

**LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
MONDAY, OCTOBER 21, 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](mailto: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** 6:05-6:10
  - 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. Milner-Schwarz House Flood Damage Discussion 6:10-6:30
  - b. Approval of Revised Nomination and Landmark Alteration Applications 6:30-6:50
  - c. Next Meeting's Agenda/Action Items 6:50-6:55

- VIII. COMMISSIONER COMMENTS** 6:55-7:00  
*This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.*

- IX. ADJOURN**

**City of Loveland**  
**Historic Preservation Commission**  
**Meeting Summary**  
**September 16, 2013**

A meeting of the Loveland Historic Preservation Commission was held Monday, September 16, 2013 at 6:00 P.M. in the City Council Chambers in the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation Commissioners in attendance were: Janelle Armentrout, David Berglund, Jim Cox, Trudi Manuel, Matt Newman and Mike Perry. Bill Cahill, City Manager, Bethany Clark of Community & Strategic Planning, Greg George and Nikki Garshelis of Development Services, Judy Schmidt of the City Attorney's office and City Council Liaison, John Fogle were also present. Commissioner Stacey Kersley was absent.

Guests: Charles Salwei, owner of the Lincoln Hotel, Felicia Harmon on behalf of Novo Restoration and ArtSpace and Jason Kopecky of The Abo Group, Inc.

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES FROM AUGUST MEETING**

*Commissioner Cox made the motion to approve the minutes of the August 19, 2013 meeting. The motion was seconded by Commissioner Manuel and it passed unanimously 6-0 with Commissioner Kersley absent from the meeting.*

**CITIZEN REPORTS**

**None**

**CITY COUNCIL UPDATE**

*City Councilor Fogle said City staff is doing a great job with the flood crisis. He toured the damage with Councilor McKean and spoke about areas with the worst damage. He took pictures and videos of the flooding off Railroad Avenue which included the Swartz Farmstead, River's Edge Natural Area, the Milner Schwarz House and Fairgrounds Park, he said.*

**STAFF UPDATE**

*Bethany Clark welcomed Bill Cahill, the City Manager, who reported on the flood and the cost of recovery and repair to the City's existing infrastructure. The City has suffered a great financial loss to parks, bridges, roads and property, he said. He expressed his concern over the flooding in the River's Edge and Swartz Farmstead area and said that the protection of citizens comes first and then comes the protection of property. The City should not invest in or allow others to invest in property or structures in the flood plain, he said, because the risk of destruction and financial loss is too great. Therefore, he explained, staff's strong recommendation to Council – if and when this matter reaches the City Council as the property owner – is that the City not agree to a historic designation of the property, and that the City not invest any money nor encourage or permit any other organization to invest their money in these buildings. Staff will recommend the removal of the Swartz Farmstead buildings. It would be irresponsible to invest in structures in the flood way, he said. He said he understands that the HPC may have a responsibility to determine significance, however.*

Commission Chair Newman asked what the City is investing in the floodplain. City Manager Cahill said that approximately 1.5 million was invested in the River's Edge Natural area but the City may invest very differently in the coming months. Newman asked if the City will be investing in existing structures and Cahill said he didn't know, it has only been a few days since the flood. Planning has just begun, he said.

Commissioner Armentrout wanted to know why the City issues building permits in the floodplain. City Manager Cahill said the City does not issue permits in the floodway, but developers can build in the floodplain provided they meet certain requirements. He further stated that only roughly 65 structures within City limits were affected by the flood, but a greater number of structures were affected which were in County jurisdiction. Greg George later explained that the entire area is called the floodplain and there are two areas in that called the floodway and the flood fringe. Building permits can be issued in the flood fringe if the developer can demonstrate that the structures can be raised in elevation without causing flooding in other areas, he said.

Councilor Fogle said he agrees with staff to recommend demolition. After seeing the damage to the structures, he concluded that it is not worth the investment. The buildings could pose a health hazard with the sewage, dead fish and dead wildlife around, he added.

Commissioner Newman commented that the flood seemed like an opportunity to target the farmstead. The City hasn't done a full inventory of the damage, he said. He asked if the City would allow some of the structures to be moved. City Manager Cahill said that would be acceptable but doesn't see how that could be accomplished.

## **CONSIDERATION OF NEW BUSINESS**

### **PUBLIC HEARING – Landmark Alteration Certificate at 365 N Lincoln Ave**

(Commission Chair Newman recused himself from this item due to a professional conflict of interest in that the firm by which he is employed did an initial design for the alteration for which the certificate was requested; Commission Chair Newman left the room during discussion of and voting on this item.)

Bethany Clark presented an overview and staff analysis of the proposed alteration to the building at 365 N. Lincoln Ave. The applicant proposed the installation of a new fire escape on the east elevation. Clark presented the required criteria to the Commission. She emphasized that the applicant is responsible for complying with all code standards and obtaining all other permits required, including a building permit.

Commissioner Cox said he was satisfied with the resolution and specifically that it addressed the liability concerns regarding professionals on the Commission. He said he would like the language in section 3 of the resolution to be included in all of the HPC legal documents. That language is: "The Historic Preservation Commission makes no determination as to the whether the improvements included in the Application and approved pursuant to the landmark alteration certificate comply with the City's building codes, fire codes, or other ordinances, rules, regulations or policies of the City although it does not believe that the fire escape will meet the required building codes or fire codes and hereby calls the Chief Building Official's and Fire Chief's attention to the matter for their determination."

The property owner, Charlie Salwei, thanked the HPC for their interest in the project. He spoke about the safety of the residents and answered some questions.

Councilor Fogle thanked Mr. Salwei for being "the most tenacious developer in the City."

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*Commission Co-Chair Berglund opened the public hearing at 6:55pm and closed it at 6:56pm without any public coming forward to comment.*

*Commissioner Cox made the motion to approve the findings listed in Section VI of the Historic Preservation Commission staff report dated September 16, 2013 and, based on those findings, adopt Resolution #13-01 approving the landmark alteration certificate for 365 N Lincoln Avenue. Commission Co-chair Berglund seconded the motion and it passed unanimously 5-0 with Commissioner Kersley absent from the meeting and Commissioner Chair Newman abstaining from the vote.*

**(Commission Chair Newman returned to the Council Chambers.)**

**PUBLIC HEARING –Landmark Alteration Certificate at 130 W 3<sup>rd</sup> Street/Loveland Feed & Grain**

*Bethany Clark presented an overview of the proposed alteration to the Feed and Grain property at 130 W 3<sup>rd</sup> Street. The applicant submitted a request to demolish a non-historic 1970s metal building and construct a new 30-unit permanently affordable live/work artist residence building. She explained to the HPC that their task was to make the following decisions:*

- *Whether the proposed development is visually compatible with the designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*
- *Whether the proposed work would or would not detrimentally alter, destroy, or adversely affect any architectural or landscape feature which contributes to its original historical designation.*

*Felicia Harmon, representing Novo Restoration, presented some background information about the project and answered questions. Jason Kopecky of The Abo Group, Inc., architect for the project, also provided information. He explained how the live/work apartments were designed to unify the buildings.*

*Commission Chair Newman opened the Public Hearing at 7:23p.m.*

*Trish Murtha, who said she was speaking for the board of Novo Restoration, reported that ArtSpace is an incredibly competent organization. Further she said Novo Restoration is 100% in favor of the project.*

*Commission Chair Newman closed the Public Hearing at 7:25p.m.*

*Commissioner Cox moved to make the findings listed in Section VI of the HPC staff report dated September 16, 2013 and, based on those findings, approve the landmark alteration certificate for 130 W 3<sup>rd</sup> Street for the construction of a 30-unit affordable live/work residential complex. Commissioner Manuel seconded the motion and it passed unanimously 6-0 with Commissioner Kersley absent from the meeting.*

**PUBLIC HEARING – Amended Landmark Nomination at 130 W 3<sup>rd</sup> Street/Loveland Feed & Grain**

*Bethany Clark reported that on August 20 she met with representatives of the Feed & Grain building and the future ArtSpace project to discuss the designation of the Feed & Grain. The primary funding source for the ArtSpace project is low income housing tax credits provided by the Colorado Housing and Finance Authority (CHFA), she said. CHFA has a requirement that no low income housing tax credits be spent on non-residential uses. To ensure this, the intent is to legally separate the Feed & Grain property from the new ArtSpace loft*



project through a lot merger and boundary line adjustment. The proposed Lot 1 and Lot 2 configurations will not be legal lots until a final plat is recorded with Larimer County, she explained. The purpose of the application is to amend the original designation of the Feed & Grain building by City Ordinance #4971, to include only the proposed Lot 1 (encompassing the Feed & Grain building) and to exclude Lot 2 (encompassing the new affordable live/work units).

Clark explained that the HPC must consider whether or not the property meets the criteria for designation set forth in section 15.56.100 of the Loveland Municipal Code.

*Commission Chair Newman opened the Public hearing at 7:38p.m. and with no public comment, he closed the Public Hearing at 7:38p.m.*

*Commissioner Armentrout moved to make the findings listed in Section III of the Historic Preservation Commission staff report dated September 16, 2013 and, based on those findings, recommend that City Council amend Ordinance #4971, revising the historic landmark boundaries to include only the proposed Lot 1 as described in the attached legal description, contingent upon the final plat being recorded with Larimer County. Commissioner Perry seconded the motion and it passed unanimously 6-0 with Commissioner Kersley absent from the meeting.*

#### **PUBLIC HEARING – Landmark Nomination at 715 S Roosevelt Ave/ Swartz Farmstead**

*Bethany Clark* provided background information about the ongoing Swartz Farmstead activities. On May 11, 2013, the City of Loveland Parks & Recreation Department submitted a demolition permit for the 11 structures that make up the Swartz Farmstead, she reported. On May 21, HPC designees found that the property met the criteria for nomination. The designees submitted a nomination application on July 8, 2013.

Further, Clark explained, the City worked with representatives from both the HPC and the OLAC to develop a shared vision and concept plan for the farmstead site that encompasses both Commissions' interests. On August 5<sup>th</sup> both the OLAC and HPC approved in concept a proposal for the Swartz Farmstead, which involved designation of only a limited number of specified structures.

*Clark* acknowledged the flooding has complicated the situation and likely compromised the integrity of the structures. *Councilor Fogle* presented his recent flood videos and pictures of the farmstead and surrounding area. (A copy of the pictures are attached to these minutes for record). The pictures included water levels, damage to the interior of the farmhouse and the area around the property. He reiterated his opinion that the City should not invest funds in the farmstead.

*Clark* restated the staff recommendation that due to the flood, it is not in the City's interest to invest in the farmstead structures.

*Commission Chair Newman opened the Public Hearing at 8:11p.m.*

*No public comment*

*Commission Chair Newman closed the Public Hearing at 8:11p.m.*

Some of the discussion included the following:

- *Councilor Fogle* suggested that the HPC request that the City fund the repair and clean-up of the Milner-Schwarz House as well as request the OLAC fund the documentation of the Swartz Farmstead and a marker commemorating its history. *Greg George* said he would look into the cost of the documentation and report back to the HPC. Discussion about the Milner-Schwarz House will be added to the October agenda.
- *Commission Chair Newman* commented that the presentation contained 5% of what the HPC was here to do. He said the HPC is tasked with determining the eligibility of the property for the local listing.
- *Commission Berglund* agreed but said, as citizens, it is important to be cognizant of the current situation of the buildings and decide if that's how we want our tax dollars to be spent. Another flood could happen next month, he added.
- *Bethany Clark* pointed out that the HPC should consider the integrity of both the structures and the property they are on. If the HPC approves the designation, the City Council would have to consent as the property owner, she said.
- *Commissioner Berglund* said the integrity of the structures and the property has been compromised.
- *Commissioner Perry* suggested documenting the farmstead and the flood as a way to preserve their history.
- *Bethany Clark* said there is a Level II HABS documentation that can be done and recorded with the State Historic Preservation Office.
- *Councilor Fogle* suggested using the silo as a marker to hold a plaque.

*Commissioner Cox moved not to make the findings listed in Section VI of the Historic Preservation Commission staff report dated September 16, 2013 [stating that the Swartz Farmhouse, Root Cellar, Barn, Privy, Chicken Shed, Tenant House, and Silo as outlined in the nomination application and as approved in concept by the Historic Preservation Commission and Open Lands Advisory Commission meet the criteria for designation] and not to recommend to Council that the Swartz Farm structures be designated as historic structures. Commissioner Berglund seconded the motion and it passed 4-2 with Commission Chair Newman and Commissioner Armentrout opposing.*

*Commissioner Perry moved to request that the City provide funds for Level II documentation of the Swartz Farmstead prior to demolition and place a plaque at the site, preferably on the silo, if it is structurally sound, or another appropriate location on the property, if it is not. The motion was seconded by Commissioner Cox and it passed unanimously 6-0 with Commissioner Kersley absent from the meeting.*

#### **Next Meeting's Agenda/Action Items**

- Assessment/cost of repair and clean-up of Milner-Schwarz House and property.

#### **COMMISSIONER COMMENTS**

*None*

**Meeting adjourned at 8:56p.m.**

## **RESOLUTION NO. 13-01**

### **A RESOLUTION APPROVING A LANDMARK ALTERATION CERTIFICATE FOR THE INSTALLATION OF A FIRE ESCAPE SYSTEM ON THE LINCOLN HOTEL AT 365 NORTH LINCOLN AVENUE IN LOVELAND, COLORADO**

WHEREAS, Chapter 15.56 of the Loveland Municipal Code (“Code”) provides that the Historic Preservation Commission (“Commission”) shall hold a public hearing on all referred applications for landmark alteration certificates of a designated landmark structure; and

WHEREAS, the Commission has received an application for a landmark alteration certificate for the installation of a fire escape system as more particularly described on **Exhibit A** attached hereto and incorporated herein by reference (the “Application”) on the Lincoln Hotel at 365 North Lincoln Avenue, Loveland, Colorado, which is a designated landmark structure (the “Lincoln Hotel”); and

WHEREAS, the Commission is charged with determining whether the Application meets the standards in Code Sections 15.56.110; and

WHEREAS, Code Section 15.56.070 provides that once an applicant has obtained a landmark alteration certificate, the applicant must apply for a building permit and comply with all other requirements under the City’s building codes, fire code, all other ordinances of the City, and all applicable rules, regulations, and policies of the City; and

WHEREAS, under Chapter 15.56 of the Code, approval of a landmark alteration certificate by the Commission reflects only that an application meets the standards set forth in Code Sections 15.56.110 and does not constitute approval of a building permit or reflect an opinion or decision as to compliance with the City’s building codes, fire codes, or other ordinances, rules, regulations or policies of the City; and

WHEREAS, the authority to review applications for compliance with building codes and fire codes lies with the Chief Building Official and Fire Chief and Code Section 15.56.070 also provides that they shall have the discretion to modify the alteration certificate as necessary to mitigate health and safety issues; and

WHEREAS, the City of Loveland has, through the Historic Preservation Commission, evaluated the Application for a landmark alteration certificate for the Lincoln Hotel for compliance with the required historic preservation criteria set forth in Code Section 15.56.110; and

WHEREAS, on August 19, 2013 and, by continuance, on September 16, 2013, a duly noticed public hearing was held on the Application for a proposed landmark alteration certificate for the Lincoln Hotel.

**NOW THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF LOVELAND THAT:**

**Section 1.** The Historic Preservation Commission finds that the fire escape as proposed in the landmark alteration certificate Application for the Lincoln Hotel does not detrimentally alter, destroy, or adversely affect any architectural or landscape feature that contributes to the Lincoln Hotel’s original historic designation and is visually compatible with

the designated historic structure in terms of design, finish, material, scale, mass, and height in that it is consistent with, harmonious with, and/or enhances architecture of the designated historic structure.

**Section 2.** The Historic Preservation Commission further finds that the fire escape proposed in the landmark alteration certificate Application for the Lincoln Hotel meets the criteria for review of alteration certificates set forth in Code Section 15.56.110 for the reasons enumerated in Section VI of the Staff Report dated September 16, 2013 which is attached hereto as **Exhibit B** and incorporated herein by reference, and hereby approves the landmark alteration certificate.

**Section 3.** The Historic Preservation Commission makes no determination as to whether the improvements included in the Application and approved pursuant to the landmark alteration certificate comply with the City's building codes, fire codes, or other ordinances, rules, regulations or policies of the City, although it does not believe that the fire escape will meet the required building codes or fire codes and hereby calls the Chief Building Official's and Fire Chief's attention to the matter for their determination.

**Section 4.** This Resolution shall be effective as of the date of its adoption.

Signed this 16th day of September, 2013

ALLER • LINGLE • MASSEY  
ARCHITECTS

**Matt Newman**

**2013.09.18 09:35:16-06'00'**

Chairperson of the Loveland Historic Preservation  
Commission


Attest:

**Nikki Garshelis**

Digitally signed by Nikki Garshelis  
DN: cn=Nikki Garshelis, o=City of Loveland,  
ou=Development Services,  
email=nikki.garshelis@cityofloveland.org, c=US  
Date: 2013.09.30 08:39:46 -06'00'

Secretary of the Loveland Historic Preservation  
Commission

APPROVED AS TO FORM:

  
Deputy City Attorney

## EXHIBIT A

### ALTERATION CERTIFICATE APPLICATION

The following information must be provided to ensure adequate review of your proposal. Please type or print answers to each question. Digital copies (MS Word or fillable PDF) of this application are available by contacting Community & Strategic Planning Division at 970-962-2745.

#### 1. OWNER/APPLICANT INFORMATION

##### Owner or Organization

- a. Name: Lincoln Hotel Apartments, LLC
- b. Mailing Address: 2476 Van Buren Ct.
- c. Telephone: 970-391-0834
- d. Email: CSalwci@aol.com

##### Applicant/Contact Person (if different than owner)

- e. Name: Charles Salwci
- f. Mailing Address: Same
- g. Telephone: \_\_\_\_\_
- h. Email: \_\_\_\_\_

#### 2. PROPERTY INFORMATION

- a. Landmark Address: 365 North Lincoln Avenue
- b. Exact name of the landmark property as listed with the City of Loveland:  
Lincoln Hotel Apartments, LLC
- c. Provide a brief description of the primary use of the property:  
26 apartments and  
4 retail businesses

### 3. ABUTTING PROPERTY OWNERS

Provide the names and addresses of all abutting property owners. (Please attach additional sheets as necessary)

|    |       |         |
|----|-------|---------|
| a. | _____ | _____   |
|    | name  | address |
| b. | _____ | _____   |
|    | name  | address |
| c. | _____ | _____   |
|    | name  | address |
| d. | _____ | _____   |
|    | name  | address |

In the event that a public hearing is a necessary requirement of this alteration certificate application process, the Applicant/Owner is encouraged, as a courtesy, to contact neighboring property owners to make them aware that an application has been submitted.

### 4. PROJECT DESCRIPTION (Please attach additional sheets as necessary.)

- a. Identify the scope of work as new construction, alteration, removal, or demolition, or combination thereof. Provide a brief description of the proposed scope of work. Include photos of all sides (elevations) of the property.

**Type of Work** (please check one of the following):

- ☐ New Construction (Site Improvement)
- ☐ Alteration (Change Exterior Façade)
- ☐ Removal (Removal of Specific Feature(s))
- ☐ Demolition Permit
- ☐ Awning
- ☐ Private Improvements in the Public Right-of-Way (outdoor seating areas, landscaping, utility work)
- ☒ Other (explain) fire escape

**PROJECT DESCRIPTION** (continued)

Installation of new fire escape on east elevation.

See attachments for details.

- b. Summarize and describe below who will carry out the work and how it will be performed. Include a description of any new construction, alteration, removal, or demolition and describe work techniques that will be used. (Please use attached forms when describing specific work to individual features of the landmark property).

Fire escape to be fabricated and installed by Tiger Steele, Inc, Ft. Collins, Co. Retractable ladder and cage fabricated by Jomy, Lewisville, Co. See attachments for details.



## SUBMITTAL CHECKLIST & ACKNOWLEDGEMENT SIGNATURE

All proposals must contain sufficient information for adequate review and documentation. Please supply the following information as it applies to your design proposal.

### I. NEW CONSTRUCTION OR ALTERATIONS *(Check box if completed)*

- ☒ A. Scale drawing or construction document showing all dimensions of existing building and dimensions of proposed work, noting all changes to facades, including cross sections (if applicable) of facades and proposed materials to be used. **(3 copies - and if plans are larger than 11"x17", submit one set of 11"x17" reductions).**
- ☐ B. Color evaluation of building, indicating proposed color scheme.
- ☒ C. Photos of existing building and area of proposed work.
- ☐ D. Color sample(s) or chip(s) of all proposed paint colors and/or materials.
- ☐ E. Site and landscape plans (drawn to scale), if appropriate (3 copies).
- ☐ F. Location of all signs, with dimensions showing approximate size, height from grade, and relation to windows, doors, and other primary features of the facade.

### II. AWNINGS and SIGNS *(Check box if completed)*

- ☐ A. Scale drawing showing all dimensions of all lettering, designs, or logos; minimum 1/4" = 1'. For awnings, include cross section or side view showing slope and projection. (3 copies)
- ☐ B. Scale drawing or photograph of building facade demonstrating placement and proportions (height and width), include dimensions showing height from grade and relationships to roofline, doors, windows, and other primary facade features.
- ☐ C. Color sample(s) and material(s) of all proposed materials.
- ☐ D. Lighting specifications, including layout and installation details (this may be part of the side view scale drawing, as required in A, above).

### III. REMOVAL *(Check box if completed)*

- ☐ A. Provide description of items or features to be removed from property exterior.
- ☐ B. Identify reasons for removing items or feature, and provide a summary of the impact removal will have on significance and integrity of the landmark property.
- ☐ C. If feature or item to be removed is to be replaced with equivalent, please follow Section I. New Construction or Alterations above.

### IV. PRIVATE IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY

- ☐ A. Site plan drawn to scale (3 copies).
- ☐ B. Landscape plan drawn to scale (3 copies).
- ☐ C. Samples of all proposed materials.
- ☐ D. Color sample(s) or chip(s) of all proposed colors.
- ☐ E. Scale drawings showing all dimensions of any new construction including utility.

### V. HISTORIC BUILDING PERMIT FEE WAIVERS

- ☒ A. Check this box 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.

### VI. ACKNOWLEDGMENT - (To be signed by Owner, or authorized Representative)

I acknowledge this is a complete application, ready for Historic Preservation Commission review. Each information requirement (described above) has been checked off, as it applies to this design proposal. 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.

Charles Salwer  
Signature of Owner **OR** Owner's Representative

6-20-13  
Date of Submittal





CARL'S CANTEEN  
RITE

world famous  
**BURGERS**  
hogs • malts • fries

CARL'S CANTEEN  
RITE

world famous  
**BURGERS**  
hogs • malts • fries

ERadio

CARL'S  
CANTEEN  
MADE WITH RITE



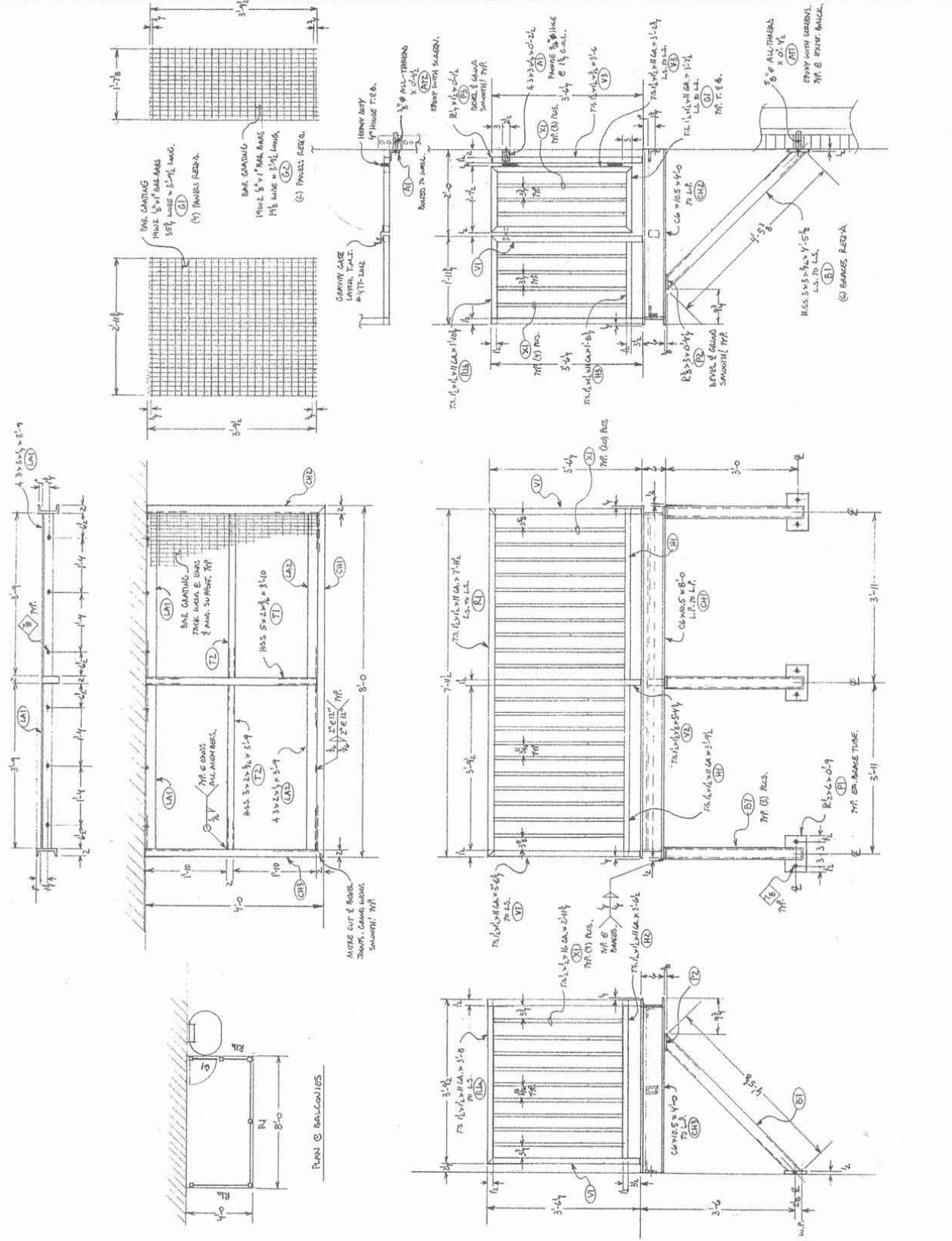


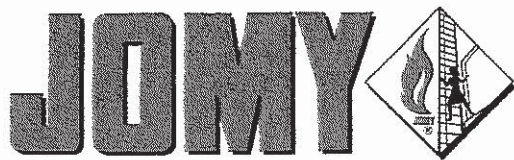




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**Retractable and Counter  
Balanced Ladders for Access,  
Egress and Escape**

Lincoln Hotel Apartments  
Mr. Charlie Salwei

Date: 3/12/2013

USA

Your Ref:

Quoted by: Michelle Gussenbauer  
Our Ref: MIG/13/2472/A

## QUOTE

| Model #                               | Product description   | Quantity | Unit Price  | Price       |
|---------------------------------------|---|----------|-------------|-------------|
| JOMY<br>Counter<br>Balanced<br>Ladder | JOMY Counter Balanced Ladder: Overall height 37' 8", clearance height 10', ladder width 24", with cage and upper level release mechanism. Includes all standard mounting hardware.<br><br>Ladder is in stock with a typical delivery time of 5-7 days. Please estimate 8-10 weeks for custom balcony. Price includes all freight and delivery charges. Release mechanism is pre-installed on the right side. It will require minor field modification to move release mechanism to the left side. | 1 Pce    | \$11,776.00 | \$11,776.00 |
| TOTAL                                 |   |          |             | \$          |

### ***We appreciate your business***

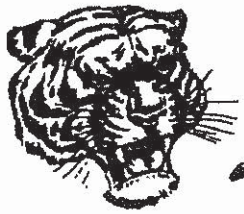
We provide a 2% discount for prepaid orders. This quote is valid for 6 weeks. All goods are shipped to one domestic destination of your choice, for your installation. Delivery delay to be confirmed at order, based on our inventory at that time. Sales, use or other taxes are not collected or paid by JOMY. This quote is based solely on the information provided by you; additions or deletions could affect the price. Terms and conditions of sales on the next page apply.

JOMY Inc.  
P.O. Box 577  
Louisville, CO 80027  
800-255-2591

Please visit our website at  
[www.jomy.com](http://www.jomy.com)

Phone: 720-304-6001  
Fax: 720-304-6007  
Email: [michelle@jomy.com](mailto:michelle@jomy.com)





**TIGER  
STEEL  
INC.**

2201 Airway Avenue  
Fort Collins, Colorado 80524  
(970) 482-2324  
(970) 482-2297 FAX

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TO CHARLIE

STRUCTURE LINCOLN HOTEL

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STREET

LOCATION LOVELAND, CO

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CITY

ARCHITECT

---

BID DATE APRIL 30, 2013

ESTIMATOR DAVE LINDSAY

---

WE PROPOSE TO FURNISH THE FOLLOWING DESCRIBED MATERIALS REQUIRED FOR THE ABOVE STRUCTURE IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AND THE FOLLOWING TERMS. THIS QUOTATION IS FIRM FOR 30 DAYS.

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Price to include the following items of structural and misc steel per shop drawings and sheet A-1 dated 2-10-2009. All items to be shop painted black unless otherwise noted.

- 1) (2) Fire escape platforms with rails and a gate
- 2) Wall braces to wall
- 3) Bolts for attachment to existing brick
- 4) Shop drawings and delivery
- 5) Install of owner supplied aluminum ladder

Price FOB Jobsite  
No Tax Included  
Furnish Only **\$5,560.00**

2.9% Tax **ADD \$162.00**

Install **ADD \$4,570.00**

EXCLUSIONS: No aluminum ladder or cage (by owner), bolts for attachment of ladder and cage, assembly of ladder and cage if not delivered assembled to fullest extent. Permits if required, testing cost, traffic control, cutting of holes or demo of existing building, any other items not specifically listed above.



April 24, 2013

Mr. Charles Salwei  
Lincoln Hotel/Apartments, LLC  
2476 Van Buren Avenue  
Loveland, CO 80538

RE: Lincoln Hotel/Apartments, 365 N. Lincoln Avenue, Loveland, Colorado  
Advanced Engineering, LLC Project Number 1562-01-01B

Dear Mr. Salwei:

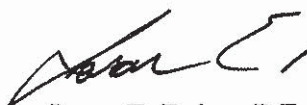
We have reviewed the Shop Drawings from Tiger Steel for the proposed fire escape landings at the above referenced building. The Shop Drawings show the steel framing and attachment specifications for the 4'-0" x 8'-0" landings. Your architectural plans indicated a landing is to be installed at the second and third floors on the east face of the building. It is our understanding the ladder is a pre-fabricated unit, we have not reviewed any of the ladder framing or attachment.

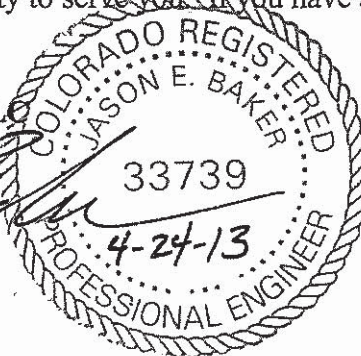
It is our opinion the proposed steel framing specifications for the landings are sufficient for the required 100 psf design live load. However, we feel the 5/8" diameter x 4 1/2" long bolts specified for attachment to the building are not sufficient. We recommend the bolts be lengthened to 10 1/2" such that the epoxy with screen attachment penetrates a minimum of 4" into the second wythe of masonry (behind the exterior brick wythe). With this bolt penetration into both wythes of the masonry wall, we feel the attachment will be sufficient for the design load.

The recommendations and conclusions presented in this letter are based on a review of portions of the described structure, your plans and your directions. The engineer's opinions of the described portions of the building are based solely upon information obtained from readily visible elements (i.e., elements which do not require the removal of sheathing, cladding, or covering of any kind) unless specifically noted. Our review was limited to the items described in this letter, and is not intended to cover other structural, mechanical, electrical, environmental, mold, site grading, or architectural features of the building. Any discrepancies or structural deficiencies revealed during construction should be brought to the attention of the engineer.

Thank you for the opportunity to serve you. If you have any questions, please feel free to call.

Sincerely,  
Advanced Engineering, LLC

  
Jason E. Baker, P.E.  
President







June 29, 2009

Mr. Charlie Salwei  
Lincoln Hotel Apartments  
2476 Van Buren Court  
Loveland, CO 80538

RE: East Fire Escape at the Lincoln Hotel Apartments  
365 North Lincoln Avenue, Loveland, Colorado  
Advanced Engineering, LLC Project Number 1562-01-01A

Dear Mr. Salwei:

Our office has reviewed portions of the Lincoln Hotel Facade Restoration plan by Aller-Lingle Architects, Project Number 0513, dated October 9, 2006. Specifically, we have reviewed the Stair Section and Stair Floor Plan shown on sheet A3.3 of this document for the east fire escape structure. This plan shows a large system of landings and stair runs, with a counterbalanced drop down section of stairs. The structural sheets of the plan specify support of the stair landings via brackets and channels bolted to the existing exterior brick wall and/or floor framing. However, the structural sheets show a different stair configuration which is smaller, and states the support brackets are to be specified by the stair manufacturer.

It is our opinion the proposed stair configuration on sheet A3.3 would be very difficult to support completely from the exterior wall, and the large lateral loading may compromise the stability of the un-reinforced masonry. We feel this stair configuration would require columns extending down to the sidewalk area below.

We have also reviewed portions of the preliminary Lincoln Hotel Fire Escape plan from Krueger Architects & Planners, Project Number 0903, dated February 10, 2009. Sheet A-1 of this plan shows a small fire escape landing at each floor level with an adjacent drop down ladder. It is our opinion this fire escape option would be much more feasible to construct, and to support from the existing exterior wall. We recommend the landing supports be extended through the brick wall and connected to the floor framing such that the landings are cantilevered. With a cantilever the loading would be placed vertically on the masonry wall rather than as a lateral load. This configuration would also eliminate the need for columns in the sidewalk area.

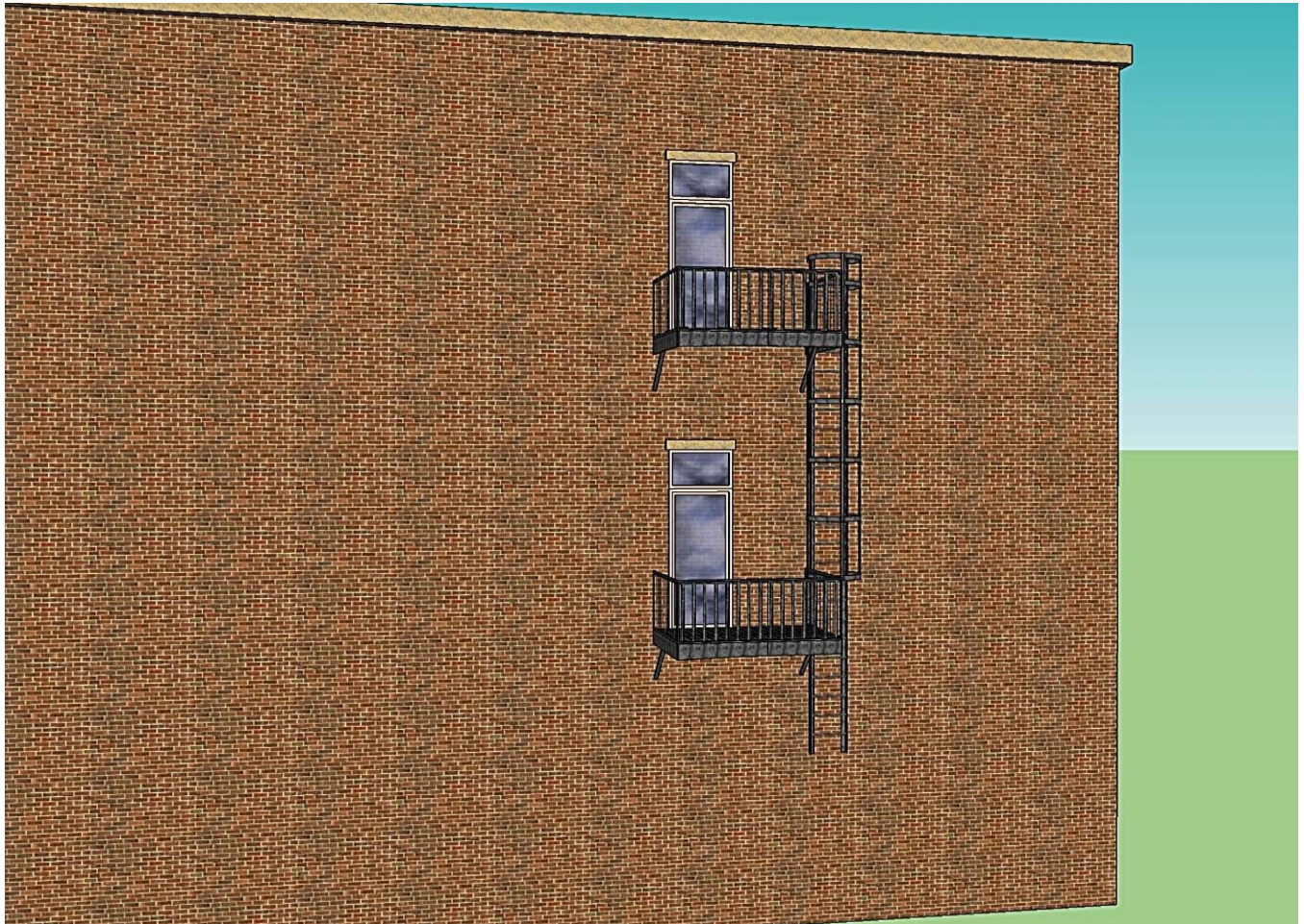
The recommendations and conclusions presented in this letter are based solely on a review of portions of the described structure, the referenced plans and your directions. Our review was limited to the items described in this letter, and is not intended to cover other structural, mechanical, electrical, environmental, mold, site grading, or architectural features of the building. Any discrepancies or structural deficiencies revealed during construction should be brought to the attention of the engineer. Our office has not performed any engineering analysis of the existing framing or foundation elements of the structure or the subsurface soil conditions, unless noted otherwise. Thank you for the opportunity to serve you. If you have any questions, please feel free to call.

Sincerely,  
Advanced Engineering, LLC

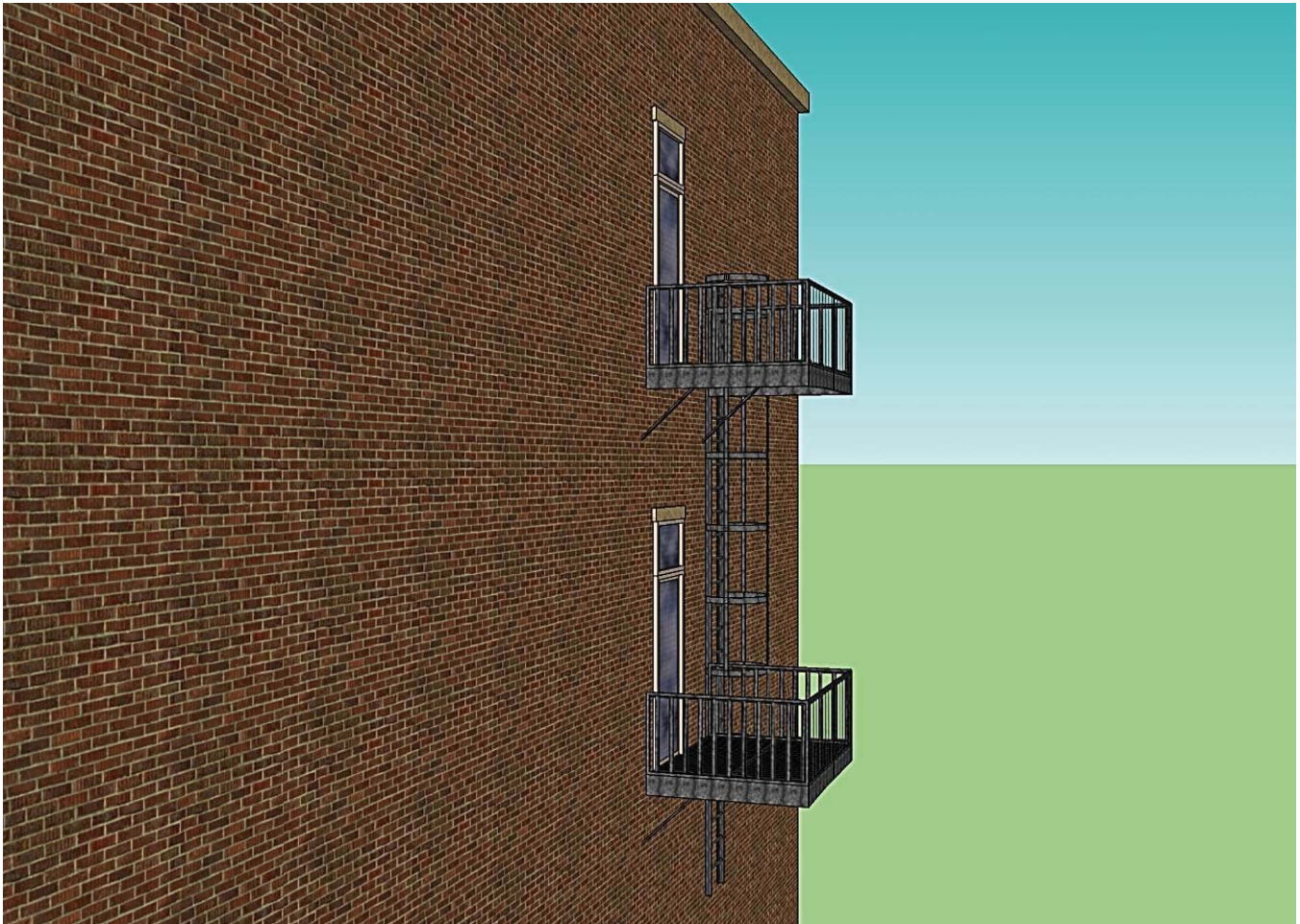
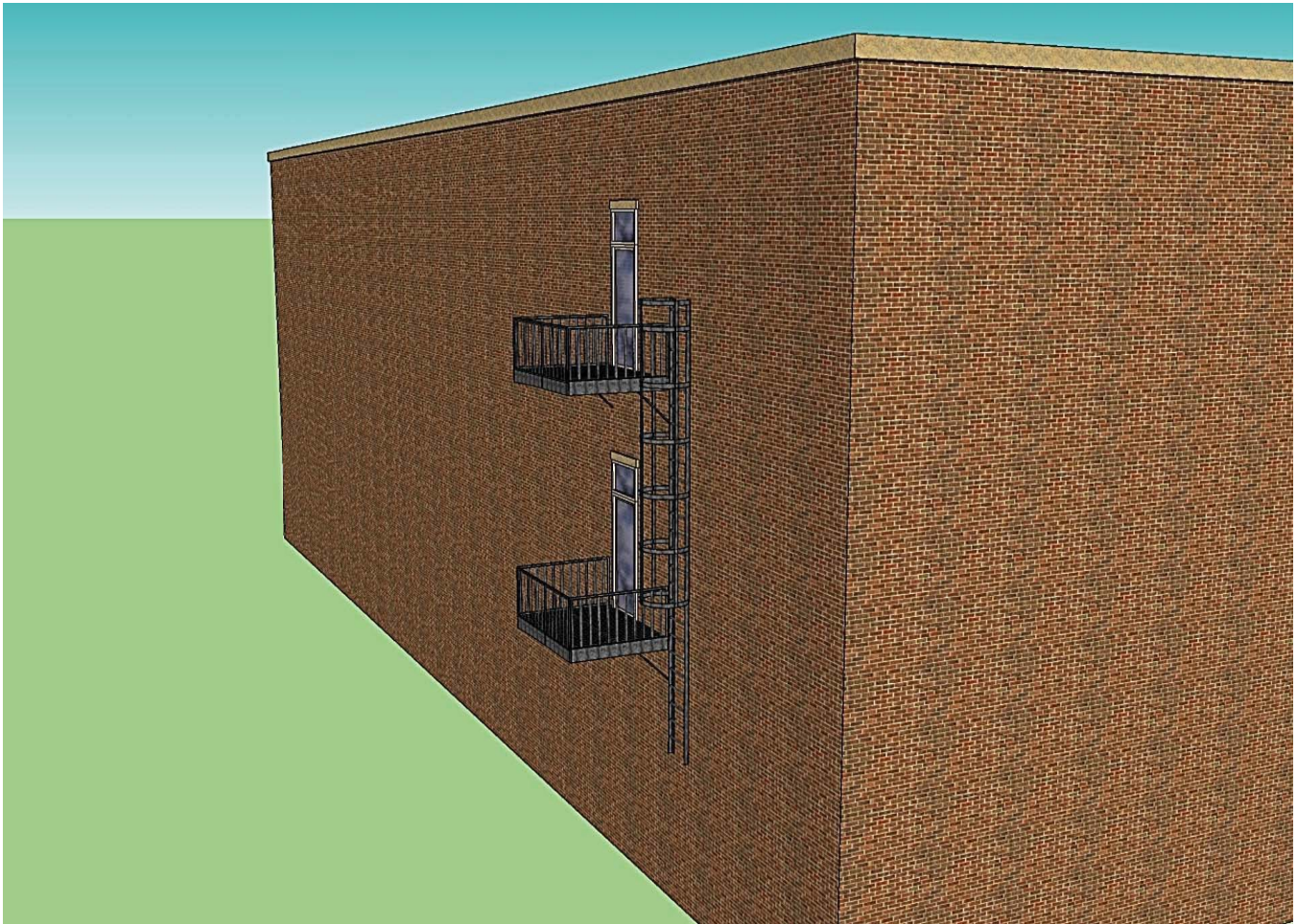
  
Jason E. Baker, P.E.



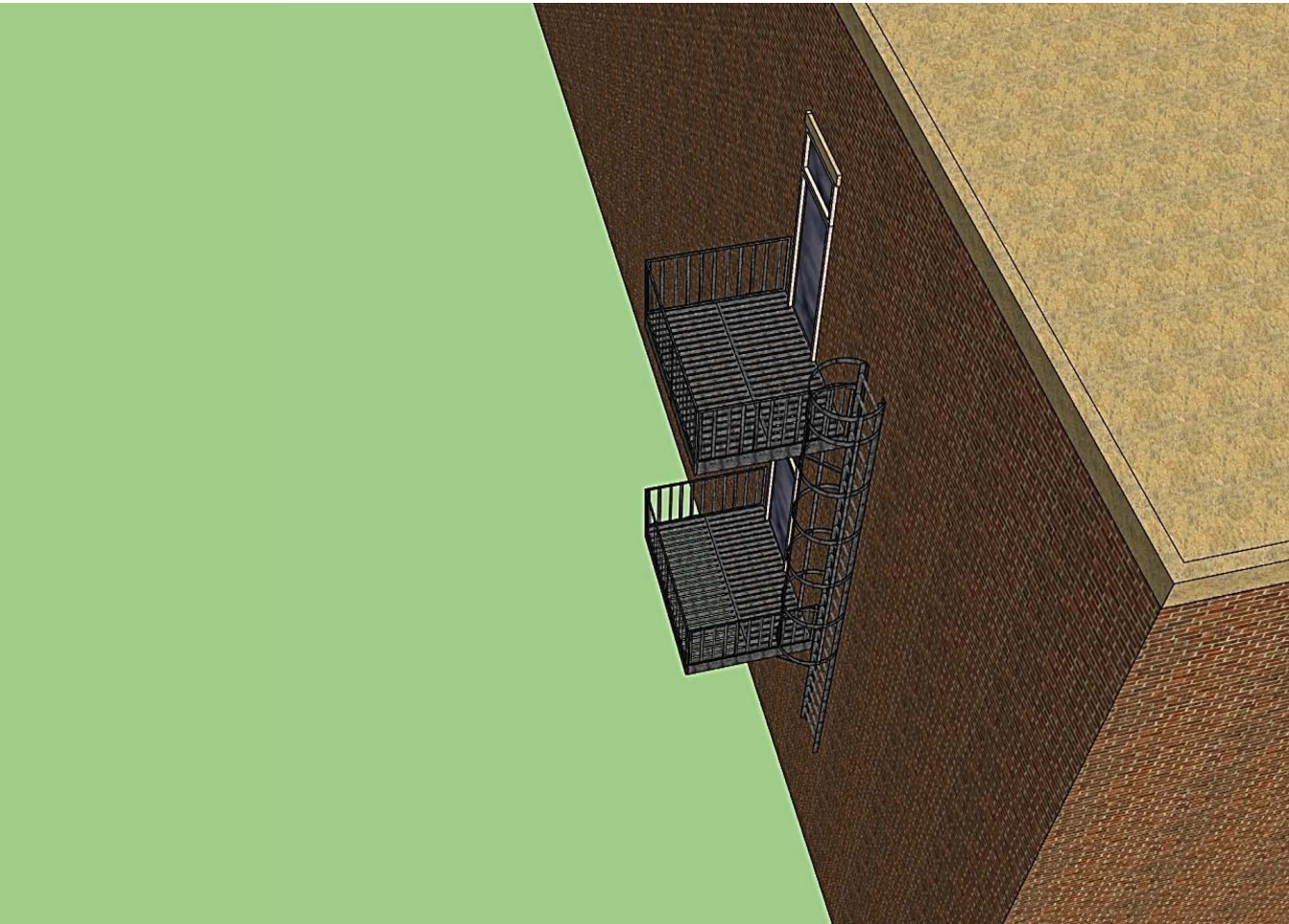
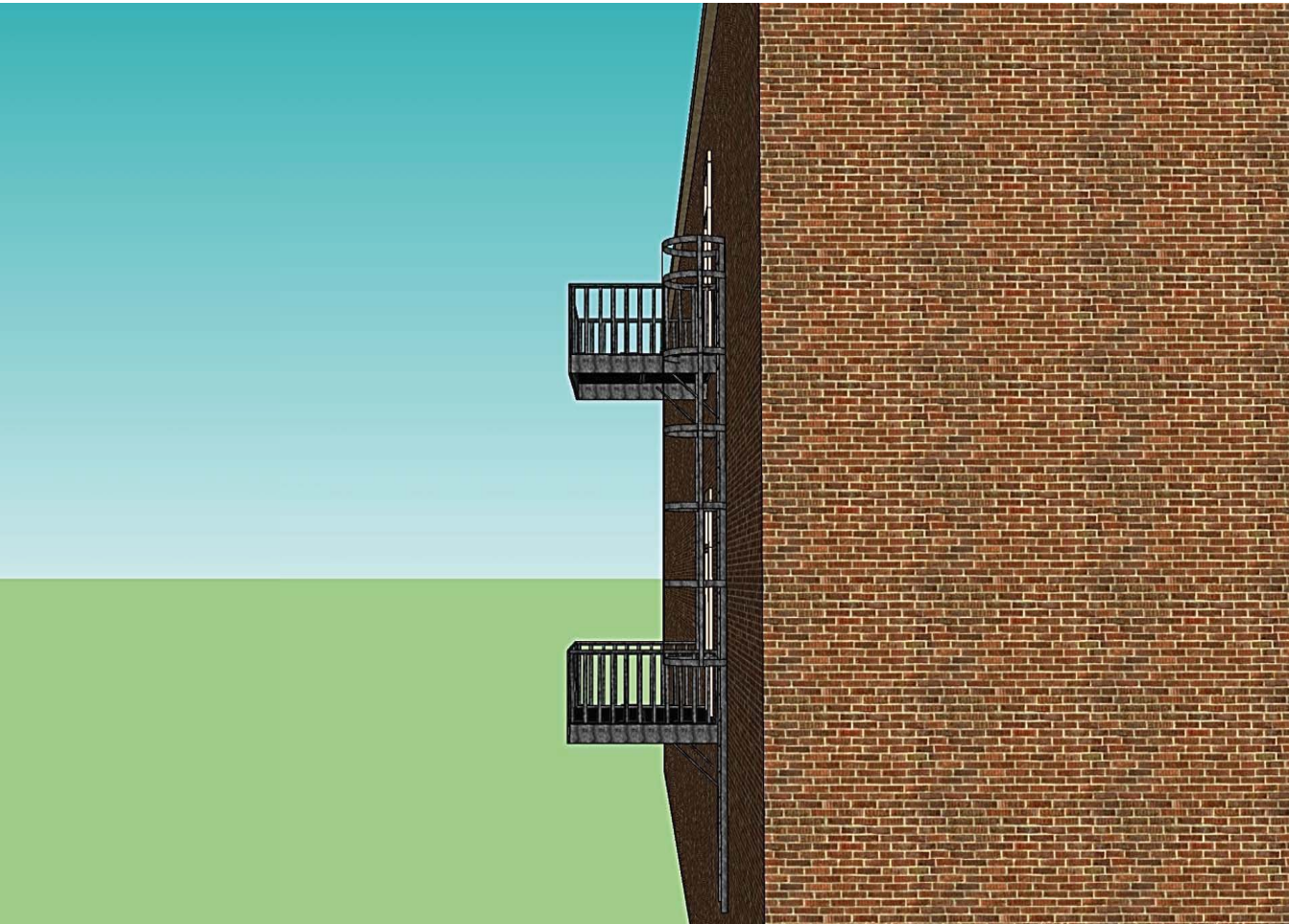
















## FEATURES & SPECIFICATIONS

**INTENDED USE** — Provides a minimum of 90 minutes illumination for the rated wattage upon loss of AC power. Ideal for applications requiring low-profile, attractive emergency lighting.

**CONSTRUCTION** — Compact, low-profile, architectural design with die-cast aluminum housing. Available finishes are texturized polyester powder coat paint in brushed nickel, white, black and dark bronze. All finishes can be painted in the field to match the wall color of choice.

U.S. Patent No. D468,046.

**OPTICS** — Standard optics provided with two 6W wedge-base xenon lamps offer 55 percent more light output than standard incandescent lamps. Patent-pending reflector/refractor design features superior vac-metalized, die-casted reflectors; and multi-faceted, highly transmissive refractor that significantly improve photometrics.

Forward throw (FWD) option optics provided with two high-brightness white LEDs, projecting an NFPA-101 compliant path 3' wide and 28' forward, when mounted 8-1/2' AFF. The typical life of the LED lamp is 10 years.

**All light sources meet requirements for NEC 700.16.**

Dual-voltage input capability (120/277V).

Edge connectors on printed circuit board ensure long-term durability.

Universal J-box mounting pattern.

Low-profile, integrated test switch/pilot light located below the lens.

Easily visible green status indicator.

Rigid conduit entry provision on top of the unit.

Battery: Sealed, maintenance-free lead-calcium battery provides 12W rated capacity. Nickel-cadmium battery with Premium and Exterior option packages.

Automatic 48-hour recharge after a 90-minute discharge.

Low-voltage disconnect prevents excessively deep discharge that can permanently damage the battery. Single-circuit battery connection.

**ELECTRICAL** — Current-limiting charger maximizes battery life and minimizes energy consumption. Provides low operating costs.

Short-circuit protection — current-limiting charger circuitry protects printed circuit board from shorts. Thermal protection senses circuitry temperature and adjusts charge current to prevent overheating and charger failure.

Thermal compensation adjusts charger output to provide optimum charge voltage relative to ambient temperature.

Regulated charge voltage maintains constant-charge voltage over a wide range of line voltages. Prevents over/undercharging that shortens battery life and reduces capacity.

Filtered charger input minimizes charge voltage ripple and extends battery life.

AC/LVD reset allows battery connection before AC power is applied and prevents battery damage from deep discharge.

Brownout protection is automatically switched to emergency mode when supply voltage drops below 80 percent of nominal.

EXT option package includes 20-minute time delay for supplemental lighting during HID startup.

**Self-diagnostics (PREM and EXT option packages)**

**Patented Electronics - U.S. Patent No. 6,502,044.**

|                |
|----------------|
| Catalog Number |
| Notes          |
| Type           |

## AFFINITY® Die-Cast Architectural Emergency Light



White



Brushed Nickel

# AFN

Single multi-chromatic LED indicator to display two-state charging, test activation and three-state diagnostic status.

Test switch provides manual activation of 30-second diagnostic testing for on-demand visual inspection. Self-diagnostic testing for five minutes every 30 days and 30 minutes every six months.

Diagnostic evaluation of lamp, AC to DC transfer, charging and battery condition. Continuously monitors AC functionality.

Postpone automatic test initiates eight hour delay of an automatic test by activating the manual test switch.

**LISTINGS** — UL Listed. Wet location (EXT) listed. Damp location (PREM, EXT) listed. Cold weather (EXT) listed.

Meets UL 924, NFPA 101, NFPA 70-NEC and OSHA illumination standards. UL labeled.

**WARRANTY** — 3-year limited warranty. Complete warranty terms located at [www.acuitybrands.com/CustomerResources/Terms\\_and\\_conditions.aspx](http://www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx)

Actual performance may differ as a result of end-user environment and application.

Note: Specifications subject to change without notice.

### ORDERING INFORMATION

For shortest lead times, configure product using **bolded options**.

**Example: AFN W EXT**

| AFN        |   |           |                          |                |   |
|------------|---|-----------|--------------------------|----------------|---|
| Series     |   | Finish    |                          | Options        |   |
| <b>AFN</b> | AFFINITY Series die-cast architectural emergency lighting | <b>W</b>  | White                    | <b>(blank)</b> | Features lead calcium battery   |
|            |   | <b>B</b>  | Black                    | <b>PREM</b>    | Features ni-cad battery, self-diagnostics and damp location 32°F to 122°F (0°C to 50°C)   |
|            |   | <b>BN</b> | Brushed nickel           | <b>EXT</b>     | Features high-temperature ni-cad battery listed from 0°F to 122°F (-18°C to 50°C), self-diagnostics, time delay; listed for cold weather, damp and wet location |
|            |   | <b>DB</b> | Dark bronze <sup>1</sup> | <b>FWD</b>     | Forward throw optics with LED light source  |

| Accessories: Order as separate catalog number. <sup>2</sup> |   |
|---|---|
| ELA AFNR DB   | Remote fixture (less batteries and electronics) to be powered by 6V battery equipment as part of an emergency lighting system (listed from 0°F to 122°F; -18°C to 50°C), BN, W, B finishes available. |

### Notes

- Dark bronze can only be ordered with EXT option.
- See spec sheet [ELA-OMC-ELA-AFNR](http://www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx).



# AFN Affinity® Die-Cast Architectural Emergency Light

## SPECIFICATIONS

| ELECTRICAL: Primary Circuit |          |      |                 |              |                            |
|-----------------------------|----------|------|-----------------|--------------|----------------------------|
| Type                        | AC Input |      |                 | Output volts | Watts output<br>1-1/2 hrs. |
|                             | Volts    | Amps | Watts           |              |                            |
| AFN                         | 120      | .11  | 1.1             | 6            | 12                         |
|                             | 277      | .12  | 1.3             |              |                            |
| AFN PREM                    | 120      | .15  | 1.4             | 6            | 12                         |
|                             | 277      | .14  | 1.4             |              |                            |
| AFN EXT                     | 120      | .23  | 21 <sup>1</sup> | 6            | 12                         |
|                             | 277      | .25  | 35 <sup>1</sup> |              |                            |

| BATTERY: Sealed Lead-Calcium |                         |                           |                          |                                  |
|------------------------------|-------------------------|---------------------------|--------------------------|----------------------------------|
| Voltage                      | Shelf life <sup>2</sup> | Typical life <sup>2</sup> | Maintenance <sup>4</sup> | Optimum temperature <sup>3</sup> |
| 6                            | 12 months               | 5 - 7 years               | none                     | 60° - 90°F<br>(16° - 32°C)       |

| BATTERY: Nickel-Cadmium |                         |                           |                          |                                  |
|-------------------------|-------------------------|---------------------------|--------------------------|----------------------------------|
| Voltage                 | Shelf life <sup>2</sup> | Typical life <sup>2</sup> | Maintenance <sup>4</sup> | Optimum temperature <sup>3</sup> |
| 6                       | 3 years                 | 7 - 9 years               | none                     | 32° - 122°F<br>(0° - 50°C)       |

- 1 Exit provided with battery heater.
- 2 At 77°F (25°C).
- 3 Optimum ambient temperature range where unit will provide capacity for 90 minutes. Higher and lower temperatures affect life and capacity. See option packages for expanded temperature ranges. Consult factory for detailed information.
- 4 All life safety equipment, including emergency lighting for path of egress must be maintained, serviced, and tested in accordance with all National Fire Protection Association (NFPA) and local codes. Failure to perform the required maintenance, service, or testing could jeopardize the safety of occupants and will void all warranties.

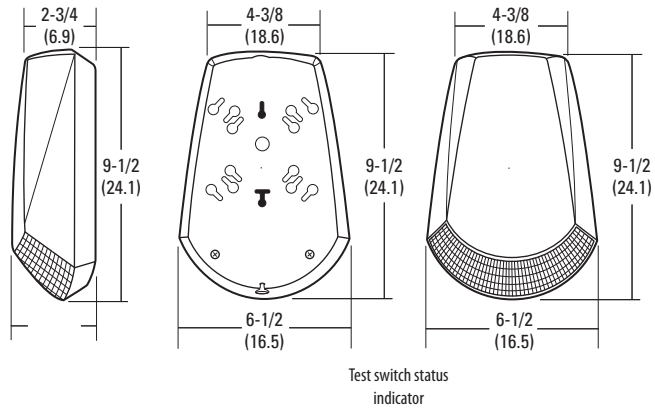
## SPACING GUIDE

| Xenon Lamp               | Path of Egress<br>3'-wide | Path of Egress<br>6'-wide |
|--------------------------|---------------------------|---------------------------|
| Center-to-Center Spacing | 26'                       | 21'                       |

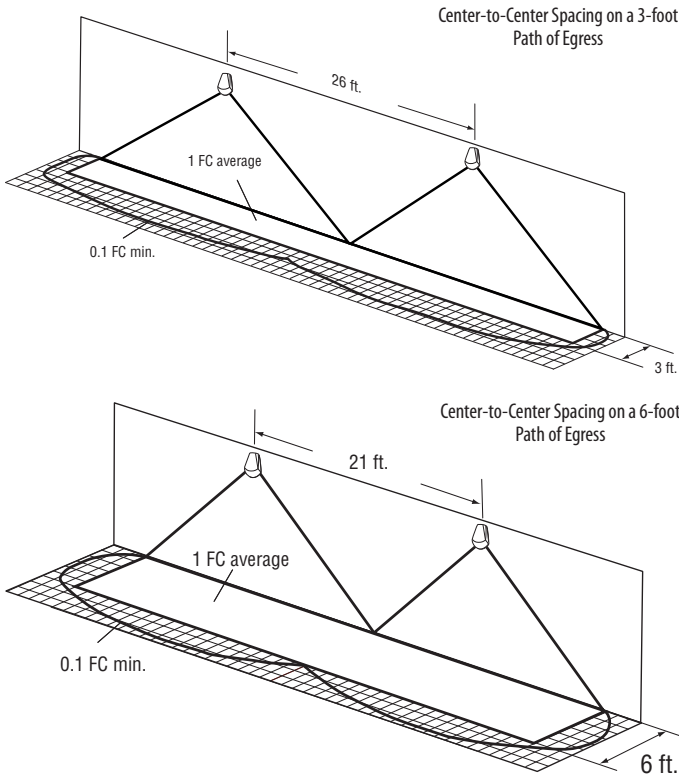
NOTE: Meets Life Safety Code standard minimum illuminance of 0.1 FC and average illuminance of 1.0 FC. Assumes open space with no obstructions, mounting height: 8.5', ceiling height: 9', and reflectances: 80/50/20.

## MOUNTING

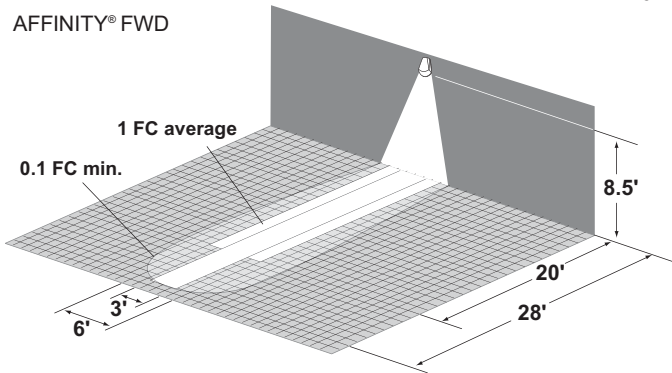
All dimensions are inches (centimeters).  
Shipping weight: 3.5 lbs. (1.59 kgs.)



## FIXTURE PERFORMANCE



## AFFINITY® FWD





## Community & Strategic Planning

500 East Third Street, Suite 310 • Loveland, CO 80537  
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[www.cityofloveland.org](http://www.cityofloveland.org)

### Loveland Historic Preservation Commission Staff Report

**From:** Bethany Clark, Community and Strategic Planning  
**Meeting Date:** September 16, 2013  
**Re:** Alteration Certificate Application for 365 N Lincoln Avenue

---

#### ***SITE DATA***

***Address:*** 365 N Lincoln Avenue  
Loveland, CO 80537

***Request:*** Application for Alteration Certificate

***Historic Name:*** Union Block/Lincoln Hotel

***Architectural Style:*** Two-Part Commercial Block

***Construction  
Date:***

1905

***Owner(s):*** Lincoln Hotel/Apartments LLC  
C/O Charles Salwei

***Applicant(s):*** Charles Salwei

***Attachments:***

1. Alteration Certificate Application
2. The Secretary of the Interior's Standards for Rehabilitation
3. Special Requirements: Health & Safety Considerations, Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings
4. Alternatives Examined to Achieve Code Compliant Means of Egress
5. Resolution #13-01

## I. SUMMARY

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This application proposes to install a fire escape on the east elevation of the Union Block/Lincoln Hotel located at 365 N Lincoln Avenue. The owner of the Lincoln Hotel has been remodeling the interior upper story of this building and modifying the layout of the existing apartment units. The fire escape is being required to meet current building and fire codes. See Background and Project Description.

## II. BACKGROUND

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In 2004 Rolf Jensen & Associates Inc., fire and security engineering consultants from Denver, were commissioned to evaluate the Union Block/Lincoln Hotel with respect to the building and fire codes active at that time by the City of Loveland, and to issue a technical opinion via a written report. At the time, the owners wished to modify apartment layouts on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

The Fire Protection and Life Safety Evaluation noted numerous dead-end corridors and only one code-compliant exit from the two floors above grade. As a condition of approval to modify the existing units, the owner agreed to install an additional (second) exit from the two floors above grade. Due to the configuration of the interior of the building, the only option to fulfill this requirement was an exterior exit (fire escape). The evaluation stated:

*“An additional fire escape or exit needs to be added to the building to provide the required second exit. This exit should be designed and presented to the building and fire departments for their review and approval.”*

At that time, the Building and Fire departments agreed to accept the fire escape as a means of addressing the existing life-safety issue caused by only one exit on the floors above grade.

## III. ARCHITECTURAL CHARACTERISTICS

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The Union Block/Lincoln Hotel building was constructed on the southwest corner of E 4<sup>th</sup> Street and North Lincoln Avenue in 1905. The building's architectural style is Three-Part Commercial Block. The building measures 90' north to south by 75' east to west. Bricks are laid in a running bond configuration, and a cornice extends the full length of the façade with elaborate modillions and scrollwork features on the north end of the east elevation and the north elevation. Glass-in-wood-frame doors leading into the storefronts at 236 and 238 E 4<sup>th</sup> Street features transom lights, and glass-in-steel-frame doors featuring transom and sidelights lead into 246 and 248 E 4<sup>th</sup> Street. Storefronts on 4<sup>th</sup> Street are separated into three divisions by brick columns, and feature fixed-pane display windows and metal and brick kickplate areas.

A steel channel with tie rods with rosette ends divides the Union Block/Lincoln hotel building's first and second stories on the north end of the east elevation and the north elevation. The east façade contains eight (8) 1/1 double-hung sash windows with stone lugsills and lintels on the second story, and nine (9) 1/1 double-hung sash windows on the third story. Also on the east façade are two (2) single-light fixed-pane windows with stone lugsills and lintels located on the second story,



and three (3) similar windows on the third story. Two (2) glass-in-wood-frame doors with transom lights are also located on the east elevation. A steel fire escape ladder is located on the south elevation that leads to two exit doors on the second and third stories.

#### IV. PROJECT DESCRIPTION

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The scope of proposed work is outlined in the Alteration Certificate Application, prepared by the applicant and included as **Attachment 1**. The applicant proposes to install a new fire escape on the east elevation. The two landings from the second and third floor windows will be manufactured by Tiger Steel Inc. and will be constructed of structural and misc. steel painted black. The retractable counter-balanced ladder and cage surround will be manufactured by Jomy, a company that specializes in fire escape ladders, and will be constructed of aluminum and powder-coated black to match the landings. Required emergency exterior lighting will be a small unit above each of the two exit windows and painted to match the brick. The lighting will only be activated if the building loses power.

#### V. REQUIRED CRITERIA

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The Alteration Certificate process provides for the protection of the historic character of buildings on Loveland's Historic Register. Generally, the standards to be used in considering an Alteration Certificate are identified as the *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties*. Specifically, Section 14.45.110.D of the Loveland Municipal Code states that:

"In addition to the criteria set forth in the Historic Residential Design Guidelines for alteration certificates, the Commission shall use the following criteria to determine compatibility:

1. The effect upon the general historical and architectural character of the structure and property;
2. The architectural style, arrangement, texture, and material used on the existing and proposed structures and their relation and compatibility with other structures;
3. The size of the structure, its setbacks, its site, location, and the appropriateness thereof, when compared to existing structures and the site;
4. The compatibility of accessory structures and fences with the main structure on the site, and with other structures;
5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the structure upon which such work is done;
6. The condition of existing improvements and whether they are a hazard to public health and safety;
7. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property; and

8. Compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* set forth in Title 36 of the Code of Federal Regulations, Part 68. This reference shall always refer to the current standards, as amended."

### ***Secretary of the Interior's Standards and Guidelines***

Per Criteria number 8, the Commission must also use the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. These Standards are further classified as Standards and Guidelines for "preserving," "rehabilitating," "restoring" and "reconstructing." The Guidelines provide more specific guidance on the topic at hand. In the case of this proposal, the proposed work falls under the category of "rehabilitation." Therefore, the *Standards for Rehabilitation* are used, see **Attachment 2**.

Within these Standards are Guidelines specific to *Special Features: Health & Safety Considerations*. These Guidelines are included as **Attachment 3**.

## **VI. STAFF ANALYSIS**

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Staff analysis is based upon the criteria and materials listed in the above Section and as outlined in Section 15.56.110D of the Loveland Municipal Code. It does not appear that the Historic Residential Design Guidelines would apply per Section 15.56.110E.

### ***Criteria in the Historic Preservation Ordinance***

Staff believes that Criteria **1, 4, 5, 6, and 8** in Section 15.56.110 of the Municipal Code and the Required Criteria and Findings Section of this staff report are applicable to the proposed work. These criteria deal with the effect of the proposed work on the individual structure as well as that effect of the proposed work on the historic district in its entirety. They look at the overall impact of the change. As this property is part of a historic district, it is the impact on the integrity of the entire district must be considered.

#### ***1. The effect upon the general historical and architectural character of the structure of the property.***

According to the Historic Building Inventory – Site No. 5LR1059, the Union Block/Lincoln Hotel is significant under Loveland's "commerce and industry" context as it relates to the downtown area's commercial development in the first half of the twentieth century. The building is also architecturally significant as one of the largest commercial buildings in Loveland and because it is located at a key corner intersection in the core of downtown Loveland. The building's significance as a prominent building at a key corner intersection also means that any exterior change will be highly visible and any impact it may have on the building's architectural character will be of a greater magnitude.

#### ***4. The compatibility of accessory structures and fences with the main structure on the site, and with other structures;***

As a code-required alteration, the fire escape should be evaluated for compatibility in terms of design, materials, finish, scale, massing, etc. The profile and design of the landings and ladder are a minimal profile and the finish will be black. Though the fire escape will be an obvious alteration on a prominent façade, the necessity of it is unavoidable. However, in terms of scale, color, and overall appearance of the fire escape on the façade, it is compatible with the Union Block/Lincoln Hotel.

*5. The effect of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.*

The east façade of the Union Block/Lincoln Hotel building is a prominent elevation fronting a main U.S. Highway. The addition of a fire escape on such a prominent elevation would have a significant effect on the appearance of the structure. However, the fire escape itself would not irreversibly destroy any architectural elements.

*6. The condition of existing improvements and whether they are a hazard to public health and safety.*

As previously mentioned the property owner has been remodeling the interior second and third floors to add additional apartment units. To meet fire code requirements, the owner was given the option of either installing a fire sprinkler system or an additional fire escape to provide the necessary means of egress. In either case, the modified units pose a safety risk and are not occupiable without some sort of improvement to meet the fire code.

*8. Compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties*

The Secretary of the Interior's Standards for Rehabilitation include two especially relevant standards to evaluate the fire escape:

*(9.) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*

The fire escape will be attached to the exterior wall with bolts that will obviously create some damage to the historic masonry and will leave holes if it were ever to be removed. However, the holes will be minimal and should not be considered destructive to the overall building. Although the fire escape is a noticeable alteration and a main elevation, and changes the spatial relationship of the façade, the profile is minimal with only two 4'x8' landings and accompanying retractable ladder and cage. The ladder is not being required to extend up to the roof as roof access is already provided by the rear fire escape, and the ladder will not extend to the ground. The fire escape is a counter-balanced retractable ladder, so it will not extend until released in the case of an evacuation.

*(10.) New additions and adjacent or related new construction will be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

The fire escape will be installed in a manner that will allow it to be removed in the future and the form and integrity of the Union Block/Lincoln Hotel will be relatively unimpaired.

### ***Secretary of the Interior's Guidelines***

The Secretary of the Interior Guidelines also contains Special Requirements for Health & Safety Considerations. Such work is assessed for its potential negative impact on the building's historic character and ensuring that character-defining features are not destroyed, obscured, or radically changed.

A recommended course of action is *"placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be on an inconspicuous elevation."*

As the east elevation is a prominent elevation, a fire escape would not be inconspicuous. However, the Fire Protection and Life Safety Evaluation determined that the only way to accommodate an additional exit is with an exterior fire escape. A fire escape is already located on the rear elevation to provide a means of egress for the existing apartment units. The existing fire escape is not sufficient to serve the additional units. An examination was done to explore alternative options to achieve the required means of egress, and the only viable option was determined to be placement of the exterior fire escape on the east elevation **(See Attachment 4)**.

The Guidelines do not recommend:

- *Making changes to historic buildings without first exploring equivalent health and safety systems, methods, or devices that may be less damaging to historic spaces, features, and finishes.*
- *Constructing a new addition to accommodate code-required stairs and elevators on character-defining elevations highly visible from the street; or where it obscures, damages, or destroys character-defining features.*

## **VII. HISTORIC PRESERVATION COMMISSION ACTIONS**

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It is the charge of the Historic Preservation Commission to review applications for landmark alteration certificates on its basis of compatibility in terms of design, material, finish, scale, mass, etc. The Commission must use the above criteria, to evaluate whether the proposed work would or would not detrimentally alter, destroy, or adversely affect any architectural or landscape feature which contributes to its original historical designation.

Under Section 2.60.130 of the Loveland Municipal Code, the purpose of the Historic Preservation Commission is to review and make decisions on any application for alterations to a designated historic landmark based upon the criteria outlined in Section 15.56.110. After obtaining an alteration certificate, the applicant must apply for a building permit and comply with all other requirements under the City's building codes, fire code, all other ordinances of the City, and all

applicable rules, regulations and policies of the city, as required in Code Section 15.56.070.G. Accordingly, the Commission is not charged with reviewing applications for compliance with the required building codes or fire codes. The approval of a landmark alteration certificate does not constitute an approved building permit, nor does it imply that the alteration complies with all other required codes. The determination of compliance with the building codes and fire codes resides with the Chief Building Official and the Fire Chief, who are empowered to modify the alteration certificate as necessary to mitigate health and safety issues.

Per Section 15.56.060.B Commission Review Criteria, the Historic Preservation Commission has thirty (30) days from the hearing date to adopt written findings and conclusions. The findings to be made are:

- Whether the proposed development is visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.
- Whether the proposed work would or would not detrimentally alter, destroy, or adversely affect any architectural or landscape feature which contributes to its original historical designation

#### **VIII. STAFF RECOMMENDATION**

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Subject to additional evidence presented at the public hearing, City staff recommends the following motion:

*Move to make the findings listed in Section VI of the Historic Preservation Commission staff report dated September 16, 2013 and, based on those findings, adopt Resolution #13-01 approving the landmark alteration certificate for 365 N Lincoln Avenue.*



## Photographs of Flood Damage at Swartz Farmstead





















DRAFT







## Community & Strategic Planning

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[www.cityofloveland.org](http://www.cityofloveland.org)

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### STAFF UPDATE

**Meeting Date:** October 21, 2013  
**To:** Loveland Historic Preservation Commission  
**From:** Bethany Clark, Community & Strategic Planning

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### Format:

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*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:

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#### Swartz Farmstead

Staff requested proposals from four historic consultants to complete the Level II Historic Resource Documentation of the Swartz Farmstead. The City is contracting with Cultural Resource Historians to prepare the documentation prior to demolition. The City Manager has agreed to cover the costs for the documentation, which will be filed with the State Historic Preservation Office upon completion. It is expected that demolition will begin the week of November 4<sup>th</sup>. The Scope of Work is attached to this update for the Commission's reference.

#### Artspace

On Monday, October 14, 2013, the Planning Commission held a public hearing on the Artspace Site Development Plan (SDP). Planning Commission is required to consider projects in the Be zoning district that are 25,000 square feet in size or larger. Their decision is based on conformance with the applicable Be zoning district standards. Upon review, the Planning Commission felt that there were three areas of the project that did not conform to the Be zoning district standards. These included parking, building design, and relationship to the Feed & Grain Building (not knowing how the Feed & Grain would redevelopment and what the restoration would look like in terms of exterior appearance). Because of these issues, Planning Commission unanimously denied the project by a vote of 8 – 0. It is anticipated that the Artspace Project Team will appeal this decision to City Council. However, in terms of scheduling an appeal, the earliest it could be heard by City Council is December 3, 2013.

## SWARTZ FARMSTEAD - LEVEL II HISTORIC RESOURCE DOCUMENTATION

### Scope of Work

Cultural Resource Historians will complete the Level II Swartz Farmstead documentation in strict accordance with the History Colorado publication “Historic Resource Documentation Standards for Level I, II, and III Documentation” (publication #1595). The documentation will be to Historic American Building Survey (HABS) standards; however, it will not represent a true HABS document because it will not be formally reviewed by the National Park Service or History Colorado / Office of Archaeology and Historic Preservation (HC/OAHP). In assuring the project’s standards, we will also rely on the “Manual for Editing HABS/HAER Documentation” published by the National Park Service, and Frederic J. Athearn’s “A Window to the Past—A View to the Future: A Guide to Photodocumenting Historic Places” published by the Bureau of Land Management.

The Swartz Farmstead Level II documentation will entail three broad tasks:

- A descriptive and historical narrative
- Measured drawings
- Large format photography

To prepare the descriptive and historical narrative we will rely, in part, on the research and field survey completed by Cultural Resource Historians in 2011. Additional research and a more detailed field survey will be required, however. In-depth archival research will be conducted to develop contextual information relative to the history of Loveland and agricultural development in the Big Thompson Valley. The research will then focus more narrowly on the Swartz Farmstead and the people associated with it over the years. The research will begin by developing a chain of ownership title for the property through deed research at the Larimer County Courthouse. Other research sources may include: U.S. census records, plat maps, county assessor records, building permits, newspaper articles, historic photographs, biographical files, and oral histories. At a minimum, we will conduct research at the following repositories: Loveland Public Library, Loveland Museum and Gallery, City of Loveland Building Division, and the Larimer County Clerk and Recorder’s Office. Extensive online research will also be conducted via such websites as Colorado’s Historic Newspaper Collection, HeritageQuest, Denver Public Library, Western History Division, FindaGrave.com, and Ancestry.com. Among other sources, these websites provide access to census records, newspaper articles, and historic photographs.

The field survey will document the property as a whole, as well as the eleven individual buildings and structures. The descriptive narrative will be of sufficient detail to meet Level II documentation standards, addressing the specific construction elements of each building or structure, including foundations, walls, roofs, windows, doors, porches, and architectural details. To begin with, we will rely on the description notes from the 2011 survey; however, we will be careful to note any changes and to provide greater detail to meet Level II standards. In particular, it will be necessary to take more detailed measurements to prepare a measured drawing for the site, as well as measured floor plan drawings for the farmhouse, tenant house, and barn.

Four measured drawings will be produced including a site map of the entire property, and floor plans of the farmhouse, tenant house, and barn. Draft drawings will be created in the field using a tape measure and notepad. The field drawing will then be reproduced as to-scale measured drawings of pencil or archival ink on vellum or archival bond paper. In addition to the plan, each drawing will also include a key denoting the



topographic elevation, property name, location, date, and a north arrow. Lastly, the measured drawings will also be copied onto Mylar.

Large-format documentary photographs of the Swartz Farmstead will be taken, developed and printed by Richard Collier, the region's most experienced architectural photographer. The photographs will exceed Level II standards and will actually meet true HABS/HAER standards. The photos will be produced in strict accordance with "Historic Resource Documentation Standards for Level II" projects and the "Manual for Editing HABS/HAER Documentation." Mr. Collier will use a Sinar P, 4" by 5" large format camera with Schneider lenses, widely regarded as the best architectural camera in existence. Mr. Collier will use an external light meter and will provide additional lighting for interior illumination, as needed. The large format photographs will be hand-developed, processed, printed, labeled and catalogued in a private photo lab in strict accordance with Level II Documentation and HABS/HAER standards. For each view, Mr. Collier will produce one 4" by 5" negative and two sets of archival prints. The photos will depict the exterior elevations of each building and structure, as well as general and detail views of the site as a whole.



## Community & Strategic Planning

500 East Third Street, Suite 310 • Loveland, CO 80537  
(970) 962-2745 • Fax (970) 962-2945 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

### MEMORANDUM

**To:** Historic Preservation Commission  
**From:** Bethany Clark, Development Services  
**Date:** October 16, 2013  
**RE:** Revised Nomination and Landmark Alteration Certificate Applications

#### SUMMARY

Staff has developed a revised application form for Landmark Alteration Certificate Applications as well as for Historic Landmark and Historic District nominations. These revisions are based on the HPC's desire to simplify applications and ensure that landmark alteration applications clearly and accurately illustrate the proposed alterations.

#### LANDMARK ALTERATION CERTIFICATE APPLICATION

The Landmark Alteration Certificate Application and Checklists are modeled after a combination of several communities' Alteration Certificate Applications along with the City of Loveland's current Application. The desire is to adopt at a later date photograph standards and drawing standards to clearly illustrate to applicants the level of information required for review. Based on previous Commission comments, new language has also been added that requires applicants to acknowledge that the Landmark Alteration Certificate process does not constitute approval of a building permit or reflect an opinion or decision as to compliance with the City's zoning codes, building codes, fire codes, or other ordinances, rules, regulations or policies of the City.

#### HISTORIC LANDMARK OR DISTRICT NOMINATION APPLICATION

To unify the appearance and clarity of applications, staff has also revised the applications for historic landmark nominations and historic district nominations. The application generally requires the same information from the previous application, but provides guidance on points to discuss during the architectural description and historical description.

#### RECOMMENDATION

A complete package of revised applications and checklists must be adopted by the Historic Preservation Commission. Staff recommends that the Historic Preservation Commission

*Motion to adopt the Landmark Alteration Certificate Application Package, the Historic Landmark Nomination Application, and the Historic District Nomination Application.*

#### ATTACHMENTS

Attachment 1: Draft- Landmark Alteration Certificate Application Package

Attachment 2: Draft- Historic Landmark Nomination Application

Attachment 3: Draft- Historic District Nomination Application

# Customer Guide

## Historic Landmark Alterations – Page 1

### What's in the Customer Guide?

- **Page 1**      **Overview**
- **Page 2-3**    **Process**
- **Page 4**      **Application**
- **Page 5-6**    **Checklists**

Properties that have been designated on the Loveland Historic Register go through an additional review process when proposing exterior alterations, to ensure that all changes are compatible with the historic character of the building. The Historic Preservation Commission (HPC) reviews and approves applications for new construction, alterations, additions, repairs, replacements, relocation and demolition of properties designated on the Loveland Historic Register. An approved Landmark Alteration Certificate is required prior to commencing work.

A Landmark Alteration Certificate is a document that certifies that a design review has been accomplished and the work meets the applicable design guidelines. The certificate is the preliminary step in obtaining a building permit, if a permit is required for the proposed work.

The HPC has no oversight over simple repairs, routine maintenance, landscaping, low fences or walls, painting, or interior modifications. If you are unsure whether you need a Landmark Alteration Certificate, simply contact the Community and Strategic Planning Division to determine if an application is required. Even if you do not require a Landmark Alteration Certificate, staff is happy to provide you with information on best practices for maintaining the architecture and materials of your home.

This guide is meant to help applicants understand the design review process and application requirements. Please contact staff if you have any questions.

### Standards that apply

*Loveland Historic Residential Design Guidelines*  
(for properties that were historically residential)

*Criteria for Review of Alteration Certificates,*  
*Section 15.56.110 of the Loveland Municipal Code*

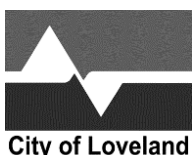
*Secretary of the Interior's Standards for Rehabilitation*

*Section 15.56.120 or 15.56.130 for Demolition or*  
*Relocation of a Loveland Historic Landmark*

### Approvals & Permits Required

For any locally designated landmark structure or structure located within a locally designated historic district, approval from the Historic Preservation Commission is required prior to issuance of any building or zoning permit. A Landmark Alteration Certificate does not preclude any required Building Permits or Planning and Zoning approval.

*The Historic Preservation Commission is composed of seven members, appointed by the City Council, who serve without compensation for a three-year term. The Commission is comprised of professionals in the fields of history, architecture, planning, or other related professions as well as lay-persons.*





## Landmark Alteration Certificate Process

### 1) Submit a Landmark Alteration Certificate Application

Applicants should fill out the Landmark Alteration Certificate Application and follow the instructions in the General Checklist. If the work includes replacing windows or doors, applicants must also follow the Window/Door Replacement Checklist.

Applications can be submitted at the Planning window on the third floor of the Municipal Complex Annex, or mailed to City of Loveland Community & Strategic Planning, 500 E. Third Street, Suite 310, Loveland, CO 80537. Applications must be accompanied with specific information which adequately illustrates the proposal; a complete submittal is required before design review by the Historic Preservation Commission. Staff will review the submitted application for completeness. Incomplete applications will be returned to the applicant with a statement regarding incomplete portions.

### 2) Review of Impact

Staff and two members of the Historic Preservation Commission will review the application and determine whether or not the proposed work would have a significant impact upon or be potentially detrimental to the landmark site or historic district.

#### 2a) Determination of No Significant Impact

If staff and the two HPC members find that the proposed alterations will not be a significant impact or be potentially detrimental to the landmark site or historic district, an approved Landmark Alteration Certificate will be issued (continue to Step 4)

#### 2b) Determination of Significant Impact

If any of the three reviewers find that the proposed alterations would create a significant impact or potential detriment to the property, then they will refer the application to the Historic Preservation Commission for a public hearing (Continue to step 3).

### 3) Alteration Certificate Public Hearing

The Historic Preservation Commission will hold a public hearing to consider the application and determine whether it meets the applicable standards. Staff will prepare a 'staff report' which reviews the application for compliance with the applicable standards and will provide a staff recommendation for the Historic Preservation Commission to consider. Applicants will be given an opportunity to present their proposal to the HPC and to address any issues or questions.

If the proposal is approved by the Historic Preservation Commission, staff will issue a Landmark Alteration Certificate.

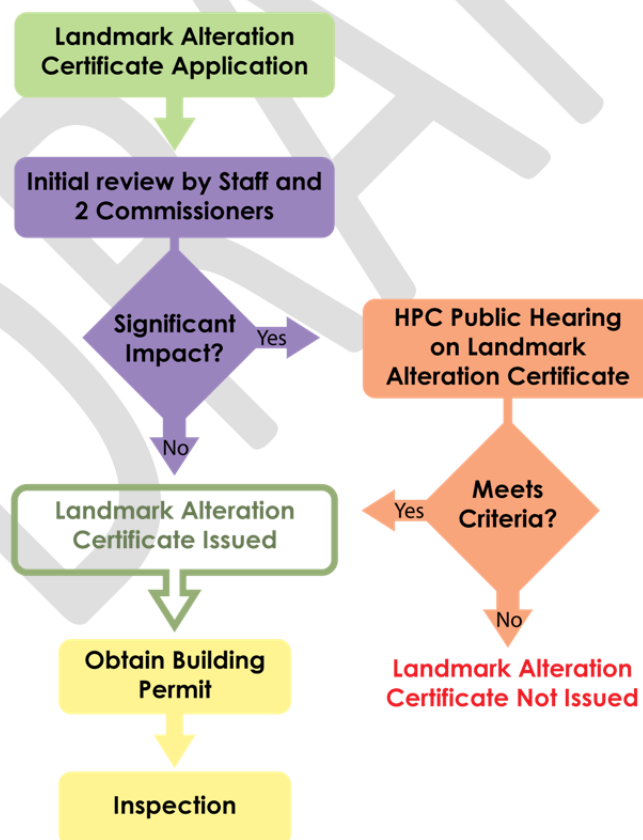
**4) Obtain Building Permit**

After an approved Landmark Alteration Certificate has been issued, the Applicant must apply for a building permit (if required) and comply with all other City codes and regulations, including but not limited to the City's zoning codes, building codes and fire codes.

**5) Inspection**

Historic Preservation Staff will ensure that upon final inspection all work is in accordance with the approved Landmark Alteration Certificate before the building official's office will issue a Certificate of Occupancy or Letter of Completion.

- a) No Certificate of Occupancy or Letter of Completion will be issued if the work performed was not approved by the Historic Preservation Commission.
- b) In addition, any unauthorized alterations will result in a one-year moratorium on all building permits, revocation of the building permit fee waiver, and may also result in rescission of the historic landmark designation.

**LANDMARK ALTERATION CERTIFICATE PROCESS**

## Application

## Historic Landmark Alterations

## LANDMARK ALTERATION CERTIFICATE – Application

## LANDMARK PROPERTY INFORMATION

Property Address:

Historic Property Name:

Year Built:

Property Owner

Name:

Address:

Phone:

City:

Email:

Zip:

## APPLICANT INFORMATION (IF NOT PROPERTY OWNER)

Interest in Property/  
Building (*circle one*)

Contractor

Other (please explain):

Architect/Engineer

Lessee

Applicant

Name:

Address:

Phone:

City:

Email:

Zip:

## PROPOSAL

Written Narrative of the Proposed Alteration (Attach additional sheets if necessary). Describe the condition of the property and what impacts the alteration will have on original materials.

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## ACKNOWLEDGMENT

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. Furthermore, I understand that the Landmark Alteration Certificate process does not constitute approval of a building permit or reflect an opinion or decision as to compliance with the City's zoning codes, building codes, fire codes, or other ordinances, rules, regulations or policies of the City.

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*Signature of Owner OR Owner's Representative*


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*Date of Submittal*



# General Application Checklist

## Historic Landmark Alterations

### 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.

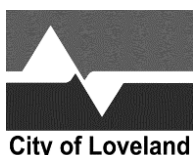
Submit this completed form along with **3 copies** of the required submittal documentation.

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

The following is REQUIRED:

- ☐ 1. **Complete Application** for Design Review.
- ☐ 2. **Site Plans:** Including existing and proposed site improvements, if applicable (drawn to scale).
- ☐ 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, materials, etc.) if applicable, and/or detailed construction drawings.
- ☐ 6. **Colors:** Color chips or printed samples of proposed new materials.
- ☐ 7. **Windows/Doors 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 15.56.110 of the Loveland Municipal Code*, and all other applicable adopted guidelines as the criteria to review Alteration Certificate Applications. The Landmark Alteration Certificate process does not constitute approval of a building permit or reflect an opinion or decision as to compliance with the City’s zoning codes, building codes, fire codes, or other ordinances, rules, regulations or policies of the City. Applicant is responsible for submitting plans to those departments for review.



# Window/Door Replacement Checklist

## Historic Landmark Alterations

### 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.

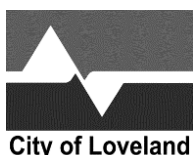
Submit this completed form along with **3 copies** of the required submittal documentation.

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 15.56.110 of the Loveland Municipal Code*, and all other applicable adopted guidelines as the criteria to review Alteration Certificate Applications. The Landmark Alteration Certificate process does not constitute approval of a building permit or reflect an opinion or decision as to compliance with the City's zoning codes, building codes, fire codes, or other ordinances, rules, regulations or policies of the City. Applicant is responsible for submitting plans to those departments for review.



# Designation Information

## Historic Landmark Nomination

### LOVELAND HISTORIC LANDMARK NOMINATION – Application Information

#### PREPARING AND FILING YOUR APPLICATION:

The Historic Preservation Commission thanks you for becoming involved in the important process of protecting the Loveland community's historic built environment. The following steps will guide you through the nomination process and designation procedures. *If you have any questions, please call the historic preservation staff. Our staff is here to help!*

Designation is a five step process that takes approximately 3-4 months from the time an application is submitted to the Historic Preservation Commission.

- Step 1 Pre-Application Conference.** Schedule a time to meet with the City Staff to determine the property's significance, review the designation process, and learn how to research the historic property. City Staff will also outline the privileges, obligations, and restrictions that apply to designated landmarks and districts.
- Step 2 Formal Application.** Complete the ***Loveland Historic Landmark Nomination Application*** and attach an officially recorded document containing the legal description of the property. This could be an abstract of title, warranty deed, quit claim deed, etc. Contact the Larimer County Clerk's office for assistance. Applications can be submitted at the Planning window on the third floor of the Municipal Complex Annex, or mailed to City of Loveland Community & Strategic Planning, 500 E. Third Street, Suite 310, Loveland, CO 80537.
- Step 3 Staff Review.** Community and Strategic Planning staff will review the application to determine whether the application is complete and if the property meets the criteria for designation.
- Step 4 Historic Preservation Commission.** Once a complete application has been received, a public hearing is scheduled before the Historic Preservation Commission. All owners of record are notified by mail of the date, time, and place of the hearing. In addition, at least 15 days prior to the public hearing, the City shall post the property and publish a notice in the newspaper to indicate that a historic landmark designation has been applied for. The Commission will hear public testimony at the hearing and determine if the property meets the designation criteria. If the Commission determines that the property meets the criteria, the application is then forwarded to City Council.
- Step 5 City Council.** Upon recommendation of the Commission, the designation application is forwarded to the Loveland City Council. The City Council will review the application for conformance with the established criteria for designation. Due consideration will also be given to the written view of owners of affected property. The City Council designates a landmark by City Ordinance, which requires two readings before the Council. The first reading before City Council is a public hearing.





## Application

## Historic Landmark Nomination

## LOVELAND HISTORIC LANDMARK NOMINATION – Application

## 1. NAME OF PROPERTY

Historic Name: \_\_\_\_\_

Current Name: \_\_\_\_\_

## 2. LOCATION

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

Legal Description (attach additional sheets if necessary): \_\_\_\_\_

## 3. OWNER INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

## 4. APPLICANT

- ☐ Property Owner
- ☐ City Council (attach meeting minutes initiating action)
- ☐ Commission Designees (pursuant to 15.56.170)
- ☐ Historic Preservation Commission (attach meeting minutes initiating action)

## 5. PROPOSED LANDMARK INFORMATION

Construction Date: \_\_\_\_\_

Source of Information: \_\_\_\_\_

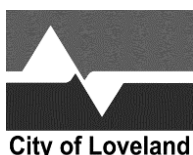
Architect/Builder: \_\_\_\_\_

Source of Information: \_\_\_\_\_

Original Owner: \_\_\_\_\_

Source of Information: \_\_\_\_\_

Building Materials: \_\_\_\_\_

Is the structure on its original site? ☐ Yes ☐ No If No, Date moved: \_\_\_\_\_

## Application

## Historic Landmark Nomination

Original Use: \_\_\_\_\_

Present Use: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

**6. SIGNIFICANCE**

To qualify as a Loveland Historic Landmark, a property must be at least 50 years old and meet at least one criterion below. The property must also have historic and physical integrity. Please identify which criterion you believe the property qualifies under. ***You must provide a statement explaining how the structure meets the criterion and therefore qualifies as a Loveland Historic Landmark.***

**Architectural**

- ☐ Exemplifies specific elements of an architectural style or period.
- ☐ Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally.
- ☐ Demonstrates superior craftsmanship or high artistic value.
- ☐ Represents an innovation in construction, materials, or design.
- ☐ Represents a built environment of a group of people in an era of history.
- ☐ Exhibits a pattern or grouping of elements representing at least one of the above criteria.
- ☐ Is a significant historic remodel.

**Social/Cultural**

- ☐ Is a site of an historic event that had an effect upon society.
- ☐ Exemplifies the cultural, political, economic, or social heritage of the community.
- ☐ Is associated with a notable person(s) or the work of a notable person(s).

**Geographic/Environmental**

- ☐ Enhances sense of identity of the community.
- ☐ Is an established and familiar natural setting or visual feature of the community.

**Statement of Significance:** (attach additional sheets, if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Application

## Historic Landmark Nomination

**7. ARCHITECTURAL DESCRIPTION**

Please provide a narrative describing the architectural characteristics of the property using the following guides:

- Describe the structure and its surroundings. Include building size, shape, number of stories, materials, etc.
- Describe any major architectural features, uncommon or unique design features, ancillary structures, and important landscape or site features. Describe interior spaces with extraordinary design features, if desired.
- Describe character-defining features that comprise the appearance of the structure.
- Describe the structure's location and setting, including physical context and relationship to the neighborhood and other historic structures.
- Describe major alterations to the exterior of the structure and the dates of each alteration, if known.
- Include a statement describing how the building conveys its historic integrity. For example, does it retain its original location, design, materials, workmanship, setting, historic associations and feelings?

**Architectural Description:** (attach additional sheets if necessary)

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**8. HISTORICAL DESCRIPTION**

Please provide a narrative describing the property's history using the following guides:

- Describe the history of the structure and its associations with important individuals, groups, events, or historical trends.
- Describe specific historical associations including why this structure has direct association with the individual, group, event, or historical trend.

**Historical Description:** (attach additional sheets if necessary)

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## Application

## Historic Landmark Nomination

**11. AGREEMENT**

The Property Owner, by signature below and submittal of this application, acknowledges and agrees that if the Property is designated as a historic landmark, the Property will be subject to the provisions of Chapter 15.56 of the Loveland Municipal Code, as they may be amended from time to time by action of the Loveland City Council. The provisions of Chapter 15.56 of the Loveland Municipal Code are available to the Property Owner at <http://www.cityofloveland.org/historicpreservation> and currently include, among other provisions:

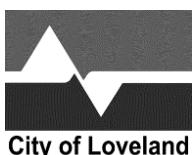
- Requirements for maintenance of a historic landmark as set forth in Code Section 15.56.150; and
- Requirements that any proposed alteration, relocation or demolition of a designated historic landmark is subject to approval, which may include application, public notice and hearing, and decision by the Historic Preservation Commission and/or City Council, prior to undertaking such actions, as more fully set forth in Code Sections 15.56.60-.80, 15.56.110-.140 and 15.56.170; and
- Remedies for violation as set forth in Code Section 15.56.090, including but not limited to provisions that moving or demolishing a designated landmark or a structure without an approved landmark alteration certificate will result in a five-year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure's original location, and that altering a designated landmark without an approved landmark alteration certificate will result in a one year moratorium on all building permits for the property.

Further, the Property Owner authorizes the recording of any Ordinance designating the Property as a historic landmark in the real property records of the Larimer County Clerk and Recorder and agrees to disclose to any purchaser of the Property the designation of the Property as a historic landmark subject to the benefits and obligations of Chapter 15.56 of the Loveland Municipal Code.

**Signature of Property/Site Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Property Owner has read and agrees with all that is contained in Section 15.56.090 of the Loveland Municipal Code and understands all the benefits and obligations of said code. The Property owner specifically understands and agrees that once the property is a designated landmark, any proposed alterations must receive an approved Landmark Alteration Certificate prior to construction. The Property owner also understands and agrees that unauthorized alterations will result in a one-year moratorium on all permits for the property and may result in rescission of the landmark designation, and moving or demolishing a designated landmark or a structure without an approved landmark alteration certificate will result in a five-year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure's original location. Additionally, the Property owner will disclose to future owners of the property all the benefits and obligations of Section 15.56.090 of the Loveland Municipal Code.

**Signature of Property/Site Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Community and Strategic Planning

## Designation Information

### Historic District Nomination

## LOVELAND HISTORIC DISTRICT NOMINATION – Application Information

### PREPARING AND FILING YOUR APPLICATION:

The Historic Preservation Commission thanks you for becoming involved in the important process of protecting the Loveland community's historic built environment. The following steps will guide you through the nomination process and designation procedures. *If you have any questions, please call the historic preservation staff. Our staff is here to help!*

Designation is a five step process that takes approximately 3-4 months from the time an application is submitted to the Historic Preservation Commission. Additional time may be needed in a historic district nomination for public outreach.

- Step 1 Pre-Application Conference.** Schedule a time to meet with the City Staff to determine the property's significance, review the designation process, and learn how to research the historic district. City Staff will also outline the privileges, obligations, and restrictions that apply to designated landmarks and districts.
- Step 2 Formal Application.** Complete the ***Loveland Historic District Nomination Application*** and attach an officially recorded document containing the legal description of the property. This could be an abstract of title, warranty deed, quit claim deed, etc. Contact the Larimer County Clerk's office for assistance. Applications can be submitted at the Planning window on the third floor of the Municipal Complex Annex, or mailed to City of Loveland Community & Strategic Planning, 500 E. Third Street, Suite 310, Loveland, CO 80537.
- Step 3 Staff Review.** Community and Strategic Planning staff will review the application to determine whether the application is complete and if the district meets the criteria for designation.
- Step 4 Historic Preservation Commission.** Once a complete application has been received, a public hearing is scheduled before the Historic Preservation Commission. All owners of record in the proposed district are notified by mail of the date, time, and place of the hearing. In addition, at least 15 days prior to the public hearing, the City shall post the property and publish a notice in the newspaper to indicate that a historic district designation has been applied for. The Commission will hear public testimony at the hearing and determine if the district meets the designation criteria. If the Commission determines that the district meets the criteria, the application is then forwarded to City Council.
- Step 5 City Council.** Upon recommendation of the Commission, the designation application is forwarded to the Loveland City Council. The City Council will review the application for conformance with the established criteria for designation. Due consideration will also be given to the written view of owners of affected property. The City Council designates a landmark by City Ordinance, which requires two readings before the Council. The first reading before City Council is a public hearing.





# Application

## Historic District Nomination

### LOVELAND HISTORIC DISTRICT NOMINATION – Application

#### 1. PROPOSED DISTRICT INFORMATION

Historic District Name: \_\_\_\_\_

Current District Name (if different): \_\_\_\_\_

Original Use: \_\_\_\_\_

Present Use: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

#### 2. LOCATION

Boundaries of District: \_\_\_\_\_

Legal Description (attach additional sheets if necessary): \_\_\_\_\_

#### 3. OWNER INFORMATION

Attach a list of owners of record obtained from the Larimer County Assessor Office within 60 days of application.

#### 4. APPLICANT

☐ Property Owner☐ City Council (attach meeting minutes initiating action)☐ Commission Designees (pursuant to 15.56.170)☐ Historic Preservation Commission (attach meeting minutes initiating action)

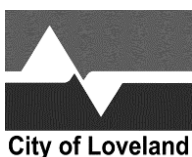
Contact Person: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_



**5. SIGNIFICANCE**

To qualify as a Loveland Historic District, the contributing structures in a district must be at least 50 years old and the district must meet at least one criterion below. The district must also have historic and physical integrity. Please identify which criterion you believe the property qualifies under. ***You must provide a statement explaining how the district meets the criterion and therefore qualifies as a Loveland Historic District.***

**Architectural**

- ☐ Exemplifies specific elements of an architectural style or period.
- ☐ Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally.
- ☐ Demonstrates superior craftsmanship or high artistic value.
- ☐ Represents an innovation in construction, materials, or design.
- ☐ Represents a built environment of a group of people in an era of history.
- ☐ Exhibits a pattern or a group of elements representing at least one of the above criteria.
- ☐ Is a significant historic remodel.

**Social/Cultural**

- ☐ Is a site of an historical event that had an effect upon society.
- ☐ Exemplifies the cultural, political, economic, or social heritage of the community.
- ☐ Is associated with a notable person(s) or the work of a notable person(s).

**Geographic/Environmental**

- ☐ Enhances sense of identity of the community.
- ☐ Is an established and familiar natural setting or visual feature of the community.

**Archaeology/Subsurface**

- ☐ Has the potential to make an important contribution to the area's history or prehistory.
- ☐ Is associated with an important event in the area's development.
- ☐ Is associated with a notable person(s) or the work of a notable person(s).
- ☐ Has distinctive characteristics of a type, period or manner of construction.
- ☐ Is of geographic importance.
- ☐ Is a typical example/association with a particular ethnic group.
- ☐ Is a typical example/association with a local cultural or economic activity.
- ☐ Is a unique example of an event or structure.



## Application

## Historic District Nomination

**Statement of Significance:** (attach additional sheets of necessary)

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## 6. ARCHITECTURAL DESCRIPTION

Please provide a narrative describing the architectural character and development pattern of the district, addressing *each* of the following:

- a. Describe the district's location and setting, including physical context and relationship to the neighborhood and other historic neighborhoods.
- b. Describe any major architectural features, uncommon or unique design features, ancillary structures, and important landscape or site features.
- c. Describe the character-defining features of the district as a whole.
- d. Describe how the overall neighborhood (including the proposed district) has been altered or changed through the years, including a description of trends.

**Architectural Description:** (attach additional sheets if necessary)

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## 7. METHODOLOGY

Please describe the methodology or criteria used to determine which structures or features are Contributing or Non-Contributing to a proposed district.

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## Application

## Historic District Nomination

**8. HISTORICAL DESCRIPTION**

Please provide a narrative describing the district's history using the following guides:

- a. Describe the history of the district and its associations with important individuals, groups, events, or historical trends.
- b. Describe specific historical associations including why this district has direct association with the individual, group, event, or historical trend.

**Historical Description:** (attach additional sheets if necessary)

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**9. PHOTOGRAPHS**

Attach 5x7 or larger color photographs\* depicting the present character of the structures in the district, and to illustrate the character of the proposed district. Include photographs that depict important features or details. If available, attach copies of historic photographs of the neighborhood or structures in the proposed district.

*\* Computer printouts on standard printer paper will not be accepted. Applicant may provide a CD or flash drive with digital images (750 pixels x 1050 pixels minimum) in .jpg or .tiff format, in lieu of providing photo prints*

**10. RESOURCES**

Provide a list of research sources used in compiling this application. (attach additional sheets if necessary)

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## Application

## Historic District Nomination

**11. INDIVIDUAL PROPERTIES**

For each property in the district complete a separate Section 11 and signed Agreement sheet.

**NAME OF PROPERTY**

Historic Name: \_\_\_\_\_

Current Name: \_\_\_\_\_

**LOCATION**

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

Legal Description (attach additional sheets if necessary): \_\_\_\_\_

**OWNER INFORMATION**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

**INDIVIDUAL PROPERTY INFORMATION**

Construction Date: \_\_\_\_\_

Source of Information: \_\_\_\_\_

Architect/Builder: \_\_\_\_\_

Source of Information: \_\_\_\_\_

Original Owner: \_\_\_\_\_

Source of Information: \_\_\_\_\_

Building Materials: \_\_\_\_\_

Is the structure on its original site? ☐ Yes ☐ No If No, Date moved: \_\_\_\_\_

Original Use: \_\_\_\_\_

Present Use: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Is this structure a Contributing or Non-Contributing structure to the proposed District?

☐ Contributing ☐ Non-Contributing

Explanation: (attach additional sheets if necessary) \_\_\_\_\_



## Community and Strategic Planning

# Application

## Historic District Nomination

Detailed description of the architectural characteristics of the property: (attach additional sheets if necessary)

Describe any interior spaces with extraordinary design features: (attach additional sheets if necessary)



500 East 3<sup>rd</sup> Street, Suite 310  
Loveland, CO 80537  
970-962-2525

[www.cityofloveland.org/historicpreservation](http://www.cityofloveland.org/historicpreservation)



# Application

## Historic District Nomination

### A. AGREEMENT

The Property Owner, by signature below and submittal of this application, acknowledges and agrees that if the Property is designated as a historic landmark, the Property will be subject to the provisions of Chapter 15.56 of the Loveland Municipal Code, as they may be amended from time to time by action of the Loveland City Council. The provisions of Chapter 15.56 of the Loveland Municipal Code are available to the Property Owner at <http://www.cityofloveland.org/historicpreservation> and currently include, among other provisions:

- Requirements for maintenance of a historic landmark as set forth in Code Section 15.56.150; and
- Requirements that any proposed alteration, relocation or demolition of a designated historic landmark is subject to approval, which may include application, public notice and hearing, and decision by the Historic Preservation Commission and/or City Council, prior to undertaking such actions, as more fully set forth in Code Sections 15.56.60-.80, 15.56.110-.140 and 15.56.170; and
- Remedies for violation as set forth in Code Section 15.56.090, including but not limited to provisions that moving or demolishing a designated landmark or a structure without an approved landmark alteration certificate will result in a five-year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure's original location, and that altering a designated landmark without an approved landmark alteration certificate will result in a one year moratorium on all building permits for the property.

Further, the Property Owner authorizes the recording of any Ordinance designating the Property as a historic landmark in the real property records of the Larimer County Clerk and Recorder and agrees to disclose to any purchaser of the Property the designation of the Property as a historic landmark subject to the benefits and obligations of Chapter 15.56 of the Loveland Municipal Code.

**Signature of Property/Site Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Property Owner has read and agrees with all that is contained in Section 15.56.090 of the Loveland Municipal Code and understands all the benefits and obligations of said code. The Property owner specifically understands and agrees that once the property is a designated landmark, any proposed alterations must receive an approved Landmark Alteration Certificate prior to construction. The Property owner also understands and agrees that unauthorized alterations will result in a one-year moratorium on all permits for the property and may result in rescission of the landmark designation, and moving or demolishing a designated landmark or a structure without an approved landmark alteration certificate will result in a five-year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure's original location. Additionally, the Property owner will disclose to future owners of the property all the benefits and obligations of Section 15.56.090 of the Loveland Municipal Code.

**Signature of Property/Site Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

