Call Meeting to Order - Roll Call

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. Presentations
   a) None

4. Action Items
   a) Certificate of Appropriateness
      i. 1738 3rd Avenue SE – Windows
      ii. 1610 2nd Avenue SE – Windows
   
   b) Façade Structure Modification Reviews
      i. 69 16th Avenue SW – Façade Structure Modification

   c) Demolition Applications Under Hold
      i. 526 1st Ave, NW – Expires 1/7/19
      ii. 528 1st Ave, NW – Expires 1/7/19
      iii. 823 11th Ave SE – Expires 1/28/19

5. Discussion Items
   a) Proactive Preservation

6. Announcements

7. Adjournment
MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, December 13, 2018 @ 4:30 p.m.
Lower Level Training Room, Cedar Rapids City Hall, 101 1st Street SE

Members Present:  Mark Stoffer Hunter - Chair
Tim Oberbroeckling – Vice Chair
Todd McNall
Ronald Mussman
Ron Lower
Diana Pagan

Members Absent:  Crystal Walter
Arthur Kim

City Staff:  Adam Lindenlaub, Community Development Planner
Sylvia Bochner, Community Development Planner
Lauren Freeman, Community Development Program Coordinator
Seth Gunnerson, Community Development Planner
Jillane Gilmour, Community Development Administrative Assistant

Call Meeting to Order
- Mark Stoffer Hunter called the meeting to order at 4:34 p.m.
- Six Commissioners were present. Two were absent.

1. Public Comment
   a) Public comments were heard.

2. Approve Meeting Minutes – November 29, 2018
   Tim Oberbroeckling made a motion to approve the minutes on the condition that the address is corrected for 526 1st Ave NW. Seconded by Todd McNall. The motion passed unanimously.

3. Action Items
   a) Historic Preservation Commission 2019 Work Plan
      i. McNall made a motion to approve the Historic Preservation Commission 2019 Work Plan. Seconded by Ron Lower. The motion passed unanimously.

   b) Demolition Applications Under Hold
      i. 823 11th Ave SE - Expires 12/14/18
         - The demolition application hold will extend to the full 60 days, expiring 1/28/19.
ii. 526 1st Ave NW – Expires 1/7/19
   • The demolition application will remain on hold.

iii. 528 1st Ave NW – Expires 1/7/19
   • The demolition application will remain on hold.

5. Adjournment
   a) McNall made a motion to adjourn the meeting. Seconded by Oberbroeckling. The motion passed unanimously and the meeting adjourned at 5:58 p.m.

Respectfully Submitted,

Jillane Gilmour, Administrative Assistant II
Community Development
To: Historic Preservation Commission Members  
From: Lauren Freeman, Community Development Program Coordinator  
Subject: COA Request at 1738 3rd Ave SE  
Date: December 27, 2018

Applicant Name(s): Jeanne McElroy, Window Depot of Eastern Iowa

Local Historic District: 2nd and 3rd Avenue Historic District

Year Built: Primary structure – 1920

Description of Project:
Due to a staff mistake, a permit was issued for the installation of nine vinyl windows of which the applicant has installed seven in bedrooms of the home. Four of the windows are on the back of the home and not visible from the road. Three of the windows are on the left and right sides of the home facing other houses. The two windows that remain to be installed will also face the back of the home.

Information from Historic Surveys on property:

The 1995 Site Inventory Form from the District Nomination survey lists the integrity of the primary housing structure as “fair.” The defining features are: broad front-gable roof with gable wall dormer on south side and cut-away porch on left half of front façade; triangular knee brace brackets in gable end; pair of 8-light horizontal windows in gable peak, group of three 8/1 double-hung windows in right half of front façade, lower level.

The home contributes to the historic district, but it not individually eligible for the National Register of Historic Places.

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. Table the item to a future, specified meeting date in order to receive additional information.

Criteria* for Commission decision on application:
1. 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 Design Guidelines Applicable to Project:**

**Porches and Other Entrances**

**Appropriate:**

- Replace windows with the home’s original window material (e.g. wood for wood)
- Windows should be repaired rather than replaced. If non-original or beyond repair and replacement is necessary, the replacement should be in-kind to match the original in material and design.
- Replacement windows should match the originals as closely as possible
- Vinyl or aluminum products may be allowed at the rear of the house

**Not Appropriate:**

- Windows constructed of modern building materials, such as vinyl or aluminum on the front and sides of homes

**Staff Recommendation:** City Staff recommends approval of the Certificate of Appropriateness for this project. Although the Historic Preservation Guidelines recommend replacement windows should match the originals (wood for wood), the applicant has already installed seven of the nine windows. Additionally, four of these windows are on the back of the house, and the Guidelines say that vinyl products are allowed at the rear of the house. The rest of the windows are on the sides which face other houses.

**Attachments:** Completed application from applicant.
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>Owner Information</th>
<th>Applicant Information (skip if owner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Betty Mooy</td>
<td>Name/Company Window Depot of Eastern Iowa</td>
</tr>
<tr>
<td>Address 1738 3rd Ave SE</td>
<td>Email <a href="mailto:Jeanne@windowdepotfeasterniowa.com">Jeanne@windowdepotfeasterniowa.com</a></td>
</tr>
<tr>
<td>City Cedar Rapids</td>
<td>Address 1920 51st Street</td>
</tr>
<tr>
<td>State Iowa Zip 52403</td>
<td>City Cedar Rapids</td>
</tr>
<tr>
<td>Phone 319-213-3380</td>
<td>State Iowa Zip 52402</td>
</tr>
<tr>
<td>Email unknown</td>
<td>Phone 319-294-7000</td>
</tr>
</tbody>
</table>

Address of Property where work will occur: 1738 3rd Ave SE

Project Type: ☑️ House ☐ Garage ☐ Shed ☐ Fence ☐ Other

Project Description and Location on the property/structure (please be as detailed as possible):
7 Windows installed in bedrooms of home. 4 of windows are on the back of the home not visible from road. 3 of the windows are on the left and right sides of the home facing other houses. I do not have a clue which direction these windows face in proximity to the home. 2 windows remain to be installed that will also face the back of the home.

Description of existing materials (e.g. wood, metal, asphalt shingles):
The home appears to have some existing wood windows, and some vinyl existing windows.

Description of proposed materials (e.g. wood, metal, asphalt shingles):
Window Depot windows that have been installed are vinyl windows.

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:
The windows face the back of the home are not visible to anyone from the street, the existing windows had a white exterior and with white trim around the outside. Putting a white window in this home is not going to change the look from the exterior of the home.

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: [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
To: Historic Preservation Commission Members  
From: Lauren Freeman, Community Development Program Coordinator  
Subject: COA Request at 1610 2nd Ave SE  
Date: December 27, 2018  

Applicant Name(s): Andy Dunham  

Local Historic District: 2nd and 3rd Avenue Historic District  

Year Built: Primary structure – 1903  

Description of Project:  
The applicant is requesting to replace four wood windows with vinyl ones. Two on each side of the house. He is also replacing four wood windows in the front with wood windows, which will require a CNME from Staff. The applicant received a COA in May of 2017 to replace the other side and rear wood windows with vinyl.  

Information from Historic Surveys on property:  
The 1995 Site Inventory Form from the District Nomination survey lists the integrity of the primary housing structure as “good.” The defining features are: hipped roof with a hipped roof/Paladian arched attic dormer; narrow clapboard cladding; projecting bay section at entrance; 1/1 double-hung windows and eight-light horizontal sash in dormer; flat roofed porch with clapboard clad piers and closed balustrade.  

The home contributes to the historic district and individually eligible for the National Register of Historic Places.  

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. Table 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 Design Guidelines Applicable to Project:**

**Porches and Other Entrances**

**Appropriate:**
- Replace windows with the home’s original window material (e.g. wood for wood)
- Windows should be repaired rather than replaced. If non-original or beyond repair and replacement is necessary, the replacement should be in-kind to match the original in material and design.

- Replacement windows should match the originals as closely as possible

- Vinyl or aluminum products may be allowed at the rear of the house

**Not Appropriate:**
- Windows constructed of modern building materials, such as vinyl or aluminum on the front and sides of homes

**Staff Recommendation:** City Staff recommends approval of the Certificate of Appropriateness for this project. Although the Historic Preservation Guidelines recommend replacement windows should match the originals (wood for wood), the applicant was approved to replace other side windows with vinyl previously.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: December 27, 2018

Property Location: 69 16th Ave SW  
Property Owner/Representative:  
KN Properties III LLC  
Owner Number(s):  
Project Contact: Ryan Poyneer & Caitlin Hartman  
Year Built: 1929  
Description of Agenda Item: ☒ Demolition Application ☐ COA ☒ Façade Structure Modification

Background and Previous HPC Action: The structure subject to façade structure modification is a two-story story commercial building built in 1929 per the City Assessor. The project will involve removing existing wall structure on the façade wall facing the street right-of-way to restore the windows to their original size.

City Assessor Information on the parcel:  

Historic Eligibility Status:  
Eligible ☒ Not Eligible ☐ Unknown ☐ N/A ☐  
Explanation (if necessary):  
The National Register Nomination for the Bohemian Commercial Historic District deemed the property contributing to the integrity of the historic district.

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: The owner is restoring the windows to the original size, which would be the recommended action. This project will improve the historic integrity of the building.