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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 13, 2016**

**in the**

**Five Seasons Room, City Services Center**

**500 15<sup>th</sup> Avenue SW, 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. Discussion Items**

- a) Programmatic Agreement (15 minutes)
  - i. *Related to the agreement among the U.S. Army Corp of Engineers, the City, and others executed after the 2008 flood; Representative from Stanley Consultants, Inc. will provide an update on recent data recovery events for the Lot 44 Pump Station and Sinclair Levee*

#### **4. Action Items**

- a) Certificate of Appropriateness (15 minutes)
  - i. *1328 3<sup>rd</sup> Avenue SE – Renovation of a 1962 addition to St. Paul’s United Methodist Church*
- b) Demolition Applications (10 minutes)
  - i. *1408 27<sup>th</sup> Street SE – Private property*
- c) Update to Chapter 18 – Historic Preservation of the Municipal Code (30 minutes)

#### **5. Announcements**

#### **6. Adjournment**

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the Community Development Department at (319) 286-5041 or email [cd-plan@cedar-rapids.org](mailto:cd-plan@cedar-rapids.org) as soon as possible, but no later than 48 hours before the event.

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, September 9, 2016 @ 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  
Sam Bergus  
Mark Stoffer Hunter  
Todd McNall  
Caitlin Hartman

Members Absent: BJ Hobart  
Barb Westercamp

City Staff: Jeff Hintz, Planner  
Anne Russett, Planner  
Jennifer Pratt, Community Development Director  
Nic Roberts, IT Director  
Anne Kroll, Administrative Assistant

**Call Meeting to Order**

- Amanda McKnight Grafton called the meeting to order at 4:31 p.m.
- Eight (8) Commissioners were present with two (2) absent.

**1. Public Comment**

- There was no public comment.

**2. Approve Meeting Minutes**

- Ron Mussman made a motion to approve the minutes from August 25, 2016. Sam Bergus seconded the motion. The motion passed unanimously.

**3. Action Items**

**a) Demolition Applications**

**i. 314 18<sup>th</sup> Street NW – Private Property**

- Jeff Hintz stated that this property was built in 1948 and is located in North Highlands which is an area recommended for intensive survey with a focus on homes built in the 1920s. Staff recommends immediate release. The context of why this area should be surveyed is that it was the western edge of the City in 1929, blocks are not shown on 1913 Sanborn Map but appear on the 1921 Map, and discussion of Lustron Home on C Avenue NW (this property is not a Lustron Home). This property is unlikely to contribute to a potential historic district focused on 1920's development and is below normal

condition according to the City Assessor. Jeff Hintz reviewed historic significance and the demolition review process.

- Mark Stoffer Hunter stated that a block away was the Lincoln Highway and there is a motel cabin court where the HyVee is now. This house is small enough and strange enough that it could possibly be a motel cabin moved to that spot in 1948. Mark Stoffer Hunter stated that he is fine to release the property as long as he can photograph and take measurements of the property.
- Mark Stoffer Hunter made a motion to approve the demolition at 314 18<sup>th</sup> Street NW pending the opportunity to pursue photo documentation. Ron Mussman seconded the motion. The motion passed unanimously.

#### **b) Historic Sites and Markers Project**

- Jeff Hintz reviewed the Preservation Plan guidance, heritage tourism components, and pictures of what the markers look like. The list of historic sites is included in the packet and staff recommends approval of that list. The next steps are to contact property owners, order markers, write content for sites, and the installation of the markers.
- Mark Stoffer Hunter shared a list of additional sites that he and Ron Mussman worked on.

Jennifer Pratt arrived at the meeting at 4:42 p.m.

- Mark Stoffer Hunter clarified that the History Center is doing a similar project called Linn There Done That and that this historic list is in addition to the sites on that project.
- Sam Bergus shared concerns in regards to sites like Quaker Oats and Magnus Brewery as far as being a part of a walking tour and getting access to those. Mark Stoffer Hunter stated that there are bike trails nearby that can house the historic markers for those sites.

Anne Russett arrived at the meeting at 4:47 p.m.

- Amanda McKnight Grafton suggested adding the fountain in Redmond Park across from the apartment building that was once a church.
- Bob Grafton shared concerns about homeowners not approving the posts going up on their property. Mark Stoffer Hunter stated that he tried to stay away from residential properties with this list because one of his goals was to have widespread coverage of all four (4) quadrants so that people are aware of the history all over the City and to focus on parks, schools, theatres, and places where everyone can go.
- Bob Grafton asked if the markers will be on City right of way or personal property. Anne Russett stated that the list needs to be finalized and then staff needs to notify property owners. That will help determine where the markers will go.
- Sam Bergus shared concerns of putting up too many markers for former sites of schools and losing community engagement. Mark Stoffer Hunter agreed that this should not be a used to be tour, but there are a few sites that used to be there that are important to the history of the City.
- The Commission discussed which schools and former schools to add to the list.
- Todd McNall suggested adding the Allis-Chalmers Factory to the list.
- Sam Bergus suggested markers on the bike trails that used to be railroads.

- Todd McNall asked how much the markers and posts cost. Nic Roberts stated that the posts are \$60 and the signs are \$20. Not all of the signs will need posts as some of them will go on buildings.
- Tim Oberbroeckling asked if there was anything on the markers that shows that there are other sites around the City and not just the one they are looking at. Nic Roberts stated that there will be a web address listed for that site and that will also give access to the walking tour so the sites that are a part of that will show up. There is also a QR code on the sign that can be scanned.
- Tim Oberbroeckling asked what is down the road for upkeep and if there is a budget. Nic Roberts stated that there is no budget, but the maintenance costs should not be so much that it would be difficult to maintain. Extra posts will be ordered in case one needs replaced. Signs are easily replicated once created and only cost \$20.
- Amanda McKnight Grafton asked about materials of the signs and if they will be hearty and not easily stolen. Nic Roberts stated that the metal is hearty and sturdy, self-locking, and tamper-proof. The coding on the signs is vandal-proof.

Mark Stoffer Hunter left the meeting at 5:14 p.m.

- Ron Mussman suggested presenting this project at each of the Neighborhood Associations meetings.
- Todd McNall made a motion to approve the list with the addendum that it is up to the discretion of Mark Stoffer Hunter and other people working on this how the list gets dissected and the selection of the final sites. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

#### **4. Discussion Items**

##### **a) MOA/LOA Project Updates**

- Jeff Hintz stated that the historic bus tours will be on November 5, 2016 and they will be the same tours as the tours that were at the Showcase. The tours will leave from Green Square.
- Tim Oberbroeckling asked how the tours will be advertised. Jeff Hintz stated that staff will do a press release and add it to the front page of the City website. Tim Oberbroeckling suggested the Penny Saver. Anne Russett stated that staff will work with Communications staff to advertise. Amanda McKnight Grafton suggested an email blast to Economic Alliance and Neighborhood Associations.

#### **5. Announcements**

- Todd McNall stated that Main Street is sponsoring Room with a Brew on September 23, 2016.

#### **6. Adjournment**

- Tim Oberbroeckling made a motion to adjourn the meeting at 5:26 p.m. Sam Bergus seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II  
Community Development

www.Cedar-Rapids.org



## Historic Preservation Commission

### September 8, 2016

www.Cedar-Rapids.org



## Demolition Review

### 314 18<sup>th</sup> Street NW

www.Cedar-Rapids.org



### 314 18<sup>th</sup> Street NW

- Built 1948
- North Highlands recommended for intensive survey
  - Focus on homes built in 1920's
- Immediate release

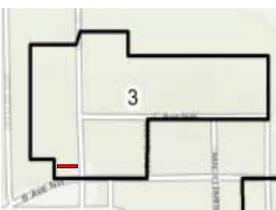


www.Cedar-Rapids.org



### North Highlands

- From 2014 Citywide Survey:
  - Western edge of City in 1929
  - Blocks not shown on 1913 Sanborn Map but appear on 1921 Map
  - Discussion of Lustron Home on C Avenue NW
- Subject property is not a Lustron Home.



Red box is subject property

www.Cedar-Rapids.org



### 314 18<sup>th</sup> Street NW

- Poor Candidate for local landmark
- Unlikely to contribute to potential historic district focused on 1920's development
- Below normal condition per City Assessor



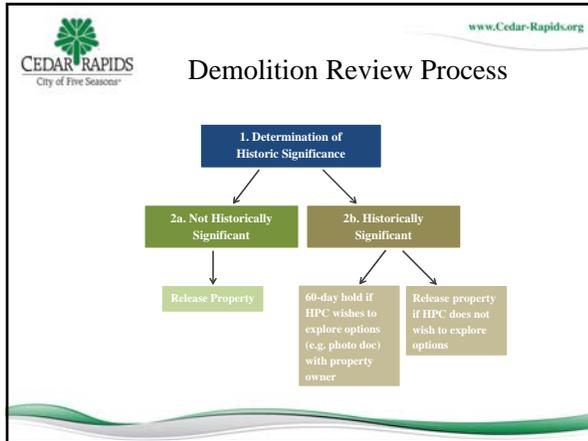
www.Cedar-Rapids.org



### Historic Significance

Defined by 18.02 (1) – **Historically significant building:** A principal building determined to be fifty (50) years old or older, and;

1. The building is associated with any significant historic events;
2. The building is associated with any significant lives of persons;
3. The building signifies distinctive architectural character/era;
4. The building is associated with the lives of persons significant in our past;
5. The building is archeologically significant."



## Historic Sites Project

- ## Preservation Plan Guidance
- Goal 9 is titled “Public Appreciation of Cedar Rapids’ Diverse History and Its Historic Resources.”
  - Policy 9.1 is to “Provide tools to educate the public regarding Cedar Rapids’ history and resources.”
  - Initiative 9.1b within this Policy is to “Develop a formal Heritage tourism Program.”

- ## Heritage Tourism Components
1. Physical Plan Component
  2. Cultural Experience Component
  3. Promotion Component
  4. ***Interpretation Component***
  5. Economic Opportunity Component
  6. Implementation Strategy



Demonstration



 [www.Cedar-Rapids.org](http://www.Cedar-Rapids.org)

### Historic Sites List/Map

- Refer to agenda packet for list by quadrant
- Corresponding Map of Historic Sites List

 [www.Cedar-Rapids.org](http://www.Cedar-Rapids.org)

### Recommendation

Staff recommends approval of the historic sites list.

 [www.Cedar-Rapids.org](http://www.Cedar-Rapids.org)

### Next Steps

1. September/October – contact property owners and order markers
2. Fall/Winter –write content for sites
3. 2017 – Begin installation of markers



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  
**Subject:** COA Request 1328 Third Avenue SE  
**Date:** October 13, 2016

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**Applicant Name(s):** Neumann Monson Architects

**Owner Name:** St. Paul's Methodist Church

**Address:** [1328 Third Avenue SE](#)

**Local Historic District:** Second and Third Avenue Historic District

**Legal Description:** GREEN & COLLEGE LOTS 1 THRU 5 & LOTS 9 THRU 12 & NE 30' LOT 13 & SW 15' LOT 6 FR BLK 17 & BEVER PARK LOTS 1 & 2 & P.O.S. #1297 PARCEL A

**City Assessor Year Built:** Church – 1913. Educational wing addition where work will occur, 1962 (NRHP nomination notes the addition as 1963).

**Description of Project:** Modification of an existing addition; removal of the brick walls on the educational wing on the north and south facades of the 1962 addition in the areas shown below on the existing façade elevations. Enclosure of the opening with glass and addition of steps, planters and railings on the south façade; new entrance and drive under canopy on the north façade as shown in the proposed façade elevations.

Existing Façade elevations:



South façade (3<sup>rd</sup> Avenue SE side)



North façade (alley side)

Red boxes indicate where the proposed work would occur on both existing and proposed façade elevations.

Proposed Façade elevations:



South façade (3<sup>rd</sup> Avenue SE side)



North façade (alley side)

View of historic church prior to the educational wing addition in the early 1960's is shown below, accessed on September 15, 2016 from <https://buildingthesocialgospel.com/2014/07/05/st-pauls-methodist-episcopal-church-cedar-rapids-ia/>



**Information from Historic Surveys on property:** The 1995 Site Inventory Form from the District Nomination survey lists the property as “good.” There are no defining features noted about the “educational wing” where this work will occur. The site inventory form notes the addition of this educational wing, but there is nothing defining about it. The Site Inventory Form notes the original Louis Sullivan designed 1913 church is the contributing feature to the district under Criteria C (Architecture) on the National Register of Historic Places (NRHP).

**NRHP Nomination:** The church itself was listed on the National Register of Historic Places (NRHP) in 1985. The [NRHP Nomination Form](#) also indicates the church is “somewhat compromised by a later addition” showing that this addition done in 1962 per the City Assessor has no historic value to the listed resource, the church itself. The nomination discusses the design of the church and what was originally planned and drawn up, vs what was eventually constructed.

The NRHP nomination form discusses alterations and specifically notes the following regarding the addition in 1963:

“While an attempt was made to blend the brick colors of both old and new, the addition offers a jarring vertical thrust with its projecting broad pilasters and the exposed structural supports which run counter to the intervening bands of windows. The addition consists of a two story building of concrete block with brick veneer. It has a basic ell plan with stair halls on the east and west ends. The thrust of the new wing projects alongside the semi-circular thrust of the original building, making a comparison of the two designs inevitable.”

**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:***

Additions:

Pages 8-9 Rules of Thumb when Rehabilitating a Building

#8. “New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size scale and proportion, and massing to protect the integrity of the property and its environment.”

#9. “New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”

Note: The section on Additions found on page 11 is not included because the context of the narrative is for a “principal home on the property.” This property is not residential in nature as a religious institution; the principal use of the property is not residential.

Preservation Brief 14 from the National Park Service (NPS) is attached at the end of this report and discusses the additions to Historic Buildings and is analyzed in greater detail below.

**Analysis:** The project was previewed with the HPC on August 13 of 2015 and at that time a group from the St. Paul’s Church and Neumann Monson Architects showed some general renderings and a concept plan of this project. It was also mentioned the project would be pursuing the use of historic tax credits. The project submitted with this application is consistent with what was shared with the Commission in August of 2015 and the plan is to utilize the historic tax credits.

The Guidelines for Cedar Rapids Historic Districts do not speak directly about modifications to existing additions, however with guidance from the NPS and the related applicable sections of

the local guidelines, an analysis and recommendation has been formulated. The proposal is not creating any new building area on the property. Essentially, two walls of the existing non-historic rear addition are proposed to be modified with this proposal.

The main elevation of the historic building is the 14<sup>th</sup> Street end of the property near the intersection with 3<sup>rd</sup> Avenue SE; this addition where the work would occur is behind the building when viewed from the intersection of 14<sup>th</sup> Street and 3<sup>rd</sup> Avenue SE. While this addition is visible from 3<sup>rd</sup> Avenue SE, if viewing the property from the front near the intersection, the addition is actually at the rear of the building. Both the 1985 NRHP nomination and 1995 Site Inventory Form note the education wing addition from the early 1960's is not contributing to the historic district or individual NRHP listing of the site.

The NRHP nomination discusses how the addition was constructed using similar bricks in an effort to match the original construction of the historic church building. The Guidelines for Cedar Rapids Historic Districts and the NPS recommend differentiating a new addition from a historic building. Granted, this addition is existing, but the proposed modification will better fit the NPS Preservation Brief 14 recommendations and the Guidelines for Cedar Rapids Historic Districts more so than what was originally constructed.

The use of glass to differentiate between the historic and non-historic portions of this building is used in several examples for appropriately done additions in the attached Preservation Brief 14 from the NPS. Generally speaking, mimicking features to achieve a false sense of historical accuracy is not recommended for additions to buildings by the NPS or in the Guidelines for Cedar Rapids Historic Districts. When this addition was built in the early 1960's Preservation Briefs, Historic Districts/Landmarks and Guidelines for Historic Districts did not exist. This project is essentially a proposal to take something which is not recommended and create a much better differentiation between historic and new, which is recommended. There will be a much clearer distinction between what is historic and what was added in the early 1960's with the completion of this project.

Additionally, no defining features of the church described in the NRHP individual nomination for the property will be impacted by this project. The historic building will have nothing new done to it. The work will be occurring on the addition to the building deemed by two different architectural historians, at two different points in time to be non-historic and not contributing to the NRHP landmark designation or the Historic District.

**Staff Recommendation:** Approval of the application as submitted.

**Attachments:** 1) Application from applicant, with project renderings; and  
2) Preservation Brief 14 from the National Park Service titled, "New Exterior Additions to Historic Buildings: Preservation Concerns."

# 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>St. Paul's United Methodist Church</u></p> <p>Address <u>1340 3rd Ave SE</u></p> <p>City <u>Cedar Rapids</u></p> <p>State <u>Iowa</u> Zip <u>52403</u></p> <p>Phone <u>319-363-2058</u></p>	<p style="text-align: center;"><b>Applicant Information</b></p> <p>Name <u>Nathan Griffith</u></p> <p>Company <u>Neumann Monson Architects</u></p> <p>Address <u>221 East College Street, Suite 303</u></p> <p>City <u>Iowa City</u></p> <p>State <u>Iowa</u> Zip <u>52240</u></p> <p>Home Ph. _____</p> <p>Work Ph. <u>319-338-7878</u></p>
<p><b>Address of Property</b> where work is to be done:  <u>1340 3rd Ave SE, Cedar Rapids, Iowa 52403</u></p>	
<p><b>Project type:</b> House <input type="checkbox"/>, Garage <input type="checkbox"/>, Shed <input type="checkbox"/>, Fence <input type="checkbox"/>, Addition <input type="checkbox"/>, other <u>Church Renovation</u></p>	
<p><b>Project description:</b> _____          This project is a major renovation of the historic church. It includes a new entrance and drive-under canopy on the north facade, new entrance with steps and planters on the south facade, and a complete remodel of the main floor.</p>	
<p><b>Location:</b> Describe where (what part of building, or where on property) work will be done: _____          Exterior work will be done on the north and south sides of the building, near the center.</p>	
<p><b>Materials:</b> Type and design to be used _____          The entrances will consist of glass walls, steel handrails, steel canopy, concrete steps and limestone planters.</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> _____</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



VIEW FROM SOUTH



VIEW FROM NORTH

# 14 PRESERVATION BRIEFS

## New Exterior Additions to Historic Buildings: Preservation Concerns

Anne E. Grimmer and Kay D. Weeks



National Park Service  
U.S. Department of the Interior  
Technical Preservation Services



A new exterior addition to a historic building should be considered in a rehabilitation project only after determining that requirements for the new or adaptive use cannot be successfully met by altering non-significant interior spaces. If the new use cannot be accommodated in this way, then an exterior addition may be an acceptable alternative. Rehabilitation as a treatment “is defined as the act or process of making possible a compatible use for a property through repair, alterations, and *additions* while preserving those portions or features which convey its historical, cultural, or architectural values.”

The topic of new additions, including rooftop additions, to historic buildings comes up frequently, especially as it

relates to rehabilitation projects. It is often discussed and it is the subject of concern, consternation, considerable disagreement and confusion. Can, in certain instances, a historic building be enlarged for a new use without destroying its historic character? And, just what is significant about each particular historic building that should be preserved? Finally, what kind of new construction is appropriate to the historic building?

The vast amount of literature on the subject of additions to historic buildings reflects widespread interest as well as divergence of opinion. New additions have been discussed by historians within a social and political framework; by architects and architectural historians in terms of construction technology and style; and

by urban planners as successful or unsuccessful contextual design. However, within the historic preservation and rehabilitation programs of the National Park Service, the focus on new additions is to ensure that they preserve the character of historic buildings.

Most historic districts or neighborhoods are listed in the National Register of Historic Places for their significance within a particular time frame. This period of significance of historic districts as well as individually-listed properties may sometimes lead to a misunderstanding that inclusion in the National Register may prohibit any physical change outside of a certain historical period — particularly in the form of exterior additions. National Register listing does not mean that a building or district is frozen in time and that no change can be made without compromising the historical significance. It does mean, however, that a new addition to a historic building should preserve its historic character.



Figure 1. The addition to the right with its connecting hyphen is compatible with the Collegiate Gothic-style library. The addition is set back from the front of the library and uses the same materials and a simplified design that references, but does not copy, the historic building. Photo: David Wakely Photography.



Figure 2. The new section on the right is appropriately scaled and reflects the design of the historic Art Deco-style hotel. The apparent separation created by the recessed connector also enables the addition to be viewed as an individual building.

## Guidance on New Additions

To meet Standard 1 of the *Secretary of the Interior's Standards for Rehabilitation*, which states that "a property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment," it must be determined whether a historic building can accommodate a new addition. Before expanding the building's footprint, consideration should first be given to incorporating changes—such as code upgrades or spatial needs for a new use—within secondary areas of the historic building. However, this is not always possible and, after such an evaluation, the conclusion may be that an addition is required, particularly if it is needed to avoid modifications to character-defining interior spaces. An addition should be designed to be compatible with the historic character of the building and, thus, meet the *Standards for Rehabilitation*. Standards 9 and 10 apply specifically to new additions:

(9) "New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment."

(10) "New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired."

The subject of new additions is important because a new addition to a historic building has the potential to change its historic character as well as to damage and destroy significant historic materials and features. A new addition also has the potential to confuse the public and to make it difficult or impossible to differentiate the old from the new or to recognize what part of the historic building is genuinely historic.

The intent of this Preservation Brief is to provide guidance to owners, architects and developers on how to design a compatible new addition, including a rooftop addition, to a historic building. A new addition to a historic building should preserve the building's *historic character*. To accomplish this and meet the *Secretary of the Interior's Standards for Rehabilitation*, a new addition should:

- Preserve significant historic materials, features and form;
- Be compatible; and
- Be differentiated from the historic building.

Every historic building is different and each rehabilitation project is unique. Therefore, the guidance offered here is not specific, but general, so that it can be applied to a wide variety of building types and situations. To assist in interpreting this guidance, illustrations of a variety of new additions are provided. Good examples, as well as some that do not meet the Standards, are included to further help explain and clarify what is a compatible new addition that preserves the character of the historic building.



Figure 3. The red and buff-colored parking addition with a rooftop playground is compatible with the early-20th century school as well as with the neighborhood in which it also serves as infill in the urban setting.

## *Preserve Significant Historic Materials, Features and Form*

Attaching a new exterior addition usually involves some degree of material loss to an external wall of a historic building, but it should be minimized. Damaging or destroying significant materials and craftsmanship should be avoided, as much as possible.

Generally speaking, preservation of historic buildings inherently implies minimal change to primary or “public” elevations and, of course, interior features as well. Exterior features that distinguish one historic building or a row of buildings and which can be seen from a public right of way, such as a street or sidewalk, are most likely to be the most significant. These can include many different elements, such as: window patterns, window hoods or shutters; porticoes, entrances and doorways; roof shapes, cornices and decorative moldings; or commercial storefronts with their special detailing, signs and glazing patterns. Beyond a single building, entire blocks of urban or residential structures are often closely related architecturally by their materials, detailing, form and alignment. Because significant materials and features should be preserved, not damaged or hidden, the first place to consider placing a new addition is in a location where the least amount of historic material and character-defining features will be lost. In most cases, this will be on a secondary side or rear elevation.

One way to reduce overall material loss when constructing a new addition is simply to keep the addition smaller in proportion to the size of the historic building. Limiting the size and number of openings between old and new by utilizing existing doors or enlarging windows also helps to minimize loss. An often successful way to accomplish this is to link the addition to the historic building by means of a hyphen or connector. A connector provides a physical link while visually separating the old and new, and the connecting passageway penetrates and removes only a small portion of the historic wall. A new addition that will abut the historic building along an entire elevation or wrap around a side and rear elevation, will likely integrate the historic and the new interiors, and thus result in a high degree of loss of form and exterior walls, as well as significant alteration of interior spaces and features, and will not meet the Standards.



*Figure 4. This glass and brick structure is a harmonious addition set back and connected to the rear of the Colonial Revival-style brick house. Cunningham/Quill Architects. Photos: © Maxwell MacKenzie.*

## *Compatible but Differentiated Design*

In accordance with the Standards, a new addition must preserve the building’s historic character and, in order to do that, it must be differentiated, but compatible, with the historic building. A new addition must retain the essential form and integrity of the historic property. Keeping the addition smaller, limiting the removal of historic materials by linking the addition with a hyphen, and locating the new addition at the rear or on an inconspicuous side elevation of a historic building are techniques discussed previously that can help to accomplish this.

Rather than differentiating between old and new, it might seem more in keeping with the historic character

simply to repeat the historic form, material, features and detailing in a new addition. However, when the new work is highly replicative and indistinguishable from the old in appearance, it may no longer be possible to identify the “real” historic building. Conversely, the treatment of the addition should not be so different that it becomes the primary focus. The difference may be subtle, but it must be clear. A new addition to a historic building should protect those visual qualities that make the building eligible for listing in the National Register of Historic Places.

The National Park Service policy concerning new additions to historic buildings, which was adopted in 1967, is not unique. It is an outgrowth and continuation of a general philosophical approach to change first expressed by John Ruskin in England in the 1850s, formalized by William Morris in the founding of the Society for the Protection of Ancient Buildings in 1877, expanded by the Society in 1924 and, finally, reiterated in the 1964 Venice Charter—a document that continues to be followed by the national committees of the International Council on Monuments and Sites (ICOMOS). The 1967 *Administrative Policies for Historical Areas of the National Park System* direct that “...a modern addition should be readily distinguishable from the older work; however, the new work should be harmonious with the old in scale, proportion, materials, and color. Such additions should be as inconspicuous as

possible from the public view.” As a logical evolution from these Policies specifically for National Park Service-owned historic structures, the 1977 *Secretary of the Interior’s Standards for Rehabilitation*, which may be applied to **all** historic buildings listed in, or eligible for listing in the National Register, also state that “the new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.”

### *Preserve Historic Character*

The goal, of course, is a new addition that preserves the building’s historic character. The historic character of each building may be different, but the methodology of establishing it remains the same. Knowing the uses and functions a building has served over time will assist in making what is essentially a physical evaluation. But, while written and pictorial documentation can provide a framework for establishing the building’s history, to a large extent the historic character is embodied in the physical aspects of the historic building itself—shape, materials, features, craftsmanship, window arrangements, colors, setting and interiors. Thus, it is important to identify the historic character before making decisions about the extent—or limitations—of change that can be made.



Figure 5. This addition (a) is constructed of matching brick and attached by a recessed connector (b) to the 1914 apartment building (c). The design is compatible and the addition is smaller and subordinate to the historic building (d).



Figure 6. A new addition (left) is connected to the garage which separates it from the main block of the c. 1910 former florist shop (right). The addition is traditional in style, yet sufficiently restrained in design to distinguish it from the historic building.

A new addition should always be subordinate to the historic building; it should not compete in size, scale or design with the historic building. An addition that bears no relationship to the proportions and massing of the historic building—in other words, one that overpowers the historic form and changes the scale—will usually compromise the historic character as well. The appropriate size for a new addition varies from building to building; it could never be stated in a square or cubic footage ratio, but the historic building's existing proportions, site and setting can help set some general parameters for enlargement. Although even a small addition that is poorly designed can have an adverse impact, to some extent, there is a predictable relationship between the size of the historic resource and what is an appropriate size for a compatible new addition.

Generally, constructing the new addition on a secondary side or rear elevation—in addition to material preservation—will also preserve the historic character. Not only will the addition be less visible, but because a secondary elevation is usually simpler and less distinctive, the addition will have less of a physical and visual impact on the historic building. Such placement will help to preserve the building's historic form and relationship to its site and setting.

Historic landscape features, including distinctive grade variations, also need to be respected. Any new landscape features, including plants and trees, should be kept at a scale and density that will not interfere with understanding of the historic resource itself. A traditionally landscaped

property should not be covered with large paved areas for parking which would drastically change the character of the site.

Despite the fact that in most cases it is recommended that the new addition be attached to a secondary elevation, sometimes this is not possible. There simply may not be a secondary elevation—some important freestanding buildings have significant materials and features on all sides. A structure or group of structures together with its setting (for example, a college campus) may be of such significance that any new addition would not only damage materials, but alter the buildings' relationship to each other and the setting. An addition attached to a highly-visible elevation of a historic building can radically alter the historic form or obscure features such as a decorative cornice or window ornamentation. Similarly, an addition that fills



Figure 7. A vacant side lot was the only place a new stair tower could be built when this 1903 theater was rehabilitated as a performing arts center. Constructed with matching materials, the stair tower is set back with a recessed connector and, despite its prominent location, it is clearly subordinate and differentiated from the historic theater.

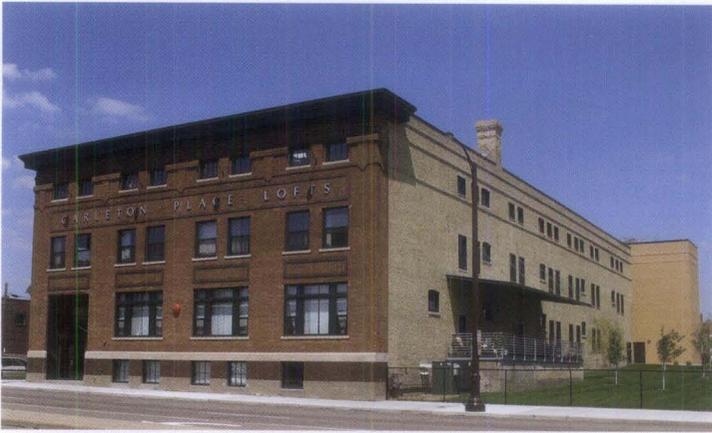


Figure 8. The rehabilitation of this large, early-20th century warehouse (left) into affordable artists' lofts included the addition of a compatible glass and brick elevator/stair tower at the back (right).



Figure 9. A simple, brick stair tower replaced two non-historic additions at the rear of this 1879 school building when it was rehabilitated as a women's and children's shelter. The addition is set back and it is not visible from the front of the school.



Figure 10. The small size and the use of matching materials ensures that the new addition on the left is compatible with the historic Romanesque Revival-style building.

in a planned void on a highly-visible elevation (such as a U-shaped plan or a feature such as a porch) will also alter the historic form and, as a result, change the historic character. Under these circumstances, an addition would have too much of a negative impact on the historic building and it would not meet the Standards. Such situations may best be handled by constructing a separate building in a location where it will not adversely affect the historic structure and its setting.

In other instances, particularly in urban areas, there may be no other place but adjacent to the primary façade to locate an addition needed for the new use. It may be possible to design a lateral addition attached on the side that is compatible with the historic building, even though it is a highly-visible new element. Certain types of historic structures, such as government buildings, metropolitan museums, churches or libraries, may be so massive in size that a relatively large-scale addition may not compromise the historic character, provided, of course, the addition is smaller than the historic building. Occasionally, the visible size of an addition can be reduced by placing some of the spaces or support systems in a part of the structure that is underground. Large new additions may sometimes be successful if they read as a separate volume, rather than as an extension of the historic structure, although the scale, massing and proportions of the addition still need to be compatible with the historic building. However, similar expansion of smaller buildings would be dramatically out of scale. In summary, where any new addition is proposed, correctly assessing the relationship between actual size and relative scale will be a key to preserving the character of the historic building.



Figure 11. The addition to this early-20th century Gothic Revival-style church provides space for offices, a great hall for gatherings and an accessible entrance (left). The stucco finish, metal roof, narrow gables and the Gothic-arched entrance complement the architecture of the historic church. Placing the addition in back where the ground slopes away ensures that it is subordinate and minimizes its impact on the church (below).

## Design Guidance for Compatible New Additions to Historic Buildings

There is no formula or prescription for designing a new addition that meets the Standards. A new addition to a historic building that meets the Standards can be any architectural style—traditional, contemporary or a simplified version of the historic building. However, there must be a balance between differentiation and compatibility in order to maintain the historic character and the identity of the building being enlarged. New additions that too closely resemble the historic building or are in extreme contrast to it fall short of this balance. *Inherent in all of the guidance is the concept that an addition needs to be subordinate to the historic building.*

A new addition **must preserve significant historic materials, features and form, and it must be compatible but differentiated from the historic building.** To achieve this, it is necessary to carefully consider the **placement or location** of the new addition, and its **size, scale and massing** when planning a new addition. To preserve a property's historic character, a new addition must be visually distinguishable from the historic building. This does not mean that the addition and the historic building should be glaringly different in terms of design, materials and other visual qualities. Instead, the new addition should take its design cues from, but not copy, the historic building.



A variety of design techniques can be effective ways to differentiate the new construction from the old, while respecting the architectural qualities and vocabulary of the historic building, including the following:

- Incorporate a simple, recessed, small-scale hyphen to physically separate the old and the new volumes or set the addition back from the wall plane(s) of the historic building.
- Avoid designs that unify the two volumes into a single architectural whole. The new addition may include simplified architectural features that reflect, but do not duplicate, similar features on the historic building. This approach will not impair the existing building's historic character as long as the new structure is subordinate in size and clearly differentiated and distinguishable so that the identity of the historic structure is not lost in a new and larger composition. The historic building must be clearly identifiable and its physical integrity must not be compromised by the new addition.



Figure 12. This 1954 synagogue (left) is accessed through a monumental entrance to the right. The new education wing (far right) added to it features the same vertical elements and color and, even though it is quite large, its smaller scale and height ensure that it is secondary to the historic resource.



Figure 13. A glass and metal structure was constructed in the courtyard as a restaurant when this 1839 building was converted to a hotel. Although such an addition might not be appropriate in a more public location, it is compatible here in the courtyard of this historic building.



Figure 14. This glass addition was erected at the back of an 1895 former brewery during rehabilitation to provide another entrance. The addition is compatible with the plain character of this secondary elevation.

- Use building materials in the same color range or value as those of the historic building. The materials need not be the same as those on the historic building, but they should be harmonious; they should not be so different that they stand out or distract from the historic building. (Even clear glass can be as prominent as a less transparent material. Generally, glass may be most appropriate for small-scale additions, such as an entrance on a secondary elevation or a connector between an addition and the historic building.)
- Base the size, rhythm and alignment of the new addition's window and door openings on those of the historic building.
- Respect the architectural expression of the historic building type. For example, an addition to an institutional building should maintain the architectural character associated with this building type rather than using details and elements typical of residential or other building types.

These techniques are merely examples of ways to differentiate a new addition from the historic building while ensuring that the addition is compatible with it. Other ways of differentiating a new addition from the historic building may be used as long as they maintain the primacy of the historic building. Working within these basic principles still allows for a broad range of architectural expression that can range from stylistic similarity to contemporary distinction. The recommended design approach for an addition is one that neither copies the historic building exactly nor stands in stark contrast to it.

## Revising an Incompatible Design for a New Addition to Meet the Standards

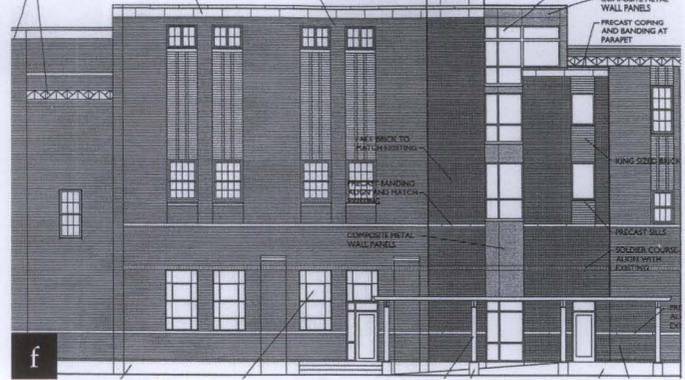
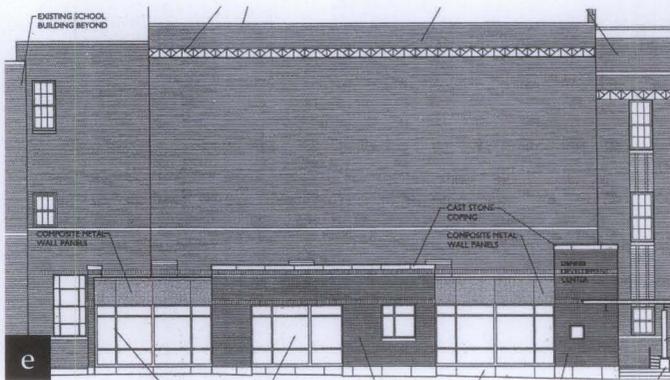
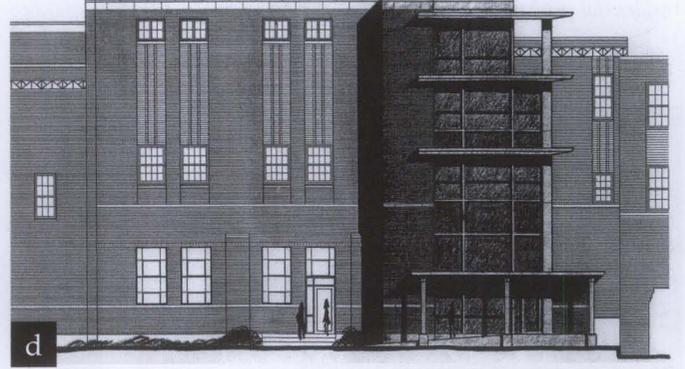
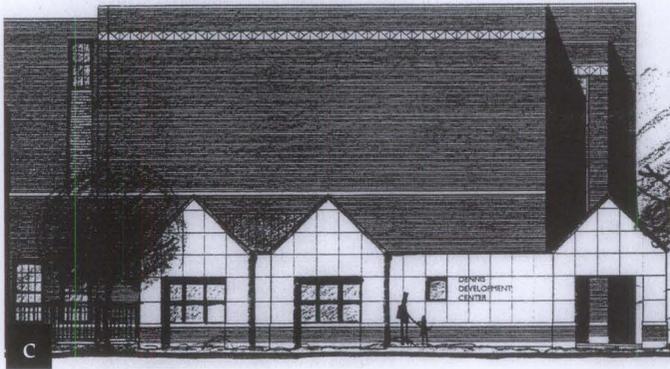


Figure 15. The rehabilitation of a c. 1930 high school auditorium for a clinic and offices proposed two additions: a one-story entrance and reception area on this elevation (a); and a four-story elevator and stair tower on another side (b). The gabled entrance (c) first proposed was not compatible with the flat-roofed auditorium and the design of the proposed stair tower (d) was also incompatible and overwhelmed the historic building. The designs were revised (e-f) resulting in new additions that meet the Standards (g-h).

## Incompatible New Additions to Historic Buildings

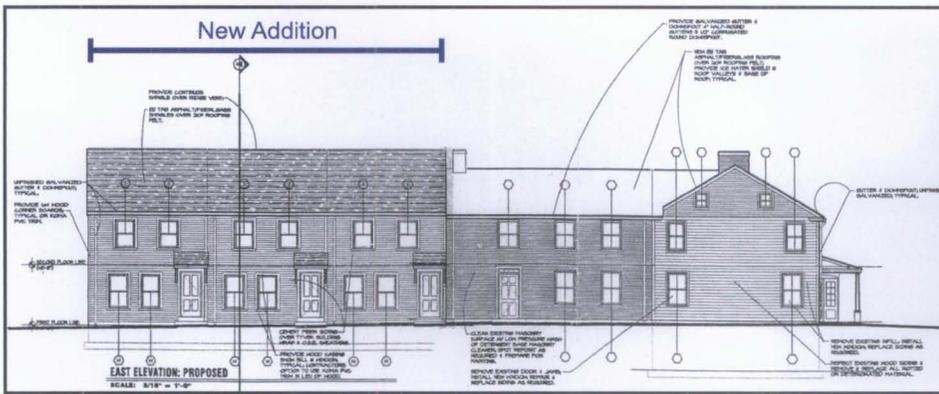


Figure 16. The proposal to add three row houses to the rear ell of this early-19th century residential property doubles its size and does not meet the Standards..



Figure 17. The small addition on the left is starkly different and it is not compatible with the eclectic, late-19th century house.



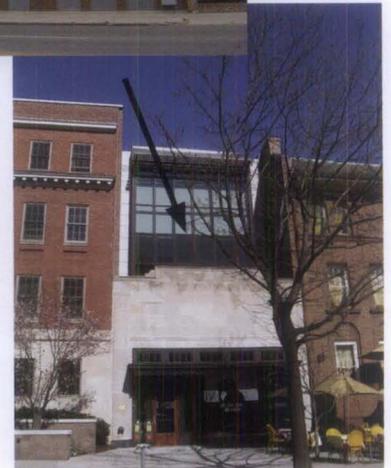
Figure 18. The expansion of a one- and one-half story historic bungalow (left) with a large two-story rear addition (right) has greatly altered and obscured its distinctive shape and form.



Figure 19. The upper two floors of this early-20th century office building were part of the original design, but were not built. During rehabilitation, the two stories were finally constructed. This treatment does not meet the Standards because the addition has given the building an appearance it never had historically.



Figure 20. The height, as well as the design, of these two-story rooftop additions overwhelms the two-story and the one-story, low-rise historic buildings.



## New Additions in Densely-Built Environments

In built-up urban areas, locating a new addition on a less visible side or rear elevation may not be possible simply because there is no available space. In this instance, there may be alternative ways to help preserve the historic character. One approach when connecting a new addition to a historic building on a primary elevation is to use a hyphen to separate them. A subtle variation in material, detailing and color may also provide the degree of differentiation necessary to avoid changing the essential proportions and character of the historic building.

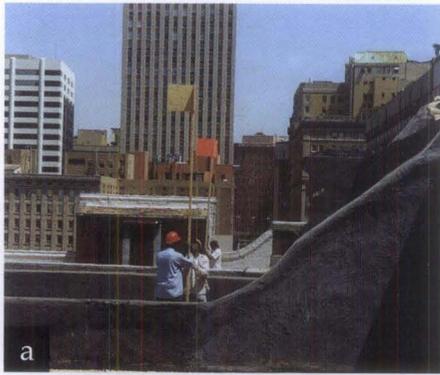
A densely-built neighborhood such as a downtown commercial core offers a particular opportunity to design an addition that will have a minimal impact on the historic building. Often the site for such an addition is a vacant lot where another building formerly stood. Treating the addition as a separate or infill building may be the best approach when designing an addition that will have the least impact on the historic building and the district. In these instances there may be no need for a direct visual link to the historic building. Height and setback from the street should generally be consistent with those of the historic building and other surrounding buildings in the district. Thus, in most urban commercial areas the addition should not be set back from the façade of the historic building. A tight urban setting may sometimes even accommodate a larger addition if the primary elevation is designed to give the appearance of being several buildings by breaking up the facade into elements that are consistent with the scale of the historic building and adjacent buildings.



Figure 21. Both wings of this historic L-shaped building (top), which fronts on two city streets, adjoined vacant lots. A two-story addition was constructed on one lot (above, left) and a six-story addition was built on the other (above, right). Like the historic building, which has two different facades, the compatible new additions are also different and appear to be separate structures rather than part of the historic building.



Figure 22. The proposed new addition is compatible with the historic buildings that remain on the block. Its design with multiple storefronts helps break up the mass.



## Rooftop Additions

The guidance provided on designing a compatible new addition to a historic building applies equally to new rooftop additions. A rooftop addition should preserve the character of a historic building by preserving historic materials, features and form; and it should be compatible but differentiated from the historic building.

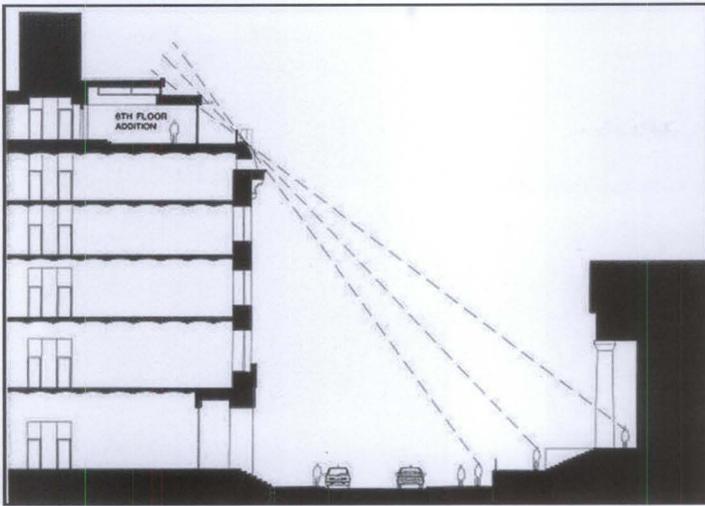
However, there are several other design principles that apply specifically to rooftop additions. Generally, a rooftop addition should not be more than one story in height to minimize its visibility and its impact on the proportion and profile of the historic building. A rooftop addition should almost always be set back at least one full bay from the primary elevation of the building, as well as from the other elevations if the building is free-standing or highly visible.

It is difficult, if not impossible, to minimize the impact of adding an entire new floor to relatively low buildings, such as small-scale residential or commercial structures, even if the new addition is set back from the plane of the façade. Constructing another floor on top of a small, one, two or three-story building is seldom appropriate for buildings of this size as it would measurably alter the building's proportions and profile, and negatively impact its historic character. On the other hand, a rooftop addition on an eight-story building, for example, in a historic district consisting primarily of tall buildings might not affect the historic character because the new construction may blend in with the surrounding buildings and be only minimally visible within the district. A rooftop addition in a densely-built urban area is more likely to be compatible on a building that is adjacent to similarly-sized or taller buildings.

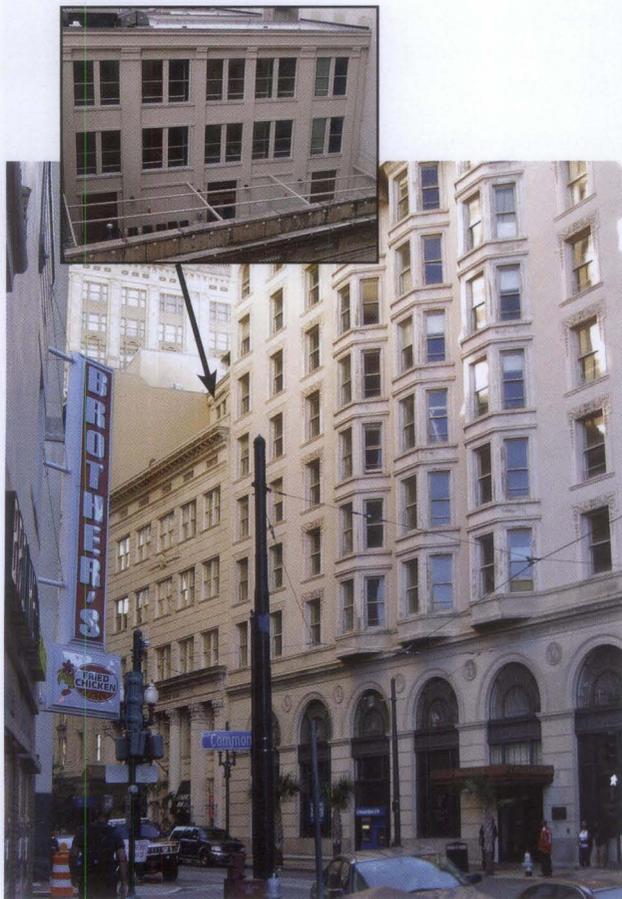
A number of methods may be used to help evaluate the effect of a proposed rooftop addition on a historic building and district, including pedestrian sight lines, three-dimensional schematics and computer-generated design. However, drawings generally do not provide a true "picture" of the appearance and visibility of a proposed rooftop addition. For this reason, it is often necessary to construct a rough, temporary, full-size or skeletal mock up of a portion of the proposed addition, which can then be photographed and evaluated from critical vantage points on surrounding streets.



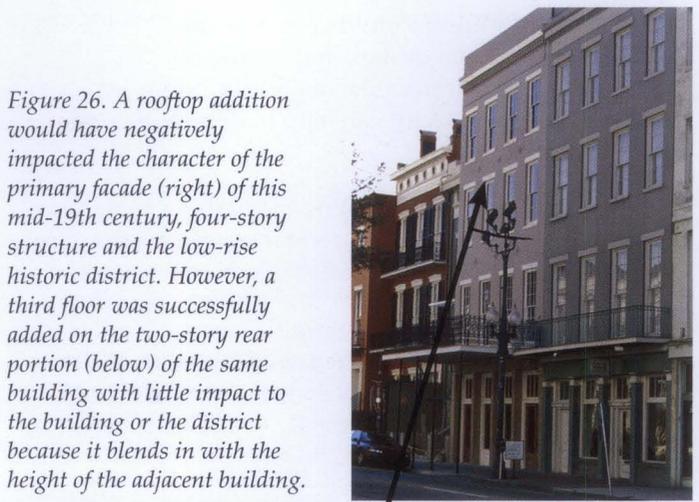
Figure 23. Colored flags marking the location of a proposed penthouse addition (a) were placed on the roof to help evaluate the impact and visibility of an addition planned for this historic furniture store (b). Based on this evaluation, the addition was constructed as proposed. It is minimally visible and compatible with the 1912 structure (c). The tall parapet wall conceals the addition from the street below (d).



**Figure 24. How to Evaluate a Proposed Rooftop Addition.**  
 A sight-line study (above) only factors in views from directly across the street, which can be very restrictive and does not illustrate the full effect of an addition from other public rights of way. A mock up (above, right) or a mock up enhanced by a computer-generated rendering (below, right) is essential to evaluate the impact of a proposed rooftop addition on the historic building.



**Figure 25.** It was possible to add a compatible, three-story, penthouse addition to the roof of this five-story, historic bank building because the addition is set far back, it is surrounded by taller buildings and a deep parapet conceals almost all of the addition from below.



**Figure 26.** A rooftop addition would have negatively impacted the character of the primary facade (right) of this mid-19th century, four-story structure and the low-rise historic district. However, a third floor was successfully added on the two-story rear portion (below) of the same building with little impact to the building or the district because it blends in with the height of the adjacent building.



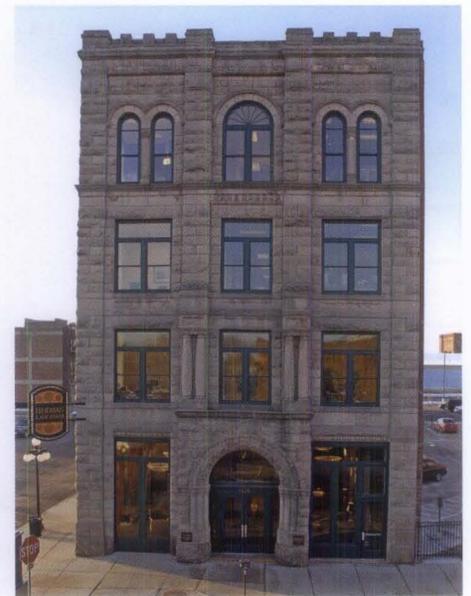


Figure 27. Although the new brick stair/elevator tower (left) is not visible from the front (right), it is on a prominent side elevation of this 1890 stone bank. The compatible addition is set back and does not compete with the historic building. Photos: Chadd Gossmann, Aurora Photography, LLC.

## Designing a New Exterior Addition to a Historic Building

This guidance should be applied to help in designing a compatible new addition that will meet the *Secretary of the Interior's Standards for Rehabilitation*:

- A new addition should be simple and unobtrusive in design, and should be distinguished from the historic building—a recessed connector can help to differentiate the new from the old.
- A new addition should not be highly visible from the public right of way; a rear or other secondary elevation is usually the best location for a new addition.
- The construction materials and the color of the new addition should be harmonious with the historic building materials.
- The new addition should be smaller than the historic building—it should be subordinate in both size and design to the historic building.

The same guidance should be applied when designing a compatible **rooftop** addition, plus the following:

- A rooftop addition is generally not appropriate for a one, two or three-story building—and often is not appropriate for taller buildings.
- A rooftop addition should be minimally visible.
- Generally, a rooftop addition must be set back at least one full bay from the primary elevation of the building, as well as from the other elevations if the building is freestanding or highly visible.
- Generally, a rooftop addition should not be more than one story in height.
- Generally, a rooftop addition is more likely to be compatible on a building that is adjacent to similarly-sized or taller buildings.

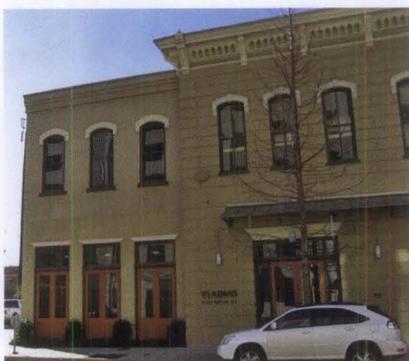


Figure 28. A small addition (left) was constructed when this 1880s train station was converted for office use. The paired doors with transoms and arched windows on the compatible addition reflect, but do not replicate, the historic building (right).



Figure 29. This simple glass and brick entrance (left) added to a secondary elevation of a 1920s school building (right) is compatible with the original structure.

## Summary

Because a new exterior addition to a historic building can damage or destroy significant materials and can change the building's character, an addition should be considered only after it has been determined that the new use cannot be met by altering non-significant, or secondary, interior spaces. If the new use cannot be met in this way, then an attached addition may be an acceptable alternative if carefully planned and designed. A new addition to a historic building should be constructed in a manner that preserves significant materials, features and form, and preserves the building's historic character. Finally, an addition should be differentiated from the historic building so that the new work is compatible with—and does not detract from—the historic building, and cannot itself be confused as historic.

## Additional Reading

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Day, Steven, AIA. "Modernism Meets History: New Additions to Historic Structures." *Preservation Seattle* [Historic Seattle's online monthly preservation magazine.] May 2003. [www.historicseattle.org/preservationseattle/publicpolicy/defaultmay2.htm](http://www.historicseattle.org/preservationseattle/publicpolicy/defaultmay2.htm).

*Incentives! A Guide to the Federal Historic Preservation Tax Incentives Program for Income-Producing Properties*. "Avoiding Incompatible Treatments: New Additions & Rooftop Additions." Technical Preservation Services Branch, National Park Service. Online at [www.nps.gov/history/hps/tps/](http://www.nps.gov/history/hps/tps/).

*Interpreting the Standards Bulletins (ITS)*. Technical Preservation Services Branch, National Park Service. Online at [www.nps.gov/history/hps/tps/](http://www.nps.gov/history/hps/tps/).

*New Additions to Historic Buildings*. Technical Preservation Services Branch, National Park Service. Online at [www.nps.gov/history/hps/tps/](http://www.nps.gov/history/hps/tps/).

O'Connell, Kim A. "Making Connections." *Traditional Building*. March/April 2004. (Vol. 17, No. 2), pp. 12-15.

*The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Washington, D.C.: U.S. Department of the Interior, National Park Service, Preservation Assistance Division, rev. 1990.

*The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. (Authors: W. Brown Morton, III, Gary L. Hume, Kay D. Weeks, and H. Ward Jandl. Project Directors: Anne E. Grimmer and Kay D. Weeks.) Washington, D.C.: U.S. Department of

the Interior, National Park Service, Preservation Assistance Division, 1992. Online at [www.nps.gov/history/hps/tps/](http://www.nps.gov/history/hps/tps/).

Semes, Steven W. "Differentiated and Compatible: The Secretary's Standards revisited." *Traditional Building*. February 2009. (Vol. 22, No. 1), pp. 20-23.

Semes, Steven W. *The Future of the Past: A Conservation Ethic for Architecture, Urbanism, and Historic Preservation*. (In association with The Institute of Classical Architecture and Classical America.) New York, NY: W.W. Norton & Company, 2009.



Figure 30. The small addition on the right of this late-19th century commercial structure is clearly secondary and compatible in size, materials and design with the historic building.



Figure 31. An elevator/stair tower was added at the back of this Richardsonian Romanesque-style theater when it was rehabilitated. Rough-cut stone and simple cut-out openings ensure that the addition is compatible and subordinate to the historic building. Photo: Chuck Liddy, AIA.

## Acknowledgements

Anne E. Grimmer, Senior Architectural Historian, Technical Preservation Services Branch, National Park Service, revised *Preservation Brief 14*, written by Kay D. Weeks and first published in 1986. The revised Brief features all new illustrations and contains expanded and updated design guidance on the subject of new additions that has been developed by the Technical Preservation Services Branch since the original publication of the Brief. Several individuals generously contributed their time and expertise to review the revision of this *Preservation Brief*, including: Sharon C. Park, FAIA, Chief, Architectural History and Historic Preservation, Smithsonian Institution; Elizabeth Tune and Karen Brandt, Department of Historic Resources, Commonwealth of Virginia; and Phillip Wisley and David Ferro, Division of Historical Resources, Florida Department of State. The Technical Preservation Services professional staff, in particular Michael J. Auer, Jo Ellen Hensley, Gary Sachau and Rebecca Shiffer, also provided important guidance in the development of this publication. All illustrations are from National Park Service files unless otherwise credited. Front cover image: Detail of new addition shown in Figure 4. Photo: © Maxwell MacKenzie.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. The Technical Preservation Services Branch, National Park Service, prepares standards, guidelines and other educational materials on responsible historic preservation treatments for a broad public audience. Additional information about the programs of Technical Preservation Services is available on the website at [www.nps.gov/history/hps/tps](http://www.nps.gov/history/hps/tps). Comments about this publication should be addressed to: Charles E. Fisher, Technical Preservation Publications Program Manager, Technical Preservation Services-2255, National Park Service, 1849 C Street, NW, Washington, DC 20240. This publication is not copyrighted and can be reproduced without penalty. Normal procedures for credit to the author and the National Park Service are appreciated.



## Historic Preservation Commission Agenda Item Cover Sheet

**Meeting Date:** October 13, 2016

**Property Location:** 1408 27<sup>th</sup> Street SE

**Property Owner/Representative:** John Faroute

**Owner Number(s):** 319-551-4069 **Demolition Contact:** Bushman Excavating  
319-551-8092

**Year Built:** 1924

**Description of Agenda Item:**  Demolition Application  COA  Other

**Background and Previous HPC Action:** The City Assessor information indicates the structure is in below normal condition. The owner also indicated the condition is very rough and that there are not immediate construction plans, the lot will be grass. Any new development would comply with the current zoning or go through the land development process.

**City Assessor Information on the parcel:**

<http://cedarrapids.iowaassessors.com/parcel.php?parcel=142615502200000>

**Historic Eligibility Status:** Eligible  Not Eligible  Unknown  N/A

**Explanation (if necessary):**

This property was looked at through general level windshield survey as part of the [Citywide Reconnaissance Survey](#). The area where this property is located was not deemed worthy of a narrative description, but document page 20 (PDF page 23) shows a map of what was surveyed. This area was reviewed as indicated by the red dashed line on the map; areas which were given a narrative are highlighted with black outlines and numbered.

The State Historic Preservation Office has reviewed and concurred with this survey.

**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:** Poor candidate for local landmarking, renovation is not economical for the owner.



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

**To:** Historic Preservation Commission  
**From:** Anne Russett, Planner III, Community Development Department  
**Subject:** Update to Chapter 18 – Historic Preservation of the Municipal Code  
**Date:** October 13, 2016

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### **Introduction**

At the Commission's August 25, 2016 meeting staff summarized the key changes regarding the update to Chapter 18 – Historic Preservation. At your meeting on September 22, staff will provide a comprehensive overview of the draft ordinance [Attachment 1] for the Commission's review and consideration.

### **Outreach & Engagement**

Since the inception of this project late last year, staff has reached out to a variety of different stakeholder groups in order to help inform the draft ordinance [Attachment 2]. In addition, the input from the HPC Chapter 18 Update Sub-committee [Attachment 3] has been critical to this process. At the sub-committee's meeting on August 8, they recommended to move forward with the draft ordinance.

### **Proposed Changes to Chapter 18-Historic Preservation**

Many of the changes in the draft ordinance address concerns raised by the Commission related to the Certificate of Appropriateness and Certificate of No Material Effect processes, as well as the demolition review process.

#### *COA/CNME Process*

As for the COA/CNME process, Table 1 outlines the approach for projects that may be proposed within the City's local historic districts and landmarks. Due to concerns expressed regarding the removal of architectural detailing, the draft ordinance requires either a COA or CNME for modifications to architectural detailing, such as trim, molding, and ornamental designs in posts or cornices. In addition, staff will continue to reach out to property owners in order to inform them of these rules and also the importance of maintaining the historic character of the neighborhood.

**TABLE 1. Approach for Projects within the City’s Local Historic Districts and Landmarks that Require and do not Require a Building Permit**

<b>Approach</b>	<b>Building Permit Required</b>	<b>Building Permit Not Required</b>
<i>COA or CNME</i>	Exterior modifications: - Windows - Siding - Fences - Roofing	Modification or removal of architectural detailing
<i>COA</i>	- Additions to primary and accessory structures	
	- New construction of primary and accessory structures	
	- Demolition of primary and accessory structures	
	- Façade structure modifications*	
<i>Education/Outreach Only</i>		Exterior improvements: - Paint - Gutters

\* Façade structure modifications include changes to the pitch of a roof or modifications on a façade wall that add floor area, enclose the wall, or removal structural elements, such as columns or studs.

*Demolition Review Process*

In terms of the demolition review process, the draft ordinance requires that the HPC review the following:

1. Demolition of primary structures if 50 years or older, applied city-wide
2. Demolition of barns; garages, which includes garlows and carriage houses; greenhouses; and summer kitchens, if built in 1943 or earlier, applied city-wide
3. Demolition of accessory structures if located within a National Register of Historic Places (NRHP)-Listed District or Property
4. Façade structure modifications on primary structures 50 years and older if located within a NRHP-Listed District or Property.

The summary matrix [Attachment 4] outlines the major policy changes proposed in the draft ordinance. These changes, as well as the new provisions, are noted in red.

**Additional Staff Recommended Changes**

In addition to the changes outlined in Attachment 4, staff has proposed a few additional changes to the draft ordinance recommended by the HPC sub-committee. These are identified in red in Attachment 1 and include the following:

1. *Sections 18.04.B.3 & 18.04.B.4:* Staff proposes to alter the HPC membership provisions to ensure consistency with the Certified Local Government requirements as follows:

- a. Up to 2 members of the HPC shall be allowed to reside outside the corporate limits of the City, but must own property within the corporate limits. All other members must reside within the City limits.
  - b. Require at least 1 member per Local Historic District
2. *Section 18.10.A.1.b:* The draft includes two provisions regarding the demolition of accessory structures. One is citywide and the other is focused in the NRHP-Listed Districts and Properties. The staff proposes NO changes to the citywide provision, which requires the following:
- a. Review of demolition of accessory structures citywide if the structure is built in 1943 or earlier and consists of one of the following development types: garage, summer kitchen, barn, or greenhouse.

Staff proposes to change the provision related to NRHP-Listed Districts and Properties to ensure consistency with the citywide provision and the comments received from the sub-committee. Without this change a review would be required for every accessory structure in an NRHP-Listed District or Property (e.g., a garage built in 1980). Staff proposes the following change (noted in bold):

- a. Review demolition of accessory structures required in NRHP-Listed Districts and Properties ***if constructed in 1943 or earlier***
3. *Section 18.10.G:* Staff proposes to remove the provision that requires the submission of site plans prior to the issuance of a demolition permit for structures determined to be historically significant. Staff recommends that this provision be removed for the following reasons:

***a. This provision does not work well in practice.***

The objective is to review future development, yet typically owners indicate it will be green space/undeveloped. In situations where property owners are not proposing new projects, the City cannot require the submission of development plans. In other words, the City cannot force private property owners to develop/improve vacant lots. Therefore, this provision does not help address concerns regarding vacant lots within and outside of historic districts. When owners plan on developing their property, they will be required to go through the City's land development process. Finally, the HPC will continue to have approval and denial authority for all demolitions and new construction projects proposed in the local historic districts regardless of this provision.

***b. This is not consistent with any other building or development requirement.***

The City does not require this for other demolitions.

Staff has heard some concerns regarding the removal of the provision that requires the submission of site plans prior to the issuance of a demolition permit. These concerns, as well as any other questions can be discussed by the full Commission on September 22.

**Staff Recommendation**

Staff recommends that the Historic Preservation Commission recommend approval of the Draft Historic Preservation Ordinance, including staff's additional proposed changes.

*Attachments:*

1. Draft Historic Preservation Ordinance, Chapter 18 of the Municipal Code
2. Summary of Stakeholder Outreach
3. Summary of Issues Discussed with the HPC Chapter 18 Update Sub-committee
4. Summary of City's Current and Proposed Rules Regarding Historic Preservation

## Draft Historic Preservation Ordinance - Chapter 18 of the Municipal Code

### 18.01 – Reserved for Legal at time of Ordinance Adoption

### 18.02 – Purpose and Intent

- A. The purpose of this chapter is 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 of historic resources within the City;
  4. Foster pride in the legacy of beauty and achievements of the past;
  5. Protect and enhance the City's attractions and historic resources for tourists and visitors and for the support and stimulus to business thereby provided;
  6. Strengthen the economy of the City; and
  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.

### 18.03 – Definitions

- A. Accessory Structure: A building, structure, or use that is subordinate to and serves a primary structure.
- B. Architectural detailing: Unique, often hand crafted features with designs or patterns on a building which are generally not but may sometime be integral to the structure of the building and include, but are not limited to: trim, fenestration, moldings, and ornamental designs in posts or cornices.
- C. Barn: Any structure classified as such by the City Assessor, or otherwise defined as a structure utilized in the operation of a farm to house animals, farming equipment, or crops.
- D. Building Code: The series of documents adopted by the Cedar Rapids City Council which regulate building construction and alterations in the City of Cedar Rapids.
- E. Building Official: The officer charged with the administration and enforcement of the building code, or a duly authorized representative.
- F. Building Permit: An official certificate of permission issued by the Building Official or designee, to an applicant which authorizes the performance of a specified activity.
- G. Building Services Department: The City Department which accepts applications for building permits, inspects construction work, and makes determinations about the building code as it relates to construction work.

- H. Certificate: Document granting historic approval of the work contemplated in an application in the form of a Certificate of Appropriateness or a Certificate of No Material Effect.
- I. Certificate of appropriateness (COA): The document evidencing approval by the Historic Preservation Commission of a proposal to make a change in appearance, which must be obtained prior to the issuance of a building permit. This is not a building permit.
- J. Certificate of no material effect (CNME): The document, issued in lieu of a certificate of appropriateness, which signifies that the work contemplated in the application will have no effect on any significant architectural features of the historic district or historic landmark. This is not a building permit.
- K. Change in appearance: Any change or alteration of the exterior features of a local historic landmark or a change or alteration of the appearance of a property within a local historic district. This definition shall pertain only to changes in appearance which a building permit is required for compliance with applicable city codes. Furthermore, nothing in this definition shall be construed to prohibit or limit normal repairs or maintenance which do not involve alterations or changes in the exterior features of a local historic landmark or of a building in a local historic district and for which no building permit is required.
- L. Change or Alteration: The erection of a building on a site, the movement of a building from or to a site, the demolition of a building, the reconstruction or restoration of a building or any action to change, modify, reconstruct, remove or demolish any exterior feature of a local historic landmark or an existing structure in a local historic district.
- M. Demolition: Activity requiring a building permit(s) which results in the permanent destruction and removal of a building or structure, up to and including the foundation of a building or structure.
- N. Exterior features: The architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs and other appurtenant fixtures..
- O. Façade Structure Modification: Modifications to a primary structure which would do any of the following:
  - 1. On a façade wall facing a front yard or corner side yard:
    - a. Add floor area to the structure; or
    - b. Add another wall which encloses the original wall from view.
  - 2. On a façade wall facing a front yard or corner side yard, removal of existing, above ground wall structure consisting of any of the following elements: wall studs, wall framing, beams, and/or columns. This shall not include alternations to exterior materials such as, but not limited to: siding, wood, stucco, brick, hardee plank, cement board or other similar exterior wall coverings.
  - 3. Permanent alteration to the pitch of a roof.

- P. Garage: Any structure classified as such by the City Assessor, or otherwise defined as a structure used for the storage of vehicles, including garlows and carriage houses.
- Q. Greenhouse: Any structure classified as such by the City Assessor, or otherwise defined as a structure in which temperature and humidity can be regulated for the purpose of plant propagation, cultivation and the growth of plants.
- R. Guidelines for Cedar Rapids Historic Districts: Document based on National Park Service Standards for the treatment of historic properties that outlines recommendations for the treatment of historic structures. Adopted by the Cedar Rapids City Council the Guidelines apply to all properties within a local historic district and local historic landmarks.
- S. Historically Significant: Any structure, building, site, property, object or item which is determined by the Cedar Rapids Historic Preservation Commission, National Park Service or State of Iowa Historic Preservation Office to meet one or more of the following:
1. Associated with events that have made a significant contribution to the broad patterns of our history; or
  2. Associated with the lives of significant persons in our past; or
  3. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
  4. Yielded, or may be likely to yield, information important in history or prehistory.
- T. Local Historic District: A grouping of more than one property which has been designated by ordinance adopted by the Cedar Rapids City Council after following the procedures outlined in Section 18.06. A local historic district contains a significant portion of buildings, structures or other improvements which, considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, and is determined to be historically significant.
- U. Local Historic Landmark: An individual property which has been designated by ordinance adopted by the Cedar Rapids City Council after following the procedures outlined in Section 18.06. Contains significant buildings, structures or other improvements which, when considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, and are determined historically significant.
- V. National Register of Historic Places (NRHP): National Park Service maintained list of all historically significant places in the United States; list contains historic districts and historic properties.
- W. NRHP-Listed District: An area designated by the National Park Service which contains a significant portion of buildings, structures or other improvements which, considered as a whole,

possess integrity of location, design, setting, materials, workmanship, feeling, and association, and is determined to be historically significant.

- X. NRHP-Listed Property: Generally one property, which is smaller in land area than a historic district, which is designated by the National Register of Historic Places which contains a significant building, structure or other improvements which, when considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, and is determined to be historically significant.
- Y. Primary Structure:  
A structure built for the principal use which takes place on the property. In some instances a property may have more than one primary structure.
- Z. Secretary of the Interior’s Standards for Rehabilitating Historic Buildings: Documents and series of publications developed by the United States Secretary of the Interior to aid contractors, owners and others who own or do construction work on historically significant properties.
- AA. Site Inventory Form: Document accompanying properties within a historic district or historic landmark. This document may be prepared at the time of a property’s inclusion in a historic district or designation as a historic landmark and includes elements which are defining to the property.
- BB. State Historic Preservation Office of Iowa:  
Referred to as the State Historic Preservation Office or SHPO. A state governmental function created by the United States federal government in 1966 as part of the National Historic Preservation Act (NHPA).
- CC. Summer Kitchen: Any structure classified as such by the City Assessor, or otherwise defined as a structure which functions or once functioned as a kitchen and is used in primarily warm weather.

#### 18.04 – Historic Preservation Commission

- A. The Historic Preservation Commission shall be an advisory Commission to the Cedar Rapids City Council
- B. Membership, terms and vacancies
  1. On, and after, July 1, 2017, the Historic Preservation Commission shall consist of no more than nine members.
  2. Members of the Historic Preservation Commission shall be appointed by the Mayor with the approval of the City Council.
  3. Up to two members of the Historic Preservation Commission shall be allowed to reside outside the corporate limits of the City of Cedar Rapids, but must own property within the corporate limits of the City of Cedar Rapids. All other members shall reside within the corporate limits of the City of Cedar Rapids.
  - 2.4. At least one resident of each local historic district shall be appointed to the Historic Preservation Commission. At least three members of the Historic Preservation

~~Commission shall be resident(s) or property owner(s) within the boundaries of a local historic district or local historic landmark.~~

- ~~3-5.~~ Members of the Historic Preservation Commission shall have a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, archeology, history, historic preservation, real estate or closely related disciplines.
- ~~4-6.~~ Vacancies occurring on the Historic Preservation Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- ~~5-7.~~ Members may serve for more than one term and each member shall serve until their term expiration; however, members will be limited to three consecutive terms. One term shall be three years in length, which shall include the fulfillment of the remainder of a term to which a different Commission member was originally appointed.
- ~~6-8.~~ Members shall wait one full term, three years, before reapplying to serve on the Historic Preservation Commission after serving three consecutive terms.
- ~~7-9.~~ Members shall serve without compensation.
- ~~8-10.~~ The Mayor may, with the approval of the City Council, remove any member from the Historic Preservation Commission for just cause.
- ~~9-11.~~ The Historic Preservation Commission shall adopt by-laws for organization and implementation of assigned powers and duties.
- ~~10-12.~~ The Historic Preservation Commission shall elect a Chairperson who shall preside over all Historic Preservation Commission meetings and a Vice-Chairperson to serve in the absence of the Chairperson.
- ~~11-13.~~ Service on the Historic Preservation Commission shall be subject to the "Board and Commission Member Roles and Responsibilities" and all updates thereto.
- ~~12-14.~~ All members shall undergo training, provided by the City of Cedar Rapids on ethics, conflicts of interest and other applicable topics as decided by the City.

C. Meetings

1. The Historic Preservation Commission shall meet at least once per month, unless there is no new business.
2. All meetings of the Historic Preservation Commission are open to the public and shall be called and held in conformance with the State Code of Iowa.

D. Powers of the Historic Preservation Commission

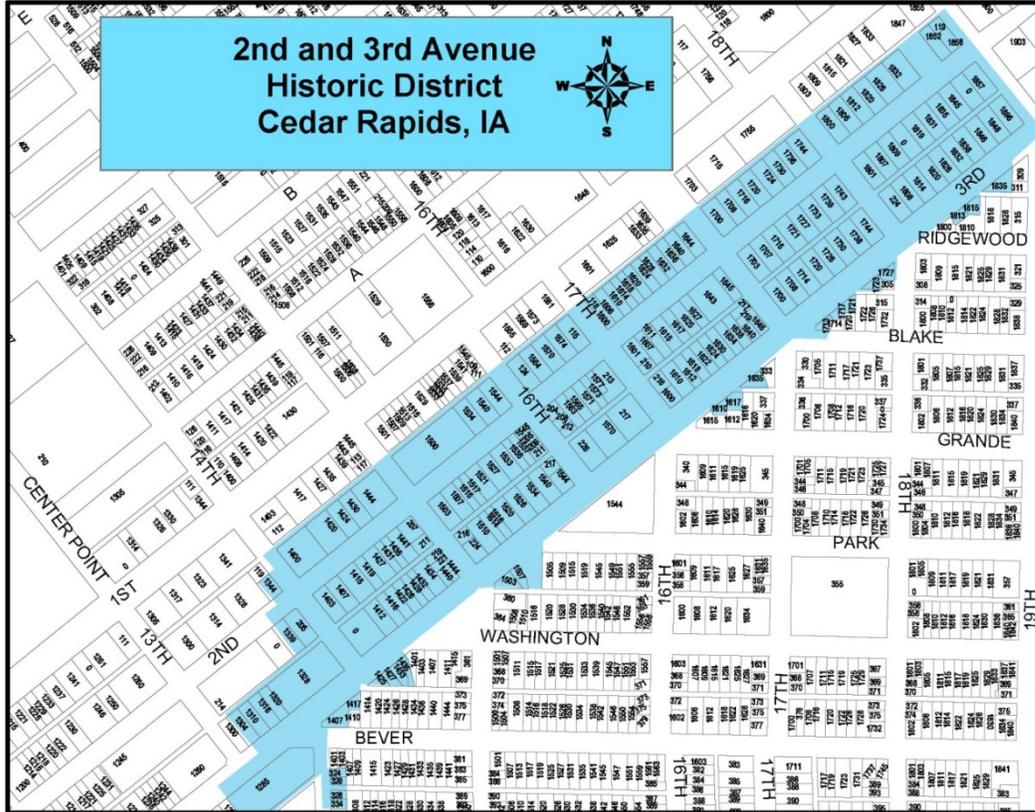
1. The Historic Preservation Commission may, subject to City Council approval, conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter.
2. The Historic Preservation Commission may make a recommendation to the City Council for the listing of a historic district or site in the National Register of Historic Places.
3. The Historic Preservation Commission may investigate and recommend to the City Council the designation of local and NRHP-listed historic districts and landmarks if they qualify as defined herein.
4. The Historic Preservation Commission shall review and act upon all applications pursuant to the procedures established by this Chapter and other applicable laws.
5. The Historic Preservation Commission shall further the efforts of historic preservation in the City by making recommendations to the City Council and City commissions and boards on preservation issues when appropriate, by encouraging the protection and

enhancement of structures with historical, architectural or cultural value, and by encouraging persons and organizations to become involved in preservation activities.

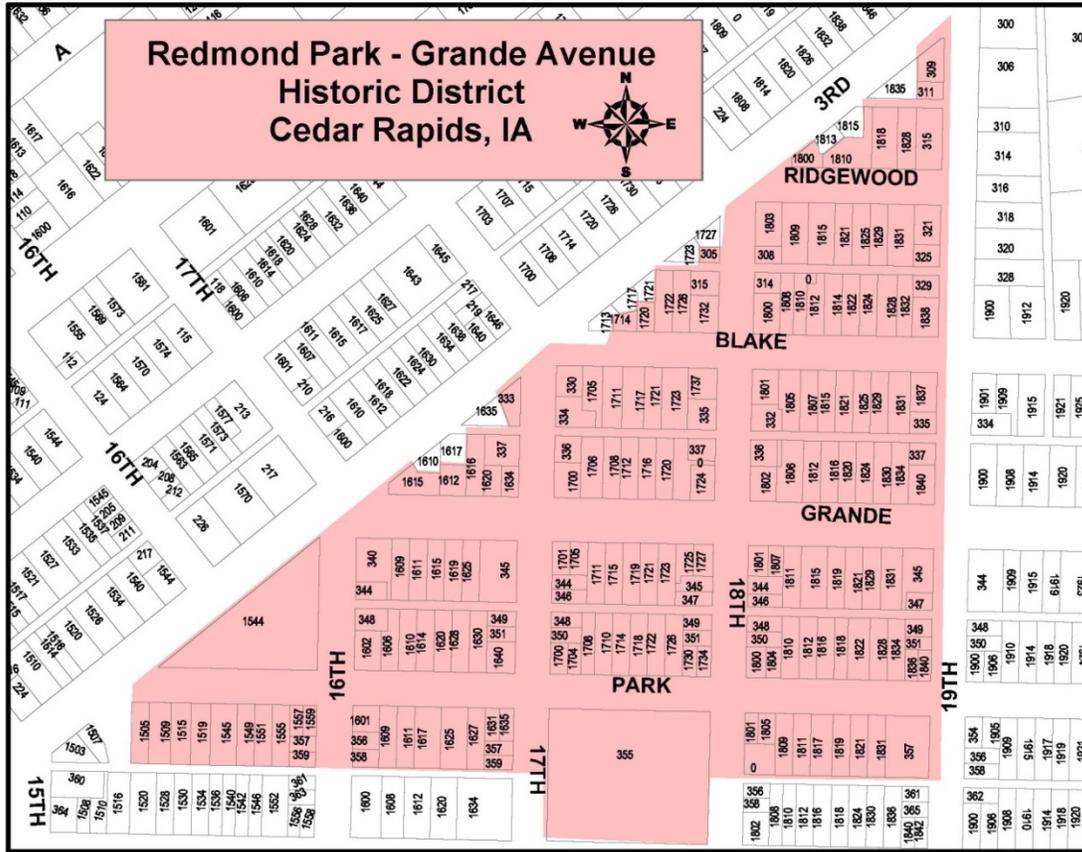
6. The Historic Preservation Commission shall educate the public at large on the benefits of historic preservation and build a preservation ethic and public awareness.
7. The Historic Preservation Commission shall consult on proposed changes to land use and zoning within the local historic districts, as requested by the City Planning Commission or City Council.
8. The Historic Preservation Commission shall not obligate itself or the City in any financial undertaking unless authorized to do so by the City Council.
9. In addition to those duties and powers specified above, the Historic Preservation Commission may:
  - a. Recommend acceptance of unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation;
  - b. Recommend acquisition by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties;
  - c. Recommend the preservation, restoration, maintenance, and operation of historic properties, under the ownership or control of the City;
  - d. Recommend that the City lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
  - e. Recommend that the City contract with the state or the federal government or other organizations;
  - f. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
  - g. Provide information for the purpose of historic preservation to the City;
  - h. Promote and conduct an educational and interpretive program on historic properties within the City.

### 18.05 – Local Historic Districts and Local Historic Landmarks

- A. The following areas of the City are designated as local historic districts:
  - 1. Second and Third Avenue Historic District:



2. Redmond Park-Grande Avenue Historic District:



B. The following properties are designated as local historic landmarks:

1. 845 1<sup>st</sup> Avenue SE – The Ausadie Building

18.06 – Designation of Local Historic Districts and Local Historic Landmarks

A. Nomination Initiation

1. Nomination of a local historic district or local historic landmark may be initiated by the Historic Preservation Commission, the City Council, or by any person, organization, or entity by filing an application with the Community Development Department, on a standard application form furnished by that department.
2. Any corporation, entity or individual(s) applying for a local historic landmark may provide in writing at any point through the process, written notice to withdraw the nomination for local historic landmark if all signatures of the owners of the property are on said notice.

B. Nomination Requirements

1. Applications for the creation of a local historic district or local historic landmark shall be submitted to the Community Development Department. Supporting materials shall be

submitted as specified on the standard application form furnished by the Community Development Department and shall at a minimum include:

- a. A narrative and justification describing how the proposed district or landmark is historically significant as defined by this Chapter.
  - b. A map indicating the exact boundaries of the proposed district or location of the proposed landmark.
  - c. An inventory of the structures or historically important sites located within the boundary of the proposed district or landmark.
2. For proposed local historic districts, signatures of the property owners of no less than 60 percent of the total number of parcels of real estate within the proposed local historic district, excluding parcels owned by governmental bodies, are required with the submission of an application. Provided that each "parcel," within the meaning of this paragraph, shall constitute a separate parcel for property tax assessment purposes, as shown in the records of the City Assessor in the date of the filing of the application.
- a. The petition for signatures shall include language informing potential signatories that this Chapter and the Guidelines for Cedar Rapids Historic Districts are applicable to all local historic districts and that most exterior changes will require a Certificate, above and beyond that of a standard building permit review.
3. For proposed local historic landmarks, signature(s) of the property owner(s) of the proposed local historic landmark are required with the submission of an application.
- a. The petition for signatures shall include language informing property owner(s) that this Chapter and the Guidelines for Cedar Rapids Historic Districts are applicable to all local historic landmarks and that most exterior changes will require a Certificate, above and beyond that of a standard building permit review.

C. Nomination Criteria

1. An area designated by the City Council as either a local historic district or local historic landmark shall be historically significant as defined by this Chapter.

D. Nomination Process

1. Review by the Historic Preservation Commission
  - a. Upon receipt of an application for a local historic district or local historic landmark, the Historic Preservation Commission shall hold a public meeting on the nomination to designate an area as a local historic district or a local historic landmark.
  - b. The Historic Preservation Commission shall give notice of the time, date, place and subject matter of such public meeting. Notice of said public meeting shall also be published in conformance with the State Code of Iowa.
  - c. The Historic Preservation Commission shall give notice of the public meeting by ordinary mail addressed to each property owner of land included within such proposed local historic district or local historic landmark at the owner's last known address as shown by the records of the office of the City Assessor. If a property is shown to be in the name of more than one owner at the same mailing address, a single notice may be mailed to all owners at that address. Failure to receive a mailed notice is not grounds for objection to taking any action authorized in this chapter. The Community Development Department shall keep

- on file information regarding the date of mailing and the names and addresses of all property owners notified pursuant to this section.
- d. The Historic Preservation Commission shall recommend approval or denial of the nomination in writing with findings of historic significance regarding the nomination.
    - i. If the Historic Preservation Commission recommends approval of the nomination, the recommendation shall be forwarded to the State Historic Preservation Office or its successor.
    - ii. If the Historic Preservation Commission recommends denial of the nomination, an appeal may be filed in accordance with the terms of Section 18.11 and if overturned by City Council, the nomination will move through the remainder of this process.
2. Review by the State Historic Preservation Office
    - a. A recommendation of approval of a local historic district or local historic landmark by the Historic Preservation Commission shall be submitted to the State Historic Preservation Office or its successor for review and recommendation.
    - b. Comments from the State Historic Preservation Office or its successor regarding the proposed local historic district or local historic landmark shall be received by the City prior to the date of any action taken by the City Planning Commission.
  3. Review by the City Planning Commission
    - a. Within 60 days of receiving comments from the State Historic Preservation Office or its successor, the City Planning Commission shall review the nomination with respect to the relation of the proposed local historic district or local historic landmark designation to the City's Comprehensive Plan and other relevant plans.
    - b. The City Planning Commission shall recommend approval or denial of the nomination to the City Council.
      - i. Regardless of the recommendation from the City Planning Commission, the proposed local historic district or local historic landmark shall be presented to the City Council.
  4. Boundary Alterations to a proposed Local Historic District or Local Historic Landmark
    - a. The Historic Preservation Commission shall be notified of any boundary alterations recommended by either the State Historic Preservation Office, or its successor, or the City Planning Commission.
    - b. If the boundary of the proposed local historic district or local historic landmark recommended for approval by the Historic Preservation Commission is altered by the City Planning Commission, the Community Development Department shall submit a description of the alteration to the State Historic Preservation Office or its successor for review and recommendation. Any recommendations from the State Historic Preservation Office or its successor concerning the altered proposed boundary of a local historic district or local historic landmark shall be received by the City prior to setting a City Council public hearing on a proposed ordinance establishing a local historic district or local historic landmark.

5. City Council Public Hearing

- a. The City Council shall provide notice of the public hearing in conformance with the State Code of Iowa and conduct a public hearing on the proposed ordinance establishing a local historic district or a local historic landmark.
- b. The City Council may adopt or reject the ordinance or may refer the local historic district or local historic landmark nomination to the Historic Preservation Commission for modification. If the City Council refers the local historic district or local historic landmark to the Historic Preservation Commission for modification, the procedures described in Section 18.06.D shall be followed with the following exceptions:
  - i. Referral to the City Planning Commission is not required unless the modification(s) will increase the area of the local historic district or local historic landmark.
  - ii. Property owners affected by the City Council's proposed modification shall be notified by mail of the modification prior to action by the City Planning Commission.

E. Repeal or Modification of Local Historic District or Local Historic Landmark

1. The repeal or modification of a local historic district or local historic landmark may be initiated by the Historic Preservation Commission, the City Council, or by any person, organization, or entity by filing a written request for repeal or modification with the Community Development Department, on a standard form furnished by that department. Supporting information and materials shall be submitted as specified on the form.
2. The repeal or modification of a local historic district or local historic landmark may occur no less than three years after the local historic district or local historic landmark is established by the City Council by following all of the procedures described in Section 18.06.D.

## 18.07 – Recording of Local Historic Districts and Local Historic Landmarks

- A. Following the designation of a local historic district or a local historic landmark by the City Council, the City Clerk shall file a copy of the City Council Ordinance designating said district or landmark in the Office of the Recorder of Linn County, Iowa.
- B. Section 18.05 shall be updated upon the designation of a local historic district or local historic landmark by the City Council.

## 18.08 – Local Historic Landmark Plaques

- A. A property designated as a local historic landmark in accordance with this chapter shall be eligible to have a plaque placed upon it to recognize it as such. The plaque shall conform to all applicable signage regulations and meet the following design elements:
  1. Oval shape , generally 11x8 inches or 10x7 inches;
  2. Bronze material;
  3. Top line shall read “City of Cedar Rapids”;
  4. Line below City of Cedar Rapids shall read “Local Historic Landmark”;
  5. The year the building was constructed shall be in the middle;

- 6. The bottom line shall read “Designated in xxxx”, xxxx being the four digit numerical year in which the City Council designated the property as a Local Historic Landmark.
- B. The plaque shall generally look as indicated in figure 18.08.B, with the elements described in Section 18.08.A:

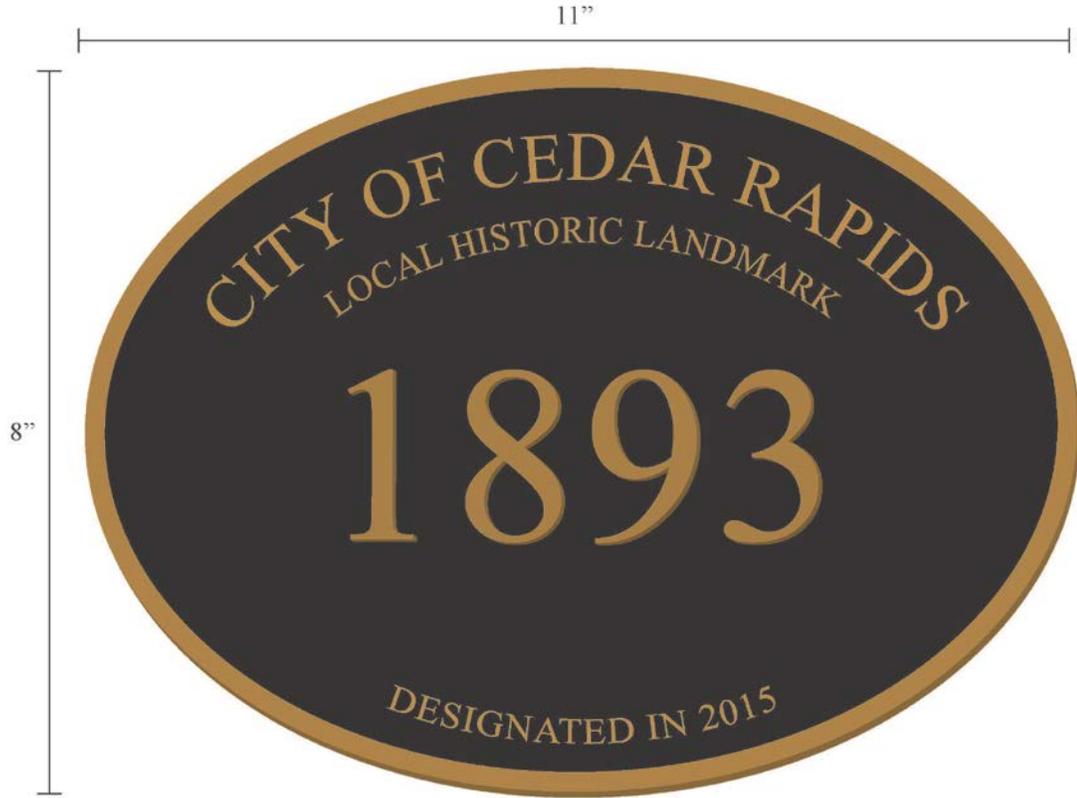


Figure 18.08.B – Local Historic Landmark Plaque

## 18.09 – Certificates of No Material Effect and Certificates of Appropriateness

- A. Certificate Required
  - 1. When Building Permit is Required
    - a. The Building Services Department shall not issue a building permit for a change in appearance to a primary structure or accessory structure within a local historic district or local historic landmark for which a building permit is required unless a certificate of appropriateness or a certificate of no material effect has been granted.
  - 2. When Building Permit is not required
    - a. No individual or corporation shall remove or make an exterior change in appearance to architectural detailing without first applying for a Certificate to the Community Development Department.
    - b. Any instance in which architectural detailing would be permanently removed and not replaced shall be referred to the Historic Preservation Commission for review of the Certificate application.

B. Application for Certificate

1. Applications for Certificates shall be made to the Community Development Department. Supporting materials shall be submitted as specified on the standard application form.
2. Incomplete applications will not be accepted by the Community Development Department.

C. Historic Review of Certificate Application

1. Administrative Review Process and Procedures

a. Community Development Department staff shall first review the application to determine:

- i. If any defining features of the structure as indicated on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate, and
- ii. If the proposal is consistent with what is recommended in the Guidelines for Cedar Rapids Historic Districts.

b. Applications for Certificates which do not alter the appearance of a defining feature of a structure and are consistent with what is recommended in the Guidelines for Cedar Rapids Historic Districts may be issued a Certificate of No Material Effect (CNME) by the Director of the Community Development Department or designee thereof.

c. The following projects are not eligible for Administrative Review:

- i. Additions to primary structures;
- ii. Additions to accessory structures;
- iii. New construction of accessory structures;
- iv. New construction of primary structures;
- v. Demolition of primary structures;
- vi. Demolition of accessory structures; and
- vii. Façade structure modifications on a primary structure.

d. If a Certificate of No Material Effect is not issued, the application will be considered by the Historic Preservation Commission at the next regularly scheduled meeting according to the established project review schedule.

2. Historic Preservation Commission Review Process and Procedures

a. The Historic Preservation Commission shall review the application to determine the following:

- i. If any defining features of the structure as indicated on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate.
- ii. If the proposal is consistent with the Guidelines for Cedar Rapids Historic Districts and/or the most recent edition of the Secretary of Interior's Standards for Rehabilitating Historic Buildings.
- iii. If the proposal mitigates for substantial adverse effects on the aesthetic, historic, or architectural significance of either the structure or of the local historic district or local historic landmark.

b. Action by the Historic Preservation Commission

- i. Approval or Denial of Certificate of Appropriateness

- a. The Historic Preservation Commission shall approve, approve with modifications acceptable to the applicant, or deny the application.
    1. If the application is approved or approved with modifications acceptable to the applicant, a Certificate of Appropriateness shall be issued.
    2. If the application is denied, the applicant will be provided with the reason(s) for denial of the application and the vote of the Historic Preservation Commission in writing.
  - b. The Historic Preservation Commission shall only defer a decision on an application in the event additional information is required to come to a decision.
3. Compliance with Certificate Required
    - a. Certificates of No Material Effect or Certificates of Appropriateness issued for approved applications authorize only those changes in appearance set forth in said approval and no other changes in appearance. If it is found that such work is not being carried out in accordance with the Certificate when a building permit is required, the Building Services Department shall issue a stop work order. Any change in appearance not authorized by the Certificate shall be deemed a violation of these regulations.
  4. Exceptions from Application for Certificate
    - a. Any structure, building or portion thereof which is determined by the Cedar Rapids Building Official to be an imminent threat to the health and/or safety of the public and is ordered demolished by the Cedar Rapids Building Official.

## 18.10 – Demolition and Façade Structure Modification Review

### A. Demolition Review

1. The following structures shall be subject to demolition review:
  - a. Any primary structure which is 50 years or older.
  - b. Any accessory structure within a NRHP-listed district or NRHP-listed property constructed in 1943 or earlier.
  - c. The following accessory structures if constructed in 1943 or earlier:
    1. Summer Kitchen
    2. Barn
    3. Greenhouse
    4. Garage

### B. Façade Structure Modification Review

1. The following structures shall be subject to façade structure modification review:
  - a. Any primary structure which is 50 years or older and located within a NRHP-listed district or is a NRHP-listed property.

### C. Applications for Demolition or Façade Structure Modification

1. Applications for demolition or façade structure modifications shall be made to the Building Services Department. Supporting materials shall be submitted as specified on the standards application form.
  2. Incomplete applications will not be accepted by the Building Services Department.
- D. Review of Demolition and Façade Structure Modification Applications
1. The Building Services Department shall, upon receipt of an application for demolition of a structure meeting the terms of Section 18.10.A or a façade structure modification meeting the terms of Section 18.10.B, immediately forward said application to the Community Development Department.
  2. Within 15 business days, during the time and place of a public meeting, the Historic Preservation Commission shall determine if the structure subject to demolition or façade structure modification is historically significant. The 15 days shall begin on the date the application is received.
  3. If the structure is determined to be historically significant, the Historic Preservation Commission may place a hold of up to, but no more than 60 calendar days. During this hold, which begins the following calendar day after the hold is placed, the Historic Preservation Commission shall work with the property owner to explore the following alternatives to determine if any are feasible:
    - a. Designation as a local historic landmark.
    - b. Rehabilitation utilizing State or Federal tax incentives or tax credits.
    - c. Adaptation of the structure to a new use or incorporating the structure into redevelopment plans.
    - d. Finding a new owner who is interested in preserving or rehabilitating the building.
    - e. Looking for an alternative location for the redevelopment proposal.
    - f. Moving the building to an alternative location if proposed for demolition.
    - g. Salvaging building materials.
    - h. Additional documentation of the exterior of the building prior to the issuance of a building permit.
  4. If the Historic Preservation Commission places a hold, the Historic Preservation Commission shall indicate which criteria per Section 18.03.S makes the structure historically significant as part of the permanent minute record of the Historic Preservation Commission.
  5. The Community Development Department shall notify the Building Services Department of the determination of historic significance by the Historic Preservation Commission and in the event a hold is placed, indicate what date the hold expires.
  6. The Community Development Department shall place notice of any hold on the Historic Preservation Commission webpage.
- E. Action to Structures During Hold Period
1. During the hold, no application for a building permit shall be granted until a Certificate of Appropriateness (COA) is approved by the Historic Preservation Commission as though the property were designated as a local historic landmark. Until the expiration of the hold, the Historic Preservation Commission shall review all construction, demolition, building

permit applications impacting the exterior of the building or building permit applications which impact the structural integrity of the building.

- a. Upon expiration of the hold, any COA issued during the demolition hold shall become null and void.
2. During the hold, no permit shall be issued for the erection of a new structure on the tax assessment parcel which has any structure subject to demolition hold.

F. Release of a Hold

1. At a public meeting of the Historic Preservation Commission, the Historic Preservation Commission may release a hold before the conclusion of the 60 calendar days.

~~G. Approval of Redevelopment Plan Required~~

- ~~1. Any structure subject to demolition hold shall not be granted a demolition permit until plans for use or development of the site after demolition have been filed with the City of Cedar Rapids and have been found to comply with all laws pertaining to the issuance of a development permit when such permit is required. All approvals necessary for the issuance of a development permit must be granted and any appeals shall be concluded, prior to the issuance of a demolition permit.~~

~~H.G.~~ Demolition of any structure or façade structure modification within a local historic district or a local historic landmark shall be subject to the provisions of Section 18.09.

~~H.H.~~ Exceptions from Demolition Review or Façade Structure Modification Review

1. Any structure, building or portion thereof which is determined by the Cedar Rapids Building Official to be an imminent threat to the health and/or safety of the public and is ordered demolished by the Cedar Rapids Building Official.

## 18.11 - Appeals to City Council

A. Appeal to the City Council

1. The applicant or any interested person may appeal any decision of the Historic Preservation Commission to the City Council. Such an appeal must be in writing, include justification for the appeal, and shall be filed with the City Clerk no later than 10 business days after the Historic Preservation Commission meeting at which the decision being appealed was final. The City Council shall, within a reasonable time, hold a public hearing on the appeal, give the public notice as required by the State Code of Iowa, and provide written notice to the applicant and to the appellant, if different from the applicant, and decide the appeal within a reasonable time. In deciding such appeal, the City Council shall consider whether the Historic Preservation Commission has exercised its powers and followed the guidelines established by law and this chapter, and whether the Historic Preservation Commission's action was patently arbitrary or capricious. After consideration, the City Council may approve, approve with revisions, or deny the appeal.

## 18.12 Violations and Penalties

### A. Enforcement Provisions

1. Any person, firm or corporation violating or failing to comply with any terms or provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine in accordance with the provisions of Chapter 1 of the Municipal Code. When a building permit is not required, the Community Development Department shall have the authority to enforce the terms and provisions of this ordinance as provided by law. When a building permit is required, the Building Services Department shall have the authority to enforce the terms and provisions of this ordinance as provided by law.

DRAFT

## Update to Chapter 18 – Historic Preservation Summary of Stakeholder Outreach

<i>Date</i>	<i>Outreach Approach</i>
<b>November</b>	- Held focus group meetings on historic review and demolition review processes
<b>February</b>	- Surveyed to property owners in the local historic districts
<b>February - April</b>	Attended meetings of key groups: <ul style="list-style-type: none"> <li>- Developer’s Council</li> <li>- Economic Alliance</li> <li>- Czech Village/New Bohemia Main Street Design Committee</li> <li>- AHNI</li> <li>- Wellington Heights Neighborhood Association</li> <li>- Save Cedar Rapids Heritage</li> </ul>
<b>March</b>	- Facilitated public workshop
<b>September</b>	- Office hours and meeting with key stakeholders groups regarding key issues and changes proposed in the draft ordinance
	- Ongoing meetings with HPC Sub-committee
	- Ongoing coordination with various City departments and staff

### **Main Takeaways for Focus Group and Key Stakeholder Meetings:**

- Many stakeholders expressed a need for clear and concise rules and consistency in the process
- Most groups supportive of allowing administrative review of demolitions; however, some concerns expressed, as well
- Generally okay with adding a process to review accessory structures and partial demolitions, as long as criteria are narrow and not overly burdensome
- Some concerns with requiring historic review for any modifications, but understand rationale behind expansion

**Overview of Survey Results:**

In early February, staff mailed a survey to all property owners in the City's Local Historic Districts. Here is a summary of the survey results:

- Received 55 surveys back for a response rate of 15.7%
  
- 50.9% of respondents have gone through the historic review process. Some concerns expressed regarding this process include the time involved in the review, unfamiliarity with the process, and the need for consistency in the process. Some positives expressed about the process include that although it was time consuming, it was not difficult due to staff's helpfulness throughout the process.
  
- 74.6% of respondents do not support a change that requires historic review (i.e. COA / CNME processes) for any exterior modifications (i.e. modifications that do not require a building permit)
  - Survey respondents expressed concerns regarding additional requirements and regulations
  - Cost of potential historic modifications were also identified as a concern

**Overview of Public Workshop:**

In March staff facilitated a public workshop to provide an opportunity for members of the public to provide input on the update process. Approximately 30 individuals attended. Staff introduced the topic by providing a brief presentation and then broke the participants into groups to discuss issues related to historic presentation, specifically the current historic review (i.e. COA / CNME processes) and demolition review processes.

**Overview of Office Hours:**

In September, City staff mailed postcards to property owners in the Local Historic Districts and the National Register of Historic Places-Listed Districts and Properties notifying them of City staff office hours. The office hours provided property owners with an opportunity to drop by at their convenience and learn more about the project and ask questions on the draft ordinance.

## **Summary of Issues Discussed with the HPC Chapter 18 Update Sub-Committee**

- *September 28, 2015:*
  - COAs – Issuance when a Building Permit is not Required
- *October 26, 2015:*
  - COAs – Findings for Determining Appropriateness
  - Review of Guidelines for Historic Districts
- *November 23, 2015:*
  - Demolitions – Accessory Structures
  - Partial Demolitions
- *January 4, 2016:*
  - Demolition by Neglect
  - Demolition Review Process
- *January 25, 2016:*
  - Demolition Review Process – Criteria for Historic Significance
- *February 22, 2016:*
  - Overview of stakeholder feedback
- *April 18, 2016:*
  - Overview of previous discussion topics and policy issues
- *May 16, 2016:*
  - Partial Demolitions
- *August 8, 2016:*
  - Discussion on preliminary draft ordinance
  - Sub-committee recommended moving forward with draft

The chart below provides a summary of the City's current and proposed rules regarding historic preservation. The first column on the left identifies the location where the rule applies. The fourth column from the left highlights new rules and changes to rules in red.



## Chapter 18 – Historic Preservation of the Municipal Code Summary of the City's Current and Proposed Rules Regarding Historic Preservation

Location Where Rule Applies	General Topic	Current Rules	Proposed Rules	Historic Preservation Commission Role
Citywide	- Demolition of primary structures	- Historic Preservation Commission (HPC) reviews demolitions of primary structures 50 years or older.	- HPC reviews demolitions of primary structures 50 years or older.	- If historically significant, the Commission may place a 60-day hold on the project. During that 60-day period the Commission will seek to work with the property owner to explore alternatives to demolition. After the 60-day hold expires the property owner may move forward with demolition.
	- Demolition of accessory structures		- <b>NEW.</b> HPC reviews demolition of barns, garages, greenhouses, and summer kitchens built in 1943 or earlier.	- If historically significant, the Commission may place a 60-day hold on the project. During that 60-day period the Commission will seek to work with the property owner to explore alternatives to demolition. After the 60-day hold expires the property owner may move forward with demolition.
	- Designation of Local Historic Districts	- 51% of property owners in proposed district must agree to designation by signing a petition (excludes government owned properties).	- <b>CHANGE.</b> 60% of property owners in proposed district must agree to designation by signing a petition (excludes government owned properties). Applications for designation must at a minimum include a justification, district boundaries, and inventory of historic structures.	- HPC reviews and makes recommendations to the City Planning Commission and City Council on proposed districts.
	- Designation of Local Historic Landmarks	- Signatures of all property owners are required.	- <b>CHANGE.</b> Signatures of all property owners are required. Applications for designation must at a minimum include a justification, location information, and inventory of historic structures.	- HPC reviews and makes recommendations to the City Planning Commission and City Council on proposed districts.

Location Where Rule Applies	General Topic	Current Rules	Proposed Rules	Historic Preservation Commission Role
<a href="#">National Register of Historic Places-Listed Districts &amp; Properties</a>	<ul style="list-style-type: none"> <li>- Demolition of accessory structures</li> </ul>		<ul style="list-style-type: none"> <li>- <b>NEW.</b> HPC reviews demolition of accessory structures built in 1943 or earlier.</li> </ul>	<ul style="list-style-type: none"> <li>- If historically significant, the Commission may place a 60-day hold on the project. During that 60-day period the Commission will seek to work with the property owner to explore alternatives to demolition. After the 60-day hold expires the property owner may move forward with demolition.</li> </ul>
	<ul style="list-style-type: none"> <li>- Modifications to facades</li> </ul>		<ul style="list-style-type: none"> <li>- <b>NEW.</b> HPC reviews façade structure modifications on primary structures 50 years or older. Façade structure modifications include permanent changes to the pitch of a roof or any of the following modifications on a façade wall facing the front or corner side yard:   <ul style="list-style-type: none"> <li>+ Adding floor area to the structure</li> <li>+ Enclosure of façade wall</li> <li>+ Removal of façade structures, such as columns, framing, studs.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- If historically significant, the Commission may place a 60-day hold on the project. During that 60-day period the Commission will seek to work with the property owner to explore alternatives to the proposed modification. After the 60-day hold expires the property owner may move forward with the modification.</li> </ul>
<a href="#">Local Historic Districts &amp; Landmarks</a>	<ul style="list-style-type: none"> <li>- Demolitions</li> </ul>	<ul style="list-style-type: none"> <li>- Review required by HPC for demolition of primary or accessory structure.</li> </ul>	<ul style="list-style-type: none"> <li>- Review required by HPC for demolition of primary or accessory structure.</li> </ul>	<ul style="list-style-type: none"> <li>- HPC may approve or deny the demolition.</li> </ul>
	<ul style="list-style-type: none"> <li>- Exterior modifications that require a building permit</li> </ul>	<ul style="list-style-type: none"> <li>- Review either by City staff or the HPC required for exterior changes to primary and accessory structures when a building permit is required. (This would include façade structure modifications.)</li> </ul>	<ul style="list-style-type: none"> <li>- Review either by City staff or the HPC required for exterior changes to primary and accessory structures when a building permit is required. (This would include façade structure modifications.)</li> </ul>	<ul style="list-style-type: none"> <li>- HPC may approve, approve with modifications, or deny the project.</li> </ul>
	<ul style="list-style-type: none"> <li>- Exterior modifications that do not require a building permit</li> </ul>		<ul style="list-style-type: none"> <li>- <b>NEW.</b> Review required for modifications to or removal of architectural detailing (e.g. trim, moldings, ornamental designs in posts or cornices).</li> </ul>	<ul style="list-style-type: none"> <li>- Proposed removal of architectural detailing requires review by HPC. HPC may approve, approve with modifications, or deny the project.</li> </ul>
	<ul style="list-style-type: none"> <li>- Administrative review</li> </ul>		<ul style="list-style-type: none"> <li>- <b>NEW.</b> Clarifies the types of modifications that are not eligible for administrative review and must be reviewed by the HPC (e.g. additions, new construction).</li> </ul>	<ul style="list-style-type: none"> <li>- HPC may approve, approve with modifications, or deny the project.</li> </ul>
	<ul style="list-style-type: none"> <li>- Review criteria</li> </ul>		<ul style="list-style-type: none"> <li>- <b>NEW.</b> Added general criteria for determining appropriateness during historic review.</li> </ul>	<ul style="list-style-type: none"> <li>- City staff and HPC will utilize the criteria when granting approvals or denials of projects.</li> </ul>