

HISTORIC PRESERVATION COMMISSION

Thursday, July 1, 2021
4:30 p.m.

ACCESS INSTRUCTIONS

Due to Covid-19, the City of Mason City will hold the Historic Preservation Commission meetings at the Mason City Room of the Mason City Public Library as virtual meetings until further notice. This means that the majority, if not all, of the Commissioners will not be physically present at the meeting. To view the Agenda for all meetings, visit www.masoncity.net and click on the Agenda button. The public is invited to provide input **on Historic Preservation Commission Agenda items only**. Ways to provide comments include:

1) **Join the Zoom Meeting (if you have questions please contact Tricia Sandahl at 641-421-3626):**

When: July 1, 2021 04:30 PM Central Time (US and Canada)
Topic: Historic Preservation Commission

You are invited to a Zoom webinar.

When: May 6, 2021 04:30 PM Central Time (US and Canada)
Topic: Historic Preservation Commission

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85360638729?pwd=T2RYa0xiREVIZ2IzN1Nnc3I0cFM0dz09>

Passcode: 776612

Or One tap mobile :

US: +13017158592,,85360638729#,,,,*776612# or +13126266799,,85360638729#,,,,*776612#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 853 6063 8729

Passcode: 776612

International numbers available: <https://us02web.zoom.us/j/85360638729?pwd=T2RYa0xiREVIZ2IzN1Nnc3I0cFM0dz09>

2) **Phone in your comments** prior to 9:00 a.m. the day of the Historic Preservation Commission Meeting at 641-421-3626.

3) **Fill out the form found on the City Website (www.masoncity.net)** with your comments, referencing the agenda item number and submit prior to 9:00 a.m. the day of the Historic Preservation Commission Meeting.

HISTORIC PRESERVATION COMMISSION

Thursday, July 1, 2021
4:30 p.m.

AGENDA

Call to Order

Approve Agenda

Approve Minutes: May 6, 2021 Meeting

Staff Update

Old Business:

- 2022 Preserve Iowa Summit
 - Contract update: Engine House 2 nomination
 - Sponsorship opportunities and potential sponsors
 - Mobile Workshops

New Business:

Adjourn:

The public is always welcome to attend HPC meetings. We welcome your interest and input. Iowa's Open Meetings law may prevent the Commission from taking action on any issues the public brings forward at the meeting unless it is published on the agenda and posted at least 24 hours prior to the meeting. In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the Development Services Department of the City of Mason City, upon 48 hour notice, will make reasonable accommodations for persons with special needs. Please call (641) 421-3626 if you need assistance.

MINUTES

MASON CITY Historic Preservation Commission

Zoom Meeting

Tuesday, May 6, 2021 4:30pm

Item 1: **Call to Order and Roll Call**

1.1 **Call to Order:** Harrison called the meeting to order at 4:32 p.m.

Commissioners present: Craig Binnebose, Joyce Deike, Terry Harrison, Laura Little, & Kris Urdahl

Commissioners Absent: None

Staff present: Steven Van Steenhuyse, Director; Tricia Sandahl, Planning and Zoning Manager, & Regina Card, Secretary. The meeting was conducted electronically over Zoom due to the Corona Virus.

1.2 **Roll Call:** Harrison moved to call roll. Binnebose seconded.

Urdahl	Yes	Deike	Yes
Little	Yes	Binnebose	Yes
Harrison	Yes		

Item 2: **Approval of Agenda**

2.1 **Election of Officers**

Urdahl moved to keep the same Officers as the previous year. Deike seconded.

Roll was called:

Urdahl	Yes	Deike	Yes
Little	Yes	Binnebose	Yes
Harrison	Yes		

2.2 **Approval of Agenda**

Little moved to approve the agenda as submitted. Binnebose seconded.

Roll was called:

Urdahl	Yes	Deike	Yes
Little	Yes	Binnebose	Yes
Harrison	Yes		

Item 3: **Approval of Minutes**

3.1 **Meeting on Tuesday, April 13, 2021:**

Urdahl moved to approve the minutes as submitted. Binnebose seconded.

Roll was called:

Urdahl	Yes	Little	Yes
Deike	Yes	Binnebose	Yes
Harrison	Yes		

Item 4: **Historic Demolition Review:**

4.1 **Lehigh Administration Building:**

Tricia Sandahl gave a description of the property and stated the following:

- The house and storage building were built in 1913.
- It was hard to gather information in regards to whether or not the buildings were (or are) associated with important persons who were (or are) important to Mason City's history.
- The buildings are associated with an important time frame in history.
- The buildings are not accessible by the public.

The Commission discussed that the building is likely historic but that it would be okay to demo pending photography of the buildings, specifically of the interior. Representative for Lehigh, Bruce Wuttke stated that photos may be taken on 5/7/2021 by Commissioner Binnebose and that the original plan of the house will be framed and put up in the new facilities they plan to construct. All other Commissioners agreed they would like photos to be taken.

Requested Action: Staff requests that the Commission review the information provided by staff and public to determine if the structure is historic per the characteristics identified in the City code.

Recommendation:

Staff recommends that the Commission determine that the building's are historic but, based on the building's condition, that demolition be allowed after the interior and exterior are documented with photographs.

Little made the motion that demolition will be allowed subject to the condition that additional photos are taken of the buildings, especially of the interior. Urdahl seconded.

Roll was called:

Urdahl	Yes	Little	Yes
Deike	Yes	Binnebose	
Harrison	Yes		

Item 5: **Old Business**

5.1 2021 Preserve Iowa Summit Panel:

The Commission discussed the need for getting all of the information they've gathered in to Tricia Sandahl so things can be recorded and uploaded to the PowerPoint in time for the deadline.

2022 Preserve Iowa Summit Panel:

Sandahl updated the Commission on the details in regards to the 2022 Preserve Iowa Summit.

Item 6: **New Business**

6.1 The Board discussed historic homes for sale.

Item 7: **Adjournment**

7.1 Binnebose moved to adjourn. Urdahl seconded the motion.

Roll was called:

Little	Yes	Urdahl	Yes
Harrison	Yes	Binnebose	Yes
Deike	Yes		

The meeting adjourned at: 5:25 pm.

Next meeting: Regular June meeting will not be held due to the conflict with the 2021 Preserve Iowa Summit Panel. A special meeting will be scheduled if necessary.

Terry Harrison, Chair

Regina Card, Secretary

General Planning Schedule for the Preserve Iowa Summit

The year before the Summit takes place and after the CLG grant contract is signed.

Early spring	Select dates
Spring	Prepare hotel bid, tour meeting spaces, etc. and assess AV needs (this may need to be done earlier if the city is a popular destination)
Late spring	Sign hotel contracts
Summer	Develop sponsorship materials
Summer	Create the budget that will be refined during the planning process
Summer/Fall	Reserve or put holds on meeting spaces
Early fall	Begin developing website and branding, design, print and distribute Save the Date card
Fall	Issue call for session topics
Fall	Identify possible keynote speakers
December	Finalize and book keynote speaker
December	Finalize tours
December	Develop communications plan
January	Choose sessions and contact speakers
January	SHPO solicits award nominations for Preservation Projects of Merit
January	Begin working with Preservation Iowa on Exhibit Hall
January	Assess supplies including badge ribbons and reorder if necessary
February	Contract for AV if needed
February	Set up registration site
February	Plan refreshments and get proposals
February logos, etc)	Finalize copy for program (general text, session descriptions, bios, headshots,
February	Apply for AIA and APA CEU credits
March	Preservation Projects of Merit award recommendations go to the SHSI board
March	Communications begins laying out Schedule at a Glance and full program
March	Registration goes live

2 months before	Identify moderators for sessions
2 months before	Identify volunteers for event
1 month before elected official	Communications prepares remarks for Director, host prepares remarks for local
1 month before	Print program
2 weeks before	Print room schedules, podium signs, directional signs, signs for buses
10 days before	Confirm food and beverages numbers with caterer(s)
Week of supplies, etc	Print registration lists, tickets, name badges and assemble; final check of
Month after	Pay invoices and close out CLG grant

Existing scope of work
Amended 6/2021
Bold: Replacement text
Strikeout: Deleted text

The Mason City Historic Preservation Commission and the City of Mason City, in partnership with the State Historic Preservation Office (SHPO), Preservation Iowa, Visit Mason City, Main Street Mason City, Wright on the Park, the River City Society for Historic Preservation, the Kinney Pioneer Museum and other groups, will host the Preserve Iowa Summit in 2022. In addition to providing educational opportunities, the Summit will be a celebration of Mason City's preservation successes.

In the mid 1990's, when faced with the potential loss of Frank Lloyd Wright's Historic Park Inn, Mason City rallied to leverage private, state and federal dollars to rehabilitate the hotel and adjacent City National Bank; the hotel now anchors the downtown. A local and state funded façade renovation project restored the historic character of 10 downtown facades including the Suzie Q Café, an original Valentine Diner. The downtown has also seen private investment as property owners who have seen the value of preservation, have improved their properties. The Parker Opera House was renovated to accommodate 30 market-rate rental units using a mix of private funds and historic preservation tax credits; the same property owner is also renovating the upper floors of the Northwestern Cement building to house residential units. The Lapiner Building, originally built as a car dealership, has been rehabilitated to house an architect's office, restaurant, and vehicle repair shop. The NRHP-listed Jacob Decker House was rehabilitated and is now used as a bed and breakfast.

Preservation work is not limited to the downtown. When the East Park Band Shell was threatened with demolition, dedicated local preservationists worked to have the structure listed on the National Register of Historic Places. Using a mix of local and state dollars to fund a three-phase project; the Band Shell was restored. After devastating floods in 2008, the City partnered with FEMA on a series of projects to mitigate the impact of the City's flood buyout on over 100 historic structures. A comprehensive architectural survey, oral history, and film about the East Park Place neighborhood was completed. Three historic districts were surveyed and listed on the National Register. Finally, five historic homes including the Egloff House were relocated out of the floodplain. Mason City is located in north central Iowa and offers unique opportunities to learn about the value of historic preservation. Mason City has a population of approximately 28,000 and is home to six National Register Historic Districts and 27 properties individually listed on the National Register. The city is also in close proximity to regional historic structures and sites including those associated with Buddy Holly in Clear Lake, downtown Northwood, and Charles City. The activities during the summit will include keynote presentation, panel discussions, workshops and tours. All educational material presented at the Summit shall be consistent with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

The Summit will be headquartered in the Downtown Mason City Historic District. The wide variety of buildings downtown, including several historic churches, the Historic Park Inn, Music Man Square, the Mason City Public Library, the MacNider Art Museum, and the Robert McCoy Architectural Interpretive Center offer unique venues for panel discussions and workshops where attendees will have the opportunity to immerse themselves in the community and see real-world preservation successes and challenges. The downtown location will also expose attendees to examples of downtown redevelopment and heritage tourism. In addition to the educational activities, the Summit will include important networking opportunities including a pre-Summit progressive dinner for attendees arriving on Wednesday, an evening reception on Thursday, the preservation awards ceremony, and an exhibit hall.

Attendees will find ample dining opportunities in Downtown Mason City. In addition, there are three hotels, including the Historic Park Inn, and one bed and breakfast inn.

It is understood that in light of the COVID pandemic and the need for social distancing, it may be necessary to conduct planning meetings virtually, rather than in person.

Tangible Work Products

As an educational event, the 2022 Preserve Iowa Summit will yield both tangible and intangible work products. (The Department of Cultural Affairs (DCA) will provide support for some of the following products, as noted below.

The tangible work products will include:

~~Promotional materials to ensure that the conference is marketed throughout the state (DCA)~~

~~Registration materials including registration packets and a registration web site. (DCA)~~

~~List of attendees, including all contact information, and name tags.~~

~~Tickets for ticketed events.~~

~~Professional conference program packets, wayfinding signage and other materials necessary during the event.~~

~~Welcome packets.~~

~~Presentations by preservation experts.~~

~~Transportation for mobile workshops.~~

~~Venue rentals, as required.~~

~~AV equipment rental, as required.~~

~~Refreshments for attendees.~~

~~Web site for conference PowerPoint presentations and video.~~

~~Conference evaluation survey (DCA).~~

~~Quarterly progress reports; the first quarterly report will be due April 1, 2021 and then every 3 months until the end of the contract. (local project manager)~~

~~Request for Reimbursement with documentation of expenditures and match (local project manager)~~

Participate in regular planning meetings

Apply for a CLG grant and serve as the fiscal agent to undertake a special project that will be highlighted at the Summit

Arrange for local venues, AV, food and beverage

Assist with session topic selections and keynote

Identify local speakers and success stories

Identify, develop and lead local tours

Assist Preservation Iowa with exhibit hall

Local promotion

Secure local sponsorships (in recent years this has ranged from \$6,500 to \$15,000); use these funds to pay directly for some local expenses (food and drink, local tours)?

Provide volunteers to moderate sessions, staff registration, be human arrows, etc.

Provide staff and volunteers for set up, running the conference and tear down

All products created under this grant will include the acknowledgement:

The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior.

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

Amendment:

While the city of Mason City and the Mason City Historic Preservation Commission will work in partnership with the Department of Cultural Affairs to plan the 2022 Preserve Iowa Summit (as noted in the text added above), the scope of work, work products, schedule and budget is superseded by this replacement project:

National Register of Historic Places Nomination of Engine House 2, Mason City Iowa.

Scope of Work

The proposed project includes four distinct tasks. Tasks one and two will be completed concurrently. Tasks 1, 2, and 4 will be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications for architectural historian or historian.

- **Task 1: The nomination to the National Register of Historic Places (NRHP) of Engine House 2, 2020 S. Federal Avenue, Mason City, Iowa.**
- **Task 2: The development of a well-curated and well-contextualized digital content package to be used on a website to be developed by a separate contractor as part of this project and a website site map utilizing existing primary sources and content developed by the consultant including images, audio, video (existing and new totaling no more than 5 videos) and narrative text, that communicates the history and**

significance of Engine House 2. New video content will be recorded and edited by the Historic Preservation Commission.

- **Task 3:** Deploy the digital content package to a website that will be created by Municipal One, the City of Mason City's website hosting company. The consultant will be expected to attend regular virtual coordination meetings with the local project director and Municipal One to discuss the website organization and content. The website will be designed and the content uploaded by the website hosting company.
- **Task 4:** Present a session on the history and nomination of Engine House 2 at the 2022 Preserve Iowa Summit with members of the Mason City Historic Preservation Commission. The summit will be held June 16-18, 2022 in Mason City.

All work under this contract will be done in accordance with the Secretary of the Interior's Standards and Guidelines for Historic Preservation and Archeology, Iowa's National Register of Historic Places Nomination Guide and relevant National Register Bulletins. A well-qualified consultant who meets the Secretary of the Interior's Professional Qualifications for architectural historian (or historian), will be hired to undertake this project.

A firm with experience designing and implementing interactive websites will be hired by the City and Historic Preservation Commission to design and execute the website using materials provided by the consultant.

History of Engine House No. 2

Engine House No. 2 was constructed in 1939 at a cost of \$34,520. It is a small but good example of the Art Deco Style. The building was designed by noted local architects Hansen and Waggoner and built by local contractors Rye and Henkel Construction Company. Construction was funded, in part, through the Public Works Administration (PWA project number 1599-F); Mason City received a grant of \$13,055. It is believed that Engine House 2 was one of ninety-nine stations constructed through the PWA. It is one of only two known remaining Art Deco style fire houses built with WPA funds during the Great Depression. (This claim has not been substantiated.)

The building exhibits volumetric massing and decorative accents that characterize the Art Deco style. Of particular interest is the visual effect of the layered panels and central vertical piers on the hose-drying tower and stylized graphics of recessed brick. The lettering over the fire truck entrance was executed in wide letters indented into the brick surface.

Engine House 2 was constructed as a sub-fire station in the rapidly expanding area south of Downtown. The station was staffed 24 hours a day and provided quick response support to the main fire station. Except for a two-week shutdown due to the reconstruction of S. Federal Avenue, Engine House 2 operated continuously from December 1939 until its closure in 1973. After closing, the building was placed under the control of the Public Works Department and City Engineer and was used for storage. The roof was replaced on the

building in 2020. Reversible changes were made to the roof drain system as a part of the roofing project.

We believe that the building is eligible for the National Register of Historic Places under Criterion A for its association with the rapid population growth and southward expansion of Mason City. We also believe the building is eligible under Criterion C as an example of the Art Deco style with a high degree of integrity. City staff and the Historic Preservation Commission have done a significant amount of research for this project. This research will be provided to the successful consultant. In addition, prior oral history projects have included some work associated with Engine House 2.

Coordination

The local project director (Tricia Sandahl) will oversee the hiring of a qualified architectural historian/historian consultant to complete the project. The local project director will coordinate with staff and/or volunteers to do research, take photographs or provide other assistance as needed by the consultant. The local project director will also work with the consultant and Municipal One to ensure that the web site is deployed prior to the Preserve Iowa Summit. Finally, the local project director will ensure that project deadlines are met, will provide required reporting to the state and prepare the necessary materials to close out the grant at the end of the project.

Timeline

July 2021: sign an amended CLG grant contract with the state and prepare a Request for Proposal sent to at least 3 qualified consultants.

July 2021: deadline for proposals from consultants. Historic Preservation Commission Meeting to select a consultant, notify selected consultant of contract award, submit draft subcontract to the State HPO and mayor signs subcontracts.

August 2021: kick off meeting with consultant, web designer, local project director and SHPO staff.

August-December 2021: consultant prepares draft nomination and begins to assemble elements of the digital archive.

October 1, 2021: consultant presents draft website site map to local project director and website developer.

November 1, 2021: consultant presents list of existing videos to be used on website, concept statements for new videos of 3-4 minutes in length to be created for web site along with, interview subject list and draft interview questions, to local project director and Historic Preservation Commission.

November 2021-February 2022: HPC members record and edit new videos identified and scripted by the consultant.

December 6, 2021: first submission of the draft nomination: review by SHPO and by the Mason City Historic Preservation Commission.

January 15, 2022: Consultant provides final sitemap, text, and images to website developer.

March 2022: consultant provides final existing videos to local project director and website developer.

April 4, 2022: final nomination draft due to SHPO and nomination is placed on the State Nominations Review Committee agenda.

April 2022: Final digital content package is delivered and deployed to the website for testing.

May 2022: final website testing and release to the public.

June 10, 2022: consultant presents nomination to the State Nominations Review Committee.

June 16-18, 2022: consultant and Historic Preservation Commission make presentation at the Preserve Iowa Summit.

July 2022: final nomination forwarded to the National Park Service.

August 2021: request for reimbursement submitted and project closed out.

Work Products

Unless otherwise noted, all work products will be submitted digitally.

- Quarterly reports (Local project director)
- Project research design, activities, and schedule (consultant)
- See the National Register work products required in the [National Register of Historic Places Nomination Guide](#). (consultant)
- 5 photographs documenting the project (local project director)
- Web content including images, video and narratives.
- Proposed sitemap for website.
- Monthly updates from consultant to project director.
- Regular website coordination meetings with project director and Municipal One
- Participate in a panel presentation at the 2022 Preserve Iowa Summit in Mason City (consultant).

Budget

Expenditure	Grant Share	City Share Cash	City Share In-kind	Total
Consultant (nomination, digital archive development, presentation at 2022 PSI)	\$ 10,642.00	\$ -	\$ -	\$ 10,642.00
Local Project Director (80 hrs. at \$45/hr.)	\$ -	\$ -	\$ 3,600.00	\$3,600.00
Website Development (Municipal One)	\$ 1,358.00	\$ 3,142.00	\$ -	\$ 4,500.00
HPC Volunteer research/photography (50 hrs. @ 25.16/hr.)	\$ -	\$ -	\$ 1,258.00	\$ 1,258.00
Total	\$ 12,000.00	\$ 3,142.00	\$ 4,858.00	\$ 20,000.00

Sponsorship Opportunities
Preserve Iowa Summit 2020: Resilient Communities
Dubuque, Iowa
June 4-6, 2020



The Preserve Iowa Summit is the premier statewide annual conference for professionals and volunteers involved in historic preservation in Iowa. This conference presents a range of educational sessions on preservation topics, tours, demonstrations and networking opportunities. www.preserveiowasummit.org

Reception Sponsor \$7,000

The primary networking opportunity during the Summit is the reception on Thursday evening, June 4th at Historic Steeple Square. This Sponsorship Level receives:

- Your name with the event, i.e., The [name] Preserve Iowa Summit 2020 Reception
- Sponsor signage in prominent location at the event
- Top positioning of company/organization logo in Summit promotional materials and in program
- Complimentary booth space in Preservation Iowa's Exhibit Hall
- Verbal acknowledgement during the Opening Plenary Session, in addition to visual recognition of your logo on screen
- Two complimentary registrations to the Preserve Iowa Summit
- 10 complimentary tickets to the Reception

Sponsor \$1,500

This Sponsorship Level receives:

- Top positioning of company/organization logo in Summit promotional materials and in program
- Complimentary booth space in Preservation Iowa's Exhibit Hall
- Verbal acknowledgement during the Opening Plenary Session, in addition to visual recognition of your logo on screen
- Two complimentary registrations to the Preserve Iowa Summit

Sponsor \$1,000

This Sponsorship Level receives:

- Listing in Summit promotional materials and in program
- Verbal acknowledgement during the Opening Plenary Session in addition to visual recognition of your company/organization logo on screen
- Two complimentary registrations to the Preserve Iowa Summit

Sponsor \$500

This Sponsorship Level receives:

- Listing in Summit program
- Visual recognition of your company/organization logo on screen at the Opening Plenary Session
- One complimentary registration to the Preserve Iowa Summit

Sponsor \$250

Sponsorship Form

Preserve Iowa Summit 2020

- One complimentary registration to the Preserve Iowa Summit

Sponsor \$100

- Opportunity to place ad, coupon or marketing brochure in registration package

We value our relationship with all our sponsors, and are happy to provide tangible benefits. There are also a number of opportunities for local sponsors to provide in-kind product and support.

For more information, contact Laura Carstens (lcarsten@cityofdubuque.org) or Chris Olson (colson@cityofdubuque.org), City of Dubuque at (563) 589-4210.

Reception Sponsor \$7,000

Event Sponsor \$1,500

Event Sponsor \$1,000

Event Sponsor \$500

Event Sponsor \$250

Event Sponsor \$100

Name: _____

Organization: _____

Email: _____ Phone: _____

Mailing Address: _____

City/State/Zip: _____

Please make check payable to City of Dubuque with “Preserve Iowa Summit 2020” in the memo line.
Mail form and check to:

Laura Carstens/Chris Olson
City of Dubuque
50 W. 13th St.
Dubuque, IA 52001

Email your logo to: colson@cityofdubuque.org

For more information, contact Laura Carstens (lcarsten@cityofdubuque.org) or Chris Olson (colson@cityofdubuque.org), City of Dubuque at (563) 589-4210.

Thank you for your support!