City of Cedar Rapids
101 First Street SE
Cedar Rapids, IA 52401
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MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, March 26, 2015 @ 4:30 p.m.
Training Room, City Hall, 101 First Street SE

Members Present:	Amanda McKnight-Grafton	Chair
	B.J. Hobart	
	Bob Grafton	
	Ron Mussman	
	Tim Oberbroeckling	
	Mark Stoffer Hunter	
	Barbara Westercamp	
	Sam Bergus	
	Caitlin Hartman	
	Todd McNall	
Members Absent:	Pat Cargin	
City Staff:	Jeff Hintz, Planner	
	Anne Russett, Planner	
	Anne Kroll, Administrative Assistant	
Guests:	Cindy Hadish	
	Kendall Hepker	
	Robin Cash	

Call Meeting to Order

- Amanda McKnight Grafton called the meeting to order at 4:33 p.m.
- Ten (10) Commissioners were present with one (1) absent.

1. Public Comment

No public comment.

2. Approve Meeting Minutes

- Barb Westercamp made a motion to approve the minutes from March 12, 2015. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Item 3.b.i. was considered next to accommodate the schedule of our guest.

3. b) Certificate of Appropriateness (COA)

i. 1810 Park Avenue SE – Replacement of 19 windows

- Jeff Hintz sent around a brochure of the wooden windows that would be used to replace the vinyl windows in the front of the house. This property was on the February 12, 2015 agenda and the window portion of the application was tabled. The Commission can 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 2 as discussed at the February 12 meeting. The Commission had given some time to find window replacements for the front four windows.
- Kendall Hepker stated that the option shown in the brochure is a vinyl slide kit that fits into a wood jam with wood sashes and the storm window will be put back on it.
- Amanda McKnight Grafton checked to make sure that the homeowner had given Window World permission to come to the meeting on her behalf. Kendall Hepker confirmed that.
- Kendal Hepker stated that these are pocket windows that are unfinished. The homeowner can finish them how she would like.
- Bob Grafton asked if they were double hung windows. Kendall Hepker stated that they are double hung windows.
- To recap, Amanda McKnight Grafton stated that the vinyl replacement windows on the side and back of the house were allowed to remain since the other properties were so close to the house and you couldn't see the windows from the street.
- Tim Oberbroeckling made a motion to approve that the windows on the sides and back of the house remain with the replacements that Window World put in and the front four windows be replaced with the wood. Sam Bergus seconded the motion. The motion passed unanimously.

3. Action Items

a) DEMOLITION Applications

i. 1114 Shaver Road NE – Private Property

- Jeff Hintz stated that the Assessor's summary is attached and the property is filed under 1106 as there are multiple buildings on the parcel. The building applied for is the building on the far north that may have been a house at one point on the intersection of Shaver Road and J Avenue. This property was constructed in 1954. It was looked at in the Citywide Survey and was considered not eligible. Staff recommends immediate release. A pipe has burst twice in the building in the past few years. It did significant damage the first time and was gutted and redone. The same thing happened a few weeks ago and the property owner has decided to be done with it and maintain the area as green space. The operations held there will be moved to a different location on the property. Exterior documentation is allowed only since the interior is in bad shape.
- Mark Stoffer Hunter stated that this building was never a house. Having green space there is more conducive to Shaver Park located across the street.
- Todd McNall made a motion to approve demolition for 1114 Shaver Road NE after Mark Stoffer Hunter takes exterior photo documentation. B.J. Hobart seconded the motion. The motion passed unanimously.

ii. 423 11th Street NW – Private Property

- Jeff Hintz stated that this property was constructed in 1923 and is across the street from the Abbe Center. It is not eligible per the 2014 Citywide Survey. It had damage from the 2008 flood, so the Louis Berger Survey determined it not eligible also. The garage was

built out front, so it is probably not original. The house is only 448 square feet and it looks like 3 different rooms were merged together. Renovation was attempted, but at this point, it costs to renovate are prohibitive. There is a new furnace and toilet that the owner will try to salvage. Exterior documentation is allowed, but interior will have to wait until the owner can get to the property. The homeowner is in a hurry to do the demolition.

- Mark Stoffer Hunter would like to contact the homeowner to look at the interior. This is one of those properties that could be a little more than what it appears to be. It is close to the Salvation Army building. A half block away the City School District had an ungraded school building that closed in the 1940s and this house could be a portable school building that was converted into a house.
- The Commission discussed putting a hold on the property for a short time so that Mark Stoffer Hunter could document the interior since a 60 day hold seemed too long. However, it is policy that the hold be 60 days. The Commission decided the best thing to do would be to put this property on hold, but add it to the next agenda with the expectation of releasing it as long as documentation was done.
- Bob Grafton made a motion to put 423 11th Street NW on a 60 day hold until further notice. Todd McNall seconded the motion. The motion passed unanimously.
- The Commission discussed abstaining from voting. There are questions as to when and why you can do it. Staff will look into it and get back to the Commission.

4. New Business

a) Draft Historic Preservation Plan

- Anne Russett stated that this project is identified as one of the mitigation measures in one of the MOAs with FEMA in 2011. The MOA requires that multiple parties review the draft plan including the HPC. There is no action needed at this time; however any comments or feedback is needed. The development of the plan started last April. Since that time there have been multiple outreach events. There were three different focus groups in 2014 and there was a workshop that some of the Commissioners attended along with nearly 40 members of the public. Lastly, there is a Historic Preservation Plan Task Force that includes members from City Council, City Planning Commission and the HPC. Based on the outreach and feedback received, there is now a draft that is set up in three different parts. The first part is called Preservation in Cedar Rapids and it provides an introduction and outlines the vision for the City. The portion called Cedar Rapids Preservation Program outlines all the goals, policies and initiatives. Part two is more background information. The Cedar Rapids Preservation Program includes five different components and the background provides more detail on those components and data on some existing historic buildings. Part three is a history of Cedar Rapids.
- Anne Russett stated that there are five different components: Administration, Identification, Management Tools, Incentives & Benefits, and Education. Part one includes the goals, the policies, and initiatives for each of these components. Overarching Initiatives do not fit into a specific component, but are important. One is to incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning study areas, and other City planning projects. The other is to explore creating a program that coordinates Public Works and Community Development staff on infrastructure projects within historic districts. One of the Administration component initiatives is to implement an annual program review. The next component is Identification and some of those initiatives are to prioritize the list of areas that have been identified for intensive surveys in the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey. The next component is Management Tools and some of those initiatives are to update Chapter 18 Historic Preservation of the Municipal Code, update

the Guidelines for Cedar Rapids Historic Districts, and update Chapter 32 Zoning of the Municipal Code to better support preservation and consideration of neighborhood character. More initiatives are to consider developing a Neighborhood Conservation District program for neighborhood that may not be eligible for historic district designation, develop an endangered property WATCH list, and explore the development of an emergency preservation fund. One Incentives & Benefits initiative is to explore the establishment of grant and loan programs for owners of historic resources. One initiative for Education is to develop a formal Heritage Tourism Program.

- Anne Russett stated that SHPO and FEMA are reviewing the draft and staff should get comments back by April 9. Staff will incorporate the feedback for public review in April and will have a second workshop in late April/early May. A final draft will be ready in June and will hopefully be adopted by the City Council in September.
- Ron Mussman showed some concern about the GIS System and the building dates not being accurate. Staff will communicate with the Assessor to see if there are any programs that they may have going on to address that issue. If they don't then maybe there is a way to check the properties.
- Amanda McKnight Grafton asked when the Commission could see FEMA and SHPO's comments on the draft. Staff will send those out when they come in.
- Amanda McKnight Grafton asked if this could be on the agenda for the next meeting so that the Commission has more time to read the draft. Anne Russett stated that staff will need the comments by April 9.
- Bob Grafton stated that if there is something in the code that was talked about in the past that Commission members see as a weakness or missing link such as the ornamentation element they will need to bring that up in the comments. Amanda McKnight Grafton stated that there is a list of items that Commissioners would like changed in Chapter 18 and doesn't want those to be forgotten.
- Tim Oberbroeckling stated that we need to make sure that the homeowners are getting the updated versions of these documents and not older versions. Jeff Hintz stated that he can take off any older versions from the website.

5. Old Business

a) Preservation Showcase Subcommittee Updates

- The Commission discussed the awards for the ceremony, catering, and the speaker.
- Staff has not received any award applications, but has had a couple inquiring phone calls. The deadline for applications will be extended to April 10th. Commission members can submit applications.

B.J. Hobart left the meeting at 5:30 p.m.

6. MOA/LOA Project Updates

- Jeff Hintz stated that the GIS database has the ability to go in and edit. The missing landmarks have been added into the database. It will be sent to FEMA, SHPO and Homeland Security tomorrow for their 30 day review. They will send back comments which Louis Berger will work on. This will be posted on the City's website and will have a public run. It will go back to the reviewing bodies and then there will be a press release and some type of ceremony to let people know that this is a resource they can use to look at historic properties.
- Jeff Hintz stated that in the summer the Commission approved a list of properties for the Structure Reports. Staff found that one of the properties already had a Structure Report

done on it so there is no sense doing another one. Staff found another property that a Structure Report might be a good thing. The property owner indicated to staff had an interest to develop the property into residential. It is the Smulekoff's Warehouse building. With the Commission's permission staff would like to reach out and see if they would like to have a Structure Report done. There was one back up property but it has recently been renovated. That address is 605 G Avenue.

- Mark Stoffer Hunter stated that 615 G Avenue has been renovated, but 605 has not.
- Todd McNall showed some concern that a Structure Report for the Smulekoff's Warehouse would not be the best use. A smaller property such as the Chrome Horse or White Elephant may have more use for the report.
- Staff will check on the property at 605 G Avenue to see if it could still use a Structure Report. In the meantime, staff asks that the Commission think of other properties that could use the report.

7. Good of the Group

- Amanda McKnight Grafton stated that Richard Sova at Landover Corp. said they received the funding needed for the Commonwealth Apartments and invited the HPC to the groundbreaking taking place in the next couple months.
- Tim Oberbroeckling stated that John Khairallah, who is redoing the Zio Johno's building on 1st Avenue, should get a letter from the Commission thanking him for his hard work in restoring the historical value of the building. Jeff Hintz stated that can be listed as an agenda item next meeting to send a letter on behalf of the Commission.
- Tim Oberbroeckling would like to add to the next agenda signage for the Local Landmark. Jeff Hintz stated that in Chapter 18 it states that there is to be a template approved by the Commission. Jeff Hintz will pull together some examples to show the Commission.
- Jeff Hintz stated that the Public Works sign does have the bricks from the former building and displayed a picture of it. It is located on the corner of 15th and 6th.
- Mark Stoffer Hunter asked for updates on two city owned historic properties that the HPC has been involved with in the past. One is 615 K Avenue NW and the other is the former city fire station at E Avenue and 5th Street. There is concern that historic features are being thrown out and replaced with modern materials. Staff will look into both properties and get back to the Commission as soon as possible.
- Todd McNall stated that Czech Village/New Bohemia/Main Street, as part of the 2015 work plan, will try to move a local historic forward for the Czech Village NewBo area.

8. Adjournment

- Barb Westercamp made a motion to adjourn the meeting at 5:51 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development