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) Consideration of Local Historic Landmark Application (15 minutes)
      i. 525 A Avenue NE – Grace Episcopal Church
   b) Funding Consideration- Historic Rehab Program (10 minutes)
      i. 1630 Park Avenue SE – painting of home and minor wood repairs
   c) Demolition Applications (15 minutes)
      i. 901 12th Street NE – Primary Structure, Private Property
      ii. 921 12th Street NE – Primary Structure, Private Property

4. Discussion Items (20 minutes)
   a) Prioritization of Historic Resources update
   b) Update to historic district guidelines

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.
Call Meeting to Order

- Amanda McKnight-Grafton called the meeting to order at 4:36 p.m.
- Seven (7) Commissioners were present with three (3) absent.

1. Public Comment
- There was no public comment

2. Approve Meeting Minutes
- Tim Oberbroeckling made a motion to approve the minutes from April 27, 2017. Ron Mussman seconded the motion. The motion passed unanimously.

3. Action Items
   a) Certificate of Appropriateness
      i. 355 19th Street SE – installation of a wrought iron fence
         - Jeff Hintz stated that this project is for the installation of a wrought iron fence in the front yard of the property along the sidewalk. Mr. Hintz shared a photo of where the fence will be placed, proposed materials, Historic District Guidelines for fences, and criteria for the decision. Staff recommends approval of the application because the proposal is consistent with past approvals, not all metal fencing is the same as this is ornamental metal fencing, the style of this fencing compliments the style and architecture of the building, and the proposed fence is more complementary to the building than the fencing recommended in the Guidelines.
• Bob Grafton made a motion to approve the COA for the installation of a wrought iron fence at 355 19th Street SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

ii. 1610 2nd Avenue SE – installation of ten (10) vinyl windows
• Jeff Hintz stated that this project is for the installation of vinyl windows on the rear elevation of the house and on the back half of the side elevations for a total of ten (10) windows. Mr. Hintz shared photos of the property and where the windows are located, the proposed materials, the Historic District Guidelines for windows, and the criteria for the decision. Staff recommends approval of the application because the proposal is consistent with past approvals, none of the windows would be installed on a priority location per Page 6-7 of the Guidelines, the distance from the right-of-way is significant, applicant researched the Guidelines and past approvals when submitting application with this proposal, there is no grille pattern to match to other windows, and the proximity to adjacent structures limits visibility of windows. These factors in combination together mitigate any to adjacent structures limits visibility of windows.
• Bob Grafton made a motion to approve the COA for the installation of ten (10) vinyl windows at 1610 2nd Avenue SE because they are at the back and back half of the sides of the house, there are no defining architectural features or grill patterns on the windows, the size of the windows will not change, the applicant did his research on past approvals, and the current windows are in bad shape. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Item 4.b was considered next.

4. Discussion Items
b) Historic Preservation Plan Goals and Policies related to Archeology
• Ron Mussman stated that since the 2008 Flood there have been multiple archeological studies done on both sides of the river. Mr. Mussman would like to have visualization of all of the sites and suggested adding a password protected layer to the GIS database that would mark those sites to help City staff when new developments arise in these areas. Mr. Mussman shared concerns of other departments not having this information.

Todd McNall arrived at the meeting at 4:59 p.m.

• Anne Russett stated that is a good idea and that staff can compile documents and start a development process for the GIS database, though it will take some time. The database has been shared with and is used by other City departments.

3. Action Items
b) Demolition Applications
i. 1307 10th Street NW – 26X22 Accessory Structure, Private Property
• Jeff Hintz stated that this property was built in 1940. It was surveyed in 2009 and deemed not eligible. This property is not believed to be historically significant and staff recommends immediate release. The intent of Chapter 18 is not to target garages lacking ornate features. This building style and character is not consistent with other carriage house in the City. Mr. Hintz reviewed historic significance and the demolition review process.
• Tim Oberbroeckling made a motion to approve the demolition application for a 26X22 accessory structure at 1307 10th Street NW. Mark Stoffer Hunter seconded the motion. The motion passed unanimously.
c) Demolition Applications under Review
   i. 530 Cobban Court SE – hold expires June 27, 2017
      • Mark Stoffer Hunter stated that he and Bob Grafton were able to view the interior of the
        property. There was not much architectural detail inside and it does not meet the criteria to keep
        this property on hold.
      • Mark Stoffer Hunter made a motion to lift the sixty (60) day hold on the property at 530 Cobban
        Court SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

4. Discussion Items
   a) Prioritization of Historic Resources
      • Jeff Hintz shared a list of one hundred and thirty-eight (138) properties compiled by staff with
        properties sent by Commission members as well as a map of their locations. The list of
        properties has eligibility and assessor condition information.
      • The Commission discussed how to get all of the properties on the list without the list being too
        large.
      • Mark Stoffer Hunter stated that instead of listing each property within the Historic Districts the
        actual District should be labeled as one item. Any individual property outside of those Districts
        can be listed separately. Amanda McKnight Grafton added that if there are specific properties
        within the district that have been threatened by demolition then they could be listed separately.
      • Bob Grafton stated that the list could be separated by quadrant to make four (4) smaller lists.
      • Mark Stoffer Hunter asked staff to include the districts in the map and have it labeled and color-
        coded.

c) Update to Historic District Guidelines
   • Amanda McKnight Grafton stated that Commission members were asked to bring product
     samples for discussion at the last meeting. There are no samples to share at this time.

5. Announcements
   • Jeff Hintz stated that the first round of plaques for the historic marker project is being reviewed.
     The posts have arrived and are being stored in one of the garages at the City Services Center.
     The Commission would like to have a ribbon cutting and dedication when the first marker is put
     in.

6. Adjournment
   • Tim Oberbroeckling made a motion to adjourn the meeting at 5:53 p.m. Bob Grafton seconded
     the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: April 13, 2017

Property Location: 525 A Avenue NE

Property Owner/Representative: Grace Episcopal Church – Friends of Cedar Rapids Historic Preservation (Tim Oberbroeckling)

Year Built: 1890

Description of Agenda Item: ☐ Demolition Application ☐ COA ☑ Other – Local Historic Landmark Application

Background and Previous HPC Action:
The property was looked at as part of the Religious Buildings Survey, completed in 2015 and was confirmed as not eligible by SHPO due to a “lack of integrity,” as noted on PDF page 34 of the document. The survey and nomination application note several alterations which occurred throughout the history of the church as the congregation grew and needs of the members changed.

The application packet and documentation included with local landmark submittal discusses the history of the church, the architectural details of the original facility and notes that Criteria A (historical events) and B (significant lives of person(s)) are applicable to this property locally. Judge George Greene is affiliated with the church which relates to Criteria B and in relation to Criteria A, Health and Medicine since the church was instrumental in the founding of St. Luke’s Medical facility in 1883.

Download link for the entire significance, historical significance and application materials submitted. Note, this file will need to be saved to your computer.

Historic Eligibility Status: ☑ Eligible ☐ Not Eligible ☑ Unknown ☐ N/A ☐

Explanation (if necessary):

If eligible, which criteria is met:
☐ Associated with significant historical events
☐ Associated with significant lives of person
☐ Signifies distinctive architectural character/era
☐ Archaeologically significant

Other Action by City: ☑ Yes ☐ No ☐ N/A ☐

Explanation (if necessary):

City Code Section 18.05 requires a recommendation by the HPC and review by SHPO. City Planning Commission will receive recommendation from HPC and SHPO then make recommendation to City Council. City Council will have the final determination as to whether or not the property is granted local historic landmark status.

Recommendation: Advancement of the application to the State Historical Preservation Office for their review.
To: Historic Preservation Commission  
From: Jeff Hintz, Planner II  
Subject: Historic Rehab Program Application – 1630 Park Avenue SE  
Date: June 8, 2017

Applicant Name(s): Rebecca McCarley  
Owner Name: Rebecca McCarley  
Address: 1610 Park Avenue SE  
Local Historic District: Redmond Park – Grande Avenue Historic District  
Year Built: 1912

Description of Project: Painting the exterior of the home, including the trim and repair or replacement when necessary of rotted boards. Any replacement boards would be wood to match the existing material on the home.

Removing Architectural Detailing: [☐ Yes ☒ No]

Eligible Project under the Historic Rehabilitation Program: ☒ Yes [☐ No]

Consistency with Historic District Guidelines: While painting does not have its own section within the Guidelines for Cedar Rapids Historic Districts, painting is mentioned throughout as a way to protect and preserve surfaces. The Walls and Exteriors section on page 25 does discuss importance of paint to keep wood surfaces in good repair.

Bid Summary:
   Bid 1: Jim Heskje Painting Specialist - $14,325.00
   Bid 2: Jim Hale Painting- $22,657.62

Options for the Commission:
   1. Approve the application for funding; or
   2. Deny the application for funding.

Staff Recommendation: Approval of funding for the project.

Attachments: Application from applicant.
CEDAR RAPIDS
Historic Rehabilitation Program Application
Community Development Department, 101 First Street SE, Cedar Rapids, IA 52401, Phone 319-286-5041

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

<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Applicant Information (skip if owner)</th>
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<tbody>
<tr>
<td>Name</td>
<td>Name/Company</td>
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<tr>
<td>Rebecca McGarley</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Email</td>
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<tr>
<td>1630 Park Ave SE</td>
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<td>Cedar Rapids</td>
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<td>IA 52403</td>
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<tr>
<td>Phone</td>
<td>State</td>
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<tr>
<td>523-324-9767</td>
<td>Zip 52403</td>
</tr>
<tr>
<td><a href="mailto:rebecca@octospark.com">rebecca@octospark.com</a></td>
<td></td>
</tr>
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<td></td>
<td>Phone</td>
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</tbody>
</table>

Address of Property where work will occur: 1630 Park Ave SE

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

Project description: Exterior painting + wood repair

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

exterior - all sides and porch

Existing Material(s): wood, paint

Materials Proposed: wood, paint

Will you be permanently removing architectural detailing/ornamentation? Yes □ No □
If Yes, please explain 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:

wood will be scraped, primed, and painted in a 3-4 color scheme, minor wood repairs, replacement as needed with wood in same size/profile.
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 (garage, shed, addition, house, structure, fence), include a site plan  
-AND-at least one of the following: Sketches □  Renderings □  Construction Drawings □  

Grant or Loan Determination  
Applicants with a gross annual household income at or below 80% of Area Median Income are eligible for a grant. Those above 80% of Area Median Income are eligible for a 0% interest loan. *  

How many people live in your household? Please check box: 1 □  2 □  3 □  4 □  5 □  6 □  7 □  8+ □  
What was your household income last year? Please check box: $0-$42,700 □  $42,701-$48,800 □  
$48,801-$54,900 □  $54,901-$60,950 □  $60,951-$65,850 □  $65,851-$70,750 □  
$70,751-$75,600 □  $75,601-$80,500 □  $80,501 or more □  
Is the address where work will occur your primary residence the majority of the year? Yes □  No □  
Is this a rental property or secondary home? Yes □  No □  
*80% of Area Median Income determined by HUD and varies by household size.

Application to the Historic Rehabilitation Program does not guarantee award of grant or loan. All projects are reviewed by the Historic Preservation Commission for historical appropriateness AND then award of the grant/loan is considered by the Historic Preservation Commission.

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. I also acknowledge I have read the requirements for the Historic Rehabilitation Program. I acknowledge that the information provided in this application, including all attachments, are accurate and correct, and that an incomplete application will not be accepted.

I have included the required applicable attachments with this application: Yes □  No □  
I have read the requirements for the Historic Rehabilitation Program: Yes □  No □  

Owner signature: [Signature]

Guidelines for Cedar Rapids Historic Districts and Historic Rehabilitation Program available at:  
www.cityofCR.com/HPC or by visiting the Community Development Department Office in City Hall at 101 First Street SE, Cedar Rapids, IA 52401.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: June 8, 2017

Property Location: 901 12th Street NE
Property Owner/Representative: Cedar Valley Habitat for Humanity – Ron Olinger
Owner Number(s): 319-929-5825  Demolition Contact: Rathje Construction
Year Built: 1915
Description of Agenda Item: ☒ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: The City Assessor information indicates the housing unit to be assessed at 23,500 dollars; at 576 square feet, this is one of the smallest single family homes that have come before the HPC for demolition review. If the home were to be relocated to another lot, it would have to be added onto, as it falls below the minimum allowed square footage. The owner is looking into the possibility of someone rehabilitating the home, but if that does not come to fruition, the home would be demolished.

City Assessor Information on the parcel:

Historic Eligibility Status: Eligible ☐ Not Eligible ☒ Unknown ☐ N/A ☐
Explanation (if necessary):
This property was originally identified in the 1994 Historical and Architectural Reconnaissance Survey Report for CDBG Neighborhoods in Cedar Rapids. The 1994 survey did not recommend taking a further look at this area of the Cedar Lake/Daniels neighborhood on the map of page 52 in the survey. Note that an area immediately west of Daniels Park was recommended for intensive survey, but this property is much further west.

The State Historic Preservation Office has reviewed and concurred with this survey.

If eligible, which criteria is met:
☐ Associated with significant historical events (Criteria A)
☐ Associated with significant lives of person (Criteria B)
☐ Signifies distinctive architectural character/era (Criteria C)
☐ Archaeologically significant (Criteria D)
Other Action by City: Yes ☐ No ☒ N/A ☐
Explanation (if necessary):
Recommendation: Immediate release.

Rationale: Poor candidate for local landmarking due to numerous alterations, area where the property is located was not recommended for an intensive level survey.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: June 8, 2017

Property Location: 921 12th Street NE
Property Owner/Representative: Cedar Valley Habitat for Humanity – Ron Olinger
Owner Number(s): 319-929-5825 Demolition Contact: Rathje Construction
Year Built: 1919
Description of Agenda Item: ☑ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: The City Assessor information indicates the housing unit to be assessed at 4,100 dollars. The home is currently placarded and has been since 2014; it is not fit for human occupancy at this time. The future plan on this property is to demolish the home and build a new home on the site.

City Assessor Information on the parcel: http://cedarrapids.iowaassessors.com/parcel.php?parcel=141643400100000

Historic Eligibility Status: Eligible ☑ Not Eligible ☐ Unknown ☐ N/A ☐
Explanation (if necessary): This property was originally identified in the 1994 Historical and Architectural Reconnaissance Survey Report for CDBG Neighborhoods in Cedar Rapids. The 1994 survey did not recommend taking a further look at this area of the Cedar Lake/Daniels neighborhood on the map of page 52 in the survey. Note that an area immediately west of Daniels Park was recommended for intensive survey, but this property is much further west.

The State Historic Preservation Office has reviewed and concurred with this survey.

If eligible, which criteria is met:
☐ Associated with significant historical events (Criteria A)
☐ Associated with significant lives of person (Criteria B)
☐ Signifies distinctive architectural character/era (Criteria C)
☐ Archaeologically significant (Criteria D)

Other Action by City: Yes ☐ No ☑ N/A ☐
Explanation (if necessary):
Recommendation: Immediate release.

Rationale: Poor candidate for local landmarking due to numerous alterations and general condition. Rehabilitation is not economical and the area where the property is located was not recommended for an intensive level survey.