

1 **City of Loveland**  
2 **Historic Preservation Commission**  
3 **Meeting Summary**  
4 **May 16, 2011**

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6 A meeting of the Loveland Historic Preservation Commission was held on Monday, May 16, 2011 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: David Berglund, Jim Cox, Robin Ericson, Trudi  
9 Manuel, Cara Scohy and Gerald Portugal. Paula Sutton was absent. Also present were Carol Johnson,  
10 City Council Liaison, staff member, Bethany Clark, and Sharyn Frazer of the Building Department.

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12 **Guests**

13 Dan Corson and Dave Lingle

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15 **CALL TO ORDER**

16 Commission Chair Ericson called the meeting to order at 6:00p.m.

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18 **APPROVAL OF AGENDA**

19 *Commissioner Chair Ericson asked for approval of the agenda. Commissioner Manuel motioned to*  
20 *approve the agenda with a second from Commissioner Cox and it passed unanimously.*

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22 **APPROVAL OF MINUTES**

23 *Commissioner Cox motioned for approval of the minutes, with the change requested by Commission*  
24 *Chair Ericson, on Page 2, Line 5, to delete “Commissioners asked staff to distribute the Economic White*  
25 *Paper to City Council members,” and revise to read “Commissioner Chair Ericson will write a cover*  
26 *letter and make copies of the Economic White Paper for staff to distribute to City Council members.” The*  
27 *motion was seconded by Commissioner Berglund and it passed unanimously.*

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29 **CITIZEN REPORTS**

30 None

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32 **CONSIDERATION OF NEW BUSINESS**

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34 **PUBLIC HEARING – HISTORIC RESIDENTIAL DESIGN GUIDELINES**

35 Commissioner Chair Ericson opened the public hearing and Bethany Clark introduced Dave Lingle with  
36 Aller.Lingle.Massey Architects who prepared the Historic Residential Design Guidelines. Mr. Lingle  
37 gave an overview of the proposed revisions of the final draft of the Historic Residential Design  
38 Guidelines, as follows:

- 39 • Page 3 –revision includes reference to Article 15 of the Loveland Municipal Code; Page 7–typo;  
40 Page 9 –fourth bullet item to include the word “privacy”; Page 10 and throughout – captions  
41 added where appropriate, moved inappropriate examples (images) to the right side of page; Page  
42 11 – strike three feet; Page 12 – pop-ups substituted; Page 14 – additional language in fourth  
43 bullet – porches; Page 16 – caption changes – landscaping statement; Page 17 – light spillage;  
44 Page 18 – fencing; Page 19 – handicapped accessibility; Page 20 – wording changes, images  
45 added – garages; Page 21 – materials and colors; Page 22 – siding and cladding; Page 23 –  
46 roofing, image added; Page 24 – language added – windows; Page 25 – roof windows; Page 26 –  
47 front doors, image change out.
- 48 • Commissioner Berglund asked if the list of tree species that the City recommends is available to  
49 the public on-line. Bethany stated a possible link could be established through the City web page.  
50 Commissioner Manuel asked if the city has an arborist. Sharyn explained that Loveland contracts  
51 with the City of Fort Collins Forester.

- 1 • Commissioner Chair Ericson initiated a discussion addressing stucco vs. siding regarding  
2 additions such as porches, etc. Commissioner Cox provided photographs of brick used in an  
3 addition to a historic stucco house. Mr. Lingle agreed the commission should allow variation on  
4 design but recognized that it could become problematic. Bethany recommended wording on  
5 Page10, bullet 5 to read "...if the original building is stucco, the addition should preferably be  
6 stucco..." Commissioner Chair Ericson agreed that the option should be made available.
- 7 • Public Comment was heard during the public hearing. Dean Schilling of 8151 Open View Place  
8 Asked for an explanation as to why the Commission wanted any additions to look differently than  
9 the original structure. Commissioner Cox explained that they wanted to be able to differentiate  
10 the original building from any additions. They also discussed the option to repair existing  
11 materials vs. replacement. Dan Corson from the Colorado Historical Society at 1560 Broadway,  
12 Denver wanted to correct the language throughout the document from "Secretary of Interior  
13 Standards for Rehabilitation" to "Secretary of the Interior's Standards for Rehabilitation". Mr.  
14 Corson also suggested that on Page 22, the 1<sup>st</sup> bullet should read "wood and other material for  
15 siding should be evaluated for repair and retention before considering replacement...". He also  
16 discussed the addition of mudrooms and how they have traditionally been wood frame and wood  
17 material regardless of the material on the primary structure. He suggested that the larger the  
18 addition and the more visible the addition, the more important the similarity of materials is. He  
19 suggested that further clarification should be considered about additions. Commissioner Chair  
20 Ericson closed the public hearing after all comment was heard.
- 21 *Commissioner Cox made the motion for the Historic Preservation Commission to recommend to*  
22 *City Council to adopt the Historic Residential Design Guidelines with the noted corrections, the*  
23 *revised language on Page 10, and the additional language on Page 22. Commissioner Portugal*  
24 *seconded the motion and it passed unanimously.*  
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## 26 PUBLIC HEARING – CODE AMENDMENTS

27 Commissioner Chair Ericson opened the public hearing and Bethany Clark introduced the item and  
28 discussed the proposed code amendments. She indicated that the four general changes which were  
29 discussed at the previous meeting will remain the same and are as follows:

- 30 • 1) include definitions for total demolitions and partial demolition; 2) require a separate process  
31 for partial demolitions; 3) establish a timeframe for the Commission to submit an application for  
32 landmark designation of a property; and 4) remove the requirement to send notices certified mail  
33 return receipt.
- 34 • Bethany explained that additional changes have been made based on comments received from the  
35 Historic Preservation Commission. References to the "Community Services Director" and  
36 "Community Services Department" were revised to read "Development Services Director" and  
37 "Development Services Department" to reflect the current department name. In addition, after  
38 review by the Legal Department, language was cleaned up in Section 15.56.030(D.1-D.2)  
39 (formerly Section 15.56.020) to clarify the procedures for designation of structures and districts.  
40 Bethany also discussed the comments from Commissioner Cox at the previous meeting asking to  
41 standardize all timeframes to business days. After speaking with the Legal Department, staff was  
42 advised against making this change and instead has inserted a definition of days into Section  
43 15.56.020 to clarify how deadlines will be calculated. Bethany then discussed the addition of  
44 language in Section 15.56.110 (formerly 15.56.100) to officially adopt the Historic Residential  
45 Design Guidelines, allow for their application as the review criteria for alteration certificates on  
46 historically residential properties on the Loveland Historic Register, and allow for future  
47 amendments to the Design Guidelines. She also stated that there is language for the event of  
48 possible conflicts with the Design Guidelines and the Municipal Code.
- 49 • Commissioner Manuel wanted to add language regarding addressing loan funds to read "when  
50 available" as the Commission doesn't always have loan funds available. Commissioner Chair

1 Ericson agreed. Commissioner Chair Ericson asked for public comment and seeing as there was  
2 none closed the public hearing.

3 *Commissioner Cox made the motion for the Historic Preservation Commission to recommend to*  
4 *City Council to adopt the proposed code amendments with the language on Page 20 in Section*  
5 *15.56.160(A.2) revised to read “receipt of loan funds from the zero-interest loan pool, when*  
6 *available, created by the City...”. Commissioner Manuel seconded the motion and it passed*  
7 *unanimously.*  
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#### 9 **CITY COUNCIL UPDATE**

10 Councilor Johnson reported the following:

- 11 • The code amendments will be heard by City Council on June 7, 2011. Commissioner Chair  
12 Ericson asked if she thought they would be on the consent agenda. Councilor Johnson stated that  
13 it would be decided by M Team.
- 14 • Councilor Johnson gave an update of the Feed and Grain building. Art Space offered to purchase  
15 the property and 3-4 properties the west. She stated that there are 3-4 different owners working  
16 together and all will apply for tax credits possibly in 2012. She explained that this is a 15 to 20  
17 million dollars project and will take some time.
- 18 • Discussion followed about the ACE project and the 13 video segments that the Community  
19 Marketing Commission is working on to highlight Loveland. Commissioner Chair Ericson asked  
20 why the City purchased the proposed ACE property. Councilor Johnson explained that the City  
21 had to control it and it made sense to buy the whole package with water rights available, the  
22 ability to excel with due diligence, etc.

#### 23 **CLG EVALUATION AND PRESENTATION**

24 Dan Corson from the Colorado Historical Society made a presentation that highlighted the benefits and  
25 obligations of being a Certified Local Government (CLG).  
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- 27 • Mr. Corson overviewed the Federal program’s responsibilities as follows: to maintain qualified  
28 ordinances, the required minimum number of Commissioners who have professional knowledge,  
29 to enforce ordinances, maintain a system for surveys, keep inventory of historic properties, the  
30 obligation to comment on National Register nominations, create and maintain minutes for each  
31 meeting, and file an annual report.
- 32 • Mr. Corson also explained that a CLG also has benefits such as the State Tax Credit for properties  
33 on the local register, match free grants for such things as planning and surveying, and receiving  
34 technical advice from the Colorado Historical Society.

#### 35 **WALKING TOUR BROCHURE**

- 36 • Commissioner Chair Ericson explained that the complete submittal is due September 5, 2011.  
37 They will need to form a committee to include representative from HPC, the Museum, the  
38 Loveland Historical Society and other organizations. Commissioner Chair Ericson will be on the  
39 panel as she wrote the grant and Commissioner Schoy volunteered.
- 40 • Councilor Johnson informed the Commission that the Governor’s Tourism Conference will be  
41 held at the Embassy Suites on September 18, 2011. There will be 500 tourism speculators and it  
42 will be a great time to showcase the city.  
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#### 45 **STAFF UPDATE**

46 Commission Chair Ericson asked if there were questions regarding the staff update.

- 47 • Bethany added that staff was working with the Building Department and the Legal Department to  
48 proceed with addressing the issues regarding the unauthorized alterations at 1302 N Grant.  
49 Commissioner Manuel asked for clarification and Bethany indicated that she was asked not to  
50 speak further on this matter as it was a legal issue.

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**NEXT MEETING AGENDA**

- Historic Preservation Month Review

**COMMISSIONERS COMMENTS**

- Commissioner Cox handed out a photograph taken of a property in the downtown area and asked how such a structure was allowed. Several commissioners remember asking about this in the past and were never able to get a clear answer from staff. Bethany indicated she would look into this and follow up with an e-mail to Commission Members.
- Commissioner Manuel brought up a property on 4<sup>th</sup> Street between Railroad and Garfield on the north side of the street that had a giant cross propped up against the building that she felt was obstructing the sidewalk. Bethany indicated she would also follow up on this item after investigating Commissioner Manuel’s concerns.
- Commission Chair Ericson indicated that there was a property on West 5<sup>th</sup> Street that had a large addition that was recently completed and was very out of character with the primary structure and surrounding homes. The addition is apparently much larger than the home itself and several Commissioners asked how something like this was approved. There was concern about whether the addition met fire and safety codes for emergency egress and whether it was within the setback requirements by the City. Bethany said she would look into this property and follow up with the Commission Members.

*Commissioner Cox moved to adjourn the meeting and Commissioner Portugal seconded the motion.*

**Adjourned at 7:57**

Respectfully Submitted,

*Robin Ericson* \_\_\_\_\_

Robin Ericson, Chair