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. Approve Meeting Minutes

3. Action Items
   a) Demolition Applications under review (10 minutes)
      i. 1414 B Avenue NE - Primary Structure, Private Property (expires 8/22/17)
      ii. 1922 B Avenue NE - Accessory Structure, Private Property (expires 9/12/17)
   b) Prioritization of Areas Recommended for Intensive Survey (30 minutes)

4. Discussion Items (30 minutes)
   a) Update to historic district guidelines
   b) Historic Preservation Commission Bylaws

5. Announcements

6. 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, July 13, 2017 @ 4:30 p.m.
Five Seasons Conference Room, City Services Center, 500 15th Avenue SW

Members Present:  Mark Stoffer Hunter  Chair
                  Amanda McKnight-Grafton
                  Tim Oberbroeckling
                  Todd McNall
                  Ron Mussman
                  Heather Sundermann
                  Barb Westercamp
                  Caitlin Hartman

Members Absent:   BJ Hobart

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

Call Meeting to Order
- Jeff Hintz called the meeting to order at 4:32 p.m.
- Eight (8) Commissioners were present with one (1) absent.

1. Public Comment
- There was no public comment.

2. Introduction of New Commission Members
- Jeff Hintz introduced the new Commission Member, Heather Sundermann.

3. Election of Commission Officers for the Remainder of 2017
- Jeff Hintz stated that Amanda McKnight Grafton has served two (2) terms as Chair and, according to the By-laws; she is no longer eligible to be the Chair. The Commission will need to elect a Chair for the remainder of 2017.
- Amanda McKnight Grafton made a motion to elect Mark Stoffer Hunter as the Chair for the remainder of 2017. Todd McNall seconded the motion. The motion passed unanimously.

4. Approve Meeting Minutes
- Tim Oberbroeckling made a motion to approve the minutes from June 22, 2017. Barb Westercamp seconded the motion. The motion passed unanimously.
5. Action Items
a) Demolition Applications
 i. 1922 B Avenue NE – 12X18 Garage Accessory Structure, Private Property
   • Jeff Hintz stated that this garage was built in 1926 and the property was listed on the National Register in 2013 as a contributing structure. Staff recommends immediate release. The overall condition and work needed to restore the garage is not economical. Mr. Hintz reviewed historic significance and the demolition review process.
   • Mark Stoffer Hunter recommended that the Commission place a sixty (60) day hold on the garage so that salvage can take place. The garage has architectural features that match the home and there is concern that the property will lose historic integrity. Mr. Stoffer Hunter encourages the owner to match the roofline of the house should they rebuild a garage.
   • Ron Mussman asked if SHPO needs to be informed of demolition since this is a contributing property in the National Historic District. Jeff Hintz stated that the demolition will be included in the yearly CLG Report to SHPO.
   • Todd McNall noted that if the funding were available in the Historic Rehabilitation Program to residents in the National District then maybe this garage could be restored.
   • Tim Oberbroeckling made a motion to place a sixty (60) day hold on the garage accessory structure at 1922 B Avenue NE so that salvage can take place. Amanda McKnight Grafton seconded the motion. The motion passed unanimously.

 ii. 119 29th Street NE – Primary Structure, Private Property
   • Jeff Hintz stated that this property was built in 1921 and was looked at in the 2013 Citywide Survey where it was not recommended. Staff recommends immediate release. The structure is not in future plans for the property owner and the lot will go through land development process or be grass.
   • Todd McNall made a motion to approve demolition at 119 29th Street NE. Barb Westercamp seconded the motion. The motion passed unanimously.

b) Demolition Applications under Review
 i. 1414 B Avenue NE - Primary Structure, Private Property
   • Amanda McKnight Grafton recused herself from discussion and voting.
   • Mark Stoffer Hunter stated that he would like to do extensive photo documentation and keep the property on hold for salvage. Grant Wood’s older brother lived in this home for one (1) year.
   • The Commission agreed to keep the hold on the property.

6. Presentation – Archeologically Sensitive Areas Mapping
   • Jeff Hintz stated that this map is a resource for City staff as development and other work occurs in areas which have been studied for archeological significance.
   • Jeremiah Fettig, Community Development Intern, stated that he compiled Archeological Surveys and Studies and examined them for recommendations and maps of surveyed areas. Mr. Fettig used printed and electronic copies of surveys to manually enter information into an attribute table and drew the location of surveyed areas. As additional surveys are done, staff will update the table information to keep it current.
   • Mark Stoffer Hunter asked if a study would be conducted when the 8th Avenue Bridge is reconstructed. Jeff Hintz stated that he would have to ask Rob Davis because it depends on the funding.
   • Todd McNall asked if the City has standards that they follow for administering these surveys. Jeff Hintz stated that all of the surveys need to meet the National Park Guidelines and they are
reviewed by SHPO. Todd McNall wants to make sure as projects are undertaken that the City or City consultants are aware of the documents and have reviewed them. Jennifer Pratt stated that staff will work with Public Works staff to ensure this occurs and that prior to a project being started or bid out, a review would occur.

7. Discussion Items
   a) Historic Preservation Commission Bylaws
      • Jeff Hintz stated that the current Bylaws were adopted in 1994 and there have been several changes in City Government since that time as well as significant changes to Chapter 18. Mr. Hintz reviewed a summary of content as well as a summary of changes that staff has made.
      • Amanda McKnight Grafton asked for more time for Commission members to review. She reviewed the current Bylaws with the draft that staff sent out and noticed some content that was removed that she feels should be put back in.
      • Tim Oberbroeckling asked staff to review Roberts Rules of Order in regards to when a Commission member can abstain. Mr. Oberbroeckling is wondering if a Commission member can abstain from voting after the discussion.

   b) Update to Historic District Guidelines
      • Amanda McKnight Grafton stated that she gave staff the draft before the meeting and thanked the subcommittee for their work on updating the Guidelines.
      • Jeff Hintz stated that staff will review the document and provide feedback. The next steps are SHPO review, stakeholder outreach, full Commission adoption, Development Committee review, and City Council review.
      • Todd McNall asked that the full Commission review the Guidelines before the public.

8. Announcements
   • Ron Mussman asked when additional surveys can be done in other parts of the City. Jeff Hintz stated that the City will apply for grants as they come up to do additional surveys. Staff will ask the Commission to rank the areas they would like surveyed at an upcoming meeting.
   • Todd McNall stated that Main Street has applied for grants from the Washington County Riverboat Foundation and encouraged the City to apply for those grants.

6. Adjournment
   • Barb Westercamp made a motion to adjourn the meeting at 5:49 p.m. Todd McNall seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development
Date: July 27, 2017
To: Cedar Rapids Historic Preservation Commission
From: Jeff Hintz, Planner II Community Development Department
Subject: Prioritization of Areas Recommended for Intensive Survey

Background: The HPC work plan for 2017 as well as the Historic Preservation Plan (HPP) identify prioritizing a list of areas which have been identified for intensive surveys in the Citywide Historic and Architectural Reconnaissance Survey. This initiative is identified in the HPP as initiative 5.1.a on PDF page 25 of the plan. This was slated to be completed within 23 years of plan adoption as indicated on PDF page 44 of the HPP. An initial ranking was included in the plan, by quadrant on PDF pages 142-143.

The table below identifies the 20 areas from the Citywide Survey which a written narrative was provided. Those areas highlighted in yellow were not recommended for an intensive survey.

<table>
<thead>
<tr>
<th>Area Name</th>
<th>HPP Priority</th>
<th>Number on Map</th>
<th>Draft Overall Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Belmont Park</td>
<td>1</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>06 Clarendon Hills</td>
<td>11</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>02 East Highlands</td>
<td>07</td>
<td>12 Coon McNeal</td>
<td>17 Ridgewood Addn.</td>
</tr>
<tr>
<td>03 North Highlands</td>
<td>08 Eastland Manor</td>
<td>13 Coe College</td>
<td>18 Mosher’s Addn.</td>
</tr>
<tr>
<td>04 Rapids Township</td>
<td>09 Mound Farm Addn</td>
<td>14 Mount Mercy</td>
<td>19 Country Club Addn.</td>
</tr>
<tr>
<td>05 Greene and College</td>
<td>10 Kenwood Plat</td>
<td>15 Vernon Heights</td>
<td>20 Midway Park Addn.</td>
</tr>
</tbody>
</table>

The ranking of the areas recommended for intensive survey in the HPP was not intended to be final, but used as starting point for discussion. The ranking by quadrant in the HPP is as follows:

<table>
<thead>
<tr>
<th>NW Quadrant Area Name</th>
<th>HPP Priority</th>
<th>Number on Map</th>
<th>Draft Overall Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Highlands - First Avenue - C Avenue NW</td>
<td>1</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Rapids Township - E Avenue NW</td>
<td>2</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>North Highlands - B Avenue NW - E Avenue NW</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Belmont Park</td>
<td>4</td>
<td>1</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NE Quadrant Area Name</th>
<th>HPP Priority</th>
<th>Number on Map</th>
<th>Draft Overall Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coon-McNeal Development</td>
<td>1</td>
<td>12</td>
<td>7</td>
</tr>
<tr>
<td>Northview First Addition</td>
<td>2</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>Greene &amp; College First Addition</td>
<td>3</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Coe Campus College</td>
<td>4</td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td>Mount Mercy*</td>
<td>?</td>
<td>14</td>
<td>13</td>
</tr>
</tbody>
</table>

*Mount Mercy was unintentionally omitted in the original plan.
**SE Quadrant Area Name** | **HPP Priority** | **Number on Map** | **Draft Overall Priority**
--- | --- | --- | ---
Country Club Heights Additions | 1 | 19 | 6
Bever Park Additions and Bever Woods | 2 | 16 | 2
Ridgewood Addition | 3 | 17 | 3
Midway Park | 4 | 20 | 4
Vernon Heights* | ? | 15 | 1

*Note: Vernon Heights was unintentionally omitted in the original plan*

**Analysis:** A draft overall priority for all of the areas would be the recommended approach, regardless of quadrant. As money becomes available to conduct surveys, it will not be looked at on a quadrant basis, but an overall basis. The purpose of this initiative is to rank these areas for intensive survey, staff would recommend taking this overall approach and that is how the recommendation below has been formulated.

The HPP on PDF page 68 does offer some guidance, the last bullet point on the Identification Issues Summary reads:

“Priority should be given to surveying, with emphasis placed upon areas that are targeted for redevelopment, or where pressure for demolition is anticipated.”

The areas south of Brucemore and north of Mount Vernon road have been a topic of discussion for potential survey by the HPC for the past several years. While not targeted for redevelopment or under any pressure for demolition, they are areas likely to yield a historic district per the Citywide Survey. The remaining areas staff has taken a shot at ordering based off HPC conversations and where demolitions have occurred or been discussed over the past several years.

It is important to remember the overall cost of surveying an area when thinking about ranking areas. The amount of areas recommended for intensive survey here will likely take several years and a significant amount of money to be completed. The downtown historic district intensive survey and National Register of Historic Places Nomination (NRHP) cost just over $61,000 dollars to complete. The Citywide survey, which was not intensive and covered a wide swatch of the City at a much more general level, but also did not include a NRHP nomination, cost just under $45,000 to complete. While it is important to prioritize these areas, it is unlikely more than 2-3 (given the differences in geographic areas) areas on the attached map could be surveyed in a year.

**Recommendation:** The draft overall priority to the right of each table is by no means finalized, but is something to help start the discussion and finalize a list for prioritization of surveying.

This ranking is fluid and as surveys are completed, funding becomes available or priorities change, the list can and should be revisited as we look at the HPP and HPC work plan annually.

**Attachment:** Map of areas with written narrative from the 2014 Citywide Survey
Areas Examined in Citywide Survey

Map created by City of Cedar Rapids
Community Development Department

Recommended for Intensive Survey

Not Recommended for Intensive Survey
Date: July 13, 2017
To: Cedar Rapids Historic Preservation Commission
From: Jeff Hintz, Planner II Community Development Department
Subject: Commission Bylaws

Background: The current Historic Preservation Commission bylaws were adopted and have been in place since 1994. Since that time, many changes have occurred to City Government in Cedar Rapids. The draft of the proposed bylaws removes duplication of items addressed in recently adopted Chapter 18 of the City Municipal Code. The bylaws are formatted similarly to those of the City Planning Commission.

A brief overview of the changes between the current bylaws and the proposed bylaws includes the following:

- Removal of the duplication under responsibilities that exists between Chapter 18 and the current bylaws. The proper spot for responsibilities of the Historic Preservation Commission is in Chapter 18.
  - This was removed due to the inclusion of them in Chapter 18.

- Removal of the secretary position. Chapter 18 allows for a Chairperson and a Vice-chairperson.
  - This position was removed to create consistency with the makeup of other City Boards/Commissions.

- The remaining changes are related to consistency with the wording amongst other boards/commissions the City has. The general operations and how the Historic Preservation Commission conducts business currently, would not be impacted.
  - These changes were also made to ensure consistency with other Boards/Commissions.

Next Steps: Staff will answer any questions the Commission has at the July 13 meeting, and prepare any changes that are requested. Staff will then send the final draft version along with written notice to all the Commissioners at least 10 days prior to the July 27 meeting. At the July 27 meeting, staff will present the bylaws for consideration of adoption by the Historic Preservation Commission.

Attachment 1: Current bylaws of the Historic Preservation Commission
Attachment 2: Draft of proposed bylaws of the Historic Preservation Commission
BY-LAWS
of the
CEDAR RAPIDS HISTORIC PRESERVATION COMMISSION

Adopted August 1994

I. ESTABLISHMENT - ORGANIZATION - RESPONSIBILITIES

A. Establishment - Organization

The Historic Preservation Commission hereinafter referred to as the Commission has been established and organized according to the provisions of Chapter 18 of the Municipal Code of the City of Cedar Rapids, Iowa.

B. Responsibilities

The Commission shall have the responsibilities provided by Chapter 18 and other applicable sections of the Municipal Code including the following:

1. To consider and report on any matter referred to it by the City Council.

2. The 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 ordinance. The Commission may proceed, with City Council approval, at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.

3. The 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.

4. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined herein.

5. The Commission may appoint committees from its membership as necessary.

6. The Commission may recommend acceptance of unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.

7. The Commission may recommend acquisition by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.

8. The Commission may recommend the preservation, restoration, maintenance, and operation of historic properties, under the ownership or control of the City.
9. The Commission may 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.

10. The Commission may recommend that the City contract with the state or the federal government or other organizations.

11. The Commission may cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

12. The Commission may provide information for the purpose of historic preservation to the governing body.

13. The Commission may promote and conduct an educational and interpretive program on historic properties within its jurisdiction.

II. RULES & REGULATIONS

The Commission hereby establishes the following rules and regulations to direct its procedures and actions.

A. The Commission at its first regular meeting of the calendar year shall elect to office, from its membership, a Chairperson, Vice-Chairperson, and Secretary provided, however, that no individual shall be chairperson for more than two consecutive terms. Recommendations for officers may be prepared by a nominating committee comprised of three members appointed annually by the chairperson.

1. Powers and Duties of Offices

a. Chairperson

(1) Preside at meetings of the Commission.
(2) Call special meetings.
(3) Sign official documents of the Commission.
(4) Establish committees, appoint members thereto, and select the chairpersons thereof.
(5) See that all actions of the Commission are properly taken and carried out.

b. Vice-Chairperson

(1) During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise all the duties of the Chairperson.

c. Secretary

(1) Provide for the keeping of Minutes of the proceedings of the Commission.
The Secretary may delegate this duty to a recording secretary who may be a member of the staff.

(2) Sign official documents of the Commission.

(3) During the absence, disability, or disqualification of both the Chairperson and Vice-Chairperson, the Secretary shall exercise all the duties of the Chairperson.

d. Additional Duties

From time to time the Commission may assign additional duties to any office.

2. Removal of Officers

The Commission may remove any officer after a written statement signed by a majority of the current members and stating the reasons for removal is formally filed with the Commission, and after a formal hearing by the Commission at which time said officer is afforded opportunity to respond to such statement. Such hearing shall be held no later than five weeks after formal filing of the written statement and only after written notice of the hearing has been given to all Commission members at least two weeks in advance of such hearing. Such notice shall include a copy of the statement of reasons for removal. Following such hearing said officer may be removed only upon an affirmative vote of at least two-thirds of the members in attendance and voting on the question.

3. Replacement of Officers

In the event any office of the Commission becomes vacant a replacement shall be elected at the next regular meeting to serve the unexpired term of the vacated office.

4. Temporary Absence of Officers

a. Temporary Appointments

In the event of the temporary absence, disability, or disqualification of any officers, the Chairperson may appoint other members to serve temporarily in their capacity and to assume during such temporary period all the powers and duties of such officers as may be immediately necessary to carry out the duties of the Commission.

b. Order of Succession

In the event of the absence of all officers, and if a temporary Chairperson has not been appointed, then the members in attendance shall by vote select one of their members to serve as temporary chairperson for that meeting.
B. Committees

At the second regular meeting of the calendar year the Chairperson shall establish committees, appoint members thereto, and chairpersons thereof all subject to approval of the Commission. The Chairperson of the Commission may from time to time establish such other committees and give them charge of responsibilities as necessary and appropriate assist the Commission in carrying out its powers and duties. As directed by a majority vote of the Commission the Chairperson shall establish a committee for a stated purpose.

The Chairperson shall, as necessary, appoint members as replacements to fill vacancies or to add to a committee size, or to provide temporary replacement for an absent member. The Chairperson may appoint nonmembers of the Commission to any committee and they shall have voice but no vote. The Chairperson shall be considered a member of all committees and shall have voice and vote thereon.

Each committee may establish such rules and regulations governing its procedure as it deems necessary, or as directed by the Commission. All committees shall make timely reports of their findings and recommendations to the Commission.

All committee meetings shall be open to the public. Adequate notice of any committee meeting shall be given to encourage attendance by members and other interested persons, and to meet all requirements of law.

C. Meetings

1. Time and Place

Follow at least twenty-four hours notice to all Commission members additional meetings or special meetings shall be held upon the call of the Chairperson, by request of a majority of the Commission members, or by request of the City Council. The date, place, and time of any regular or special meeting of the Commission may be altered by the Chairperson upon good cause following at least twenty-four hours notice thereof to all Commission members.

2. Notice

Adequate notice of all Commission meetings shall be given to encourage attendance by members and other interested persons, and to meet all requirements of law. All Commission meetings shall be open to the public. Any closed or executive sessions held shall be only as provided by law.

3. Quorum

In order for the Commission to formally act or transact business, a quorum consisting of at least one more than one-half the number of current members must be present.
4. Voting

The concurring vote of a majority of members present and voting shall be necessary for any formal action by the Commission. Voting shall be by verbal vote. The Chairperson shall upon the request of any voting member, or when he/she may deem appropriate, call for a vote by roll to be taken. When a roll call vote is taken, the Chairperson may vote and if so doing shall vote last. When a roll call vote is taken, the first member shall be selected at random by the Chairperson and the remaining members shall be polled therefrom in alphabetical order.

5. Roberts Rules of Order

A modified "Demeter's Manual of Parliamentary Law and Procedure" is hereby incorporated into these Bylaws as Appendix A, and shall be followed by the Commission in all cases not otherwise provided for herein.

6. Minutes

Minutes of all Commission meetings shall be kept and copies thereof shall be distributed in timely fashion to the members. The minutes of any meeting shall be subsequently approved by formal action of the Commission, which approval certifies they are accurate and complete. The minutes shall then become part of the public records of the Commission.

D. Reports and Records

The Commission shall provide for the safekeeping - and for any necessary and desirable distribution of copies thereof - of all plans, reports, maps, and other pertinent material produced or collected by or for it, or given or referred to it. The Commission shall provide likewise for its records which shall include its minutes; correspondence; official documents; and maps, plats, applications, petitions, and similar matter filed with or referred to the Commission. Such reports and records are public records and shall be open to inspection at reasonable times and upon reasonable notice.

The Commission may establish and charge reasonable fees to anyone who wishes to obtain copies of any or all of the above listed reports and records to help defray costs of preparation and reproduction.

E. Meeting Attendance by Members

If a member is absent from three or more consecutive meetings, or more than 25% of all meetings during one calendar year, a notice of such absences shall be given to that member by the Chairperson with a response requested to indicate whether such absences may continue in the future. If it appears such frequent absences may continue, or if indeed they do continue, the Chairperson may request that the membership of that member be terminated.
Also, if a member knows in advance that he/she will be absent from the meeting, then that member shall notify the staff of his/her expected absence a minimum of 24 hours prior to the time of that meeting.

F. Conflict of Interest

Whenever a Commission member has cause to believe that a matter before the Commission would involve him/her in a possible conflict of interest, that Commission member shall state prior to any discussion of the matter being made or heard by the Commission that such a conflict may exist, and shall then abstain from any discussion or action thereon as a Commission member.

III. AMENDMENTS

The terms of these By-laws may, from time to time, be changed or amended by a majority vote of the Commission members present and voting at any regular or special meeting at which a quorum is present, provided that at least 10 days prior to said meeting a written notice has been sent to Commission members containing a copy of the proposed amendment or change and also identifying the location, time and place of such meeting.

APPENDIX A

RULES OF ORDER

The following procedures are based primarily, but not entirely, on "Demeter's Manual of Parliamentary Law and Procedure" and have been established to assist with the manner in which meetings are conducted and, when utilized, should help to: (1) establish orderly procedure; (2) protect the opinion of the minority; and (3) express the will of the majority. These rules of order should serve as a reference and guide and only used when the Commission decides it needs to conduct its meetings through a more structured system (which may be done all the time or only occasionally).

A. Responsibilities of Officers:

1. The Chairperson shall act as the presiding officer of a committee.

2. It is the Chairperson's responsibility to maintain order and conduct meetings with the proper decorum. This includes recognizing those people in attendance who want to address the Commission.

3. The Chairperson shall preside with impartiality, and should not debate motions while presiding. If the Chairperson wishes to debate, the duty of presiding should be surrendered to another impartial party, (preferably the Vice-Chairperson), until another topic on the meeting agenda is presented for discussion.
4. The Chairperson may vote at any time but is wise to vote last and only when the result would be altered by creating or breaking a tie.

5. The Chairperson should use the gavel sparingly and only to:
   a. call the meeting to order;
   b. maintain or restore order;
   c. give to someone who is temporarily acting as a Chairperson; and/or
   d. give to his/her successor in office.

6. Except for those items specifically referred to the Commission by the City, (either through the City Council or an appropriate department or commission thereof), the Chairperson shall also generally have the responsibility for establishing the items to be considered on the meeting agenda. Any additional items that anyone wants the Commission to consider should be submitted verbally or in writing, prior to the meeting, either: (1) Directly to the Chairperson for possible inclusion on the agenda; or (2) to the Department of Planning and Redevelopment which, in turn, will inform the Chairperson for possible inclusion. Agenda items may also be identified as "new business:" at a Commission meeting for later consideration. A show of hands should be used to determine if there is support to consider the topic so identified at a later meeting; if a simple majority prevails, the item shall be placed on the agenda of the next meeting.

B. Voting:

Unless the Commission chooses differently, all motions shall be decided by a voice vote. Those in favor of a motion should respond "yea" or "yes" when called upon, while those opposed should respond "nay" or "no". A simple majority (one more than half) of those Commission members present and voting shall approve or disapprove any motion (except for those calling for removal of an officer which needs a 2/3 majority). A Commission member may, at their option, abstain from voting.

The use of absentee or proxy voting shall not be allowed. Other methods of voting that may be used at the discretion of the Commission or the Chairperson, include a hand or standing vote, or a secret ballot. These alternative forms of voting may be used when a voice vote is too close to clearly decide a majority or a two-thirds majority is required.

If a vote of the Commission should result in a tie, without a simple majority decided, the motion for which the vote was taken shall be tabled, thereby allowing the Chairperson to continue with business.

Except as provided herein, no vote shall be taken at a meeting until it is determined that the number of active and/or inactive members present constitute a quorum.
C. Basic Procedure for Motions:

The following outlines the basic procedure that should be utilized for a motion to be made, seconded, and voted upon:

1. A Commission member raises their hand for recognition by the Chairperson.

2. The Chairperson recognizes the Commission member thereby giving them the floor to address the Commission.

3. The Commission member states his/her motion to be considered by the Commission.

4. Another Commission member seconds the motion that has been made. The purpose of this second is to determine if there is support for discussion on the subject. Any motion, therefore, which fails to receive a second will be laid to rest by the Chairperson thereby enabling the Commission to move onto other matters of business.

5. The Chairperson then calls for discussion on the motion. (It should be noted that some types of motions, as described under "D" below, do not need or allow for discussion to take place.)

6. Following discussion, (and approval of any other motions with a higher priority including, but not limited to, motions to amend, postpone, table or call the question), the Chairperson calls for a vote.

7. The Chairperson announces the result of the vote.

D. Types of Motions:

Commission motions are ranked in a hierarchy of priority from low to high (as outlined below, motion "1" has the lowest priority ranking while "10" has the highest). A motion for an amendment ("2") for example, would take precedence over a main motion ("1") and a motion to adjourn ("10") would take precedence over all other motions. Any type of motion may be reconsidered, where appropriate.

1. Main Motion.

Use: To introduce a specific subject for consideration. Only one main motion may be considered at a time and when no other business is pending.

- Requires a second.
- May be debated.
- May be amended.
2. **Motion to Amend.**

   **Use:** To change or improve a main motion. Amendments are voted upon separately and prior to voting on the main motion. Amendments must be pertinent to the main motion.

   - Requires a second.
   - May be debated.
   - May be amended. (An amendment itself may be amended only once. There is no limit, however, to the number of amendments that may be made to a main motion)

3. **Motion to Postpone Indefinitely.**

   **Use:** To test the strength of a main motion; to kill a main motion. A motion which is postponed indefinitely cannot be brought up for consideration again unless it is introduced as a new motion at a later meeting.

   - Requires a second.
   - May be debated.

4. **Motion to Postpone to a Definite Time.**

   **Use:** To set a time for consideration of the subject; usually the next meeting.

   - Requires a second.
   - May be debated.
   - May be amended.

5. **Motion to Limit or Extend Debate.**

   **Use:** To set a definite length of time for debate, to set the length of speech per debater, and/or to set a definite number of debaters that may speak. The Chairperson may on his/her own initiative apply limitations; if there are no objections.

   - Requires a second.
   - May not be debated.
   - May be amended.

6. **Motion to Call the Question.**

   **Use:** To terminate all further debate and amendments and vote on the main motion immediately.
7. **Motion to Table.**

Use: To lay the main motion, as well as any motion affecting the main motion, aside temporarily. Business that has been tabled does not automatically come before the Commission again. A motion to take from the table can prevail no later than the meeting where approved; otherwise it must be reintroduced as a new subject for consideration at a later meeting.

- Requires a second.
- May not be debated.
- May be amended.

8. **Motion to Recess.**

Use: To suspend business temporarily; usually for a designated time period such as five, ten, or fifteen minutes. The Chairperson may on his/her own initiative declare a recess; if there are no objections.

- Requires a second.
- May not be debated.
- May be amended.

9. **Incidental Motions**

May consist of the following:

a. **Point of Order.** To call attention to a possible infraction of the Commission's by-laws.

   - Does not require a second.
   - May not be debated.
   - Chair determines appropriate action.

b. **Question of Information** to secure information concerning a main motion or the Commission's by-laws.

   - Does not require a second.
   - May not be debated.
   - Chair determines appropriate action.

c. **Appeal a decision.** To secure a reversal of a decision by the Chair.
- Requires a second.
- May be debated.
- May be amended.

10. **Motion to Adjourn.**

**Use:** To bring the meeting to a close. May specify a time and place for the next meeting to be held. In the event of an emergency, the Chairperson may declare a meeting adjourned.

- May be proposed at anytime after the meeting is called to order.
- Requires a second.
- May **not** be debated.
- May be amended.
- Does **not** require a quorum.
- Only announcements may be made after a motion to adjourn has been approved.
RULES FOR MOTIONS

<table>
<thead>
<tr>
<th>TYPE OF MOTION*</th>
<th>REQUIRES A SECOND</th>
<th>MAY BE DEBATED</th>
<th>MAY BE AMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Main Motion</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>b. Amendment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>c. Postpone Indefinitely</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>d. Postpone to Definite Time</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>e. Limit or Extend Debate</td>
<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>f. Call the Question</td>
<td></td>
<td></td>
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<tr>
<td>g. Table</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>h. Recess</td>
<td></td>
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<td>X</td>
</tr>
<tr>
<td>i. Incidental Motions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Point of Order</td>
<td></td>
<td></td>
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<tr>
<td>(2) Question of Information</td>
<td></td>
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<tr>
<td>(3) Appeal of a Decision of the Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

j. Adjourn | X |      | 

*Committee motions are ranked in a hierarchy of priority from low to high (as indicated in the following, motion "a" has the lowest priority ranking while "j" has the highest). A motion for an amendment ("b") for example, would take precedence over a main motion ("a") and a motion to adjourn ("j") would take precedence over all other motions. Any type of motion may be reconsidered, where appropriate.
HISTORIC PRESERVATION COMMISSION BYLAWS

Adopted August, 1994
Amended MONTH xx, 2017

I. ORGANIZATION

A. Establishment

The Historic Preservation Commission (the “Commission”) was established under Section 18.03 of the Municipal Code (the “Code”) of the City of Cedar Rapids, Iowa (the “City”).

B. Responsibilities

The Commission shall have the responsibilities provided in the Section 18 of the Code.

II. RULES

The Commission establishes the following procedural rules:

A. Offices

At its first regular meeting of the calendar year, the Commission shall elect from its membership a Chairperson and a Vice-Chairperson. No individual shall be chairperson for more than two consecutive years.

1. Powers and Duties of Offices.

   a. Chairperson.
      i. Preside at meetings.
      ii. Call special meetings.
      iii. Sign official documents.
      iv. Establish committees, appoint members thereto and select chairpersons thereof.

   b. Vice-Chairperson. During the absence, disability, disqualification of the Chairperson or following removal of the Chairperson, the Vice-Chairperson shall exercise the duties of the Chairperson.
2. **Removal of Officers.** The Commission may remove an officer by a two-thirds supermajority vote.

3. **Replacement of Officers.** If an office becomes vacant, the Commission shall elect a member at the next regular meeting to serve the unexpired term of the vacated office.

4. **Temporary Absence of Officers.**
   
a. **Temporary Appointments.** In the event of the temporary absence or following removal of an officer, the Chairperson may appoint another member to serve temporarily.

   b. **Order of Succession.** In the absence of both officers and a temporary Chairperson, the Commission shall elect a member to serve as temporary Chairperson for that meeting.

**B. Ad Hoc Committees**

The Chairperson may establish committees for a stated purpose, and appoint committee members and chairpersons, subject to Commission approval. The Chairperson may appoint non-members of the Commission to any committee, but the non-members shall not vote. The Chairperson shall be a member of all committees. All committees shall make timely reports of their findings and recommendations to the Commission.

Committee meetings shall be scheduled and conducted in compliance with the Iowa Open Meetings Law.

**C. Meetings**

1. **Time and Place.** Commission meetings shall be noticed at least 24 hours in advance and the agenda shall include the topics of discussion and action and also include the time and place of the meeting.

2. **Notice.** Commission meetings shall be open to the public and scheduled and conducted in compliance with the Iowa Open Meetings Law. Closed sessions may be held as provided by law.

3. **Quorum.** In order for the Commission to act, a quorum of over 50% of the members must be present.

4. **Voting.** A majority vote of members present and voting is required for Commission action. Voting shall be by show of hands, and each member’s vote will be recorded. If a member is present and voting, the member’s failure to vote will be counted as an affirmative vote.

5. **Roberts Rules of Order.** A modified “Demeter’s Manual of Parliamentary Law and Procedure” is hereby incorporated into these Bylaws as Appendix A, and shall be followed by the Commission.

6. **Minutes.** Meeting minutes shall be kept and subsequently approved by Commission action, signifying that the minutes are accurate and complete. The minutes shall record the members’ attendance, recusal for conflict, and votes. Once approved, the minutes shall become part of the public records of the Commission.
D. Reports and Records

The Commission shall provide for the safekeeping of all plans, reports, maps, data, and other pertinent material collected. The Commission shall provide likewise for its records, including minutes, correspondence, official documents, maps, plats, applications, petitions, and similar matter referred to the Commission. Such reports and records are public records and shall be open to inspection at reasonable times and upon reasonable notice.

E. Meeting Attendance by Members

If a member is absent from three consecutive meetings or more than 25% of all meetings during one calendar year, the Chairperson shall inquire with the member whether such absences may continue in the future. If it appears that such frequent absences may continue, or if the absences do continue, the Chairperson may request removal of the member through the City Manager’s office.

If a member knows in advance that he/she will be absent from a meeting, then the member shall provide the staff 24 hours’ notice.

F. Conflict of Interest

When a member has a Private Financial Interest, as defined in Code § 6.22(c)(9), in a matter before the Commission, the member shall state before the Commission considers the matter that a conflict exists and that the member is recusing himself or herself from participation. Following recusal, the member shall not participate in discussion and voting on that matter and must sit with the general public or leave the room while the Commission considers the matter. The minutes shall note the member’s statement of recusal and compliance with this provision.

III. AMENDMENT

These Bylaws may be amended by a majority vote of members present and voting at any meeting, scheduled and conducted in compliance with the Iowa Open Meetings Law, at which a quorum is present.

Appendix A

Rules of Order

The following procedures are based primarily, but not entirely, on the “Demeter's Manual of Parliamentary Law and Procedure” and have been established to assist with the manner in which meetings are conducted and, when utilized should help to: (1) establish orderly procedure; (2) protect the opinion of the minority and (3) express the will of the majority.

A. RESPONSIBILITY OF OFFICERS

1. The chairperson shall act as the presiding officer of a committee.

2. It is the Chairperson’s responsibility to maintain order and conduct meetings with the proper decorum. This includes recognizing those people in attendance who want to address the Commission.
3. The Chairperson shall preside with impartiality, and should not debate motions while presiding. If the chairperson wishes to debate, the duty of presiding should be surrendered to another impartial party, (preferably the Vice-Chairperson), until another topic on the agenda is presented for discussion.

4. The Chairperson may vote at any time but it is wise to vote last and only when the result would be altered by creating or breaking a tie.

5. The Chairperson should use the gavel sparingly and only to:
   
   A. call the meeting to order;
   
   B. maintain or restore order;
   
   C. give to someone who is temporarily acting as a chairperson; and/or
   
   D. give to his/her successor in office.

6. Except for those items specifically referred to the Commission by the City, (either through the City Council or another City Department) the Chairperson shall also generally have the responsibility for establishing the items to be considered on the meeting agenda. Any additional items that any Commission member wants the Commission to consider should be submitted verbally or in writing, prior to the meeting, either (1) Directly to the Chairperson for possible inclusion on the agenda, or (2) to the Community Development Department, which will inform the Chairperson for possible inclusion. Agenda items may be identified as “new business” at a Commission meeting for later consideration. A show of hands should be used to determine if there is support to consider the topic so identified at a later meeting.

B. VOTING

A Commission member, may at their option, abstain from voting.

If a vote of the Commission should result in a tie, without a simple majority decided, the motion for which the vote was taken shall be tabled, thereby allowing the Chairperson to continue with business.

No vote shall be taken at a meeting until it is determined that a quorum of the Commission is present.

C. BASIC PROCEDURES FOR MOTIONS:

The following outlines the basic procedure that should be utilized for a motion to be made, seconded and voted upon:

1. A commission member raises their hand for recognition by the Chairperson.

2. The Chairperson recognizes the Commission member thereby giving them the floor to address the Commission.

3. The Commission member states his or her motion to be considered by the Commission.
4. Another Commission member seconds the motion that has been made. The purpose of this second is to determine if there is support for discussion on the subject. Any motion, therefore, which fails to receive a second, will be laid to rest by the Chairperson enabling the Commission to move onto another motion.

5. The Chairperson then calls for the discussion on the motion (it should be noted some types of motions described under section D, do not need or allow for discussion to take place).

6. Following discussion (and approval of any other motions with a higher priority including, but not limited to, motions to amend, postpone, table, or call the question), the Chairperson calls for the vote.

7. The Chairperson announces the result of the vote.

D. TYPES OF MOTIONS:

Commission motions are ranked in a hierarchy of priority from low to high (as outlined below, motion 1 has the lowest priority, while motion 10 has the highest). A motion for an amendment (number 2) for example would take precedence over a main motion (number 1) and a motion to adjourn (number 10) would take precedence over all other motions.

1. Main motion:

   Use: To introduce a specific subject for consideration. Only one main motion may be considered at a time and when no other business is pending.
   - Requires a second
   - May be debated
   - May be amended

2. Motion to Amend:

   Use: To change or improve upon a main motion. Amendments are voted upon separately and prior to voting on the main motion. Amendments must be pertinent to the main motion.
   - Requires a second
   - May be debated
   - May be amended (an amendment may be amended only once. There is no limit, however, to the number of amendments that may be made to a main motion).

3. Motion to postpone indefinitely:

   Use: To test the strength of a main motion; to kill a main motion. A motion which is postponed indefinitely cannot be brought up for consideration again unless it is introduced as a new motion at a later.
• Requires a second
• May be debated

4. Motion to Postpone to a Definite Time:

Use: To set a time for consideration of the subject; usually the next meeting.

• Requires a second
• May be debated
• May be amended

5. Motion to Limit or Extend Debate:

Use: To set a definite length of time for debate, to set the length of speech per debater. The Chairperson may on his/her own initiative apply limitations if there are no objections.

• Requires a second
• May not be debated
• May be amended

6. Motion to Call the Question:

Use: To terminate all further debate and amendments and vote on the main motion immediately.

• Requires a second
• May not be debated
• May not be amended

7. Motion to Table:

Use: To lay the main motion, as well as any motion affecting the main motion, aside temporarily. Business that has been tabled does not automatically come before the Commission again. A motion to take from the table can prevail no later than the meeting where approved, otherwise it must be introduced as a new subject for consideration at a later meeting.

• Requires a second
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• May be amended
8. Motion to Recess:

Use: To suspend business temporarily; usually for a designated time period such as five, ten, or fifteen minutes. The Chairperson may use his/her own initiative to declare a recess, if there are no objections.

- Requires a second
- May not be debated
- May be amended

9. Incidental motions:

May consist of the following:

a. Point of Order. To call attention to a possible infraction of the Commission’s by-laws.

- Does not require a second
- May not be debated
- Chair determines appropriate action

b. Question of information to secure information concerning a main motion or the Commission’s by-laws.

- Does not require a second
- May not be debated
- Chair determines appropriate action

c. Appeal a decision. To secure a reversal of a decision by the Chair.

- Requires a second
- May be debated
- May be amended

10. Motion to Adjourn:

Use: To bring the meeting to a close. In the event of an emergency or when a quorum has been lost, the Chairperson shall declare the meeting adjourned.

- May be proposed at any time after the meeting is called to order
- Requires a second
- May not be debated
- May be amended
- Does not require a quorum
- Announcements may be made only after a motion to adjourn has been approved

## Rules for Motions

<table>
<thead>
<tr>
<th>Type Of Motion</th>
<th>Requires A Second</th>
<th>May Be Debated</th>
<th>May Be Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Main Motion</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2 Amendment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3 Postpone Indefinitely</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4 Postpose To A Definite Time</td>
<td>X</td>
<td>X</td>
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<tr>
<td>5 Limit Or Extend Debate</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6 Call The Question</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7 Table</td>
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<td></td>
<td>X</td>
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<tr>
<td>8 Recess</td>
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<tr>
<td>9 Incidental Motions</td>
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</tr>
<tr>
<td>A. Point Of Order</td>
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<td></td>
<td></td>
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<tr>
<td>B. Question Of Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Appeal A Decision Of The Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>10 Adjourn</td>
<td></td>
<td></td>
<td>X</td>
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