

Sioux City
Historic Preservation Commission
Member's Guide

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MEMBER’S GUIDE

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I. PRESERVATION PLANNING

Mission Statement

By utilizing the expertise of Commission members, researching current information, and partnering with other groups and local, state and national organizations, the Sioux City Historic Preservation Commission will:

- Advise the City Council and other groups on preservation issues;
- Assist businesses, groups, and individuals in preservation efforts;
- Educate the residents of Sioux City about methods and merits of preservation;
- Safeguard the City's historic and cultural heritage by preserving sites of significance;
- Partner with other Siouxland groups to recognize, protect, and enhance potential historic attractions to tourism and business

2018 Work Plan

Sioux City Historic Preservation Commission 2018 Work Plan

Continue to pursue a vigorous educational campaign on preservation issues in order to heighten the awareness of Sioux City residents.

- A. Present 14th Annual Preservation Week and Treasure of Sioux City Award: Amy, Bob / Staff (May).
- B. Pursue programs that enable the Commission to gain exposure for local history and landmarks: HPC (Continuous)
 - 1) Chamber of Commerce Membership
 - 2) Local Workshops
 - 3) Sioux City Journal Articles
 - 4) HPC Publications for Sale
- C. Involve college students in projects whenever possible: Adam / Staff (Continuous)
- D. Search, evaluate, and pursue grant potentials and maintain a ready list of various projects: HPC (Continuous)
- E. Promote a marketing campaign that advertises and promotes Sioux City's historic features and the Historic Preservation Commission:
 - 1) Iowa Culture app for historic properties: Adam
 - 2) Facebook page: Sara

- 3) Ads at Airport and City Hall: Adam
- 4) Website development: Adam
- F. Determine Local Landmarks as needed: HPC (Continuous).
- G. Work with the Woodbury County Courthouse 100-Year Anniversary Committee: HPC (Spring 2018)

Maintain a proactive approach to local preservation issues.

- A. Monitor Placard list and Placard Hearings for properties of significance: Bob (Monthly Reports and Quarterly Placard Hearings).
- B. Monitor activities with significant properties: (Continuous).
- C. HPC Chair to continue to review the Planning and Zoning Commission and City Council agendas for pertinent preservation issues: Bob (Continuous).
- D. Advocate awareness by posting endangered properties on the website: Adam (Continuous).
- E. Maintain memberships on local boards and committees to represent HPC concerns: HPC (Continuous).
- F. Pursue fundraising opportunities to support HPC activities such as speakers, Historic Preservation Week, and Commission member training: HPC (Continuous).
- G. Monitor physical changes to historically significant properties in National and Local Historic Districts. Changes may include window replacements, façade updates, brick repair, and any related items that could potentially change the historic character of the building. This includes changes that were not presented to the Commission for preapproval: HPC (Continuous).
- H. Evaluate historically significant properties and/or areas to potentially designate as National or Local Historic Districts: HPC (Continuous).

Continue context studies.

- a. Initiate and coordinate surveys for areas of concern or areas of significance: HPC (Continuous).
- b. Participate in the development of the citywide comprehensive plan update and preservation plan:
- c. Maintain a historic property inventory for Sioux City: Staff (Continuous).

Provide education of Commission members.

- A. Encourage Commissioners to obtain yearly training required for CLG: HPC (Continuous)
- B. Conduct yearly review of work plan, orientation manual, homeowner's manual, and mission statement: HPC (December).
- C. Review the website regularly for changes or updates: HPC (Semiannual).

Sioux City Strategic Plan: Historic Preservation Goals

The Sioux City Strategic Plan lists the goals and priorities of the community for the future across all City Departments. The City Council approved the 2016-2018 Strategic Plan which includes priorities for historic preservation. Below are excerpts from the Strategic Plan.

SIOUX CITY STRATEGIC PLAN

2016-2018

OUR MISSION AND VALUES

Our mission is to create a dynamic and vital city by providing quality, cost-effective, citizen-focused municipal services and by forming partnerships with citizens and organizations of our community.

STRATEGIC FOCUS AREAS

As stewards of the City of Sioux City, we will strive to:

- **Grow Sioux City**
Expand development opportunities and grow Sioux City
- **Promote Sioux City**
Create a destination for visitors
- **Enhance Connectivity with Citizens and Businesses**
Enhance public/private partnerships
- **Instill Sioux City Pride**
Develop opportunities to encourage pride in the community

The following are specific actions goals listed in the 2016-2018 Sioux City Strategic Plan directly and indirectly related to activities the Historic Preservation Commission is involved in:

GROW SIOUX CITY

- **Develop public and private partnerships encourage entrepreneurs and expand job creation**
- **Aggressively revitalize, promote and embrace our diverse neighborhoods**
- **Promote and engage historic preservation within the community**
- Develop a transportation plan for rail, air, barge, public transit, street and pedestrian traffic
- Support public safety services to maintain pace with city's growth
- **Leverage strengths and assets to develop critical mass in downtown**
- **Encourage development of housing opportunities throughout the city**
- Maximize the City's technology potential
- Encourage and promote Sioux City's role as a regional healthcare provider

PROMOTE SIOUX CITY

- **Expand cultural development initiatives and enhance local arts related development**

- Continue development along the City's various riverfronts
- **Foster local partnerships and expand external marketing efforts to attract visitors**
- Expand recreational opportunities to serve residents and tourists
- **Position Sioux City as a premier walkable and livable place**
- **Offer municipal support to local festivals to attract more visitors**
- Expand greenspace in downtown and commercial areas and enhance public spaces within the community

ENHANCE CONNECTIVITY WITH CITIZENS AND BUSINESSES

- **Encourage resident engagement within the community**
- Partner with local businesses and educational institutions to increase workforce recruitment efforts
- Create opportunities to nurture young professionals
- Support efforts to eliminate and prevent homelessness and vagrancy
- **Enhance Council Member and staff engagement with residents and businesses**
- Advance public safety communication to build trust with citizens
- **Streamline City processes to gain efficiencies for citizens and staff**
- **Expand and promote volunteerism in our organization**
- Empower employees by setting clear expectations, allowing risk and recognizing achievements

INSTILL SIOUX CITY PRIDE

- **Embrace and invest in a Beautification Plan**
- Use signage and/or design features at major traffic entry points
- Significantly increase youth involvement in all aspects of the City, including supporting the Mayor's Youth Commission
- **Expand and enhance Board/Commission, City employee and City retiree recognition and communication efforts**
- **Identify, develop and promote community brand**
- Promote and encourage recycling efforts
- Protect our natural resources
- Expand and celebrate our diversity

Historic Preservation Commission Bylaws

The Sioux City Historic Preservation Commission was established by the City Council of the City of Sioux City, Iowa, on March 18, 1991, by Resolution No. 91/t-009663, revised by Resolution No. 91/T-009919, No. 93/U-1221, and No. 2003-0730. The duties of the Historic Preservation Commission were expanded further by adoption of the Sioux City Zoning and Sign Code, Ordinance No. 2015-0215.

Duties and Powers

1. The Commission shall have the following duties:

Revised April 2018

- a. Conduct official meetings no less than three times per year;
- b. Prepare and deliver to the City Council an annual report covering program activities and financial status by September 1st of every year;
- c. Deposit all moneys received with the city treasurer;
- d. Maintain minutes of all Commission meetings.
- e. Review State and Federal Historic Tax Credit applications as necessary.

2. The Commission shall have the following powers:

- a. The Historic Preservation Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by the Municipal Code. The Historic Preservation Commission may proceed at its own initiative or upon a petition from any person, group, or association or upon the request of the City Council. The Historic Preservation Commission shall maintain records for all studies and inventories for public use, and a copy of such records shall be maintained in the offices of the City Clerk.
- b. The Historic Preservation Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing.
- c. The Historic Preservation Commission may investigate and recommend to the City Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined by the Municipal Code.
- d. The Historic Preservation Commission may review and provide recommendations for the following application types:
 - 1. Sign permits in the Historic 4th Street (HA-4), Historic Pearl Street (HA-P), or Historic Neighborhood or Center (HA-N) sub-districts, recommended to the Design Review Committee and Administrator;
 - 2. Certificates of appropriateness for demolition (excluding those deemed "unfit for human occupancy"), new construction, exterior alteration, modification, or addition to a designated historic site and the HA-4, HA-P, or HA-N sub-districts, recommended to the Design Review Committee and Administrator;
 - 3. Projects required under Section 106 of the National Historic Preservation Act, including wireless telecommunication towers and building-mounted telecommunication towers, to determine whether the site is located in, on, or within the viewshed of a building, site, district, structure, or object significant in American history, architecture, archeology, engineering or culture, that is listed, or eligible for listing on the National Register of Historic Places, recommended to the State Historic Preservation Office or consulting party;
 - 4. Designation of historic districts or historic sites, recommended to the City Council; and
 - 5. Nominations to the National Register of Historic Places, recommended to the State Historic Preservation Office.
- e. In addition to those duties and powers specified above, the Historic Preservation 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 sites;
 - 3. Preserve, restore, maintain, and operate historic sites, under the control of the Historic Preservation Commission;

4. Lease, sell, and otherwise transfer or dispose of historic sites subject to rights of public access and other covenants and in a manner that will preserve the property;
5. Contract with the State and Federal government or other organizations;
6. Cooperate with the Federal, State, and local governments in the pursuance of the objectives of historic preservation;
7. Provide information for the purpose of historic preservation to the City Council; and
8. Promote and conduct an educational and interpretive program on historic sites within its jurisdiction.

Historic Preservation Commission Membership

Members

The Commission shall consist of nine members who shall be residents of the city and have interest in historic preservation, architecture, history, conservation, archaeology, city planning, building rehabilitation, or urban development. All members shall be appointed by City Council.

Terms of Office

Members of the Historic Preservation Commission shall be appointed for a three-year term. Terms begin on July 1 or whenever City Council appoints new members. Terms expire on June 30. When a term expires, a member may remain on the Commission until an appointment is made. Vacancies shall be filled by City Council for the balance of an un-expired term. A Commission member may not serve for more than two full, consecutive terms. After serving two full, consecutive terms, a Commission member, following a lay-off of one full year, may reapply to the Commission.

Quorum

Five members shall constitute a quorum. A majority vote of the members present shall be necessary to pass any motion or resolution.

Absences

Members unable to attend meetings shall notify the Chair or city staff prior to the day of the meeting. Absences of three consecutive meetings may constitute grounds to request resignation. The Chair shall advise the Mayor, City Council, and Commission of resignation requests.

Election of Officers

The Commission shall elect a Chair and Vice Chair at its first regular meeting following June 30th.

Absence of Officers

If the Chair is absent, the Vice Chair shall preside in place of the acting Chair for that meeting.

Committees

Special committees may be appointed at the discretion of the Chair for purposes and terms which the Commission approves. There shall be no standing committees.

Resignations

A member may resign from the Commission by submitting a written letter of resignation to the Mayor and the Chair.

Administrative Duties

All day-to-day administrative duties related to any Commission activity shall be the responsibility of the Community Development Department staff, under the direction of the Community Development Operations Manager, in consultation with the Commission chair.

Meetings

The Commission shall hold a meeting at least three times per year. The Commission shall meet on the first Tuesday of the month. The Commission has adopted Roberts Rules for the conduct of business.

Special Meetings

Special meetings may be called by either the Chair or the majority of the Commission upon written request. A 24-hour notice shall be the minimum notice allowed for special meetings, provided it is not contrary to the public notice requirements for public hearings.

Rules of Procedure for Public Hearings

The following rules of procedure shall govern the conduct of public hearings before the Sioux City Historic Preservation Commission:

1. Public hearings shall be conducted in the order in which they appear on the agenda, as adopted, unless an applicant asks that their case be delayed or the Commission tables a case to obtain additional information.
2. Upon calling the case for public hearing, the Chair shall ask the staff representative to report changes or additions to the staff report after it has been sent to the Commission and applicant. The Chair shall then recognize the applicant/representative.
3. The applicant/representative may make a presentation of the merits of a proposal including response to comments in the staff report. This presentation shall not exceed 20 minutes in duration.
4. At the conclusion of the applicant/representative's presentation, the Chair shall call for the comments of others present who wish to speak regarding the proposal. Any presentation shall not exceed five minutes in duration, and should not repeat other presentations. The Commission may accept petitions supporting and opposing the proposed project.
5. At the conclusion of public comments, any Commission member may direct questions to the applicant/representative. However, the applicant/representative shall be allowed the opportunity for rebuttal in order to present new information.
6. All exhibits presented during a public hearing shall become part of the record of the case, and shall be retained in the case file. An exact copy of any exhibit may be substituted for the original exhibit at the conclusion of the public hearing.
7. At the conclusion of all presentations concerning the case, the Chair shall either close the public hearing or continue it to a specific meeting date. If a public hearing is continued, the Chair shall state the specific purpose for the continuance.

8. After adjourning the public hearing, the Commission shall take action on the case. The Chair may direct questions to anyone present. No unsolicited comments from the public shall be accepted.
9. All other procedures shall be governed by Robert's Rules of Order.

Conflict of Interest

A member with a conflict of interest, or an appearance of conflict, shall declare the conflict prior to any discussion on the issue. The member shall abstain from deliberating and voting on the issue.

Minutes, Agendas & Annual Reports

Minutes of Official Commission Meetings

Staff of the Community Development Department shall act as "secretary" to the Commission and shall be responsible for taking minutes of all official meetings, distributing the agenda, and holding all official records.

Certifying Official Minutes

Minutes of called or special meetings shall be signed by the Commission Chair or Acting Chair.

Structure of Minutes

The minutes must contain an accurate account of the Commission's proceedings, although a verbatim account is not required. The minutes shall contain a record of all motions by recording the number of ayes, nays, and abstentions. It is not required that votes of each individual member be recorded however the Commission, by majority vote, may require that the vote of each member be recorded on a specific issue.

Public Record

The minutes of all Commission meetings shall be made available for public review.

Agendas

The Commission Chair and Community Development Department Staff shall set the agenda at least one week prior to a scheduled meeting. Staff of the Community Development Department shall be responsible for mailing the agenda and minutes to the Commission one week prior to a scheduled meeting.

Annual Meeting with City Council

Staff to the Community Development Department shall schedule a meeting with the City Council once per year with the Historic Preservation Commission to update Council members on the accomplishments of the Commission and present concerns seen regarding preservation in Sioux City.

Annual Report

1. Staff to the Community Development Department shall prepare an Annual Report for City Council review and approval no later than Council's first regular meeting in September.

2. The Commission shall review the Annual Report prior to submission to City Council. The Commission shall vote to either approve or revise the Annual Report.
3. If the Commission approves the Annual Report with no revisions, Staff shall submit the report to City Council on its first regular meeting in September.
4. If revisions are required, staff shall make corrections and submit the revised Annual Report to the City Council no later than its second regularly scheduled meeting in September.

Amendments

These By-Laws may be amended upon an affirmative vote by at least six members of the Commission.

ADOPTED this 16th day of November, 1999 by affirmative vote of the Sioux City Historic Preservation Commission.

AMENDED this 6th day of January, 2004 by affirmative vote of the Sioux City Historic Preservation Commission.

AMENDED this 6th day of December, 2006 by affirmative vote of the Sioux City Historic Preservation Commission.

AMENDED this 7th day of July, 2015 by affirmative vote of the Sioux City Historic Preservation Commission.

City of Sioux City – Historic Preservation Ordinances

Under the 2015 Sioux City Zoning and Sign Code the Historic Preservation Commission act as a review body for several types of applications for new development, redevelopment, alterations, and signage in area zoned as Historic Areas. Not to be confused with National Register Historic Districts, the Zoning and Sign Code designates specific areas as Historic Area (HA) zoning that may or may not coincide with National Register District boundaries. The Historic Preservation Commission has authority under the Code to review certain applications for properties within these HA districts or nomination local properties to be a zoned HA.

These applications include:

- Sign permits in Downtown and Historic Districts – Subsection 25.06.080.9
- Certificates of Appropriateness – Subsection 25.06.090.16
- Certificates of Appropriateness, Hardship Waivers – Subsection 25.06.090.17
- Designation of Historic Properties or Districts – Subsection 25.06.090.18
- Local Nomination to the National Register of Historic Places – Subsection 25.06.090.19

The specific powers and responsibilities of the Historic Preservation Commission are stated in Section 25.06.030 listed below:

Sec. 25.06.030 Bodies Established and Authorized

Subsection 25.06.030.5 Historic Preservation Commission

1. **Purpose of the Historic Preservation Commission.** The purpose of the Historic Preservation Commission 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. Safeguards 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 businesses;
 - f. Strengthen the economy of the City; and
 - g. Promote the use of historic sites, historic districts, and other places of cultural significance for the education, pleasure, and welfare of the people of the City.
2. **Membership.** The Historic Preservation Commission shall consist of nine members who shall be residents of the City and meet at least three times a year. Members shall serve without compensation. The Historic Preservation Commission shall elect a Chairperson who shall preside over all Historic Preservation Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the Historic Preservation Commission's proceedings.
3. **Method of Appointment.** Members of the Historic Preservation Commission shall be appointed by a majority vote 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, archeology, history, conservation in general, or real estate. The original appointment of the members of the Historic Preservation Commission shall be three members for one year, three members for two years, and three members for three years. Terms end June 30 of each year but members shall serve until their successor is appointed.
4. **Quorum.** A simple majority of the Historic Preservation Commission shall constitute a quorum for the transaction of business.
5. **Vacancies.** Vacancies occurring in the Historic Preservation Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced. Vacancies shall be filled by appointment by the City Council.
6. **Removal.** Historic Preservation Commissioners may be removed by a majority vote of the City Council for good cause shown as determined by the City Council.
7. **Powers and Duties.** The Historic Preservation Commission shall have the following powers:
 - a. The Historic Preservation Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this Code. The Historic Preservation Commission may proceed at its own initiative or upon a petition from any person,

group, or association or upon the request of the City Council. The Historic Preservation Commission shall maintain records for all studies and inventories for public use, and a copy of such records shall be maintained in the offices of the City Clerk.

- b. The Historic Preservation Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing.
 - c. The Historic Preservation Commission may investigate and recommend to the City Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined by this Code.
 - d. The Historic Preservation Commission may review and provide recommendations for the following application types:
 1. Sign permits in the Historic 4th Street (HA-4), Historic Pearl Street (HA-P), or Historic Neighborhood or Center (HA-N) sub-districts, recommended to the Design Review Committee and Administrator;
 2. Certificates of appropriateness for demolition (excluding those deemed "unfit for human occupancy"), new construction, exterior alteration, modification, or addition to a designated historic site and the HA-4, HA-P, or HA-N sub-districts, recommended to the Design Review Committee and Administrator;
 3. Projects required under Section 106 of the National Historic Preservation Act, including wireless telecommunication towers and building-mounted telecommunication towers, to determine whether the site is located in, on, or within the viewshed of a building, site, district, structure, or object significant in American history, architecture, archeology, engineering or culture, that is listed, or eligible for listing on the National Register of Historic Places, recommended to the State Historic Preservation Office or consulting party;
 4. Designation of historic districts or historic sites, recommended to the City Council; and
 5. Nominations to the National Register of Historic Places, recommended to the State Historic Preservation Office.
 - e. In addition to those duties and powers specified above, the Historic Preservation 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 sites;
 3. Preserve, restore, maintain, and operate historic sites, under the control of the Historic Preservation Commission;
 4. Lease, sell, and otherwise transfer or dispose of historic sites subject to rights of public access and other covenants and in a manner that will preserve the property;
 5. Contract with the State and Federal government or other organizations;
 6. Cooperate with the Federal, State, and local governments in the pursuance of the objectives of historic preservation;
 7. Provide information for the purpose of historic preservation to the City Council; and
 8. Promote and conduct an educational and interpretive program on historic sites within its jurisdiction.
8. **Responsibilities.** It shall be the responsibility of the Historic Preservation Commission to:

- a. Prepare and deliver to the City Council an annual report covering program activities and financial status within 60 days of the end of the fiscal period.
 - b. Deposit all moneys received with the City Treasurer to be credited to the Historic Preservation Commission, and make all disbursements utilizing the claim and warrant procedures of the City.
 - c. File with the City Clerk for public inspection copies of minutes of all Historic Preservation Commission meetings and resolutions duly passed by the Commission within 14 days of the meeting at which such action was taken.
 - d. Utilize the central staff and auxiliary services of the City administration and refrain from duplicating them or from establishing incompatible procedures, as more particularly set out in "Standard Operating Procedures for all City Council Appointed Boards, Commission, and Committees" as adopted by the City Council and incorporated herein by reference.
9. **Limitations.** The following shall be limitations upon the powers of the Historic Preservation Commission:
- a. All property, whether real or personal, shall be acquired, received, and held in the name of the City.
 - b. The purchase of property from or sale of property to any member of the Commission is prohibited.

II. LEGAL TOOLS

Organizational Chart

How the local commission fits into the "big picture":



What is SHPO

Iowa's State Historic Preservation Office (SHPO) is part of the State Historical Society of Iowa, a division within the Iowa Department of Cultural Affairs. Their mission is to identify, preserve, and protect Iowa's historic resources.

Preservation in Iowa today owes its success to the individual efforts of local citizens and organizations. Established in 1972, the SHPO role has always been--and will continue to be--that of facilitator and educator for those who desire to preserve and protect Iowa's historic resources. SHPO staff administers state and federal historic preservation and incentive programs throughout the state, including the National Register of Historic Places program, the Certified Local Government program, the state and federal rehabilitation tax incentives program, and the Review & Compliance program. They also maintain a statewide inventory of historic properties and provide technical assistance on best practices in all aspects of preservation.

For more information visit www.iowahistory.org/historic-preservation/index.html.

Federal Regulation – Section 106

Section 106 of the National Historic Preservation Act of 1966, as amended, requires a Federal agency head with jurisdiction over a Federal, federally assisted, or federally licensed undertaking to take into account the effects of the agency's undertaking on properties included in or eligible for the National Register of Historic Places. A guide to determine if a property achieves Section 106 compliance is included at the following link

<https://www.nps.gov/history/tribes/Documents/106.pdf>

Federal legislation is included in Chapter 36 of the Congressional Federal Record (CFR) Part 800. The full legislative text governing the protection of historic properties is included at the following link:

<http://www.achp.gov/regs-rev04.pdf>

Iowa CLG Program

Certified Local Government Program

The Certified Local Government Program is a robust partnership between local, state, and federal governments to help communities save irreplaceable historic character.

Through the certification process, local governments make a commitment to historic preservation by passing local legislation and establishing a historic preservation commission. The commission advises the local elected officials on matters related to historic preservation and undertakes special projects in the community.

Iowa has the largest Certified Local Government Program in the country. More than 90 cities and counties in the state have used historic preservation programs and Certified Local Government status to revitalize downtowns and stabilize historic neighborhoods. Other communities have worked to preserve individual historic buildings such as the railroad depots in Atlantic, Carroll, Cherokee, Creston, and Council Bluffs, or the courthouses in Davis and Woodbury counties. Other communities have developed heritage tourism programs based on unique historic resources.

The Certified Local Government Program fosters a commitment to preservation at the local level and is a critical component of preserving and increasing awareness of Iowa's unique cultural heritage.

Role of a Historic Preservation Commission

To maintain the local government's Certified Local Government status, the historic preservation commission must meet a minimum of three times each calendar year, comply with Iowa's open meeting law, participate in state-sponsored or approved annual training, and demonstrate a level of preservation activity.

The historic preservation commission is typically an advisory committee to local elected officials, city or county staff and commissions, and property owners. The historic preservation commission alerts and advises on the appropriate course of action to take regarding the management and preservation of historic properties. The commission, in coordination with the local government, also initiates special projects including survey work, National Register of Historic Places nominations and educational programming. In addition, the historic preservation commission keeps the local government, city and county on track to fulfill its Certified Local Government agreement.

The commission, with approval from the local elected officials, may take on additional responsibilities including local landmarking and design review.

Certified Local Government Grant Program

Iowa cities, counties, and land-use districts that have signed a Certified Local Government Agreement with the State of Iowa and the National Park Service may apply for grant funding through this program to support historic preservation activities.

The Certified Local Government must be in good standing and current in its submission of annual reports to apply for this grant opportunity.

Please note that the Certified Local Government grant program is open only to those Iowa cities, counties and land use districts that have signed a Certified Local Government Agreement with the State of Iowa and National Park Service. In addition, in order to be eligible to apply for this grant opportunity, the Certified Local Government must be in good standing and current in its submission of Iowa Certified Local Government annual reports.

Eligible grant activities include:

- National Register nominations
- Education projects
- Surveys
- Planning for preservation
- Planning projects

Useful Names and Numbers – SHPO

Steve King

Deputy State Historic Preservation Officer
(515)281-4006
steve.king@iowa.gov

Paula Mohr

Architectural Historian / Certified Local Government Program
(515) 281-6826

Laura Sadowsky

State Historian
(515) 281-3989

For more SHPO contact information: <https://iowaculture.gov/about-us/contact-list>

III. THE NATIONAL REGISTER OF HISTORIC PLACES

Quick Facts and Misconceptions

The National Register Does:

1. Identify historically significant buildings, structures, sites, objects, and districts, according to the National Register Criteria for Evaluation.
2. Encourage the preservation of historic properties by documenting the significance of historic properties and by lending support to local preservation activities.
3. Enable federal, state, and local agencies to consider historic properties in the early stages of planning projects.
4. Provide for review of federally funded, licensed, or sponsored projects which may affect historic properties.
5. Make owners of historic properties eligible to apply for federal grants-in-aid for preservation activities. Presently, in Iowa, these funds are limited to survey, nomination and planning projects with limited funding available for the development of architectural plans and specifications for buildings listed on the National Register. The State Historical Society of Iowa, however, administers the Historic Resource Development Program (HRDP) which makes available matching grants for the rehabilitation of properties listed on the National Register.
6. Encourage the rehabilitation of income-producing historic properties which meet preservation standards through tax incentives.

The National Register Does Not:

1. Restrict the rights of property owners in the use, development, or sale of private historic property.
2. Lead automatically to historic district zoning.
3. Force federal, state, local or private projects to be stopped.
4. Provide for review of state, local, or privately funded projects which may affect historic properties.
5. Guarantee that grant funds will be available for all significant historic properties.

Listed Properties in Woodbury County

National Register listed properties as of January 2017:

Historic Name	Address	Listed Date	Construction Year
NATIONAL MONUMENTS			
Sergeant Floyd Monument	0 Glenn Ave	10/15/1966	1899
Woodbury County Courthouse	620 Douglas St	12/18/1973	1918
NATIONAL REGISTER OF HISTORIC PLACES DISTRICT			
Morningside College Historic District		5/14/1997	c. 1890-1956
Fourth Street Historic District	1002-1128 4th St 1400-1700 blocks Douglas,	8/15/1995	1889-1914
Rose Hill Historic District	Summit Sts and Grandview Blvd and 515 Cook St. and 700 W 6th	9/12/2002	1885-1942 1910, 1911,
St. Boniface Historic District	St.	11/5/1998	1924, 1948
LOCALLY DESIGNATED LANDMARK			
Warfield-Pratt-Howell Company Wholesale Grocery Warehouse	302 Jones St	4/5/2010	
Old Fire Station No. 3	408 Water St		1889
LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES			
Alhambra Apartments	801 8th St	10/12/2001	1929
Ashby, Atchison A., House	1807 Summit St	9/25/1998	1916
Badgerow Building	622 W 4th St	3/24/1982	1930
Boston Block	1005 4th St	1/3/1985	1891
Bruguier, Theophile Cabin	Riverside Park	7/13/2000	
Burkam, Elzy G., House	1525 Douglas St	7/15/1998	1894
Charles City College Hall	1501 Morningside Ave	1/21/1983	1890
Crittenton, Florence, Home and Maternity Hospital	1105 28th St	3/31/2000	1906
Davidson Building	505 6th St	5/17/1999	1913
Evans Block	1126 4th St	1/3/1985	1891
Everist, H. H., House	37 McDonald St	9/29/1983	1916
Grandview Park Music Pavilion	Grandview Park	2/28/2011	1935
Great Northern Railway Steam Locomotive	3400 Sioux River Road	6/26/1905	
Holy Trinity Greek Orthodox Church	900 6th St	3/6/1998	1926
Knott, Dr. Van Buren, House	2323 Nebraska St	9/8/1999	1903
Leeds Junior High School	3919 Jefferson St	10/24/2002	1939
Main Hall	0 Morningside Ave	5/14/1997	1890
Martin Hotel	410 Pierce St	1/27/1983	1910
Martin, T. S., and Company	515 4th St	7/15/1998	1885
Martin, T. S., Company	409 Nebraska St	7/15/1998	1902
Mary Elizabeth Day Nursery	814 Court St	10/30/1997	0

Motor Mart Building	520 Nebraska St	4/22/1993	1912
Mount Sinai Temple/United Orthodox Synagogue	1320 Nebraska St	10/21/1999	1901
Municipal Auditorium	500 Gordon Dr	7/27/2006	1950
Mylius-Eaton House	2900 Jackson St	1/13/2004	1894
New Orpheum Theatre	520 Pierce St	8/24/2000	1927
Newton, James P., House and Maid's Cottage	2312 Nebraska St	3/3/2000	1909
Oversen, Julius and Anine, House	2037 S Lemon St	3/28/2007	1906
Peirce, John, House	2901 Jackson St	12/12/1978	1891
Plymouth Building	1100 4th St	8/15/1995	1890
Sanford, Arthur and Stella, House	1925 Summit St	5/9/2003	1914
Schulein, Ben and Harriet, House	2604 Jackson St	10/30/1997	1913
Sergeant Floyd Boat	1010 Larson Park Rd	5/5/1989	1932
Simmons Hardware Company Warehouse	323 Water St	4/25/2008	1905
Sioux City Baptist Church	1301 Nebraska St	10/22/1979	1918
Sioux City Central High School	1212 Nebraska St	7/23/1973	1892
Old Sioux City Fire Station Number 3	1211 5th St	5/21/2008	1929
Sioux City Free Public Library	705 6th St	6/2/1997	1913
Sioux City Linseed Oil Works	210 Court St	1/10/2008	1883
Sioux City Masonic Temple	820 Nebraska St	1/14/2004	1922
Sioux City Public Library (Smith Villa Branch)	1509 George St	5/23/1983	1927
Sioux City Public Library, North Side Branch	810 29th St	12/7/2000	1929
St. Thomas Episcopal Church	1200 Douglas St	9/27/1984	1891
Swedish Evangelical Lutheran Augustana Congregation Church	600 Court St	5/30/2006	1888
United States Post Office and Courthouse	316 6th St	7/17/2013	1932
Warrior Hotel	519 6th St	6/27/1985	1930
Williges Building	613 Pierce St	8/31/2007	1929

Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation, codified as 36 CFR 67, are regulatory for the Historic Preservation Tax Incentives program. Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.