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) 3rd Avenue SE One-way to Two-way Conversion

4. Action Items
   a) Historic Preservation Design Guidelines
   b) Demolition and Façade Structure Modification Reviews
      i. 311, 321, and 323 9th Ave SE (Loftus Lumber)
      ii. 402 2nd St SW
   c) Bever Park Bridge Subcommittee Report

5. Discussion Items
   a) Proactive Preservation

6. Announcements
   a) Preserve Iowa Summit Attendees

7. Adjournment
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
   There were no public comments.

2. Approve Meeting Minutes – January 24, 2019
   Tim Oberbroeckling made a motion to approve the minutes. Seconded by Todd McNall. The motion passed unanimously.

3. Action Items
   a) Endorsement of 2019 Historic Preservation Showcase
      - McNall motioned to endorse the 2019 Historic Preservation Showcase. Seconded by Ron Lower. The motion passed unanimously.
b) Local Historic Landmark Designation Application – Witwer Grocery Company Building (Bottleworks Loft Condominiums)
   - Oberbroeckling motioned to approve the Local Historic Landmark Designation Application. Seconded by McNall. The motion passed unanimously.

c) Certificate of Appropriateness
   i. 1407 2nd Avenue SE – Window Replacement (vinyl)
   Oberbroeckling motioned to approve the COA for 1407 2nd Avenue SE, on the condition that follow up is completed to ensure the window is the correct size, and the original, exterior wood trim remains. Seconded by Arthur Kim. The motion passed unanimously.

5. Adjournment
   a) McNall made a motion to adjourn the meeting. Seconded by Oberbroeckling. The motion passed unanimously and the meeting adjourned at 5:17pm.

Respectfully Submitted,

Jillane Gilmour, Administrative Assistant
Community Development
In August 2018, City Council adopted an update to the Cedar Rapids Historic Preservation Guidelines. As staff and the Commission have used the updated Guidelines, some areas for improvement have been identified.

The first change is to add the word “design” to the title of the document. Generally, these guidelines are referred to as the Design Guidelines, and adding this word clarifies the purpose of the document.

The second change is to clarify recommended materials for flat roofs, as this situation is not currently addressed in the guidelines. This modification adds language that indicates that for flat or low-pitched roofs, modern roofing materials are appropriate to help prevent structural damage caused by poor drainage. This language is similar to the recommendations of the National Park Service’s Preservation Brief on “Roofing for Historic Buildings.”

Modified pages of the Design Guidelines are attached.

Next Steps: HPC recommends update to Council.

Attachment 1: Updated pages of the City of Cedar Rapids Historic Preservation Design Guidelines
Roof and Roof Elements

Roofs in Cedar Rapids Historic Districts give their homes a dramatic feel due to their steep pitches. These roofs were also traditionally built with multiple dormers in the attic. Historic district homes were covered in asphalt or composition shingles, and had beaded soffits. Roofs with exposed rafter tails, roof brackets and bargeboards increase their home’s architectural characteristics.

APPROPRIATE:

- Asphalt shingles or composition shingles
- Roofs and roof elements should be retained in their original shape and pitch, with original features including cresting, chimneys, vents, finials, cupolas, etc. and, if possible, with original roof materials.
- Roofs may be re-roofed with substitute materials such as asphalt or fiber-glass shingles if the original materials are determined beyond repair, are no longer present or available, or if the retention of the original roof material is not economically feasible.
- Skylights should be placed at rear rooflines or behind gables and dormers. Skylights should be flat or flush with the roofline, not convex or “bubble” designs.
- Skylights original to the house should be preserved.
- Historic Lightning Rods and Historic Ornamental Metal Finial Caps should be retained, maintained or added.
- Roofs that were originally historic metal crimped seamed should be replaced in metal with similar detailing and proportions. If not readily visible, other low pitch roofing materials are acceptable.
- Roofs of new asphalt or fiberglass shingles should be one color and should be compatible with historic colors and the style or period of the house.
- New materials should match as closely as possible to the original in composition, size, shape, color and texture.
- Roof gable vents should be maintained.
- On a flat or low-pitched roof, modern composition roofing is appropriate to prevent structural damage.

NOT APPROPRIATE:

- Roll roofing, metal roofing, or clay shingles, unless these materials are original to the structure
- Covering cornices, eaves, soffits or fascia with vinyl or metal elements
- Removal of dormers
- Removal of non-functioning chimneys
- Adding skylights that would be visible from the street.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: March 14, 2019

Property Location: 311 9th Avenue SE
Property Owner/Representative: O’Connell Family LLC
Demolition Contact: Same as above
Year Built: 1941 and 1950
Description of Agenda Item: ☑ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: The structures are two warehouses, built in 1941 and 1950. Both are in Normal condition, per City Assessor.

City Assessor Information on the parcel: https://cedarrapids.iowaassessors.com/parcel.php?parcel=142818300400000

Historic Eligibility Status: Eligible ☑ Not Eligible ☐ Unknown ☐ N/A ☐
Explanation (if necessary): This property was surveyed by the Louis Berger Group and was considered Not Eligible.

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: Not a good candidate for landmarking or inclusion in a historic district.

Property Location: 321 9th Avenue SE
Year Built: 1926
Description of Agenda Item: ☑ Demolition Application ☐ COA ☐ Other
Background and Previous HPC Action: The structure for demolition is a warehouse built in 1926. Its condition is Normal, per City Assessor.

City Assessor Information on the parcel:

Historic Eligibility Status: Eligible ☐ Not Eligible ☒ Unknown ☐ N/A ☐
Explanation (if necessary): This property was surveyed by the Louis Berger Group and was considered Not Eligible.

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: Not a good candidate for landmarking or inclusion in a historic district.

Property Location: 323 9th Avenue SE
Year Built: 1952
Description of Agenda Item: ☒ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: The structure for demolition is a warehouse built in 1952. Its condition is Below Normal, per City Assessor.

City Assessor Information on the parcel:

Historic Eligibility Status: Eligible ☐ Not Eligible ☒ Unknown ☐ N/A ☐
Explanation (if necessary): This property was surveyed by the Louis Berger Group and was considered Not Eligible.

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: Not a good candidate for landmarking or inclusion in a historic district.
City of Cedar Rapids  
Building Services Department  
500 15th Avenue SW, Cedar Rapids, IA 52404  
Main Phone: (319) 286-5831  Fax: (319) 286-5830

**DESTRUCTION PERMIT APPLICATION**  
**Permit is valid for 30 days from date of issue**

<table>
<thead>
<tr>
<th>Address of Destruction:</th>
<th>Approximate Age of Structure/Year Built:</th>
</tr>
</thead>
<tbody>
<tr>
<td>511, 321, 323 AVENUE S.E.</td>
<td>1941 - 1942</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPN:</th>
<th>Reason: (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>142.819.350.400.000, 142.819.350.500.000</td>
<td>NEW CONSTRUCTION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Owner's Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>O'Connell Family LLC</td>
<td>319-533-2967</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Owner's Address:</th>
<th>City / State / Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>5033 BARACKOUGH AVENUE S.E.</td>
<td>CEDAR RAPIDS, IOWA 52403</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor's Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT SELECTED AT THIS TIME</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor's Address:</th>
<th>City / State / Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CEDAR RAPIDS, IOWA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Building:</th>
<th>[ ] Single Family</th>
<th>[ ] Multi Family #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Commercial</td>
<td>[ ] Accessory Building</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Size of Building:</th>
<th>Number of Stories:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions are:</td>
<td>Height:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building has Basement:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, What Dimensions:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any other structure on the parcel?:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, describe:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DISPOSAL OF DEMOLITION MATERIALS**

[ ] City of Cedar Rapids Landfill  [ ] Private Landfill – Contact:  
Phone #: |

It is the Responsibility of the Permit Holder to adhere to all local, state and federal regulations regarding proper inspections and removal of asbestos prior to any demolition.

**UTILITIES INFORMATION**

All utilities shall be abandoned in accordance with City requirements and verified and/or inspected before Demolition Permit is issued and demolition begins.

I hereby certify that I have read and examined this application and affirm the above information as true and correct and also agree to comply with the provisions of the City of Cedar Rapids Codes and any other applicable Federal & State laws concerning the demolition process and/or disposal of demolition debris. I also certify that I am authorized to demolish this building as owner or agent of the owner and agree to assume complete responsibility for any liability arising from demolition of the above building. I also agree that no burning or burying of materials shall be done within the Corporate City Limits of Cedar Rapids.

**APPLICANT SIGNATURE (Please print legibly):**  
[Signature]  
**DATE:** 2/23/19

**APPLICANT PHONE NUMBER:** 847-555-4500  
**CONTRACTOR PHONE NUMBER:** |

**CONTRACTOR SIGNATURE (Please print legibly):**  
[Signature]  
**DATE:** |

**PLEASE PROVIDE SIGNATURES FOR EACH FIELD BELOW**

**UTILITIES DISCONNECTION INFORMATION & APPROVALS**

<table>
<thead>
<tr>
<th>Water:</th>
<th>Alliant Energy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer:</td>
<td>Mid-American Energy:</td>
</tr>
<tr>
<td>HPC:</td>
<td>MediaCom:</td>
</tr>
<tr>
<td>Zoning:</td>
<td>CenturyLink:</td>
</tr>
<tr>
<td>BSD:</td>
<td></td>
</tr>
</tbody>
</table>
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: March 14, 2019

Property Location: 402 2nd St SW
Property Owner/Representative: Fred Timko
Demolition Contact: Justin Speed, Schrader Excavating & Grading Co.
Year Built: 1905
Description of Agenda Item: ☑ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: The structure for demolition is a 22’ x 50’, single-family house built in 1905. The condition is normal per City assessor.

City Assessor Information on the parcel:

Historic Eligibility Status: Eligible ☑ Not Eligible ☐ Unknown ☐ N/A ☐
Explanation (if necessary): This property was included in the Architectural Reconnaissance Survey for Kingston in Cedar Rapids (2009) and was considered not individually eligible, but was eligible in the district and contributing to the Kingston district. The house’s porch and windows have been altered since the 2009 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: The house has been significantly altered since the 2009 survey was taken, therefore staff recommends immediate release for the demolition application.
### DEMOLITION PERMIT APPLICATION

**Permit is valid for 30 days from date of issue**

<table>
<thead>
<tr>
<th>Address of Demolition:</th>
<th>402 2ND ST SW</th>
<th>Approximate Age of Structure/Year Built:</th>
<th>1905</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner's Name:</td>
<td>FRED TIMKO</td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Property Owner's Address:</td>
<td>101 3RD AVE SW, STE 220</td>
<td>City / State / Zip Code:</td>
<td>WALFORD / IA / 52351</td>
</tr>
<tr>
<td>Contractor's Name:</td>
<td>SCHRADE EXCAVATING &amp; GRADING CO.</td>
<td>Phone:</td>
<td>319-845-3061</td>
</tr>
<tr>
<td>Contractor's Address:</td>
<td>1840 COMMERCIAL DR</td>
<td>City / State / Zip Code:</td>
<td>WALFORD / IA / 52351</td>
</tr>
<tr>
<td>Type of Building:</td>
<td>☑ Single Family ☐ Multi Family ☐</td>
<td>Units:</td>
<td>☑ Commercial ☐ Accessory Building</td>
</tr>
<tr>
<td>Size of Building: Dimensions are: 22' X 50'</td>
<td>Number of Stories: 3</td>
<td>Height: 3'</td>
<td></td>
</tr>
<tr>
<td>Building has Basement:</td>
<td>☑ Yes ☐ No</td>
<td>If Yes, What Dimensions: 22' X 50'</td>
<td></td>
</tr>
<tr>
<td>Any other structure on the parcel?</td>
<td>☑ Yes ☐ No</td>
<td>If Yes, describe:</td>
<td></td>
</tr>
</tbody>
</table>

**DISPOSAL OF DEMOLITION MATERIALS**

- ☑ City of Cedar Rapids Landfill
- ☐ Private Landfill – Contact: [Name] Phone #: [Number]

*It is the Responsibility of the Permit Holder to adhere to all local, state and federal regulations regarding proper inspections and removal of asbestos prior to any demolition.*

**UTILITIES INFORMATION**

All utilities shall be abandoned in accordance with City requirements and verified and/or inspected before Demolition Permit is issued and demolition begins.

I hereby certify that I have read and examined this application and affirm the above information as true, correct, and complete and agree to comply with the provisions of the City of Cedar Rapids Codes and any other applicable Federal & State laws concerning the demolition process and/or disposal of demolition debris. I also certify that I am authorized to demolish this building as owner or agent of the owner and agree to assume complete responsibility for any liability arising from such demolition. I also agree that no burning or burying of materials shall be done within the Corporate City Limits of Cedar Rapids.

**APPLICANT SIGNATURE (Please print legibly):**

Justin Speed  

**DATE:** 2-25-19

**APPLICANT PHONE NUMBER:** 319-533-0508

**CONTRACTOR SIGNATURE (Please print legibly):**

Justin Speed  

**DATE:** 2-25-19

**CONTRACTOR PHONE NUMBER:** 319-845-3061

**PLEASE PROVIDE SIGNATURES FOR EACH FIELD BELOW**

**UTILITIES DISCONNECTION INFORMATION & APPROVALS**

- Water: Alliant Energy:
- Sewer: Mid-American Energy:
- HPC: MediaCom:
- Zoning: CenturyLink:
- BSD: [Name]

Revised 06/18 sat