

---

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, March 14, 2013 @ 4:30 p.m.**  
**Police Substation, 1501 1<sup>st</sup> Avenue SE**

Members Present:    Todd McNall      Vice-Chair  
                              Moirra Blake  
                              Patricia Cargin  
                              Bob Grafton  
                              Tim Oberbroeckling  
                              Jon Thompson  
                              Barbara Westercamp

Members Absent:    Amanda McKnight-Grafton    Chair  
                              Candy Nanke

City Staff:            Thomas Smith, Planner  
                              Alicia Abernathy, Administrative Assistant

Guests:                Ann Poe, Chuck Swore, Cindy Hadish, Sarah Nelson, Marjorie Pearson,  
                              Corey Houchins-Witt, Dave O'Clair, Richard Held

**Call Meeting to Order**

- Todd McNall called the meeting to order at 4:33 p.m.
- Seven (7) Commissioners were present and two (2) absent.

**1. Approve Meeting Minutes**

- The minutes were not discussed and will be addressed at the March 28, 2013 meeting.

**2. Action Items**

**a. NEW Demolition applications**

**i. 1015 3<sup>rd</sup> Street SE – Private Property**

- Mr. Smith stated this property is part of the Bohemian Commercial Historic District and is one of the 43/68 contributing structures in the district. The owner plans to build a new wedding chapel on the site. Salvage would not be an option as the property has been completely gutted out. The owner wants a wedding chapel on this site so he would not be interested in restoring the building as it currently exists.
- Discussion included the fact the property owner has received offers for selling the property and has turned them all down. The property is in the Czech NewBo Overlay District and design guidelines are in place that the new chapel would have to follow and any new design would have to go through the Design Review

Technical Advisory Committee (DRTAC) and through the City's Preliminary Site Development Plan process for approval.

- Discussion took place regarding the options of the commission. The three options the commission had included 1) do not take action on the demolition/table the demolition which would result in the release of the property on the following business day, 2) Move to approve the demolition application or 3) put the property on a 60-day after showing cause for a hold.
- Jon Thompson made a motion to table the demolition application. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

**ii. 86 14<sup>th</sup> Avenue SW – Private Property**

- Mr. Smith stated the property is owned by Penford and there are safety concerns with the property. In 2009 a reconnaissance survey was done and the property is not eligible for listing on the National Register of Historic Places. The property would be included in Penford's long terms goals for expanding their facilities.
- Jon Thompson made a motion to approve the demolition application for 86 14<sup>th</sup> Avenue SW. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

**b. COA Applications**

**i. 324 14<sup>th</sup> Street SE – Full Rehabilitation (Interior and exterior)**

- Corey Houchins-Witt, Affordable Housing Network (AHN), stated since January 2012 AHN has purchased 47 properties with 13 pending and of these properties 23 have been rehabilitated and 10 rehabilitations are in progress. Several historic properties in the neighborhood have been restored keeping the historic character. The property at 324 14<sup>th</sup> Street SE is located in a local historic district and funds include a 15,000 HOME grant from the City of Cedar Rapids and a 70,000 HOME grant from the State of Iowa.
- Dave O'Clair, AHN, presented photos of the house pointing out the siding is in good condition but the porch and skirting of the house will be replaced. The concrete front steps will be removed and replaced with wood steps. The original trim of the windows will remain but the windows will be replaced with metal clad windows and the doors on the side of the house will be replaced with metal clad doors. The original front door will be kept in place and will be refinished.
- Discussion included ideas for replacing the skirting, replacing the porch and replacing the railing on the porch. The commission suggested the railing ideas be discussed with Mark Stoffer Hunter, a local historian, as he would have an idea of railings used in the time period the house was built. Discussion included the layout of the house having 3 bedrooms and 1 ½ baths and will be used a single family home when the rehabilitation is complete. Discussion included whether the houses in the AHN program would be rented or sold at some point. It was determined the AHN has a goal of selling the homes and have them as owner-occupied.
- Jon Thompson made a motion to approve the COA for 324 14<sup>th</sup> Street SE. Barbara Westercamp seconded the motion. The motion passed unanimously.

**ii. 357 16<sup>th</sup> Street SE – Replace wood siding with vinyl siding**

- Mr. Smith stated he was unable to get in touch with the property owner.
- It was pointed out vinyl siding is not in the guidelines for a historic district.
- Jon Thompson made a motion to deny the COA application for 357 16<sup>th</sup> Street SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

**3. New Business**

**a. Kirkwood Historic Preservation Curriculum Plan**

- This item was not discussed and was moved to the March 28, 2013 agenda.

**b. GIS Database for Historic Properties Inventory**

- Mr. Smith stated this is related to the Memorandums of Agreement with FEMA. The purpose is to create a database that contains all historic information for Cedar Rapids.
- The commission was asked to visit sites that have databases to determine good qualities of the site that could be incorporated into the Cedar Rapids database site.
- Commission members suggested the use of pictures, links with Brucemore and links with the History Center be incorporated in the database.

**c. Section 106 review – 101 2<sup>nd</sup> Street SE**

- Mr. Smith stated a letter was received from GSS Incorporated on behalf of I Wireless to put a cellular communications tower at the top of the American Building downtown. The tower would not be easily viewed from the street.
- Discussion included the location on the rooftop and how the tower would not be seen from the intersection but would be seen from the northwest side of the building.

**d. Citywide Reconnaissance Survey**

- Mr. Smith stated this is related to one of the FEMA Memorandums of Agreement (MOA) that were established following the flood of 2008. There are certain projects the Historic Preservation Commission (HPC) agreed to participate in to make up for flood demolitions. One of the projects is a Citywide Reconnaissance Survey and it will set the stage for possible future historic districts.
- Sarah Nelson stated in December 2012 a survey was completed including the portions of the City that has not been surveyed before. The Reconnaissance survey was recently completed and areas for intensive survey and potential historic districts can be recommended using the reports.
- Marjorie Pearson gave a presentation giving an explanation of the project, discussing what has been done and what will be done. Potential locations for historic districts were pointed out and the proposed timeline was discussed.

**4. Old Business**

**a. Demolition Applications UNDER REVIEW**

**i. 519 4<sup>th</sup> Avenue SE – March 16, 2013**

**ii. 411 6<sup>th</sup> Street SE – March 16, 2013**

- Mr. Smith stated the properties are the former Coopacabana building. When Candy Nanke talked to the property owner the owner indicated the property would be used for parking temporary with long terms plan for a structure.
- Discussion took place regarding the address of the property and if it was correct.
- Tim Oberbroeckling made a motion to release the property from the 60-day hold. Barbara Westercamp seconded the motion. The motion passed unanimously.
- Commissioner McNall asked if the commission can be proactive in seeking to create more Local Landmark Districts. Mr. Smith stated the work plan contains the idea of creating new local historic districts which means the commission would have to allow demolitions and approve COA's. The City Council Development Committee would like to see the HPC come up with something and a landmark designation is another opportunity the HPC could consider.
- Discussion included whether or not property owner permission had to be granted to designate a landmark. Also, if the commission feels there is an area that should

be made into a local historic district the commission can reach out to organizations in the area and encourage them to be a part of the effort.

**b. Final update on City properties past 60-day review period**

- Mr. Smith stated the Corner House Gallery properties have passed the 60-day hold period and salvage work was completed on the majority of the properties.
- Discussion included the fact the properties were demolished on March 13<sup>th</sup> and it was pointed out the Carriage House of the Corner House Gallery was demolished prior to the 60-day hold period being complete. It was pointed out there were several architectural salvage items stored in the Carriage House and were demolished with the structure. Discussion also included various options for items to be placed on the demolition application.
- Discussion included having more consequences for demolishing structures without a demolition permit as the current consequence is a fine of double the demolition permit. Council woman Poe requested staff look into additional penalties to be added to the ordinance for those who violate the City's demolition ordinance. Kevin Ciabatti, Building Services Manager, recommended including language that addresses deconstruction as well as demolition. Council woman Poe made a recommendation photos be included with the demolition permit. It was determined the commission would make a recommendation that would be taken forward to City Council.
- Discussion included whether or not there were other ways to release properties on a 60-day hold rather than having a meeting with quorum. It was pointed out the commission can give staff the authority to release properties when necessary without having a meeting with the commission. An example was given that if a property is on hold for salvage, the commission can give staff permission to release the property when salvage is complete without holding a HPC meeting. It was suggested a form be created for when property owners agreed to do salvage. The form would be signed by the property owner and salvage company when salvage is complete and upon receiving the signed form staff can release the property from the 60-day hold.

**c. Preservation Showcase**

- Mr. McNall asked all commissioners to save the date of Saturday, May 4<sup>th</sup> for the 2013 Preservation Showcase. The Historic Preservation Commission is teaming with Main Street, Save CR Heritage, possibly Linn County Historic Preservation Commission and volunteers.
- Discussion included distributing a sign-up sheet for different aspects of the showcase. Discussion also included the schedule for the showcase that Maura Pilcher, Bob Grafton, Jennifer Pruden, Todd McNall, Tim Klima and Amanda McKnight-Grafton worked to organize.

**d. MOA/LOA Updates**

- There were no MOA/LOA updates.

**5. Adjournment**

- Jon Thompson motioned to adjourn the meeting at 6:22 p.m. Barbara Westercamp seconded the motion. The motion passed unanimously with none opposed.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II  
Community Development