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# City of Cedar Rapids

## *Historic Preservation Commission*

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Community Development Department, City Hall, 101 First Street SE, Cedar Rapids, IA 52401, 319-286-5041

### **MEETING NOTICE**

The City of Cedar Rapids Historic Preservation Commission will meet at:

**4:30 P.M.**

**Thursday, January 9, 2014**

**in the**

**Collins Conference Room, City Hall**

**101 First Street SE, Cedar Rapids, Iowa**

### **AGENDA**

#### **Call Meeting to Order**

#### **Public Comment**

*Each member of the public is welcome to speak and we ask that you keep your comments to five (5) minutes or less. If the proceedings become lengthy, the Chair may ask that comments be focused on any new facts or evidence not already presented.*

#### **1. Approve Meeting Minutes**

#### **2. Action Items**

- a) Annual Chair, Vice-Chair and Secretary Selection (*5 minutes*)
- b) Demolition Applications (*10 minutes*)
  - i. 1527 30<sup>th</sup> Street SE – Private Property

#### **3. New Business**

- a) Discussion of options for local historic districts and landmarks (*15 minutes*)
- b) Prioritization of historic preservation ordinance updates for Council review (*15 minutes*)

#### **4. Old Business**

- a) COA Applications UNDER REVIEW (*5 minutes*)
  - i. 1527 2<sup>nd</sup> Avenue SE – DEMOLITION WITHIN LOCAL HISTORIC DISTRICT
- b) Demolition Applications UNDER REVIEW (*5 minutes*)
  - i. 1508 Washington Avenue SE – Private Property – January 13, 2014
  - ii. 624 14<sup>th</sup> Street SE – Private Property – January 13, 2014

#### **5. Adjournment**

### **FUTURE MEETINGS**

Items for future agendas:

- a) Historic district markers
- b) Selection of structures for historic structure reports

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, December 12, 2013 @ 4:30 p.m.**

**Collins Conference Room, City Hall, 101 First Street SE**

Members Present:     Amanda McKnight-Grafton   Chair  
                              Todd McNall            Vice-Chair  
                              Bob Grafton  
                              Ron Mussman  
                              Tim Oberbroeckling  
                              Mark Stoffer Hunter  
                              Barbara Westercamp

Members Absent:     Maira Blake  
                              Pat Cargin

City Staff:            Thomas Smith, Planner  
                              Kevin Ciabatti, Building Services Director  
                              Jeff Hintz, Planner  
                              Alicia Abernathey, Administrative Assistant

Guests:                Ruth Fox, Emily Meyer, Dawn Stephens, Greg Young, Cindy Hadish

**Call Meeting to Order**

- Amanda McKnight-Grafton called the meeting to order at 4:32 p.m.
- Seven (7) Commissioners were present with two (2) absent.

**1. Approve Meeting Minutes**

- Todd McNall made a motion to approve the minutes from November 14<sup>th</sup> and November 26<sup>th</sup>. Barbara Westercamp seconded the motion. The motion passed unanimously.

**2. Action Items**

**a. Demolition Applications**

**i. 1301 19<sup>th</sup> Avenue SW – Private Property**

- Thomas Smith stated the house was deemed a nuisance and the City would like to pursue demolition as there have been break-ins and there are safety concerns. The property owners are deceased and there is no estate for the property.
- Tim Oberbroeckling made a motion to approve demolition of 1301 19<sup>th</sup> Avenue SW. Todd McNall seconded the motion. The motion passed unanimously.

## ii. 315 2<sup>nd</sup> Avenue SE – Private Property

- Amanda McKnight-Grafton and Bob Grafton abstained from discussion.
- Emily Meyer stated Ryan Companies was asked to be a consultant for the property at 315 2<sup>nd</sup> Avenue SE and assist with options for the property. The inside of the current structure is mostly nonexistent and a site inventory form was completed showing the building as non-historic.
- Mark Stoffer Hunter stated the building is from the late 19<sup>th</sup> century and used to be a movie theater and hotel. It was also once a telegraph office. A newer façade was put on the building in 1929 and there is minimal historic value.
- Discussion included the fact the property is not eligible for the National Register of Historic Places and photo documentation will be completed soon.
- Todd McNall made a motion to approve demolition of 315 2<sup>nd</sup> Avenue SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

## 3. New Business

### a. Informational update and support for relocation of structure at 847 4<sup>th</sup> Avenue SE (Luther Brewer House)

- Dawn Stephens stated they would like to lift the house from its current location on 4<sup>th</sup> Avenue and move it approximately 10 blocks to a new site in a residential area. State and Federal tax credits will be used to assist in the costs of the relocation. Mercy Medical Center has agreed to contribute the amount it would cost them to demolish the property to the cost of the relocation. The property was originally a single family home but was converted to four rental properties. The goal is to convert the house back to single family. The property is currently on the National Register of Historic Places but will be delisted once relocated. Work will be done to ensure the property is relisted on the National Register of Historic Places following the relocation.
- Discussion included the fact the Czech Village / New Bohemia Design Review Technical Advisory Committee reviewed the application for relocation and suggested the property owners ask the Historic Preservation Commission (HPC) for a letter of support.
- Tim Oberbroeckling made a motion to provide a letter of support for the relocation of the structure at 847 4<sup>th</sup> Avenue SE. Barbara Westercamp seconded the motion. The motion passed unanimously.

### b. Comparison of local historic districts and overlay districts

- Ms. McKnight-Grafton pointed out the topic of creating a historic district in the New Bohemia area has been brought up several times. Following conversations with Save CR Heritage it seems as though some of the property owners may be interested in pursuing a historic district while others may not as the area is already an overlay district with its own specific guidelines.
- Mr. Smith explained the similarities and differences between an overlay district and a historic district. Because it may lengthen the process and may also discourage development in an area, City staff would advise against pursuing a double designation.
- It was recommended the commission work to pursue local landmark designations and other historic districts.

#### **4. Old Business**

##### **a. HPC marketing brochure**

- Mr. Smith stated if the commission will work to provide content and photographs to be used in the brochure, staff will assist in the printing of the brochures.
- Ideas for distribution of the brochures were identified.

##### **b. Review of City-owned properties 50 years old or older**

- Members of the commission identified properties in which there was interest to find a developer to rehabilitate or relocate the structure.

##### **c. COA Applications UNDER REVIEW**

###### **i. 1527 2<sup>nd</sup> Avenue SE – DEMOLITION WITHIN LOCAL HISTORIC DISTRICT**

- Bob Grafton stated the process is still moving forward to possibly allow the property to be sold to an interested purchaser.

##### **d. Demolition Applications UNDER REVIEW**

###### **i. 1310 3<sup>rd</sup> Street SE – Private Property – December 23, 2013**

- Mr. Smith stated he had no news to provide.

###### **ii. 1508 Washington Avenue SE – Private Property – January 13, 2014**

###### **iii. 624 14<sup>th</sup> Street SE – Private Property – January 13, 2014**

- Mr. Hunter stated the house on 1508 Washington Avenue SE is not original to the site and was relocated there.
- Discussion included inviting Affordable Housing Network Incorporation (AHNI) to the next meeting to discuss options for both properties.

##### **e. Update on 720 1<sup>st</sup> Avenue NW property disposition process**

- Ms. McKnight-Grafton stated HPC members and members of Neighborhood Development Corporation (NDC) toured the building and NDC has submitted a letter of interest to pursue redevelopment of the property.
- Mr. Smith stated a second letter of interest was also received for the property. The letters of interest will be presented to the Development Committee in January 2014 with a recommendation to pursue a disposition process for the property.

Todd McNall left the meeting at 6:08 p.m.

##### **f. Update on Save CR Heritage activities**

- Bob Grafton and Tim Oberbroeckling provided an update on their attendance at a Save CR Heritage meeting stating Save CR Heritage was interested in an update on 720 1<sup>st</sup> Avenue NW and also interested in the code changes the HPC is pursuing.

#### **5. Adjournment**

- Barbara Westercamp made a motion to adjourn the meeting at 6:24 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II  
Community Development

## ACTION ITEMS



**City of Cedar Rapids**  
**Code Enforcement Division**  
 1201 6<sup>th</sup> St SW Cedar Rapids, IA 52404  
 Main Phone: (319) 286-5831 Fax: (319) 286 5830

### DEMOLITION PERMIT APPLICATION

Address of Demolition: <b>1527 30<sup>th</sup> St SE</b>		Approximate Age of Structure Year Built: <b>1913</b>
GPN: <b>14261-55025-06000</b>	Reason: (optional)	Future Plans: (optional)
Property Owners Name: <b>TODD M BEXTINE</b>		Phone: <b>319-270-1316</b>
Property Owners Address: <b>1527 30<sup>th</sup> St SE</b>		City / State / Zip Code <b>CEAR RAPIDS 52402</b>
Contractor's Name: <b>TODD BEXTINE</b>		Phone: <b>319-270-1316</b>
Contractor's Address: <b>501 DUNREATH DR NE</b>		City / State / Zip Code <b>CEAR RAPIDS IOWA 52402</b>
Type of Building: <input checked="" type="checkbox"/> Single Family	<input type="checkbox"/> Multi Family #	Units <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory Building
Size of Building: Dimensions are: <b>28x36</b>		Number of Stories: <b>1.5</b> Height:
Building has Basement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No if Yes, What Dimensions:		
<b>DISPOSAL OF DEMOLITION MATERIALS</b>		
<input checked="" type="checkbox"/> City of Cedar Rapids Landfill	<input type="checkbox"/> Private Landfill – Contact: Address:	Phone #::
<b>It is the Responsibility of the Permit Holder to adhere to all Local, State And Federal Regulations regarding proper Inspections and Removal of Asbestos prior to any Demolition.</b>		
<b>UTILITIES INFORMATION</b>		
<b>All utilities shall be abandoned in accordance with City requirements and verified and/or inspected before Demolition Permit is issued and demolition begins.</b>		
<i>I hereby certify that I have read and examined this application and affirm the above information as true and correct and also agree to comply with the provisions of the City of Cedar Rapids Codes and any other applicable Federal &amp; State laws concerning the demolition process and/or disposal of demolition debris. I also certify that I am authorized to demolish this building as owner or agent of the owner and agree to assume complete responsibility for any liability arising from demolition of the above building. I also agree that no burning or burying of materials shall be done within the Corporate City Limits of Cedar Rapids.</i>		
APPLICANT'S SIGNATURE: <i>[Signature]</i>		DATE: <b>319-270-1316</b>
<b>OFFICE USE ONLY</b>		
<b>UTILITIES DISCONNECTION INFORMATION &amp; APPROVALS</b>		
Water:	Alliant Energy:	
Sewer:	Mid-American Energy:	
Public Works:	MediaCom:	
CED:	Other:	
Zoning:	Other:	
<b>PERMITTING INFORMATION</b>		
Demolition Permit Number:	Date Issued:	
Demolition Permit Fee: \$	Date Paid:	
Zoning District:	Date All Utilities Were Disconnected:	
Permit Issued by:	Date Signed:	

\*

Print report.

## Appraisal Summary - GPN: 14261-55025-00000

(142615502500000)

**Property Address:** 1527 30TH ST SE  
Cedar Rapids, IA



[Additional Photos...](#)

**Class:** RESIDENTIAL      **Tax District:** 201  
CR  
**PDF:** Res Permit Region 6      **Neighborhood:** SE  
234  
**Plat Map:** 2420

**Deed Holder:** MICHEL DEAN A

**Mailing Address:**

1521 30TH STREET  
SE  
CEDAR RAPIDS IA  
52403-0000

**Legal Description:** LANDS (LESS N 80' E 300')E 1026.6'S 5AC  
SW NE & (LESS E 20' & W W 293.4') N 20' E  
1026.6' NW SE STR/LB 26 83 7

**Homestead:**      **Military:**

[Apply for Residential Homestead Tax Credit](#)

Click map to see neighbor's summary page.

[View complete GIS map.](#)  
[Neighborhood map](#)

### LOT INFORMATION

[Scroll down for sketch.](#)

**Disclaimer:** Assessor's lot sizes are for assessment purposes only and may NOT represent actual dimensions.  
For more accurate, complete data refer to GIS maps, plat maps, or legal documents.

**SEGMENT #1:** 1 Acres; 43560 SF

**SEGMENT #2:** 2.79 Acres; 121532.4 SF

### RESIDENTIAL DWELLING

**Occupancy:** Single-Family  
**Style:** 1 1/2 Story Frame  
**Year Built:** 1913  
**Exterior Material:** Wd Lap  
**Above-Grade Living Area:** 1,248 SF  
**Number Rooms:** 5 above, 0 below  
**Number Bedrooms:** 3 above, 0 below  
**Basement Area Type:** Full  
**Basement Finished Area:** 0 SF  
**Number of Baths:** 1 Full Bath; 1 Toilet Room  
**Central Air:** No  
**Heat:** FHA - Gas  
**Number of Fireplaces:** None

**Garage:** None  
**Porches and Decks:** Wood Stoop (16 SF); 1S Frame Enclosed (438 SF); Stoop W/ Railing (18 SF)  
**Yard Extras:** Sheds

**NOTES:**

PRE RVAL:FuncDesc: IL. Inflnc1:EXCESS(80). Inflnc1:EXCESS(10).

PRE RVAL:BSMT=DAMP, ACCESS TO BSMT FROM REAR PORCH. BI = DW.

02/19/2003-ACCESS TO BSMT & 2ND FLR IS FROM REAR PORCH. BELOW NORMAL EXTERIOR, PAINT CHIPPING. ORIGINAL SIDING & WINDOWS, ROOF 1986±. FUNC OBSOL 5% BSMT ACCESS, 5% 2ND FLR ACCESS.

1-2012 MAP FACTOR ADJUSTED DUE TO MARKET CONDITION

1-2013 6YR CYCLE. REMOVED VALUE FROM 96SF FR SHED. ADDED TOILET RM TO PLUMBING CT. NO OTHER CHANGES PER OWER 6/19/2012 AE

**2013 ASSESSMENT**

Land	\$46,975
Dwelling	\$55,730
Improvements	\$0
<b>Total</b>	<b>\$102,705</b>

**SALES**

Date	Type	Volume/Page	\$ Amount
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**2012 ASSESSMENT**

Land	\$46,975
Dwelling	\$58,926
Improvements	\$0
<b>Total</b>	<b>\$105,901</b>

**PERMITS**

Date	Description
	- No permit information available -

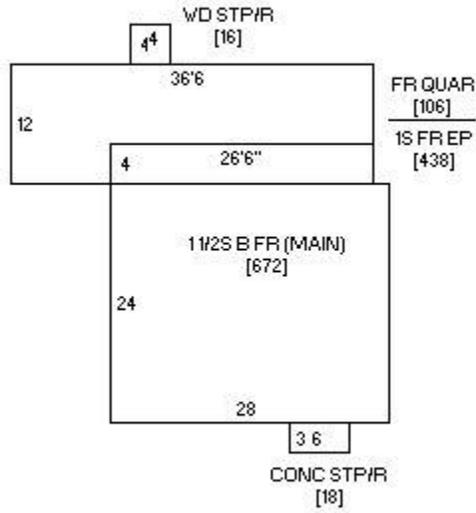
**2011 ASSESSMENT**

Land	\$46,975
Dwelling	\$60,711
Improvements	\$0
<b>Total</b>	<b>\$107,686</b>

**2010 ASSESSMENT**

Land	\$46,975
Dwelling	\$60,711
Improvements	\$0
<b>Total</b>	<b>\$107,686</b>

**Sketch**




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[Tax History](#)   [Pay Taxes](#)

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Property photos or data incorrect? [Click Here](#)

## NEW BUSINESS



Community Development Department  
City Hall  
101 First Street SE  
Cedar Rapids, IA 52401  
Telephone: (319) 286-5041

**To:** Historic Preservation Commission  
**From:** Thomas Smith, Planner  
**Subject:** Designation of Local Historic Districts or Landmarks  
**Date:** January 9, 2014

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**Local Historic District and Landmark Designation Process:**

The City has the ability to designate an area or property within Cedar Rapids as a local historic district or landmark. The proposal for historic district or landmark status can come from the HPC, City Council, or any citizen who seeks designation for a particular district or property.

In order for a proposal for a new local historic district or landmark to move toward adoption, the following must first be submitted to the Community Development Department:

- Signatures of 51% of the owners of the total number of parcels in a proposed district. In the case of a landmark, the signature of the owner of the proposed landmark is needed.
- A vicinity map and description of the boundaries of the proposed district or landmark.
- Documentation showing how the proposed district or landmark meets one or more of the following criteria:
  - Embodies the distinctive characteristics of a type, period or method of construction that represents the work of a master, high artistic values, or a significant and distinguishable entity;
  - Associated with events that have made significant contributions to local, state or national history;
  - Coherent and distinctive visual character or integrity based on similarity of scale, design, color, setting, workmanship, etc.;
  - Associated with the lives of persons significant to our past;
  - Has yielded or may be likely to yield information important in prehistory or history.
- A map showing the existing uses of all properties within a proposed historic district.

After a request with the above information is received, it is reviewed by the following commissions and agencies:

- The Historic Preservation Commission,
- The State Historical Society of Iowa,
- The City Planning Commission, and
- City Council.

During the review periods of these groups, alterations to the original proposed local historic district or landmark may be suggested. In this case, the State Historical Society would be

requested to provide additional comments on any proposed modifications. After receiving the final recommendations from the State Historical Society and the local Commissions, a public hearing would be held by the City Council, and final adoption or rejection of the historic district or landmark would be determined.

An adopted historic district or landmark would be registered with the City, and an adopted landmark would receive a plaque of recognition that may be posted on the exterior of the structure.

Local historic district or landmark status is a designation of honor, but also comes with certain requirements. Namely, local historic districts or landmarks are required to:

- Follow the guidelines for historic districts established by the HPC and approved by City Council,
- Obtain a Certificate of Appropriateness (COA) or Certificate of No Material Effect (CNME) for changes in appearance to a historic landmark or to a building within a historic district.

**Staff Recommendation:**

Staff recommends that the initial effort of the HPC should be to seek designation of a local historic landmark. This would allow the preservation community to achieve a high-profile victory after a number of years without any new local historic designations. In addition, it would be the first local landmark to be registered with the City.

Attached is a list of National Register-listed properties in Cedar Rapids to provide some potential options for discussion.

**Cedar Rapids National Register-Listed Properties**

<b>Reference Number</b>	<b>Resource Name</b>	<b>Address</b>	<b>City</b>	<b>Certification Date</b>	<b>Multiple Property Name</b>
89002009	Armstrong, Robert and Esther, House	370 34th St., SE.	Cedar Rapids	19891116	
04001324	Ausadie Building	845 First Ave. SE	Cedar Rapids	20041206	
78001236	Averill, A. T., House	1120 2nd Ave., SE	Cedar Rapids	19781128	
02001539	Bohemian Commercial Historic District	1000 to 1300 Blks of 3rd St. SE and 100 to 200 Blcks of 14ths Ave SE	Cedar Rapids	20021220	Cedar Rapids, Iowa MPS
12000096	Bohemian Commercial Historic District	Roughly bounded by 9th Ave. SE., 4th St. SE., 14th Ave. SE., 15th Ave. SW., C St. SW., 17th Ave SW. & A St. SW.	Cedar Rapids	20120312	Cedar Rapids, Iowa MPS
98000383	Brewer, Luther A. and Elinore T., House	847 4th Ave. SE	Cedar Rapids	19980423	
10000075	Brown Apartments	1234 4th Ave. SE	Cedar Rapids	20100317	
78001237	C.S.P.S. Hall	1105 3rd St., SE	Cedar Rapids	19781129	
78001238	Calder Houses	1214 and 1216 2nd Ave., SE	Cedar Rapids	19780118	
82000413	Cedar Rapids Post Office and Public Building	305 2nd Ave., SE	Cedar Rapids	19821110	
12000907	Cedar Rapids Pump Company Factory and Warehouse	605 G Ave., NW.	Cedar Rapids	20121106	Cedar Rapids, Iowa MPS
98001327	Consistory Building No. 2	616 "A" Ave. NE	Cedar Rapids	19981120	
96001586	Damour, William and Sue, House	1844 2nd Ave., SE	Cedar Rapids	19970116	
82002628	Douglas, George B., House	800 2nd Ave., SE	Cedar Rapids	19820909	
99000450	Evans Manufacturing Company Building	301 Sixth Ave. SE	Cedar Rapids	19990415	Commercial & Industrial Development of Cedar Rapids MPS
98000530	First Avenue Bridge	US 151 over Cedar R.	Cedar Rapids	19980515	Highway Bridges of Iowa MPS
94001098	Hamilton Brothers Building	401 First St., SE.	Cedar Rapids	19940908	
77000535	Highwater Rock	Cedar River near 1st Ave. and 1st St., NE	Cedar Rapids	19771117	
91000534	Hotel Roosevelt	200 First Ave., NE	Cedar Rapids	19910501	
98000528	IANR Railroad Underpass	Ely Rd.	Cedar Rapids	19980515	Highway Bridges of Iowa MPS
98000514	Indian Creek Bridge	Artesian Rd. over Indian Cr.	Cedar Rapids	19980515	Highway Bridges of Iowa MPS
83000385	Iowa Building	221 4th Ave., SE	Cedar Rapids	19830217	
12000890	Iowa Wind Mill and Pump Company Office and Warehouse	42 7th Ave., SW.	Cedar Rapids	20121031	Cedar Rapids, Iowa MPS
83000386	Lattner Auditorium Building	217 4th Ave., SE	Cedar Rapids	19830217	
97001544	Lesinger Block	1317 3rd St., SE	Cedar Rapids	19971224	Commercial & Industrial Development of Cedar Rapids MPS
04000898	Lustron Home #02102	2009 Williams Blvd. SW	Cedar Rapids	20040825	
78001240	May's Island Historic District	Between 1st and 5th Aves. on May Island	Cedar Rapids	19781019	
96000516	Moslem Temple	1335 9th St., NW	Cedar Rapids	19960515	
76000778	Paramount Theater Building	121--127 3rd Ave., SE	Cedar Rapids	19760826	
78001241	People's Savings Bank	101 3rd Ave., SW	Cedar Rapids	19780329	
02000456	Perkins, Charles W. and Nellie, House	1228 3rd Ave. SE	Cedar Rapids	20020509	
01000994	Redmond Park--Grande Avenue Historic District	Roughly bounded by US 151, Nineteenth St., and Washington Ave.	Cedar Rapids	20010910	Cedar Rapids, Iowa MPS
00000926	Second and Third Avenue Historic District	1400 to 1800 blks of Second Ave. SE and Third Ave. SE	Cedar Rapids	20000810	Cedar Rapids, Iowa MPS
77000536	Security Building	2nd Ave. and 2nd St., SE	Cedar Rapids	19771207	
76000779	Seminole Valley Farmstead	W of Cedar Rapids	Cedar Rapids	19761008	
76000780	Sinclair, T. M., Mansion	2160 Linden Dr., SE	Cedar Rapids	19761212	
85001376	St. Paul Methodist Episcopal Church	1340 3rd Ave., SE	Cedar Rapids	19850627	
85003009	Taylor-Van Note	4600 Blairs Ferry Rd.	Cedar Rapids	19851010	
98000386	Witwer Grocery Company Building	905 3rd St. SE.	Cedar Rapids	19980501	Commercial & Industrial Development of Cedar Rapids MPS
82000414	Wolff, Philip A., House and Carriage House	1420 Seminole Ave., NW	Cedar Rapids	19821007	

**To:** Historic Preservation Commission  
**From:** Thomas Smith, Planner  
**Subject:** Prioritization of Historic Preservation Ordinance Updates for Council Review  
**Date:** January 9, 2014

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**Background and Recommendations:**

In the second half of 2013, the Historic Preservation Commission (HPC) discussed and recommended three updates to the City's Chapter 18 Historic Preservation ordinance. The proposed updates are generally small additions to ensure that owners of potentially historic buildings aren't circumventing the intended review process for buildings fifty years old or older, and that adequate time is provided to properly notify the Commission and the public of potential demolitions.

Based on discussions from an HPC meeting with the mayor on October 24, 2013, it was advised that the Commission prioritize its proposed ordinance changes and present them to the City Council Development Committee individually over the course of several months. The three ordinance changes discussed are as follows:

Review of Partial Demolitions

Last year, a potentially-historic home near one of the City's local historic districts was deconstructed down to the foundation and chimney and then rebuilt with all new materials. Had the contractor given a full accounting of the work to be performed on the structure, it technically would not have been considered a demolition based on the City's current demolition definition. The City's current definition of a demolition is the complete removal of a structure and its foundation, and the clearing of the site. The HPC recommended that the following definition of a partial demolition be added to Chapter 18:

Partial Demolition (for structures determined to be fifty (50) years old or older):

1. Removal of more than twenty-five (25) percent of an exterior wall(s) facing a public street(s) or fifty (50) percent of all exterior walls; or
2. Enclosure or alteration of more than fifty (50) percent of the exterior walls so that they no longer function as exterior walls; or
3. Removal of a roof, or rebuilding of the roof to a different pitch; or
4. A proposed alteration, which in combination with other alterations of the building authorized within the preceding five (5) years will represent a change defined in subsections (1), (2), or (3).

Review of Demolitions of Accessory Structures

In certain cases, large carriage houses and other historic accessory structures have been demolished without any notice or review by the HPC. The language in Chapter 18 states that a historically significant building is "a principal building determined to be fifty (50) years old or older." For this reason, HPC has not been forwarded demolition applications for accessory structures in the past, which include garages and carriage houses. The HPC is recommending that

the Historic Preservation Code be amended to include accessory structures as potential historically significant buildings:

Historically significant building: A principal *or accessory* structure determined to be fifty (50) years old or older, and:

- The building is associated with any significant historic events;
- The building is associated with any significant lives of persons;
- The building signifies distinctive architectural character/era;
- The building is associated with the lives of persons significant in our past;
- The building is archeologically significant.

Staff tracked the potential increase in demolition applications for HPC review if these updates are implemented and found that over a three month period, an additional eight applications would have been affected by the ordinance updates.

### 10 Business Day Wait Period Extension

The HPC has expressed concern with the amount of time currently permitted to review demolition applications, especially those that are submitted to the City less than 48 hours before a meeting. The City's Chapter 18 Historic Preservation ordinance currently requires the HPC to review demolition applications within a "ten (10) business day wait period" after a demo application is received by City staff. Because of the current twice-monthly meeting schedule of the HPC, staff must add demolition applications received up to the day before the meeting to an HPC agenda. If the application isn't reviewed at that day's meeting, the ten business day wait period expires prior to the next HPC meeting, and the demolition application must be released without any review for historic significance.

The HPC recommends extending the 10 business day wait period to a 15 business day wait period. By adding five additional business days to the wait period, the following goals can be accomplished:

- Demolition applications not received the Friday prior to an HPC meeting will be scheduled for the next available HPC meeting afterward. This gives HPC members at least 32 hours' notice to review demolition applications before a meeting.
- Staff can publish a notice in the Gazette for all demolition applications to be reviewed at an upcoming HPC meeting.
- Agenda packets may be sent the Monday prior to a meeting instead of 24 hours in advance.

### **Staff Recommendation:**

Staff recommendations the following prioritization of ordinance updates:

1. 10 Business Day Wait Period Extension – This issue an issue that affects every HPC meeting and will continue to pose recurring problems until the ordinance is corrected.
2. Review of Demolitions of Accessory Structures – There are a number of accessory structures throughout the community for which demolition is regularly requested. Although very few of these structures have historic significance or worthy architectural detail, multiple instances of issues with the demolition of carriage houses make this a higher priority item.
3. Review of Partial Demolitions – Although a significant potential issue, there has only been one case on record where a partial demolition created a serious problem. Significant partial demolitions of historic structures are less likely than the demolition of historically-significant accessory structures.

**Next Steps:**

After the Commission has recommended a prioritization for the requested ordinance changes, staff will return at subsequent HPC meetings to confirm the language of the proposed changes, and then forward them to the City Council Development Committee for review. Once the Development Committee gives its recommendation, it generally takes an ordinance change six weeks to be approved. At the proposed pace all three ordinance changes, if recommended and approved by City Council, could be implemented by mid-2014.