Call Meeting to Order
• Amanda McKnight Grafton called the meeting to order at 4:31 p.m.
• Nine (9) Commissioners were present with two (2) absent.

1. Approve Meeting Minutes
• Two amendments were requested.
• Tim Oberbroeckling made a motion to approve the minutes from September 25, 2014 as amended. Barbara Westercamp seconded the motion. The motion passed unanimously.

2. Action Items
a. DEMOLITION Applications
   i. 2200 West Post Road SW – Private Property
      • Jeff Hintz stated the property was built in 1870 and is not eligible for the National Register. There was a fire in the spring ruining all three levels of the house; therefore photo documentation will not be permitted. There are no future plans for the property.
      • Ron Mussman made a motion to approve demolition of 2200 West Post Road SW. Caitlin Hartman seconded the motion. The motion passed unanimously.
ii. **1415 4th Street SW – Private Property**
   - Mr. Hintz stated the property was built in 1900 and is not eligible for the National Register. The foundation of the house is settling and the owner would like to build a new house using materials of the current house.
   - Mark Stoffer Hunter made a motion to approve the demolition of 1415 4th Street SW. Barbara Westercamp seconded the motion. The motion passed unanimously.

b. **Certificate of Appropriateness (COA)**
   i. **1734 Park Avenue SE – Install Wood Fence**
      - Mr. Hintz stated the owner would like to install a 3’ picket fence in the front of the property and a 6’ privacy fence in the rear of the property. Gates will be used on the fence and there will be no attachment to the house. The proposed materials are recommended in the guidelines.
      - Questions were raised as the application showed use of a 3’ and 4’ picket fence. Mr. Hintz clarified the 4’ foot fence would not be allowed per building code.
      - Barbara Westercamp made a motion to approve the installation of a 3’ picket fence in the front of the property and a 6’ privacy fence in the rear of the property. B.J. Hobart seconded the motion. The motion passed unanimously.

   c. **Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey**
      - Anne Russett stated in August 2011 the City entered into a MOA with FEMA, SHPO, and IHSEMD regarding the demolition of historic properties that resulted from the 2008 flood. The MOA includes eight mitigation measures including the preparation of a Citywide Survey. The City contracted with Summit Envirosolutions to complete the Citywide Survey that focuses on areas of the City that were previously un-surveyed and developed before 1965. The survey identifies areas and individual buildings that warrant further investigation. The MOA required the survey be reviewed and approved by FEMA, SHPO and the HPC. Formal approval from SHPO has been received and there was no feedback from FEMA.
      - Mark Stoffer Hunter pointed out some of the dates in the survey were incorrect. Ms. Russett requested changes be sent to staff and the survey will be resubmitted to FEMA and SHPO for another review that will take 30 days.
      - Mark Stoffer Hunter made a motion to hold off on approving the survey until minor historic proofing is complete. Barbara Westercamp seconded the motion. The motion passed unanimously.

d. **Draft Content for Kiosk Near 3rd Street SE and 12th Avenue SE**
   - Mark Stoffer Hunter abstained from discussion.
   - Ms. Russett stated in January 2012 the City entered into a MOA with FEMA, SHPO and IHSEMD regarding the demolition of the former Sinclair Packing House that resulted from the 2008 flood. The MOA includes four mitigation measures that include design, fabrication and installation of a kiosk that communicates the historic significance of the sidewalk mosaic advertisements and the history of the businesses within the Bohemian Commercial Historic District. The City contracted with Louis Berger Group to assist with the design and content of the kiosk. The MOA requires the design, content and location of the kiosk be reviewed and accepted by FEMA, SHPO, IHSEMD, Main Street and HPC. The content was distributed and FEMA provided minor edits and no feedback was received from SHPO, Main Street or IHSEMD.

Barbara Westercamp left the meeting at 5:04 p.m.
• Tim Oberbroeckling made a motion to approve the content of the kiosk. Bob Grafton seconded the motion. The motion passed unanimously.

3. Old Business
   a) Demolition Applications UNDER REVIEW
      i. 1257 3rd Avenue SE – Private Property – November 17, 2014
         • Mr. Hintz stated staff received an email over the weekend indicating interior items were being removed which is allowed as the 60 day hold only applies to modifications to the exterior. Mr. Hintz stated when moving forward with the relocation possibilities there has to be a foundation in place and street closures need to be determined in order to proceed with relocating the house. The house cannot be moved to a lot without a foundation.
         • Mr. Grafton stated there are people researching tax incentives and trying to locate a vacant lot to relocate the structure.
   b) COA Applications UNDER REVIEW
      i. 1527 2nd Avenue SE – Demolition in Historic District – Reviewed June 13, 2013
         • Mr. Grafton stated a third party completed a title opinion and documents have been sent to the executor in New York to sign off. The next step with be the closing.

4. Adjournment
   • Tim Oberbroeckling made a motion to adjourn the meeting at 5:50 p.m. Caitlin Hartman seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II
Community Development