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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, October 22, 2015**

**in the**

**Training 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 (25 minutes)
  - i. 209 Park Court SE – window replacement and porch repair
  - ii. 1730 2<sup>nd</sup> Avenue SE – alterations to rear (alley facing) wall on second floor
- b) Approval of Historic Landmark Plaque Template (10 minutes)
- c) Approval of 2016 Work Plan (15 minutes)

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

- a) Knutson Building Update (5 minutes)

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

#### **6. Announcements**

#### **7. Adjournment**

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, October 8, 2015 @ 4:30 p.m.**  
**Training Room, City Hall, 101 First Street SE**

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

Members Absent: B.J. Hobart  
Todd McNall  
Barb Westercamp

City Staff: Jeff Hintz, Planner  
Anne Russett, Planner  
Bill Micheel, Community Development Assistant Director  
Anne Kroll, Administrative Assistant II

**Call Meeting to Order**

- Amanda McKnight Grafton called the meeting to order at 4:31 p.m.
- Eight (8) Commissioners were present with three (3) absent.

**1. Public Comment**

- No public comment

**2. Approve Meeting Minutes**

- Tim Oberbroeckling made a motion to approve the minutes from September 24, 2015. Sam Bergus seconded the motion. The motion passed unanimously.

**3. Action Items**

**a) Demolition Applications**

**i. 386 16<sup>th</sup> Street SE – Private Property**

- Jeff Hintz stated that this property was built in 1900 and is not eligible in the 2014 Citywide Survey. According to a survey done in 1995, this property is not eligible individually, but is eligible as part of a district. Staff recommends immediate release. The property owners are planning to build a garage if this is approved for demolition. This property was purchased at a Sheriff Sale as the previous property owners did not pay the taxes. The structure is noted as very poor by the Assessor Condition report. The inside is in such bad shape that salvage is not possible. There is missing glass for the windows.

- Mark Stoffer Hunter stated that this property is one of the first five houses on 16<sup>th</sup> Street, so he strongly recommends documentation. As a reminder, demolition was approved two doors down and the lot remains vacant.
- Bob Grafton stated that he spoke with a neighbor and this house has been vacant for five months except it has dogs and cats living in it as well as other animals that have come in through the windows that were open for ventilation purposes. There is also water damage inside as well as problems with activity.
- Amanda McKnight Grafton stated that all the windows have been downsized and are vinyl. Having this property demolished would improve the appearance of the neighborhood since the other properties are well maintained.
- Jeff Hintz stated that documentation cannot be guaranteed since the inside is in such bad shape and there is broken glass all around the outside of the property. Staff also does not have a phone number for the property owner, but a letter has been sent to them.
- Tim Oberbroeckling made a motion to approve demolition of 386 16<sup>th</sup> Street SE to keep the value of the houses around it and because of the poor condition of the house after Mark Stoffer Hunter has attempted documentation. Pat Cargin seconded the motion. The motion passed unanimously.

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

##### **a) Knutson Building Update**

- Anne Russett stated that the consultants did the walkthrough last week and they are now working on the report. Staff expects to have the draft in the next month.

#### **5. New Business**

##### **a) 2016 Work Plan**

- Anne Russett stated that the work plan is updated and approved annually by the Commission. It is then reviewed by the City Council Development Committee and then moves on for City Council final review and approval.
- Anne Russett went through the goals and tasks of the 2015 Work Plan for the Commission to discuss and request changes.
- Amanda McKnight Grafton suggested adding the initiatives in the Historic Preservation Plan that are scheduled to be started within one year to the 2016 Work Plan and the Commission agreed.
- Sam Bergus suggested adding updating Chapter 18. Amanda McKnight Grafton suggested adding updates to the Guidelines in addition to adding Chapter 18 updates.
- Staff will add the updates to the work plan and the Commission will review the updates at the October 22, 2015 meeting.
- Pat Cargin shared some concerns with lack of communication from other city departments with HPC city staff as far as permits and demolition of possible historic structures such as the green houses discussed at the last meeting. Anne Russett stated that now that the Historic Preservation Plan has been adopted HPC city staff will reach out to other city departments to do trainings on preservation. Amanda McKnight Grafton asked staff to give updates to the Commission after those trainings take place.
- Bob Grafton suggested that the Commission proactively pay attention to the City Planning Commission (CPC) agendas so that if there are any red flags an HPC Commission member can attend the CPC meeting.
- Pat Cargin shared concerns about not being able to provide assistance to homeowners who have trouble keeping up with their older homes. When code enforcement staff tells a

homeowner that they are in violation they should also give the homeowner information on who they can contact for help as well as some resources that can help them financially. Pat Cargin stated that she believes there is a difference between a landlord who neglects their property and an elderly person who physically cannot make repairs or a family without the financial resources to make the repairs. Pat Cargin stated that those circumstances should be treated differently.

- Amanda McKnight Grafton stated that Jennifer Pratt is looking into providing a list of resources for homeowners who have violations as well as letting an inspector go inside the house for inspection instead of just looking at the outside. Amanda McKnight Grafton asked staff to follow up.
- Mark Stoffer Hunter asked if there will still be a Paint Rebate Program. Jeff Hintz stated that there will be as far as he knows.
- Bob Grafton asked if a federal aid synthetic siding removal program could be explored. Jeff Hintz stated that staff has been doing some research on different programs with the Finance Department.

## **6. MOA/LOA Project Updates**

- Ron Mussman asked if the location of brick streets is included in the GIS Database. Jeff Hintz stated that an intensive survey has not been done on brick streets so it is not included. This is only a historic survey resource. If a survey was done then the brick streets could be included. Anything that goes into the GIS Database has to be accepted by SHPO.
- Jeff Hintz stated that there is a trial version of the GIS Database on the city server. Staff will work on training other departments on the database. Amanda McKnight Grafton asked staff to update the Commission after those trainings take place.

## **7. Announcements**

- Amanda McKnight Grafton provided an update on preparations for the 2016 Preservation Showcase.
- Anne Russett stated that staff were in Dubuque earlier in the week and gave a presentation on the connection between preservation and sustainability at the Growing Sustaining Communities Conference. Staff will speak at the Iowa American Planning Association Conference next week about the Historic Preservation Plan and GIS Database. Jeff Hintz will be presenting at an elementary school to speak about the house move and the new historic district signs.

## **8. Adjournment**

- Tim Oberbroeckling made a motion to adjourn the meeting at 5:31 p.m. Sam Bergus 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 for 209 Park Court SE  
**Date:** October 22, 2015

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**Applicant Name(s):** Primus Construction – Bart Woods  
**Owner Name:** Mission of Hope  
**Address:** 209 Park Court SE  
**Local Historic District:** Second and Third Avenue Historic District  
**Legal Description:** BEVER PARK 1ST NW 35' SE 70' STR/LB 1 7  
**Year Built:** 1910

**Description of Project:** Repair of the porch with wood elements where repairs are necessary and replacement of windows on the structure. The applicant has indicated the front windows would be wood and the side and rear windows are proposed to be vinyl. The porch will remain enclosed; there are no plans to modify the porch aside from general repairs.

**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 broad & steep side-gable roof with single gable wall dormer centered on front; medium width siding-lower, narrow siding-mid-level & fish-scale shingles-front dormer gable; and square-cut shingles-side-gable ends; belt courses between levels; hipped roof front porch extends across front; porch has piers resting on clapboard pedestals; paneled balustrade and vertical design in porch skirting; windows are 1/1 double-hungs of various sizes; entrance is off-center; diamond light horizontal fixed sash between 1/1 double-hungs centered on wall dormer; scalloped and saw-tooth edge on dormer fascia. The property contributes to the historic district and is individually eligible for the National Register of Historic Places.

Site Inventory Note: front porch enclosed with windows & replacement balustrade; channel-cut siding on upper level, front

**Options for the Commission:**

1. **Approve** the application as submitted; or
2. **Modify, then Approve** the application – only if applicant agrees to modifications made; 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:**

Porches and Other Entrances:

**Recommended:**

- Opening an enclosed porch
- Repairing the existing porch or balcony
- Replacing wood elements with wood elements (wood elements should be painted)
- Replacing masonry elements with masonry elements
- Rebuilding a porch with original materials
- Screening
- Painted, not treated wood

**Not Recommended:**

- Enclosing porches visible from the street
- Modern straight-edged railings
- Columns made of modern materials (fiberglass for an example)
- Plywood panel flooring on entrances facing the street
- Carpeted flooring on entrances facing the street
- Concrete steps that are visible from the street
- Unpainted treated lumber elements (recommended for hidden supports)

**Analysis:** Rebuilding the porch with original materials is something listed as recommended within the guidelines. While the majority of the porch is no longer visible due to the enclosure of it over 20 years ago, retaining as much of the original look as possible is certainly in harmony with the guidelines. Replacing wood elements with wood elements is recommended and is exactly what is proposed by the applicant.

**Staff Recommendation:** Approve as submitted.

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

Historic 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:** The current windows are in poor condition and many do not function. The applicant has indicated the front windows would be replaced wood and the side and rear windows would be vinyl. This is not all that different from other proposals the Commission has approved in the

past, when adjacent properties are in close proximity. Given the very close adjacency of this structure to neighboring structures at 211 Park Court SE (distance of approximately 11 feet) and 205 Park Court SE (distance of approximately 11 feet) it is doubtful vinyl products on either side of this structure will be easily noticeable to passersby. The rear of this dwelling unit opens up to what is now a vacant lot, and the alleyway; The Commission has granted vinyl products at the rear of the properties very consistently in the past and this is in harmony with the Guidelines for Cedar Rapids Historic Districts.

That being said, vinyl windows on the sides merit strong consideration by the Commission due to the proximity of adjacent properties. Staff finds the front of the house to be the key side of the structure; given the proximity of adjacent structures the sides of the house take less importance in this case. None of the operable windows have grille patterns, so long as the replacement windows are sized correctly and the molding/casing around them is preserved, any visual impact will be minimal.

The middle window on the front of the house and one identical to it on the south side of the house should be preserved if possible. The intricate grille pattern is likely very hard, if not impossible to have easily created at this day in age. Given these windows do not need to be opened, and possibly never were able to be opened, they should be retained and maintained. The windows to either side of this defining window on the front are proposed to be wood and this is consistent with the guidelines and what the Commission has approved in the past.

**Staff Recommendation:** Approve as submitted; note, this assumes the applicant will be using window sizes that fit existing openings.

**Attachments:** Application from applicant

# 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>Mission of Hope</u>          Address <u>1700 B AVE. S.E.</u>          City <u>C.R.</u>          State <u>IA.</u> Zip <u>52402</u>          Phone <u>319-899-8956</u></p>	<p style="text-align: center;"><b>Applicant Information</b></p> <p>Name <u>BART WOODS</u>          Company <u>PRIMUS CONSTRUCTION</u>          Address <u>401 8TH AVE. SE.</u>          City <u>C.R.</u>          State <u>IA.</u> Zip <u>52401</u>          Home Ph. <u>319-533-2687</u>          Work Ph. <u>319-393-4831</u></p>
<p>Address of Property where work is to be done:  <u>209 PARK CT. S.E., C.R., 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>REPAINT, REPLACE WINDOWS &amp; DOORS, &amp; REPAIR PORCH</u>  <small>Permit not required J.H.</small></p>	
<p>Location: Describe where (what part of building, or where on property) work will be done: _____  <u>ALL FOUR SIDES OF HOUSE</u></p>	
<p>Materials: Type and design to be used <u>WOOD WOLDS. ON STREET SIDE w/ VINYL WOLDS. ON REMAINING THREE SIDES. REPLACE EXIST. TROUT HOOD ROOF.</u> <small>Permit not required J.H.</small></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>Applicant's signature: <u></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



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 1730 Second Avenue SE  
**Date:** October 22, 2015

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**Applicant Name(s):** Karen Ramstead  
**Property Owner(s):** Karen and Gregory Ramstead  
**Property Address:** 1730 Second Avenue SE  
**Local Historic District:** Second and Third Avenue Historic District  
**Legal Description:** SAMPSON HEIGHTS SW 55' STR/LB 14 2  
**Year Built:** 1910

**Description of Project:**

Replace two double hung windows with transom windows to accommodate a bathroom remodel; transom windows used at rear of house will match the same style and design of other transoms on the house, which are original to the house. Removal of rear door going to balcony and replacement of door opening with double hung window removed to accommodate bathroom remodel; walls below transom windows would be filled in using wood and wood shake material to match the surrounding walls. The infill wall beneath double hung window where door currently is would be filled in the same manner.

**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 projecting 2-story gabled bay on south side; gable attic dormer has a broken pediment edge, pilasters and a single 8/1 sash; narrow clapboard cladding on main house with square-cut shingles on upper level of 2-story bay and dormer; 12/1 double-hung windows on upper level and cottage windows on lower level; 1/1 windows set in canted wall in lower level of 2-story bay; front porch has flat roof, modillions, dentils, paneled columns and a closed balustrade. 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 side of the structure is only generally 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, this side of the house faces towards properties which are not in a historic district and overlooks a parking lot and First Avenue East with little natural cover; privacy in the remodeled bathroom should be given top preference given these surroundings. This proposal is in line with the district guidelines for walls and exteriors and will enhance the usability for the new owners of the home. The proposal seeks to keep the structure updated for the current times, in use, and therefore in a livable condition. At this time, the house has no functioning plumbing.

The proposal to reuse one of the original double hung windows removed to make way for the bathroom wall and transom windows is a great reuse of materials original to the house. The door opening to the rear balcony will be filled in with the double hung window at the top and then the bottom portion would use wood shake and wood siding to match the surrounding walls on the house.

The proposal to fill the window opening where the new bathroom would go with the same wood 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. Furthermore, the applicant will be using transom windows on this project which are the same style and design of those on the house (also original to the house). The congruence with the existing materials and nature of the location of this project make this proposal to alter the rear wall of the structure harmonious with the intent of the guidelines for the preservation of properties within local historic districts. The Commission approved a request at 1815 Grande Avenue SE on July 9 2015 which was very similar to this request.

**Recommendation:** Approve as submitted.

**Attachments:** Application from applicant.

# CEDAR RAPIDS

## HISTORIC DISTRICT APPLICATION

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

Owner Information	Applicant Information
Name <u>KAREN FAUSTEAD</u>	Name _____
Address <u>1730 2nd AVE SE</u>	Company _____
City <u>C.R.</u>	Address <u>SAME</u>
State <u>IA</u> Zip <u>52403</u>	City _____
Phone <u>319 651-0322</u>	State _____ Zip _____
	Home Ph. _____
	Work Ph. _____

Address of Property where work is to be done:

1730 2nd AVE SE

Project type: House , Garage , Shed , Fence , Addition , other \_\_\_\_\_

Project description: REPLACE 2 DOUBLE HUNG WINDOWS WITH TRANSOM WINDOWS TO ACCOMMODATE BATH REMODEL. REMOVE DOOR TO REAR BALCONY & REPLACE WITH ONE OF THE ORIGINAL DOUBLE HUNG WINDOWS

Location: Describe where (what part of building, or where on property) work will be done: \_\_\_\_\_

BACK OF HOUSE - NOT VISIBLE FROM STREET

Materials: Type and design to be used ALL WOOD LIKE ORIGINAL, NEW TRANSOMS SAME STYLE/DESIGN AS OTHER TRANSOMS THAT ALREADY EXIST THAT ARE ORIGINAL TO HOME. SIDING REPAIR WOOD & SHAKE TO MATCH ORIGINAL.

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).

Samples: Applicant must bring a sample of the material(s) to HPC meeting if a COA is required.

Applicant's signature: Karen Faustead

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

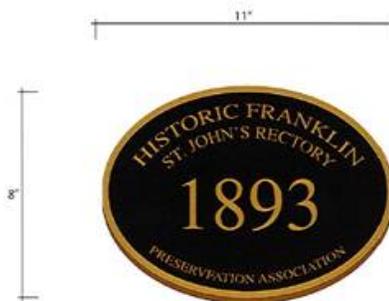
**To:** Historic Preservation Commission Members  
**From:** Jeff Hintz, Planner II  
**Subject:** Historic Landmark Plaques  
**Date:** October 22, 2015

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**Background:** On May 14, 2015 City Staff presented results from a visual preference survey members of the HPC had responded to about historic plaques. Staff has been researching oval shaped, bronze plaque historic signage and working with signage contractors to see if this type of signage is generally available. After discussing with signage companies and doing research, bronze plaques are somewhat limited on the ability to place images or logos while keeping the price reasonable.

Section 18.08 of the Municipal Code, Historic Landmark Plaques states there shall be a standard design, approved by the Commission. Below is a general rendering of the sign and some standard elements which would be requirements for official landmark signage.

**Signage Rendering:**



**Standard Design Elements:**

1. An oval shape 11 x 8 inches or about that size (some places make a 10 x 7 inch oval);
2. Bronze material;
3. The top line would read "City of Cedar Rapids"
4. The line directly under it would read "Local Historic Landmark"
5. Year the building was built in the middle;
6. Bottom line of the plaque would say Designated in 2015 (or whatever year the landmark was designated);

**Analysis:** Following these standard design elements will result in someone being able to order a plaque from a couple of places locally and several throughout the country. The pricing of the plaque would be somewhere from \$250 to \$625 for the plaque pictured above, deposing upon where it is purchased from. The picture above is what the HPC had recommended and discussed, just with standard wording from a product sales catalog.

**Staff Recommendation:** Approval of the standard design elements.



Community Development Department  
City Hall  
101 First Street SE  
Cedar Rapids, IA 52401  
Telephone: (319) 286-5349

To: Historic Preservation Commission  
From: Anne Russett, Community Development  
Subject: Historic Preservation Commission 2016 Work Plan  
Date: October 22, 2015

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### ***Background***

The Historic Preservation Commission is required to approve a work plan annually for the City Council's review and approval. At the Commission's meeting on October 8<sup>th</sup>, the Commission provided the staff with some recommended changes to the 2015 work plan. Based on this feedback, the staff compiled a draft 2016 work plan [Attachment 1] for the Commission's review and approval.

### ***Overview of Changes***

The following tasks were removed since they are complete:

- Continue recommending improvements to historic preservation ordinance and processes through the development of the Historic Preservation Plan
- Develop historic district markers and signage to help public identify key historic areas and landmarks

Due to redundancies with initiatives in the Historic Preservation Plan, the following changes were also made:

- Replaced "Hold two training per year on various practical preservation topics like adaptive reuse, wood window repair, and brick tuck-pointing" with the following Historic Preservation Plan initiative: "Provide training programs for preservation partners and the general public."
- Replaced "Create informational brochure(s) to explain benefits of historic districts and HPC processes" and "Send brochure to all property owners in historic districts explaining benefits and requirements" with the following Historic Preservation Plan initiative: "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."

The staff modified the task related to financial resources to read:

- Research and explore financial resources for preservation related activities (the reference to the Historic Preservation Plan was removed)

The staff added the initiatives identified in the Historic Preservation Plan scheduled to commence within 1 year of Plan adoption. These additions are highlighted in yellow in Attachment 1.

***Next Steps***

At the Commission's October 22 meeting, the staff is requesting that the Commission approve the draft 2016 work plan. After approval by the Commission, the work plan will be reviewed by the City Council Development Committee and City Council for final review and approval.

***Staff Recommendation:*** *The staff recommends approval of the draft City of Cedar Rapids Historic Preservation Commission 2016 Work Plan.*

***Attachments:***

1. Draft City of Cedar Rapids Historic Preservation Commission 2016 Work Plan



## City of Cedar Rapids Historic Preservation Commission Work Plan for 2016

Approved by the Cedar Rapids City Council on \_\_\_\_\_

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### General Information

#### **CHARTER**

The Historic Preservation Commission is comprised of at least 11 volunteer citizens appointed by the Mayor and approved by the City Council for three year terms. The Cedar Rapids Historic Preservation Commission makes recommendations on National Register of Historic Places nominations and local historic district designation. With City Council approval, the Historic Preservation Commission initiates historic preservation studies designed to identify and preserve the City's historic building resources. The Commission also reviews and approves applications for Certificates of Appropriateness in the two local historic districts and one local historic landmark.

#### **MEETINGS**

The Historic Preservation Commission meets every second and fourth Thursday of the month at 4:30 p.m. unless otherwise published. Meetings are held at the Cedar Rapids City Hall.

#### **COMMISSIONERS and CONTACTS**

##### **Commissioners**

Amanda McKnight-Grafton, *Chair*  
Todd McNall, *Vice-Chair*  
Bob Grafton, *Secretary*  
Pat Cargin  
Barbara Westercamp  
Tim Oberbroeckling  
Mark Stoffer Hunter  
Ron Mussman  
Caitlin Hartman  
Sam Bergus  
B.J. Hobart

##### **Council Liaison**

Ann Poe  
(319) 286-5099  
[a.poe@cedar-rapids.org](mailto:a.poe@cedar-rapids.org)

##### **Staff Liaisons**

Anne Russett  
(319) 286-5075  
[a.russett@cedar-rapids.org](mailto:a.russett@cedar-rapids.org)  
  
Jeff Hintz  
(319) 286-5781  
[j.hintz@cedar-rapids.org](mailto:j.hintz@cedar-rapids.org)

*This work plan serves as a guide to action and may be adapted or revised as new events and opportunities arise.*

Process

On October 8, 2015, the Historic Preservation Commission met to affirm its goals for the 2016 work plan. The Commission engaged in an action planning process that involved the following steps:

- **Commitments and Vision:** Selection of goals that the Commission agreed upon and believed were achievable over the course of a year.
- **Key Actions:** Identification of action steps to address goals.

Work Plan

**VISION**

The purpose of Chapter 18 of the Municipal Code, which outlines historic preservation and the duties of the Historic Preservation Commission are to:

- (1) Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- (2) Safeguard the city's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
- (3) Stabilize and improve property values;
- (4) Foster pride in the legacy of beauty and achievements of the past;
- (5) Protect and enhance the city's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- (6) Strengthen the economy of the city;
- (7) Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the city.

**City of Cedar Rapids Historic Preservation Commission**  
**Work Plan for 2016**

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**GOAL 1: Participate in preservation, salvage and documentation of historic structures**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Review projects related to the FEMA MOAs and State LOA	Full Commission/Staff	Ongoing
-Prepare a list of criteria to aid property owners, developers, and others in the identification of potentially historic buildings	Full Commission	2 <sup>nd</sup> Quarter
-Determine neighborhoods' interests in establishing local historic districts/landmarks	Full Commission	3 <sup>rd</sup> Quarter
-Research and explore financial resources for preservation related activities	Full Commission/Staff	Ongoing
-Explore the preparation of an adaptive reuse ordinance	Staff	Ongoing
-Work with iGreenCR and the environmental initiatives in EnvisionCR to include preservation in the environment programs	Staff	Ongoing
-Incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning Study Areas, and other City planning projects	Staff	Ongoing
-Update Chapter 18 Historic Preservation of the municipal code	Full Commission/Staff	Ongoing
-Update the Guidelines for Cedar Rapids Historic Districts	Full Commission/Staff	Ongoing
-Identify a team leader to coordinate project review	Staff	Ongoing
-Expand administrative permitting	Staff	Ongoing
-Update Chapter 32 Zoning of the municipal code to better support preservation and conservation of neighborhood character	Staff	Ongoing
-Maintain the disaster-response program for endangered properties	Staff	Ongoing

**GOAL 2: Increase communication**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Continue to improve the HPC website for ease of use and to provide more information	Staff	Ongoing
-Explore creating a program that coordinates Public Works and Community Development staff on infrastructure projects within historic districts	Staff	Ongoing
-Implement an annual program review	Staff	Ongoing
-Maintain and enhance compliance regulations for Certified Local Government status	Full Commission/Staff	Ongoing

**GOAL 3: Improve public relations**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-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
-Continue to honor exemplary preservation efforts through annual Community Preservation Awards and the Preservation Showcase	Full Commission	2 <sup>nd</sup> Quarter
-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

**GOAL 4: Provide information and educational opportunities for the public**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Provide training programs for preservation partners and the general public	Full Commission/Staff	2 <sup>nd</sup> and 4 <sup>th</sup> Quarters
-Plan and host the 2016 Preservation Showcase	Full Commission	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters
-Expand the use and content of the GIS database of historic properties	Staff	Ongoing
-Establish a "Self-Test" tool for historic significance	Full Commission/Staff	Ongoing

**GOAL 5: Provide educational opportunities for HPC members**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Provide training to the Historic Preservation Commission	Full Commission/Staff	Ongoing
-Encourage attendance at the 2016 Preservation Showcase	Full Commission/Staff	2 <sup>nd</sup> Quarter