
City of Cedar Rapids

Historic Preservation Commission

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 8, 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) Demolition Applications (10 minutes)
 - i. 386 16th Street SE – *Private Property*

4. Old Business

- a) Knutson Building Update (5 minutes)

5. New Business

- a) 2016 Work Plan (15 minutes)

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

7. Announcements

8. Adjournment

MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, September 10, 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
B.J. Hobart
Barbara Westercamp
Mark Stoffer Hunter
Sam Bergus
Caitlin Hartman

Members Absent: Tim Oberbroeckling
Todd McNall

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.
- Nine (9) Commissioners were present with two (2) absent.

1. Public Comment

- No public comment

2. Approve Meeting Minutes

- Barb Westercamp made a motion to approve the minutes from September 10, 2015. B.J. Hobart seconded the motion. The motion passed unanimously.

3. Action Items

a) Demolition Applications

i. 1505 6th Street SW – Private Property

- Jeff Hintz stated that this property was built in 1931 and has been surveyed in the 2014 Citywide Survey and the 2008 Young's Hill Kingston Survey and deemed not eligible. Staff recommends immediate release. This property was previewed by the Commission on August 14, 2014. Jeff Hintz shared interior photos. The reason for the demolition is for construction of a new restaurant in 2016. The house has no tenants and is zoned commercial. The demolition contractor will work with the HPC to do salvage and photo documentation.

- Mark Stoffer Hunter stated that he has photographed the exterior, but would like to photograph the interior.
- Mark Stoffer Hunter made a motion to approve the demolition of 1505 6th Street SW after he has documented the interior. Sam Bergus seconded the motion. The motion passed unanimously.

b) Certificates of Appropriateness

i. 1526 3rd Avenue SE – replacement of front steps

- Amanda McKnight Grafton stated that she and Bob Grafton need to abstain from discussion and voting since this is Mr. Grafton's project. Since the Vice Chair is not present the Commission will need to vote on who will take over as Chair.
- Barb Westercamp made a motion to approve Pat Cargin as Chair for item 3bi. Sam Bergus seconded the motion. The motion passed unanimously.
- Jeff Hintz stated that this project is the removal of concrete entryway steps leading onto the front porch (which has already taken place) and replacement for the steps with wooden steps and hand railings. The Commission has the following options: 1) approve the application as submitted, 2) approve with modifications (only if all changes are agreeable to applicant), or 3) disapprove application (to be used if changes are not agreeable). Staff recommends option 1 because the proposal is exactly what is recommended within the guidelines. Jeff Hintz shared the guidelines for porches and other entrances and also shared photos of the property. The basis for the recommendation is the removal of not recommended material, the installation of a recommended material, steps are not a defining feature, and this is a positive change for the property.
- Bob Grafton shared some visuals of what the project will be. The wood will be painted teal and the railings will match the era of the house.
- Mark Stoffer Hunter made a motion to approve the Certificate of Appropriateness for the replacement of front steps at 1526 3rd Avenue SE as presented. Barb Westercamp seconded the motion. The motion passed unanimously with Amanda McKnight Grafton and Bob Grafton abstaining.

4. Old Business

a) Knutson Building Update

- Anne Russett stated that the contract was executed. The building inspection is scheduled for early next week.
- Amanda McKnight Grafton asked what firm was awarded the contract. Anne Russett stated that the firm selected is RDG with their engineering firm Shuck-Britson.

5. MOA/LOA Project Updates

- Anne Russett stated that City Council adopted the Historic Preservation Plan on Tuesday, September 22, 2015. There were questions at the meeting about funding and plan implementation. What was conveyed at the meeting is that certain initiatives will be covered by the Community Development budget. As we move forward into the next budget cycle, Community Development has requested additional funding for preservation specific initiatives. That hasn't been approved yet.
- Anne Russett stated that staff submitted the preservation plan to the Iowa Chapter of the American Planning Association for a public outreach award and won. Staff will receive the award in October.

- Anne Russett stated that related to the LOA and requirements for educational sessions and workshops, staff has executed a contract with Ed McMahon of the Urban Land Institute. He will come to Cedar Rapids in early February and speak about preservation and its connection with creating livable and sustainable communities. Staff will let the Commission know if volunteers are needed for this event.
- Anne Russett stated that staff requested from IEDA an amendment to the LOA so that it is in line with the new properties discussed for the structure reports. An increase in the grant amount of \$45,000 is also being requested. When the original grant was agreed upon there was an error and certain mitigation treatment measures were not accounted for in the budget.

6. Announcements

- Mark Stoffer Hunter stated that nearly 100 year old greenhouses were demolished on 18th Street SW and there was no chance to document them before they were gone. Because they were accessory structures, the HPC did not get to review them. Mark stated these greenhouses were a historic landmark for Cedar Rapids. This is something to think about when reviewing Chapter 18 and potential changes. Something could help flag these types of buildings is to mark them in the database as historically significant.
- Bob Grafton stated that the Frankie House has been moved and is waiting to be placed on the foundation. The beams from the manufacturer should be ready in a week.

7. Adjournment

- Barb Westercamp made a motion to adjourn the meeting at 5:02 p.m. Sam Bergus seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development



Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: October 8, 2015

Property Location: 386 16th Street SE

Property Owner/Representative: Carol Anderson

Owner Number(s): **Demolition Contact:** Not yet determined

Year Built: 1900

Description of Agenda Item: Demolition Application COA Other

Background and Previous HPC Action: The structure’s condition is listed as “very poor” per City Assessor’s condition report. Further, the house has vinyl windows, vinyl siding, replacement doors, fascia and soffits. In addition, the front deck on the property is not original and changed after site was originally surveyed in 1995; any potential contributing status has diminished significantly, given the numerous exterior changes over the past 20 years. The parcel was recently acquired in a sheriff or tax sale by the adjacent property owner to the north; the owner will combine the lots and build a garage after the demolition occurs.

City Assessor Information on the parcel:

<http://cedarrapids.iowaassessors.com/parcel.php?gid=443972>

Historic Eligibility Status: Eligible Not Eligible Unknown N/A

Explanation (if necessary):

The 2014 Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey **does not** indicate this property to be historic, or located within a potentially historic neighborhood recommended for further study.

A 1995 Iowa Site Inventory Form indicated this structure was **not individually eligible** for the National Register of Historic Places. In 1995, this structure could have contributed to a potential district.*

SHPO has reviewed and concurred with both of these documents.

***Staff note:** A district does not exist at this time. The house has changed significantly in the 20 years. The most recent survey (2014 Citywide) does not recommend further study of this area.

If eligible, which criteria is met:

- Associated with significant historical events (Criteria A)
- Associated with significant lives of person (Criteria B)
- Signifies distinctive architectural character/era (Criteria C)
- Archaeologically significant (Criteria D)

Other Action by City: Yes No N/A

Explanation (if necessary):

Recommendation: Immediate release.

Rationale: There is nothing unique architecturally about this structure not present elsewhere in the community; this structure is a poor candidate for Local Landmarking and in very poor condition overall.



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 8, 2015

Background

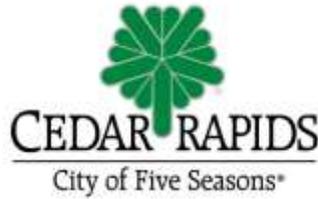
The Historic Preservation Commission is required to approve a work plan annually for the City Council's review and approval. At the Commission's meeting on October 8, 2015 the staff will provide an overview of the Commission's 2015 work plan [Attachment 1] and receive feedback from the Commission on potential changes.

Next Steps

Upon receiving some feedback from the Commission, the staff will present a revised work plan at a future meeting for review and approval. 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.

Attachments:

1. City of Cedar Rapids Historic Preservation Commission 2015 Work Plan



City of Cedar Rapids Historic Preservation Commission Work Plan for 2015

Approved by the Cedar Rapids City Council on December 2, 2014

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.

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
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Staff Liaisons

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

City of Cedar Rapids Historic Preservation Commission
Work Plan for 2015

Process

On September 25, 2014, the Historic Preservation Commission met to affirm its goals for the 2015 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.

GOAL 1

Participate in preservation, salvage and documentation of historic structures

TASK	ASSIGNMENT	DUE
-Review historic surveys and National Register nominations 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 nd Quarter
-Determine neighborhoods' interests in establishing local historic districts/landmarks	Full Commission	3 rd Quarter
-Continue recommending improvements to historic preservation ordinance and processes through the development of the Historic Preservation Plan	Full Commission	Ongoing
-Explore potential financing strategies and economic incentives and recommend incorporation into the Historic Preservation Plan	Full Commission/Staff	Ongoing

GOAL 2

Increase communication

TASK	ASSIGNMENT	DUE
-Continue to improve the HPC website for ease of use and to provide more information	Staff	1 st Quarter
-Create informational brochure(s) to explain benefits of historic districts and HPC processes	Full Commission/Staff	2 nd Quarter

GOAL 3

Improve public relations

TASK	ASSIGNMENT	DUE
-Send brochure to all property owners in historic districts explaining benefits and requirements	Staff	3 rd Quarter
-Continue to honor exemplary preservation efforts through annual Community Preservation Awards and the Preservation Showcase	Full Commission	2 nd Quarter

GOAL 4

Provide information and educational opportunities for the public

TASKS	ASSIGNMENT	DUE
-Hold two trainings per year on various practical preservation topics like adaptive reuse, wood window repair, and brick tuck-pointing	Full Commission/Staff	2 nd and 4 th Quarters
-Plan and host the 2015 Preservation Showcase	Full Commission	1 st and 2 nd Quarters
-Develop historic district markers and signage to help public identify key historic areas and landmarks	Full Commission/Staff	3 rd Quarter

GOAL 5

Provide educational opportunities for HPC members

TASKS	ASSIGNMENT	DUE
-Continue to provide outside training opportunities, and encourage attendance at the 2015 Preservation Showcase	Full Commission/Staff	Ongoing