

**LOVELAND HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
MONDAY, JANUARY 20, 2014 6:00 PM
CITY COUNCIL CHAMBERS
500 E. THIRD STREET**

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

6:00 PM

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF THE AGENDA**
- V. APPROVAL OF PREVIOUS MEETING'S MINUTES**

- VI. REPORTS** 6:05-6:15
 - a. Citizen Reports
This agenda item provides an opportunity for citizens to address the Commission on matters not on the consent or regular agendas.
 - b. Council Update (John Fogle)
 - c. Staff Update (Bethany Clark)

- VII. AGENDA – CONSIDERATION OF NEW BUSINESS**
 - a. Presentation on Downtown Projects (Mike Scholl) 6:15-7:15
 - b. Discuss Historic Preservation Month 7:15-7:35
 - c. Elect new Chair and Vice Chair 7:35-7:50
 - d. Set Next Meeting's Agenda/Identify Action Items 7:50-7:55

- VIII. COMMISSIONER COMMENTS** 7:55-8:00
This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.

- IX. ADJOURN**

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

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

10
11 Guest: Larry Melton, Realtec Commercial Real Estate Services
12

13 **CALL TO ORDER**

14 *Commission Vice Chair Berglund called the meeting to order at 6:00 p.m. Commission Chair Newman arrived at*
15 *6:05pm and took over the agenda at Consideration of New Business*
16

17 **APPROVAL OF AGENDA**

18 *Commissioner Manuel made the motion to approve the agenda as is. Commissioner Cox seconded the motion*
19 *and it passed unanimously.*
20

21 **APPROVAL OF MINUTES FROM OCTOBER MEETING**

22 *Commissioner Kersley made the motion to approve the minutes of the October 21, 2013 meeting. The motion*
23 *was seconded by Commissioner Cox and it passed unanimously.*
24

25 **CITIZEN REPORTS**

26 *Bethany Clark* introduced Larry Melton from Realtec Commercial Real Estate Services who was in attendance to
27 update the HPC on the status of the Arcadia Hotel at 140 E. 4th Street in Loveland. Bethany Clark gave an
28 overview of the history of the hotel including:

- 29 • Frank G. Bartholf and E. S. Allen constructed the A&B Building in 1884, which housed the area's first
30 opera hall on the second floor. There was also roller skating, offices and retail in the building and for
31 many decades, the building housed W&T Pharmacy. Apartments and sleeping rooms are currently on
32 the second story.
- 33 • The Arcadia Hotel was last renovated in 1953.
- 34 • In 1938 the ornamentation was removed and the stucco was applied on the facade.
- 35 • After touring with Fire and Building staff, Clark said they pointed out structural issues in the building.
36 The exterior wall, for example is peeling away from the roof system. The foundation is sandstone and is
37 crumbling, she added.
38

39 *Larry Melton* stated that the building is "extremely tired" and needs to be replaced. From an economic
40 viewpoint the cost of restoring the building is too high, he said. He recently took a prospective buyer on a tour
41 who initially said that renovating the structure was his first choice. After he toured it, the buyer was convinced
42 that the building had to be demolished, Larry disclosed. Larry answered several questions posed by the
43 Commissioners. He said he would like to take them all on a tour of the building. Commissioner Cox said he was
44 sympathetic to Melton's situation and has experienced the same issues with projects in Fort Collins.
45 Commissioner Kersley expressed her disappointment that some of the old buildings downtown have not been
46 maintained properly.
47

48 **CITY COUNCIL UPDATE**

49 None

50
51 **STAFF UPDATE**

52 *Bethany Clark's* staff report included:

- 53 • The bids for the demolition of the Swartz Farmstead are due the first week in December and demolition
54 will likely occur shortly after that time. Staff will be working on a Press Release announcing the
55 demolition and highlighting the efforts to save the buildings. The Press Release will be published shortly
56 before the demolition is scheduled.
- 57
- 58 • At their October 28th meeting, the Planning Commission reversed their original denial of the ArtSpace
59 project by a vote of 7 to 2. Staff corrected a previous error to the parking calculations which the
60 Planning Commission reviewed. The Planning Commission also requested that the original color palette
61 be revised to a more muted palette and ArtSpace agreed to the changes.
- 62
- 63 • Most of the Viestenz-Smith Mountain Park was destroyed by the flood. The only buildings that remain
64 are the caretaker's cabin, the Environmental Education Center on the north side of the river and the
65 butterfly display shelter and one other structure (probably the restrooms) on the south side of the river.
66 The bridge across the Big Thompson River has been destroyed and staff is determining how to secure
67 temporary access to the north side of the river.
- 68
- 69 • The garage of the Bishop House has been moved to the site off Taft Avenue. Once the foundation is
70 complete the house will be moved there too. The house is already on blocks.
- 71
- 72 • The Great Western Railway Depot's moving to Granby deadline has been extended because of contract
73 review.
- 74

75 **CONSIDERATION OF NEW BUSINESS**

76
77 **Historic Preservation Month Discussion**

78 *Commission Vice Chair Berglund* reported that he had asked for this item to be placed on the agenda to start
79 planning for events in May.

80
81 *Nikki Garshelis* reported that Mariano Medina's leather breeches will be loaned to the Loveland Museum from
82 the Museum of the Mountain Man in Wyoming and will be on display throughout May of 2014. The "Tour de
83 Pants" event will be part of the May schedule and she is looking for a couple of Commissioners to assist with
84 planning. Bill Meirath from the Loveland Historical Society has confirmed that he would like to be involved, she
85 said.

86
87 Commissioners continued with more ideas for events including:

- 88 • Commissioner Kersley suggested something to do with the flood.
- 89 • Commission Chair Newman said the 2013 workshops were good and should be reconsidered for 2014.
- 90 • Commissioner Manuel suggested a workshop on plaster repair.
- 91 • Commissioner Cox said the February Saving Places Conference might give them more ideas and
92 instructors to invite to do a workshop.
- 93 • Commissioner Armentrout suggested a historic wallpaper workshop. During recent visits to Monticello
94 (Jefferson) and Montpelier (Madison), she viewed displays exhibiting the original materials and

workmanship in the structures. There was a discussion about how the Milner-Schwarz House had similar displays.

- A suggestion was made to use tents outside the Milner-Schwartz House for workshops.

HPC Budget Review

Commissioners reviewed the budget and suggested that some funds be used to print more Walking Tour brochures. Bethany Clark said there are already many boxes of brochures and the back page will be out of date by 2014. Commissioner Cox suggested getting closer to the budget in 2014. Commission Chair Newman suggested doing more outreach in May of 2014.

Holiday Party and Approval of HPC Funds

Commissioner Kersley reviewed the progress made on the upcoming holiday outreach event scheduled for December 16 from 5:00pm-7:00pm. There are two locations being considered, Loveland Ale Works and Artisan Hall. She explained that Loveland Aleworks allowed food to be brought in and Artisan Hall serves individual plates. There was a long discussion about how much of the budget should be used for the food.

Commissioner Manuel made the motion to use \$500 or less on food for the event, the motion was seconded by Commissioner Armentrout and it passed 5-1 with Commissioner Berglund voting against.

Commissioner Berglund explained he voted against the amount because he would like to know what other commissions spend on events first. There was a discussion that this event was part of the HPC's outreach efforts. Commissioner Manuel distributed a written exercise she said would be asked of the guests to stimulate conversations about historic preservation. Commissioner Kersley pointed out that it was important to network with business and building owners about the benefits of preservation. It was agreed that the event should be considered an end of the year historic preservation outreach effort.

The Commissioners decided to allow Commissioner Kersley to finalize the location and caterer of the event and will assist, if necessary, in sending out the invitation. Commissioner Kersley estimated that the number of people invited could be 60+ guests.

Next Meeting's Agenda/Action Items

- HPC Facebook Page
- Commission Chair Newman's decision to remain on Commission

Meeting adjourned at 7:45p.m.



Community & Strategic Planning

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(970) 962-2745 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

STAFF UPDATE

Meeting Date: January 20, 2014
To: Loveland Historic Preservation Commission
From: Bethany Clark, Community & Strategic Planning

Format:

*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:

Swartz Farmstead

A contractor has been selected for the Swartz Farmstead and Fairgrounds Grandstand demolition. The contractor has 45 days to complete the demolition, which should begin soon. Cultural Resource Historians completed the Level II Documentation of the Swartz Farmstead. A copy has been sent to History Colorado and the City's copy will be on record at the Loveland Museum.

Downtown Historic District

Staff had the first consultation meeting with the grant specialists from the State Historic Fund and the consultant hired to prepare the Downtown Historic District nomination to the National Register. The consultant will begin researching the buildings in the proposed district and identifying any architectural changes from the surveys prepared in 1999 to update for the nomination. A public meeting will be scheduled shortly to kick off the process at which time the Historic Preservation Commission will play a big role in the out

Historic Preservation Action Plan

In November, the City was contacted by a graduate student from the University of Colorado Denver, Public Administration Program with an interest in finding a project that would fulfill his capstone requirements. He has a strong background in historic preservation including a Master's Degree in Public History with a Historic Preservation Certificate, a Bachelor of Arts in Public History, and work experience for various municipalities in historic preservation. Community and Strategic Planning developed a project proposal for an updated Preservation Action Plan with a new five-year strategic plan and a strategic outreach program, which he

accepted and will begin working on for his Capstone Project. Mr. Nicholas Wharton will be attending the February meeting to discuss the project.

Saving Places Conference

The Saving Places Conference is February 5th-7th. If you have not submitted your registration confirmation for reimbursement of \$140, please do so as soon as possible.

Evaluation of Historic Preservation Month 2013

Date	Event Title	Host	Attendance
May 4th	Loveland Historic Homes Tour	Loveland Historical Society	170
May 7th	Historic Preservation Toolbox, Part 1	Historic Preservation Commission	0
May 8th	Timberlane Farm Museum Heirloom Plants Sale	Timberlane Farm Museum	40
May 10th	Loveland History Hunt	Loveland Museum/Gallery	35
May 11th	Pioneers and Trails of the Big Thompson Valley Bus Tour	Loveland Historical Society	54
May 11th	Heirloom Plants & Antique Garden Treasures Market	Loveland Garden Club	200
May 13th	Loveland Historical Society Meeting: "The Effects of the Civil War on Colorado", by John Stienle	Loveland Historical Society	70
May 15th	Lone Tree School Ice Cream Social	Loveland Museum/Gallery	200
May 16th	"Settlement of the Big Thompson Valley: A History of Loveland" Presentation	Loveland Historical Society	30
May 17th	Kitchen Utensil Presentation with Cheryl Miller	The Swan House Tea Room	24
May 17th	Masonry Restoration Workshop	Historic Preservation Commission	20
May 18th	Oregon-California Trails Association Plaque Dedication at the Mariano Medina Family Cemetery	Loveland Historical Society	100
May 18th	Historic Wood Window Preservation Workshop	Historic Preservation Commission	20
May 19th	Lakeside Cemetery Tour	Loveland Historical Society	8
May 22nd	Historic Downtown Walking Tour	Loveland Historical Society	35
May 29th	Historic Preservation Toolbox, Part 2	Historic Preservation Commission	4
May 30th	Ghost Signs	Historic Preservation Commission	7
Total # of Participants			1017

Interested in designating your property as a historic landmark?

There are *70 properties* with *3 Historic Districts* on the Loveland Historic Register. You too could be part of Loveland's Historic Register and become eligible to receive the benefits that come with designation such as *tax credits, fee waivers, recognition, and more.*

To qualify as a landmark on the Loveland Historic Register, either as an individual landmark, or as a property that contributes to a historic district, the building must be at least 50 years old, and meet one or more criteria for architectural, social/cultural, or geographic/environmental significance.

To learn more, visit:
www.cityofloveland.org/historicpreservation
 or call: (970) 962-2745



City of Loveland

Community & Strategic Planning
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Loveland, CO 80537

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See it. Save it. Celebrate it.



Since 2002, over \$1.3 million in historic preservation grants has been awarded to properties in Loveland for preservation, restoration and rehabilitation projects throughout the city.

May 4th - Loveland Historical Society's 13th Annual Homes Tour

A self-guided tour of 5 unique old homes, a 101-year-old family owned business, the Loveland Steam Laundry, and the grand opening of the recently restored Milner-Schwarz House at Old Fairgrounds Park. Tickets are available before the tour at the Museum, 503 Lincoln Ave. and at Anthology Books, 422 E. Fourth Street. Tickets will also be available at each of the properties the day of the event. Contact: Linda Stotz, Loveland Historical Society, (970) 278-1848.

- Cost: \$12 advanced purchase / \$15 day of event
- Time: 10:00am-3:00pm

May 7th - Historic Preservation Toolbox , Part 1 - Architectural Style Basics and Whatcha Talkin 'Bout Willis?

Sit down and enjoy a brief overview of stylistic influences in historic Loveland homes. Learn about patterns, massing, materials, and adaptations as well as regional and cultural influences on American Architecture through the past century. Watcha Talking 'Bout Willis: there are lots of myths about owning a historic home. Dispel the top ten myths about owning an old home and learn about a couple of old home tips along the way. Light refreshments will be served. Contact: Bethany Clark (970) 962-2745.

- Time: 8:30am-10:30am
- Location: Loveland Museum/Gallery, 503 N. Lincoln Avenue

May 8th - Timberlane Farm Museum Heirloom Plants Sale

Many varieties of heirloom flowers and vegetables will be for sale at historic Timberlane Farm Museum. Starter flowers that were enjoyed in the late 1800s and early 1900s will be available, as well as many varieties of heirloom tomatoes, peppers, and much more. Come and tour the two historic homes, out-buildings, and see the animals, then leave with plants that are ready to be put in the ground! Contact: Teri Johnson (970) 646-2875.

- Time: 9:00am-4:00pm
- Location: Timberlane Farm Museum, 2305 E. 1st Street

May 10th - Loveland History Hunt

Start your Loveland History Hunt at the Museum and then search high and low to match the photographs of architectural details with historic places. Complete the History Hunt and receive a certificate for free admission to a Main Gallery Exhibition. Fun for all ages! Contact: Loveland Museum (970) 962-2410.

- Time: 6:00pm-8:00pm
- Location: Begin at Loveland Museum/Gallery Lobby, 503 N. Lincoln Avenue

May 11th - Pioneers and Trails of the Big Thompson Valley Bus Tour

From the comfort of a touring bus, visit several pioneer graves in the foothills, the first trails and roads that threaded across the valley, early irrigation features, the CCC and the KKK in the valley. Learn about the CO-Big Thompson Water Project, industries important to the area, and Loveland’s beginnings and early growth. Tour includes admission to Timberlane Farm Museum and a Western lunch on the grounds. Contact: Sharon Danhauer, Loveland Historical Society, (970) 290-0169.

- Cost: \$40 LHS members / \$45 non-members (Payment: Mail or drop off a check to Loveland Historical Society, 503 N Lincoln Avenue; memo bus tour)
- Time: 9:00am-3:00pm
- Location: Bus leaves from the Loveland Museum at 9:00am

May 11th - Heirloom Plants and Garden Treasures Market

Ever wonder what attributes define an heirloom plant? Come see and take home some heirlooms from the Loveland Garden Club’s Sale. Learn about growing and saving heirloom seeds for planting year after year. Celebrate and enjoy some of these ‘centarians’. Check out the heirloom roses, herbs, veggies and flowers for sale. Contact: Naomi Rider (970) 290-4102, or Leone Person (970) 227-5011.

- Time: 9:00am-1:00pm
- Location: 3448 N Taft Ave (south lawn of All Saints Episcopal Church)

May 13th - Loveland Historical Society Meeting: “The Effects of the Civil War on Colorado”, by John Stienle

John Stienle, Director of the Hiwan House Museum in Evergreen, CO will present to the Loveland Historical Society about the Civil War and its effects on Colorado. This meeting and presentation is free and open to the public. Contact: Sharon Danhauer, (970) 290-0169.

- Time: 7:00pm
- Location: Loveland Museum/Gallery, 503 N. Lincoln Avenue

May 15th - Lone Tree School Ice Cream Social

May is Historical Preservation Month, so pay a visit our restored Lone Tree Schoolhouse! Lone Tree is an original one-room school house that was used in the Loveland area. The schoolhouse sits in North Lake Park and is used for summer history camps and outreach history lessons. Join us for an open house and enjoy some ice cream! There will also be tours, crafts, games and horse-drawn carriage rides. Registration for 2013 summer sessions will also be available. This is a free event. Contact: Jennifer Dobson, (970) 962-2562.

- Time: 3:00-5:00pm
- Location: Lone Tree School, North Lake Park

May 16th - “Settlement of the Big Thompson Valley: A History of Loveland” Presentation

A presentation by Sharon Danhauer from the Loveland Historical Society on the history of Loveland. Refreshments served. Contact: Sharon Danhauer, (970) 290-0169.

- Cost: Free for LHS Members / \$5 non-members
- Time: 6:30-7:30pm
- Location: Loveland Museum/Gallery, 503 N. Lincoln Avenue

May 17th - Kitchen Utensil Presentation with Cheryl Miller

Enjoy a presentation by Cheryl Miller, a retiree of CSU and avid collector of vintage cookbooks, kitchen utensils and food history books. Learn how little utensils have evolved over the years and view an array of these tools from the 1800s to the 1940s. To make reservations, contact: Madeline Daniels, (970) 663-0043.

- Cost: Free with purchase of lunch or afternoon tea. Reservations required.
- Time: 12:15pm
- Location: The Swan House Tea Room, 317 E. 6th Street

May 17th - Masonry Restoration Workshop

Stonecraft Masonry Restoration & Preservation will present and demonstrate masonry and stone restoration. See examples of past projects and case studies, before and after, including crack stitching using helifix bars, consolidates on soft materials and the use of Jahn M-70 patching mortar for damaged stone. Attendees will be able to participate in the demonstration and gain a better understanding of masonry repair, including brick and stone. Contact: Bethany Clark, (970) 962-2745.

- Time: 1:00-3:00pm
- Location: 135 W. 4th Street

May 18th - Oregon-California Trails Association Plaque Dedication at the Mariano Medina Family Cemetery

The ceremony will celebrate the pioneer trails that passed by the first settler’s cemetery, an important piece of land recently donated to the Loveland Historical Society for preservation. Contact: Sharon Danhauer, Loveland Historical Society, (970) 290-0169.

- Time: 10:30am
- Location: Mariano Medina Family Cemetery, West side of Namaqua Road between West 1st Street and 3rd Street

May 18th - Historic Wood Window Preservation Workshop

Using a model of a window frame with double hung sashes, Mike Perschbacher from Older Than Dirt Construction will show all the parts of the frame and sashes, demonstrate how the frame fits into the wall, how to remove the sashes, and which parts are expendable. Using deteriorated sashes the demonstration will show how to safely remove paint and failed glazing, repair/rebuild only severely damaged/deteriorated parts, restore using epoxy, install glass and glazing. Also discussed are products used and adapted to the Colorado climate, R value, weather stripping. old growth vs. new wood, and insulation methods. Contact: Bethany Clark (970) 962-2745.

- Time: 1:00pm-3:00pm
- Location: 135 W. 4th Street

May 19th - Lakeside Cemetery Tour

The Loveland Historical Society will conduct a guided tour of historic Lakeside Cemetery. Walk in the shade of beautiful old trees while you hear stories of Loveland’s pioneers and important people of the area’s past. Many American burial traditions and little-understood customs will also be covered. The tour will begin in the Northeast section of the Cemetery. Contact: Sharon Perry (970) 290-0629 or Ann Ague (970) 667-7832, Loveland Historical Society.

- Cost: \$7
- Time: 1:00pm-3:00pm
- Location: Lakeside Cemetery, east side of Highway 287

May 22nd - Historic Downtown Walking Tour

A guided walking tour hosted by the Loveland Historic Preservation Commission. Tours will be a fun filled walk of Historic Downtown Loveland. Interesting and little known facts of Loveland and its history will be narrated as the tour proceeds through downtown. Contact: Bethany Clark, (970) 962-2745.

- Time: 6:30pm
- Location: Meet at the Loveland Light, Heat, and Power Building, 107 W. 2nd Street

May 25th - July 28th - Scissors & Snippets: Selections from the Grace Goss Collection Exhibit

Over 20 years ago, Grace Jenkins Goss taught her first class about Scherenschnitte – the old world art of paper cutting. Scissors & Snippets celebrates the diversity of Goss’ collection of all things related to paper cutting, including over 700 pairs of scissors. This amazing collection includes a pair of French tailor’s scissors hand-wrought in the 1700s and a pair of Turkish calligraphy scissors used for making illuminated letters. Contact: Loveland Museum (970) 962-2410.

- Location: Loveland Museum/Gallery, 503 N. Lincoln Avenue

May 29th - Historic Preservation Toolbox, Part 2 - Renovating Historic Homes

Join members of the Loveland Historic Preservation Commission for a presentation and Q&A session focusing on strategies for renovating historic properties. This discussion will use the City of Loveland’s Historic Residential Design Guidelines as a reference when looking at examples of renovations, restorations and additions of/to historic homes. Resources for home renovators will be presented including researching historic properties and local resources for architectural salvage/ replacement building materials. Light refreshments will be served. Contact: Bethany Clark (970) 962-2745.

- Time: 5:30pm-7:30pm
- Location: Loveland Public Library, Gertrude Scott Room, 300 N. Adams Avenue

May 30th - Ghost Signs

Among the most revered yet endangered sign media in American history is the painted wall advertisement. Painted by hand in vivid colors or in bold contrast by “wall dogs”, these signs were left to the elements and faded with time. The results were “ghost signs.” Come join historian Carol Tunner and State Historical Fund Preservation Specialist Anne McCleave to learn more about these faded advertisements, the men behind them, and different preservation techniques. Contact: Bethany Clark (970) 962-2745.

- Time: 6:00pm
- Location: Loveland Public Library, Gertrude Scott Room, 300 N. Adams Avenue



LOVELAND HISTORY DAY FOR SECOND GRADE SCHOOL STUDENTS

FIELD TRIP FACILITATOR APPLICATION

The Loveland Museum/Gallery is excited to partner with Thompson Education Foundation and the Lola Johnson Field Trip Fund to bring History Day to second grade students in the Thompson School District. These field trips will include hands-on lessons and tours of historic sites that will enhance the curriculum for local history. Lola Johnson's family established the Fund with Thompson Education Foundation to celebrate Lola's commitment to education in our district. Lola supported the restoration of Lone Tree Schoolhouse and helped write the first Loveland history curriculum for elementary school students. This second grade field trip will be an annual spring opportunity, provided at no cost to the second grade classrooms or the schools. Our goal is to serve each and every second grade classroom in 20 elementary schools in TSD, meaning this program could reach a few thousand students.

We are in need of adults to help us facilitate and supervise this field trip. Volunteers will be screened and then will be assigned to help with lessons, and also the supervision and safety of the participants. Please note that this is a three-day program, however, you do not need to sign up to help all three days. You DO need to be available from 9 am - 3 pm for the days you sign up for, though. Please return this form to: Jenni Dobson, Curator of Education, Loveland Museum/Gallery, jenni.dobson@cityofloveland.org. For questions, please email or call 970-962-2562.

Name: _____

Full Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

I am available for the following shifts:

Tuesday, May 6 _____ Thursday, May 8 _____ Friday, May 9 _____
And I can be available these days from 9 am – 3 pm

I am most interested in helping with:

Leading a History Lesson _____ Assisting with a History Lesson _____
Helping Students and Teachers Rotate from Workshops _____ Other _____

Why are you interested in participating in History Day?

What is your experience with leading a group of kids in a lesson?



COMMUNITY & STRATEGIC PLANNING

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ELECTION OF OFFICERS

Loveland Historic Preservation Commission

January 20, 2014

The term of office for the chairperson and the vice chairperson shall be 1 year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than 2 consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire. *The term of office for this year's elected chairperson and vice chairperson shall expire February 2015.*

1. The current Chairperson shall precede the election and shall do so by making note that the election is taking place.
2. Any member of the Commission may nominate any other member of the Commission to the position of Chairperson or Vice Chairperson.
3. A main motion is made (*"I move to elect as Chairperson of the Historic Preservation Commission..."*).
4. A second is made to the motion.
5. The motion is discussed.
6. Upon conclusion of the discussion, and if the elected member willingly agrees to the terms of office, the main motion is voted upon.