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## Iowa Economic Development Authority

### SHPO CLG Annual Report for 2023

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 the submission of this report requires a signature from my communities chief elected official.**

The signature form is located here:

**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, evaluation, and/or registration/nomination projects?**

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.

The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

No

4.

**Were any National Register of Historic Places properties in your jurisdiction altered, moved, or demolished in this calendar year?**

Yes

4.1.

**Please identify the property or properties and the action (altered, moved, or demolished).**

104 East Jefferson Street (currently Blackboard Printing Company), owned by Brian and Abby Yearling. This property underwent an extensive facade rehabilitation in which many of the original elements were reconstructed. The owners worked directly with the City of Bloomfield on a grant for this, and HPC was involved from the beginning to ensure all local guidelines were followed.

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112, 113, and 114 South Madison (Hill Block) is a contiguous triple-storefront structure which has been undergoing extensive rehabilitation over the last several years. In 2023, the East-facing elevation facade was completed and much of the South-facing elevation was also completed, including the installation of a brand new exterior stairwell leading to the upper-story.

## **5. 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](mailto:historic.preservation@iowaeda.com) before you complete this section.

Yes

### **5.1.**

#### **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.

There were no new properties placed on the City's list of locally designated historic landmarks and/or historic districts in calendar year 2023.

### **5.2.**

#### **What properties did your community place on its list of locally designated historic landmarks and/or historic districts? (Duplicate)**

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.

**5.3.**

**Please identify the property or properties and the action (altered, moved, or demolished). (Duplicate)**

**6.**

**Has your community passed ordinances that directly or indirectly impact historic preservation during this calendar year?**

No

**7.**

**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. Design guidelines/standards

**7.1.**

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

Our group developed a work plan for 2023 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.

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## 7.2.

### **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 establish and implement a grant for signage and awnings in the downtown district; all projects must meet HPC guidelines (contributed \$5K). These projects have been funded, but not yet completed; anticipate installation of all signs and awnings during the 2024 calendar year.

HPC participated in the Section 106 review of Hwy 63 roadwork and new sidewalk installation, which comprises the East side of the square.

\*\*\*Assistance to community members/property owners/Main Street:

- Brittany Hopkins - research re: 108 E. Franklin during the 1960s.
- Matt Scherer (owner, Cornerstone Investments) - purchasing Troy Elevator building located at 105 S. Madison and requested guidance re: signage.
- Josh Husted - considering a purchase of two buildings in the district; wondered about guidelines for the back of the building (alley).
- Garry Klicker - window repair/replacement questions for a broken storefront window at 105 E. Franklin (no action taken yet).
- Chase Moore & Brock Garrett - new business planning to open at 102 W Jefferson; inquired about building new addition at back & "finishing up" the exterior stairs.
- Mylo Wells (not in historic district) requested assistance with a new sign for his pharmacy as well as guidance on future plans for a lot he's recently acquired, which is in the historic district.
- Lincoln Lynch - inquired about guidelines for a mural on his newly acquired SE corner building (112 S. Washington)
- Making Memories - discussed colors for new awning.
- Bloomfield Main Street - assisted with selecting an appropriate design for new benches, the possibility of installing a district-wide sound system, new sidewalk on South side of square and selecting new light poles/street signs for the district.

### **7.3. 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 second 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.

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

On June 10, we hosted historic preservation expert and speaker Molly Myers-Naumann to present a session regarding the importance of historic preservation in our community. 13 were in attendance.

**7.4. Please upload the new or revised design standards and/or guidelines.**



PLACEHOLDER-2.png

**8.**

**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 and 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 finalized in early Winter. We have been finding it difficult to nail down the printing and planning for distribution, but hope to complete this by the end of March 2024.

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

**9. 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.

10.

**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.

**11. Does your Historic Preservation Commission have a website?**

No

**12. Does your commission have social media accounts?**

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.

1/16/2023

2/20/2023

3/13/2023

4/10/2023

5/8/2023

9/11/2023

10/9/2023

11/20/2023

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 relatively good job in 2023 accomplishing the tasks outlined in our work plans. Two areas we should focus on in 2024 (which took a back seat to the Design Guidelines)

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is the ordinance review and new commissioner recruitment.

**15. Where are your official CLG files located?**

If your commission also has digital file storage please note how those are being stored.

City Hall  
111 W. Franklin Street  
Bloomfield, IA 52537

**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.

9750.00

**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.

**18.**

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

Felicia Walker  
Diana Upton-Hill  
Nathan Thordarson  
Earl Howard

**19. 2024 Work Plan**

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

[2024 Bloomfield HPC Work Plan - Sheet1.pdf](#)

**20. 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, 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
Preservation 101 Workshop	Bloomfield HPC	Bloomfield, IA	6/10/2023	Felicia Walker, Diana Upton-Hill, Nathan Thordarson, Earl Howard

**21.**

**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.

Now is also a good time to start planning to attend the 2024 Preserve Iowa Summit in Mount Pleasant on June 6-8, 2024. If no one attended please mark N/A.

N/A

**22. 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

**23.**

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

We will use this information to help design the CLG Roundtable at the Preserve Iowa Summit and other training opportunities throughout the year.

Ordinance Review Assistance

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## 24. Chief Elected Official

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2023?

No

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

If you have a new staff liaison please select yes.

No

## 26. 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 Last Name	Mailing Address	Email Address	Term	Role
Diana Upton-Hill	402 Goode St, Bloomfield, IA 52537	dianaupthill@gmail.com	2022-2025	Chair
Felicia Walker	301 E. Poplar, Bloomfield, IA 52537	feliciawalker005@gmail.com	2021-2024	Secretary
Nathan Thordarson	208 W. North, Bloomfield, IA 52537	nthordarson@gmail.com	2021-2024	

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Earl Howard	807 S. Columbia, Bloomfield, IA 52537	earl.howard@cityofbloomfield.org	2021- 2024	City Council appointee
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**27.**

**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.

**28.**

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

Yes, we have one vacancy at this time.

**29. Authorized Official Signature**

[https://iowa1-my.sharepoint.com/:w:/g/personal/allison\\_archambo\\_iowaeda\\_com/EbjuV6msG45MlxO31aS7FcsBLK3ltroT4Yx3juDUNJM2\\_w?e=Xudmou](https://iowa1-my.sharepoint.com/:w:/g/personal/allison_archambo_iowaeda_com/EbjuV6msG45MlxO31aS7FcsBLK3ltroT4Yx3juDUNJM2_w?e=Xudmou)

Elected Official Signature for Annual Report - BLANK.docx

**MEDIA** Edit



BDemo-Naumann-Workshop-Coverage-6.14.23

Preservation Workshop Coverage in Bloomfield Democrat - 6.14.23

