

**LOVELAND HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
MONDAY, May 15, 2017 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	6:05-6:15
a. Citizen Reports	
<i>This agenda item provides an opportunity for citizens to address the Commission on matters not on the consent or regular agendas.</i>	
b. Council Update	
c. Pulliam Subcommittee	
d. Student Interviews	
e. Staff Update	
VII. REGULAR AGENDA	
a. Tour de Pants Review	6:15-6:30
b. ELECTION of Vice Chair	6:30-6:45
c. Downtown Design Standards	6:45-7:00
d. Saving Places Presentation 2018	7:00-7:15
e. Set Next Meeting's Agenda/Identify Action Items	7:15-7:20
VIII. COMMISSIONER COMMENTS	7:20-7:30
<i>This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.</i>	
IX. ADJOURN	

1 **City of Loveland**
2 **Historic Preservation Commission**
3 **Meeting Summary**
4 **April 17, 2017**

6 A meeting of the Loveland Historic Preservation Commission was held Monday, April 17, 2017 at 6:00 P.M.
7 in the City Council Chambers, 500 E 3rd Street Loveland, CO. Historic Preservation Commissioners in
8 attendance were Zachary Askeland, Jim Cox, Paula Sutton and Jon-Mark Patterson. Council Liaison, John
9 Fogle, Nikki Garshelis and Cita Lauden of Development Services were also present.

10 **Guests:** *Sharon Danhauer, Loveland Historical Society*

13 **CALL TO ORDER**

14 *Commission Chair Patterson called the meeting to order at 6:05 p.m.*

16 **APPROVAL OF THE AGENDA**

17 *Commissioner Cox made a motion to approve the agenda. Commissioner Sutton seconded the motion and it*
18 *passed unanimously.*

20 **APPROVAL OF PREVIOUS MEETING MINUTES**

21 *Commissioner Sutton made a motion to approve the March meeting minutes. Commissioner Cox seconded*
22 *the motion and it passed unanimously.*

24 **CITIZEN REPORTS**

25 None

27 **CITY COUNCIL UPDATE**

28 *Mayor Pro Tem Fogle discussed the lawsuit on speaking rights. He also shared that the Downtown*
29 *Redevelopment is moving along nicely. Mayor Pro Tem Fogle reported that Steve Olson was elected as the*
30 *new City Councilor replacing Councilor McKean.*

32 **STUDENT RECRUITMENT**

33 *Commissioner Kersley sent an email to the teachers in the school district regarding recruitment of a new*
34 *student commissioner before FALL 2017. The deadline to apply is May 5th.*

36 **STAFF UPDATE**

37 *Nikki Garshelis reviewed the staff report, which included:*

- Two Loveland grants were submitted for the April 1, 2017 State Historical Fund Grant process.
 - 1. Majestic Opera House/ODD Fellows Grant
 - 2. Hertzinger Harter/El Centro Building
- Zero Percent Loan Program
- Timberland Farm Museum
- Ulrich Residence 948 N. Jefferson Avenue Nomination

45 **CONSIDERATION OF NEW BUSINESS**

47 **NATIONAL REGISTER of HISTORIC PLACES NOMINATION of the TRUSCOTT JUNIOR HIGH SCHOOL**

48 *Nikki Garshelis provided the Commissioners with information regarding Truscott Junior High School.*

49 *Commissioner Sutton made a motion in support of adding Truscott Junior High to the National Register of
50 Historic Places. Commissioner Cox seconded the motion.*

51 **TRAIN DEPOT DISCUSSION**

52 *Sharyn Danhauer with the Loveland Historical Society reported on the 1901 Great Western Train depot
53 located off Monroe Avenue. Danhauer and other Loveland Historical Society members are concerned about
54 the train depot's future. Pam Sheeler's determination to save the depot from Omnitrax's plan for demolition
55 resulted in the Moffat Road Railroad Museum in Granby agreeing to transport it to their property. However,
56 a few years have passed and there is no signed contract she said. Danhauer has been unable to get
57 clarification on whether or not Moffat is still pursuing the depot, she explained. There was a discussion about
58 contacting Colorado Preservation Inc. and OmniTrax.*

59 **WALKING TOUR BROCHURE/CORRECTIONS**

60 *Commissioner Askeland presented the Commissioners with revisions, corrections, and additions to improve
61 the Walking Tour Brochure. Following further discussion, the commissioners were all in favor of the revisions.*

62 **ZERO % LOAN PROGRAM REPAYMENT TERMS**

63 *There was a discussion about setting a specific term limit for the Zero % Loan Program. The Commission
64 agrees that there needs to be a set term limit for this program. Nikki Garshelis will work with the City's Legal
65 Department on appropriate term limits.*

66 **ODD FELLOWS GRANT MATCH SHARE REQUEST**

67 *Nikki Garshelis reported on the request from the IOOF for the HPC to pay half of the matching funds of the
68 recent SHF grant application should it be approved. The match is \$2,500 and the IOOF is requesting \$1,250
69 from the HPC. Commissioners discussed that their budget did not include funds to approve the request.
70 Further, they were also concerned about other grant recipients making similar requests. The Commissioners
71 agreed they would not be able at this time to supply the funding requested.*

72 **ELECTION OF VICE CHAIR**

73 *The Commission decided to postpone the election of Vice Chair to the May 15th meeting due to the absence
74 of three Commissioners.*

75 **TOUR DE PANTS REVIEW AND TASKS**

76 *Nikki Garshelis provided and reviewed a schedule of events, as well as commissioner assignments for the
77 upcoming annual Historic Preservation event on May 6th.*

78 **NEXT MEETING'S AGENDA**

79

1. Zero % Loan Program update
2. Election of Vice Chair
3. Look at the Budget/Work plan
4. Discuss Design Standards for Downtown
5. Saving Places Conference 2018

80 **COMMISSIONER COMMENTS**

81 *This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda*

95 *Commissioner Cox shared his concerns regarding the design plans for the Loveland Tap house. Commissioner*
96 *Cox stated that the façade does not fit with the character of Historic Downtown. He suggested looking at*
97 *better design standards for the Historic District.*

98 *Commissioner Sutton made a motion to recommend that the Loveland Downtown Partnership/DDA*
99 *not fund this project until changes to the façade are made. The motion was seconded by*
100 *Commissioner Askeland, and passed unanimously.*

101

102 **Meeting adjourned at 8:32 p.m.**

DRAFT

LOVELAND HISTORIC PRESERVATION COMMISSION

STAFF UPDATE

Meeting Date: May 15, 2017

To: Loveland Historic Preservation Commission

From: Nikki Garshelis, 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.*



Great Western Train Depot

City staff received clarification from Pam Sheeler of the Loveland Historical Society regarding the status of the Great Western Train Depot. In 2012, Sheeler began the process of trying to save the depot from a proposed

demolition by OmniTrax, the building owner. At the time, OmniTrax was planning on using the land the depot (and Freight building) was located on for truck access. Sheeler tried without success to have the buildings moved south onto the City property just south of its current location. She then reached out to the Moffat Road Railroad Museum in Granby, CO, who agreed to move the depot and freight house to their property. Their plan was and still is to restore it and use it as a visitor center, gift shop and display area. Sheeler said that the project is taking a few years due to the organizational restructuring of OmniTrax but wants to emphasize that this plan is still in progress. The contract between OmniTrax and Moffat has gone back and forth a few times and is currently being reviewed by the OmniTrax legal department, she explained. She expressed concern that other involvement, although well intentioned, could cause further delays. Moffat Road Railroad Museum's website displays information about the GW Train Depot and can be accessed at: moffatroadrailroadmuseum.org

Timberland Farm Museum: City Council heard a staff presentation at the April 25 Study Session regarding The Timberlane Farm Museum Board's request for a long-term plan and funding for the farm. Councilors requested that staff research more options including private and public

partnerships. Councilor Krenning suggested reviewing the Jessup Farm in Fort Collins and also more information on how the Martinez Farm is operated.

Uhrich Residence 948 N Jefferson Avenue Nomination: Approved on second Reading at the April 18 City Council meeting the property at 948 N Jefferson is now officially on the Loveland Landmark Register. A plaque was ordered and should be arriving this month.

CLG Regional Forum Hosted by Loveland: On Friday July 28 from 9:00am-Noon, in the Development Center, Loveland will host the annual CLG Regional Forum. The forum will be facilitated by History Colorado and all regional historic preservation commissions and staff liaisons will be invited. It is an informal meeting to share ideas and discuss mutual issues and concerns with other preservation commissioners and staff. If you can attend, please reserve this meeting on your calendars.



HPC Budget as of 5.15.17

Note: Tour de Pants Event had an additional \$1,000 cost for t-shirts which was paid from the Economic Development Department. There was an error on the last budget update showing the conference cost at \$800. The correct amount is \$1,000.

HPC Budget	Budget	YTD Expenditure	YTD Available
Annual Mailing to Survey properties	\$ 1,000.00	\$ -	\$ 1,000.00
HP Month Outreach, Advertising	\$ 1,000.00	\$ 450.00	\$ 550.00
Workshops/Lectures/Events (TDP & Holiday)	\$ 3,700.00	\$ 1,610.00	\$ 2,090.00
Saving Places Conference Registration	\$ 1,400.00	\$ 1,000.00	\$ 400.00
Walking Tour Brochures (1 printing)	\$ 1,800.00	\$ -	\$ 1,800.00
Total	\$ 8,900.00	\$ 3,060.00	\$ 5,840.00
Zero Percent Loan Funds	\$ 9,493	\$ -	\$ 9,493.00
Total	\$ 18,393.00	\$ 3,060.00	\$ 15,333.00

As of 5.15.17

Pulliam Community Building Work Group. See attached minutes from the May 9, 2017 meeting.

Meeting Minutes 02

Project Name: Pulliam Community Building

Project Number: 17-001

Date: May 9, 2017

Time: 2:30 PM

Attendees:	Natalie Lord	Form+Works Design Group
	Jessica Reske	Form+Works Design Group
	Mike Scholl	City of Loveland – Economic Development
	Michael Hogan	City of Loveland - Facilities
	Annette Gilbert	City of Loveland – Economic Development
	Ingrid McMillan-Ernst	LFRA
	Norm Rehme	Pulliam Community Building Foundation
	Troy Bliss	Development Services

1. The DOLA grant request of \$330,000 to be used toward the fire detection and suppression system required for the building was funded. Mike is coordinating with the DOLA representative to determine project requirements.
2. Occupancy:
 - a. The total occupant load for the building is 1,411. This includes a reduction in the auditorium floor area to decrease the occupant load. If the auditorium floor area is not reduced, the load for the building would require an intermediate handrail in the stairs which would then trigger the need to make the stairs six feet wide to provide adequate clearance between handrails.
 - b. The auditorium floor area will be reduced with the addition of built-in bar and counter areas at the east end of the auditorium.
 - c. Reduction of floor area in the auditorium by designating a center aisle will not be an acceptable way to reduce the occupant load in the space.
 - d. To provide adequate exiting width the center astragal will need to remain out of the interior door at the east entrance. In addition, the astragal will need to be removed from the center exterior door opening to provide adequate clear width for exiting.
 - e. Additional storage area will be added to the basement. This additional storage area can be added to the southeast corner of the room to make the room symmetrical or can be an extension of the existing storage area in the northeast corner of the assembly space.
3. Elevator:
 - a. Three locations for the elevator were discussed:
 - i. Option 01: Locate the elevator in the northeast section of the building. This option would require an exterior ramp at the east entrance, but would allow everyone to enter the building through the main entrance. This

option would also provide access to all levels of the building (except the projection room level), including the entry level at the main doors.

- ii. Option 02: Locate the elevator in the southeast section of the building. Provide a new door opening at grade along the south elevation. This would require cutting through an interior bearing wall all the way through the building. This option does not allow elevator access at the east entry vestibule level or at the basement restroom level. This option may require the reconfiguration and upgrade (to meet ADA standards) of basement restrooms and also require a ramp from the basement auditorium level down to the basement restroom level. No exterior ramp would be required in this scenario. This option would require work at the basement restrooms. Option 02 is preferred by the team, but the consensus is that Option 01 and Option 02 should be priced for evaluation prior to final decision.
- iii. Option 02A: Same as Option 02 but shift elevator to the east. Form+Works will investigate this option as clearance requirements need to be confirmed. This option may reduce structural impact. Aside from a reduction in structural impact, this option would have similar implications to Option 02.

4. Kitchen:

- a. The current phase of work will include infrastructure for future kitchen installation.
- b. The kitchen will need to be closed during the building renovation. The kitchen might remain closed until a catering kitchen can be installed (anticipated in Phase 2).
- c. A Type 1 hood will likely be required in the kitchen.

5. Restrooms:

- a. An ADA restroom on the first floor will be included in Phase 1. The second floor restrooms will remain as is. The basement restrooms will be renovated if required based on the elevator location. Depending on the elevator location, infill of a section of the northeast area of the first floor may be required.
- b. Instead of complete reconfiguration of the basement restrooms, it may be possible to add stalls on the first floor in conjunction with the ADA restroom.

6. Programming – the following items will be discussed with BBC Research:

- a. Green room requirements
- b. Kitchen requirements

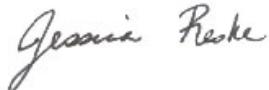
7. Contractor Pricing – the following major scope items will be included in the pricing set for the contractor:

- a. First Floor ADA Restrooms
- b. Basement Restrooms if impacted by elevator
- c. Elevator – two options
- d. Two stair towers at west end of building
- e. HVAC and electrical upgrades

8. A site plan will be required. Right-of-way clearances need to be confirmed. The plat review process can take one month and can be completed concurrent with the building department permit review.
9. Open stairs would be allowed on the west end of the building per code. However, enclosed stairs are desired. An area of refuge is not required by code but will be space in the stair wells for a person in a wheel chair to wait if needed. No communication devices will be provided.
10. If a ramp is required at the east entrance, it should be incorporated into a new entrance / landscape plan for that area of the site.
11. In Phase 2, ADA access to the balcony may be provided. This would likely include cutting through the balcony from the second floor level. MEP plans will be checked to confirm that systems installed in this phase do not need to be adjusted in future phases of work.
12. Schedule:
 - a. The next meeting is scheduled for Tuesday, May 23 at 2:00.
 - b. Mike Scholl will coordinate with Form+Works to schedule a presentation to the Downtown Partnership.
 - c. LFRA will need to review the fire suppression and detection plan. This review can take 20 business days.

End of Meeting Minutes

Respectfully Submitted By:



Jessica Reske, AIA, LEED AP

Principal, Form+Works Design Group, LLC



DEVELOPMENT CENTER

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ELECTION OF VICE CHAIR

Loveland Historic Preservation Commission

May 15, 2017

1. The current Chairperson shall make note that the election is taking place.
2. Any member of the Commission may nominate another member of the Commission to the position of Vice Chairperson.
3. A main motion is made ("I move to elect as Vice 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.

City of Loveland Historic Preservation Commission

2017-2018 Work Plan



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	Month Started	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: Approve continuous monthly deadline	Staff HPC	Feb 2017	Q1 2017
Maintain status as a Certified Local Government.	Prepare, submit nomination for Pulliam Community Building on Local register Attend and participate in preservation related educational conferences/seminars Saving Places Conference/CLG seminar Pursue grant for 2019 Updated historic properties survey Prepare, submit nomination for Pulliam Community Building on State and National register	Staff HPC Staff HPC Staff HPC Staff HPC	Jan HPC Feb CC Feb 2017 Jan 2018 TBD	TBD Q1 2017 Q2 2018 TBD
Non-Regulatory Duties				
Objective	Activities	People Responsible	Month Started	Target Date
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	Ongoing
	Coordinate May Historic Preservation Month including annual Signature Event	HPC Staff	Jan 2017	Q2 2017
	Revise walking tour brochure to include Downtown Historic District, correct errors.	HPC Staff	Feb 2017	Q3 2017
	Holiday Outreach Event	HPC Staff	Oct 2017	Q4 2017
	Create and present preservation progress and innovation in Loveland at 2018 Saving Places Conference	HPC Staff	June 2017	Q1 2018
Actively pursue financial assistance and incentive programs for preservation-related programs (§2.60.130.B.8)	Odd Fellows Building: Serve as grant recipient and manager for restoration work.	Staff HPC	Jan 2017	Q1 2017
	El Centro Building: Assist with Grant Needs	Staff HPC	May 2017	Q2 2017
	Pulliam Building: Application for state/national grant funding.	Staff HPC	TBD	TBD
	Provide assistance to property owners on grants, tax credits, fee waivers, loan program, ect.	Staff HPC	On-Going	On-Going
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)	Assist with the update to the Unified Development Code to address new building in historic neighborhoods.	Staff HPC	Feb 2017	Q1 & 2017