

MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, November 10, 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
Sam Bergus

Members Absent: BJ Hobart
Barb Westercamp

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

Call Meeting to Order

- Amanda McKnight Grafton called the meeting to order at 4:32 p.m.
- Eight (8) Commissioners were present with two (2) absent.

1. Public Comment

- There was no public comment.

2. Approve Meeting Minutes

- Tim Oberbroeckling made a motion to approve the minutes from October 27, 2016. Ron Mussman seconded the motion. The motion passed unanimously.

3. Action Items

a) Demolition Applications

i. 1011 Blairs Ferry Road NE – Private Property

- Sam Bergus recused himself from discussion and voting.
- Jeff Hintz stated that this property was built in 1964 and the general area has not been surveyed. Mark Stoffer Hunter was able to do photo documentation and did not find the property to be historically significant. The owner indicated that they are building a new commercial property and reuse was not practical. Staff recommends immediate release.
- Todd McNall made a motion to approve the demolition of 1011 Blairs Ferry Road NE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

ii. 527 12th Street SE – Private Property

- Sam Bergus recused himself from discussion and voting.
- Jeff Hintz stated that this property was built in 1910 and is not eligible for individual listing according to the 2006 update survey. This property is owned by the school district. The owner indicated that a residence is not in the future plans. Staff recommends immediate release.
- Bob Grafton stated that Habitat for Humanity indicated that they are not going to pursue the property for a potential move.
- Amanda McKnight Grafton asked if the owner would allow salvage. Jeff Hintz stated that he does not know but the Commission can place a hold to explore salvage. Amanda McKnight Grafton stated that the trim is not painted and it has pocket doors inside, so it would be a good idea to ask if salvage is possible.
- Jeff Hintz reminded the Commission that in order to place a hold the Commission had to make a determination that the structure is historically significant.
- Mark Stoffer Hunter asked about the possibility of documentation. If this property is put on hold it could be released before the sixty (60) days.
- Amanda McKnight Grafton stated that there is a concern because there was a building in the past that the HPC reviewed with a salvage situation and were told that the items would be salvaged, but the stained glass was shattered and thrown in the dump.
- Mark Stoffer Hunter asked the Commission to consider a hold, not for the full sixty (60) days, for a chance to do photo documentation and salvage. Research was done on the property and there is not a person of historic significance associated with the property, but this is one of the last houses in this area. The last three (3) or four (4) properties torn down in this area had photo documentation done. Mark Stoffer Hunter is requesting that the Commission place a hold on this property, but release it before the next HPC meeting.
- Jeff Hintz stated that there is not a second meeting planned for November due to the holiday so the next scheduled HPC meeting is December 8, 2016. If a demolition comes in then a special meeting will be held.
- Bob Grafton asked what the school district's intent is with the property since they have torn down other houses in the area. Jeff Hintz stated that plans have not been shared. The demolition requires that if there are no plans in place then the land will need to be backfilled.
- Bob Grafton stated that there is another house in that area that is substantially older and members of the Commission are concerned that house may be the next one torn down. Mark Stoffer Hunter stated that he plans to discuss that property with the school district and to find out what their plans are.
- Ron Mussman made a motion to place the property at 527 12th Street SE on hold based on the criteria of interior architecture for photo documentation and possible salvage. Bob Grafton seconded the motion. The motion passed unanimously.

iii. 3023 Center Point Road NE – Private Property

iv. 3019 Center Point Road NE – Private Property

- Mark Stoffer Hunter noted that the cover sheet stated that the address as 3010. Jeff Hintz stated that the correct address is on the agenda as 3019.
- Jeff Hintz stated that these properties were built in 1900 and the general area has not been surveyed to date. These lots are zoned commercial. The owner indicated that the future plan for the lots is a chiropractic office. There was not anything indicating that the houses are historically significant. Staff recommends immediate release. The City Assessor has indicated that both houses are in poor condition.

- Bob Grafton stated that the Linn County Health Department does not have any jurisdictional authority over asbestos abatement so it is the responsibility of the demo company to have the asbestos abated. Kevin Ciabatti stated that most of the local contractors have done many demolitions in Cedar Rapids and they are good about following those requirements. If you do see someone not following the requirements for asbestos then the State is the contact for that.
- Mark Stoffer Hunter gave a brief history of the area and stated that the homes are more old than historic. The Commission has previously approved the demolition of a half a dozen houses in this neighborhood.
- Sam Bergus made a motion to approve the demolition of 3019 Center Point Road NE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.
- Tim Oberbroeckling made a motion to approve the demolition of 3023 Center Point Road NE. Sam Bergus seconded the motion. The motion passed unanimously.

b) Certificates of Appropriateness

i. 1420 and 1424 2nd Ave SE – installation of a privacy fence

- Jeff Hintz stated that this project is the installation of a four (4) foot privacy fence along 2nd Avenue SE and the installation of a six (6) foot privacy fence along the alley and NE property line. The fence is a cedar wood privacy fence and none of the fencing is in the front yard. The work had started without a permit as they were not aware they needed one because they tore down the previous chain link fence and were going to replace it with what was there. They were very accommodating of the guidelines once they knew what they were. Jeff Hintz shared the District Guidelines for fencing and recommended approval of the project because it is consistent with the District Guidelines, the parking lot is listed as non-contributing to the historic district, it is consistent with the COA review process, and the change is easily reversible and not connected to any buildings.
- Tim Oberbroeckling asked if the fence is for security reasons. Jeff Hintz stated that they are having trouble with loitering and people walking through. It seems open to the businesses on 1st Avenue so they want more security for the people that live there.
- Todd McNall stated if they already have a chain link fence can't they replace the fence in kind. Jeff Hintz stated that they tore all of it out including the post so they had to get a permit and because of that it is a permit for improvement in the historic district so staff is not able to review. If they had a couple sections that fell out of the fence then that is something staff can approve at an administrative level, but since there was no fence or posts there it had to come to the HPC. Kevin Ciabatti stated that in the course of the project the original fence had long since been removed and the posts were gone. One cannot come back a year later and put up a fence without a permit.
- Tim Oberbroeckling made a motion to approve the COA for the installation of a privacy fence at 1420 and 1424 2nd Ave SE. Sam Bergus seconded the motion. The motion passed unanimously.

c) 2017 Historic Preservation Commission Work Plan

- Jeff Hintz stated that the HPC is required to annually develop a work plan. The work plan will need to be updated and approved by the HPC, reviewed by the City Council Development Committee, and reviewed and approved by the City Council. Staff made changes to the draft 2017 work plan based on initiatives in the Historic Preservation Plan. Jeff Hintz reviewed the goals within the work plan, the 2016 accomplishments, and the tasks within each goal.

- The Commission discussed grant opportunities. Staff will continually look for those opportunities.
- The Commission discussed the watch list and whether or not it should be done or moved to year three (3). The Commission decided to leave it on the 2017 Work Plan.
- Todd McNall inquired about the Watch List initiative in the work plan and shared some past history of a watch list with the HPC. Discussion around the focus of the list and what was shared at the 2016 Showcase took place.
- Bob Grafton stated that it was discussed with the subcommittee that the Guidelines would be finished with the Chapter 18 update. Anne Russett stated that was discussed and the Commission was going to put together some ideas for the Guidelines. Amanda McKnight Grafton stated that is still in progress with the subcommittee and a draft will be provided for staff soon, so that they could go at the same time as the Chapter 18 update. Amanda McKnight Grafton asked that the Guidelines due date be moved up to the first quarter instead of ongoing.
- Todd McNall made a motion to adopt the 2017 Work Plan with the change of the due date for the Guidelines to the first quarter. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

5. Announcements

- Todd McNall asked about the bus tours. Mark Stoffer Hunter stated that the bus tours were successful having four (4) full buses. Jeff Hintz stated that the first tour had media coverage.
- Ron Mussman asked that the property at 411 1st Avenue SE be added to a future agenda because it could be an endangered property. Bob Grafton would like to add the Bever building to the east, 417 1st Avenue SE also.

6. Adjournment

- Tim Oberbroeckling made a motion to adjourn the meeting at 5:38 p.m. Sam Bergus seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development

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Historic Preservation Commission

November 10, 2016

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Demolition Review 1011 Blairs Ferry Road NE

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1011 Blairs Ferry Road NE

- Built 1964
- General area has not been surveyed
 - Mostly newer commercial
- Review of office and control room for plant



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1011 Blairs Ferry Road NE

- Owner indicated:
 - Building new Commercial
 - Reuse was not practical
- Immediate release




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Demolition Review 527 12th Street SE

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527 12th Street SE

- Built 1910
- Not eligible for individual listing
 - 2006 update survey
- Not recommended for intensive survey in 1994



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527 12th Street SE

- Owner indicated:
 - Residence not in future plans
- Immediate release



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Demolition Review

3019 & 3023 Center Point Road NE



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3019 & 3023 Center Point Road NE

- Built 1900
- General area has not been surveyed to date
 - Mostly commercial development
- Lots are already zoned commercial



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3019 Center Point Road NE

- Owner indicated:
 - Future plans do not include a residence
 - Chiropractic Office
- Immediate release



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3023 Center Point Road NE

- Owner indicated:
 - Future plans do not include a residence
 - Chiropractic Office
- Immediate release



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Certificate of Appropriateness
1420 and 1424 2nd Avenue SE

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Project Description

- Installation of 4 foot privacy fence along parking lot frontage (2nd Avenue SE side)
- Installation of 6 foot privacy fence along alley and NE property line
- Cedar wood privacy fence
- None of the fencing is in the “front yard”

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Location of Fence



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Style of Fence



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2012 View from 2nd Avenue



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District Guidelines

Recommended:	Not Recommended:
<ul style="list-style-type: none">• Wooden picket fence• Opaque privacy fence• Maximum of 6 feet high in the rear and side yards• Maximum of 3 feet high in the front yards	<ul style="list-style-type: none">• Chain link fence• Metal fence

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Recommendation

Staff recommends approval of project;

1. Consistent with District Guidelines; and
2. The parking lot is listed as non-contributing to the historic district; and
3. Consistent with COA review process; and
4. Change is easily reversible and not connected to any buildings.

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2017 Historic Preservation Commission Work Plan

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Background

- HPC required annually to develop a work plan
- Work plan process:
 - Updated and approved by the HPC
 - Reviewed by the City Council Development Committee
 - Final review and approval by the City Council
- Staff made changes to the draft 2017 work plan based on initiatives in Historic Preservation Plan

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Goals Within Work Plan

1. Participate in preservation, salvage and documentation of historic structures.
2. Increase Communication.
3. Improve public relations.
4. Provide information and educational opportunities for the public.
5. Provide educational opportunities for HPC members.

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2016 Accomplishments

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

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



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2016 Accomplishments

Goal 2: Increase Communication

- Created 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

- Planned and hosted the 2016 Preservation Showcase
- Established a "Self-Test" tool for historic significance

Goal 5: Provide educational opportunities for HPC members

- Encouraged attendance at the 2016 Preservation Showcase



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

- Determine neighborhoods' interests in establishing local historic districts/landmarks.
- Implement the City's Historic Rehabilitation Program and research and explore other financial resources for preservation related activities.
- Explore the preparation of an adaptive reuse ordinance.
- Work with iGreenCR and the environmental initiatives in EnvisionCR to include preservation in the environment programs.



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

- Incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning Study Areas, and other City planning projects
- Update the Guidelines for Cedar Rapids Historic Districts
- Update Chapter 32 Zoning of the municipal code to better support preservation and conservation of neighborhood character
- Maintain the disaster-response program for endangered properties



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

- Develop a list that prioritizes the community's buildings of historic significance.
- Tailor energy efficiency standards to fit historic resources.
- Continue to pursue landmark designation of eligible city-owned structures.
- Prioritize the list of areas that have been identified for intensive surveys in the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey.
- Develop an endangered properties watch list.



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Goal 2: Increase Communication

- Continue to improve the HPC website for ease of use and to provide more information
- Implement an annual program review
- Maintain and enhance compliance regulations for Certified Local Government status
- Work with the Linn County Health Department to promote Historic Preservation



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Goal 3: Improve Public Relations

- 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
- Explore options to recognize exemplary preservation efforts through an annual Community Preservation Awards Ceremony
- Link interested property owners to training and technical assistance programs on the use of tax credits
- Continue to promote public access to historically significant civic resources

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Goal 4: Provide Information and Educational Opportunities for the Public

- Provide training programs for preservation partners and the general public.
- Update the content of the GIS database of historic properties.
- Add videos on how to repair historic windows to the City's website.
- Develop a formal heritage tourism program.
- Maintain a training program for City staff.

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Goal 5: Provide Educational Opportunities for HPC Members

- Provide training to the Historic Preservation Commission

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Recommendation

- Staff recommends approval of the 2017 HPC Work Plan

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Next Steps

- **December 21:** City Council Development Committee Meeting
- **January:** City Council Meeting

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Other 2-3 Year Initiatives

- Explore development of an emergency preservation fund.
- Incentives should be developed and maintained that include financial aid, regulatory flexibility and technical assistance to preserve historic properties.
- Identify outreach events with community organizations that may be interested in historic preservation.



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Other 2-3 Year Initiatives

- Work with economic development partners to include historic resources in redevelopment policies and economic development plans.
- Work with affordable housing organizations to use historic resources in their projects.
- Work to investigate partnerships with sustainability organizations and programs.
- Explore the establishment of grant and loan programs for owners of historic resources