

**LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
MONDAY, June 19, 2017 6:00 PM  
CITY COUNCIL CHAMBERS  
500 E. THIRD STREET**

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, please contact the City's Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or [970-962-2372](tel:970-962-2372). The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City's ADA Coordinator at [bettie.greenberg@cityofloveland.org](mailto:bettie.greenberg@cityofloveland.org) or [970-962-3319](tel:970-962-3319).

“La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, favor contacte al Coordinador Título VI de la Ciudad al [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los ciudadanos de acuerdo con la Ley de Discapacidades para americanos (ADA). Para más información sobre ADA o acomodaciones, favor contacte al Coordinador de ADA de la Ciudad en [bettie.greenberg@cityofloveland.org](mailto:bettie.greenberg@cityofloveland.org) o al 970-962-3319”.

**6:00 PM**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. WELCOME ISAAC LUJAN, NEW STUDENT COMMISSIONER (City Council Approval scheduled for July 5)**
- V. APPROVAL OF THE AGENDA**
- VI. APPROVAL OF PREVIOUS MEETING 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
- c. Pulliam Subcommittee
  - Phase I Plans coming for HPC approval July 17
  - Letter of Support from Norm Rehme
  - Second Reading of Designation scheduled for August 15 City Council Meeting
- d. Staff Update

**VIII. REGULAR AGENDA**

- a. Bill Reed Middle School Centennial (Stacee Kersley) 6:15-6:30
  - Corn Roast Parade Participation with FAN
  - Heart Fundraiser
  - Saturday May 5 Tour de Pants
  - Subcommittee
- b. Zero Percent Loan Program 6:30-6:40
- c. Saving Places Presentation 2018 6:40-7:15
- d. Set Next Meeting's Agenda/Identify Action Items 7:15-7:20

**VIII. COMMISSIONER COMMENTS**

7:20-7:30

*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 **May 15, 2017**  
5

6 A meeting of the Loveland Historic Preservation Commission was held Monday, May 15<sup>th</sup>, 2017 at 6:00 P.M.  
7 in the City Council Chambers, 500 E 3<sup>rd</sup> Street Loveland, CO. Historic Preservation Commissioners in  
8 attendance were Zachary Askeland, Jim Cox, Stacee Kersley, Amanda Nash, Paula Sutton and Jon-Mark  
9 Patterson. Councilor Liaison, John Fogle, Nikki Garshelis and Cita Lauden of Development Services were also  
10 present.

11  
12 **Guests:** *Mike Perry, and Sharon Danhauer, Loveland Historical Society*  
13

14 **CALL TO ORDER**

15 *Commission Chair Patterson called the meeting to order at 6:03 p.m.*  
16

17 **APPROVAL OF THE AGENDA**

18 *Commissioner Cox made a motion to approve the agenda. Commissioner Nash seconded the motion and it*  
19 *passed unanimously.*  
20

21 **APPROVAL OF PREVIOUS MEETING MINUTES**

22 *Commissioner Sutton made a motion to approve the April meeting minutes. Commissioner Nash seconded the*  
23 *motion and it passed unanimously.*  
24

25 **CITIZEN REPORTS**

26 *Mike Perry, with the Loveland Historical Society, expressed his thoughts regarding the*  
27 *GW Train Depot. He suggested we wait to give Granby a chance to finalize their contract with OmniTrax.*  
28 *Sharon Danhauer, Loveland Historical Society, said she thought it was important to try to keep the Depot in*  
29 *Loveland.*  
30

31 **CITY COUNCIL UPDATE**

32 *Mayor Pro Tem Fogle shared that the Foundry project continues to move forward. He also shared that the*  
33 *Broadband issue will be returning to City Council in June.*  
34

35 **PULLIAM SUBCOMMITTEE**

36 *Chair Patterson, shares that Phase 1 of the Pulliam renovation is moving along. Commissioner Sutton,*  
37 *suggests a survey of the materials in the Pulliam Building in the event that materials are lost during the*  
38 *renovation.*  
39

40 **STUDENT RECRUITMENT**

41 *Nikki Garshelis reports that there were four Student Commissioner applicants. Interviews are underway.*  
42

43 **STAFF UPDATE**

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

- 45     • Great Western Train Depot  
46     • Timberlane Farm Museum  
47     • Uhrich Residence 948 N. Jefferson Avenue Nomination  
48     • CLG Regional Forum Hosted by Loveland  
49     • HPC Budget as of 5.15.17

- 50           • Pulliam Committee Building Working Group  
51

52   **CONSIDERATION OF NEW BUSINESS**

53   **TOUR DE PANTS REVIEW**

54   A discussion about the success of the Tour de Pants event ensued. Commissioner Cox will bring the pictures  
55   to the next meeting.

56   **ELECTION OF VICE CHAIR**

57   *Commissioner Kersley, made a motion to elect Commissioner Askeland as the Historic Preservation  
58   Commission Vice Chair. Commissioner Cox seconded the motion and it passed unanimously.*

59   **DOWNTOWN DESIGN STANDARDS**

60   There was a discussion about the City's Downtown Design Standards. The LDP and DDA are requiring plans  
61   before granting money for Downtown Businesses.

62   **SAVING PLACES PRESENTATION 2018**

63   There was a discussion that Commissioners bring their ideas for the 2018 Saving Places Presentation to the  
64   next meeting in preparation for the event.

65   **NEXT MEETING'S AGENDA**

- 66   1. Tour de Pants Review with Photos  
67   2. Discuss Property Outreach to add Bill Reed Middle School to Historic Register  
68   3. HPC participation in Cherry Pie Festival and Corn Roast Festival

69  
70   **Meeting adjourned at 7:32 p.m.**

# LOVELAND HISTORIC PRESERVATION COMMISSION

## STAFF UPDATE

**Meeting Date:** June 19, 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.*

**Isaac Lujan:** Isaac was selected from four student candidates as the next HPC student member. He is in the 10<sup>th</sup> grade at Loveland high school and is very interesting in an architectural career. His official approval will be on the July 5<sup>th</sup> City Council agenda.

**Open HPC Position:** There are four applications for the open HPC position and interviews are scheduled for June 29, 2017

**Timberlane Farm Museum:** City Council and City staff toured the Jessup Farm in Fort Collins to gather ideas on how to assist the Timberlane Farm Board with their request to make the farm sustainable while remaining a community venue and museum. As a result of the tour, a historic preservation private developer has been contacted to review the museum property. Their specialty is to develop historic properties with the use of tax credits, grants and other incentives.

**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.

**IOOF/Majestic Opera House Grant:** The State Historical Fund has denied the grant application for the window replacement. The SHF encouraged us to resubmit the application in October but the IOOF has decided to do the work without grant assistance.

**Pulliam Community Building Work Group.** See attached minutes from the June 6, 2017 meeting.

## Meeting Minutes 04

Project Name: Pulliam Community Building

Project Number: 17-001

Date: June 6, 2017

Time: 2:00 PM

Attendees:	Natalie Lord Mike Scholl Annette Gilbert Jacque Wedding-Scott Ingrid McMillan-Ernst Norm Rehme Nikki Garshelis Kevin Williams Ada Can Roekel	Form+Works Design Group City of Loveland – Economic Development City of Loveland – Economic Development Loveland Downtown Partnership/Development Authority LFRA Pulliam Community Building Foundation Historic Preservation Commission BBC BBC
------------	--	---

- 
1. The team discussed the progress on the Contractor pricing and the different methods of construction the Contractor is pricing for the stair towers. Methods include: Cast-In-Place, Pre-Cast, and CMU with a concrete parge coating. The Cast-In-Place method would match the historic construction of the building the most accurately and is preferred by the Owner Team, but final decisions will be made after pricing is reviewed.
  2. The team discussed the outstanding programming questions for the building with BBC. BBC will start looking into these items and discuss with Form+Works. Items discussed include:
    - a. Stage size minimums
    - b. Green room sizes: team discussed the possibility of having temporary walls that could be built in the basement to make a larger green room when a big performance is taking place upstairs.
    - c. Bar layout: BBC will review the schematic locations of the built-in bars at the auditorium and comment on the most optimal configuration.
  3. The team discussed the handrail requirements for the Grand Stair at the front of the building. This item will be reviewed again at the next meeting with Mike Hogan. The team preference would be to maintain only the historic handrail locations.
  4. CMGC vs. Design/Bid/Build – Mike Scholl asked whether the City would prefer to proceed with this project as a CMGC in order to manage the fixed budget. This will be reviewed at the next meeting.
  5. Programming Discussion: BBC discussed their role in the project and the project goals.
    - a. Marketing Plan: dynamic plan to start thinking about local, regional and national opportunities for the building.
    - b. Request for Proposal: BBC will set-up preliminary meetings with operating companies that would have interest in responding to the RFP for operators at Pulliam.

- c. The team discussed that they want to ensure the Pulliam is financially accessible to the community and that no one is “priced out” of using the building. The team wants to ensure that the Pulliam is bringing people downtown.

End of Meeting Minutes

Respectfully Submitted By:



Natalie Lord, RA, LEED AP BD+C

Principal, Form+Works Design Group, LLC

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 15 OF THE LOVELAND MUNICIPAL CODE  
BY REPEAL AND RE-ENACTMENT OF SECTION 15.56.180 REGARDING THE  
REHABILITATION LOAN PROGRAM**

WHEREAS, The Rehabilitation Loan Program (the "Program") was established in 2002 pursuant to Ordinance No. 4724 as part of the Historic Preservation Ordinance to encourage exterior preservation and rehabilitation, and maintenance of basic systems of structures designated to the Loveland Historic Register; and

WHEREAS, through the Program, owners of historic landmarks in the City are eligible for zero-percent interest loans of up to \$5,000 for a residential structure and \$10,000 for a commercial structure, though a match of 100% of the loan value is required; and

WHEREAS, the Program was intended to be a revolving loan program with repayment due upon sale or transfer of the property, but nearly all of the loans were dispersed to organizations that seldom sell property resulting in exhaustion of Program funds by 2007 and no loan repayments; and

WHEREAS, in October 2007, City Council sought remedy the situation by adopting Ordinance No. 5247 amending the Program to require applicants to leverage Program funds using tax credit and state grants, to make the loan due upon sale or transfer of the property or after five years whichever occurred first, and to require interest payments on any amount not paid when due; and

WHEREAS, although the Ordinance was adopted, the amended Program language was never written into Title 15 and the provisions never went into effect, and in 2011 an amendment to the City Code pursuant to Ordinance No. 5610 repealed and re-enacted Chapter 15.56 carrying forward the prior Program language, thereby invalidating the 2007 amendment; and

WHEREAS, the City desires to make the Program more resilient and allow more property owners the opportunity to apply for loan funds by adopting provisions similar to those adopted in 2007; and

WHEREAS, City Council finds that updates to the Program in Section 15.56.180 of Title 15 of the Loveland Municipal Code are necessary and required in the interest of the health, safety and welfare of the people; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:

**Section 1.** Section 15.56.180 of the Loveland Municipal Code is repealed and re-enacted to read in full as follows:

**15.56.180 Rehabilitation loan program.**

- A. Purpose. There is hereby established a landmark rehabilitation loan program created for the valid public purpose of increasing the quality, integrity, and permanence of the City's stock of historic landmarks for the enjoyment and benefit of present and future generations of citizens of the City by making available to the owners of locally designated landmarks or contributing structures in local landmark districts a source of funding for exterior rehabilitation of such structures.
- B. Funding. The Commission shall administer the program for awarding zero-interest loans for the rehabilitation of local landmark structures and/or contributing structures in local landmark districts. The Commission may promulgate procedural rules and regulations for the efficient administration of the program. No such loan shall exceed the sum of five thousand dollars (\$5,000.00) for a residential property or ten thousand dollars (\$10,000.00) for a commercial property unless the City Council, by ordinance or resolution, authorizes a larger loan. All loans shall be funded solely from those funds held by the City for financial support of the program in the General Fund, and all loans shall be expressly contingent upon the availability of sufficient funds to support the loan. Loan recipients shall, as a condition of obtaining the loan, agree to repay the loan in full upon sale or transfer of the property, or after five years whichever occurs earlier. All loan repayments shall be returned to the landmark rehabilitation loan program.
- C. Criteria. No landmark rehabilitation loan shall be awarded unless the following criteria and requirements have been met:
  1. The subject structure must have been designated as a local landmark or be a contributing structure in a local landmark district pursuant to this Chapter before the landmark rehabilitation loan can be awarded;
  2. All loan recipients shall provide matching funds in an amount equal to or greater than the amount of the loan;
  3. The matching funds provided by the loan recipient may be utilized only for exterior rehabilitation of the subject property and/or the stabilization of the structure, the rehabilitation of electrical, heating or plumbing systems, and/or the rehabilitation or installation of fire sprinkling systems in commercial structures;
  4. Neither the loan nor the matching funds may be used for the installation of nor rehabilitation of signage or interior rehabilitation or decoration, nor the installation of building additions or the addition of architectural or decorative elements which are not part of the landmark structure;
  5. Loan funds may be expended only for rehabilitation of the exterior of a locally designated landmark structure or contributing structure in a local landmark district;
  6. No interior improvements may be purchased utilizing City loan funds;
  7. The Secretary of the Interior's Standards for the Treatment of Historic Properties as forth in Title 36 of the Code of Federal Regulations, Part 68, as amended, shall serve as the standards by which all rehabilitation work must be performed;
  8. No loan funds shall be disbursed until after the recipient has completed the work, the work has been physically inspected by the City, and has been approved by the Commission and the loan recipient has documented the cost of the work by submitting to the City copies of all bills, invoices, work orders, and/or such other

- documentation showing, to the satisfaction of the City, that the funds requested are reasonable and are supported by the actual proof of expense;
9. Loan recipients shall, as a condition of the loan, prominently place a sign upon the property being rehabilitated stating that such rehabilitation has been funded, in part, through the City's landmark rehabilitation loan program;
  10. Property owners who have previously received loans shall be eligible for subsequent loans;
  11. All rehabilitation work shall be completed within one (1) year from the date upon which the loan was awarded; provided, however, that upon application and a showing of good cause as to why the project cannot be timely completed, the Commission may authorize an extension of up to one (1) additional year for completion of the work;
  12. No landmark rehabilitation loan shall be awarded unless the Commission (or in cases of loans exceeding the maximum amounts established herein, the City Council) first determines that:
    - (a) The applicant has demonstrated an effort to return the structure to its original appearance;
    - (b) It is in the best interests of the public welfare that the structure proposed to be rehabilitated be preserved for future generations; and
    - (c) The amount proposed to be spent on exterior rehabilitation is reasonable under the circumstances; and
  13. No landmark rehabilitation loan shall be awarded unless the loan recipient has, as a condition of obtaining the loan:
    - (a) Agreed to repay the loan in full upon sale or transfer of the property, or after five years, whichever occurs earlier; and
    - (b) Executed a deed restriction or encumbrance that ensures repayment of the loan in full upon sale or transfer of the property; and
    - (c) Agreed to pay the amount due, together with statutory interest and costs of collection including, without limitation, the direct and indirect costs incurred by the city in the collection and reasonable attorney's fees, if the loan amount or any portion thereof is due and unpaid after expiration of the applicable condition set forth in (a) above.
- D. Application. The Commission shall establish the application deadline for each year that the program is administered, which deadline shall be no sooner than sixty days from the date that it was established by the Commission. Applications received after the application deadline will not be considered.

**Section 2.** That as provided in City Charter Section 4-9(a)(7), this Ordinance shall be published by title only by the City Clerk after adoption on second reading unless the Ordinance has been amended since first reading in which case the Ordinance shall be published in full or the amendments shall be published in full. This Ordinance shall be in full force and effect ten days after its final publication, as provided in City Charter Section 4-8(b).

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**Deleted:** , agreed to repay the loan in full upon sale or transfer of the property.

**Deleted:** (60)

---

Cecil A. Gutierrez, Mayor

ATTEST:

---

Acting City Clerk

APPROVED AS TO FORM:

  
Jesus Garcia  
Assistant City Attorney