

**LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA**

**MONDAY, February 18 2019 6:00 PM**

**Development Center-EOC Conference Room Upstairs-410 East 5<sup>th</sup> 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. 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.**

“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**

<b>I. CALL TO ORDER</b>	
<b>II. PLEDGE OF ALLEGIANCE</b>	
<b>III. ROLL CALL</b>	
<b>IV. APPROVAL OF THE AGENDA</b>	
<b>V. APPROVAL OF PREVIOUS MEETING MINUTES</b>	
<b>VI. REPORTS</b>	6:05PM-6:10PM
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 Liaison Report	
c. Staff Report	
<b>VII. REGULAR AGENDA</b>	
a. Boards & Commissions Survey Update, City Manager, Steve Adams	6:10PM-6:45PM
b. Election of Chair & Co-Chair	6:45PM-7:10PM
c. Great Western Railway Depot & Freight Building Update	7:10PM-7:20PM
d. HPC Forum Review & Saving Place Conference Review	7:20PM-7:30PM
e. Annual Historic Preservation Event Tour de Pants & June Bike Tour	7:30PM-7:45PM
<b>VIII. Commissioner Comments</b>	7:45PM-7:55PM
<b>IX. ADJOURN</b>	8:00PM

1   **City of Loveland**  
2   **Historic Preservation Commission**  
3   **Meeting Summary**  
4   **October 15, 2018**  
5

6   A special meeting of the Loveland Historic Preservation Commission was held Monday, October 15, 2018  
7   at 5:00 P.M. in the Development Center at 410 East 5<sup>th</sup> Street, Loveland, Colorado. Historic Preservation  
8   Commissioners in attendance were Zach Askeland, Jim Cox, Stacee Kersley, Reyana Jones, Josh McCarn,  
9   Paula Sutton, Elizabeth Webb, and Laurie White. Nikki Garshelis, of Development Services and City  
10   Councilor John Fogle were also present.  
11

12   **CALL TO ORDER**

13   *Commission Chair Askeland called the meeting to order at 5:03 p.m.*

14

15   **APPROVAL OF THE AGENDA**

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

18

19   **APPROVAL OF PREVIOUS MEETING MINUTES**

20   *Commissioner Cox made a motion to approve the September meeting minutes. Commissioner Kersley*  
21   *seconded the motion and it passed unanimously.*

22

23   **CITIZEN REPORTS**

24   None

25

26   **CITY COUNCIL UPDATE**

27   Councilor Fogle gave a brief update of Council matters and expanded on the Broadband project's recent  
28   issues.

29

30   **STAFF UPDATE**

31   *Nikki Garshelis* reviewed the staff report, which included the status of the Great Western Railway Depot,  
32   the new Walk Tour window clings, and the fall newsletter.

33

34   **CONSIDERATION OF NEW BUSINESS**

35

36   **PLANNING RETREAT**

37

38   **FALL RETREAT PLANNING**

39   The Commissioners spent the remaining portion of the meeting discussing accomplishments and the  
40   goals of their 2018/2019 Workplan.

41

42

43   **Adjourned: 7:05 p.m.**

44



## City of Loveland Historic Resources Commission 2018/2019 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	Program/Project	Activity	Responsible	Target Date
Identify and advise the City Council regarding the program, benefits and implementation of economic incentives for historic properties (\$15.56.160.B).	Zero Interest Loan Program Building permit fee waivers Tax Credits/Grants Environmental/employment/community	Council Meeting presentation	Staff/HPC	Completed April 2018
Maintain status as a Certified Local Government.	Review and recommend landmark applications of properties to City Council	Review and Recommend	Staff/HPC	On-going
	Appoint/Recruit qualified HPC members	Recruited and Appointed	Staff/HPC	On-going
	Attend Host educational seminars/conferences	HP Forum	Staff/HPC	Completed 1/14/19
		Saving Places Conference	Staff/HPC	Completed February 2019
		Tax Credit education	Staff/HPC	Completed June 2018
	Review/approve Alterations and Demolitions on designated properties	Review/approve	Staff/HPC	On-going

### Non-Regulatory Duties

Objective	Program/Project	Activity	Responsible	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)	Historic marker	Fairgrounds Bridge	Askeland/Staff	Completed 6/18
	Historic walk tour	Online	Staff	Completed 9/18
	Signage/Mural	Research signage/mural with VAC and others	Sutton Askeland	Q4 2019
	2 <sup>nd</sup> Grade curriculum program	Create Models/ Children's brochure	Askeland/Kersley/ White/Webb	Q3 2019
	Create historic preservation materials for distribution.	HPC Screensaver (Photo & Short History)Coasters/Passport/Beer History	Cox/McCarn/Sutton /Jones/Webb/Kersley	On-going
	Revise walking tour brochure	Revise and add pages, print/Change online/clings	Askeland	Q3 2019
	May is Historic Preservation Month	Tour de Pants, Milner-Schwarz House	Staff/HPC	May 4, 2019
	Other Events	Cherry Pie Festival/June Bike/B&C Tour/History Days/Corn Roast	Staff/HPC	On-going



**City of Loveland Historic Resources Commission  
2018/2019 Work Plan**

<b>Objective</b>	<b>Program/Project</b>	<b>Activity</b>	<b>Responsible</b>	<b>Target Date</b>
Actively pursue financial assistance and incentive programs for preservation-related programs (\$2.60.130.B.8)	Survey Update Grant	Hire and assist Grant writer	Staff HPC	Grant Submitted
	Pulliam Community Building	Approve & Recommend to City Council Naming Opportunities for fundraising	Staff HPC	Completed September 2018
	Fee Waivers for historic properties	Approve & recommend to City Council backfill of LFRA fees from general fund	Staff HPC	Completed September 2018
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.	Properties associated with Germans from Russia	Staff HPC	Q4 2019
	Pursue designations for local register	GWRY (Sutton, White, Jones, Askeland) 111 Roosevelt (Kersley) 540 E 5 <sup>th</sup> Street (Cox) 339 E 3 <sup>rd</sup> Street 1040 N Garfield Washington School (Kersley) Jefferson 10 <sup>th</sup> to 6 <sup>th</sup> (White) Mid Century (Erion)(Askeland)	Kersley Cox White Askeland Sutton Staff	On-going
	Review/Update Design Standards/Signage Downtown historic district design review procedure to identify problems prior to development activity.	Review/Update Design Guidelines Review and recommend improvements regarding gaps in procedure of design review in historic downtown between City Permitting/HPC and LDP/DDA	Cox, McCarn, Kersley, Askeland	Q4 2019
	Great Western Railway Depot	Plan/Cost/Assessment/Fundraising/Foundation/Move/Designation/Grants/Restoration/Museum	Sutton, White, Jones, Askeland	Q4 2021?

# LOVELAND HISTORIC PRESERVATION COMMISSION

## STAFF UPDATE

**Meeting Date:** February 18, 2019  
**To:** Loveland Historic Preservation Commission  
**From:** Nikki Garshelis, Development Services

---

**Downtown Design Guidelines:** Sam Gudmestad a CSU student has started his Internship in Development Services. His main project will be creating a separate document for the Downtown Design Guidelines. His first task is to research what other cities have created. Next, he will be meeting with Senior Planner Troy Bliss to discuss process, design and the organization of the document. Meetings will be scheduled with the LDP/DDA staff and HPC representatives to review and recommend on content.

**Survey Grant Application:** The CLG grant application requesting \$21,000 from History Colorado was submitted prior to the deadline of January 15, 2019. The survey project's focus is to create 20-25 intensive surveys of properties associated with the Sugar Beet Industry and/or German from Russia immigrant population in Loveland. Staff worked with grant writer, Carl Peterson, to complete the application. The grant awards will be announced in late March.



**McCreery House Loan Application:** Legal Staff reviewed the approved McCreery Loan Application and is on standby until work is completed and receipts are submitted from the porch repair. A Deed of Trust and a Promissory Note will be completed and signed prior to the release of the loan. A permit has been applied for and was ready for pick up as of 2.6.19.

**June is Bike Month:** Josh McCarn attended the Bike Month meeting in January. The HPC has committed to hosting the Historic and Architectural Bike Tour on Saturday June 15 beginning at 8:30AM at the Police & Courts Parking Lot.

**HPC Forum January 14:** Feedback from the Loveland HPC Forum was excellent and Betsy Kellums, Staff Liaison from Greeley, said they would host one in the fall. Fort Collins staff said they would like to host after Greeley.

**Instagram:** The Loveland Historic Preservation site has 762 followers (as of 02.12.19).

**DC Winter Newsletter:** The Winter Development Center Newsletter featured the Historic Kelley Coffman House. The newsletter was sent to over 2,700 email subscribers.

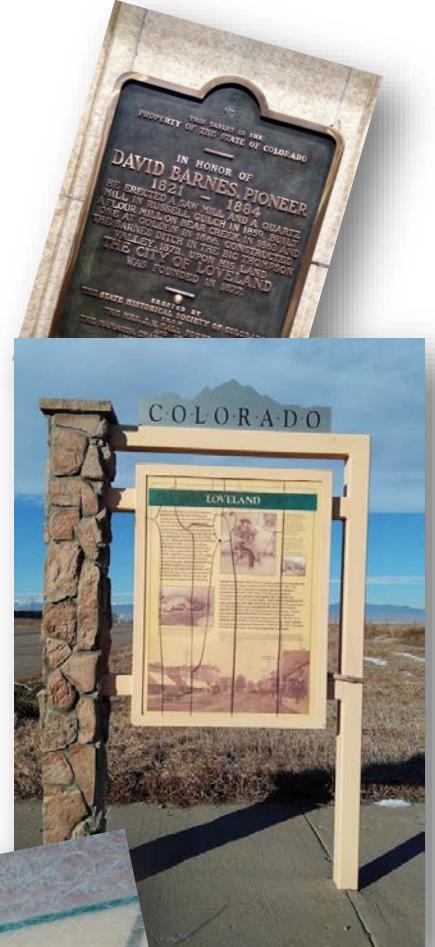




**Conference Silent Auction:** The HPC Donated a Loveland Gift Basket complete with Sweetheart Wine, Candy, Tee-shirt-Ball Cap- Notebook, Tour brochures, Key Chain, Teddy Bear, Loveland Coffee and Loveland Mugs to the Saving Places Conference Silent Auction. Last bid taken was \$95.00

**History Colorado Roadside Marker Program:** City staff liaisons throughout Colorado were asked by the state to survey historic markers in their areas. Pictures and reports on the marker's condition were requested. Two markers in Loveland were identified, the Barnes Marker located inside the Loveland Museum and the Loveland Marker located on the north side of Route 34 east of Kelim, CO in Weld County. The Loveland Marker is in very poor condition (faded with bullet holes). It is also in an area so far outside of Loveland that staff plans to suggest relocating it closer to Loveland. There is agricultural history, Mariana Medina history and downtown history currently on the east panel. A map is on the west panel. Since the marker will need repairs to the frame and replacement of the fiberglass panels, there might be an opportunity to include the information about Harold Dunning requested by LHS last year. Click the link below for the Marker Program Map:

[https://www.google.com/maps/d/viewer?mid=1O6aj8t53Ele\\_eYD6kTqS24SPXZ4bE5sJW&ll=39.026344686163846%2C-105.53043415000002&z=7](https://www.google.com/maps/d/viewer?mid=1O6aj8t53Ele_eYD6kTqS24SPXZ4bE5sJW&ll=39.026344686163846%2C-105.53043415000002&z=7)





## DEVELOPMENT CENTER

410 East 5th Street • Loveland, Colorado 80537  
(970) 962-2346 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

## ELECTION OF OFFICERS

Loveland Historic Preservation Commission

February 18, 2019

The term of office for the chairperson and the vice chairperson shall be 1 year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than 2 consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire or upon resignation of a member serving as Chairperson. *The term of office for this year's elected chairperson and vice chairperson shall expire March 2019.*

1. The current Chairperson shall precede the election and shall do so by making note that the election is taking place.
2. Any member of the Commission may nominate any other member of the Commission to the position of Chairperson or Vice Chairperson. It has been the tradition of the commission to nominate the Vice Chairperson to the Chairperson position.)
3. A main motion is made ("I move to elect as 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.
7. The Vice Chairperson is elected in the same fashion.