



**City of Oskaloosa
Historic Preservation Commission
Lower Level Conference Room
City Hall, 220 S. Market Street
Oskaloosa, IA 52577**

**Agenda
Special Meeting
May 27, 2015
12:00PM**

1. Call to Order/Roll Call

Chair: Tennison____; Members: Boender____; Broerman____; Campbell____;
Comfort____; Howard____;

2. Approval of Minutes

A. Approval of the minutes for the May 6, 2015 meeting

Documents: [HPC MINUTES 5-6-2015.DOCX](#)

3. Unfinished Business

A. Discuss the walking tour of the Oskaloosa historic downtown

Documents: [AGENDA ITEM 5-27-2015.DOCX](#)

4. New Business

**A. Consider a certificate of appropriateness for the city of
Oskaloosa Fire Station No. 1 expansion and remodel project
located at 220 South Market Street**

Documents: [AGENDA ITEM.DOCX](#), [COA APPLICATION.PDF](#), [SITE
PLAN.PDF](#), [ELEVATION 1.PDF](#), [ELEVATION 2.PDF](#)

5. Adjournment

Notice: If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.

Minutes of the Historic Preservation Commission
City of Oskaloosa
Regular meeting May 6, 2015 12pm
Lower Level Conference Room, City Hall

The Meeting of the Historic Preservation Commission for the City of Oskaloosa was called to order at 12:00 pm Wednesday April 15, 2015, by City staff member Wyatt Russell.

Commission members present: Kerri Boender Janel Campbell, Charlie Comfort, Mark Tennison; Commission members absent: Jo Broerman; city staff present: Wyatt Russell, Building Official and Amie Roberts, Public Works Department Secretary; public present: Julie Hansen and Linda Howard.

It was moved by Tennison and seconded by Boender to approve the minutes from the January 14, 2015 meeting. Vote was YES: Boender, Campbell, Tennison, NO: None, ABSENT: Broerman. ABSTAIN: Comfort.

Election of Chairperson:

Tennison made a motion to nominate himself for chairperson, Campbell seconded the motion. Vote was YES: Boender, Campbell, Comfort, Tennison, NO: None, ABSENT: Broerman.

Election of Vice-Chairperson

Comfort made a motion to nominate himself for vice-chairperson, Campbell seconded the motion. Vote was YES: Boender, Campbell, Comfort, Tennison, NO: None, ABSENT: Broerman.

Election of Secretary

Campbell made a motion to nominate herself for secretary, Boender seconded the motion. Vote was YES: Boender, Campbell, Comfort, Tennison, NO: None, ABSENT: Broerman.

Julie Hansen joined the meeting at 12:06pm.

Russell discussed the Certified Local Government (CLG) annual report. The report outlined the requirements needed to meet the CLG good standing in order to be eligible for grants. The requirements discussed include:

- Training opportunities, discussed the upcoming 2015 Preserve Iowa Summit in Winterset Iowa, June 25-27, 2015. All members are required to attend some type of training by the end of December 2015.
- Project opportunities for the commission. The most quickly and efficient project that the HPC will be able to complete by December would be a riding tour of the historic downtown area of Oskaloosa.

The commission made a decision to have the tour on June 13, 2015; Art on the Square. Comfort committed to being the tour guide for the event. Russell discussed with the members

of securing the transportation needed for the tours. Russell visited Nelson Pioneer Farm in regards to if a hay rack would be available. Nelson Pioneer Farm had 2 hay racks, one is dilapidated and would need new wood and modified to add stairs to the rack, the other would not be feasible to use for the tour. The commission also discussed advertisement with the local paper, placing on the City's TV station, and radio. The commission would like to have the advertisement in the paper and other various locations by the end of next week. The commission discussed how long the tours should take, what time to start, how many tours to provide, parking and starting point for the tour, and cost involved. Comfort explained walking around the city square for a tour takes approximately half an hour, the tours would begin when Art on the Square begins at 10:00am, a total of 4 tours to run every hour starting at 10am-11am-12pm-1pm, adequate parking near the VFW Legion; it is a city owned parking lot and this would be the starting point for the tour, commission decided to provide the tour for free and discuss fundraising and cost for events in the future. The commission decided to meet at noon next week Wednesday the 13th of May to walk the city square and Comfort will be the tour guide.

With no further business it was moved by Tennison and Seconded by Campbell to adjourn the meeting at 12:43pm

Minutes by Amie Roberts



Historic Preservation Commission
Meeting Date: May 27, 2015
Requested By: Building Official

Item Title:

Discuss the upcoming tour of the Oskaloosa historic downtown

Explanation:

Items that need to be discussed for the upcoming tour of the historic downtown Oskaloosa:

- Advertising for the event Oskaloosa Herald, KBOE Radio, City Hall, Oskaloosa Area Chamber and development
- Committee members, public interests and staff walking the historic downtown to determine timeframe report.

Budget Consideration:

None

Attachments:

None



Historic Preservation Commission

Meeting Date: May 27, 2015

Requested By: Building Official

Item Title:

Consider a certificate of appropriateness for the city of Oskaloosa Fire Station No. 1 expansion and remodel project located at 220 South Market Street

Explanation:

Following a successful bond referendum vote in November 2014, Rohrbach Associates PC has been working closely with the Fire Department and City Administration to further the design and begin construction documents. The anticipated issue for construction bidding in July 2015. Construction is anticipated to last twelve to fourteen months, with final occupancy in the fall of 2016.

The project is providing 8,240 square feet of new construction for four new apparatus bays and the necessary support facilities and renovating approximately 10,000 square feet within the existing fire house for new second floor firefighters living quarters. The existing Fire Station allows for less overall cost due to the re-use of the apparatus bay and firefighter living quarters. The existing fire department location is also ideally located in the center of the fire department service area.

The current Oskaloosa Fire Department is located in the Historical District. However, the new Fire department expansion is not located in the Historical District.

Budget Consideration:

None

Attachments:

Certificate of Appropriateness Application, Site Plan Facade and Elevation Plan.



**Application for Certificate of Appropriateness
Historic Preservation Commission
Oskaloosa, Iowa**

For Office Use Only								
Meeting date: _____								
Forward to Main Street Design <input type="radio"/> Yes <input checked="" type="radio"/> No	City Staff: _____							
Additional Permit needed <input type="radio"/> Yes <input checked="" type="radio"/> No	Date received: _____							
Property Information to be filled out by applicant								
Address: <u>220 S. Market Street</u>								
Scope of Work (Attach all other documents with this application)								
This project will include a new building to be constructed adjacent to and connected to the City Hall and Fire Station. The new building will serve as an expansion of the Fire Department. The existing apparatus bay, level 2 living quarters, and vacant level 3 are planned to be renovated as part of the project.								
Applicant								
Name: <u>Rohrbach Associates PC, William Downing</u>								
Address: <u>325 E Washington Street, Iowa City, IA</u>								
Phone: <u>319-339-9311</u>								
E-mail: <u>wdowning@rohrbachassociates.com</u>								
Owner								
Name: <u>The City of Oskaloosa</u>								
Address: <u>220 S. Market Street</u>								
Phone: <u>641-673-9431</u>								
E-mail: <u>michael.schrock@oskaloosaiowa.org</u>								
Architect or Contractor Information								
Company: <u>Rohrbach Associates PC</u>								
Address: <u>same</u>								
Phone: _____								
E-Mail: _____								
<p><u>Check list for needed items before submittal:</u></p> <ul style="list-style-type: none"> <input type="radio"/> Completed application form <input type="radio"/> Site plan/roof plan (drawn to scale) <input type="radio"/> Proposed building elevation (drawn to scale) <input type="radio"/> Photographs of building (existing and historic) <input type="radio"/> Product literature and specifications <input type="radio"/> Materials and color samples (must provide 10 paint samples) 	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Required Signatures</th> </tr> <tr> <td>Owner: <u>Mark Naff Fire Chief</u></td> </tr> <tr> <td>Date: <u>5/26/15</u></td> </tr> <tr> <td>Applicant: _____</td> </tr> <tr> <td>Date: _____</td> </tr> <tr> <td>Contractor: _____</td> </tr> <tr> <td>Date: _____</td> </tr> </table>	Required Signatures	Owner: <u>Mark Naff Fire Chief</u>	Date: <u>5/26/15</u>	Applicant: _____	Date: _____	Contractor: _____	Date: _____
Required Signatures								
Owner: <u>Mark Naff Fire Chief</u>								
Date: <u>5/26/15</u>								
Applicant: _____								
Date: _____								
Contractor: _____								
Date: _____								

Owner Project Number:

RAPC Project Number:
1261



**ROHRBACH
 ASSOCIATES PC**

ARCHITECTS

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 325 E. Washington
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 E-Mail: rapc@rohrbachassociates.com

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GARDEN & ASSOCIATES, LLC
 ENGINEERS & SURVEYORS
 1701 3rd Avenue East, Suite 1
 P.O. Box 451
 Oskaloosa, Iowa 52577
 641.672.2526 Phone 641.672.2091 Fax

Structural Engineers:
M2B
 STRUCTURAL ENGINEERS LLP
 422 Second Avenue SE Phone: (319) 364-0669
 Cedar Rapids, Iowa Fax: (319) 364-1459
 52401

Mechanical/Electrical Engineers:
DESIGN ENGINEERS
 MECHANICAL AND ELECTRICAL CONSULTANTS
 8801 PRAIRIE VIEW LANE, SUITE 200
 CEDAR RAPIDS, IOWA 52404-4880
 TEL: 319.841.1944 FAX: 319.841.1949

Sheet Title:

Site Layout Plan

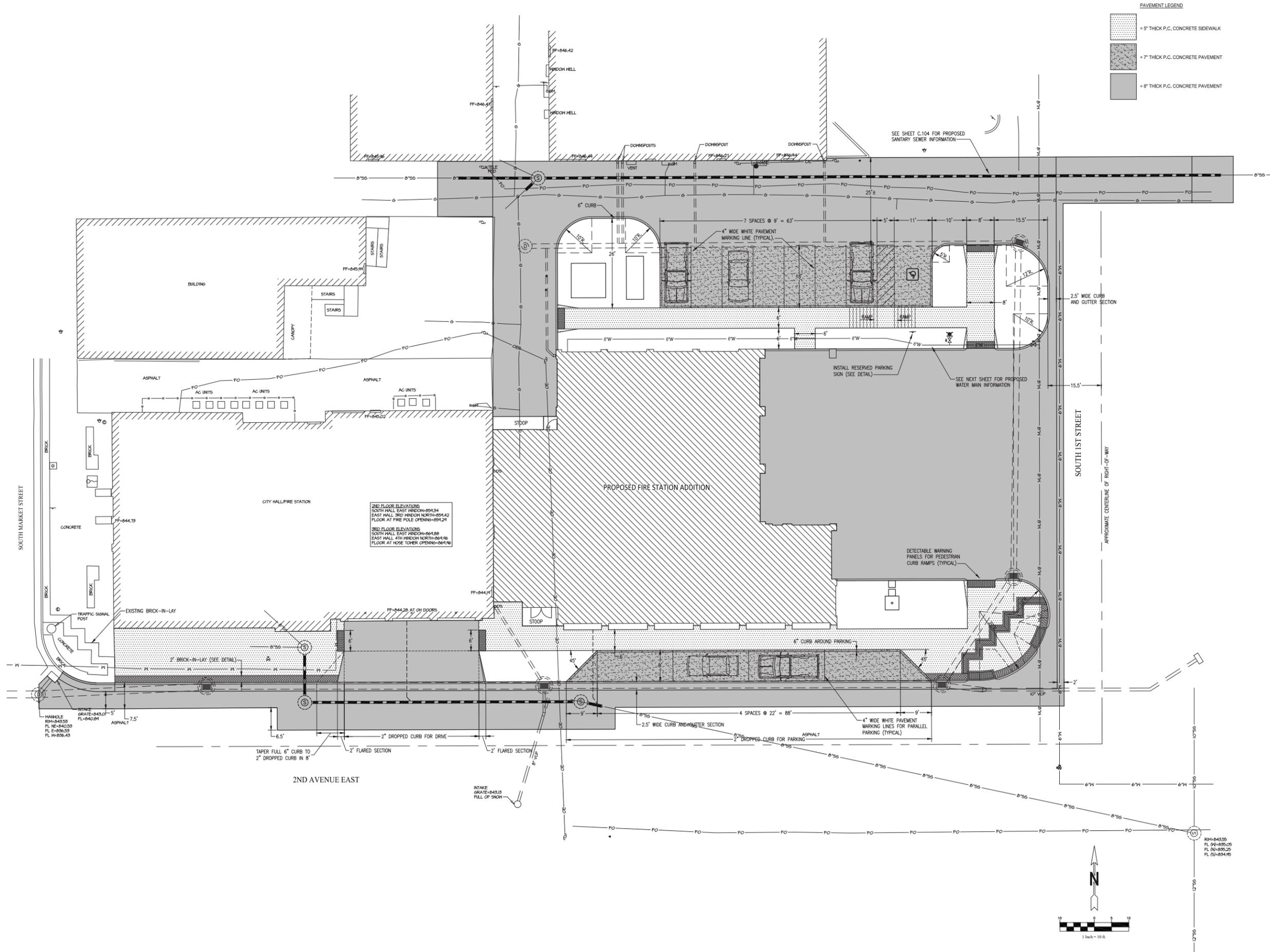
Issue Date:

Number	Date	Description
1		
2		
3		
4		
5		
6		

Drawn By: _____ Checked By: _____
 Author Checker

Sheet Number:

C1.03



Executive Summary



Since 1909 the Oskaloosa Fire Department has occupied a significant historical structure. Along with the attached 1914 City Hall addition the building has served the City and provided a strong visual presence for the city government. The need to expand the Fire Department posed a significant design challenge. Following the United States Department of Interior historic preservation standards, the new building is sympathetic to the existing building, but does not attempt to simply mimic the original design. The new structure comes up to the existing building, but does not cover or obscure any important features.

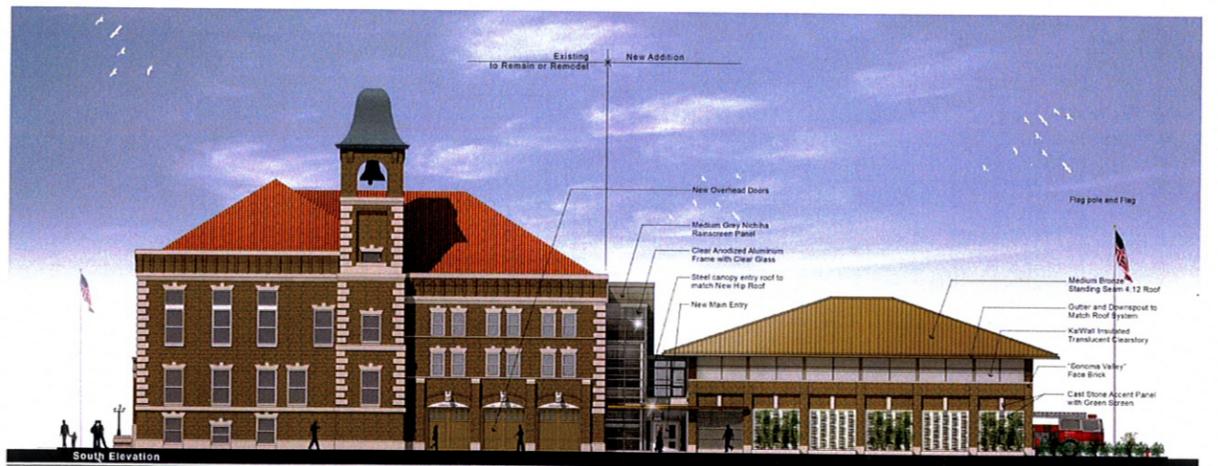
While the original building is in good condition, considering its age, it had been designed for horse-drawn apparatus and the size of the bays and bay doors are not adequate for modern firefighting apparatus. The fire fighters living quarters and third floor band room are antiquated and not ADA accessible.

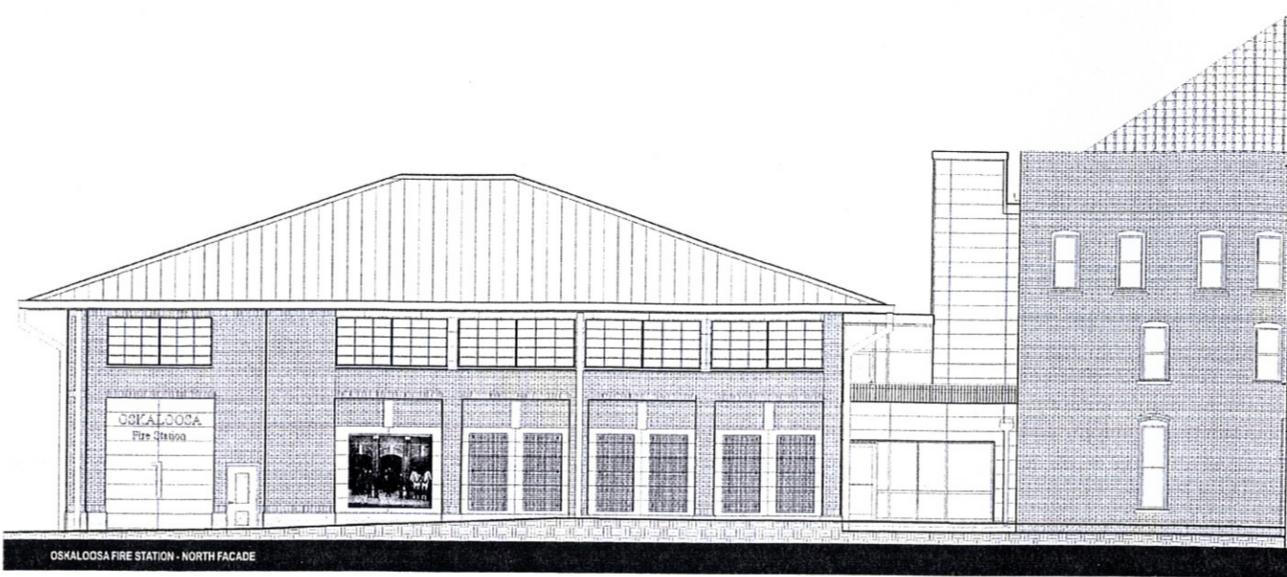
Initial design concepts included varying scales of additions to the existing historic City Hall Fire Station. It was determined that an addition to and re-use of the existing facility was the most appropriate and economical approach to the project. Re-use of the existing Fire Station allows for less overall cost due to the re-use of the Apparatus Bay and Firefighter Living Quarters. The existing Fire Department location is also ideally located in the center of the Fire Department service area.

The project is providing 8,240 square feet of new construction for four new apparatus bays and the necessary support facilities and renovating approximately 10,000 square feet within the existing fire house for new second floor fire fighters living quarters, first floor updated apparatus bays and the new ADA accessible third floor Training/Community room. The new building and its site development as well as the renovation of the existing fire house are presently estimated to cost \$2.94 million dollars.

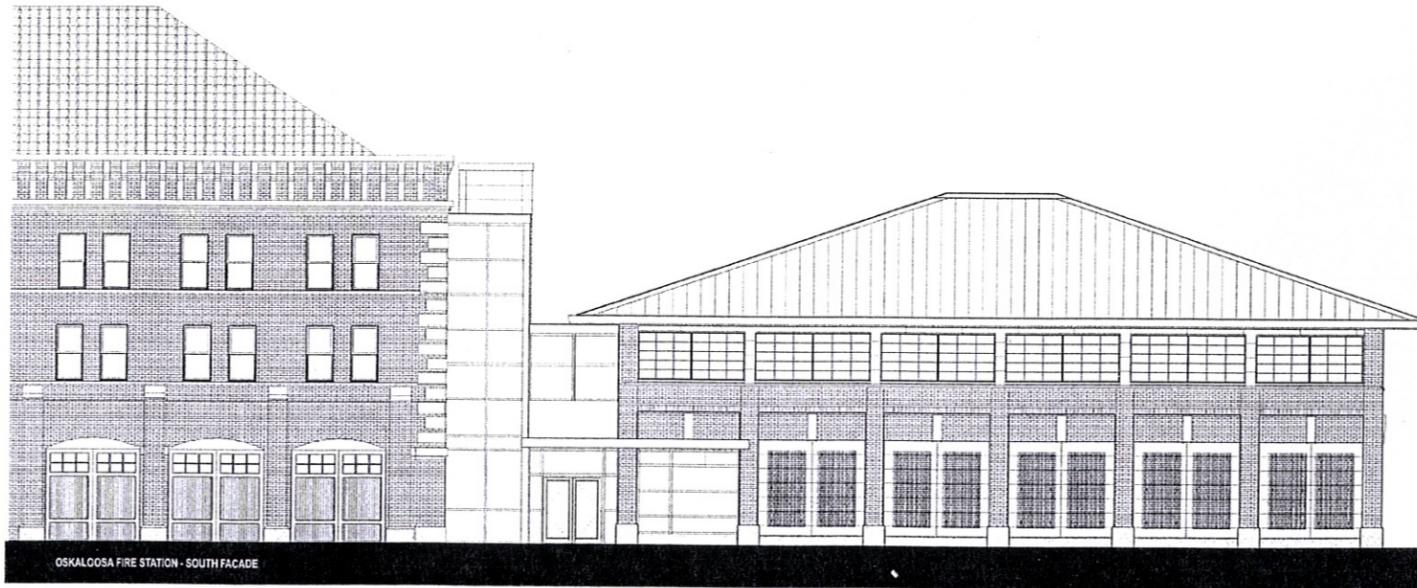
Following a successful bond referendum vote in November 2014, Rohrbach Associates PC has been working closely with the Fire Department and City Administration to further the design and begin construction documents. Documents are nearing completion with an anticipated issue for bidding in July 2015. Construction is anticipated to last twelve to fourteen months, with final occupancy in the fall of 2016.

Oskaloosa Fire Department
Renovation and Expansion
Rohrbach Associates PC
February 2014

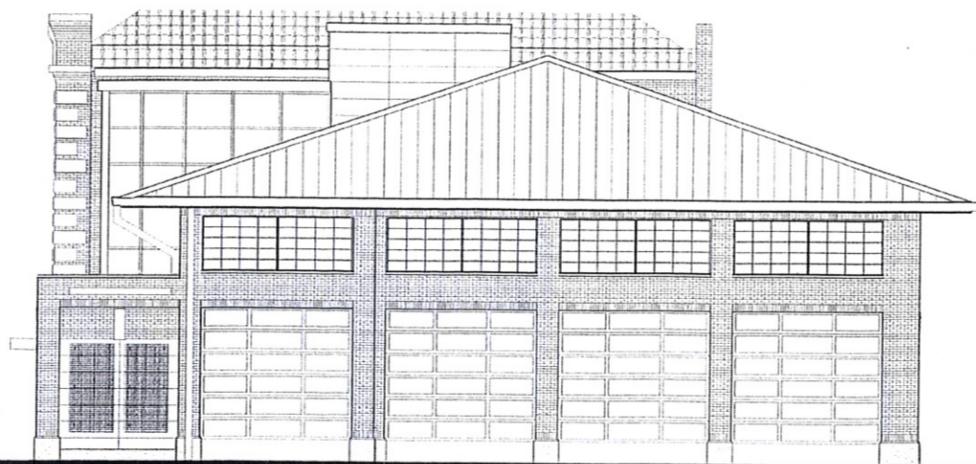




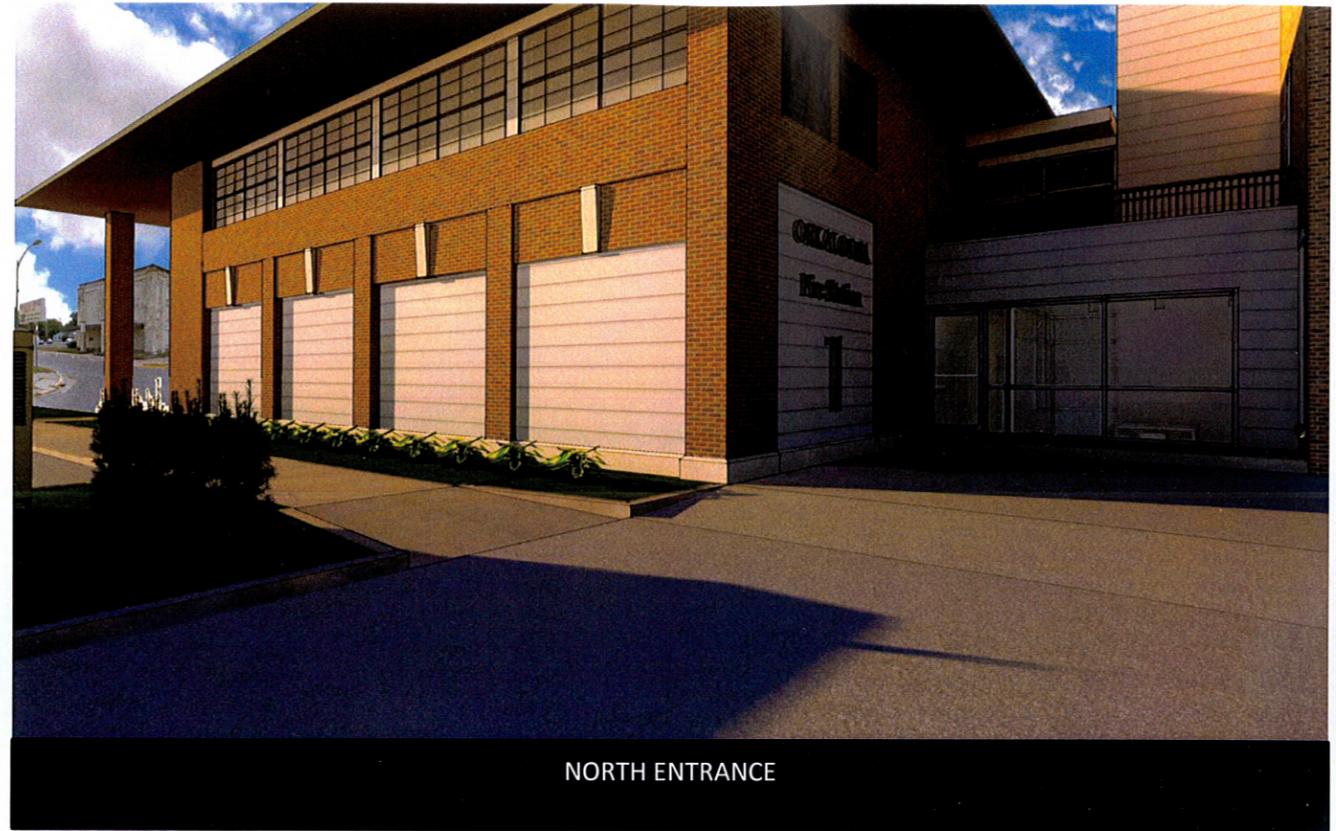
OSKALOOSA FIRE STATION - NORTH FACADE



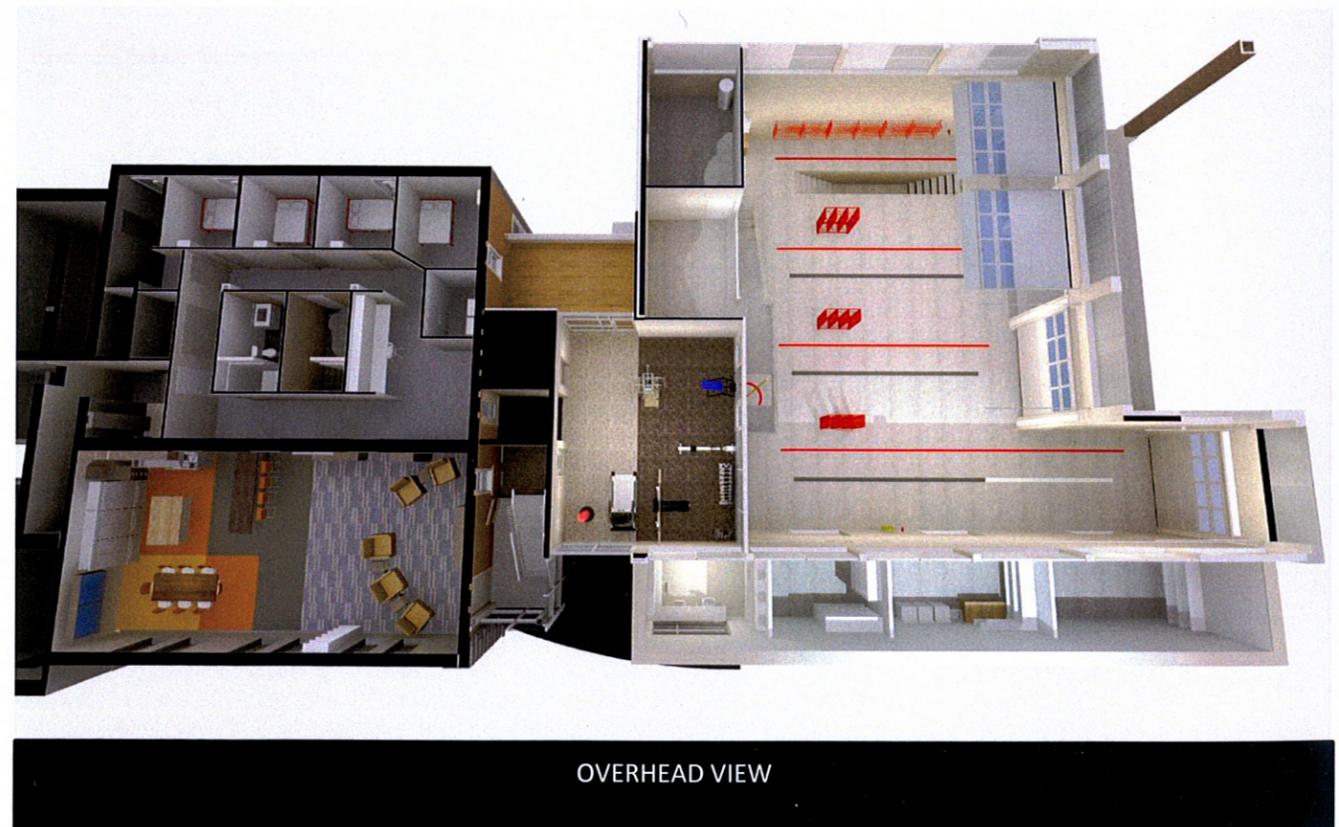
OSKALOOSA FIRE STATION - SOUTH FACADE



OSKALOOSA FIRE STATION - EAST FACADE



NORTH ENTRANCE



OVERHEAD VIEW