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

4:30 P.M.
Thursday, January 9, 2014
in the
Collins Conference Room, City Hall
101 First Street SE, Cedar Rapids, Iowa

AGENDA

Call Meeting to Order
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.

1. Approve Meeting Minutes
2. Action Items
   a) Annual Chair, Vice-Chair and Secretary Selection (5 minutes)
   b) Demolition Applications (10 minutes)
      i. 1527 30th Street SE – Private Property
3. New Business
   a) Discussion of options for local historic districts and landmarks (15 minutes)
   b) Prioritization of historic preservation ordinance updates for Council review (15 minutes)
4. Old Business
   a) COA Applications UNDER REVIEW (5 minutes)
      i. 1527 2nd Avenue SE – DEMOLITION WITHIN LOCAL HISTORIC DISTRICT
   b) Demolition Applications UNDER REVIEW (5 minutes)
      i. 1508 Washington Avenue SE – Private Property – January 13, 2014
      ii. 624 14th Street SE – Private Property – January 13, 2014
5. Adjournment

FUTURE MEETINGS
Items for future agendas:
   a) Historic district markers
   b) Selection of structures for historic structure reports
Call Meeting to Order

- Amanda McKnight-Grafton called the meeting to order at 4:32 p.m.
- Seven (7) Commissioners were present with two (2) absent.

1. Approve Meeting Minutes

- Todd McNall made a motion to approve the minutes from November 14th and November 26th. Barbara Westercamp seconded the motion. The motion passed unanimously.

2. Action Items
   a. Demolition Applications
      i. 1301 19th Avenue SW – Private Property
         - Thomas Smith stated the house was deemed a nuisance and the City would like to pursue demolition as there have been break-ins and there are safety concerns. The property owners are deceased and there is no estate for the property.
         - Tim Oberbroeckling made a motion to approve demolition of 1301 19th Avenue SW. Todd McNall seconded the motion. The motion passed unanimously.
ii. 315 2nd Avenue SE – Private Property
  - *Amanda McKnight-Grafton and Bob Grafton abstained from discussion.*
  - Emily Meyer stated Ryan Companies was asked to be a consultant for the property at 315 2nd Avenue SE and assist with options for the property. The inside of the current structure is mostly nonexistent and a site inventory form was completed showing the building as non-historic.
  - Mark Stoffer Hunter stated the building is from the late 19th century and used to be a movie theater and hotel. It was also once a telegraph office. A newer façade was put on the building in 1929 and there is minimal historic value.
  - Discussion included the fact the property is not eligible for the National Register of Historic Places and photo documentation will be completed soon.
  - Todd McNall made a motion to approve demolition of 315 2nd Avenue SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

3. New Business
   a. Informational update and support for relocation of structure at 847 4th Avenue SE (Luther Brewer House)
      - Dawn Stephens stated they would like to lift the house from its current location on 4th Avenue and move it approximately 10 blocks to a new site in a residential area. State and Federal tax credits will be used to assist in the costs of the relocation. Mercy Medical Center has agreed to contribute the amount it would cost them to demolish the property to the cost of the relocation. The property was originally a single family home but was converted to four rental properties. The goal is to convert the house back to single family. The property is currently on the National Register of Historic Places but will be delisted once relocated. Work will be done to ensure the property is relisted on the National Register of Historic Places following the relocation.
      - Discussion included the fact the Czech Village / New Bohemia Design Review Technical Advisory Committee reviewed the application for relocation and suggested the property owners ask the Historic Preservation Commission (HPC) for a letter of support.
      - Tim Oberbroeckling made a motion to provide a letter of support for the relocation of the structure at 847 4th Avenue SE. Barbara Westercamp seconded the motion. The motion passed unanimously.
   b. Comparison of local historic districts and overlay districts
      - Ms. McKnight-Grafton pointed out the topic of creating a historic district in the New Bohemia area has been brought up several times. Following conversations with Save CR Heritage it seems as though some of the property owners may be interested in pursuing a historic district while others may not as the area is already an overlay district with its own specific guidelines.
      - Mr. Smith explained the similarities and differences between an overlay district and a historic district. Because it may lengthen the process and may also discourage development in an area, City staff would advise against pursuing a double designation.
      - It was recommended the commission work to pursue local landmark designations and other historic districts.
4. Old Business
   a. HPC marketing brochure
      • Mr. Smith stated if the commission will work to provide content and photographs to be used in the brochure, staff will assist in the printing of the brochures.
      • Ideas for distribution of the brochures were identified.
   b. Review of City-owned properties 50 years old or older
      • Members of the commission identified properties in which there was interest to find a developer to rehabilitate or relocate the structure.
   c. COA Applications UNDER REVIEW
      i. 1527 2nd Avenue SE – DEMOLITION WITHIN LOCAL HISTORIC DISTRICT
         • Bob Grafton stated the process is still moving forward to possibly allow the property to be sold to an interested purchaser.
   d. Demolition Applications UNDER REVIEW
      i. 1310 3rd Street SE – Private Property – December 23, 2013
         • Mr. Smith stated he had no news to provide.
      iii. 624 14th Street SE – Private Property – January 13, 2014
         • Mr. Hunter stated the house on 1508 Washington Avenue SE is not original to the site and was relocated there.
         • Discussion included inviting Affordable Housing Network Incorporation (AHNI) to the next meeting to discuss options for both properties.
   e. Update on 720 1st Avenue NW property disposition process
      • Ms. McKnight-Grafton stated HPC members and members of Neighborhood Development Corporation (NDC) toured the building and NDC has submitted a letter of interest to pursue redevelopment of the property.
      • Mr. Smith stated a second letter of interest was also received for the property. The letters of interest will be presented to the Development Committee in January 2014 with a recommendation to pursue a disposition process for the property.

Todd McNall left the meeting at 6:08 p.m.

f. Update on Save CR Heritage activities
   • Bob Grafton and Tim Oberbroeckling provided an update on their attendance at a Save CR Heritage meeting stating Save CR Heritage was interested in an update on 720 1st Avenue NW and also interested in the code changes the HPC is pursuing.

5. Adjournment
   • Barbara Westercamp made a motion to adjourn the meeting at 6:24 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II
Community Development
# DEMOLITION PERMIT APPLICATION

<table>
<thead>
<tr>
<th>Address of Demolition:</th>
<th>1527 30th St SE</th>
<th>Approximate Age of Structure Year Built:</th>
<th>1913</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>GPN:</th>
<th>14201-55025-00000</th>
<th>Reason: (optional)</th>
<th>Future Plans: (optional)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Property Owners Name:</th>
<th>John Bextine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owners Address:</td>
<td>1527 30th St SE CEDAR RAPIDS IA 52402</td>
</tr>
<tr>
<td>Contractor’s Name:</td>
<td>John Bextine</td>
</tr>
<tr>
<td>Contractor’s Address:</td>
<td>501 Dunbar Dr NE CEDAR RAPIDS IA 52402</td>
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</table>

<table>
<thead>
<tr>
<th>Type of Building:</th>
<th>Single Family</th>
<th>Multi Family</th>
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</thead>
<tbody>
<tr>
<td>Size of Building:</td>
<td>28 x 36</td>
<td>Units: Commercial Accessory Building</td>
</tr>
<tr>
<td>Building has Basement:</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Dimension:</td>
<td>1.5 Height:</td>
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</table>

### DISPOSAL OF DEMOLITION MATERIALS

- City of Cedar Rapids Landfill

<table>
<thead>
<tr>
<th>Private Landfill – Contact:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

It is the Responsibility of the Permit Holder to adhere to all Local, State, And Federal Regulations regarding proper Inspections and Removal of Asbestos prior to any Demolition.

### UTILITIES INFORMATION

All utilities shall be abandoned in accordance with City requirements and verified and/or inspected before Demolition Permit is issued and demolition begins.

I hereby certify that I have read and examined this application and affirm the above information as true and correct and also agree to comply with the provisions of the City of Cedar Rapids Codes and any other applicable Federal & State laws concerning the demolition process and/or disposal of demolition debris. I also certify that I am authorized to demolish this building as owner or agent of the owner and agree to assume complete responsibility for any liability arising from demolition of the above building. I also agree that no burning or burying of materials shall be done within the Corporate City Limits of Cedar Rapids.

**APPLICANT’S SIGNATURE:**

**DATE:**

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**OFFICE USE ONLY**

**UTILITIES DISCONNECTION INFORMATION & APPROVALS**

<table>
<thead>
<tr>
<th>Water:</th>
<th>Alliant Energy:</th>
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<tr>
<td>Sewer:</td>
<td>Mid-American Energy:</td>
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<tr>
<td>Public Works:</td>
<td>MediaCom:</td>
</tr>
<tr>
<td>CED:</td>
<td>Other:</td>
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<tr>
<td>Zoning:</td>
<td>Other:</td>
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### PERMITTING INFORMATION

<table>
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<tr>
<th>Demolition Permit Number:</th>
<th>Date Issued:</th>
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<tr>
<td>Demolition Permit Fee:</td>
<td>Date Paid:</td>
</tr>
<tr>
<td>Zoning District:</td>
<td>Date All Utilities Were Disconnected:</td>
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<td>Permit Issued by:</td>
<td>Date Signed:</td>
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</tbody>
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Revised 09/2010 dxk
Appraisal Summary - GPN: 14261-55025-00000

Property Address: 1527 30TH ST SE
Cedar Rapids, IA

Class: RESIDENTIAL
PDF: Res Permit Region 6
Neighborhood: SE 234

Property Address: 1521 30TH STREET
SE
CEDAR RAPIDS IA
52403-0000

Legal Description: LANDS (LESS N 80' E 300')E 1026.6'S 5AC
SW NE & (LESS E 20' & W W 293.4') N 20' E
1026.6' NW SE STR/LB 26 83 7

Homestead: Military:

Apply for Residential Homestead Tax Credit

Click map to see neighbor's summary page.
View complete GIS map.
Neighborhood map

LOT INFORMATION

Disclaimer: Assessor's lot sizes are for assessment purposes only and may NOT represent actual dimensions.
For more accurate, complete data refer to GIS maps, plat maps, or legal documents.

SEGMENT #1: 1 Acres; 43560 SF
SEGMENT #2: 2.79 Acres; 121532.4 SF

RESIDENTIAL DWELLING

Occupancy: Single-Family
Style: 1 1/2 Story Frame
Year Built: 1913
Exterior Material: Wd Lap
Above-Grade Living Area: 1,248 SF
Number Rooms: 5 above, 0 below
Number Bedrooms: 3 above, 0 below
Basement Area Type: Full
Basement Finished Area: 0 SF
Number of Baths: 1 Full Bath; 1 Toilet Room
Central Air: No
Heat: FHA - Gas
Number of Fireplaces: None
Garage: None
Porches and Decks: Wood Stoop (16 SF); 1S Frame Enclosed (438 SF); Stoop W/ Railing (18 SF)
Yard Extras: Sheds

NOTES:
PRE RVAL: BSMT=DAMP, ACCESS TO BSMT FROM REAR PORCH. BI = DW.
02/19/2003-ACCESS TO BSMT & 2ND FLR IS FROM REAR PORCH. BELOW NORMAL EXTERIOR, PAINT CHIPPING.
ORIGINAL SIDING & WINDOWS, ROOF 1986±. FUNC OBSOL 5% BSMT ACCESS, 5% 2ND FLR ACCESS.

1-2012 MAP FACTOR ADJUSTED DUE TO MARKET CONDITION
1-2013 6YR CYCLE. REMOVED VALUE FROM 96SF FR SHED. ADDED TOILET RM TO PLUMBING CT. NO OTHER
CHANGES PER OWER 6/19/2012 AE

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<tr>
<th>2013 ASSESSMENT</th>
<th>2012 ASSESSMENT</th>
<th>2011 ASSESSMENT</th>
<th>2010 ASSESSMENT</th>
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<tr>
<td>Land $46,975</td>
<td>Land $46,975</td>
<td>Land $46,975</td>
<td>Land $46,975</td>
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<tr>
<td>Dwelling $55,730</td>
<td>Dwelling $58,926</td>
<td>Dwelling $60,711</td>
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<td>Improvements $0</td>
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<td>Total $102,705</td>
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SALES
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<th>Volume/Page</th>
<th>$ Amount</th>
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</table>

PERMITS
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</thead>
</table>
- No permit information available -

Sketch
Disclaimer: The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed. The maps and data provided by this web site, represent data from the Cedar Rapids City Assessor's Office, as used for assessment purposes. No warranty, expressed or implied, is provided for the data herein or its use.

Property photos or data incorrect? Click Here
NEW BUSINESS
To: Historic Preservation Commission  
From: Thomas Smith, Planner  
Subject: Designation of Local Historic Districts or Landmarks  
Date: January 9, 2014

Local Historic District and Landmark Designation Process:
The City has the ability to designate an area or property within Cedar Rapids as a local historic
district or landmark. The proposal for historic district or landmark status can come from the
HPC, City Council, or any citizen who seeks designation for a particular district or property.

In order for a proposal for a new local historic district or landmark to move toward adoption, the
following must first be submitted to the Community Development Department:

- Signatures of 51% of the owners of the total number of parcels in a proposed district. In the
case of a landmark, the signature of the owner of the proposed landmark is needed.
- A vicinity map and description of the boundaries of the proposed district or landmark.
- Documentation showing how the proposed district or landmark meets one or more of the
  following criteria:
  - Embodies the distinctive characteristics of a type, period or method of construction that
    represents the work of a master, high artistic values, or a significant and distinguishable
    entity;
  - Associated with events that have made significant contributions to local, state or national
    history;
  - Coherent and distinctive visual character or integrity based on similarity of scale, design,
    color, setting, workmanship, etc.;
  - Associated with the lives of persons significant to our past;
  - Has yielded or may be likely to yield information important in prehistory or history.
- A map showing the existing uses of all properties within a proposed historic district.

After a request with the above information is received, it is reviewed by the following
commissions and agencies:

- The Historic Preservation Commission,
- The State Historical Society of Iowa,
- The City Planning Commission, and
- City Council.

During the review periods of these groups, alterations to the original proposed local historic
district or landmark may be suggested. In this case, the State Historical Society would be
requested to provide additional comments on any proposed modifications. After receiving the final recommendations from the State Historical Society and the local Commissions, a public hearing would be held by the City Council, and final adoption or rejection of the historic district or landmark would be determined.

An adopted historic district or landmark would be registered with the City, and an adopted landmark would receive a plaque of recognition that may be posted on the exterior of the structure.

Local historic district or landmark status is a designation of honor, but also comes with certain requirements. Namely, local historic districts or landmarks are required to:

- Follow the guidelines for historic districts established by the HPC and approved by City Council,
- Obtain a Certificate of Appropriateness (COA) or Certificate of No Material Effect (CNME) for changes in appearance to a historic landmark or to a building within a historic district.

**Staff Recommendation:**
Staff recommends that the initial effort of the HPC should be to seek designation of a local historic landmark. This would allow the preservation community to achieve a high-profile victory after a number of years without any new local historic designations. In addition, it would be the first local landmark to be registered with the City.

Attached is a list of National Register-listed properties in Cedar Rapids to provide some potential options for discussion.
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Resource Name</th>
<th>Address</th>
<th>City</th>
<th>Certification Date</th>
<th>Multiple Property Name</th>
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<tr>
<td>850110209</td>
<td>Armstrong, Robert and Esther, House</td>
<td>730 36th St., SE</td>
<td>Cedar Rapids</td>
<td>19801110</td>
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<td>040012124</td>
<td>Aucelle Building</td>
<td>885 First Ave. SE</td>
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<td>20041206</td>
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<td>78011236</td>
<td>Averil, A. T., House</td>
<td>1120 2nd Ave., SE</td>
<td>Cedar Rapids</td>
<td>19761128</td>
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<td>02011539</td>
<td>Bohemian-Commercial Historic District</td>
<td>1000 to 1100 Bids of 3rd St. SE and 100 to 200 Bids of 14th Ave SE</td>
<td>Cedar Rapids</td>
<td>20021200</td>
<td>Cedar Rapids, Iowa MPS</td>
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<tr>
<td>12001636</td>
<td>Bohemian Commercial Historic District</td>
<td>Roughly bounded by 9th Ave. SE, 4th St. SE, 14th Ave. SE, 15th Ave. SW, C St. SW, 17th Ave SW &amp; A St. SW</td>
<td>Cedar Rapids</td>
<td>20121012</td>
<td>Cedar Rapids, Iowa MPS</td>
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<td>88001083</td>
<td>Brewer, Luther A. and Edith T., House</td>
<td>887 40th Ave. SE</td>
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<td>19800415</td>
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<td>10010075</td>
<td>Brown Apartments</td>
<td>1234 64th Ave. SE</td>
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<td>78011237</td>
<td>C.S.P.S. Hall</td>
<td>1105 3rd St., SE</td>
<td>Cedar Rapids</td>
<td>19791129</td>
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<tr>
<td>78011238</td>
<td>Calder Houses</td>
<td>1214 and 1216 2nd Ave., SE</td>
<td>Cedar Rapids</td>
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<td>82010413</td>
<td>Cedar Rapids Post Office and Public Building</td>
<td>305 2nd Ave., SE</td>
<td>Cedar Rapids</td>
<td>19821110</td>
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<tr>
<td>12001007</td>
<td>Cedar Rapids Pump Company Factory and Warehouse</td>
<td>605 G Ave., NE</td>
<td>Cedar Rapids</td>
<td>20121106</td>
<td>Cedar Rapids, Iowa MPS</td>
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<td>88011277</td>
<td>Comstony Building No. 2</td>
<td>616 1/2 Ave. NE</td>
<td>Cedar Rapids</td>
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<td>96011586</td>
<td>Damour, William and Sue, House</td>
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<td>98010950</td>
<td>Evans Manufacturing Company Building</td>
<td>301 36th Ave. SE</td>
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<td>88010530</td>
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<td>US 151 over Cedar R.</td>
<td>Cedar Rapids</td>
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<td>Highway Bridges of Iowa MPS</td>
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<td>94011088</td>
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<td>77010635</td>
<td>Highwater Rock</td>
<td>Cedar River near 1st Ave. and 1st St., NE</td>
<td>Cedar Rapids</td>
<td>19771117</td>
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<td>91010594</td>
<td>Hotel Roosevelt</td>
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<td>Cedar Rapids</td>
<td>19910501</td>
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<td>88010528</td>
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<td>Highway Bridges of Iowa MPS</td>
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<td>88010514</td>
<td>Indian Creek Bridge</td>
<td>Artesian Rd. over Indian Cr.</td>
<td>Cedar Rapids</td>
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<td>Highway Bridges of Iowa MPS</td>
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<td>83010085</td>
<td>Iowa Building</td>
<td>201 4th Ave., SE</td>
<td>Cedar Rapids</td>
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<tr>
<td>12001080</td>
<td>Iowa Wind Mill and Pump Company Office and Warehouse</td>
<td>42 7th Ave., SW</td>
<td>Cedar Rapids</td>
<td>20121011</td>
<td>Cedar Rapids, Iowa MPS</td>
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<tr>
<td>83010086</td>
<td>Lutten Auditorium Building</td>
<td>214 4th Ave., SE</td>
<td>Cedar Rapids</td>
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<td>97011549</td>
<td>Leisinger Block</td>
<td>1217 2nd St., SE</td>
<td>Cedar Rapids</td>
<td>19971224</td>
<td>Commercial &amp; Industrial Development of Cedar Rapids MPS</td>
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<td>04010088</td>
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<td>78011240</td>
<td>Max's Island Historic District</td>
<td>Between 1st and 5th Ave. on Max Island</td>
<td>Cedar Rapids</td>
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<td>96010516</td>
<td>Moslem Temple</td>
<td>1335 5th St., NW</td>
<td>Cedar Rapids</td>
<td>19960115</td>
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<tr>
<td>76010779</td>
<td>Paramount Theater Building</td>
<td>125–127 3rd Ave., SE</td>
<td>Cedar Rapids</td>
<td>19760830</td>
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<tr>
<td>78011241</td>
<td>People's Savings Bank</td>
<td>101 3rd Ave., SW</td>
<td>Cedar Rapids</td>
<td>19760192</td>
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<td>02010456</td>
<td>Penton, Charles W. and Nellie, House</td>
<td>1226 3rd Ave. SE</td>
<td>Cedar Rapids</td>
<td>20020509</td>
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<td>01000994</td>
<td>Redmond Park–Grand Ave Historic District</td>
<td>Roughly bounded by US 151, Nineteenth St., and Washington Ave.</td>
<td>Cedar Rapids</td>
<td>20010910</td>
<td>Cedar Rapids, Iowa MPS</td>
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<td>00000096</td>
<td>Second and Third Avenue Historic District</td>
<td>1400 to 1800 Bids of Second Ave. SE and Third Ave. SE</td>
<td>Cedar Rapids</td>
<td>20001010</td>
<td>Cedar Rapids, Iowa MPS</td>
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<td>77010075</td>
<td>Security Building</td>
<td>200 Ave. and 2nd St., SE</td>
<td>Cedar Rapids</td>
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<td>76020779</td>
<td>Seminole Valley Farmstead</td>
<td>W of Cedar Rapids</td>
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<td>76010780</td>
<td>Sinclair, T. M., Mansion</td>
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<td>85011737</td>
<td>St. Paul Methodist Episcopal Church</td>
<td>1490 3rd Ave., SE</td>
<td>Cedar Rapids</td>
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<td>85011738</td>
<td>Taylor Ave Home</td>
<td>4600 Main Ferry Rd.</td>
<td>Cedar Rapids</td>
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<td>98010280</td>
<td>Witwer Grocery Company Building</td>
<td>903 2nd St., SE</td>
<td>Cedar Rapids</td>
<td>19980501</td>
<td>Commercial &amp; Industrial Development of Cedar Rapids MPS</td>
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<td>82010414</td>
<td>Wolff, Philip A., House and Carriage House</td>
<td>1420 Seminole Ave., NW</td>
<td>Cedar Rapids</td>
<td>19821007</td>
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To: Historic Preservation Commission
From: Thomas Smith, Planner
Subject: Prioritization of Historic Preservation Ordinance Updates for Council Review
Date: January 9, 2014

Background and Recommendations:
In the second half of 2013, the Historic Preservation Commission (HPC) discussed and recommended three updates to the City’s Chapter 18 Historic Preservation ordinance. The proposed updates are generally small additions to ensure that owners of potentially historic buildings aren’t circumventing the intended review process for buildings fifty years old or older, and that adequate time is provided to properly notify the Commission and the public of potential demolitions.

Based on discussions from an HPC meeting with the mayor on October 24, 2013, it was advised that the Commission prioritize its proposed ordinance changes and present them to the City Council Development Committee individually over the course of several months. The three ordinance changes discussed are as follows:

Review of Partial Demolitions
Last year, a potentially-historic home near one of the City’s local historic districts was deconstructed down to the foundation and chimney and then rebuilt with all new materials. Had the contractor given a full accounting of the work to be performed on the structure, it technically would not have been considered a demolition based on the City’s current demolition definition. The City’s current definition of a demolition is the complete removal of a structure and its foundation, and the clearing of the site. The HPC recommended that the following definition of a partial demolition be added to Chapter 18:

Partial Demolition (for structures determined to be fifty (50) years old or older):
1. Removal of more than twenty-five (25) percent of an exterior wall(s) facing a public street(s) or fifty (50) percent of all exterior walls; or
2. Enclosure or alteration of more than fifty (50) percent of the exterior walls so that they no longer function as exterior walls; or
3. Removal of a roof, or rebuilding of the roof to a different pitch; or
4. A proposed alteration, which in combination with other alterations of the building authorized within the preceding five (5) years will represent a change defined in subsections (1), (2), or (3).

Review of Demolitions of Accessory Structures
In certain cases, large carriage houses and other historic accessory structures have been demolished without any notice or review by the HPC. The language in Chapter 18 states that a historically significant building is “a principal building determined to be fifty (50) years old or older.” For this reason, HPC has not been forwarded demolition applications for accessory structures in the past, which include garages and carriage houses. The HPC is recommending that
the Historic Preservation Code be amended to include accessory structures as potential historically significant buildings:

Historically significant building: A principal or accessory structure determined to be fifty (50) years old or older, and:

- The building is associated with any significant historic events;
- The building is associated with any significant lives of persons;
- The building signifies distinctive architectural character/era;
- The building is associated with the lives of persons significant in our past;
- The building is archeologically significant.

Staff tracked the potential increase in demolition applications for HPC review if these updates are implemented and found that over a three month period, an additional eight applications would have been affected by the ordinance updates.

10 Business Day Wait Period Extension
The HPC has expressed concern with the amount of time currently permitted to review demolition applications, especially those that are submitted to the City less than 48 hours before a meeting. The City’s Chapter 18 Historic Preservation ordinance currently requires the HPC to review demolition applications within a “ten (10) business day wait period” after a demo application is received by City staff. Because of the current twice-monthly meeting schedule of the HPC, staff must add demolition applications received up to the day before the meeting to an HPC agenda. If the application isn’t reviewed at that day’s meeting, the ten business day wait period expires prior to the next HPC meeting, and the demolition application must be released without any review for historic significance.

The HPC recommends extending the 10 business day wait period to a 15 business day wait period. By adding five additional business days to the wait period, the following goals can be accomplished:

- Demolition applications not received the Friday prior to an HPC meeting will be scheduled for the next available HPC meeting afterward. This gives HPC members at least 32 hours’ notice to review demolition applications before a meeting.
- Staff can publish a notice in the Gazette for all demolition applications to be reviewed at an upcoming HPC meeting.
- Agenda packets may be sent the Monday prior to a meeting instead of 24 hours in advance.

Staff Recommendation:
Staff recommendations the following prioritization of ordinance updates:
1. **10 Business Day Wait Period Extension** – This issue an issue that affects every HPC meeting and will continue to pose recurring problems until the ordinance is corrected.
2. **Review of Demolitions of Accessory Structures** – There are a number of accessory structures throughout the community for which demolition is regularly requested. Although very few of these structures have historic significance or worthy architectural detail, multiple instances of issues with the demolition of carriage houses make this a higher priority item.
3. **Review of Partial Demolitions** – Although a significant potential issue, there has only been one case on record where a partial demolition created a serious problem. Significant partial demolitions of historic structures are less likely than the demolition of historically-significant accessory structures.
Next Steps:
After the Commission has recommended a prioritization for the requested ordinance changes, staff will return at subsequent HPC meetings to confirm the language of the proposed changes, and then forward them to the City Council Development Committee for review. Once the Development Committee gives its recommendation, it generally takes an ordinance change six weeks to be approved. At the proposed pace all three ordinance changes, if recommended and approved by City Council, could be implemented by mid-2014.