Call Meeting to Order
- Mark Stoffer Hunter called the meeting to order at 4:31 p.m.
- Six (6) Commissioners were present with three (3) absent.

1. Public Comment
- There was no public comment.

2. Approve Meeting Minutes
- Amanda McKnight Grafton made a motion to approve the minutes from July 27, 2017. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

3. Action Items
a) Certificates of Appropriateness
   i. 336 18th Street SE – installation of two (2) vinyl windows
      - Jeff Hintz stated that this project is for the installation of one vinyl window on the south and east elevation for a total of two (2) windows installed on the property. Mr. Hintz shared photos of where the windows are located (on the back and side of the property) as well as the Historic District Guidelines for windows and the Historic District Guidelines Prioritization. Staff recommends approval of the application because 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, there is no grille pattern to match to other windows, the proximity to adjacent structures limits visibility of windows, and installation would occur on non-priority locations. These factors in combination together, mitigate any adverse impacts on the building and historic district in general.
Tim Oberbroeckling asked the applicant if she asked for an estimate for wood windows. The applicant stated that wood windows would cost $1400 more.

Tim Oberbroeckling asked staff if the applicant could apply for funding from the Historic Rehabilitation Program should she decide to replace windows in the front of the property as they would have to be wood windows. Jeff Hintz stated that she could apply now, but applications will not be reviewed until February 2018.

Amanda McKnight Grafton made a motion to approve the Certificate of Appropriateness for the installation of two (2) vinyl windows at 336 18th Street SE because of their location at the back and side of the property. Tim Oberbroeckling seconded the motion and commented that other windows closer to the street would be less likely to be approved if they were vinyl. 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 the house will not be moved, but salvage is in the works as there are still historic elements that need to be removed. Keeping the property on hold until it is released on August 22, 2017 will not impact Coe College’s demolition schedule.
      - The Commission agreed to keep the hold on the property.

c) 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. This is a discussion that took place at the last meeting and the Commission decided that all members should rank the fourteen (14) areas on their own and bring that to this meeting. Since there is not a full Commission in attendance, a decision can be made at the next meeting if the Commission would prefer.
   - Ron Mussman asked about the boundaries of the recommended areas and if they could be changed or made larger. Jeff Hintz stated that if the Commission feels there are properties that should be included then they can be added, but it could cost more to survey additional properties.
   - Ron Mussman asked about the funding for the surveys. Jeff Hintz stated that the City would apply for a CLG Grant. This is a State funded grant where ninety-nine (99) Iowa counties compete for about $90,000. In most cases, they only award $10,000 for each project chosen with a few exceptions.
   - Caitlin Hartman asked if the City is relying one hundred (100) percent on the grant money. Jeff Hintz stated that the City will have to have funding for it as well, including staff time, but he is not sure the exact amount. Iván Gonzalez added that the CLG grant requires sixty (60) /forty (40) participation from the City, but the City typically funds more than that.
   - Amanda McKnight Grafton suggested that staff send out the spreadsheet of areas so that Commission members can send it back to staff filled out with their rankings before the meeting. Staff can then set a new ranking based on those results.
   - Barb Westercamp made a motion to table this item until the August 24, 2017 meeting so that Commission members have more time to rank the areas and so that more Commission members are involved to get the most accurate ranking of areas to survey. Tim Oberbroeckling seconded the motion. The motion passed unanimously.
d) Letter of Support for Cedar Rapids Historic Sites and Districts Identification System
   - Jeff Hintz stated that the Iowa Chapter of the American Planning Association (APA) gives out awards for best practices at their annual conference. Staff is applying for the award for the Cedar Rapids Historic Sites and Districts Identification System and is asking for a letter of support from the Commission. Staff can write up a draft letter for the Chair to edit and sign.
   - The Commission asked questions about the map viewer and gave some ideas for improvement. Jeff Hintz will follow-up with IT.
   - Tim Oberbroeckling made a motion to approve staff writing the letter with input and approval from the Chair and submitting that letter to the Iowa Chapter of the APA. Amanda McKnight Grafton seconded the motion. The motion passed unanimously.

Caitlin Hartman left the meeting at 5:23 p.m.

4. Discussion Items
   a) Update to Historic District Guidelines
      - Jeff Hintz stated that the subcommittee had their last meeting and updated some of the language in the draft document. Once staff receives a template from the City's graphic designer they will copy and paste the draft into that template. The draft will then be sent to the full Commission for review and then to stakeholders for their review.

   b) Historic Preservation Commission Bylaws
      - Tim Oberbroeckling suggested that all officers have the same term amount that can be served instead of just the Chair. The Commission agreed that a maximum of six (6) years should be listed for all Officers.
      - Amanda McKnight Grafton and Ron Mussman shared various items where language from the original document should be added back into the draft as well as areas where the language needed clarification for better understanding.
      - The Commission discussed Commissioner attendance and ways to improve it.
      - Staff will revise the draft and highlight the changes requested by the Commission for the August 24, 2017 meeting.

5. Announcements
   - Jeff Hintz stated that he, Mark Stoffe Hunter, and a Public Works employee will be doing the utility locates for the historic markers. All of the posts and plaques have been ordered and are ready for installation. There will be an unveiling media event on September 13, 2017 in front of the Bethel AME Church. Staff will send out the information to the Commission.

6. Adjournment
   - Barb Westercamp made a motion to adjourn the meeting at 6:17 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development