

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

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, Stacey
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.

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11 **CALL TO ORDER**

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

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14 **APPROVAL OF AGENDA**

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

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18 **APPROVAL OF MINUTES**

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

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22 **CITIZEN REPORTS**

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

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34 **CITY COUNCIL UPDATE**

35 *None*

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37 **STAFF UPDATE**

38 *Bethany Clark's report included:*

- 39
- 40 • A new printing of the Walking Tour Brochures has been completed. Printing was paid out of the Lodging
41 Tax fund and the Visitor Services Coordinator is looking at the distribution options.
 - 42 • The grant was submitted for funding a consultant for the Downtown Historic District national register
43 designation effort. Bethany thanked Commissioner Manuel for obtaining property owners signatures
44 supporting the project.
 - 45 • Swartz Farmstead cost estimates have come in from Waddle & Daub and a meeting will be set up with
46 City staff and lead commissioners to discuss. There was a discussion about the estimates. Concerns were
47 expressed about the lack of communication from City management.
 - 48 • The Railway Depot Project was discussed at a CRT meeting with LHS members regarding annexation and
49 shared parking with the City.
- 50

51 **CONSIDERATION OF NEW BUSINESS**

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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 7th and May 29th* are scheduled and are ready to go.

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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.

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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.

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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.*

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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.

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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.*

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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.

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COMMISSIONER COMMENTS

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

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

Meeting adjourned at 8:20p.m.