

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.

Iowa Economic Development Authority

SHPO CLG Annual Report 2024

Bloomfield Historic Preservation Commission / Diana Upton-Hill
402 Goode Street
Bloomfield, IA 52537, United States
641-919-2608
bloomfieldhpc@gmail.com

Forms [Edit](#)

SHPO 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.

We look forward to hearing from each CLG this year!

1.

I am aware this report must be presented and reviewed by either the City Council or the Board of Supervisors prior to submission and requires a signature from either the mayor or the chair of the board of supervisors.

The signature form is located here: https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

yes

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

Please choose from the drop down list.

Bloomfield Historic Preservation Commission

3. Did your commission undertake any survey or identification projects during 2024?

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the 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.

No

3.1.

Please explain how your local government plans to meet this CLG requirement in the future?

We will perform surveys and/or identification projects as needed.

4. Did your commission undertake any registration/nomination projects in 2024?

The CLG reviews all National Register nominations for any resources that lies within the jurisdiction of the historic preservation commission.

No

5.

Within your local government's jurisdiction were any National Register of Historic Places listed properties moved or demolished in 2024?

If you need a list of the properties that are listed on the National Register of Historic Places within your jurisdiction, please contact historic.preservation@iowaeda.com

No

6. 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 the CLG Coordinator at historic.preservation@iowaeda.com before you complete this section.

Yes

6.1.

What properties did your community place on its list of locally designated historic landmarks and/or historic districts?

Please attach a copy of the final designation nomination(s) and ordinance(s) for these properties.

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.

6.2.

Please include the name of the individual on your staff or commission that meets the Secretary of the Interior's Professional Qualifications? Please also include their area of expertise.

<https://www.doi.gov/pam/asset-management/historic-preservation/pqs#:~:text=The%20Secretary%20of%20the%20Interior's%20Professional%20Qualification>

N/A

7.

Has your community passed any ordinances that directly or indirectly impact the preservation of historic resources?

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!

Please check all that apply!

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.|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.|d. Develop design guidelines/standards

8.1.

Describe your communities historic preservation planning activities in this calendar year.

Our group developed a work plan for 2024 and we accomplished nearly all of the items included in the plan (see supporting document). The work plan was shared among commissioners and presented to the City Council early in the year.

8.2.

Describe your communities assistance with preservation issues or projects in this calendar year.

Please be specific (address(es) of the property(ies), what was the issue(s), what assistance was provided.

Worked with Main Street Design Committee to wrap up the grant program for signage and awnings in the downtown district; all projects must meet HPC guidelines (contributed \$5K).

Provided assistance to community members/property owners/Main Street:

- * Main Street - discussed process for design and approval of a prospective large community sign (to be paid for and installed by a private individual on their property); considering options for planters (both sidewalk and hanging baskets)
- * Bridgmans Jewelry - provided guidance for window treatments, security cameras
- * Coffee Can - provided guidance for window treatments
- * Provided historic photos to Jim Carnahan
- * Nebel laundromat staircase guidance
- * CJ's facade rehab guidance
- * Stewart Nebel - district street sign design
- * Sweet Caroline's Coffee & Café - signage, historic photos, paint color selection, provided guidelines book

Considered and Approved the following Certificates of Appropriateness:

- * Bridgmans Jewelry - New sign
- * Bridgmans Jewelry - Security cameras
- * Sweet Caroline's Coffee & Café - facade paint scheme
- * Sweet Caroline's - entryway art
- * By the Hearth Bookshop - signage, awning, and lighting
- * 107 E. Jefferson - maintenance of plywood & trim detail

8.3. Please describe your community's public education programs in his calendar year.

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations.

During May Preservation Month, we hand-delivered our third annual letter to business/building owners, mailing to any who we didn't catch in person as well as those property owners who live elsewhere.

Diana guested on local radio KUDV "Main Street Community Connections" show, speaking about HPC May Preservation Month activities.

8.4. Please attach a copy of the new design standards

[Bloomfield Design Guidelines FINAL 102723 printer friendly-compressed.pdf](#)

9.

Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?

Now that our commission is more active, we are finding ourselves approached by business a building owners as they prepare for changes to their facade or signage much more regularly than previous years. We are also serving as consultants to the City on

decisions regarding sidewalk improvements, lamp post selection, etc. It is very encouraging!

Our new, custom Design Guidelines, developed by RDG, were distributed in 2024. This was VERY exciting!

Diana Upton-Hill, our current chair, was part of a panel presenting information about the implementation of Design Guidelines at the 2024 Preserve Iowa Summit in Mount Pleasant.

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

Our commission and City continues to utilize resources provided by the local and state Main Street programs, the Davis County Historic Commission, and the Davis county Historical Society. A number of volunteers are involved in more than one organization, and we are pleased that there remains a solid, symbiotic relationship among the entities.

11.

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

No.

12. Does your Historic Preservation Commission have a website?

No

13.

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.

1/15/24

3/22/24

4/8/24

5/13/24

7/8/24

9/26/24

10/14/24

11/25/24

14.

Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year.

We did a solid job in 2024 accomplishing the tasks outlined in our work plans. The only task that did not get addressed was due to the fact that our partner organization (Main Street) decided not to hold a new grant round during the calendar year of 2024; they have brought it back for 2025, however.

15. Where are your official CLG files located?

Please describe where the paper or physical files are stored and where the digital records are being stored.

City Hall

111 W. Franklin Street

Bloomfield, IA 525

16.

In this calendar year, what was the dollar amount of the historic preservation commission's annual budget?

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

11000.00

17. Additional Budget information

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

It is somewhat confusing to figure up calendar year budget for this report, as our City requires to present a budget for the fiscal year (July thru June). That said, we do our best to keep this straight and the number above reflects what is detailed in our 2024 work plan.

18. 2025 Work Plan

Each Commission should develop an annual work plan for the upcoming year. Please include the project(s), initiatives and programs your commission plans to begin or complete.

[2025 Bloomfield HPC Work Plan.pdf](#)

19.

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

Please also use this field to describe any plans the commission has to fill those vacant positions.

N/A

20. Commission Members

Please include all commission members in this table.

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

First and	Mailing Address	Email Address	Term	Role
--------------	--------------------	---------------	------	------

Last
Name

Diana Upton- Hill	402 Goode Street, Bloomfield, IA 52537	dianaupthill@gmail.com	March 2025	Chair
Corey Grim	111 S Washington Street, Bloomfield, IA 52537	coreyraygrim@gmail.com	March 2026	
Tracy Miller	408 N Cherry Street, Bloomfield, IA 52537	weekendz2013@gmail.com	March 2026	Secretary
Thom Bryant	422 N Madison, Bloomfield, IA 52537	pthombryant@gmail.com	March 2027	
Earl Howard	807 S Columbia Street, Bloomfield, IA 52537	earl.howard@cityofbloomfield.org	March 2027	City Council Appointee

21.

Please attach biographical sketches for commissioners who were newly appointed in last calendar year.

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

[BloomfieldHPC-2025-new-members.pdf](#)

22.

Which of your commission members, staff, and/or elected officials attended the 2024 Preserve Iowa Summit?

Now is also a good time to start planning to attend the 2025 Preserve Iowa Summit in Muscatine June 5-7, 2025.

Diana Upton-Hill attended the 2024 Preserve Iowa Summit in Mount Pleasant; she also presented on a panel.

23. Commission Training Table

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison.

In this table, please provide information about the commissioners' involvement in historic preservation training (beyond or instead of the Preserve Iowa Summit), 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	Name of Attendees
Preserve Iowa Summit	City of Bloomfield	Mount Pleasant	June 6-8	Diana Upton-Hill
NAPC Video Workshop "Design Review With Limited Resources: Working Without Professional Preservation Staff"	City of Bloomfield	Online	Dec 28	Earl Howar

NAPC Video Workshop "Design Review With Limited Resources: Working Without Professional Preservation Staff"	City of Bloomfield	Online	Dec 14	Tracy Miller
--	-----------------------	--------	-----------	--------------

NAPC Video Workshop "Design Review With Limited Resources: Working Without Professional Preservation Staff"	City of Bloomfield	Online	Dec 31	Thom Bryant
--	-----------------------	--------	-----------	----------------

NAPC Video Workshop "Design Review With Limited Resources: Working Without Professional Preservation Staff"	City of Bloomfield	Online	Dec 31	Corey Grim
--	-----------------------	--------	-----------	------------

24. Chief Elected Official

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2024?

No

25. Has the contact information for your communities staff liaison changed?

If you have a new staff liaison please select yes.

No

26.

What training topic would be most helpful for your Historic Preservation Commission?

Ordinance Review / Amendment Request Assistance

27. Suggestions for improvement

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?

N/A

28. Authorized Official Signature

https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

Elected Official Signature for Annual Report (unsigned).docx

29.

Agenda or minutes from the public meeting where this report was presented to the City Council or Board of Supervisors.

Elected Official Signature for Annual Report (unsigned).docx