

City of Oskaloosa Boards and Commissions Orientation Packet



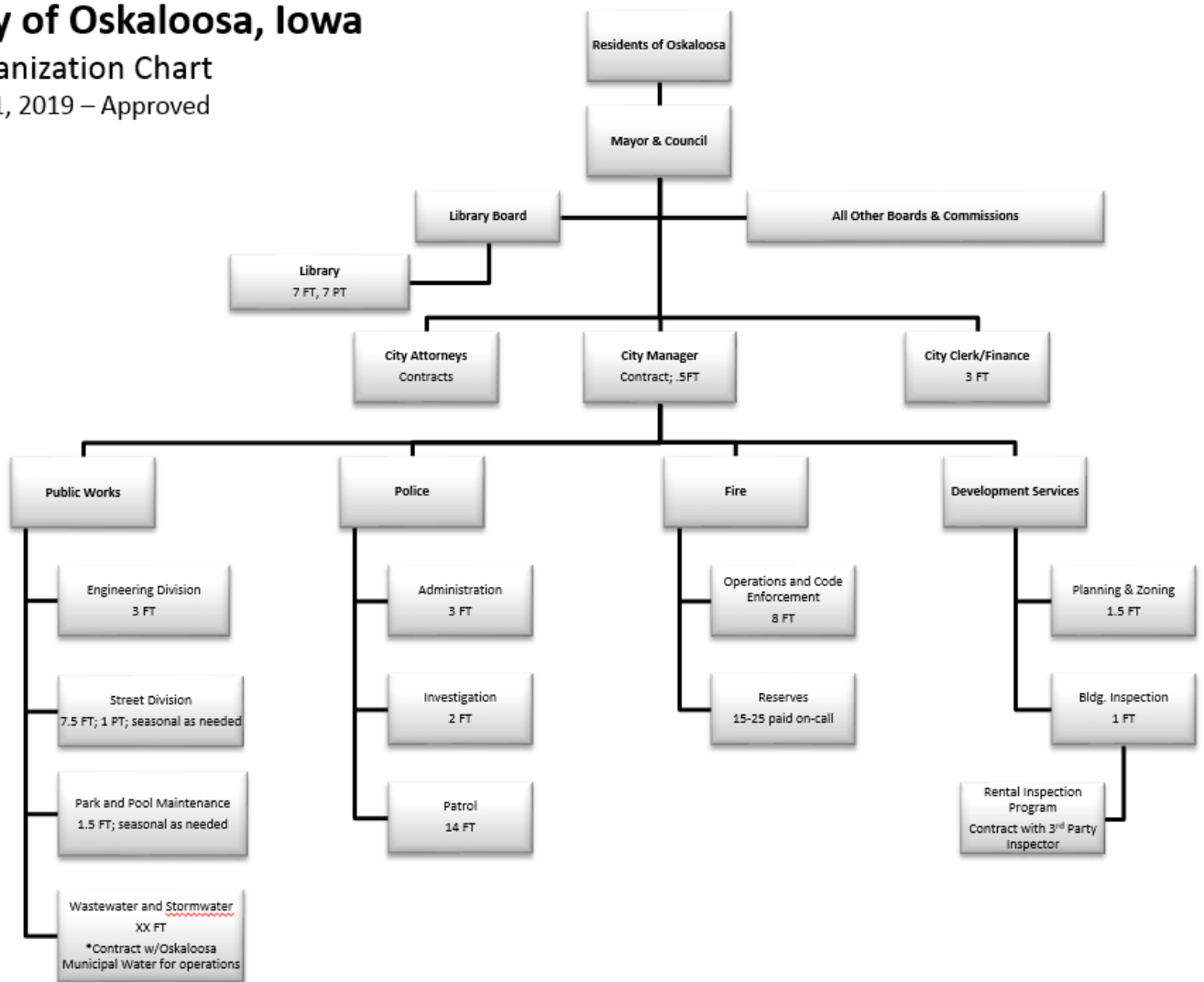
Historic Preservation Commission

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City of Oskaloosa, Iowa Organization Chart July 1, 2019 – Approved



Oskaloosa, Iowa

Oskaloosa is a diverse, micropolitan community offering big-city amenities. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of sustainable growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system delivers world-class communication solutions and can grow with technological changes and demands. With a current population of approximately 11,500 people, Oskaloosa continues to grow and change. The community is approximately 65 minutes from the state capital of Des Moines and just over an hour and a half away from Iowa City, home to the University of Iowa.



Mission

Serve and protect the citizens of Oskaloosa to provide a positive environment which encourages desirable growth and enhances the quality of life in the community.

Vision Statement

Make Oskaloosa an irresistible place to grow business so the quality of life is enhanced for the whole community.

City Departments

- City Clerk's Office: City Hall, 220 South Market Street
 - Appointed by the City Council, the City Clerk attends all council meetings and is responsible for duties defined by the Code of Iowa and designated by the City Council. The City Clerk is the Finance Director and City Treasurer by Oskaloosa City Code. The staff from the City Clerk's Office is responsible for maintaining all public records, which consists of storage, retention and scanning of official records.
- City Manager's Office: City Hall, 220 South Market Street
 - Appointed by the City Council, the City Manager oversees all administrative tasks necessary for city operations, supervises city departments, maintains the city budget and represents the municipality in a variety of settings. The City Manager implements policy adopted by the City Council.
- Development Services: City Hall, 220 South Market Street
 - The Development Services Department has a variety of responsibilities all related to the development, improvement, and maintenance of real property in Oskaloosa. Development Services staff oversee: building permits and inspections, long and short-range planning, zoning administration and enforcement, historic preservation, site plan review, rental housing inspections, housing development.
- Fire Department: 220 South Market Street
 - The Fire Department provides emergency response services to residents within and around the city limits of Oskaloosa, three cities, and eight townships. The department also assists the building official with fire prevention inspections. The Fire Department oversees Code Enforcement to keep our community safe and attractive for residents and visitors alike.
- Oskaloosa Public Library: 220 South Market Street
 - The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the City of Oskaloosa and Mahaska County.
- Police Department: Mahaska Law Enforcement Center, 214 High Avenue
 - The City of Oskaloosa Police Department provides public safety services to the residents of Oskaloosa. The Department uses bicycle, foot and vehicle patrol to provide public safety services to the city's residents, across 7.98 square miles.
- Public Works: City Hall, 220 South Market Street
 - Engineering
 - The Engineering/GIS Department is responsible for the design and oversight of city infrastructure construction, the maintenance of city maps and plats, and providing general engineering assistance to a variety of city departments.
 - Parks and Recreation: 804 South D Street
 - The Oskaloosa Parks Department oversees Edmundson Park, the Downtown Park, Jaycee's Parks, and Vanderwilt Park. The Parks Department monitors and maintains the health of the city's urban forestry program. The Parks Department assists with downtown activities and oversees seven shelters.

- Streets
 - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater: 2632 Kent Avenue
 - The Wastewater Department oversees two treatment plants and seven lift stations and are responsible for the sanitary sewer and stormwater system. The plants that Wastewater monitors treat just under 2 million gallons of wastewater per day.
- Oskaloosa Municipal Water Department: 1208 South 7th Street
 - The Oskaloosa Municipal Water Department (OMWD) is responsible for providing clean drinkable water for the City of Oskaloosa. OMWD treatment plant is located north of Oskaloosa and relies on a series of wells to pull from the Skunk River watershed.

City of Oskaloosa's Form of Government

The City of Oskaloosa has a Mayor-Council form of government with the City Council appointing a City Manager to serve at the discretion of the City Council. The City Council consists of seven Council Members, four elected by ward and three elected at large for overlapping terms of four years. The Mayor is elected for a two-year term. The Mayor is not a member of the City Council and does not vote. The City Council, Mayor, and city officers have such powers and shall perform such duties as are authorized by State law and by the ordinances, resolutions, rules, and regulations of the city.

Appointment Process

The Historic Preservation Commission consist of seven members appointed by the city council. There also shall be two alternates who are voting members only when one of the seven appointed members is absent. The members of the preservation commission must be residents of the city or owners of real property within the city. The term of office for each member of the commission is three years. The appointment of commissioners is staggered with no fewer than two being appointed in any given year and terms commencing on the first day of January.

Historic Preservation Commission

The Historic Preservation Commission is responsible for conducting studies for the identification, evaluation, registration, and designation of historic landmarks and historic districts. They proceed at their own initiative or upon petition from any person, agency, or organization; and make recommendations to the State Historic Preservation Officer for the listing of a property on the National Register of Historic Places. They also review applications for a certificate of appropriateness to alter designated historic landmarks or to alter buildings, structures, objects, and/or sites within a designated historic district. They typically meet in the City Council Chambers, as needed. Meetings are conducted under Robert's Rules of Order. The staff contact for the Historic Preservation Commission is the Building Official.

Training Opportunities

The preservation commission shall participate in training programs from time to time. These may include special preservation commission study sessions, which shall not be a regularly scheduled meeting, or other training programs provided in the state or nation. At a minimum, all members shall attend one training session annually.

Additional Resources

Please refer to the following websites for additional resources:

- <http://www.oskaloosaiowa.org/DocumentCenter/View/524>
 - City Of Oskaloosa Historic District Map
- <http://www.oskaloosaiowa.org/DocumentCenter/View/606>
 - Design Guidelines for the City Square Commercial Historic District
- <https://www.municode.com/library/ia/oskaloosa>
 - This link provides access to Oskaloosa's Municipal Code
- https://www.municode.com/library/ia/oskaloosa/codes/code_of_ordinances?nodeId=TIT17ZO
 - This link provides access to Oskaloosa's Municipal Code on Zoning
- <https://beaconbeta.schneidercorp.com/?site=MahaskaCountyIA>
 - This link provides access to Beacon to view county and city information, public records and Geographical Information Systems (GIS) via an online portal.

Powers Designated by Code

The Historic Preservation Commission's powers are listed in the Oskaloosa Municipal Code 2.84.010.

Oskaloosa Municipal Code: Chapter 2.84

The enabling legislature for the Historic Preservation Commission is found in the Oskaloosa Municipal Code, Chapter 2.84. That information is provided below. Any changes to the code may be found in the online version at <https://www.municode.com/library/ia/oskaloosa>.

Chapter 2.84 - HISTORIC PRESERVATION COMMISSION

2.84.010 - Duties and powers.

The commission shall have the following duties and powers:

A. May conduct studies for the identification, evaluation, registration and designation of historic landmarks and historic districts meeting the definitions established by this chapter. The preservation commission may proceed at its own initiative or upon petition from any person, agency or organization.

B. May accept nominations to designate local historic landmarks and local historic districts. Nominations may be prepared by the preservation commission and can be submitted by any person, agency or organization. The preservation commission will review, comment, and make recommendation to designate or not to designate the nominated historic property.

C. Shall establish and oversee a property inventory that complies with the property inventory of the State of Iowa and is available for public inspection and use.

D. Shall make a recommendation to the State Historic Preservation Officer for the listing of a property on the National Register of Historic Places and shall conduct a public hearing thereon.

E. Shall conduct a periodic review of the city's preservation and design review programs to ensure that they meet the intent of this chapter.

F. Shall review all applications for a certificate of appropriateness to alter designated historic landmarks or to alter buildings, structures, objects and/or sites within a designated historic district.

G. Shall report annually to the city council on the status of the city's preservation and design review programs.

H. Shall from time to time establish written design standards and guidelines, subject to the approval of city council. The council's approval shall be by resolution.

I. May apply for grants or seek funding for the operation of programs that meet the intent of this chapter.

J. May promote public interest in the purposes described in this chapter by carrying on a public education program. This can include:

1. Assist and encourage any organization or persons who desire to protect, enhance, or preserve the use of structures and areas of historic and/or cultural significance;

2. Encourage and assist in the establishment of educational and cultural programs, tours, and events to advance the purposes described in this chapter; advise owners or residents of historic properties;

3. Encourage and assist in the use of incentive programs that aid property owners and residents of historic and/or culturally significant structures for their preservation, and/or culturally significant structures or areas of problems and techniques of, and resources for, historic preservation;

4. Make recommendations to the city council and city commissions and boards on preservation issues when appropriate.

K. With the approval of city council,

1. Acquire by purchase, bequest or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties;

2. Preserve, restore, maintain and operate historic properties, under the ownership or control of the commission;

3. Lease, sell, and otherwise transfer or dispose of historic properties, including properties subject to rights of public access and other covenants; in a manner that will preserve the property;

4. Cooperate with the federal, state, and local governments in pursuance of the objectives of historic preservation;

5. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.

(Ord. 1179 §1 (part), 2004)

2.84.020 - Membership.

A. The historic preservation commission (hereafter preservation commission) shall consist of seven members appointed by the city council. The members of the preservation commission shall be residents of the city or owners of real property within the city. At least one resident (or property owner within the district who is also a resident of the city) of each designated area of historic significance shall be appointed to the commission. Members shall receive no compensation. There also shall be two alternates who are voting members only when one of the seven appointed members is absent. The members shall have a demonstrated interest in historic preservation and, as available, shall include professionals in history, architectural history, archaeology, planning, or architecture.

B. For all members of the preservation commission in office as of the effective date of this chapter, their terms shall expire as provided for in the ordinance in effect at the time of their appointment. For all appointments made after the effective date of this chapter, the term of office for each member of the commission shall be three years. The appointment of commissioners shall be staggered with no fewer than two being appointed in any given year and terms commencing on the first day of January.

C. Members of the preservation commission may be removed by the city for cause upon the filing of written charges and after a public hearing before the city council.

D. Vacancies shall be filled by the city according to the original selection as aforesaid. Vacancies occurring in the commission and subsequently filled, other than the expiration of term in office, shall be only for the unexpired portion of the term of the member replaced.

(Ord. 1179 §1 (part), 2004)

2.84.030 - Staff assistance.

A. City staff or a preservation commission subcommittee shall assist the preservation commission by providing appropriate documentation regarding proposals for a certificate of appropriateness, posting of notices of public meetings, and maintaining records of the official actions of the preservation commission. Any city staff member holding this role shall have a demonstrated interest in historic preservation and, as available, shall have training or experience in history, architectural history, archaeology, planning, or architecture. B. In addition, the commission may seek the advice of staff, design professionals or a subcommittee of members of the commission.

(Ord. 1179 §1 (part), 2004)

2.84.040 - Operating procedures.

A. The preservation commission shall adopt by-laws for the conduct of its business in accordance with the provisions of this chapter that define when the meetings will occur, how the agenda is to be structured, and how decisions are to be made.

B. The preservation commission shall elect a chairman, vice-chairman and a secretary, each of whom shall serve for one year and who shall be eligible for reelection.

(Ord. 1179 §1 (part), 2004)

2.84.050 - Meetings.

A. The preservation commission shall meet once a month, excepting when no business is on the agenda. Additional meetings may be scheduled by the preservation commission as needed.

B. All regularly scheduled meetings of the preservation commission shall be open to the public. Any person, or his duly constituted representative, shall be entitled to appear and be heard on any matter before the preservation commission.

C. The preservation commission shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection.

D. The city clerk shall post the official city posting to contain notice of the time, place, and subject matter of such hearing at least twenty-four hours before the hearing.

E. A majority of the preservation commission shall constitute a quorum; and action taken at any meeting shall require the affirmative vote of the majority of the preservation commission. If no quorum exists, then the application will be forwarded to the next meeting of the planning commission.

(Ord. 1179 §1 (part), 2004)

2.84.060 - Annual reports.

A. The preservation commission shall prepare a report to the city council summarizing the past year's activities of the preservation commission. This report should state the status of preservation in the city and recommend any improvements which the preservation commission deems necessary. The preservation commission shall present this report annually to the city council.

(Ord. 1179 §1 (part), 2004)

2.84.070 - Training.

A. The preservation commission shall participate in training programs from time to time. These may include special preservation commission study sessions, which shall not be a regularly scheduled meeting, or other training programs provided in the state or nation. At a minimum, all members shall attend one training session annually.

(Ord. 1179 §1 (part), 2004)

2.84.080 - Maintenance of records.

A. All records will be kept by the city and shall be kept indefinitely to the extent possible.

(Ord. 1179 §1 (part), 2004)