

**LOVELAND HISTORIC PRESERVATION COMMISSION
SUGGESTED MEETING AGENDA
July 18, 2011
6:00 PM
CITY COUNCIL CHAMBERS
500 E. THIRD STREET**

THE CITY OF LOVELAND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN THE PROVISION OF SERVICES. FOR DISABLED PERSONS NEEDING REASONABLE ACCOMMODATION TO ATTEND OR PARTICIPATE IN A CITY SERVICE OR PROGRAM, CALL 962-2303 OR TDD #962-2620 AS FAR IN ADVANCE AS POSSIBLE.

6:00 PM

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF THE AGENDA**
- V. APPROVAL OF PREVIOUS MEETING'S MINUTES**
- VI. CITIZEN REPORTS**

This agenda item provides an opportunity for citizens to address the Commission on matters not on the consent or regular agendas.

VII. AGENDA – CONSIDERATION OF NEW BUSINESS

- 1. City Council Update** **6:00-6:05**
Carol Johnson
- 2. Staff Update:** **6:05-6:10**
Time for brief questions on informational items in the written staff update, if any.
- 3. Historic Review and Building Division Procedures** **6:10-6:35**
Tom Hawkinson
- 4. Comprehensive Plan Update** **6:35-6:50**
Bethany Clark
- 5. Overview of New City Website** **6:50-7:10**
- 6. Next Meeting's Agenda/Action items** **7:10-7:15**

VIII. COMMISSIONER COMMENTS **7:15-7:20**
This agenda item provides an opportunity for Commissioners to speak on matters not on the consent or regular agendas.

IX. ADJOURN

1 **City of Loveland**
2 **Historic Preservation Commission**
3 **Meeting Summary**
4 **June 20, 2011**

5
6 A meeting of the Loveland Historic Preservation Commission was held Monday, June 20, 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 Manuel,
9 Cara Scohy, Gerald Portugal and Paula Sutton. Also present were Carol Johnson, City Council Liaison, and
10 staff members Bethany Clark and Sharyn Frazer of the Building Division.

11
12 **CALL TO ORDER**

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

14
15 **APPROVAL OF AGENDA**

16 *Commissioner Chair Ericson asked for approval of the agenda. Commissioner Cox motioned to approve*
17 *the agenda with a second from Commissioner Portugal and it passed unanimously.*

18
19 **APPROVAL OF MINUTES**

20 *Commissioner Cox motioned for approval of the minutes. The motion was seconded by Commissioner*
21 *Portugal and it passed unanimously.*

22
23 **CITIZEN REPORTS**

24 None

25
26 **CONSIDERATION OF NEW BUSINESS**

27 None

28
29 **CITY COUNCIL UPDATE**

30 Carol Johnson reported the following:

- 31 • City Council will vote on the Agilent purchase on Tuesday, June 21, 2011. She stated this is a
32 critical vote. Should the vote not carry, the City could lose \$100,000 in earnest money.
- 33 • City Council will also hear the annexation agreement for the church located on 14th Street SW.
34 She explained they have broken ground without approval and that comments for and against
35 the project have been very emotional.
- 36 • Grant funding – Human Services Commission
- 37 • The second reading for the HPC amendments has been moved to July 5, 2011.
- 38 • The first reading on the grant ordinance for the walking tour brochure will also be heard on July
39 5, 2011.
- 40 • The ACE project has stirred interest/excitement in the downtown district and it appears the city
41 will purchase the old Leslie Cleaners Building.

42
43 **STAFF UPDATE**

44 Bethany Clark reiterated that the amendments to the HPC have been continued until July 5, 2011.

45
46 **STATUS OF COMMISSION VACANCIES**

47 Commissioner Scohy will be reappointed, Paula Sutton will vacate, but will be asked to attend the next
48 meeting, and Matt Newman will be appointed. Matt introduced himself and stated that he works for an
49 architectural firm by the name of Aller.Lingle.Massey, he resides in Loveland and has an interest in
50 historic preservation. Discussion by the Commission ensued regarding assigning alternates to the
51 Commission. No consensus was agreed upon.

52

53 **HISTORIC PRESERVATION MONTH REVIEW**

54 Bethany Clark submitted attendance numbers for events but stated she did not have a comprehensive
55 list, as follows: Bike tour – 5, Baseball was rained out and rescheduled, Landscaping – 20, Old time
56 kitchen gadgets – 10, Lone Tree School – 75, Bus Tour – 19, Book signing – 15 and the ground breaking
57 for the Rialto - 100. Approximately 129 attended the events scheduled and she is still waiting on
58 additional numbers.

59

60 **DISCUSSION OF LOVELAND HISTORIC SURVEY UPDATE**

61 Bethany Clark alluded to the map presented to each Commissioner and explained that the properties in
62 orange are on the 1999 survey. The properties delineated in dark red hatch are properties that are 50
63 years old or older that are not on the survey. The survey is old and quite a few have been overlooked.
64 Bethany Clark explained that Leslie Giles from the Colorado Historical Society will help to set up a plan to
65 update the survey and will attend the August meeting.

66

67 Updating the survey will include the following:

- 68 • Steps for conducting the survey
- 69 • Survey Types – Reconnaissance Survey which is low intensity or Intensive Survey which can
70 either be a comprehensive survey or a selective survey.

71

72 Bethany Clark asked the Commission for general ideas. Commissioner Cox stated he would like
73 guidelines established which would maintain an overall ambiance for the neighborhoods. Bethany Clark
74 said this could be achieved by forming districts. Commissioner Manuel feels that the guidelines should
75 be framed well with the pros and cons outlined.

76

77 Commissioner Portugal stated he would like the new survey to be completed like the one in 1999.
78 Commissioner Sutton said they should consider style, date and integrity and use the shotgun approach
79 as in 1999. Commissioner Berglund agreed that the drive by method was the best way to identify the
80 properties. Commissioner Scohy also agreed that the shotgun approach is the best and that a
81 comprehensive approach on select properties is an option. Commissioner Manuel and Commissioner
82 Chair Ericson agree with the drive by approach.

83

84 Commissioner Chair Ericson expressed an interest in a grant application to provide software that gave a
85 comprehensive overview of all of the historic properties. Bethany Clark stated that basic information is
86 on the City of Loveland web site, but a comprehensive, collaborative database of all the historic
87 properties would require a great amount of staff time.

88

89 **NEXT MEETING'S AGENDA**

90 Councilor Johnson discussed suggestions to update the Comprehensive Plan. Bethany Clark said that the
91 update will be presented to the commissions and boards likely sometime in August. This would be a
92 good time to categorize goals.

93

94 Commissioner Manuel asked when the Milner-Schwarz house will be completed and asked Bethany
95 Clark to invite Scott Waterhouse, the contractor to attend the next meeting and update the
96 Commission.

97

98 **COMMISSIONER COMMENTS**

99

- 100 • Commissioner Cox asked about the status of the structure in the right-of-way on 4th Street.
101 Bethany Clark explained that staff is working on it. He also inquired about the demolition permit
102 on the house that was renovated. Bethany Clark explained that the demolition of the porch has
103 occurred and Building has “red-tagged” the property.

104

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

106

107 **Meeting adjourned at 7:01 p.m.**

108

109 Respectfully Submitted,

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111

112 _____
Robin Ericson, Chair



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Staff Update

Meeting Date: July 18, 2011
To: Loveland Historic Preservation Commission
From: Bethany Clark, Community & Strategic Planning

Staff Update Format:

The staff update contains *informational* items. Five minutes is set aside on the agenda for brief questions and comments on staff update items. 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:

Direction from Commissions and Boards

The City Manager has asked staff liaisons, in taking direction from a board or commission, to make sure that the direction is made in the form of an action of the entire body of the commission in an open session. This will help ensure staff is getting clearer direction as a consensus of the entire commission and how to move forward with an item. If the commission wishes staff to pursue a particular course of action on items not in the staff update, it should be in the form of a motion and put to the vote of the entire commission.

Odd Fellows Building

H.W. Houston Construction has been selected as the general contractor for the work on the Odd Fellows building. They will be subcontracting with Block by Block, LLC for the masonry rehabilitation. Block by Block has completed a number of masonry rehabilitation projects for the Colorado Historical Society, and H.W. Houston also has experience working under SHF grants. A kick-off meeting is scheduled for Thursday, July 14th between the Odd Fellows, SHF staff, and H.W. Houston. Work will begin shortly thereafter and continue through the summer.

Milner-Schwarz House Update

The foundation has been repaired, insulation and drainage tiles have been installed and the dirt has been backfilled. The rear porch concrete has been poured and the framing for the wood decks have been completed for both the front and rear porches and the wood decking will be placed soon. The glass for the windows is ordered and the window frames have been repaired. However the frames still need to be painted. Scott is estimating that the windows will be installed in about two weeks. The rain gutters and downspouts will be installed once we have final approval of the samples and color by SHF staff. Scott's is estimating that the project will be fully complete in approximately 3-4 weeks. Scott agrees to come to the August meeting to give a debriefing of the project and process. We are also planning on holding a celebration for the completion of the rehabilitation and will invite City Council, the Mayor, and other City Staff to attend.

Elks Lodge

AE Design Associates continues to work on the Historic Structure Assessment for the Elks Lodge.

Historic Preservation Code Update and Historic Residential Design Guidelines

The ordinance amending Title 15 of the Loveland Municipal Code regarding Historic Preservation was passed unanimously on second reading on July 5th. The amended Historic Preservation Ordinance and newly adopted Historic Residential Design Guidelines are the official documents to guide decisions made by the Historic Preservation Commission, as of July 15, 2011.

**2011 COMPREHENSIVE PLAN UPDATE
Historic Preservation Commission**

Vision Statement 2: Loveland is a community that embraces the heritage and natural beauty of the region and values its strategic location.

Guiding Principle 4: Preserve features of significant architectural, scenic, cultural, historical, or archaeological interest and promote awareness and appreciation of Loveland's heritage. (Historic Preservation)

Goal 4.1: Review and periodically update the Historic Preservation Plan.

Objective	Lead Role	Status: Complete or Ongoing	Explanation of Status
Objective 4.1.1: Update and adopt the Historic Preservation Plan as appropriate.	HPC	On-going	Applied for a grant in 2009 to hire a consultant to work with Staff and HPC on updating the plan; specifically chapter 13 which is outdated and contains objectives that no longer fit within the scope of Loveland's preservation program. We were not awarded the grant. We should re-apply in 2011.
Objective 4.1.2: Explore additional planning opportunities related to Historic Preservation.	HPC	On-going	Continue to apply for historic structure assessment grants; support façade program and review of façade grant applications; pursuit of salvage options when demolishing historic structures; reconsidering the method used for flagging historic properties when demo permits are pulled
Objective 4.1.3: Collaborate with public and private partners identified in the plan to achieve clean up campaign goals; downtown revitalization, promotion, design, economic restructuring and organizational goals; arts industry goals; and administrative goals.	HPC	On-going	Established a Historic Preservation Ordinance for Loveland; applied for grants to develop a walking tour brochure; expanding on a building inventory for Downtown Loveland; facilitate joint advertising and promotion for local organizations for historic preservation month events; engage local businesses in the re-use of historic homes; engage in the review of proposed alterations to landmark properties and in the review of design concepts that impact historic properties; successful landmark designation of downtown buildings; explored the Colorado Main Street Program and determined that Loveland would qualify to be a Colorado Main Street Community; support of the Rialto Theater and re-development proposals from ArtSpace; prioritized our historic resources; review of historic properties before demolition permits are issued

Goal 4.2: Identify, designate, protect, and preserve several historic districts and individual landmarks that contribute to Loveland's character and sense of place, thereby revitalizing the Downtown and creating unique neighborhood identities.

Objective	Lead Role	Status: Complete or Ongoing	Explanation of Status
Objective 4.2.1: Include preservation-related incentives programs in long term capital improvements programming.	HPC		Unaware of preservation related incentive programs associated with capital improvements programming
Objective 4.2.2: Create a Downtown Cultural District through rehabilitation, zoning, community activities and encouragement of the arts.	HPC	On-going	Numerous downtown buildings designated as historic landmarks; support of ArtSpace particularly when considering the re-use of historic buildings; support of and participation in the Façade Grant Program

2011 COMPREHENSIVE PLAN UPDATE

Historic Preservation Commission

Goal 4.2: Identify, designate, protect, and preserve several historic districts and individual landmarks that contribute to Loveland's character and sense of place, thereby revitalizing the Downtown and creating unique neighborhood identities.

Objective	Lead Role	Status: Complete or Ongoing	Explanation of Status
Objective 4.2.3: Continue to conduct historical research and prepare surveys to support the designation of historic landmarks and the creation of historic districts.	HPC	On-going	Multi property surveys and district surveys completed in 1999, 2005, 2008, 2010; 3 historic district designations; multiple property designations (commercial buildings and residential)
Objective 4.2.4: Expand local incentive programs , including the revolving loan fund, for property owners who undertake historic preservation.	HPC	On-going	As of June 2010, HPC has requested that staff try to get this going again

Goal 4.3: Promote awareness and appreciation of Loveland's historic, archaeological, and cultural heritage and celebrate its past based on a well-researched and documented history.

Objective	Lead Role	Status: Complete or Ongoing	Explanation of Status
Objective 4.3.1: Continue the public education and outreach programs identified in the Historic Preservation Plan.	HPC	On-going	Informational workshops during the month of May for Historic Preservation Month; press releases and RH articles for historic homes that are saved from demolition
Objective 4.3.2: Monitor and report the economic impact of historic rehabilitation projects.	HPC	On-going	Calculations were made in 2005; these figures should be updated
Objective 4.3.3: Implement the Cultural Heritage Tourism program for the Downtown and surrounding areas identified in the Historic Preservation Plan.	HPC		This task is being pursued by the Northern Colorado Cultural Tourism Alliance; staff has provided information to them as needed and has attended planning meetings. This is an objective that no longer falls within the scope of Loveland's Historic Preservation Program and will be updated in accordance with the Preservation Plan.

Flowchart of New City of Loveland Website

