

LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
MONDAY, JULY 21, 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](mailto:BETTIE.GREENBERG@CITYOFLOVELAND.ORG) OR 970-962-3319.

6:00 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF NEW COMMISSION MEMBERS
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA
- VI. APPROVAL OF PREVIOUS MEETING'S MINUTES
- VII. 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)
- VIII. AGENDA – CONSIDERATION OF NEW BUSINESS 6:15-6:35
  - a. Historic Preservation Action Plan (Nick Wharton)
  - b. Present National Register Plaque to LHS 6:35-6:45
  - c. Sponsorship Request from LHS 6:45-6:55
  - d. Historic Preservation Refresher (Bethany Clark) 6:55-7:40
  - e. Set Next Meeting's Agenda/Identify Action Items 7:40-7:45
- VIII. COMMISSIONER COMMENTS 7:45-7:50  
*This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.*
- IX. ADJOURN

**HISTORIC PRESERVATION COMMISSION**

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Appointment Date</u>	<u>Expiration Date</u>
David Berglund, Chair djb081493ajb@gmail.com	374 Slippery Elm Place Loveland, CO 80538	(C) 970-590-8666	3/1/2011 7/16/2013	6/30/2016
Jim Cox jimcox@aplusarch.com	1531 West 29th Street Loveland, CO 80538	(H) 970-669-6934 (W) 970-493-1220	12/15/2009 6/30/2010 12/7/2010 7/16/2013	6/30/2016
Stacee Kersley, Vice-Chair skersley@gmail.com	3401 Florida Drive Loveland, CO 80538	(H) 970-430-6235 (B) 970-235-1550	7/3/2012	6/30/2015
Jon Patterson jon_patterson@yahoo.com	PO Box 7826 Loveland, CO 80537	(H) 970-231-9218 (W) 970-612-1208	3/4/2014	6/30/2015
Mike Perry mperry1000@aol.com	3501 SW 2nd Street Loveland, CO 80537	(H) 970-667-3104 (C) 970-744-0453	11/6/2012	6/30/2015
Paula Sutton suttop2@yahoo.com	1004 W 32nd Street Loveland, CO 80538	(H) 970-663-4957 (W) 970-776-0285	7/15/2014	6/30/2017
Chris Wertheim chriswertheim49@gmail.com	4125 Plum Creek Drive Loveland, CO 80538	(H) 602-944-5340	7/15/2014	6/30/2017
John Fogle, Council Liaison jhfogle@frii.com	2473 Frances Drive Loveland, CO 80537	(C) 970-679-7649		
Bethany Clark, Staff Liaison bethany.clark@cityofloveland.org	500 East Third Street Loveland, CO 80537	(W) 970-962-2745		
Nikki Garshelis, Business Services Coordinator nikki.garshelis@cityofloveland.org	500 East Third Street Loveland, CO 80537	(W) 970-962-2346		

*Historic Preservation Commission is a three year term*

1      **City of Loveland**  
2      **Historic Preservation Commission**  
3      **Meeting Summary**  
4      **June 16, 2014**

5  
6      A meeting of the Loveland Historic Preservation Commission was held Monday, June 16, 2014 at 6:00 P.M. in the  
7      City Council Chambers in the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation  
8      Commissioners in attendance were: Janelle Armentrout, David Berglund, Jim Cox, Stacee Kersley, Jon-Mark  
9      Patterson and Mike Perry. John Fogle, City Councilor, Bethany Clark of Community & Strategic Planning and  
10     Nikki Garshelis of Development Services were also present.

11  
12     **Guests:** Nick Wharton, Capstone Project Intern, Thomas Hawkinson, Chief Building Official and Ned Sparks,  
13     Operations Division Fire Chief, and Rex and Sheila Berg, Historic Landmark applicants.

14  
15     **CALL TO ORDER**

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

17  
18     **APPROVAL OF THE AGENDA**

19     *Commissioner Cox made a motion to approve the agenda; the motion was seconded by Commissioner Perry and  
20     it passed unanimously.*

21  
22     **APPROVAL OF THE MINUTES**

23     *Commissioner Cox made the motion to approve the minutes from the May meeting, the motion was seconded by  
24     Commissioner Kersley and it passed unanimously.*

25  
26     **CITIZEN REPORTS** None

27  
28     **CITY COUNCIL UPDATE**

29     Councilor Fogle reported that the City Council did not approve the landmark designation of the Sinclair Gas  
30     station. The reason was a timing issue, he said. It was inappropriate to approve the designation while decisions  
31     about the catalyst project were not finalized, he explained. Larimer County Commissioner, Tom Donnelly, does  
32     not want to build around the gas station, Fogle said. There was a discussion with commissioners who agreed  
33     they prefer moving the building over demolishing it. They suggested some suitable locations to move the  
34     building. Commissioner Kersley said it was good example of art deco architecture in Loveland. Commission  
35     Chair Berglund asked Councilor Fogle to keep the HPC in the loop so they can provide assistance, if it is needed.

36  
37     **STAFF UPDATE**

38     The staff report was provided in written form and there was no discussion or questions regarding items other  
39     than the Sinclair Gas station property.

40  
41     **CONSIDERATION OF NEW BUSINESS**

42  
43     **Public Hearing for Landmark Designation 719 East 5<sup>th</sup> Street**

44     *Commission Chair Berglund opened the Public Hearing at 6:15p.m.*

45  
46     Bethany Clark presented information on the application for historic landmark property designation for the Scott  
47     House, a 1909 property, located at 719 East 5<sup>th</sup> Street in Loveland. The application was submitted by the  
48     property owners, Rex and Sheila Berg, who have owned the property since 1996. Clark provided historical and  
49     architectural information as well as the findings and analysis report on the house, garage and addition. The

50 house is architecturally significant for its early Craftsman style architectural characteristics and for the fine  
51 craftsmanship shown in its brick masonry construction and displayed an overall high level of integrity, she said.  
52 Commissioners discussed that the garage is a non-contributing structure and the rear addition on the patio was  
53 built in 2004. Commissioner Cox said it was clear that the rear addition is not historic and that was good  
54 because it is distinguishable from the older structure.

55  
56 Mr. Berg, owner of the property, addressed the Commission and explained that the house deserved to be  
57 designated as it was a great example of the craftsmanship of the era. He reported that the condition of the  
58 structure is good and that it is a true brick house and not brick veneer.

59 Clark said the staff recommends the following motion: Move to make the findings listed in Section IV of the  
60 Historic Preservation Commission staff report dated June 16, 2014 stating that the Scott House meets the  
61 criteria for designation.

62 *Commission Chair Berglund closed the Public Hearing at 6:31p.m.*

63 *Commissioner Kersley made the motion to approve the findings listed in Section IV of the Historic Preservation  
64 Commission staff report dated June 16, 2014 stating that the Scott House meets the criteria for designation and  
65 recommend designation to City Council. Commissioner Patterson seconded the motion and it passed  
66 unanimously.*

## 67 **Historic Preservation Action Plan**

68 Nick Wharton reviewed the Strategic Action Plan he created based on survey results and his historic  
69 preservation experience. Questions and comments from the HPC included:

- 70 • Near term meant soon but Nick said he didn't want to give staff deadlines.
- 71 • Councilor Fogle suggested the plan could be for any city. Nick said it is nonspecific because the  
72 HPC can customize to Loveland. He added that his professor instructed him to not add details.
- 73 • Commissioner Patterson said it was up to the Commission to decide order of importance. Other  
74 HPC members agreed it is important for them to prioritize.
- 75 • Commissioner Kersley asked if it coincides with their five year plan.

76 Wharton agreed to meet with the HPC in a working session to add specific steps and actions. He will create  
77 another plan and send it on prior to the meeting. He will also send the actual comments from the survey as he  
78 used this as a guide to create the plan.

79  
80 The Commissioners thanked Nick for his work and said they look forward to working again soon with him.

## 81 **Downtown Building Inventory**

82 Thomas Hawkinson, Chief Building Official, and Ned Sparks, Operations Division Fire Chief, reported on the  
83 building inventory program they have started in downtown Loveland. Hawkinson gave an overview of their  
84 review of some of the aging buildings on 4<sup>th</sup> Street. They have been categorizing them according to safety, he  
85 said. Some of the buildings were looked at because of complaints, he explained. Some of the buildings they  
86 have limited access to because of property rights, he added. The Lovelander Hotel is also being reviewed. Chief  
87 Sparks said he would like to see a program similar to the façade program to assist owners with safety and  
88 maintenance problems.

89  
90 There was a discussion about the possible purchase and restoration/renovation of the Arcadia Hotel. The HPC  
91 had been taken on a tour to understand the structural issues. Chief Sparks said that was a safety issue and  
92 everything is still in the conceptual stage. Foundation issues would have to be addressed, he said.

93  
94 Commission Chair Berglund asked if they can get information on buildings in the proposed historic district. Chief  
95 Sparks said yes but there is a limit due to property rights.

98 Councilor Fogle asked how the process could be changed to avoid what happened with the Lincoln Hotel. There  
99 was a discussion about the process.

100 Commissioner Patterson said he had concerns about old buildings having a disadvantage over greenfield  
101 development. Historic preservation shouldn't be an obstacle, he added. Chief Sparks said the process is not  
102 black or white and safety is the priority. Commissioner Kersley said that the codes allow for a number of ways to  
103 complete the job as long as safety isn't compromised.

104  
105 Hawkinson and Sparks agreed to provide information as requested and said they were available if any of the  
106 commissioners had questions.

107  
108 **Historic Preservation Month Recap**

- 109 • Commissioner Perry reported he had to cancel the first walking tour due to bad weather but  
110 rescheduled it for another date and 25 people participated.
- 111 • Commissioner Kersley reported that the first workshop was not well attended so the second one was  
112 cancelled. Next year it might be more beneficial to have the workshops at the Tour de Pants Event, she  
113 said. Bethany Clark added that people seem to like hands on workshops the best.
- 114 • Commissioner Armentrout suggested getting a table and attending local festivals to promote the  
115 program.
- 116 • Councilor Fogle said that Loveland needs a downtown festival in May to attract business. He also  
117 suggested framing historic pictures of buildings and presenting them to the building owner. Another  
118 idea would be to print historic photos of Loveland and put them in utility bills.

119  
120 **Next Meeting's Agenda/Action Items**

- 121 • Youth Involvement

122  
123 **Commissioner Comments**

- 124 • Commissioner Kersley suggested meeting about Youth Involvement. Nikki Garshelis will try to set up  
125 meetings with Michelle Pearson, the YAC chair or staff liaison and a high school representative to discuss  
126 ideas of getting youth involved. Kersley gave an overview of the recent meeting with Jenni Dobson,  
127 Museum Education Curator, about partnering on a historic preservation trunk for use in schools and  
128 presentations to groups as well as other ideas.
- 129 • There was a discussion about having a high school student on the Commission. Bethany Clark will get  
130 information from the legal department to see if this is feasible.
- 131 • Commissioner Armentrout announced that it was her last meeting. Everyone thanked her and wished  
132 her well.

133  
134  
135 **Meeting adjourned at 7:59p.m.**



## Community & Strategic Planning

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(970) 962-2745 • Fax (970) 962-2945 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

### STAFF UPDATE

Meeting Date: July 21, 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:

#### 719 E 5<sup>th</sup> Street

The City Council Public Hearing to consider the nomination of 719 East 5<sup>th</sup> Street was held on July 15, 2014. The City Council unanimously approved the ordinance designating the house on first reading. Second reading of the ordinance will occur on August 5, 2014.

#### Highway 287 Strategic Plan

The City will be holding a public open house in late July or early August to present the concepts developed by Logan Simpson, including visual concepts for 2-3 potential catalyst projects. Please keep an eye out for an announcement for the open house.

#### Comprehensive Plan

On June 10th and 11th the City held the public Vision Workshops for Create Loveland, the new Comprehensive Plan. The workshops were structured around a set of small group discussions on the topics of "Health and the Built Environment," "Centers and Corridors," and "Neighborhoods and Community Assets." In these discussions participants wrote down what they wanted to see stay the same as Loveland grows and what they wanted to see different. They then discussed their comments with each other and the group facilitator. Many comments focused on the need to revitalize and activate downtown.

**City of Loveland**  
**Historic Preservation Strategic Action Plan**

Goal 1: Community Engagement				
Objectives	Steps	Actions	Timing	Partners
Encourage communication between the community, historic preservation commission, and city staff to advance historic preservation efforts and goals in the City of Loveland	Continue to build relationships with historic preservation organizations throughout Northern Colorado	Create a stronger or more public collaboration with Loveland Historical Society (LHS)	Near Term*	HPC, Staff, LHC
	Collaborate with existing owners of historic properties to help promote future preservation	Encourage citizen liaisons to help promote historic preservation and create a link between citizens, commission, and staff	Mid Term	HPC, Staff
		Establish citizen liaison meetings with staff and commission	Long Term***	HPC, Staff
Improve the public perception of historic preservation	Provide greater understanding of how historic preservation benefits the City of Loveland	Create brief updated informational brochures on historic preservation in Loveland, Larimer County, and Colorado	Near Term	HPC, Staff
		Expand the Tour de Pants event to include additionally historic preservation workshops	Mid Term	HPC, Staff
Provide clear, accessible, and accurate information on historic preservation to the public	Distribute historic preservation materials	Create new owner packets that include history of building or neighborhood, possible incentives, and additional information	Mid Term	HPC, Staff
		Create updated historic district and neighborhood informational packets with history and information of the area	Long Term	HPC, Staff
Provide clear, accessible, and accurate information on historic preservation to the public	Update and improve the City of Loveland's historic preservation e-communications	Create and promote an email database to inform those of historic preservation efforts in Loveland, Larimer County, and Colorado on a weekly basis	Near Term	HPC, Staff
		Establish a monthly or quarterly newsletter on historic preservation in Loveland, Larimer County, and Colorado	Mid Term	HPC, Staff
Promote and raise awareness about historic preservation	Engage community in historic preservation activities	Create an annual classroom program to promote historic preservation in the Thompson School District (TSD)	Long Term	HPC, Staff, City Council, TSD
		Expand outreach programs to include specific workshops on historic preservation	Long Term	HPC, Staff
	Celebrate those citizens that have chosen to participate in historic preservation	Start an annual preservation award event which highlights those who have excelled in preservation and rehabilitation	Mid Term	HPC, Staff, City Council
		Provide plaques for those who chose to landmark a historic building (Property name, dates, brief history)	Long Term	HPC, Staff, City Council

**City of Loveland**  
**Historic Preservation Strategic Action Plan**

Goal 2: Historic Resource Protection				
Objectives	Steps	Actions	Timing	Participants
Create a community vision for the protection of historically, architecturally, and environmentally significant structures in the City of Loveland	Develop an updated historic preservation plan	Conduct survey and public meetings to provide feedback on historic preservation efforts needed/wanted in Loveland	Near Term	HPC, Staff, Consultants
		Hire a consultant to update the historic preservation plan	Mid Term	HPC, Staff, Consultants
	Conduct additional surveys to determine significant city structures	Conduct an updated historic preservation property survey	Mid Term	HPC, Staff, Consultants
		Conduct a survey focused on mid-century modern/post WWII structures	Long Term	HPC, Staff, Consultants
		Conduct a survey that focuses on identifying additional historic districts, special districts, or conservation districts	Long Term	HPC, Staff, Consultants
	Encourage participation in historic preservation by contributing to the cost of public rehabilitation and restoration projects	Create and provide brochures that inform local historic home and business owners of state and federal incentives	Mid Term	HPC, Staff
		Establish real estate workshops on tax incentives and provide continuing education credits for realtors	Long Term	HPC, Staff
		Work with Loveland construction companies and construction supply companies to provide a discounted rate for rehabilitating historic properties	Mid Term	HPC, Staff, City Council
		Develop a grant fund to provide assistance for rehabilitating and purchasing historic properties	Long Term	HPC, Staff, City Council
		Establish programs through the DDA to help fund and bridge the gap for local historic rehabilitation project	Long Term	HPC, Staff, City Council

**City of Loveland**  
**Historic Preservation Strategic Action Plan**

Goal 3: Program Enrichment & Expansion				
Objectives	Steps	Actions	Timing	Partners
Provide regular training for all staff and commission members	Enhance training opportunities for current and incoming commission and staff members	Provide an annual or bi-annual retreat for commission and staff to recap, build, and educate about historic preservation in Loveland	Near Term	HPC, Staff
		Provide new commissioners training for all incoming commissioners	Mid Term	HPC, Staff
Ensure guidelines and applications are current, relevant, and provide accurate information which will ensure the protection of historic structures	Develop new guidelines to enhance property owner collaboration and for new districts	Develop Downtown Loveland Historic Design Guidelines	Long Term	HPC, Staff, City Council
		Develop neighborhood specific design guidelines	Long Term	HPC, Staff, City Council
	Create an effective, consistent, easy, and transparent process for all enforcement policies	Revise alteration and demolition applications as needed	Ongoing	HPC, Staff, City Council
		Analyze effectiveness of applications	Mid Term	HPC, Staff
Align historic preservation practices and goals with other policies found throughout the City of Loveland	Establish city wide collaboration and relationships to integrate historic preservation into other city operations	Establish quarterly meetings focused on informing city departments on current historic preservation efforts	Mid Term	All City Departments

\*Near Term- Approximately 1 year or less

\*\*Mid Term- Approximately 1 to 3 years

\*\*\*Long Term- Approximately 3 to 5 years



## MEMORANDUM

**To:** Historic Preservation Commission  
**From:** Bethany Clark, Development Services  
**Date:** July 21, 2014  
**RE:** Loveland Historical Society Vintage Base Ball Game

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### SUMMARY

The Loveland Historical Society is holding a vintage base ball game on September 6, 2014 at Timberlane Farm. The Colorado Vintage Base Ball Association will bring 2 teams, the Denver Blue Stockings and the Central City Stars to play on the grounds in conjunction with the museum's annual Heritage Day, and will charge for admission to the farm. The cost to bring in the 2 teams is \$500 and the Loveland Historical Society is requesting that the Historic Preservation Commission sponsor the event and cover the costs.

A YTD expenditure report for the HPC's annual budget is attached. An estimate of upcoming expenses is also included in the attachment. Most importantly is the required annual mailing to notify property owners of their status on the Historic Preservation Survey (a directive of City Council), and a re-printing of the Walking Tour Brochures, as we only have one box of brochures left for distribution. Additional costs could include continued outreach to downtown property owners for the National Register Historic District nomination, and any items from the Strategic Action Plan that would be determined by the HPC to be a priority.

### ATTACHMENTS

2014 YTD Historic Preservation Budget

## 2014 YTD Historic Preservation Budget

	Budget	YTD Expenditure
Annual mailing to Survey properties	\$ 1,000.00	
HP Month Outreach/Advertising	\$ 1,500.00	\$ 1,409.56
Workshops/Lectures	\$ 500.00	\$ 2,500.00
National Register Plaque - Milner-Schwarz		\$ 405.00
Saving Places Conference Registration	\$ 1,400.00	\$ 1,280.00
Walking Tour Brochures (2 printings/year of 1,500 brochures/printing)	\$ 4,500.00	
	<b>\$ 8,900.00</b>	<b>\$ 5,594.56</b>

**Estimated expenses for the remainder of 2014**

Annual mailing to Survey properties	\$ 900.00
Walking Tour Brochures - 1 printing <i>(only 1 box of brochures left)</i>	\$ 2,250.00
Outreach for Downtown Historic District Designation	unknown
Action items identified from Strategic Action Plan	unknown
<b>YTD Expenditures + Estimated Remaining Expenses:</b>	<b>\$8,744.56 +</b>