Members Present:    Mark Stoffer Hunter   Chair
                   Amanda McKnight-Grafton  via phone call
                   Barb Westercamp
                   Todd McNall
                   Heather Sundermann

Members Absent:    BJ Hobart
                   Tim Oberbroeckling
                   Ron Mussman

City Staff:        Jeff Hintz, Planner
                   Iván Gonzalez, Planner
                   Anne Kroll, Administrative Assistant

Call Meeting to Order
- Mark Stoffer Hunter called the meeting to order at 4:35 p.m.
- Five (5) Commissioners were present with three (3) absent.

1. Public Comment
- Cindy Hadish reminded the Commission that the School Board meets on December 11, 2017 for a presentation on a plan for Cedar Rapids school buildings.

2. Approve Meeting Minutes
- Barb Westercamp made a motion to approve the minutes from November 9, 2017. Ron Mussman seconded the motion. The motion passed unanimously. Barb Westercamp noted that for attendance two (2) absent should be one (1) absent.

3. Action Items
   a) Certificates of Appropriateness
      i. 1815 Blake Boulevard SE – Replacement of windows
         - Jeff Hintz stated that this project is for the installation of vinyl windows on the rear elevation of the house and on the side elevations for a total of ten (10) windows. No existing windows facing the street will be replaced. Mr. Hintz shared pictures of the elevations of the property and the materials that will be used. There will be no resizing of the window openings. Mr. Hintz shared the Historic Preservation Guidelines for windows, Guideline prioritization, and the criteria for the decision. Staff recommends approval of the application because the project does not alter any defining features of the structure, the view of the windows is somewhat masked by surrounding properties and tree cover, and the application does mitigate for any adverse impacts.
• The Committee discussed the cost of wood windows versus vinyl and the historic rehabilitation program with the applicant.
• Todd McNall noted that the depth of the windows is different between the types of windows and SHPO prefers the wood windows because of the depth.
• Heather Sundermann noted that she does not agree with the philosophy that vinyl windows could be approved on historic homes regardless of their location on the home.
• Todd McNall made a motion to approve the COA for replacement of windows at 1815 Blake Boulevard SE. Barb Westercamp seconded the motion. The motion passed with Heather Sundermann opposing.

ii. 1816 Park Avenue SE – Replacement of windows
• Iván Gonzalez stated that this project is the replacement of eleven (11) existing windows from the side and rear of the house. No existing windows facing the street will be replaced. Mr. Gonzalez shared pictures of the elevations of the property and the materials that will be used. This property has three (3) existing vinyl windows. There will be no resizing of the window openings. Mr. Gonzalez shared the Historic Preservation Guidelines for windows, Guideline prioritization, and the criteria for the decision. Staff recommends approval of the application because the project does not alter any defining features of the structure, the view of the windows is somewhat masked by surrounding properties and tree cover, and the application does mitigate for any adverse impacts.
• The Commission had questions for the applicant about the color of the proposed windows and what the plan is for the storm windows. Because the applicant was not in attendance, the Commission decided to table the discussion until the applicant could attend a meeting.
• Amanda McKnight Grafton made a motion to table the discussion until the applicant can attend a meeting to answer the Commission’s questions. Todd McNall seconded the motion. The motion passed unanimously.

b) Demolition Applications
i. 3010 Center Point Road NE – Primary Structure, Private Property
• Jeff Hintz stated that this property was built in 1915. The area was surveyed in the 2014 Citywide Survey and was not recommended for further study. Staff recommends immediate release because renovation is not economical for owner, the house is currently inhabitable, and the area is not recommended for intensive survey. The applicant relayed to staff that the home has extensive termite damage and is held together with one (1) by fours (4) instead of two (2) by fours (4).
• Mark Stoffer Hunter stated that he has not had time to finish his historic research as well as photo documentation and asked staff what the applicant’s timeline is. Jeff Hintz stated that he is unsure of the timeline, but with the winter months approaching it is likely that the applicant will want to do demolition as soon as possible. The Commission can place a hold on the property for any amount of time up to sixty (60) days. Mark Stoffer Hunter stated that he could complete the research within a week.
• Amanda McKnight Grafton made a motion to place a hold on 3010 Center Point Road NE until December 7, 2017 so that Mark Stoffer Hunter can finish historic research and photo documentation. Todd McNall seconded the motion. The motion passed unanimously.
4. Discussion Items  
 a) Historic District Guideline Update  
   • Jeff Hintz stated that the Guidelines are completed and will be sent to the Commission for review before a stakeholder meeting takes place.  
   • The Commission discussed an article in the appendix of the Guidelines and decided to keep the article, but to remove the photos that accompany the article.

5. Announcements  
   • Jeff Hintz stated that staff has been in contact with the Cedar Rapids School District and that they are willing to present their plan to the Commission at a meeting in December 2017.  
   • Mark Stoffer Hunter noted that the Commission could meet on December 28, 2017 if the school district is unable to attend the December 14, 2017 meeting.

6. Adjournment  
   • Barb Westercamp made a motion to adjourn the meeting at 5:28 p.m. Heather Sundermann seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II  
Community Development