

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, March 28, 2013 @ 4:30 p.m.**  
**Police Substation, 1501 1<sup>st</sup> Avenue SE**

Members Present: Amanda McKnight-Grafton Chair  
Todd McNall Vice-Chair  
Moiria Blake  
Patricia Cargin  
Bob Grafton  
Jon Thompson  
Barbara Westercamp

Members Absent: Tim Oberbroeckling  
Candy Nanke

City Staff: Thomas Smith, Planner  
Alex Sharpe, Planner  
Alicia Abernathey, Administrative Assistant

Guests: Marty (Last name unknown), Marissa (Last name unknown),  
Jennifer Pruden, Maura Pilcher, Evone Vogensen, Carlton Goodwin

**Call Meeting to Order**

- Amanda McKnight-Grafton called the meeting to order at 4:31 p.m.
- Seven (7) Commissioners were present and two (2) absent.

Barbara Westercamp joined the meeting at 4:31 p.m.

**1. Approve Meeting Minutes**

- Corrections were requested to the January 31<sup>st</sup> minutes to correct the name of the man accompanying Richard Sova in his presentation for item #3bi-iii. Corrections also included removing the portion of the minute stating ReStore did not have access to 2739 1<sup>st</sup> Avenue SE, item 4aiii.
- Corrections were requested to the March 14<sup>th</sup> minutes to state the property is in the Czech NewBo Overlay District for item 2ai. It was requested discussion regarding the Carriage House containing architectural salvage items, when it was demolished, be included in the minutes for 4b.
- Jon Thompson made a motion to approve the minutes as amended. Todd McNall seconded the motion. The motion passed unanimously with none opposed.

**2. New Business**

**a. Appointment of Secretary**

- Todd McNall made a motion to appoint Bob Grafton as Secretary. Barbara Westercamp seconded the motion. The motion passed unanimously with Amanda McKnight-Grafton abstaining.

**b. 2014 Preserve Iowa Summit**

- Jennifer Pruden, Main Street, provided an overview of the Preserve Iowa Summit and explained that Cedar Rapids will be the host in 2014. Ms. Pruden went over the conference schedule for August 21 through August 24, 2014 and pointed out the costs and responsibilities of the host community.

Jon Thompson left the meeting at 5:45 p.m.

- Discussion included the idea of the HPC combining their Preservation Showcase for 2014 with the Preserve Iowa Summit. Discussion also included whether to participate in the Preserve Iowa Summit and not have the Preservation Showcase or to have both. It was discussed that 2014 will be the 3<sup>rd</sup> year for the Preservation Showcase and is a key year in the success of the showcase. Discussion also included costs of the 2014 Preserve Iowa Summit and it was pointed out the costs are unknown and there would be a better cost estimate after a venue is determined.
- Todd McNall made a motion to nominate Amanda McKnight-Grafton as the HPC contact regarding the 2014 Preserve Iowa Summit. Barbara Westercamp seconded the motion. The motion passed unanimously.
- Bob Grafton made a motion to table the discussion until information regarding costs and other aspects of the summit can be provided. Barbara Westercamp seconded the motion. The motion passed unanimously.

**c. Kirkwood Historic Preservation Curriculum Plan**

- Mr. Smith stated staff is looking into funding the curriculum plan through the Memorandums of Agreement (MOA) or Letters of Agreement (LOA) through FEMA and the State based on demolitions that happened after the flood. In 2012 the City started meeting with different local preservation groups to discuss options for bringing together a better preservation ethic in the community and to identify missing elements. One of elements identified was that the majority of communities that had successful preservation programs generally had an institute nearby that offered curriculum that benefited and impacted the community. In Iowa, there are no universities or colleges that have this type of program. Kirkwood has created an initial curriculum focused on preservation and would be a Continuing Education Program with 112 hours purposed for the course work within 8 different courses.
- Maura Pilcher pointed out this topic started with the HPC in 2008.
- Discussion included having an architectural history course in the curriculum as it would be beneficial. It was pointed out students would receive a certificate for completing each class and an overall certificate after completing the curriculum. It was also pointed out, SHPO would have to review the curriculum and sign off on it if the curriculum was included in a MOA or LOA. Discussion also included incorporating landscaping into the curriculum.
- Mr. Smith went over four options for including the Kirkwood Curriculum into the MOA's or LOA's. It was pointed out option #1 as a strong contender and option #2 was not favorable.
- The commission did not make a decision as additional information was requested. The item will return to the next scheduled meeting for further discussion.

**d. Chapter 18 Demolition Ordinance Update Forecast**

- Mr. Smith stated there is currently a 10 day wait period for demolitions of properties that are 50 years old or older and the HPC has to meet within the 10 days to review the demolition application. Staff has been discussing the options of changing the ordinance to have a 15 day wait period instead which would mean the HPC would meet every three weeks instead of the second and possibly fourth Thursdays of the month. Other changes to the ordinance could potentially include the definition of a demolition and requiring photos of all potential demolition properties.
- The item will return to the next scheduled meeting for further discussion.

**e. Section 106 review – 4200 1<sup>st</sup> Avenue NE**

- Mr. Smith stated the Section 106 review is for a cell tower in the Cedar Memorial Cemetery and the tower would be located next to a commercial building. Mr. Smith requested the commission look through the documentation provided and asked any comments or concerns be sent to staff via email by the end of the following week.

**3. Old Business**

**a. GIS Database for Historic Properties Inventory Examples**

- Mr. Smith requested the commission look through the four links provided in the agenda packet and asked any comments of what is liked or disliked about the sites be sent to staff via email by the end of the following week.
- Discussion included suggestions of incorporating links to the City Assessor’s website and also including any write-ups in the media pertaining to historic structures.

**b. Preservation Showcase**

- Details of the showcase were discussed, commissioners signed up for hours they would attend the showcase and job assignments were made.
- Additional discussion took place about the importance of obtaining quorum for the meetings as demolition applications come in and if they are not reviewed within 10 business days the property is released for demolition. There were some demolition applications that were released due to lack of quorum and one of the properties was a church. The church could have potentially been placed on a hold and attempts could have been made to save the church.

**4. Adjournment**

- Barbara Westercamp motioned to adjourn the meeting at 6:54 p.m. Moira Blake seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II  
Community Development