

LOVELAND HISTORIC PRESERVATION COMMISSION

MEETING AGENDA

MONDAY, November 19, 2012 6:00 PM

Park & Recreation Large Conference Room

500 E. THIRD STREET

THE CITY OF LOVELAND IS COMMITTED TO PROVIDING AN EQUAL OPPORTUNITY FOR CITIZENS AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEXUAL ORIENTATION OR GENDER. THE CITY WILL MAKE REASONABLE ACCOMMODATIONS FOR CITIZENS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. FOR MORE INFORMATION, PLEASE CONTACT THE CITY'S ADA COORDINATOR AT BETTIE.GREENBERG@CITYOFLOVELAND.ORG OR 970-962-3319.

6:00 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF THE AGENDA
- V. APPROVAL OF PREVIOUS MEETING'S MINUTES
- VI. REPORTS 6:05-6:15
 - a. Citizen Reports
This agenda item provides an opportunity for citizens to address the Commission on matters not on the consent or regular agendas.
 - b. Council Update (John Fogle)
 - c. Staff Update (Bethany Clark)
- VII. AGENDA – CONSIDERATION OF NEW BUSINESS 6:15-6:30
 - a. Creative Sector Development-Marcie Erion
 - b. Demo Review Subcommittee 6:30-6:40
 - c. 2013 Goal Setting/Work Plan 6:40-7:20
 - d. Holiday Party 7:20-7:30
 - e. Chair and Vice-Chair Elections 7:30-7:40
- VIII. COMMISSIONER COMMENTS 7:40-7:45
This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.
- IX. ADJOURN

1 **City of Loveland**
2 **Historic Preservation Commission**
3 **Meeting Summary**
4 **October 15, 2012**

5 A meeting of the Loveland Historic Preservation Commission was held Monday, October 15, 2012 at 6:00 P.M. in
6 the City Council Chambers of the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation
7 Commissioners in attendance were: Janelle Armentrout, Jim Cox, David Berglund, Stacee Kersley and Matt
8 Newman. John Fogle, City Council Liaison and staff members, Bethany Clark of Community & Strategic Planning
9 and Nikki Garshelis of Development Services were also present. Trudi Manuel was absent.

10 **Guests:** Mike Perry and Pam Sheeler of the Loveland Historical Society

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 if there were any changes to the agenda. Bethany Clark asked if the motion to
15 nominate Mike Perry could be added to the agenda.*

16 **APPROVAL OF MINUTES**

17 *Commissioner Berglund motioned for approval of the minutes. The motion was seconded by Commissioner
18 Newman. The motion passed unanimously.*

19 **CITIZEN REPORTS**

20 **None**

21 **CITY COUNCIL UPDATE**

22 *John Fogle reported that the City Council has been spending quite a bit of time reviewing the 2013 budget. He
23 asked if the HPC needed his assistance on any issues. The HPC said there were no pressing issues at this time.*

24 **STAFF UPDATE**

25 *Bethany Clark asked the HPC if they had any questions or concerns regarding the Staff Report. Jim Cox said that
26 all projects were moving along well and, currently, there was no need for the Commissioners to attend extra
27 meetings. When the projects require more outreach, commissioners will be asked to be more involved, he
28 suggested.*

29 **CONSIDERATION OF NEW BUSINESS**

30 **LHS COMMISSIONER**

31 *Commissioner Kersley made the motion to recommend to City Council the appointment of Mike Perry of the
32 Loveland Historical Society to fill the HPC vacancy. It was seconded by Commissioner Berglund and it passed
33 unanimously. Commissioner Chair Cox said he was very pleased with their decision. The appointment request
34 will be placed on the November 6th City Council agenda.*

35 **DOWNTOWN HISTORIC DISTRICT UPDATE**

36 *Commission Chair Cox reported that he met with City staff regarding the downtown historic district and realized
37 it was necessary to address concerns over how the national designation could conflict with development. His
38 suggestion was to bring in state and regional preservation staff for a meeting to alleviate those concerns. He
39 also said he would like the HPC to explore the addition of a creative district approach to their mission. Nikki*

50 Garshelis said that Marcie Erion, Creative Sector Development Specialist, is confirmed to give a presentation at
51 the November 19 HPC meeting.

52 *Commissioner Armentrout* asked if the City of Loveland was the driver of development downtown. Councilor
53 Fogle said that developers like McWhinney handle their own economic development projects and come to the
54 City for assistance, whereas, the City takes more of a lead in downtown projects. There was a discussion about
55 how effective DDAs are for downtowns. There was also discussion on façade grants, tax incentives and
56 structural assessments.

57 **GWR PROJECT PROPOSAL**

58 *Bethany Clark* asked Pam Sheeler to report on the Great Western Railway Project Proposal. Pam reported that
59 the LHS met with Chris Barrett on Saturday and toured the inside of the depot. She said the floor was in bad
60 shape, the linoleum probably contained asbestos and there was evidence of varmints. Except for the roof, the
61 structure seemed pretty sound, she said. She is trying to contact OmniTrax to determine if the LHS can restore
62 the buildings and if moving the structures is necessary. If the LHS is allowed to take over the buildings and
63 restore them, they would probably use them for displaying the history of the area (i.e. Sugar Beet Factory) as
64 well as exhibiting train artifacts. The depot was built about 1902 and it is the first rail going east, one of the few
65 still in its original location and with the freight building next to it, she said.

66 *Commissioner Berglund* said he took his children to the site and they all were very interested in its history.
67 Commissioner Newman said he visited a museum at the Amtrak depot in Glenwood Springs and was impressed
68 with it. Commissioner Newman suggested the LHS outline where funding will come from and break the project
69 into phases. Mike Perry added that they may look into some funding from model railroad associations.

70 *Commissioner Newman* made the motion to support the GWR Depot initiative. The motion was seconded by
71 *Commissioner Berglund* and it passed unanimously.

72 **MEETING LOCATION 2013**

73 *Bethany Clark* followed up on a previous suggestion to schedule 2013 HPC meetings in one of the large
74 conference rooms at the City. After a discussion, the HPC decided they would like to stay in the City Council
75 Chambers.

76 **WORKING HOLIDAY PARTY**

77 *Bethany Clark* asked the Commissioners if they would like to have a December holiday party along with a
78 working meeting to select the projects to focus on in 2013. The HPC chose to have the party early and then
79 break to begin the working meeting. They suggested inviting some of the staff and the LHS to attend the holiday
80 party.

81 **COMMISSIONER COMMENTS**

82 **None**

83 **Meeting adjourned at 7:06p.m.**



Community & Strategic Planning

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Staff Update

Meeting Date: November 19, 2012
To: Loveland Historic Preservation Commission
From: **Bethany Clark, Community & Strategic Planning**

Staff Update Format:

The staff update contains informational items. Five minutes is set aside on the agenda for brief questions and comments on staff update items.

If a more in-depth discussion or extensive questions on a specific item is desired, staff requests that the HPC Chair establish if it is the Commission's consensus to have a longer discussion. Staff will be happy to answer questions on any item with individual commissioners after the meeting.

If the staff update indicates that staff will be pursuing a particular course of action, no comment from the Commission indicates that the Historic Preservation Commission is supportive of that course of action.

Staff Update Items:

Saving Places Conference

The Colorado Saving Places Conference is scheduled for February 6th-8th at the Colorado Convention Center. The early bird registration deadline is December 15, 2012. This year's theme is "The Language of Preservation: Building a Relevant Message for the 21st Century." As always, the City will cover the basic registration cost. However, this year Commissioners must register themselves and pay the registration cost up front. After submitting a copy of your registration confirmation, the City will send a reimbursement check of \$140 (basic registration fee for Commissions). Commissioners will be responsible for the cost of any workshops, tours, or luncheons. *Please be sure to select the CLGs/Boards/Commissions level of pricing when registering.*

Milner Schwarz House

The Milner Schwarz House preliminary evaluation form for designation to the National Historic Places was submitted to History Colorado (State Historical Society) on September 7th. On September 26th, the state gave approval to apply for National Designation and will be sending the forms to proceed with the application for designation. Heather Peterson from History Colorado is scheduled to do a site visit of the house on November 28th.

HPC 2013 Budget Request

The 2013 Budget, including the \$8,900 supplemental request for Historic Preservation education and outreach has been approved.

Permanent Loveland Historical Society Seat on HPC

The amended ordinance providing for a permanent seat for a LHS member has been passed by City Council on second reading. Mike Perry has also been approved by City Council to serve in this position. His term will expire June 30, 2015.

Downtown Historic District

Heather Peterson is scheduled to meet with City staff on November 28th to educate them about National Historic Districts and clear up any misunderstandings that there may be about possible restrictions. Staff has also invited the historic preservation planners from Fort Collins and Greeley to speak about their experience with a National Historic District.



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To: Historic Preservation Commission
From: Bethany Clark
Date: November 19, 2012
RE: Demo Review Subcommittee

In April of this year, staff presented to the Commission the average review times for historic demolition permits as part of an effort to educate City Council about the demolition review provisions. At that time, and since then, the Commission has expressed their desire to not unnecessarily delay residential permits. In an attempt to streamline that process and provide greater certainty for both Commissioners and staff, we would like to set up an appointed Demo Review Subcommittee. The subcommittee will be made up of two appointed Commission members and one alternate member that will serve a six month term. We believe that in appointing a subcommittee, this will not only provide Commissioners with the confidence that the reviews will be done, it will also ensure staff, property owners, and the contracting community, that every effort will be made to review the demolition permits in a timely manner.

Staff has also been asked to review the demolition review provisions and research ways to create greater efficiencies in the process. The demolition review provisions currently are triggered any time there is an exterior alteration of properties deemed "potentially eligible" for designation on the Survey and that results in the "...dismantling, razing, or destruction of a portion of a building or structure, or the removal of architectural elements which define or contribute to the character of the structure." Oftentimes, the proposed alterations are not to a degree that would affect the eligibility of a property in the future. Other times, the property itself does not have a great degree of architectural significance to warrant designation as an individual landmark. Therefore, staff will be studying various ways that the demolition review provisions can be improved to capture substantial alterations for significant properties. This effort will likely result in an amendment to the historic preservation ordinance; staff will present any proposed amendments to the Commission at a later date. The proposed amendment will not only provide homeowners and contractors with greater certainty about the review process, it will improve the intention of the demolition review by capturing only those properties and projects that would be detrimental to Loveland's historic treasures.

Commission Request

Staff is asking the Commission for the following:

Appoint two members and one alternate member to serve a six month term to be fully responsible for demolition reviews.

Attachments

Attachment A: Average Review Times for Historic Demolition Reviews

HISTORIC DEMOLITION REVIEW

Average Review Time

November 2010-present

Address	Date Permit Received	Date Review Completed	# of days for Review
218 E 4th Street	11/23/2010	12/9/2010	16
224 E 4th Street	11/23/2010	12/9/2010	16
770 N Lincoln Avenue	1/18/2011	2/2/2011	15
1035 W 8th Street	1/19/2011	1/24/2011	5
804 N Garfield Ave	5/25/2011	6/6/2011	12
1179 E 3rd Street	6/7/2011	6/15/2011	8
1203 E 2nd Street	6/17/2011	6/23/2011	6
634 W 6th Street	7/20/2011	7/26/2011	6
245 W 8th Street	8/3/2011	8/10/2011	7
118 W 4th Street	9/14/2011	9/29/2011	15
948 N Jefferson Ave	11/21/2011	11/29/2011	8
1725 N Garfield Ave	1/13/2012	1/20/2012	7
601 W 2nd Street	1/26/2012	1/31/2012	5
911 W 10th Street	2/6/2012	2/15/2012	9
3103 W Eisenhower Blvd	2/9/2012	2/22/2012	13
439 West 10th Street	6/26/2012	7/5/2012	9
1157 East 4th Street	7/12/2012	7/19/2012	7
301 N Lincoln Avenue	8/27/2012	9/7/2012	11
510 E 11th Street	9/20/2012	10/2/2012	12
825 E 6th Street	9/18/2012	10/2/2012	14
641 W 2nd Street	9/19/2012	10/4/2012	15

Average Number of Days for Review:

10.29



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To: Historic Preservation Commission
From: Bethany Clark
Date: November 19, 2012
RE: 2013 Work Plan

In an effort to ensure a productive and focused year in 2013, staff has recommended a session to develop a Historic Preservation Commission Work Plan and to set priorities in advance. Initially, it was discussed that the Work Plan session would be held during the HPC's December holiday party, but after further discussion staff believes a work plan can be developed during a regular commission meeting. To facilitate this process, staff has developed a list of the major current projects that will carry on through 2013. In addition, a number of smaller (though not less important) projects will require assistance from the HPC as well. Staff is also asking that Commissioners bring any additional project ideas they may have to the November meeting to discuss whether it is a priority for 2013. Staff will then lead an exercise to develop a 2013 Work Plan and assist in appointing Commissioners as leads on the various projects.

Current/2013 Major Projects

- Milner-Schwarz National Register of Historic Places Designation
- Protection and re-use of Swartz Farmstead
- Downtown National Historic District

Secondary Projects

- Repeat Realtors Workshop
- Historic Preservation Month Workshop/Guest Speaker
- Historic Preservation Month Outreach

Again, if there are any additional projects that you feel should be added to the list for discussion, please bring these to the November meeting for the 2013 Work Plan exercise. Please also keep in mind that in 2011, the Historic Preservation Commission developed a set of objectives during the 2011 Comprehensive Plan update. These objectives were meant to be a focus of the Commission between now and 2015 when the Comprehensive Plan will be redone. The Commission should decide if any of these objectives should be focused on in 2013 as well.

2011 Comprehensive Plan Update Objectives

- Prepare and adopt an updated Historic Preservation Plan and Historic Inventory Survey.
- Prepare a report to determine the most appropriate method for preserving the community character of historic areas, such as a historic overlay zone, compatibility zoning, design overlay zone, or FAR regulations, and work towards implementing the recommended method(s).

- Create and nominate a Historic Downtown District. (Already a 2013 project)
- Seek funds from public and private partners to reestablish the Historic Rehabilitation Loan Program.
- Revise and update the Cultural Heritage Tourism items from the Preservation Action plan of the Historic Preservation Plan, and incorporate them into the City's tourism plan.

The following is a summary of the role of the Historic Preservation Commission as detailed in Section 15.56 of the Loveland Municipal Code. Proposed projects should fall within the capacity of the Commission as outlined below.

The purpose of the historic preservation commission shall be to serve as an advisory body to the city council on matters related to preserving the historic character of the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:

1. *review resources nominated for designation as either an historic landmark or district based upon the criteria outlined in Section 15.56.090, and recommend that the city council designate by ordinance those resources qualifying for such designation;*
2. *review and make decisions on any application for alterations to a designated historic landmark or district based upon the criteria outlined in Section 15.56.100;*
3. *review and make decisions on any application for moving an historic landmark or structure within an historic district based upon the criteria outlined in Section 15.56.110;*
4. *review and make decisions on any application for demolishing an historic landmark or structure within an historic district based upon the criteria outlined in Section 15.56.120;*
5. *advise and assist owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including nomination to the local, state, or National Register of Historic Places;*
6. *develop and assist in public education programs including, but not limited to, walking tours, brochures, a marker program for historic properties, lectures, exhibits, and conferences;*
7. *conduct surveys of historic sites, properties, and areas for the purpose of defining those of historic significance, and prioritizing their importance;*
8. *actively pursue financial assistance and incentive programs for preservation-related programs;*
9. *review all applications made to the city for the rehabilitation loan program created in Section 15.56.170 and make a recommendation to staff regarding allocation of loan funds; and*
10. *review and make recommendations to the city council regarding amendments to the Loveland Historic Preservation Plan. The Loveland Historic Preservation Plan, and any amendments thereto, shall be adopted by resolution of the city council.*