

1      **City of Loveland**  
2      **Historic Preservation Commission**  
3      **Meeting Summary**  
4      **March 19, 2012**

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5      A meeting of the Loveland Historic Preservation Commission was held Monday, March 19, 2012 at 6:00 P.M. in  
6      the City Manager's Conference Room of the Civic Center at 500 East Third Street, Loveland, CO. Historic  
7      Preservation Commissioners in attendance were: Robin Ericson, Jim Cox, David Berglund, Laura McGinley , Matt  
8      Newman and City Council Liaison, John Fogle. Staff members, Bethany Clark and Greg George were also  
9      present. HPC Members, Trudi Manuel and Cara Scohy were absent.

10     **Guests:** Amy Irwin from the Loveland Housing Authority.

11     **CALL TO ORDER**

12     *Commission Chair Cox called the meeting to order at 6:00 p.m.*

13     **APPROVAL OF AGENDA**

14     *Commission Chair Cox asked for approval of the agenda. Commissioner Newman motioned to approve the  
15     agenda, Commissioner Berglund seconded and the motion passed unanimously.*

16     **APPROVAL OF MINUTES**

17     *Commissioner Newman motioned for approval of the minutes. Commissioner Ericson clarified that on page two,  
18     line 99, the room she was planning to find was the hotel room for the workshop speaker, if the speaker was  
19     from out of town, not the actual room for the workshop, as the minutes implied. She planned on getting the  
20     hotel room donated she said. The motion was seconded by Commissioner Ericson and the motion passed  
21     unanimously.*

22     **CITIZEN REPORTS**

23     None

24     **CITY COUNCIL UPDATE**

25     *City Council Liaison, John Fogle, reported that at the City Council meeting there was concern over the historic  
26     sites inventory and a discussion on demo delay provisions which will be discussed later in the agenda. Bethany  
27     added that she sent a link to the City Council meeting and most of the commissioners had a chance to watch it  
28     to respond to their concerns appropriately.*

29     **STAFF UPDATE**

30     • *Bethany Clark directed the Commission's attention to the written staff update and asked if anyone had  
31     any questions regarding the fundraising email sent out earlier in the week by Greg George. This email  
32     was in response to Commissioner Newman's request to set up an online payment program for the  
33     September Realtor's Workshop. Greg George said the Rates, Charges, and Fees resolution is adopted by  
34     City Council annually. If the HPC wants to charge for a service it would have to be included in the fee  
35     schedule and approved by Council at the annual meeting, he explained. It has to be a charge that occurs  
36     every year, he added. However, you can suggest to participants that you can accept a donation at a  
37     workshop. The donated funds would then have to go to City Council for appropriation. Another option  
38     is to partner with an outside non-profit to receive the funds. Greg gave the example of the Friends of  
39     the Library, who has an agreement with the Library to fundraise. Perhaps the HPC could reach an  
40     agreement with the Loveland Historical Society to accept funds from HPC related activities, he said.  
41     Commissioner Ericson said they have done this in the past and it was difficult to get the funds returned.  
42     She said she would rather request a donation. She asked how Police and Fire run classes during the  
43     year long without knowing what they will charge until the last minute. Bethany Clark said, from her  
44     perspective, it would be good to have a fee schedule for the workshop.  
45     Greg George said the HPC has a budget for the workshop and the fees are used to cover the cost of the  
46     workshop. The fees are not used to cover the cost of the workshop. The fees are used to cover the cost of the  
47     workshop. The fees are used to cover the cost of the workshop. The fees are used to cover the cost of the  
48     workshop. The fees are used to cover the cost of the workshop. The fees are used to cover the cost of the  
49     workshop. The fees are used to cover the cost of the workshop. The fees are used to cover the cost of the  
50     workshop.*

51 discussions with the legal department, a fee range can be written into the budget for annual events or  
52 workshops, depending upon the cost of the event to recover the costs. Greg said he would be  
53 requesting funds for HP outreach activities in the 2013 budget. After a discussion, the Commissioners  
54 agreed they would still like to be able to raise funds from their workshops and, therefore, would like to  
55 request fees to be placed in the 2013 Rates, Charges, and Fees resolution.

56 • *Commissioner Ericson* reported that she has been in communication with Stephanie Meeks, President of  
57 the National Trust for Historic Preservation regarding the ribbon cutting event at the Rialto Theater  
58 Center. Unfortunately, Stephanie cannot attend the ceremony but she has agreed to create a video for  
59 the event. There was a discussion about the type of format the Rialto needs to air the video and Greg  
60 said staff will let her know as soon as possible.

61 **CONSIDERATION OF NEW BUSINESS**

62 **LARIMER HOME IMPROVEMENT PROGRAM**

63 • *Bethany Clark* introduced Amy Irwin, manager of the Home Ownership Programs at the Loveland  
64 Housing Authority. Amy gave a presentation about the Larimer Home Improvement Program. Her  
65 presentation included:

- 66     ○ The program is a repair and rehabilitation program
- 67     ○ The mission is to provide funding for health, safety and energy efficient repairs to low  
68       income families, improving both the quality of life for the homeowner and the value of their  
69       largest asset
- 70     ○ The program provides low to no interest rate loans to families making no more than 80% of  
71       the area's mean income. Loans can be for 5 years to 25 years, the program works with the  
72       family's budget. Repayment terms are very flexible.
- 73     ○ Average recipient is usually a senior who has paid off their home and is on a limited (social  
74       security) budget.
- 75     ○ The homeowner must have some equity in their house.
- 76     ○ Loans can be up to \$25,000 on a property
- 77     ○ Average loan is 40%-50% of AMI but can be 80%
- 78     ○ Types of repairs are roofs, windows, updating of electrical and plumbing, insulation, energy  
79       efficient type repair and rehab, handicapped modifications, additions, and general repairs  
80       and updating.
- 81     ○ Program serves Larimer County, including the city limits of Loveland and Fort Collins.
- 82     ○ There is a program board that meets quarterly and provides technical assistance and is  
83       made up of all of the jurisdictions that the program serves.
- 84     ○ Funding mainly comes from the Colorado Division of Housing through both CDBG and Home  
85       Programs. Each jurisdiction provides match funding through their grant programs except  
86       Larimer County which provides an in-kind match. This year's program currently has  
87       approximately \$500,000 in funding.

88 • *Commissioner Newman* said the HPC is always looking for ways to assist homeowners with their  
89 properties through outreach. Knowing about the program will allow the Commission to share this  
90 information with homeowners who might qualify. There was a discussion about how low income  
91 homeowners might receive this information.

92 • *Commissioner Ericson* asked if the program can work with homeowners who have an historic home and  
93 want to make sure the repair or replacement feature is within the historic character of the house. Amy  
94 said they have a state agreement and will certainly work with the homeowner to ensure the features  
95 comply with the historic character requirement. They would not bring the historic character back to a  
96 house that was already completely renovated, she added. Commissioner Ericson suggested a

100 collaborative partnership could be developed with the homeowner receiving a loan as well as historic  
101 landmark tax credits.

102 • Discussion regarding other funding sources followed. The Commissioners all thanked Amy Irwin for her  
103 presentation.

104

## 105 HPC MONTH PLANNING

106 *Bethany Clark* reported on the planning of Historic Preservation Month which includes:

107 • Activities confirmed for the month of May (she reviewed the calendar).  
108     ▪ The following organizations have responded with their events:  
109         ▪ Loveland Museum/Gallery  
110         ▪ Loveland Garden Club/Heirloom Plant Sale  
111         ▪ Loveland Historical Society (several tentative dates)  
112         ▪ The Swan House/ Old Time Kitchen Gadgets  
113         ▪ Loveland Odd Fellows/ Sock Hop  
  
114 • Kitchen Alley owners indicated they would like to hold an event for Historic Preservation Month, but  
115 have not yet submitted an activity.  
116 • There are several organizations that held events last year that have not yet responded with any events  
117 for this year.  
118 • There was a discussion about the progress of other items being coordinated such as the HPC Event,  
119 “Painting Your Historic Home,” adding new downtown banners, the Odd Fellows display case, and the  
120 difference between LHS and HPC. Commissioner Ericson said the document is ready for proofing and  
121 review.  
122 • A Proclamation is scheduled for the May 1<sup>st</sup> City Council Meeting. Commissioner Cox will be present to  
123 accept it, he said.  
124 • Landmark plaques for three historic properties. Home Depot may donate. There was a discussion on  
125 whether or not Henry’s received their plaque. There is not a record of them receiving it and the owner  
126 said they did not receive it.  
127 • *Commissioner Ericson* contacted the Reporter Herald regarding donating space to promote the events.  
128 • The main page of the website will feature the HP Month banner and interested citizens can click on it to  
129 get further information.  
130 • *Commissioner Newman* will be meeting with Jennifer Cousino, Curator of History, at the museum to  
131 learn about the archives and how to access historic photographs. Other Commissioners are interested  
132 to attend once a date to meet has been scheduled.  
133 • *Greg George* will do more research about the train repair facility in Loveland to see if a tour for the HPC  
134 can be arranged.

135

## 136 HISTORIC SITES INVENTORY/DEMO DELAY PROVISIONS DISCUSSION

137 *Greg George* reported that there are some issues to deal with regarding the historic inventory and the  
138 demolition delay process. City Council had concerns with the Inventory, as well as the demolition review  
139 process that some properties on the inventory, he explained. Staff would like to get feedback from the HPC  
140 about notifying property owners who are on the inventory, as well as possible changes to the demolition and  
141 the ability to “opt out” of the process. Staff will bring the HPC comments back to the City Manager and Assistant  
142 City Manager and develop a plan based on the feedback. Staff will bring the plan back to the HPC for review.  
143 Commissioners provided the following comments:

144 • Council Liaison John Fogle added that the City Councilors don’t want property owners to be surprised  
145 about being on the inventory and what that means. Lack of notification was the concern, he explained.

146 This is an opportunity to provide information about what the Historic Preservation Commission does  
147 and to possibly create a yearly newsletter, he said.

- 148 • Target property owners differently, depending upon their status in the inventory.
- 149 • Provide benefits in an informational pamphlet/brochure
- 150 • There are no advantages to being on the inventory. Advantages are the ones that are eligible to be on  
151 the register, it is voluntary. There are possible funding sources.
- 152 • In Nov 2011 a postcard was developed but never finalized. It highlighted the benefits of being on the  
153 register and it could be utilized.
- 154 • There is a difference between being on the inventory and the register— this misunderstanding should  
155 be clarified.
- 156 • At a Study Session the economic and cultural benefits of HP could be presented.
- 157 • There is confusion with what the HPC does. The City Council and the community needs basic education
- 158 • Add a “glory story” write up comments from homeowner successes and use pictures(Moved house near  
159 Kum & Go?)
- 160 • Have HPC come and help present at City Council meeting
- 161 • HPC should assist in the presentation
- 162 • Presentation should be simple, geared for a layperson.
- 163 • Commissioner Ericson also added that there were several misconceptions that a City Council member  
164 had about the program. Barry Floyd rescued the Feed & Grain. Changed his plan. HPC did not delay the  
165 process. The HPC never regulated colors. Process is usually 4-5 days not 15 or 75 days.
- 166 • Other communities have 90-120 day delay as their maximum so, perhaps the 180 maximum in Loveland  
167 can be reduced. 180 days is the worst scenario and rarely happens. May have to specify a separate  
168 process for the demolition.
- 169 • Part of 2013 budget request will be to send an annual brochure to inventory list
- 170 • Face to face is better than a written piece
- 171 • Create an outreach program for contractors (invite them to Realtor’s Workshop but change the name)
- 172 • Add a cover letter to the brochure targeting contractor to educate them and make them less frightened  
173 of the process-use it as a marketing tool.
- 174 • Invite City Councilors to Saving Places conference – first week of February 6,7 & 8, 2013
- 175 • Public Comment – take brochure to meeting and pass it out.

176

#### 177 **NEXT MEETING AGENDA (APRIL 19, 2012)**

- 178 • *Historic Preservation Month Update*
- 179 • *Inventory/Demo Review Process Update*

180

#### 181 **COMMISSIONER COMMENTS**

- 182 • *Commissioner Ericson* asked about the status of the Medina Cemetery. Bethany Clark said she had met  
183 with the legal staff. They do not own the property so it cannot be designated until the transfer of  
184 ownership. The property owner must get approval of final plats before the transfer of property can be  
185 made. The LHS would not have been able to get landmark status before the April 1<sup>st</sup>, SHF grant  
186 deadlines because of the required noticing period for public hearings and the two readings of City  
187 Council.
- 188 • *Commissioner Chair Cox commented on the Greeley HP meeting.* He said they were very hospitable. The  
189 Greeley HPC is similar to the Loveland program. They were interested in plaque program, he said.  
190 *Commissioner Ericson* offered to send them the information. Bethany will send her the contact person.  
191 Greeley also has a monthly Brown Bag at the Library talking about historical subjects-35 people. They  
192 bring in speakers. *Commissioner Ericson* said a Denver group meets in a brewery and just talk about  
193 ideas and connections. LHS is interested in this too, she said. *Commissioner Berglund* said Nick

194 Calloway is opening the Ale Works and will contact him to see if he is interested. After a discussion they  
195 decided to wait and talk about it a bit more to find a good venue.

196

197 **Meeting adjourned at 7:51p.m.**