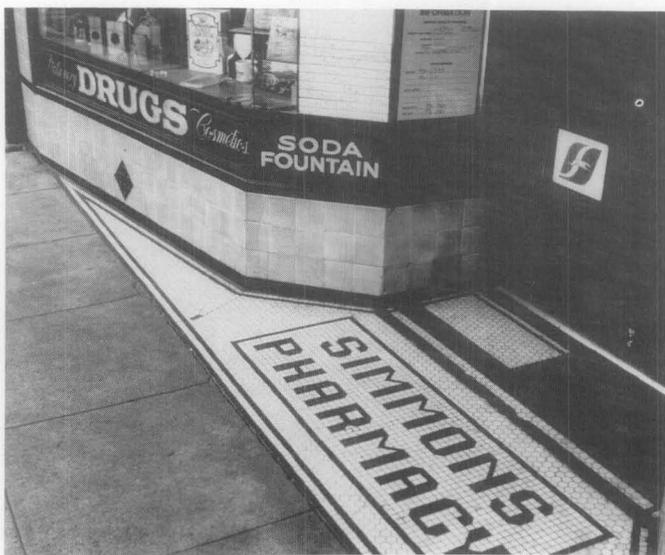
Maintenance of historic signs is essential for their long-term preservation. Sign maintenance involves periodic inspections for evidence of damage and deterioration.



12. The sign on this historic building gives important information about its past. Photo: Thomas C. Jester.



14. This Ogden, Utah, sign is a superb example of neon. Photo: deTeel Patterson Tiller.



13. Historic signs were often built into a property—and often under foot. Photo: Richard Wagner, National Trust for Historic Preservation.



15. The sign for the Busy Bee Cafe is well-known throughout Dubuque, Iowa. Photo: National Park Service, Rocky Mountain Regional Office.

Lightbulbs may need replacement. Screws and bolts may be weakened, or missing altogether. Dirt and other debris may be accumulating, introduced by birds or insects, and should be cleaned out. Water may be collecting in or on sign cabinets, threatening electrical connections. The source of water penetration should be identified and sealed. Most of these minor repairs are routine maintenance measures, and do not call for special expertise. All repairs, however, require caution. For example, electricity should be turned off when working around electric signs.

More extensive repairs should be undertaken by professionals. The sign industry is a large and active one. Sign designers, fabricators and skilled craftsmen are located throughout the country. Once in danger of being lost altogether, gold leaf on glass and porcelain enamel are undergoing revivals, and the art of bending neon tubes is now widely practiced. Finding help from qualified sources should not be difficult. Before contracting for work on historic signs, however, owners should check references, and view other projects completed by the same company.

Major repairs may require removal of the sign to a workshop. Since signs are sometimes damaged while the building is undergoing repair, work on the building should be scheduled while the sign is in the shop. (If the sign remains in place while work on the building is in progress, the sign should be protected.)

Repair techniques for specific sign materials are discussed below (see "Repairing Historic Sign Materials" on page 10). The overall goal in repairs such as supplying missing letters, replacing broken neon tubing, or splicing in new members for deteriorated sections is to restore a sign that is otherwise whole. **Recognize, however, that the apparent age of historic signs is one of their major features; do not "over restore" signs so that all evidence of their age is lost, even though the appearance and form may be recaptured.**

### Reusing Historic Signs

If a building or business has changed hands, historic signs associated with former enterprises in the building should be reused if possible by:

- keeping the historic sign—unaltered. This is often possible even when the new business is of a different nature from the old. Preferably, the old sign can be left in its historic location; sometimes, however, it may be necessary to move the sign elsewhere on the building to accommodate a new one. Conversely, it may be necessary to relocate new signs to avoid hiding or overwhelming historic ones, or to redesign proposed new signs so that the old ones may remain. (The legitimate advertising needs of current tenants, however, must be recognized.)

Keeping the old sign is often a good marketing strategy. It can exploit the recognition value of the old name and play upon the public's fondness for the old sign. The advertising value of an old sign can be immense. This is especially true when the sign is a community landmark.

- relocating the sign to the interior, such as in the lobby or above the bar in a restaurant. This option is less preferable than keeping the sign outside the

building, but it does preserve the sign, and leaves open the possibility of putting it back in its historic location.

- modifying the sign for use with the new business. This may not be possible without destroying essential features, but in some cases it can be done by changing details only (Fig. 16). In other respects, the sign may be perfectly serviceable as is.

If none of these options is possible, the sign could be donated to a local museum, preservation organization or other group.



a



b



c

16. (a) The Jayhawk Hotel in Topeka, Kansas, was built in 1926; (b) Its prominent and popular rooftop signs were deteriorating when the hotel closed; (c) The new owners converted the building to offices, but were able to keep the historic signs by changing "HOTEL" to "TOWER." The new, repaired, signs reuse three of the historic letters: T, O, and E. Photos: (a and b) Kiene and Bradley; Courtesy, Kansas State Historical Society; (c) Kansas State Historical Society.

## Repairing Historic Sign Materials

**Porcelain Enamel.** Porcelain enamel is among the most durable of materials used in signs.<sup>8</sup> Made of glass bonded onto metal (usually steel) at high temperatures, it keeps both its high gloss and its colors for decades. Since the surface of the sign is essentially glass, porcelain enamel is virtually maintenance free; dirt can be washed off with soap and water and other glass cleaners.

Porcelain enamel signs can be damaged by direct blows from stones and other sharp objects. If both the enamel surface and the undercoat are scratched, the metal surface can rust at the impact site. Because the bond between glass and metal is so strong, however, the rust does not "travel" behind the glass, and the rust is normally confined to localized areas. The sign edges can also rust if they were never enamelled. To treat the problem, clean the rust off carefully, and touch-up the area with cold enamel (a type of epoxy used mostly in jewelry), or with enamel paints.

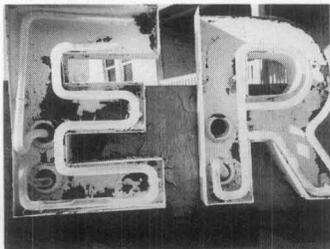
Dents in porcelain enamel signs should be left alone. Attempting to hammer them out risks further damage.

**Goldleaf or gilding.** Goldleaf or gilding is both elegant and durable. These properties made it among the most popular sign materials in the nineteenth and early twentieth centuries. Surface-gilded signs (for example, gilded raised letters or symbols found

on the exterior) typically last about 40 years. Damage to these signs occurs from weather and abrasion. Damage to gilded signs on glass normally occurs when the protective coating applied over the gilding is removed by harsh cleaning chemicals or scratched by scrub brushes. The sign can then flake upon subsequent cleanings.

Historic gilded signs can be repaired, typically by regilding damaged areas. An oil size is painted on the surface. The gold leaf is applied when the surface has become sufficiently "tacky." Similarly, historic "reverse on glass" goldleaf signs can be repaired—by experts. A sample of the flaking sign is first taken to determine its composition. Reverse on glass signs use goldleaf ranging from 12 to 23 karats. The gold is alloyed with copper and silver in varying amounts for differences in color. (Surface gilding—on raised letters, picture frames and statehouse domes—uses 23 karat gold. Pure gold, 24 karat, is too soft to use in such applications.) The damaged portions of the sign are then regilded in the same manner as they were done historically: the inside surface of the glass is coated with a gelatin; gold leaves about three inches square are then spread over the area. The new letter or design is then drawn in reverse on the new leaf, and coated with a backing paint (normally a chrome yellow). With the new design thus sealed, the rest of the leaf is removed. The

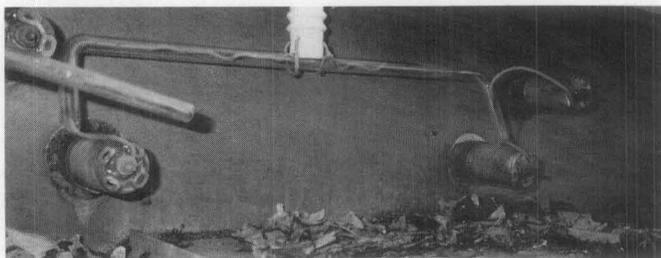
(continued next page)



a



b



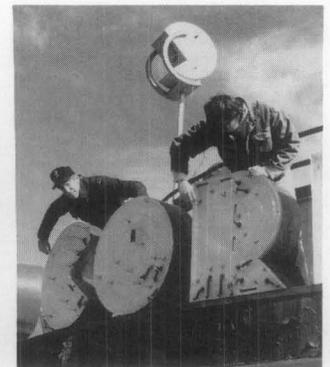
c



d



e



f



g

17. Glen Echo Park near Washington, D.C., is an early 20th century amusement park. (It is the home of the first bumper car ride in the world.) Its neon signs needed repair: (a) tubes were broken and the surrounding "metal cans" needed work also; (b) and (c) removal of the back of "Candy Corner" sign revealed debris from insects and birds; (d) preparing the "metal cans" from the "Pop Corn" sign for remounting; (e) and (f) neon fabricators installing the new tubing in the repaired and remounted cans; (g) repairs finished, the relit signs enliven the park once again. Photos: (a-c) Stan Fowler; (d-f) Larry Kanter; (g) Rebecca Hammel.

sign is then sealed with a clear, water-resistant varnish.

Gilded signs, both surface and reverse on glass, can be cleaned gently with soap and water, using a soft cloth. Additionally, for glass signs, the varnish backing should be replaced every seven years at the latest.

*Neon.* Neon signs can last 50 years, although 20–25 years is more typical. When a neon sign fails, it is not because the gas has “failed,” but because the system surrounding it has broken down. The glass tubes have been broken, for example, thus letting the gas escape, or the electrodes or transformers have failed. If the tube is broken, a new one must be made by a highly skilled “glass bender.” After the hot glass tube has been shaped, it must undergo “purification” before being refilled with gas. The glass and the metal electrode at the end of the tube are heated in turns. As these elements become hot, surface impurities burn off into the tube. The resulting vapor is then removed through “evacuation”—the process of creating a vacuum. Only then is the

“neon” gas (neon or mercury-argon) added. Neon gives red light, mercury-argon produces blue. Other colors are produced by using colored glass and any of dozens of phosphor coatings inside the tube. Green, for example, can be produced by using mercury-argon in yellow glass. Since color is so important in neon signs, it is vital to determine the original color or colors. A neon studio can accomplish this using a number of specialized techniques.

A failing transformer can cause the neon sign to flicker intensely, and may have to be replaced. Flickering neon can also indicate a problem with the gas pressure inside the tube. The gas may be at too high or too low a pressure. If so, the gas must be repumped.

Repairs to neon signs also include repairs to the surrounding components of the sign. The “metal cans” that often serve as backdrops to the tubing may need cleaning or, in case of rust, scraping and repainting.

As with gilded signs, repair of neon signs is not a matter for amateurs (Fig. 17).

## New Signs and Historic Buildings

Preserving old signs is one thing. Making new ones is another. Closely related to the preservation of historic signs on historic buildings is the subject of new signs for historic buildings. Determining what new signs are appropriate for historic buildings, however, involves a major paradox: Historic sign practices were not always “sympathetic” to buildings. They were often unsympathetic to the building, or frankly contemptuous of it. Repeating some historic practices, therefore, would definitely not be recommended.

Yet many efforts to control signage lead to bland sameness. For this reason the National Park Service discourages the adoption of local guidelines that are too restrictive, and that effectively dictate uniform signs within commercial districts. Instead, it encourages communities to promote diversity in signs—their sizes, types, colors, lighting, lettering and other qualities. It also encourages business owners to choose signs that reflect their own tastes, values, and personalities. At the same time, tenant sign practices can be stricter than sign ordinances. The National Park Service therefore encourages businesses to fit their sign programs to the building.

The following points should be considered when designing and constructing new signs for historic buildings:

- signs should be viewed as part of an overall graphics system for the building. They do not have to do all the “work” by themselves. The building’s form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.
- new signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.
- sign placement is important: new signs should not obscure significant features of the historic building. (Signs above a storefront should fit within the his-

toric signboard, for example.)

- new signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
- sign materials should be compatible with those of the historic building. Materials characteristic of the building’s period and style, used in contemporary designs, can form effective new signs.
- new signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and signloads should be properly calculated and distributed.

## Conclusion

Historic signs once allowed buyers and sellers to communicate quickly, using images that were the medium of daily life. Surviving historic signs have not lost their ability to speak. But their message has changed. By communicating names, addresses, prices, products, images and other fragments of daily life, they also bring the past to life (Fig. 18).



18. Sign painters pausing from their work, 1932. Photo: Courtesy, Cumquat Publishing Co. and Tettaton Sign Co., St. Louis, Missouri.

With halting steps I paced the streets, and passed the sign of "The Crossed Harpoons"—but it looked too expensive and jolly there. . . . Moving on, I at last came to a dim sort of light not far from the docks, and heard a forlorn creaking in the air; and looking up, saw a swinging sign over the door with a white painting upon it, faintly representing a tall straight jet of misty spray, and these words underneath—"The Spouter-Inn:—Peter Coffin."

The creaking wooden sign in *Moby Dick* identifies public lodging. But it also does a great deal more than that. It projects an image. It sets a mood and defines a place. The ability to convey commercial and symbolic messages is a property of all signs, not just those in novels.

Every sign hanging outside a door, standing on a roof, extending over a storefront, or marching across a wall transmits messages from the sign maker to the sign reader. Mixed in with names, addresses, business hours and products are images, personalities, values and beliefs.

## Selected Reading List

DiLamme, Philip. *American Streamline: A Handbook of Neon Advertising Design*. Cincinnati: ST Publications, 1988.

Evans, Bill and Andrew Lawson. *Shopfronts*. New York: Van Nostrand Reinhold Co., 1981.

*The Gilder's Manual*. Washington, D.C.: The Society of Gilders, 1991. (Reprint of *The Gilder's Manual; A Practical Guide to Gilding in All its Branches*. New York: Excelsior Publishing House, 1876.)

Liebs, Chester. *Main Street to Miracle Mile: American Roadside Architecture*. Boston: Little, Brown and Company/ New York Graphics Society, 1985.

National Main Street Center. *Main Street Guidelines: Signs for Main Street*. Washington, D.C.: National Trust for Historic Preservation, 1987.

Phillips, Peter H. "Sign Controls for Historic Signs," PAS Memo. Chicago: American Planning Association, November 1988.

Smith, Kent. *Gold Leaf Techniques*. Cincinnati: ST Publications, 1989.

Stage, William. *Ghost Signs: Brick Wall Signs in America*. Cincinnati: ST Publications, 1989.

Stern, Rudi. *Let There Be Neon*. New York: Harry N. Abrams, Inc., 1979. (Rev. 1988).

Cover photograph: Terra cotta wheel with Studebaker banner, 1926, Lakewood, Ohio. Photo: Frank Wrenick.

## NOTES

<sup>1</sup> Bill Evans and Andrew Lawson, *Shopfronts*, New York: Van Nostrand Reinhold Co., 1981, p. 109, 114.

<sup>2</sup> Charles L.H. Wagner, *The Story of Signs: An Outline History of the Sign Arts from Earliest Recorded Times to the Present "Atomic Age"*. Boston: Arthur MacGibbon, 1954, p. 37.

<sup>3</sup> Rudi Stern, *Let There Be Neon*. New York: Harry N. Abrams, Inc. 1979, p. 19.

<sup>4</sup> See Robert Venturi, Denise Scott Brown, and Steven Izenour, *Learning from Las Vegas*. Rev. ed. Cambridge, MA: MIT Press, 1977.

<sup>5</sup> George H. Kramer, "Preserving Historic Signs in the Commercial Landscape: The Impact of Regulation." (Unpublished Masters Thesis: University of Oregon, 1989), p. 15. This section on sign regulation is heavily indebted to this work. See especially Chapter 2, History of Sign Regulation and Chapter 3, Mechanics of Sign Regulation, pp. 7-60.

<sup>6</sup> *Berman v. Parker* involved the condemnation of an older building for an urban renewal project. The decision "ironically would prove to be a major spur to a new wave of local preservation laws. . . ." Christopher J. Duerksen, ed. *A Handbook on Historic Preservation Law*. Washington, D.C.: The Conservation Foundation and The National Center for Preservation Law, 1983, p. 7.

<sup>7</sup> A balanced approach to sign controls is offered by Peter H. Phillips, "Sign Controls for Historic Signs," *PAS Memo*, November 1988. (Published by American Planning Association, Washington, D.C.).

<sup>8</sup> See John Tymoski, "Porcelain Enamel: The Sign Industry's Most Durable Material," *Signs of the Times*, December 1990, pp. 66-71. For goldleaf, see October 1984 and November 1990 special issues of *Signs of the Times*. An excellent short "course" in neon evaluation is offered in "Neon: The Good, the Bad, and the Ugly," by Paul R. Davis, *Identity*, Spring 1991, pp. 56-59.

## Acknowledgements

The author gratefully acknowledges the invaluable assistance of Beth Savage, National Register of Historic Places. The author is also indebted to Rebecca Shiffer of The Society for Commercial Archeology, and to other colleagues in the cultural resources programs of the National Park Service, sign artists in private practice, and professionals and preservationists in a number of organizations. These include staff of the Technical Preservation Services Branch, directed by H. Ward Jandl, especially Kay Weeks, Anne Grimmer, Sharon C. Park, and Thomas C. Jester; staff of the National Park Service Regional Offices, especially Michael Crowe, Thomas Keohan, Catherine Colby and Christopher Jones; deTeel Patterson Tiller and Stephen Morris, Interagency Resources Division; Caroline Bedinger, Historic American Engineering Record; Catherine Lavoie and Sara Leach, Historic American Buildings Survey, and Stan Fowler of Glen Echo Park. Significant contributions were also made by Peter Phillips, Yuma County Planning Department; Pratt Cassity of the National Alliance of Preservation Commissions; Betsy Jackson, Doug Loescher and Kennedy Smith of the National Trust for Historic Preservation; Richard Longstreth, George Washington University; Richard Wagner, David H. Gleason Associates, Inc.; Michael Jackson, Illinois Historic Preservation Agency; Vance Kelley, Kansas State Historical Society; William Pencek, Maryland Historical Trust; Chere Justo, Montana Historical Society, and Gerron Hite and Stan Graves, Texas State Historical Commission (the latter on behalf of the National Conference of State Historic Preservation Officers). The following artists and professionals active in the sign industry offered publications, photographs, technical material, and advice: Lynn Baxter and Tod Swormstedt, ST Publications; Kent Smith, Kent Smith Signs; Craig Kraft, Kraft Studios; Larry Kanter, Neon Projects; Len Davidson, Davidson Neon Design; Thomas Ellis, The Enamelist Society; Timothy Pugh, the Porcelain Enamel Institute; William Adair, Goldleaf Studios.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Preservation Brief 25 was developed under the editorship of H. Ward Jandl, Chief, Technical Preservation Services. Comments on the usefulness of this publication may be directed to Chief, Technical Preservation Services Branch, Preservation Assistance Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

# **Program Guide**

## **Iowa's Certified Local Government Program: How to Apply and Maintain Status**

A program of the

**State Historical Society of Iowa  
State Historic Preservation Office of Iowa  
600 East Locust St.  
Des Moines, Iowa 50319-0290  
(515) 281-6826  
Paula.Mohr@iowa.gov**

<http://www.iowahistory.org/>

**September 2015**

## Table of Contents

The Power of Preservation .....	4
Frequently Asked Questions .....	5
Applying for Certified Local Government Status .....	12
Sample CLG Application Packet .....	21
Sample application letter .....	22
Ordinance.....	24
Resolution .....	28
Table Containing Historic Preservation Commission Information .....	32
Biographical Sketch .....	35
Sample Disclaimer Letter .....	36
Sample Inventory .....	38
Sample Plan.....	39
Certified Local Government (CLG) Agreement .....	40
Professional Qualifications Standards .....	45
Responsibilities of the Local Government and Historic Preservation Commission.....	47
A Checklist for Effective Commission Operations and Maintaining CLG Status.....	53
A Special Message for Newly Appointed Commissioners.....	54
Commission Records.....	57
Process for Monitoring and Decertification.....	59
Glossary of Preservation Terminology.....	60



## The Power of Preservation



As the state’s coordinator of local historic preservation programs, I appreciate your interest in historic preservation and the Certified Local Government Program. So much of what we are able to accomplish in preservation in Iowa happens at the local level—because of local interest, local passion and hard work by committed individuals.

The National Trust for Historic Preservation has a slogan “This Place Matters” that succinctly expresses what historic preservation is about. It is about preserving a community’s unique history and character. Preserving this special “personality of place” enriches our own lives but is also something we can pass along to future generations with pride.

I and the rest of the staff of the State Historic Preservation Office are committed to helping you achieve your local preservation goals. The Certified Local Government (CLG) Program is a tool developed especially for local governments that want to use historic preservation as an economic development tool and as a way to improve their community’s quality of life. I invite you to explore this guide to the CLG program and please contact me if you have questions or need more information. I look forward to hearing from you.

Paula Mohr  
Architectural Historian and Certified Local Governments Coordinator  
(515) 281-6826  
[Paula.mohr@iowa.gov](mailto:Paula.mohr@iowa.gov)

## Frequently Asked Questions

### **What is a local historic preservation program?**

A local historic preservation program is established when an Iowa city passes a historic preservation ordinance or an Iowa county passes a historic preservation resolution. The purpose of a preservation program is to identify, recognize and protect buildings, structures, objects, sites and districts that have demonstrated historic importance on a local, regional, state, national or even international level. The historic preservation program is developed and administered by an unpaid, volunteer, citizen commission, the historic preservation commission.

### **What is the difference between a historic preservation commission and a historical or heritage organization?**

The historic preservation commission should not be confused with local historical societies, even though both may receive funding from the city or county and have some of the same interests. While the historical society may operate out of a historic property and be responsible for its care, its primary mission is typically the preservation of records (letters, photographs, and other documents) and objects, ranging from salt shakers to farm equipment. Usually the historical society is a private, not-for-profit corporation or organization with voluntary, dues paying members. The historical society operates under their articles of incorporation and bylaws, the members determines the direction of the organization.

*In contrast*, the historic preservation commission deals exclusively with the built environment. As administrators of the city or county historic preservation program, the historic preservation commission seeks to locate and document the significance of a wide range of buildings and structures from modest workers' bungalows to factories or impressive county courthouses, from railroad switching towers to dredges on the Mississippi River. Parks, roads, sculpture, and prehistoric and historic archaeological sites are of interest to the historic preservation commission.

The historic preservation commission is a governmental body, comparable to other city and county boards and commissions, receiving staff support and having an annual budget. The commissioners are appointed by the mayor and city council or the board of supervisors.

The historic preservation commission uses the historic preservation ordinance or resolution, directives from elected officials and residents, city and county comprehensive plans, and their by-laws to guide their operation and determine their goals and activities.

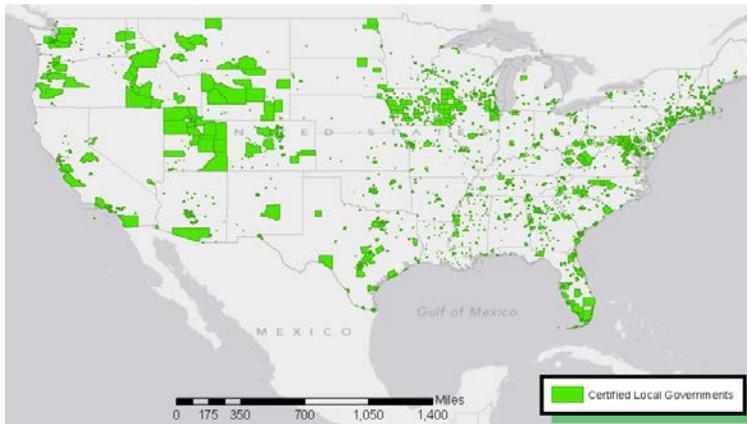
Most of Iowa's historic preservation commissions are advisory bodies to their elected officials. However, in a number of cities, the historic preservation commission has regulatory authority

and reviews proposed changes to **locally** designated historic landmarks (single properties) or to buildings and other improvements within **locally** designated historic districts.

### **What is the Certified Local Government (CLG) Program?**

In 1966, the National Historic Preservation Act (NHPA) established a nationwide program to encourage preservation and wise use of our historic resources. The [NHPA](#) established national historic preservation policy, the National Register of Historic Places, and State Historic Preservation Offices (SHPOs) and defined the states' role in the national preservation effort.

The Act has been amended several times and it was an amendment made in 1980 that created the Certified Local Government program. This program was established to add a third and critical partner at the local level by encouraging local governments to undertake local historic preservation efforts. This formal partnership between federal, state and local government is known as the Certified Local Government program.



The [National Park Service](#), Department of the Interior, administers the federal government's historic preservation program. At the state level, Iowa's State Historic Preservation program is administered through the [Historic Preservation Office](#), (State Historical Society of Iowa), Department of Cultural Affairs. The local partner is the certified city or county

government.

### **What is the purpose of the Certified Local Government program?**

The program has four primary purposes:

1. Encourage historic preservation at the local level.
2. Encourage local governments to follow the Secretary of the Interior's Standards & Guidelines for Archaeology and Historic Preservation in developing and administering their local historic preservation programs.
3. Provide technical assistance through the state's historic preservation office to cities and counties participating in the Certified Local Government Program
4. Provide participating cities and counties with funding to underwrite various historic preservation activities.

## Why should a local government have a local historic preservation program that is “certified”?

Across the nation, communities are using historic preservation as a springboard for economic revitalization and refueling community pride. They have discovered the benefits of an effective historic preservation program that can instill pride in the architectural and historical character of a community, bringing into focus its unique and distinguishing qualities. Preservation can stabilize and enhance property values and property tax revenues. Historic preservation has also been credited with encouraging investment and revitalization, attracting business and industry and creating new jobs. Preserving a community’s cultural heritage provides attractions for visitors and tourists and improves a community’s quality of life for the people who live there.

In Iowa, over 100 cities and counties are using historic preservation as a tool for community survival, stabilization and development. Often the local historic preservation commission works in partnership with the local Main Street organization. In addition, some cities have utilized historic preservation incentive and grant programs to revitalize older neighborhoods and downtowns.



programs.

Historic preservation efforts are readily combined with [tourism](#) combining history with promotional materials to introduce visitors to their historic sites. Other communities like Fort Atkinson are focusing on their historic archaeological sites as part of heritage tourism efforts. Adams, Clinton, Henry, Linn and Shelby counties have undertaken survey, evaluation and National Register nomination projects that focused on their ethnic traditions and incorporated the materials into heritage tourism

Many of these preservation efforts were funded with Certified Local Government program grants. This is a National Park Service grant program, administered by the State Historic Preservation Office. These grants support the work of the historic preservation commissions of certified local governments and are awarded yearly during a competitive grant process. These grants do not require cash match. Local governments can use volunteer hours and other in-kind donations as match. In twenty years of historic preservation activity, Iowa CLG local governments have utilized over \$1,000,000.00 in federal grant monies to fund more than 200 projects across the state. These projects have leveraged major returns to cities and counties in terms of rehabilitation projects, downtown and neighborhood revitalization generating tourism dollars, jobs and tax revenues.

## Is there guidance for a local preservation program?

The Certified Local Government program is based on the use of common goals, standards and guidelines when undertaking historic preservation efforts at the federal, state and local levels.

These common goals, standards and guidelines are located in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. These "SOI Standards" as they are often referred to are one of the foundation documents for the Certified Local Government program.

It is also important to know that if you need help understanding the CLG program or have questions about historic preservation at the local level, you can call the CLG Coordinator whose job it is to support your work. Paula Mohr can be reached at (515) 281-6826; [paula.mohr@iowa.gov](mailto:paula.mohr@iowa.gov)

### **How does a city or county obtain certification for its existing historic preservation program?**

If a city or county has an established historic preservation program, this is what needs to be done apply to participate in the CLG program and receive CLG status or get the historic preservation program certified:

1. The historic preservation ordinance or resolution must be amended so that it incorporates national and state preservation goals and standards in its purpose, in its definitions, in the qualifications for commissioners, and in the powers delegated to the commission. Sections of the ordinance or resolution that do not comply with these goals and standards will have to be revised or removed.
2. The city or county must demonstrate that historic preservation commissioners meet the qualification requirements by submitting signed biographical sketches of all commission members.
3. The city or county must demonstrate that it has an identification (survey, evaluation and registration) process in place that is compatible with that of the State Historic Preservation Office. Submitting the city or county's property inventory does this.
4. The city or county must demonstrate that it has a preservation plan in place that meets the national and state program standards. Submitting a copy of the city or county's historic preservation plan can do this.
5. The City/County signs a CLG Agreement (28E Agreement) with the State of Iowa, agreeing to develop and administer its local historic preservation program so that it complies with national and state preservation goals and standards.
6. Secures the approval of the National Park Service that the local historic preservation program meets CLG standards.

### **How does a city or county set up a historic preservation program and get it "certified"?**

In Iowa, the state local governments/certified local government coordinator will assist local governments in setting up local historic preservation programs that meet CLG requirements and will process the local government's application for CLG status. The National Park Service reviews and gives final approval on the application.

## What does it cost to participate in the CLG program?

If a local government is willing to pass an ordinance or resolution to establish a historic preservation program, then it should be willing to provide fiscal, personnel and material support as well.

The local government should assign a paid staff member to assist the historic preservation commission. In Iowa, staff to historic preservation commissions spend a minimum of ten and twenty percent of their work time, assisting the historic preservation commission. Generally, staff perform the following for the commission: 1) receive commission mail and distribute it to commission members; 2) serve as the recording secretary for the commission to insure compliance with Iowa Code Chapter 21 requirements regarding open meetings; 3) assist the commission in preparing the annual report; and 4) handle the administrative aspect of designation and design review (if applicable). If the commission obtains outside funding, the local government will need to allocate staff time for accounting and record keeping.

Material support of the commission includes: 1) providing meeting space; 2) filing space (required in order to comply with Iowa Code Chapter 22); 3) basic supplies (letterhead stationary, file folders, etc.), postage, printing/photocopying, use of a telephone; 4) access to a city or county vehicle for conducting projects or attending historic preservation training sessions, and 5) provide cash or soft match for grant projects. In addition, it is recommended that if the city or county maintains a website, that technical support be available to create and maintain a public website for the historic preservation commission.



A minimum yearly budget allocation of \$750.00 is required; however, the range of annual allocations to historic preservation commissions by Iowa cities and counties can be as high as \$10,000 a year. Typical line items in a historic preservation commission's budget are 1) travel expenses (registration, mileage, food and lodging) to attend historic preservation training sessions (there is an annual training requirement in the CLG program); 2) cost of publications and periodicals for their reference library; 3) cash and/or in-kind match for grant projects; 4) public education and technical assistance expense, this might include awards and workshops during Historic Preservation Month in May or educational sessions for contractors and property owners on rehabilitation techniques, 5) membership dues in the Preservation Iowa, National Alliance of Preservation Commissions and National Trust for Historic Preservation. For county historic preservation commissions, we recommend providing mileage to facilitate meeting attendance.

## **What are the advantages of CLG participation?**

Cities and counties that participate in the CLG program position themselves to make good use of their public and private capital improvements. In Iowa, the bulk of housing stock, commercial buildings, factories, and agricultural buildings is over 50 years old. While not all of these buildings are significant historic properties, those that are should be preserved, protected and used. The certified local historic preservation program encourages a local government, its residents and property owners to locate significant historic properties and then take appropriate action to insure that these properties are managed, protected and used.

For the local government, this keeps the improvements on the tax rolls as well as opening the possibility of increased tax revenues, resulting from improvement and use. Historic preservation is an integral part of smart, sustainable development. Historic properties often are of unique design and made of high quality materials that no longer are readily available. Demolition of the property removes the improvement from the lot and places the materials in the landfill—which can be costly. Rehabilitation of historic properties generates local jobs and sales, whereas new construction tends to pull revenues out of communities. Continued use of a historic property keeps residents in older neighborhoods and activity in historic downtowns. Adaptive use, which refers to using a historic building for a function different than the original one, can revitalize commercial, industrial, residential and rural areas with new occupants and new activities.

The CLG grant program provides financial assistance for historic preservation projects. CLG grant money can be used for start-up projects, called Planning for Preservation, which allow newly certified preservation commissions to work closely with a preservation specialist and learn about the historic properties in their jurisdiction, major themes/historic contexts in local history, resources and people in the state and their community which they can use, as well as develop a plan for future activity. CLG grants can also be used for planning, for survey and evaluation, preparing National Register of Historic Places nominations, developing a system for designating local landmarks and districts, drafting local legislation and procedures to protect properties, and public education projects. The grants cannot be used for actual rehabilitation nor can they be used to purchase equipment. Community Development Block Grants (CDBG) can be used as match for CLG grants. In short the purpose of the CLG grant program is to assist cities and counties in their historic preservation efforts.

Serving the historic preservation needs of Iowa's CLG cities and counties is a top priority in the State Historic Preservation Office. When a city or county achieves CLG status, the CLG program coordinator goes to that community and does an orientation session for the historic preservation commission, local officials, staff and the interested public. The CLG coordinator and other preservation staff are available for consultation, help facilitating issues, or perform other services related to the local historic preservation program. Another service to CLG communities is research services on historic preservation issues and questions. During the year, the State Historic Preservation Office schedules historic preservation training workshops for

commissioners, elected officials, governmental staff and the general public. In addition, the State Historic Preservation Office encourages and assists CLGs and their residents to take advantage of state and federal incentive programs. Finally, the office sponsors an annual Preserve Iowa Summit which is an opportunity for CLGs to receive annual training.

### **What are the advantages of National Register listing?**

Savvy cities and counties in the CLG program use and encourage use of the National Register and these incentives to further their preservation objectives in their communities. Local governments in the CLG program are encouraged to nominate properties to the National Register of Historic Places. National Register listing places a property on a nationwide honor roll. Listing does not infringe on property owner's rights, however, to keep a property on the National Register, a property owner will need to maintain those elements that contribute to the property's significance. Thus, if a property were listed because of landscape features, the property owner would want to maintain those landscape features. If a property were significant because of architectural design, the property owner would want to maintain that design.

There are various state and federal incentives to encourage persons to rehabilitate and maintain National Register listed properties. These include:



- Historical Resource Development Program Grants (HRDP)
- Certified Local Government Grants
- State Historic Tax Credits
- Federal Historic Tax Credits
- Historic Property Tax Exemption

Visit <http://www.iowahistory.org/historic-preservation/index.html> for more information about these programs and use of the grant programs for

rehabilitation projects.

National Register listing does protect a property with respect to federally assisted undertakings. Federal undertakings are activities or projects by federal agencies such as the Federal Highway Administration, the Environmental Protection Agency, the Corps of Engineers; or which involve federal funds or require federal licensing or approval. National Register listing or National Register eligibility means that an assessment must be made before the project can proceed and if the project will affect the National Register listed or eligible property, then alternative designs have to be considered.

## Applying for Certified Local Government Status

### How does a local government become a CLG?

Before a city or county can participate in the "Certified Local Government Program," it must have a municipal or county historic preservation program that meets the CLG program standards for certification. To establish such a program, a city or county must take the following steps:

- 1. Pass a historic preservation ordinance for a city historic preservation program or a historic preservation resolution for a county historic preservation program.** In the case of cities, the historic preservation ordinance is passed by the city council. For counties, the Board of Supervisors needs to pass the historic preservation resolution.

The Sample CLG Application Packet in the Appendices contains examples of an ordinance and a resolution. The sample ordinance and resolution contain all of the sections needed to comply with federal and state CLG requirements and for a workable piece of legislation. For CLG status and participation, the ordinance or resolution must give the commission the powers specified in the samples. Please note that the sample ordinance and resolution do not give commissions any regulatory authority.

There is some flexibility in the wording of a local government's ordinance/resolution in the sections dealing with commission size and terms of office. However, when preparing your city's ordinance or county's resolution, please try to adhere to the wording of the samples. Each section meets a particular function. The purpose spells out the function of the program and is written broadly so that the historic preservation commission can operate in a wide range of activities. If an action of the historic preservation commission and the local government is ever challenged, the court will examine the purpose to determine if the action fell within the scope of the purpose. The definitions provide linkage to both the state and federal preservation programs. If you revise the language, please send it to the CLG Coordinator for review before your elected officials formally adopt it.

The Commission structure and qualifications must meet both federal and state requirements. The qualifications are designed to insure that persons serving on the commission are willing to put in the required time; to obtain historic preservation training; and to fulfill the advocacy role required of the historic preservation commission. In addition, the qualifications encourage cities and counties to seek individuals with professional expertise so that the commission is up to speed on all preservation activities and responsibilities. The professional qualifications are particularly important if a commission has quasi-judicial responsibilities as they insure that designation and design review is being undertaken by knowledgeable individuals and their findings and decisions will be based on the application of the appropriate standards and guidelines. Having professional expertise

on a commission as well as a trained commission helps insure that the commission's operations are procedurally correct and decisions are based on fact.

The powers of the commission must meet federal program requirements. The powers encompass all of the activities that a commission must undertake to insure a viable local historic preservation program: identification, evaluation and registration to officially recognize historic properties and designation, acquisition, education and consultation to insure that historic properties continue to contribute to the community through use, maintenance, and protection. Elimination of any powers would cripple the operation of the commission and undermine the local historic preservation program. The additional powers, requiring consent of the city council or the board of supervisors, allow the commission to undertake a variety of specific tasks such as grant projects, temporarily holding property, and most importantly advising local governmental officials and staff on appropriate courses of action in historic preservation matters. Finally, historic preservation ordinances and resolutions must be malleable in order to meet changing conditions and circumstances. Consequently, clauses for revision or amendment as well as provision for revocation should be included.

Generally, new historic preservation commissions are not familiar with historic preservation and the range of activities encompassed in a local historic preservation program. For this reason, the Iowa CLG Program recommends that cities and counties initially establish historic preservation commissions with advisory authority. This will give the commission, local officials, staff, and the community at large an opportunity to become familiar with the different components of a local historic preservation program. The community can see how the program works and become comfortable with the notion of assuming local responsibility for the maintenance and protection of local historic properties through local designation and design review or other means.

Consequently, the sample resolution and ordinance create a historic preservation commission with advisory authority only. For example, in terms of the creation of local historic landmarks or districts, the commission can only recommend that the county or city designate historic landmarks and districts however the ordinance and resolution lack sections outlining the procedure for designation. If the owner of a historic property wishes to alter his building, he may consult with the historic preservation commission. The commission may review, comment and recommend but does not have the authority to require the property owner to follow their recommendations.

Local Designation and Design Review: Under Section 303.20 through 303.34 of the Code of Iowa, the local government may choose to give its historic preservation commission regulatory authority. This authority will involve two kinds of activity. The first is designation, placing a landmark or district on the local governmental register of historic places. Second, the commission is given the authority to review and render a decision certifying the

appropriateness of proposed alterations to the exteriors, visible from public right-of-ways, of designated historic properties.

The significance criteria, used to determine if a building, structure, object, site and/or district qualifies for local designation, should be consistent with the National Register of Historic Places significance and integrity criteria as well as the Code of Iowa Section 303.20 (1) a-f. Iowa CLG Program policy is that locally designated properties also must be eligible for or listed on the National Register of Historic Places to insure administrative consistency, support of national case law and allow due process for the owner(s).

This review process for the exterior alteration of historic properties is commonly referred to as "design review." The commission will do regulatory review of changes only to designated local historic landmarks and changes to properties within locally designated historic districts. Generally, National Register-eligible and listed properties (landmarks and districts) must be locally designated before they are subject to the commission's review. However, some Iowa commissions have been given the authority in their local historic preservation ordinances to review these properties or properties in special zoning districts such as demolition districts or conservation districts.

Changes to the exteriors of landmarks and districts can include changes to outbuildings and the surrounding grounds. Alterations that are subject to review may include changes to or installation of walkways, fences, retaining walls, driveways, parking lots, exterior lighting. Reviewable changes also include moving, construction of additions, and/or demolition of primary buildings and/or outbuildings, structures, objects and sites; as well as rehabilitation, replacement, restoration or reconstruction of the primary building and/or outbuildings, structures, objects and sites. Iowa Code does not allow for the regulatory review of the interiors of historic buildings.

If the commission approves the proposed changes, a certificate of appropriateness is issued. The criteria used by a commission to review proposed alteration of locally designated buildings, structures, sites, objects and districts shall be clearly set forth in the local ordinance, and shall be as consistent as possible, with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties.

**2. The local government appoints members to the commission.** Cities are required by the Code of Iowa to have a minimum of three persons on their historic preservation commissions; counties must have a minimum of five persons. The appointment process should involve the public through public notices and meetings announcing the formation of the commission; so interested citizens have an opportunity to apply. Applicants should complete forms describing their involvement in history and historic preservation and certifying to their commitment to historic preservation.

Ideally, the historic preservation commission should be a mix of lay persons and historic preservation professionals. All commission members should have a demonstrated, positive interest in historic preservation. Federal CLG requirements call for a minimum of two preservation professionals and suggest these should be an architect and architectural historian. Historic preservation professionals are persons who meet the [Secretary of the Interior's Professional Qualification Standards](#). The Standards call for an advanced degree (M.A. or Ph.D.) and professional, work experience in one of the following fields: history, architectural history, prehistoric or historic archaeology or licensed/certified architects with training/experience in historical architecture rehabilitation. In addition, individuals with degrees and work experience in urban or rural planning, American Studies, American Civilization, Cultural Geography, or Cultural Anthropology, Folklore, Cultural Anthropology, Curation, (building) Conservation, and landscape architecture are also recognized as preservation professionals, although Professional Qualification Standards have yet to be promulgated. Finally, for municipal historic preservation commissions, the Code of Iowa (Section 303.34 et seq.) states that members of the commission shall be appointed with due regard to proper representation of residents and property owners of the city and their relevant fields of knowledge including but not limited to history, urban planning, architecture, archeology, law, and sociology.

To determine if an individual qualifies as a Preservation Professional, consult the [Secretary of the Interior's Professional Qualification Standards](#) and Iowa Historic Preservation Office staff. The State Preservation Office must certify that a commissioner meets the Professional Qualification Standards if that commissioner wishes to operate as a professional while serving on the commission.

In Iowa, historic preservation professionals are rare outside of the larger metropolitan areas and university communities. We suggest looking for individuals in the community who are interested in historic preservation and are willing to put in the time required for training, commission meetings, and working on projects. Potential candidates for slots on the historic preservation commission are owners of National Register listed properties; persons involved in community development through the chamber, economic development or Main Street programs. If they have the time, teachers, attorneys, bankers, and realtors can be useful members.

Be sure that commission members are present in the community for most of the year, are able to attend evening events and/or out-of-town training sessions. An active commission member of an advisory commission probably spends an average of eight hours a month on historic preservation work (meetings, work on projects, etc.).

Each applicant for a commission position must provide the local government with a signed biographical sketch. The biographical sketches must contain information about education, training, employment, particularly if the applicant worked in historic preservation, and a summary of the applicant's involvement in historic preservation. The local government

needs to maintain a file of commissioner information. Sample biographical sketches for preservation professional and individuals without professional training in historic preservation are located in the appendices of this manual.

a) In addition to the biographical sketches, a completed Table of Commission Information (see Appendices) should be attached to the CLG application. The Table will identify the Commission Chairperson, Vice Chair, Secretary, Treasurer, and the local government staff person and/or contact who will serve as the liaison between the commission and the state.

Once the local government has appointed commission members, the members are an official historic preservation commission. At their first meeting, the commission should elect officers (chairperson or president and secretary/treasurer). If the local government wishes to apply for CLG status, then typically, the commission is charged with creating a historic property inventory and a preservation plan. In addition, we require that one member, typically the Chair or Secretary, and a staff contact be appointed to serve as liaisons with the SHPO.

A local government may be certified without the minimum number or types of disciplines, if it can demonstrate in writing that it has made a reasonable effort to fill those positions. The sample application contains a disclaimer letter which should be submitted if the local government is unable to secure preservation professionals for commission membership.

When a discipline is not represented in the commission's membership, the commission shall be required to seek expertise in this area when considering National Register nominations and other actions that will affect properties which are normally evaluated by a professional in the discipline. This expertise may be gained through the hiring of a consultant or by other means that the SHPO determines appropriate. Additional expertise may be obtained by consulting the SHPO, a professional affiliated with another CLG historic preservation commission, or a historic preservation consultant on an as-needed basis for conducting specific activities (this is a CLG grant-eligible activity). The credentials of preservation professionals serving on the commission must be reviewed and approved by the SHPO.

This requirement may seem stringent since few Iowa cities and counties have the full complement of active preservation professionals living within their boundaries. However, there are reasons for this stipulation. Experienced historic preservation professionals can help a newly formed commission understand the range of activities it is to perform and provide training. In addition, professionals on a commission enhance its ability to review and comment on projects. Finally, if the commission performs quasi-judicial review, preservation professionals provide the commission with the expertise needed to prepare local nominations and undertake design review.

The SHPO shall make available historic preservation orientation materials and training to all local commissions. The orientation and training shall be designed to provide a working

knowledge of the roles and operations of federal, state, and local preservation programs. This orientation can be accomplished by commission members' attendance in SHPO-approved historic preservation related conferences and workshops, by SHPO staff training sessions, or by the SHPO's distribution of training materials to commissions.

**3. Create a preliminary Inventory of Historic Properties.** A historic property inventory is a file that contains information about historically significant sites, buildings, structures, objects and districts and survey-evaluation reports, National Register and local designation nominations, and other data pertaining to the built environment and history of a city or county. For the CLG application packet, the historic preservation commission will prepare a list of properties in the city or county which the commission feels merit survey, evaluation and possible registry on a local system of designation and/or the National Register of Historic Places. The list may include locally significant historic properties that are endangered by development, changes in the use of property, or neglect. The list should include properties that currently are listed on the National Register of Historic Places. For each property on the list, please provide the name of the property, e.g., Aven Blythe House or Westport Creamery and the street address or legal definition section, township, range). Also for each property on the list, there should be a brief statement of the significance of each property or district and the historic context that it represents.

This is a preliminary inventory not a definitive or exhaustive one. Preparing the list allows the commission to plumb its knowledge of local prehistory and history and the existing historic properties that reflect it. It also gives the commission an opportunity to become familiar with their jurisdiction and the properties within it. The Sample CLG Application Packet contains an example of a historic properties inventory.

**4. Create a Historic Preservation Plan** if the city or county has developed a historic preservation component for its comprehensive land use plan, this should be submitted as part of the application.

If the city or county does not have a historic preservation component in its plan, then the commission must prepare and submit a historic preservation plan in the form of an action plan. The plan must contain the following:

- ✓ A proposed schedule for identification (survey), evaluation and registration activities in order to identify and recognize the city/county's historic properties.
- ✓ A proposed schedule for developing management and protective measures to insure that historic properties are maintained and used properly.
- ✓ A proposed schedule for training the historic preservation commission and for developing an educational program for the city/county to inform officials and residents about the local historic preservation program, historic properties, and appropriate historic preservation practices.
- ✓ Commission meeting place, dates, and time for the next 12 months;

- ✓ Name and address of the repository where commission records, including the historic property inventory, will be housed.

The action plan can be long-term, e.g., five years, or for a shorter period, e.g., a year. Remember the plan can be modified once the commission has been operating and becomes more familiar with their mission and responsibilities. The plan should be designed as a guide to the commission during its first year in existence. See the Appendices for an example of a plan, however, the commission is strongly encouraged to develop a plan that is tailored to local needs and priorities.

**5. When applying for CLG status, the commission assembles the following application packet, consisting of:**

- a. A letter from the chief elected official (mayor or chairman, board of supervisors) requesting Certified Local Government status. The letter must be on official stationary and directed to Paula Mohr, CLG Coordinator, State Historical Society of Iowa;
- b. A copy of the historic preservation ordinance or resolution;
- c. A list of commission members with their names, addresses, phone numbers (business and home), fax number, email address (business or home), terms of appointment (e.g., July 1, 2015 to July 1, 2018);
- d. The names of the Commission's Chairperson, Vice Chair, and Secretary;
- e. The name of the individual who will serve as the Contact. The contact and the staff liaison receive all of the commission's mail and email from the SHPO and National Park Service. The contact and staff liaison are responsible for sharing that information with the full commission in a timely fashion.
- d. Copies of the application information (signed biographical sketches) that the commissioners submitted to the local government when they were applying for positions on the commission;
- e. If there are no preservation professionals on the commission, the chief elected official should send a disclaimer letter, addressed to Paula Mohr;
- f. A copy of the historic property inventory;
- g. A copy of the commission's historic preservation plan.

**The packet is sent to the CLG coordinator at the State Historical Society of Iowa:**

Paula A. Mohr  
State Historical Society of Iowa  
600 East Locust Street  
Des Moines, Iowa 50319-0290

If the application packet is complete and meets the requirements of the CLG program, the CLG coordinator will send the elected official three copies of a Certification Agreement (see

Appendices). This is an agreement between the local government and the state. It outlines the local government/commission responsibilities as a participant in the CLG program.

- 6. The chief elected official of the local government signs all copies of the CLG Agreement with the State.** Upon receipt of the signed copies, the CLG coordinator forwards them to the SHPO for execution.
- 7. The CLG application is then sent to the National Park Service for review and certification.** Normally, this is granted within 30 days from receipt of the request.
- 8. National Park Service sends certification notice.** The National Park Service will send a letter to the chief elected official and the chair notifying the local government they are certified. That letter should be kept in the commission's file.

### ***Iowa CLG Program Requirements***

State law, Code of Iowa, 303.26 and 303.34, describes the qualifications, terms, number and other stipulations for city, county, and land use district historic preservation commissions. Because there are some differences, each is discussed separately.

City Historic Preservation Commissions:

1. Must be established by ordinance, this can be part of the city historic preservation ordinance.
2. The Mayor appoints individuals to the Commission.
3. Commissioners must either reside in the city or own property located in the city.
4. Member appointments must be made with due regard to representation in the city and member qualification as mentioned herein.
5. City commissions shall have no fewer than three (3) members.
6. Terms of office shall be staggered and for a minimum of two year duration.
7. Cities over 50,000 shall not appoint more than one-third of the commission members who are members of a city zoning organization.
8. For commissions with regulatory authority, there shall be the appointment of at least one resident from each designated district.

### **Code of Iowa, 303.34**

Counties and townships (unincorporated areas). The governing body in an unincorporated area may apply for CLG status without an historic preservation ordinance, as long as it does not designate a historic district. The chief elected official(s) must designate a historic preservation commission to oversee specified historic preservation matters in the government's jurisdiction. This is accomplished by passage of an historic preservation resolution. The resolution specifies the powers and duties of the commission, as well as the qualifications of its members. Be advised that if an unincorporated area chooses to designate

a local historic district, then it must follow the Code of Iowa, 303.26, procedures in establishing a commission.

Each participating Iowa city or county shall decide on the numerical limit of terms for the commission members.

If the historic preservation commission is given regulatory authority, then design decisions by the commission must be binding and the ordinance shall have a specific provision for enforcing decisions.

The commission must meet at least 3 times yearly.

Commissioner training, all new historic preservation commissions shall undergo an orientation or training in historic preservation upon appointment to the commission. Newly appointed commission members are encouraged to participate in a historic preservation orientation session. These may be arranged through the CLG Coordinator. Commissions with quasi-judicial authority (who designate local historic properties and issue certificates of appropriateness) and their staff will undertake specialized training in design review and the Secretary of the Interior's Treatments for Historic Properties every two years.

If a City or County wishes to have the privilege of administrative review, then it must have a staff person to the commission who meets the following requirements:

1. Secretary of the Interior's Professional Qualification Standards in architectural history, historic architecture or preservation architecture as determined by the Iowa Historic Preservation Office and/or
2. One or more commission members either meet the Professional Qualification Standards or are certified each year by the State Historic Preservation Office in design review using the Secretary of the Interior's Treatments and Guidelines for Historic Properties.

Submission of biographical sketches should be done as commission members are considered for appointment to the historic preservation commission to insure that they meet program requirements and that their data is entered into the CLG database.

## **SAMPLE CLG APPLICATION PACKET**

Please note the sample materials contain instructional information. When preparing final copies of the ordinance/resolution and letters, be sure to delete this instructional information. The instructional information is in **boldface print**.

**SAMPLE APPLICATION LETTER  
On City or County Letterhead**

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

Re: Request for Certified Local Government Status

Dear Ms. Mohr:

In accordance with the National Historic Preservation Act of 1966, as amended, and the Certified Local Government Historic Preservation Program in Iowa, I hereby request Certified Local Government status for (insert name of city or county)'s historic preservation program.

Enclosed are:

1. A copy of the local historic preservation legislation **(insert ordinance if applicant is a city/ insert resolution if applicant is a county)**, including any amendments;
2. A list of locally recognized properties and districts, accompanied by brief statements on their historical significance, and street address;
3. A copy of the local preservation plan, if available, or a statement describing the long-range goals of the historic preservation commission and proposed activities to achieve the goals;
4. A list of the members of the historic preservation commission and completed biographical sketch forms for non-professional members and **resumes** for professional members;
5. A disclaimer letter regarding the absence of professionals on the commission. **(include this statement and the disclaimer letter only if none of the commission members meet the Secretary of the Interior's Professional Qualifications Standards);**

Submitted to demonstrate that (insert the name of city or county) has met the requirements for local government certification, as described in the program guidelines.

I understand that an additional requirement for certification is execution of a written certification agreement between the State of Iowa and **(insert name of city or county)** specifying the responsibilities of the local government, and that upon certification **(insert name of city or county)** will be eligible to apply for special Certified Local Government matching grants to be used for eligible local historic preservation projects.

**(signature of mayor or chair. Board of Supervisors)**  
**(Typed Name and Title)**

Date

## ORDINANCE

**AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION FOR THE CITY OF \_\_\_\_\_, IOWA; PROVIDING FOR THE RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING POWERS AND DUTIES OF THE COMMISSION.**

**BE IT ORDAINED BY THE CITY COUNCIL OF \_\_\_\_\_:**

### Section 1: Purpose and Intent

The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

### Section 2: Definitions

- a. Commission. The **(Insert name of City)** Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
  1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or

- that represents a significant and distinguishable entity whose components may lack individual distinction; or
2. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
  3. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
  4. is associated with the lives of persons significant in our past; or
  5. has yielded, or may be likely to yield, information important in prehistory or history.
- c. *Historic Landmark. A site including archaeological sites, object, structure or building which,*
1. is associated with events that have made a significant contribution to the broad patterns of our history; or
  2. is associated with the lives of persons significant in our past; or
  3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
  4. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: **(Insert name of City)** Historic Preservation Commission

- a. The Commission shall initially consist of **(not less than three, 3)** members who shall be residents of the City.
- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.

- f. Vacancies shall be filled by the City according to the original selection as aforesaid.
- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year

#### Section 4: Powers of the Commission

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and
- d. Provide information for the purpose of historic preservation to the governing body.
- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
  1. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
  2. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
  3. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.

4. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
5. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
6. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

Section 5: Severability

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

Section 6: Amendatory Provisions

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 7: Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this \_\_\_ day of \_\_\_\_\_ 20\_\_.

City of \_\_\_\_\_.

---

Mayor

---

City Clerk

## RESOLUTION

### A RESOLUTION ESTABLISHING A HISTORIC PRESERVATION COMMISSION FOR \_\_\_\_\_ COUNTY, IOWA; PROVIDING FOR THE RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING POWERS AND DUTIES OF THE COMMISSION.

BE IT RESOLVED BY THE \_\_\_\_\_ COUNTY BOARD OF SUPERVISORS:

#### Section 1: Purpose and Intent

The purpose of this resolution is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the County's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the County's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the County;
- g. Promote the use of landmarks and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the County.

#### Section 2: Definitions

- a. Commission. The **(Insert name of County)** Historic Preservation Commission, as established by this resolution.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
  1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or

- that represents a significant and distinguishable entity whose components may lack individual distinction; or
2. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
  3. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
  4. is associated with the lives of persons significant in our past; or
  5. has yielded, or may be likely to yield, information important in prehistory or history.
- c. *Historic Landmark. A site including archaeological sites, object, structure or building which,*
1. is associated with events that have made a significant contribution to the broad patterns of our history; or
  2. is associated with the lives of persons significant in our past; or
  3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
  4. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: **(Insert name of County)** Historic Preservation Commission

- a. The Commission shall initially consist of **(Insert number, cannot be not less than five, 5)** members who shall be residents of the County.
- b. Members of the Commission shall be appointed by the Board of Supervisors. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, history, archaeology, or closely related disciplines.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the County according to the original selection as aforesaid.

- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year.

#### Section 4: Powers of the Commission

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this resolution. The commission may proceed at its own initiative or upon a petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. Provide information for the purpose of historic preservation to the governing body.
- d. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- e. Other Powers. In addition to those duties and powers specified above, the Commission may, with Board approval:
  1. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
  2. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
  3. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.
  4. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
  5. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
  6. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

#### Section 5: Severability

Should any section or provision of this resolution be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the resolution as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

Section 6: Amendatory Provisions

The County may amend this resolution to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 7: Effective Date

This resolution shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this \_\_\_ day of \_\_\_\_\_ 201\_\_.

\_\_\_\_\_ County.

\_\_\_\_\_  
Chairman, Board of Supervisors

**TABLE HISTORIC PRESERVATION COMMISSION INFORMATION**

<p><b><i>(Name of City or County)</i> Commission Information</b></p> <p>Historic Preservation Commissioners Year 201__, January 1, 201__ through December 30, 201__</p>	
<p>City or County Staff to the Commission</p>	<p>Full Name</p> <p>City/County Mailing Address</p> <p>Work Phone Number</p> <p>Home Phone Number</p> <p>Fax</p> <p>Email Address</p> <p>Job Title:</p> <p><input type="checkbox"/> Please check if this individual serves as the Commission Contact</p>
<p>Commission Chair</p>	<p>Full Name</p> <p>Mailing Address</p> <p>Work Phone Number</p> <p>Home Phone Number</p> <p>Mobile Phone Number</p> <p>Email Address</p> <p>Date Appointed:</p> <p>Date Terms Ends:</p> <p><input type="checkbox"/> Please check if this individual serves as the Commission Contact</p>
<p>Commission Vice Chair</p>	<p>Full Name</p> <p>Mailing Address</p> <p>Work Phone Number</p> <p>Home Phone Number</p> <p>Mobile Phone Number</p> <p>Email Address</p> <p>Date Appointed:</p> <p>Date Terms Ends:</p> <p><input type="checkbox"/> Please check if this individual serves as the Commission Contact</p>

**(Name of City or County) Commission Information**

Historic Preservation Commissioners Year 201\_\_, January 1, 201\_\_ through December 30, 201\_\_

Commission Secretary	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: Occupation/Profession <input type="checkbox"/> Please check if this individual serves as the Commission Contact

**(Name of City or County) Commission Information**

Historic Preservation Commissioners Year 201\_\_, January 1, 201\_\_ through December 30, 201\_\_

Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: Occupation/Profession <input type="checkbox"/> Please check if this individual serves as the Commission Contact
Commission Member	Full Name Mailing Address Work Phone Number Home Phone Number Mobile Phone Number Email Address Date Appointed: Date Terms Ends: Occupation/Profession <input type="checkbox"/> Please check if this individual serves as the Commission Contact

**BIOGRAPHICAL SKETCH  
APPLICANT FOR HISTORIC PRESERVATION COMMISSION**

Mr., Ms., Mrs., Dr.

Work ( )/Home ( ) Mailing ADDRESS

PHONE NUMBERS: WORK-

HOME-

MOBILE-

EMAIL ADDRESS

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

EDUCATION:

EMPLOYMENT:

INTEREST:

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

---

Signature

Date

**SAMPLE DISCLAIMER LETTER**  
**(written on city or county letterhead)**

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

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

**(Date)**

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

Re: Professional Qualifications Requirement for Historic Preservation Commissioners

Dear Ms. Mohr,

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

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

Sincerely,

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

## **SAMPLE INVENTORY**

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

While the inventory does not need to include every historic property, it does need to represent a good faith effort to compile a comprehensive inventory.

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



## **SAMPLE PLAN**

### **STATEMENT OF HISTORIC PRESERVATION COMMISSION LONG TERM GOALS AND ACTIVITIES**

The Happy County Historic Preservation Commission will undertake the following:

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

## CERTIFIED LOCAL GOVERNMENT (CLG) AGREEMENT

**CLG: (Name of City/County)**

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

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

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

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

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

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

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

CLG  
City/County

---

Signature	Title	Date
-----------	-------	------

September 2015

40

STATE

---

Steve King, Deputy State Historic Preservation Officer

Date

EXHIBIT A  
GENERAL CONDITIONS

ARTICLE I: General Responsibilities of a Certified Local Government.

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

- H. The CLG shall not unlawfully discriminate on the basis of sex, race, color, and/or national origin in any of its activities in implementing its programs.

ARTICLE II: Amendment of Agreement.

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

ARTICLE III: Patent and Copyright.

- A. No material or product produced in whole or in part under this agreement shall be subject to patent or copyright by either party in the United States or in any other country.
- B. The U.S. Department of the Interior reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, any materials produced in whole or in part under this agreement for government purposes.

ARTICLE IV: Accounts and Records.

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

ARTICLE V: Termination of Agreement.

- A. Termination for Cause: The STATE or the CLG may terminate this agreement in whole or in part, at any time, whenever it is determined that the other party has failed to comply with the conditions of the agreement. The STATE or the CLG shall promptly notify the other party in writing of the determination and the reasons for the termination, together with the effective date.
- B. Termination for Convenience: The STATE and the CLG may terminate this agreement, in whole or in part, when both parties agree that the continuation of the agreement would not

produce beneficial results. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. Termination will be made without prejudice.

- C. Rights in Uncompleted Products: In the event the agreement is terminated, all finished or unfinished products prepared by or for the CLG under this agreement shall, at the option of the STATE, become its property.

ARTICLE VI: Interest of Officials and Others.

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

ARTICLE VII: Assignment of Interest.

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

ARTICLE VIII: Agreement Coverage.

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

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

ARTICLE IX: Reports.

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

ARTICLE X: Agreement Duration.

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

EXHIBIT B  
SPECIAL CONDITIONS

ARTICLE I: Identification of Parties.

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

ARTICLE II: Designation of Officials.

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

**PROFESSIONAL QUALIFICATIONS STANDARDS  
NATIONAL PARK SERVICE  
CODE OF FEDERAL REGULATIONS VOLUME 36, PART 61**

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

**A. History**

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

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

**B. Archeology**

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

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrate ability to carry research to completion.

In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

**C. Architectural history**

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

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

#### D. Architecture

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

#### E. Historic Architecture

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

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

## **RESPONSIBILITIES OF CERTIFIED LOCAL GOVERNMENTS AND THEIR HISTORIC PRESERVATION COMMISSIONS**

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

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

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

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

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

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

#### Qualifications:

The ideal historic preservation commission is composed of the following:

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

Annually, cities and the counties in the CLG program are expected to seek and recruit historic preservation professionals and others with relevant skills and expertise to serve on the commission. However, the reality is that most Iowa towns do not have an array of historic preservation professionals in residence. Do not be discouraged, all Iowa cities and counties do have intelligent and hard working residents who can learn "on the job" if they have the time and interest to do so. Frequently, current commission members are knowledgeable about who in the community is interested in historic preservation and should be contacted for a roster of potential appointees.

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

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

### Commission Training

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

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

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

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

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

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

All CLG historic preservation ordinances and resolutions contain two provisions under Commission powers which also appear in the CLG Agreement. The first provision specifies that the City or county will establish a system for identification and inventory that is compatible with that of the SHPO. The second provision specifies that the city or county will encourage nomination of properties to the National Register of Historic Places and in the case of municipal historic preservation ordinances may establish local registers of historic places.

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

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

In addition, the local government can encourage property owners, volunteer or service organizations, and school groups to assist in survey and evaluation. Perhaps the most effective

way of identifying historic properties is to set up an on-going system to research and record properties and develop historic contexts for the city or county. Research, recordation and context development provide the information needed in order to complete the next step evaluation.

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

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

### Property Inventory

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

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

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

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

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

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

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

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

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

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

It is expected that the Cities and Counties in the CLG program will encourage nomination of eligible public buildings, structures, sites, objects and districts within its jurisdiction. This would include parks, sculpture, school buildings, city halls, courthouses, fire and police stations,

bridges, roads etc. National Register significance is based on these considerations not on factors such as economic impact or future uses of the building.

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

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

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

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

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

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

## **A Checklist for Effective Commission Operations and Maintaining CLG Status**

### **1. The Commission**

- Members are all officially appointed by the Mayor/ Board of Supervisors
- Members who are continuing on the commission are officially re-appointed by the Mayor or Board of Supervisors
- No vacant positions
- Demonstrated positive interest in historic preservation
- Members should have the time to attend meetings and support projects

### **2. Meetings**

- Minimum three times a year but realistically and minimally a commission should be meeting quarterly if not bimonthly.
- There is a regular meeting day, time, and location
- An announcement and the agenda is posted 24 hours before the meeting
- Follow the agenda, do not stray off agenda topics. Be concise and to the point in discussions.
- There is a written set of minutes for every official meeting
- The public is welcome
- Do business only when there is a Quorum of members present. Any time a quorum of commissioners gathers, that is considered an official meeting and must be conducted in adherence to Chapter 21 of the Iowa Code.

### **3. Other Responsibilities**

- Report regularly to your mayor and city council or county board of supervisors
- Comply with local and state regulations regarding conflict of interest
- Comply with State Gift Law

### **4. Meet CLG program requirements**

- Operate in compliance with the Secretary of the Interior's Standards and Guidelines.
- Set up a system for on-going survey, evaluation and registration
- Maintain a Historic Property Inventory that complies with the State's. Store inventory and other commission in a city or county-owned facility that is controlled but accessible.
- Prepare and follow an annual work plan
- Meet annual historic preservation training requirement
- Complete a minimum of one historic preservation activity a year
- Review National Register of Historic Places nominations
- Complete and submit the CLG Annual Report

## A Special Message for Newly Appointed Commissioners

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

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

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

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

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

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

3. Historic Preservation Commissioners have a special charge in that they not only develop local historic preservation policy and programs but also are actively engaged in doing preservatopm

activities. When you agree to become a commissioner, you need to have a strong, positive interest in historic preservation. You should be prepared to attend all commission meetings. If the commission undertakes a special project, such as a CLG grant project, you should be ready to work on the project and/or recruit volunteers and see that it is completed. You should be prepared to participate in historic preservation commission training workshops and conferences.

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

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

4. Get to know the other commission members. Each member has a distinctive work style, particular gifts and skills, and special knowledge. When a commission is able to fully utilize its members as individuals and as a team, it can become a strong and productive organization. Be honest with one another about strengths and weaknesses, likes and dislikes. Then use this knowledge to the group's advantage. Do not make the shy, reclusive member be the commission spokesperson (unless they are willing). Be good listeners. Stick to your agendas, schedules, specific topic under discussion. Respect one another's time, use your time together effectively.

5. Doing Grant Projects. Certified Local Government (CLG) and Historic Resource Development Program (HRDP) grant awards are contractual agreements between your local government and the State of Iowa to accomplish a particular objective. When you are awarded a grant, the State expects the local government and its historic preservation commission to fulfill its obligation to complete the project. So, if your commission wants to do a grant project, all commissioners should be knowledgeable about all aspects of the project. Each commissioner should be aware of his or her project job responsibilities and willing to undertake them in a timely fashion.

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

good place to start is a call to the CLG Coordinator whose job it is to support the work of the historic preservation commissions.

## COMMISSION RECORDS

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

1. Certification
  - a. Application materials such as the letter applying for CLG status, resolution or ordinance, historic property inventory, preservation plan, list of original commissioners, biographical sketches of commissioners, disclaimer letter if there are no preservation professional on the first commission.
  - b. Certification Agreement between local government and the State.
  - c. Letter from the National Park Service confirming CLG status.
2. Commissioners
  - a. Documentation of commissioner recruitment process
  - b. Commissioners' biographical sketches
  - c. Participation in training activities
  - d. Documentation of appointment and record of term
3. Administrative Records
  - a. Correspondence
  - b. Commission meeting announcements, agendas, minutes
  - c. Reviews for National Register nominations and HRDP grant applications
4. Annual Reports
5. Grant Projects
  - a. Grant Applications
  - b. Progress Reports
  - c. Documentation of Match and Expenditures
6. Inventory
  - a. Iowa Site Inventory Forms
  - b. Office of the State Archeologist Site form for prehistoric and historic period archeological sites
  - c. Survey and Evaluation Project Reports
  - d. National Register--nomination forms
  - e. Correspondence from SHSI on properties determined eligible for National Register listing

f. Completed local historic landmark and local historic district nomination forms

7. Design Review:

- a. Ordinances designating Landmarks and Districts, detailing boundaries and sites, structures, buildings, objects and other features included in the designation;
- b. Applications for a Certificate of Appropriateness (COA);
- c. Minutes recording Commission Action in regard to COA;
- d. Design Guidelines

## **Process for Monitoring and Decertification**

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

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

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

## Glossary of preservation terminology

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

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

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

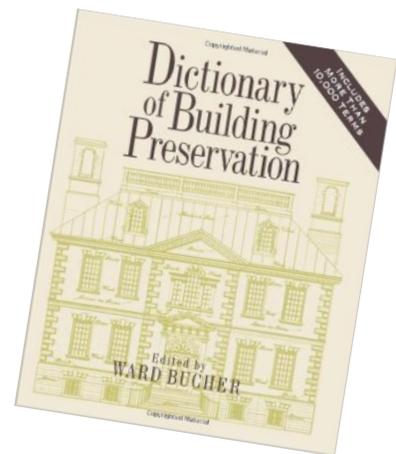
**Historic property:** a district, site, structure, or landscape significant in American history, architecture, engineering, archeology, or culture; an general term for all entries in the National Register of Historic Places.

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

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

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

**National Park Service (NPS):** An agency within the Department of the Interior. NPS develops general standards for historic preservation which are used by states, local governments and



preservation professionals. NPS also manages the Certified Local Government Program at the national level.

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

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

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

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

**Restoration:** The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. See also rehabilitation.

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

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

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

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

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

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

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

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

## **Standard National Park Service Grant Acknowledgments**

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

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