



# Historic Preservation Commission

July 11, 2019

Presentation

# 2019 Preservation Showcase Update



Presentation

# New Member Orientation



# Welcome!

- Introductions
  - Background
  - Interest in/experience with HPC
- Meeting norms
  - By-laws
  - Agenda development
  - Packet
  - Attendance or absences (quorum)



# Commission Bylaws

- Outlines the general structure for how commissioners make motions and have discussion
- Duties related to the chair and other officers
- Outlines other responsibilities



# Structure of Meetings

Order of operations for agenda items

1. Chair reads item and asks if anyone needs to recuse themselves, turns item over to staff.
2. Staff gives a presentation, summarizing the staff report.
3. Commission may ask staff or the applicant questions.
4. Discussion amongst the Commission.
5. Chair will call for a motion of an action item.



# Structure of Meetings

Items not listed on the agenda

- Cannot legally be discussed.
- Instead, Commissioners may ask for the item on a future meeting or for staff to provide an update.



# Chapter 18 of the Cedar Rapids Municipal Code

Outlines the criteria for all decisions related to:

- Designation of local landmarks and districts
- Review and approval of COA and CNME
- Review and approval of demolitions and façade modifications



# Duties and Powers of the HPC assigned in Chapter 18

1. Conduct studies for identification of historic districts and sites.
2. Recommend listing of national or local districts or landmarks to City Council
3. Review and act upon all applications subject to Chapter 18
4. When appropriate, make recommendations to City Council on preservation issues
5. Educate the public on the benefits of historic preservation
6. When requested by the CPC or City Council, consult on changes to land use and zoning changes within local historic districts
7. Shall not obligate itself or the City in any financial undertaking unless authorized by City Council
8. Recommend acquisition or sale of historic properties and recommend preservation or restoration of city owned properties
9. Provide information to the City for the purpose of Historic Preservation
10. Promote educational programs on historic properties in the City



# Historic Preservation Guidelines

- Referred to in Chapter 18 as part of the process for reviewing COAs and CNMEs
- Based on Secretary of the Interior's Standards for the Treatment of Historic Properties (for more information, see <https://www.nps.gov/tps/standards.htm>)
- Developed by a sub-commission of HPC: Updated in 2018
- Describes appropriate and inappropriate methods and techniques for treatment of historic properties
- Used by property owners and contractors when working on historic buildings and by the Commission when deciding on approval of COA



## Walls and Exteriors

Most of the houses in Cedar Rapids Historic Districts were sided with wood **clapboards** or wood shingles. Different widths of paneling were used to enhance the aesthetics of the facades. Modern siding components may be cheaper in the short run, but will hide everyday damage and trap moisture, which unchecked, will cost more in the long run.



### APPROPRIATE:



- Replacing wood exterior **siding** with like materials
- Repairing the existing siding
- Removal of synthetic siding
- Retaining the width of the original paneling
- Retaining service openings (e.g. ice & mail delivery openings)

### NOT APPROPRIATE:



- Synthetic siding – Vinyl, aluminum or other synthetic sidings (this includes products that try to mimic historic patterns)
- Horizontal paneling siding that does not match the existing paneling pattern



# Chapter 18 and Design Guidelines

- Chapter 18 is the Historic Preservation section of the Cedar Rapids Municipal Code—legally required to be followed
- Design Guidelines are referenced in Chapter 18, but are not a regulatory document. HPC should take them into account, but the Commission has discretion in the application of the guidelines.

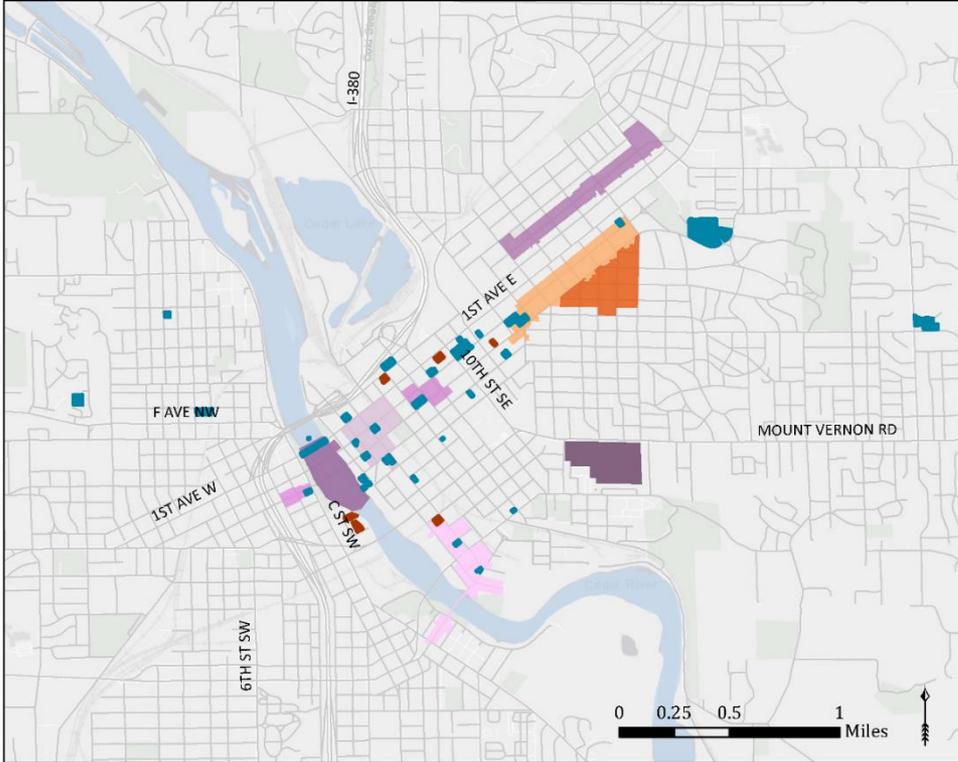


# Local and National Districts and Landmarks

Local districts and landmarks have more regulations than national districts and landmarks. Review and approval is required for all exterior changes on local landmarks or properties in local districts.

HPC only reviews demolitions and façade structure modification for national landmarks and districts.





- |   |   |
|---|---|
|  2nd & 3rd Avenue Local Historic District             |  3rd Ave. SW Commercial National Historic District |
|  Redmond Park - Grande Avenue Local Historic District |  Auto Row National Historic District               |
|  National Register of Historic Places Landmarks       |  B Avenue NE National Historic District            |
|  Local Historic Landmarks                            |  Bohemian Commercial National Historic District    |
|   |  Downtown National Historic District             |
|   |  May's Island National Historic District         |
|   |  Oak Hill Cemetary National Historic District    |

- Ausadie Building, 845 1st Ave SE
- Cedar Rapids Milk Condensing Company, 525 Valor Way
- Iowa Wind Mill and Pump Company, 42 7th Ave SE
- Grace Episcopal Church, 525 A Ave NE
- Perkins House, 1228 3rd Ave SE
- Witwer Grocery Company Building, 905 3rd St SE



## Local landmarks:

- Ausadie Building, 845 1<sup>st</sup> Ave SE
- Cedar Rapids Milk Condensing Company, 525 Valor Way SW
- Iowa Wind Mill and Pump Company, 42 7<sup>th</sup> Ave SW
- Grace Episcopal Church, 525 A Ave NE
- Perkins House, 1228 3<sup>rd</sup> Ave SE
- Witwer Grocery Company Building, 905 3<sup>rd</sup> St SE

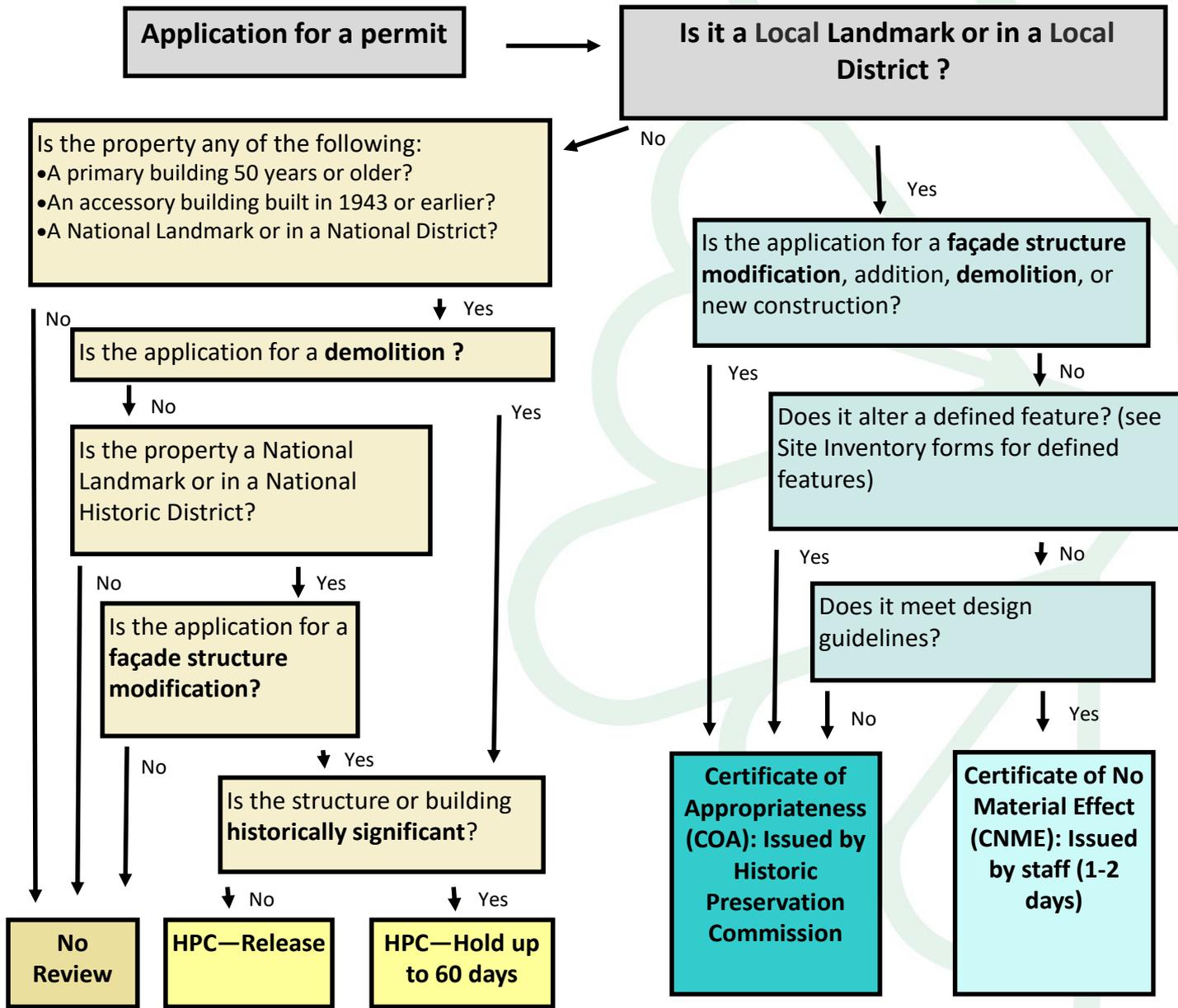


# Roles and Responsibilities

## Commissioners

- Review applications:
  - COA
  - Demolition Review
  - Façade modification review





# COA and CNME

- A Certificate of Appropriateness (COA) must be issued for exterior changes to **local** landmarks or properties in **local** historic districts.
- Some minor exterior changes may be issued a Certificate of No Material Effect (CNME) by staff, if the changes do not alter a defining feature and follow the design guidelines.
- Façade structure modifications, additions, demolitions, and new constructions in local historic districts and local landmarks are not eligible for a CNME and must come before the HPC



# COA Actions

- Approve as submitted; or
- Approve with modifications agreeable to the applicant; or
- Deny the application; or
- Request additional information.

If the commission denies a COA, the applicant may appeal to City Council, and must notify the City Clerk within 10 business days of the HPC meeting.



# Demolition Review

HPC reviews demolition permits for the following:

- Primary buildings that are 50 years old or older
- Accessory buildings built in 1943 or earlier in **national** historic districts or landmarks
- Any garage, barn, summer kitchen, or greenhouse built in 1943 or earlier
- Does not apply to structures deemed a health and safety risk by Building Services

**Plans for redevelopment cannot be discussed when making a decision**



# Façade Structure Modification

- HPC reviews all façade structure modifications on any primary building or structure that is 50 years or older and located in a national historic district or is a national landmark
- Façade structure modification definition:  
*“Modification to a primary building or structure which would do any of the following:*
  - 1. On a façade wall facing public street right-of-way:*
    - a. Add floor area to the building or structure; or*
    - b. Add another wall which encloses the original wall from view.*
  - 2. On a façade wall facing a public street right-of-way, removal of existing, above ground wall structure consisting of any of, but not limited to, the following elements: wall studs, wall framing, beams, masonry elements, and/or columns. This shall not include alterations to exterior materials such as, but not limited to: siding, wood, stucco, hardee plank, cement board, or other similar exterior wall coverings.*
  - 3. Permanent alteration to the pitch of a roof.”*



# Determining Historical Significance

**Historically Significant:** Any structure, building, site, property, object, or item which is determined by the Cedar Rapids Historic Preservation Commission, National Park Service or State of Iowa Historic Preservation Office to possess integrity and meet one or more of the following:

1. Associated with **events** that have made a significant contribution to the broad patterns of our history; or
2. Associated with the lives of significant **persons** in our past; or
3. Embodies the distinctive **characteristics** of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
4. Yielded, or may be likely to yield, **information** important in history or prehistory.



# Determining Historical Significance

- City surveys
  - Reconnaissance Level Survey
  - Intensive Level Survey

[http://www.cedar-rapids.org/local\\_government/departments\\_and\\_services/community\\_development/historic\\_surveys\\_and\\_data/index.php](http://www.cedar-rapids.org/local_government/departments_and_services/community_development/historic_surveys_and_data/index.php)

Access completed surveys

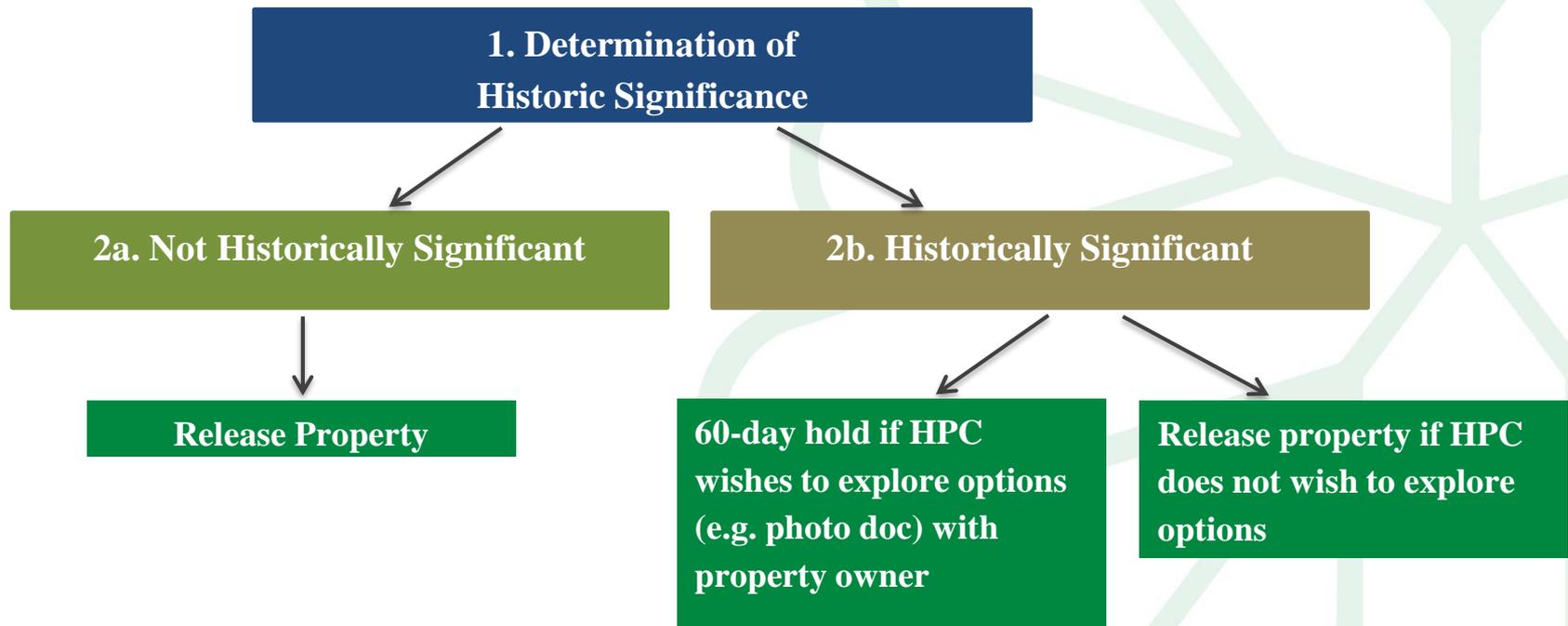
<http://crgis.cedar-rapids.org/HDV/index.html>

GIS Map showing historic districts and survey information

- For properties that have not been surveyed, the City relies on the guidance and expertise of the Commission to determine historical significance



# Demolition and Façade Structure Modification Review Actions



**“If the HPC places a hold, the HPC shall indicate which criteria per Section 18.02.T makes the building or structure historically significant as part of the permanent minute record of the HPC” (Chapter 18, Section 18.09.D.4)**



During the 60 day hold, the Historic Preservation Commission shall work with the property owner to explore the following alternatives to determine if any are feasible:

- a. Designation as a local historic landmark.
- b. Rehabilitation utilizing State or Federal tax incentives.
- c. Adaptation of the building or structure to a new use or incorporating the building or structure into redevelopment plans.
- d. Finding a new owner who is interested in preserving or rehabilitating the building or structure.
- e. Looking for an alternative location for the redevelopment proposal.
- f. Moving the building or structure to an alternative location if proposed for demolition.
- g. Salvaging building materials.
- h. Additional documentation of the exterior of the building or structure prior to the issuance of a building permit.



# Historic Rehabilitation Program

- Established in August 2016 to replace Paint Rebate Program
- Limited to local historic districts and local landmarks
- Provides funding for exterior rehab projects. Eligible projects include:
  - Historic window repair
  - Wood door refinishing
  - Painting wood or stucco exteriors
  - Front porch repair
  - Chimney repair
- Changes to program made in 2018 to increase participation:
  - Eliminated loan portion of program, only grants
  - Commercial properties eligible, in addition to residential
  - Broader eligibility for roofing projects
  - New construction eligible in local district



# Historic Rehabilitation Program

- Program provides two tiers of grants, based on Area Median Income (AMI)
  - Above 100% AMI receives 50% of project costs, up to \$5,000 grant
  - Below 100% AMI receives 75% of project costs, up to \$7,500 grant
- Applicants fill out an application and submit two reasonable bids
- Program budget:
  - FY20 Budget- \$50,000
  - FY20 Committed Projects- \$40,886
  - Additional funds (repaid loans/rollover funds)- \$34,549
  - Total Remaining- \$43,663



# General Responsibilities

## Commissioners—

- Arrive with a general understanding of the agenda items.
- Be ready to ask any questions and discuss thoughts on topics on the agenda.
- Suggest ideas and add to the discussion on agenda items.
- Volunteer for subcommittees and other projects as they arise.
- Suggest ideas for future HPC discussion items.



# Roles and Responsibilities

## City Staff

- Prepare meeting agendas, packets, other documents.
- Reserve meeting space, schedule meetings, any necessary notices and mailings.
- Contact applicants and obtain answers to questions from the HPC
- Answer technical questions raised by the HPC.
- Coordinate agenda items with other City Departments and outside agencies.
- Issue Certificates of No Material Effect (CNME)



# Historic Preservation Plan, 2015

- Vision for Preservation in Cedar Rapids
- Goals, policies, and initiatives
- Implementation plan
- Historic Preservation administration
- List of identified and potential resources
- Incentives and benefits
- Educational resources
- Information on Cedar Rapids history

[http://www.cedar-rapids.org/local\\_government/departments\\_and\\_services/community\\_development/plans/index.php](http://www.cedar-rapids.org/local_government/departments_and_services/community_development/plans/index.php)



# National Park Service

Organization which provides guidance and administers preservation at the Federal Government level.

- [National Register of Historic Places](#)
- [Secretary of the Interior's Standards](#)



# State Historic Preservation Office

Organization which administers preservation at the State Government level.

- Administer the Certified Local Government (CLG) program.
- Review documents and other materials for both public agencies and private entities.



# The History Center

## Linn County Historical Society

- Located at 800 2<sup>nd</sup> Ave SE
- City provides membership for board and commission members
- Resources include city directories and historic maps, photos, and other documents that may provide information on historic properties in CR
- Make an appointment to conduct research:  
<https://www.historycenter.org/research>
- July 25 meeting will be at the History Center



# Section 106 Review

Video:

<https://www.youtube.com/watch?v=0ayArv5ZTAc>

Required for all Federal undertakings as part of the National Historic Preservation Act of 1966.

- Determination and coordination of review is the responsibility of the Federal agency.
- Federal agency works with SHPO to identify historic properties and prevent or mitigate adverse effects

Examples:

- Wireless communications facilities (FCC)
- Road projects using federal dollars



Presentation

# 2019 Work Plan Review



# Goal 1

Participate in preservation, salvage and documentation of historic structures

Task	Lead	Completion Timeline
Establish the initial Historic Asset Inventory	Sub-Committee/Staff	1 <sup>st</sup> Quarter 2019 
Implement the Historic Asset Inventory with Action Steps in partnership with non-profits	Full Commission / Staff	Ongoing 
CLG Grant: Intensive Survey of Bever Woods	Staff / Full Commission	January 2019 - Spring 2020
Continue to pursue landmark designation of eligible city-owned structures	Staff	Ongoing: Plan to landmark City Hall in early 2020 



# Goal 1

## Participate in preservation, salvage and documentation of historic structures

Task	Lead	Completion Timeline
Consider developing a Neighborhood Conservation District program for neighborhoods that may not be eligible for historic district designation	Staff	Consider Neighborhood Conservation Districts as a potential proactive strategy following completion of the Historic Asset Inventory
Work with affordable housing organizations to use historic resources in their projects	Full Commission/Staff	Ongoing 
Determine property owners' interests in establishing local historic districts/landmarks	Full Commission	Ongoing: 2 local landmark nominations in 2019, Perkins House and Witwer Grocery 
Implement the City's Historic Rehabilitation Program and research and explore other financial resources for preservation related activities	Full Commission/Staff	Ongoing 



# Goal 1

## Participate in preservation, salvage and documentation of historic structures

Task	Lead	Completion Timeline
Work with economic development partners to include historic resources in redevelopment policies and economic development plans.	Staff	Ongoing 
Explore the preparation of an adaptive reuse ordinance	Staff	Ongoing, partially addressed by ReZone 
Incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning Study Areas, and other City planning projects	Staff	Ongoing 
Tailor energy efficiency standards to fit historic resources: Include a discussion of solar cells on historic buildings	Staff	Ongoing 



# Goal 2

## Increase communication

Task	Lead	Completion Timeline
Continue to improve the HPC website for ease of use and to provide more information	Staff	Ongoing: Added presentations as PDF and added new pages for Historic Rehab Program, historic preservation review process, local landmarking, and others 
Implement an annual program review	Staff	Ongoing—update annual work plan, include HPP in EnvisionCR review, submitted 2018 CLG Annual Report to SHPO 
Maintain and enhance compliance regulations for Certified Local Government status	Full Commission/Staff	Ongoing – submitted 2018 CLG Annual Report to SHPO 



# Goal 3

## Improve public relations

Task	Lead	Completion Timeline
Identify outreach events with community organizations that may be interested in historic preservation.	Full Commission	Ongoing: Participated in annual Preservation Showcase
Link interested property owners to training and technical assistance programs on the use of tax credits	Full Commission/Staff	Ongoing
Continue to promote public access to historically significant civic resources	Full Commission/Staff	Ongoing: Mural open houses, City Hall tours



# Goal 4

## Provide information and educational opportunities for the public

Task	Lead	Completion Timeline
Develop and distribute educational materials (e.g. brochures, postcards, web-based materials) for property owners and the general public to enhance public awareness and understanding of the city's cultural and social history	Full Commission/Staff	Ongoing: <ul style="list-style-type: none"> <li>Historic property postcards</li> <li>Annual newsletter for local districts</li> <li>Publicize Historic Rehabilitation Program </li> </ul>
Update the content of the GIS database of historic properties	Staff	Proposed: 2 <sup>nd</sup> Quarter, 2019
Develop a formal heritage tourism program	Full Commission/Staff	Ongoing: <ul style="list-style-type: none"> <li>History Happened Here markers </li> </ul>
Maintain a training program for City staff.	Staff	Ongoing – staff attended the 2019 Preserve Iowa summit 



# Goal 5

## Provide educational opportunities for HPC members

Task	Lead	Completion Timeline
Provide training to the Historic Preservation Commission	Full Commission/Staff	Ongoing: New member orientation, one-on-one conversations with new members, conference opportunity



Certificate of Appropriateness

**1557 Park Ave SE**



# Project Description

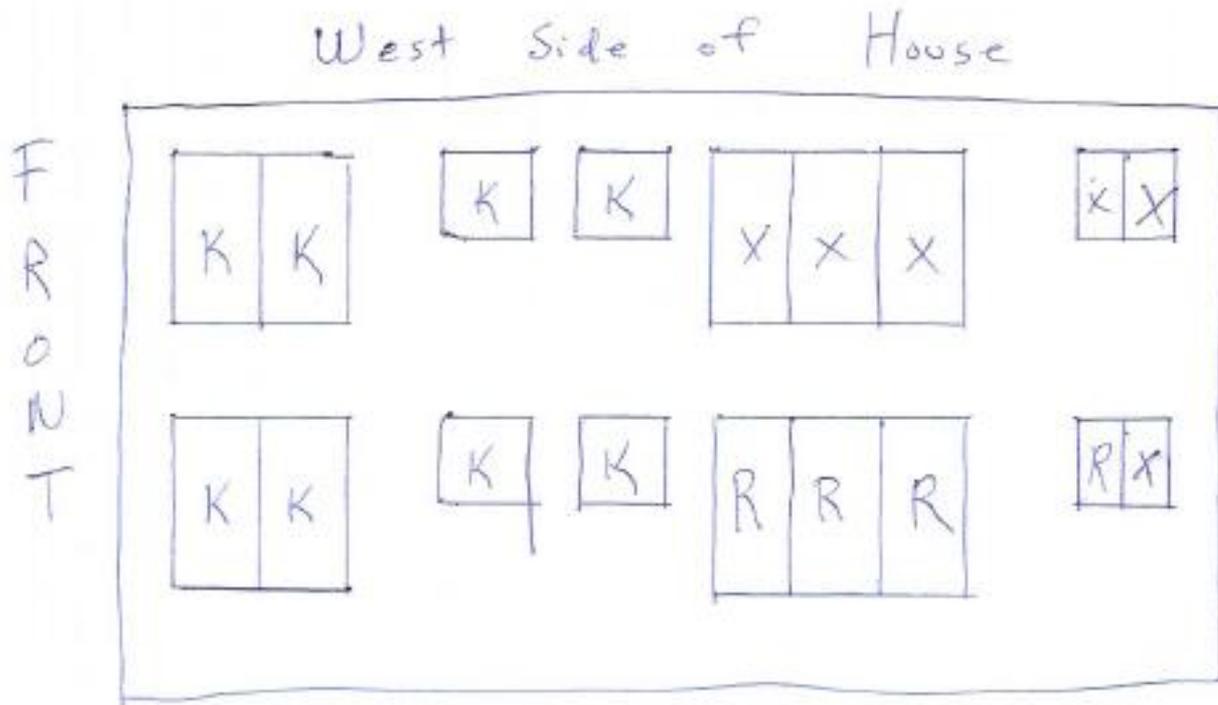
- Primary structure built in 1915
- The applicant is requesting to replace some windows with vinyl and remove some windows and cover the openings with wood siding.
- House contributes to the Redmond Park–Grande Ave District, but is not individually eligible
- Defining features include double-hung windows with multi-light upper sash



# 1557 Park Ave SE



# West Side



K=Keep

X=Remove

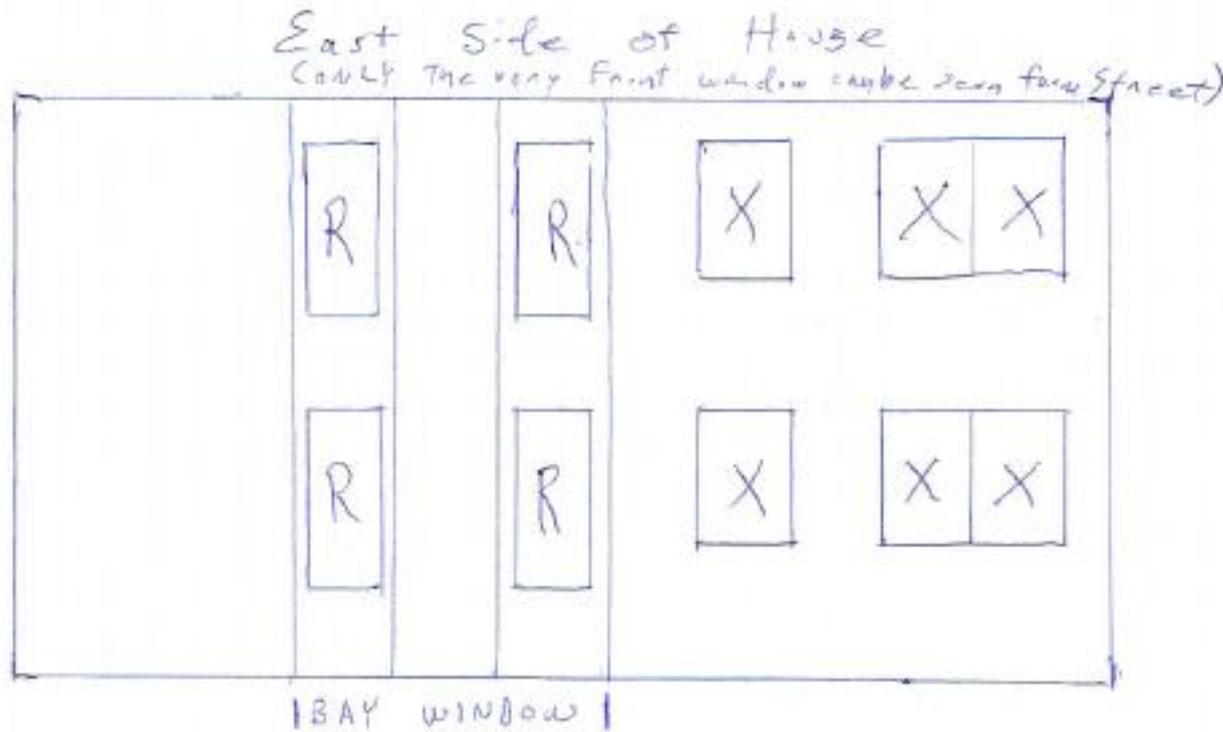
R=Replace  
with vinyl



# West Side



# East Side



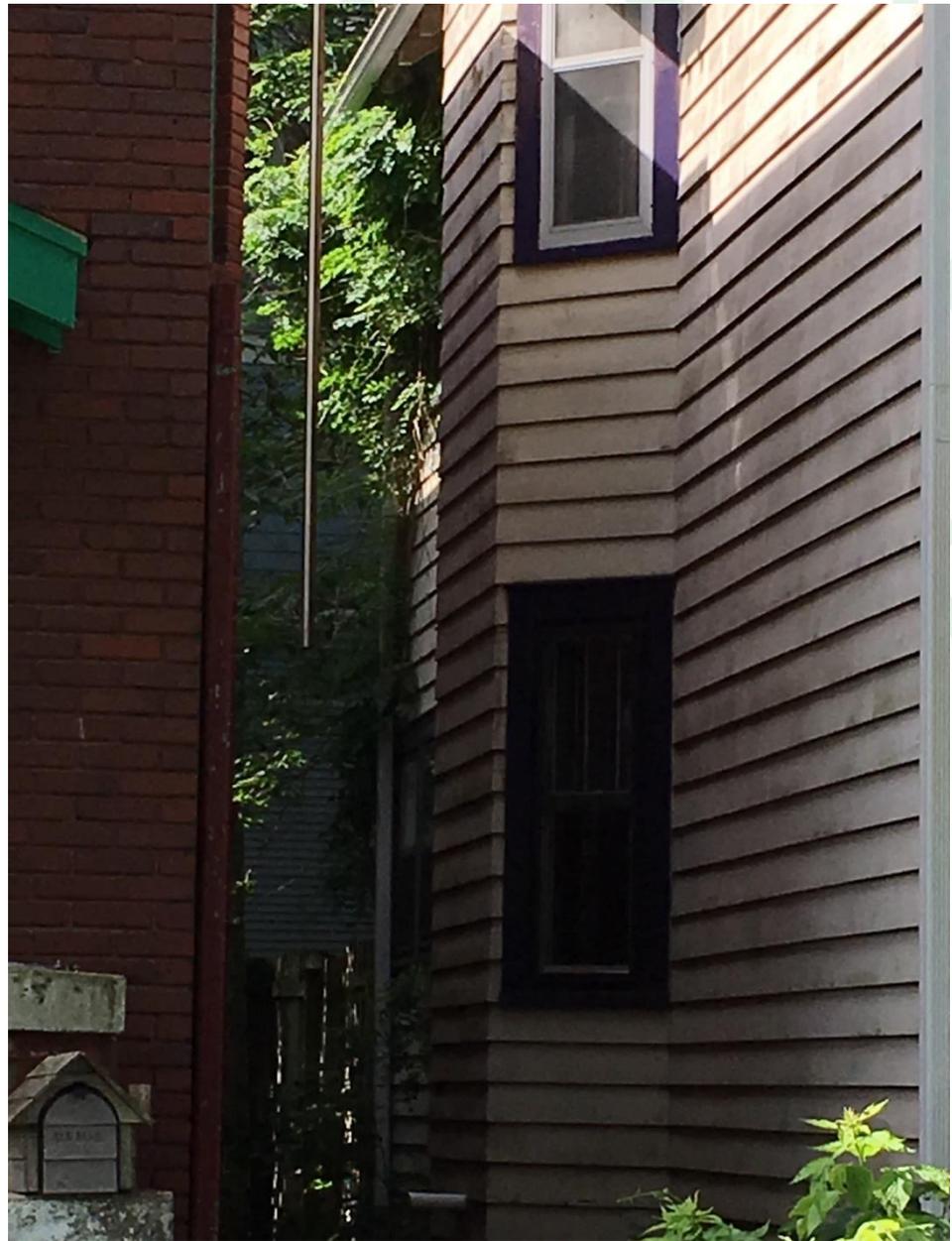
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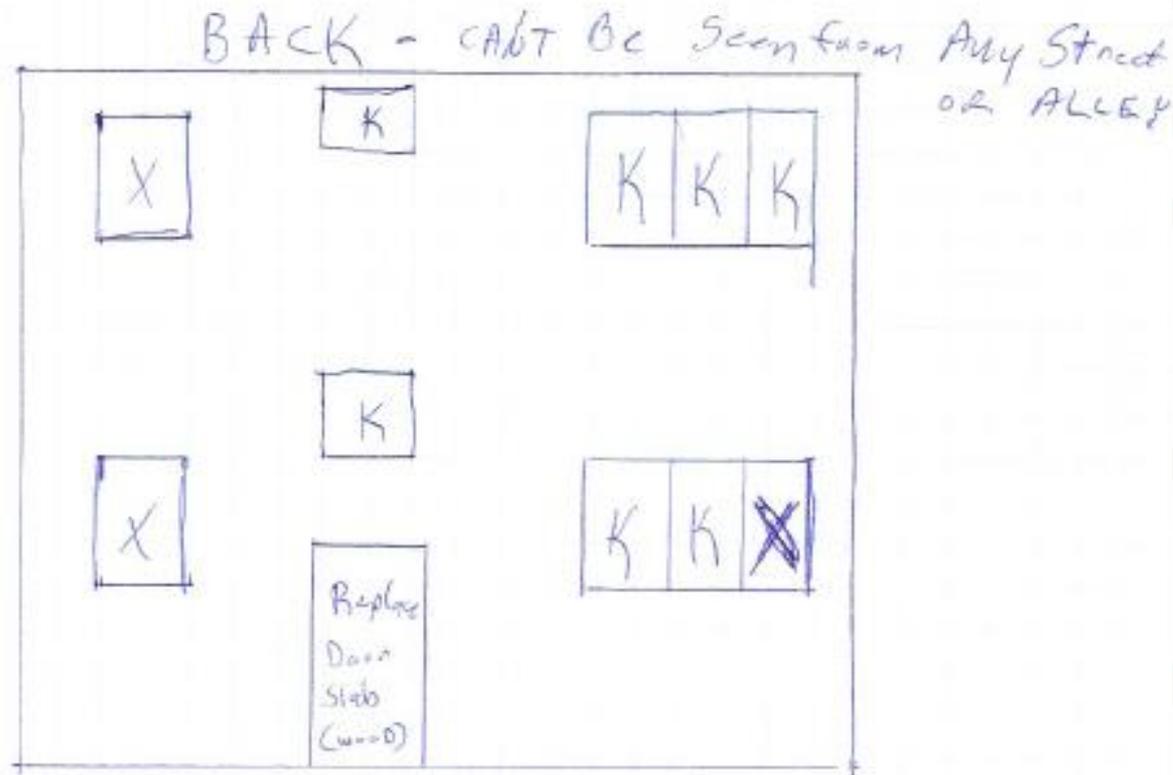
R=Replace  
with vinyl



# East Side



# Back



K=Keep

X=Remove

R=Replace  
with vinyl



# Design Guidelines

## APPROPRIATE:



- Retain and repair historic window sashes, exterior cap moldings, sills and frames
- Windows should be repaired rather than replaced. If non-original or beyond repair and replacement is necessary, the replacement should be in-kind to match the original in material and design.
- ★ Replace windows with the home's original window material (e.g. wood for wood)
- Replacement windows should match the originals as closely as possible
- Repair or install new storm windows
- ★ Vinyl or aluminum products may be allowed at the rear of a house
- Windows should be preserved in their original location, size, and design and with their original materials and glass pattern.
- Windows may have screens and/or storm windows. See Screen, Storm and Security Windows Section, on [page 31](#).

## NOT APPROPRIATE:



- Windows constructed of modern building materials, such as vinyl or aluminum on the front and sides of homes
- ★ Decreasing the size of the window opening
- Altering window openings on front facades or side facades visible from the street to accommodate new windows of different size, proportion or configuration.
- Adding window openings that are not original to front facades or elevations visible from the street.
- ★ Altering character defining window openings on all facades.
- New windows on front facades and sides visible from the street with snap-in or flush muntins.
- Enclosing or concealing basement windows on the exterior.



# Criteria for Decision

- If any defining features of the building or structure as indicated, but not limited to those included on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate.
- If the proposal is consistent with the Guidelines for Cedar Rapids Historic Districts and/or the most recent edition of the Secretary of Interior's Standards for Rehabilitating Historic Buildings.
- If the proposal mitigates adverse effects on the aesthetic, historic, or architectural significance of either the building or structure or of the local historic district or local historic landmark.



# Recommendation

- City Staff recommends approval of COA to replace 2 wood windows with vinyl on the rear side of the bay windows on the east side of the house
- Staff recommends denial of all other wood replacements on the east and west sides of the house
- Staff recommends denial of the window removals, but would recommend allowing the applicant to replace with vinyl windows if interested



# Actions

- Approve as submitted; or
- Approve with modifications agreeable to the applicant; or
- Deny the application; or
- Request additional information.



Certificate of Appropriateness

**42 7<sup>th</sup> Ave SW**



# Project Description

- Local historic landmark
- Primary structure built in 1902
- Applicant wants to replace a metal garage door with a same sized glass garage door
- 2012 NRHP form identifies this garage door opening as not original to the building



# 42 7<sup>th</sup> Ave SW



# 42 7<sup>th</sup> Ave SW



CLOPAY COMMERCIAL – MODELS 902, 903  
architectural series



CONSTRUCTION  
**2 1/8"**  
THICKNESS

WARRANTY  
**5YR**  
LIMITED  
CONSTRUCTION

*Model 903 with Insulated Glass and Bottom  
Insulated Aluminum Panel, Powder-Coated Frame*







# Criteria for Decision

- If any defining features of the building or structure as indicated, but not limited to those included on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate.
- If the proposal is consistent with the Guidelines for Cedar Rapids Historic Districts and/or the most recent edition of the Secretary of Interior's Standards for Rehabilitating Historic Buildings.
- If the proposal mitigates adverse effects on the aesthetic, historic, or architectural significance of either the building or structure or of the local historic district or local historic landmark.



# Recommendation

- City Staff recommends approval of the COA because this material change will increase the usability of this historic asset and the door opening and material are not original to the building.

## Actions

- Approve as submitted; or
- Approve with modifications agreeable to the applicant; or
- Deny the application; or
- Request additional information.



Discussion

# Proactive Preservation



# Historic Preservation Commission

## Staff Liaison:

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