Members Present:  Amanda McKnight-Grafton  Chair  
Moira Blake  
Patricia Cargin  
Bob Grafton  
Tim Oberbroeckling  
Jon Thompson  
Barbara Westercamp  

Members Absent:  Todd McNall  Vice-Chair  
Candy Nanke  

City Staff:  Thomas Smith, Planner  
Alicia Abernathey, Administrative Assistant  

Guests:  Ann Poe, Sara Lunsford, Kevin Ciabatti, Cindy Hadish  

Call Meeting to Order  
- Amanda McKnight-Grafton called the meeting to order at 4:30 p.m.  
- Seven (7) Commissioners were present and two (2) absent.  

1. Approve Meeting Minutes  
   - Tim Oberbroeckling made a motion to approve the minutes from April 11. Barbara Westercamp seconded the motion. The motion passed unanimously with none opposed.  

2. Action Items  
   a. NEW Demolition Applications  
      i. 907 17th Avenue SE – Private Property  
         - Thomas Smith stated the property is owned by Cargill and was affected by the 2008 flood. Salvage would not be an option as the property has no interior or windows.  
         - Jon Thompson made a motion to approve demolition of 907 17th Avenue SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.  
      ii. 1619 F Avenue NE – Partial Demolition – Private Property  
         - Mr. Smith stated the warehouse has fire damage and a portion of the building needs to be removed. The attached office building would be kept.  
         - Tim Oberbroeckling made a motion to approve partial demolition of 1619 F Avenue NE. Jon Thompson seconded the motion. The motion passed unanimously.  
      iii. 1371 19th Avenue SW – Private Property
• Mr. Smith stated the structure was damaged in a fire and has no salvage value.
• Tim Oberbroeckling made a motion to approve demolition of 1371 19th Avenue SW. Barbara Westercamp seconded the motion. The motion passed unanimously.

3. New Business
   a. 60 day demolition review signage
      • Mr. Smith stated as part of the ordinance there will be posting of signs for properties that are on a 60-day demolition review. An example was provided for feedback.
      • Discussion included the fact signs used in the past were larger and stood out more. Discussion also included the cost of signs, sign placement and trespassing concerns.
      • The commission did not make a decision on the 60 day demolition review sign and will discuss further at the next regular meeting.
   b. Wellington Heights Neighborhood Plan
      • Sara Lunsford stated there would be an open house on May 1st and 2nd for the Wellington Heights Neighborhood Planning Process. SAA Design Group was hired to assist in collecting data and retrieving information on the Wellington Heights neighborhood. The City would like information from citizens of the community to prepare a plan for future reinvestment in the area for the next 5-10 years.
      • Discussion included the fact the plan is through the City of Cedar Rapids and would be similar to the reinvestment plans done in 2009 for the flood impacted areas. It was pointed out that because of Entitlement Funds the project needs to be complete by June in order to get reimbursement from the federal government.

4. Old Business
   a. Demo applications UNDER REVIEW
      i. 1221 3rd Street SE – June 10, 2013
         • Mr. Smith stated he was not able to get ahold of the property owner but architects have surveyed the building. The building was determined to have no potential for redevelopment and there are a number of safety concerns.
   b. Demolition Ordinance Update: Demolition Definition
      • Mr. Smith stated a demolition definition will be added to the Chapter 18 ordinance and provided examples of potential definitions.
      • Discussion included the possibility of having fines and penalties for demolishing structures without proper permits or while on a 60 day demolition review. Mr. Smith stated he will discuss options with the City’s legal department.
   c. Preservation Showcase
      • Details of the 2013 Preservation Showcase were discussed.
   d. MOA/LOA Updates
      • There were no MOA/LOA updates.

5. Adjournment
   • Barbara Westercamp made a motion to adjourn the meeting at 5:46 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Alicia Abernathey, Administrative Assistant II
Community Development