

MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, July 23, 2015 @ 4:30 p.m.
Training Room, City Hall, 101 First Street SE

Members Present: Amanda McKnight-Grafton Chair
Bob Grafton
Ron Mussman
Tim Oberbroeckling
Todd McNall
Pat Cargin
Caitlin Hartman
B.J. Hobart
Barbara Westercamp
Mark Stoffer Hunter

Members Absent: Sam Bergus

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 4:32 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 July 9, 2015. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

3a-iii was considered next to accommodate guests.

3. Action Items

a) Certificates of Appropriateness

iii. 1427 3rd Avenue SE – removal of a chimney

- Jeff Hintz stated that 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). Jeff Hintz shared the guidelines and pictures of the chimney. SHPO has reviewed the documentation and agreed that the chimney is beyond repair. Staff recommends option 1 for safety and

structural issues, the applicant's contractor has determined the chimney is not structurally sound, and the City's Building Services staff has determined the chimney is not structurally sound. The basis for the recommendation is the safety of adjacent properties, the chimney is located on rear roofline and is somewhat hidden, the pitch of the roof obstructs view of chimney completely from front sidewalk, and the chimney is not a listed defining feature on the structure.

B.J. Hobart arrived at 4:38 p.m.

- Bob Grafton looked at the chimney with the general contractor and stated that the holes in the chimney are so big that a person could fit through them. There is nothing holding the chimney in place except the framing.
- Mark Stoffer Hunter made a motion to approve removing the chimney. Bob Grafton seconded the motion. The motion passed unanimously.

i. 1503 2nd Avenue SE – installation of rear yard privacy fence

- Jeff Hintz stated that 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). Jeff Hintz shared the guidelines and pictures of the property and proposed fence material. Staff recommends option 1 as the proposal is exactly what is recommended within the guidelines.

Todd McNall arrived at 4:46 p.m.

- Bob Grafton suggested that the finished side of the fence face 15th Street.
- Barb Westercamp made a motion to approve the installation of a rear yard privacy fence at 1503 2nd Avenue SE with the finished side of the fence facing 15th Street. B.J. seconded the motion. The motion passed with Todd McNall abstaining.

ii. 1717 3rd Avenue SE - installation of rear yard privacy fence

- Jeff Hintz stated that the Commission has the same options at item 3ai. When the former owner sold this house they removed the existing fence and took it with them. The current homeowner would like to replace the fence. Jeff Hintz shared the guidelines and pictures of the property and proposed fence material. Staff recommends option 1 as the proposal is exactly what is recommended within the guidelines.
- Tim Oberbroeckling made a motion to approve the installation of a rear yard privacy fence at 1717 3rd Avenue SE. Todd seconded the motion. The motion passed unanimously.

3bii was considered next to accommodate a guest.

b) Demolition Applications

ii. 7708 6th Street SW – *Private Property*

- Jeff Hintz stated that the property was built in 1950. The Future Land Use Map identifies this area to be industrial. Staff would recommend release and documentation. The applicant is agreeable to documentation and salvage. There is a site plan for this property for a truck sales and service operation that was approved by the City Planning Commission last month. Jeff Hintz shared photos of the property. There have not been any historic surveys done on this property, but there are other areas with houses of this style.

- Greg Swartzendruber of Hunter Companies, property representative, stated that the house does not need to come down right away, but the barn and poultry house will need to come down soon. Mark Stoffer Hunter took pictures of the exterior, but stills needs to document the inside.
- The Commission discussed the accessory structures and strongly urged Mr. Swartzendruber to do salvage on the barn. Mr. Swartzendruber is willing to consider that and asked the Commission for contact information for someone who could do that salvage.
- Jeff Hintz clarified that demolition review is for primary structures only and not barns, accessory structures or detached garages.
- Tim Oberbroeckling made a motion to approve demolition of 7708 6th Street SW as long as full documentation is completed. Salvage of the barn is strongly recommended. Pat Cargin seconded the motion. The motion passed with Amanda McKnight Grafton, Bob Grafton, and Caitlin Hartman abstaining.

i. 612 18th Avenue SW – *Private Property*

- Jeff Hintz stated that demolition work was started on this property without a permit and received a stop work order. This property has been deemed ineligible by two surveys and was placarded as not safe to enter. Interior documentation is not an option. Exterior documentation could take place, but there is not much left of the building. Jeff Hintz shared pictures of what is left of the property.
- Todd McNall made a motion to approve demolition of 612 18th Avenue SW. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

4. New Business

a) 1st Avenue Street Project Presentation – Gary Petersen, Public Works

- Gary Petersen, Capital Improvement Project Manager, stated that work on 1st Avenue is separated into two segments. From 27th Street to 34th Street and 34th Street to 40th Street. The Louis Berger Survey identified two buildings as historical: 2900 1st Avenue NE and 3106 1st Avenue NE. The buildings will have vibration testing. Currently, the Irish Democrat has double parallel parking in front. The City will make a change there and add a sidewalk and either handicapped parking or single parallel parking. The City will seek public involvement regarding this change.
- The Commission questioned that there are only two historical buildings affected by the construction. Gary Petersen provided a copy of the survey to Jeff Hintz, which Jeff will share with the Commission.
- Mark Stoffer Hunter would like to be involved in the discussions about the parking at the Irish Democrat and would like to see a historic marker of some kind placed in the area.
- The Commission discussed the CeMar Trail underpass.

Mark Stoffer Hunter left the meeting at 5:26 p.m., but volunteered for item number 5d before leaving.

b) Invitation to Comment on Communications Antenna – 361 17th Street SE

- Jeff Hintz stated that the HPC role is to provide comments on the overall proposal in relation to impact on historic properties. This is much less detailed than a COA review. This property is not in the historic district, but is surrounded on two sides by the historic district. Jeff Hintz shared pictures of the site plan, equipment shed area, elevation view and area view. Staff recommends commenting to remind the applicant of the historic

district boundaries, providing a map of historic districts, and written comment on the adjacency of the property to historic districts and eligible properties. The rationale for the recommendation is that the proposal is essentially to build a shed, the antenna is totally concealed within the bell tower and not visible to any property, and landscaping and wrought iron fence around the support facility fits with the area.

- The Commission discussed the shed, the historic district boundaries, and the landscaping around the shed.
- The Commission agreed with the staff recommendation.

5. Old Business

a) Knutson Building Update

- Anne Russett stated that HR Green is moving forward with working with RDG and are finalizing the scope.
- Tim Oberbroeckling stated that he was informed that securing the roof is not an option because it could cause the roof to collapse if more rain fell on top.
- Ron Mussman located the programming agreement with Army Corp and the City of Cedar Rapids. Is that being considered in the property's life span and are there any requirements in that agreement that should be followed? Anne Russett stated that she does not think so, but will look into it.
- Ron Mussman asked about the real estate contract and if FEMA funding was used to purchase the Knutson Building. Anne Russett stated that the City's general fund paid for it, but will look into it further.

b) Demolition under Review – 121 7th Street SW

- Amanda McKnight Grafton stated that a key was obtained for the property. Bob Grafton, Mark Stoffer Hunter, and the developer interested in the property toured the house. Mark Stoffer Hunter finished taking the photo documentation. The developer is still interested in the property and has a lot secured. The current owner of the property will be discussing this item at their August 5, 2015 board meeting to see if they are interested in selling the house.
- Bob Grafton stated that the water damage from the pipes bursting is isolated to the kitchen ceiling and walls. Amanda McKnight Grafton stated that the historic characteristics of this house were washed away in the flood.
- The Commission unanimously decided to keep the hold on the demolition for 121 7th Street SW.

c) Chapter 18 – Historic Preservation of the Municipal Code

- Anne Russett stated that at the last meeting concerns were shared with the timeline of updating Chapter 18. Anne Russett shared some background:
 - Draft Historic Preservation includes an initiative to update Chapter 18 of the Municipal Code
 - Priority initiative, staff to commence work upon adoption of Plan
 - Highlighted as key initiative by stakeholders at April 29 open house
 - The Commission proposed the following alternative approach to updating Chapter 18 on July 9:
 - Focus on ornamentation and partial demolitions first
- Anne Russett stated that staff understands the Commission's request to focus on these two important areas. Possible tradeoffs with this approach are:
 - Increase the costs and time dedicated to this project

- More time and effort on the part of stakeholders and may create “planning fatigue”
- Other policy areas identified for exploration as part of the comprehensive update may be delayed
- Anne Russett shared previous efforts:
 - September 2013 City Council Development Committee discussion of proposed definition for partial demolitions:
 - Partial Demolition (for structures determined to be fifty (50) years old or older):
 1. Removal of more than twenty-five (25) percent of an exterior wall(s) facing a public street(s) or fifty (50) percent of all exterior walls; or
 2. Enclosure or alteration of more than fifty (50) percent of the exterior walls so that they no longer function as exterior walls; or
 3. Removal of a roof, or rebuilding of the roof to a different pitch; or
 4. A proposed alteration, which in combination with other alterations of the building authorized within the preceding five (5) years will represent a change defined in subsections (1), (2), or (3).
 - Development Committee expressed a concern that many structures are 50 years old or older and the proposed definition would prevent property owners from fixing up their property.
 - Data analyzed on building age as part of the Historic Preservation Plan shows:
 - 25,116 (75%) of buildings in the City are 50 years or older
- Anne Russett shared the next steps:
 - Adoption of Historic Preservation Plan (anticipated September 2015)
 - Upon adoption, staff will focus the Chapter 18 update on ornamentation and partial demolitions:
 - Conduct research on other local jurisdiction’s policies and regulations
 - Outline an approach to stakeholder outreach
 - Identify technical analysis needed to identify impact on permits and properties
 - An inclusive process is necessary to ensure proposed amendments are reasonable and implementable, which will ensure the preservation of historic resources
- Amanda McKnight Grafton shared concerns about the timeline and questioned the need for public outreach.
- Bob Grafton stated that there have not been stakeholder meetings on other ordinance changes. Anne Russett stated that she has never worked on an ordinance that did not have stakeholder meetings. The stakeholder outreach helps to convince the decision makers that the changes that are being made have been thought out and discussed. The City Council would most likely not want to make a decision on an ordinance that did not have comprehensive stakeholder outreach.
- Todd McNall asked about the subcommittee that sat down with Chapter 18 and made a number of recommendations that should be addressed. Now we are saying that the first thing we do is focus on a handful of things, so this list gets pushed further out. Council Members Pat Shey and Monica Vernon both stated that Council can handle more than one item at a time. If we are revamping all of Chapter 18 then let’s just do the whole thing at once instead of picking out pieces and creating separate stakeholder meetings for each issue. Chapter 18 should be put out there all at one time. There are so many things that need to be addressed.
- Amanda McKnight Grafton asked how long it would take to tackle Chapter 18 all at once. Anne Russett stated that it is hard to tell because you do not know what will come

up during the process, but it is estimated to take a year from adoption of the Preservation Plan. Staff is already doing the internal work of research, putting together a schedule, and making a list of stakeholders to reach out to.

- Bob Grafton stated that he understands waiting with partial demolitions because of the broader stakeholder group, but with ornamentation it affects the character of the homes and is a smaller stakeholder. Jeff Hintz stated that if you pick out certain topics and have stakeholder outreach on each topic people will get burnt out and not want to attend a bunch of different meetings. Jeff Hintz stated that when he presented to Council about cell towers the first question he received was who he talked to when the changes were proposed.
- Tim Oberbroeckling expressed frustration about the time of the initiatives and stated this was all politics.

Tim Oberbroeckling left the meeting at 6:10 p.m.

- Pat Cargin stated that the HPC has had a lot of staff turnover and we have to start over with new staff with these issues. People say they will work on it and then move on. That has a cumulative impact on the Commission and how business is done. Pat Cargin stated that she likes the idea of taking it step by step starting with getting the Plan adopted and then doing Chapter 18. That is better planning and shows that we are taking this step by step, doing the right things and being transparent in our actions.
- Amanda McKnight Grafton stressed that she will be very aggressive if it is decided that Chapter 18 will be worked on as a whole. This issue keeps getting pushed back since 2008.

B.J. Hobart left the meeting at 6:14 p.m.

- Bob Grafton questioned why it would take a year to complete and stated that he thinks it would be too much for Council to have to read through the entire document as a whole. Anne Russett stated that is how it is being done with the zoning code update and that document is over 400 pages. It will be quicker and more efficient to do all of Chapter 18 at once.
- Amanda McKnight Grafton stated that people have taken away historical characteristics from their homes and having to wait yet another year could have more features lost. Another year is a really long time to wait.
- Anne Russett stated that staff is committed and this is high priority. Staff will do their best to move this along as quickly as possible. Once the Plan is adopted it has Chapter 18 work as an initiative with high priority, so it will not be put aside any longer no matter if there is a staff change or not.
- The Commission discussed the items from Chapter 18 that the subcommittee listed as suggested changes.
- The Commission did not want to decide whether to work on Chapter 18 in pieces or comprehensively without more Commissioners present.
- Todd McNall made a motion to table the Chapter 18 discussion until the next meeting. Bob Grafton seconded the motion. The motion passed unanimously. Staff will forward the suggested changes from the subcommittee to the full Commission.

d) 2-3 Volunteers to meet with St. Paul's Church

- Amanda McKnight Grafton stated that St. Paul's Church has changes they want to make to their property and are proposing changes to their campus. They have sent some renderings out at their meetings and since they are located in the local Historic District, they are subject to HPC review. They are already raising funds. The Commission would like to be proactive and meet with them to see the designs they envision and see if they are appropriate for the district.
- Todd McNall shared concerns about only sending 2 or 3 people without any direction from the entire group. It would be better to have St. Paul's representatives come to a meeting and present to the Commission.
- Bob Grafton is concerned about the church's messaging to the community.
- Jeff Hintz stated that staff can ask St. Paul's representatives to come to a meeting, but they are not required to attend because they have not applied for any permits yet.
- Caitlin Hartman suggested inviting St. Paul's Church to a meeting and letting them know that the Commission wants to help them so that they do not have to go back and change their plans late in the process.
- The Commission decided to have staff send St. Paul's Church an invitation to present at an HPC meeting.

6. MOA/LOA Project Updates

- Anne Russett stated that it has been a long time since we have highlighted all the work that we have done in the past year and shared the following recent accomplishments:
 - Completion of the 2014 Citywide Historic and Architectural Reconnaissance Survey
 - Digitization of the farmstead foods collection
 - Completion of the indoor, interactive digital display at the Central Fire Station
 - Completion of the Link-Belt Speeder and Sinclair Booklets
 - Installation of the kiosk on the historic significance of the sidewalk mosaics on 3rd Street SE
 - Unveiling of the Local Historic District Signs
- Anne Russett shared the following updates:
 - State Nomination Review Committee approved all three National Register of Historic Places nominations forward to the National Park Service:
 - Downtown District
 - Religious Building (St. James)
 - Industrial Building (Harper & McIntire)
 - Moving forward with the final development of the GIS database
 - Nearing completion of the final draft of the Historic Preservation Plan, next steps include:
 - 7/28: Final Task Force Meeting
 - 8/13: CPC review and recommendation
 - 8/13: HPC review and recommendation
 - 9/22: City Council
 - Registration is open for Kirkwood's Historic Preservation Certificate Series
 - Kirkwood and City staff are working to get the word out.
 - 8/21: Scholarship applications deadline
 - 8/28: Review of applications
 - 9/15: Classes begin
- Jeff Hintz stated that staff had a conference call with SHPO, IEDA, and consultant on structure reports

- Concerns from SHPO on Fulton Filling Station, 1390 3rd Street SE, not providing benefit for historic preservation
- Options:
 - Identify another comparable property in terms of building size and condition
 - Use money as contingency for other projects within the LOA
- The Commission discussed the Chrome Horse and the White Elephant buildings as possible properties for the structure report.
- Bob Grafton made a motion to identify the White Elephant for the structure report. Pat Cargin seconded the motion. The motion passed with Todd McNall opposed.

7. Announcements

- Bob Grafton stated that the date and route for the Frankie House move will be announced soon.

8. Adjournment

- Barb Westercamp made a motion to adjourn the meeting at 7:08 p.m. Caitlin Hartman seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development