

**LOVELAND HISTORIC PRESERVATION COMMISSION**  
**MEETING AGENDA**  
**MONDAY, August 21, 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. NEW COMMISSIONERS: LAURIE WHITE & ALTERNATE JOSH MCARN**
- 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. Staff Update
- VIII. REGULAR AGENDA**
  - a. Zero Percent Loan Program Update/Discussion 6:15-6:40
  - b. Survey Update 6:40-7:00
  - c. Bill Reed Middle School Centennial (Stacey Kersley) 7:00-7:10
  - d. Set Next Meeting's Agenda/Identify Action Items 7:10-7:15
- VIII. COMMISSIONER COMMENTS** 7:15-7:30  
*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 **July 17, 2017**  
5

6 A meeting of the Loveland Historic Preservation Commission was held Monday, July 17, 2017 at 6:00 P.M. in  
7 the City Council Chambers, 500 E 3<sup>rd</sup> Street Loveland, CO. Historic Preservation Commissioners in attendance  
8 were Jim Cox, Stacey Kersley, Isaac Lujan, Paula Sutton and Jon-Mark Patterson. Nikki Garshelis and Cita  
9 Lauden of Development Services were also present.

10  
11 **Guests:** *Sharon Danhauer*, Loveland Historical Society  
12

13 **CALL TO ORDER**

14 *Commission Chair Patterson called the meeting to order at 6:04 p.m.*  
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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.*  
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20 **APPROVAL OF PREVIOUS MEETING MINUTES**

21 *Commissioner Sutton made a motion to approve the May meeting minutes. Commissioner Kersley seconded*  
22 *the motion and it passed unanimously.*  
23

24 **CITIZEN REPORTS**

25 *Sharon Danhauer*, with the Loveland Historical Society, reported that she was moving ahead with nominating  
26 the Great Western Railroad Depot to the Endangered Places List and asked for the support of the HPC  
27 members. She stated that no contract had been signed between OmniTrax and Moffat Road Railroad  
28 Museum and it would be a shame for Loveland to lose the GWRD. She received an email from Ron Sladek,  
29 President of Historic Larimer County, regarding the matter, she said. Sladek, Danhauer stated, had a  
30 conversation with the Town Manager of Granby who confirmed that the Town of Granby was not providing  
31 financial assistance for the depot's acquisition and move. After a discussion where the members agreed that  
32 without a plan and funding the Loveland Historical Society could find preserving the depot very difficult, the  
33 following motion was made:  
34

35 *Commissioner Cox moved that the Historic Preservation Commission support the preservation of the Great*  
36 *Western Train Depot and recommends that the Loveland Historical Society create a plan of action to be put*  
37 *in place to achieve that goal. Commissioner Sutton seconded the motion and it passed unanimously.*  
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39 **CITY COUNCIL UPDATE**

40 *None*  
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42 **STAFF UPDATE**

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

- 44 • Isaac Lujan – HPC Student Commissioner
- 45 • Open HPC Position
- 46 • Timberlane Farm Museum
- 47 • CLG Regional Forum Hosted by Loveland
- 48 • IOOF/Majestic Opera House Grant
- 49 • Pulliam Community Building Work Group

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**CONSIDERATION OF NEW BUSINESS**

**MOTION FOR ALTERNATE HPC MEMBER**

*Commissioner Sutton, made a motion to add an alternate HPC Commissioner as available at the discretion of the Commission. Commissioner Kersley seconded the motion and it passed unanimously.*

**HPC MEETING TIME CHANGE**

There was a discussion about changing the HPC meeting time to 4:00-6:00 PM. It was determined that further discussion was necessary.

**PULLIAM DESIGNATION AND UPDATE**

HPC reviewed and discussed the Pulliam renovation plans.

*Chair Patterson, motioned to approve the Pulliam Renovation Plans. Commissioner Cox seconds the motion and it passed unanimously.*

**BILL REED MIDDLE SCHOOL CENTENNIAL**

*Commissioner Kersley, reported that they are working with Thompson School District and Bill Reed Middle School to discuss ways that the HPC can assist the school in engaging the public in the BRMS 100<sup>th</sup> year anniversary celebration. Bill Reed Middle School is constructing a float for the August 26<sup>th</sup> Corn Roast Parade and the HPC would like to contribute a fan to be distributed during the parade. The mockup of the fan was reviewed and the commission suggested some changes before printing. In addition, the annual Tour de Pants event will be held on Saturday May 5, 2018 on Bill Reed Middle School campus as part of the celebratory anniversary.*

**ZERO PERCENT LOAN PROGRAM**

*Commissioner Cox made a motion to approve the term limit of five years for the Zero % Loan Program. Commissioner Sutton seconded the motion and it passed unanimously.*

**SAVING PLACES PRESENTATION 2018**

*Nikki Garshelis, shared a slide show with ideas for the Saving Places 2018 Conference. She will send out a prepared application for the conference presentation for review by the commission.*

**NEXT MEETING'S AGENDA**

1. Bill Reed Middle School Centennial
2. Saving Places Conference Presentation 2018
3. Survey Grant due January 2018.
4. Pulliam Designation Update

**COMMISSIONER COMMENTS**

*Commissioner Sutton, shared that the Loveland Historical Society may be moving their meetings from the Museum due to new fees for building use.*

**Meeting adjourned at 8:14 p.m.**

# LOVELAND HISTORIC PRESERVATION COMMISSION

## STAFF UPDATE

**Meeting Date:** August 21, 2017  
**To:** Loveland Historic Preservation Commission  
**From:** Nikki Garshelis, Development Services

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**Laurie White:** Laurie was selected as the newest HPC member for a term effective until June 30, 2020. City Council approved her appointment at the August 15 City Council meeting. Laurie's background in education, sacred sites research, historic research, photography and more will be a valuable asset to the HPC.

**Josh McCarn:** Josh was selected as the alternate HPC member. City Council approved his appointment at the August 15 City Council meeting. Josh is a Landscape Architect with extensive experience in the areas of period specific design, historical research and development planning. His experience and passion for history and preservation makes him an ideal addition to the HPC.

**2018 Saving Places Conference Presentation:** The application for the 2018 Saving Places Conference Presentation was submitted to Colorado Preservation, Inc. (CPI). Presenters will be selected and notified in September 2017. The conference is scheduled for January 31 – February 3, 2018 so, if the HPC is selected to present, the session could be scheduled on one of those dates. Presenter bios of Stacey Kersley, Jim Cox, Zach Askeland, Paula Sutton and Nikki Garshelis were submitted with the application. If other members decide later that they are able to present, we can ask CPI to include them.

**Zero % Loan Program Amendment:** At their August 15 meeting the City Council voted unanimously (per the recommendation of the HPC) to approve on First Reading the amendment to the Zero % Loan Program to include the term of five years. The original Ordinance allows the loans to be repaid when the property is sold or transferred. The amendment adds the five-year term and states "...agree to repay the loan in full upon sale or transfer of the property, or after five years, whichever occurs earlier."

The item, however, was pulled from the Consent Agenda by Councilor Clark who expressed his concerns about the loan program. Other Councilors also had comments, which included:

1. Is this program working? Only three loans have been awarded since 2002
2. Is this a function of the City to provide these funds?
3. The change to the Ordinance seems to be a "patch."
4. Program should charge interest.
5. Can we eliminate the program entirely if we choose to on second reading?

This item has been placed on the HPC agenda for the August 21 meeting for discussion of these concerns and next steps. The City Council second reading of the item will be on their September 5 agenda.

**Pulliam Community Building Landmark Designation:** The second reading of the Pulliam Building Landmark Designation will be presented to City Council at their September 5 meeting. All Historic Preservation Commissioners are encouraged to attend to provide support of the designation.

**Pulliam Community Building Work Group.** The working group overseeing Plans for Phase I of the Pulliam renovation completed their work and will no longer meet. Next steps include the formal Development Review Process with staff evaluating and comparing the plans with policy and code requirements. There will also be a meeting with staff and the consultants to continue to examine the best uses for the building before bringing the information before City Council.

**Timberlane Farm Museum:** In April 2017, City Council was presented with a proposal from the Timberlane Farm Museum Board requesting the City provide financial assistance to allow them to continue operations at the Farm. Council instructed staff to research options of a possible public/private partnership and return with a presentation of their findings. The presentation is scheduled for the August 22 Study Session. A report will be presented by staff and Sunflower Development Group, Inc., a company experienced in redevelopment of historic properties, including farmsteads. Attached are the presentation materials for that study session.



**IOOF/Majestic Opera House Grant:** As reported last month, the Odd Fellows/Majestic Opera House did not receive the grant to replace the windows on the rear of their building. The IOOF decided to do the work without grant assistance. They found the old windows, repaired them and installed them. See picture to left.

**Pulliam Community Building Work Group.** The working group overseeing Plans for Phase I of the Pulliam renovation have completed their process and will no longer meet. Next steps include the formal Development Review Process with staff evaluating and comparing the plans with policy and code requirements. There will also be a meeting with staff and the consultants to continue to examine the best uses for the building before bringing the information before City Council.

**MEETING DATE:** 8/22/2017  
**TO:** City Council  
**DEPARTMENT:** Parks and Recreation, Cultural Services,  
Development Services  
**PRESENTER:** Elizabeth Kayl, Director  
Susan Ison, Director  
Brett Limbaugh, Director



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**AGENDA ITEM:**

Timberlane Farm

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**SUMMARY:**

The Executive Board for Timberlane Farm has approached the City of Loveland to see what assistance, if any, the City is willing to provide in order to preserve the operation of this historic asset. City staff is looking for direction from City Council as to how to proceed.

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**BACKGROUND:**

Timberlane Farm's available funding will not cover operational costs into the future. The Timberlane Farm Board made the decision to "mothball" the farm – meaning, staff has been laid off (as of December 31, 2016), animals sold, and public access closed. The Board is searching for a long-term owner/operator for the farm and has reached out to the City of Loveland to determine what role, if any, the City could play in the financial health of the farm.

A proposal for annual financial support was presented in July 2016 from the Timberlane Farm Board to the City of Loveland. The cost for operations appears to be in the \$250,000 per year range and is not currently identified anywhere in the City's Capital Plan. There are additional infrastructure costs that will need to be addressed, in addition to operational expenses. An engineer's *conceptual* project cost estimate from the City of Loveland Water and Power Department, dated February 10, 2017, showed \$93,169.70 as the amount it would take to install sanitary sewer service to the occupied buildings. The proposal also requested installation of compacted gravel parking lot and pedestrian paths. Preliminary construction estimates, per Parks and Recreation planners, note that parking and pedestrian needs would be similar to that of the recent addition to River's Edge "Swisher" parcel, in the approximate \$150,000 range.

The City Manager assembled a committee of Directors (Parks and Recreation, Cultural Services, Development Services and Economic Development) to begin the process of analyzing realistic costs, comparison operations of other like-farms in the region, and viable options to keep the farm from closing permanently.

Staff provided information to City Council at a Study Session on April 25, 2017 and was given direction to seek out a qualified contractor to determine the best use and most appropriate long term operator of the farm. Sunflower Development Group, an award winning real estate development firm that specializes in public/private partnerships, infill development and historic preservation, was contacted to see if they could assist in our endeavor.

Jason Swords, Principal, and Chris Vukas, Director of Economic Development for Sunflower, will be in attendance at the Study Session to provide an overview of the services they can provide and the scope of the project as they see it. The cost of their contractual services for this project are \$25,000.





**TIMBERLANE FARM PRESENTATION TO CITY COUNCIL  
CONSULTANT OPTION  
AUGUST 22, 2017**

**AGENDA**

- **The Issue:** The Timberlane Farm Board is searching for a long-term owner/operator for the farm and reached out to the City of Loveland to determine what role, if any, the City could play in the financial health of the farm.
- **Past Council Direction:** On April 25, 2017, City Council gave direction to staff to seek out a qualified contractor experienced with historic preservation of similar facilities to Timberlane in order to determine recommendations for best use and most appropriate owner/operator.
- **Sunflower Development Group Presentation:** Jason Swords and Chris Vukas will provide an overview of the services they can provide and the scope of the project as they see it.



## BACKGROUND SUMMARY

- A proposal for annual financial support was presented in July 2016 from the Timberlane Farm Board to the City of Loveland.
- The City Manager assembled a committee of Directors to begin the process of analyzing realistic costs, comparison operations of other like-farms in the region, and viable options to keep the farm from closing permanently. Before investing further resources into this process, staff brought the issue to City Council for direction on April 25, 2017.



## OPTIONS FROM APRIL 25, 2017 CITY COUNCIL MEETING

- Hire a consultant to determine the best use and most appropriate long term operator of the farm  
i.e., scope may include alternate redevelopment options
- Direct city staff to further explore costs to operate, improve (infrastructure), and fund the farm, returning to Council for Regular Agenda approval
- Determine that the City should play an **exclusive** role
  - Take over the operations completely under one or more departments, determine the budget and appropriate annually
  - Add to the unfunded capital list



- Determine that the City should play a **supportive** role
  - Create a Special Revenue Fund within the annual city budget with an annual appropriation but the operation of the farm is not done by City of Loveland staff
  - Provide one-time money to address unmet costs to include: sewer line installation, new public restroom, fire hydrant installation, parking lot and foot path installation (crushed gravel), repair of any damaged structures (i.e., roof replacement, bring up to code, etc.)
- Determine that it is **not** in the City's best interest or role to operate or financially support the operation of Timberlane Farm

# SUNFLOWER

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## Development Group

TIMBERLANE FARM  
PRESENTATION TO LOVELAND CITY COUNCIL  
AUGUST 22, 2017

## CONSULTING SERVICES

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- Owners Representative
- Hotel Development
- Historic Redevelopment
- New Market Tax Credit Securitization
- Historic Tax Credits
- Low Income Housing Tax Credits
- Local Incentives

## EXPERTISE IN TAX CREDIT PROJECTS

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- Historic Tax Credits
  - Completed 17 historic buildings in Missouri and Kansas
- Low Income Housing Tax Credits
  - Historic conversions of a shuttered elementary school
    - Faxon School Apts - 48 unit affordable senior housing
    - Blenheim School Apts - 52 units affordable senior housing
- New Market Tax Credits
  - Closed over \$60MM in New Market Tax Credits over past 24 months
  - Projects included historic conversion to mixed-use student housing and industrial/manufacturing



## EXPERTISE IN OTHER INCENTIVES

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- Tax Abatement
  - Land Clearance Redevelopment Authority
  - Chapter 353
  - Chapter 100 Bond Authority
- Tax Incremental Financing
- Community Improvement District
- Brownfield Revolving Loan Funds

## PROJECT EXAMPLES: LONGVIEW FARMS LEE'S SUMMIT, MO

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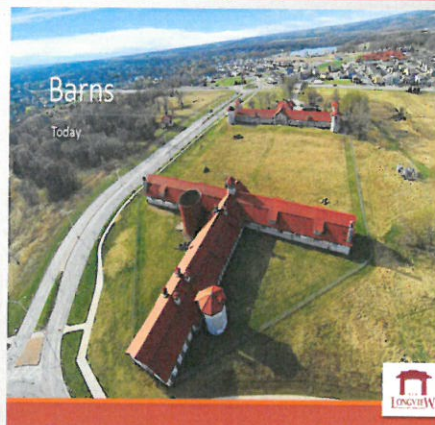
- Historic Structures
  - Mansion
  - Calf & Shelter Barn
  - Dairy Barn & Milk House
  - Pergola
  - Farm Office
  - Dairy Manager's House
  - Saddle Manager's House





## PROJECT EXAMPLES: LONGVIEW FARMS

- Phase I:
  - Mansion Rehabilitation
  - Barns Stabilization
  - Pergola Rehabilitation
  - House Stabilization
- Phase II
  - Prioritize Rehabilitation



## TIMBERLANE FARM MUSEUM PROPOSAL

- Data collection and review is critical to evaluating options
- Initial Data Collection
  - Site visit with Loveland staff
  - Review existing staff information/reports on operating/management of farm
  - Review previous ongoing annual operating budgets
  - Meet with Timberlane Board/adjacent property owners and other identified stakeholders for visioning session
  - Review local incentives available for development
  - Review local/state development policies
  - Second site visit follow up with Timberline Board and other identified stakeholders



## TIMBERLANE FARM MUSEUM PROPOSAL

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- Develop a preliminary white paper report on findings and suggestions for redevelopment or long term use
- Report is dependent on findings, but anticipated will include:
  - Development and restoration options and/or long term use strategy
  - Construction budget based on redevelopment scenario
  - Incentive analysis and strategies to securing operating funding
  - Evaluation of Historic Tax Credit use
  - Identify possible long term operators for property or other use recommendation

## TIMBERLANE FARM MUSEUM PROPOSAL

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- Total Fee for Service - \$25,000
- Fee covers 2-3 trips to Loveland and all expenses
- Fee estimates-
  - \$5,000 for travel/lodging/supplies
  - Director of Economic Development – 80 hours @ \$150
  - Principal - 40 hours @ \$200
- Report timeline: 60 days from execution of contract

## CONTACT INFORMATION

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