

**LOVELAND HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA  
MONDAY, February 15, 2016 6:00 PM  
CITY COUNCIL CHAMBERS  
500 E. THIRD STREET**

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“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. APPROVAL OF THE AGENDA**
- V. APPROVAL OF PREVIOUS MEETING MINUTES**
- VI. 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 (John Fogle)
  - c. Staff Update (Nikki Garshelis)
- VII. REGULAR AGENDA**
  - 1. Chair and Vice-Chair Elections 6:15-6:30
  - 2. Outreach 6:30-7:00
    - Student Project
    - Tour de Pants/Historic Preservation Month
    - Walking Tour brochure and virtual tour
  - 3. Saving Places Conference Update 7:00-7:15
  - 4. 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.*
- VIII. ADJOURN**

1 **City of Loveland**  
2 **Historic Preservation Commission**  
3 **Meeting Summary**  
4 **January 18, 2016**

5 A meeting of the Loveland Historic Preservation Commission was held Monday, January 18, 2016 at 6:00 P.M.  
6 in the City Council Chambers in the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation  
7 Commissioners in attendance were: Zachary Askeland, Stacey Kersley, David Berglund, Jim Cox, Jon-Mark  
8 Patterson and Chris Wertheim. City Council Liaison, John Fogle, and Nikki Garshelis of Development Services  
9 were also present.

10  
11 **CALL TO ORDER**

12 *Commission Chair Kersley called the meeting to order at 6:02 p.m.*  
13

14 **APPROVAL OF THE AGENDA**

15 *Commissioner Cox made a motion to approve the agenda. The motion was seconded by Commissioner*  
16 *Wertheim and it passed unanimously.*  
17

18 **APPROVAL OF THE MINUTES**

19 *Commission Co-chair Patterson made a motion to approve the minutes from the November meeting, the*  
20 *motion was seconded by Commissioner Cox and it passed unanimously.*  
21

22 **CITIZEN REPORTS**

23 None  
24

25 **CITY COUNCIL UPDATE**

26 *Councilor Fogle reported that the RTA project is moving forward. City Council will be discussing funding*  
27 *possibilities soon. A developer for the Third Street catalyst project has been chosen and negotiations are*  
28 *underway, he reported. There was a discussion about the CAB dinner and the constructions defects*  
29 *ordinance and questions about RTA details.*  
30

31 **STAFF UPDATE**

32 *Nikki Garshelis reported on the plaques that had been ordered, the First National Bank exterior plans and*  
33 *the Boards & Commission's summit. Commission Chair Kersley, Co-Chair Patterson and Commissioner*  
34 *Askeland will attend the Boards & Commission's Summit on March 3<sup>rd</sup> at the Rialto Theater center.*  
35

36 **CONSIDERATION OF NEW BUSINESS**  
37

38 **REVIEW 2015 ACCOMPLISHMENTS AND DUTIES OF HPC**

39 *Nikki Garshelis reviewed the 2015 HPC accomplishments and gave an overview of the duties of the commission.*  
40 *There was a discussion about funding for the loan program and the commission's involvement win the Façade*  
41 *Grant Program with the Loveland Downtown Partnership.*  
42

43 **2016 PLAN**

44 In addition to the regular duties of the commission, outreach goals for 2016 were discussed:  
45

- 46 1. **Student Art Project:** Commission Chair Kersley reported that there have not been many students  
47 expressing interest in the art/preservation project so another presentation with the school may  
48 be scheduled. Students may need some examples of what an art project inspired by architecture.

49 There was a discussion about mentors for the students and Commission Chair Kersley will contact  
50 Faith Gauthier at ArtSpace to ask about artist/mentors. Commissioner Askeland said that high  
51 school students might be interested in participating in the project. Commissioner Wertheim said  
52 she would be discussing funds with NOVO. If NOVO cannot participate in the funding a motion  
53 to cover costs was made:

54 *Commission Chair Kersley made the motion, if NOVO cannot support the funding for the*  
55 *student project, the HPC will provide the funds up to \$500.00. The motion was seconded by*  
56 *Commissioner Berglund and it passed unanimously.*  
57

58 2. **Coasters, Placemats, Coloring Book, Postcard:** Promotional items were discussed and it was  
59 agree that the HPC might have time to develop them after the May event.

60 3. **Walking Tour brochure update:** The HPC discussed turning the walking tour into a virtual tour  
61 with a QR code. Commissioner Berglund said he would send the information he had from Olivia  
62 Lowe's presentation. The HPC talked about involving students in the project.  
63

#### 64 **SAVING PLACES CONFERENCE**

65 There was a discussion about who was planning on attending the conference in February and if there would  
66 be ride sharing.  
67

#### 68 **NEXT MEETING AGENDA ITEMS**

- 69 1. Tour de Pants event planning/Historic Preservation Month
- 70 2. Saving Places Conference Update
- 71 3. Walking Tour brochure and virtual tour
- 72 4. Election of Chair and Co-chair for March.  
73

74 **Commissioner Comments:** None  
75

76 **Meeting adjourned at 8:19p.m.**



## COMMUNITY & STRATEGIC PLANNING

Civic Center • 500 East Third Street • Loveland, Colorado 80537  
(970) 962-2745 FAX (970) 962-2945 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

# ELECTION OF OFFICERS

Loveland Historic Preservation Commission

February 15, 2016

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. *The term of office for this year's elected chairperson and vice chairperson shall expire February 2017.*

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.
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.



**Development Services Department  
Community & Strategic Planning**

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**STAFF UPDATE**

**Meeting Date:** February 15, 2016  
**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.*

**Staff Update Items:**

**Downtown Sign Code Exception:**

The current regulations of the Loveland Sign Code have recently inhibited some creative and attractive signage in the downtown area. Some of the regulations are outdated and very specific relative to the types, sizes, and styles of signs allowed, including methods of attachment, materials allowed, and suggested letter styles. This year, the Current Planning Division will retain a code amendment consultant. A two year code amendment process is anticipated. Given the revitalization effort in the downtown core, it is clear that some revisions to the current sign standards are necessary to address as soon as possible.

A simple way to provide the flexibility to approve an exception to a sign request that falls outside of the current regulations is to add an administrative variation to the code. The Current Planning Manager, after consulting with various organizations, like the LDP/DDA, and determining that it is consistent with the purpose and the intent of the sign regulations, would have the authority to approve the request.

This item is scheduled to be discussed at an upcoming Title 18 Committee meeting.

**New Development Center**

With the goal of providing a more efficient and customer friendly development process, the City of Loveland will be opening its new Development Center in April. An open house is scheduled for Friday June 10<sup>th</sup> from 9:00am to Noon. The new location is 410 East 5<sup>th</sup> Street (Fire Administration Building). Development review staff has been in training for the past year while the building is being remodeled. In addition to enhanced service and a remodeled lobby, the new center will feature a commissioned mural by Daryle Thetford which incorporates Loveland landmarks and history.

