

**LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
MONDAY, SEPTEMBER 19, 2016 6:00 PM  
CITY COUNCIL CHAMBERS  
500 E. THIRD STREET**

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**6:00 PM**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF THE AGENDA**
- V. APPROVAL OF PREVIOUS MEETING MINUTES**
- VI. REPORTS** 6:05-6:30
  - 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. Pulliam Subcommittee (Chair Patterson)
  - d. Staff Update (Phil Kleisler)
- VII. REGULAR AGENDA**
  - a. Zero Interest Loan Program Review Committee (Phil Kleisler) 6:30-6:40
  - b. Annual Work Plan (Phil Kleisler) 6:40-7:10
  - c. Retreat (Phil Kleisler) 7:10-7:40
  - d. Set Next Meeting's Agenda/Identify Action Items 7:40-7:45
- VIII. COMMISSIONER COMMENTS** 7:45-8:00  
*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**  
**August 15, 2016**

The meeting of the Loveland Historic Preservation Commission scheduled for Monday, August 15, 2016 at 6:00 P.M. in the City Council Chambers, 500 E 3<sup>rd</sup> Street Loveland, CO. could not be officially held due to a lack of a quorum. Historic Preservation Commissioners in attendance were: Jim Cox, Amanda Nash and Jon-Mark Patterson. Council Liaison, John Fogle and Phil Kleisler of Community & Strategic Planning were also present.

Participants utilized the meeting time to discuss various issues. No motions or approvals were made. All agenda items were postponed until the September meeting.



**Development Services Department  
Community & Strategic Planning**

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## STAFF UPDATE

**Meeting Date:** September 19, 2016  
**To:** Loveland Historic Preservation Commission  
**From:** Phil Kleisler, Development Services

**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.*

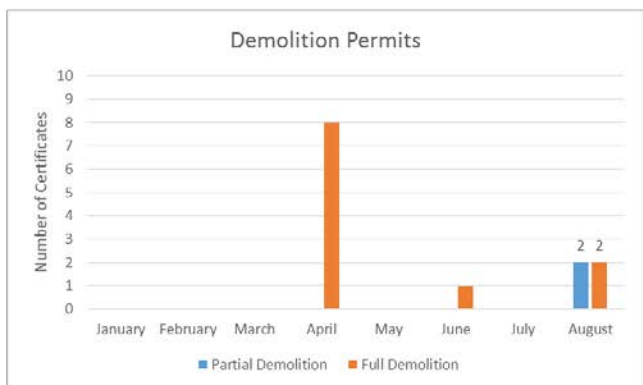
### Larimer County Scientific and Cultural Facilities District

During your August meeting the HPC briefly discussed the upcoming vote for the Larimer County Scientific and Cultural Facilities District (SCFD) and the role historic preservation may play in the program. Staff reached out to the SCFD and received the following information:

- The campaign has submitted sufficient signatures to be added to the November 8 ballot. The final step in this process is a hearing before the Larimer County Commissioners.
- The SCFD funds would be limited to non-profit institutions with 501(c)(3) status or any local government with the primary purpose of enlightening and entertaining the public through the production, presentation, exhibition, and advancement or preservation of:
  - Visual arts;
  - Performing arts;
  - Cultural history;
  - Natural history; or
  - Natural sciences.
- The enabling State legislation excluded the acquisition and renovation of historic buildings, structures or sites. However, it is possible that the SCFD Board could, on a case-by-case basis, approve project funding for a historic preservation project with significant public access and public consumption (e.g. outreach event).
- The SCFD staff showed interest in attending a future HPC meeting once his team generates their outreach and marketing materials.

### Permit Reviews

August proved to be a busy month for permit reviews. Overall there were eight historic preservation permits reviewed: four Alteration Certificates, two partial demolitions and two full demolitions. Given the heavy work load, staff initiated a new process for permit reviews. In August, staff began providing a summary sheet describing the application, code analysis and recommendation.



### Alteration Certificates

1. **201 4<sup>th</sup> Street (approved).** The Desk Chair project submitted three Alteration Certificates in the “First National Bank building” (one application was a resubmittal). The first application was for a rooftop addition, exterior alterations (window wells, planter boxes) and window replacement. To address the HPC’s concerns, the applicant moved the proposed rooftop addition away from the westerly side and shortened the overhang:

Figure 1. First Submittal

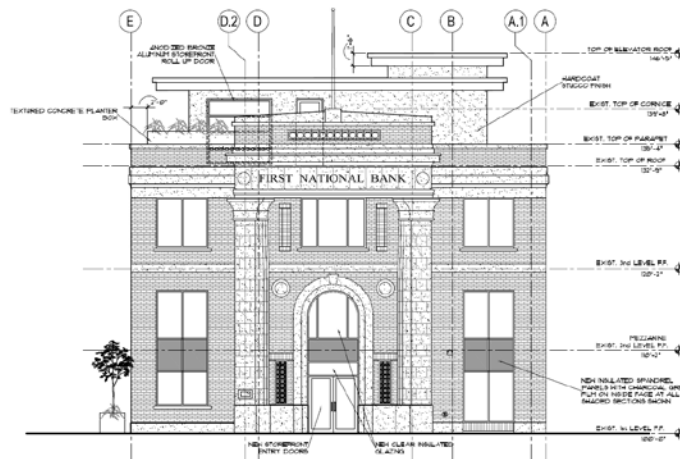
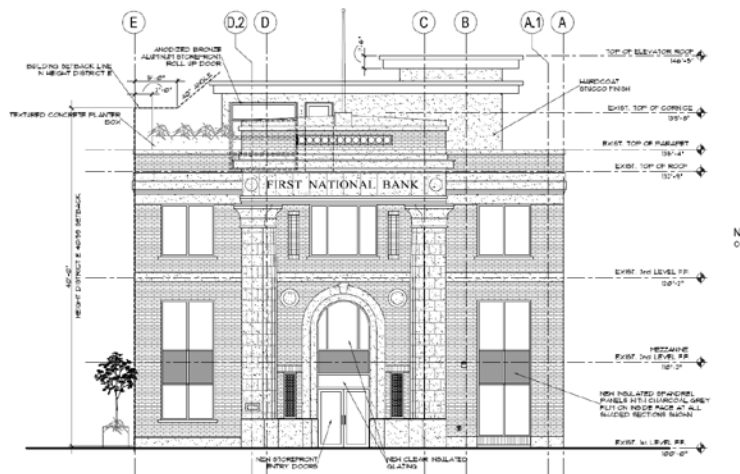
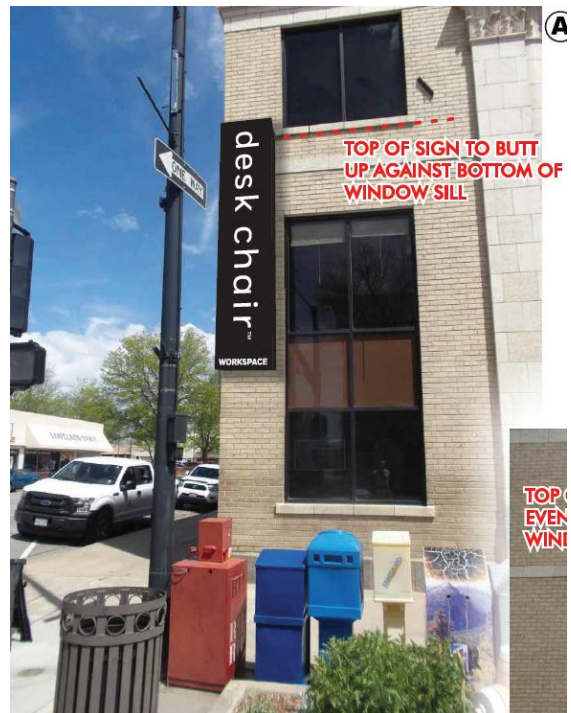


Figure 2. Revised submittal



The second submittal from the Desk Chair project was a sign permit (Figure 3 to the right). This permit was reviewed twice in August by Commissioners Cox and Kersley. The applicant agreed to condense the sign slightly to leave room between the window and sign.

Figure 3. Desk Chair Sign



## 2. 805 W. 4<sup>th</sup> Street (approved)

This application proposed the replacement of four windows, as the existing wood windows have significantly degraded over time. The owner proposed composite material that is marketed as having a wood-like appearance. The approval was conditional on (i) the new windows matching the existing window design and (ii) a strong recommendation that the applicant explore rehabilitating existing storm windows.

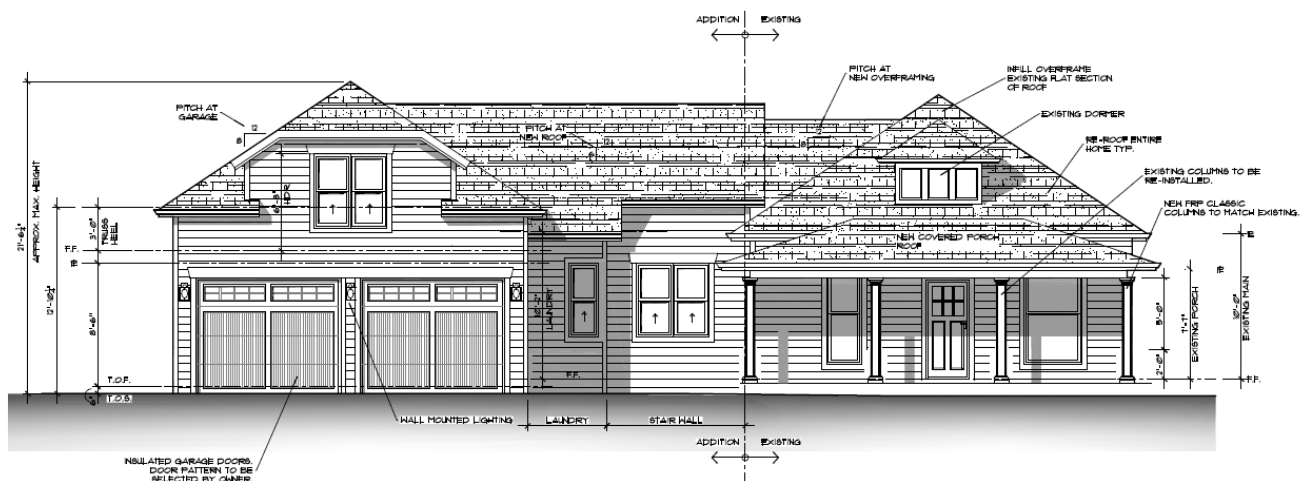
### Partial Demolitions.

1. **447 W. 5<sup>th</sup> Street (approved).** This Partial Demolition proposed a four car garage (Figure 4 below). The property is located within the 5<sup>th</sup> Street Historic District, but is not a contributing property. The building was eligible for participation in a historic district, but not eligible as a Landmark property. This project was the subject of public comments received earlier this year and is partially the catalyst for the renewed discussion about the City's historic district participation requirement.
2. **417 N. Jefferson Street (approved).** This project includes a façade renovation and installation of a garage door for a new downtown coffee shop: Dark Heart Coffee. The building is not eligible for Landmark designation because of the undistinguished architecture and lack of historically significant events or people.

### Full Demolition

1. **630 W. 5<sup>th</sup> Avenue (approved).** The owners of this property proposed to demo the existing house and rebuild a new house and garage. As with the other demolitions listed in this report, this owner has strong objections to listing the property as part of a district. This structure is not eligible for a Landmark designation due to a loss of integrity resulting from the original porch being enclosed, a rear addition

Figure 4. 447 W. 5<sup>th</sup> Street Partial Demolition



and removal of a historic black chimney. This property is located within the 5<sup>th</sup> Street Historic District but is not a contributing property.

2. **1525 N. Jefferson Avenue (approved).** This property suffered a fire and is no long habitable (Figures 4 & 5 below). The property was not eligible for Landmark Designation.

Figures 4 & 5: 1525 N Jefferson Avenue



Monthly Reviewers for Demolitions/Alterations

Date	Reviewer 1	Reviewer 2	Alternate
Jan-16	Stacee	Chris	David
Feb-16	David	Paula	Jim
Mar-16	Jim	Zach	Jon
Apr-16	Jon	Chris	Amanda
May-16	Amanda	Stacee	Paula
Jun-16	Paula	Jim	Zach
Jul-16	Zach	David	Jon
Aug-16	Jon	Amanda	Paula
Sep-16	Paula	Jim	Chris
Oct-16	Chris	Amanda	Stacee
Nov-16	Stacee	David	?
Dec-16	David	Paula	Jim





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## **LANDMARK REHABILITATION LOAN PROGRAM**

**Meeting Date:** September 19, 2016  
**To:** Loveland Historic Preservation Commission  
**From:** Phil Kleisler, Development Services

The Landmark Rehabilitation Loan Program currently has a \$5,000 balance. The Historic Preservation ordinance requires that the HPC establish an application deadline of at least 60 days; no applications can be reviewed for that cycle after that 60-day window closes. The current loan cycle opened on August 18 with letters to all owners of property on the local register. The table below lists key dates in this loan application cycle.

Date	Action
August 15	HPC comments on scoring criteria
August 18	Application cycle opens with letters to owners on the local register
September 19	HPC appoints two-member subcommittee to review applications
September 26	Reminder letters sent to owners on the local register
October 17	Verbal report to HPC.
October 18	Application window closes.
November 7	Subcommittee meeting to review applications.
November 21	HPC hearing to award loan funds

Staff is requesting feedback on the concept of appointing two commissioners to review of loan applications with staff prior to the public hearing in November.



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**ANNUAL WORK PLAN**

**Meeting Date:** September 16, 2016  
**To:** Loveland Historic Preservation Commission  
**From:** Phil Kleisler, Development Services

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Another follow-up item from the previous meeting is an update to the priorities for the HPC over the next year. A first draft of this plan is attached, which is divided into regulatory and non-regulation duties. Most objectives are either from the ordinance establishing the HPC or an action item of the Historic Preservation Plan. The intent of this work plan is to identify the HPC's priorities outside the scope of day-to-day activities, such as reviewing Alteration Certificates and Landmark nominations.

Staff recommends that the HPC discuss this draft work plan, along with any amendments. Once finalized staff will share this with City Council through the City Manager's Office for any comments.





**City of Loveland Historic Resources Commission  
2016/2017 Work Plan  
DRAFT**

## Regulatory Duties

*The following lists the special projects outside the scope of day-to-day regulatory duties such as reviewing Landmark nominations and Alteration Certificates.*

Objective	Activities	People Responsible	Target Date
Identify and advise the City Council regarding the implementation of economic incentives for historic properties (§15.56.160.B).	Zero Interest Loan Program: Following 2016 loan application cycle, determine if ongoing annual funding is necessary for the program and if so, provide such request to City Council.	Staff HPC	Q1 2017
	Review opportunities to apply for state or federal funding of the revolving loan program.	Staff HPC	Q1 2017
	Review best practices for preservation incentives and determine if any should be locally adopted.	Staff HPC	Q2 2017
Maintain status as a Certified Local Government.	Code Amendment: Per the suggestion of History Colorado, consider an amendment to the Historic Preservation Ordinance to include minimum percentage of properties owner consent for future historic districts.	Staff HPC	Q2 2017



**City of Loveland Historic Resources Commission**  
**2016/2017 Work Plan**  
**DRAFT**

**Non-Regulatory Duties**

<b>Objective</b>	<b>Activities</b>	<b>People Responsible</b>	<b>Target Date</b>
Develop and assist in public education programs including, but not limited to, walking tours, brochures, a marker program for historic properties, lectures, exhibits and conferences (§2.60.130.B.6)	Offer nomination assistance for properties eligible for local register.	HPC Staff	Ongoing
	Create historic preservation coloring book for and/or other materials for distribution.	Staff HPC	Q2 2017
	Revise walking tour brochure to include Downtown Historic District.	HPC Staff	Q2 2017
	Coordinate May Historic Preservation Month	HPC Staff	Q2 2014
Actively pursue financial assistance and incentive programs for preservation-related programs (§2.60.130.B.8)	Pulliam Building: Pending City Council direction, assist the City in nominating building to local register and application for state grant funding.	Staff HPC	Q3 2017
	Odd Fellows Building: Serve as grant recipient and manager for minor restoration work.	Staff HPC	Q1 2017
Evaluate historic resources 50 years of age or more that are experiencing redevelopment activity, demolition, neglect, or sudden growth pressure (Historic Preservation Plan, pg. 85)	Identify potential landmark properties or historic districts in the neighborhoods immediately adjacent to downtown, particularly areas from 4 <sup>th</sup> Street south to the U.S. Highway 287 Couplet.	Staff HPC	Q3 2017
	Explore ways to reach non-participating properties within the 4 <sup>th</sup> and 5 <sup>th</sup> street districts.	Staff HPC	Q3 2017
	Develop a process for additional designations as quality resources reach 50 years of age (Historic Preservation Plan, pg. 88). Two methods could be explored: (i) an analysis of properties that are now over 50 years old for inclusion in into the existing survey, or (ii) pursue funding for consultant services for a new survey.	HPC Staff	Q4 2017



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**ANNUAL RETREAT**

**Meeting Date:** September 19, 2016  
**To:** Loveland Historic Preservation Commission  
**From:** Phil Kleisler, Development Services

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During your July meeting the HPC expressed interest in having an annual retreat later this year following the November election. Potential topics to discuss have included technical training on the Secretary of the Interior Standards, historic district ordinance review and the Landmark Rehabilitation Loan Program. No decision about the retreat was made during the August meeting due to a lack of a quorum.

Most commissioners have participated in the online [Doodle Poll](#). From those responses it appears that Saturday, December 10 is the best option for the retreat. Staff has reserved the conference room at the Rialto Theater until 2:00 p.m. that day.

Staff is requesting feedback about the date, time and agenda items for the annual retreat.