City of Cedar Rapids
Historic Preservation Commission

Call Meeting to Order - Roll Call

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 2019

3. Approve Meeting Minutes

4. Presentations
   a) Update on Flood Control System property acquisitions

5. Action Items
   a) Certificate of Appropriateness
      i. 1407 2nd Ave SE – Window
      ii. 1848 3rd Ave SE – Roof
   b) Demolition Applications Under Hold
      i. 823 11th Ave SE – Expires 1/28/19

6. Discussion Items
   a) Proactive Preservation
   b) Update on 1738 3rd Ave SE
   c) Update on Programmatic Agreement – Army Corps of Engineers

7. Announcements

8. 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 27, 2018 @ 4:30 p.m.
Lower Level Training Room, Cedar Rapids City Hall, 101 1st Street SE

Members Present:  Mark Stoffer Hunter - Chair
                  Tim Oberbroeckling – Vice Chair
                  Ronald Mussman
                  Ron Lower
                  Crystal Walter
                  Arthur Kim

Members Absent:  Diana Pagan
                Todd McNall

City Staff:  Sylvia Bochner, Community Development Planner
            Lauren Freeman, Community Development Program Coordinator
            Jillane Gilmour, Community Development Administrative Assistant

Call Meeting to Order
  • Mark Stoffer Hunter called the meeting to order at 4:30 p.m.
  • Six Commissioners were present. Two were absent.

1. Public Comment
   a) There were no public comments.

2. Approve Meeting Minutes – December 13, 2018
   Tim Oberbroeckling made a motion to approve the minutes. Seconded by Crystal Walter. The motion passed unanimously.

3. Action Items
   a) Certificate of Appropriateness
      i. 1738 3rd Avenue SE – Windows
         • Oberbroeckling made a motion to approve the certificate of appropriateness for 1738 3rd Avenue SE, on the condition that if the homeowner is interested in replacing the front, street-facing windows, they bring before the Historic Preservation Commission in the future. This certificate of appropriateness came before the Commission after the homeowner replaced seven out of the nine requested windows due to a building permit issued in error. Seconded by Walter. The motion passed unanimously.
ii. 1610 2nd Avenue SE - Windows
   - Oberbroeckling made a motion to approve the certificate of appropriateness for 1610 2nd Avenue SE to replace the side windows with vinyl. Seconded by Arthur Kim. The motion passed unanimously.

b) Façade Structure Modification Reviews
   i. 69 16th Avenue SW – Façade Structure Modification
      - Oberbroeckling made a motion to approve the façade structure modification to 69 16th Avenue SW. Seconded by Ron Lower. The motion passed unanimously.

c. Demolition Applications Under Hold
   i. 526 1st Ave NW – Expires 1/7/19
      - Oberbroeckling made a motion to lift the hold on the demolition application for 526 1st Ave NW on 1/2/19. Seconded by Kim. The motion passed unanimously.

   ii. 528 1st Ave NW – Expires 1/7/19
      - Oberbroeckling made a motion to lift the hold on the demolition application for 528 1st Ave NW on 1/2/19. Seconded by Kim. The motion passed unanimously.

   iii. 823 11th Ave SE – Expires 1/18/19
      - The demolition application will remain on hold.

5. Adjournment
   a) Oberbroeckling made a motion to adjourn the meeting. Seconded by Walter. The motion passed unanimously and the meeting adjourned at 6:01 p.m.

Respectfully Submitted,

Jillane Gilmour, Administrative Assistant II
Community Development
To: Historic Preservation Commission Members  
From: Lauren Freeman, Community Development Program Coordinator  
Subject: COA Request at 1407 2nd Ave SE  
Date: January 10, 2019  

Applicant Name(s): Brad Grimm, JZ Properties LLC  

Local Historic District: 2nd and 3rd Avenue Historic District  

Year Built: Primary structure – 1900  

Description of Project:  
The applicant replaced a broken window located on the southwest back corner of the house. The work was completed without a permit. The applicant installed a vinyl window that was smaller than the original window, claiming that the interior wall butts up to the window frame and the other side of the window had to be covered with plywood on the inside.  

Information from Historic Surveys on property:  
The 1995 Site Inventory Form from the District Nomination survey lists the integrity of the primary housing structure as “fair.” The defining features are: intersecting-gable roof with side-gable section extending over porch and featuring a curved dormer (roof removed); front-gable section has returing cornices and 2-story bowed front with narrower 1/1 double-hungs flanking center wider windows on each level; entrance is in ell with multi-light sidelights and 12-light transom; curved dormer has stained glass horizontal windows to either side of a 1/1 double-hung; garland details on cornice freize.  
The home contributes to the historic district, but is not individually eligible for the National Register of Historic Places.

Options for the Commission:  
1. Approve the application as submitted; or  
2. Modify, then Approve the application – only if applicant agrees to modifications made; or  
3. Disapprove the application; or  
4. Table the item to a future, specified meeting date in order to receive additional information.

Criteria* for Commission decision on application:
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.

*See 18.08.C.2.a of the Cedar Rapids Municipal Code

**Excerpt(s) from Design Guidelines Applicable to Project:**

**Windows**

**Appropriate:**
- Replace windows with the home’s original window material (e.g. wood for wood)
- Windows should be repaired rather than replaced. If non-original or beyond repair and replacement is necessary, the replacement should be in-kind to match the original in material and design.
- Replacement windows should match the originals as closely as possible
- Vinyl or aluminum products may be allowed at the rear of the house
- Windows should be preserved in their original location, size, and design and with their original materials and glass pattern

**Not Appropriate:**
- Windows constructed of modern building materials, such as vinyl or aluminum on the front and sides of homes
- Decreasing the size of the window opening

**Staff Recommendation:** City Staff recommends approval of the Certificate of Appropriateness for this project. Although the Historic Preservation Guidelines recommend replacement windows should match the originals (wood for wood) and match the original size, the applicant has already completed the project and the window is not visible from the public right-of-way.
LOCAL HISTORIC DISTRICT/LANDMARK EXTERIOR WORK
APPLICATION

Cedar Rapids Municipal Code, Section 18.08

The following information is necessary for all requests for exterior modifications to local historic landmarks or buildings within a designated local historic district as per Chapter 18, Historic Preservation in the Cedar Rapids Municipal Code. Please answer all questions. Failure to provide accurate and complete information will delay review.

<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Applicant Information (skip if owner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>52 Properties LLC</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 9267</td>
</tr>
<tr>
<td>City</td>
<td>Cedar Rapids IA</td>
</tr>
<tr>
<td>State</td>
<td>IA</td>
</tr>
<tr>
<td>Zip</td>
<td>52409</td>
</tr>
<tr>
<td>Phone</td>
<td>319-721-1918</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:52Prop4u@gmail.com">52Prop4u@gmail.com</a></td>
</tr>
</tbody>
</table>

Address of Property where work will occur: 1407 2nd Ave SE

Project Type: House □ Garage □ Shed □ Fence □ Other

Project Description and Location on the property/structure (please be as detailed as possible): Window got broken by that storm, Interior wall just to under frame - see smaller window was required in my opinion - has to cover with plywood. Inside saw window that would work - needs on warm day in Dec - took opportunity to secure the building, on the side of building or comes on back (can't see from road)

Description of existing materials (e.g. wood, metal, asphalt shingles): Wood + Glass

Description of proposed materials (e.g. wood, metal, asphalt shingles): Vinyl + Glass

Will you be permanently removing architectural detailing/ornamentation from the exterior of the structure (e.g. corbel(s), trim, molding, newel post caps)? Yes □ No □

If Yes, describe what architectural detailing/ornamentation you are removing and why:-
Description of how project meets the Guidelines for Cedar Rapids Historic Districts or rationale for why the project is not consistent with the Guidelines for Cedar Rapids Historic Districts:

Supplemental Materials Required:

For all projects, include at least one of the following applicable materials:
- Physical Material(s) Sample
- Product Catalog, indicating chosen product
- Photo of exact product which will be installed

For new construction only, include at least one of the following:
- Sketches
- Renderings
- Construction Drawings

I, the owner or designated representative of the property, have read the application and acknowledge the Guidelines for Cedar Rapids Historic Districts, as they relate to my project will be used to determine if my project is approved. If the area where the work on the project is not readily visible from a public right-of-way (alley or street), I also authorize a staff member of the Community Development Department to come onto the property to obtain photo(s) of the area where the work will occur.

I acknowledge that the information provided in this application, including all attachments, are accurate and correct, and that an incomplete application will not be accepted.

I have included the required applicable attachments with this application: □ Yes □ No

Owner/applicant signature: [Signature]

For staff use only:

Date and time completed application received: ________________________________

City of Cedar Rapids Community Development Department
101 First Street SE, Cedar Rapids, IA 52401
Phone: 319-286-5041 | Web: www.cityofcr.org/hpc

Revised 3/2017
### Building Permit Application

**Location of Project**

| 1407 2nd Ave SW CR |

**This project is a:**

- [ ] Single Family Dwelling
- [X] Multiple Dwelling
- [ ] Multi-Unit
- [ ] Commercial
- [ ] Detached Garage
- [ ] Accessory Structure
- [ ] Other: ____________________________________________

**This project is:**

- [ ] New
- [ ] Remodel
- [ ] Addition
- [ ] Repair
- [ ] Re-siding
- [ ] Free-standing Deck
- [ ] Change of Use

**Description of Work To Be Done**

- Replace windows after someone broke it - interior wall shuts up to window frame so putting smaller one in.
- Existing 6 unit building.

**Zoning - RMF-2 Core Area - Historical District.**

**Owner of Property**

<table>
<thead>
<tr>
<th>T2 Properties LLC</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO Box 9267 CR IA 52409</td>
</tr>
</tbody>
</table>

**Contractor**

| Brad Grimm |
| Address |
| PO Box 9267 CR IA 52409 |

**Architect/Engineer**

<table>
<thead>
<tr>
<th>Valuation</th>
<th>Permit Fee</th>
</tr>
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<tbody>
<tr>
<td>$120</td>
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</table>

Applicant hereby certifies under penalty of perjury that he/she is the owner; or that he/she is authorized and empowered to make this application on behalf of the owner. Applicant also certifies under penalty of perjury that the application and any related plat, plans and specifications are true and contain a correct description of the proposed work, lot, structure, and use to which structure is to be placed. Applicant further acknowledges that all applications are subject to deed restrictions and any other codes, ordinances, laws or government regulations that apply.

**Signature of Applicant:** [Signature]

**Date:** 12/28/18

**E-Mail Address:** T2Prop244@gmail.com

**Phone:** 319-726-1918

This application and any permit that may be granted in response thereto are subject to all the laws of the State of Iowa and all ordinances for the City of Cedar Rapids, Iowa, that may have a bearing on the same.

**Building Approval:** ___________________________ **Approved Date:** ___________________________

**Zoning Approval:** ___________________________ **Approved Date:** ___________________________
To: Historic Preservation Commission Members  
From: Lauren Freeman, Community Development Program Coordinator  
Subject: COA Request at 1848 3rd Ave SE  
Date: January 10, 2019

Applicant Name(s): Four Star Roofing  

Local Historic District: 2nd and 3rd Avenue Historic District  

Year Built: Primary structure – 1910  

Description of Project:  
The applicant is reroofing an enclosed side porch with a flat roof. The existing roof has 90 lb. roll roofing material. The new proposed material is a 60 mil rubber roofing material.  

Information from Historic Surveys on property:  
The 1995 Site Inventory Form from the District Nomination survey lists the integrity of the primary housing structure as “fair.” The defining features are: side-gable roof with no dormers; solarium and sleeping porch addition on north side; pairs of 6/6 windows to either side of entrance and single 6/6 windows above; gable entrance hood  

The home contributes to the historic district, but is not individually eligible for the National Register of Historic Places.  

Options for the Commission:  
1. Approve the application as submitted; or  
2. Modify, then Approve the application – only if applicant agrees to modifications made; or  
3. Disapprove the application; or  
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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.

*See 18.08.C.2.a of the Cedar Rapids Municipal Code*

**Excerpt(s) from Design Guidelines Applicable to Project:**

**Roof and Roof Elements**

**Appropriate:**
- Asphalt or composition shingles
- Roofs may be re-roofed with substitute materials such as asphalt or fiberglass shingles if the original materials are determined beyond repair, are no longer present or available, or if the retention of the original roof material is not economically feasible

**Not Appropriate:**
- Roll roofing, metal roofing, or clay shingles, unless these materials are original to the structure

**Staff Recommendation:** City Staff recommends approval of the Certificate of Appropriateness for this project. Although the Historic Preservation Guidelines recommend utilizing asphalt or composition shingles for roofs and do not recommend roll roofing, because this is a flat roof that is not visible from the street there is minimal impact.
## LOCAL HISTORIC DISTRICT/LANDMARK EXTERIOR WORK APPLICATION

**Cedar Rapids Municipal Code, Section 18.08**

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<tbody>
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<td>Name/Company: Four Star Roofing</td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>City</td>
<td>Email</td>
</tr>
<tr>
<td>State</td>
<td>Address: 3511 6515 W</td>
</tr>
<tr>
<td>Zip</td>
<td>City: CR</td>
</tr>
<tr>
<td>Phone</td>
<td>State: IA</td>
</tr>
<tr>
<td>Email</td>
<td>Zip: 52404</td>
</tr>
<tr>
<td></td>
<td>Phone: 319-521-4339 Jason</td>
</tr>
</tbody>
</table>

**Address of Property where work will occur:** 1898 3rd SE

**Project Type:**
- [x] House
- [ ] Garage
- [ ] Shed
- [ ] Fence
- [ ] Other

**Project Description and Location on the property/structure (please be as detailed as possible):**

- Side porch roof to be a flat roof, terra cotta shingles.

**Description of existing materials (e.g. wood, metal, asphalt shingles):**

- [x] 90° metal roofing

**Description of proposed materials (e.g. wood, metal, asphalt shingles):**

- 60 ML rubber roof

**Will you be permanently removing architectural detailing/ornamentation from the exterior of the structure (e.g. corbel(s), trim, molding, newel post caps)?**

- [ ] Yes
- [x] No

If Yes, describe what architectural detailing/ornamentation you are removing and why:

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Description of how project meets the Guidelines for Cedar Rapids Historic Districts or rationale for why the project is not consistent with the Guidelines for Cedar Rapids Historic Districts:


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City of Cedar Rapids Community Development Department
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Revised 3/2017