



STATEMENT OF VISION

Lafayette's panoramic view of the Rocky Mountains inspires our view into the future. We value our heritage, our unique neighborhoods, a vibrant economy and active life-styles. We envision a future that mixes small town livability with balanced growth and superior technologies.

Historic Preservation Board

April 7, 2014

6:30 p.m.

City Hall Council Chambers

1290 S. Public Road

AGENDA

- I. Call to Order/Roll Call**
- II. Old Business / New Business**
 - Thank You – letter to the POST
 - City Council Workshop in July, August or September
 - Demolition by Neglect /HPB Goals
- III. Items from the Public**
- IV. Minutes of the March 3, 2014 Meeting**
- V. Topic for Discussion**
 - A. Interview Historic Preservation Board Candidates –**
 - i. Alison Fischer**
 - ii. Jon Spinney**
 - iii. Peter Mathews**
 - B. Election of Demolition Review Team - Alternate**
 - C. 125th Anniversary / Public Outreach**
 - D. 2014 Budget**
 - E. Old Town Design Guidelines**
 - F. Substantial Remodel/Demolition**
 - G. Board Reports**
 - H. Historical Society Cemetery Tour**
- VI. Public Comments**
- VII. Adjournment (8:00 p.m.)**

Lafayette Historic Preservation Board
Meeting Minutes
1290 S. Public Road

March 3, 2014

Present:

Rebecca Schwendler
Bob Jencks
Saundra Dowling
Emmy Brouillette
Anthony Viers
Eric Twitty
Alexandra Lynch, City Council Liaison
Karen Westover, Staff Liaison

Call to Order

The meeting was called to order at 6:30 p.m. by Chair Schwendler.

Old Business/Other Business

The Board discussed the number of projects the Board is currently working on and agreed to continue working on the Old Town survey. Board member Brouillette concluded that the cake walk would not be part of the 125th Anniversary celebration. Board member Schwendler announced that the deadline for the LOTA Grant program is April 1st.

Items from the Public

None.

Minutes of the February 3, 2014 Meeting

Board member Dowling moved to approve the February 3, 2014 minutes, seconded by Board member Brouillette. Motion passed unanimously.

Election of Demolition Review Team Alternate

Board member moved, seconded by Board member Viers to table this item until the next meeting. Motion passed unanimously.

10021 W Baseline Road Discuss Options

David Ware, President of McStain Neighborhoods and Steve Preston, Di Giacomo family representative, presented the final layout of the Di Giacomo family history plaque. Staff member Westover agreed to talk to the Golf Course staff about an unveiling and dedication of the plaque.

125th Anniversary/Public Outreach

Julia Seko from the Book Arts League reported that Earl Noe offered to work with the Historic Preservation Board to develop their logo. Ms. Seko suggested that the Board work directly with Earl Noe. Board member Dowling presented the instructions and costs for making children's lanterns for the 125th celebration. Board member Dowling also presented an updated walking tour brochure. The Board discussed updating the landmark map and a large aerial map available for the 125th booth. Board member Brouillette reported that she was talking with the Historical Society about the cemetery tour. Board member Schwendler reviewed potential houses for the Historic Home Tour and noted that the number of houses should be determined by the April meeting.

The Board discussed the photo contest and Board member Jencks updated the Board on the Do It Yourself ("DIY") workshop at Jax in mid May. Board member Viers reported that he was working on the Board's web page and appreciated what Ms. Ooton had done on the City's web site.

2014 Budget

The Board estimated that advertising for the DIY workshop would be \$250, the prize for the logo contest could be \$50, and the Board should review a poster for the Historic Home Tour and the advertising costs.

Old Town Design Guidelines

The Board agreed to table this item until the next meeting.

Public Comments

Peter Mathews introduced himself and stated that he is interested in the vacancy on the Historic Preservation Board and came to the meeting to see what was involved in serving on the Board.

Adjourn

Board member Jencks moved, seconded by Board member Viers, to adjourn. Motion passed unanimously. Meeting adjourned at 8:20 pm.

ATTEST:

CITY OF LAFAYETTE, COLORADO

Karen Westover, Liaison
Historic Preservation Board

Rebecca Schwendler, Chair
Historic Preservation Board

To: Historic Preservation Board
From: Karen Westover
Date: April 1, 2014
Subject: April 7, 2014, Agenda Items

- A. Interview with HPB Candidates** In response to the Board vacancy created by Karen Lloyd, the City received three applications. I will forward separately the resume and letter of interest of Alison Fischer, Jon Spinney and Peter Mathews, along with interview questions. Karen's term expires July 2016. This appointment will fill that remaining term. The Board also has an option to recommend appointment of one additional alternate position.
- B. Election of Demolition Review Team Alternate** The Board will need to elect an alternate for the Demolition Review Team. This member will serve if one of the other members is unavailable within the 10 day window the team needs to make a determination.
- C. 125th Anniversary / Public Outreach**
- D. 2014 Budget**
- E. Old Town Design Guidelines** I thought it may be helpful to summarize the work that has been conducted on this project. The Board began this discussion with a concern about new construction in Old Town. The Board reviewed Old Town Design Resource Book <http://www.cityoflafayette.com/documentcenter/view/60> and identified the following guidelines as valuable:
- MAINTAIN THE ESTABLISHED RELATIONSHIP AND HIERARCHY OF PUBLIC AND PRIVATE SPACE on page 12
 - FORM, MASSING AND SCALE on pages 14 & 15
 - ROOFS on page 16

The Board reviewed examples of good design and not so good design. In addition the Board felt porches, materials and openings (doors and windows) were important.

The Board is developing a survey for residents in Old Town to gain an understanding of what features are important to them. It is also helpful to keep in mind the zoning regulations that apply to Old Town. Design guidelines and design standards work in conjunction with the zoning regulations. Old Town Residential (OTR) has the following regulations:

Use - Single family unit, duplex (2 units), accessory dwelling unit in conjunction with a single family unit.

Single family & Duplex Structures

Setback is the distance a structure is setback from the front side or rear property line. On corner lots there is a front setback (adjacent to the street) and

Front yard setback – 20'

Side yard setback – 5'

Rear yard setback – 20'

Lot coverage - 30%

Maximum Building Height – 27' to the mid point of a sloping roof

Accessory Dwelling Units

Front yard setback – 30'

Side yard setback – 5'

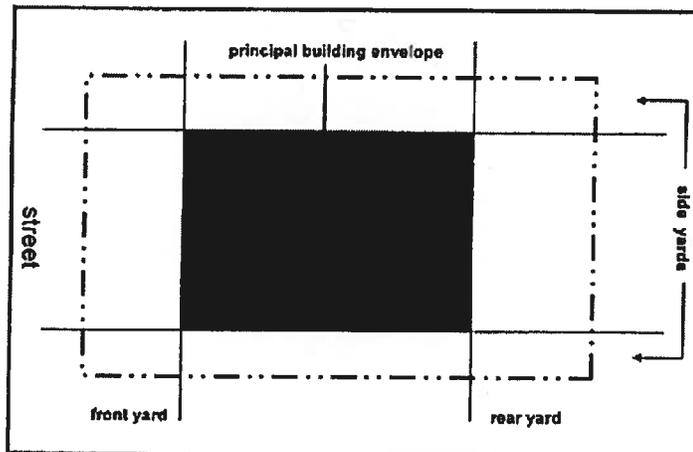
Rear yard setback – 5'

Lot coverage - 30%

Maximum Building Height – 20' to the mid point of a sloping roof

Maximum size - 750 square feet

"Building envelope" means that area on a lot on which a structure can be erected consistent with existing setback requirements that is defined by the setback lines applicable to that lot consistent with the underlying zoning district, or as modified pursuant to a variance, a site review, or prior city approval. (See figure 16-2 of this section.)



- All garage access shall be from the alley if an alley is accessible to the lot.
- OTR design standards will need to be reviewed by the Planning Commission who will make a recommendation to the City Council. Any changes to the zoning regulations also require the same process.

F. Substantial Remodel/Demolition A permit was recently approved for a major remodel of a 50+ year old house. This remodel involves removing the entire roof and the entire back wall of the house. The plans indicate such a substantial change to the existing house that staff held several discussions to ascertain whether or not it was a demolition. Without a clear definition of demolition or substantial remodel, staff felt the regulations were not strong enough to call the project a demolition. This substantial remodel also occurred to a house on Baseline Road. Staff recommends regulations be prepared to clearly define a demolition or substantial remodel, so that those type of projects for structures 50 years old and older are reviewed by the Historic Preservation Board. Below are two examples from other Cities on how they address a substantial demolition. These regulations are also attached for your review.

The City of Boulder defines demolition as 50% or more of the roof or 50% or more of the exterior walls or any exterior wall that faces the street. Once determined a demolition, the plans are referred as a demolition permit.

The City of Ft. Collins requires any permit on a structure 50 years old or old be reviewed to determine if the structure is eligible for landmarking. If the structure is eligible, a determination is then made by a review team to determine if the plans compromise the historic significance. If the plans do compromise the historic significance, the plans are sent to the Preservation Commission for a preliminary hearing. At the preliminary hearing the Commission works with the applicant to reach a solution. If no solution is reached, a final hearing is held where the Commission may recommend landmark designation to the City Council.

The City of Ft. Collins provides an opportunity to negotiate a solution for the remodel project. Using the City of Boulder's process would allow the Lafayette Historic Preservation Board to review the project as a demolition. Establishing a definition of demolition could be an efficient code change to Chapter 47 and could be recommended to City Council rather quickly. The Board may also want to consider and develop a solution-based process for all demolitions and then recommend those changes to the City Council.

G. Board Reports – This agenda item is reserved for Board members who have researched a topic to present to the Board.

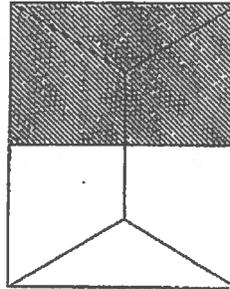
H. Historical Society Cemetery Tour – Board member Brouillette requested this item be placed on the agenda.

- (1) Licensed by the state, if applicable;
- (2) Which is located within a dwelling unit; and
- (3) Providing care for twelve or fewer children or adults who (except for family members) do not reside in the facility, are present primarily during daytime hours, and do not regularly stay overnight. Family members who receive care in the facility are included in the total.

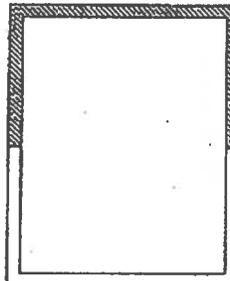
"Declaration of use" means a document signed under oath and recorded against the title of land in order to provide notice that the use of the land or structure is subject to certain limitations and that the use will remain in compliance with this code and other ordinances of the city.

"Demolition" or "demolish" means an act or process which removes one or more of the following. The shaded area illustrates the maximum amount that may be removed without constituting demolition.

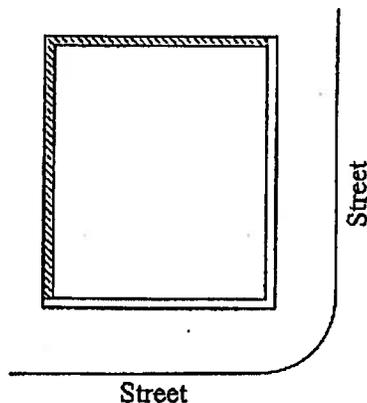
- (1) Fifty percent or more of the roof area as measured in plan view (see diagram);



- (2) Fifty percent or more of the exterior walls of a building as measured contiguously around the "building coverage " as defined in this section (see diagram); or



- (3) Any exterior wall facing a public street, but not an act or process which removes an exterior wall facing an alley (see diagram).



A wall shall meet the following minimum standards to be considered a retained exterior wall:

- (A) The wall shall retain studs or other structural elements, the exterior wall finish and the fully framed and sheathed roof above that portion of the remaining building to which such wall is attached;
- (B) The wall shall not be covered or otherwise concealed by a wall that is proposed to be placed in front of the retained wall; and
- (C) Each part of the retained exterior walls shall be connected contiguously and without interruption to every other part of the retained exterior walls.
(Historic)

"Demolition" or "demolish" means an act or process which results in the removal or intentional destruction of a principal building that includes one or more dwelling units.
(Inclusionary Housing)

"Designated feature" means any structure or object other than a building located on a landmark site or within a historic district that is identified in the ordinance designating the landmark site or historic district. This includes, but is not limited to: bridges, environmental features, landscaping features, memorials, sculptures, signs, towers, engineered products, or items of natural substance. (Historic)

"Developer" means any person who seeks a city permit or approval for the construction of a development.

"Development" means any change to improved or unimproved real estate, including, without limitation, constructing, relocating, rehabilitating, reconstructing, or expanding or enlarging (but not maintaining) a building or other structure or portion thereof, or establishing or changing a use, or mining, dredging, filling, grading, paving, or excavation. (Floodplain)

"Development" means the entire plan to construct or place one or more dwelling units on a particular parcel or contiguous parcels of land within the city, including, without limitation, a planned unit development, site review, or subdivision approval.
(Inclusionary Housing)

"Development" in reference to the residential growth management system in Chapter 9-14, "Residential Growth Management System," B.R.C. 1981, means the entire plan to construct or place one or more dwelling units on a particular parcel or contiguous parcels of land within the city, including, without limitation, a planned unit development, site review, or subdivision approval, but not including a subdivision platted into single-family lots on or before November 10, 1976. (RGMS)

Why A Review?

This review is designed to help prevent the loss of Fort Collins' historic resources and to help preserve its historic character. The review is also an opportunity for neighbors to comment on any changes affecting them, and for owners of eligible properties to hear about the substantial financial incentives available for historic properties.

How Do I Get Started?

First, take a look at the flowchart on the opposite page. The review begins with a determination of your property's eligibility for possible designation as a Fort Collins Landmark by the Director of Community Development and Neighborhood Services (CDNS) and the Chair of the Landmark Preservation Commission (LPC). Your property will fall into one of these three categories of eligibility:

- 1. Not Eligible**
Your building or structure has limited historical or architectural significance, or has endured numerous exterior changes, or both.
- 2. Contributing**
Your building or structure retains enough architectural integrity and historic character to contribute to a group of similar resources (a district), but is not typically eligible for landmark designation on its own.
- 3. Individually Eligible**
Your property has significance and has substantially retained its architectural integrity. The property may have some alterations but these alterations do not compromise its historic significance.

What Happens If My Property is Eligible?

The CDNS Director and LPC Chair next decide if the proposed plans would result in your property no longer qualifying as individually eligible. If your property is eligible and the alterations would affect its eligibility, then the application is referred to the Landmark Preservation Commission for a preliminary hearing, followed by a final hearing.

The Preliminary Hearing
This is an opportunity for you to meet with the Landmark Preservation Commission, discuss your plans, and explore alternatives. A solution is often found which accommodates needs or wishes while also protecting the individual eligibility of the building or structure. No further review is necessary if a solution is agreed upon. If a mutually acceptable solution is not successfully reached, then your application proceeds to a final hearing.

The Final Hearing
The Landmark Preservation Commission conducts a public meeting determining if the requirements for documentation of the property and public notification are met. The LPC then either approves the application, or may recommend City Council to protect a threatened, highly-significant property through landmark designation.

The final hearing has additional requirements, which must be met before the final hearing is scheduled. These requirements are listed under Step 5 of the flowchart on the opposite page.

Financial Benefits of Landmark Designation

Colorado State Tax Credits

Receive back 20% of all approved costs, in the form of a dollar-for-dollar state income tax credit, for work on both the interior and exterior of designated resources.

Federal Tax Credits

Additional 20% federal tax credit for the substantial rehabilitation of historic buildings utilized for income-producing purposes (including rental properties).

Landmark Rehabilitation

Zero Interest Loans

The City of Fort Collins provides matching funds of up to \$7,500 each year for approved exterior work.

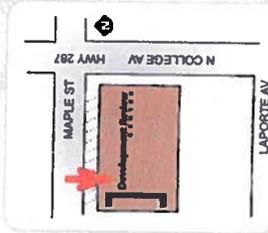
State Historic Fund Grants

Receive grants of 25% or more of costs for projects involving the stabilization, restoration, rehabilitation, reconstruction, or acquisition of a designated property/site.

Who Can I Contact for Additional Information?

Karen McWilliams, Preservation Planner
970-224-6078 | kmcwilliams@fcgov.com

City of Fort Collins
Development Review Center
281 North College Avenue



STEP 1

Before You Begin...
Take advantage of City historic preservation staff's expertise and schedule a consultation before you delve into this process.

Is Your Building Eligible?
When you apply for a permit to do work on a building over 50+ years, staff determines if the building is historically significant and eligible to be a landmark, receiving financial benefits. You must provide the following via email or drop off at the Development Review Counter (281 N College Av).

1. Submit photographs of all four sides of the structure.
2. Provide a set of plans for the alteration or addition.
3. Include a way to contact you once the determination is made.

A MAXIMUM OF 14 DAYS LATER

STEP 2

The Determination: Is the Building Eligible?

A. No, Not eligible. ORANGE
Sorry, the building doesn't meet the criteria. Historic preservation staff signs off and you are free to proceed with getting a permit for your alteration or addition.

B. Yes, eligible and ORANGE
your plans are okay.
Nice building! Historic preservation staff signs off and you are ready to proceed with getting a permit for your alteration or addition. And, you could still earn financial benefits.

C. Yes, but your plans are not okay; or there's a split decision.

If your building is eligible but your plans are not okay, you begin a **Landmark Preservation Commission (LPC) Review**. In a case when staff comes to a split decision, you must also undergo a LPC review. The LPC makes the final eligibility decision through its review process.

The first step is a Preliminary Hearing a LPC meeting. The LPC meets monthly, on every second Wednesday at 5:30 PM.

LPC MONTHLY MEETING (5-35 DAYS LATER)

STEP 3

LPC's Preliminary Hearing: What's the Result?

A. Come to an agreement. ORANGE
If both you and the LPC agree to a solution, staff signs off and you are ready to proceed with the agreed solution and get a permit for your alteration or addition.

B. Disagree.
Keep your plans as is and forgo any opportunity to make your structure a historic landmark and receive tax credits and grants. Next you must get your plans approved through Development Review.

REFER TO DEVELOPMENT REVIEW

STEP 4

Get your plans approved by Development Review

Once this is done, you can continue to the next step in the LPC review and schedule a public Final Hearing with the LPC.

For information on Development Review, visit fcgov.com/developmentreview or call 970-221-6750.

REFER TO DEVELOPMENT REVIEW

STEP 5

Prepare and Schedule LPC's Final Hearing

Once your plans are approved by Development Review, call Historic Preservation to schedule the LPC's Final Hearing. Staff needs at least 30 days before your hearing to complete a public notification process per Municipal Code. Before your hearing is scheduled, staff will post an "under review" sign at the building. You must also submit:

1. A check for \$250.
2. A completed Colorado Architectural Inventory Form (look for form 1403) found at historycolorado.org/osh/p/survey-inventory-forms#forms.
3. Your final approved plans for the proposed work.
4. Mailing labels of every home within 500' of your structure, and a check totaling 75¢ per label to cover postage and handling.

AT LEAST 30 DAYS LATER

STEP 6

LPC's Final Hearing: What's the Result?

A. Allowed ORANGE

B. Postponed
Your decision can be postponed for three reasons.

1. LPC requests more information, and this delays the decision for up to 45 days.
2. The community raises substantial concerns. The final decision is delayed for up to 45 days while staff works with the community and applicant to help resolve these concerns.
3. LPC directs staff to investigate the possibility of designating the property or area as a landmark. A hold is placed on the building and/or demolition permit.

NO MORE THAN 45 DAYS

STEP 7

Landmark Designation Begins

- LPC contacts owner(s)
- Neighborhood meetings if warranted
- LPC adopts resolution to move forward
- Designation hearing scheduled

Designation Hearing

- Owners notified at least 30 days prior to hearing and property posted.
- LPC adopts resolution making a recommendation to Council for or against designation

Council Action

Council decides if the property should become a Fort Collins landmark.

NO MORE THAN 180 DAYS

How Historic Properties Are Reviewed

For more information or contact City staff:
fcgov.com/historicpreservation
970-221-6750

Landmark Preservation Commission:
fcgov.com/LPC

Municipal Code - Chapter 14:
colocode.com/fccollins/municipal/chapter14.htm

