

Leadville Historic Preservation Commission Regular Meeting Agenda

Date: 03-08-22 Time: 4:00pm

Location:

City Hall 800 Harrison Ave.
Leadville, CO 80461

(Held In-person AND via Zoom)

Topic: 03.08.2022 HPC Regular Meeting

Time: Mar 8, 2022 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://leadville-co-gov.zoom.us/j/89337731843?pwd=eFJQYVFPdklVSjVzOWZ3TnlnZUkwZDZ09>

Meeting ID: 893 3773 1843

Passcode: 80461

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 893 3773 1843

Time	Topics & Discussion	Anticipated Action	Discussion Lead
1 min	Call to Order		Chair
4 mins 4 mins	Governance Items: <ul style="list-style-type: none">• Roll Call• Approval of Agenda/Revisions• Approval of 02-22-2022 minutes• Public Comment - Items Not on Agenda• Housekeeping Items	Motion of approval of agenda and minutes	Chair, Staff
90 min 15 mins 60 mins 15 mins	New Business: <ul style="list-style-type: none">• Dan Corson Presentation: What it Means to be a CLG Topics of Discussion with Dan – <ol style="list-style-type: none">1. Priorities/Essentials of being a CLG2. Establishing our Period of Significance3. HPC's Role in Tax Credits for historic building renovations/restorations <ul style="list-style-type: none">• Ned Warner Ideas	*Items for formal vote	Staff, Commission Members
1 min	Adjourn		Chair, Staff

Notes: Upcoming COAs - March 22, 2022 - 139 E 9th St

**Tuesday, February 22, 2022- 4:00pm
Leadville Historic Preservation Commission
Regular Meeting Minutes
City Hall and via Zoom**

**Attendance: Commissioners Marcia Martinek, Scott Spillman, Stephen
Whittington & Joey Edwards
Alternate Member – Curt Fladager - Present
City of Leadville Mayor – Greg Labbe - Present**

City of Leadville Administrative Assistant – Lori Tye - Present

Call to Order: 4:03 pm

Roll Call

Governance Items

Consent agenda (changes to agenda): NONE

January 25, 2022 minutes: Spillman moved to approve Edwards seconded,
Unanimously APPROVED

Discussion Items

Public Comments – NONE

New Business

1) Fill Vacancies – Commissioner Spillman moved to recommend to City Council appointing Mick Lindquist as HPC Commissioner and Nancy Bailey as HPC Alternate, Chair Martinek seconded, unanimously approved to have them appointed at City Council meeting on March 1st, 2022. Staff will ask Mark Miller & Aldyr Faria if they would serve as Advisory Members of the HPC.

2) HPC Logo Questions for Ned – use historic color palette; contemporary design; mountains & skyline; Inspired, Pride, Heritage, Unique/Weird, Preservation, Energized

3) Website Update FAQs – Final version will be put on the website

4) Article Ideas– New HPC members

HPC Updates / Action Items / Housekeeping Matters

Signs are in

Motion to Adjourn: Adjourned 5:07 pm

Regular Meetings: Twice a month for spring/summer season

Next Meeting: Mar. 8, 2022

Certified Local Government Orientation

Presented by Dan
Corson
March 8, 2022



67 Colorado
CLGs

120+ Local
Preservation
Ordinances



Ordinance Comparisons

www.historycolorado.org

Archaeologists and Preservationists

City and County Government Preservation
Programs

National Historic Preservation Act of 1966



NHPA Components

- National Register of Historic Places
- Section 106 consultation process
- Advisory Council on Historic Preservation
- Funding for State Historic Preservation
Offices



Survey the nation!

- Knowing what we have is the basis of all preservation planning!

Survey the nation!

- Knowing what we have is the basis of all preservation planning!



1980 Amendments

- Established the concept of Certified Local Governments (CLGs)
- Locals have superior knowledge of what needs surveying as well as how federal funds may benefit their communities.
- CLGs execute a written agreement with SHPO approved by National Park Service.

What being A CLG does NOT mean . . .

- Designating a property over an owner's objection.
- Reviewing demolition permits of non-designated properties.
- Requiring affirmative maintenance of a non-designated property.
- Opening your property to the public.

CLG Contractual Obligations





Obligation

- Maintain a qualified ordinance [criteria for designation and design review] and HPC [seek to have 40% meeting certain qualifications]

Obligation

- Enforce your ordinance!



Obligation

- Maintain a system for survey and inventory of historic properties within your jurisdiction



Resource Number:
Temporary Resource Number:

OAHP1403
Rev. 9/98

COLORADO CULTURAL RESOURCE SURVEY

Architectural Inventory Form

Official eligibility determination
(OAHP use only)
Date _____ Initials _____
☐ Determined Eligible- NR
☐ Determined Not Eligible- NR
☐ Determined Eligible- SR
☐ Determined Not Eligible- SR
☐ Need Data
☐ Contributes to eligible NR District
☐ Noncontributing to eligible NR District

I. IDENTIFICATION

1. Resource number:
2. Temporary resource number:
3. County:
4. City:
5. Historic building name:
6. Current building name:
7. Building address:
8. Owner name and address:

II. GEOGRAPHIC INFORMATION

9. P.M. _____ Township _____ Range _____
_____ ¼ of _____ ¼ of _____ ¼ of _____ ¼ of section _____
10. UTM reference
Zone _____; _____ mE _____ mN
11. USGS quad name: _____

Year: _____ Map scale: 7.5" _____ 15" _____ Attach photo copy of appropriate map section.

12. Lot(s): _____ Block: _____
Addition: _____ Year of Addition: _____
13. Boundary Description and Justification:

III. Architectural Description

14. Building plan (footprint, shape):
15. Dimensions in feet: Length _____ x Width _____
16. Number of stories:
17. Primary external wall material(s):
18. Roof configuration:
19. Primary external roof material:
20. Special features:
21. General architectural description:

Obligation

- Comment on National Register nominations

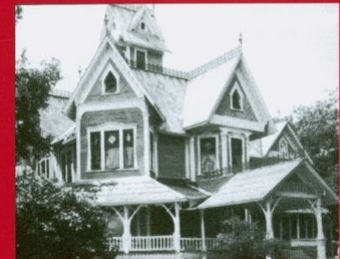
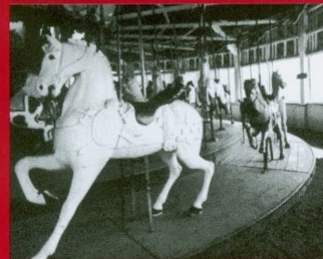
NATIONAL REGISTER BULLETIN

Technical information on the the National Register of Historic Places:
survey, evaluation, registration, and preservation of cultural resources



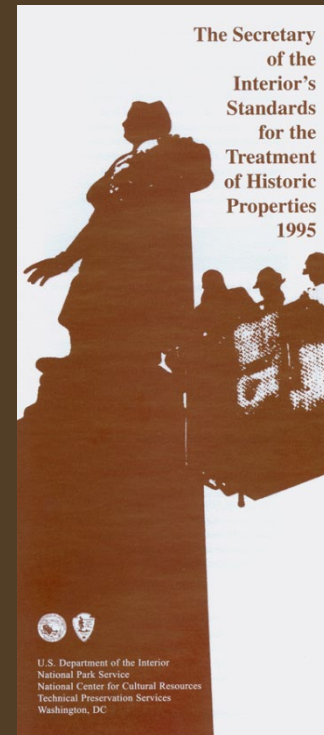
U.S. Department of the Interior
National Park Service
Cultural Resources
National Register, History and Education

How to Complete the National Register Registration Form



Obligation

- Design standards and decisions must be consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties



Obligation

- Submit minutes to SHPO at the same time they are distributed to commission members



Obligation

- File annual report for the state fiscal year [July 1 through June 30] by August 1 of each year



Obligation

- Provide public access to minutes, designation files and survey forms



Obligation

- One commission member must attend an educational session or workshop each year.
- You may bring the speakers to you.
- Attending the meeting of another preservation commission counts!

Obligation

- Meet at least four times per year



State Obligation

- Determine whether the CLG will locally review state tax credit projects



Benefit

- Eligibility for match free CLG grants
- At least 10% of OAHP's annual Federal allocation must be passed through to CLGs in subgrants.
- In Colorado Federal funds are augmented with a State Historical Fund grant.

Benefit

- Local designations are eligible for Colorado's 20% state historic rehabilitation tax credit along with National and State Register listed properties.
- Also applies to contributing buildings in historic districts

Benefit

- Training and technical advice from OAHP.



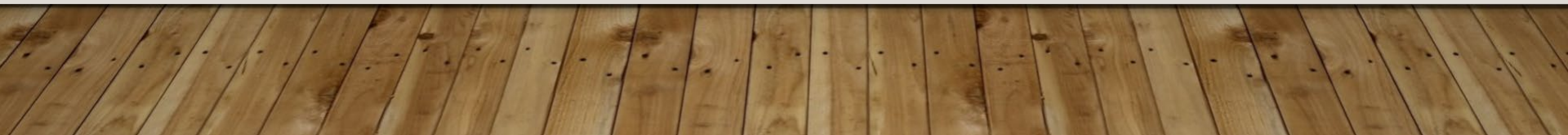
So . . . What's your
commission's most
important advocacy tool?

- Hint: It's not
lobbyists.



SO ...WHAT IS YOUR COMMISSION'S MOST IMPORTANT ADVOCACY TOOL?





“THE HISTORY OF
LIBERTY HAS
LARGELY BEEN
THE HISTORY OF
OBSERVANCE OF
PROCEDURAL
SAFEGUARDS.”

PROCEDURAL
DUE PROCESS

THE **HOW**

Justice

Felix

Frankfurter

McNabb v. US



MAKE THE COMMISSION LOOK GOOD!



- Prepare a notebook [e &/or hard] with ordinance, guidelines, procedural rules.
- Provide minutes for the past year; go over website
- Develop a checklist of ordinance requirements
- Hold an annual retreat (the good, the bad, and the ugly)



- Provide a recommended motion referencing applicable criteria.



PUBLIC HEARING PROCESS SHOULD BE IN WRITING



FEBRUARY 1953						
SALESMAN	DIV.	TOTAL POINTS	POINTS NEW ACCOUNTS	POINTS PERSONAL ORDERS	POINTS FOR SHIPMENTS	NEW ACCOUNTS
1 MC LEE	CHI.	7827	328	648	6552	2
2 THOMPSON	S.F.	6422	288	1844	4198	1
3 LYON	DEM.	6246	548	1592	4122	4
4 SMITH	K.C.	6224	2378	1943	1803	11
5 HASTAIN	K.C.	6197	88	3393	2716	1
6 SIMS	CHI.	6120	2850	1488	1881	13
7 TRAVIS	DEM.	6100	188	872	5071	4
8 HASTINGS	CHI.	5947	758	982	4188	3
9 FORK	K.C.	5817	1488	1388	2893	10
10 McDONALD	...	5331	548	978	3801	4
11 NOVICH	DAL.	5288	1072	1432	2783	11
12 HOLKE	CHI.	5247	188	1370	3689	1
13 STARRETT	DEM.	5182	1040	1104	3038	8
14 WELLS	K.C.	5122	1150	1120	2852	7
15 LAMPE	DEM.	5100	1840	1088	2384	12
16 STIVERS	K.C.	5044	1824	1818	1398	11
17 BOON	...	4820	1088	847	4880	10
18 NEWMAN	S.F.	4758	1388	1127	2243	9
19 NORWOOD	DAL.	4587	0	288	4299	5
20 BROWN	K.C.	4532	814	1800	2918	8
21 BRADY	DEM.	4442	244	1013	3185	3
22 CRAPMAN	DAL.	4388	448	938	3002	6
23 HUTCHINSON	...	4317	584	788	2945	7
24 WALLS	CHI.	4200	604	1178	2422	3
25 HEARST	K.C.	4110	728	1222	2168	6
26 CURRIE	DEM.	4028	1880	887	2055	10
27 ZOOK	...	4017	172	708	3137	2
28 ROCKE	CHI.	3888	470	1881	2124	4
29 WEST	...	3842	498	818	2524	14
30 HOVEY	...	3832	540	808	2388	3
31 McKERNAN	...	3828	402	1001	2422	4
32 SALWAYE	S.F.	3780	104	704	2972	8
33 CONDE	K.C.	3742	884	927	2022	7
34 YOUNGQUIST	DEM.	3718	392	782	2544	11
35 GOODY	CHI.	3710	288	978	2442	3
36 FARGIE	DAL.	3627	880	410	2337	8
37 BEATTIE	DEM.	3598	828	882	1888	6
38 WILKINS	...	3477	424	898	2154	4
39 HOWES	...	3458	320	1174	1964	5
40 FRAZIER	S.F.	3388	388	828	2172	3
41 THOMPSON	DEM.	3288	80	328	2880	1
42 THASE	DAL.	3108	884	1292	1932	6
43 REKHOD	K.C.	3038	1248	1422	2368	7
44 DODGE	CHI.	3010	0	852	2158	0
45 HOFFMAN	DEM.	3008	488	800	2022	2
46 MOSE	CHI.	2888	304	887	2010	2
47 LODGE	S.F.	2878	388	782	1888	4
48 LUFKIN	...	2813	180	712	2021	2
49 HITE	K.C.	2808	714	1080	1131	3
50 ARMSTRONG	DAL.	2788	504	482	1782	2

- Post the order prominently in the hearing room for the public.
- Remember-many applicants & members of the public may not be acquainted with the process.

Remember to KISS



Keep

It

Simple

Stupid

PUBLIC HEARING PROCESS

LEADVILLE HISTORIC DISTRICT COMMISSION

MARCH 8, 2022

- 1. Commission members announce ex parte contacts and conflicts of interest
- 2. Staff presentation
- 3. Questions of staff
- 4. Applicant presentation
- 5. Questions of applicant
- 6. Public hearing opened
- 7. Public comment
- 8. Public hearing closed
- 9. Commission deliberation and motion

ADEQUATE NOTICE

- Requirements found in state enabling laws and in local zoning, subdivision and preservation ordinances
- Notice to property owner/applicant, neighbors, general public
- Failure to comply may invalidate actions



WHAT'S THE ROOM LAYOUT?



ATTENDING THE MEETING IN BODY ONLY (THE NON-PARTICIPATING MEMBER)



COMING TO THE MEETING UNPREPARED TO DISCUSS THE APPLICATION



PARTICIPATING IN SIDE CONVERSATIONS



ASKING QUESTIONS AND FINDING FACTS ABOUT AREAS THAT ARE OUTSIDE THE COMMISSION'S PURVIEW

- “How much additional traffic will this proposed dormer addition generate?”



ATTEMPTING TO DESIGN BY COMMITTEE.





USING LANGUAGE THAT MAKES IT SEEM THAT
THE DECISION IS BASED UPON **PERSONAL
OPINIONS** RATHER THAN THE GUIDELINES.

“I THINK THE POLKA DOT PROPOSAL IS REALLY UGLY.
I REALLY REALLY DON’T LIKE IT. I FEEL IT COULD BE
BETTER IF THE POLKA DOTS WERE LITTLE SQUARES.”

ROBERT MCNAMARA, LANDMARK BOARD MEMBER



“LIKE” “FEEL” “THINK”

...are not found in your ordinance or
guidelines criteria!



THE BIG

“C”

EX PARTE COMMENTS

- Outside the public hearing process
- With a party involved or potentially involved in a matter before your commission
- Share *ex-parte* contacts before one votes
- Urge people to contact staff



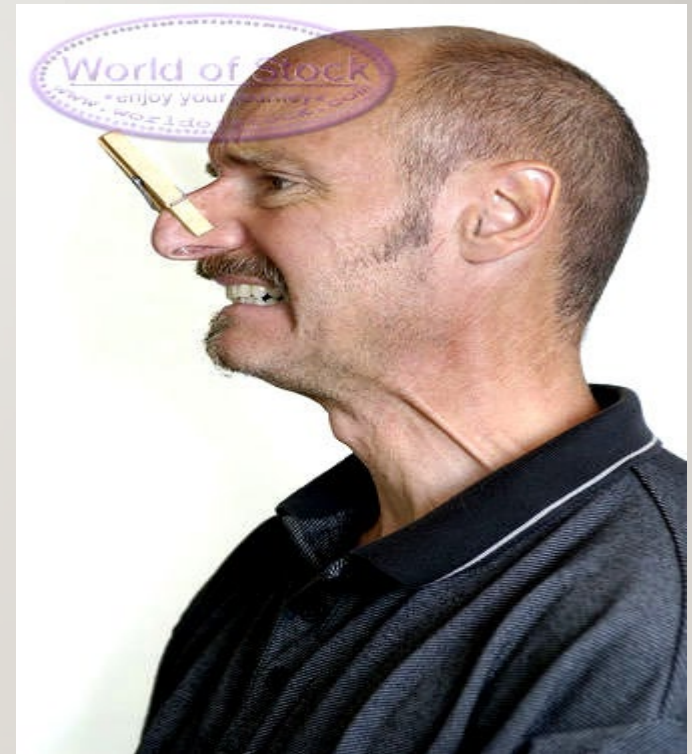
COLORADO CONFLICTS LAW

CRS 24-18-109

- All local government officials shall not perform an official act that directly benefits the official directly.
- It is a breach of a fiduciary duty and the public trust (a) to use local government facilities and equipment for private purposes, or (b) to accept or receive a benefit as an indirect consequence of transacting local government business.

CLGS MUST FOLLOW NPS REGULATIONS

Which include both real and apparent conflicts, that is, the “Smell Test.”



COLORADO SUNSHINE LAW

CRS 24-6-402

- Applies to boards and commissions of the political subdivisions of the state.
- Two or more members of the body “conducting business.”
- In person, by telephone, electronically, or “other means of communication.”
- Full and timely notice required.
- Minutes required.

The HPC's Broader Role in the Community [aka Keeping the Customers Happy]



What are we up against?

- 1. Things change



What are we up against?

- 2. Forever?



What are we up against?

- 3. We can't do it alone





Good public
relations
(customer
satisfaction!)
begin
by educating
the
public

Who is the Public?

- Applicants and their assembled teams
- Potential applicants
- Elected officials
- Citizens of your community
- Other city departments
- Schools
- Citizens yet to born – generations to come
- Visitors
- Who else?



The greater appreciation the
public has for historic places,
the review process,
and the
value of your board,
the easier and better for all!

Educating the public is
challenging, takes time, personnel,
patience and creativity



Your efforts must
be proactive

The public
must
understand
your work, your
purpose, and
the
community's
vision for its
historic
preservation
program

Building Elements

1. Cornice
2. Belt Course
3. Articulated Masonry
4. Window Sash
5. Window Sill
6. Storefront System
7. Sign Board (Fascia)
8. Recessed Entrances
9. Transom
10. Display Window
11. Pilasters
12. Lower Window Panels



Leave out the jargon

“Guess what? Our HPC which is a CLG
pressured the SHPO and DED for CDBG
and NTHP funding to mitigate a 106!”

Aim to educate and inspire.

Educating the public requires you to be educated

- Attend SHPO sponsored training workshops
- Attend a meeting of another HPC
- Take advantage of NAPC: CAMP, Forum, TAR, NAPC-L
- Subscribe to other list serves
- YOUR PERSONAL EDUCATION IS ONGOING

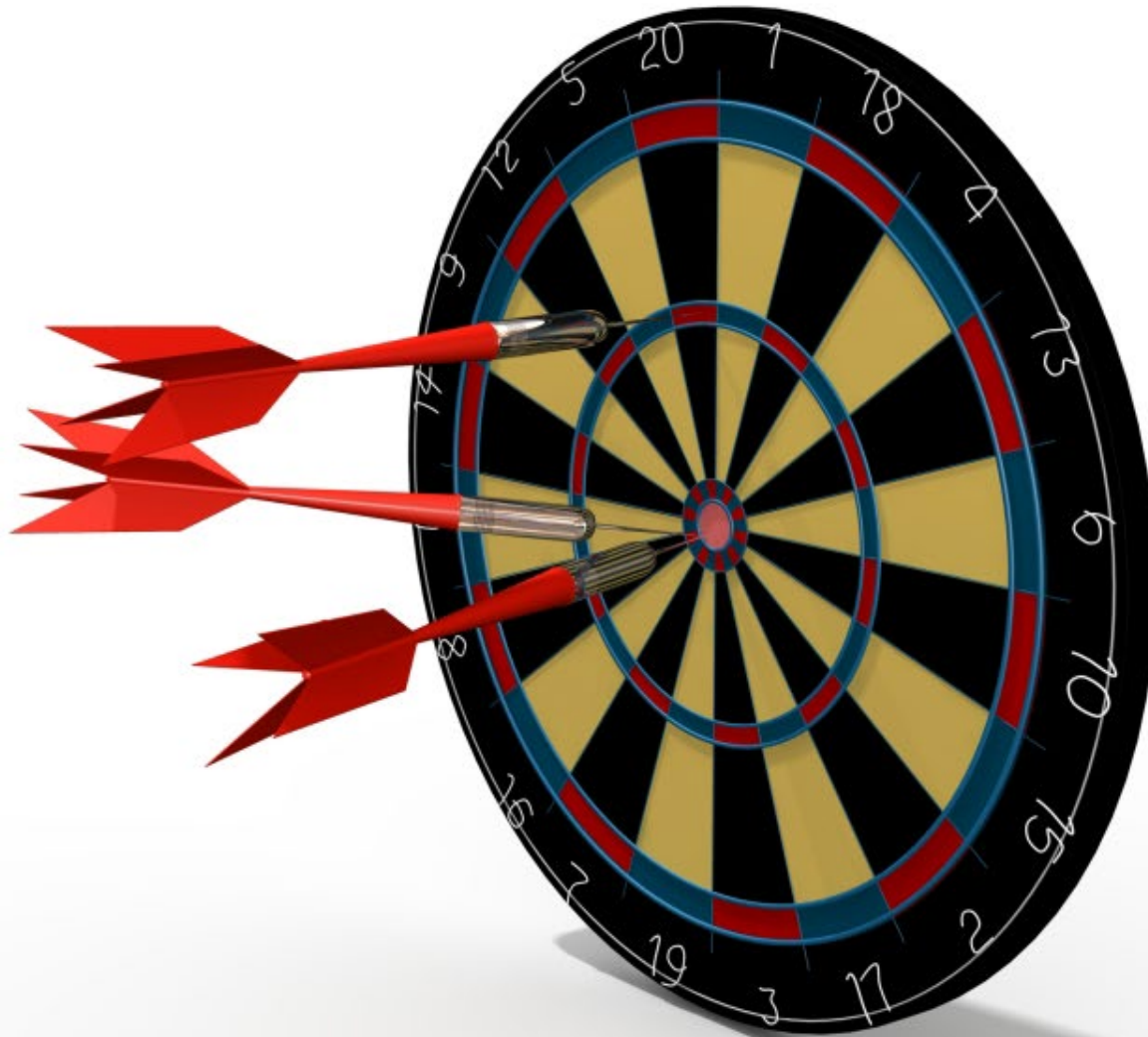


HPC duties include ...

- Assisting property owners on the physical and financial aspects of historic preservation
- Developing and assisting in public education programs.



Speak positively and give a strong, targeted message



It's not just about Design Review



Public education and outreach
are among the most important
jobs of a local historic
preservation commission



It's about Civic Pride and Quality of Place



Public and political support
is essential in your work.

Collaboration and partnerships are *imperative.*

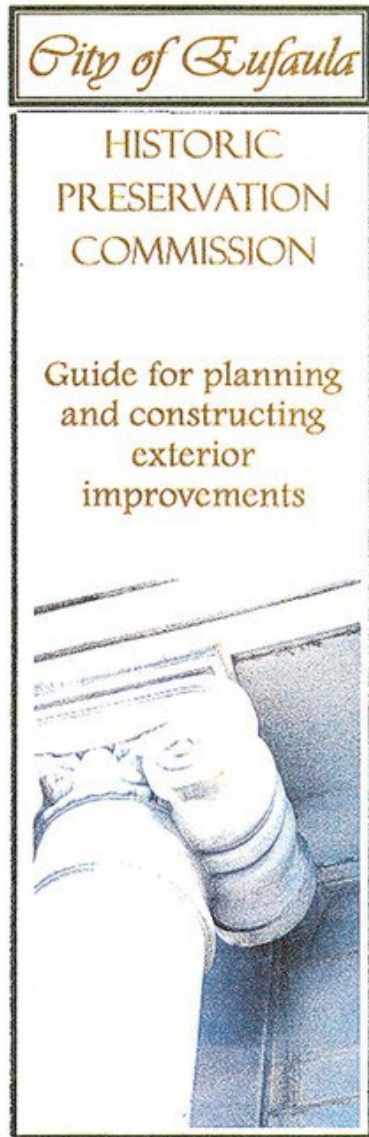
QUICK!

WHAT IS THE #1 WAY
PEOPLE FIND OUT
ABOUT YOU?

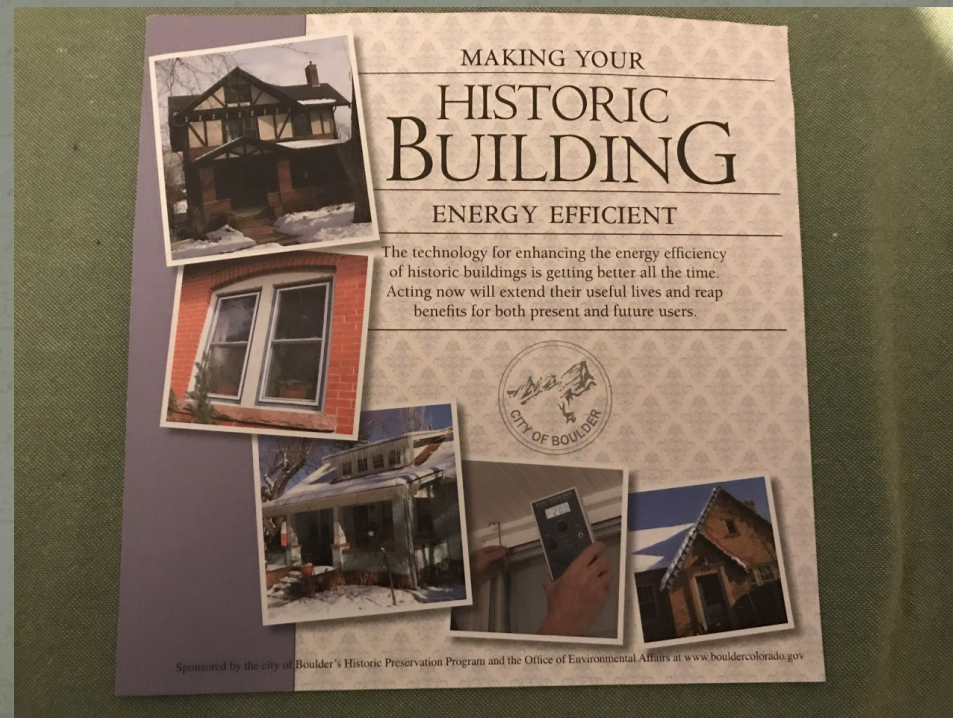
Not by Pony Express!







A well-written, friendly and highly visual brochure should be posted as a pdf to your website *and* published and distributed broadly (mail and provided at multiple locations)



Presentations

- Create a PowerPoint, video or DVD
- Contact your local Main Street office; work with its Design Committee.
- Contact the Chamber of Commerce and Board of Realtors for speaking opportunities
- Reach the Faith community
- Speak in the schools, K-12. Architecture is FUN!

Become VISIBLE and INDISPENSIBLE

- Meet with City Council on a regular, on-going basis
- Council member buddies?
- Joint work sessions with Planning/Zoning Board
- Meet with fire/building/housing officials
- Produce an Annual Report. Share with Council/post to website
- Annual ROAD TRIP to review projects past and current
- Post video YouTube segment on your webpage
- Attend grand openings and ribbon cuttings
- Invite the press to everything; befriend and train a friendly reporter
- Provide articles on timely topics: maintenance and architectural styles
- Meet with historic district residents on a scheduled basis to discuss how guidelines are working

Boots on the Sidewalk!

Provide Walking Tours



Behind the Scenes Tours





HONOR AWARDS!

Serve them up in unique ways in
unusual places:

Press Release!

Food (*always*)– Celebration!

Invite your Legislators!

Honor a Senior Star!

Honor a Youth Star!



Architectural Scavenger Hunt



Architecture As Art



. Celebrate everything!



Host a paint or windows workshop!

(Always find a private sector co-sponsor)



Distribute design guidelines, brochure, and application procedures to local building suppliers and trades people.

Ask them to share this with their clients.

Include a Preservation Trades category in your annual honor awards program



Befriend
and
Honor
Tradespeople

Reach out and
inform real
estate
professionals!

What the Commission Can Do

- ✓ Periodically send letters to contractors reminding them of your role and the boundaries of the district(s).
- ✓ Invite interaction from them on your guidelines. Tap into their expertise. They are invaluable.

What Contractors and Craftspeople Can Do



- ✓ Learn about the program requirements and the Secretary's Standards
- ✓ Introduce themselves to the Commission and staff. Provide examples of preservation related work they've done.

What Contractors and Craftspeople Can Do



- ✓ Offer their assistance in training programs, and constructive criticism of Design Guidelines
- ✓ Apply to the HPC or a statewide preservation board

CONUNDRUM



Surviving
Unpopular
Decisions



Why did I
decide I needed
to serve my
community and
get myself
appointed to
the HPC? What
was I thinking?”



