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**IOWA CERTIFIED LOCAL GOVERNMENT
2013 ANNUAL REPORT (January 2013-December 2013)**

NAME OF THE CITY, COUNTY, OR LAND USE DISTRICT: **LISBON, IOWA**

Section I.
Locating Historic Properties
Identification, Evaluation, and Registration Activity

- CLG Standards found in CLG Agreement and National Historic Preservation Act
- ◆ 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.
 - ◆ The CLG will review National Register nominations on any property that lies in the jurisdiction of the local historic preservation commission.

1. Please provide complete reports and site inventory forms from historic identification/survey, evaluation, and/or registration/nomination projects that the City, County, or Land Use District completed in 2013. Do not include projects that were funded with a CLG grant or mandated by the Section 106 review and compliance process as we already have copies in our files. **A 2013 TAN assessment (Project No. T00-631) was completed for the Lisbon United Methodist Church (State Inventory No. 57-10844). The property has been determined by the State as “potentially eligible “for a nomination for the National Register of Historic Places.**

2. How many National Register of Historic Places (NRHP) properties in your City, County, or LUD were altered, moved, or demolished in 2013? Please describe the nature of the action. **None in 2013.**

Please list in the space below the NRHP properties (with address) altered, moved or demolished:

3. In 2013, how many additional properties (landmarks, sites, zones, or districts) did your city place on its list of locally designated historic landmarks and/or historic districts? *(As a reminder, before your elected officials approve local landmarks or*

ordinances, you must send a copy to the State Historic Preservation Office for comment.)
Please attach a copy of each designation nomination and ordinance. **None in 2013.**

4. In 2013, were there any actions to revise, amend, change, or de-list a locally designated property? If so, how many? Please attach documentation of the review and appeal process and decisions made by the historic preservation commission, planning and zone commission, city Council, District Court or other governmental agency or official involved with the process. **None in 2013.**

Section II Managing, Protecting, and Preserving Historic Properties

- ◆ The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties
- ◆ The CLG shall provide for adequate public participation in the local historic preservation programs

5. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 2013? 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!

- a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc. (use additional pages if needed). **The Lisbon Historic Preservation Commission (hereinafter referred to as “LHPC”) met regularly during the 2013 calendar year, with a particular focus on (1) pursuing established goals and action plans for the year (attached), (2) serving as a consultant to our City Council on its Downtown Reinvestment Program, and (3) developing and submitting a CLG grant to hire a consultant to assist in the process of preparing a nomination for the National Register of Historic Places for the Lisbon United Methodist Church. In an effort to complete a survey of rural Linn County, Historian Leah Rogers appeared at a LHPC meeting in May to share information and request feedback relating to local sites of interest, especially as those sites related to the use of local brick and stone. Chair Rebecca Hess accompanied and assisted Rogers for a day on the southeast segment of her survey work.**
- b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual homeowners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc. (use additional pages if needed). **The LHPC continues to serve the City Council in a consulting capacity for the City-sponsored Downtown Reinvestment Program, a grant program offered to downtown business owners to preserve and renovate their buildings. Grant**

applications are first reviewed by the LHPC, which then advises the City Council of the project's sensitivity to historic preservation. Upon completion of the project and prior to the rebate payment being issued to the building owner, the LHPC conducts a final inspection on behalf of the City. During 2013, the LHPC advised the City Council on five downtown projects. Two were completed in 2013; the remaining three projects are still in process and are expected to be completed in 2014. In addition, in September the LHPC submitted a CLG grant requesting funding for a consultant to assist in the process for nominating the Lisbon United Methodist Church to the National Register of Historic Places, noting that the building is the only remaining building in Iowa representing the work of the architectural firm of Josselyn & Taylor, active in the late 1800s. (The LHPC was notified in December that this proposal was not among those selected for funding.)

- c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc. (use additional pages if needed). The LHPC prepared a resolution for the City Council's action declaring May 2013 as National Historic Preservation Month. Also in May of 2013, the LHPC collaborated with the third grade class at Lisbon Elementary School, the Lisbon History Center, and the Lisbon Library on a citywide "treasure hunt," a special activity promoting history and historic preservation in Lisbon. The Mayor kicked off the treasure hunt by reading the National Historic Preservation Month proclamation at downtown Lincoln Square. The class was divided into four teams, each assigned to a quadrant of the town. The teams scattered around town in search of Lisbon's treasures using clues provided by the LHPC and Lisbon History Center, taking photos with their iPads to document their discoveries. After finding all of the treasures, the students met at the History Center, where they enjoyed refreshments and received a participation certificate. In the weeks following the treasure hunt, the students worked as teams to create PowerPoint presentations that were presented to school and city administrators and the public during the last week of the school year. The PowerPoints were then posted on the LHPC webpage on the City's website for broader public access. Starting in September of 2013 and running through May of 2014, each week a clue appears in the local newspaper, The Mount Vernon-Lisbon Sun, with the answer ("treasure") appearing in the following week's issue. The editor of The Sun has reported that he has received very positive feedback from readers on this special project. The clues and answers also appear concurrently on the City's Facebook page.

6. If the city or county amended its historic preservation ordinance or resolution or passed additional ordinances or resolutions that impact historic properties, please attach copies of the amendments and new ordinances or resolutions. (*As a reminder, before your elected officials approve local landmarks or ordinances, you must send a copy to the State Historic Preservation Office for comment.*) N/A

7. If new or revised design standards and/or guidelines were developed and adopted during 2013, please attach a copy. N/A

8. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year? **Main Street renovations continue through the support of the City's Downtown Reinvestment Program, funded at the level of \$20,000 in 2013. The Treasure Hunt activity in celebration of National Historic Preservation Month was fun and engaging for all those involved. The appearance of a new clue each week keeps history and historic preservation at the forefront in our town. Work on the digitization of Mount Vernon and Lisbon newspapers published between 1869 and the present was completed, making those issues available online at no cost to local patrons. This project was a collaborative effort involving Cole Library at Cornell College, the Mount Vernon Historic Preservation Commission, the LHPC, The Sun newspaper, and other local organizations. The National Parks Service Annual Products Report was also completed during 2013. In an effort to be more proactive, the LHPC regularly reviewed and evaluated its progress toward completion of set goals and action plans for 2013.**

Section III

Historic Preservation Program Administration

- The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 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.
- The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- Commission members will participate in state sponsored or approved historic preservation training activities.

10. List dates of meetings held. **The LHPC met ten times during 2013: January 9, February 6, April 10, May 1, May 7, June 5, August 7, October 2, November 6, and December 11, 2013. All meetings were held in accordance with Iowa's Open Meetings law.**

11. Please update the attached CLG Personnel Information Table (this must be completed).

12. Please attach biographical sketches or resumes of commissioners who were newly appointed in 2013 or 2014. Please be sure newly appointed commissioners sign and date their statement. **Diane Roush was appointed by the City Council on January 13, 2014, to a new three-year term beginning January 2014. Her biographical sketch is included in this report.**

13. Please complete the 2013 Commission Training Table.

PLEASE SIGN and DATE

Signature of person who completed this report

Date

Signature of Mayor or Chairman of the Board of Supervisors

Date

Please retain and copy of the annual report for your official CLG file and send one hard copy with original signatures by February 28, 2014 to:

Paula A. Mohr
State Historical Society of Iowa
600 East Locust St,
Des Moines IA 50319-0290
Paula.mohr@iowa.gov

If you have questions, please contact me at: (515) 281-6826.

Thank you!

2013 Historic Preservation Training Table

An important requirement of the Certified Local Government program is annual 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 on-line 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 Training Session: **Section 106 Training**

Sponsoring organization: **Department of Cultural Affairs and the Iowa Economic Development Authority in coordination with the City of Cedar Rapids**

Location: **Cedar Rapids, Iowa**

Date: **September 2013**

Names of historic preservation commissioners, staff and elected officials who attended: **Charlee King-Adams (Commissioner)**

Name of Training Session:

Sponsoring organization:

Location:

Date:

Names of historic preservation commissioners, staff and elected officials who attended:

Name of Training Session:

Sponsoring organization:

Location:

Date:

Names of historic preservation commissioners, staff and elected officials who attended:

Name of Training Session:

Sponsoring organization:

Location:

Date:

Names of historic preservation commissioners, staff and elected officials who attended:

Name of Training Session:

Sponsoring organization:

Location:

Date:

Names of historic preservation commissioners, staff and elected officials who attended:

Biographical Sketch
Applicant for Historic Preservation Commission

NAME: (Mr. Mrs. Ms. Dr. *please circle one*): **Diane Roush**

ADDRESS: **785 Windy Ridge Road, Lisbon, IA 52253**

WORK PHONE NUMBER WORK: ()

HOME PHONE NUMBER: **(319) 721-4663**

EMAIL ADDRESS: **mdroush1@yahoo.com**

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use extra sheets if necessary). **Over the years I have been an active member of the Lisbon Community, and served on the Lisbon Economic Development Corporation. As a former realtor and former owner of a home built in 1868, I have a strong interest in maintaining historic structures. I currently serve as vice president of the Harbour Towne Condo Association (200 units) in Lake Ozark, Missouri, a post I have held for six years.**

EDUCATION: **University of Iowa (English major)**

EMPLOYMENT: **Retired realtor (Coldwell Banker in Cedar Rapids, Iowa)**

INTEREST: **Bridge, golf.**

While serving on the Lisbon Historic Preservation Commission, I will work to insure that the commission enforces the Historic Preservation Ordinance/Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the Secretary of the Interior's Standards for Archaeology and Historic Preservation.

Signature

Date

2013-2014 CLG Personnel Table

A. Please list the names of the Historic Preservation Commissioners who served during 2013:

Rebecca Hess, Chair
Lisa Alger, Secretary through October 2013
Ann Opatz, Secretary beginning November 2013
Winnie Hosford (resigned October 2013)
Charlee King-Adams

B. CHIEF ELECTED OFFICIAL 2013

Name of Mayor, Chairman of Board of Supervisors, President of LUD Trustees:

Ms.

First Name: **Beryl**

Initial:

Last Name: **O'Connor**

CHIEF ELECTED OFFICIAL **2014 (note this is beginning January 2014)**

Name of Mayor, Chairman of Board of Supervisors, President of LUD Trustees:

Ms.

First Name: **Beryl**

Initial:

Last Name: **O'Connor**

C. STAFF PERSON FOR THE HISTORIC PRESERVATION COMMISSION

Mr. Mrs. Ms. Dr.

First Name:

Initial:

Last Name:

Job Title:

Mailing Address:

Phone Number:

Email Address:

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes No

2014 HISTORIC PRESERVATION COMMISSION:

Please complete the following and provide information about your new 2013 commission. Be sure to indicate how the individual wishes to be addressed (Mr., Mrs., Ms., Dr.). Please provide a work (circle W) or a home (circle H) mailing address, work (circle W) or a home (circle H) phone number and work (circle W) or a home (circle H) email address. Please provide new or updated information on past and present: profession, employment, training, preservation skills including ownership of a historic property (Past or present: profession/employment, preservation skills, historic property owner). If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Historic District). Specify the month, day, and year that the commissioner's term will end (Term Ends). If a commission member serves as contact with the State Historic Preservation Office for the Commission, please circle yes.

CHAIRPERSON/COMMISSIONER

Ms.

First Name: Rebecca

Initial:

Last Name: Hess

Mailing Address: P.O. Box 822, Lisbon, IA 52253

Home Phone Number: N/A

Work Phone Number: 319-455-0141

Email Address: rrhess@msn.com

Past or Present profession/employment, preservation skills, historic property owner:

Owner, Canton Studio, Lisbon Iowa

Representative, Name of Local Historic District: Lisbon

Term Ends: Month 12 Day 31 Year 2014

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes No

VICE CHAIRPERSON/COMMISSIONER

First Name

Initial

Last Name:

Mailing Address:

Home Phone Number:

Work Phone Number:

Email Address:

Past or Present profession/employment, preservation skills, historic property owner:

Representative, Name of Local Historic District:

Term Ends: Month Day Year

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes No

SECRETARY/COMMISSIONER (January – October 2013)

First Name: **Lisa**

Initial:

Last Name: **Alger**

Mailing Address: **230 East Main Street, Lisbon, IA 52253**

Home Phone Number: **319-455-2267**

Work Phone Number: **N/A**

Email Address: **rlalger3@gmail.com**

Past or Present profession/employment, preservation skills, historic property owner:

Teacher, Washington Elementary School, Mt. Vernon, Iowa

Representative, Name of Historic District: **Lisbon**

Term Ends: Month **12** Day **31** Year **2016 (reappointed to a new three-year term starting 2014)**

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes **No**

SECRETARY/COMMISSIONER (Beginning November 2013)

First Name: Ann

Initial:

Last Name: Opatz

Mailing Address: P.O. Box 491, Lisbon, IA 52253

Home Phone Number: 319-455-2847

Work Phone Number: N/A

Email Address: annopatz@yahoo.com

Past or Present profession/employment, preservation skills, historic property owner:
Retired as Assistant Dean in Academic Affairs at Cornell College after 24 years of service.

Representative, Name of Local Historic District: Lisbon

Term Ends: Month 12 Day 31 Year 2013 (reappointed to new three-year term beginning in 2014)

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes No

COMMISSIONER

First Name: Charlee

Initial:

Last Name: King-Adams

Mailing Address: P.O. Box 146, Lisbon, IA 52253

Home Phone Number: 563-554-7551

Work Phone Number: N/A

Email Address: charleekingadams@yahoo.com

Past or Present profession/employment, preservation skills, historic property owner:
Retired as former marketing director; also owned a shop and café in a 100-year old downtown Muscatine button factory for six year.

Representative, Name of Historic District: Lisbon

Term Ends: Month 12 Day 31 Year 2014

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes No

COMMISSIONER

First Name: Winnie

Initial:

Last Name: Hosford

Mailing Address: **P.O. Box 215, Lisbon, IA 52253**

Home Phone Number:

Work Phone Number:

Email Address:

Past or Present profession/employment, preservation skills, historic property owner:

Retired as nurse and pharmacy technician. Volunteer at Lisbon History Center. Previous historic homeowner.

Representative, Name of Local Historic District: **Lisbon**

Term Ends: Month **12** Day **31** Year **2013 (resigned October 2013)**

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes **No**

COMMISSIONER

First Name: **Diane**

Initial:

Last Name: **Roush**

Mailing Address:

Home Phone Number: **319-721-4663**

Work Phone Number: **N/A**

Email Address: **mdroush1@yahoo.com**

Past or Present profession/employment, preservation skills, historic property owner:

Retired realtor. Past owner of historic property built in 1868.

Representative, Name of Local Historic District: **Lisbon**

Term Ends: Month **12** Day **31** Year **2016 (new three-year term starting 2014)**

Please indicate if this person serves as the Contact with the State Historic Preservation Office for the Commission. Circle Yes **No**

ATTACHMENT 1

LISBON HISTORIC PRESERVATION COMMISSION Goals and Action Plans – 2013

1. Promote the Downtown Reinvestment Program

Action Plan 1: Review and document the use of funds awarded since the inception of the program

Action Plan 2: Consider level of funding needed for the future

Action Plan 3: Develop a strategy for promoting the program to business owners

2. Promote awareness of historic preservation through special activities during Historic Preservation Month (May)

Action Plan 1: Work with City Hall official to declare May as National Historic Preservation Month (proclamation)

Action Plan 2: Develop weekly "historic preservation quiz" to run in The Sun newspaper during the month of May

Action Plan 3: Consider hosting a scavenger hunt competition

Action Plan 4: Coordinate special activities for elementary classes at Lisbon Community Schools

3. Increase visibility of Lisbon Historic Preservation Commission as a community organization

Action Plan 1: Continue to expand web presence

Action Plan 2: Plan special events, perhaps in coordination with other organizations

Action Plan 3: Develop a database of persons/businesses interested in historic preservation

Action Plan 4: Consider ways of partnering with Mt. Vernon Historic Preservation Commission

4. Review initial "Planning for Preservation Project" (June 2007) and consider next steps to undertake to designate historic districts

5. Complete Certified Local Government annual report

6. Consider expanding membership

7. Continue to participate in training to enhance knowledge of historic preservation

Action Plan 1: Identify one or two workshops/seminars/programs that all members could participate in during 2012-13

Action Plan 2: As appropriate, communicate grant/funding possibilities to business and home owners

ATTACHMENT 2

Celebrating National Historic Preservation Month May 2013

Title of Activity: *Treasure Hunt: Where in Lisbon is. . .?*

Participants: Lisbon third grade classes, led by teachers Emily Krall-Feldman and Rachel Yeggy

Date: Very early May, depending on the weather (Teachers are flexible.)

Time: 11:10 (immediately following school lunch) – 1:15 p.m.

We will meet as a group at Lincoln Square. The Mayor will read the City's National Historic Preservation proclamation as a kick-off. Instructions will be explained and distributed.

The teachers will divide the class of 32 students into four teams of eight students each. Additional adults will be needed to supervise teams as the teams move around town.

The town will be divided into quadrants. Working with others, HPC will develop a set of eight questions (one set for each quadrant of the town), to be given to the teachers in advance of the activity. Each team of students will be assigned to a quadrant, and each team will be given eight locations to find.

Each team will have an iPad for taking photos of the found items. When the teams get back to the school, they will share their questions and treasure finds with the other teams.

Outcome: During the month of May the students will work to prepare a summary report to present to a larger audience in Heritage Hall. The report will include each question and each photo answer, along with a two-three sentence description of each found "treasure." Invitees will include, but not be limited to, the History Center Board, Library Board, HPC Board, School Board and administrators, City Council, second grade class, general public, etc. As appropriate, a few students may appear at an Academic Excellence School Board meeting to discuss the project. The final student project will

be given to the History Center and will also be posted on the HPC website. The History Center will run the students' final project on their big-screen television during Sauerkraut Days, and any of the students who wish to be present to make comments will be encouraged to do so. Additionally, we will ask The Sun newspaper to run one question, the photo answer, and a two-three sentence description in the newspaper during the school year months (September – May).

Each student will be given a participation certificate, to be prepared by the HPC.