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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, April 28, 2016**

**in the**

**Training Room, City Hall**

101 First Street SE, Cedar Rapids, Iowa

### AGENDA

#### **Call Meeting to Order**

#### **1. Public Comment**

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

#### **2. Approve Meeting Minutes**

#### **3. Presentation**

- a) Flood Control System Update (10 minutes)

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

- a) Demolition Applications (20 minutes)
- i. 141 34<sup>th</sup> Street Drive SE (large, open warehouse in back) – *private property*
  - ii. 214 17<sup>th</sup> Avenue SW – *private property*

- b) Demolition Applications Under Review (30 minutes)

- i. *Private property* - 1010 3<sup>rd</sup> Street SE, Hold expires May 10, 2016
  - A. Consideration to Release Demolition Hold.
  - B. Continuation of Discussion on Certificate of Appropriateness to Remove Façade.
  - C. Consideration of a Certificate of Appropriateness to prepare the building to be moved and relocation of the building off the lot.

#### **5. Discussion Items**

- a) Zoning Code Update (10 minutes)
- b) MOA/LOA Project Updates – (if necessary) (15 minutes)

#### **6. Announcements**

#### **7. 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 [communitydevelopment@cedar-rapids.org](mailto:communitydevelopment@cedar-rapids.org) as soon as possible, but no later than 48 hours before the event.

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION REGULAR MEETING,**  
**Thursday, April 14, 2016 @ 4:30 p.m.**  
**Training Room, City Hall, 101 First Street SE**

Members Present: Amanda McKnight-Grafton Chair  
Todd McNall  
Bob Grafton  
Ron Mussman  
Tim Oberbroeckling  
Mark Stoffer Hunter  
Barb Westercamp  
Pat Cargin  
Sam Bergus

Members Absent: Caitlin Hartman  
BJ Hobart

City Staff: Jeff Hintz, Planner  
Anne Russett, Planner  
Jennifer Pratt, Community Development Director  
Kevin Ciabatti, Building Services Director  
Anne Kroll, Administrative Assistant

**Call Meeting to Order**

- Amanda McKnight Grafton called the meeting to order at 4:34 p.m.
- Nine (9) Commissioners were present with two (2) absent.

**1. Public Comment**

- Jan Stoffer, Local Historic District homeowner, spoke in support of Beth DeBoom's efforts to save the White Elephant Building from demolition.

Todd McNall arrived at the meeting at 4:38 p.m.

**2. Approve Meeting Minutes**

- Barb Westercamp made a motion to approve the minutes from March 10, 2016. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

**3. Action Items**

**a) Certificate of Appropriateness**

**i. 1803 Ridgewood Terrace – replacement of front and side steps**

- Anne Russett stated that this project is to replace wood steps with a composite deck material on the front steps along Ridgewood Terrace and the side steps along 18<sup>th</sup> Street SE. Ms. Russett shared pictures of the property where the steps would be replaced as well

as the District Guidelines for porches. Initiative 7.2.b in the Historic Preservation Plan recommends updating the Guidelines for Cedar Rapids Historic Districts to address the allowance of new materials, such as the one proposed by the applicant. Ms. Russett shared the Secretary of Interior (SOI) Standards related to entrances and porches. Staff recommends approval as submitted because SOI standards recommend retaining and preserving character defining features, per the site inventory form the steps are not identified as a defining feature of the home, applicant is not proposing modifications to the home's defining features, and material proposed will be more durable as the steps are exposed to the elements.

- The applicant, Mary Chesebro, described the material and brought in samples and a picture. Ms. Chesebro stated that the wood steps were very slick in the winter time and she wanted something more durable.
- Todd McNall made a motion to approve the Certificate of Appropriateness to replace the front and side steps at 1803 Ridgewood Terrace. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

**b) Demolition Application under Review**

**i. Private Property – 1010 3<sup>rd</sup> Street SE, hold expires May 10, 2016**

**A. Consideration to Release Demolition Hold**

**B. Consideration of a Certificate of Appropriateness to Remove Façade**

- Anne Russett stated that this property was built in 1880 and is listed on the National Register of Historic Places as a contributing structure to Bohemian Commercial Historic District and is eligible under Criteria A (events) and C (architecture). On March 10, 2016 the HPC place a 60-day hold on the demolition. Staff received an application for façade removal that requires HPC approval during the 60-day hold period. Property owners indicated a willingness to work with anyone interested in moving the structure, but the property needs to be moved no more than a few days after the expiration of the hold, which is on May 10, 2016. Ms. Russett stated that there is an interested party making progress on moving the structure to the City-owned lot at 1305 3<sup>rd</sup> Street SE and they have secured financing, identified a home mover, and have been coordinating with City departments on necessary permits. Ms. Russett outlined the challenges to moving within the 60-day hold timeframe:
  - Based on submitted site plan, there is a building code issue related to the proximity of the structure to the lot line
  - Development agreement needs to be amended, which requires City Council approval
  - The State of Iowa Economic Development Authority (IEDA) needs to approve the flood mitigation plan and provide the City with amended covenants and restrictions for recording (turnaround time approx. 60-90 days from submittal of required materials)
  - No construction activity, including staging of building, is allowed on the property until IEDA approval

Ms. Russett stated based on the property owner's timeframe and constraints related to the identified lot at 1305 3<sup>rd</sup> Street SE, it does not appear feasible to move the structure to the identified lot within the property owners timeframe, so staff would recommend release of the property from the 60-day demolition review. This recommendation would allow for the applicant and property owner to proceed with saving the façade.

- Tom and Beth DeBoom stated that they plan to move the White Elephant Building to the City-owned lot at 1305 3<sup>rd</sup> Street. In the event that the lot is not ready at the time of the

move, the DeBooms own a lot at 1314 2<sup>nd</sup> Street SE that the building could be placed until the 3<sup>rd</sup> Street lot is ready. Ms. DeBoom stated that they have found a mover who could move the house on May 9, 2016. Mr. DeBoom stated that they are firmly committed to moving this building.

- Jason Cave, Primus Construction, gave a project timeline for the White Elephant Building as well as renderings and pictures of what the building will look like when finished, which can be found on page four (4) of the PowerPoint presentation attached to the minutes. Mr. Cave stated that they plan to add a pavilion onto the back of the building and will work with SHPO since they will seek tax credits.
- Kevin Ciabatti stated that if the building is going to be placed on a different lot temporarily it needs to be secured with six (6) - eight (8) foot high fencing. According to the Building Code requirements, the building is bound by the exterior wall ratings and City staff will need to do a walkthrough before they can approve the moving of this building. Mr. Ciabatti stated that there is a building code issue related to the proximity of the structure to the lot line and there are still details that need to be reconciled.
- Laurie Konecny, part owner of the White Elephant Building, stated that this is new information and is a lot to absorb. Since the March meeting, the owners have been talking to Jon Jelinek to remove the façade. There are two options now and there are things to discuss.
- Jon Jelinek, applicant for the COA to remove the façade, stated that if someone wants to move the building he is all for that, but the owners have to decide what they want to do.
- Todd McNall stated that the HPC cannot force the owners to have this building moved and he has not heard that the owners want to move it. The owners and the DeBooms need to discuss this outside of this meeting. The owners stated that they are willing to continue the discussion.
- Mark Stoffer Hunter made a motion to keep the 60 day demolition hold in place so that the owners and the DeBooms could continue discussions about moving the White Elephant Building and to table the COA application until the meeting on April 28, 2016. Todd McNall seconded the motion. The motion passed unanimously.

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

##### **a) Requests for Resolutions of Support for Historic Preservation Tax Credit Applications**

- Anne Russett stated that this a notification that the City received two requests for resolutions of support from the City Council for Historic Tax Credit applications for St. Paul's United Methodist Church and the Monroe School. City staff is working on the documentation that goes to City Council.
- Mark Stoffer Hunter stated that the address for the Monroe School is incorrect. It should be 3100 Pioneer Avenue SE.
- Amanda McKnight Grafton asked that staff keep this item on the agenda for updates.
- Todd McNall would like to see the scope of the work on these two projects. Jennifer Pratt stated that all information will be given to the Commission. This process is just starting, so there is very little information to give at this time.
- Sam Bergus stated that the current plans for the Monroe School are to maintain the entire exterior of the building and convert it into 3-4 bedroom affordable housing. The preliminary SHPO review talks about maintaining the exterior as well as some of the interior divisions.

Mark Stoffer Hunter left the meeting at 5:38 p.m.

**b) Preservation Showcase 2016 Update**

- Amanda McKnight Grafton provided a detailed update on the 2016 Preservation Showcase that is scheduled for May 7, 2016 in the MedQuarter.

**c) MOA/LOA Project Updates**

- Anne Russett stated that eight (8) individual scholarships were awarded for the Kirkwood series of classes.

**5. Announcements**

- There were no announcements.

**6. Adjournment**

- Barb Westercamp made a motion to adjourn the meeting at 5:47 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II  
Community Development

DRAFT

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

## Historic Preservation Commission

April 14, 2016

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

## COA: 1803 Ridgewood Terrace

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

### Project Description

- Replacement of front steps along Ridgewood Terrace and 18<sup>th</sup> Street SE
- Replace wood steps with a composite deck material

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

### Front of House (Ridgewood)



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

### Side of House (18<sup>th</sup> Street SE)



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

### District Guidelines – Porches

<p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>• Opening an enclosed porch</li> <li>• Repairing the existing porch or balcony</li> <li>• Replacing wood elements with wood elements (wood elements should be painted)</li> <li>• Replacing masonry elements with masonry elements</li> <li>• Rebuilding a porch with original materials</li> <li>• Screening</li> <li>• Painted, not treated wood</li> </ul>	<p><b>Not Recommended:</b></p> <ul style="list-style-type: none"> <li>• Enclosing porches visible from the street</li> <li>• Modern straight-edged railings</li> <li>• Columns made of modern materials (fiberglass for an example)</li> <li>• Plywood panel flooring on entrances facing the street</li> <li>• Carpeted flooring on entrances facing the street</li> <li>• Concrete steps that are visible from the street</li> <li>• Unpainted treated lumber elements (recommended for hidden supports)</li> </ul>
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 [www.Cedar-Rapids.org](http://www.Cedar-Rapids.org)

## Historic Preservation Plan

- Initiative 7.2.b recommends updating the Guidelines for Cedar Rapids Historic Districts to address the allowance of new materials, such as the one proposed by the applicant.

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

## SOI Standards for Rehabilitation

Related to entrances and porches, the SOI standards recommend the following:

- Identifying, retaining, and preserving entrances--and their functional and decorative features--that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.

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

## SOI Standards for Rehabilitation

Related to wood materials, the SOI standards recommend the following:

- Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.

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

## Recommendation

Staff recommends approval as submitted

- SOI standards recommend retaining and preserving character defining features
- Per the site inventory form the steps are not identified as a defining feature of the home
- Applicant is not proposing modifications to the home's defining features
- Material proposed will be more durable – steps are exposed to the elements

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

## Alternative Actions

1. Approve with modifications agreeable to the applicant
2. Deny the application
3. Defer to future meeting

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

## Demolition Applications Under Review

### 1010 3<sup>rd</sup> Street SE

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



## 1010 Third Street SE

- Built 1880
- Listed on NRHP as a key contributing structure to Bohemian Commercial Historic District
- Eligible under Criteria A (events) and C (architecture)



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



## Background

- On 3/10 the HPC placed a 60-day hold on the demolition
- Received application for façade removal – requires HPC approval during 60-day hold period



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



## Background

- Property owners indicated a willingness to work with anyone interested in moving the structure
- Property owners expressed need to have property moved no more than a few days after the expiration of the hold
- Demolition hold expires on May 10, 2016



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



## Background

- Interested party making progress on moving the structure:
  - Site: 1305 3<sup>rd</sup> Street SE
  - Secured financing
  - Identified home mover
  - Coordinating with City departments on necessary permits



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



## Background

- Challenges to moving within 60-day hold timeframe:
  - Based on submitted site plan, building code issue related to the proximity of the structure to the lot line
  - Development agreement needs to be amended, which requires City Council approval
  - IEDA needs to approve the flood mitigation plan and provide the City with amended covenants and restrictions for recording (turnaround time approx. 60-90 days from submittal of required materials)
  - No construction activity, including staging of building, is allowed on the property until IEDA approval

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



## Staff Recommendation

- Based on the property owner's timeframe and constraints related to the lot, it does not appear feasible to move the structure to the identified lot. Staff would recommend the following:
  - Release of the property from the 60 day demolition review (hold).
- This recommendation would allow for the applicant and property owner to proceed with saving the façade.

## White Elephant Building Relocation

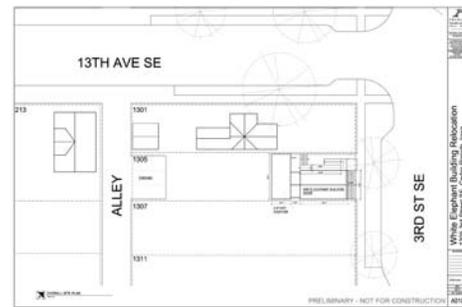
Presentation to Cedar Rapids Historic Preservation Committee –  
4/14/16

### Project Timeline (1 of 2)

- 4/14 Historic Preservation Committee Review
- 4/18 Submit Building Move Permit (Include Haul Route)
- 4/22 Foundation Drawings submitted for permit
- 4/22 Building Moving Permit
- 4/26 City Council Meeting to approve new Development Agreement between Developer and City
- 5/4 Procure Foundation Permit
- 5/8 Procure Building Moving Permit
- 5/9 Building Gets moved. (Lot is fenced)

### Project Timeline (2 of 2)

- 5/11 Start Foundation
- 5/20 Foundation Complete
- 5/27 Building moves onto Foundation
- 5/27 Submit architectural drawings for addition and renovation
- 6/10 Procure Building Permit
- 9/10 Complete Construction, gain occupancy





## Historic Preservation Commission Agenda Item Cover Sheet

**Meeting Date:** April 28, 2016

**Property Location:** 141 34<sup>th</sup> Street Drive SE

**Property Owner/Representative:** Tom Takes Construction Inc.

**Owner Number(s):** **Demolition Contact:** Tom Takes (319) 558-6931

**Year Built:** 1932

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

**Background and Previous HPC Action:** This warehouse is located near the middle of the property and is the second largest structure on the parcel. The applicant has indicated the structure is in disrepair; additionally, the Cedar Rapids City Assessor's Office indicates the condition of this structure as poor. Portions of the exterior walls have already been removed and the framing is now exposed on portions of the structure.

The future plans for the property include using the vacated area in the middle of the parcel where the building now sits, as parking.

**City Assessor Information on the parcel:**

<http://cedarrapids.iowaassessors.com/parcel.php?parcel=141130400200000>

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

**Explanation (if necessary):**

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

The State Historic Preservation Office has reviewed and concurred with the survey, finding the property and general area not recommended for further study.

**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:** The structure lacks defining features, a rehab is not economically feasible and structure is a poor candidate for local landmarking.



## Historic Preservation Commission Agenda Item Cover Sheet

**Meeting Date:** April 28, 2016

**Property Location:** 214 17<sup>th</sup> Avenue SW

**Property Owner/Representative:** Tom Beyer

**Owner Number(s):** 319-241-5296 **Demolition Contact:** Budget Maintenance

**Year Built:** 1910

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

**Background and Previous HPC Action:** City Assessor records indicate this property has been assessed as land only since 2009. Since 2009, the dwelling unit has had no value since it is not habitable. The dwelling unit has yet to be rehabilitated and was flooded in June of 2008.

The current owner wishes to demolish the uninhabitable structure and build a new house on the site at this time. Property deed records indicate the current owner acquired the property in July of 2014. After looking at rehabilitation of the existing dwelling unit, the decision was made to build new on the site. There is damage to the foundation in the basement and the inside was never cleaned after the flood in 2008.

**City Assessor Information on the parcel:**

<http://cedar Rapids.iowaassessors.com/parcel.php?parcel=143313301000000>

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

**Explanation (if necessary):**

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

The 2009 Bowling Area Reconnaissance Survey indicates this structure is **not eligible** for historic listing.

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:** The structure lacks defining features, is not habitable, two surveys indicate it is not historic architecturally, and the structure is a poor candidate for local landmarking.



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

**To:** Historic Preservation Commission (HPC)  
**From:** Jeff Hintz, Planner II and Anne Russett, Planner III  
**Subject:** COA Requests and 60 Day Demolition Review Period at 1010 3<sup>rd</sup> Street SE  
**Date:** April 28, 2016

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**Applicant:** Jon Jelinek – façade removal request (continued at April 14, 2016 meeting).

**Applicant:** Tom & Beth DeBoom – request to move structure from lot

**Property Owner:** TUSK LLC

**Address:** 1010 3<sup>rd</sup> Street SE

**Local Historic District:** Property is **not** within a local historic district

**Legal Description:** CARPENTER'S 3RD SE 30' LOT 2-EX NW 3' & NW 18' STR/LB 3 20

**Year Built:** 1880

**Project proposed by Jon Jelinek:** Removal of the façade from the building; renovation and installation of the façade on the inside of the Ideal Theater building for display purposes.

**Project proposed by Tom & Beth DeBoom:** Preparation of the building to be relocated, and moving of the building off the current lot to another lot, temporarily. The plan is to use historic tax credits and rehabilitate the building as a mixed use facility at 1305 3<sup>rd</sup> Street SE.

**Background:** The HPC placed a 60 day demolition review period (hold) on the structure at the March 10, 2016 meeting. During this hold, 18.10 (k) of the municipal code requires applications for building permits to be reviewed as if the property were designated as a landmark. As such, the application to remove the façade is an exterior change, which does require a building permit; therefore, the proposed work does require approval from the HPC up until May 10, 2016 when the 60 day hold expires.

At the April 14, 2016 meeting the HPC continued the application for façade removal until the April 28, 2016 meeting to give a group interested in saving the entire structure time to work with the ownership group towards this goal.

**Information from 2002 Site Inventory Form:** “This building is a moderately well preserved example of a vernacular commercial building form known as “false front” that was popular in the decades prior to 1900. Its storefront remains largely intact and despite changes to the upper level of the front façade, the building retains most of its visual integrity. As a result, the building is considered a contributing structure to the potential Bohemian Commercial Historic District.”

## **Options for the Commission:**

1. Release the structure from the 60 day demolition review (hold).
  - Note, choosing this option would not require HPC action on the COA applications, options two and three below.
2. Consideration of the application to remove the façade:
  - a. **Approve** the application as submitted; or
  - b. **Modify, then Approve** the application – only if applicant agrees to modifications made; or
  - c. **Disapprove** the application.
3. Consideration of the application to prepare the building to be relocated and move the building from the lot:
  - a. **Approve** the application as submitted; or
  - b. **Modify, then Approve** the application – only if applicant agrees to modifications made; or
  - c. **Disapprove** the application.

**Excerpt(s) from *Guidelines for Cedar Rapids Historic Districts Applicable to Project*:** No applicable excerpts. The Guidelines for Cedar Rapids Historic Districts do not include a section on Commercial properties or storefronts.

**Analysis:** While a purchase agreement is not yet in place at the time this report is written, it appears the ownership group and the group interested in the purchase and relocation of the structure are very close to having something in place. With this as some background and a basis of understanding, it would be recommended to release the hold on the structure at this time. The role of the hold was to explore options and hopefully link interested parties with one another to help save structures which are historic. At the point, things have progressed and there was an inquiry from Tom and Beth De Boom about the possibility of moving the structure on April 26. While this was not possible, some site work necessary for the move of the structure, but not impacting the structure might take place prior to the HPC meeting.

Release of the hold with the understanding the structure will be saved in its entirety would be the most beneficial for all the parties involved with this move. The structure will be saved and the owners of the land will then be free to begin development on the parcel once the structure is moved.

**Recommendation:** Release the demolition hold.

**Alternative Recommendation:** Approve the application to prepare and move of the structure and deny application related to salvage of the front façade.

**Attachments:** Applications from applicants.

# CEDAR RAPIDS

## HISTORIC DISTRICT APPLICATION

Community Development Department, 101 First Street SE, Cedar Rapids, IA 52401, Phone 319-286-5041

Owner Information	Applicant Information
Name <u>T.U.S.K. LLC</u>	Name <u>JON SELINEK</u>
Address <u>3627 Honey Hill Dr. SE</u>	Company <u>SELINEK COMPANIES</u>
City <u>Cedar Rapids</u>	Address <u>1125 3RD ST SE</u>
State <u>IA</u> Zip <u>52403</u>	City <u>CR</u>
Phone <u>319-329-5098</u>	State <u>IA</u> Zip <u>52401</u>
	Home Ph. <u>319-210-8634</u>
	Work Ph. _____

**Address of Property** where work is to be done:

1010 3rd St. SE

**Project type:** House , Garage , Shed , Fence , Addition , other

**Project description:** Facade removal

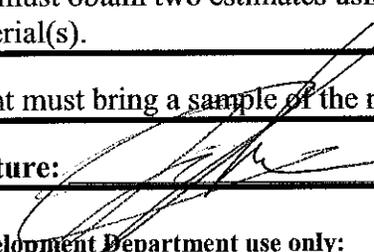
local business owner wishes to remove, restore and display original facade at his business.

**Location:** Describe where (what part of building, or where on property) work will be done: \_\_\_\_\_  
Remove facade; external sheathing and woodwork from sidewalk level to top of parapet

**Materials:** Type and design to be used \_\_\_\_\_

**Estimates required:** 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).

**Samples:** Applicant must bring a sample of the material(s) to HPC meeting if a COA is required.

**Applicant's signature:** 

**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

# 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>T.W.S.K., LLC</u></p> <p>Address _____</p> <p>City <u>Cedar Rapids</u></p> <p>State <u>IA</u> Zip <u>52403</u></p> <p>Phone _____</p>	<p style="text-align: center;"><b>Applicant Information</b></p> <p>Name <sup>Tom's</sup> <u>Beth DeBoom</u></p> <p>Company <u>Little House LLC</u></p> <p>Address <u>2150 Cottage Lane</u></p> <p>City <u>Cedar Rapids</u></p> <p>State <u>IA</u> Zip <u>52403</u></p> <p>Home Ph. <u>319/360-7145</u></p> <p>Work Ph. _____</p>
<p><b>Address of Property</b> where work is to be done:</p> <p><u>1010 3rd St SE Cedar Rapids, IA 52403</u></p>	
<p><b>Project type:</b> House <input checked="" type="checkbox"/> Garage <input type="checkbox"/>, Shed <input type="checkbox"/>, Fence <input type="checkbox"/>, Addition <input type="checkbox"/>, other <u>Commercial Building</u></p>	
<p><b>Project description:</b> * <u>Move the building to 1314 2nd St. SE. Work entails placing beams through foundation, lifting + sliding building to open lot south (with owner consent). Building then rolled to 3rd street, route south on 3rd to 14th, turn right, then right on second, destination 1314 2nd street SE</u></p>	
<p><b>Location:</b> Describe where (what part of building, or where on property) work will be done: _____</p> <p><u>Between 1010 3rd St SE and 1314 2nd St. SE</u></p>	
<p><b>Materials:</b> Type and design to be used <u>N/A</u> <del> </del></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). <u>N/A</u></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> <u>Beth DeBoom</u></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

\* Property <sup>(building)</sup> must be moved week of May 9, or sooner, in order to avoid demolition



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:** Zoning Code Update  
**Date:** April 28, 2016

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**Background**

With the adoption of EnvisionCR in January 2015, the Community Development staff is moving forward with a comprehensive update to the City’s zoning code. At the Historic Preservation Commission’s meeting on April 28, Community Development staff will provide a brief overview of the project.

**Purpose of this Project**

The primary purpose for updating the zoning code is to accomplish the goals and vision established in EnvisionCR. Specifically, the new zoning code will aim to create strong neighborhoods, encourage infill development, and promote environmental stewardship and economic prosperity.

EnvisionCR is the foundational policy document that guides growth and development in the city. The zoning code is the implementation tool that helps to ensure that new development achieves the agreed-upon vision outlined in EnvisionCR. Since the City’s current zoning code does not result in development projects that align with the vision established in EnvisionCR, the development of a new zoning code is critical. The zoning primer [Attachment 1] provides more detail on the purpose of the project and some of the issues being explored.

**Form-Based Codes**

One of the approaches that the City is exploring as part of this update is form-based regulations. Form-based codes focus more on the form of a building and how it interacts with the public realm and less on the use of the building (e.g., residential, commercial). A definition of form-based codes, as well as other terms that will be utilized throughout this process, are outlined in a glossary [Attachment 2].

**Stakeholder Outreach**

Stakeholder outreach will be an integral component to the project. The specific approach to stakeholder outreach will be outlined in a stakeholder outreach plan, but generally outreach will include the following:

Internal	External
Project Management Team (i.e. team of representatives from a variety of City departments)	Project Steering Committee (i.e. committee approved by City Council that represent a variety of interest groups)
Ongoing coordination between Community Development, Development Services, and Building Services	User group meetings
	Public open houses and workshops Social media

## **Project Components & Schedule**

The project includes the following main components:

1. *Community-character Analysis*: A documentation and analysis of the city's existing built environment that distinguishes between the diverse areas of the city.
2. *New Zoning Code*: A complete re-write of the zoning code that ensures consistency with EnvisionCR, balances the City's diverse needs and goals, and focuses on the design, form, and physical character of development.
3. *New Zoning Map*: A new zoning map that applies the new code. The new zoning map should appropriately assign the newly created zoning districts based on the defining characteristics of the neighborhood (e.g. urban core, historic neighborhood, suburban).
4. *Zoning Handbook*: An easy to read handbook that helps laypersons navigate zoning regulations and processes.

Due to the large scope, which requires extensive technical analysis and a transparent and inclusive stakeholder outreach process, staff anticipates an 18 month process for this project [Attachment 3].

### *Attachments:*

1. Zoning Primer
2. Glossary
3. Anticipated Project Schedule

## Cedar Rapids New Zoning Code Project Zoning Primer



Welcome to the Cedar Rapids New Zoning Code Project! Over the next 16 months, the community will be working with the city planning staff and consultant team to update the zoning regulations. The goal of the project is to provide the city with a more modern set of regulatory tools that will meet the needs of residents, developers, and city staff to guide the next decade of growth in Cedar Rapids.

### Purpose of this Project

The zoning code will be updated to include regulations designed to partially or fully accomplish the goals for Cedar Rapids established in EnvisionCR:

#### **StrengthenCR**

- Improve the quality and identity of neighborhoods and key corridors
- Adopt policies that create choices in housing types and prices throughout the city

#### **GrowCR**

- Encourage mixed-use and infill development
- Connect growing areas to existing neighborhoods

#### **GreenCR**

- Be stewards for the environment, promoting economic and social growth while restoring the relationship between the city and natural environment
- Have the best parks, recreation, and trails system in the country
- Lead in energy conservation and innovation

#### **ConnectCR**

- Build a complete network of connected streets
- Establish a network of complete streets
- Improve the function and appearance of our key corridors
- Support the development of an effective, regional, multi-modal transportation system

#### **InvestCR**

- Reinvest in the city's business corridors and districts

#### **ProtectCR**

- Protect Cedar Rapids from flooding and other hazards
- Manage growth and development to balance costs and serviceability to neighborhoods
- Maintain and provide quality services to the community
- Demonstrate best practices in building construction

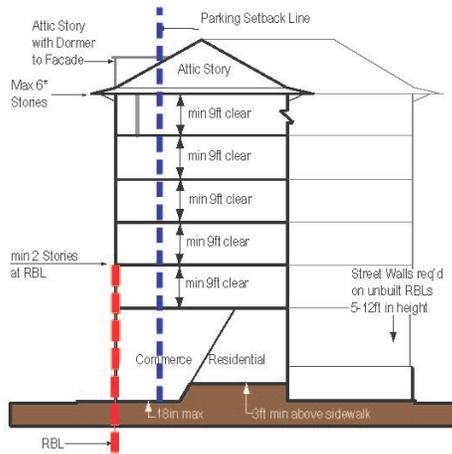


Updating the zoning code now is important to move the community's hard work in EnvisionCR forward. The current regulations have been in place for 10 years and are due for an overhaul. As development patterns and preferences change over time, zoning regulations start showing signs of aging. Important standards to guide new development types may be missing from the code and the existing standards may actually (and inadvertently) create a barrier to development patterns that the community wants to encourage. And while zoning regulations can certainly be amended, it is important to update the entire code

periodically to ensure that all of the moving pieces of the regulatory process are designed to function together and don't end up working at cross purposes or creating language conflicts.

### Issues We Will Address

One of the exciting, new zoning tools that the city wants to explore during this update is form-based regulations. Typically referred to as form-based code, these standards establish or reinforce the “form” of a neighborhood or geographic area by regulating how the structures work together, how public and open spaces are provided, and the size and design of streets and sidewalks. Form-based codes also take in account how people’s daily lives are positively or negatively impacted by the built environment. The major change from more traditional zoning is that form-based codes provide sufficient detail in the regulatory process to achieve a more specific outcome that meets the community vision established by EnvisionCR.



Other issues that we anticipate addressing during this update include (but certainly are not limited to):

- Residential development patterns and types of housing mix (i.e., single-family, multi-family)
- Downtown, infill, suburban development, and redevelopment
- Complete streets (i.e., streets that accommodate all modes of transportation and all users).

- Commercial and corridor design standards
- Mixed-use (e.g., residential and commercial) development types
- Neighborhood preservation
- Parks, trails, and open spaces
- Sustainable development patterns
- Creating places that build upon a community’s strengths in order to promote community well-being, commonly referred to as placemaking

### Project Approach and Schedule

We will be undertaking the new zoning code project in the following phases:

1. Understand and define issues and opportunities through discussions with the community and city staff
2. Create a roadmap to the new zoning code
3. Draft the new regulations and processes and gather community thoughts and comments
4. Review, revise, and adopt the new zoning code and zoning map

There will be many opportunities to participate in the process as the project moves forward. During each phase of the project, the public will be invited to review and comment on our work and recommendations. We look forward to hearing from you as the project proceeds. If you have any questions, feel free to reach out to:

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 Planner, Community Development Dept  
 Phone: 319/ 286-5075  
 Email: a.russett@cedar-rapids.org

-Or-

Bill Micheel  
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## Cedar Rapids New Zoning Code Project Glossary

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*This document outlines various terms that will be utilized throughout the development of the New Zoning Code Project. This document will be updated as necessary over the course of the project.*

### **Character Area Development Classification**

General categorization of the long-term growth and build-out of a neighborhood, area, or corridor designed to help guide the selection of zone district(s) for that location. Character areas will be identified and developed based on the community character documentation and analysis undertaken during the early phases of this project. The anticipated character areas are likely to be:

- Downtown,
- Urban neighborhoods,
- Traditional neighborhoods and centers,
- Suburban neighborhoods and centers,
- Urban and suburban corridors,
- Special districts (such as corporate campuses and industrial areas), and
- Rural areas.

The character area identification process will focus on the existing or desired future character of an area—building forms and orientation, street and block layout, intensity, and uses that build on the Land Use Typology Areas.

In order to help guide the drafting of new zone district(s) for Cedar Rapids, the character areas will be evaluated through the lens of their existing and/or desired future character and placed into one of the following development classifications:

Preserve: Applied to areas in the community where design and character are established and will remain relatively stable over time. New development should be designed to work with existing development and reinforce the character of the area in a contextually appropriate manner.

Enhance: Applied to areas where gradual improvements through infill and redevelopment will improve the design and function of the existing development over time. New development should build upon the area's uniqueness, as well as anticipated changes in the area.

Transform: Applied to areas where significant redevelopment is critical to the long-term economic health of the geographic area. This category is also applied to some new mixed-use and non-residential greenfield development.

## **Development Standards**

Those sections of the zoning code that establish categories of regulations applicable across multiple development types, such as parking, landscaping, signs or commercial design standards.

## **Dimensions/Bulk Regulations**

Bulk regulations are the combination of controls (lot size, floor area ratio, lot coverage, open space, yards, height, and setback) that determine the maximum size and placement of a building on a lot.

## **EnvisionCR**

The City's comprehensive plan, adopted in January 2015, which provides the guiding policy framework for how the city will grow over the next several years.

## **Form-Based Code**

A method of regulating development (usually within a character area) that emphasizes building form (scale, massing, relationship to public realm) over building use, with the purpose of achieving a particular type of "place" or built environment based on a community vision.

## **Form-Based District**

A form-based district (used in place of a conventional Zone District) combines development standards, dimension and bulk regulations, and uses. They can be mixed- or single-use districts, but the overarching goal is place-making by regulating physical form, character and intensity.

## **Future Land Use Map (FLUM)**

From EnvisionCR, the FLUM is a map of Cedar Rapids that identifies the locations and the boundaries of the Land Use Typology Areas.

## **Land Use Typology Areas (LUTAs)**

From EnvisionCR, the LUTAs specify the intended types, forms, densities, and intensities of development allowed in each area. Cedar Rapids has 15 LUTAs.

## **Planned Unit Development**

Flexible zone district intended to promote developments that have unique project design intended to surpass the quality of development resulting from a strict application of the regulations of conventional zoning districts.

## **Procedures/Administrative Procedures**

All of the permits, processes, and reviews permitted or required as part of zoning approval, all of which are included in the zoning code, such as rezoning, variance, or site development plan review.

## **Site Development Plan**

A technical drawing used to illustrate, in detail, the proposed use(s) and layout of area development site and its relationship to the surrounding area.

## **Uses**

Any activity, occupation, business, or operation conducted in a building or on a tract of land. Uses may be permitted *by-right*, which means they are allowed in a zone district provided they meet the standards of that district, or as *conditional uses*, which means they are allowed in a zone district subject to conditional use review and approval. Uses are typically categorized as residential, civic, commercial, industrial, and agricultural, accessory, and temporary.

## **Use Standards**

Standards that are applicable to specific uses that may be generally applicable, applicable based on the size of the use, type of use, or zone district in which the use is located. For example, urban gardens may be permitted in mixed-use districts but restricted in industrial districts.

## **Zone Districts**

A residential, commercial, mixed-use, or industrial area of the city within which zoning regulations govern land use and building bulk. Special purpose and overlay districts are used to apply specific regulations to limited geographic areas or development types within the city.

## **Zoning Map**

A map of Cedar Rapids that indicates the locations and boundaries of the individual zone districts. Used to implement the Future Land Use Map.

