

1 **City of Loveland**  
2 **Historic Preservation Commission**  
3 **Meeting Summary**  
4 **November 15, 2010**

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6 A meeting of the Loveland Historic Preservation Commission was held on Monday, November 15, 2010 at 6:00  
7 P.M. in the City Council Chambers of the Civic Center at 500 East Third Street, Loveland, CO. Historic  
8 Preservation Commissioners in attendance were: Gerald Portugal, Jim Cox, Paula Sutton, Robin Ericson, George  
9 Hill and Trudi Manuel. Also present were Carol Johnson, City Council Liaison, and staff members, Karl Barton  
10 and Bethany Clark of Community & Strategic Planning.

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12 **CALL TO ORDER**

13 Commission Chair Ericson called the meeting to order at 6:01p.m.

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15 **APPROVAL OF AGENDA**

16 *Commissioner Chair Ericson asked for approval of the agenda. The agenda was approved with the removal of*  
17 *Item 2.*

18  
19 **APPROVAL OF MINUTES**

20 *A motion was made to approve the minutes and it passed unanimously.*

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22 **CITIZEN REPORTS**

23 None

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25 **CONSIDERATION OF NEW BUSINESS**

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27 **CITY COUNCIL UPDATE**

28 Councilor Johnson was absent for this portion of the agenda but had forwarded the City Council's rolling calendar  
29 to commissioners.

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31 **Public Hearing: Nomination – 923 N Garfield Ave**

32 This item was removed from the agenda. Karl Barton spoke with the owner, Dixie Straight, who has decided to  
33 withdraw her application at this time due to family issues.

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35 **Discussion of change to minute taking procedure**

36 This item was tabled due to Greg George's absence.

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38 **Introduction of new staff liaison: Bethany Clark**

39 Karl Barton introduced Bethany Clark, who will be taking on the position of new staff liaison for the Historic  
40 Preservation Commission. Commissioners then introduced themselves and gave their brief backgrounds.

41  
42 **Staff Update**

43 Commissioners requested that a written summary of the work that has been completed on the Milner-Schwartz  
44 house be written and forwarded to them for the next meeting. The summary should include work that has been  
45 completed, and future work to be done with a timeframe. There was also discussion about what decision has been  
46 made regarding the ADA accessible door. Commissioner Cox believed that it was in the contractor's bid to  
47 replace and expand the front door to become ADA accessible. This would require an ADA ramp to connect with  
48 an existing sidewalk and he preferred to see a 1:20 ramp without handrails as the use of handrails would have a  
49 negative impact on the historic appearance of the property. Other commissioners believed that the back door was  
50 going to be used as an ADA accessible door, rather than the front. Commissioners requested that this be clarified  
51 and the final decision be in writing for ADA compliance.

52  
53 **Elections for Historic Preservation Commission Chair and Vice Chair**

1 A nomination was made for Commissioner Chair Ericson to retain her position as Chair of the Historic  
2 Preservation Commission and was voted in unanimously. A nomination was made for Commissioner Manuel to  
3 retain her position as Vice Chair and was voted in unanimously.  
4

#### 5 **Recommendations for HPC Appointments**

6 Karl Barton announced the recommendation to re-appoint Commissioner Cox to the Historic Preservation  
7 Commission. He also introduced Cara Scohy, who is being recommended for appointment to fill out Gregg Ault's  
8 term. The appointments will be made official at the next City Council meeting, December 7, 2010. Commissioner  
9 Chair Ericson announced Commissioner Hill's decision not to renew another term with the Historic Preservation  
10 Commission. He will continue to serve until a replacement is found.  
11

#### 12 **Update Priority Properties**

13 There was a discussion about updating the list of 60 priority properties. Several properties that are on the list have  
14 now been listed on the Loveland Historic Register. Staff and commissioners need to look at how many of these  
15 properties will be removed from the list and filled with a new priority. Staff will look to see if they have a copy of  
16 this list, if not Commissioner Chair Ericson will forward. The priorities will be decided at the next meeting.  
17

#### 18 **Commission Fundraising / Uses for the \$2700 already raised**

19 Commissioner Chair Ericson asked what they can use the \$2700 in their fund for. Karl stated that Greg George  
20 needed to be at the meeting for that discussion so the item will remain on the agenda for January. Commissioner  
21 Chair Ericson then announced her desire to use the money for marketing and advertising. She stated that she has  
22 been applying for grants from the Community Marketing Commission and others to update the walking tour  
23 brochure, but has not been awarded any. The Community Marketing Commission grant has an evaluation criteria  
24 that favors project that bring in people from other cities, but the HPC do not have a way to track attendance by  
25 non-locals to their events. They also don't have money to advertise in non-local newspapers so they can't show  
26 they have been trying to pull in non-locals. She has been encouraged to re-apply and will do so. There was then  
27 discussion about whether they can use the city's website to host their walking tour brochure for people to  
28 download and print instead. Commissioner Manuel stated that she believes they shouldn't rely just on the website,  
29 but could use both a hard copy and the website.  
30

31 Commissioners then discussed whether new media such as Facebook could be used as a way to announce events,  
32 distribute walking tour brochures, and other items. They could partner with the Historical Society and have one or  
33 two Commissioners be administrators on the site to have the ability to post items. Commissioners asked what the  
34 city's policy is on Facebook postings and Karl reported that the City does have a Facebook page, but will look  
35 into policies regarding creating one for historic Loveland, what can be posted and what the relationship between  
36 the two pages could be.  
37

#### 38 **Discussion of ordinance change re: participation in historic districts**

39 Karl introduced the topic of changing the historic preservation ordinance to make participation in a historic  
40 district mandatory for all properties within the boundaries of that district. He referred to a memorandum created  
41 to provide some issues for discussion on this topic. He stated that the purpose of this discussion was to start the  
42 conversation on the topic and gauge the Commissioners' opinions.  
43

44 Commissioner Portugal said he felt that creation of a Historic District should be put to the vote of homeowners  
45 with majority rule resulting in creation of a district. Karl stated that the rules for determining what constitutes an  
46 approving majority would need to be created as part of the ordinance change. Commissioner Cox agreed and said  
47 that he felt a Historic District has no teeth if it is voluntary. He believes that there could be public presentations  
48 made about what it means to be in a Historic District, so people are aware of the benefits. Commissioner Ericson  
49 then asked what the process would be and how you would deal with non-contributing properties. Karl stated that  
50 the creation of a Historic District would have to be based on a survey. A decision would then have to be made if  
51 non-contributing properties are removed from the voting pool. He also stated that the boundaries of a Historic  
52 District should be carefully delineated, especially if it is believed there would be several non-contributing  
53 properties within boundaries that would turn down a vote. Commissioner Manuel expressed her concern that  
54 Historic Districts would be patchwork if non-contributing properties are removed from the district.  
55 Commissioners then discussed how to treat non-contributing properties that have been so heavily modified versus

1 non-contributing properties for an owner that has scraped old structures and replaced it with a new structure. Karl  
2 stated that at the time the Historic Preservation Ordinance was created, it was very deliberately hands-off because  
3 of the City's hesitancy to impose heavy regulations on property rights, and that the City might still be cautious in  
4 this regard. Commissioners then decided that rather than looking specifically at changing the ordinance, there  
5 should be a best practices study to look at the bigger issue of doing a better job of protecting the integrity of  
6 Historic Districts. Staff will prepare a best practices report for the next meeting.

#### 8 **Discussion of Rolling Calendar**

9 Karl stated that the only item left on the rolling calendar is the December holiday party. Commissioner Sutton  
10 volunteered to chair the party and several location ideas were discussed. The Commission agreed that it should be  
11 held in a historic location. Commissioner Sutton will book a place and send out an announcement.

#### 13 **NEXT MEETING AGENDA**

- 14 • Discussion of Change to Minute Taking Procedure
- 15 • Rolling Calendar: Goals/Projects
- 16 • Walking Tour brochure / Uses for the \$2,700
- 17 • Update Priority Properties
- 18 • Best Practices on Historic Districts
- 19 • Milner-Schwartz House Detailed Work Summary and ADA Door

#### 21 **COMMISSIONERS COMMENTS**

- 22 • Commissioners reiterated the need for a best practices study regarding regulation of Historic Districts.
- 23 • Commissioners also reiterated that they would like a work summary and timeline for the Milner-  
24 Schwartz House

26 **Adjourned at 7:34 p.m.**