

**LOVELAND HISTORIC PRESERVATION COMMISSION
REGULAR AGENDA
MONDAY, NOVEMBER 21, 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
 - c. Staff Update (Bethany Clark)

- VII. AGENDA – CONSIDERATION OF NEW BUSINESS**
 - a. Dinger Carousel Presentation (Ashley Dinger) 6:10-6:30
 - b. Chair and Vice-Chair Elections 6:30-6:45
 - c. Update on ACE Open Lands-Swartz Farmhouse 6:45-7:00
 - d. Creation of Realtor Training Subcommittee 7:00-7:10
 - e. Funding for PDF of Walking Brochure 7:10-7:20
 - f. Holiday Party 7:20-7:25
 - g. Historic Demolition Review 7:25-7:55
 - h. Next Meeting's Agenda/Action items 7:55-8:00

- VIII. COMMISSIONER COMMENTS** 8:00-8:05
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 **November 17, 2011**

5 A meeting of the Loveland Historic Preservation Commission was held Monday, October 17, 2011 at 6:00 P.M. in
6 the City Council Chambers of the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation
7 Commissioners in attendance were: Jim Cox, David Berglund, Trudi Manuel, Matt Newman and Cara Scohy.
8 Also present were staff members Bethany Clark and Nikki Garshelis. Commission Chair, Robin Ericson and City
9 Council Liaison, Carol Johnson, were absent.

10
11 **CALL TO ORDER**

12 *Commission Vice Chair Manuel* called the meeting to order at 5:58 p.m.

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14 **APPROVAL OF AGENDA**

15 *Commission Vice Chair Manuel* asked for approval of the agenda, *Commissioner Cox* motioned to approve the
16 agenda, *Commissioner Newman* seconded and the motion passed unanimously.

17
18 **APPROVAL OF MINUTES**

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

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22 **CITIZEN REPORTS**

23 None

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25 **CITY COUNCIL UPDATE**

26 None

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28 **STAFF UPDATE**

- 29 • *Commission Vice Chair Manuel* asked for clarification of the item discussed last month regarding ineligible
30 properties in the building flagging system. She asked for an example. Bethany Clark said there were no
31 examples and the item is being continued to the November meeting. A subcommittee will meet to discuss
32 alternative ways to create safeguards to flag a property targeted to be demolished if it has been restored
33 and re-eligible for the historic register, she explained. Later in the meeting a subcommittee was assembled.

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35 **CONSIDERATION OF NEW BUSINESS**

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37 **Creation of Demo Review Subcommittee**

- 38 • *Bethany Clark* reported that Commission Chair Ericson asked for a subcommittee to be created to meet
39 to review the building division's flagging system for ineligible historic register properties. She said the
40 subcommittee will probably meet once or twice prior to the November meeting. Commissioners Cox,
41 Berglund, Ericson, Scohy, Manuel and Newman expressed interest in serving on the subcommittee.
42 Bethany will set up the first meeting and invite all commissioners.

43 **Volunteer for Holiday Party**

- 44 • *Commission Vice Chair Manuel* reported that the McCreery House is available for \$75 per hour and
45 proposed having appetizers, wine and beer, rather than attend a sit down dinner. A discussion about
46 other locations followed. The Chop House and the Pourhouse both have separate rooms for private
47 parties and do not require a sit down dinner. The Commission suggested that 5:30pm to 7:30pm would
48 be suitable and the event did not have to be scheduled on a Monday. The Commission also agreed

49 that inviting the Loveland Historical Society would be a nice way to get to know them. Commission Vice
50 Chair Manuel volunteered to do some more research and report back at the November meeting.

51 **Building Division Education/Outreach**

- 52 • *Bethany Clark* provided an update of education and outreach projects that are being pursued. The
53 projects include:
 - 54 ○ Working with GIS/IT to create an ‘overlay’ of historic properties for the LOGIC Property Report
55 system on the City’s website. The GIS Technician is working to create an interactive map that
56 can be embedded on our website, separate from the LOGIC Property Report system, she
57 explained. This is a new type of map and will require some staff training, so it may be a few
58 months until this is up and running, she added.
 - 59 ○ A rolling display placed near the Building Division and City Clerk’s office could be implemented
60 during May’s Historic Preservation Month. *Bethany asked Commission members to send her*
61 *questions that they often receive from citizens about Historic Preservation – especially any*
62 *‘myths’ or ‘misconceptions’.*
 - 63 ○ Create promotional videos for the Historic Preservation Program. This could be accomplished
64 with the help of the Public Information Officer. *Bethany asked for feedback from the*
65 *commissioners about the video. Several suggestions were given but the commissioners agreed*
66 *that the meeting was not the correct venue for brainstorming ideas and asked if staff would*
67 *schedule a meeting to share ideas on this topic.*
 - 68 ○ Messages on Utility Billing statements cannot be targeted to specific groups of people (i.e.
69 historic home-owners) so this idea would probably work best to educate and/or promote May is
70 Historic Preservation Month.
 - 71 ○ Issuing building permit fee waiver vouchers for properties on the Loveland Historic Register that
72 perform exterior rehabilitation work as another incentive for owners to designate their
73 properties was researched. The most effective way to do this would be to issue fee waiver
74 vouchers like the CEF Exempt Area in Historic Downtown. Staff discussed this with the City
75 Attorney and was advised that this would involve modifying the code language. Otherwise, the
76 current language is interpreted to mean that Historic Landmark property owners could apply for
77 a refund of permit fees and this would have to go before City Council for approval. *Bethany*
78 *Clark asked the Commission on whether to move forward with this idea. After some discussion*
79 *the HPC asked Bethany to pursue this initiative.*
 - 80 ○ *Bethany asked if the HPC would like to add the open house to the postcard mailer that will be*
81 *sent to properties on the survey. The Commissioners discussed the best time to have an open*
82 *house and decided to try the 4pm-6pm time. Vice Chair Manuel suggested that an 8:00am to*
83 *10:00am time would attract retired homeowners. The Commission agreed that if the later time*
84 *didn’t work to attract property owners they could change the time to a morning open house.*
85 *They decided that it would be wise to schedule just one event before planning others. They*
86 *discussed holding it at the McCreery House.*

87 **Next Meeting Agenda**

- 88 • Demo Review
- 89 • Holiday Party
- 90 • New Commissioner Applications

91 **COMMISSIONER COMMENTS**

92 None

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94
95 **Meeting adjourned at 6:57 p.m.**

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Community & Strategic Planning

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Staff Update

Meeting Date: November 21, 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:

Odd Fellows Building

The paint removal is complete and brick repair replacement on the upper portion of the façade is complete. The masons have removed the scaffolding and will continue to work on rebuilding the bulging pier on the west side of the façade. They also continue to work on the southeast entry restoration, which is expected to be completed by the end of November.

Elks Lodge

AE Design Associates continues to study the building and has been writing a draft of the Historic Structural Assessment. They expect to have a draft submitted to the Elks, City staff and SHF staff for review in January.

Façade Improvement Program

The Façade Improvement Program budget appropriation was approved by City Council on first reading on November 15th. Second reading will take place on December 6th and after final approval, staff will open up the 2011 matching grant round. The grant deadline will be likely Friday, January 27th. At that time, staff will seek volunteers from the Loveland Downtown Team and the Historic Preservation Commission to form a committee to review and prioritize award proposals.

Pulliam Building

The City received an award letter from the State Historical Fund awarding \$14,715 to complete a Historic Structural Assessment of this building. We expect to have a contract by the end of the year and will likely begin work in January/February 2012.