

**LOVELAND HISTORIC PRESERVATION COMMISSION
REGULAR AGENDA
MONDAY, JANUARY 16, 2012 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. INTRODUCTION OF NEW COMMISSION MEMBER**
- IV. ROLL CALL**
- V. APPROVAL OF THE AGENDA**
- VI. APPROVAL OF PREVIOUS MEETING'S MINUTES**

- VII. 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 (John Fogle)
 - c. Staff Update (Bethany Clark)

- VIII. AGENDA – CONSIDERATION OF NEW BUSINESS**
 - a. Larimer Home Improvement Program (Amy Irwin) 6:10-6:30
 - b. Historic Building Permit Fee Waivers 6:30-6:45
 - c. Follow-up on Swartz/OLAC Presentation 6:45-7:00
 - d. Historic Preservation Month Planning 7:00-7:10
 - e. Next Meeting's Agenda/Action items 7:10-7:15

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

- X. ADJOURN**

HISTORIC PRESERVATION COMMISSION

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Appointment Date</u>	<u>Expiration Date</u>
David Berglund david.berglund@lra-inc.com	374 Slippery Elm Place Loveland, CO 80538	(C) 970-590-8666	3/1/2011	6/30/2013
Jim Cox, Chair jimcox@aplusarch.com	1531 West 29th Street Loveland, CO 80538	(H) 970-669-6934	12/15/2009 6/30/2010 12/7/2010	6/30/2013
Robin Ericson ericsonrl@aol.com	1326 Bowwood Court Loveland, CO 80538	(C) 970-402-1286 (W) 303-651-8424	8/1/2006 7/21/2009	6/30/2012
Trudi Manuel trcmanuel@peoplepc.com	500 West 3rd Street Loveland, CO 80537	(H) 970-622-9610	8/17/2004 8/1/2006 7/21/2009	6/30/2012
Laura McGinley lomi369@msn.com	4264 McWhinney Blvd. #111 Loveland, CO 80538	(H) 970-308-0230	1/3/2012	6/30/2012
Matt Newman, Vice Chair mnewman@aller-linge-massey.com	661 Moose Court Loveland, CO 80537	(C) 303-250-5479 (W) 970-223-1820	7/5/2011	6/30/2014
Cara Scohy cara@csdesigncorp.com	1621 Elizabeth Court Loveland, CO 80537	(H) 970-420-9462	12/7/2010 7/5/2011	6/30/2011 6/30/2014
John Fogle, Council Liaison jhfogle@frii.com	2473 Frances Drive Loveland, CO 80537	(H) 970-679-7649		
Bethany Clark, Staff Liaison Clarkbe@ci.loveland.co.us	500 East Third Street Loveland, CO 80537	(W) 970-962-2745		

Historic Preservation Commission is a three year term

Loveland Historic Preservation Commission - 2012 Projects Anticipated or in Progress

Task	Status	Lead	Supporting Role(s)	Anticipated Timeframe
Goal 1: Funding				
Seek funds from public and private partners to reestablish the Historic Rehabilitation Loan Program	Objective from Comprehensive Plan / 2011 Implementation Plan	Staff; HPC		2013
Goal 2: Public Awareness				
Additional Historic Plaques	Most properties have - newly designated properties will receive in May. Henry's called and asked why they don't have one.	HPC	Home Depot	Distributed May 2012
Organize Historic Preservation Month	Staff will provide support, HPC needs to coordinate	HPC	Staff; Comm. Partners	Feb 2012-May2012
Repeat Realtors Workshop	Robin has asked for volunteers for subcommittee	HPC		?
Revise and update the Cultural Heritage Tourism items from the Preservation Action Plan of the Historic Preservation Plan, and incorporate them into the City's tourism plan	Objective from Comprehensive Plan / 2011 Implementation Plan. Staff will create a subcommittee for this task	HPC	Staff	Q2 2012
Goal 3: Priority Historic Resources				
Partner with Elks Lodge to follow up their HSA with a State Historic Fund application	Currently in discussions with Elks Lodge members	Planning Staff	HPC	First quarter 2012 (for April1 grant deadline)
Update Priority Properties List	Annual task	HPC		TBD
Goal 4: Preserve character of older neighborhoods				
Prepare a report to determine the most appropriate method for preserving the community character of Loveland's historic areas, such as a historic overlay zone, compatibility zoning, design overlay zone, or FAR regulations, and work towards implementing the recommended method(s).	Objective from Comprehensive Plan / 2011 Implmenetation Plan. This may require a consultant.	Consultant, HPC	Planning Staff	Q4 2012, Q1 2013
Goal 5: Historic District Designation				
Potential North Jefferson Historic District	Staff met with residents (2009-2010?), residents indicated that they would try some outreach to their neighbors and get back to us	Planning Staff & volunteer, local resident	HPC; Planning Staff	On Hold
Create and nominate a Historic Downtown District	Staff needs to research previous planner's work on this	HPC	Staff	TBD
Goal 6: Preservation Planning				
Prepare and adopt an updated Historic Preservation Plan and Historic Inventory Survey (w/CLG grant or in-house)	Objective from Comprehensive Plan / 2011 Implementation Plan. May apply for a CLG grant in November 2012	Staff, HPC		Q4 2012

**City of Loveland
Historic Preservation Commission
Rolling Calendar
2012**

January

Larimer Home Improvement Program – Presentation by Director
Historic Building Permit Fee Waivers

February

Dinger Carousel Presentation

March

April

May

Historic Preservation Month

June

July

August

September

October

November

December

Holiday Party

1 **City of Loveland**
2 **Historic Preservation Commission**
3 **Meeting Summary**
4 **November 21, 2011**

5 A meeting of the Loveland Historic Preservation Commission was held Monday, November 21, 2011 at 6:00 P.M.
6 in the City Council Chambers of the Civic Center at 500 East Third Street, Loveland, CO. Historic Preservation
7 Commissioners in attendance were: Robin Ericson, Jim Cox, David Berglund, Trudi Manuel, Matt Newman and
8 Cara Scohy. City Council Liaison, John Fogle, and staff members, Bethany Clark and Nikki Garshelis were also
9 present.

10

11 **Guests:** Marshal Clough, Chair of Greeley Historic Preservation Commission; Rebecca Brunswig, Vice-Chair of the
12 Greeley Historic Preservation Commission; Mike Perry, President of the Loveland Historical Society; Cherlene
13 Goodale, Leadership Loveland 2011-2012.

14

15 **CALL TO ORDER**

16 *Commission Chair Ericson* called the meeting to order at 6:01 p.m. and welcomed the guests. Greeley Historic
17 Preservation guests were in attendance to learn how the Loveland Historic Preservation Commission conducts
18 its meetings.

19

20 **APPROVAL OF AGENDA**

21 *Commission Chair Ericson* asked for approval of the agenda with the changes of moving the elections of the new
22 Chair and Vice Chair to the end of the agenda and rescheduling the Dinger Carousel Presentation to the January
23 meeting. *Commissioner Cox* motioned to approve the agenda with the changes, *Commissioner Newman*
24 seconded and the motion passed unanimously.

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26 **APPROVAL OF MINUTES**

27 *Commissioner Cox* motioned for approval of the minutes. The motion was seconded by *Commissioner Manuel*
28 and the motion passed unanimously.

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30 **CITIZEN REPORTS**

31 None

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33 **CITY COUNCIL UPDATE**

34 *Commission Chair Ericson* welcomed new HPC City Council Liaison, John Fogle, to the meeting. Councilor Fogle
35 said he was looking forward to assisting the HPC with their goals.

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37 **STAFF UPDATE**

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- 39 • *Commission Chair Ericson* asked Bethany Clark if the Pulliam grant had guidelines for acknowledging the
40 State Historical Fund as the grantor and added that she had not seen any acknowledgment on any
41 documents or materials to date. Bethany Clark explained that the State Fund had been acknowledged
42 on the actual documents.

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43 **CONSIDERATION OF NEW BUSINESS**

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45 **Update on Ace Open Lands-Swartz Farmhouse**

- 46
- 47 • *Bethany Clark* reported that there was a meeting with the Parks & Recreation Director and the Director
48 of Development Services who agreed to ask the HPC to give a presentation at the January 11 Open
49 Lands Commission meeting regarding their recommendations for the Swartz Farmhouse property.
Commission Chair Ericson reported that she had contacted Colorado Preservation, Inc. (CPI) and other

50 organizations to determine their interest in the property. She is in the process of completing an
51 inventory form for CPI, she said. Photos will be included and, once the form is reviewed, CPI will visit to
52 tour the property and convey their level of interest, she explained. After a discussion, the
53 Commissioners agreed to do research on the property for their presentation. Commissioner Manuel will
54 contact Downtown Denver about an alternative energy project in a community garden, Commissioner
55 Newman will do research on solar energy as well. He said the South Transit Center in Fort Collins gave
56 space to place solar panels in return for energy. Commission Chair Ericson encouraged everyone to start
57 thinking about funding ideas. She suggested that the Land and Water Conservation fund might have
58 grants available. She also asked Mike Perry, President of the Historical Society to recommend uses for
59 the property. Commissioner Cox said it is important to have a sustainable plan for the property. He liked
60 the idea of getting the Community Marketing Commission involved to look at it from an attraction
61 perspective. Nikki Garshelis said she would contact the CMC and try to schedule a tour of the property
62 for them. The recently approved Marketing Strategy includes the development of businesses which
63 provide activities such as recreation rentals for both local residents and visitors, she said. Commission
64 Chair Ericson distributed a disk containing information about the property. Bethany Clark said she
65 would be asking Greg George for funding of the historical survey. If they cannot get funding for the
66 survey, they agreed to do their own research. Commissioner Manuel said she can look into finding the
67 groundskeeper of the property. Commission Chair Ericson suggested putting an article in the Reporter
68 Herald to ask the community for information. A discussion followed about asbestos in the buildings.
69 They agreed to meet to coordinate their presentation. Bethany Clark will schedule the meeting.
70

71 **Creation of Realtor Training Subcommittee**

- 72 • *Commission Chair Ericson* reviewed the past realtor workshops hosted by the HPC. She explained that
73 two years ago the half day HPC/Realtor workshop included information about grants and the historic
74 register. It served as a fundraiser for the HPC for outreach activities, she said. They charged \$25 per
75 person, she stated. Due to an error by the mail house, invitations were not mailed and, therefore, the
76 workshop was not well attended. She asked the Commission for volunteers in planning a future
77 workshop. Commissioners Scohy, Newman and Commission Chair Ericson volunteered for the
78 subcommittee.
79

80 **Funding for PDF of Walking Tour Brochure**

- 81 • *Commission Chair Ericson* asked the HPC if they would like to utilize \$190.00 available from donated
82 Funds already appropriated in the HPC budget for the pdf version of the Walking Tour Brochure. This
83 would allow citizens and visitors to access the brochure online, she explained.
84

85 *Commissioner Cox made the motion to use the \$190 for the Walking Tour Brochure PDF version, it was*
86 *seconded by Commissioner Manuel and it passed unanimously.*
87

88 **Volunteer for Holiday Party**

- 89 • *Commission Vice Chair Manuel* reported that the Sports Station is confirmed for the HPC Holiday Party
90 on Tuesday, December 20 from 5:30pm to 7:30pm. Guests may pay \$10 at the door for appetizers and
91 then purchase their own drinks. Commissioner Manuel said she invited the Historical Society, Novo
92 Restoration and Barry Floyd to join the party.
93

94 **Historic Demolition Review**

- 95 • *Bethany Clark* reviewed the discussions from the two subcommittee meetings. Decisions were made to
96 update and correct the Loveland Historic Preservation Survey to provide for a more accurate document
97 from which demolition reviews are done, she explained. The proposed updates are as follows:

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1. The HPC can make factual changes to the Survey (e.g. number of stories, year built) without taking these items to City Council. Any substantive changes which would impact the determination of eligibility must go to City Council and would require a re-evaluation by a qualified professional. Factual changes will need to be taken to the full Commission with evidence of the correct information and the source for the historical information such as a primary source document, newspaper clipping, or photograph (in the case of visual corrections). A motion by the Commission will approve the corrections.
 2. The Commission will make a motion recommending to City Council that the list of surveyed properties which were not part of the original 1999 Survey be amended to the Survey. After Council approval, staff will add these to the Survey for a comprehensive list which will be recorded with the City Clerk's office and added to the Historic Preservation website page.
 3. Every 6 months the Commission will compile a list of properties not on the Survey and recommend that surveys be done for these. After surveys are complete, the list will be taken to City Council for approval to add to the Survey.

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- *Bethany* said that at a future time, Staff and the Commission will discuss updating the Survey in one of three ways:
 1. Survey the additional 245 properties which were built before 1950 but not included on the original Survey.
 2. Survey the additional 1500 properties built between 1950 and 1961, as well as the 245 pre-1950 properties.
 3. Select a date of significance (e.g. 1955) to narrow the scope and survey properties built between 1950 and the selected date.

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122 *Commissioner Cox made the motion to recommend to City Council that the list of surveyed properties in*
123 *Exhibit A(Attached)be added to the Loveland Historic Preservation Survey. Commissioner Scohy seconded*
124 *the motion and it passed unanimously.*

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126 **Chair and Vice Chair Elections**

- *Commission Chair Ericson* clarified information in the Boards & Commissions Handbook regarding Chair and Vice Chair terms. A discussion about the positions followed and the Commissioners agreed they liked the idea of allowing the Vice Chair position to be an opportunity for new Commissioners to learn the process and, therefore, would become eligible to be elected Chair when the elections were held. The past Chair would serve as a mentor to provide valuable experience to the Commission.

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133 *Commission Chair Ericson made the motion to elect Jim Cox as the new Chair of the Historic Preservation*
134 *Commission, Commissioner Newman seconded the motion and it passed unanimously.*

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136 *Commissioner Scohy made the motion to elect Matt Newman as the new Vice Chair of the Historic*
137 *Preservation Commission, Commissioner Berglund seconded the motion and it passed unanimously.*

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139 **Next Meeting Agenda (January 16, 2012)**

- *Dinger Carousel Presentation*
 - *Larimer Home Improvement Program Director Presentation*
 - *Savings Places Conference Registration*
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COMMISSIONER COMMENTS

- *Commissioner Berglund* suggested providing the meeting documents in electronic form only. He explained that this would reduce expenses, staff time and be environmentally responsible. The Commissioners agreed but added that, if the documents were very lengthy and it was important to print them, they would like to reserve the right to request staff to provide hard copies.
- *Commissioner Cox* reminded everyone to sign up for the Savings Places Conference in February. The City will pay for the basic conference and any extra seminars would be at the expense of the Commissioner, he explained. Nikki Garshelis said she would handle the registration for the conference if they would send her the seminars they would like to attend. They can pay the City of Loveland for any extra seminars by check, she said. The Commissioners encouraged City Council Liaison, John Fogle, to attend the conference as well.
- *Commission Chair Ericson* reported that the past year on the HPC has been the best year for her and thanked all of the Commissioners for their participation. The Commissioners applauded her and thanked her for her outstanding direction as Historic Preservation Commission Chair.

Meeting adjourned at 7:19 p.m.

EXHIBIT A

ID	ADDRESS	HISTORIC NAME	CURRENT NAME	INTEGRITY	ELIGIBILITY
5LR.836	1101-1149 N Madison	Great Western Sugar Factory	Great Western Salvage		Not Eligible
5LR.1652	101 E 6th St.	Lutheran Family Services Office	Interfaith Hospitality Network		Not Eligible
5LR.9788	106 S Lincoln Ave.	Garrett Farm Equipment Store	Handy Glass		Eligible
5LR.11290	108 E Eisenhower Blvd.	Perkins House	Johnson Residence		Not Eligible
5LR.11291	104 E Eisenhower Blvd.	Charles F. Smith House	COMO Kids, LLC		Not Eligible
5LR.11998	1244 N Garfield Ave.		Loveland House Development Corporation		Not Eligible
5LR.11284	1305 N Lincoln Ave.	Hutchinson House			Not Eligible
5LR.9769	144 E 2nd St.		Sturmer Residence		Not Eligible
5LR.11999	1521 W 12th St.	Lefforge House			Not Eligible
5LR.9767	201 N Lincoln Ave.	X-Treme Auto Sales			Not Eligible
5LR.1905	216 SE 3rd St.		Borago Residence		Not Eligible
5LR.11191	531 E Eisenhower Blvd.	Spudnut Shop	Specialty Carpet Cleaning		Not Eligible
5LR.1766	532 N Madison Ave.		Roed Residence		Not Eligible
5LR.11192	533 E Eisenhower Blvd.	Moore Real Estate			Not Eligible
5LR.1765	600 N Albany		Sanchez Residence		Not Eligible
5LR.9880	617 E Eisenhower Blvd.	Dreamland Motel	Colorado Commercial Executive		Not Eligible
5LR.1768	808 Madison Ave.		Ornelas Residence		Not Eligible
5LR.11184	900 E Eisenhower	Loveland Lumber Company			Not Eligible
5LR.830	5445 Wild Lane	Wild House	Wild Lane Bed & Breakfast	Good	N/A
5LR.835	North Lake Park	Lone Tree School House	Lone Tree School House	Good	Eligible
5LR.10979	118 E 3rd St.	Hershman House, Clark House, Moon House	Jenkins House	Good	Eligible
5LR.12248	109 Ernest Place	Barnes House	Guenther House	Good	Eligible
5LR.12250	2112 W Eisenhower Blvd.	Loveland Christian Orphanage	Kramer House	Poor	Eligible



Community & Strategic Planning

500 East Third Street, Suite 310 • Loveland, CO 80537
(970) 962-2745 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

Staff Update

Meeting Date: January 16, 2012
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 southeast entry restoration, the only piece remaining of the façade restoration, is expected to be completed by the end of January.

Elks Lodge HSA

Staff expects to have a draft Historic Structure Assessment by the end of January. City staff, Elks Lodge members, and SHF staff will review the draft for changes or edits. The Elks Lodge is also still considering designation and moving forward with an application for rehabilitation/restoration grants from SHF.

Downtown Encroachment Project

Community & Strategic Planning Staff has been working with Public Works staff to develop a proposal for changes to the encroachment permit application, process, and creation of design standards in the downtown area. Staff will present their proposal to the Loveland Downtown Team on February 7th and to City Council at a study session later that month.



Community & Strategic Planning

500 East Third Street, Suite 310 • Loveland, CO 80537
(970) 962-2745 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

To: Loveland Historic Preservation Commission
From: Bethany Clark, Community & Strategic Planning
RE: Historic Preservation Building Permit Fee Refunds
Date: January 16, 2012

Background:

In October 2011, the Commission directed staff to pursue implementing a procedure and format for refunding City building permit fees for exterior restoration, preservation, or rehabilitation work on properties designated as a local landmark (per Section 15.56.160). Since that time, staff has been working with the City Building Division as well as the City Attorney's Office to establish these policies. It was determined that the best and most time efficient way to implement these refunds is to process them as a fee waiver voucher.

Process:

Property owners will notify the Historic Preservation Commission that they are applying for a refund of their building permit fees on their Application for a Landmark Alteration. In approving the Landmark Alteration, the Commission is approving the permit fee refunds. The Building Permit and fee refunds will not be processed without an approved Landmark Alteration Certificate. The final work must also be approved by staff before a Certificate of Occupancy or Letter of Completion is issued, to ensure that the work completed complies with the work outlined and approved in the Landmark Alteration Certificate.

Eligible Projects:

As outlined in Exhibit A, eligible projects are those that involve exterior restoration, rehabilitation, or preservation work as defined by the Secretary of the Interior. Work must also comply with the Secretary of the Interior's Standards, the Historic Residential Design Guidelines, and the criteria set forth in the Municipal Code.

New construction of additions or accessory structures, projects paid for by insurance, projects that do not comply with the Secretary of the Interior's Standards, the Design Guidelines, or criteria set forth in the Municipal Code, or projects that have not received prior approval are not eligible for the fee refunds.

Staff Recommendation:

Staff recommends the following action:

Motion to adopt the Building Permit Fee Refund Policies as outlined in Exhibit A.

Attachments:

Exhibit A: Building Permit Fee Refund Policies
Exhibit B: Revised Application for Landmark Alteration



HISTORIC PRESERVATION BUILDING PERMIT FEE REFUND POLICIES

Building Permit refunds for Loveland Historic Landmark properties are offered by the City of Loveland as an incentive to owners in the maintenance, upkeep, and improvement of historic properties.

The following policies are adopted by the Historic Preservation Commission to implement Section 15.56.160 of the Loveland Municipal Code which provides, in part:

- A. An owner of a property that has been designated as a landmark or an owner of a contributing property in a historic district may apply for the following economic incentives for the restoration or rehabilitation of that property:
 1. Refund of City building permit fees for exterior restoration, preservation, and rehabilitation. The Commission shall develop a format for establishing projected costs, rules of the restoration, preservation, or rehabilitation in order that such refund of fees is equitable.

Approved refunds will be processed as a fee waiver upon approval of a building permit for exterior restoration, preservation, or rehabilitation of properties designated as Loveland Historic Landmark properties.

An approved Historic Landmark Alteration Certificate is required before application to the Building Department for a permit and before work is commenced.

ELIGIBLE APPLICANTS

- Eligible applicants include owners and/or contractors of residential, investment, commercial, or industrial properties designated as a landmark or a contributing property in a designated historic district on the Loveland Historic Register as of the date of Landmark Alteration Certificate Application.

ELIGIBLE FEE REFUNDS

- Refunds are for the building permit fees for exterior restoration, preservation, and rehabilitation only; applicants must pay all other applicable fees and any applicable city, county or state construction materials use or sales taxes.
- Building permit fees eligible for a refund may include plan check fees, electrical fees, structural building permit fees, building permit fees, mechanical permit fees, mechanical sub fees, plumbing fees, and plumbing sub fees (not all such fees may be applicable to all projects).

ELIGIBLE PROJECTS

- Refunds are only applicable for **exterior** work that requires a building permit. If the project for which a permit is required includes both exterior *and* interior work, a separate permit will be required for exterior work in order to apply for the building permit fee refund.

- Projects must fall within the definitions of restoration, preservation, or rehabilitation, as defined by the U.S. Secretary of the Interior (see below).
- Work must comply with the Loveland Historic Residential Design Guidelines and/or the criteria set forth in Section 15.56.110 of the Loveland Municipal Code.
- Work can be for the following, provided such work is exterior in nature: routine maintenance and repair; life safety projects, and those bringing building systems into compliance with current building and/or zoning codes, and; rehabilitation and restoration projects.
 - Qualifying exterior project examples (where building permit is required):
 - Re-roofing
 - Rehab/repair of existing historic details such as doors, windows, mouldings, door hoods, brackets, and rafter tails.*
 - Siding repair and replacement.*
 - Rehab/repair of existing historic detached garages
 - Rehab/repair of existing historic carports
 - Rehab/repair of existing historic sheds
 - Rehab/repair of existing historic porches

*(if historically appropriate materials are used and in accordance with the Secretary of the Interior's Standards).
- New construction is eligible if the work is undertaken to keep the property viable and does not exceed 10% of the building footprint's square footage.
 - Examples: an addition to a house for accessibility; reconstruction of a historic porch.

INELIGIBLE PROJECTS

- Projects that do not meet the U.S. Secretary of the Interior's Standards, the Historic Residential Design Guidelines, or the criteria set forth in Section 15.56.110 of the Loveland Municipal Code.
- Those projects paid for by insurance (such as a replacement roof).
- New construction or improvement of new accessory structures, such as sheds and garages.
- New construction that is not for the purpose of keeping the property viable or adequately maintained.
- Projects commenced without proper City of Loveland or Historic Preservation Commission approval (e.g. without approval of an application for building permit fee refund, a building permit, or a Landmark Alteration Certificate).

PROCEDURES (see flow chart)

- Owners must apply for a Landmark Alteration Certificate prior to submitting a building permit application. The Landmark Alteration Certificate must include the request for a building permit fee refund.
 - Applications will be reviewed by staff and two members of the Historic Preservation Commission within 15 days to determine if the alteration would have a significant impact upon or be potentially detrimental to the Historic Landmark or Historic District.
 - Determination of No Significant Impact – the Landmark Alteration Certificate is issued.
 - Determination of Significant Impact – referred to a public hearing with the Historic Preservation Commission.
 - Decisions of the Commission will be considered final unless appealed to Council within 10 days of the Commission's decision.
 - Approval of a Landmark Alteration Certificate shall constitute approval of an accompanying request for a building permit fee refund.

- Following the approval of a Landmark Alteration Certificate application and request for a building permit fee refund, the owner or contractor must apply for a building permit. *All applications must include a copy of the Landmark Alteration Certificate.*
 - A fee waiver for building permit fees will be issued upon approval of the building permit.
 - Issuance of a building permit is subject to all provisions of the Loveland Municipal Code and other rules, regulations, and requirements of the City.
 - An approved building permit issued by the City's Building division must be picked up and all fees not subject to the building permit fee refund must be paid within 90 days after notification that the permit application has been approved. If not picked up within 90 days, the building permit expires and an application for reissuance may be required.
 - Building permits for residential projects expire one year from the date of issuance, non-residential permits expire 18 months from the date of issuance, and all final inspections must be requested prior to expiration.
 - Historic Preservation Staff will ensure that upon final inspection all work is in accordance with the approved Landmark Alteration Certificate before the building official's office will issue a Certificate of Occupancy or Letter of Completion.
 - No Certificate of Occupancy or Letter of Completion will be issued if the work performed was not approved by the Historic Preservation Commission.
 - In addition, any unauthorized alterations will result in a one-year moratorium on all building permits, revocation of the building permit fee waiver, and may also result in rescission of the historic landmark designation.

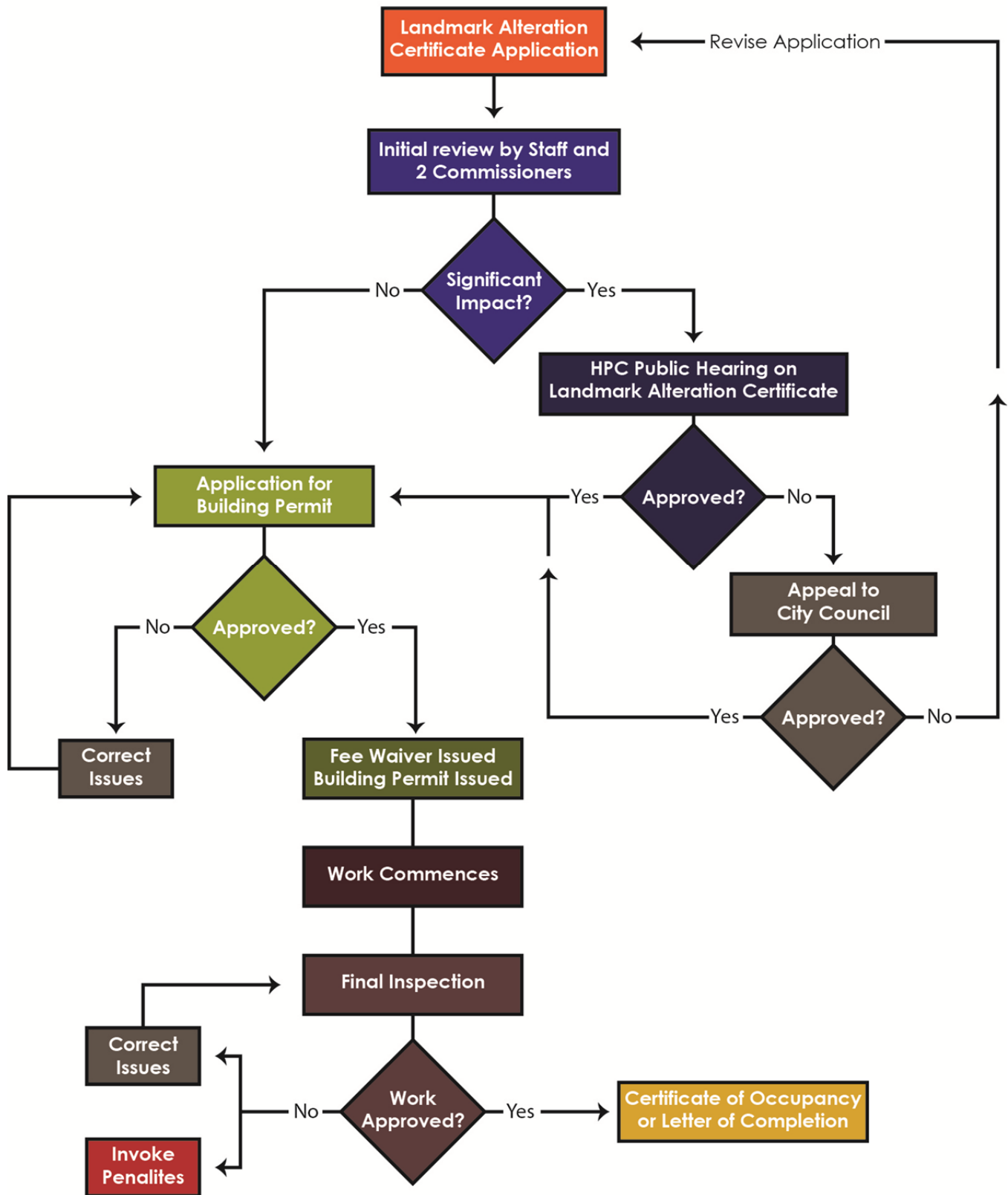
U.S. SECRETARY OF THE INTERIOR DEFINITIONS

Restoration is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Preservation is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Rehabilitation is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

BUILDING PERMIT FEE REFUND PROCESS





**LOVELAND HISTORIC LANDMARK
ALTERATION CERTIFICATE APPLICATION**

**LOVELAND HISTORIC LANDMARK
ALTERATION CERTIFICATE PROCESS**

STAFF CONTACTS

Bethany Clark, City Planning Technician

Office: 500 E. Third Street
Phone: (970) 962-2745
Fax: (970) 962-2945
Email: clarkbe@ci.loveland.co.us
Website: <http://www.cityofloveland.org/historicpreservation>

Please submit all applications to:

City of Loveland
Community & Strategic Planning
500 E. Third Street
Loveland, CO 80537

Please refer to the Loveland Municipal Code, Chapter 15.56 Historic Preservation for the formal procedures and requirements regarding landmark alteration certificate applications. If you do not have a copy of this information, staff will provide you with one.

STEP 1. Pre-Application Conference

- Schedule a time to meet with the City Staff to discuss the application process, and proposed scope of work.

STEP 2. Submit an Alteration Certificate Application

- The Applicant should submit a completed application form to the Community & Strategic Planning Division before commencing with alterations, new construction, removal, or demolition activities, etc. for a landmark designated property.
- Attach all applicable items, such as scale drawings, written description of proposed work, etc.
- Sign the Submittal Checklist and Acknowledgement Signature sheet.
- Staff will review the application and notify the Applicant that the application is considered complete, or note any deficiencies within 20 days of application submittal.

STEP 3. Review of Impact

- The Community Services director, or designee, and two (2) designated members of the Historic Preservation Commission will review the application and determine within fifteen (15) days of notification of completed application whether or not the proposed work would have a significant impact upon or would be potentially detrimental to the landmark site or historic district.

STEP 4. Determination of No Significant Impact

- If it is determined by the Community Services Director, or designee, and the designated members of the Historic Preservation Commission that there will be no significant impact or potential detriment to the landmark site or historic district, then the Community Services Director will issue an approved alteration certificate to the Applicant and will notify the Commission of the issuance – Proceed to Step 7.

STEP 5. Determination of Significant Impact

- If either the Community Services Director, or designee, or one of the Historic Preservation Commission designees determines that the proposed work would create a significant impact or potential detriment to the property, then they will refer the application to the Historic Preservation Commission for a public hearing.
- The Community Services Department will notify the Applicant of the referral, and provide notice of the time, date, place and subject matter of the hearing. The public hearing notice will be published in the newspaper of general circulation not less than fifteen (15) days prior to the hearing. The property will also be posted with a sign indicating that an application for an alteration certificate has been submitted. Written notice of the public hearing will be provided to the Applicant by both first class mail and certified mail return receipt.

STEP 6. Alteration Certificate Public Hearing

- The public hearing will occur within sixty (60) days of when a completed application was filed.
- The Commission will determine whether the application meets the standards in Section 15.56.100 , 15.56.110 or 15.56.120 of the Loveland Municipal Code, as applicable. SEE ATTACHMENT A.
- The Commission has thirty (30) days from the public hearing date, unless mutually agreed upon by the Commission and Applicant, to adopt written findings and conclusions regarding the application.
- When alteration certificates involve the moving or demolition of a landmark, the Commission may extend the review period up to ninety (90) additional days if the Commission finds that the original application does not meet the standards of Section 15.56.110 or 15.56.120, whichever applies. The ninety (90) day extension will be used to encourage the Applicant and Commission to explore acceptable alternatives to the work proposed in the original application.
- The decision of the Commission approving, disapproving, or suspending action on an application for a landmark alteration certificate is final unless the Applicant appeals the decision to the City Council. All Applicant appeals must be filed with the Community Services Department with ten (10) days of the Commission's decision. Property owners of landmark properties or owners of property within a historic district have standing to appeal the Commission's decision on an application for an alteration certificate.
- In the event of an appeal to the City Council, a public hearing on the appeal will be held within thirty (30) days of the date the appeal was filed with the

Community Services Department. Public notification procedures, as defined in Step 5, above, will be followed for all public hearings regarding an appeal to the City Council.

- The Community Services Department will issue a landmark alteration certificate when the Commission or City Council has approved an application. The Commission or Council has the authority to impose a time limit for the Applicant to apply for a building permit conforming to the certificate.

STEP 7. Building Permit Required

- When an approved alteration certificate has been issued, the Applicant must apply for a building permit and comply with all other requirements under the City's building codes, fire codes and all other ordinances of the City, applicable rules, regulations and policies of the City.

**ALTERATION CERTIFICATE
APPLICATION**

The following information must be provided to ensure adequate review of your proposal. Please type or print answers to each question. Digital copies (MS Word) of this application are available by contacting Community & Strategic Planning Division at 970-962-2745.

1. OWNER/APPLICANT INFORMATION

Owner or Organization

- a. Name: _____
- b. Mailing Address: _____
- c. Telephone: _____
- d. Email: _____

Applicant/Contact Person (if different than owner)

- e. Name: _____
- f. Mailing Address: _____
- g. Telephone: _____
- h. Email: _____

2. PROPERTY INFORMATION

- a. Landmark Address: _____
- b. Exact name of the landmark property as listed with the City of Loveland:

- c. Provide a brief description of the primary use of the property:

3. ABUTTING PROPERTY OWNERS

Provide the names and addresses of all abutting property owners. (Please attach additional sheets as necessary)

- a. _____

name	address
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- b. _____

name	address
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- c. _____

name	address
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- d. _____

name	address
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In the event that a public hearing is a necessary requirement of this alteration certificate application process, the Applicant/Owner is encouraged, as a courtesy, to contact neighboring property owners to make them aware that an application has been submitted.

4. PROJECT DESCRIPTION (Please attach additional sheets as necessary.)

- a. Identify the scope of work as new construction, alteration, removal, or demolition, or combination thereof. Provide a brief description of the proposed scope of work. Include photos of all sides (elevations) of the property.

Type of Work *(please check one of the following):*

- New Construction (Site Improvement)
- Alteration (Change Exterior Façade)
- Removal (Removal of Specific Feature(s))
- Demolition Permit
- Awning
- Private Improvements in the Public Right-of-Way (outdoor seating areas, landscaping, utility work)
- Other (explain) _____

PROJECT DESCRIPTION (continued)

- b. Summarize and describe below who will carry out the work and how it will be performed. Include a description of any new construction, alteration, removal, or demolition and describe work techniques that will be used. (Please use attached forms when describing specific work to individual features of the landmark property).

5. DESCRIPTION OF PROPOSED WORK TO ARCHITECTURAL FEATURES OR OTHER FEATURES OF THE LANDMARK PROPERTY

Feature A _____ Name of Architectural Feature or other Feature of Landmark	
Describe feature and its present condition:	Describe proposed work on feature and techniques:
Feature B _____ Name of Architectural Feature or other Feature of Landmark	
Describe feature and its present condition:	Describe proposed work on feature:
Feature C _____ Name of Architectural Feature or other Feature of Landmark	
Describe feature and its present condition:	Describe proposed work on feature:

5. **DESCRIPTION OF PROPOSED WORK** (continued) *Please photocopy this sheet and attach copies as necessary.*

Feature D _____ Name of Architectural Feature or other Feature of Landmark	
Describe feature and its present condition:	Describe proposed work on feature and techniques:
Feature E _____ Name of Architectural Feature or other Feature of Landmark	
Describe feature and its present condition:	Describe proposed work on feature:
Feature F _____ Name of Architectural Feature or other Feature of Landmark	
Describe feature and its present condition:	Describe proposed work on feature:

Submittal Checklist & Acknowledgement Signature

All proposals must contain sufficient information for adequate review and documentation. Please supply the following information as it applies to your design proposal.

I. NEW CONSTRUCTION OR ALTERATIONS *(Check box if completed)*

- A. Scale drawing or construction document showing all dimensions of existing building and dimensions of proposed work, noting all changes to facades, including cross sections (if applicable) of facades and proposed materials to be used. **(3 copies - and if plans are larger than 11"x17", submit one set of 11"x17" reductions).**
- B. Color evaluation of building, indicating proposed color scheme.
- C. Photos of existing building and area of proposed work.
- D. Color sample(s) or chip(s) of all proposed paint colors and/or materials.
- E. Site and landscape plans (drawn to scale), if appropriate (3 copies).
- F. Location of all signs, with dimensions showing approximate size, height from grade, and relation to windows, doors, and other primary features of the facade.

II. AWNINGS and SIGNS *(Check box if completed)*

- A. Scale drawing showing all dimensions of all lettering, designs, or logos; minimum 1/4" = 1'. For awnings, include cross section or side view showing slope and projection. (3 copies)
- B. Scale drawing or photograph of building facade demonstrating placement and proportions (height and width), include dimensions showing height from grade and relationships to roofline, doors, windows, and other primary facade features.
- C. Color sample(s) and material(s) of all proposed materials.
- D. Lighting specifications, including layout and installation details (this may be part of the side view scale drawing, as required in A, above).

III. REMOVAL *(Check box if completed)*

- A. Provide description of items or features to be removed from property exterior.
- B. Identify reasons for removing items or feature, and provide a summary of the impact removal will have on significance and integrity of the landmark property.
- C. If feature or item to be removed is to be replaced with equivalent, please follow Section I. New Construction or Alterations above.

IV. PRIVATE IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY

- A. Site plan drawn to scale (3 copies).
- B. Landscape plan drawn to scale (3 copies).
- C. Samples of all proposed materials.
- D. Color sample(s) or chip(s) of all proposed colors.
- E. Scale drawings showing all dimensions of any new construction including utility.

V. HISTORIC BUILDING PERMIT FEE REFUNDS

- A. Check this box if you are applying for a refund of your building permit fees.

VI. ACKNOWLEDGMENT - (To be signed by Owner, or authorized Representative)

I acknowledge this is a complete application, ready for Historic Preservation Commission review. Each information requirement (described above) has been checked off, as it applies to this design proposal. I understand incomplete submittals will be returned to me for completion. If I am the owner's authorized representative, I certify that I have the owner's permission to affect these design changes upon the referenced landmark property.

Signature of Owner **OR** Owner's Representative

Date of Submittal

ATTACHMENT A:**15.56.100 Criteria to Review an Alteration Certificate**

(For exact text from this section, please refer to the Loveland Municipal Code)

The Commission shall issue an alterations certificate for any proposed work on a designated historical site or district only if the Commission can determine that the proposed work would not detrimentally alter, destroy, or adversely affect any architectural or landscape feature which contributes to its original historical designation. The Commission must find a proposed alteration is visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass, and height. When the subject site is in an historic district, the Commission must also find that the proposed alteration is visually compatible with the development on adjacent properties. For the purposes of this section, the term “compatible” shall mean consistent with, harmonious with, and/or enhances the mixture of complementary architectural styles either of the architecture of an individual structure or the character of the surrounding structures.

A. The Commission shall use the following criteria to determine compatibility:

1. The effect upon the general historical and architectural character of the structure and property;
2. The architectural style, arrangement, texture, and material used on the existing and proposed structures and their relation and compatibility with other structures;
3. The size of the structure, its setbacks, its site, location, and the appropriateness thereof, when compared to existing structures and the site;
4. The compatibility of accessory structures and fences with the main structure on the site, and with other structures;
5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the structure upon which such work is done;
6. The condition of existing improvements and whether they are a hazard to public health and safety;
7. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property; and
8. Compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties set forth in Title 36 of the Code of Federal Regulations, Part 68. This reference shall always refer to the current standards, as amended. (Copies are available in the Community & Strategic Planning Division Office. Please contact staff for copies.)

ATTACHMENT A (continued):**15.56.110 Criteria to Review Relocation of a Structure**

(For exact text from this section, please refer to the Loveland Municipal Code)

The Commission shall use the following criteria in considering alteration certificate applications for relocating a landmark, a structure on a landmark site, a building or structure within a historic district, a structure onto a landmark site, or a structure onto property in an historic district:

A. Original Site Review Criteria. For consideration of the original site, the Commission shall determine compliance utilizing all of the following review criteria:

1. Documentation showing the structure cannot be rehabilitated or reused on its original site that would allow for any reasonable beneficial use of the property;
2. The significance of the structure to its present setting;
3. Whether plans are specifically defined for the site to be vacated;
4. If the structure can be moved without significant damage to its physical integrity and the applicant can show the relocation activity is the best preservation method for the character and integrity of the structure;
5. Whether the structure has been demonstrated to be capable of withstanding the physical impacts of the relocation and re-siting; and
6. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the structure proposed for relocation.

B. New Site Review Criteria. For consideration of the new location, the Commission shall determine compliance utilizing all of the following review criteria:

1. Whether the building or structure is compatible with its proposed site and adjacent properties and whether the receiving site is compatible in nature with the structure or structures proposed to be moved;
2. The structure's architectural integrity is not detrimental or inconsistent with the character of the neighborhood; and
3. Whether the relocation of the historic structure would diminish the integrity or character of the neighborhood of the receiving site.

ATTACHMENT A (continued):**15.56.120 Criteria to Review Demolition of a Landmark Structure**

(For exact text from this section, please refer to the Loveland Municipal Code)

If a demolition approval is granted on any basis, other than that of an imminent hazard or economic hardship, a certificate will not be issued until a replacement/reuse plan for the property has been approved by the City.

A. Review Criteria for Total Demolition. Applicants requesting an alteration certificate for demolition must provide data to clearly demonstrate that the situation meets all of the following criteria:

1. The structure proposed for demolition is not structurally sound despite evidence of the owner's efforts to properly maintain the structure;
2. The structure cannot be rehabilitated or reused on site to provide for any reasonable beneficial use of the property;
3. The structure cannot be practically moved to another site in Loveland;
4. The applicant demonstrates that the proposal mitigates to the greatest extent practical the following:
 - (a) Any impacts that occur to the visual character of the neighborhood where demolition is proposed to occur;
 - (b) Any impact on the historic importance of the structure or structures located on the property and adjacent properties;
 - (c) Any impact to the architectural integrity of the structure or structures located on the property and adjacent properties; and
5. In the case of archaeological sites, consideration will be given to whether historically significant information can be recovered as part of the demolition process.

B. Review Criteria for Partial Demolition. Applicants requesting a certificate for partial demolition must provide data to clearly demonstrate that the situation meets all of the following criteria:

1. The partial demolition is required for the renovation, restoration or rehabilitation of the structure; and
2. The applicant has mitigated, to the greatest extent possible:
 - (a) Impacts on the historic importance of the structure or structures located on the property; and
 - (b) Impacts on the architectural integrity of the structure or structures located on the property.

**CERTIFICATE OF APPROVAL FOR
ALTERATIONS, NEW CONSTRUCTION, REMOVAL, OR
DEMOLITION OF A LOVELAND HISTORIC REGISTER
LANDMARK**

The following is for office use only:

Finding of No Significant Impact

Signature – Director of Development Services

Date Commission Notified: _____

Action by the Landmark Preservation Commission

Approved Denied

Conditions of Approval:

Scheduled Hearing Date: _____

Date of Action: _____

Date Applicant Notified: _____

Signature – Historic Preservation Commission Chair

USEFUL HISTORIC PRESERVATION RELATED RESOURCES

Colorado Historical Society

Office of Archeology & Historic Preservation
1560 Broadway, Suite 400, Denver CO 80202
Office Hours: M-F 8:00-5:00
Phone: 303.866.3395
Fax: 303.866.2711
email: oahp@chs.state.co.us
Website: <http://www.coloradohistory-oahp.org/>

National Park Service

Technical Preservation Services for Historic Buildings
Technical Preservation Briefs
Website: <http://www2.cr.nps.gov/tps/briefs/presbhom.htm>
Copies also available at Community & Strategic Planning Office, 500 E. Third St. Loveland, CO

National Register of Historic Places

National Register of Historic Places
National Park Service
1201 Eye St., NW
8th Floor (MS 2280)
Washington, DC 20005
Tel. 202-354-2213 or 354-2210
Website: <http://www.cr.nps.gov/nr/>

American Institute of Architects

1735 New York Ave. NW
Washington, DC 20006
Website: <http://www2.aia.org/myaia/communities/community.asp?UserID=2&CommunityID=200>

City of Loveland – Community & Strategic Planning

500 E. Third St.
Loveland, CO 80537
Website:
<http://www.cityofloveland.org/historicpreservation>