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

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

4:30 P.M.  
Thursday, August 10, 2017  
in the  
Five Seasons Room, City Services Center  
500 15th Avenue SW, Cedar Rapids, Iowa

**AGENDA**

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) Certificates of Appropriateness  
      i. 336 18th Street SE – installation of two vinyl windows
   b) Demolition Applications under review  
      i. 1414 B Avenue NE - Primary Structure, *Private Property* (expires 8/22/17)
   c) Prioritization of Areas Recommended for Intensive Survey
   d) Letter of support for Cedar Rapids Historic Sites and Districts Identification System

4. **Discussion Items**
   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](mailto:cd-plan@cedar-rapids.org) as soon as possible, but no later than 48 hours before the event.
Call Meeting to Order

- Todd McNall 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.

Mark Stoffer Hunter arrived at the meeting at 4:34 p.m.

2. Approve Meeting Minutes

- Tim Oberbroeckling made a motion to approve the minutes from July 13, 2017. Barb Westercamp seconded the motion. The motion passed unanimously.

3. Action Items

   a) 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 the house will not be moved, but salvage is in the works. Keeping the property on hold at least until the next meeting will not impact Coe College’s demolition schedule.
   - The Commission agreed to keep the hold on the property.
ii. 1922 B Avenue NE – Accessory Structure, Private Property

- Mark Stoffer Hunter stated that the owner is agreeable to salvage. The windows have already been removed and the garage door is heavily damaged.
- Tim Oberbroeckling stated that he placed the hold at the last meeting because of the garage door, but it does not sound like the door can be salvaged.
- Mark Stoffer Hunter encourages the owner to match the architectural features of the house should they build a new garage.
- Tim Oberbroeckling made a motion to release the sixty (60) day hold for the demolition of an accessory structure at 1922 B Avenue NE. Barb Westercamp seconded the motion. The motion passed unanimously.

b) Prioritization of Area Recommended for Intensive Survey

- Jeff Hintz stated that prioritizing a list of areas which were identified for intensive survey in the Citywide Survey is Initiative 5.1.a of the Historic Preservation Plan and is also a task in the HPC 2017 Workplan. Mr. Hintz listed and shared a map of the fourteen (14) locations that have been identified. Staff prioritized the areas based on concerns they have heard from the Commission and is asking for the Commission’s input.
- Amanda McKnight Grafton would like to see the area between Coe College and Mt. Mercy College added to the list since that area has been threatened recently with demolition.
- Todd McNall stated that the top four areas are all in the SE quadrant and wondered if the top few should be spread throughout the quadrants.
- Mark Stoffer Hunter stated that it would be a good idea for Commissioners to travel to each of these areas to see what is there and that would help make an informed decision on how to prioritize.
- Jeff Hintz reminded the Commission that the list can be looked at again and can be shuffled around if needed. It is unlikely that all fourteen (14) areas will be surveyed because of the cost. Staff will have to apply for grants.
- The Commission would like to see the areas that have already been surveyed. Jeff Hintz reviewed the Historic Database Viewer with the Commission.
- Amanda McKnight Grafton made a motion to table this discussion until the next meeting so that Commissioners can review the recommended areas. Heather Sundermann seconded the motion. The motion passed unanimously.
- Jeff Hintz suggested that the Commissioners come to the meeting with their own ranking of the areas to help move along the discussion.

4. Discussion Items

a) Update to Historic District Guidelines

- Jeff Hintz stated that staff received a draft of the Guidelines from the subcommittee. Staff has since met with the subcommittee to discuss terminology and organization and structure of the document. The subcommittee will meet with staff one more time to finish those discussions. Staff will meet with the City’s graphic designer to help with a template for the Guidelines. The full Commission will review the document before it is presented to the public.

b) Historic Preservation Commission Bylaws

- Jeff Hintz stated that this was discussed at the last meeting and the Commission asked for more time to review the document side by side with the draft that staff had presented.
- Tim Oberbroeckling suggested that all officers have the same term amount that can be served instead of just the Chair and that instead of listing a term amount it should be listed in years.
The Commission discussed whether or not a subcommittee should be formed. The Commission came to a consensus that this should be discussed as a full Commission and that one (1) or two (2) meetings should be set aside only for this discussion.

8. Announcements
   - There were no announcements.

6. Adjournment
   - Barb Westercamp made a motion to adjourn the meeting at 5:18 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development
To: Historic Preservation Commission
From: Jeff Hintz, Planner II
Subject: COA Request at 336 18th Street SE
Date: August 10, 2017

Owner Name: James and Abbie Brewer
Address: 336 18th Street SE
Local Historic District: Redmond Park Grande Avenue Historic District
Year Built: 1909

Description of Project: Installation of one vinyl window on the south and east elevation as shown below with a red circle. A total of two windows would be installed on the property.

![South Elevation](image1)

![East Elevation](image2)

Information from Historic Surveys on property: The 1995 Site Inventory Form from the District Nomination survey lists the property as “good.” The defining features listed include: side-gable roof with single steeply pitched pent-gable wall dormer projecting over porch at right side of front; medium width siding-lower and square-cut shingles-upper; low hipped roof front porch extends across front and around north side above pair of windows; porch has piers extending to ground; balustrade has wide board balusters with scroll-cut diamond designs narrowly spaced with matching vertical board design in porch skirt; windows are double-hung with entrance off-center; round arched double-hung with multi-light upper sash and key stone in pent gable peak. The home is individually eligible for the National Register and contributes to the district.
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 Guidelines for Cedar Rapids Historic Districts Applicable to Project: Windows

**Recommended:**
- Retain and repair historic window sashes and frames
- Replace windows with the home's original window material (e.g. wood for wood)
- Replacement windows should match the originals as closely as possible
- Repair or install new storm windows
- Vinyl or aluminum products are allowed only at the rear of a house

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

Analysis: This project would occur in locations in which the Guidelines for Cedar Rapids Historic Districts (Guidelines) afford the Commission the most flexibility. Pages 6-7 of the Guidelines discuss evaluation of projects and the intent of this section as Step 1 and Step 2 are applied to projects is to afford flexibility and where this flexibility is appropriate. The ranking for prioritization of the most architecturally significant features is as follows:

1. Those features that face the street or face the alley where it intersects the street. Buildings on corner lots, lots which are located at the intersection of two streets, or at the intersection of a street and an alley, are considered to have two street faces.
2. Features on sides of buildings that are visible from the street but don’t directly face the street.
3. Other exterior features not in direct view from the street such as at the rear of buildings.

The windows which are proposed to be replaced would fall under prioritization category two and three (see above and page 6 of the Guidelines). The window at the rear of the property (east elevation) is the least significant and is not practically visible from any street, but is visible from the alleyway. This is the rear of the property as indicated on the diagram on page 8 of the Guidelines.

The window on the south side of the home would fall under prioritization category two; they are visible from the street, but don’t directly face the street. While one can see the window from the street, it is 20-25 feet above the ground and is also set back approximately 50 feet from the sidewalk; the distance is approximately 85 feet from someone travelling by in a vehicle. It is unlikely that passersby will notice the difference in materials at this distance and height on the second floor. While the tree may not live forever in the side yard, for the foreseeable future, the tree to the south of the home is anticipated to further mask the visibility of this window from convenient view. Additionally, this window on the side is about as far from the street as possible on this side elevation. This is a location, along with the rear near the alleyway, where the Commission is afforded flexibility from the Guidelines.

There are no grille (or muntin) patterns present on the existing windows, and none are noted on the site inventory form; the applicant is not proposing to add grille patterns with this project. As such, the Commission has discussed shadowing and depth of windows at length when synthetic windows are used on properties. This distance from the right-of-way, coupled with the fact there are no grilles in the windows, the differences in depth and shadowing would be minimized in these locations. The application indicates these windows are in disrepair right now and neither are functional; only one of the windows opens and the room is unusable on warm days. Additionally, since grille patterns are not present, all of the windows will match. The applicant does not intend to resize the openings of the windows with this proposal.

This proposal is occurring on locations which are lower priorities in terms of the streetscape, since none of the windows which would be replaced, are directly facing a street right-of-way. The proposal is consistent with the guidelines for where flexibility should be granted by the Commission, as none of the new windows would directly face the street, the material is not consistent however; the material not being consistent with the Guidelines is why the application is being considered by the Commission. Given there is no grille pattern that has to be matched with the replacement windows, the overall location of the installation, and the distance these windows are from the right-of-way, staff finds that adverse impacts have been mitigated with this proposal.

Staff Recommendation: Approval of the application as submitted.

Attachments: Application from applicant and email with additional information and product style.
LOCAL HISTORIC DISTRICT/LANDMARK EXTERIOR WORK APPLICATION
Cedar Rapids Municipal Code, Section 18.08

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

<table>
<thead>
<tr>
<th><strong>Owner Information</strong></th>
<th><strong>Applicant Information (skip if owner)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Abbie Brewer</td>
<td>Name/Company: Window World</td>
</tr>
<tr>
<td>Address: 336 18th St Se</td>
<td>Email: @windowworldcentraliowa.com</td>
</tr>
<tr>
<td>City: Cedar Rapids</td>
<td>Address: 1484 Hawkeye Dr</td>
</tr>
<tr>
<td>State: Iowa</td>
<td>City: Hiawatha</td>
</tr>
<tr>
<td>Zip: 52403</td>
<td>State: Iowa</td>
</tr>
<tr>
<td>Phone: 319-329-1598</td>
<td>Zip: 50313</td>
</tr>
<tr>
<td>Email: <a href="mailto:abbiecorrine@gmail.com">abbiecorrine@gmail.com</a></td>
<td>Phone: 319-393-7317</td>
</tr>
</tbody>
</table>

Address of Property where work will occur: 336 18th St SE

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

**Project Description and Location on the property/structure** (please be as detailed as possible):
Install 2 white vinyl replacement windows on South & East side. Exterior to be wrapped in white aluminum trim coil

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

**Description of proposed materials (e.g. wood, metal, asphalt shingles):**
White Vinyl and white aluminum

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

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

________________________________________________________________________
                                                                
________________________________________________________________________

Supplemental Materials Required:

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

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

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

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

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

Owner/applicant signature: __________________________

For staff use only:
Date and time completed application received: ____________________________________

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

Revised 3/2017
Good Morning Jeff,

The windows are located on the South and East back corner of the house. The replacement windows will be the same Double Hung style as the current windows. The white color will match the color of the other current windows. The vinyl replacement windows will be much more cost effective than a wood replacement or repair and be more durable and less maintenance for the homeowner.

Jessica Daniels
Executive Assistant
Window World of Central Iowa

Thanks for the information. Based on the windows not being wood, it does require Commission approval of the project. The next meeting is on August 10 and there’s a couple bits of information I need from you or the owner to have it on that agenda.

1. On the application there is a portion on the top of the second page which needs to be completed. For reference, the Historic District guidelines can be found here. Windows are found on page 27 of the document (PDF document page 29). Given the windows are vinyl and not recommended, this portion of the application is really the part the Preservation Commission will look to. You might mention something about the style being consistent with the house and that for cost reasons or whatever else, these windows were selected.

It’s not necessary to do another application and send it back to me, if you want to answer that remaining portion in an email to me, that’s just fine.

2. I’ve attached a two page word document with a couple of photos I took of the property this morning, if you’d indicate exactly which window on each elevation is being replaced that would clear up any questions I’d have or the commission would have. I’ve left a couple of red circles around the windows I think it might be, but please move those to the actual windows, save it, and email that back to me so everyone is on the same page and there’s no misunderstanding about which windows.

Assuming you can have both of those items to me by next Thursday, I’ll have this on the August 10 meeting agenda. If you have any questions related to the historic review, please do not hesitate to contact me.

Take care,
From: Jessica Daniels [mailto:jessica.daniels@windowworldcentraliowa.com]
Sent: Thursday, July 27, 2017 2:50 PM
To: Augustine, Tamera S.; Hintz, Jeff P.
Subject: RE: HPC application needs to be submitted for review at 336 18th St SE before permit can be issued (pending building permit #958-2017)

The picture below is from our website and shows the series of window the customer purchased. The customer will have two single windows and no grids.

![2000 Series Double-Hung](image)

**2000 Series Double-Hung**

**Standard Window World Double-Hung Components below:**

- Fusion welded frame and sash add superior strength and rigidity.
- Durable mainframe and sash made with 100% virgin vinyl (uPVC) that never chips, peels, cracks or warps.
- Multi-chambered sash and mainframe design enhances thermal efficiency.
- Spacer System maximizes performance and longevity.
- Tilt-in sash make for easy cleaning from inside the home.

Jessica Daniels
Executive Assistant
Window World of Central Iowa
515-270-9264

From: Augustine, Tamera S. [mailto:t.augustine@cedar-rapids.org]
Sent: Thursday, July 20, 2017 11:33 AM
To: Hintz, Jeff P.; Jessica Daniels
Subject: HPC application needs to be submitted for review at 336 18th St SE before permit can be issued (pending building permit #958-2017)

Importance: High

Hi Jeff.
Date: August 10, 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>4</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>06 Clarendon Hills</td>
<td>11</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>11 Noelridge Plat</td>
<td>16</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>16 Bever Park &amp; Woods</td>
<td>1</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>02 East Highlands</td>
<td>7</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>07 Northview 1st</td>
<td>12</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>12 Coon McNeal</td>
<td>17</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>17 Ridgewood Addn.</td>
<td>18</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>03 North Highlands</td>
<td>8</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>08 Eastland Manor</td>
<td>13</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>13 Coe College</td>
<td>18</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>18 Mosher’s Addn.</td>
<td>19</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>04 Rapids Township</td>
<td>9</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>09 Mound Farm Addn.</td>
<td>14</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>14 Mount Mercy</td>
<td>19</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>19 Country Club Addn.</td>
<td>20</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>05 Greene and College</td>
<td>5</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>10 Kenwood Plat</td>
<td>15</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>15 Vernon Heights</td>
<td>20</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>20 Midway Park Addn.</td>
<td>1</td>
<td>2</td>
<td>8</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 College Campus</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
<table>
<thead>
<tr>
<th>SE Quadrant Area Name</th>
<th>HPP Priority</th>
<th>Number on Map</th>
<th>Draft Overall Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Club Heights Additions</td>
<td>1</td>
<td>19</td>
<td>6</td>
</tr>
<tr>
<td>Bever Park Additions and Bever Woods</td>
<td>2</td>
<td>16</td>
<td>2</td>
</tr>
<tr>
<td>Ridgewood Addition</td>
<td>3</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>Midway Park</td>
<td>4</td>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>Vernon Heights*</td>
<td>?</td>
<td>15</td>
<td>1</td>
</tr>
</tbody>
</table>

*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
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 1, 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.
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 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

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<thead>
<tr>
<th>TYPE OF MOTION*</th>
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<th>MAY BE DEBATED</th>
<th>MAY BE AMENDED</th>
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<td>a. Main Motion</td>
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<td>b. Amendment</td>
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<td>c. Postpone Indefinitely</td>
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<td>d. Postpone to Definite Time</td>
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<td>f. Call the Question</td>
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<td>(1) Point of Order</td>
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<td>(3) Appeal of a Decision of the Chair</td>
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<td>j. Adjourn</td>
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*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.
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
- 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 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

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</table>

Commission motions are ranked in hierarchy of priority from low to high (as indicated in the following, motion 1 has the lowest priority ranking, while motion 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.