
City of Cedar Rapids

Historic Preservation Commission

Community Development & Planning Department, City Hall, 101 First Street SE, Cedar Rapids, IA 52401, 319-286-5041

MEETING NOTICE

The City of Cedar Rapids Historic Preservation Commission will meet at:

4:30 P.M.

Thursday, November 10, 2016

in the

Five Seasons Room, City Services Center

500 15th Avenue SW, Cedar Rapids, Iowa

AMENDED AGENDA

Call Meeting to Order

1. Public Comment

Each member of the public is welcome to speak and we ask that you keep your comments to five (5) minutes or less. If the proceedings become lengthy, the Chair may ask that comments be focused on any new facts or evidence not already presented.

2. Approve Meeting Minutes

3. Action Items

- a) Demolition Applications (30 minutes)
 - i. 1011 Blairs Ferry Road NE – *Private Property*
 - ii. 527 12th Street SE – *Private Property*
 - iii. 3023 Center Point Road NE - *Private Property*
 - iv. 3019 Center Point Road NE – *Private Property*

- b) Certificates of Appropriateness (10 minutes)
 - i. 1420 and 1424 2nd Avenue SE – *installation of privacy fence*

- c) 2017 Historic Preservation Commission Work Plan (30 minutes)

4. Announcements

5. 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 as soon as possible, but no later than 48 hours before the event.

MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, October 27, 2016 @ 4:30 p.m.
Five Seasons Conference Room, City Services Center, 500 15th Avenue SW

Members Present: Amanda McKnight-Grafton Chair
Bob Grafton
Ron Mussman
Tim Oberbroeckling
Mark Stoffer Hunter
Todd McNall
Caitlin Hartman
Barb Westercamp

Members Absent: BJ Hobart
Sam Bergus

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

Call Meeting to Order

- Amanda McKnight Grafton called the meeting to order at 4:30 p.m.
- Eight (8) Commissioners were present with two (2) absent.

1. Public Comment

- There was no public comment.

2. Approve Meeting Minutes

- Barb Westercamp made a motion to approve the minutes as amended from October 13, 2016. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

3. Discussion Items

a) Flood Control System

i. Lot 44 Pump Station & Sinclair Site Pump Station

- Bill Bogert of Anderson Bogert presented the design of the Lot 44 Pump Station and the Sinclair Pump Station and shared a map of their locations. Mr. Bogert stated that they looked at the Czech School, Fire House Number 4, and Water Tower Place to match the design of the area. (Renderings of the designs are attached to the minutes.) For the Sinclair Pump Station, there are two (2) facilities. One is up on higher ground and houses the electrical for the pump and the other houses the pump and is on lower ground.

Jennifer Pratt arrived to the meeting at 4:46 p.m.

- Mark Stoffer Hunter asked if the horizontal core seams on the design are intended to be a limestone. Bill Bogert stated that it is intended to be a limestone look, but is not sure the exact material possibly a cast stone. Mr. Hunter stated that the appropriate brick color should closely match the nearby Czech School color and it does have stone elements on it as well. Todd McNall noted that there are some different colors of brick on the Czech School so matching the brick to the original school structure and not the additions would be ideal. Mr. Hunter stated that the brick in front of the Czech School is the newer addition, so in looking for the brick to match you need to look up higher at the arch in the front.
- Ron Mussman asked if there were any other designs that were considered. Bill Bogert stated that this is the only design.
- Bob Grafton stated that the mortar should not be in contrast with Czech School and it needs to blend in with the brick nicely. Mr. Grafton asked if the fenced in area that contains the generator could be changed from black wrought iron to a shorter brick because it would harmonize better with the neighborhood and would not look like a restricted area. Bill Bogert stated that there is still a security element needed, but they could possibly change the fence to brick.
- Tim Oberbroeckling stated that he likes the design and it is important to incorporate trees and to get them up early. Bill Bogert stated that trees are not allowed on the levee or within fifteen (15) feet of the levee, but they can plant them in other places. Mr. Oberbroeckling suggested planting them along 1st Street.
- Amanda McKnight Grafton asked if considerations were taken for rising up the generator. Bill Bogert stated that the generator sits up on a platform. Ms. McKnight Grafton shared concerns about the generator being vulnerable to flood waters and suggested protecting it further.
- Todd McNall stated that the Czech School has a concrete skirt and Water Tower Place has a three (3) feet tall concrete skirt on the building. The renderings for the pump stations show a concrete skirting on part of the building, but not all. It would be a good addition to have a concrete skirt on the pump stations. Bill Bogert asked if it was regular concrete color and Mr. McNall stated that it is.
- Mark Stoffer Hunter stated that the name is very important and he would rather see it be named the New Bohemia Pump Station. Once the levee is put in there might be new development on that side of 2nd Street and there may not be a Lot 44 down the road. New Bohemia is a permanent name for the neighborhood and people will recognize it.
- Caitlin Hartman stated that if there is going to be a skirt on the building does it need a belt also. Todd McNall stated that Water Tower Place also has belts on it.
- Bob Grafton asked if there is a product that will be applied to the brick if it gets graffiti. Bill Bogert stated that there is an anti-graffiti coating that you can put on, but typically graffiti is not bad if you use brick because it has texture and does not make good graffiti. Todd McNall stated that there are two products for graffiti and one is sacrificial and the other one seals the brick. Typically, you would not put the one on that seals the brick and with the sacrificial coating if you get graffiti on it you go back in and spray it then the coating comes off and you have to replace it. Mr. McNall does not believe that Cedar Rapids has a large enough graffiti problem that they put on any graffiti coating. Bill Bogert stated that they do use graffiti coating, but not always.
- Amanda McKnight Grafton asked when the pump stations have to be completed with the funding being used. Mr. Bogert stated that the Sinclair Pump Station has to be completed a year from now because it has CDBG funding. The New Bohemia Pump Station is through GRI funding and it does not have those limitations so there is more time.

- Ron Mussman asked which permit number from the Corps is being used for these pump stations. Bill Bogert does not know, but can get that information.

b) ReZone Cedar Rapids

- Jeff Hintz shared the ReZone website of www.cityofcr.org/rezone and a video to help the public better understand what zoning is. Staff and the consultants are beginning to draft sections of the code starting with administrative procedures and then moving on to districts/forms/uses, development standards, and general/definitions. The consultant team will visit the third week of November to update the HPC, CPC, Steering Committee and meet with developers.
- Bob Grafton asked if there is a section on the website for the public to ask a question. Jeff Hintz stated that there is a general Community Development email address link on the website that will send an email to the department and the most appropriate person will respond to it.
- Amanda McKnight Grafton asked if mixed use in core neighborhoods is being considered. Jeff Hintz stated that in the code now it is not an option without a zoning change from CPC and Council, but staff is trying to make that a possibility given certain circumstances.
- Todd McNall stated that in Cedar Rapids there is a zone where you come in and make your own zone. Jeff Hintz stated that is Planned Unit Development (PUD) and it still exists now, but you have to do a zone change. Jennifer Pratt stated that in looking in the zoning code we hope to have more defined zoning districts where you would be able to say all of these districts could go in an urban low intensity. You could have a single family zone with a neighborhood retail/commercial and that would be allowed without going through an extensive zoning process.

4. Action Items

a) Demolition Applications

i. 3204 Circle Drive NE – Private Property

- Jeff Hintz stated that this property was built in 1922 and the general area has not been surveyed. There is mostly mid modern construction in the area. The owner indicated that they are building a new house on site as renovation was not practical. Since this lot is zoned single family you cannot have more than one house on the lot. Mr. Hintz shared pictures of the property. Staff is recommending immediate release.
- Mark Stoffer Hunter gave some history of the neighborhood, but did not find the house to be historically significant. Mr. Stoffer Hunter still needs to take pictures.
- Tim Oberbroeckling made a motion to approve the demolition of 3204 Circle Drive NE and allowing Mark Stoffer Hunter to do photo documentation. Todd McNall seconded the motion. The motion passed unanimously.

ii. 3711 Wilson Avenue SW – Private Property

iii. 3721 Wilson Avenue SW – Private Property

- Jeff Hintz stated that these properties were built in 1956 and the general area has not been surveyed to date. The area is mostly commercial development. The owner indicated that future plans do not include a residence on either lot as the open space is more appealing. Mr. Hintz shared pictures of the properties. Staff recommends immediate release.
- Mark Stoffer Hunter stated that these houses are an anomaly and they are worth taking pictures of because they were the first new things built out there when there was just farm land, but he did not find them to be historically significant.

- Tim Oberbroeckling made a motion to approve the demolition of 3711 Wilson Avenue SW and allowing Mark Stoffer Hunter to do photo documentation. Barb Westercamp seconded the motion. The motion passed unanimously.
- Tim Oberbroeckling made a motion to approve the demolition of 3721 Wilson Avenue SW and allowing Mark Stoffer Hunter to do photo documentation. Todd McNall seconded the motion. The motion passed unanimously.

iv. 1315 O Avenue NW – Private Property

- Jeff Hintz stated that this property was built in 1960 and the general area is not recommended for intensive survey by the Citywide Survey. The owner indicated that expansion is planned in the future, but not immediately, and a single family residence is not in the future plan. Staff recommends immediate release.
- Tim Oberbroeckling stated that the subcommittee had a discussion about properties that may not be historic now, but could be thirty (30) years from now and asked Mark Stoffer Hunter if this home could be one of those properties. Mark Stoffer Hunter stated that there is an enormous amount of this style of house throughout Cedar Rapids and there are better neighborhoods that show large collections of them. Every case is different, but this house at this location is not historically significant.
- Tim Oberbroeckling made a motion to approve the demolition of 1315 O Avenue NW. Barb Westercamp seconded the motion. The motion passed unanimously.

v. 481 Wilson Avenue Drive SW – Private Property

- Jeff Hintz stated that this property was built in 1956 and the general area is not recommended for intensive survey by the Citywide Survey. The work commenced without a permit and they were issued a stop work order. They were fined a permit fee in excess to what a demolition permit costs in accordance with the law. Mr. Hintz shared photos of the property. The lot will be combined with the adjacent lot for a yard. Staff recommends immediate release.
- Mark Stoffer Hunter stated that this house is part of a cohesive neighborhood and we are losing a piece of a post-World War II story in this area for the first time here. This demolition is more impactful here than on O Avenue, but there is not much you can do here since it has been partially demolished already.
- Jeff Hintz stated that the neighbor bought the house and is doing the demolition himself. He misunderstood the process for a demolition permit and electrical was still on. The gas was disconnected.
- Bob Grafton stated that the City really has no recourse in heavy fines or misdemeanors because of State law. Jeff Hintz stated that Kevin Ciabatti wanted the Commission to know that he wanted to make it progressive, but the State said no. The cost is \$250.
- Tim Oberbroeckling noted that the HPC is not happy that the fee is so little and that the owner put the entire neighborhood in danger by not shutting off the electrical.
- Tim Oberbroeckling made a motion to approve the demolition of 481 Wilson Avenue Drive SW. Barb Westercamp seconded the motion. The motion passed unanimously.
- Bob Grafton asked if the garage is being torn down. Jeff Hintz stated that the owner was not sure yet if it would be torn down. Mr. Grafton stated that his understanding is that a commercially zoned lot the garage can stay, but in a residential setting then if the lot is not adjoined with the other lot it is a violation to keep the garage. Mr. Hintz stated that the owner intends to combine the lots.

5. Announcements

- Amanda McKnight Grafton reminded the Commission that any discussion about topics not on the agenda needs to wait until after the meeting or can be asked to be added to a future agenda so that there is not an issue with the Open Meeting Law.
- Todd McNall asked if the Commission feels that there needs to be another meeting about the pump stations to see what the final design looks like after the Commission's comments or just have a final rendering sent to the Commission to see. Amanda McKnight Grafton stated that she is interested in SHPO's comments after they have seen the renderings and the Commission's comments. Jeff Hintz stated that staff will share with the Commission SHPO's comments.
- Mark Stoffer Hunter asked if the Chapter 18 discussion for Development Committee has been rescheduled. Anne Kroll stated that it will take place on November 16, 2016.
- Barb Westercamp asked for an update on the bus tours. Jeff Hintz stated that they will take place on Saturday, November 5, 2016 starting at 9:30 am. Staff will send the press release to the Commission.

6. Adjournment

- Barb Westercamp made a motion to adjourn the meeting at 5:57 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development

 www.Cedar-Rapids.org

Historic Preservation Commission

October 27, 2016

Cedar River Flood Control System

Lot 44 Pump Station
Sinclair Pump Station

 **FLOOD CONTROL SYSTEM**
STRENGTHENING OUR COMMUNITY

Location Map



 **FLOOD CONTROL SYSTEM**
STRENGTHENING OUR COMMUNITY



 **FLOOD CONTROL SYSTEM**
STRENGTHENING OUR COMMUNITY

Lot 44 Pump Station

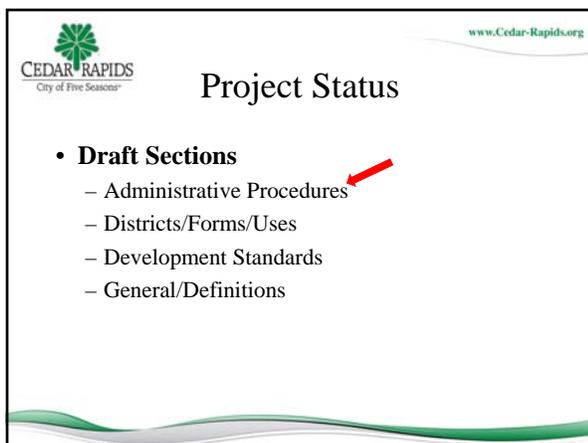
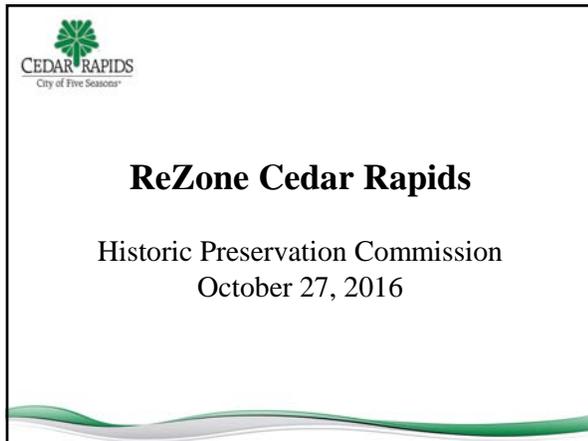


 **FLOOD CONTROL SYSTEM**
STRENGTHENING OUR COMMUNITY

Sinclair Pump Station



 **FLOOD CONTROL SYSTEM**
STRENGTHENING OUR COMMUNITY



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Demolition Review 3204 Circle Drive NE

www.Cedar-Rapids.org



3204 Circle Drive NE

- Built 1922
- General area has not been surveyed at this point
 - Mostly mid modern construction



www.Cedar-Rapids.org



3204 Circle Drive NE

- Owner indicated:
 - Building a new house on site
 - Renovation was not practical
- Immediate release



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.”

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Demolition Review Process

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    graph TD
      A[1. Determination of Historic Significance] --> B[2a. Not Historically Significant]
      A --> C[2b. Historically Significant]
      B --> D[Release Property]
      C --> E[60-day hold if HPC wishes to explore options (e.g. photo doc) with property owner]
      C --> F[Release property if HPC does not wish to explore options]
    
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www.Cedar-Rapids.org



Demolition Review 3711 & 3721 Wilson Avenue SW

www.Cedar-Rapids.org

CEDAR RAPIDS
City of Five Seasons®

3711 & 3721 Wilson Avenue SW

- Built 1956
- General area has not been surveyed to date
 - Mostly commercial development



www.Cedar-Rapids.org

CEDAR RAPIDS
City of Five Seasons®

3711 Wilson Avenue SW

- Owner indicated:
 - Future plans do not include a residence
 - Open space is more appealing at this time
- Immediate release




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CEDAR RAPIDS
City of Five Seasons®

3721 Wilson Avenue SW

- Owner indicated:
 - Future plans do not include a residence
 - Open space is more appealing at this time
- Immediate release




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CEDAR RAPIDS
City of Five Seasons®

Demolition Review

1315 O Avenue NW

www.Cedar-Rapids.org

CEDAR RAPIDS
City of Five Seasons®

1315 O Avenue NW

- Built 1960
- General area not recommended for intensive survey by Citywide Survey



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CEDAR RAPIDS
City of Five Seasons®

1315 O Avenue NW

- Owner indicated:
 - Expansion is planned in the future, but not immediately
 - Single family residence is not in future plan
- Immediate release




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CEDAR RAPIDS
City of Five Seasons

Demolition Review 481 Wilson Avenue Drive SW

www.Cedar-Rapids.org

CEDAR RAPIDS
City of Five Seasons

481 Wilson Avenue Drive SW

- Built 1956
- General area not recommended for intensive survey by Citywide Survey



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CEDAR RAPIDS
City of Five Seasons

481 Wilson Avenue Drive SW

- Work commenced without a permit
 - Stop work order issued
 - Permit fee in accordance with law
- Lot will be combined with adjacent lot for yard
- Immediate release





Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: November 10, 2016

Property Location: 1011 Blairs Ferry Road NE (see parcel information for location map)

Property Owner/Representative: Hunter Companies LLC (Greg)

Owner Number(s): 319-366-8800 **Demolition Contact:** DW Zinser 319-846-8090

Year Built: 1964

Description of Agenda Item: Demolition Application COA Other

Background and Previous HPC Action: This demolition review is for the office facility on the property which was constructed in 1964. The support equipment for the former cement plant (shed, canopy, bunker and silos) are accessory structures and not subject to demolition review.

This joint warehouse and office is proposed to be demolished so the site can be repurposed for commercial usage. The plan will be to focus on retail and restaurant uses compatible with the Northtowne Market development to the west of this site. While never surveyed for historic significance, the building style and materials are certainly not unique or distinctive of an architectural era. A steel framed building with corrugated metal walls serves as the primary structure on the property.

City Assessor Information on the parcel:

<http://cedarrapids.iowaassessors.com/parcel.php?parcel=14032040020000>

Historic Eligibility Status: Eligible Not Eligible Unknown N/A

Explanation (if necessary):

The City of Cedar Rapids does not currently have survey information on this property; it has never been surveyed for historic significance. Given the criteria below, it is not believed historical events or persons are associated with the structure or site. The features on the building are not consistent with craftsman's work distinctive with an architectural character or era, nor is the site archeologically significant.

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. Warehouse/office facility and cement operation are not compatible with future commercial development planned for by the owner.



Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: November 10, 2016

Property Location: 527 12th Street SE

Property Owner/Representative: CR Community School District

Owner Number(s): 319-558-2000 **Demolition Contact:** DW Zinser 319-846-8090

Year Built: 1910

Description of Agenda Item: Demolition Application COA Other

Background and Previous HPC Action: The City Assessor information indicates the property to be assessed at \$45,700. The current owner does not have 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=142235200400000>

Historic Eligibility Status: Eligible Not Eligible Unknown N/A

Explanation (if necessary):

This property was looked at in 2006 as part of the [Architectural History Survey and Update](#) by the 106 Group. This survey took an in depth look at many of the properties originally identified in the 1994 [Historical and Architectural Reconnaissance Survey Report for CDBG Neighborhoods in Cedar Rapids](#).

The 1994 survey did not recommend taking a further look at this area of the Oakhill Jackson neighborhood (classified as such by the 1994 Survey 12th was the dividing line between the Oakhill Jackson and Wellington neighborhood areas in this survey). The 2006 survey did however take an in-depth look at the general area and the property subject to this request. It was **not eligible** for any national register criteria; page 34 of the PDF document from the 2006 106 Group survey shows the property of 527 12th Street SE as not eligible.

The State Historic Preservation Office has reviewed and concurred with both of these surveys.

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, property was not found to be historic. A single family house is not in the future plans of the school district.



Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: November 10, 2016

Property Location: 3023 Center Point Road NE

Property Owner/Representative: Betty Anderson

Owner Number(s):(319)393-3996 **Demolition Contact:** DW Zinser 319-846-8090

Year Built: 1900

Description of Agenda Item: Demolition Application COA Other

Background and Previous HPC Action: The City Assessor information indicates the structure is in poor condition which correlates to the assessed value of just over \$40,000. No redevelopment plans have been submitted at this time. The lot will be grass and any future development would need to comply with the current zoning or go through the land development process for any changes.

City Assessor Information on the parcel:

<http://cedarrapids.iowaassessors.com/parcel.php?parcel=140945100500000>

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: No interest in local landmark, renovation is not economical.



Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: November 10, 2016

Property Location: 3010 Center Point Road NE

Property Owner/Representative: Betty Anderson

Owner Number(s):(319)393-3996 **Demolition Contact:** DW Zinser 319-846-8090

Year Built: 1900

Description of Agenda Item: Demolition Application COA Other

Background and Previous HPC Action: The City Assessor information indicates the structure is in poor condition which correlates to the assessed value of just over \$40,000. No redevelopment plans have been submitted at this time. The lot will be grass and any future development would need to comply with the current zoning or go through the land development process for any changes.

City Assessor Information on the parcel:

<http://cedarrapids.iowaassessors.com/parcel.php?parcel=140945100600000>

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: No interest in local landmark, renovation is not economical.



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

To: Historic Preservation Commission
From: Jeff Hintz, Community Development
Subject: Historic Preservation Commission 2017 Work Plan
Date: November 10, 2016

Background

The Historic Preservation Commission is required to approve a work plan annually for the City Council's review and approval. At the Commission's meeting on November 10, 2016 staff will provide an overview of the Commission's 2017 draft work plan [Attachment 1] and receive feedback from the Commission on potential changes.

With the Adoption of the Historic Preservation Plan in September of 2015, the 2016 work plan included all the initiatives to be accomplished in year one as indicated in the plan. Following that same methodology, staff has included some of the initiatives listed as to be completed in 2-3 years in the plan document, in this draft 2017 work plan. The chosen initiatives in year 2-3 were selected because they fit with other completed initiatives listed below and are logical next steps. The remainder of the initiatives listed as 2-3 years will be included in the 2018 work plan (year 3 since adoption of the Historic Preservation Plan). Items which were not completed in 2016 were included in the draft work plan so they can be finished in 2017

Work plan items completed in 2016:

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

- Review projects related to the FEMA MOA's and State LOA
- Prepare a list of criteria to aid property owners, developers and others in the identification of potentially historic buildings
- Update Chapter 18, Historic Preservation in the municipal code
- Identify a team leader to coordinate project review
- Expand administrative permitting (explored but not included in Chapter 18)

Goal 2: Increase Communication

- Explore creating a program that coordinates Public Works and Community Development on infrastructure projects within historic districts

Goal 4: Provide information and educational opportunities for the public

- Plan and host the 2016 Preservation Showcase
- Establish a "Self-Test" tool for historic significance

Goal 5: Provide educational opportunities for HPC members

- Encourage attendance at the 2016 Preservation Showcase

Next Steps

After review and approval by the Commission, the draft work plan will be updated with any requested changes and then be reviewed by the City Council Development Committee and City Council for final review and approval.

Attachments:

1. Draft City of Cedar Rapids Historic Preservation Commission 2017 Work Plan



City of Cedar Rapids Historic Preservation Commission Work Plan for 2017

Approved by the Cedar Rapids City Council on _____

General Information

CHARTER

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

MEETINGS

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

COMMISSIONERS and CONTACTS

Commissioners

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

Council Liaison

Ann Poe
(319) 286-5099
a.poe@cedar-rapids.org

Staff Liaisons

Anne Russett
(319) 286-5075
a.russett@cedar-rapids.org

Jeff Hintz
(319) 286-5781
j.hintz@cedar-rapids.org

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

City of Cedar Rapids Historic Preservation Commission
Work Plan for 2017

Process

On November 10, 2016, the Historic Preservation Commission met to affirm its goals for the 2017 work plan. The Commission engaged in an action planning process that involved the following steps:

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

Work Plan

VISION

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

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

City of Cedar Rapids Historic Preservation Commission
Work Plan for 2017

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

TASK	ASSIGNMENT	DUE
-Determine neighborhoods' interests in establishing local historic districts/landmarks	Full Commission	3 rd Quarter
-Implement the City's Historic Rehabilitation Program and research and explore other financial resources for preservation related activities	Full Commission/Staff	Ongoing
-Explore the preparation of an adaptive reuse ordinance	Staff	Ongoing
-Work with iGreenCR and the environmental initiatives in EnvisionCR to include preservation in the environment programs	Staff	Ongoing
-Incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning Study Areas, and other City planning projects	Staff	Ongoing
-Update the Guidelines for Cedar Rapids Historic Districts	Full Commission/Staff	Ongoing
-Update Chapter 32 Zoning of the municipal code to better support preservation and conservation of neighborhood character	Staff	Ongoing
-Maintain the disaster-response program for endangered properties	Staff	Ongoing
- Develop a list that prioritizes the community's buildings of historic significance	Full Commission/Staff	3 rd Quarter
-Tailor energy efficiency standards to fit historic resources	Staff	4 th Quarter
-Continue to pursue landmark designation of eligible city-owned structures	Full Commission/Staff	Ongoing
-Prioritize the list of areas that have been identified for intensive surveys in the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey.	Full Commission	4 th Quarter
-Develop an endangered properties watch list	Full Commission	4 th Quarter
-Consider developing a Neighborhood Conservation District program for neighborhoods that may not be eligible for historic district designation.	Staff	4 th Quarter

GOAL 2: Increase communication

TASK	ASSIGNMENT	DUE
-Continue to improve the HPC website for ease of use and to provide more information	Staff	Ongoing

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-Implement an annual program review	Staff	Ongoing
-Maintain and enhance compliance regulations for Certified Local Government status	Full Commission/Staff	Ongoing
-Work with the Ia Health Department to promote Historic Preservation	Staff	3 rd Quarter

GOAL 3: Improve public relations

TASK	ASSIGNMENT	DUE
-Develop and distribute educational materials (e.g. brochures, postcards, web-based materials) for property owners and the general public to enhance public awareness and understanding of the city's cultural and social history	Full Commission/Staff	Ongoing
-Explore options to recognize exemplary preservation efforts through an annual Community Preservation Awards Ceremony	Full Commission	2 nd Quarter
-Link interested property owners to training and technical assistance programs on the use of tax credits	Full Commission/Staff	Ongoing
-Continue to promote public access to historically significant civic resources	Full Commission/Staff	Ongoing

GOAL 4: Provide information and educational opportunities for the public

TASKS	ASSIGNMENT	DUE
-Provide training programs for preservation partners and the general public	Full Commission/Staff	2 nd and 4 th Quarters
-Update the content of the GIS database of historic properties	Staff	Ongoing
-Add videos on how to repair historic windows to the City's website	Staff	2 nd Quarter
-Develop a formal heritage tourism program	Full Commission/Staff	Ongoing
-Maintain a training program for City staff.	Staff	Ongoing

GOAL 5: Provide educational opportunities for HPC members

TASKS	ASSIGNMENT	DUE
-Provide training to the Historic Preservation Commission	Full Commission/Staff	Ongoing