

**LOVELAND HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
MONDAY, MARCH 18, 2013 6:00 PM
CITY COUNCIL CHAMBERS
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**
 - a. Design Review Dos and Don'ts (Dan Corson) 6:15-7:00
 - b. Historic Preservation Month 7:00-7:15
 - c. Next Meeting's Agenda/Action Items 7:15-7:20

- VIII. COMMISSIONER COMMENTS** 7:20-7:25
This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.

- IX. ADJOURN**

2013 HISTORIC PRESERVATION COMMISSION WORK PLAN

Project	Commission Leads	Assistant Commissioners
Milner-Schwarz National Register Nomination	Janelle Armentrout Trudi Manuel	Jim Cox Mike Perry
Downtown Historic District Designation	David Berglund Jim Cox Stacey Kersley	Trudi Manuel Matt Newman
Swartz Farmstead	Matt Newman Mike Perry	Jim Cox
Historic Preservation Month Workshop / Guest Speaker	Janelle Armentrout Trudi Manuel	
Historic Preservation Month Outreach	David Berglund Stacey Kersley	
Realtors Workshop	Janelle Armentrout Stacey Kersley	
Viestenz-Smith Mountain Park State/National Designation	Matt Newman David Berglund	

Milner-Schwarz National Historic Register Nomination

Project Leads: Janelle Armentrout
Trudi Manuel

Assistant Commissioners: Jim Cox
Mike Perry

Major Work Tasks

- Complete Nomination Form
 - Aid staff in application with research and supporting documents
 - Obtain letters of support
 - DEADLINE: June 3, 2013
- Attend State Review Board Meeting: September 20, 2013
- Outreach as necessary

Downtown Historic District National Historic Register Nomination

Project Leads: David Berglund
 Jim Cox
 Stacey Kersley

Assistant Commissioners: Trudi Manuel
 Matt Newman

Major Work Tasks

- Stakeholder Outreach
 - Meet with Business and Property Owners
 - Education about historic districts and the National Historic Register
- Determine Boundaries
- Grant Application to Hire Consultant
- Presentation to Loveland Downtown Team
- Public Open Houses*
 - *Need 80% property owner support
- Presentation to City Council
- National Register Nomination Application
 - DEADLINE: October 4, 2013
- Attend State Review Board Meeting: January 17, 2014

Swartz Farmstead

Project Leads: Matt Newman
 Mike Perry

Assistant Commissioners: Jim Cox

Major Work Tasks

- Review Structural Assessment
- Work with Loveland Historical Society on Revising Proposal
 - Firm up funding proposal and phasing of project
- National Historic Register Nomination?
- Public Outreach
- Grant Applications
- Presentation(s) to City Council

Historic Preservation Month Workshop / Guest Speaker

Project Leads: Janelle Armentrout
Trudi Manuel

Major Work Tasks

- Secure speaker for May Historic Preservation Month
 - Work with staff to find facility for appropriate date/time
 - Aid speaker, if necessary, with materials for presentation, etc.
-

Historic Preservation Month Outreach

Project Leads: David Berglund
Stacee Kersley

Major Work Tasks

- Call Reporter-Herald to secure ad space for Historic Preservation Month Activities
 - Quote for cost
 - Develop ad
- Lead the distribution of Event Flyers to local businesses
 - Assign areas to each Commissioner*
 - *We have a list of businesses and distribution areas already developed

Realtors Workshop

Project Leads: Janelle Armentrout
Stacey Kersley

Major Work Tasks

- Work with Matt Newman to develop Realtors Workshop
 - Find location, date, time
 - Send out invitations, advertise event
 - Work with staff to get materials produced
-

Viestenz-Smith Mountain Park State/National Designation

Project Leads: David Berglund
Matt Newman

Major Work Tasks

- Work with Parks and Recreation staff to gauge interest
- Complete Nomination Form, if appropriate
 - Research park history
 - Obtain letters of support
- Attend State Review Board Meeting
- Outreach as necessary

1 **City of Loveland**
2 **Historic Preservation Commission**
3 **Meeting Summary**
4 **February 18, 2013**

5 A meeting of the Loveland Historic Preservation Commission was held Monday, February 18, 2013 at 6:00 P.M.
6 in the City Council Chambers in the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation
7 Commissioners in attendance were: David Berglund, Jim Cox, Stacey Kersley, Trudi Manuel, Matt Newman and
8 Mike Perry. Staff members, Bethany Clark of Community & Strategic Planning and Nikki Garshelis of
9 Development Services were also present. Janelle Armentrout, Commissioner and John Fogle, City Council
10 Liaison, were absent.

11
12 **Guests:** Deborah Garst, historic property owner and Andy Carlson, Wattle & Daub Contractors

13
14 **CALL TO ORDER**

15 *Commission Chair Newman* called the meeting to order at 6:07 p.m.

16
17 **APPROVAL OF AGENDA**

18 *Commissioner Manuel made the motion to approve the agenda as is. Commissioner Cox seconded the motion*
19 *and it passed unanimously.*

20
21 **APPROVAL OF MINUTES**

22 *Commissioner Kersley made the motion to approve the minutes. The motion was seconded by Commissioner Cox*
23 *and it passed unanimously.*

24
25 **CITIZEN REPORTS**

26 *Bethany Clark* introduced Deborah Garst, owner of 747 West 5th Street, a Loveland Historic Landmark. Bethany
27 invited her to the meeting to get ideas from the HPC about the historic alteration guidelines. She planned to
28 submit her alteration application for the exterior after the meeting. Mrs. Garst explained to the HPC her 1922
29 bungalow had burned in October 2012 and she is in the process of repairing and renovating it. Most of the
30 damage was done to the inside of the house and some of the windows were damaged, she said. There was a
31 discussion about modifications to the windows, doors and preferred materials. The HPC were unable to approve
32 or deny any plans until they review a completed application. The Commissioners thanked Mrs. Garst for coming
33 and discussing her plan with them and looked forward to her application.

34
35 *Andy Carlson* from Wattle & Daub introduced himself to the HPC and explained his company specialized in
36 restoring and renovating historic properties. Wattle & Daub worked on the First Congregational Church in
37 Loveland, the Avery Building in Fort Collins and on the Schweiger Ranch in Lone Tree, he said. Assistance with
38 grant writing is an additional service his firm provides. He is scheduled to meet Bethany at the Schwarz
39 Farmstead on Thursday this week to prepare a cost estimate of work that needs to be done to restore it.
40 Bethany invited the Commissioners to attend.

41
42 **CITY COUNCIL UPDATE**

43 **None**

44
45 **STAFF UPDATE**

46 *Bethany Clark* reported that Heather Peterson from History Colorado is scheduled to meet with her on Tuesday,
47 February 19 at 9:00 a.m. to walk through the downtown to help determine the boundaries of the historic
48 district. She invited the Commissioners to attend.

49

50 She also reported that the historic month event planning meeting is scheduled for Wednesday, February 20
51 from 5:30 p.m. to 6:30 p.m. in the Main Conference Room at City Hall. She encouraged the HPC to attend the
52 meeting.

53

54 *Commissioner Perry* asked about an article in the Reporter Herald regarding the City placing rocks and boulders
55 in the River's Edge Natural area. Since the area is in the floodplain, he asked how the rocks can be placed there.
56 Staff will research this issue and respond with an answer as soon as they can.

57

58 There was a discussion regarding whether or not the entire Commission can have electronic access to
59 demolition reviews. The HPC requested that staff schedule time with someone from the state and/or the City
60 Attorney's office to provide information on the correct legal procedures regarding these reviews.

61

62 *Commission Chair Newman* said he met with Greg George today and they discussed holding an additional work
63 session prior to the monthly HPC meeting.

64

65 **CONSIDERATION OF NEW BUSINESS**

66

67 **HP MONTH PLANNING**

68 *Bethany Clark* asked Commissioners if they had suggestions about HPC hosted workshops/presentations for May
69 is Historic Preservation Month. Suggestions included:

70

- 71 • *Commissioner Manuel* said she spoke with Carol Hunter about doing a ghost sign restoration
72 presentation and asked Bethany if she could provide photos of Loveland ghost signs to tie into her
73 presentation. Bethany indicated that she did not have records of Loveland's ghost signs.
- 74 • *Commission Chair Newman* said the Realtor and Contractor Workshop could be scheduled in May.
75 *Commissioner Berglund* suggested asking Andy Carlson to speak at the workshop.
- 76 • *Commissioner Kersley* suggested a masonry workshop geared toward both residential and commercial.
77 She also said a windows and doors workshop would be helpful.
- 78 • *Commissioner Perry* suggested sponsoring a historic walking tour. He added that the LHS is scheduling a
79 historic homes tour and the Milner Schwarz House will be auctioning the artist panels that covered the
80 windows prior to the restoration. He offered a flyer featuring 35 homes which could be distributed
81 during the month.
- 82 • *Commissioner Cox* said he would like to have a linseed paint workshop.

82

83 *Bethany* asked them to further pursue their ideas and bring them back to the March HPC meeting when a
84 decision will be made on the event(s) the HPC will host.

85

86 She asked Commissioners to attend the Wednesday, February 20th meeting for organizations to plan their
87 historic preservation events together. The meeting will be held from 5:30 p.m. to 6:30 p.m. in the Main
88 Conference Room in the City Hall building.

89

90 **SAVING PLACES CONFERENCE**

91 *Commissioner Cox* reported that he was very interested in the use/sales tax of .125% that Louisville's historic
92 preservation fund receives. He said he would like to learn more about how that was accomplished and if it
93 could be done in Loveland. He also said he would like to see if Loveland uses the IEBC (International Existing
94 Building Code). Bethany said she will find out if Loveland uses the code.

95

96 **NEXT MEETING AGENDA**

- 97 • Invite State and/or the City Attorney's office staff to review the legal procedures with regard to
98 alteration or demolition review applications as well as other Commission practices.

- 99 • HP Month hosted workshop and draft of organization schedule/calendar

100

101 **COMMISSIONER COMMENTS**

- 102 • *Commission Cox* suggested having more photographs of the property when someone wants input on
103 their alteration plan. Other Commissioners agreed it is difficult to provide feedback if they don't
104 understand what the property owner is suggesting.

105

106 **Meeting adjourned at 7:52p.m.**



Community & Strategic Planning

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Staff Update

Meeting Date: March 18, 2013
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:

Loveland Elks Lodge Historic Designation

On February 19, 2013 City Council passed on second reading Ordinance #5743 designating as a Historic Landmark the Loveland Elks Lodge/Loveland Hotel located at 103 East 4th Street. On February 25, 2013 the City Attorney's Office received a letter from an attorney representing the owner of the building directly east of the Loveland Elks Lodge. The letter indicated that the adjacent owner was operating their business under the trade name "Loveland Hotel" and to avoid confusion for their patrons asked for the name "Loveland Hotel" to be removed from the designation title. An amending ordinance is going before City Council on March 19, 2013 modifying the name under which the historic structure located at 103 East 4th Street is designated from "Loveland Elks Lodge/Loveland Hotel" to "Loveland Elks Lodge #1051" and further clarifies the historical reference to the "Loveland Hotel".

Walking Tour Brochures

Staff will be ordering another round of Walking Tour Brochures to be printed in order to replenish the supply for Historic Preservation Month. The back page of the Walking Tour Brochure originally featured an ad by Tenfold relating to their location in one of the historic buildings located on the tour. They are no longer located in this building, so this is being replaced by an ad for Artspace. The new Walking Tour Brochures will likely be finished by the beginning of April.

Historic Downtown District

Staff has submitted a Preliminary Evaluation Form to the State Historical Society for a determination of eligibility of a potential downtown historic district. This determination will inform us if submitting an application for the nomination of a Downtown Loveland Historic District to the National Register of Historic Places is worthwhile. The State Historical Society's next committee meeting is March 22nd at which they will be reviewing this application.

Swartz Farmstead

Andy Carlson with Wattle and Daub has begun preparing estimates for the rehabilitation of the structures at the Swartz Farmstead. Staff is working on getting permission to have access to the interior of the buildings for a more thorough analysis. When the cost estimates are complete, staff will discuss next steps with the Commission. A likely scenario will include the HPC working with LHS to develop a revised proposal with a heavier focus on the phasing and funding of a rehabilitation project.

Milner-Schwarz National Historic Register Nomination

The deadline for submission of applications for nomination to the National Register of Historic Places is June 3, 2013. Staff has begun drafting an application form but due to time constraints has not been able to fully research all necessary information. Staff will be asking for the Commissioner leads for help with research and input on the application form; specifically, researching the I-House architectural form that the State Review Committee determined the Milner-Schwarz House was considered.

May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 LHS-Historic Homes Tour
5	6	7	8 Heirloom Plant Sale, Timberlane Farm 9:00-4:00	9	10	11 LHS-Pioneer & Trails Bus Tour 9:30-3 Heirloom Plants and Garden Treasures Market 9:00-1
12 <i>Mother's Day</i>	13	14	15	16 LHS-History of Loveland Presentation 2:30	17	18 LHS-Trails Plaque Dedication, Medina 10:30-12
19 LHS-Lakeside Cemetery Tour 1:00- 3	20	21	22	23	24	25 <i>High School Graduations</i> (MVHS-9:00, TVHS- 12:30, LHS-4:00)
26	27 <i>Memorial Day</i>	28	29	30	31	