

LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
MONDAY, MAY 20, 2013 6:00 PM  
CITY COUNCIL CHAMBERS  
500 E. THIRD STREET

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 6:15-6:35
  - a. Alteration Certificate Applications
  - b. Historic Preservation Month 6:35-6:50
  - c. Committee Reports 6:50-7:10
  - d. Next Meeting's Agenda/Action Items 7:10-7:15
- VIII. COMMISSIONER COMMENTS 7:15-7:20  
*This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.*
- IX. ADJOURN

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1      **City of Loveland**  
2      **Historic Preservation Commission**  
3      **Special Meeting Summary**  
4      **April 22, 2013**

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5      A special meeting of the Loveland Historic Preservation Commission was held Monday, April 22, 2013 at 6:00  
6      P.M. in the Parks and Recreation Conference Room in the Civic Center at 500 East Third Street, Loveland, CO.  
7      Historic Preservation Commissioners in attendance were: Janelle Armentrout, David Berglund, Jim Cox, Stacee  
8      Kersley, Trudi Manuel, Matt Newman and Mike Perry. Bethany Clark of Community & Strategic Planning was  
9      also present. City Council Liaison John Fogle was absent.

10     **CALL TO ORDER**

11     *Commission Chair Newman called the meeting to order at 6:05 p.m.*

12     **APPROVAL OF AGENDA**

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

15     **APPROVAL OF MINUTES**

16     *Commissioner Cox made the motion to approve the minutes of the March 18, 2013 meeting. The motion was  
17     seconded by Commissioner Perry and it passed unanimously.*

18     **CITIZEN REPORTS**

19     Kelly Volland, property owner of 502 East 7<sup>th</sup> St., Loveland introduced herself to the HPC. Bethany Clark reported  
20     that Kelly met with her regarding adding a detached garage on her property. The building was formerly a church  
21     and a business and, therefore, it was difficult to determine if residential guidelines should be applied or if some  
22     other guidelines would be valid, she said. Bethany said she invited Kelly to the meeting to review her property  
23     plans with the HPC prior to submitting an application. Bethany presented images of the property. There were  
24     questions from the HPC about the setback requirements of the garage and its size which Kelly answered. A  
25     detached garage seemed to be the best option, she said. Kelly asked about materials because she said she  
26     doesn't want to use brick since it would be impossible to match with the brick on the church. Discussion ranged  
27     from keeping the triangular forms similar to the church like the pitch of the roof, the windows, materials like  
28     simple vertical wood painted white, clapboard siding, and the distance from the church.

29     **CITY COUNCIL UPDATE**

30     *None*

31     **STAFF UPDATE**

32     *Bethany Clark's report included:*

- 33     • A new printing of the Walking Tour Brochures has been completed. Printing was paid out of the Lodging  
34     Tax fund and the Visitor Services Coordinator is looking at the distribution options.
- 35     • The grant was submitted for funding a consultant for the Downtown Historic District national register  
36     designation effort. Bethany thanked Commissioner Manuel for obtaining property owners signatures  
37     supporting the project.
- 38     • Swartz Farmstead cost estimates have come in from Waddle & Daub and a meeting will be set up with  
39     City staff and lead commissioners to discuss. There was a discussion about the estimates. Concerns were  
40     expressed about the lack of communication from City management.
- 41     • The Railway Depot Project was discussed at a CRT meeting with LHS members regarding annexation and  
42     shared parking with the City.

51      **CONSIDERATION OF NEW BUSINESS**

52

53      **2013 WORK PLAN**

54      *Bethany Clark* reported on the updated 2013 Work Plan. She explained that she is only assigned to the historic  
55      preservation commission part-time and additionally was recently assigned major projects and asked by her  
56      supervisor to revise the 2013 Work Plan to allow for these additional projects. She requested assistance by the  
57      HPC members on some of the HPC projects. Project deadlines have been mostly affected by this revision, she  
58      explained.

59

60      *Commission Chair Newman* provided the following reports of the progress made on his lead projects.

61      • Viestenz Smith Mountain Park. A letter written to Gary Havener of the Parks & Recreation Department is  
62      planned regarding the HPC's and LHS's desire to have Viestenz Smith listed on the state and national  
63      register, he said. They will be asking for a response to the letter, he added. A meeting will follow.

64      • HP Month Toolbox workshops on May 7<sup>th</sup> and May 29<sup>th</sup> are scheduled and are ready to go.

65

66      **LEGAL QUESTIONS ANSWERED**

67      *Bethany Clark* reported that staff met with the City Attorney in order to respond to questions about open  
68      meetings requirements, e-mail policies, and the request to study adding an optional meeting with applicants in  
69      the design review process. She reviewed the questions and responses outlined in the memo submitted with the  
70      HPC meeting packet which included:

71      • What is a "meeting" that is subject to the Colorado Open Meetings Act?

72      • What are the posting requirements for Open Meetings?

73      • What is the recommended policy for e-mail communications between Commissioners?

74      • Is it Possible to Add an Optional Pre-Public Hearing Meeting with Applicants in the Landmark Alteration  
75      Process?

76      The Commissioners discussed the responses received from the City Attorney.

77

78      **HISTORIC PRESERVATION MONTH**

79      *Bethany Clark* reviewed the status of workshops available. One is a wood window workshop and the other is a  
80      masonry repair workshop. She asked the HPC to decide if they would like to fund one of the workshops. After  
81      some discussion about the budget available the Commissioners decided to fund the window workshop.

82

83      *Commissioner Cox* made a motion to use \$500 to sponsor the Wood Window Restoration Workshop.  
84      *Commissioner Manuel* seconded the motion and it passed unanimously.

85

86      After discussing the cost of advertising in the Reporter Herald, the HPC decided they would rather fund both  
87      workshops instead of buying an ad. *Commissioner Kersley* agreed to handle the social media advertising. The  
88      HPC agreed to distribute the flyers once they are printed. There was additional discussion about publicizing the  
89      event schedule.

90

91      *Commissioner Perry* made the motion to use the funds originally allocated for the Reporter-Herald ad to sponsor  
92      the additional Masonry Restoration Workshop. *Commissioner Cox* seconded the motion and it passed  
93      unanimously.

94

95      *Bethany Clark* distributed the Historic Preservation Month flyer to the HPC. She asked the Commission if they  
96      would like an additional postcard or if they think mailing the flyer is acceptable. The Commissioners all agreed  
97      they would like to have the flyers mailed. Staff indicated that volunteers will be needed to distribute the flyers.  
98      *Commissioner Perry* expressed his concern about being heard on the walking tour. They agreed that having  
99      additional tour guides ready if the tour group became too large would be a good solution.

100

101 **COMMISSIONER COMMENTS**

102 • *Commissioner Cox said his decision to approve the last alteration certificate came after acknowledging*  
103 *that the applicant had adjusted the plans enough to meet requirements. He did not think it was*  
104 *significant enough to bring to Council, he explained. If the plans had not been adjusted enough,*  
105 *Commissioner Cox said, he would not have approved them. There are more important issues to take to*  
106 *Council, he said. The Commissioners discussed and agreed that the guidelines were followed.*

107

108 *Commissioner Manuel made a motion to adjourn the meeting. Commissioner Cox seconded the motion and it*  
109 *passed unanimously.*

110

111 **Meeting adjourned at 8:20p.m.**



## Community & Strategic Planning

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### Staff Update

**Meeting Date:** May 20, 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:

##### **Northeast Colorado Regional Historic Preservation Commission Forum**

A forum for Historic Preservation Commission members and staff liaisons in northeastern Colorado is scheduled for August 2, 2013 from 1:30-4:30 in the Town of Windsor. This forum is intended to bring a number of communities together to talk about preservation issues that each community faces, generate ideas, and create an opportunity for learning. Details of the event are yet to come, but in past years, staff has asked two Commissioners to represent the City of Loveland Historic Preservation Commission at the forum.

##### **Swartz Farmstead**

Commission Chair Newman and Commissioner Perry attended a meeting with staff, the Development Services Director Greg George, Parks & Recreation Director Gary Havener, and City Manager Bill Cahill to discuss the findings from the Wattle & Daub cost estimates and the Loveland Historical Society proposal. The City Manager led the meeting and raised several concerns with the viability of the LHS proposal including funding, floodplain issues, the competition with an already established living history farm, and others. Additionally, Parks & Recreation indicated that an alternative use for the area has been proposed should the structures be demolished. Parks & Recreation would like to use the land for a parking lot and bus turnaround. The lead Commissioners were encouraged to explore the possibility of integrating the Parks & Recreation proposed use with preservation of some key historic elements. On May 13, 2013, Parks & Recreation submitted a demolition permit for the 11 structures that make up the Swartz Farmstead. This demolition is currently under review.



## MEMORANDUM

**To:** Historic Preservation Commission  
**From:** Bethany Clark, Development Services  
**Date:** May 20, 2013  
**RE:** Alteration Certificate Applications

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### SUMMARY

Staff has started developing a revised application for Landmark Alteration Certificate Applications based on the HPC's desire to simplify the application and ensure that applications clearly and accurately illustrate the proposed alterations. The attached draft Application and Checklists are modeled after a combination of several communities' Alteration Certificate Applications along with the City of Loveland's current Application.

Staff believes that the suggested revised Application will be simpler and clearer to applicants; the current Application is a 15 page document. Some communities also require additional information for door/window replacements and staff has developed a suggested checklist if this is a desire of the HPC. Other elements that are somewhat common in some communities are photograph standards and technical drawing standards, such as elevations and site plans.

### RECOMMENDATION

A complete package of revised applications and checklists will need to be adopted by the Historic Preservation Commission when it is finalized. Staff would like some input on the draft application and checklists presented.

### ATTACHMENTS

Attachment 1: Draft- General Checklist and Application  
Attachment 2: Draft- Window/Door Replacement Checklist

# General Application Checklist

## Historic Preservation

### LANDMARK ALTERATION CERTIFICATE – General Application Checklist

Landmark Alteration Certificates are required for any proposed exterior alterations, new construction, demolition, or relocation involving properties on the Loveland Historic Register. This application should be used for all “general” projects such as alterations, new construction, additions, signage, decks, roofing, solar panels, or awnings. Additional information is required for window and door replacements.

Applications submitted for review must be accompanied with specific information which adequately illustrates the proposal. A complete submittal is required before review by the Historic Preservation Commission.

Submit this completed form along with **3 copies** of the required submittal documentation.

Project Address: \_\_\_\_\_

The following is REQUIRED:

- 1. Complete Application** for Design Review
- 2. Site Plans:** Including existing and proposed site plans
- 3. Plans and Elevations:** All drawings should be scaled, preferably to a 1/4" or 1/8" scale, clearly dimensioned and detailed. ***Existing conditions and proposed changes*** as well as specific materials should be shown on drawings. New construction **must** include elevation drawings of each façade. (3 copies. If plans are larger than 11"x17", submit one set of 11"x17" reductions).
- 4. Photographs:** Color photos of existing conditions and details relating to requested alterations.
- 5. Details and Materials:** Include cut-sheets (specifications, dimensions, etc.) if applicable.
- 6. Colors:** Color chips or printed samples of proposed new materials.
- 7. Windows/Door Replacement Checklist** for projects involving replacement of doors and/or windows.
- 8. Certification for Building Permit Fee Waivers** if you are applying for a waiver of your building permit fees and agree to the policies set forth in the Historic Preservation Building Permit Fee Waiver Policies.

The Historic Preservation Commission will use the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, the *Historic Residential Design Guidelines*, Section 15.56.100 of the Loveland Municipal Code, and all other applicable adopted guidelines as the criteria to review Alteration Certificate Applications. Historic Preservation staff is not responsible for building or zoning review. Applicant is responsible for submitting plans to those departments for comment.

**Application****Historic Preservation****LANDMARK ALTERATION CERTIFICATE – Application**

<b>LANDMARK PROPERTY INFORMATION</b>			
Property Address			
Historic Name (or Historic District)			
Property Owner	Name:	Street:	
	Phone:	City:	
	Email:	Zip:	
<b>APPLICANT INFORMATION (IF NOT PROPERTY OWNER)</b>			
Interest in Property/ Building (circle one)	Contractor Other (please explain):	Architect/Engineer	Lessee
Applicant	Name:	Street:	
	Phone:	City:	
	Email:	Zip:	
<b>PROPOSAL</b>			
Written Narrative of the Proposed Alteration(s) (Attach additional sheets if necessary)			
<hr/>			
<b>ACKNOWLEDGMENT</b>			
<p>I acknowledge this is a complete application, ready for Historic Preservation Commission review. All information required has been provided and is an accurate description of the work I intend to perform. I understand incomplete submittals will be returned to me for completion. If I am the owner's authorized representative, I certify that I have the owner's permission to affect these design changes upon the referenced landmark property.</p>			
<i>Signature of Owner OR Owner's Representative</i>		<i>Date of Submittal</i>	



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# Window/Door Replacement Checklist

## Historic Preservation

### LANDMARK ALTERATION CERTIFICATE – Window/Door Replacement Checklist

Windows and doors are very often character-defining features of a historic building. Applicants are encouraged to repair rather than replace historic windows and doors. However, if the condition of the features is determined to be deteriorated beyond repair, it is important that the replacement feature is compatible with the style and character of the building.

Submit this completed form along with **3 copies** of the required submittal documentation.

Project Address: \_\_\_\_\_

The following is REQUIRED:

- 1. Complete Application** for Design Review
- 2. Context Photograph or Elevation Drawing** of the subject building, with the location of each window or door proposed for replacement labeled
- 3. Detailed Photographs:** A minimum of three color photographs of each window or door proposed for replacement is required as follows:
  - An overall photograph of the window/door to be replaced, from the exterior.
  - A close-up photograph of the window or door from the exterior, showing the condition of the frame, sash, pane(s), and muntins (if applicable).
  - A close-up photograph of the window or door from the interior, showing the condition of the frame, sash, pane(s), and muntins (if applicable).
- 4. Details and Materials:** Documentation on the proposed replacement windows.
  - Window type and material
  - Product literature or cut-sheet on window brand
- 5. Window/Door Replacement Comparison:** A scaled sketch drawing of each existing window/door proposed for replacement and each proposed replacement, clearly labeled and dimensioned. Comparison should detail all relevant information such as configuration of window panes, proportions of the frame and sash, associated details such as arched tops, etc.

The Historic Preservation Commission will use the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, the *Historic Residential Design Guidelines*, Section 15.56.100 of the Loveland Municipal Code, and all other applicable adopted guidelines as the criteria to review Alteration Certificate Applications. Historic Preservation staff is not responsible for building or zoning review. Applicant is responsible for submitting plans to those departments for comment.

**Application****Historic Preservation****LANDMARK ALTERATION CERTIFICATE – Application**

<b>LANDMARK PROPERTY INFORMATION</b>			
Property Address			
Historic Name (or Historic District)			
Property Owner	Name:	Street:	
	Phone:	City:	
	Email:	Zip:	
<b>APPLICANT INFORMATION (IF NOT PROPERTY OWNER)</b>			
Interest in Property/ Building (circle one)	Contractor Other (please explain):	Architect/Engineer	Lessee
Applicant	Name:	Street:	
	Phone:	City:	
	Email:	Zip:	
<b>PROPOSAL</b>			
Written Narrative of the Proposed Alteration(s) (Attach additional sheets if necessary)			
<hr/>			
<b>ACKNOWLEDGMENT</b>			
<p>I acknowledge this is a complete application, ready for Historic Preservation Commission review. All information required has been provided and is an accurate description of the work I intend to perform. I understand incomplete submittals will be returned to me for completion. If I am the owner's authorized representative, I certify that I have the owner's permission to affect these design changes upon the referenced landmark property.</p>			
<i>Signature of Owner OR Owner's Representative</i>		<i>Date of Submittal</i>	



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