

What elected officials should know about

Historic Preservation and Certified Local Governments

What is a Certified Local Government?

Your local government is one of more than 90 cities and counties in Iowa that have a historic preservation program certified by the National Park Service.

The Certified Local Government (CLG) Program is a partnership between your local government, the State Historic Preservation Office, and the National Park Service to foster historic preservation and help preserve your community's historic character. Through this program, your local government can use historic preservation as a tool to help shape your community's future.

Benefits of being part of CLG program

- ◆ **Grant funding** for historic preservation projects in your community. Grants can help fund National Register nominations, historical surveys, and many other preservation-related projects.
- ◆ **Training and technical assistance** from the State Historic Preservation Office regarding building assessments, surveys and nominations, and other general preservation inquiries.
- ◆ **Membership** in a network of other Iowa CLGs that have embraced historic preservation as an effective tool for revitalizing, preserving and increasing awareness of their unique cultural heritage.
- ◆ **Harness economic, environmental, and social benefits** of historic preservation: studies show that historic districts maintain higher property values, experience less population decline, and promote walkability and a greater sense of community.

Role of the Historic Preservation Commission

Your historic preservation commission is an appointed body of citizens that serves as an arm of your local government. The commission exists to advise you, the *elected official*, on historic preservation in your community. The commission also reviews National Register nominations, consults on federal undertakings that affect historic properties, serves as a resource to historic property owners and initiates special projects. The commission should maintain regular communication with their elected body about their work and accomplishments.

Role of Elected Officials

It is important that elected officials consult with the commission on historic preservation issues and projects. This means bringing the commission to the table early in the planning process for projects that have the potential to impact a historic resource. This consultation could include proposed work on your county courthouse or city hall, a proposed streetscape project or a CDBG grant application. Commissions have also been helpful to finding solutions for vacant buildings, addressing demolition by neglect, conducting research, securing grants, and facilitating communication with property owners.

The Value of Collaboration

The CLG program is one of partnerships, and the most important partnership to leverage the value of preservation is between the elected officials and the commission. Your commission can be a source of ideas and brings an important perspective. Open communication and collaboration with your commission will also minimize last minute delays or potential issues when planning projects.

Learn more about your CLG! Contact the State Historic Preservation Office to learn more about the CLG program.

Paula Mohr, CLG Coordinator
(515) 281-6826 | Paula.Mohr@iowa.gov



**STATE HISTORIC
PRESERVATION
OFFICE OF IOWA**



NOT SUBMITTED

Reviewers cannot see your material until you submit your application. Once you have finished the last step, you will receive a confirmation message and ID number.

State Historical Society of Iowa

2020 Certified Local Government Annual Report

City of Charles City / Mark Wicks
401 North Main St.
Charles City, IA 50616, United States
(641) 228-2335
mark@charlescitychamber.com

Forms Edit

Certified Local Government Annual Report

* indicates a required field

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.

This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.

1. Name of the city, county, or land use district:

Please choose the name from the drop down table.

Charles City Historic Preservation Commission

2.

Did your commission undertake any projects for historic identification/survey, evaluation and or registration/nomination projects in this calendar year?

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

- 1) The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- 2) The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Please upload any Iowa Site Inventory Forms or other survey materials produced during the year. Please do not upload any projects that were funded with a CLG or HRDP grant, mandated by the Section 106 review and compliance process, or National Register nominations as we already have these documents in our files.

no

3.

Were any National Register of Historic Places (NRHP) properties in your City, County, or LUD were altered, moved, or demolished in this calendar year?

no

4. Does your local government designate local landmarks or local districts?

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

No

5.

If you answered yes to the previous question, in this calendar year, what properties did your city place on its list of locally designated historic landmarks and/or historic districts? Please provide the historic name and address of each property

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved the local district nomination and BEFORE it is placed on the city council's agenda.

6.

In this calendar year, what were the actions to revise, amend, change, or de-list a locally designated property? Please provide the name and address of the property(ies) and the action. If no action was taken, enter N/A

N/A

7.

Has your city or county passed other ordinances that directly or indirectly affect historic preservation?

no

8.

Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.
 - a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.
 - b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.

8.1.

Describe the city, county, LUD, and/or historic preservation commission's historic preservation planning activities in this calendar year.

The Charles City Historic Preservation Commission created a Work Plan of 2021 priorities which included:

- * Creation of Charles City Historic Preservation Website
- * Create public awareness during National Historic Preservation Awareness Month in May
- * Selection and implementation of Student Advisory Board for the local HPC
- * Save the Depot effort to relocate and repurpose historic railroad depot to save it from wrecking ball
- * Working with the City to try and save historic Wildwood Clubhouse, which has deteriorated badly
- * Create comprehensive list of area contractors and vendors who specialize in historic properties

8.2.

Describe the city, county, LUD, and/or historic preservation commission's assistance on preservation issues or projects in this calendar year. Please be specific (address(es) of property(ies), what was the issue(s), what technical assistance was provided?).

- * Provided information on the historic home listing to two different property owners in town and discussed what repair/renovation work was allowable to keep them on the National Register. Recommendations were also provided on area contractors with historic preservation experience.
- * Met with the City Engineer regarding plans to repair the Main Street Bridge, which is currently listed on the National Register of Historic Places. The project involved raising back up part of the deck that had been sinking and replacing the drainage system underneath. The work did not significantly alter the original structure design.
- * Worked with the City on identifying what could and could not be done to a property listed on the National Register that would endanger its status. Wildwood Park and Clubhouse are listed on the National Register as the site of a former WWII German POW camp. The wooden-frame clubhouse is in need of extensive repairs and the City was considering renovating the social hall and adding an HVAC system to make it usable during the fall and winter months as it is currently unheated. The Commission met with

the City regarding their plans and directed them to the State Historic Preservation Office for clarification on what could and could not be done within the Register criteria. Upon further inspection it was found that the clubhouse foundation is badly cracked and may not be salvageable. The City is currently reviewing its options and the Commission is getting regular updates.

* Worked with local preservationists and non-profit group to try and save the historic railroad depot in town (1120 North Grand Avenue) from being demolished by railroad company by trying to get it relocated and repurposed. The Save the Depot group is a collaboration of local residents, community leaders, the American Passenger Train History Museum and the Charles City Historic Preservation Commission. They are currently raising funds and awareness to save the depot by moving it a block to the site of a proposed new train car museum. The railroad company wants the structure removed or demolished, and has given us until March 31, 2021, to come up with a plan and funding. The plan is to raise \$350,000 to get the depot moved onto a new foundation and connected to utilities. From there the Train Car Museum will take over ownership and responsibility for the building. In addition to serving as the entrance to the museum, with exhibits, a video theater and restrooms before patrons went out back to tour a number of restored vintage passenger train cars, several general public uses are also being planned. They include public meeting space, serving as the new trailhead for the community's recreational trail that will run alongside it, and 24/7 accessible public restrooms. The facility could also host visitor information with weekend accessibility when the Chamber of Commerce office is closed.

9.

Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year?

The biggest challenge, of course, was the COVID-19 pandemic. In addition to forcing our Commission meetings to go virtual, it slammed the brakes on our Student Advisory Board project to involve high school students working with the Commission. We were just about to begin the interviewing and selection process in the spring of 2020 when the pandemic hit and in-person school classes were cancelled. That has continued to be a roadblock up until now, as the students are just getting back to full-time in-person classes.

Another challenge is what to do about the Wildwood Clubhouse and the extremely poor condition of its foundation. The expense to possibly repair or replace the foundation, in addition to the amount of repair and renovation work needed by the building itself, is cost prohibitive for the City. We continue to urge the City to explore all possible options before making a decision.

A success (hopefully) would be the progress made in raising awareness and funding to try and relocate and save the historic railroad depot. Between donations, pledges and in-kind support, nearly \$200,000 has been raised and a \$100,000 challenge match made. We have enough to get the building raised and moved off of its current site to avoid demolition, but still need to cover cost of putting in a new foundation.

10.

What partnerships did your commission form or continue with other entities? (examples include local main street office, local school, historical society, library, museum, service club, etc.) If none, enter N/A

The Commission continues to work with the Charles City Community School District to establish an HPC Student Advisory Board; we continue to partner with the collaborative Save the Depot effort; and continually work with the City of Charles City on the Wildwood project as well as any other potential projects involving National Register of Historic

Places listings. The Commission also has a great relationship with the Floyd County Historical Society Museum, with the former director as a Commission member and the current director a regular attendee of our Commission meetings.

11.

Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A.

No

12. Does your commission have a website?

Yes

12.1. What is the website address?

It is still in the process of being built but can be found at:
<https://historycharlescity.wixsite.com/cchistory>

13. Does your commission have a Facebook page?

No

14.

List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

July 15, 2020

October 7, 2020

December 9, 2020

January 26, 2021

All meetings were open to the public, had advance public notice and quorums. A public comment period is included near the beginning of each agenda.

15.

We recommend that the local government provide the commission a budget with a minimum of \$750 to pay for training and other commission expenses. In this calendar year, what was the dollar amount for the historic preservation commission's annual budget?

\$750

16. Where are your official CLG files located?

Certified Local Government files must be stored at city hall (for city commissions) or the county courthouse (for county commissions).

City-owned building at 401 North Main St., which is equipped with a vault

17.

Please list the names of the Historic Preservation Commissioners who served during this calendar year.

Jeff Sisson (Chair)
Carol Frye (Vice-Chair)
Laura Wallace
Jennifer Lessin
Michael Barrigan
Christopher Anthony
Mary Ann Townsend
Ex-Officio City Representative Phoebe Pittman
Secretary/Administrator Mark Wicks

18.

Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this next year's work plan?

2019-20 Goals included promoting need for education and awareness of historic preservation; initiate new Student Advisory Board team; establish a Charles City Historic Preservation Commission website and/or Facebook page; create a housing architecture identification program; and research, assist and promote applications to the National Register of Historic Places.

Our annual awareness campaign in May during National Historic Preservation Awareness Month was lost in the chaos of the pandemic in 2020, but will resume again in 2021. However we did work on starting up the Student Advisory Board before the pandemic-related cancellation of classes resulted in that project being paused. Commission member Anthony began work on designing a Charles City HPC website, which continues to be tweaked. The criteria for the housing architecture identification program was developed and will be among the resource offerings on the new website. Commission also worked with the City on preserving a pair of National Register properties (Main Street Bridge and Wildwood Clubhouse).

19.

Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2021. Please attach your work plan to your annual report.

[HPC Work Plan 2020-21.pdf](#)

20. Please update contact information about your 2021 Chief Elected Official.

Note: This is beginning January 2021. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

First and Last Name	Mailing Address	Phone Number	Email Address
Dean Andrews	105 Milwaukee Mall, Charles City, IA 50616	(641) 257- 6300	mayor@cityofcharlescity.org

21.

Please update contact information about your Staff Person for the Historic Preservation Commission.

This is a local government staff member and is required. Electronic and mailed communication is sent to the staff person and chair of the commission who will forward to the rest of the commission members.

First and Last Name	Job Title	Mailing Address	Phone Number	Email Address
Mark Wicks	Community Development Director	401 N. Main St., Charles City, IA 50616	(641) 228- 2335	mark@charlescitychamber.com

22.

Please complete the following and provide contact information about your 2021 Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the chair who will forward the information to the rest of the commission members.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Jeff Sisson	PO Box 424	(641) 330- 0383	(641) 330- 0383	jpnjet@yahoo.com

22.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

22.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2024

22.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

Yes

23.

Please complete the following and provide information about your 2021 Vice Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Carol Frye	1000 Ellis Dr., Charles City, IA 50616	(641) 228-7703	(641) 228-7703	carol.g.frye@gmail.com

23.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

N/A

23.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2024

23.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

24.

Please complete the following and provide information about your 2021 Secretary/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Laura Wallace	405 Blunt St., Charles City, IA 50616	(641) 228-7310	(641) 228-4842	ljw1920@yahoo.com

24.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

24.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2024

24.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

25.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Michael Barrigan	100 Bluny St., Charles City, IA 50616	(641) 228-3826	(641) 228-3826	shermanhouse@msn.Com

25.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

25.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2023

25.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

26.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Jennifer Lessin	3016 Yorkshire Blvd, Charles City, IA 50616	(641) 494-7523	(641) 257-1226	lessin.jennifer@gmail.com

26.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

26.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2022

26.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

27.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
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Christopher Anthony	602 D St., Charles City, IA 50616	(641) 330- 9323	(641) 228- 6193	canthony@ottosoasis.com
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27.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

27.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2022

27.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

28.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Mary Ann Townsend	905 20th Ave., Charles City, IA 50616	(641) 228-5406	(641) 228-5406	izzyjacob2@hotmail.com

28.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

28.2. Specify the month, day, and year that the commissioner's term will end.

01/01/2023

28.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

29.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Phoebe Pittman	301 5th Ave., Charles City, IA 50616	(641) 228-0932	(641) 257-6530	pittmancitycouncil@gmail.com

29.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.*

City Council representative

29.2. Specify the month, day, and year that the commissioner's term will end.*

mm/dd/yyyy

29.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?*

no

30.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

31.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

32.

Please attach biographical sketches for commissioners who were newly appointed in 2021.

Please be sure newly appointed commissioners sign and date their statement.

[Pittman HPC Bio.pdf](#)

33.

Does your commission have any vacancies? If so, how many? If you have no vacancies, enter N/A.

No

34. Please complete the Commission Training Table.

An important requirement of the Certified Local Government program is annual state-sponsored (such as the Preserve Iowa Summit) or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Names of Attendees
2020 Preserve Iowa Summit	SHPO	Virtual	June 4-6, 2020	Mark Wicks, Phoebe Pittman, Jeff Sisson, Dean Andrews, Carol Frye, Jennifer Lessin, Jennifer Thiele

35.

Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names.

Please note this must be completed. If no one attended, enter none.

Commission members Jeff Sisson, Carol Frye, Jennifer Lessin, Phoebe Pittman, staff Mark Wicks, Mayor Dean Andrews and Floyd County Museum Director Jennifer Thiele

36. Signature page

[Signature page CC 2021.pdf](#)

ATTACHMENTS Edit

Ordinances/Resolutions

If you have a new ordinance/resolution or have changed your existing ordinance/resolution, upload it here.

[no file]

Ordinances/Resolutions

[no file]

Survey Materials

If you have produced Site Inventory Forms or a survey in the calendar year, please upload it here

[no file]

Work plan

Please upload the upcoming year's work plan here.

HPC Work Plan 2020-21.pdf



Biographical Sketches for New Commissioners

If you have new commissioners, please upload their Biographical Sketches here. Please make sure that they are signed. The form can be downloaded from here:

<https://drive.google.com/file/d/1GDBiPLv2an2sXho54yJZRT13bwL4RFZ/view?usp=sharing>

Plttman HPC Bio.pdf



Supplementary Material

Upload any supplementary material here

[no file]

Supplementary Material 2

Upload any supplementary material here

[no file]

Supplementary Material 3

Upload any supplementary material here

[no file]

Elected Official's Signature Page

Please schedule a time to present your annual report to your city council or Board of Supervisors. Ask your elected official to sign the signature page and upload here.

The form can be downloaded from here: <https://drive.google.com/file/d/1YcetiR-inEjVfvoUWn3A5czCeim2m-XC/view?usp=sharing>

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Congratulations, you successfully submitted to State Historical Society of Iowa on February 22, 2021. Your confirmation number is #12205159930.

[Print confirmation](#) [Print a copy of your application](#)

2020 Certified Local Government Annual Report

Thank you for submitting your 2020 annual report. Please be sure to print and save a digital copy for your official CLG files.

You may return to the [Dashboard](#) to view your completed application(s).