City of Cedar Rapids  
**Historic Preservation Commission**

Community Development & Planning Department, City Hall, 101 First Street SE, Cedar Rapids, IA 52401, 319-286-5041

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**MEETING NOTICE**

The City of Cedar Rapids Historic Preservation Commission will meet at:

**4:30 P.M.**  
**Thursday, January 25, 2018**  
in the  
**Five Seasons Room, City Services Center**  
500 15th Avenue SW, Cedar Rapids, Iowa

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**AGENDA**

**Call Meeting to Order**

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. **Election of Officers for 2018**

3. **Approve Meeting Minutes**

4. **Action Items** (20 Minutes)
   a) Demolition Applications Under Review  
      i. 800 3rd Avenue SE - Primary Structure, *Private Property* - hold expires 02-13-18  
      ii. 824 3rd Avenue SE - Primary Structure, *Private Property* - hold expires 02-13-18
   b) 2017 Certified Local Government Report
   c) Consideration of a priority letter for preservation of historic facilities to Cedar Rapids School District

5. **Discussion Items** (20 minutes)
   a) Historic District Guideline Update
   b) National Alliance of Preservation Commission FORUM

6. **Announcements**

7. **Adjournment**
MINUTES
HISTORIC PRESERVATION COMMISSION REGULAR MEETING,
Thursday, December 28, 2017 @ 4:30 p.m.
Five Seasons Conference Room, City Services Center, 500 15th Avenue SW

Members Present:  
Mark Stoffer Hunter  Chair
Amanda McKnight-Grafton
Tim Oberbroeckling
Ron Mussman
Barb Westercamp

Members Absent:  
BJ Hobart
Todd McNall
Heather Sundermann

City Staff:  
Iván Gonzalez, Planner
Bill Micheel, Community Development Assistant Director
Kevin Ciabatti, Building Services Director

Call Meeting to Order
• Mark Stoffer Hunter called the meeting to order at 4:30 p.m.
• Five (5) Commissioners were present with three (3) absent.

1. Public Comment
• Public comments were heard.

2. Approve Meeting Minutes
• Mark Stoffer Hunter and Amanda McKnight Grafton made corrections to the minutes.
• Tim Oberbroeckling made a motion to approve the minutes from December 14, 2017 with corrections. Amanda McKnight Grafton seconded the motion. The motion passed unanimously.

3. Action Items
a) Demolition Applications
i. 2308 C Avenue NE – 14’x 18’ Garage Accessory Structure, Private Property
• Tim Oberbroeckling made a motion to approve the demolition of a garage accessory structure at 2308 C Avenue NE. Amanda McKnight Grafton seconded the motion. The motion passed unanimously.

ii. 34 43rd Avenue SW – House/Office Primary Structure, Private Property
• Tim Oberbroeckling made a motion to approve the demolition at 34 43rd Avenue SW. Ron Mussman seconded the motion. The motion passed unanimously.
b) Demolition Applications under Review
i. 800 3rd Avenue SE – Primary Structure, Private Property – hold expires 02-13-18
   • Amanda McKnight Grafton recused herself from discussion and voting.
   • This property remains on hold.

ii. 824 3rd Avenue SE – Primary Structure, Private Property – hold expires 02-13-18
   • Amanda McKnight Grafton recused herself from discussion and voting.
   • This property remains on hold.

4. Discussion Items
   a) Cedar Rapids School District future plans
   b) Historic District Guideline Update

5. Announcements
   • Announcements were heard.

6. Adjournment
   • Barb Westercamp made a motion to adjourn the meeting. Tim Oberbroeckling seconded the motion. The motion passed unanimously and the meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development
To: Historic Preservation Commission
From: Iván Gonzalez, Planner II
Subject: 2017 Certified Local Government Annual Report
Date: January 25, 2018

Every year the City is responsible for submitting an annual report summarizing the City’s historic preservation work. This is a requirement of the Certified Local Government (CLG) agreement that the City has with the State Historical Society of Iowa.

At the Historic Preservation Commission’s meeting on January 25, 2018 the staff will provide an overview of the annual report and request any feedback from the Commission. The report requires the Mayor’s signature, and therefore, will go before the City Council in order to meet the State Historical Society of Iowa’s February, 2018 deadline.

Attachments
IOWA CERTIFIED LOCAL GOVERNMENT
2017 ANNUAL REPORT (January 2017-December 2017)

NAME OF THE CITY, COUNTY, OR LAND USE DISTRICT: City of Cedar Rapids

Section I.
Locating Historic Properties
Identification, Evaluation, and Registration Activity

CLG Standards found in CLG Agreement and National Historic Preservation Act
♦ The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
♦ The CLG will review National Register nominations on any property that lies in the jurisdiction of the local historic preservation commission.

1. Please provide complete reports and site inventory forms from historic identification/survey, evaluation, and/or registration/nomination projects that your commission completed in 2017. Do not include projects that were funded with a CLG grant or mandated by the Section 106 review and compliance process as we already have these in our files.

None to include with this report. All site inventory forms, projects and surveys completed in 2016 and led by the City were associated with a Section 106 Review (i.e. MOA’s with FEMA).
2. How many National Register of Historic Places (NRHP) properties in your City, County, or LUD were altered, moved, or demolished in 2017? Please identify the property (historic name and address) and the action.

   a. 1922 B Avenue NE 12x18 garage accessory structure - demolished
   b. 800 3rd Avenue SE Primary structure - demolished
   c. 213 2nd street SE (noncontributing) primary structure – demolished

Note, not all properties on the NRHP get a review from the HPC. These three projects we happened to be are aware of, but there could be others as there are over 800 individual parcels listed individually or as part of a district; Chapter 18 of the Municipal Code was recently updated in 2017 as you are aware, this requires review of certain street-facing structural changes for all NHRP properties.

3. In 2017, how many additional properties did your city place on its list of locally designated historic landmarks and/or historic districts?

   If you have questions about whether you have a locally designation program or not, please contact Paula Mohr before you complete this section.

(As a reminder, before your elected officials approve or change local districts or ordinances, you must send a copy to the State Historic Preservation Office for review and comment.) Please attach a copy of the final designation nomination(s) and ordinance(s).

Date the ordinance(s) reviewed and commented by SHPO
   a. 42 7th Avenue SW “Iowa Wind Mill and Pump Company Office and Warehouse.” SHPO comments May 17th, 2017
   b. 525 Valor Way SW – “Cedar Rapids Milk Condensing Company” - SHPO comments May 17th, 2017

4. In 2017, what were the actions to revise, amend, change, or de-list a locally designated property? Please attach documentation of the review and appeal process and decisions made by the historic preservation commission, planning and zone commission, city Council, District Court or other governmental agency or official involved with the process. (use additional pages if needed)

   Not applicable. No resources were delisted, revised, or amended in 2017.

Section II
Managing, Protecting, and Preserving Historic Properties

♦ The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties
The CLG shall provide for adequate public participation in the local historic preservation programs

4. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 2017? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do! (use additional pages if needed)

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc. (use additional pages if needed)
   b. Prioritize the list of areas that have been identified for intensive surveys in the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey.

b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc. Please be specific (use additional pages if needed)
   a. Ed McMahon of the Urban Land Institute provided a lecture about why place matters.
   b. Added videos on how to repair historic windows to the City’s website.
   c. Approved nearly 50,000 dollars in program funding for historic preservation rehabilitation to help owners maintain and preserve historic features of their property.

c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc. (use additional pages if needed)
   a. Installation of 45 historic markers at sites throughout the City. These markers indicated people, places and architecture that helps to communicate some of the things that are historic in Cedar Rapids.
   b. Worked with City of Cedar Rapids staff and historic preservation non-profits to begin process of saving Bever Park Bridge.

5. If the city or county amended its historic preservation ordinance or resolution or passed additional ordinances or resolutions that impact historic properties, please attach copies of the amendments and new ordinances or resolutions.

Historic Preservation Municipal Code Chapter 18 was rewritten in its entirety and adopted by City council in March of 2017 and SHPO comments were received on November 29th of 2016.
(As a reminder, before your elected officials approve local districts or ordinances, you must send a copy to the State Historic Preservation Office for comment.)

7. If new or revised design standards and/or guidelines were developed and adopted during 2017, please attach a copy.
Not applicable, Historic Preservation Commission is currently working on guidelines to be adopted in early 2018.

8. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year? (use additional pages if needed) One of the major challenges that both the Commission and City staff face relates to educating the general public on the benefits of preservation. Through the development of the City’s first Historic Preservation Plan, City staff focused on engaging a variety of stakeholders and connecting the dots between preservation and other important policy issues (e.g. sustainability, public health). However, more work needs to be done through ongoing communication and education to help ensure that the benefits of preservation are better understood throughout the community.

9. Does your commission have a website and if so, what is the address?
CityofCR.org/HPC

Section III
Historic Preservation Program Administration

- The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- Commission members will participate in state-sponsored or state-approved historic preservation training activities.

10. List dates of meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled). All dates year 2017: January 12, February 9, February 23, March 9, March 23, April 13, April 27, May 11, June 8, June 22, July 13, July 27, August 10, August 24, September 14, September 28, October 12, October 26, November 9, November 30, December 14 and December 28.

11. We recommend that each commission have a budget with a minimum of $750 to pay for training and other commission expenses. In 2017, what was the dollar amount for the historic preservation commission’s annual budget? The Commission does not have a budget; however, funds for historic preservation come from the Community
Development Department’s budget. In addition, the City’s Historic Rehabilitation program provides up to $50,000 annually to property owners in local historic districts to help with repainting projects.

12. Where are your official CLG files located?
The Community Development Department maintains these files in Cedar Rapids City Hall at 101 First Street SE.

13. Please update the attached CLG Personnel Information Table (this must be completed).
Please see the end of the report for this information.

14. Please attach biographical sketches for commissioners who were newly appointed in 2017 or 2018. Please be sure newly appointed commissioners sign and date their statement.
Heather Sundermann was newly appointed in 2017; Amanda Mcknight Grafton was reappointed to continue serving until June 30, 2018.

15. Please complete the 2017 Commission Training Table.

<table>
<thead>
<tr>
<th>Signature of person who completed this report</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature of Mayor or Chairman of the Board of Supervisors</th>
<th>Date</th>
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Please retain a copy for your official CLG file and send a PDF of the signed document to paula.mohr@iowa.gov. OR you can mail a hard copy with original signatures to the address below. The deadline is February 28, 2018.

Paula A. Mohr
State Historical Society of Iowa
600 East Locust St,
Des Moines IA 50319-0290
Paula.mohr@iowa.gov

If you have questions, please contact me at: (515) 281-6826.

Thank you for your timely response!
An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, provide information about the commissioners’ involvement in historic preservation training, listing the name of the conference, workshop or meeting (including on-line training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

**2017 Historic Preservation Training Table**

<table>
<thead>
<tr>
<th>Name of Training Session</th>
<th>Sponsoring organization</th>
<th>Location</th>
<th>Date</th>
<th>Names of historic preservation commissioners, staff and elected officials who attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Preserve Iowa Summit</td>
<td>SHPO/Davenport Historic Preservation Commission</td>
<td>Fort Dodge, Iowa</td>
<td>June 2017</td>
<td>Jeff Hintz (please note this must be completed. If no one attended, enter none)</td>
</tr>
<tr>
<td>TrustLive</td>
<td>PastForward, the National Preservation Conference</td>
<td>Webcast</td>
<td>November 14-17</td>
<td>Ron Mussman</td>
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