

Date..... July 23, 2012

RESOLUTION ISSUING A CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR ALTERATIONS TO THE CHARLES H. MARTIN HOUSE

WHEREAS, the City of Des Moines has received an application from Thomas Baldwin and Chris Conyers, owners of the property, for a Certificate of Appropriateness for alterations to the carriage house and construction of a monument sign at 3939 Grand Avenue (File No. 20-2012-4.01); and,

WHEREAS, the Charles H. Martin House has been designated as a local historic Landmark subject to Chapter 58, Article III of the City Code of the City of Des Moines, Iowa; and

WHEREAS, Section 58-62 of the City Code provides that, “[n]o owner or person in charge of a landmark or landmark site shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or cause or permit any such work to be performed upon such property until a certificate of appropriateness has been applied for and obtained for such work”; and,

WHEREAS, Section 58-62 of the City Code further provides that the decision to issue a Certificate of Appropriateness shall be based upon consideration of the following factors:

- (1) Design guidelines, standards and criteria developed by the historic preservation commission and approved by the city council, pursuant to subsection 58-30(e)(2) of the City Code.
- (2) Standards for rehabilitation promulgated by the Secretary of the Interior.
- (3) The comprehensive plan for the city and any adopted urban renewal plan for the area.
- (4) For an application respecting construction, reconstruction or exterior alteration other than on the principal improvement, the proposed work would adversely change, destroy or affect any exterior feature of the improvement upon which such work is being done, or, if it is new construction, it would lack harmony with the landmark site and whether the proposed work would be appropriate for and consistent with the purpose of this article.
- (5) For an application respecting new construction of principal improvements upon a landmark site, the proposed work would adversely affect the aesthetic quality of the site or lack harmony with the external appearance of other improvements on the site or upon neighboring sites.

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- (6) For an application respecting demolition of all or part of a landmark or an improvement within a landmark site, the condition of the landmark or improvement within a landmark site is determined to be dangerous to life, health or property, and such condition cannot be abated without demolishing such landmark or improvement within a landmark site or part thereof.

WHEREAS, on June 26, 2012, after notice and a public hearing, the members of the Landmark Review Board voted 11-0 in support of a motion to recommend approval of the application for a Certificate of Appropriateness subject to the applicant retaining and storing the removed carriage house window on the premise for future reference and potential reuse.

WHEREAS, on July 9, 2012, by Roll Call No. 12-1087, the City Council scheduled an informal public hearing on the application, to be held July 23, 2012, at 5:00 p.m., in the Council Chambers, and directed that notice of the hearing be given to the applicant and published in the Des Moines Register; and

WHEREAS, notice of the public hearing on the said application was published in the Des Moines Register on July 12, 2012; and,

WHEREAS, in accordance with said notice those interested in the proposal, both for and against, have been given opportunity to be heard with respect thereto and have presented their views to the City Council; NOW THEREFORE,

BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, as follows:

1. Upon due consideration of the facts, statements of interested persons and arguments of counsel, the objections to the issuance of a Certificate of Appropriateness for the proposed exterior alterations to the Charles H. Martin House, at 3939 Grand Avenue, are hereby overruled, and the hearing is closed.
2. The City Council hereby finds that the proposed alterations to the carriage house and construction of a monument sign is consistent with and would further the purpose of the Landmark regulations, subject to the applicant retaining and storing the removed carriage house window on the premise for future reference and potential reuse.

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- This resolution shall constitute the issuance of a Certificate of Appropriateness for the proposed exterior alterations to the property at 3939 Grand Avenue as more specifically described in the said Application, and such Certificate is subject to the condition identified in paragraph 2, above.

MOVED by \_\_\_\_\_ to adopt.

FORM APPROVED:

(Council Communication No. 12-391)

  
 Michael F. Kelley  
 Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED APPROVED

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 City Clerk

CITY OF DES MOINES LANDMARK REVIEW BOARD  
STAFF REPORT AND RECOMMENDATION  
Tuesday, June 26, 2012

**AGENDA ITEM #1** **20-2012-4.01**

**Applicant:** Thomas Baldwin and Chris Conyers (owners).  
**Location:** 3939 Grand Avenue – The Charles H. Martin House.  
**Requested Action:** A) Conversion of the main level of the carriage house to a single dwelling unit including the conversion of a window opening to a doorway.  
B) Construction of a monument sign in the front yard.

**I. GENERAL INFORMATION**

- 1. **Site Description:** The subject property is located at the northeast corner of the 40<sup>th</sup> Street and Grand Avenue intersection. The property contains a 2½-story office building that was originally constructed as a single-family dwelling in the middle of the site and a 1½-story carriage house with 2<sup>nd</sup> floor living space in the northeast corner of the lot. The buildings were constructed circa 1913 according to the Polk County Assessor’s webpage.
- 2. **Project Description:** The applicant is proposing to construct a monument sign in the front yard to identify their architectural business and to convert the carriage house to a dwelling unit. The carriage house was originally constructed with chauffeur’s quarters on the second floor.
- 3. **Additional Information:** The subject building was designated as a Local Landmark by the City Council on February 7, 1994, by Roll Call Number 94-481.

The Landmark Review Board is charged with reviewing proposed alterations to the exterior of locally designated landmarks and makes recommendations to the City Council. All Certificates of Appropriateness for local landmarks that are not located in a local historic district are issued by the City Council.

**II. APPLICABLE DESIGN GUIDELINES**

**Secretary of the Interior’s Standards for the Treatment of Historic Properties:**

- 1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
5. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

*The carriage house has two overhead doors on the south façade, five windows on the west façade, 2 windows on the north façade and 4 windows on the east façade. The 1½-story building was originally constructed with living quarters on the second floor. The applicant is proposing to convert the entire carriage house to a single dwelling unit. The overhead doors would be permanently fixed closed and the southern window on the ground floor of the west façade would be replaced with a pedestrian door. The building was designed without an access door. The proposed door would be similar in style to the main door on the rear façade of the house.*

6. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

*The proposed work will not impact any previous alterations that have acquired their own historical significance.*

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

*The applicant is not proposing any chemical or harsh physical treatments.*

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

*Staff is not aware of any archeological resources that will be disturbed by the proposed work.*

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the

historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

*The proposed conversion of a window opening to a doorway will not substantially alter the character of the carriage house. Staff recommends that the applicant store the window on site for reference by future owners or reuse.*

10. New additions and adjacent or related new construction will be undertaken in a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*The applicant wishes to install a monument sign in the front yard near the existing flag pole. The sign would consist of a 20-inch by 20-inch metal plate with lettering attached to a 26-inch by 42-inch solid granite slab resting on a concrete base. The sign would setback 30 feet from the front property line and would identify the architecture firm that occupies the main building.*

### **III. STAFF RECOMMENDATION**

Staff requests that the Landmark Review Board recommend approval of the requested Certificate of Appropriateness subject to the applicant retaining and storing the garage window on the premise for future reference and potential reuse.

# Landmark Review Board Meeting Summary

**Tuesday, June 26, 2012**

**Members Present:** Bob Griffin, Denny Marchand, Scotney Fenton, Scott Allen, Todd Garner, Pat Barry, Tim Rypma, Greg Wattier, Aaron Todd, Brian Clark, and John Hearn

**Guests:** Tom Baldwin, Chris Conyers

**Staff:** Jason Van Essen, Rita Conner, Terry Vorbrich, Glory Parks

**Call to order:** 7:33 am

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Jason Van Essen, Senior City Planner, City of Des Moines, Planning and Urban Design Division, outlined the request before the Board and gave a brief overview of the project. The Landmark Review Board is charged with reviewing proposed alterations to the exterior of locally designated landmarks and makes recommendations to the City Council. All Certificates of Appropriateness for local landmarks that are not located in a local historic district are issued by the City Council. The applicant is proposing to construct a monument sign in the front yard to identify their architectural business and to convert the carriage house to a dwelling unit. The carriage house was originally constructed with chauffeur’s quarters on the second floor.

The subject property is located at the northeast corner of the 40th Street and Grand Avenue intersection. The property contains a 2½-story office building that was originally constructed as a single-family dwelling in the middle of the site and a 1½-story carriage house with 2nd floor living space in the northeast corner of the lot. The buildings were constructed circa 1913 according to the Polk County Assessor’s webpage.

The carriage house has two overhead doors on the south façade, five windows on the west façade, 2 windows on the north façade and 4 windows on the east façade. The 1½-story building was originally constructed with living quarters on the second floor. The applicant is proposing to convert the entire carriage house to a single dwelling unit. The overhead doors would be permanently fixed closed and the southern window on the ground floor of the west façade would be replaced with a pedestrian door. The building was designed without an access door. The proposed door would be similar in style to the main door on the rear façade of the house.

The proposed work will not impact any previous alterations that have acquired their own historical significance. The proposed conversion of a window opening to a doorway will not substantially alter the character of the carriage house. Staff recommends that the applicant store the window on site for reference by future owners or reuse.

The applicant wishes to install a monument sign in the front yard near the existing flag pole. The sign would consist of a 20-inch by 20-inch metal plate with lettering attached to a 26-inch by 42-inch solid granite slab resting on a concrete base. The sign would setback 30 feet from the front property line and would identify the architecture firm that occupies the main building.

The proposed alterations appear to conform to The Secretary of the Interior's Standards for the Treatment of Historic Properties. Staff recommends that the applicant store the window on site for reference by future owners or reuse.

Tom Baldwin stated that the business has been at this location for 19 years and that he hopes to take the carriage house back to the intent of its original use. The carriage house is wood frame with concrete stucco exterior, which matches the house. The main floor consists of a concrete slab that will be replaced by a new concrete slab. An internal stairway provides access to the upper level. The upper level has existing plumbing, electric service and a water heater. The dumpster will be moved further west in the parking lot and a hedge row or fence will be added between the parking and the lawn on the south edge of the carriage house. If the existing overhead doors cannot be used they will attempt to replicate the original hinged doors, depending on cost. The look may be able to be replicated without operable doors.

Board questions and comments

- Are there any landscape issues associated with the new door vs. the window?
- What is the construction of the carriage house?
- Do you have the original drawings of the original carriage house garage doors? If the doors do not need to be operational could panels be used to lower the cost?

Motion to approve the staff recommendation by Marchand. Seconded by Griffin.

Motion approved 11-0.

**Meeting Adjourned:** 7:48 am



# Zoning Map



**Disclaimer**

It is understood that while the City of Des Moines' Geographical Information Systems Division has no indication and reason to believe that there are inaccuracies in information incorporated in the base map, the GIS personnel make no warranty or representation, either expressed or implied, with respect to the information, or data displayed.

Note: Public property represented on this map is not intended to be inclusive.

For information about Zoning data, please contact the City of Des Moines' Community Development Department.

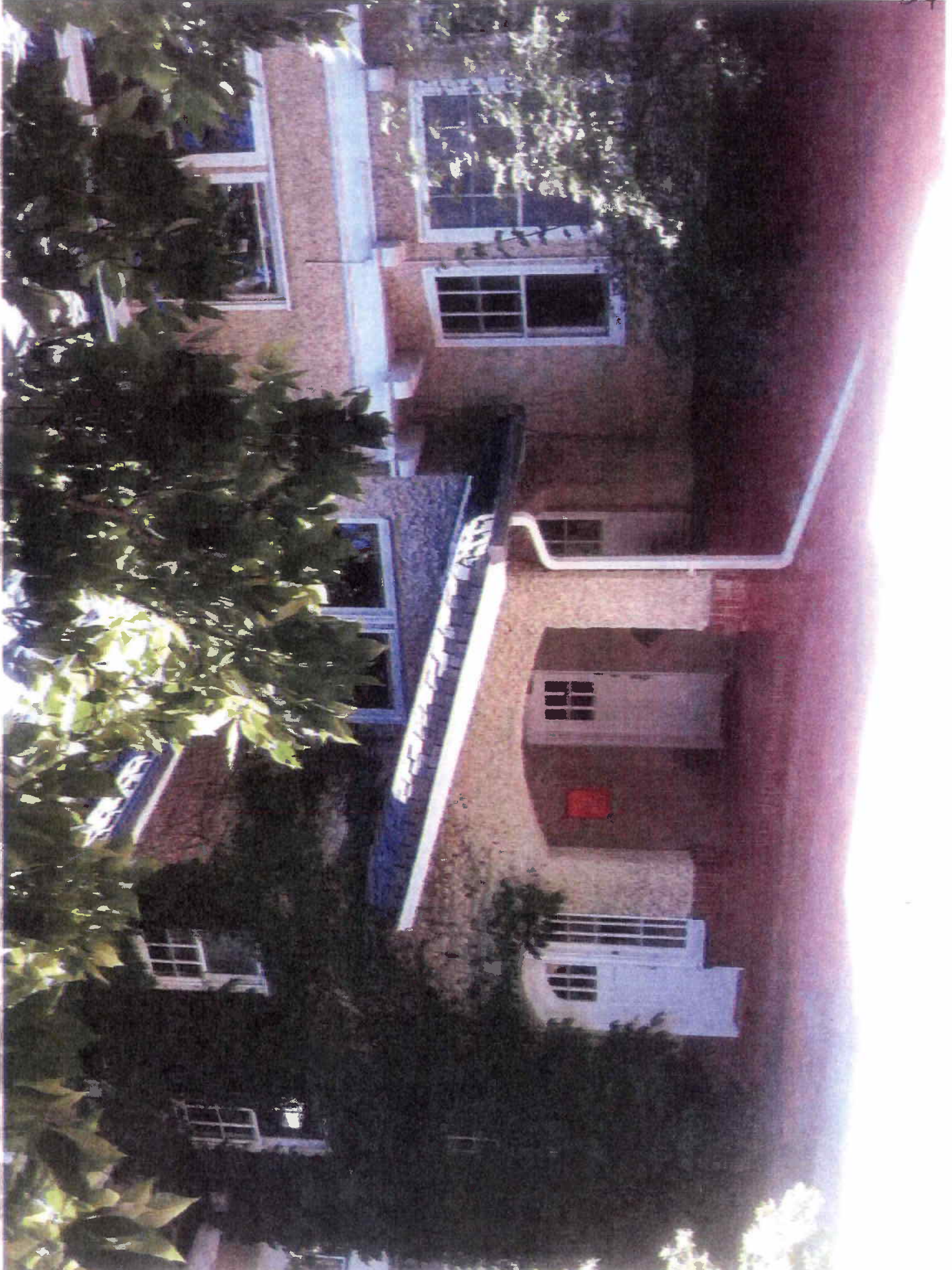








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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
CITY OF DES MOINES  
HISTORIC PRESERVATION COMMISSION

(To be filled out by the applicant)

File Number 20- 2012- 4.01

Address of the Property 3939 GRAND AV

Owner of the Property THOMAS BALDWIN + CHRIS CONYERS

Owner's Phone Number: Home \_\_\_\_\_ Work 515.255.3939

Applicant's Name, Address and Phone Number (if different from owner)

Current use of the property ARCHITECTS OFFICE

Approximate date structure was built if known 1913

Note the year any major alterations were completed and indicate source of date  
\_\_\_\_\_  
\_\_\_\_\_

Thomas Baldwin  
Applicant's Signature

06.11.12  
Date

To be filled out by staff:

Date of Historic Preservation Commission meeting 6/26/12

Received by [Signature] Date 6/13/12

Your application will be placed on the agenda for the next Commission meeting if it is received two weeks prior to the next regularly scheduled meeting date. Meetings are scheduled for the third Wednesday of each month.

NOTE: You are hereby advised that no work should commence on the above property until such time as the Historic Preservation Commission has issued a Certificate of Appropriateness.

To be filled out by the Applicant

Separately describe each job to be performed on the exterior of the structure and/or property.

1a. What is being done? 1b. What materials are being used? 1c. What changes in appearance will there be?

ADD SINGLE IDENTIFICATION SIGN IN FRONT YARD. 20" x 20" FLAT SIGN WILL BE MOUNTED ON 26" x 42" x 6" SOLID GRANITE MONUMENT BASE. SIGN IS SINGLE SIDED FACING STREET AND LOCATED 30' BACK FROM SOUTH & WEST PROPERTY LINES, NEXT TO EXISTING FLAGPOLE. NO OTHER CHANGES TO MAIN STRUCTURE.

2a. What is being done? 2b. What materials are being used? 2c. What changes in appearance will there be?

ADD SINGLE EXTERIOR ENTRANCE DOOR IN PLACE OF EXISTING WINDOW ON WEST SIDE OF CARRIAGE HOUSE AND LEAVE EXISTING GARAGE DOORS - BUT PERMANENTLY FIX THEM CLOSED. ENTRANCE DOOR TO MATCH MAIN NORTH DOOR OF MAIN STRUCTURE. INTENT IS TO RETURN OUTBUILDING TO A SEPARATE APARTMENT. IT WAS BUILT WITH A CHAUFFEUR'S APARTMENT.

3a. What is being done? 3b. What materials are being used? 3c. What changes in appearance will there be?

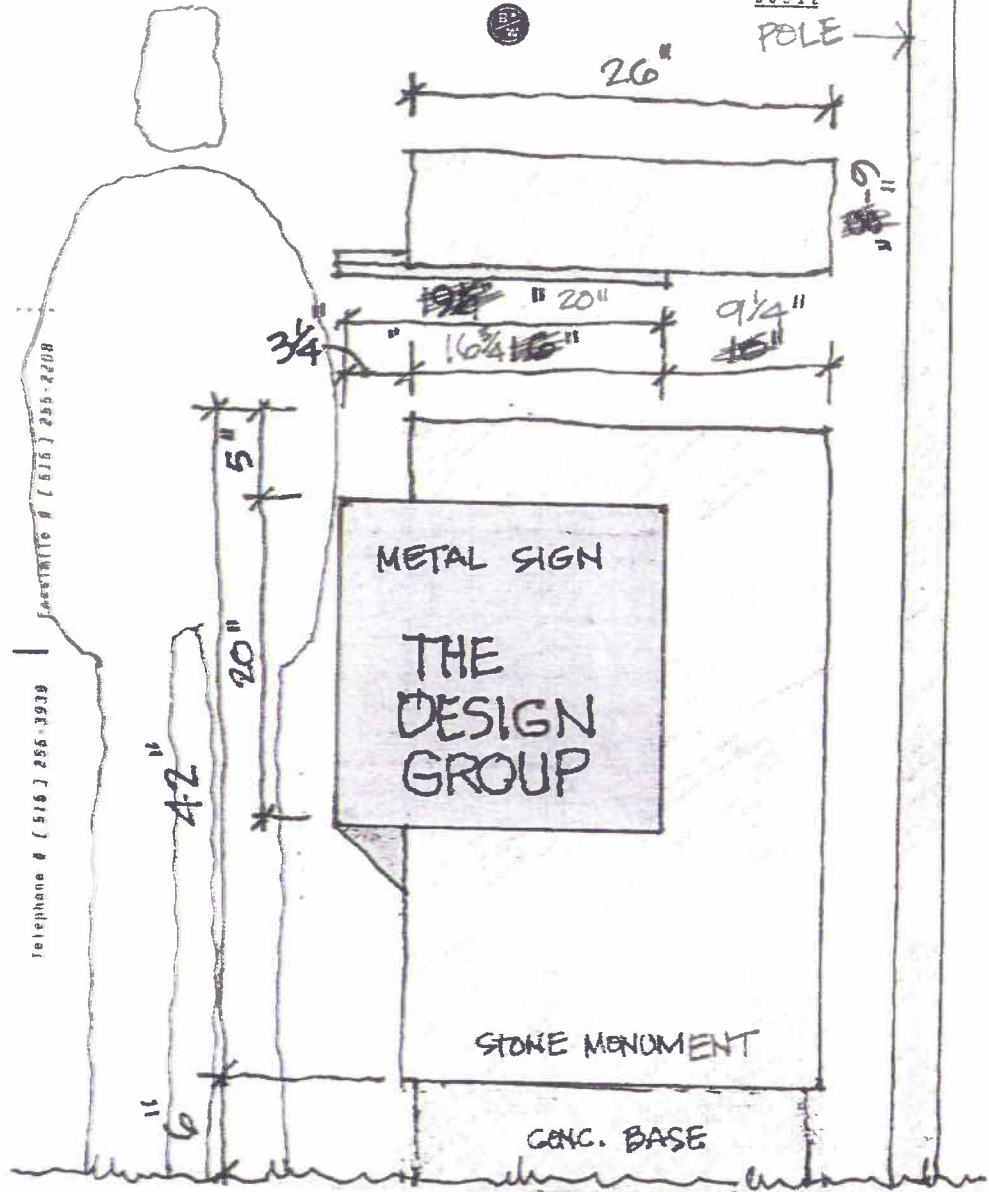
Blank lined area for additional text.

Attach drawings as described on page 2 to illustrate above described changes.

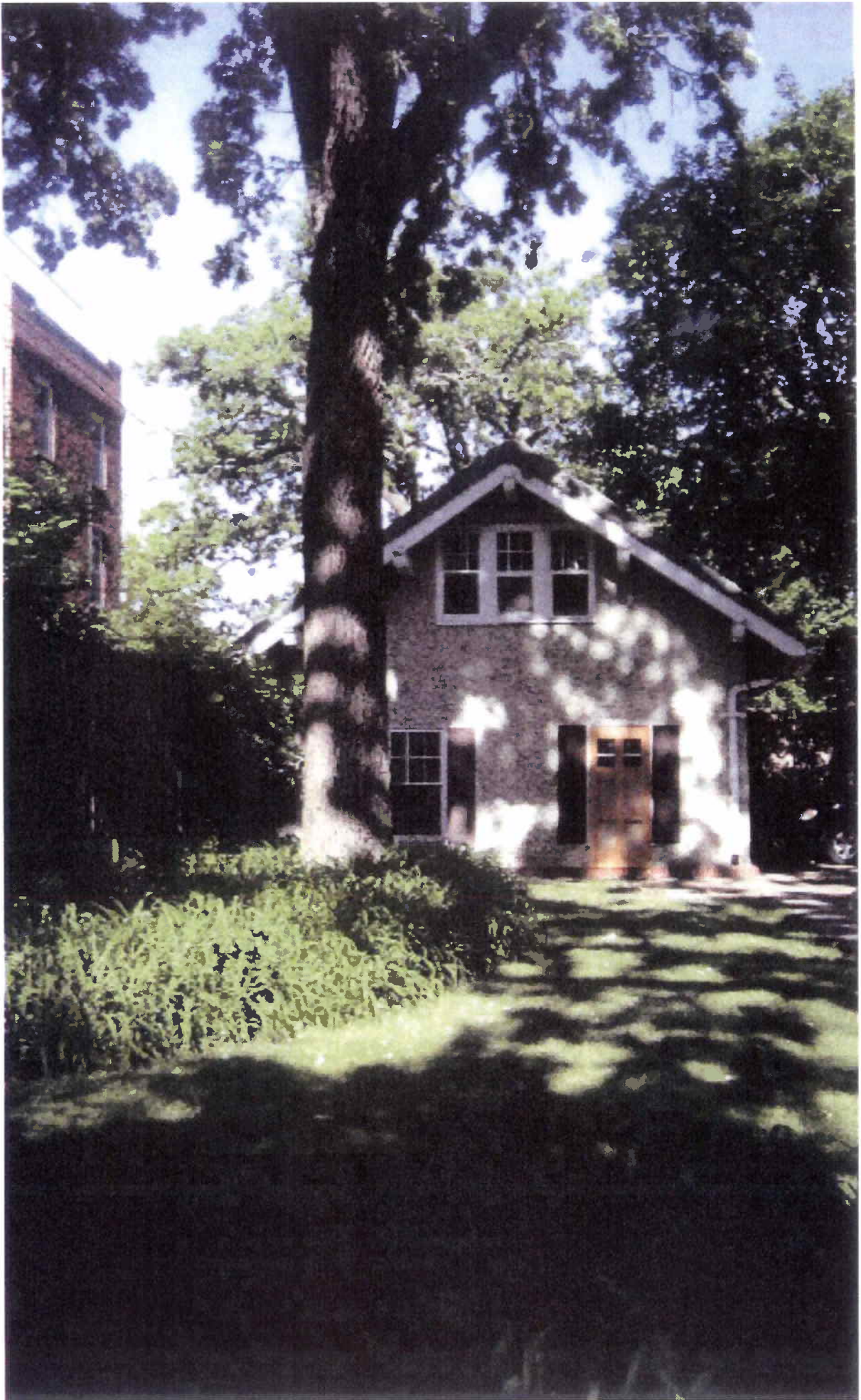


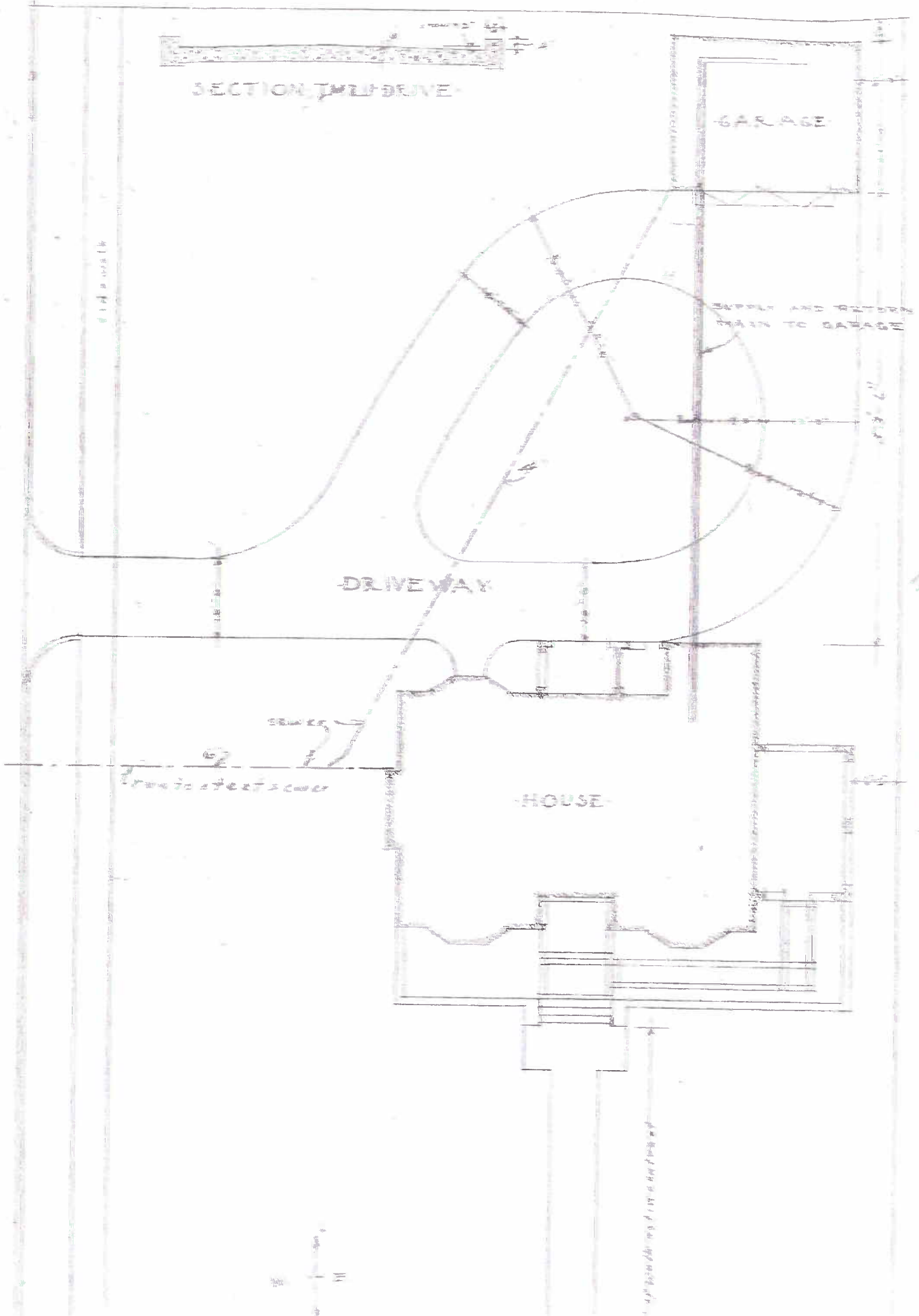
BALDWIN WHITE ARCHITECTS P.C.

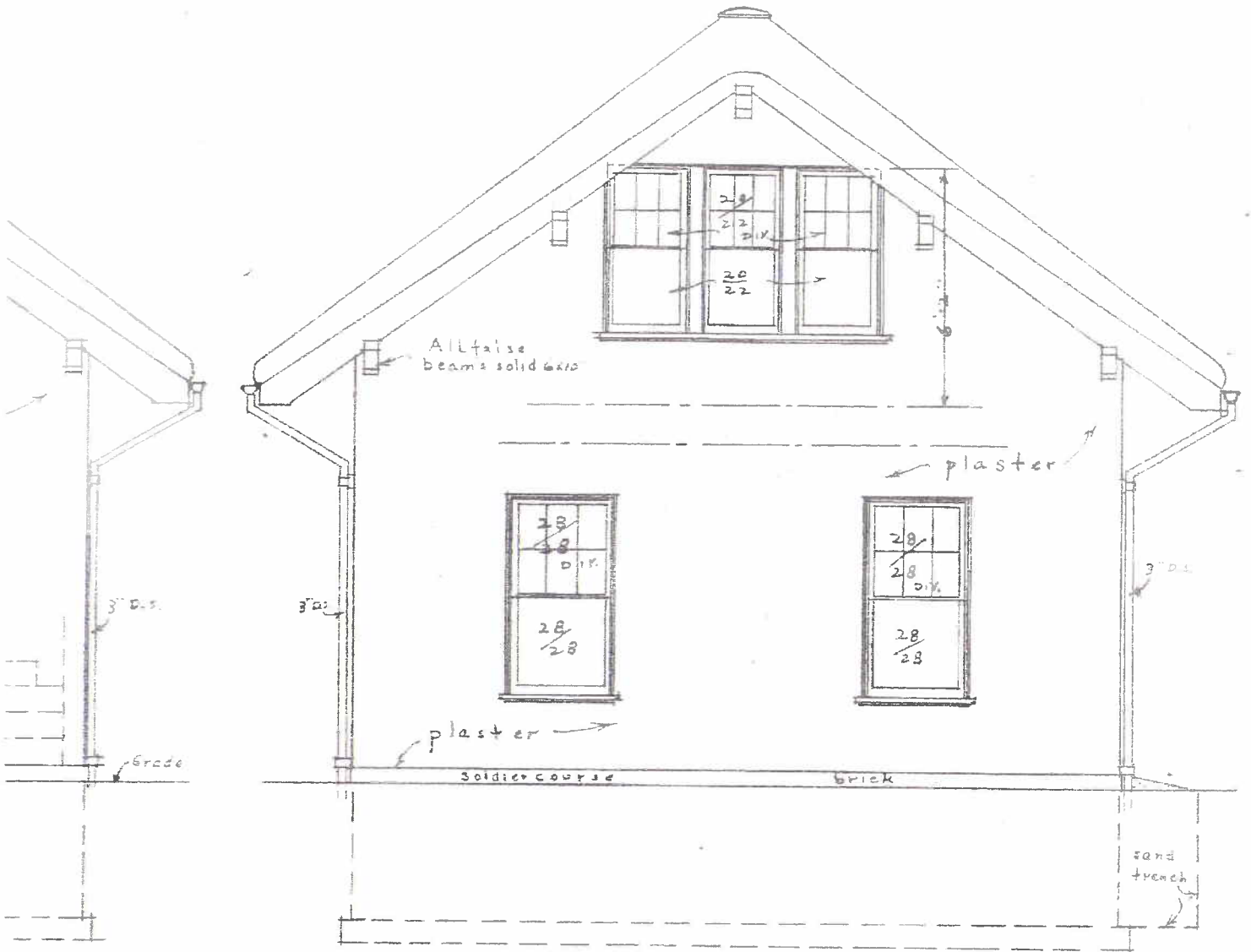
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DES MOINES IOWA 50312



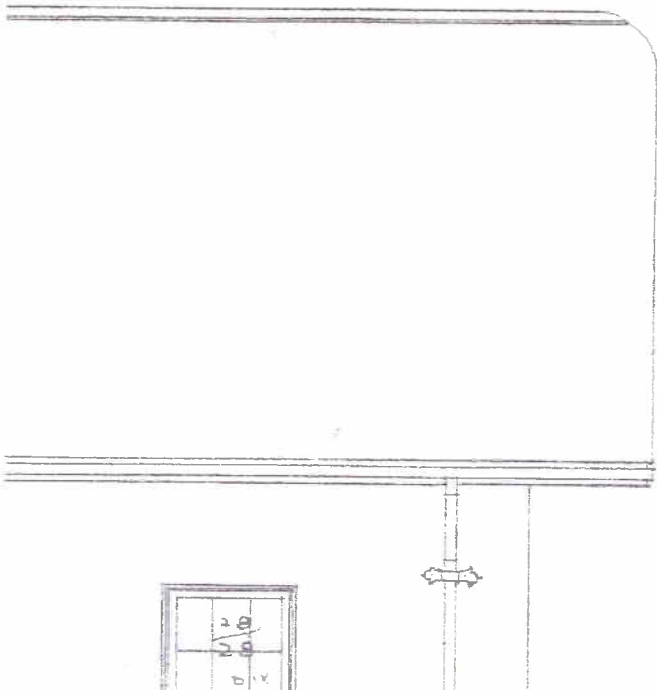




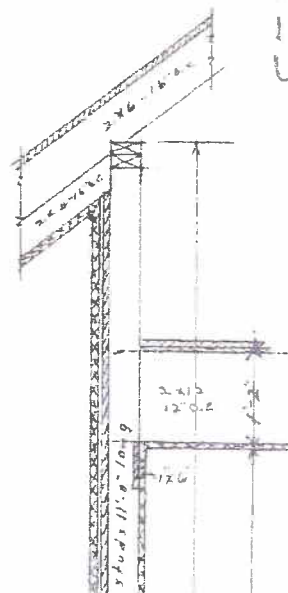




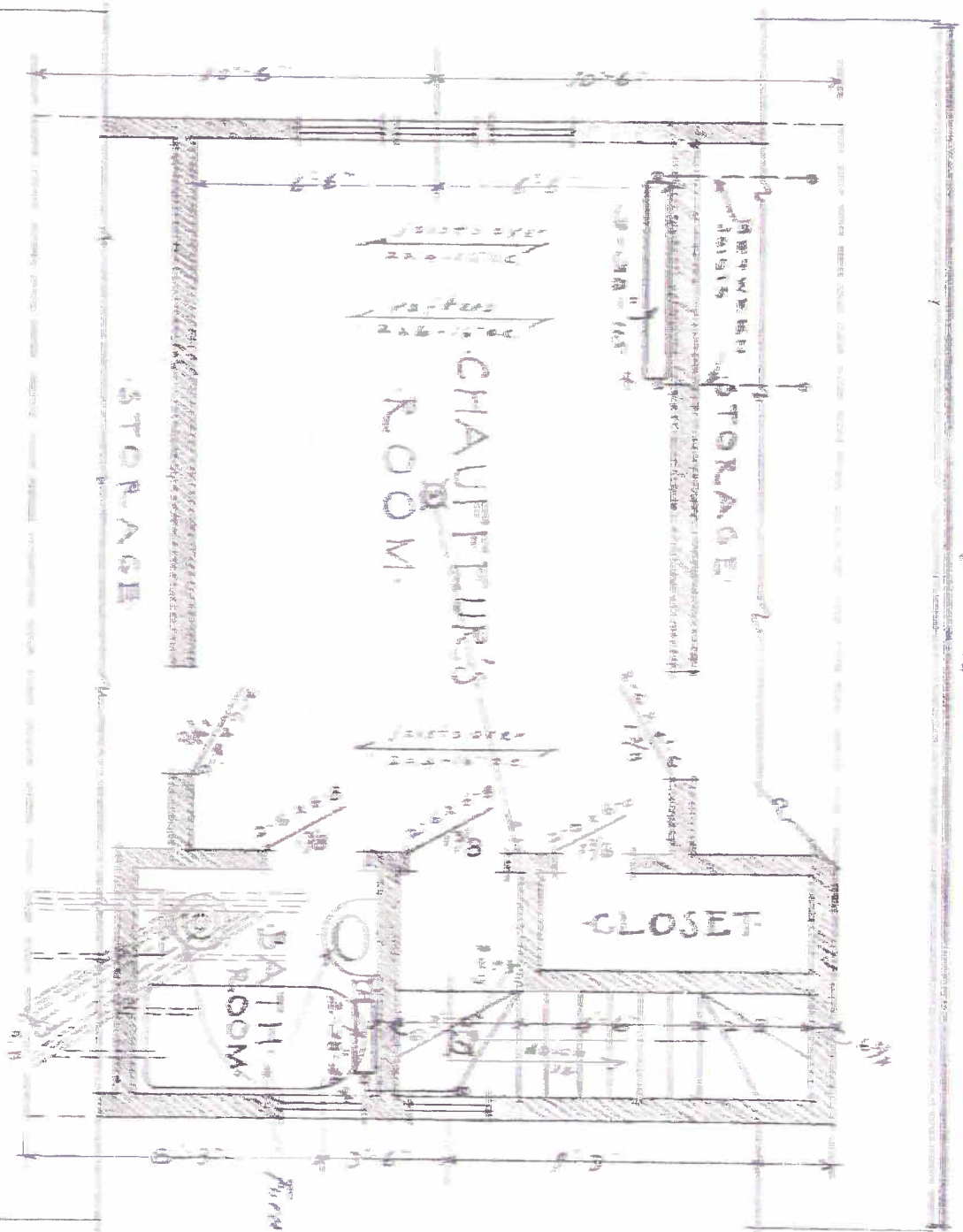
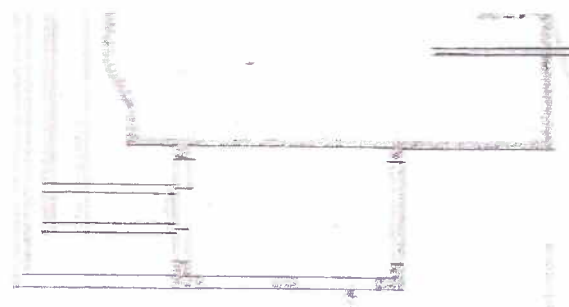
WEST ELEVATION  
 scale 1/4" = 1'-0"



Note: Plans are figured 1'-0" larger than drawn  
 Use figures.



# FOUNDATION PLAN.



# SECOND FLOOR & ROOF PLAN.

Proposed by owner

