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# City of Cedar Rapids

## *Historic Preservation Commission*

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Community Development & Planning 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, July 9, 2015**

**in the**

**Collins Conference Room, City Hall**

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

### **AGENDA**

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

#### **1. 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.*

#### **2. Approve Meeting Minutes**

#### **3. Action Items**

- a) Certificates of Appropriateness (20 minutes)
  - i. 1820 2<sup>nd</sup> Avenue SE – replacement four (4) of 2<sup>nd</sup> floor windows
  - ii. 1815 Grande Avenue SE – removal of 2<sup>nd</sup> floor window at rear of house

#### **4. New Business**

- a) Establishing a Local Historic District presentation (15 minutes)

#### **5. Old Business**

- a) Knutson Building Update (5 minutes)
- b) Demolition Under Review – 121 7<sup>th</sup> Street SW (5 minutes)
- c) Letter of Agreement - Workshop/Educational Sessions (15 minutes)

#### **6. MOA/LOA Project Updates – (if necessary) (5 minutes)**

#### **7. Announcements**

#### **8. Adjournment**

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, June 25, 2015 @ 4:30 p.m.**  
**Collins Conference Room, City Hall, 101 First Street SE**

Members Present:    Amanda McKnight-Grafton    Chair  
                              Bob Grafton  
                              Ron Mussman  
                              Tim Oberbroeckling  
                              Mark Stoffer Hunter  
                              Pat Cargin                                   Phoned in  
                              Caitlin Hartman  
                              Sam Bergus  
                              Barbara Westercamp                   Phoned in

Members Absent:    B.J. Hobart  
                              Todd McNall

City Staff:            Jeff Hintz, Planner  
                              Anne Kroll, Administrative Assistant II

**Call Meeting to Order**

- Amanda McKnight Grafton called the meeting to order at 4:33 p.m.
- Nine (9) Commissioners were present with two (2) absent.

**1. Public Comment**

No Public Comment

**2. Approve Meeting Minutes**

- Tim Oberbroeckling made a motion to approve the minutes from June 11, 2015. Sam Bergus seconded the motion. The motion passed unanimously.

**3. Action Items**

**a) Demolition Applications**

**i. 121 7<sup>th</sup> Street SW – *Private Property***

- Jeff Hintz stated that this property was constructed in 1910. It was surveyed for the 2009 St. Patrick's and 2014 Citywide Surveys and is not eligible architecturally for listing on any register. Staff was not able to find anything that would indicate that a famous person or archeological site existed here, so staff recommends immediate release. The bottom floor of the property has vinyl siding and the second floor and attic have the original wood lap exterior siding. Habitat for Humanity salvage is planned. Interior and exterior documentation is allowed. There is a row house development site plan that has been approved for this and the surrounding land. Neighborhood Development Corp has acquired all the property on the block except for two properties. The preliminary site plan

has been designed in a way that will be in harmony with those remaining houses. A six-plex will face 2<sup>nd</sup> Avenue and a four-plex will face 7<sup>th</sup> Street.

- Mark Stoffer Hunter shared some history of some of the properties on this block that were demolished after the flood.
- Mark Stoffer Hunter spoke with the developer earlier in the day and asked if the house could be moved. The developer does not have a problem with that and is willing to show anyone the property. Mark Stoffer Hunter thought the Commission could put a 60 day hold on it and release it at the next meeting so that there is time for those interested to look at the property. If no one is interested in relocating it then the hold could be release and salvage can continue.
- Bob Grafton stated that Save CR has shown interest in relocating homes and that the 60 day hold would be a good idea so that Save CR has a chance to look at the house.
- Jeff Hintz stated that the developer did not give a timeline, but did indicate that they would like to get started on the demolition in July.
- Tim Oberbroeckling likes the site plan and would not want to hold up their process since it could take up to a year and a half to move a house.

Barb Westercamp joined the meeting via conference call at 4:48 p.m.

- Mark Stoffer Hunter made a motion to place a 60 day hold on 121 7<sup>th</sup> Street SW so that there is time to do more historic research on the property and to have any interested parties do a walkthrough of the house. The hold can be released at the July 9, 2015 meeting if nothing is found and no one is interested in relocating the property. Bob Grafton seconded the motion. The motion passed with Sam Bergus opposing and Tim Oberbroeckling abstaining.

The Commission discussed starting up a historic district and what steps to take to inform the neighborhoods. Staff will come back to the Commission with more information.

The Commission discussed the next construction phase of 1<sup>st</sup> Avenue and if any historical buildings would be affected. Jeff Hintz stated that none of the historical buildings will be disturbed. The parking in front of the Irish Democrat may be affected. The Commission asked that staff have someone from Traffic come to an upcoming meeting.

#### **4. Adjournment**

- Barb Westercamp made a motion to adjourn the meeting at 5:07 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II  
Community Development



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

**To:** Historic Preservation Commission Members  
**From:** Jeff Hintz, Planner II  
**Subject:** COA Request at 1820 Second Avenue SE  
**Date:** July 9, 2015

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**Applicant Name(s):** Barb Fulton  
**Property Owner(s):** Barb Fulton  
**Property Address:** 1820 2<sup>nd</sup> Avenue SE  
**Local Historic District:** Second and Third Avenue Historic District  
**Legal Description:** SAMPSON HEIGHTS STR/LB 11 1  
**Year Built:** 1905

**Description of Project:**

Replacement of four (4) upper windows on the west side of the house as indicated on the photo in the application. The project seeks to use vinyl replacement windows with a 2x3 muntin (grille) pattern as indicated in the photos submitted with the application.

**Information from Historic Surveys on property:**

The 1995 Site Inventory Form from the District Nomination survey lists the property as “good.” The defining features are listed as hipped roof with hipped attic dormer; extremely wide eaves with tiered soffit boards; medium width clapboard siding, lower and square-cut shingles, upper separated by high beltcourse; dormer windows are 6 and 9 light fixed sash and various combinations of 6/1 and 8/1 double-hungs windows elsewhere; front porch has closed balustrade and screening. The property contributes to the historic district, and is individually eligible for the National Register of Historic Places. (Staff note, the porch is no longer enclosed)

**Options for the Commission:**

1. **Approve** the application as submitted; or
2. **Modify, then Approve** the application – only if applicant agrees to modifications suggested; or
3. **Disapprove** the application; or
4. **Continue the item to a future, specified meeting date** in order to receive additional information.

**Excerpt(s) from *Guidelines for Cedar Rapids Historic Districts* Applicable to Project:**

Pages 6-8 of the [Guidelines for Cedar Rapids Historic Districts](#) provide some guidance for evaluating the proposal. One important thing to note is this proposal is for one side of the structure and has much less impact on the streetscape than the front of the building.

Windows:

**Recommended:**

- Retain and repair historic window sashes and frames
- 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 are allowed only at the rear of a house

**Not Recommended:**

- Windows constructed of modern building materials, such as vinyl or aluminum on the front and side of homes
- Decreasing the size of the window opening

**Analysis:** If the window muntin pattern on the replacement windows can be matched to the existing windows, the proposal is of minimal obtrusion to the defining features on the structure. The current windows utilize a 2x4 pattern while the proposal is for a 2x3 pattern. While this might go unnoticed by many, the window patterns do give an overall harmony to the overall appearance of the structure. Having the replacement window grilles match what exists would be ideal since the original windows maintain this pattern.

That being said, flexibility from the guidelines should be considered (if the muntin patterns can be matched) regarding the materials. These windows are on a second floor and not readily visible from public view. The way automobile traffic currently flows, this side of the house isn't visible but this may not be the case forever. In the event traffic direction changes and for that of pedestrian traffic headed north, these windows are over 50 feet from the sidewalk and roughly 20 feet from ground height of the sidewalk. It is very unlikely anyone from the public right-of-way will notice the difference of materials to that of the rest of the house (assuming the grill patterns match). Should traffic patterns be reversed, there are two trees which obscure the view of this set of windows as well; the distance to the house from a passing automobile in this scenario is well over 100 feet with obstructions.

If the applicant is agreeable to switching window grille patterns to that of a 2x4, the project will be consistent (given the environmental factors noted above) with that of the historic district guidelines. In addition, this proposed installation is not impacting any defining features of the structure; due to the distance from the public right-of-way, the proposed windows will be consistent in appearance with others on the house if the grille pattern is maintained.

**Recommendation: Modify and Approve** if the applicant would be agreeable to a 2x4 grille pattern to match that of the existing windows on the house.

**Attachments:** Application from applicant, including site photos, proposed windows and estimates for other windows utilizing wood material.

# CEDAR RAPIDS

## HISTORIC DISTRICT APPLICATION

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

<p style="text-align: center;"><b>Owner Information</b></p> <p>Name <u>Barb Fulton</u></p> <p>Address <u>1820 2<sup>nd</sup> Ave SE</u></p> <p>City <u>CR</u></p> <p>State <u>IA</u> Zip <u>52403</u></p> <p>Phone <u>319 213-7442</u></p>	<p style="text-align: center;"><b>Applicant Information</b></p> <p>Name <u>SAME</u></p> <p>Company _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____ Zip _____</p> <p>Home Ph. <u>319 213 7442</u></p> <p>Work Ph. _____</p>
<p><b>Address of Property where work is to be done:</b>  <u>1820 2<sup>nd</sup> Ave SE</u></p>	
<p><b>Project type:</b> House <input checked="" type="checkbox"/>, Garage <input type="checkbox"/>, Shed <input type="checkbox"/>, Fence <input type="checkbox"/>, Addition <input type="checkbox"/>, other _____</p>	
<p><b>Project description:</b> <u>Replace 41 upstairs, side of house windows</u></p>	
<p><b>Location:</b> Describe where (what part of building, or where on property) work will be done: <u>2<sup>nd</sup> floor, side of house</u></p>	
<p><b>Materials:</b> Type and design to be used <u>vinyl, muntins on upper half, white</u></p>	
<p><b>Estimates required:</b> If you will not be using the same type of materials as already used on the building, then you must obtain two estimates using the existing material(s) and two estimates using the new material(s).</p>	
<p><b>Samples:</b> Applicant must bring a sample of the material(s) to HPC meeting if a COA is required.</p>	
<p><b>Applicant's signature:</b> <u>Barb Fulton</u></p>	

**For Community Development Department use only:**

Date Received:	Received by:	File No.
Redmond Park-Grande Avenue <input type="checkbox"/>	Contributing structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	CNME Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
Second and Third <input type="checkbox"/>	Key structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	COA required? <input type="checkbox"/> Yes <input type="checkbox"/> No



FRONT FROM  
SIDEWALK



FRONT FROM STREET



SIDE FROM STREET

↓ 4 windows  
2nd floor to  
be replaced





Replacement windows:  
muntins on top  
plain on bottom,  
like originals

Atkins Lumber Company  
 81 First Ave  
 Atkins, IA  
 52206

vinyl  
 WINDOWS Purchased  
 \$943

**JELD-WEN**  
 WINDOWS & DOORS

**QUOTE BY:** Ben Corrigan  
**SOLD TO:** Design & Build Remodelers  
 Gary Philipp  
 3120 Primrose St.  
 Marion, IA 52302  
**Cell#:** 319-533-5432

**QUOTE #:** JATK00076  
**SHIP TO:**

**PROJECT NAME:** Fulton- Vinyl

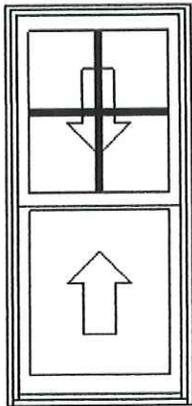
**PO#:**  
**Ship Via:** Ground/Next Truck

**REFERENCE:**

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-1

Rough Opening: 25 1/4 X 53 1/2



Viewed from Exterior. Scale: 1/2" = 1'

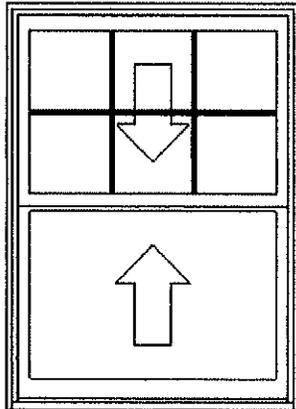
Frame Size: 24 3/4 x 53  
 Builders Vinyl Double Hung Window Pocket/Replacement, White  
 Ext/White Int , Vent Height = 26 3/4 ,  
 Energy Saver Low-E Clear Argon 0 - 3500 feet  
 5/8" Flat, Top Lite(s) Only White Colonial (Even Rect Lites),  
 2 Wide 2 High Pnl1  
 With Balance Covers , , Half Standard Screen with Fiberglass Mesh,  
 White Int Hardware, Style Cam Lock(s), 1 Lock, \*Does Not Meet  
 Egress\*,  
 Slope Sill Adaptor, Loose, Head Expander, Perimeter Foam,  
 US National-AAMA PG20, DP+20/-20,  
 PEV 2015.2.0.1279/PDV 6.342 (04/21/15) IA

\$216.44 2 \$432.88

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
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Line-2

Rough Opening: 39 1/4 X 53 1/2



Viewed from Exterior. Scale: 1/2" = 1'

Frame Size: 38 3/4 x 53

Builders Vinyl Double Hung Window Pocket/Replacement, White

Ext/White Int , Vent Height = 26 3/4 ,

Energy Saver Low-E Clear Argon 0 - 3500 feet

5/8" Flat, Top Lite(s) Only White Colonial (Even Rect Lites),

3 Wide 2 High Pnl1

With Balance Covers , , Half Standard Screen with Fiberglass Mesh,

White Int Hardware, Style Cam Lock(s), 2 Locks, \*Does Not Meet

Egress\*,

Slope Sill Adaptor, Loose, Head Expander, Perimeter Foam,

US National-AAMA PG20, DP+20/-20,

PEV 2015.2.0.1279/PDV 6.342 (04/21/15) IA

\$255.25 2 \$510.50

**Total:** \$943.38

**Total Units:** 4



Andersen Windows - Abbreviated Quote Report  
Project Name: Design Build Insert Fulton

*Andersen - Wood Int  
Ext. Grille  
Custom Size*



Quote #: 534

Print Date: 06/24/2015

Quote Date: 06/24/2015

iQ Version: 15.0

Dealer:

Sales Rep: Dave Lange  
Created By:

Customer: Design Builders  
Billing Address:  
Phone:  
Contact:  
Trade ID: 143924

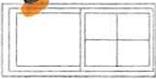
Promotion Code:  
Fax:

Item	Qty	Item Size (Operation)	Location	Unit Price	Ext. Price
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0001	2	TWI 2' 0 3/8" x 4' 4 3/4" - 8 Deg (AA)		\$ 551.91	\$ 1103.82
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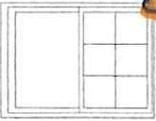
Existing Opening Size: 2' 0 3/4" W x 4' 5" H Unit Size: 2' 0 3/8" W x 4' 4 3/4" H

Unit, Equal Sash, 8 Degrees - Moderate Sill (for 5 to 10 Degrees Sill), White/Clear Pine, (Top Sash) High Performance Low-E4, Divided Light without Spacer, Specified Equal Lite, 2w2h, 3/4", High Definition Chamfer, Chamfer, Ext Grille - White, Int Grille - Pine, (Bottom Sash) High Performance Low-E4 Insect Screen, White



Zone: Northern  
U-Factor: 0.31, SHGC: 0.31, ENERGY STAR® Certified: No

*#1 ESTIMATE  
2457*



0002	2	TWI 3' 2 7/8" x 4' 5 1/4" - 8 Deg (AA)		\$ 676.84	\$ 1353.68
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Existing Opening Size: 3' 3 1/4" W x 4' 5 1/2" H Unit Size: 3' 2 7/8" W x 4' 5 1/4" H

Unit, Equal Sash, 8 Degrees - Moderate Sill (for 5 to 10 Degrees Sill), White/Clear Pine, (Top Sash) High Performance Low-E4, Divided Light without Spacer, Specified Equal Lite, 3w2h, 3/4", High Definition Chamfer, Chamfer, Ext Grille - White, Int Grille - Pine, (Bottom Sash) High Performance Low-E4 Insect Screen, White

Zone: Northern  
U-Factor: 0.31, SHGC: 0.31, ENERGY STAR® Certified: No

*WOOD*

Item Qty Item Size (Operation)

Location

Unit Price

Ext Price

Customer Signature

Total Load Factor  
0.626

Subtotal	\$	2,457.50
Tax (0.000%)	\$	0.00
<b>Grand Total</b>	<b>\$</b>	<b>2,457.50</b>

Dealer Signature

\*\* All graphics viewed from the exterior

\*\* Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Ask to see if all of the products you purchase can be upgraded to be ENERGY STAR® certified.



This image indicates that the product selected is certified in the US ENERGY STAR® climate zone that you have selected.

Data is current as of August 2014. This data may change over time due to ongoing product changes or updated test results or requirements. Ratings for all sizes are specified by NFRC for testing and certification. Ratings may vary depending on the use of tempered glass or different gille options or glass for high altitudes etc.

Project Comments:



Andersen Windows - Abbreviated Quote Report

Project Name: Design Build Fulton

Quote #: 533 Print Date: 06/24/2015 Quote Date: 06/24/2015 iQ Version: 15.0



Andersen - Wood Int  
Ext. Grill  
Standard Size  
only

Dealer:

Sales Rep: Dave Lange  
Created By:

Customer: Design Builders  
Billing Address:  
Phone:  
Contact:  
Trade ID: 143924

Fax:

Promotion Code:

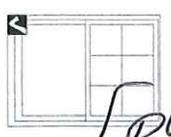
Item	Qty	Item Size (Operation)	Location	Unit Price	Ext Price
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0001	2	TW1842 (AA)		\$ 412.22	\$ 824.44
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RO Size = 1' 10 1/8" W x 4' 4 7/8" H Unit Size = 1' 9 5/8" W x 4' 4 7/8" H  
 Unit: Equal Sash, White/Clear Pine, (Top Sash) High Performance Low-E4 Glass, Divided Light without Spacer, Specified Equal Lite, 2w2h, 3/4", High  
 Definition Chamfer, Chamfer, Ext Grille - White, Int Grille - Pine (Bottom Sash) High Performance Low-E4 Glass  
 Insect Screen, White

Zone: Northern SHGC: 0.31, ENERGY STAR® Certified: Yes  
 U-Factor: 0.30

[plus extra to fit windows to



0002	2	TW3042 (AA)		\$ 520.25	\$ 1040.50
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RO Size = 3' 2 1/8" W x 4' 4 7/8" H Unit Size = 3' 1 5/8" W x 4' 4 7/8" H  
 Unit: Equal Sash, White/Clear Pine, (Top Sash) High Performance Low-E4 Glass, Divided Light without Spacer, Specified Equal Lite, 3w2h, 3/4", High  
 Definition Chamfer, Chamfer, Ext Grille - White, Int Grille - Pine (Bottom Sash) High Performance Low-E4 Glass  
 Insect Screen, White

Zone: Northern SHGC: 0.31, ENERGY STAR® Certified: Yes  
 U-Factor: 0.30

#2 ESTIMATE 1864 \$ WOOD

Item Qty Item Size (Operation)

Location

Unit Price

Ext. Price

Customer Signature

Total Load Factor  
0.970

Subtotal	\$	1,864.94
Tax (0.000%)	\$	0.00
Grand Total	\$	1,864.94

Dealer Signature



\*\* All graphics viewed from the exterior  
\*\* Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.



Ask to see if all of the products you purchase can be upgraded to be ENERGY STAR® certified.



This image indicates that the product selected is certified in the US ENERGY STAR® climate zone that you have selected.

Data is current as of August 2014. This data may change over time due to ongoing product changes or updated test results or requirements. Ratings for all sizes are specified by NFRC for testing and certification. Ratings may vary depending on the use of tempered glass or different grille options or glass for high altitudes etc.

Project Comments:



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

**To:** Historic Preservation Commission Members  
**From:** Jeff Hintz, Planner II  
**Subject:** COA Request at 1815 Grande Avenue SE  
**Date:** July 9, 2015

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**Applicant Name(s):** Thomas Snell  
**Property Owner(s):** Thomas Snell  
**Property Address:** 1815 Grande Avenue SE  
**Local Historic District:** Redmond Park-Grande Avenue Historic District  
**Legal Description:** BEVER PARK 3RD STR/LB 5 20  
**Year Built:** 1909

**Description of Project:**

Removal of 2<sup>nd</sup> floor single window above the rear door for the purposes of creating a master bathroom in the upstairs as part of an interior remodel; the window opening would be filled in with the cedar shake material that exists on the exterior wall now and painted to match the house.

**Information from Historic Surveys on property:**

The 1995 Site Inventory Form from the District Nomination survey lists the property as “good.” The defining features are listed as side-gable roof with single shed dormer centered on front; medium width siding-lower and square-cut shingles-upper with belt course between; 1-story side-gable addition on west side; hipped roof front porch extends across front with brick columns piercing the roof at the corners and entrance steps; pediment with decorative brackets attached to brick columns at entrance steps; closed balustrade; windows are 3/1(vertical uppers), 4/1 and 6/1 double-hungs of various sizes; entrance is off-center. The property contributes to the historic district, and is individually eligible for the National Register of Historic Places.

**Options for the Commission:**

1. **Approve** the application as submitted; or
2. **Modify, then Approve** the application – only if applicant agrees to modifications suggested; or
3. **Disapprove** the application; or
4. **Continue the item to a future, specified meeting date** in order to receive additional information.

**Excerpt(s) from *Guidelines for Cedar Rapids Historic Districts* Applicable to Project:**

Pages 6-8 of the [Guidelines for Cedar Rapids Historic Districts](#) provide some guidance for evaluating the proposal. One important thing to note is this proposal is for the rear side of the structure and has significantly less impact on the streetscape than the front of the building.

Walls and Exteriors:

**Recommended:**

- Replace wood exterior siding with like materials
- Repairing the existing siding
- Removing of synthetic siding
- Retaining the width of the original paneling

**Not Recommended:**

- Synthetic siding (this includes products that try to mimic historic patterns)
- Horizontal paneling
- Siding that does not match the existing paneling pattern

**Analysis:** This single window is only visible from the alleyway as it is located at the rear of the house, which is considered the least important exterior side of the house regarding impact on the streetscape in the historic districts. Additionally, as the photo in the attachment section shows, this window above the door is masked by the protrusion of the 2<sup>nd</sup> floor sun porch on the structure. The visibility of this window from neighboring properties and even the alleyway due to vegetation, features on the house and the built environment of accessory structures and other homes is very limited.

The proposal to fill the window opening with the same cedar shake material which exists on the house now and paint the material to match the color of the existing house will be consistent with the guidelines for the treatment of walls and exteriors. The congruence with the existing materials and nature of the location of this window make this proposal to remove the window harmonious with the intent of the guidelines for the preservation of properties within local historic districts.

**Recommendation:** Approve as submitted.

**Attachments:** Application from applicant, including interior site plans (existing and proposed) and photo of the rear of the property.

**Photo of rear of property** – single window to be removed above the doorway on the right



# CEDAR RAPIDS

## HISTORIC DISTRICT APPLICATION

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

<p style="text-align: center;"><b>Owner Information</b></p> <p>Name <u>Thomas J Snell</u>          Address <u>1815 Grande Ave SE</u>          City <u>Cedar Rapids</u>          State <u>IA</u> Zip <u>52403</u>          Phone <u>665-979-6256</u>  <u>tsnell@collinbcu.org</u></p>	<p style="text-align: center;"><b>Applicant Information</b></p> <p>Name <u>SAME</u>          Company _____          Address _____          City _____          State _____ Zip _____          Home Ph. _____          Work Ph. _____</p>
<p>Address of Property where work is to be done:  <u>1815 Grande Ave SE, Cedar Rapids IA 52403</u></p>	
<p>Project type: House <input checked="" type="checkbox"/>, Garage <input type="checkbox"/>, Shed <input type="checkbox"/>, Fence <input type="checkbox"/>, Addition <input type="checkbox"/>, other _____</p>	
<p>Project description: <u>Remove window living internal remodel, Replace with like siding and color</u></p>	
<p>Location: Describe where (what part of building, or where on property) work will be done: _____  <u>2nd Floor, back of house towards alley</u></p>	
<p>Materials: Type and design to be used <u>siding and paint to match existing siding and paint</u></p>	
<p>Estimates required: If you will not be using the same type of materials as already used on the building, then you must obtain two estimates using the existing material(s) and two estimates using the new material(s).</p>	
<p>Samples: Applicant must bring a sample of the material(s) to HPC meeting if a COA is required.</p>	
<p>Applicant's signature: <u>Thomas J Snell</u></p>	

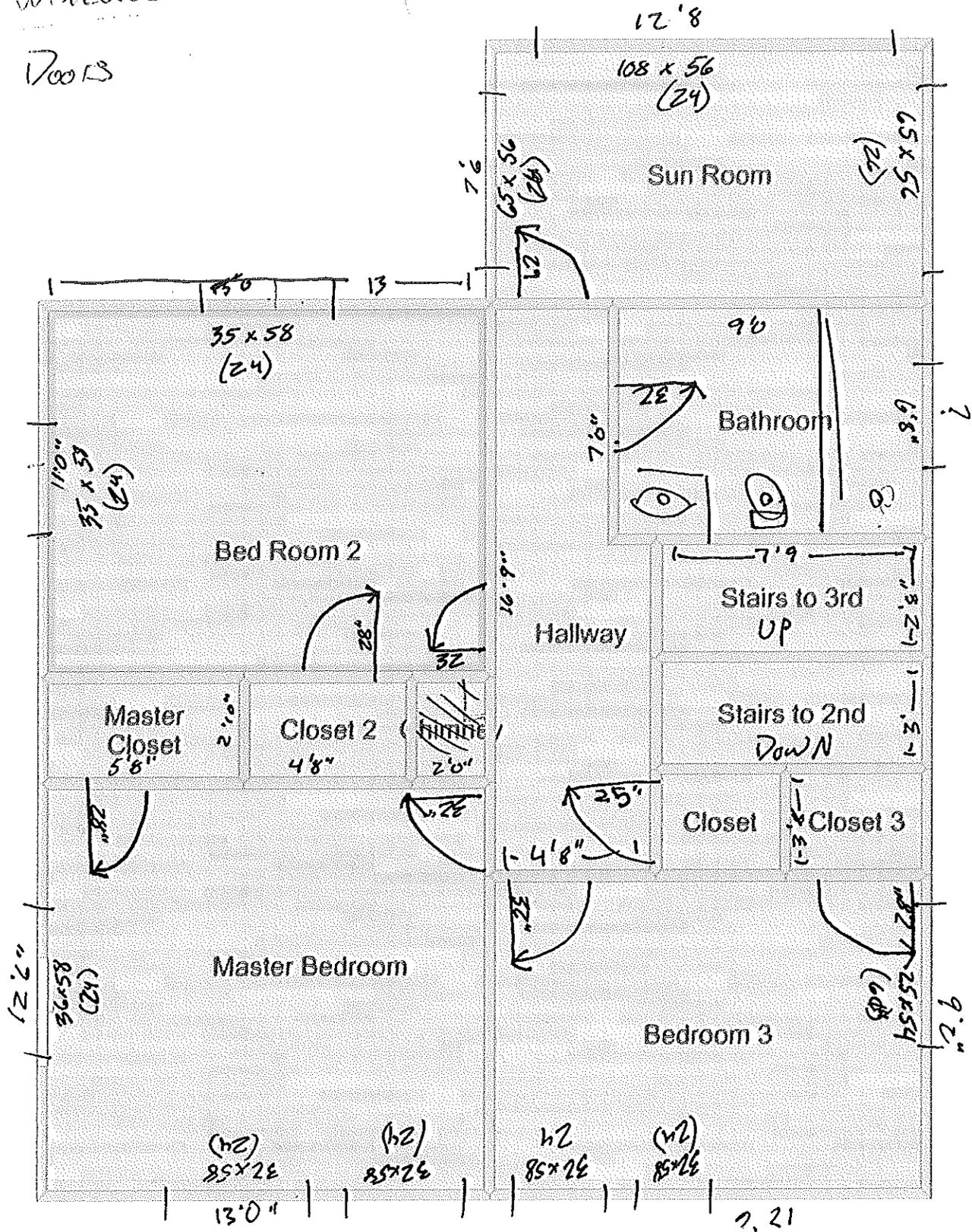
**For Community Development Department use only:**

Date Received:	Received by:	File No.
Redmond Park-Grande Avenue <input type="checkbox"/>	Contributing structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	CNME Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
Second and Third <input type="checkbox"/>	Key structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	COA required? <input type="checkbox"/> Yes <input type="checkbox"/> No

Windows

Doors

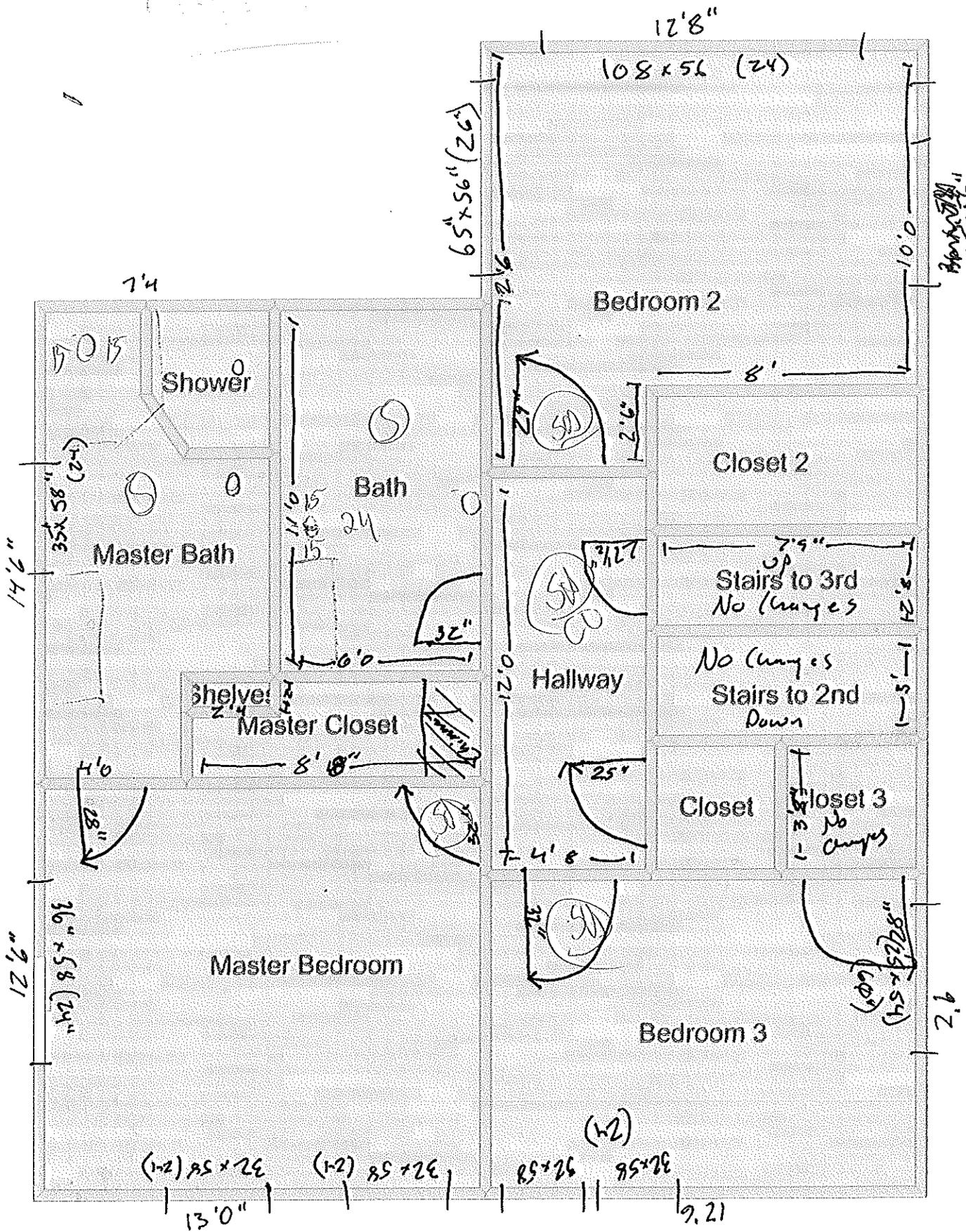
Egress



Egress Windows

60" to shower

2012 IRC R308.4.5





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

**To:** Historic Preservation Commission  
**From:** Jeff Hintz, Planner II and Anne Russett, Planner III  
**Subject:** Establishing a Local Historic District  
**Date:** July 9, 2015

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**Background:** At the Commission's June 25, 2015 meeting some questions were raised about how to go about organizing the start of a Local Historic District within the Community. We will get to more on how this fits within the Historic Preservation Plan later on, but that is a very important point. To answer the initial question about the details necessary to establish a Local Historic District, staff has to this point been more general. This is intended to highlight to the Commission and other interested parties the procedures necessary for success.

**Necessary Steps:** The following order will help to highlight all the background work that is necessary for citizens and the HPC to work successfully at protecting and promoting the historic resources within the community.

1. cursory survey to determine the potential eligibility of an area or if more intensive research should be done. *This is what the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey finalized in November of 2014 accomplished.*
2. Outreach and buy in from stakeholders and other community groups. *It is good practice to get support for an initiative and keep those within the community involved from the onset and throughout the various steps outlined here. If the City or a City Board/Commission is involved, the City Council needs to be made aware and approve any undertaking prior to commencement.*
3. Intensive Survey and Research of an area previously identified as potentially historic or recommended for further study to determine if a district does indeed exist. *Intensive surveys are completed whenever areas are researched for possible inclusion on the National Register of Historic Places.*

The intensive survey is important because the following are all a part of this detailed look at an area.

- a) District boundaries are identified. *The intensive survey will identify where the areas of significance are and how each property fits into the big picture known as the district. These boundaries are important because as development occurs, the patterns, styles and background to the development changes.*
- b) Site inventory forms are generated. *The site inventory forms identify what is important and defining about the individual properties within the district boundaries. This form will identify important events, architectural features or*

*other unique features on the property that should be considered when evaluating projects.*

- c) *Contributing and Non-Contributing Properties are identified. Not all the buildings within the historic district boundaries are historic. Perhaps infill construction occurred or there was a fire or some other disaster and reconstruction occurred. Based upon this, not all projects should be treated the same.*
4. *Signature of a majority of property owners within the proposed Historic District. Chapter 18 of the municipal code requires 51% of the total number of parcels of real estate within the proposed historic district, excluding parcels owned by governmental bodies, prior to moving forward with formally pursuing the designation of a local district. As part of this process it is important to share information with property owners on the benefits of the designation, as well as some of the regulatory requirements.*
5. *Review and Recommendation by the Cedar Rapids Historic Preservation Commission. A public meeting is held to evaluate the proposal and the HPC will make a recommendation and a report on the proceedings will be sent to the State Historic Preservation Office.*
6. *Review of the intensive survey and proposed district boundaries by the State Historic Preservation Office. Preservation professionals at the state will review the survey work outlined in number 3 above to make sure everything is in line with preservation standards and that nothing was missed as a part of the survey and research on the area.*
7. *Review and recommendation of the proposed district by the City Planning Commission. The City Planning Commission will review the recommendations from the State Historic Preservation Office and Cedar Rapids Historic Preservation Commission and hold a public hearing where a recommendation to the City Council will be made.*
8. *Public Hearing and possible introduction of an ordinance by the City Council. The City Council will review all the recommendations and could approve an ordinance which would establish the area as a Local Historic District. This would then require Historic Preservation review of exterior changes for properties within the bounds of the new district.*

**Things to Consider:** It is very important that an area has guidelines that match the construction and development types which are present. Staff reports and Commission decisions need to be based upon facts and need to be predictable and consistent. The site inventory forms and guidelines help ensure predictability and consistency for applicants living within the district.

In addition, the procedures and rules within Chapter 18 of the Municipal Code are regulatory in nature and outline the process and requirements for citizens, the Commission and city staff.

There are two initiatives within the draft Historic Preservation Plan, which is slated for City Council review in September of 2015, which directly impact the **guidelines and laws** regarding Historic Preservation within the City. Any time proposed changes to guidelines and laws are being investigated, residents and property owners who will be subjected to them should be included in the process. As part of the update to both the guidelines and Chapter 18, staff will ensure a comprehensive stakeholder outreach process takes place.

Staff would highly recommend fully completing the initiatives related to the guidelines and Chapter 18 update prior to investigating additional local historic districts for the simple reason that people should be fully aware of what they are signing up for and completely understand what it will mean to them. Without those initiatives completed, this information will be very difficult to provide, and people will not be fully aware of what it means to them or their property.

**Role of the Historic Preservation Plan:** Upon adoption, the Historic Preservation Plan will be the guiding policy document for preservation in the city. It outlines goals and policies, as well as a plan implementation schedule for the variety of initiatives identified. Specifically, the draft Historic Preservation Plan includes the following initiatives related to the exploration of additional local historic districts:

- 5.1.a Initiative: Prioritize the list of areas that have been identified for intensive surveys in the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey.

A preliminary list of recommendations for prioritization has been included in Appendix 3 of the draft Plan. At the time staff moves forward with this initiative, this list will be the starting point.

- 5.1.b Initiative: Move forward with the development of intensive surveys as prioritized, and incorporate a GIS component that is compatible with the City's comprehensive GIS database of historic properties.

Intensive surveys should also: 1) Provide sufficient information for use as a management tool, i.e. indicate a property's level of significance, potential for designation, and aid in its management and treatment decisions, 2) Clearly define key, character-defining features of an individual property, and 3) Indicate those parts of the property which are less sensitive, and where greater flexibility for alterations is appropriate.

- 5.1.c Initiative: Identify areas that have not been surveyed, but which are potentially eligible as places where additional surveys might be especially important.

There are a host of properties that are coming up on 50+ years old to evaluate for potential eligibility to NRHP or local listing. This preliminary analysis will help in establishing priorities for additional survey work.



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**To:** Historic Preservation Commission  
**From:** Anne Russett, Planner III  
**Subject:** Historic Preservation Technical Assistance / Public Education  
**Date:** July 9, 2015

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### **Background**

In November 2011, the City of Cedar Rapids entered into a letter of agreement (LOA) with the State Historic Preservation Office (SHPO) and the Iowa Economic Development Authority (IEDA) regarding property acquisition and the mitigation of adverse effects.

The LOA outlines multiple mitigation treatment measures one of which relates to historic preservation technical assistance and public education. Specifically, 15 historic preservation technical assistance workshops / public education events are required by the LOA.

### **Possible Technical Assistance Sessions**

To date, a Section 106 training held in September 2013, the eight courses in the Kirkwood Community College Historic Preservation Certificate Series, and the workshop Bob Yapp conducted on wood windows at the 2015 Preservation Showcase count toward these 15 workshops. That leaves five workshops remaining.

On May 14, 2015 the Commission unanimously agreed on the following topics for the five remaining workshops/trainings:

- Adaptive re-use of historic properties (e.g. schools, churches)
- Salvage and re-use of building materials
- The City's Preservation Program with HPC and the community, GIS, Benefits of historic preservation
- Historic preservation and sustainability, and
- Tour focused on home moves.

These workshops must be completed prior to the expiration of the LOA, which is November 2016. Therefore, the staff would like to move forward with preparations for the workshops on the City's Preservation Program, and historic preservation and sustainability. At the July 9, 2015 meeting, please come with any input on speakers or venues.