
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, January 12, 2017

in the

Five Seasons Room, City Services Center

500 15th Avenue SW, Cedar Rapids, Iowa

AGENDA

Call Meeting to Order

1. Public Comment

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

2. Election of Officers for 2017

3. Approve Meeting Minutes

4. Action Items

- a) National Register Nominations (10 minutes)
 - i. Cedar Rapids Milk Condensing Company - (Knutson Building)
525 Valor Way SE
- b) 2016 Certified Local Government Report (15 minutes)
- c) Update to Chapter 18 – Historic Preservation of the Municipal Code (15 minutes)

5. Discussion Items

- a) Prioritization of Historic Resources (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 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, December 8, 2016 @ 4:46 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
Todd McNall
Barb Westercamp
Sam Bergus

Members Absent: BJ Hobart
Caitlin Hartman
Mark Stoffer Hunter

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

Call Meeting to Order

- Amanda McKnight Grafton called the meeting to order at 4:46 p.m.
- Seven (7) Commissioners were present with three (3) absent.

1. Public Comment

- There was no public comment.

2. Approve Meeting Minutes

- Todd McNall made a motion to approve the minutes from November 22, 2016. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

3. Action Items

a) Flood Control System – New Bohemia Pump Station

- Bill Bogert of Anderson Bogert stated that the following revisions were made to the NewBo Pump Station to address the HPC’s comments: plantings were added to the east side of the pump station, the generator will be painted to blend, banding will be added to the base of the building, the brick will attempt to match the Czech School, and the brick mortar will be tinted to match rendering. The generator will be eighteen (18) inches above grade and trims will attempt to be a limestone tint. For the Sinclair Pump Station trees will be planted on the north side.
- Todd McNall stated that the area has the Czech School, Water Tower Place, Bottleworks, and CSPS so he would recommend trying to stay in that color family but not necessarily

matching the brick at Czech School. If you try to match the Czech School you may not end up with what you want, but if it is in the same color range then it will look like it is in context without having to actually match the school. Bill Bogert stated that they will not get an exact match, but the Czech School does have several different tints so it is a matter of trying to blend in.

- Barbara Westercamp asked if the changes recommended by the Commission caused the project to be over budget. Mr. Bogert stated that the changes do not have exact numbers, but it was less than \$30,000 added to a five (5) million dollar project, so it did not go over budget.
- Ron Mussman asked if Bill Bogert's team gave the information to the Army Corps that was in the letter received. Mr. Bogert stated that his team provided the plan to the Army Corps and they wrote the letter.
- Todd McNall asked if the pump station is engaged into the levee. Bill Bogert stated that it will be, but the levee is not being built in that location right now. For a little while there will be dirt behind it until the levee is built.
- Amanda McKnight Grafton asked about the timeframe between when the pump station is finished and the levee goes in. Bill Bogert stated that piece of levee is designed in the first five (5) years, but it will be three (3) - five (5) years before it is built.
- Ron Mussman stated that Pat Cargin would like to be added back on the list to receive correspondence from the Army Corps about the Programmatic Agreement.
- Tim Oberbroeckling made a motion to approve the recommended changes to the New Bohemia and Sinclair Pump Stations. Ron Mussman seconded the motion. The motion passed unanimously.

b) Demolitions Under Review

i. 527 12th Street SE – Private Property

- Bob Grafton stated that the owner's wish is to have the property released even though the salvage opportunities are still there. If it is released tonight that does not mean that the salvage will not happen. Mark Stoffer Hunter has done photo documentation.
- Bob Grafton made a motion to release the hold on 527 12th Street SE. Barb Westercamp seconded the motion. The motion passed unanimously.

4. Discussion Items

a) Prioritization of Historic Resources

- Anne Russett stated that, in November 2015, City Council requested information that prioritizes the community's buildings of historic significance and identifies the historic resources that should be preserved. The purpose of prioritization is to help in decision making and identify potential local historic landmarks. Ms. Russett stated that the focus is on individual buildings, not areas or neighborhoods, which is a separate effort. Ms. Russett reviewed what other communities have done in regards to prioritization. Staff recommends the development of a methodology and Ms. Russett shared some sample approaches as well as questions to help narrow the list. This discussion could take several meetings and the Commission could decide to develop a subcommittee for this task.

Sam Bergus arrived to the meeting at 5:08 p.m.

- Amanda McKnight Grafton stated that it would be helpful to use the surveys and City staff could help the Commission by summarizing the information in the surveys. In the

Citywide Survey there were places that were recommended for more intensive survey so those areas should also be looked at for this purpose.

- Ron Mussman stated that the Commission could use the GIS database, but 411 1st Avenue SE is listed as eligible and 417 1st Avenue SE is not when they both should be. Jeff Hintz stated that the GIS database does not have the Downtown Historic District boundaries on it yet, so it needs to be updated, both addresses are contributing to the district. Staff is close to doing that, but Auto Row and a few others need updating as well.
- Amanda McKnight Grafton asked why City Council wants this list. Jennifer Pratt stated that it would be helpful for City Council to see this list. Apart from that as a Commission, to implement the Historic Preservation Plan, that a prioritization list becomes a tool for this group to be looking at the properties and assets and seeing where there are opportunities. Until there is a discussion of what the top assets are then the next step is the strategy. So, if you have five (5) properties in downtown that are absolute is it more effective to do outreach on local landmarks or more strategic to look at a local district.
- Todd McNall stated that this Commission has been asked to do this for the last five (5) years and the Commission has gotten in trouble doing this in the past. There are a lot of buildings out there that may not make the list and that is concerning. Maybe we pick one hundred (100) and set criteria, but then someone will say that a certain building is not on this list so the Commission must not care about it. There are a lot of buildings in Cedar Rapids that the Commission may not think about but are truly historic. The Commission could set up a number of parameters that could bracket any buildings that might come in to question that did not make the list. It is an ongoing process and Mr. McNall is concerned with buildings that do not make the list.
- Tim Oberbroeckling would like to prioritize entire neighborhoods instead of just individual buildings by doing intensive surveys and setting up Local Historic Districts and shared his frustrations that the Commission has a lot of steps to go through and sixty (60) percent of owners have to sign off on it. What happens if an owner owns a lot of property in the potential district and does not want to set up the Local Historic District and the Commission has already put a lot of work into it. Anne Russett stated that the Commission could choose to have those buildings designated as a Local Landmark instead. Staff would like to work on whole neighborhoods, but that is a separate process from prioritizing individual buildings.
- Bob Grafton stated that intensive surveys can take several years and in the meantime the buildings are changing and potential districts are changing. Jennifer Pratt stated that there are two (2) tracks. The intensive survey is the different track that we have to secure funds to get that done, but that will inform the list. When those are completed then that is a reason why the priority list will be updated.
- The Commission discussed owners who receive historic tax credits and whether or not they will seek Local Landmark Status. Jennifer Pratt stated that she believed this to be encouraged as part of the Development Agreements, which the City is involved with.
- Tim Oberbroeckling shared his frustrations that everything the Commission attempts to do takes so much time and he does not understand why all these steps have to be done and why National Historic Districts cannot quickly become Local Historic Districts. Jennifer Pratt stated that this Commission has done a lot of work in the meantime such as updating Chapter 18 and the Design Guidelines. These are all things that will have huge impact long term. As part of this process whether it is prioritization or prioritizing areas it is just a matter of prioritizing for your time. Unfortunately, there is not enough time or resources to do all of it. Mr. Oberbroeckling asked what is going to happen to the list.

Ms. Pratt stated that this is Council's request, but the HPC will use it a lot more to help protect these properties and use as a strategy tool.

- Sam Bergus stated that the Commission is hung up on rank and order, but that is not really what is being asked. Council seems to be looking for what the HPC's thought process is. In looking at the Historic Preservation Plan there are maps with ages of buildings in the City. Those buildings that are the oldest that have hosted industry that was instrumental to the creation and growth of Cedar Rapids should go on this prioritization list. Selecting the features of buildings history that you care about more than others is an easier and more effective approach.
- Amanda McKnight Grafton asked staff to help the Commission and start a list of properties. Ms. McKnight Grafton suggested not having a subcommittee, but to keep this item on upcoming agendas to discuss as a group since this is a large undertaking and more people can offer ideas.
- Ron Mussman suggested using the list that was created for the walking tours including the downtown list created by the History Center to help with creating this list.
- Bob Grafton suggested having the properties at 411 and 417 1st Avenue SE at the top of the prioritization list since they are at immediate risk.
- Anne Russett stated that staff can put together a list to start with and add the additional information heard here in terms of questions to ask and buildings to include.
- Bob Grafton asked about funding sources for the surveys. Anne Russett stated that staff could apply for a CLG grant for the surveys. CDBG past funding for flood recovery was discussed. Jennifer Pratt stated that staff will continue to look for funding resources.
- Amanda McKnight Grafton recommended that when staff starts the list they should first focus on the structures that are at risk for significant alterations or demolition.

Barb Westercamp left the meeting at 5:48 p.m.

- The Commission agreed that staff will compile a draft list and the Commission can add to that list. Anne Russett stated that staff will need some time to compile the first list, but it can stay on the agenda for updates or for the Commission to give suggestions.
- The Commission discussed the pros and cons of doing the list geographically and how important the criteria is for choosing which buildings to add to the list. The Commission also discussed not calling it a prioritization list, but an awareness list.

5. Announcements

- Jeff Hintz reminded the Commission to send in their historic training or changes to their contact information to staff for the State CLG report.

6. Adjournment

- Todd McNall made a motion to adjourn the meeting at 6:03 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

December 8, 2016

Cedar River Flood Control System

NewBo Pump Station Sinclair Pump Station



Location Map




Aesthetic Revisions

- Revisions to the NewBo Pump Station to address HPC comments:
 - Plantings added to East Side of Pump Station
 - Generator painted to blend
 - Banding added to base of building
 - Building brick to attempt to match Czech School
 - Brick mortar to be tinted to match rendering



Aesthetic Revisions

- How other comments addressed at NewBo:
 - Generator will be 18" above grade
 - Trims will attempt to be a limestone tint
- Sinclair comments:
 - Trees will be planted on the North side



NewBo Pump Station






www.Cedar-Rapids.org

Prioritization of Historic Resources

www.Cedar-Rapids.org

Background

- November 2015
 - City Council requested *“information that prioritizes the community’s buildings of historic significance and identifies the historic resources that should be preserved”*

www.Cedar-Rapids.org

Background

- Purpose of Prioritization
 - Help in decision making
 - Help to identify potential local historic landmarks

www.Cedar-Rapids.org

Background

- Focus is on individual buildings
- Separate from the effort to prioritize areas identified for intensive surveys in the *Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey*

www.Cedar-Rapids.org

Research Summary

- Portland Plan 5-Year Action Plan
 - *In coordination with neighborhoods, begin a phased inventory of historic and culturally significant resources, and develop a strategy to preserve key resources. Give priority to areas in the Central City, in Centers and Corridors, or other areas likely to experience redevelopment pressure.*



www.Cedar-Rapids.org

Research Summary

- Texas Historical Commission
 - **High Priority Property:** Demonstrated significance in the community or is a rare example of its type. It also has a high degree of historic integrity and would most often qualify individually for NR designation.
 - **Medium Priority Property:** Is also historically significant but is slightly less of a priority, perhaps because it is relatively common or has been altered. Although it may not qualify for individual designation, it would likely be a contributing resource if within the boundaries of a NR district.
 - **Low Priority Property:** Either lacks a demonstrated historical significance, or has been substantially altered. It would most likely not qualify for historical designation.



www.Cedar-Rapids.org

Research Summary

- City of Iowa City
 - Conversation with member of the City of Iowa City Historic Preservation Commission



www.Cedar-Rapids.org

Example Approaches

- Staff recommends the development of a methodology, for example:
 1. Exclude local historic districts and landmarks
Local historic districts and landmarks are already protected by the adopted regulations and guidelines.



www.Cedar-Rapids.org

Example Approaches

2. Focus on areas that have been surveyed and identify properties contributing to a historic district or a potential historic district or are individually eligible for listing
Need to demonstrate that the building is historically significant. Surveyed areas provide the justification necessary for prioritizing a building.



www.Cedar-Rapids.org

Example Approaches

3. Focus on areas with redevelopment pressure
May be at risk of being significantly altered or demolished.
4. Focus on buildings that are well-preserved
Positive way to approach the list.



www.Cedar-Rapids.org

Narrowing the List

- Possible additional questions to help narrow down the list:
 - Does the building have local importance?
 - Is the architecture unique to Cedar Rapids or designed by a local architect?
 - Is the building historically significant under more than one National Register of Historic Places criteria (i.e. architecture, events, people, and archeological)?



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

To: Historic Preservation Commission Members
From: Jeff Hintz, Planner II
Subject: National Register Nomination – 525 Valor Way SW
Date: January 12, 2017

Background: As a Certified Local Government (CLG) the Historic Preservation Commission is afforded the opportunity to give comment on applications for National Register of Historic Places (NRHP) proposals. The State Historic Preservation Office (SHPO) reviews all applications several times a year; the next review is February 10, 2017.

This property at 525 Valor Way SW, known as the Cedar Rapids Milk Condensing Company, is being pursued for NRHP by the property owner; this former City owned property was disposed of using a competitive process and a development agreement was entered into with the selected proposer. The agreement requires listing on the NRHP and as a local historic landmark.

Role of the HPC: The HPC is tasked with applying Bulletin 15 from the National Park Service (NPS) and making a recommendation to SHPO. Information about Bulletin 15 can be found [here](#); essentially this is the four criteria as listed below:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant persons in or past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in history or prehistory.

Analysis: The nomination form indicates the significance that is determined for this building is Criteria A, the property is associated with events that have made a significant contribution to the broad patterns of our history (see page 13 of the attached document). While it is possible that a property could be eligible for more than one criterion, this one does seem to fit the best. The building has had some alterations to it detailed on pages 9-10 of the attachment, meaning Criteria C might not be the best fit; the property is not an archeological site meaning that Criteria D would not be a good fit either. It does not appear from the document that the property is associated with the lives of persons significant in our past either. The story of industry and social history are generally the most applicable to this structure.

Recommendation: Concur that Criterion A is the most appropriate NRHP Criteria for this property and recommend to the City Council and SHPO that this property should be listed on the NRHP.

Attachments: Nomination form for the property.

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

Historic name: Cedar Rapids Milk Condensing Company

Other names/site number: American Manufacturing Company, Knutson Building

Name of related multiple property listing:
Industrial Development of Cedar Rapids, Iowa, c. 1865 - 1965

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

Street & number: 525 Valor Way SW (formerly 525 H Street SW)

City or town: Cedar Rapids State: IA County: Linn

Not For Publication: Vicinity:

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this X nomination ___ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property X meets ___ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

___ national ___ statewide X local

Applicable National Register Criteria:

X A ___ B ___ C ___ D

<p>_____ Signature of certifying official/Title: <u>State Historical Society of Iowa</u> State or Federal agency/bureau or Tribal Government</p>	<p>_____ Date</p>
---	-------------------------------

<p>In my opinion, the property ___ meets ___ does not meet the National Register criteria.</p>	
<p>_____ Signature of commenting official: Title :</p>	<p>_____ Date State or Federal agency/bureau or Tribal Government</p>

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

4. National Park Service Certification

I hereby certify that this property is:

- entered in the National Register
- determined eligible for the National Register
- determined not eligible for the National Register
- removed from the National Register
- other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- Private:
- Public – Local
- Public – State
- Public – Federal

Category of Property

(Check only **one** box.)

- Building(s)
- District
- Site
- Structure
- Object

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing	Noncontributing	
<u>1</u>	<u>0</u>	buildings
<u>0</u>	<u>0</u>	sites
<u>0</u>	<u>0</u>	structures
<u>0</u>	<u>0</u>	objects
<u>1</u>	<u>0</u>	Total

Number of contributing resources previously listed in the National Register 0

6. Function or Use

Historic Functions

(Enter categories from instructions.)

INDUSTRY/PROCESSING/EXTRACTING: manufacturing facility

COMMERCE/TRADE: warehouse

COMMERCE/TRADE: business

Current Functions

(Enter categories from instructions.)

VACANT/NOT IN USE

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

7. Description

Architectural Classification

(Enter categories from instructions.)

LATE VICTORIAN: Romanesque

Materials: (enter categories from instructions.)

Principal exterior materials of the property: foundation – BRICK; roof – ASPHALT;
walls: BRICK

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

Located on the eastern side of Valor Way Southwest (formerly known as H Street West and H Street Southwest) in Cedar Rapids, Linn County, Iowa, the Cedar Rapids Milk Condensing Company, which later housed the American Manufacturing Company as well as other businesses, is a seven bay by nine bay, two-story late 19th century Romanesque Revival style industrial building with brick exterior walls, arched windows, a corbelled brick cornice, and flat roof. Completed in 1887, it is located on a lot bordered along the east by the Cedar River, which flows in a southeasterly direction in this section of the city. The neighborhood is a mixed use area consisting of green spaces to the north and south of the building along the river, parking lots, businesses, single-family and multi-family dwellings, and municipal buildings. The building is in fair to poor condition, but all seven aspects of historic integrity are present. It remains on the original site of construction and only minor alterations to design elements, setting, materials and original workmanship have occurred. Additionally, feeling and association are maintained through the building's aesthetic language that reflects late 19th architectural trends.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Narrative Description

Located in Eastern Iowa in Cedar Rapids, Linn County, the Cedar Rapids Milk Condensing Company (locally known as the Knutson Building) sits on the western bank of the Cedar River on the eastern side of Valor Way as it terminates in front of the building. It is sited on an irregular rectangular lot that slopes gently downhill eastward toward the river and also currently features a contemporary chain link fence surrounding the building. The building sits on an approximately 100-foot wide by 200-foot long lot covered by gravel and concrete to the north and east and with vegetation to the west and south. The lot is oriented toward the Cedar River and slopes gently down from Valor Way on the west to the river bank on the east. Paved walkways extend in a northeasterly direction from Valor Way along the north and south sides of the building to connect with the paved walking trail running along the west bank of the Cedar River behind the building. Across the street is the contemporary style Cedar Rapids Police Department (1997) and to the northwest along the river walk is the McGrath Amphitheatre (2013). South of the building is the Iowa Wind Mill and Pump Company Office and Warehouse, a c. 1900 farm windmill company shop and warehouse that was recently placed on the National Register of Historic Places in 2012¹ and rehabilitated into mixed use with upper story apartments in 2016. The view across the river is that of the downtown Cedar Rapids skyline, which includes mostly modern and contemporary office buildings.

The Cedar Rapids Milk Condensing Company was constructed in 1887 on a slight northwest/southeast axis parallel to the river and is a symmetrical, seven bay by nine bay, two-story building built in a late 19th century, local interpretation of Romanesque Revival style by architect, William A. Fulkerson, of Cedar Rapids, Iowa. Load-bearing, brick construction laid in a 5-4-3 ((bottom to top) wythe-thick, modified common bond pattern is topped by a rolled asphalt-covered flat roof below the stone-capped parapet and sits on a concrete slab floor with a brick foundation. The brickwork, deteriorated on every façade both on the exterior and interior (including improperly previously installed patchwork), features a decorative cornice on the west façade and north and south elevations. The brick cornice/parapet includes eight corbelled courses and stylized soldier dentilation with elongated stylized brick brackets extending down through the plain frieze to the corbelled architrave. Fenestration is regular with segmental arched openings on the second floor and round arched openings on the first floor. A corbelled belt course wraps around the building at the bottom of the arches of both the first and second floor window and door openings with the first floor having an additional projecting string course three courses below the corbelled portion. A single projecting string course also wraps around the building between the first floor and the semi-basement/ground level. Brick hood molds in segmental and rounded arches respectively top the openings on the second and first floors. Openings feature limestone sills and plain wood framing in a rectangular shape, which would have allowed for the insertion of rectangular windows and doors. The first floor openings feature arched, wooden panels with a raised sunburst pattern inserted into the rounded arches above

¹ Rogers, Leah D. and Melissa A. Allen. National Register of Historic Places, "Iowa Wind Mill and Pump Company Office and Warehouse," 12000890.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

windows and doors. At this time, it is uncertain if these were original to the building. Further research will be conducted to determine their age.

The main façade faces Valor Way to the west and features a central bay that projects forward from the main vertical plane of the building. A non-historic (based on limited photographic documentation), concrete ramp leads from the concrete sidewalk running parallel to the street up to the centered metal and concrete-slab-topped porch landing in front of the primary entrance located on the first floor. The entrance consists of a set of contemporary steel double doors with clear inset glass that has been painted over from the inside. An artist's rendering of the building in 1889 suggests that there may have been stairs that led up to the primary entrance (**Fig. 3**). The entrance is encased by a plain wood surround and is topped with a recessed wooden panel that is capped by a rounded brick arch into which a large, wooden panel of the same sunburst design as those above the first floor windows sits. Just above the primary entrance, is a recessed section of brick into which two small, rectangular windows open up to the second floor. Another round arch of brickwork tops this central section. The recessed portions of the façade feature regular fenestration and the brickwork at the first floor level, including the corbelled band. The extra projecting string course at the bottom of the rounded arches of each opening, gives the effect of pilasters between the windows and Romanesque arcading. No window sashes are extant on the façade, but their frames, which are in poor condition and mostly rotted, remain within the openings, which have been boarded up with plywood, inside and outside. Two concrete sets of stairs, one at the northwest corner and the other at the southwest corner, lead below grade and allow access to the basement level beneath the metal and concrete-topped landing.

The land slopes downhill in a northeasterly direction along the north elevation, revealing a semi-basement/ground level with mostly segmental arched fenestration openings. The one exception is a centered rectangular opening containing a modern, metal, rolling garage door with a plain wood surround as a secondary entrance on this elevation. The other entrance door/s are modern, metal and flat. A concrete ramp to the north leads up to the door and the concrete loading dock that borders the building along this elevation. A metal, lean-to porch structure that was installed prior to 1966 serves as coverage for this entrance and extends eastward toward the back of the building along the sidewalk (**Fig. 10**). Though a c. 1910 photo indicates that there was once a full parapet to match that of the main/west façade, the parapet on this elevation (as well as on the south elevation) appears to have been dismantled in a stair-step fashion from the front of the building toward the back by 1966 (**Fig. 1**). The westernmost one-third of the elevation is full height, though it has lost its decorative brick detailing. The latter two-thirds contain a progressively lower parapet wall that steps down to just above the corbelled architrave of the cornice on the far eastern side. No historic window sashes are extant on this elevation, but their frames, which are in poor condition and mostly rotted, remain within the openings, which have been boarded up with plywood, inside and outside. Two small, c. 1980 aluminum double-hung windows were inserted into the plywood of two first floor window openings and another small, c. 1980 aluminum window was placed into a cut-out section of brick between the second and third windows on the first floor. A c. 1990, modern, faux six-panel door serves as another secondary entrance on this elevation.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

The east elevation features the remnants of a chimney stack and the two back rooms that once housed coal storage and a possibly a furnace system that was connected to the chimney. According to a c. 1910 photo, this secondary block of the building consisted of two bays by three-bays and was 1 ½ story in height. The Romanesque Revival features visible throughout the main, two-story block, however, were not carried into this strictly utilitarian space, which featured plain, rectangular window openings on its south elevation. The chimney stack pierced its roof slightly off-center as it arose along the east elevation of the second floor of the main building block, extended almost a full story in height above it, and was corbelled at the top (**Fig. 1**). The deterioration and partial demolition of the 1 ½ story, secondary block occurred during the 1990s.² The dismantling of chimney stack down to the main building's roof level appears to have occurred between 1957 and 1974 (**Figs. 4 and 12**). Today, a partial portion of the brick wall extending from the north elevation remains as well as does the entire portion of the southern wall extending from the south elevation and part of the east wall of the east elevation. It is here, in this southeastern corner of the former 1 ½ story block along the east elevation of the main building that a c. 1995, north-facing, framed wall with corrugated metal siding and flat roof encloses the interior space to the south of the chimney stack. The wall features a metal, rolling, single-stall garage door with off-center rectangular window and a plain wood door. No parapet wall exists on this elevation of the main building and the roof angles downward here to allow for rain runoff, though without a drainage system. No historic window sashes are extant and openings have been boarded over with plywood.

The land slopes downhill in a northeasterly direction along the south elevation, revealing a ground/semi-basement level with rectangular window and door openings. Though a c. 1910 photo indicates that there was once a full parapet to match that of the main/west façade, the parapet at the roof on this elevation, like that of the north elevation, appears to have been dismantled in a stair-step fashion from the front of the building toward the back by 1966. The westernmost one-third of the elevation is full height, though lacking its original brick detailing. The latter two-thirds of the parapet wall contain a progressively lower parapet wall that steps down to just above the corbelled architrave of the cornice (presumed to cover the former freight elevator shaft). A large, c. 2000 metal box also projects from the roof and is visible from this elevation. It sits slightly off-center to the east. No second floor historic window sashes are extant, but two on the first floor are still present. Both are four-over-four, wooden, double hung windows. Three openings at the first floor level also provide secondary access to the building. These are located west of a c. 1970 set of wooden stairs with horizontal railings leading up to an enclosed, wooden landing in front of a former doorway that has been boarded up and features a set of double, five-panel wood doors with four-light transoms above. At the basement level, a historic carriage door was located towards the east. The western window openings are rectangular, do not have segmented arches, and do not follow the typical fenestration pattern found on this elevation. The basement level windows here been boarded up with plywood and no historic sash remaining.

² Hunter, Mark Stoffer, Cedar Rapids Historian, email to Laura Sadowsky, August 26, 2016.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Interior. The interior of the building has been altered over the years, but its original, open industrial spaces still lie behind the post-historic finishes and partitions. When entering through the west (main) façade entrance facing Valor Way, one enters onto the first floor, which is the most heavily altered level of the building due to its use as a haunted house c. 2008. The primary entrance opens onto an open space about 12-feet wide and spanning the width of the building. The rest of the first floor is divided up into randomly sized interior spaces with halls and tunnels leading to each space. A stairwell with wooden stairs leading down to the semi-basement/ground level and another set of wooden stairs leading up to the second floor are in the southeastern corner. About ten to 12 feet to the east of the stairwells along the south wall is a wood-framed freight elevator shaft, which shows signs of fire damage. Other structural members in the center of the first floor, as well as the southeastern corner of the building show signs of fire and water damage.

A combination of plywood, vinyl, and narrow, wood plank flooring covers the floors. The walls have a variety of coverings, including plywood and faux brick paneling. The ceiling has non-historic, plain particleboard panels that have been damaged by water and show signs of staining and sagging. In the southeast corner, original tongue and groove ceiling paneling remains. When built in 1887, this space would have had two rows of cast iron columns fashioned in a Tuscan style supporting the ceiling beams spanning the length of the building from west to east, visually dividing the space into thirds. Three of the columns were located during the site visit and it is believed additional columns will be revealed as the haunted house infill is removed from this level.

The second floor can be reached via the wooden staircase ascending from the southeast corner of the first floor. This level retains its open space with two rows of chamfered, heavy timber columns supporting the ceiling beams (**Figs. 13 and 14**). Due to the partial roof collapse that occurred on the east end of the building in the winter of 2015/2016, and space filled with trash, however, this level was inaccessible during the site visit on August 5, 2016 (**Fig. 15**). Observations from the stairwell include tongue-and-groove wood (approximately 1/4" x 4") covered ceilings (which shows signs of damage, such as bowing and rot), bare brick walls, and narrow plank wooden flooring (also showing signs of damage, such as bowing and rot). Grooved paneling (similar to common "beadboard") also covers the interior half wall of the stairwell at this level.

The semi-basement/ground level can be reached either via the stairwell in the southeastern corner of the first floor, through one of two loading docks (one centered on the north elevation and the other on the south elevation, which is currently not visible or accessible on the exterior due to the wooden staircase), or the single side door on the north elevation. Entering through the single side door on the north elevation, one steps down one step into a largely open space. Flooring is mostly concrete slab with some remnants of floor tiling that may contain asbestos.

Walls are mostly bare with the exception of the post construction installation of interior rooms, which are covered with sheetrock or particle board. There are no ceiling coverings. Two rows of

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

cast iron columns support the ceiling beams. Of the extant columns, three feature a plain, disc-shaped capital and two plaster, stylized (interpreted as) “leaves” spiraling around and down the column about one quarter of the way from the top. These do not appear to be original or historic, though are interesting to note. The other columns are plain cast iron.

An office space, which was a later addition dating to c. 1980 is off to the right (west). Beyond this, in the far northwest corner of the space is a c. 1980 restroom. Across from the rolling metal dock door on the north elevation is the wooden, double dock door of the south elevation. To the east of this is the freight elevator shaft, which is wood-framed and features tongue and groove paneling on the inside. East of this is the stairwell that leads up to the first floor. Along the east wall of the northeast corner is a boarded-up doorway that would have led into the furnace room of the 1 ½ story section that once extended from the current east elevation. To the south, a newer doorway was cut into the load-bearing east wall via the removal of bricks and installation of a steel header. This leads into the interior space created with the frame wall and corrugated metal siding in what remained of the southeast corner of the one-story section at the rear of the building. The old coal room is accessible through this space and features taller ceilings and open rafters, several of which have been sistered.

It should be noted that the entire building had a very strong smell of mold, as extreme water damage was evident on every floor of the building. On both the interior and exterior, the soft brick has spalled in many places and is falling apart, leaving dust trails. With the majority of the roof collapsed and deferred maintenance since the mid/late 2000s in addition to having spent nearly cumulative 30 years as a vacant property, the building has experienced structural, functional, and cosmetic damage.

Alterations. Several alterations have occurred over the lifetime of the building. By 1905 (**Fig. 8**):

- A long, narrow building of concrete and frame construction used for kiln drying wood was added south of the property (non-extant);
- A saw room with six skylights on the north elevation (non-extant);
- A saw mill on the north elevation that extended from the saw room and wrapped around the northeast corner to the east elevation (non-extant).

By 1913 during the American Manufacturing Company’s use of the property (**Fig. 9**):

- The saw room on the north elevation was turned into a two room space to house woodworking machinery and a space for gluing (non-extant);
- The saw mill area was reduced in size, re-exposing a portion of the north elevation in the center (non-extant);
 - Two adjacent lumber sheds were constructed between the main building and the railroad tracks east of the building (non-extant);
 - Two bridges extended from the kiln drying building to the south to the doors on the first floor of the south elevation of the original building (non-extant);
 - A loading chute connected to the spur extending from the railroad (non-extant).

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

By 1931, the additions to the north elevation and one of the lumber sheds were gone (**Fig. 8**). The kiln drying building was demolished around 1995.³

Gradual deterioration of the brick parapet and chimney stack resulted in the eventual stair-stepping of the parapet on the north and south elevations from west to east by 1966 (**Fig. 10**). The reduction in height of the chimney to about the level of the building's roof occurred at some point between 1957 and 1974 (**Figs. 4 and 12**). The rear, one-story extension of the building suffered deterioration and partial demolition resulting in a nearly 50% loss of the space occurred in the mid-1990s. Around the same time, a framed wall with corrugated metal siding was constructed south of the chimney stack to enclose the remaining portion of the one-story extension.

Aluminum windows, concrete ramp up to the primary entrance, metal lean-to porch on the north elevation, wooden staircase and enclosed landing on the south elevation, primary entrance doors, single side door and rolling metal dock door on the north elevation, basement office space and bathroom, haunted house rooms and tunnels, and frame wall with corrugated metal siding at the rear of the building were all installed during the past 60 years.

The brickwork on all facades has been painted a deep red/burgundy color, from ground up to the roof. The flaking paint appears to contain a large amount of sand in the mixture, as well as areas of what appears to be cement patching. The majority of the brick on the interior and exterior is badly damaged and shows severe damage from years of neglect and mismanagement of water infiltration. The cornice/parapet shows signs of damage and deterioration, as it has been patched over the years and is missing a large proportion of the original height. Earliest photographic documentation from 1966 shows that the parapet wall had already lost its original height as the building extends east towards the river.

Future Plans. Prior to rehabilitation work getting underway, Hobart Historic Restoration of Cedar Rapids, Iowa, plans to execute necessary emergency stabilization procedures in order to secure the building in preparation for Iowa's harsh winter season and to prevent further deterioration now that the roof has collapsed further. Plans include asbestos and lead paint remediation, soil and groundwater testing with potential remediation since it was the site of a former salvage yard, new roof, new structural members (if needed), and masonry repairs after mortar analysis, which will be completed by David Arbogast. No stabilization work will adversely affect salvageable or repairable historic components and will be in compliance with the Secretary of the Interiors Standards.

Future rehabilitation plans include converting the building into a multi-use space with residential units and commercial space to include warehouse/storage and staging space for the nearby McGrath Amphitheatre. Additionally, they plan to add parking and green spaces to the site. Hobart is applying for both Historic Preservation Certification for Federal tax credits and Iowa's Historic Preservation and Cultural Entertainment District tax credits to assist in offsetting the

³ Hunter, Mark Stoffer, Cedar Rapids city historian, email message to Laura Sadowsky, August 16, 2016.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

cost of rehabilitation. The rehabilitation of the Cedar Rapids Milk Condensing Company fits into the two-phase master plan for the Kingston District to create a recreational and entertainment corridor in this area of Cedar Rapids.

Integrity Statement. The Cedar Rapids Milk Condensing Company retains its integrity from the period of significance of 1887 to 1916. Though some exterior alterations have occurred on non-primary elevations and there is interior damage and alterations, the exterior brick walls, fenestration, and interior cast iron columns that are character-defining features remain intact. Additionally, though damaged in many areas, the wood tongue and groove ceilings and narrow wood plank flooring are still present on the first and second floors and the original open and expansive industrial interior spaces of the semi-basement/ground level and second floor are still visible. The space on the first floor, however, will be revealed when the post-historic finishes and partitions and debris have been cleared away. Together, these features convey the building's history as part of the industrial development of late 19th century Cedar Rapids, Iowa.

- **Location:** The Cedar Rapids Milk Condensing Company has not been moved and remains where it was originally constructed. When it was built in 1887, it occupied a site at the corner of H Street Southwest (now Valor Way) and Spring Street in a mixed-use area heavy on industry with factories and railroad tracks with their associated spurs lining the western bank of the Cedar River and residential housing to the south and west. Though the configuration of the landscape and built environment has changed over the years as historic, industrial building stock and railroad tracks have been lost, the Cedar Rapids Milk Condensing Company still stands as a reminder of the industrial base that gave rise to the city of Cedar Rapids and is one of the oldest left on the western side of the Cedar River.
- **Design:** The building retains its overall late 19th century, Romanesque Revival style as originally designed by William A. Fulkerson. The scale, roof form and fenestration pattern remains mostly intact as does the decorative brickwork with corbelled belt courses and string courses dividing each level and corbelled cornice with corbelled architrave. The original massing is also mostly intact with the exception of the partial removal of the one-story, two-by-three bay section at the rear of the building and the reduction in height of the chimney stack. Additionally, the interior's historic floor plan with wide open, industrial spaces with roof and floor joists held up by two rows of ornamental cast iron columns on the ground level and first floor are intact underneath the in-fill construction that has divided up the space over the years. The condition of the two rows of chamfered, heavy timbered columns on the second floor, however, are unknown at this time due to the inaccessibility of the second floor by the partial roof collapse that occurred in 2015 and again in 2016. Other than the dismantling of sections of the brick cornice of the parapet on the north and south elevations, the chimney stack, and most of the two by three-bay, one-story secondary block on the main building's east elevation, no other irreversible changes to the general form, plan, space, or style have occurred.
- **Setting:** Though most of the historic, industrial building stock and railroad tracks surrounding the building have disappeared, the physical environment of the Cedar Rapids Milk Condensing Company has remained a largely mixed-use area with commercial and

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

residential buildings, many of the latter of which date to the late 19th and early 20th centuries.

- **Materials:** Though damage has occurred, especially to the wooden members of the structure due to the partial roof collapses of 2015 and 2016, the 2008 flood, and general water infiltration and neglect, other character-defining historic materials remain intact and in their original configurations. Architectural details, such as the ornamental cast iron columns, exterior decorative brickwork, tongue and groove ceilings, narrow wood plank flooring, and a few original windows and doors on the south elevation remain.
- **Workmanship:** Evidence of workmanship from the time period of construction is visible in the masonry, cast iron columns, and wooden finishes, such as the narrow plank flooring and tongue and groove ceilings. Brickwork exhibits the work of skilled masons with the construction of arches and corbelling throughout the exterior. Mortar joints also feature plain, concave tooling. The seams left over from the casting process are visible on the ornamental cast iron columns.
- **Feeling:** The Cedar Rapids Milk Condensing Company retains the architectural design, materials, and workmanship as originally designed by William A. Fulkerson in 1887. The building's design, which incorporates Romanesque Revival features, echoes late 19th century nationwide trends toward the use of building materials that were the products of industrial processes rather than made at the hands of man, such as cast iron, and limited ornamentation on the interior to disguise their utilitarian uses. Because of the level of integrity present within the building on both the interior and exterior, the original employees of both the milk condensing company and the later American Manufacturing Company would recognize and experience most of the spaces in the same way today that they would have when initially built.
- **Association:** The building's association with its original function and identity as a manufacturing site remains physically evident in its position along the river and wide, open workspaces common in late 19th century industrial buildings.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B. Property is associated with the lives of persons significant in our past.
- C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- A. Owned by a religious institution or used for religious purposes
- B. Removed from its original location
- C. A birthplace or grave
- D. A cemetery
- E. A reconstructed building, object, or structure
- F. A commemorative property
- G. Less than 50 years old or achieving significance within the past 50 years

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Areas of Significance

(Enter categories from instructions.)

INDUSTRY

Period of Significance

1887 – 1916

Significant Dates

1887
c. 1898
c. 1910

Significant Person

(Complete only if Criterion B is marked above.)

N/A

Cultural Affiliation

Architect/Builder

Fulkerson, William A.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

The Cedar Rapids Milk Condensing Company is nominated for its local significance under Criterion A. It derives significance from its association with an important era of industrial expansion in Cedar Rapids that saw many factories, processing plants, and railroads and their associated spurs spreading down the eastern and western banks of the Cedar River during the late 19th and early 20th centuries. Its historic associations, together with its Romanesque Revival, character-defining, visual qualities, convey its identity and significance within the west side area of Cedar Rapids historically known as Kingston (presently locally known as Kingston Village). In 2015, it was also determined to be individually eligible for the National Register of Historic Places in the Multiple Property Documentation Form, “Industrial Development of Cedar Rapids, c. 1865 – 1965.”⁴ This nomination meets the integrity considerations set out in the Section F requirements of that MPDF. As is expected of manufacturing facilities (and discussed within that section), minor and major interior and exterior alterations have taken place since the building’s original construction due to industrial and technological changes and usage. All seven aspects of integrity, however, are still present and the building retains the architectural integrity to convey its association within the context of Cedar Rapids’ late 19th century industrial growth. Common characteristics of buildings of this era and area of Cedar Rapids include two stories, utilitarian design, brick construction, manufacturing on upper levels, and loading bays/docks at ground level, all of which are represented in this building. These characteristics plus the seven aspects of integrity all help to convey the specific time and place of its construction and use within Cedar Rapids’ industrial corridor. The Period of Significance begins with the date of construction completion in 1887 and ends with the date in which the American Manufacturing Company (the last manufacturer to use the building) ceased business in 1916.

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Significance under Criterion A

The Cedar Rapids Milk Condensing Company is eligible for the National Register of Historic Places under Criterion A because of its associations with late 19th century industrial development in Cedar Rapids, Iowa, which mirrors broad patterns of post-Civil War industrialization and urbanization in the United States. As the rapids of the Cedar River drew settlers in the late 1830s and railroads ushered in an explosion of commerce in the late 1860s, the industrial corridor of Cedar Rapids grew to focus mainly on food processing, clothing and machine manufacturing, furniture and wood mills, warehousing, and construction. The late 19th century’s industrial buildings of Cedar Rapids exhibited many features in common with one another, including iron columns, flat floor slabs to support the weight of heavy machinery and product storage, loading

⁴ Pearson, Marjorie. National Register of Historic Places Multiple Property Documentation Form, Industrial Development of Cedar Rapids, c. 1865 – 1965, 64501251.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

docks opening onto railroad spurs at the ground level, manufacturing on upper levels, and large window openings to allow for natural light in work spaces. The Cedar Rapids Milk Condensing Company shares all of these characteristics in common with other area industrial facilities of the time (many of which are no longer extant) and is one of only two of the remaining late 19th century industrial buildings left in this area of the city.^{5 6}

The commercial district of Cedar Rapids was established on the eastern bank of the Cedar River across from Mays Island in the early 1840s. As the city annexed Kingston in 1870, which had been platted in the 1850s on the west side of the river, the commercial district expanded across Mays Island to the western bank of the Cedar River. Planing and wood product mills, such as the Williams and Hunting Company, Merritt and Allen Planing Mill, and Hawkeye Lumber and Sash Door Plant were established here in the 1870s. Other nearby industrial sites were established as well in the following decade, including the Hubbard Ice Company and Eagle Woolen Mills.^{7 8 9}

During this period of industrial growth along the Cedar River, the Cedar Rapids Milk Condensing Company was founded around 1887 by a local group of businessmen eager to capitalize on a new product that had gained in popularity during the Civil War – condensed milk. Aside from cheese and yogurt products, humans had thus far not found a good way to preserve milk in its liquid form until Gail Borden developed and patented equipment that would hold milk at a specific temperature and allow the water to evaporate evenly without scorching before being canned. The resulting condensed milk could then be shipped nationwide as far as railroads and ships could take them to be consumed by customers without fear of contamination or spoilage.

This product seemed like a natural industry for Cedar Rapids because of its proximity to prime Iowa dairy country in Delaware and Jones Counties, especially with the ability to transport large quantities of milk quickly via the railroad (**Fig. 2**). Local architect, William A. Fulkerson, was contracted to design the new manufacturing facility along the western bank of the Cedar River early in 1887 and construction was completed in November of that year. Expansive, interior spaces with two rows of structural interior columns allowed for plenty of floor space to accommodate manufacturing equipment. Rows of windows on all levels provided as much daylight as possible during working hours and dock doors could be found on both the north and

⁵ Pearson, Marjorie. National Register of Historic Places Multiple Property Documentation Form, Industrial Development of Cedar Rapids, c. 1865 – 1965, 64501251.

⁶ “City to Consider Future of one of Cedar Rapids’ Oldest Buildings,” Save CR Heritage, accessed August 4, 2016, <http://www.savecrheritage.org/city-to-consider-future-of-building/>.

⁷ Pearson, Marjorie. National Register of Historic Places Multiple Property Documentation Form, Industrial Development of Cedar Rapids, c. 1865 – 1965, 64501251, E: 14.

⁸ Pearson, Marjorie, “Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey: Amendment of Historic Resources of Cedar Rapids, Iowa, Multiple Property Submission Form Final Report,” (St. Paul, MN: Summit Envirosolutions, Inc., 2014), E:7.

⁹ *Portrait and Biographical Album of Linn County, Iowa* (Chicago: Chapman Brothers, 1887), 614.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

south elevations of the semi-basement/ground level. A later user of the building, American Manufacturing Company, would expand the space with additions on the north and east elevations, lumber sheds behind the building, a kiln drying building to the south with bridges extending from it to the two doors on the south elevation of the original building, and a loading chute to facilitate the loading and unloading of goods from the railroad spur that extended up to the building from the main track along the Cedar River. Though these latter additions are no longer extant, the industrial, utilitarian spaces on the interior of the building that accommodated machinery and workers remain beneath in-fill construction and convey its history as part of the industrial development of Cedar Rapids along the river.

The architect, William Alexander Fulkerson (1847 – 1912), was born in Bucyrus, Ohio, to a farming family. Prior to entering the architecture field, he enlisted in Company E of the 34th Ohio Volunteer Infantry when he was only 16 years old and fought in several battles during the final year of the Civil War. It was not until after mustering out in Columbus, Ohio, in 1865, that family lore suggests he became fascinated with architecture and construction upon returning home. Around 1871, he reportedly moved to Chicago in order to receive further training in this field.^{10 11}

About five years later, Fulkerson moved to Cedar Rapids and became one of the few architects in a town growing rapidly with industrial expansion along the Cedar River. In 1884, he formed a partnership with fellow Cedar Rapids architect, J.A. Smith, which would end amicably two years later. One of their commissions was the A.T. Averill House (1886), which was listed on the National Register in 1978. Fulkerson continued his practice until about 1910, designing many private residences as well as public and commercial buildings, many of which were built in the Romanesque Revival style, including Taylor School (1889), the Cedar Rapids Auditorium (c. 1903), and the Old Administration Building at the University of Northern Iowa (1896). Fulkerson passed away in Ohio at the home of his daughter in 1912.^{12 13 14 15 16 17 18 19 20}

¹⁰ *Biographical Record of Linn County, Iowa* (Chicago: The S.J. Clarke Publishing Company, 1901), 991 – 992.

¹¹ Bob Fulkerson, “Ohio Fulkersons,” *American Fulkerson Homepage*, accessed August 1, 2016, <http://www.fulkerson.org/ohio.html>.

¹² *Biographical Record of Linn County, Iowa* (Chicago: The S.J. Clarke Publishing Company, 1901), 991 – 992.

¹³ Bob Fulkerson, “Ohio Fulkersons,” *American Fulkerson Homepage*, accessed August 1, 2016, <http://www.fulkerson.org/ohio.html>.

¹⁴ “Notice” *Cedar Rapids Times* (Cedar Rapids, IA), March 4, 1886, 2.

¹⁵ Olinger, William. National Register of Historic Places, A.T. Averill House, Cedar Rapids, Linn County, Iowa, 78001236.

¹⁶ “Former Local Architect Dead” *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), April 4, 1912, 5.

¹⁷ Pearson, Marjorie. National Register of Historic Places Multiple Property Documentation Form, Industrial Development of Cedar Rapids, c. 1865 – 1965, 64501251.

¹⁸ Svendsen, Marlys A. *Historic Resources of Cedar Rapids* (Sarona, WI: Svendsen Tyler, Inc., 2000), 27.

¹⁹ Fulkerson, William A. “Architects in Iowa,” Iowa State Historic Preservation Office.

²⁰ Witthoft, Susan, “Old Administration Building,” *Rod Library University of Northern Iowa*, revised by Gerald L. Peterson, accessed August 1, 2016, <https://www.library.uni.edu/collections/special-collections/university-archives/building-histories/old-administration-building>.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Fulkerson's Cedar Rapids Milk Condensing Company is also an excellent local, industrial interpretation of late 19th century Romanesque Revival architecture. Throughout North America, this style was often used for public buildings, such as courthouses, schools, libraries, and churches, as well as for private residences and industrial buildings during the last half of the 19th century. The Gilded Age's nouveau riche, industrial barons and city councils flocked to the blocky massing and castle-like proportions of these stone and/or brick buildings, which conveyed a sense of stability and permanence. Skilled labor was essential for the decorative brick and stone work and so the construction of buildings in this style was usually relegated to urban areas or wealthier clients.^{21 22}

The majority of the architecturally defining characteristics that place the Cedar Rapids Milk Condensing Company solidly within the Romanesque Revival style as interpreted in an industrial building are still present and visible on the exterior of the main, two-story block. The main building features two stories with a semi-basement/ground level. The façade is defined by its large, projecting central entrance with round arch and Romanesque-style arcade of windows on the first floor level of the façade. Round arches top all first floor window and door openings and segmental arches top those on the second floor. Corbelled string courses separate first and second stories of this load-bearing brick building where massing is symmetrical, blocky, and compact. The Romanesque Revival features of the main building were not extended to the one-story secondary block on the east elevation of the building. As this section of the building is sited lower and at the rear of the main building, however, the main building overshadows its plain features.

The interiors may not be Romanesque Revival in style, but their original, intended utilitarian nature with wide, open spaces on each floor are still visible and understandable despite alterations via infill construction through the years. Roof and floor joists are supported by two interior rows of columns that are chamfered, heavy timber wood on the second floor and ornamental and plain cast iron on the first floor and semi-basement/ground level. This would have allowed the sun to flood in from the arcade of windows on all sides of the building in order to take advantage of the natural light during working hours. The wide, open spaces would have easily accommodated milk condensing and later wood working machinery as well as the employees who worked in the respective factories. Changes to the interior spaces that have occurred over the years as the building passed to subsequent owners have occurred within the confines of this interior, utilitarian shell and are mostly fully reversible, including the c. 2008 addition of haunted house features on the first floor and the c. 1990 office spaces in the semi-basement/ground level.

Developmental history/additional historic context information. The city of Cedar Rapids, Iowa, lies roughly in the center of Eastern Iowa and is bisected by the Cedar River as it flows from northwest of the city to the southeast to join with the Iowa River before flowing into the

²¹ Gelernter, Mark, *A History of American Architecture: Buildings in Their Cultural and Technological Context* (Lebanon, NH: University Press of New England, 1999), 151 – 152, 185.

²² Mikel, Robert, *Ontario House Styles: The Distinctive Architecture of the Province's 18th and 19th Century Homes* (Toronto, ON: James Lorimer & Company, 2004), 84.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Mississippi along the state's eastern border. Highway 30 (aka Lincoln Highway) slices through the city from southwest to northeast along 1st Avenue Southwest, roughly four blocks north of the Cedar Rapids Milk Condensing Company (**Map 1**). Cedar Rapids is the seat of Linn County and is bordered by the cities of Hiawatha and Marion to the north. Beyond is a mostly rural landscape dotted with small towns, gently rolling farmland, and swaths of timber along the Cedar River and secondary streams.

It did not take long after Iowa was officially opened to European-American settlers in the 1830s for newcomers to discover the rich farmland and swift rapids suitable for mills on the Cedar River from which Cedar Rapids would eventually spring. Originally known as "Rapids City," the site was platted on the eastern side of the river in 1842. Several public buildings were constructed within the next five years, including a hotel, school, and post office. The small but growing village of about 300 residents changed the site's name to Cedar Rapids when it was incorporated in 1849. Like most towns that spring up along rivers, the streets ran parallel and perpendicular to the northwest-southeast flow of the river.^{23 24}

On the other side of Cedar River, settlement was beginning as well. David King was the largest land owner on the western bank of the river. He platted the area in 1852, organizing the mill and factory area along the river, residential areas farther inland, and called it "Kingston." He also established ferry service to connect his land to Cedar Rapids in 1849. It remained in operation until he passed away five years later. In 1870, the residents of Kingston requested annexation by Cedar Rapids and the area became known as West Cedar Rapids.²⁵

Population growth was slow to take hold. It had only reached 1,800 by 1860 and the Civil War impeded further growth for several years. But as railroad companies built more routes to include Cedar Rapids in the late 1860s and Cedar Rapids annexed Kingston, the population had nearly tripled in 1870. By 1880 it was over 10,000 and more than 3,000 lots were platted during that decade with majority being residential lots and located on the western side of the river. A few years after the Cedar Rapids Milk Condensing Company was constructed in 1887, the population had increased to over 18,000 and then nearly doubled by 1910 when the site was being used to manufacture gun stocks, furniture, and commercial fixtures.^{26 27}

Efforts to take advantage of the industrial and commercial power afforded by the Cedar River got underway early in Cedar Rapids' development. The first dam was constructed in 1842 with

²³ Svendsen, Marlys A., National Register of Historic Places Multiple Property Documentation Form, "Historic Resources of Cedar Rapids, Iowa," E:4.

²⁴ Henry, George T. and Mark W. Hunter, *Cedar Rapids: Downtown and Beyond* (Mount Pleasant, SC: Arcadia Publishing, 2005), 7.

²⁵ Ibid, E: 4 – 5.

²⁶ Iowa State Data Center. "Cities/Incorporated Places and Census Designated Places (CDP) – Total Population: 1850 – 2010." <http://www.statelibraryofiowa.org/datacenter/archive/2011/02/citypop.pdf>. Accessed: August 4, 2016.

²⁷ Svendsen, Marlys A., National Register of Historic Places Multiple Property Documentation Form, "Historic Resources of Cedar Rapids, Iowa," E:5 – 6.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

two others built in 1870 near B Avenue NE and in 1914 to service the Quaker Oats Plant. Steamboats arrived in 1843 as the *Maid of Iowa* entered the city for the first time, but with the arrival of the railroad in 1859 and the collision of the locally-operated *Cedar Rapids* with another steamboat that same year, the industry never gained much of a foothold. Additionally, efforts to bridge the river, which would be instrumental in development along both banks in the late 19th century, began as early as the late 1850s with the first permanent bridge being constructed in 1871 at 3rd Avenue.^{28 29 30}

The Cedar River – as the founders of Cedar Rapids had believed – was the heartbeat of the industrial corridor on both sides of the river from the beginning of settlement. Grain mills sited themselves along the east bank as planning mills and furniture makers spread out along the west. Prior to the expansion of the railroad network to and from Cedar Rapids, extending well beyond the state’s borders, most products were consumed locally. After the Civil War, however, food processing plants, such as meat packing, grain processing, breweries, a canning company, and a cracker manufacturer, sprung up along with machine shops. Industrialists and farmers could now take advantage of markets further afield in places like Chicago and St. Louis. Additionally, the mass migration of people toward the frontier in the late 1860s led to thousands making supply stops in Cedar Rapids and booming business for new flour mills and retailers selling everything from tools and farming equipment to wagons and clothing. The influx of wealth spurred growth and, in the late 1870s through 1890, new industries settled along the river, including foundries, pump companies, buggy and carriage manufacturers, clothing, harness and saddle manufacturers, wholesalers, and an ice company to supply the railroads with ice for their refrigerated cars.^{31 32}

The Cedar Rapids Milk Condensing Company would join this long list of new industries to settle along the Cedar River in the late 1880s. With local dairy farms in eastern Linn County and neighboring Delaware and Jones County – locally declared the finest milk country in the world – already established, all that was needed was the perfect site near clean water and railroad line with a spur in order to establish a factory to manufacture what was quickly becoming a popular commodity – condensed milk. In the 19th century, milk was considered mostly a child’s food, but it would quickly spoil within one to two days. Previous attempts at preserving milk in its liquid form often involved cooking it over an open fire, which usually resulted in the milk scorching or taking on a sour flavor. That all changed when New Yorker, Gail Borden, designed a copper kettle he called a “vacuum pan” for the condensing of milk and had it patented in 1856. It was inspired by a something similar he saw the Shakers using to concentrate fruit juice. Inside the

²⁸ Svendsen, Marlys A., National Register of Historic Places Multiple Property Documentation Form, “Historic Resources of Cedar Rapids, Iowa,” E: 8 – 9.

²⁹ *Snapshots of History: Cedar Rapids, 1849 – 1999* (Marceline, MO: Heritage House Publishing, 1999), 119 – 120.

³⁰ Pearson, Marjorie. National Register of Historic Places Multiple Property Documentation Form, Industrial Development of Cedar Rapids, c. 1865 – 1965, 64501251, E: 8.

³¹ Svendsen, Marlys A., National Register of Historic Places Multiple Property Documentation Form, “Historic Resources of Cedar Rapids, Iowa,” E: 16.

³² Ewoldt, Harold F. *Cedar Rapids: The Magnificent Century* (Northridge, CA: Windsor Publications, Inc., 1988), 21, 41 – 43.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

vacuum pan, a heated coil would evenly heat the milk, allowing for a slow evaporation of water to prevent scorching. Borden opened a manufacturing facility in Wassaic, New York, soon after.

In order to ensure a clean product from start to finish, he also demanded that his milk suppliers follow strict guidelines, including washing cow udders, keeping stalls clean and without manure stored anywhere nearby, and sanitizing milking equipment in boiling water at the end of each day. Business skyrocketed and Borden even received an endorsement from the Committee of the Academy of Medicine for the quality of his product in 1858. Demand rose so high during the Civil War when the Federal government placed orders for Borden's condensed milk as part of soldiers' field rations that he could no longer keep up with demand.^{33 34 35}

Early in 1887, a group of prominent Cedar Rapids businessmen, including H.B. Soutter, S.L. Dows, and William G. Dows, endeavored to get in on this new business opportunity. With capital of \$100,000, they established what they originally called the Cedar Rapids Evaporating and Condensing Milk Company and brought in J.A. Ferris from New York to be the general manager. In June 1887, Ferris purchased about \$15,000 worth of equipment from his home state and brought it to Cedar Rapids. By the following month, land was purchased on the western bank of the Cedar River, south of the Eagle Woolen Mill factory. William A. Fulkerson was contracted as the building's architect and Whiting Manufacturing Company of Cedar Rapids would complete all of the iron work for the building. In August, the Burlington, Cedar Rapids, and Northern Railway (BCR&N) had surveyed for a spur to extend from the main track along the river bed to the new factory under construction.^{36 37 38 39 40 41}

Ground was broken on the morning of July 12, 1887, for the new condensed milk factory designed by Fulkerson. According to an article appearing that day in the *Cedar Rapids Gazette*:

"It is to be 130 feet long by 50 feet wide with a height of three stories, the basement of course being one story... In the basement will be found the boiler and fuel room, the heating room, the cooling room and the refrigerator... On the second floor are the offices, the receiving department, where the milk is taken from the farmers and run into the first floor or basement and the cans immediately washed and returned to the farmers, the evaporating

³³ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), December 23, 1887, 2.

³⁴ *Lessons in Marketing Agricultural Products, Volume 2* (Chicago: American Institute of Agriculture, 1922), 8 and 10.

³⁵ Crowley, Carolyn Hughes, "The Man Who Invented Elsie," *Smithsonian Magazine*, accessed 8/1/2016, <http://www.smithsonianmag.com/science-nature/the-man-who-invented-elsie-the-borden-cow-171931492/?no-ist> .

³⁶ *Cedar Rapids Times* (Cedar Rapids, IA), June 30, 1887, 3.

³⁷ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), June 24, 1881, 3.

³⁸ *Cedar Rapids Times* (Cedar Rapids, IA), July 7, 1887, 3.

³⁹ *Cedar Rapids Times* (Cedar Rapids, IA), August 4, 1887, 3.

⁴⁰ *Cedar Rapids Gazette* (Cedar Rapids, IA), July 12, 1887.

⁴¹ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), August 25, 1887, 3.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

department and the filling and canning department. The third floor will be used almost entirely as a storage room.”⁴²

The building was completed and ready for production at the beginning of November 1887. The *Cedar Rapids Times* called it a “fine brick structure” with the “latest machinery” including a machine to make all cans onsite. In all, the building and machinery cost somewhere between \$45,000 and \$60,000, according to newspaper accounts. Ads were taken out in local papers, calling for dairy farmers within a 40 mile radius of Cedar Rapids to send them their product provided that the farmers did not freeze the milk and that it was properly cooled to 50° immediately after milking. The Cedar Rapids Milk Condensing Company offered \$1.25 per hundred pounds if the farmers would deliver the milk to railroad depots in time for the product to reach the factory by 3:00 pm. The resulting condensed milk was deemed to be of excellent quality initially and hopes were high. When at full capacity, they felt they would most likely employ anywhere from 150 – 200 workers and would eventually establish branch locations in the heart of their source of milk supply, Delaware and Jones Counties. Some doubts, however, may have existed in the city at the future success of this new industry. The anonymous writer of a December 23, 1887, article on the milk condensing company in the *Cedar Rapids Evening Gazette* reassured his readers, “Like the railroad, the benefits are yet to come.”^{43 44 45 46 47}

This optimism was short-lived, however. By the end of 1888, the business had failed. One account describes the parties running the business as “inexperienced” since ultimately the product failed to keep and instead spoiled. At that point, the property was sold to Merchants National Bank and sat unoccupied for several years. Local businessmen actively took up the cause of bringing in an established milk condensing company to take over the building. Lithographs of the building were commissioned and sent, along with equipment inventories, railroad access, and Cedar Rapids amenities, to other companies nationwide.⁴⁸

By August of 1891, a deal was struck with Helvetia Milk Condensing Company of Highland, Illinois (now known as PET Evaporated Milk). Helvetia was organized in 1885 and was the first company to develop and market shelf-stable evaporated milk, which was its main focus. One of its founders and the man who invented the method and equipment needed to ensure the sterilization of evaporated milk was a Swiss immigrant named John B. Meyenburg. After much experimentation in Switzerland in the early 1880s, Meyenburg finally perfected his processes and equipment. He then immigrated to the United States and requested patents for his ideas, which were granted in 1884 and 1887 (Patent numbers: 308,422; 358,213; and 308,421). He was attracted to Highland, Illinois, due to its large Swiss immigrant population and it was there that he and his partners established Helvetia. He served as the technical adviser for one year before

⁴² *Cedar Rapids Gazette* (Cedar Rapids, IA), July 12, 1887.

⁴³ *Cedar Rapids Times* (Cedar Rapids, IA), November 3, 1887, 3.

⁴⁴ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), November 8, 1887, 3.

⁴⁵ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), September 29, 1887, 3.

⁴⁶ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), November 19, 1887, 3.

⁴⁷ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), December 23, 1887, 3.

⁴⁸ *Cedar Rapids Gazette* (Cedar Rapids, IA), August 22, 1891, 1.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

parting ways and striking out on his own to help establish milk condensing companies in the western states.^{49 50}

When Helvetia purchased the empty Cedar Rapids Milk Condensing Company building in December 1891 for \$16,500, its plant in Highland, Illinois, could not keep up with the demand for its popular product and the vacant milk condensing factory in Cedar Rapids seemed like the perfect solution. Helvetia sent some of its workforce to Cedar Rapids to help the new branch get started. It rearranged the production floors and put in additional machinery. At the start, they had hoped to employ at least 70 to 80 men with increases in the future. BCR&N also reestablished its spur up to the factory.^{51 52 53 54}

Cedar Rapids citizens seemed optimistic after a successful first year for Helvetia in Cedar Rapids, but economic forces beyond their control were looming on the horizon as economic instability crept into the United States in 1893. Wheat prices crashed. People rushed to banks to withdraw their money. Credit froze and commercial enterprises ground to a halt. Helvetia Milk Condensing Company was not immune. In July of that year it temporarily suspended production at both plants. When the depression was over, however, the Cedar Rapids plant was never reopened.^{55 56}

The Cedar Rapids Milk Condensing Company building sat vacant once again with a watchman living in the building to keep an eye on the property. It was not until about 1898 when the Cedar Rapids Gun Stock Manufacturing Company leased the space. In 1900, the company reorganized and consolidated with Casebeer Manufacturing Company and Furniture & Stair Manufacturing Company. Products produced include gun stocks, dining tables, bedroom suites, bank fixtures, store fixtures, telephone boxes and other general furnishings. With the new merger, the company expected to employ about 100 workers, most of whom would be skilled with good wages. The location at the time would be at the former Cedar Rapids Milk Condensing Company building, but there was uncertainty as to whether or not they would stay long term. At the time, they were planning on taking out the rotary mill and installing a band mill and quarter sawing plant as well as building a new 25-foot x 150-foot building for steaming rooms and a dry kiln area. Trains would use the spur to bring in a projected 10 cars of raw logs of native, Midwestern wood per day year round. Working directly with the raw materials would have allowed them to better compete with wood mills. By 1905 (**Fig. 7**), they had expanded their facilities. To the south of the building, a long and narrow building was constructed for drying kilns. Along the north elevation a saw room was constructed and a saw mill room that extended along this elevation and

⁴⁹ *Cedar Rapids Gazette* (Cedar Rapids, IA), August 22, 1891, 1.

⁵⁰ Hunziker, Otto Frederick, *Condensed Milk and Milk Powder: Prepared for the Use of Milk Condenseries, Dairy Students and Pure Food Departments* (La Grange, IL: Otto Frederick Hunziker, 1918), 21 – 23.

⁵¹ Linn County, Iowa. Deed Records, County Recorder's Office, Cedar Rapids, Iowa, Vol 185, p 184.

⁵² Weis, Charles, *Brief History of the City of Highland* (Highland, IL: Highland Journal, 1893), 6 – 8.

⁵³ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), December 23, 1891, 4.

⁵⁴ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), September 3, 1891, 2.

⁵⁵ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), July 24, 1893, 2.

⁵⁶ Weis, Charles, *Brief History of the City of Highland* (Highland, IL: Highland Journal, 1893), 6 – 8.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

wrapped around the northeast corner to the east elevation.^{57 58 59}

By 1913, the company had been renamed the American Manufacturing Company and remained in the old milk condensing building. Woodworking machinery took up the ground floor and first floor with cabinet making occurring on the top floor. The property also featured steam power and heat, electric lights, city water, and metal blowers for wood working machinery. The saw room present by 1905 was converted into two rooms to house woodworking machinery and a gluing space. The saw mill addition was reduced in space, re-exposing the middle section of the original north elevation of the original building, which was turned into a storage and shed area. Two connected lumber sheds and another small, unidentified building were built to the east of the building along the railroad spur. Additionally, bridges extended across to two doors on the south elevation of the original building, which also featured a loading chute that ran parallel along this elevation to the industrial spur of the nearby railroad tracks (**Figs. 1 and 8**), which now belonged to the Chicago, Rock Island and Pacific Railway.^{60 61 62}

The American Manufacturing Company closed by 1916 and the property remained vacant through 1928. In 1929, the Clark-MacDanel Company, a mens' clothing and jobbers' finishing goods manufacturer, occupied the space for about two years. By 1931, the additions to the building on the north and east elevations were removed as well as one of the lumber sheds constructed east of the building.^{63 64}

The property was vacant once again from 1931 to 1941, after which it was not listed in city directories until 1953 when the Cach M Glass Company used the space as a warehouse until about 1965. From 1966 to 1973, two companies shared the space – Construction and Industrial Sales Company and Wholesale Builders' Hardware. From 1974 – 1978, the semi-basement/ground level was used as a nightclub or bar known as the Trophy Lounge. Later, it became known as the Gay 90s and was one of the earliest gay nightclubs in Cedar Rapids. By 1979, it was called the Warehouse Tavern and was under the supervision of Kenneth Marsh.^{65 66}

Arian Bennett Shakespeare (1901 – 1986) and his wife, Irma (1905 – 1982) were the owners of the old Cedar Rapids Milk Condensing Company property from 1962 until they sold it to Waddell Brothers Metal Company and Kenneth Marsh in 1981. Waddell went out of business in 1995. In 2001, it was purchased by Thomas Knutson, who owned and operated the Knutson Metal Company. The property at this time was used as a salvage yard and seasonally as a

⁵⁷ *Insurance Maps of Cedar Rapids* (New York: Sanborn and Perris Map Company, Ltd, 1895), 34.

⁵⁸ Weis, Charles, *Brief History of the City of Highland* (Highland, IL: Highland Journal, 1893), 6 – 8.

⁵⁹ *Cedar Rapids Evening Gazette* (Cedar Rapids, IA), June 6, 1900, 5.

⁶⁰ *Insurance Maps of Cedar Rapids* (New York: Sanborn and Perris Map Company, Ltd, 1895), 34.

⁶¹ *Insurance Maps of Cedar Rapids* (New York: Sanborn Map Company, 1913), 86.

⁶² *Insurance Maps of Cedar Rapids* (New York: Sanborn Map Company, 1913 – 1931 additions), 86.

⁶³ *Cedar Rapids City Directories, 1917 – 1979*.

⁶⁴ *Insurance Maps of Cedar Rapids* (New York: Sanborn Map Company, 1913 – 1931 additions), 86.

⁶⁵ *Cedar Rapids City Directories, 1917 – 1979*.

⁶⁶ Hunter, Mark Stoffer, Cedar Rapids city historian, email message to Laura Sadowsky, August 19, 2016.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

haunted house known as Nightmare Manor in the 2000s.^{67 68 69 70 71 72 73}

The building was damaged in the 2008 flooding that inundated many cities and towns near the Iowa and Cedar Rivers (**Fig. 13**). In Cedar Rapids, the river crested at 31.12 feet on June 13, 2008, and flooded over ten square miles of land, including most of the downtown area, and affecting 1,216 city blocks. The damage caused by the floods in Iowa and the tornadoes that ripped through the state that year made it the sixth largest FEMA disaster declaration in United States history.⁷⁴

The city of Cedar Rapids acquired the building in 2013. In an attempt to decide whether to demolish or save the vacant building, the city commissioned an engineering study, which was completed in late 2015 by RDG Planning & Design of Des Moines, Iowa. The report states that the building has suffered extensive water damage from years of deferred maintenance and neglect, but that the exterior masonry walls were sound and in generally good condition. Since the report was completed, the roof suffered a partial collapse during the winter of 2015/2016. Further investigations have revealed that the brick of the exterior walls exhibits crumbling and spalling throughout. In 2016, the building, which is locally known as the Knutson Building after the prior owner, was nominated to Preservation Iowa's 2016 list of "Iowa's Most Endangered Properties."⁷⁵

The city has contracted with Hobart Historic Restoration of Cedar Rapids to rehabilitate the building. It will provide funding to Hobart to conduct emergency stabilization procedures and will retain ownership of the property until later in 2016 when the city will turn it over to Hobart. Because of the dire situation due to the collapsing roof, mold, deterioration of wooden components, and the harshness of Iowa winters, Hobart will try to complete the emergency stabilization procedures prior to the close of 2016. As of this writing, they plan to complete at a minimum full asbestos and lead paint remediation, testing and possible remediation of groundwater and soil since it was a former salvage yard, new roof, new structural members (if

⁶⁷ Linn County, Iowa. Deed Records. County Recorder's Office, Cedar Rapids, Iowa. Vol 1133, p 168.

⁶⁸ 1940 United States Census, Cedar Rapids, Linn County, Iowa, digital image s.v. "Arian B. Shakespeare," Archives.com, accessed August 8, 2016, http://www.archives.com/GA.aspx?_act=ImageViewCensus1940&FirstName=Arian&LastName=Shakespeare&Location=IA&UniqueId=36408886&type=census&folderImageSeq=

⁶⁹ "Irma F. Shakespeare," *Cedar Rapids Gazette* (Cedar Rapids, IA), August 12, 1982, 3.

⁷⁰ Linn County, Iowa. Deed Records. County Recorder's Office, Cedar Rapids, Iowa. Vol 3051, p 209.

⁷¹ Linn County, Iowa. Deed Records. County Recorder's Office, Cedar Rapids, Iowa. Vol 8619, p 90.

⁷² Linn County, Iowa. Deed Records. County Recorder's Office, Cedar Rapids, Iowa. Vol 4407, p 404.

⁷³ Linn County, Iowa. Deed Records. County Recorder's Office, Cedar Rapids, Iowa. Vol 9145, p 100.

⁷⁴ Cedar Rapids: City of Five Seasons, "Flood of 2008 Facts and Statistics," accessed August 4, 2016, http://www.cedar-rapids.org/discover_cedar_rapids/flood_of_2008/2008_flood_facts.php.

⁷⁵ Preservation Iowa, "Iowa's Most Endangered Properties," accessed August 24, 2016, <http://www.preservationiowa.org/programs/iowas-most-endangered-properties/>.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

required), and masonry repairs based on mortar analysis to be completed by David Arbogast.^{76 77}
78 79

⁷⁶ Linn County, Iowa. Deed Records. County Recorder's Office, Cedar Rapids, Iowa. Vol 8619, p 90.

⁷⁷ Smith, Rick, "Fate of Historic, 'Dilapidated' Knutson Building on the Line," *Cedar Rapids Gazette*, accessed August 4, 2016, <http://www.thegazette.com/subject/news/government/fate-of-historic-dilapidated-knutson-building-on-the-line-20151113> .

⁷⁸ Fenton, Scotney and Tim Monson, "Existing Conditions Survey Report: Knutson Building, 525 Valor Way SW (H Street SW), Cedar Rapids, Iowa" (Des Moines, IA: RDG Planning & Design, 2015).

⁷⁹ Ottoson, Mary, Hobart Historic Restoration, email message to Laura Sadowsky, August 4, 2016.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 1: South and east elevations of building during tenure of the American Manufacturing Company, c. 1910, looking northwest. Railroad spur, east elevation storage shed, full chimney stack, and one-story extension of building housing the furnace system and coal room visible.
(Source: The History Center, Linn County Historical Society.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

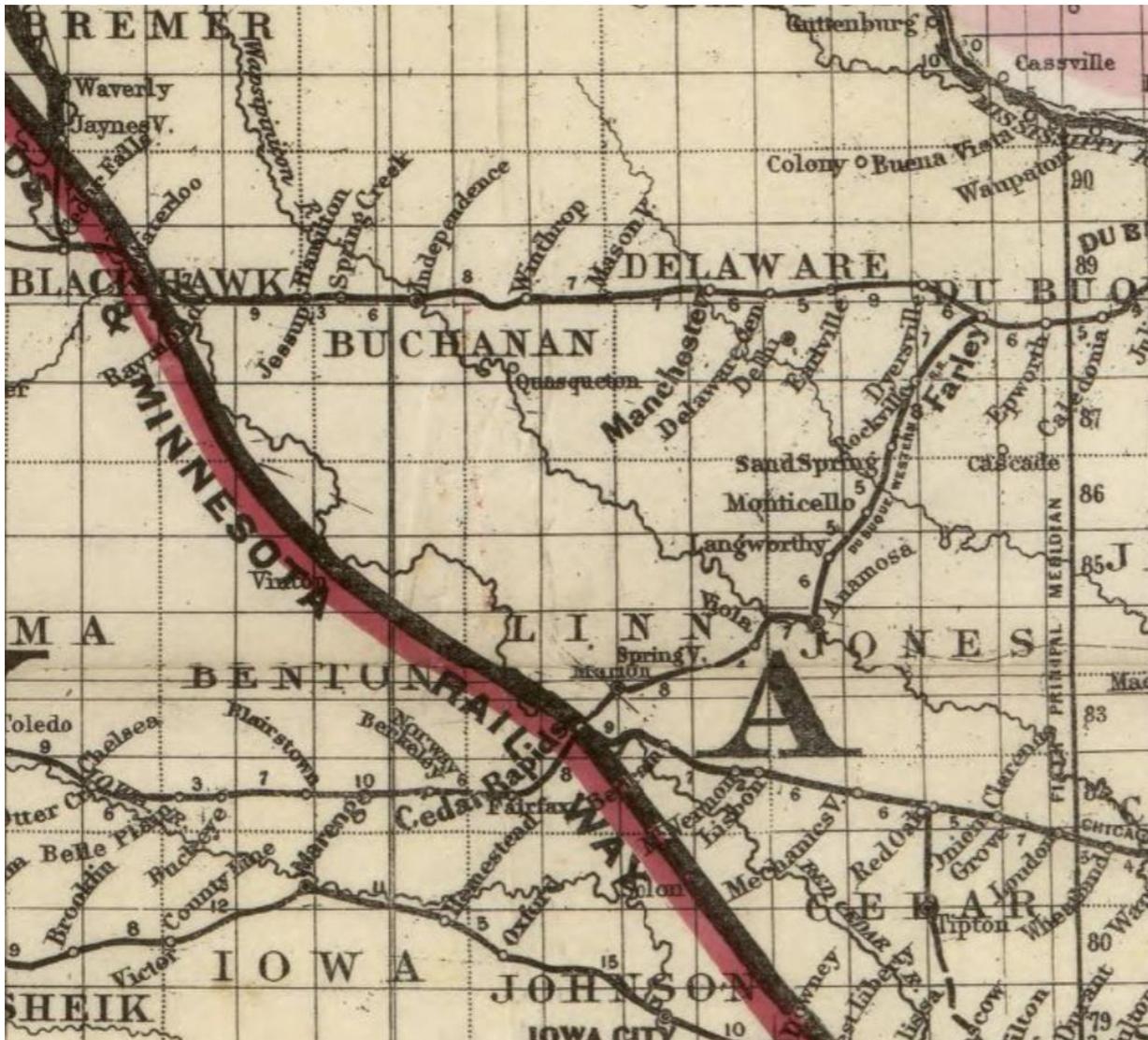


Fig. 2: Portion of Map Showing the Burlington, Cedar Rapids and Minnesota Railway and its Connections. Railroads were connecting portions of Delaware and Jones Counties to Cedar Rapids by 1868.

(Source: G.W. & C.B. Colton & Company (New York: 1868) Library of Congress Geography and Map Division, Washington D.C., 98688606, accessed August 14, 2016, <http://hdl.loc.gov/loc.gmd/g4061p.rr003550>.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

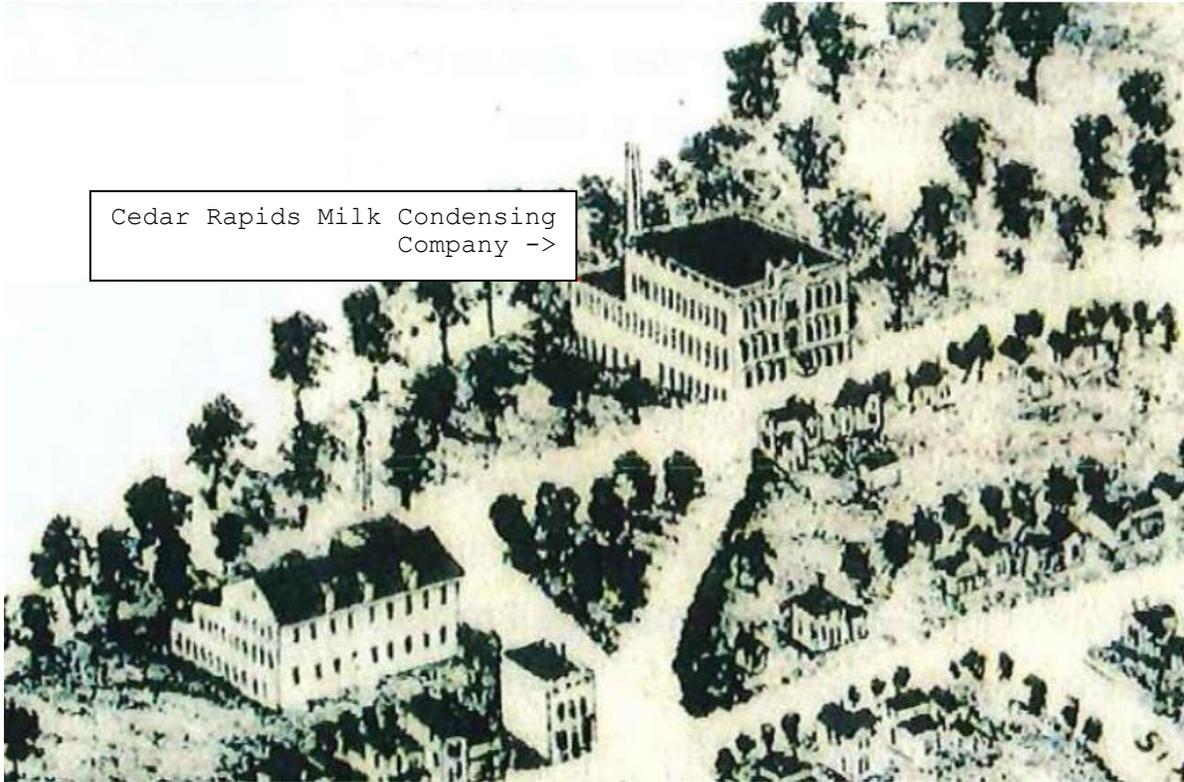


Fig. 3: Artist's rendering of Cedar Rapids c. 1889.
(Source: Clements, Ralph Henderson, *Tales of the Town: Little-Known Anecdotes of Life in Cedar Rapids* (Cedar Rapids, IA: Stamats Pub. Co., 1967), 55.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 4: Artist's rendering of downtown Cedar Rapids in 1957. Chimney stack is depicted as full-height.

(Source: Dows, Sutherland and Paul Engle, *Seven Ages of a City: A Pictorial History of Cedar Rapids* (Iowa Light Electric and Power Company, 1957), 14.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

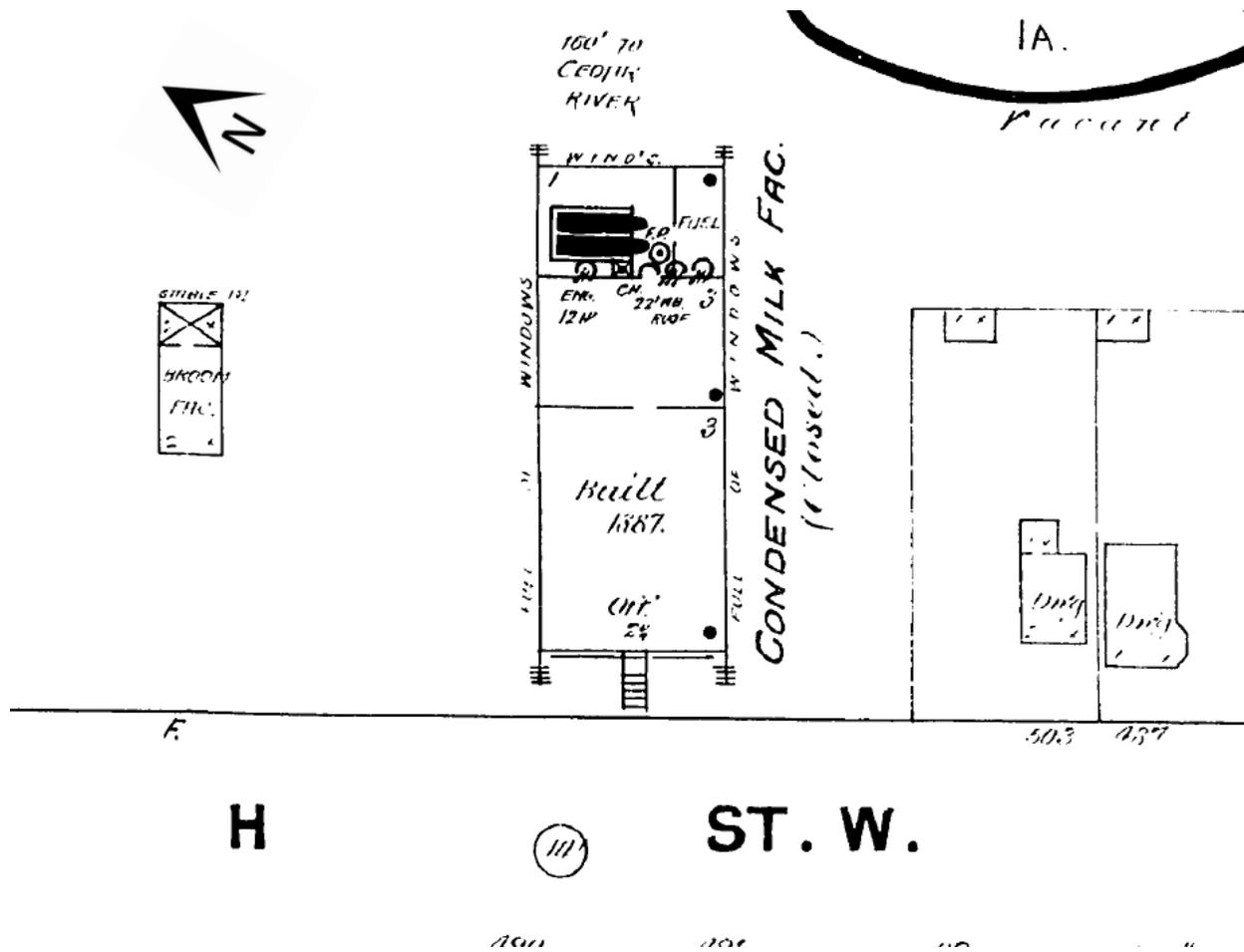


Fig. 5: Sanborn Fire Insurance Map, Cedar Rapids, Iowa, 1889.
(Source: *Insurance Maps of Cedar Rapids*, New York: Sanborn Map and Publishing Company, 1889.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

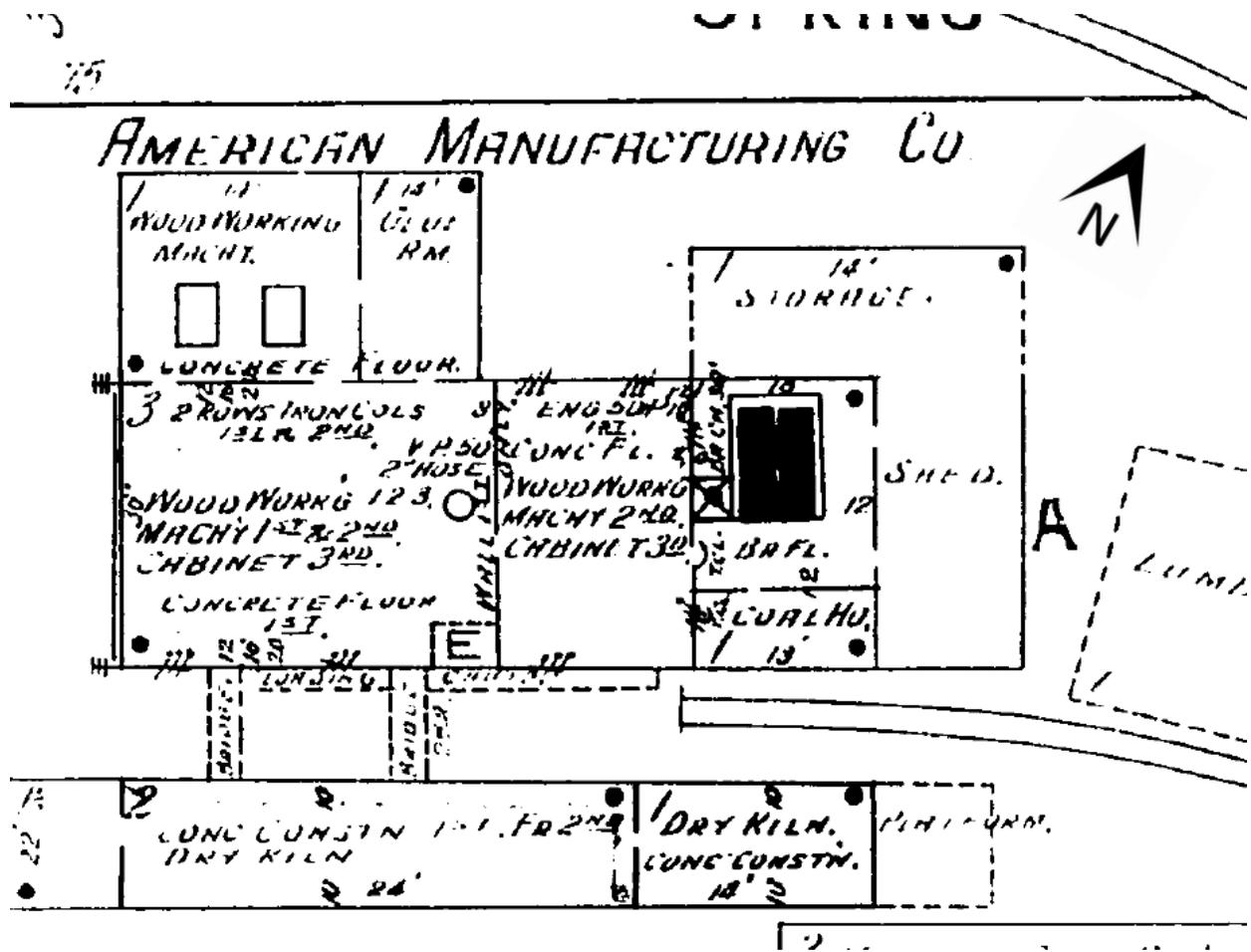


Fig. 8: Sanborn Fire Insurance Map, Cedar Rapids, Iowa, 1913.
(Source: *Insurance Maps of Cedar Rapids*, New York: Sanborn Map Company, 1913.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

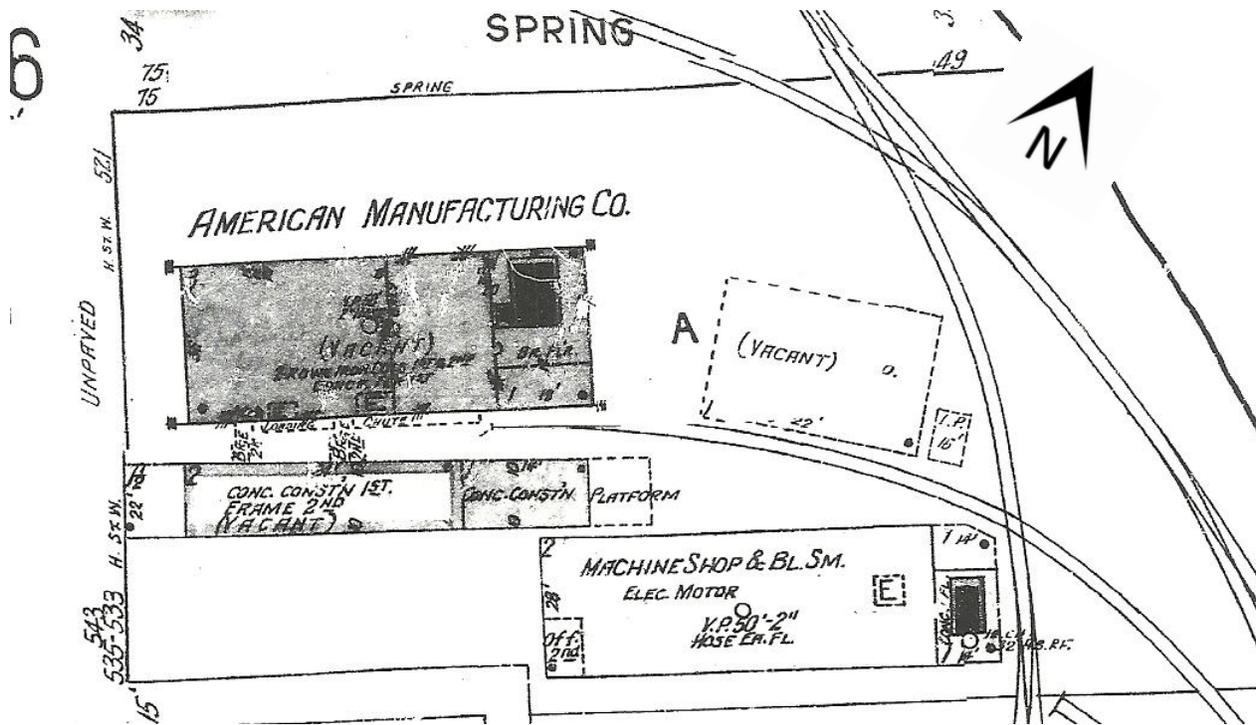


Fig. 9: Sanborn Fire Insurance Map, Cedar Rapids, Iowa, 1913 – 1931 additions to 1913.
(Source: Insurance Maps of Cedar Rapids, New York: 1931.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 10: 1966 photo of the Cedar Rapids Milk Condensing Company when it was in use by D&S Glass (aka Cache Glass) as a warehouse.⁸⁰
(Source: The History Center, Linn County Historical Society.)

⁸⁰ Hunter, Mark Stoffer, Cedar Rapids city historian, email message to Laura Sadowsky, August 16, 2016.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 11: 1973 photo of 529 H Street SW, which was the former kiln drying building constructed prior to the 1913 Sanborn Fire Insurance Map publication. It was demolished around 1995.⁸¹ The Cedar Rapids Milk Condensing Company building (525 Valor Way/H Street SW) is on the left. (Source: The History Center, Linn County Historical Society.)

⁸¹ Hunter, Mark Stoffer, Cedar Rapids city historian, email message to Laura Sadowsky, August 16, 2016.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

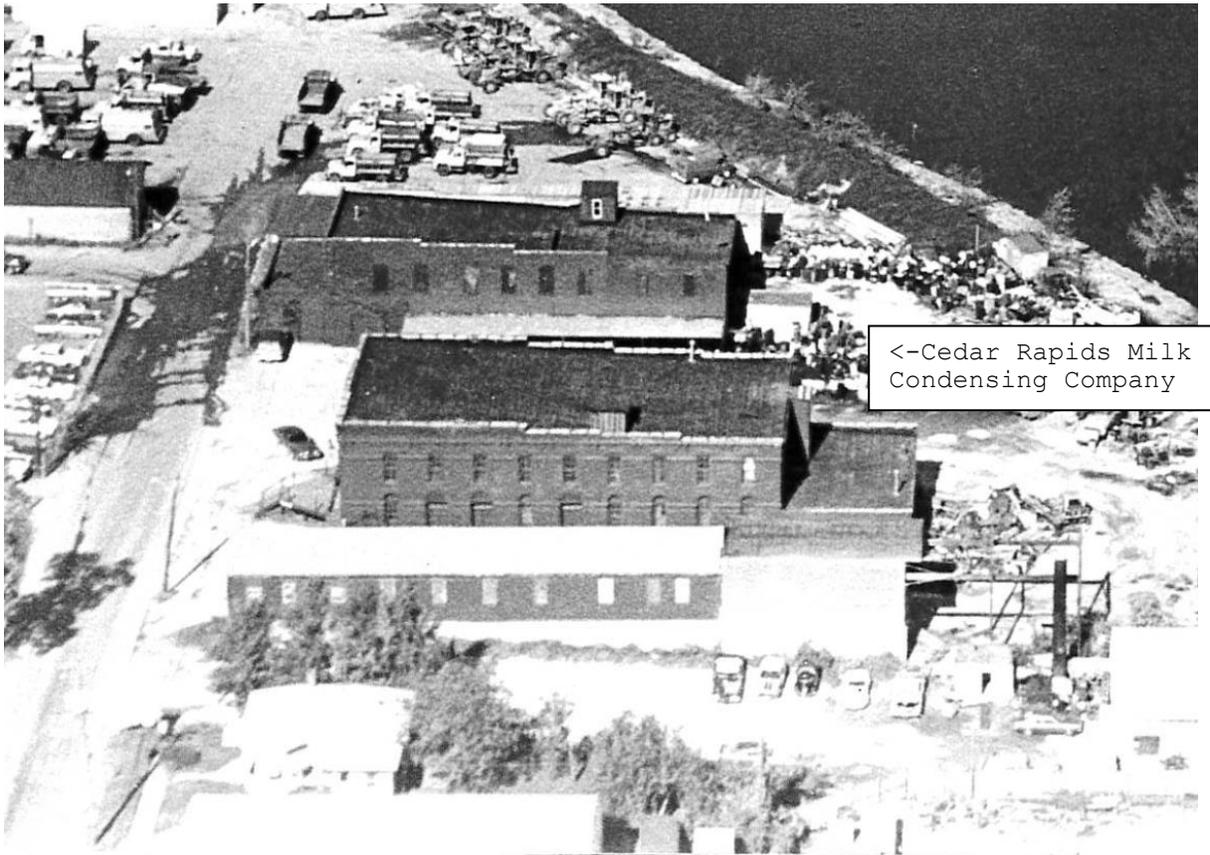


Fig. 12: 1974 aerial photo of Cedar Rapids Milk Condensing Company.
(Source: The History Center, Linn County Historical Society.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 13: Photo of second floor prior to roof collapse.
(Source: Mary Ottoson, Hobart Historic Restoration, August 8, 2014.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 14: Photo of second floor prior to roof collapse. Note chamfered, heavy timber support posts.
(Source: Mary Ottoson, Hobart Historic Restoration, August 8, 2014.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

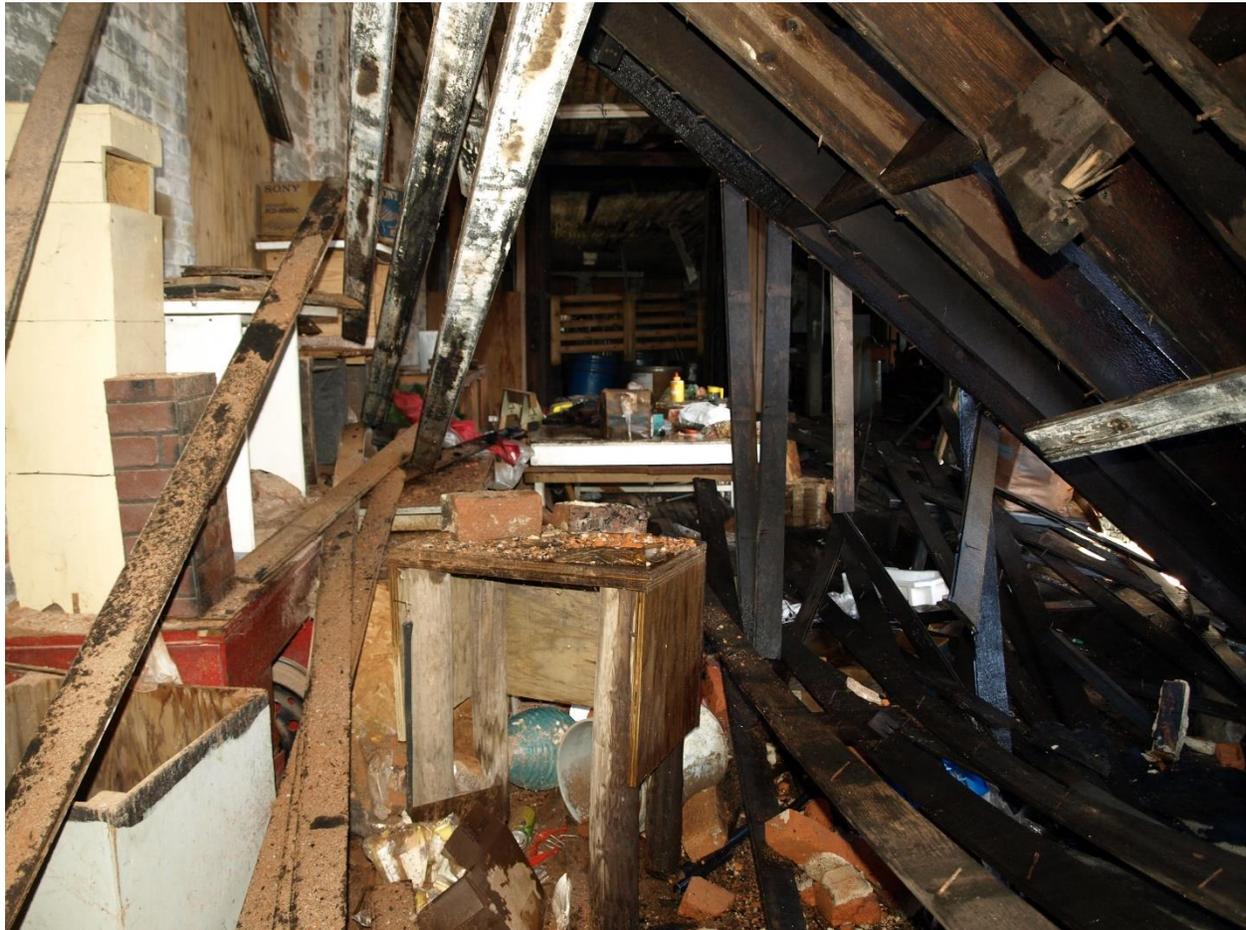


Fig. 15: Second floor after second roof collapse, looking southwest toward front of building.
(Source: Laura Sadowsky, site visit, August 5, 2016.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Fig. 16: Flooding of the Cedar River in Cedar Rapids, Iowa, June 12, 2008.
(Source: Maag, Christopher, “In Eastern Iowa, the City that ‘Would Never Flood’ Goes 12 Feet Under,” *The New York Times* (New York: online, June 13, 2008); photo by Steve Pope of the Associated Press, accessed August 15, 2016, http://www.nytimes.com/2008/06/13/us/13flood.html?_r=0)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

1940 United States Census, Cedar Rapids, Linn County, Iowa, digital image s.v. "Arian B. Shakespeare," Archives.com, accessed August 8, 2016, http://www.archives.com/GA.aspx?_act=ImageViewCensus1940&FirstName=Arian&LastName=Shakespeare&Location=IA&UniqueId=36408886&type=census&folderImageSeq=

Biographical Record of Linn County, Iowa (Chicago: The S.J. Clarke Publishing Company, 1901).

Cedar Rapids City Directories, 1916 – 1979.

Cedar Rapids: City of Five Seasons, "Flood of 2008 Facts and Statistics," accessed August 4, 2016, http://www.cedar-rapids.org/discover_cedar_rapids/flood_of_2008/2008_flood_facts.php.

Cedar Rapids Evening Gazette (Cedar Rapids, IA),

June 24, 1881.

August 25, 1887.

September 29, 1887.

November 8, 1887.

November 19, 1887.

December 23, 1887.

September 3, 1891.

December 23, 1891.

July 24, 1893.

June 6, 1900.

April 4, 1912, "Former Local Architect Dead."

Cedar Rapids Gazette (Cedar Rapids, IA),

August 22, 1891.

August 12, 1982, "Irma F. Shakespeare."

Cedar Rapids Times (Cedar Rapids, IA),

March 4, 1886, "Notice."

June 30, 1887.

July 7, 1887.

August 4, 1887.

November 3, 1887.

"City to Consider Future of one of Cedar Rapids' Oldest Buildings," Save CR Heritage, accessed August 4, 2016, <http://www.savecrheritage.org/city-to-consider-future-of-building/>.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Clements, Ralph Henderson, *Tales of the Town: Little-Known Anecdotes of Life in Cedar Rapids* (Cedar Rapids, IA: Stamats Pub. Co., 1967).

Crowley, Carolyn Hughes, "The Man Who Invented Elsie," *Smithsonian Magazine*, accessed 8/1/2016, <http://www.smithsonianmag.com/science-nature/the-man-who-invented-elsie-the-borden-cow-171931492/?no-ist> .

Dows, Sutherland and Paul Engle, *Seven Ages of a City: A Pictorial History of Cedar Rapids* (Iowa Light Electric and Power Company, 1957).

Ewoldt, Harold F. *Cedar Rapids: The Magnificent Century* (Northridge, CA: Windsor Publications, Inc., 1988).

Fenton, Scotney and Tim Monson, "Existing Conditions Survey Report: Knutson Building, 525 Valor Way SW (H Street SW), Cedar Rapids, Iowa" (Des Moines, IA: RDG Planning & Design, 2015).

Fulkerson, Bob, "Ohio Fulkersons," *American Fulkerson Homepage*, accessed August 1, 2016, <http://www.fulkerson.org/ohio.html>.

Fulkerson, William A. "Architects in Iowa," Iowa State Historic Preservation Office.

Gelernter, Mark, *A History of American Architecture: Buildings in Their Cultural and Technological Context* (Lebanon, NH: University Press of New England, 1999).

Henry, George T. and Mark W. Hunter, *Cedar Rapids: Downtown and Beyond* (Mount Pleasant, SC: Arcadia Publishing, 2005).

Hunter, Mark Stoffer, Cedar Rapids city historian, email message to Laura Sadowsky,
August 16, 2016.
August 19, 2016.

Hunziker, Otto Frederick, *Condensed Milk and Milk Powder: Prepared for the Use of Milk Condenseries, Dairy Students and Pure Food Departments* (La Grange, IL: Otto Frederick Hunziker, 1918).

Insurance Maps of Cedar Rapids,

New York: Sanborn Map and Publishing Company, 1889.

New York: Sanborn and Perris Map Company, Ltd, 1895.

New York: Sanborn Map Company, 1905

New York: Sanborn Map Company, 1913.

New York: Sanborn Map Company, 1913 – 1931 additions.

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Iowa State Data Center. "Cities/Incorporated Places and Census Designated Places (CDP) – Total Population: 1850 – 2010." Accessed: August 4, 2016, <http://www.statelibraryofiowa.org/datacenter/archive/2011/02/citypop.pdf>.

Lessons in Marketing Agricultural Products, Volume 2 (Chicago: American Institute of Agriculture, 1922).

Linn County, Iowa. Deed Records, County Recorder's Office, Cedar Rapids, Iowa.

Maag, Christopher, "In Eastern Iowa, the City that 'Would Never Flood' Goes 12 Feet Under," *The New York Times* (New York: online, June 13, 2008); photo by Steve Pope of the Associated Press, accessed August 15, 2016, http://www.nytimes.com/2008/06/13/us/13flood.html?_r=0

Mikel, Robert, *Ontario House Styles: The Distinctive Architecture of the Provence's 18th and 19th Century Homes* (Toronto, ON: James Lorimer & Company, 2004).

Pearson, Marjorie.

"Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey: Amendment of Historic Resources of Cedar Rapids, Iowa, Multiple Property Submission Form Final Report," (St. Paul, MN: Summit Envirosolutions, Inc., 2014).

National Register of Historic Places Multiple Property Documentation Form, Industrial Development of Cedar Rapids, c. 1865 – 1965, 64501251.

Portrait and Biographical Album of Linn County, Iowa (Chicago: Chapman Brothers, 1887).

Olinger, William. National Register of Historic Places, A.T. Averill House, Cedar Rapids, Linn County, Iowa, 78001236.

Ottoson, Mary, Hobart Historic Restoration, email message to Laura Sadowsky, August 4, 2016.

Smith, Rick, "Fate of Historic, 'Dilapidated' Knutson Building on the Line," *Cedar Rapids Gazette*, accessed August 4, 2016, <http://www.thegazette.com/subject/news/government/fate-of-historic-dilapidated-knutson-building-on-the-line-20151113> .

Snapshots of History: Cedar Rapids, 1849 – 1999 (Marceline, MO: Heritage House Publishing, 1999).

Svendsen, Marlys A., National Register of Historic Places Multiple Property Documentation Form, "Historic Resources of Cedar Rapids, Iowa."

Weis, Charles, *Brief History of the City of Highland* (Highland, IL: Highland Journal, 1893).

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Witthoft, Susan, "Old Administration Building," *Rod Library University of Northern Iowa*,
revised by Gerald L. Peterson, accessed August 1, 2016, <https://www.library.uni.edu/collections/special-collections/university-archives/building-histories/old-administration-building>.

Previous documentation on file (NPS):

- preliminary determination of individual listing (36 CFR 67) has been requested
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # _____
- recorded by Historic American Engineering Record # _____
- recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- State Historic Preservation Office
 - Other State agency
 - Federal agency
 - Local government
 - University
 - Other
- Name of repository: _____

Historic Resources Survey Number (if assigned): _____

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

10. Geographical Data

Acreage of Property less than 1 acre

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates (decimal degrees)

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

- | | |
|------------------------|-----------------------|
| 1. Latitude: 41.972546 | Longitude: -91.668537 |
| 2. Latitude: | Longitude: |
| 3. Latitude: | Longitude: |
| 4. Latitude: | Longitude: |

Or

UTM References

Datum (indicated on USGS map):

NAD 1927 or NAD 1983

- | | | |
|----------|-----------|-----------|
| 1. Zone: | Easting: | Northing: |
| 2. Zone: | Easting: | Northing: |
| 3. Zone: | Easting: | Northing: |
| 4. Zone: | Easting : | Northing: |

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Verbal Boundary Description (Describe the boundaries of the property.)

The nominated property is situated on Lot A of the Highland Addition at the northern termination of Valor Way (formerly H Street SW) in Cedar Rapids, Iowa. Parcel #14282-790001-00000: northwesterly 100 feet of Lot "A," Highland Addition to West Cedar Rapids, Iowa.

Boundary Justification (Explain why the boundaries were selected.)

The nominated property includes the entire parcel historically associated with the Cedar Rapids Milk Condensing Company.

11. Form Prepared By

name/title: Laura M. Sadowsky/Architectural Historian
organization: N/A
street & number: 9314 Oakwood Drive
city or town: Urbandale state: Iowa zip code: 50322
e-mail Laura.M.Sadowsky@gmail.com
telephone: 515-782-6220
date: August 30, 2016

owner name: Beverly J. Hobart
organization: Hobart Historic Restoration
street & number: 3330 Southgate Ct SW, Suite 250C
city or town: Cedar Rapids state: Iowa zip code: 52404
e-mail BJ@HobartHistoricRestoration.com
telephone: 319-826-6532

owner name: City of Cedar Rapids
organization: City of Cedar Rapids
contact: Jennifer Pratt, Director Community Development and Planning
street & number: 101 1st Street SE
city or town: Cedar Rapids state: Iowa zip code: 52401
e-mail j.pratt@cedar-rapids.org
telephone: 319-286-5047

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

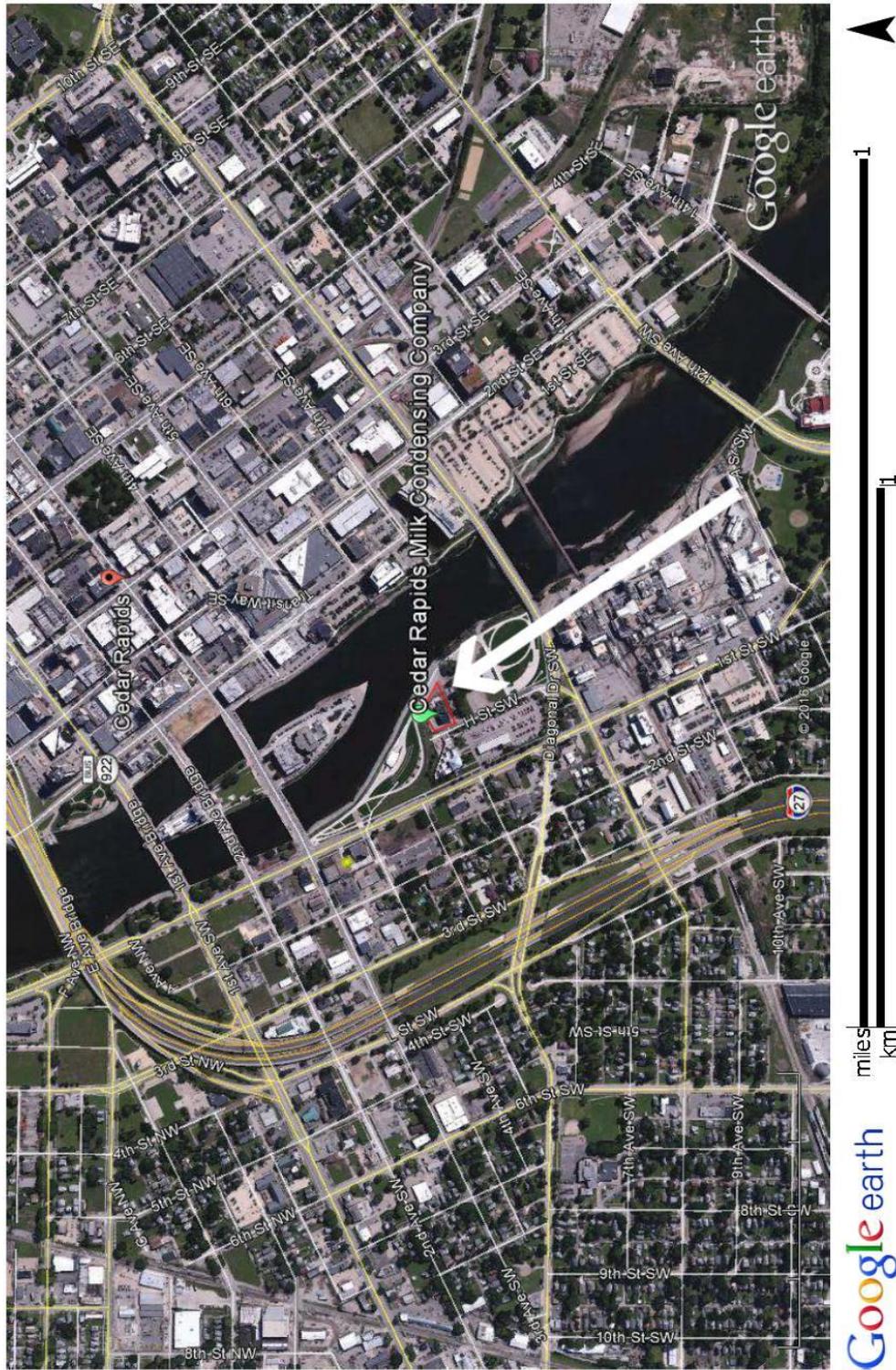
Additional Documentation

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Map 1: Cedar Rapids Milk Condensing Company, Cedar Rapids, Iowa (August 1, 2016).

Cedar Rapids Milk Condensing Company
Name of Property

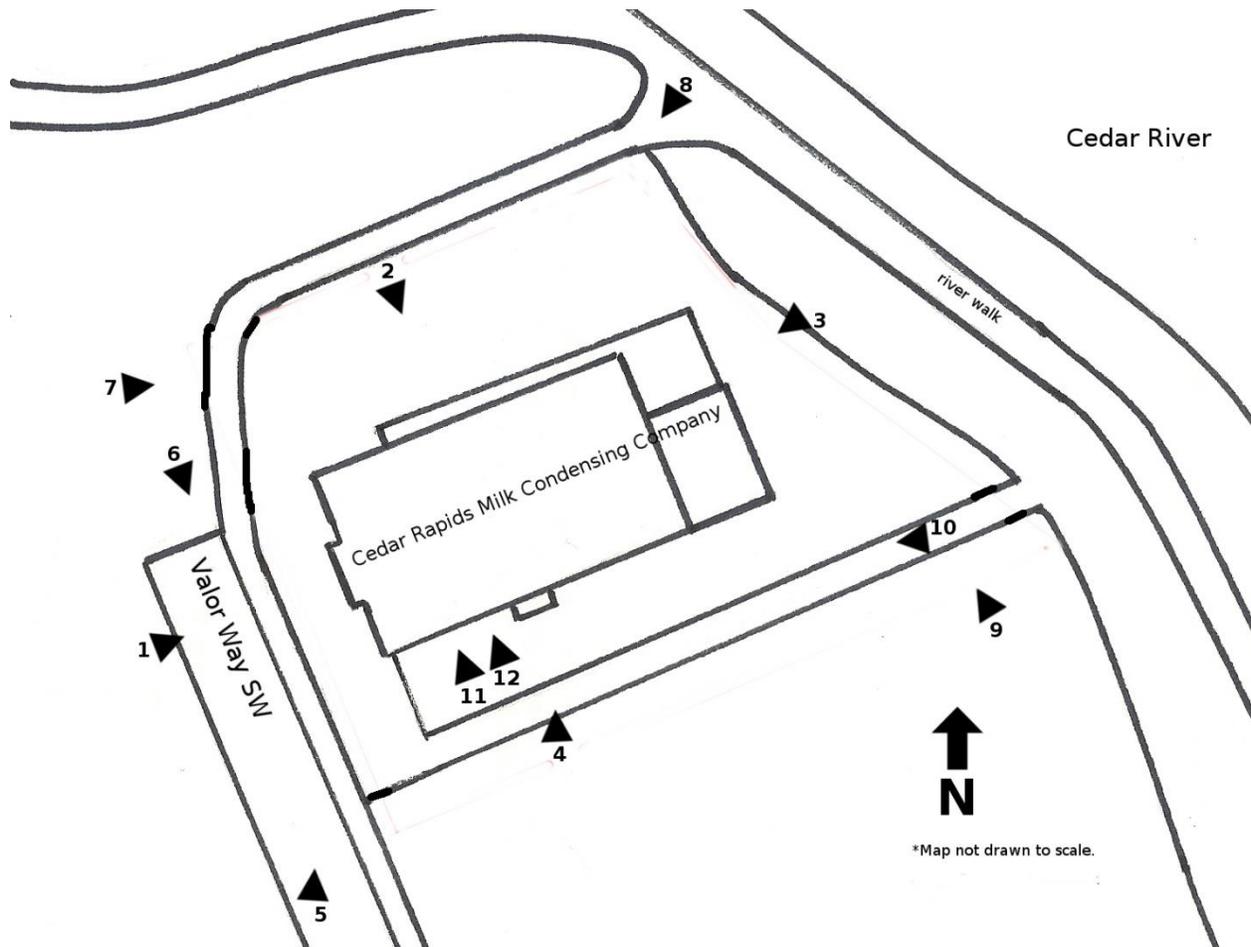
Linn County, Iowa
County and State



Map 2: Cedar Rapids Milk Condensing Company close-up (August 1, 2016).

Cedar Rapids Milk Condensing Company
Name of Property

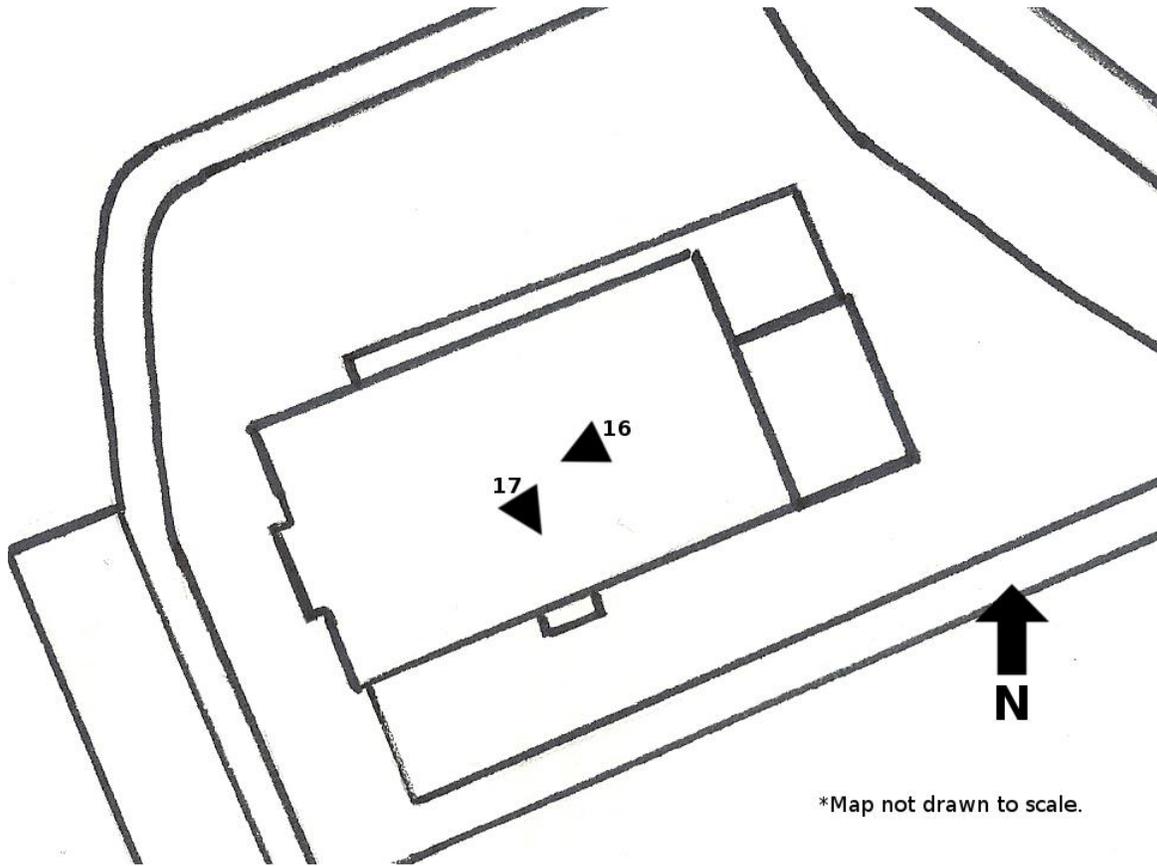
Linn County, Iowa
County and State



Sketch Map: Exterior photos keyed and property boundaries marked. (Source: Laura Sadowsky, August 2016.)

Cedar Rapids Milk Condensing Company
Name of Property

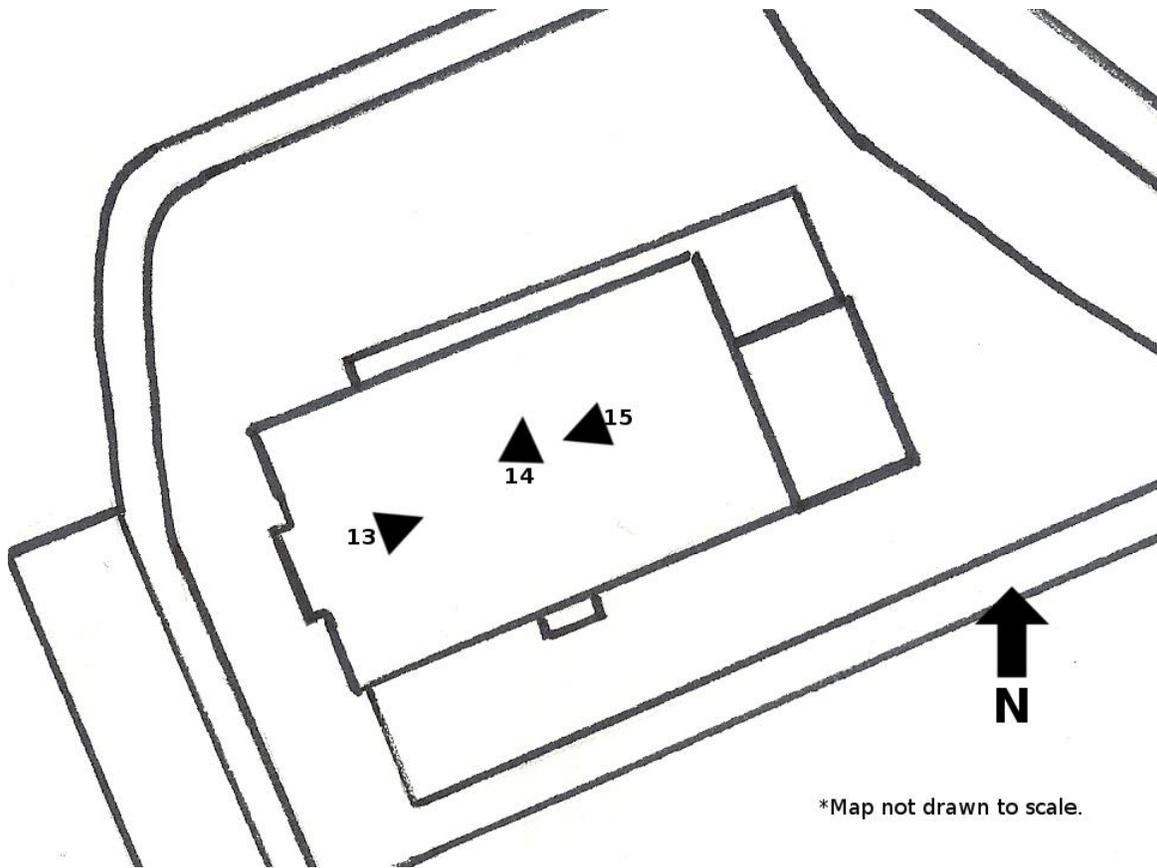
Linn County, Iowa
County and State



Sketch Map: Interior ground/semi-basement level with photos keyed. (Source: Laura Sadowsky, August 2016.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State



Sketch Map: Interior first floor with photos keyed. (Source: Laura Sadowsky, August 2016.)

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property: Cedar Rapids Milk Condensing Company

City or Vicinity: Cedar Rapids

County: Linn

State: Iowa

Photographer: Laura Sadowsky

Date Photographed: August 5, 2016

Description of Photograph(s) and number, include description of view indicating direction of camera:

1 of 17. Exterior, west façade, looking northeast.

2 of 17. Exterior, north elevation, looking southeast.

3 of 17. Exterior, east elevation, looking southwest.

4 of 17. Exterior, south elevation, looking northwest.

5 of 17. Streetscape, Valor Way SW (formerly H Street SW) with the Cedar Rapids Milk Condensing Company on the right, looking north.

6 of 17. Streetscape, Valor Way SW with the Cedar Rapids Milk Condensing Company on the left, looking south.

7 of 17. Streetscape, former path of Spring Street on the left with the Cedar Rapids Milk Condensing Company on the right, looking east across the Cedar River.

8 of 17. Streetscape, former path of Spring Street (center) with the Cedar Rapids Milk Condensing Company on the left, looking west across Valor Way to the Cedar Rapids Police Department (constructed 1997).

Cedar Rapids Milk Condensing Company
Name of Property

Linn County, Iowa
County and State

9 of 17. Streetscape, walkway along west bank of Cedar River with the Cedar Rapids Milk Condensing Company on left, looking north to the McGrath Amphitheatre and the Third Avenue Bridge.

10 of 17. Streetscape, alley south of building with the Cedar Rapids Milk Condensing Company on right, looking west across Valor Way to the Cedar Rapids Police Department.

11 of 17. Exterior detail, wooden double five-panel door with four-light transom and rounded arch detail on south elevation, looking northwest.

12 of 17. Exterior detail, double-hung four-over four wooden window and rounded arch detail on south elevation, looking northwest.

13 of 17. Interior, first floor from entrance, looking northeast.

14 of 17. Interior detail, first floor, Tuscan style cast iron column, looking north.

15 of 17. Interior detail, wooden tongue and groove paneled ceiling, first floor.

16 of 17. Interior, semi-basement/ground level, looking southeast.

17 of 17. Interior detail, ornamental cast iron column, looking southeast.

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.



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

To: Historic Preservation Commission
From: Jeff Hintz, Planner II
Subject: 2016 Certified Local Government Annual Report
Date: January 12, 2017

Every year the City is responsible for submitting an annual report summarizing the City's historic preservation work. This is a requirement of the Certified Local Government (CLG) agreement that the City has with the State Historical Society of Iowa.

At the Historic Preservation Commission's meeting on January 12, 2017 the staff will provide an overview of the annual report and request any feedback from the Commission. The report requires the Mayor's signature, and therefore, will go before the City Council in order to meet the State Historical Society of Iowa's February, 2017 deadline.

Attachments

- 1. Draft 2016 Certified Local Government Annual Report*

[For SHPO use only]		
Received _____		
Minimum no. of meetings?	yes	no
Required training?	yes	no
Fully appointed commission?	yes	no
Has the commission been active?	yes	no
Has the commission accomplished at least one project?	yes	no
Comments:		

Approved/CLG in good standing	yes	no
More information requested _____		

Entered into database _____/_____		

**IOWA CERTIFIED LOCAL GOVERNMENT
2016 ANNUAL REPORT (January 2016-December 2016)**

NAME OF THE CITY, COUNTY, OR LAND USE DISTRICT: **City of Cedar Rapids**

Section I.
Locating Historic Properties
Identification, Evaluation, and Registration Activity

CLG Standards found in CLG Agreement and National Historic Preservation Act

- ◆ The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- ◆ The CLG will review National Register nominations on any property that lies in the jurisdiction of the local historic preservation commission.

1. Please provide complete reports and site inventory forms from historic identification/survey, evaluation, and/or registration/nomination projects that your commission completed in 2016. Do not include projects that were funded with a CLG grant or mandated by the Section 106 review and compliance process as we already have these in our files.

None to include with this report. All site inventory forms, projects and surveys completed in 2016 and led by the City were associated with a Section 106 Review (i.e. MOA's with FEMA).

1. How many National Register of Historic Places (NRHP) properties in your City, County, or LUD were altered, moved, or demolished in 2016? Please identify the property (historic name and address) and the action.

a) **1705 Mount Vernon Road SE, "Caretaker's house," a contributing resource to the Oakhill Cemetery National Historic District was demolished.**

b) **White Elephant Building (1010 3rd Street SE), contributing to Bohemian Commercial Historic District, was moved from that address and this time is secured on moving apparatus equipment until it can be permanently placed on a foundation. The proposed location for the structure is 1305 3rd Street SE, still within the Bohemian Commercial Historic District.**

Note, not all properties on the NRHP get a review from the HPC; only properties listed in a local historic district or as a local historic landmark are reviewed for exterior changes by the HPC. These two projects we happened to be aware of, but there could be others as there are over 800 individual parcels listed individually or as part of a district.

2. In 2016, how many additional properties did your city place on its list of **locally designated** historic landmarks and/or historic districts?

If you have questions about whether you have a locally designation program or not, please contact Paula Mohr before you complete this section.

*(As a reminder, **before** your elected officials approve or change local districts or ordinances, you must send a copy to the State Historic Preservation Office for review and comment.) Please attach a copy of the final designation nomination(s) and ordinance(s).*

Date the ordinance(s) reviewed and commented by SHPO

No properties were added to local historic registers in 2016.

4. In 2016, what were the actions to revise, amend, change, or de-list a locally designated property? Please attach documentation of the review and appeal process and decisions made by the historic preservation commission, planning and zone commission, city Council, District Court or other governmental agency or official involved with the process. (use additional pages if needed)

Not applicable. No resources were delisted, revised, or amended in 2016.

Section II Managing, Protecting, and Preserving Historic Properties

- ◆ The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties
 - ◆ The CLG shall provide for adequate public participation in the local historic preservation programs
5. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 2016? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do! (use additional pages if needed)
- a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc. (use additional pages if needed)
- 1. Prepared a list of criteria to aid property owners, developers and others in the identification of potentially historic buildings and placed this document onto the HPC webpage on the City’s website.**
 - 2. Recommended updates and changes to Municipal Code Section Chapter 18, Historic Preservation.**
 - 3. Created a program that coordinates Public Works and Community Development on infrastructure projects within historic districts.**
 - 4. Planned and hosted the 2016 Preservation Showcase.**
 - 5. Established a “Self-Test” tool for historic significance that helps property owners document their properties and come to some idea if what they have is indeed historical.**
- b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc. Please be specific (use additional pages if needed)
- 1. Worked with property owner in the local historic district to ensure a window replacement project appropriately resized windows in the kitchen for a renovation without damaging character defining features on the house. Often overlooked features with a story to their existence, an ice delivery box in this case, was kept in place on the side of the house near the windows and the owner learned why it was there.**
 - 2. A project on a unique piece of architecture in the local historic district, the St. Paul’s Methodist Church was recently approved for to better transition from the original church building into the school annex. The original addition tried to mimic features and material textures, masking what was original and what was new in the 1960’s. The applicant visited with the Commission well in advance of the formal submittal for project approval**

and took into account suggestions and ideas from those on the Commission.

3. On nearly any demolition of remote historical importance up through high historic importance, Commission members through staff liaisons and individually, provide information to property owners about the historic nature of their property. While most demolitions themselves which occur are not of anything historically important, the Commission takes time to provide a background of the area and the development when it was originally constructed. Photographs are generally taken prior to demolition and historic photographs if they exist are provided to applicants.
- c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc. (use additional pages if needed)
1. In March and September of 2016, as part of the update to Municipal Code Section, Chapter 18 Historic Preservation, City Staff hosted public open houses and workshop events to highlight the proposed changes to the ordinance and answer general questions about historic preservation which those who own historic properties had.
 2. In preparation for updating Municipal Code Section, Chapter 18 Historic Preservation, City Staff visited with several groups when conducting outreach including the Cedar Rapids Association of Realtors, Cedar Rapids Homebuilders Association, the Remodelers Council, Save Cedar Rapids Heritage, Affordable Housing Network and several others.
 3. 2016 Preservation Showcase was held on May 7, 2016 and included awards highlighting preservation successes; awards were given for adaptive re-use, paint scheme and best project to name a few categories. Tours were also given to the community to highlight Cedar Rapids historic properties and bring awareness to the stories they have; the specific tours were about houses which have been relocated and buildings which have been converted and now have a purpose other than what they were originally built for. Historic Preservation commission Members were also on hand to answer questions and discuss concerns with attendees to the event.
 4. The HPC partnered with the History Center to provide bus tours of historic properties in Cedar Rapids. These were the same tours which were popular when offered at the 2016 Historic Preservation Showcase. On November 5, 2016 two tours were offered twice that day to be accommodating to schedules of participants. All of the tours had nearly full buses and were widely popular and received with much fanfare from those who attended.
6. If the city or county amended its historic preservation ordinance or resolution or passed additional ordinances or resolutions that impact historic properties, please attach copies of the amendments and new ordinances or resolutions.

(As a reminder, before your elected officials approve local districts or ordinances, you must send a copy to the State Historic Preservation Office for comment.)

Not applicable, no ordinances or resolutions were passed which impact historic properties in 2016. A draft of Municipal Code, Chapter 18 Historic Preservation, recommended by approval by the Cedar Rapids Historic Preservation Commission was reviewed by SHPO and returned on November 29, 2016 and adoption is intended for early 2017.

7. If new or revised design standards and/or guidelines were developed and adopted during 2016, please attach a copy.

Not applicable, no new standards or guidelines were adopted in 2016 which impact historic properties. An update is anticipated for early 2017 which are currently being drafted.

8. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year? (use additional pages if needed)

One of the major challenges that both the Commission and City staff face relates to educating the general public on the benefits of preservation. Through the development of the City's first Historic Preservation Plan, City staff focused on engaging a variety of stakeholders and connecting the dots between preservation and other important policy issues (e.g. sustainability, public health). However, more work needs to be done through ongoing communication and education to help ensure that the benefits of preservation are better understood throughout the community.

9. Does your commission have a website and if so, what is the address?

CityofCR.org/HPC

Section III
Historic Preservation Program Administration

- The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- Commission members will participate in state-sponsored or approved historic preservation training activities.

10. List dates of meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled). **All dates year 2016: January 14, January 28, February 11, February 25, March 10, April 14, April 28, May 12, May 26, June 9, June 23, July 14, August 11, August 25, September 8, October 13, October 27, November 10, November 22, December 16* and December 22*.**

***= meeting not yet held**

11. In 2016, what was the dollar amount for the historic preservation commission's annual budget?

The Commission does not have a budget; however, funds for historic preservation come from the Community Development Department's budget. In addition, the City's Historic Rehabilitation program provides up to \$50,000 annually to property owners in local historic districts to help with repainting projects.

12. Where are your official CLG files located?

The Community Development Department maintains these files in Cedar Rapids City Hall at 101 First Street SE.

13. Please update the attached CLG Personnel Information Table (this must be completed).

Please see the end of the report for this information.

14. Please attach biographical sketches for commissioners who were newly appointed in 2016 or 2017. Please be sure newly appointed commissioner's sign and date their statement.

No new commissioners were appointed in 2016; Ron Mussman, Mark Stoffer-Hunter and Todd McNall were reappointed to continue serving until June 30, 2019.

15. Please complete the 2016 Commission Training Table.

PLEASE SIGN and DATE

Signature of person who completed this report

Date

Signature of Mayor or Chairman of the Board of Supervisors

Date

Please retain a copy for your official CLG file and send one hard copy with original signatures by February 28, 2017 to:

Paula A. Mohr
State Historical Society of Iowa
600 East Locust St,
Des Moines IA 50319-0290
Paula.mohr@iowa.gov

If you have questions, please contact me at: (515) 281-6826.

Thank you for your timely response!

2016 Historic Preservation Training Table

An important requirement of the Certified Local Government program is annual training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including on-line training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Training Session: **2016 Preserve Iowa Summit**

Sponsoring organization: **SHPO**

Location: **Davenport, IA**

Date: **September 15-17, 2016**

Names of commission members, staff and elected officials who attended the Preserve Iowa Summit (**please note this must be completed. If no one attended, enter none**):

Jeff Hintz.

Name of Training Session: **Preservation Showcase**

Sponsoring organization: **CITY OF CEDAR RAPIDS**

Location: **CEDAR RAPIDS, IA**

Date: **MAY 7, 2016**

Names of historic preservation commissioners, staff and elected officials who attended:

Mark Stoffer-Hunter

Amanda McKnight Grafton

Tim Oberbrockling

Bob Grafton

BJ Hobart

Ron Mussman

Todd McNall

Barb Westercamp

Caitlin Hartman

Jeff Hintz

Anne Russett

Name of Training Session: **Main Street Matters**

Sponsoring organization: **NATIONAL PARK SERVICE**

Location: **WEBINAR**

Date: **NOVEMBER 17, 2016**

Names of historic preservation commissioners, staff and elected officials who attended:

Jeff Hintz, Ron Mussman, Sam Bergus

Name of Training Session: **So, What's The Skinny On The Federal Historic Tax Credit Program?"**

Sponsoring organization: **NATIONAL PARK SERVICE**

Location: **WEBINAR**

Date: **December 21, 2016**

Names of historic preservation commissioners, staff and elected officials who attended:

Jeff Hintz, Anne Russett, Ron Mussman



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

To: Historic Preservation Commission
From: Anne Russett, Planner III, Community Development Department
Subject: Update to Chapter 18 – Historic Preservation of the Municipal Code
Date: January 12, 2017

Introduction

At the Commission's September 22, 2016 meeting, the Commission recommended adoption of the draft historic preservation ordinance by the Cedar Rapids City Council. Since that time, the State Historic Preservation Office and the City Attorney reviewed the draft. The revised draft ordinance [Attachments 1 and 2] outlines the additional changes made based on these comments. SHPO's comments are provided in Attachment 3.

Attachment 1 outlines the changes made to the draft ordinance based on feedback from SHPO and the City Attorney. The changes highlighted in green are those recommended by the City Attorney. The other changes in red were recommended by SHPO. This document also includes the comments made by SHPO (i.e. MP), as well as myself (i.e. RAM). Attachment 2 is a clean version of the revised draft ordinance.

Summary of Changes

Although these changes look significant, the vast majority of the changes, especially those from the City Attorney, clarify language and the intent of the ordinance. More specific changes include:

1. Changes to the definition of "architectural detailing" to include mass produced items such as cast iron or mass produced millwork which may not be unique, but is important.
2. Inclusion of the phrase "building or structure" throughout the ordinance, as opposed to only building or only structure. Also, included definitions for both "building" and "structure".
3. Modification to the definition of "historically significant" to include integrity.
4. Clarified that the City Planning Commission's role in reviewing proposed local historic districts and landmarks is to ensure consistency with the City's comprehensive plan and other relevant plans.
5. Designation of Local Historic Landmarks:
 - a. The revised draft includes a change related to withdrawal of an application. The previous ordinance required all property owners to agree to the withdrawal of the application. In the revised draft ordinance the application for designation may be withdrawn if one property owner objects to the nomination moving forward.
6. Recording of Local Historic Districts & Landmarks:
 - a. The revised draft outlines that the City will file the following with the Office of the Recorder of Linn County: 1) the ordinance number and adoption date of the district or landmarks, 2) a statement noting the property's inclusion in a local

historic district or landmarks, and 3) Community Development's contact information.

Next Steps

If the Commission concurs with these changes on January 12, the ordinance will proceed through the adoption process as follows:

1. January 18: City Council Development Committee
2. February 14: Set the date for the City Council public hearing
3. February 28: City Council public hearing

Staff Recommendation

Staff recommends that the Historic Preservation Commission recommend approval of the Revised Draft Historic Preservation Ordinance.

Please feel free to contact me at a.russett@cedar-rapids.org or (319) 286-5075 with any questions.

Attachments:

1. Revised Draft Historic Preservation Ordinance, Chapter 18 of the Municipal Code (with track changes)
2. Revised Draft Historic Preservation Ordinance, Chapter 18 of the Municipal Code (clean version)
3. Comments from SHPO

ATTACHMENT 1

REVISED DRAFT ORDINANCE – December 15, 2016

Draft Historic Preservation Ordinance - Chapter 18 of the Municipal Code

18.01 – Purpose and Intent

The purpose of this chapter is to:

- A. 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;
- B. Safeguard the City's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
- C. Stabilize and improve property values of historic resources within the City;
- D. Foster pride in the legacy of beauty and achievements of the past;
- E. Protect and enhance the City's attractions and historic resources for tourists and visitors and for the support and stimulus to business thereby provided;
- F. Strengthen the economy of the City; and
- G. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

18.02 – Definitions

- A. Accessory Building or Structure: A building ~~or structure, structure, or use~~ that is subordinate to and serves a primary building or structure.
- B. Architectural detailing: Character-defining, sometimes Unique, often hand crafted, features with designs or patterns on a building or structure which are generally not, but may sometimes be integral to the structure of the building or structure and include, but are not limited to: trim, fenestration, moldings, and ornamental designs in posts or cornices.
- C. Barn: Any building or structure classified as such by the City Assessor, or otherwise defined as a building or structure utilized in the operation of a farm to house animals, farming equipment, or crops.
- D. Building: Any structure built, used, designed, or intended for the support, shelter, protection, or enclosure of persons, animals, chattels, or property of any kind.
- D-E. Building Code: The series of documents Chapter 33 of the Municipal Code adopted by the Cedar Rapids City Council which regulates building construction and alterations in the City of Cedar Rapids.
- E-F. Building Official: The officer charged with the administration and enforcement of the building code, or a duly authorized representative.
- F-G. Building Permit: An official certificate of permission issued by the Building Official or designee, to an applicant which authorizes the performance of a specified activity.

Comment [PM1]: This would seem to exclude mass produced features such as cast iron or mass produced millwork which is not technically unique but important. Recommend instead "Character-defining (sometimes hand crafted) on a building which are generally not...."

Formatted: Font: (Default) Times New Roman

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Formatted: Highlight

REVISED DRAFT ORDINANCE – December 15, 2016

G.H. Building Services Department: The City Department which accepts applications for building permits, inspects construction work, and makes determinations about the building code as it relates to construction work.

H.I. Certificate: ~~The certificate granted by either the Cedar Rapids Historic Preservation Commission or the Community Development Department pursuant to this chapter~~Document granting ~~historic~~ approval of the work contemplated in an application in the form of a Certificate of Appropriateness or a Certificate of No Material Effect.

Formatted: Highlight
Formatted: Strikethrough

I.J. Certificate of appropriateness (COA): ~~The certificate granted document evidencing approval~~by the Historic Preservation Commission ~~granting approval~~ of a proposal to make a change in appearance, which must be obtained prior to the issuance of a building permit. ~~A COA~~This is not a building permit.

Formatted: Highlight

Comment [PM2]: H and I seem to be similar. Are they both needed?

J.K. Certificate of no material effect (CNME): ~~The certificatedocument~~, issued ~~by the Community Development Department~~ in lieu of a certificate of appropriateness, which signifies that the work contemplated in the application will have no effect on any significant architectural features of the historic district or historic landmark. ~~A CNME~~This is not a building permit.

Comment [RAM3]: Since we use the word "certificate" in the ordinance, we felt it was important to note in the definitions that we mean either a COA or CNME.

Formatted: Highlight

K.L. Change in appearance: Any change or alteration of the exterior features of a local historic landmark or a change or alteration of the ~~exterior features~~appearance of a property within a local historic district. This definition shall pertain only to ~~exterior~~ changes in appearance which a building permit is required for compliance with applicable city codes. Furthermore, nothing in this definition shall be construed to prohibit or limit normal repairs or maintenance which do not involve alterations or changes in the exterior features of a local historic landmark or of a building ~~or structure~~ -in a local historic district and for which no building permit is required.

Formatted: Highlight

L.M. Change or Alteration: The erection of a building ~~or structure~~ on a site, the movement of a building ~~or structure~~ from or to a site, the demolition of a building ~~or structure~~, the reconstruction or restoration of a building ~~or structure~~ or any action to change, modify, reconstruct, remove or demolish any exterior feature of a local historic landmark or a ~~structure~~building or structure in a local historic district.

M.N. Demolition: Activity requiring a building permit(s) which results in the permanent destruction and removal of a ~~building or structure~~, up to and including the foundation of a building or structure.

Comment [PM4]: Recommend that you add a definition for both building and structure using NR definitions.

In this document sometimes just "structure": is used, sometimes, "building or structure." Recommend that you use "building or structure" throughout.

N.O. Exterior features: The architectural style, general design and general arrangement of the exterior of a building or ~~other~~structure, including, ~~but not limited to~~, the kind and texture of the building material and the type and style of ~~all~~windows, doors, light fixtures, signs and other appurtenant fixtures.-

Comment [RAM5]: Updated to include definitions for building and structure, but used the definitions that are already in the City's municipal code for consistency.

Also, updated to use building or structure throughout.

REVISED DRAFT ORDINANCE – December 15, 2016

Ø.P. Façade Structure Modification: Modifications to a primary building or structure which would do any of the following:

1. On a façade wall facing a ~~front yard or corner side yard~~ public street right-of-way:
 - a. Add floor area to the building or structure; or
 - b. Add another wall which encloses the original wall from view.
2. On a façade wall facing a public street right-of-way~~front yard or corner side yard~~, removal of existing, above ground wall structure consisting of any of, but not limited to, the following elements: wall studs, wall framing, beams, masonry elements, and/or columns. This shall not include alternations to exterior materials such as, but not limited to: siding, wood, stucco, hardee plank, cement board or other similar exterior wall coverings.
3. Permanent alteration to the pitch of a roof.

Comment [MP6]: This assumes you are talking about a residential property with a yard. What about commercial structures which may no yard but has two street elevations. Revise.

P.Q. Garage: Any building or structure classified as such by the City Assessor, or otherwise defined as a building or structure used for the storage of vehicles, including garage bungalow combinations, commonly referred to as garlows, and carriage houses.

Comment [RAM7]: The Commission specifically requested that we include garlows in this definition.

Q.R. Greenhouse: Any building or structure classified as such by the City Assessor, or otherwise defined as a building or structure in which temperature and humidity can be regulated for the purpose of plant propagation, cultivation and the growth of plants.

R.S. Guidelines for Cedar Rapids Historic Districts; Guidelines adopted by the Cedar Rapids City Council Document based on National Park Service Standards for the treatment of historic properties that outline recommendations for the treatment of historic buildings and structures. ~~Adopted by the Cedar Rapids City Council the Guidelines apply to all properties~~ within a local historic district and local historic landmarks.

Formatted: Highlight

Comment [MP8]: Is it important to cite specifically which set of guidelines you use or do you use them all? Later you refer to the Rehabilitation Standards in particular.

S.T. Historically Significant: Any structure, building, site, property, object or item which is determined by the Cedar Rapids Historic Preservation Commission, National Park Service or State of Iowa Historic Preservation Office to possess integrity and meet one or more of the following:

Comment [RAM9]: Probably not in the definitions, but we do outline in the criteria what documents we use for the review – site inventory forms, etc.

1. Associated with events that have made a significant contribution to the broad patterns of our history; or
2. Associated with the lives of significant persons in our past; or
3. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
4. Yielded, or may be likely to yield, information important in history or prehistory.

Comment [MP10]: Recommend that you also include integrity here. In other words, would a building be historically significant if it had poor integrity?

I think this is an important point because below on page 9, in “C. Designation Criteria. An area designated by the City Council as either a local historic district or local historic landmark shall be historically significant as defined by this Chapter.

T.U. Local Historic District: An area consisting of contiguous properties grouping of more than one property which has been designated by ordinance as being historically significant~~adopted by the Cedar Rapids City Council after~~ following the procedures outlined in Section 18.05 and which. ~~A local historic district~~ contains a significant portion of buildings,

Formatted: Highlight

REVISED DRAFT ORDINANCE – December 15, 2016

structures or other improvements which, considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, ~~and is determined to be historically significant.~~

~~U.V.~~ **Local Historic Landmark**: An individual property ~~which has been~~ designated by ordinance as being historically significant adopted by the Cedar Rapids City Council after following the procedures outlined in Section 18.05 and which ~~C~~ contains significant buildings, structures or other improvements which, when considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, ~~and are determined historically significant.~~

Formatted: Highlight

~~V.W.~~ National Register of Historic Places (NRHP): National Park Service maintained list of all historically significant places in the United States; list contains historic districts and historic properties.

~~W.X.~~ NRHP-Listed District: An area designated by the National Park Service which contains a significant portion of buildings, structures or other improvements which, considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, and is determined to be historically significant.

~~X.Y.~~ NRHP-Listed Property: Generally one property, which is smaller in land area than a historic district, which is designated by the National Register of Historic Places which contains a significant building, structure or other improvements which, when considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association, and is determined to be historically significant.

~~Y.Z.~~ Primary **Building or Structure**: A **building or** structure built for the principal use which takes place on the property. In some instances a property may have more than one primary **building or** structure.

~~Z.AA.~~ Secretary of the Interior's Standards for Rehabilitating Historic Buildings: Documents and series of publications developed by the United States Secretary of the Interior to aid contractors, owners and others who own or do construction work on historically significant properties.

~~AA.BB.~~ **Site Inventory Form**: ~~A Document that is accompanying properties within a historic district or historic landmark. This document may be~~ prepared at the time of a property's ~~inclusion~~ nomination of ~~in~~ a historic district or designation as a historic landmark and includes elements which are defining to the property.

Formatted: Highlight

Comment [MP11]: "nomination of" instead of "inclusion"

~~BB.CC.~~ State Historic Preservation Office of Iowa: Referred to as the State Historic Preservation Office or SHPO. A state governmental function created by the United States federal government in 1966 as part of the National Historic Preservation Act (NHPA).

REVISED DRAFT ORDINANCE – December 15, 2016

DD. Structure: Anything constructed, erected, or placed with a more or less fixed location on the ground or attached or resting on something having a fixed location on the ground.

~~CC.EE.~~ Summer Kitchen: Any ~~building or structure~~~~structure~~ classified as such by the City Assessor, or otherwise defined as a ~~structure~~~~building or structure~~ which functions or once functioned as a kitchen and is used in primarily warm weather.

Formatted: Indent: Left: 0.5", No bullets or numbering

18.03 – Historic Preservation Commission

A. The Historic Preservation Commission ~~is hereby created to~~~~shall~~ be an advisory Commission to the Cedar Rapids City Council.

Formatted: Highlight

B. Membership, terms and vacancies

1. On, and after, July 1, 2017, the Historic Preservation Commission shall consist of no more than nine members.

2. Members of the Historic Preservation Commission shall be appointed by the Mayor with the ~~advice and consent~~~~approval~~ of the City Council.

Formatted: Highlight

~~3. All members of the Historic Preservation Commission shall reside within the corporate limits of the City of Cedar Rapids except that no more than~~~~up to~~ two members of the Historic Preservation Commission ~~may~~~~shall be allowed to~~ reside outside the corporate limits of the City of Cedar Rapids ~~if such members, but must~~ own property within the corporate limits of the City of Cedar Rapids. ~~All other members shall reside within the corporate limits of the City of Cedar Rapids.~~ In the event that a member no longer meets this requirement due to a change in residency or property ownership they shall ~~be deemed to have resigned~~ from the Commission ~~effective as of the date of such change.~~

Formatted: Highlight

~~4. The Commission shall be comprised of~~ At least one resident of each local historic district ~~shall be appointed to the Historic Preservation Commission.~~

5. Members of the Historic Preservation Commission shall have a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, archeology, history, historic preservation, real estate or closely related disciplines.

~~6. A vacancy~~~~vacancies~~ occurring on the Historic Preservation Commission, other than expiration of term of office, shall be ~~filled by appointment to a term consisting only for~~ the unexpired portion of the term of the member replaced.

Formatted: Highlight

~~7. Members shall be appointed to serve until their successors are appointed and qualified. may serve for more than one term and each member shall serve until their term expiration; however, in~~ Members will be limited to three consecutive terms. One term shall be three years in length, ~~except that an appointment to fill a vacancy for the unexpired portion of the term of the member replaced shall constitute a term which shall include the fulfillment of the remainder of a term to which a different Commission member was originally appointed.~~

~~8. A member who has served three consecutive terms will be eligible for reappointment after. Members shall wait one full term, three years, before reapplying to serve on the Historic Preservation Commission after serving three consecutive terms.~~

9. Members shall serve without compensation.

~~10. The Mayor may, with the approval of the City Council, remove any member from the Historic Preservation Commission for just cause.~~

Formatted: Highlight

REVISED DRAFT ORDINANCE – December 15, 2016

~~11.10.~~ The Historic Preservation Commission shall adopt by-laws for organization and implementation of assigned powers and duties.

~~12.11.~~ The Historic Preservation Commission shall elect a Chairperson who shall preside over all Historic Preservation Commission meetings and a Vice-Chairperson to serve in the absence of the Chairperson.

~~13.12.~~ Service on the Historic Preservation Commission shall be subject to the "Board and Commission Member Roles and Responsibilities" and all updates thereto.

~~14.13.~~ All members shall undergo training, provided by the City of Cedar Rapids on ethics, conflicts of interest and other applicable topics as decided by the City Council.

C. Meetings

1. The Historic Preservation Commission shall meet ~~quarterly or more often, as necessary, at least once per month, unless there is no new business.~~

Formatted: Highlight

2. Meetings of the Historic Preservation Commission shall be held in accordance with the Iowa Open Meetings Law. All meetings of the Historic Preservation Commission are open to the public and shall be called and held in conformance with the State Code of Iowa.

D. Powers and Duties of the Historic Preservation Commission

Formatted: Highlight

1. The Historic Preservation Commission may, subject to City Council approval, conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter.

2. The Historic Preservation Commission may make a recommendation to the City Council for the listing of a historic district or site in the National Register of Historic Places.

3. The Historic Preservation Commission may investigate and recommend to the City Council the designation of local and NRHP-listed historic districts and landmarks if they qualify as defined herein.

4. The Historic Preservation Commission shall review and act upon all applications pursuant to the procedures established by this chapter and other applicable laws.

5. The Historic Preservation Commission ~~shall~~ further the efforts of historic preservation in the City by making recommendations to the City Council and City commissions and boards on preservation issues when appropriate, by encouraging the protection and enhancement of buildings or structures with historical, architectural or cultural value, and by encouraging persons and organizations to become involved in preservation activities.

Formatted: Highlight

6. The Historic Preservation Commission ~~shall~~ educate the public at large on the benefits of historic preservation and build a preservation ethic and public awareness.

Formatted: Highlight

7. The Historic Preservation Commission shall consult on proposed changes to land use and zoning within the local historic districts, ~~when~~ requested by the City Planning Commission or City Council.

Formatted: Highlight

8. The Historic Preservation Commission shall not obligate itself or the City in any financial undertaking unless authorized to do so by the City Council.

9. In addition to those duties and powers specified above, the Historic Preservation Commission may:

a. Recommend acceptance of unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation;

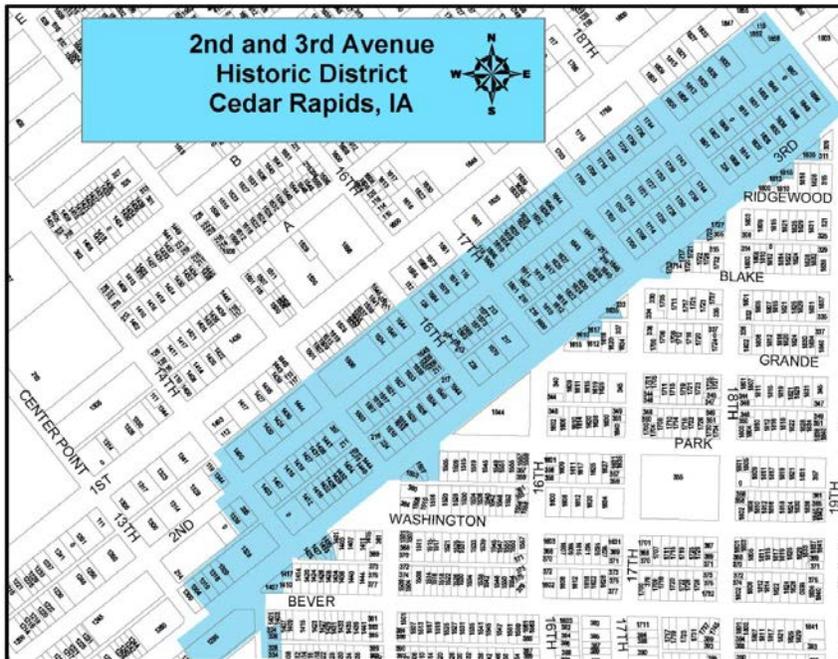
REVISED DRAFT ORDINANCE – December 15, 2016

- b. Recommend acquisition by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties;
- c. Recommend the preservation, restoration, maintenance, and operation of historic properties, under the ownership or control of the City;
- d. Recommend that the City lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
- e. Recommend that the City contract with the state or the federal government or other organizations;
- f. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
- g. Provide information for the purpose of historic preservation to the City;
- h. Promote and conduct an educational and interpretive program on historic properties within the City.

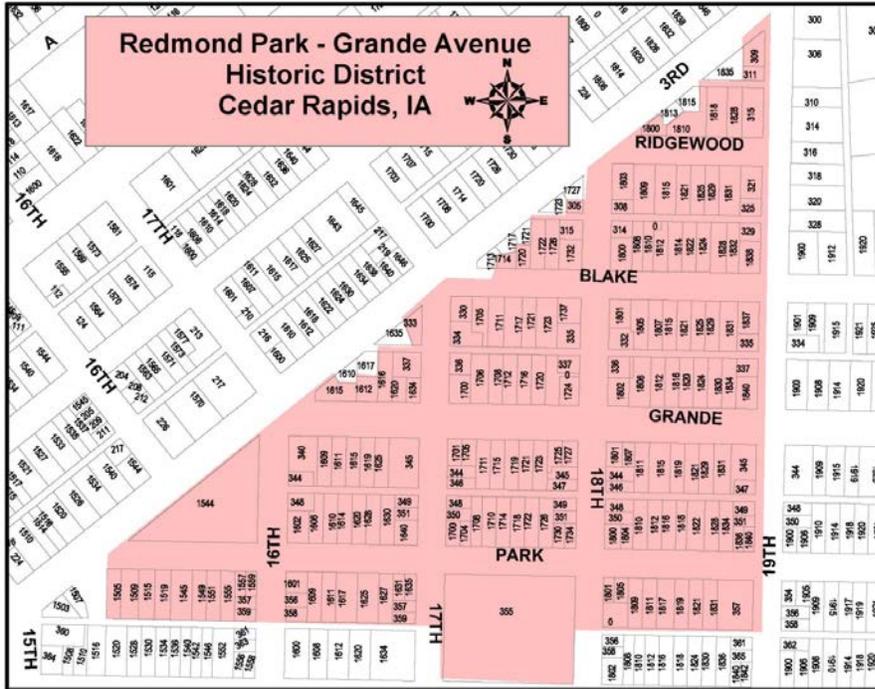
18.04 – Local Historic Districts and Local Historic Landmarks

A. The following areas of the City are designated as local historic districts:

- 1. Second and Third Avenue Historic District ([Ord. No. 85-99](#)):



2. Redmond Park-Grande Avenue Historic District (Ord. No. 86-99):



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

1. 845 1st Avenue SE – The Ausadie Building (Ord. No. 007-15)

18.05 – Designation of Local Historic Districts and Local Historic Landmarks

The City Council may, by ordinance, and pursuant to the provisions of this chapter, designate local historic districts and local historic landmarks if such districts or landmarks are found by the City Council to be historically significant.

A. Nomination Initiation

1. Nomination of a local historic district or local historic landmark may be initiated by the Historic Preservation Commission, the City Council, or by any person, organization, or entity by filing an application with the Community Development Department, on a standard application form furnished by that department.
2. An applicant may, in writing, withdraw its application for a local historic landmark at any point prior to ordinance adoption if at least one of the property owners agrees to the withdrawal and provides his/her signature on the withdrawal notice. Any corporation, entity or individual(s) applying for a local historic landmark may provide in writing at any point

Formatted: Highlight

Formatted: Highlight

REVISED DRAFT ORDINANCE – December 15, 2016

~~through the process, written notice to withdraw the nomination for local historic landmark if all signatures of the owners of the property are on said notice.~~

B. Nomination Requirements

1. ~~Applications and support materials for the creation of a local historic district or local historic landmark shall be submitted to the Community Development Department. Supporting materials shall be submitted as specified on the standard application form furnished by the Community Development Department and shall at a minimum include:~~
 - a. A narrative and justification describing how the proposed district or landmark is historically significant as defined by this chapter.
 - b. A map indicating the exact boundaries of the proposed district or location of the proposed landmark.
 - c. An inventory of the buildings, structures or historically important sites located within the boundary of the proposed district or landmark.

Comment [MP12]: So if there are 5 owners of a building, all five need to object? Otherwise the landmark nomination can proceed with say 4 out of 5 objections?

Comment [RAM13]: The City Attorney also asked about this. These are good questions and we revised the language.

Formatted: Highlight

- e. A listing of the owners of all the property located within the proposed district or landmark.

Formatted: Highlight

2. ~~Applications for proposed local historic districts must include a petition requesting the designation as a local historic district signed by the owners, signatures of the property owners, of at least no less than 60 percent of the total number of parcels of real estate within the proposed local historic district, excluding parcels owned by governmental bodies, are required with the submission of an application. Provided that each "parcel," for the purposes of within the meaning of this paragraph, shall constitute an individual separate parcel for property tax assessment purposes, as shown in the records of the City Assessor as of the date of the filing of the application.~~

- a. The petition ~~for signatures~~ shall include language informing potential signatories that this ~~C~~chapter and the Guidelines for Cedar Rapids Historic Districts are applicable to all local historic districts and that most exterior changes ~~will~~ require a Certificate as defined in this chapter, in addition to any, above and beyond that of a standard building permit review.

3. ~~Applications for proposed local historic landmarks must include a petition requesting the designation as a local historic landmark signed by all, signature(s) of the property owner(s) of the proposed local historic landmark are required with the submission of an application.~~

Formatted: Highlight

- a. The petition ~~for signatures~~ shall include language informing property owner(s) that this ~~C~~chapter and the Guidelines for Cedar Rapids Historic Districts are applicable to all local historic landmarks and that most exterior changes will require a Certificate as defined in this chapter, in addition to any, above and beyond that of a standard building permit review.

C. Nomination Criteria

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

~~D.C.~~ Nomination Process

1. Review by the Historic Preservation Commission
 - a. ~~When an application meeting the requirements of this chapter has been filed with the Community Development Department, it will be forwarded to the~~

REVISED DRAFT ORDINANCE – December 15, 2016

Historic Preservation Commission. Upon receipt of an application for a local historic district or local historic landmark, the Historic Preservation Commission shall hold a public meeting on the nomination to designate an area as a local historic district or a local historic landmark.

b. The Historic Preservation Commission shall give notice of the time, date, place and subject matter of such public ~~meeting by publication in a newspaper published at least once weekly and having general circulation in Cedar Rapids. The notice must be published at least once, not less than four nor more than twenty days before the meeting. Notice of said public meeting shall also be published in conformance with the State Code of Iowa.~~

Formatted: Highlight

c. The Historic Preservation Commission shall ~~also give~~ notice of the public meeting by ordinary mail addressed to each property owner of land included within such proposed local historic district or local historic landmark at the owner's last known address as shown by the records of the office of the City Assessor. If a property is shown to be in the name of more than one owner at the same mailing address, a single notice may be mailed to all owners at that address. Failure to receive a mailed notice is not grounds for objection to taking any action authorized in this chapter. The Community Development Department shall keep on file information regarding the date of mailing and the names and addresses of all property owners notified pursuant to this section.

Formatted: Highlight

d. ~~Following consideration at the public meeting, the~~ Historic Preservation Commission shall recommend approval or denial of the nomination in writing and include ~~its~~ findings regarding ~~the~~ historic significance of the proposed landmark or district regarding the nomination.

Formatted: Highlight

i. If the Historic Preservation Commission recommends approval of the nomination, the recommendation shall be forwarded to the State Historic Preservation Office or its successor.

ii. If the Historic Preservation Commission recommends denial of the nomination, ~~the applicant may appeal an appeal may be filed in accordance with the terms of Section 18.10 and if overturned by City Council, the nomination will be forwarded to the State Historic Preservation Office or its successor~~ move through the remainder of the process.

Formatted: Highlight

Formatted: Highlight

2. Review by the State Historic Preservation Office
 - a. A recommendation of approval of a local historic district or local historic landmark by the Historic Preservation Commission shall be submitted to the State Historic Preservation Office or its successor for review and recommendation.
 - b. Comments from the State Historic Preservation Office or its successor regarding the proposed local historic district or local historic landmark shall be received by the City prior to the date of any action taken by the City Planning Commission.
3. Review by the City Planning Commission
 - a. Within 60 days of receiving comments from the State Historic Preservation Office or its successor, the City Planning Commission shall review the

REVISED DRAFT ORDINANCE – December 15, 2016

nomination ~~with respect to the relation~~ of the proposed local historic district or local historic landmark designation ~~for consistency with~~ ~~to~~ the City's Comprehensive Plan and other relevant plans.

~~b. Following its review, the City Planning Commission shall recommend approval or denial of the nomination to the City Council and forward it to the City Council.~~

~~i. Regardless of the recommendation from the City Planning Commission, the proposed local historic district or local historic landmark shall be presented to the City Council.~~

4. Boundary Alterations to a proposed Local Historic District or Local Historic Landmark
a. The Historic Preservation Commission shall be notified of any boundary alterations recommended by either the State Historic Preservation Office, or its successor, or the City Planning Commission.

~~b. If the City Planning Commission recommends altering the boundary of a proposed local historic district or local historic landmark recommended for approval by the Historic Preservation Commission is altered by the City Planning Commission, the Community Development Department shall submit a description of the alteration to the State Historic Preservation Office or its successor for review and recommendation. Any recommendations from the State Historic Preservation Office or its successor concerning the altered proposed boundary of a local historic district or local historic landmark shall be received by the City prior to setting a City Council public hearing on a proposed ordinance establishing a local historic district or local historic landmark.~~

5. City Council Public Hearing

~~a. The City Council shall hold a public hearing on the proposed ordinance establishing a local historic district or a local historic landmark following publication of a provide notice of the public hearing in conformance with the State Code of Iowa and conduct a public hearing on the proposed ordinance establishing a local historic district or a local historic landmark.~~

b. The City Council may adopt or reject the ordinance or may refer the local historic district or local historic landmark nomination to the Historic Preservation Commission for modification. If the City Council refers the local historic district or local historic landmark to the Historic Preservation Commission for modification, the procedures described in Section 18.05.DC shall be followed with the following exceptions:

- i. Referral to the City Planning Commission is not required unless the modification(s) will increase the area of the local historic district or local historic landmark.
- ii. Property owners affected by the City Council's proposed modification shall be notified by mail of the modification prior to action by the City Planning Commission.

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

1. The repeal or modification of a local historic district or local historic landmark may be initiated by the Historic Preservation Commission, the City Council, or by any person,

Comment [RAM14]: This is a carryover from the existing ordinance. Part of the reason we kept the CPC review in place is that we feel it's important for the CPC to be involved and understand preservation and historic districts in the context of their role in reviewing development projects. Their role in the review of proposed historic districts is to ensure that the historic district designation is consistent with the comp plan.

Comment [MP[15]: I'm curious. On what basis would the City Planning Commission approve or deny the application? Is there something in the City Planning Commission's ordinance that spells this out?

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

REVISED DRAFT ORDINANCE – December 15, 2016

organization, or entity by filing a written request for repeal or modification with the Community Development Department, on a standard form furnished by that department. Supporting information and materials shall be submitted as specified on the form.

- 2. ~~The repeal or modification of a local historic district or local historic landmark may occur no less than three years after the local historic district or local historic landmark is established by the City Council. An application requesting repeal or modification shall not be accepted during the succeeding three years after the local historic district or local historic landmark is established by the City Council.~~
- 3. The repeal or modification of a local historic district or local historic landmark shall follow the same process required for nominations as described in Section 18.05. ~~D.C~~

18.06 – Recording of Local Historic Districts and Local Historic Landmarks

A. Following the designation of a local historic district or a local historic landmark by the City Council, the City Clerk shall file in the Office of the Recorder of Linn County, Iowa the following with each ownership parcel included in the local historic district or local historic landmark:

- a. ~~The City Council ordinance number and adoption date of said district or landmark,~~
- b. ~~A statement noting the property’s inclusion in a local historic district or landmark, and~~
- c. ~~The contact information of the City of Cedar Rapids Community Development Department, a copy of the City Council Ordinance designating said district or landmark in the Office of the Recorder of Linn County, Iowa,~~

A.
B. Section 18.04 shall be updated upon the designation of a local historic district or local historic landmark by the City Council.

18.07 – Local Historic Landmark Plaques

A. A property designated as a local historic landmark in accordance with this chapter shall be eligible to have a plaque placed upon it to recognize it as such. The plaque shall conform to all applicable signage regulations and meet the following design elements:

- 1. Oval shape , generally 11x8 inches or 10x7 inches;
- 2. Bronze material;
- 3. Top line shall read “City of Cedar Rapids”;
- 4. Line below City of Cedar Rapids shall read “Local Historic Landmark”;
- 5. The year the building or structure was constructed shall be in the middle;
- 6. The bottom line shall read “Designated in xxxx”, xxxx being the four digit numerical year in which the City Council designated the property as a ~~l~~ocal ~~h~~Historic ~~l~~andmark.

B. The plaque shall generally look as indicated in figure 18.07.B, with the elements described in Section 18.07.A:

Comment [RAM16]: This is a carryover from the existing ordinance. Repeal requires the same process as establishment, so 60% of the property owners would need to support the repeal and petitions would need to be collected.

Comment [MP17]: On what grounds would a landmark or district be delisted? Fire destroys a property? 60% of property owners decide they don't want a district?

Formatted

Comment [MP18]: Each property within the district would be recorded separately at the courthouse, correct?

Comment [RAM19]: Yes, that's the intent. We have revised this based on your comment so it's clear.

Formatted: Indent: Left: 1", No bullets or numbering

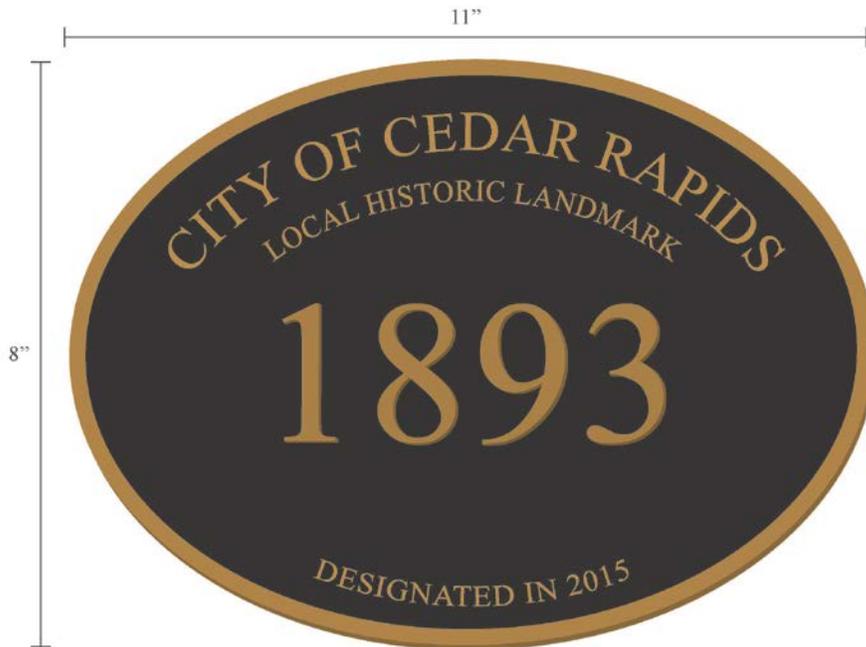


Figure 18.07.B – Local Historic Landmark Plaque

18.08 – Certificates of No Material Effect and Certificates of Appropriateness

A. Certificate Required

1. When Building Permit is Required

a. The Building Services Department shall not issue a building permit for an exterior change in appearance to a primary building or structure or accessory building or structure within a local historic district or local historic landmark for which a building permit is required unless a certificate of appropriateness or a certificate of no material effect has been granted.

Comment [MP[20]: "exterior" should be inserted somewhere in this para to make it clear that review is limited to exterior

2. When Building Permit is not required

- a. No individual or corporation shall remove or make an exterior change in appearance to architectural detailing without first applying for a Certificate to the Community Development Department.
- b. Any instance in which architectural detailing would be permanently removed and not replaced shall be referred to the Historic Preservation Commission for review of the Certificate application.

B. Application for Certificate

1. Applications for Certificates shall be made to the Community Development Department. Supporting materials shall be submitted as specified on the standard application form.

REVISED DRAFT ORDINANCE – December 15, 2016

2. Incomplete applications will not be accepted by the Community Development Department.

C. ~~Historic~~ Review of Certificate Application

1. Administrative Review Process and Procedures

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

- i. If any defining features of the building or structure as indicated, but not limited to those included on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate, and
- ii. If the proposal is consistent with what is recommended in the Guidelines for Cedar Rapids Historic Districts.

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

c. The following projects are not eligible for ~~A~~administrative ~~R~~review:

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

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

2. Historic Preservation Commission Review Process and Procedures

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

- i. If any defining features of the building or structure as indicated, but not limited to those included on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate.
- ii. If the proposal is consistent with the Guidelines for Cedar Rapids Historic Districts and/or the most recent edition of the Secretary of Interior's Standards for Rehabilitating Historic Buildings.
- iii. If the proposal mitigates ~~for substantial adverse~~ effects on the aesthetic, historic, or architectural significance of either the building or structure or of the local historic district or local historic landmark.

b. Action by the Historic Preservation Commission

- i. Approval or Denial of Certificate of Appropriateness

Comment [MP[21]]: So does this mean that the site inventory form lists all the defining features? If so, we recommend that that list of defining features be preceded by "...includes, but is not limited to,....."

Otherwise, I suggest that you revise this to read: "If any defining features of the structure are proposed to be modified as a result of the proposal indicated on the application for Certificate, and"

Comment [MP[22]]: Instead of this, I suggest the HPC identifies the type of work that can be handled with administrative review. Also suggest that these be presented to the HPC after the fact so that there is an awareness of what has been approved in the previous month.

Comment [RAM23]]: We discussed identifying specific types of projects that could be reviewed administratively with the Commission, but we were unable to come up with a list that everyone was comfortable with. Therefore, we worked with the Commission on this criteria, and also identified the projects which are specifically not subject to admin review.

Good point on notifying the HPC on admin approvals – we already do this.

Comment [MP[24]]: See comment above

Comment [RAM25]]: Ok.

REVISED DRAFT ORDINANCE – December 15, 2016

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

Comment [RAM26]: This was a carryover that we feel is important to keep. This provision allows the HPC to work with the property owner. It encourages communication, which helps to educate the property owner and also helps to build good will between the HPC and property owners.

In the 2+ years I've served as a staff liaison to the HPC, the HPC and property owner have always come to an agreement.

Comment [MP[27]: What is the reason for this date? Suggest you make it consistent with 50 years so the ordinance doesn't have to be revised continually.

Comment [MP[28]: ditto

Comment [RAM29]: This date was identified by the HPC to focus on accessory structures built prior to WWII. Structures built after this time in Cedar Rapids are less likely to be historically significant, so the HPC wanted to review structures which were likely to have a higher degree of historic significance. They also wanted to avoid reviewing garages from 1965, for example.

In addition, making this change would require additional stakeholder outreach because it would significantly increase the number of accessory structures subject to demo review. Lastly, utilizing 1943 helped to create a balance between the interests of preservationists and property owners. We heard over and over again concern from developers and property owners regarding regulations that were too broad. Property owners and developers were comfortable with the HPC's recommendation of 1943.

Lastly, we do not plan to revise the ordinance continually. We plan to keep it at 1943 to focus on those specific structures.

Comment [MP[30]: ? This is a new clause, correct? Has this been shared with public and property owners?

Comment [RAM31]: This is new. And yes, we did a significant amount of outreach for the entire update. For this specific provision, we sent out notices to all property owners impacted and held office hours so they could come and ask questions.

In addition, this was our way to address the issue of partial demolitions.

18.09 – Demolition and Façade Structure Modification Review

A. Demolition Review

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

B. Façade Structure Modification Review

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

REVISED DRAFT ORDINANCE – December 15, 2016

C. Applications for Demolition or Façade Structure Modification

1. Applications for demolition or façade structure modifications shall be made to the Building Services Department. Supporting materials shall be submitted as specified on the standards application form.

Comment [MP[32]: standard

2. Incomplete applications will not be accepted by the Building Services Department.

D. Review of Demolition and Façade Structure Modification Applications

Comment [MP[33]: This removes economic hardship?

1. The Building Services Department shall, upon receipt of an application for demolition of a building or structure meeting the terms of Section 18.09.A or a façade structure modification meeting the terms of Section 18.09.B, immediately forward said application to the Community Development Department.

Comment [RAM34]: This is a new section, but is unrelated to hardship. We did not carry over the economic hardship provisions, which only applied to demolitions since property owners are able to move forward with the demo after 60 days. (if a hold is placed)

2. Within 15 business days, during the time and place of a public meeting, the Historic Preservation Commission shall determine if the building or structure subject to demolition or façade structure modification is historically significant. The 15 days shall begin on the date the application is received.

3. If the building or structure is determined to be historically significant, the Historic Preservation Commission may place a hold of up to, but no more than 60 calendar days. During this hold, which begins the following calendar day after the hold is placed, the Historic Preservation Commission shall work with the property owner to explore the following alternatives to determine if any are feasible:

- a. Designation as a local historic landmark.
- b. Rehabilitation utilizing State or Federal tax incentives ~~or tax credits~~.
- c. Adaptation of the building or structure to a new use or incorporating the building or structure into redevelopment plans.
- d. Finding a new owner who is interested in preserving or rehabilitating the building or structure.
- e. Looking for an alternative location for the redevelopment proposal.
- f. Moving the building or structure to an alternative location if proposed for demolition.
- g. Salvaging building materials.
- h. Additional documentation of the exterior of the building or structure prior to the issuance of a building permit.

4. If the Historic Preservation Commission places a hold, the Historic Preservation Commission shall indicate which criteria per Section 18.02.T makes the building or structure historically significant as part of the permanent minute record of the Historic Preservation Commission.

5. The Community Development Department shall notify the Building Services Department of the determination of historic significance by the Historic Preservation Commission and in the event a hold is placed, indicate what date the hold expires.

6. The Community Development Department shall place notice of any hold on the Historic Preservation Commission webpage.

E. Action to Structures During Hold Period

1. During the hold, no application for a building permit shall be granted until a Certificate of Appropriateness (COA) is approved by the Historic Preservation Commission as though the property were designated as a local historic landmark. Until the expiration of the hold,

REVISED DRAFT ORDINANCE – December 15, 2016

the Historic Preservation Commission shall review all construction, demolition, building permit applications impacting the exterior of the building or structure or building permit applications which impact the structural integrity of the building or structure.

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

F. Release of a Hold

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

G. Approval of Redevelopment Plan Required

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

H. Demolition of any building or structure or façade structure modification within a local historic district or a local historic landmark shall be subject to the provisions of Section 18.08.

I. Exceptions from Demolition Review or Façade Structure Modification Review

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

18.10 - Appeals to City Council

Appeal to the City Council

~~+~~ A. The applicant or any interested person may appeal any decision of the Historic Preservation Commission to the City Council. Such an appeal must be in writing, include justification for the appeal, and shall be filed with the City Clerk no later than 10 business days after the Historic Preservation Commission meeting at which the decision being appealed was final. The City Council shall, within 60 calendar days of receiving the appeal, a reasonable time, hold a public hearing on the appeal, give the public notice as required by the State Code of Iowa, and provide written notice to the applicant and to the appellant, if different from the applicant, and decide the appeal within a reasonable time. In deciding such appeal, the City Council shall consider whether the Historic Preservation Commission has exercised its powers and followed the guidelines established by law and this chapter, and whether the Historic Preservation Commission's action was patently arbitrary or capricious. After consideration, the City Council may approve, approve with revisions, or deny the appeal.

Comment [MP[35]]: why structural integrity? This is the first time structural integrity has been mentioned and question whether it should be part of the HPC's responsibilities, especially if the commission does not have a structural engineer as a member.

Comment [RAM36]: We limited it to structural and exterior changes. Building Services would make the determination on whether the building permit was for a project that would impact the structure of the building or constitutes an exterior change.

This issue came up recently during a demo hold for a property that was going to be moved. We don't want the property owner to be able to make an interior change that could damage the structure of the building and then jeopardize the ability to move it.

Comment [MP[37]]: Glad to see this.

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Highlight

18.11 Violations and Penalties

Enforcement Provisions

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

Formatted: Highlight

Draft Historic Preservation Ordinance - Chapter 18 of the Municipal Code**18.01 – Purpose and Intent**

The purpose of this chapter is to:

- A. 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;
- B. Safeguard the City's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
- C. Stabilize and improve property values of historic resources within the City;
- D. Foster pride in the legacy of beauty and achievements of the past;
- E. Protect and enhance the City's attractions and historic resources for tourists and visitors and for the support and stimulus to business thereby provided;
- F. Strengthen the economy of the City; and
- G. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

18.02 – Definitions

- A. Accessory Building or Structure: A building or structure that is subordinate to and serves a primary building or structure.
- B. Architectural detailing: Character-defining, sometimes hand crafted, features on a building or structure which are generally not, but may sometimes be integral to the structure of the building or structure and include, but are not limited to: trim, fenestration, moldings, and ornamental designs in posts or cornices.
- C. Barn: Any building or structure classified as such by the City Assessor, or otherwise defined as a building or structure utilized in the operation of a farm to house animals, farming equipment, or crops.
- D. Building: Any structure built, used, designed, or intended for the support, shelter, protection, or enclosure of persons, animals, chattels, or property of any kind.
- E. Building Code: Chapter 33 of the Municipal Code adopted by the Cedar Rapids City Council which regulates building construction and alterations in the City of Cedar Rapids.
- F. Building Official: The officer charged with the administration and enforcement of the building code, or a duly authorized representative.
- G. Building Permit: An official certificate of permission issued by the Building Official or designee, to an applicant which authorizes the performance of a specified activity.

- H. Building Services Department: The City Department which accepts applications for building permits, inspects construction work, and makes determinations about the building code as it relates to construction work.
- I. Certificate: The certificate granted by either the Cedar Rapids Historic Preservation Commission or the Community Development Department pursuant to this chapter granting approval of the work contemplated in an application in the form of a Certificate of Appropriateness or a Certificate of No Material Effect.
- J. Certificate of appropriateness (COA): The certificate granted by the Historic Preservation Commission granting approval of a proposal to make a change in appearance, which must be obtained prior to the issuance of a building permit. A COA is not a building permit.
- K. Certificate of no material effect (CNME): The certificate issued by the Community Development Department in lieu of a certificate of appropriateness, which signifies that the work contemplated in the application will have no effect on any significant architectural features of the historic district or historic landmark. A CNME is not a building permit.
- L. Change in appearance: Any change or alteration of the exterior features of a local historic landmark or a change or alteration of the exterior features of a property within a local historic district. This definition shall pertain only to exterior changes in appearance which a building permit is required for compliance with applicable city codes. Furthermore, nothing in this definition shall be construed to prohibit or limit normal repairs or maintenance which do not involve alterations or changes in the exterior features of a local historic landmark or of a building or structure in a local historic district and for which no building permit is required.
- M. Change or Alteration: The erection of a building or structure on a site, the movement of a building or structure from or to a site, the demolition of a building or structure, the reconstruction or restoration of a building or structure or any action to change, modify, reconstruct, remove or demolish any exterior feature of a local historic landmark or a building or structure in a local historic district.
- N. Demolition: Activity requiring a building permit(s) which results in the permanent destruction and removal of a building or structure, up to and including the foundation of a building or structure.
- O. Exterior features: The architectural style, general design and general arrangement of the exterior of a building or structure, including, but not limited to, the kind and texture of the building material and the type and style of windows, doors, light fixtures, signs and other appurtenant fixtures.
- P. Façade Structure Modification: Modifications to a primary building or structure which would do any of the following:
 - 1. On a façade wall facing a public street right-of-way:

- a. Add floor area to the building or structure; or
 - b. Add another wall which encloses the original wall from view.
2. On a façade wall facing a public street right-of-way, removal of existing, above ground wall structure consisting of any of, but not limited to, the following elements: wall studs, wall framing, beams, masonry elements, and/or columns. This shall not include alternations to exterior materials such as, but not limited to: siding, wood, stucco, hardee plank, cement board or other similar exterior wall coverings.
 3. Permanent alteration to the pitch of a roof.
- Q. Garage: Any building or structure classified as such by the City Assessor, or otherwise defined as a building or structure used for the storage of vehicles, including garage bungalow combinations, commonly referred to as garlows, and carriage houses.
- R. Greenhouse: Any building or structure classified as such by the City Assessor, or otherwise defined as a building or structure in which temperature and humidity can be regulated for the purpose of plant propagation, cultivation and the growth of plants.
- S. Guidelines for Cedar Rapids Historic Districts: Guidelines adopted by the Cedar Rapids City Council based on National Park Service Standards for the treatment of historic properties that outline recommendations for the treatment of historic buildings and structures within a local historic district and local historic landmarks.
- T. Historically Significant: Any structure, building, site, property, object or item which is determined by the Cedar Rapids Historic Preservation Commission, National Park Service or State of Iowa Historic Preservation Office to possess integrity and meet one or more of the following:
1. Associated with events that have made a significant contribution to the broad patterns of our history; or
 2. Associated with the lives of significant persons in our past; or
 3. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
 4. Yielded, or may be likely to yield, information important in history or prehistory.
- U. Local Historic District: An area consisting of contiguous properties designated by ordinance as being historically significant following the procedures outlined in Section 18.05 and which contain a significant portion of buildings, structures or other improvements which, considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association.
- V. Local Historic Landmark: An individual property designated by ordinance as being historically significant following the procedures outlined in Section 18.05 and which contains significant

buildings, structures or other improvements which, when considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling, and association.

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

18.03 – Historic Preservation Commission

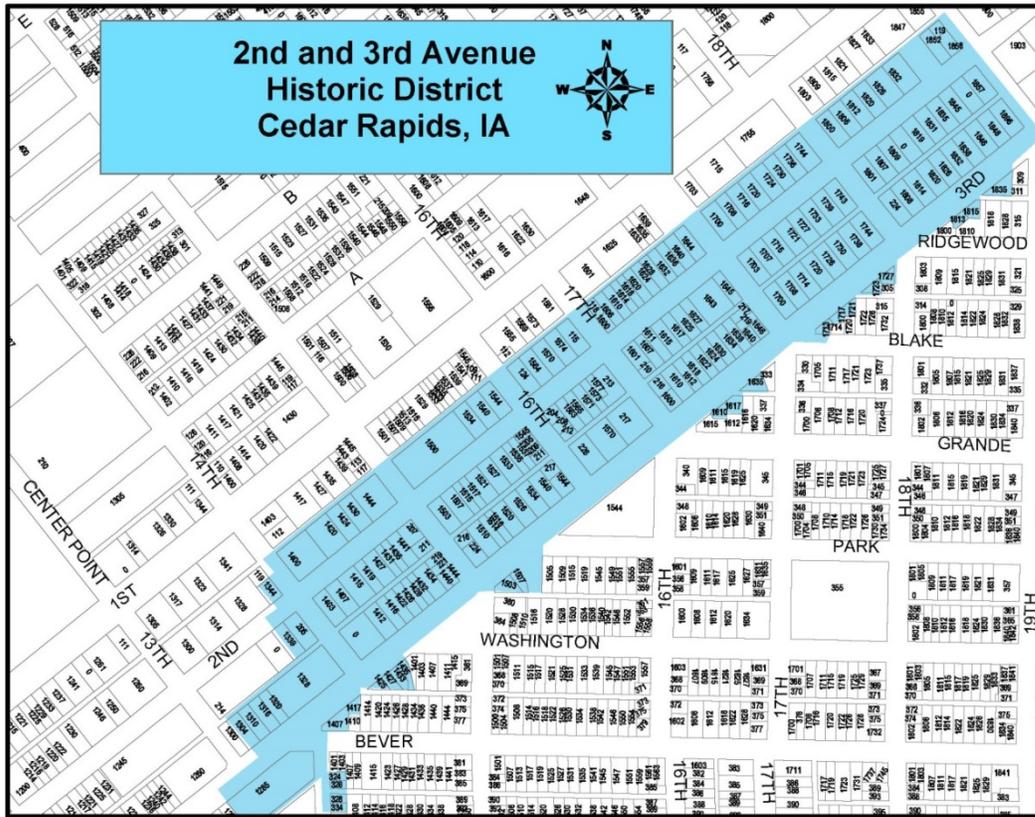
- A. The Historic Preservation Commission is hereby created to be an advisory Commission to the Cedar Rapids City Council.
- B. Membership, terms and vacancies
 - 1. On, and after, July 1, 2017, the Historic Preservation Commission shall consist of no more than nine members.
 - 2. Members of the Historic Preservation Commission shall be appointed by the Mayor with the advice and consent of the City Council.
 - 3. All members of the Historic Preservation Commission shall reside within the corporate limits of the City of Cedar Rapids except that no more than two members of the Historic Preservation Commission may reside outside the corporate limits of the City of Cedar Rapids if such members own property within the corporate limits of the City of Cedar Rapids. In the event that a member no longer meets this requirement due to a change in residency or property ownership they shall be deemed to have resigned from the Commission effective as of the date of such change.
 - 4. The Commission shall be comprised of at least one resident of each local historic district.
 - 5. Members of the Historic Preservation Commission shall have a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, archeology, history, historic preservation, real estate or closely related disciplines.
 - 6. A vacancy occurring on the Historic Preservation Commission, other than expiration of term of office, shall be filled by appointment to a term consisting only of the unexpired portion of the term of the member replaced.
 - 7. Members shall be appointed to serve until their successors are appointed and qualified. Members will be limited to three consecutive terms. One term shall be three years in length, except that an appointment to fill a vacancy for the unexpired portion of the term of the member replaced shall constitute a term.
 - 8. A member who has served three consecutive terms will be eligible for reappointment after three years.
 - 9. Members shall serve without compensation.
 - 10. The Historic Preservation Commission shall adopt by-laws for organization and implementation of assigned powers and duties.
 - 11. The Historic Preservation Commission shall elect a Chairperson who shall preside over all Historic Preservation Commission meetings and a Vice-Chairperson to serve in the absence of the Chairperson.
 - 12. Service on the Historic Preservation Commission shall be subject to the "Board and Commission Member Roles and Responsibilities" and all updates thereto.
 - 13. All members shall undergo training, provided by the City of Cedar Rapids on ethics, conflicts of interest and other applicable topics as decided by the City Council.
- C. Meetings
 - 1. The Historic Preservation Commission shall meet quarterly or more often, as necessary.
 - 2. Meetings of the Historic Preservation Commission shall be held in accordance with the Iowa Open Meetings Law.
- D. Powers and Duties of the Historic Preservation Commission

1. The Historic Preservation Commission may, subject to City Council approval, conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter.
2. The Historic Preservation Commission may make a recommendation to the City Council for the listing of a historic district or site in the National Register of Historic Places.
3. The Historic Preservation Commission may investigate and recommend to the City Council the designation of local and NRHP-listed historic districts and landmarks if they qualify as defined herein.
4. The Historic Preservation Commission shall review and act upon all applications pursuant to the procedures established by this chapter and other applicable laws.
5. The Historic Preservation Commission may further the efforts of historic preservation in the City by making recommendations to the City Council and City commissions and boards on preservation issues when appropriate, by encouraging the protection and enhancement of buildings or structures with historical, architectural or cultural value, and by encouraging persons and organizations to become involved in preservation activities.
6. The Historic Preservation Commission may educate the public at large on the benefits of historic preservation and build a preservation ethic and public awareness.
7. The Historic Preservation Commission shall consult on proposed changes to land use and zoning within the local historic districts, when requested by the City Planning Commission or City Council.
8. The Historic Preservation Commission shall not obligate itself or the City in any financial undertaking unless authorized to do so by the City Council.
9. In addition to those duties and powers specified above, the Historic Preservation Commission may:
 - a. Recommend acceptance of unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation;
 - b. Recommend acquisition by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties;
 - c. Recommend the preservation, restoration, maintenance, and operation of historic properties, under the ownership or control of the City;
 - d. Recommend that the City lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
 - e. Recommend that the City contract with the state or the federal government or other organizations;
 - f. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation;
 - g. Provide information for the purpose of historic preservation to the City;
 - h. Promote and conduct an educational and interpretive program on historic properties within the City.

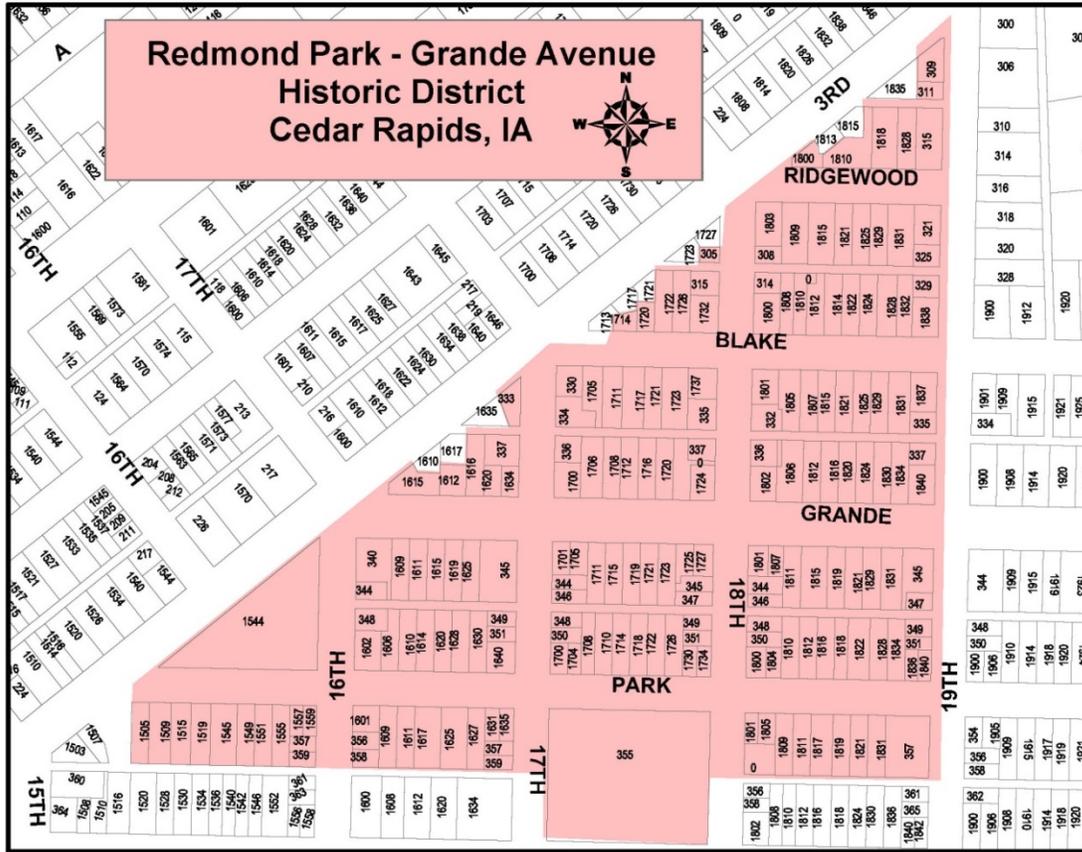
18.04 – Local Historic Districts and Local Historic Landmarks

- A. The following areas of the City are designated as local historic districts:

1. Second and Third Avenue Historic District (Ord. No. 85-99):



2. Redmond Park-Grande Avenue Historic District (Ord. No. 86-99):



- B. The following properties are designated as local historic landmarks:
1. 845 1st Avenue SE – The Ausadie Building (Ord. No. 007-15)

18.05 – Designation of Local Historic Districts and Local Historic Landmarks

The City Council may, by ordinance, and pursuant to the provisions of this chapter, designate local historic districts and local historic landmarks if such districts or landmarks are found by the City Council to be historically significant.

A. Nomination Initiation

1. Nomination of a local historic district or local historic landmark may be initiated by the Historic Preservation Commission, the City Council, or by any person, organization, or entity by filing an application with the Community Development Department, on a standard application form furnished by that department.
2. An applicant may, in writing, withdraw its application for a local historic landmark at any point prior to ordinance adoption if at least one of the property owners agrees to the withdrawal and provides his/her signature on the withdrawal notice.

B. Nomination Requirements

1. Applications and support materials for the creation of a local historic district or local historic landmark shall be submitted to the Community Development Department on the standard application form furnished by the Community Development Department and shall at a minimum include:
 - a. A narrative and justification describing how the proposed district or landmark is historically significant as defined by this chapter.
 - b. A map indicating the exact boundaries of the proposed district or location of the proposed landmark.
 - c. An inventory of the buildings, structures or historically important sites located within the boundary of the proposed district or landmark.
 - d. A listing of the owners of all the property located within the proposed district or landmark.
2. Applications for proposed local historic districts must include a petition requesting the designation as a local historic district signed by the owners of at least 60 percent of the total number of parcels of real estate within the proposed local historic district, excluding parcels owned by governmental bodies. A "parcel," for the purposes of this paragraph, shall constitute an individual parcel for property tax assessment purposes, as shown in the records of the City Assessor as of the date of the filing of the application.
 - a. The petition shall include language informing potential signatories that this chapter and the Guidelines for Cedar Rapids Historic Districts are applicable to all local historic districts and that most exterior changes will require a Certificate as defined in this chapter, in addition to any standard building permit review.
3. Applications for proposed local historic landmarks must include a petition requesting the designation as a local historic landmark signed by all of the property owner(s) of the proposed local historic landmark.
 - a. The petition shall include language informing property owner(s) that this chapter and the Guidelines for Cedar Rapids Historic Districts are applicable to all local historic landmarks and that most exterior changes will require a Certificate as defined in this chapter, in addition to any standard building permit review.

C. Nomination Process

1. Review by the Historic Preservation Commission
 - a. When an application meeting the requirements of this chapter has been filed with the Community Development Department, it will be forwarded to the Historic Preservation Commission. Upon receipt of an application for a local historic district or local historic landmark, the Historic Preservation Commission shall hold a public meeting on the nomination to designate an area as a local historic district or a local historic landmark.
 - b. The Historic Preservation Commission shall give notice of the time, date, place and subject matter of such public meeting by publication in a newspaper published at least once weekly and having general circulation in Cedar Rapids. The notice must be published at least once, not less than four nor more than twenty days before the meeting.
 - c. The Historic Preservation Commission shall also give notice of the public meeting by ordinary mail addressed to each property owner of land included

within such proposed local historic district or local historic landmark at the owner's last known address as shown by the records of the office of the City Assessor. If a property is shown to be in the name of more than one owner at the same mailing address, a single notice may be mailed to all owners at that address. Failure to receive a mailed notice is not grounds for objection to taking any action authorized in this chapter. The Community Development Department shall keep on file information regarding the date of mailing and the names and addresses of all property owners notified pursuant to this section.

- d. Following consideration at the public meeting, the Historic Preservation Commission shall recommend approval or denial of the nomination in writing and include its findings regarding the historic significance of the proposed landmark or district.
 - i. If the Historic Preservation Commission recommends approval of the nomination, the recommendation shall be forwarded to the State Historic Preservation Office or its successor.
 - ii. If the Historic Preservation Commission recommends denial of the nomination, the applicant may appeal in accordance with the terms of Section 18.10 and if overturned by City Council, the nomination will be forwarded to the State Historic Preservation Office or its successor.
2. Review by the State Historic Preservation Office
 - a. A recommendation of approval of a local historic district or local historic landmark by the Historic Preservation Commission shall be submitted to the State Historic Preservation Office or its successor for review and recommendation.
 - b. Comments from the State Historic Preservation Office or its successor regarding the proposed local historic district or local historic landmark shall be received by the City prior to the date of any action taken by the City Planning Commission.
3. Review by the City Planning Commission
 - a. Within 60 days of receiving comments from the State Historic Preservation Office or its successor, the City Planning Commission shall review the nomination of the proposed local historic district or local historic landmark designation for consistency with the City's Comprehensive Plan and other relevant plans.
 - b. Following its review, the City Planning Commission shall recommend approval or denial of the nomination to the City Council and forward it to the City Council.
4. Boundary Alterations to a proposed Local Historic District or Local Historic Landmark
 - a. The Historic Preservation Commission shall be notified of any boundary alterations recommended by either the State Historic Preservation Office or its successor, or the City Planning Commission.
 - b. If the City Planning Commission recommends altering the boundary of a proposed local historic district or local historic landmark recommended for approval by the Historic Preservation Commission, the Community Development Department shall submit a description of the alteration to the State Historic

Preservation Office or its successor for review and recommendation. Any recommendations from the State Historic Preservation Office or its successor concerning the altered proposed boundary of a local historic district or local historic landmark shall be received by the City prior to setting a City Council public hearing on a proposed ordinance establishing a local historic district or local historic landmark.

5. City Council Public Hearing

- a. The City Council shall hold a public hearing on the proposed ordinance establishing a local historic district or a local historic landmark following publication of a notice of the public hearing in conformance with the State Code of Iowa.
- b. The City Council may adopt or reject the ordinance or may refer the local historic district or local historic landmark nomination to the Historic Preservation Commission for modification. If the City Council refers the local historic district or local historic landmark to the Historic Preservation Commission for modification, the procedures described in Section 18.05.C shall be followed with the following exceptions:
 - i. Referral to the City Planning Commission is not required unless the modification(s) will increase the area of the local historic district or local historic landmark.
 - ii. Property owners affected by the City Council’s proposed modification shall be notified by mail of the modification prior to action by the City Planning Commission.

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

1. The repeal or modification of a local historic district or local historic landmark may be initiated by the Historic Preservation Commission, the City Council, or by any person, organization, or entity by filing a written request for repeal or modification with the Community Development Department, on a standard form furnished by that department. Supporting information and materials shall be submitted as specified on the form.
2. An application requesting repeal or modification shall not be accepted during the succeeding three years after the local historic district or local historic landmark is established by the City Council.
3. The repeal or modification of a local historic district or local historic landmark shall follow the same process required for nominations as described in Section 18.05.C

18.06 – Recording of Local Historic Districts and Local Historic Landmarks

- A. Following the designation of a local historic district or a local historic landmark by the City Council, the City Clerk shall file in the Office of the Recorder of Linn County, Iowa the following with each ownership parcel included in the local historic district or local historic landmark:
 - a. The City Council ordinance number and adoption date of said district or landmark,
 - b. A statement noting the property’s inclusion in a local historic district or landmark, and
 - c. The contact information of the City of Cedar Rapids Community Development Department.

- B. Section 18.04 shall be updated upon the designation of a local historic district or local historic landmark by the City Council.

18.07 – Local Historic Landmark Plaques

- A. A property designated as a local historic landmark in accordance with this chapter shall be eligible to have a plaque placed upon it to recognize it as such. The plaque shall conform to all applicable signage regulations and meet the following design elements:
 - 1. Oval shape , generally 11x8 inches or 10x7 inches;
 - 2. Bronze material;
 - 3. Top line shall read “City of Cedar Rapids”;
 - 4. Line below City of Cedar Rapids shall read “Local Historic Landmark”;
 - 5. The year the building or structure was constructed shall be in the middle;
 - 6. The bottom line shall read “Designated in xxxx”, xxxx being the four digit numerical year in which the City Council designated the property as a local historic landmark.
- B. The plaque shall generally look as indicated in figure 18.07.B, with the elements described in Section 18.07.A:

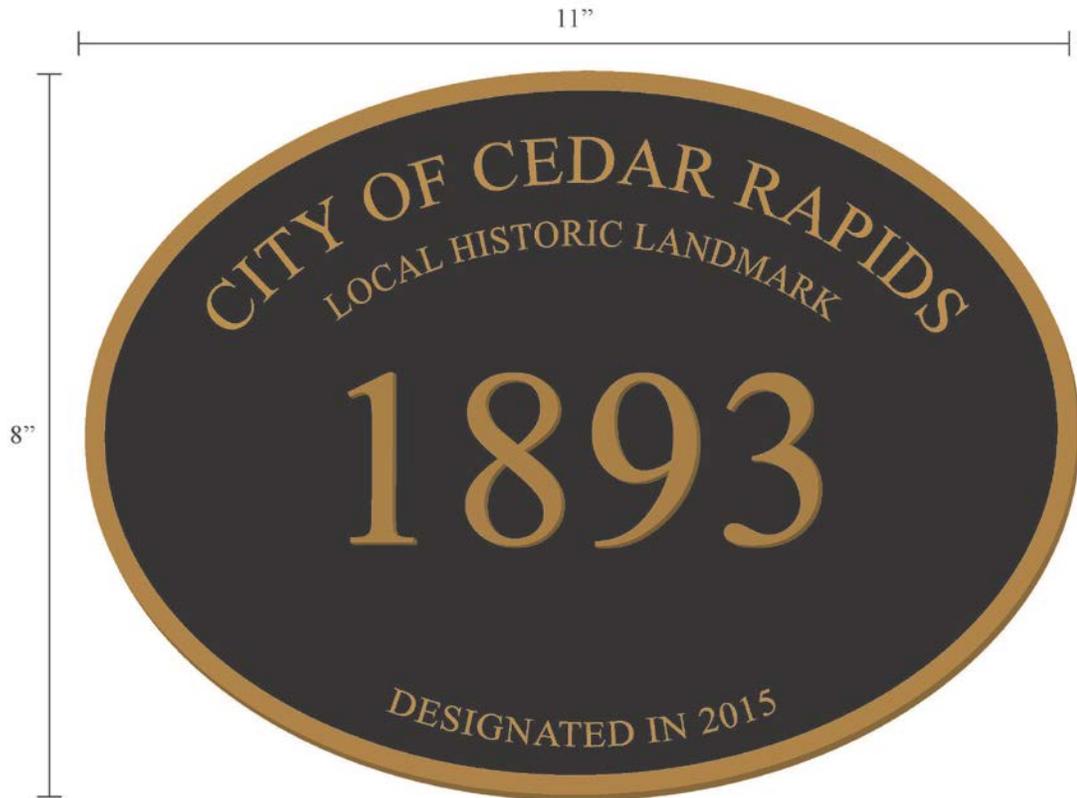


Figure 18.07.B – Local Historic Landmark Plaque

18.08 – Certificates of No Material Effect and Certificates of Appropriateness

A. Certificate Required

1. When Building Permit is Required

a. The Building Services Department shall not issue a building permit for an exterior change in appearance to a primary building or structure or accessory building or structure within a local historic district or local historic landmark for which a building permit is required unless a certificate of appropriateness or a certificate of no material effect has been granted.

2. When Building Permit is not required

a. No individual or corporation shall remove or make an exterior change in appearance to architectural detailing without first applying for a Certificate to the Community Development Department.

b. Any instance in which architectural detailing would be permanently removed and not replaced shall be referred to the Historic Preservation Commission for review of the Certificate application.

B. Application for Certificate

1. Applications for Certificates shall be made to the Community Development Department. Supporting materials shall be submitted as specified on the standard application form.

2. Incomplete applications will not be accepted by the Community Development Department.

C. Review of Certificate Application

1. Administrative Review Process and Procedures

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

i. If any defining features of the building or structure as indicated, but not limited to those included on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate, and

ii. If the proposal is consistent with what is recommended in the Guidelines for Cedar Rapids Historic Districts.

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

c. The following projects are not eligible for administrative review:

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

- d. If a Certificate of No Material Effect is not issued, the application will be considered by the Historic Preservation Commission at the next regularly scheduled meeting according to the established project review schedule.
2. Historic Preservation Commission Review Process and Procedures
 - a. The Historic Preservation Commission shall review the application to determine the following:
 - i. If any defining features of the building or structure as indicated, but not limited to those included on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate.
 - ii. If the proposal is consistent with the Guidelines for Cedar Rapids Historic Districts and/or the most recent edition of the Secretary of Interior's Standards for Rehabilitating Historic Buildings.
 - iii. If the proposal mitigates adverse effects on the aesthetic, historic, or architectural significance of either the building or structure or of the local historic district or local historic landmark.
 - b. Action by the Historic Preservation Commission
 - i. Approval or Denial of Certificate of Appropriateness
 - a. The Historic Preservation Commission shall approve, approve with modifications acceptable to the applicant and the Commission, or deny the application.
 1. If the application is approved or approved with modifications acceptable to the applicant and the Commission, a Certificate of Appropriateness shall be issued.
 2. If the application is denied, the applicant will be provided with the reason(s) for denial of the application and the vote of the Historic Preservation Commission in writing.
 - b. The Historic Preservation Commission shall only defer a decision on an application in the event additional information is required to come to a decision.
3. Compliance with Certificate Required
 - a. Certificates of No Material Effect or Certificates of Appropriateness issued for approved applications authorize only those changes in appearance set forth in said approval and no other changes in appearance. If it is found that such work is not being carried out in accordance with the Certificate when a building permit is required, the Building Services Department shall issue a stop work order. Any change in appearance not authorized by the Certificate shall be deemed a violation of these regulations.
4. Exceptions from Application for Certificate
 - a. Any structure, building or portion thereof which is determined by the Cedar Rapids Building Official to be an imminent threat to the health and/or safety of the public and is ordered demolished by the Cedar Rapids Building Official.

18.09 – Demolition and Façade Structure Modification Review

A. Demolition Review

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

B. Façade Structure Modification Review

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

C. Applications for Demolition or Façade Structure Modification

1. Applications for demolition or façade structure modifications shall be made to the Building Services Department. Supporting materials shall be submitted as specified on the standard application form.
2. Incomplete applications will not be accepted by the Building Services Department.

D. Review of Demolition and Façade Structure Modification Applications

1. The Building Services Department shall, upon receipt of an application for demolition of a building or structure meeting the terms of Section 18.09.A or a façade structure modification meeting the terms of Section 18.09.B, immediately forward said application to the Community Development Department.
2. Within 15 business days, during the time and place of a public meeting, the Historic Preservation Commission shall determine if the building or structure subject to demolition or façade structure modification is historically significant. The 15 days shall begin on the date the application is received.
3. If the building or structure is determined to be historically significant, the Historic Preservation Commission may place a hold of up to, but no more than 60 calendar days. During this hold, which begins the following calendar day after the hold is placed, the Historic Preservation Commission shall work with the property owner to explore the following alternatives to determine if any are feasible:
 - a. Designation as a local historic landmark.
 - b. Rehabilitation utilizing State or Federal tax incentives.
 - c. Adaptation of the building or structure to a new use or incorporating the building or structure into redevelopment plans.
 - d. Finding a new owner who is interested in preserving or rehabilitating the building or structure.
 - e. Looking for an alternative location for the redevelopment proposal.

- f. Moving the building or structure to an alternative location if proposed for demolition.
 - g. Salvaging building materials.
 - h. Additional documentation of the exterior of the building or structure prior to the issuance of a building permit.
 - 4. If the Historic Preservation Commission places a hold, the Historic Preservation Commission shall indicate which criteria per Section 18.02.T makes the building or structure historically significant as part of the permanent minute record of the Historic Preservation Commission.
 - 5. The Community Development Department shall notify the Building Services Department of the determination of historic significance by the Historic Preservation Commission and in the event a hold is placed, indicate what date the hold expires.
 - 6. The Community Development Department shall place notice of any hold on the Historic Preservation Commission webpage.
- E. Action to Structures During Hold Period
 - 1. During the hold, no application for a building permit shall be granted until a Certificate of Appropriateness (COA) is approved by the Historic Preservation Commission as though the property were designated as a local historic landmark. Until the expiration of the hold, the Historic Preservation Commission shall review all construction, demolition, building permit applications impacting the exterior of the building or structure or building permit applications which impact the structural integrity of the building or structure.
 - a. Upon expiration of the hold, any COA issued during the demolition hold shall become null and void.
 - 2. During the hold, no permit shall be issued for the erection of a new building or structure on the tax assessment parcel which has any building or structure subject to demolition hold.
- F. Release of a Hold
 - 1. At a public meeting of the Historic Preservation Commission, the Historic Preservation Commission may release a hold before the conclusion of the 60 calendar days.
- G. Approval of Redevelopment Plan Required
 - 1. Any building or structure within a local historic district or a local historic landmark subject to a hold shall not be granted a demolition permit until plans for use or development of the site after demolition have been filed with the City of Cedar Rapids and have been found to comply with all laws pertaining to the issuance of a City-required permit. All approvals necessary for the issuance of a development permit must be granted and any appeals shall be concluded, prior to the issuance of a demolition permit.
- H. Demolition of any building or structure or façade structure modification within a local historic district or a local historic landmark shall be subject to the provisions of Section 18.08.
- I. Exceptions from Demolition Review or Façade Structure Modification Review
 - 1. Any structure, building or portion thereof which is determined by the Cedar Rapids Building Official to be an imminent threat to the health and/or safety of the public and is ordered demolished by the Cedar Rapids Building Official.

18.10 - Appeals to City Council

A. Appeal to the City Council

1. The applicant or any interested person may appeal any decision of the Historic Preservation Commission to the City Council. Such an appeal must be in writing, include justification for the appeal, and shall be filed with the City Clerk no later than 10 business days after the Historic Preservation Commission meeting at which the decision being appealed was final. The City Council shall, within 60 calendar days of receiving the appeal, hold a public hearing on the appeal, give the public notice as required by the State Code of Iowa, and provide written notice to the applicant and to the appellant, if different from the applicant, and decide the appeal within a reasonable time. After consideration, the City Council may approve, approve with revisions, or deny the appeal.

18.11 Violations and Penalties

Enforcement Provisions

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

ATTACHMENT 3

Draft Historic Preservation Ordinance - Chapter 18 of the Municipal Code

18.01 – Reserved for Legal at time of Ordinance Adoption

18.02 – Purpose and Intent

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

18.03 – Definitions

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

Comment [PM1]: This would seem to exclude mass produced features such as cast iron or mass produced millwork which is not technically unique but important. Recommend instead "Character-defining (sometimes hand crafted) on a building which are generally not....."

H. Certificate: Document granting ~~historic~~ approval of the work contemplated in an application in the form of a Certificate of Appropriateness or a Certificate of No Material Effect.

Formatted: Strikethrough

I. Certificate of appropriateness (COA): The document evidencing approval by the Historic Preservation Commission of a proposal to make a change in appearance, which must be obtained prior to the issuance of a building permit. This is not a building permit.

Comment [PM2]: H and I seem to be similar. Are they both needed?

J. Certificate of no material effect (CNME): The document, issued in lieu of a certificate of appropriateness, which signifies that the work contemplated in the application will have no effect on any significant architectural features of the historic district or historic landmark. This is not a building permit.

K. Change in appearance: Any change or alteration of the exterior features of a local historic landmark or a change or alteration of the appearance of a property within a local historic district. This definition shall pertain only to changes in appearance which a building permit is required for compliance with applicable city codes. Furthermore, nothing in this definition shall be construed to prohibit or limit normal repairs or maintenance which do not involve alterations or changes in the exterior features of a local historic landmark or of a building in a local historic district and for which no building permit is required.

L. Change or Alteration: The erection of a building on a site, the movement of a building from or to a site, the demolition of a building, the reconstruction or restoration of a building or any action to change, modify, reconstruct, remove or demolish any exterior feature of a local historic landmark or an existing structure in a local historic district.

Formatted: Strikethrough

M. Demolition: Activity requiring a building permit(s) which results in the permanent destruction and removal of a building or structure, up to and including the foundation of a building or structure.

Comment [PM3]: Recommend that you add a definition for both building and structure using NR definitions.

N. Exterior features: The architectural style, general design and general arrangement of the exterior of a building or other structure, including, but not limited to, the kind and texture of the building material and the type and style of ~~all~~ windows, doors, light fixtures, signs and other appurtenant fixtures.

In this document sometimes just "structure": is used, sometimes, "building or structure." Recommend that you use "building or structure" throughout.

O. Façade Structure Modification: Modifications to a primary structure which would do any of the following:

1. On a façade wall facing a front yard or corner side yard:
 - a. Add floor area to the structure; or
 - b. Add another wall which encloses the original wall from view.
2. On a façade wall facing a front yard or corner side yard, removal of existing, above ground wall structure consisting of any of, but not limited to, the following elements: wall studs, wall framing, beams, masonry elements, and/or columns. This shall not include alternations to exterior materials such as, but not limited to: siding, wood, stucco, hardee plank, cement board or other similar exterior wall coverings.

Comment [MPF4]: This assumes you are talking about a residential property with a yard. What about commercial structures which may no yard but has two street elevations. Revise.

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

Comment [MP[5]]: Is it important to cite specifically which set of guidelines you use or do you use them all? Later you refer to the Rehabilitation Standards in particular.

Comment [MP[6]]: Recommend that you also include integrity here. In other words, would a building be historically significant if it had poor integrity?

I think this is an important point because below on page 9, in "C. Designation Criteria. An area designated by the City Council as either a local historic district or local historic landmark shall be historically significant as defined by this Chapter.

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

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

Comment [MP[7]: "nomination of" instead of "inclusion"

18.04 – Historic Preservation Commission

- A. The Historic Preservation Commission shall be an advisory Commission to the Cedar Rapids City Council.
- B. Membership, terms and vacancies
 - 1. On, and after, July 1, 2017, the Historic Preservation Commission shall consist of no more than nine members.
 - 2. Members of the Historic Preservation Commission shall be appointed by the Mayor with the approval of the City Council.
 - 3. Up to two members of the Historic Preservation Commission shall be allowed to reside outside the corporate limits of the City of Cedar Rapids, but must own property within the corporate limits of the City of Cedar Rapids. All other members shall reside within the corporate limits of the City of Cedar Rapids. In the event that a member no longer meets this requirement due to a change in residency or property ownership they shall resign from the Commission.
 - 4. At least one resident of each local historic district shall be appointed to the Historic Preservation Commission.

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

C. Meetings

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

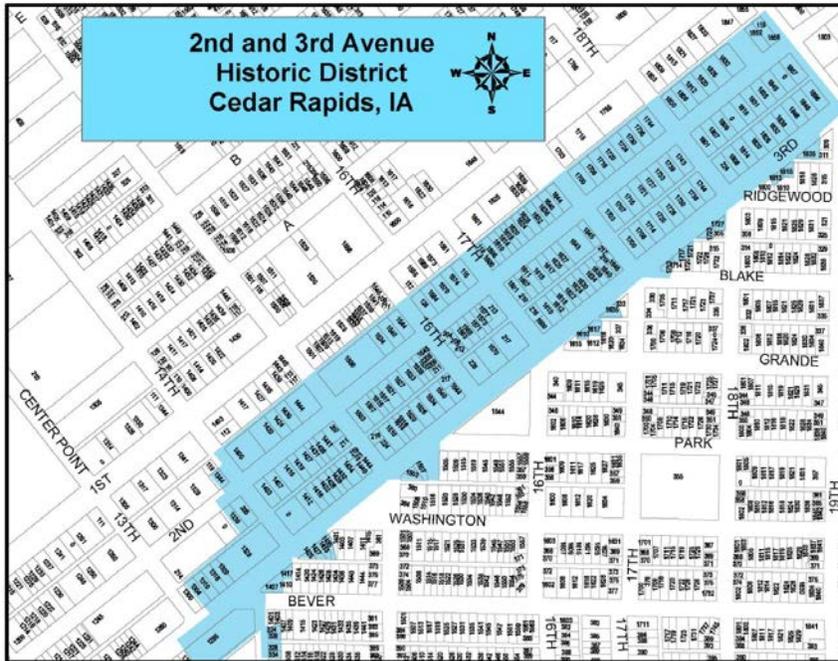
D. Powers of the Historic Preservation Commission

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

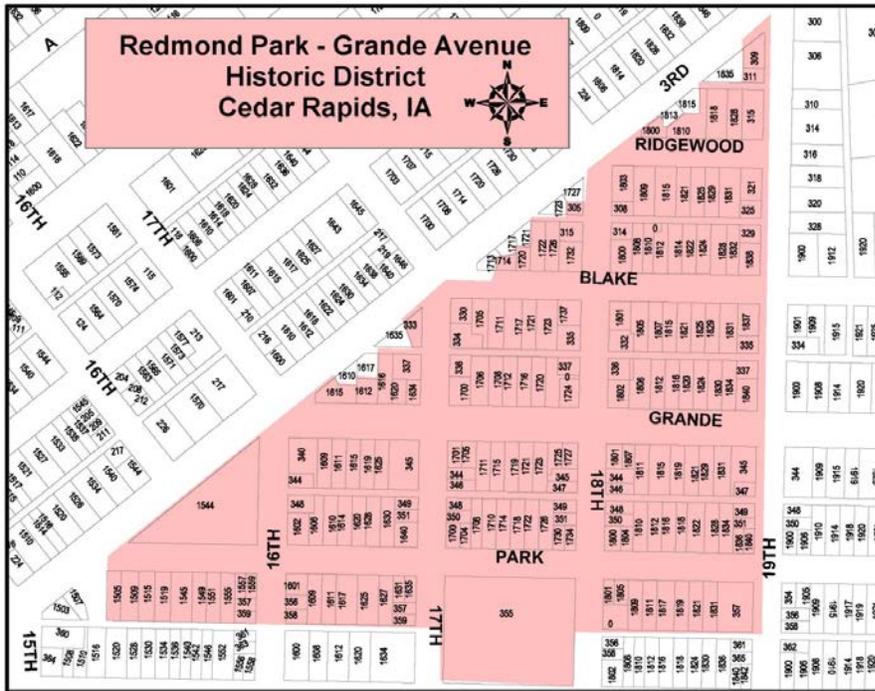
6. The Historic Preservation Commission shall educate the public at large on the benefits of historic preservation and build a preservation ethic and public awareness.
7. The Historic Preservation Commission shall consult on proposed changes to land use and zoning within the local historic districts,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

18.05 – Local Historic Districts and Local Historic Landmarks

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



2. Redmond Park-Grande Avenue Historic District:



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

1. 845 1st Avenue SE – The Ausadie Building

18.06 – Designation of Local Historic Districts and Local Historic Landmarks

A. Nomination Initiation

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

B. Nomination Requirements

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

Comment [MP[8]: So if there are 5 owners of a building, all five need to object? Otherwise the landmark nomination can proceed with say 4 out of 5 objections?

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

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

C. Nomination Criteria

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

D. Nomination Process

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

on file information regarding the date of mailing and the names and addresses of all property owners notified pursuant to this section.

d. The Historic Preservation Commission shall recommend approval or denial of the nomination in writing with findings of historic significance regarding the nomination.

i. If the Historic Preservation Commission recommends approval of the nomination, the recommendation shall be forwarded to the State Historic Preservation Office or its successor.

ii. If the Historic Preservation Commission recommends denial of the nomination, an appeal may be filed in accordance with the terms of Section 18.11 and if overturned by City Council, the nomination will move through the remainder of this process.

2. Review by the State Historic Preservation Office

a. A recommendation of approval of a local historic district or local historic landmark by the Historic Preservation Commission shall be submitted to the State Historic Preservation Office or its successor for review and recommendation.

b. Comments from the State Historic Preservation Office or its successor regarding the proposed local historic district or local historic landmark shall be received by the City prior to the date of any action taken by the City Planning Commission.

3. Review by the City Planning Commission

a. Within 60 days of receiving comments from the State Historic Preservation Office or its successor, the City Planning Commission shall review the nomination with respect to the relation of the proposed local historic district or local historic landmark designation to the City's Comprehensive Plan and other relevant plans.

b. The City Planning Commission shall recommend approval or denial of the nomination to the City Council.

i. Regardless of the recommendation from the City Planning Commission, the proposed local historic district or local historic landmark shall be presented to the City Council.

4. Boundary Alterations to a proposed Local Historic District or Local Historic Landmark

a. The Historic Preservation Commission shall be notified of any boundary alterations recommended by either the State Historic Preservation Office, or its successor, or the City Planning Commission.

b. If the boundary of the proposed local historic district or local historic landmark recommended for approval by the Historic Preservation Commission is altered by the City Planning Commission, the Community Development Department shall submit a description of the alteration to the State Historic Preservation Office or its successor for review and recommendation. Any recommendations from the State Historic Preservation Office or its successor concerning the altered proposed boundary of a local historic district or local historic landmark shall be received by the City prior to setting a City Council public hearing on a proposed ordinance establishing a local historic district or local historic landmark.

Comment [MP[9]: I'm curious. On what basis would the City Planning Commission approve or deny the application? Is there something in the City Planning Commission's ordinance that spells this out?

5. City Council Public Hearing

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

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

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

18.07 – Recording of Local Historic Districts and Local Historic Landmarks

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

18.08 – Local Historic Landmark Plaques

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

Comment [MP[10]: On what grounds would a landmark or district be delisted? Fire destroys a property? 60% of property owners decide they don't want a district?

Comment [MP[11]: Each property within the district would be recorded separately at the courthouse, correct?

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

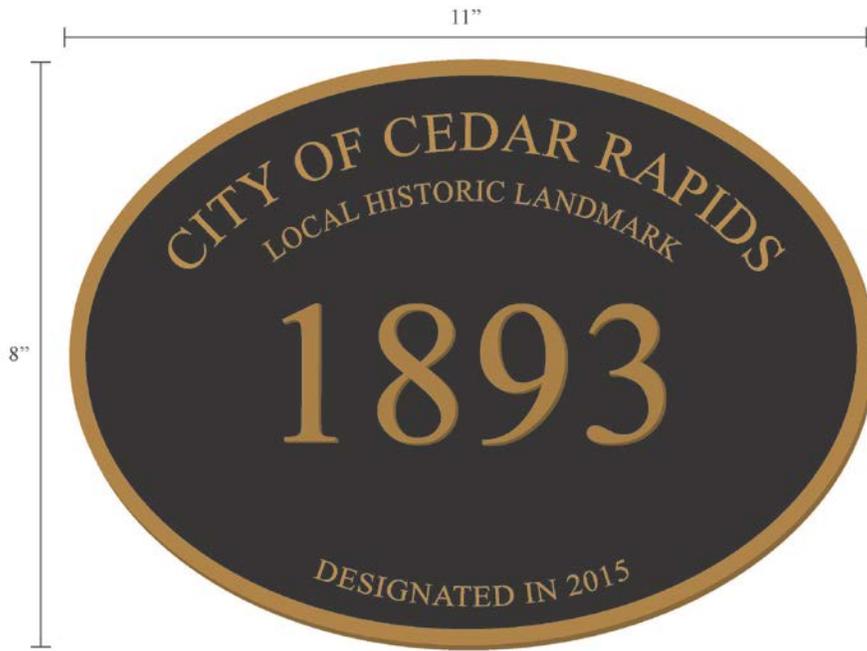


Figure 18.08.B – Local Historic Landmark Plaque

18.09 – Certificates of No Material Effect and Certificates of Appropriateness

A. Certificate Required

1. When Building Permit is Required

- a. The Building Services Department shall not issue a building permit for a change in appearance to a primary structure or accessory structure within a local historic district or local historic landmark for which a building permit is required unless a certificate of appropriateness or a certificate of no material effect has been granted.

Comment [MP[12]: “exterior” should be inserted somewhere in this para to make it clear that review is limited to exterior

2. When Building Permit is not required

- a. No individual or corporation shall remove or make an exterior change in appearance to architectural detailing without first applying for a Certificate to the Community Development Department.

- b. Any instance in which architectural detailing would be permanently removed and not replaced shall be referred to the Historic Preservation Commission for review of the Certificate application.

B. Application for Certificate

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

C. Historic Review of Certificate Application

1. Administrative Review Process and Procedures

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

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

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

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

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

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

2. Historic Preservation Commission Review Process and Procedures

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

- i. If any defining features of the structure as indicated on the Site Inventory Form(s) are proposed to be modified as a result of the proposal indicated on the application for Certificate.
- ii. If the proposal is consistent with the Guidelines for Cedar Rapids Historic Districts and/or the most recent edition of the Secretary of Interior's Standards for Rehabilitating Historic Buildings.

Comment [MP[13]: So does this mean that the site inventory form lists all the defining features? If so, we recommend that that list of defining features be preceded by "...includes, but is not limited to,....."

Otherwise, I suggest that you revise this to read: "If any defining features of the structure are proposed to be modified as a result of the proposal indicated on the application for Certificate, and"

Comment [MP[14]: Instead of this, I suggest the HPC identifies the type of work that can be handled with administrative review. Also suggest that these be presented to the HPC after the fact so that there is an awareness of what has been approved in the previous month.

Comment [MP[15]: See comment above

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

18.10 – Demolition and Façade Structure Modification Review

A. Demolition Review

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

B. Façade Structure Modification Review

- 1. The following structures shall be subject to façade structure modification review:

Comment [MP[16]: What is the reason for this date? Suggest you make it consistent with 50 years so the ordinance doesn't have to be revised continually.

Comment [MP[17]: ditto

a. Any primary structure which is 50 years or older and located within a NRHP-listed district or is a NRHP-listed property.

Comment [MP[18]: ? This is a new clause, correct? Has this been shared with public and property owners?

C. Applications for Demolition or Façade Structure Modification

1. Applications for demolition or façade structure modifications shall be made to the Building Services Department. Supporting materials shall be submitted as specified on the standards application form.
2. Incomplete applications will not be accepted by the Building Services Department.

Comment [MP[19]: standard

D. Review of Demolition and Façade Structure Modification Applications

1. The Building Services Department shall, upon receipt of an application for demolition of a structure meeting the terms of Section 18.10.A or a façade structure modification meeting the terms of Section 18.10.B, immediately forward said application to the Community Development Department.
 2. Within 15 business days, during the time and place of a public meeting, the Historic Preservation Commission shall determine if the structure subject to demolition or façade structure modification is historically significant. The 15 days shall begin on the date the application is received.
 3. If the structure is determined to be historically significant, the Historic Preservation Commission may place a hold of up to, but no more than 60 calendar days. During this hold, which begins the following calendar day after the hold is placed, the Historic Preservation Commission shall work with the property owner to explore the following alternatives to determine if any are feasible:
 - a. Designation as a local historic landmark.
 - b. Rehabilitation utilizing State or Federal tax incentives ~~or tax credits~~.
 - c. Adaptation of the structure to a new use or incorporating the structure into redevelopment plans.
 - d. Finding a new owner who is interested in preserving or rehabilitating the building.
 - e. Looking for an alternative location for the redevelopment proposal.
 - f. Moving the building to an alternative location if proposed for demolition.
 - g. Salvaging building materials.
 - h. Additional documentation of the exterior of the building prior to the issuance of a building permit.
 4. If the Historic Preservation Commission places a hold, the Historic Preservation Commission shall indicate which criteria per Section 18.03.S makes the structure historically significant as part of the permanent minute record of the Historic Preservation Commission.
 5. The Community Development Department shall notify the Building Services Department of the determination of historic significance by the Historic Preservation Commission and in the event a hold is placed, indicate what date the hold expires.
 6. The Community Development Department shall place notice of any hold on the Historic Preservation Commission webpage.
- E. Action to Structures During Hold Period
1. During the hold, no application for a building permit shall be granted until a Certificate of Appropriateness (COA) is approved by the Historic Preservation Commission as though

Comment [MP[20]: This removes economic hardship?

the property were designated as a local historic landmark. Until the expiration of the hold, the Historic Preservation Commission shall review all construction, demolition, building permit applications impacting the exterior of the building or building permit applications which impact the structural integrity of the building.

Comment [MP[21]: why structural integrity?
This is the first time structural integrity has been mentioned and question whether it should be part of the HPC's responsibilities, especially if the commission does not have a structural engineer as a member.

a. Upon expiration of the hold, any COA issued during the demolition hold shall become null and void.

2. During the hold, no permit shall be issued for the erection of a new structure on the tax assessment parcel which has any structure subject to demolition hold.

F. Release of a Hold

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

G. Approval of Redevelopment Plan Required

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

Comment [MP[22]: Glad to see this.

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

I. Exceptions from Demolition Review or Façade Structure Modification Review

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

18.11 - Appeals to City Council

A. Appeal to the City Council

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

18.12 Violations and Penalties

A. Enforcement Provisions

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

DRAFT



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

Date: January 12, 2017
To: Cedar Rapids Historic Preservation Commission
From: Anne Russett & Jeff Hintz, Planners, Community Development Department
Subject: Prioritization of Historic Resources

At the Commission's December 8, 2016 meeting, the Commission started discussions regarding the prioritization of the city's historic resources. At the December 8th meeting, staff noted that:

- This request came from the City Council, which specifically requested *information that prioritizes the community's buildings of historic significance and identifies the historic resources that should be preserved.*
- It was recommended to focus on developing a clear methodology. At the meeting staff outlined a possible approach to prioritization.
- This effort focused on individual buildings. Separate from this effort, is the effort to prioritize the list of areas that have been identified for intensive surveys in the *Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey*, which was included in the 2017 HPC work plan.

At the December 8th meeting, staff offered to work on an initial draft of the list, which was agreed to by the Commission. At the Commission's meeting on January 12, 2016, staff will provide an update on staff's work on the initial list.

Please feel free to contact us at a.russett@cedar-rapids.org or j.hintz@cedar-rapids.org or (319) 286-5041 with any questions.