

**LOVELAND HISTORIC PRESERVATION COMMISSION  
REGULAR AGENDA  
MONDAY, OCTOBER 17, 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. REPORTS** 6:00-6:10
  - 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 (Carol Johnson)
  - c. Staff Update (Bethany Clark)

- VII. AGENDA – CONSIDERATION OF NEW BUSINESS**
  - a. Creation of Demo Review Subcommittee 6:10-6:25
  - b. Volunteer for Holiday Party 6:25-6:35
  - c. Building Division Education/Outreach 6:35-6:50
  - d. Next Meeting's Agenda/Action items 6:50-6:55

- VIII. COMMISSIONER COMMENTS** 6:55-7:00  
*This agenda item provides an opportunity for Commissioners to speak on matters not on the regular agenda.*

- IX. ADJOURN**

1 **City of Loveland**  
2 **Historic Preservation Commission**  
3 **Meeting Summary**  
4 **September 19, 2011**

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6 A meeting of the Loveland Historic Preservation Commission was held Monday, September 19, 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: Jim Cox, David Berglund, Robin Ericson, and Matt Newman.  
9 Trudi Manuel and Cara Scohy were absent. Also present were Carol Johnson, City Council Liaison, and staff  
10 members Bethany Clark, Brian Hayes, Tom Hawkinson and Nikki Garshelis.

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12 **CALL TO ORDER**

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

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15 **APPROVAL OF AGENDA**

16 *Commission Chair Ericson asked for approval of the agenda, with Item VIII c. discussed before b. Commissioner*  
17 *Cox motioned to approve the agenda with the change, Commissioner Newman seconded and the motion passed*  
18 *unanimously.*

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20 **APPROVAL OF MINUTES**

21 *Commissioner Cox motioned for approval of the minutes. The motion was seconded by Commissioner Berglund*  
22 *and was passed unanimously.*

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24 **PRESENTATION TO PAULA SUTTON**

- 25 • Commission Chair Ericson presented a plaque/clock to Paula Sutton on behalf of the HPC for her service  
26 from 2002-2011. Commission Chair Ericson said that Paula Sutton was the “bright spot” on the  
27 commission and taught her the most about historic preservation. She added that she was grateful for  
28 Paula’s insight and guidance over the years. Commissioner Cox said he will miss Paula’s insight and  
29 comments. Commissioners Berglund and Newman said they enjoyed working with her. Commission  
30 Chair Ericson invited everyone after the meeting to celebrate at the Sports Depot.

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32 **CITIZEN REPORTS**

33 None

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35 **CITY COUNCIL UPDATE**

- 36 • Bethany Clark reported there will be a City Council Study Session September 27<sup>th</sup> at 6:30p.m. on the  
37 Loveland Strategic Plan and Tourism Brand Assessment. She reported that Council will be reviewing ACE  
38 developer proposals in October. There are passes available at the Governor’s Tourism Conference at  
39 Embassy Suites September 21-23, if anyone is interested in attending. Commission Chair Ericson has  
40 volunteered to assist on the tour buses on September 22, she said.

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42 **STAFF UPDATE**

- 43 • Commission Chair Ericson asked about the opportunities to erect interpretive signage at Viestenz-Smith  
44 Mountain Park which is located off Highway 34 in Loveland. Ericson said she has visited the park often  
45 and observed that it is always full of visitors. Brian Hayes, from the Parks & Recreation Department, said  
46 the City manages the park and she should contact Larry Callihan in P&R to discuss if there are any  
47 projects that could be partnered on.

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## CONSIDERATION OF NEW BUSINESS

### Farmhouse at Agilent

- Brian Hayes reported that the 1920s Farmhouse structures at the Agilent property are being assessed to determine their condition and asked if the HPC has an interest in them. Asbestos have been located in some of the structures, he said. He would like to schedule a tour for the HPC to visit the buildings. He explained there is the possibility the City may bring a railroad spur through the area for loading and unloading purposes. The area includes 130 acres of open space, he reported. Ken Jessen is currently researching the history of the structures. There was a discussion about the possibility of using the houses for environmental education and/or historic education. After the design phase was complete a purpose for the structures may become more apparent, he stated. The commissioners agreed that the buildings could be a valuable asset and they would like a tour and to learn more about them.

### Ineligible Properties in Building Flagging System

- Bethany Clark reported that 630 properties have been identified from the survey as not being eligible for historic designation due to poor integrity or architectural insignificance. These properties are still in the flagging system in the Building Division, she said. If an owner of one of these properties requests a demolition permit, the Building Division must notify the HPC and, according to the Ordinance, the HPC has 15 days to take action to stop the demolition, if they choose. Staff requests that the HPC recommend removal of these properties from the flagging system, she said. *Commissioner Cox made a motion to remove the properties that are ineligible for the register but he later rescinded the motion after a Commission Chair voiced her concerns.* Commission Chair Ericson said she was concerned that the properties may have been restored prior to the demolition request and, therefore, are eligible for historic designation. She reported that she was not comfortable with making this recommendation. After some discussion, the other commissioners agreed with her concerns and asked staff to research other ideas to create safeguards to prevent a property from being demolished if it has been restored and re-eligible for the register. Bethany Clark pointed out that some of the properties will always be ineligible for the register due to the architectural style.

*Commissioner Cox made a motion to request that staff research feasible options to avail the fears of the HPC that an ineligible property that has been rendered eligible for the register be demolished. Commissioner Newman seconded the motion and it passed unanimously.*

The HPC requested that staff research the following:

1. Amend Ordinance
2. Process of updating/correcting survey (verifying that ineligible properties that have become eligible be updated).
3. Research how other cities handle demo review.

### Historic Review and Building Division Processes

- Bethany Clark reported that preservation staff is working with building staff to create an easier process and better outreach to the community. She reviewed the progress that has been made including:
  - Historic preservation is now included in both residential and non-residential check-ins.
  - Historic preservation demo review brochure is available at both the planning counter and the building counter to explain the demolition review process.

- 96                   ▪ Historic demo submittal checklist was created to ensure that required
- 97                   information is submitted with the permit for historic demo review.
- 98                   ▪ Historic demo review webpage which includes a link for the submittal checklist
- 99                   and various ways to determine if the property is on the Survey. This page is
- 100                  linked on the Building Division homepage.
- 101                  ▪ A postcard mailer to owners of properties on the Survey will be mailed out
- 102                  shortly to notify property owners that they have been identified on the Survey
- 103                  and that there are special procedures to follow when they apply for work in the
- 104                  Building Division. *There was a discussion about holding an open house for*
- 105                  *outreach and staff will work with Commission Chair Ericson to determine the*
- 106                  *date and content.*
- 107                  ▪ An article in the Building Division newsletter.
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- 109                  • Bethany Clark reported there are other items that staff would like to complete to reach as many people
- 110                  as possible:
  - 111                   ▪ Work with GIS/IT to create an ‘overlay’ of historic properties for the LOGIC
  - 112                   Property Report system on the City’s website to be more user-friendly for the
  - 113                   public to identify whether a property is on the Survey, but may not be feasible
  - 114                   based on current staffing levels.
  - 115                   ▪ Create a rolling display of information regarding the Historic Preservation
  - 116                   Program to place near the Building Division Counter and in the foyer next to the
  - 117                   City Clerk’s office.
  - 118                   ▪ Update and/or create new promotional videos for the Historic Preservation
  - 119                   Program.
  - 120                   ▪ Work with Utility Billing to have an informational message about historic
  - 121                   preservation displayed for a period of time.
  - 122                   ▪ Implement building permit and plan check fee waiver vouchers for properties on
  - 123                   the Loveland Historic Register that undertake exterior rehabilitation work as
  - 124                   another incentive for owners to designate their properties.

125 **Abatable Structures**

- 126                  • Tom Hawkinson from the Building Division reported that there are properties that don’t adhere
- 127                  to code and some people are walking away from them. He directed the commissioner’s
- 128                  attention to some of those structures in the report. He said they have the structures safe and
- 129                  secure for about a year but after that they could be demolished if not stabilized. The City can
- 130                  secure the structure and put a lien on the property but often does not have funds in their
- 131                  budget to pay vendors to secure them. Tom explained that he wanted to bring this issue to
- 132                  their attention and he was not asking them for any action at this time.
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134 **Comp Plan Revision**

- 135                  • Bethany Clark reported that at the previous meeting, the commission approved, with one minor
- 136                  revision, Phase II and Phase III of the HPC Comprehensive Plan Update. The commission asked
- 137                  for additional language to be included in revised Objective 4.1.2 to indicate further action taken
- 138                  on the report which would be prepared, she explained. The new Objective reads *“Prepare a*
- 139                  *report to determine the most appropriate method for preserving the community character of*
- 140                  *Loveland’s historic areas, such as a historic overlay zone, compatibility zoning, design overlay*
- 141                  *zone, or FAR regulations, and work towards implementing the recommended method(s).”*
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- Bethany Clark explained that a new Economic Development Department was created which will deal with tourism and visitor services, among other things. City staff discussions have highlighted the importance of incorporating heritage tourism in with the City’s tourism plan, and the focus was on Objective 4.3.3, which had originally been placed in Category B with the Community Marketing Commission given the lead role. However, staff now believes that the best course of action is to place this objective into Category C to become part of the Historic Preservation Commission’s work plan and to revise it as follows:

152 *Objective 4.3.3: Revise and update the Cultural Heritage Tourism items from the Preservation*

153 *Action Plan of the Historic Preservation Plan, and incorporate them into the City’s tourism plan.*

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155 *Commissioner Cox motioned to approve the changes, it was seconded by Commissioner Berglund and it*

156 *passed unanimously.*

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159 **COMMISSIONER COMMENTS**

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- Commission Chair Ericson asked for suggestions for a gift for Jerry Portugal. A plaque was the top choice.
  - Commission Chair Ericson reviewed the new *Walking Tour Brochure* and said they will be distributed at the Governor’s Tourism Conference this week. Additional brochures will go to hotels and other locations on a distribution list.
  - Commission Chair Ericson reported that NoCo Link had completed the Historic Places of Loveland video which she participated in.

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

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170 **Meeting adjourned at 8:44 p.m.**

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172 Respectfully Submitted,

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175 Robin Ericson, Chair



## Community & Strategic Planning

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### Staff Update

**Meeting Date:** October 17, 2011  
**To:** Loveland Historic Preservation Commission  
**From:** Bethany Clark, Community & Strategic Planning

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#### **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:**

##### **Odd Fellows Building**

The masons have developed a solution to remove the lacquer-based paint on the Odd Fellows Building. At one time in the past, a furniture store occupied the first-floor retail space and the mason believes that they used the furniture paint to paint the building. This type of paint required additional measures for removal to ensure the integrity of the brick. The mock-up of the paint removal, brick repointing and mortar have been approved by the SHF and the mason has moved forward with the project. They expect to have the façade restoration completed by November, with the southeast entry restoration remaining to be completed through November.

##### **Milner-Schwarz House Update**

The exterior restoration and rehabilitation is completed. A big thank you to Scott Waterhouse from S.B. Waterhouse Construction for all his hard work. A ribbon-cutting ceremony held on October 13<sup>th</sup> celebrates the completion of the project.

##### **Larimer County Bank Building/Stroh Building - 247 East 4th**

The ordinance designating the Larimer County Bank Building/Stroh Building at 247 East 4<sup>th</sup> was passed unanimously by City Council on September 20<sup>th</sup>. This is the 67<sup>th</sup> building to be added to the Loveland Historic Register.

### **Pulliam Building**

A final draft of the grant application for a historic structure assessment (HSA) was submitted to the State Historical Fund on October 3<sup>rd</sup>. If awarded, the City will work with Glaser Architects to perform a structural analysis and evaluation of the mechanical, electrical, HVAC and other systems. This assessment will help inform the City about future rehabilitation costs as proposed by Center of Loveland, Inc.

### **HPC Funds**

The \$2700 donation from LHS has been appropriated into the 2011 budget and is available for HPC use. The Commission should continue discussing proposed uses for these funds.



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**Meeting Date:** October 17, 2011  
**To:** Loveland Historic Preservation Commission  
**From:** Bethany Clark, Community & Strategic Planning  
**RE:** Building Division Education and Outreach

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**Item:** Work with GIS/IT to create an 'overlay' of historic properties for the LOGIC Property Report system on the City's website.

**Update:** Our GIS Technician is working to create an interactive map that can be embedded on our website, separate from the LOGIC Property Report system. This is a new type of map and will require some staff training, so it may be a few months until this is up and running.

**Item:** Create a rolling display of information regarding the Historic Preservation Program to place near the Building Division Counter and in the foyer next to the City Clerk's office.

**Update:** Staff believes this could be implemented during May to tie into Historic Preservation Month. Commission members are asked to submit to staff questions that they often receive from citizens about Historic Preservation – especially any 'myths' or 'misconceptions'.

**Item:** Update and/or create new promotional videos for the Historic Preservation Program

**Update:** Staff has not pursued this any further, but would like some feedback on any new video topics the Commissioners believe could be interesting.

**Item:** Work with Utility Billing to have an informational message about historic preservation displayed for a period of time.

**Update:** Messages cannot be targeted to specific groups of people (i.e. historic home-owners) so this idea would probably work best to educate and/or promote May is Historic Preservation Month.

**Item:** Implement building permit and plan check fee waiver vouchers for properties on the Loveland Historic Register that undertake exterior rehabilitation work (per Section 15.56.160) as another incentive for owners to designate their properties.

**Update:** In discussing this idea with other City Staff, including the Building Division and Accounting, it was determined that the most effective way to do this would be to issue fee waiver vouchers like the CEF Exempt Area in Historic Downtown. Staff has discussed this with the City Attorney and was advised that this would involve modifying the code language to allow this. Otherwise, the current language is interpreted to mean that Historic Landmark property



owners could apply for a refund of permit fees and this would have to go before City Council for approval. Staff would like consensus from the Commission on whether to move forward with this idea.

**Item:** Postcard mailer to owners of properties on the Survey

***Update:*** Commissioner Chair Ericson and staff have been discussing ideas for an open house. The Historic McCreery House has indicated their willingness to host an open house and would charge \$50/hr which would include set-up, linens (if needed), and coffee. In order to attract the most people, we believe a two-hour window between 4:00pm and 6:00pm should be set with Staff and Commissioners available to answer questions. This would give time for people to come earlier and be able to leave before it gets dark, and allow for people who work until 5:00 to come after work. Staff is looking for volunteer Commissioners to be available during these times, but a date has not been set yet.