

**LOVELAND HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
MONDAY, SEPTEMBER 15, 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. Education and Outreach Brainstorming Session (Michelle Pearson) 6:15-7:15
 - b. Historic Preservation Action Plan 7:15-7:25
 - c. Budget update 7:25-7:35
 - d. Set Next Meeting's Agenda/Identify Action Items 7:35-7:40

- VIII. COMMISSIONER COMMENTS** 7:40-7:45
This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.

- VIII. ADJOURN**

City of Loveland
Historic Preservation Commission
Meeting Summary
July 21, 2014

A meeting of the Loveland Historic Preservation Commission was held Monday, July 21, 2014 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: David Berglund, Jim Cox, Jon-Mark Patterson, Mike Perry, Paula Sutton and Chris Wertheim. John Fogle, City Councilor, Bethany Clark, Staff Liaison to the HPC in the Community & Strategic Planning Division and Nikki Garshelis of Development Services were also present.

Guests: Sharon Danhauer and other representatives from the Loveland Historical Society

CALL TO ORDER

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

INTRODUCTION OF NEW COMMISSION MEMBERS

Commission Chair Berglund welcomed new Commissioners Sutton and Wertheim.

APPROVAL OF THE AGENDA

Commissioner Cox made a motion to approve the agenda; the motion was seconded by Commissioner Sutton and it passed unanimously.

APPROVAL OF THE MINUTES

Commissioner Cox made the motion to approve the minutes from the June meeting, the motion was seconded by Commissioner Wertheim and it passed unanimously.

CITIZEN REPORTS

Sharon Danhauer from the Loveland Historical Society said she appreciated that the HPC allowed her to place the request to fund and bring the Vintage Baseball team to Loveland.

CITY COUNCIL UPDATE

Councilor Fogle reported that the City Council approved 6.25 million for purchases of properties in the downtown area to make way for the planned development from 3rd Street to the ditch. He said they are close to finalizing a deal with Gene Stires on the gas station property. He has first right of refusal until June 30 of 2015 to move the structure, Fogle explained. Most of the other properties are in closing states with the exception of a few. There was a discussion and questions from the Commissioners. Commissioner Perry said he'd had an inquiry from someone regarding moving the building. Councilor Fogle said he had a call into Stires to congratulate him and when he speaks with him he will tell him to contact the HPC if he needs assistance with the move. Responding to a question from Commissioner Wertheim about the 3rd Street project, Fogle said the style of architecture would be similar to Gallery Flats and Lincoln Place. He also stated that there may be a theater.

STAFF UPDATE

Bethany Clark reported that City Council approved on first reading the ordinance designating 719 East 5th Street to the Loveland Historic Register, and the second reading was scheduled for August 5th. The property owners will be given a plaque during May historic preservation events, she said. There will be an open house in early August to present concepts developed by Logan Simpson, the consulting firm leading the 287 Strategic Plan project, she reported. Two Comprehensive Plan visioning workshops were held in June and results show a strong support for revitalization of the downtown, she added.

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52 **CONSIDERATION OF NEW BUSINESS**

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54 **Historic Preservation Action Plan**

55 Bethany Clark reported that Nick Wharton was unable to attend the meeting to present the updated action
56 plan. She asked if the HPC would like to have more time to review the plan since there were two new
57 Commissioners. Commission Chair Berglund said he would like to allow the new Commissioners the time to
58 provide their input. Commissioner Wertheim asked for access to the survey. Staff agreed to send the survey to
59 her and Commissioner Sutton.

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61 *Commission Chair Berglund moved to table the item until next month, it was seconded by Commissioner Cox and*
62 *it passed unanimously.*
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64 **National Register Plaque Presentation**

65 The Historic Preservation Commission presented a bronze plaque to the Loveland Historical Society
66 commemorating the Milner-Schwarz House listing on the National Register of Historic Places. There was a
67 discussion regarding how to display the plaque. Staff will check with the City to see if there is large rock
68 available to display it.
69

70 **Sponsorship Request from LHS**

71 *Sharon Danhauer* from the Loveland Historical Society asked the HPC for \$500 to sponsor a vintage baseball
72 game at Timberland Farm Museum on September 6, 2014. The HPC would be able to promote historic
73 preservation at the event, she said. After a discussion about the budget and suggestions by Councilor Fogle to
74 request that the City Manager's budget cover the cost of the National Register Plaque, the HPC voted:
75

76 *Commissioner Sutton moved to recommend approval of the sponsorship of \$500 for the vintage baseball game*
77 *contingent upon extra funds from the Executive or Development Services Departments. The motion was*
78 *seconded by Commissioner Cox and it passed unanimously.*
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80 The members discussed buying a banner for the event, as well. Councilor Fogle recommended to the
81 commission to review their annual budget items to determine if they need an increase in their 2015 budget. He
82 noted that the Historic District outreach project will still need funding this year. Commission Chair Berglund
83 asked staff to include it as an item on the August meeting agenda.
84

85 There was a discussion about the effort to create a Downtown Development Authority (DDA) in Loveland.
86 Councilor Fogle advised that the HPC have a presence at the table. Commissioner Cox stated that he was a part
87 of the DDA committee, representing the HPC. Councilor Fogle asked staff to research some of the surrounding
88 cities' historic preservation program funding sources. He answered questions from commissioners regarding
89 how a DDA functions.
90

91 **Historic Preservation Refresher**

92 Bethany Clark gave an instructional presentation called "Historic Preservation 101." The presentation included
93 the following items:

- 94 • What Historic Preservation Is
- 95 • Why We Preserve
- 96 • Role of the Historic Preservation Commission
- 97 • Legal Overview
- 98 • Preservation in Loveland
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Next Meeting's Agenda/Action Items

- Historic Preservation Action Plan
- Supplemental 2015 Budget Funds
- Banner/Signage for September 6th Event
- DDA Update

Commissioner Comments

- *Commissioner Perry* thanked Commissioner Wertheim for volunteering at the HP Booth during the Cherry Pie Festival. He also commended Commissioner Cox for being a judge of the contest.
- *Commissioner Sutton* reported that she and Commissioner Wertheim attended the CLG HPC training in Denver and was pleased when they recognized Loveland for the Walking Tour brochure and increased efforts in preservation.
- *Bethany Clark* reminded everyone that Loveland will be hosting the Northeast Colorado Historic Preservation Forum on August 8th in the City Council Chambers.

Meeting adjourned at 8:12p.m.



Community & Strategic Planning

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STAFF UPDATE

Meeting Date: September 15, 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:

Historic Preservation Annual Notification

Postcards have been sent to 386 properties notifying them of their property's status on the Loveland Historic Preservation Survey. Staff has already begun receiving calls with some interest in historic preservation and has sent several nomination applications to interested property owners.

123 North Lincoln Avenue

The City now owns the Art Deco gas station located at 123 North Lincoln Avenue and the previous owner has the first right of refusal for anything that involves the building until June 30, 2015. Staff from Economic Development will be at the October HPC meeting to discuss the future of the building.

287 Strategic Plan

Open houses are tentatively scheduled for September 28th during the final season Farmer's Market at Fairgrounds Park, and on October 7th at the Police Institute from 4:00-7:00pm. Staff and the consultants will present the concepts developed, along with proposed strategies for the 5 character zones along Highway 287.

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 Pans 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 brass 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, or conservation districts	Long Term	HPC, Staff, Consultants
Encourage participation in historic preservation through contributing to the cost of public rehabilitation and restoration projects	Inform and educate about current state and federal incentives	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
	Develop and initialize new forms of local incentives	Work with Loveland construction companies and construction supply companies to provide a discounted rates for rehabilitating historic properties	Mid Term	HPC, Staff, City Council
		Develop a revolving 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 a 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	Near Term	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

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	
	\$ 8,900.00	\$ 5,594.56

Estimated expenses for the remainder of 2014

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