City of Cedar Rapids  
*Historic Preservation Commission*

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

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**MEETING NOTICE**

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

**4:30 P.M.**  
**Thursday, September 13, 2018**  
in the  
**Five Seasons Room, City Services Center**  
500 15th Avenue SW, Cedar Rapids, Iowa

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**AGENDA**

**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. **Approve Meeting Minutes**

3. **Presentations**  
a) None

4. **Action Items**  
   Sylvia Bochner
   a) Certificate of Appropriateness
      i. 1600 3rd Ave. SE – Roof Replacement
   b) Demolition Applications Under Hold
      i. 520 Cobban Ct. SE—Primary Structure Demolition – Expires 10/8/18
   c) Historic Rehabilitation Program Revisions

5. **Discussion Items**  
a) Proactive Preservation

6. **Announcements**

7. **Adjournment**

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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, August 23, 2018 @ 4:30 p.m.
City Hall Training Room, City Hall, 101 1st St SE

Members Present:  Mark Stoffer Hunter - Chair
Tim Oberbroeckling – Vice Chair
Ronald Mussman
Ronald Lower
Crystal Walter
Diana Pagan

Members Absent:  Arthur Kim
Todd McNall

City Staff:  Adam Lindenlaub, Community Development Planner
Lauren Freeman, Community Development Program Coordinator
Jillane Shultz, 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) Public comments were heard.

2. Approve Meeting Minutes – August 9, 2018
   Tim Oberbroeckling made a motion to approve the minutes. Diana Pagan seconded the motion. The motion passed unanimously.

3. Action Items
   a) Certificate of Appropriateness
      i. 1730 Park Ave SE – Porch Replacement
         - Oberbroeckling made a motion to approve the application with an exception to the Design Guidelines to allow staining of the porch floor, steps, and risers per the applicant’s request. Oberbroeckling stated that all other upright and vertical portions of the porch should be painted white, noting that the two columns should match the form of the original columns when replaced. Seconded by Crystal Walter. The motion passed unanimously.
b) Demolition and Façade Structure Modification Reviews
   i. 1005 3rd Ave SW – Primary Structure Demolition
      • Ron Mussman made a motion to approve the application. Seconded by Ron Lower. The motion passed unanimously.

c) Demolition Applications Under Hold
   i. 1901 Mt. Vernon Rd SE (Paving for Progress) – Primary Structure Demolition – Expires 9/10/18
      • Lower made a motion to release the hold from the demolition application. Seconded by Pagan. The motion passed unanimously.

   ii. 520 Cobban Ct SE – Primary Structure Demolition – Expires 10/8/18
      • The demolition application will remain on hold.

5. Adjournment
   a) Mussman made a motion to adjourn the meeting. Seconded by Oberbroeckling. The motion passed unanimously and the meeting adjourned at 6:29 p.m.

Respectfully Submitted,

Jillane Shultz, Administrative Assistant II
Community Development
To: Historic Preservation Commission Members  
From: Sylvia Bochner, Planner I  
Subject: COA Request at 1600 3rd Avenue SE  
Date: September 13, 2018

Applicant Name(s): Zeb Grimm, Arvo LLC

Local Historic District: 2nd and 3rd Avenue

Year Built: Primary structure—1924

Description of Project: Replacing existing flat roof (rubber roll roofing) with metal roofing. This project has already been completed without the issuance of a building permit or Certificate of Appropriateness. The applicant is now applying for permits retroactively.

Information from Historic Surveys on property: The 1995 Site Inventory Form from the District Nomination survey lists the integrity of the primary structure as “good.” The defining features are: flat roof with parapet; hipped awning runs width of building containing modillions and triangular knee braces for supports; symmetrical elevation with three flats to either side of a central hall & stair case; windows are in groups of three containing 4/1 (uneven divisions) double hung sash; entrance hood consists of a dentiled entablature supported by narrow smooth columns; dark brick walls. The building contributes to the historic district and is 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. **Continue 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:

**APPROPRIATE:**
- Asphalt shingles or composition shingles
- Roofs and roof elements should be retained in their original shape and pitch, with original features including cresting, chimneys, vents, finials, cupolas, etc. and, if possible, with original roof materials.
- 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.
- Skylights should be placed at rear rooflines or behind gables and dormers. Skylights should be flat or flush with the roofline, not convex or “bubble” designs.
- Skylights original to the house should be preserved.
- Historic Lightning Rods and Historic Ornamental Metal Finial Caps should be retained, maintained or added.
- Roofs that were originally historic metal crimped seamed should be replaced in metal with similar detailing and proportions. If not readily visible, other low pitch roofing materials are acceptable.
- Roofs of new asphalt or fiberglass shingles should be one color and should be compatible with historic colors and the style or period of the house.
- New materials should match as closely as possible to the original in composition, size, shape, color and texture.
- Roof gable vents should be maintained.

**NOT APPROPRIATE**
- Roll roofing, metal roofing, or clay shingles, unless these materials are original to the structure
- Covering cornices, eaves, soffits or fascia with vinyl or metal elements
- Removal of dormers
- Removal of non-functioning chimneys
- Adding skylights that would be visible from the street.

Note: The Design Guidelines primarily address pitched roofs. The roof on 1600 3rd Avenue SE is flat and the surface that has been reroofed is not visible from any elevation of the building. Many of the roof treatments designated as “appropriate” by the design guidelines would not be the appropriate option for maintaining flat/low pitched roofs (for example, using asphalt shingles on a flat/low-pitch roof can lead to leaking and maintenance issues).
The National Park Service’s Preservation Brief, “Roofing for Historic Buildings” includes the following:

“If the roof is flat and is not visible from any elevation of the building, and if there are advantages to substituting a modern built-up composition roof for what might have been a flat metal roof, then it may make better economic and construction sense to use a modern roofing method. But if the roof is readily visible, the alternative material should match as closely as possible the scale, texture, and coloration of the historic roofing material.”

**Staff Recommendation:** Metal roofing is typically considered “not appropriate” for historic buildings. However, because 1600 3rd Avenue has a flat roof that is not visible from any elevation of the building and because the materials recommended in the design guidelines are not appropriate for flat roofs, staff recommends approval of this project.
CEDAR RAPIDS
HISTORIC DISTRICT APPLICATION
Community Development Department, 101 First Street SE, Cedar Rapids, IA 52401, Phone 319-286-5041

Owner Information
Name: Arvo LCC
Address: P.O. Box 8832
City: Cedar Rapids
State: Iowa
Phone: 319-929-2864

Applicant Information
Name: Zep Grimm
Company: Arvo LCC
Address: P.O. Box 8832
City: Cedar Rapids
State: Iowa
Zip: 52408
Home Ph.
Work Ph.: 319-929-2864

Address of Property where work is to be done:
1600 3rd Ave SE

Project type: House ☐, Garage ☐, Shed ☐, Fence ☐, Addition ☐, other: Roofing

Project description: Putting on our Roof

Location: Describe where (what part of building, or where on property) work will be done:
The Roof

Materials: Type and design to be used: Metal

Estimates required: If you will not be using the same type of materials as already used on the building, then you must obtain two estimates using the existing material(s) and two estimates using the new material(s).

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

Applicant’s signature: [Signature]

For Community Development Department use only:
Date Received: [Date] Received by: [Name]
Redmond Park-Grande Avenue ☐ Contributing structure? ☐ Yes ☐ No
Second and Third ☐ Key structure? ☐ Yes ☐ No
CNME Issued? ☐ Yes ☐ No
COA required? ☐ Yes ☐ No
Date: September 13, 2018
To: Cedar Rapids Historic Preservation Commission
From: Lauren Freeman, Community Development Program Coordinator
Subject: Update to Historic Rehabilitation Program Guidelines & Application

**Background:** The Historic Rehabilitation Program is a loan and grant program that was adopted by City Council on August 23, 2016. The program provides funding for residents restoring and maintaining Local Historic Landmarks and properties in the Local Historic Districts. The City committed $50,000 towards the program in Fiscal Year 2017, and another $50,000 in Fiscal Year 2018.

In Fiscal Year 2017, the City committed $43,647 towards rehabilitation projects and paid out a total of $38,461, with $13,279 of that amount to be paid back to the City through the loan portion of the program. In Fiscal Year 2018, the City committed an additional $11,980 towards rehabilitation projects. In addition to advertising the Historic Rehabilitation Program on the City website, Community Development Staff sent out postcards to all residents in the two Local Historic Districts to market the program. With $38,020 of funding remaining in Fiscal Year 2018, staff determined that revising the program would be the next best step to help encourage more applications and successful recipients of the program.

**Proposed Program Revisions:** Staff prepared revisions to the current Historic Rehabilitation Program guidelines and application to make the program more accessible to interested participants and lead to more applicants utilizing the available funds. Many of these revisions come from feedback and conversations with residents in the Local Historic Districts, in addition to overall program evaluation by City staff.

The major revisions to the program guidelines and application include:
- Eliminating the requirement that the property the structure is on must have a residential use
- Eliminating the loan portion of the program
- Tiered financing for grant – applicants with household income above 100% Area Median Income (AMI) can receive 50% of project costs up to $5,000, applicants at or below 100% AMI can receive 75% of project costs up to $7,500
- Broadening of re-roofing projects eligible for the program
- Funding prioritization clarification

**Recommendation:** Staff recommends approval of these program revisions.
Next Steps: Present Historic Rehabilitation Program revisions to City Council Development Committee September 18, 2018.

Attachment: Draft of Historic Rehabilitation Program guidelines and application.
Historic Rehabilitation Program

The Historic Rehabilitation Program makes funding opportunities available for residents restoring and maintaining Local Historic Landmarks and properties in the Local Historic Districts. The mission of the program is to financially support homeowners’ restoration efforts and to preserve Cedar Rapids’ historic properties.

Program Guidelines

1. Structure subject to the work must be within a local historic district or be a local historic landmark.
2. Interior work (including inside an enclosed porch), mechanical work, electrical work, plumbing work, fences, landscaping, additions or new accessory building construction is not eligible for grant.
3. Labor performed by a homeowner or contractor(s) who are not state licensed shall not be eligible for grant.
4. No more than one grant shall be awarded per address per fiscal year.
5. Grant eligible work shall be consistent with what is recommended within the City of Cedar Rapids Historic Preservation Guidelines or the National Park Service Preservation Briefs when a contemplated activity is not addressed within the Historic Preservation Guidelines.
6. Any work subject to grant which began prior to historic review by the Community Development Department or Historic Preservation Commission shall not be eligible for grant.
7. Any work subject to grant which began prior to the issuance of a building permit (when such permit is required) shall not be eligible for grant.
8. Any work subject to grant which began prior to written approval from the Community Development Department to proceed, shall not be eligible for grant.
9. Any activity or work to the structure which results in the permanent removal of ornamental or architectural detailing (including but not limited to trim, molding, and cornices) shall not be eligible for grant. These elements may be removed to complete the activity, but shall be reinstalled in their exact location unless otherwise approved.
10. Property taxes must be current on the property which is subject to the grant.
11. Work shall be completed within one year of written permission to proceed unless otherwise specified by the Community Development Department.
12. Priority for grant funding will be given to:
   a. Projects involving an owner occupied structure which is the owner’s primary home
   b. Applicants who have not been awarded a grant in the past three (3) years
   c. Projects involving the primary structure on the property
Eligible Projects

1. Historic window repair.
2. Window replacement when repair is not possible; replacement windows shall maintain grille patterns and exact sizing of the original window opening. Only wood windows shall be eligible for grant.
3. Historic wood door refinishing/repair and subsequent re-installation of same door.
4. Replacement of a vinyl or metal front door with a wood door.
5. Painting of wood or stucco exterior, including trim around windows.
6. Front porch repair, removal of concrete entry steps or opening an enclosed front porch using wood materials or synthetic materials simulating wood as approved by HPC.
7. Repair of any exterior wall consisting of wood, brick or stucco where the original materials are being maintained or replaced to match that of the historical material or look.
8. Underside roof element repair/maintenance of wood or historic elements visible from the exterior of the structure including, but not limited to rafter tails, cornices, roof brackets and barge boards.
9. Removal of metal/synthetic soffits and fascia and restoration or historically accurate reconstruction of wood elements including, but not limited to rafter tails, cornices, roof brackets and barge boards.
10. Removal of synthetic (metal, vinyl or aluminum) siding and restoration/reconstruction with wood lap, wood shake, hardee plank, cement board or stucco exterior.
11. Exterior chimney repair including tuck-pointing, re-flashing, reconstruction/restoration with historically appropriate/original bricks or repairs to exposed brick chimney which retain brick finish.
12. Installation of roofing material using asphalt shingles, composition shingles, or another material approved by HPC.
13. Repair, maintenance, or if necessary, recreation of ornamentation and architectural detailing features which have documented historical evidence of being installed on the property.
14. Removal of fencing which is not recommended within the City of Cedar Rapids Historic Preservation Guidelines.
15. Reversal of any previous, historically inappropriate alterations that were not created by current property owner.
Grant Structure

Applicants of the Historic Rehabilitation Program are eligible for a grant that covers 50% of their project costs, up to $5,000. Applicants with a gross annual household income at or below 100% Area Median Income are eligible for a grant that covers 75% of their project costs, up to $7,500. The actual amount an applicant receives is determined by their gross annual household income and their total project costs. Approved grant recipients will receive the grant only when the project is completed and a proof of payment is submitted to the City. The grant will be paid as a reimbursement to the recipient.

Example funding scenarios:

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>Approved applicant with household income above 100% AMI</th>
<th>Approved applicant with household income at or below 100% AMI</th>
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<tbody>
<tr>
<td>$8,000</td>
<td>Receives $4,000 grant</td>
<td>Receives $6,000 grant</td>
</tr>
<tr>
<td>$15,000</td>
<td>Receives $5,000 grant</td>
<td>Receives $7,500 grant</td>
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</table>

Process to Apply & Receive Grant

1. Applications for the Historic Rehabilitation Program are due to the Community Development Department by **May 3, 2019 at 12:00 PM**. Applications received after the deadline will be processed on a first come, first served basis, but only after all other on time applications have been reviewed by the Historic Preservation Commission. Interested applicants are encouraged to contact the Community Development Department to find out if applications are still being accepted after the deadline.

2. No less than two written quotes/bids for work must be obtained from state licensed contractors and are due at the time of application submittal. Quotes/bids are not required if work will be completed by homeowner and is eligible to be completed by a homeowner.

3. Project review and approval of a Certificate of Appropriateness (COA) by the Historic Preservation Commission for the activities prior to grant review. Review of application for grant by Historic Preservation Commission and possible selection for grant.

4. Written permission to begin on the activity which grant is sought.

5. Building permit for approved work is obtained from the Building Services Department if a permit is required for the activity.

6. Work is completed as approved in the written notice to proceed; submit proof of payment or receipts to Community Development Department within six months of written permission to proceed. Receipts or invoice shall be for work approved as part of grant only. Separate receipts or invoices shall be used to separate work or products not part of approved activities.
7. Inspection of work by the Community Development Department after the final inspection and approval from the Building Services Department (if a building permit was required). If the work was done in accordance with what was approved in the written notice to proceed, the grant will be approved. The City of Cedar Rapids reserves the right to withhold grant for any work done that is not in accordance with what was approved or is substandard in actual finish.

8. Approved applicants will receive a check of an amount in accordance with the terms of the program guidelines.
The following information is necessary for all those interested in participating in the Historic Rehabilitation Program. Please answer all questions and provide all attachments. Incomplete applications will not be accepted. Sections beginning with ^ may be skipped if a Certificate of Appropriateness has previously been obtained for the work AND the work has not begun.

<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Applicant Information (skip if owner)</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
<td>Name/Company</td>
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<tr>
<td>Address</td>
<td>Email</td>
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Address of Property where work will occur: ____________________________________________

Is this a rental property or secondary home? □ Yes □ No

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

Project description (please be as detailed as possible): ____________________________________________

^Existing Material(s):________________________________________________________________________

^Material(s) Proposed:_________________________________________________________________________

Will you be permanently removing architectural detailing/ornamentation? □ Yes □ No
If Yes, please explain what you are removing and why:__________________________________________

Description of how project meets the City of Cedar Rapids Historic Preservation Guidelines or rationale for why the project is not consistent with the Historic Preservation Guidelines:__________________________________________
**Location:** Describe where (what part of building, or where on property) work will be done:

______________________________________________________________________________

**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 reconstruction, one of the following:** □ Sketches □ Renderings □ Construction Drawings

I have included bids/quotes of two state licensed contractors for the project*: □ Yes □ No

*Bids/quotes not required for work done by homeowner which is eligible to be done by homeowner, but estimate of materials cost is required.

**Grant Determination**

Applicants of the Historic Rehabilitation Program are eligible for a grant that covers 50% of their project costs, up to $5,000.

Applicants with a gross annual household income at or below 100% AMI* are eligible for a grant that covers 75% of their project costs, up to $7,500. To qualify, please provide additional information below:

How many people live in your household? Please check box: □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8+

What was your gross household income last year? ____________________________

*100% of Area Median Income (AMI) is determined by HUD and varies by household size.

I, the owner or designated representative of the property, have read the application and acknowledge the City of Cedar Rapids Historic Preservation Guidelines, as they relate to my project will be used to determine if my project is approved. I also acknowledge I have read the requirements for the Historic Rehabilitation Program. 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

I have read the requirements for the Historic Rehabilitation Program: □ Yes □ No

**Owner signature:** ________________________________

If the area where the work on the project is not readily visible from a public right-of-way (alley or street), I authorize a staff member of the Community Development Department to come onto my property to obtain photo(s) of the area where the work will occur.

**Owner signature:** ________________________________

*100% of Area Median Income (AMI) is determined by HUD and varies by household size.

City of Cedar Rapids Historic Preservation Guidelines and Historic Rehabilitation Program information available at: www.cityofCR.com/HPC or by visiting the Community Development Department Office in City Hall at 101 First Street SE, Cedar Rapids, IA 52401.