I. Call to Order / Roll Call:

II. Announcements:

III. Approval of Minutes:
Approval of the February 22, 2017 HPB Regularly Scheduled Meeting Minutes & the March 1, 2017 Special Meeting Minutes

IV. Public Comment:

V. Decision Items:
A. Museums Invitation Letter for a Work Session
B. HPB Open Alternate Member Seat
C. Overlook Deck Recommendation to Town Council

VI. Discussion Items:
A. HPB Membership
B. Historic Preservation Month
C. Museums Discussion
D. Waterworks Facility
E. Rumbaugh Creek Bridge
F. SHF Grant Update
G. Fort Lewis Cemetery

VII. Reports and Updates:
A. Planning Director Report
B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB’s consideration
C. Upcoming Town Meeting Schedules

VIII. Public Comment:

IX. Adjournment:

HPB Board Members
Lindsey Smith: HPB Chairperson
Andre Redstone: HPB Vice-Chairperson, Judy James: HPB Regular Member
Chrissy Karas: HPB Regular Member, Peggy Bergon: Regular Member,
Larry Garcia: Alternate Member

HPB Mission Statement
"Moving Forward While Preserving the Past"
To provide leadership, engage and encourage partnerships within our community of Pagosa Springs and Archuleta County, increase public appreciation by creating awareness, promoting the preservation of our irreplaceable diverse cultural heritage, architecture, and economy while sharing the stories of our past with ideas for the future.
I. Call to Order / Roll Call:

II. Announcements:

III. Approval of Minutes:
   A. Approval of February 22, 2017 Regularly Scheduled Meeting Minutes & March 1, 2017 Special Meeting Minutes

   Staff recommends the HPB approve the February 22, 2017 regularly scheduled meeting minutes and the March 1, 2017 special meeting minutes after finding that they are accurate.

IV. Public Comment:
   Opportunity for the public to provide comments and to address the Historic Preservation Board on items not on the Agenda.

   a. TIME LIMIT: Up to 2 minutes per person and a total of 20 minutes.

   At this time, Public Comment will be accepted for items not included as an agenda item. Interested persons have the opportunity to address the Historic Preservation Board and express your opinions on matters that are not on the agenda or not listed as a public hearing item on the agenda. Public comments on any pending application that is the subject of a public hearing at the current or a future meeting may only be made during such hearing. The total time reserved for Public Comment at each meeting is 20 minutes, unless extended by a majority vote of the Planning Commission and each comment is limited to 2 minutes.
I. **Call to Order / Roll Call:** Chair Lindsey Smith calls the meeting to order at 5:33PM. Present were Vice-Chair Andre Redstone, regular member Chrissy Karas, and alternate member Larry Garcia. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak. Regular member Peggy Bergon arrives at 5:47PM.

II. **Announcements:** The HPB agrees to have Larry Garcia be a voting member for tonight’s meeting.

III. **Approval of Minutes:**

   **Approval of the February 8, 2017 HPB Regularly Scheduled Meeting Minutes:** Andre Redstone would like the comment on page 3, Discussion Item C to read, “Andre Redstone offers a recommendation of shipping cargo containers for storage,” instead of, “Andre Redstone offers for the potential storage of materials on his property.” Chrissy Karas motions to approve the minutes as amended. Peggy Bergon seconds. Unanimously approved.

IV. **Public Comment:** NONE

V. **Decision Items:**

   A. **457 Lewis Street, Pagosa Springs SUN Newspaper Certificate of Alteration Application:** The HPB hears the applicant’s discussion on their plans for alterations to the building at 457 Lewis Street. There will be windows added in the back of the building and the front will have a rock façade added and new windows. Courtney King was the architect for the designs and the building will be repainted to match the stone colors and update the look. Andre Redstone has worked with Telluride Stone in the past and they have proven to be difficult to work with. He personally recommends Canyon Creek stone in Durango. There is currently no lighting planned for the building, but the illumination might really enhance Lewis Street. If it is a fixture and something that isn’t recessed, the HPB will need to review the design. Otherwise, the planning department will review the lighting. The applicant hopes to keep some of the existing landscaping, but would like to potentially add a bench and flowers. Chrissy Karas recommends talking with several local groups to discuss which deer resistant plants would be good to plant. Andre Redstone would like clarification on the front fascia and drip edge color. The applicant has not confirmed with the architect on this component if she made any changes. Andre Redstone recommends a trim on the front windows and door to match the bronze paint color to match. Chrissy Karas asks about the front door. The applicant says that the current door is ADA compliant, but it might need to be a little lighter in weight. The applicant will be trimming the trees on the side to clean it up and to paint the sides the same color as the rear of the building. Their previous location at 466 Pagosa Street will be rented for a book store and those exterior alterations will be heard at a later HPB meeting. Andre Redstone motions to approve the Pagosa Springs SUN application for exterior alterations at 457 Lewis Street, finding the proposed alterations are in substantial compliance with the Secretary of the Interior’s Standards for Rehabilitation and the relevant sections of the Town’s LUDC and Historic Business District and Local Landmark Design Guidelines and that the Board would like to see the retention of the landscaping and possible seating...
in the front of their building on Lewis Street and any exterior lighting decisions will fall to staff’s determination administratively. Larry Garcia seconds. Unanimously approved.

B. Waterworks Committee Recommendation to Accept SHF Grant Funds: The Waterworks Committee met on 02/14/17 to provide a recommendation to the HPB on accepting the SHF grant funds. The HPB members are concerned that they have not seen the full contract for the acceptance of SHF funds nor has the Waterworks Committee. The Board is provided the full contract for their review at tonight’s meeting. This material will be provided to Town Council at their meeting tomorrow to make a final determination on whether or not to officially accept the funds. Peggy Bergon asks how this fits with the museum bathroom renovations, what is meant by a maintenance plan, what a white membrane is for roofing, and deconstructing the tank walls. The membrane is a waterproof seal for flat roofs. The tank walls will only be deconstructed and rebuilt as needed, especially on the eastern side. The bathroom remodel is completely separate from the historic component of the site. A maintenance plan is to ensure the Town has a plan for maintaining the site and property into the future. This would be discussed later on in the project. Andre Redstone says that he and the Board are here to support staff in all of these endeavors. He is concerned about the scope of work that has been submitted for the project. Larry Garcia asks if the scope of work in the contract is appropriate. Andre Redstone is concerned that the entire building will not be repointed. Planning Director James Dickhoff says that the language could be modified and better defined within the RFP for this project as long as it falls within the scope of work. Andre Redstone would like more clarification on the exact scope of work for the project. There is a possibility of having Lindsey Smith as the archaeologist for this project and other future projects. Andre Redstone is in full support of approving a recommendation to Town Council, but is concerned about the implementation of this project and any phasing that might need to take place. Chrissy Karas would like to know if revegetation is part of the scope of work. Planning Director James Dickhoff says no, landscaping is not part of the project, but this could take place after the project is completed. Andre Redstone recommends pointing out that the metal building is blocking a portion of the historic structure and this project’s scope of work does not encompass the repointing of the rest of the building’s façade. The Town could pursue more funding if the metal building is removed for restoration. Andre Redstone also suggests possibly including the metal building in the site description to possibly rehabilitate this structure as well. Lindsey Smith says that this would be very difficult to demonstrate in an SHF grant. Chrissy Karas would like to see the Town pursue an SHF grant for improved signage for the site. Andre Redstone suggests asking Councilmember Schanzenbaker to provide an overview of his involvement and knowledge with the project. Andre Redstone motions to approve a recommendation to Town Council to accept the SHF grant funds for the Waterworks building and tank walls as defined in the packet of information. Larry Garcia seconds. Unanimously approved.

VI. Discussion Items:
A. Fred Harman Museum Work Session Recap: The HPB met with the Fred Harman Museum Board on 02/16/17 at 5:30PM. HPB members Lindsey Smith, Chrissy Karas, Larry Garcia, and Judy James and Planning Director James Dickhoff and Associate Planner Rachel Novak were all in attendance for this meeting. Chrissy Karas would like to investigate if the Fred Harman Museum would be interested in donating their five acres to the Town or offering it to the Town for purchase for museum development. At this meeting, it was mentioned that the Fred Harman Museum had offered space on this land for the Pioneer Museum to move to this location. Currently, the nearby Bible Church is interested in purchasing this property. Lindsey Smith would like to have the museums be a discussion item on the next agenda and possibly form a museum work group. Andre Redstone would like the Board to encourage a discussion and facilitation between the two museum entities as soon as possible. Peggy Bergon says the next step is to form this committee or work group immediately. She says that the Pioneer Museum is very attached to their building and she would like to have a further discussion on the future of where they will go. Peggy
Bergon would like to have this as a decision item on the next agenda for a committee. Peggy Bergon and Andre Redstone would like to volunteer to help with this committee. The Board supports Larry Garcia possibly becoming the leader of this committee. The HPB plans to meet next Wednesday 03/01/17 at 5:45PM to discuss the next steps in this endeavor.

VII. Reports and Updates:

A. Planning Director Report: Associate Planner Rachel Novak provides a brief overview of the staff updates.

B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB’s consideration: Andre Redstone would like to have the Waterworks Facility, Rumbaugh Creek Bridge, SHF Grant Update, Fort Lewis Cemetery, and the Museums as permanent discussion items until decided otherwise. Lindsey Smith would like to attend the Genealogical Society’s next meeting to discuss possible assistance with the Board’s cemetery endeavors. The next agenda will have the Adobe Building request letter for information as a decision item. Peggy Bergon would like to request having Historic Preservation Month on the next agenda as a decision item and how to follow through with the district. Lindsey Smith would like to have the HPB identify their role in relationship to Town Council and the Planning Department. Peggy Bergon would like to have Board training offered to help the HPB better understand the Board’s role. Lindsey Smith provides examples from other communities and their preservation boards with their representative bylaws. She would like to have well defined bylaws that outlines everyone’s roles and who is responsible for what. Andre Redstone suggests possibly including more members on the HPB. He would like to have HPB Membership as a discussion item on the next agenda. Andre Redstone would like to have the Overlook Deck as a discussion item on the next agenda.

C. Upcoming Town Meeting Schedules: The next HPB regularly scheduled meeting is set for 03/08/17 at 5:30PM.

VIII. Public Comment: NONE

IX. Adjournment: Chrissy Karas motions to adjourn. Larry Garcia seconds. Unanimously approved. The meeting adjourned at 9:23PM.

HPB Board Members
Lindsey Smith: HPB Chairperson
Andre Redstone: HPB Vice-Chairperson, Judy James: HPB Regular Member
Chrissy Karas: HPB Regular Member, Peggy Bergon: Regular Member,
Brad Ash: Alternate Member, Larry Garcia: Alternate Member

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Town of Pagosa Springs  
Historic Preservation Board  
Special Meeting Agenda  
Wednesday, March 1, 2017 at 5:45PM  
Town Hall, 551 Hot Springs Blvd.

I. **Call to Order / Roll Call:** Chair Lindsey Smith calls the meeting to order at 5:42PM. Present was Vice-Chair Andre Redstone and regular members Chrissy Karas and Peggy Bergon. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak.

II. **Announcements:** Andre Redstone motions to have Larry Garcia be a voting member tonight. Chrissy Karas seconds. Unanimously approved.

III. **Public Comment:** NONE

IV. **Decision Items:**

A. **Formation of a Museum Committee to Facilitate Discussions:** The HPB has discussed helping facilitate discussions between the two museum entities. It has been discussed to have Peggy Bergon and Andre Redstone assist Larry Garcia in facilitating this endeavor. Larry Garcia would like a clarification on this potential role. What is the role of the committee and what is the role of the facilitator? There is potential about addressing consolidating the museums to one area, broadening their roles in the community, and funding opportunities. Peggy Bergon would like to see a larger cultural center. Lindsey Smith asks if this is something that the Board could really look at or are the museums too rooted in their approach. Are the museums ready to take that next step? Are they ready to potentially take on professional management? The HPB is committed to the museums and it’s time to put things in motion. Lindsey Smith suggests possibly just have the HPB in general facilitate these efforts. Andre Redstone says that the museums aren’t potentially ready to fully come together and collaborate in the same setting. It might be valuable to engage both entities separately again and then come together. The role of the Board or a committee is to endeavor to ensure both museums can be secure. Andre Redstone motions that the HPB craft another letter to be sent to both of the museums to take the discussion to the next level of collaboration. Peggy Bergon seconds. Unanimously approved.

B. **Overlook Parking Lot Deck Structure Recommendations:** All of the present members tonight have seen the Overlook design presented at last week’s Town Council meeting. Andre Redstone, Chrissy Karas, and Larry Garcia made comments during the public comment period during that meeting. Overall, this is a prominent feature across the street from the Town’s Historic District. Councilman Schanzenbaker asked the Town Manager Greg Schulte if any other boards or commission had been involved or consulted in this process and the answer was no. Planning Director James Dickhoff recommends that the HPB focus on the elements that could be improved on the project and keep the project moving forward. He also suggests pulling ideas from the Downtown Master Plan and Comprehensive Plan when making recommendations and it could be as simple as material selections such as rock columns and wood posts over steel beams. Andre Redstone would like to hear from Peggy Bergon as she was not at last week’s Town Council
meeting. Peggy Bergon has a large concern that public input was not incorporated within this process. She feels that this new deck is such an enormous structure that it is its own focal point and is concerned about its compatibility with the area. Peggy Bergon feels it doesn’t necessarily have to match exactly with the Historic District, but perhaps it could be “charmed up” a bit. Larry Garcia feels that the current design looks like a shelter and it is not very inviting. Peggy Bergon asks how the project is being funded. Planning Director James Dickhoff says it is being funded through lodger’s tax and partially through the Town Tourism Fund. The HPB’s largest concern is that they were consulted on the design. Chrissy Karas feels it is a nice design, but it is inappropriate for the Downtown. She would like to see something more comparable to the Historic District, possible with rocks, timber frame, and a bit more earthy. Chrissy Karas also feels that the materials look a bit cheap and this is the perfect project to make a statement. Larry Garcia agrees with Chrissy Karas’ comments and would really like to see more public involvement similar to the Comprehensive Plan Update in the future. He feels that the design should incorporate what the area is and should include natural elements around it. Overall, if the design was more natural looking, it would be more welcoming. Chrissy Karas says that this is a very important place and if the budget is a problem, she suggests a GoFundMe or other means to fundraise more money for the best possible outcome. Andre Redstone discusses the item presented at the Town Council meeting last week on this topic. He also discusses the various view corridors that would be impacted from this project: traveling east, traveling west, and across the river. The provided views of the project from the architect do not demonstrate how the Overlook deck will affect these views. Andre Redstone also says that the final design was not presented to the Tourism Board nor were other staff departments included in this process prior to the Town Council meeting last week. He then provides some examples from the Downtown Master Plan and the 2006 Comprehensive Plan to demonstrate how the design should be compatible with and enhance the Town’s character and history. It would be nice to see some renderings or images from different perspectives on the view corridors and how the design will look from the Riverwalk below and how close that will really be and feel to the average person. Andre Redstone says that the corrosive vapors on the site will void any warranty on the powder coating or finishes on the materials used in this design. He recommends different species of hardwood for this project and possibly incorporate a cantilever option if it has not been considered as of yet. Lindsey Smith agrees with everyone’s comments thus far and is very concerned that this project was not taken out to the public. She is also concerned that the Tourism Board did not approach the HPB for comments. Lindsey Smith supports making material recommendations so that the structure looks more appropriate and complimentary for the area. Andre Redstone says that this project is a perfect opportunity to pay homage to the past and involve the public. This is also a great opportunity to be locally built, locally sourced, and an opening to local collaboration with the Town’s attributing native roots. Larry Garcia suggests possibly including interpretive signage along the Overlook deck through GOCO funding. Andre Redstone says that this is a pivotal place to attract people to stop and would like to know how this design both helps and hinders the area, especially parking. Planning Director James Dickhoff suggests posing the questions from HPB to the Town Council: Is there a master plan for the Overlook? If not, he recommends suggesting a change in materials. He also recommends and supports a public meeting on this topic and this should include the Overlook parking lot area as a whole. This meeting could also include copies of the Downtown Master plan sections with the relevant materials to gauge the public’s opinion on if the design matches up with those goals. The HPB has been given a prescriptive from Town Council and they want to fulfill that role. The HPB agrees that the Overlook design does not follow the prescriptive discussed within the Town’s adopted plans and the relevant guidelines. Lindsey
Smith would like the HPB to come to next week’s HPB meeting with recommendations to give to Town Council with supportive evidence. Andre Redstone motions to have the HPB to come to its next meeting equipped with individual suggestions regarding the Overlook parking lot deck structure that can be solidified to a recommendation to Town Council and to direct staff to send relevant materials and minutes to the Board. Chrissy Karas seconds. Unanimously approved.

C. **HPB Open Alternate Member Seat:** Currently there is one alternate seat available on the HPB and the Board discusses possible interested members of the public. Andre Redstone suggests possibly increasing the number of allowed HPB members. Planning Director James Dickhoff says that this would need to get approved by an ordinance through Town Council. It would be important for the HPB to demonstrate why this would be beneficial to the Board as a whole and how this could help move projects and decisions forward. Alternate members can do everything regular members can, but cannot motion or vote on decision items. They can also head outside committees for the HPB. Peggy Bergon motions for staff to provide a draft advertisement for the vacant alternate position, to have this as a decision item on the next agenda, and to have HPB members reach out to interested parties for the vacancy. Andre Redstone seconds. Unanimously approved. Andre Redstone motions for staff to provide relevant information on or before the next meeting regarding whether or not the Board can have all voting members instead of being required to have alternates. Chrissy Karas seconds. Unanimously approved.

V. **Public Comment:** NONE

VI. **Adjournment:** Chrissy Karas motions to adjourn. Larry Garcia seconds. Unanimously approved. The meeting adjourned at 8:50PM.

**HPB Board Members**
Lindsey Smith: HPB Chairperson
Andre Redstone: HPB Vice-Chairperson, Judy James: HPB Regular Member
Chrissy Karas: HPB Regular Member, Peggy Bergon: Regular Member,
Larry Garcia: Alternate Member

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V. Decision Items:
   A. Museums Invitation Letter for a Work Session

   The HPB has discussed holding a work session with both museums together and had asked staff to draft a letter for this meeting. A draft was sent out to the HPB on 03/02/17 for review and comments. A specific date and time has not been formally discussed as of yet. It was also discussed about possibly having the meeting at the Fred Harman Museum due to Norma Harman’s health concerns at the present time or those whom cannot attend could call in if the meeting was to be held at Town Hall. The draft letter has been attached.

   Possible Decisions for Consideration:
   (Madam Chair, I motion that the Historic Preservation Board....)

   1. Approve the museums invitation letter as presented with a meeting date and time of “________________.”

   2. Approve the museums invitation letter with changes as discussed with a meeting date and time of “________________.”
March 8, 2017

Dear Pioneer & Fred Harman Art Museum Board Members,

The Town of Pagosa Springs Historic Preservation Board would like to formally invite you to a joint work session at (LOCATION). This work session will be facilitated by the Town’s Historic Preservation Board to assist in a greater conversation about both the Pioneer Museum and Fred Harman Art Museum’s future goals and to obtain a better understanding of how the Historic Preservation Board can assist in your Museum Board’s endeavors.

A tentative date of (DATE) at (TIME) has been scheduled for this work session. Please contact Associate Planner Rachel Novak with the Town of Pagosa Springs Planning Department at rnovak@pagosasprings.co.gov or (970)-264-4151 x 221 to discuss this work session and tentative date and time.

We appreciate all you have done and continue to do for the Town’s museums and we are looking forward to meeting with you to discuss their successful future in Pagosa.

Respectfully,

Lindsey Smith, Board Chair
Town of Pagosa Springs
Historic Preservation Board
V. Decision Items:
   B. HPB Open Alternate Member Seat

Currently, there is one (1) alternate seat available on the HPB. Staff drafted an article to be placed in the SUN Newspaper and sent this to the HPB on 03/02/17 for review and comments. An alternate member can participate in all of the Board’s discussions and lead committees, but cannot initiate motions or vote. However, if a regular member is not present at a meeting, the HPB can decide to have them be a voting member for that specific meeting. There has also been discussion about possibly increasing the HPB’s regular membership to 7 with no alternates, but this would increase the number required for a quorum each meeting.

Possible Decisions for Consideration:
(Madam Chair, I motion that the Historic Preservation Board....)

1. **Approve** the advertisement for an alternate member vacancy as written.

2. **Approve** the advertisement for an alternate member vacancy with changes as discussed.
Town Historic Preservation Board Seeks New Members

This is a great opportunity for those that are interested in serving our community. The Town’s Historic Preservation Board is seeking interested individuals that meet any of the following four qualifications to fill board vacancies: 1) At least one (1) member of the HPB shall be a qualified elector in Pagosa Springs and resident for one (1) year prior to appointment. Remaining members may reside outside of the Town only if they own property or a business, or work or conduct business within the Town limits for one (1) year prior to appointment. 2) At least two (2) members shall be professionals in preservation related disciplines such as architecture, architectural history, archaeology, history, planning, or other historic preservation related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology. If such professionals are not available in the community, and if it can be demonstrated that a good-faith effort was made to locate and appoint such professionals, this requirement can be waived, provided that the HPB is capable of carrying out the responsibilities assigned to it. Information on the credentials of the board members must be kept on file and available to the public. 3) No more than three (3) members shall be lay members who have demonstrated interest, knowledge, or training in fields closely related to historic preservation, such as history, architecture, landscape architecture, architectural history, archaeology, planning, or other historic preservation-related disciplines such as building trades, cultural geography, cultural anthropology, real estate, or law. 4) When the discipline of architecture, history, architectural history, or archaeology is not represented in the HPB membership, the HPB shall seek additional expertise in the appropriate areas when considering national register nominations and any other delegated actions that will affect that discipline.

Currently, there is ONE alternative seat available. The Historic Preservation Board consists of five regular members and two alternate members, each serving a four-year volunteer term. Regular meetings are twice a month, on the second and fourth Wednesday of each month at 5:30PM in the Town Hall front conference room.

The Historic Preservation Board has the decision-making authorities listed in the Land Use Development Code, Table 2.2-1, including the following duties and responsibilities:

1. Review and make determinations on Certificate of Alteration applications for properties within the Historic Business District boundary.

2. Review, through a public hearing process, Demolition of Historic Landmark or District applications for properties within the Historic Business District boundary.

In general, the Historic Preservation Board provides leadership, engages and encourages partnerships within the community of Pagosa Springs and Archuleta County, increases public appreciation by creating awareness, promoting the preservation of the Town’s irreplaceable diverse cultural heritage, architecture, and economy while sharing the stories of the past with ideas for the future. The Board is responsible for reviewing various applications and for providing recommendations to the Town Council for consideration.

All interested persons are asked to please contact James Dickhoff, Town Planning Director, at (970) 264-4151 x 225 or jdickhoff@pagosasprings.co.gov, if you have any questions regarding your interest in this or future Historic Preservation Board vacancies.

Interested individuals should submit a Letter of Interest to the Town of Pagosa Springs Planning Department no later than the new extended deadline of Friday April 7, 2017 to the Town of Pagosa Springs Planning Department, PO Box 1859, Pagosa Springs, Colorado 81147, delivered in person to our office on the second floor of Town Hall located at 551 Hot Springs Blvd, or by email to jdickhoff@pagosasprings.co.gov. Vetted letters of interest will be forwarded to the Town Council who will appoint new Historic Preservation Board Members.
V. Decision Items:
   C. Overlook Deck Recommendation to Town Council

The HPB has discussed possibly providing a recommendation for Town Council’s consideration regarding the Overlook deck design. Overall, the HPB had a general consensus that they liked the design, but it felt out of place so close to the Historic District and would like to see a possible material change, more visual perspectives from the architect displaying how the design will affect view corridors (traveling east, traveling west, and from across the river), how the deck will look from the Riverwalk, and how this will impact the overall area.

Staff provided the HPB with relevant links to reference materials and PDF’s for their review on 03/02/17. Town Council will hear this item again on their 03/23/17 meeting.

Possible Decisions for Consideration:
(Madam Chair, I motion that the Historic Preservation Board....)

1. Make a recommendation to Town Council regarding the Overlook deck structure to include more natural materials that are locally sourced, including “_______________” and to incorporate at least one public input session to allow the community to provide their thoughts on the design.
TOWN OF PAGOSA SPRINGS GOALS - 2017

Administration
- Implement new agenda management software.
- Implement Phase II of the Caselle electronic timesheet software.
- In coordination with Planning and Building, implement Phase II of the Citizens Serve licensing and permitting software.
- Bring forth for Council a review of Town benefits compared to other entities.
- Continue with providing annual employee reviews.
- Devise new administration methodology for sale of remaining cemetery plots.
- Assess impact fee program and engage County to ascertain desire for implementation.
- Assess and recommend incentives for attainable housing and early childcare development consistent with housing and early childhood work group reports.
- Upgrade to the Town Hall HVAC system.

Parks and Recreation
- Completion of pump track at Yamaguchi Park
- Installation of the new playground equipment at Yamaguchi Park
- Installation of new concrete surrounds at Yamaguchi ball field.
- Installation of a new irrigation vault at Yamaguchi Park
- Installation of new sand volleyball court at Yamaguchi Park
- Initiation of the landscape maintenance program at Hilltop Cemetery
- Installation of landscaping surrounding the new skate bowl
- Installation of a new roof at the Terrazzo at Yamaguchi Park
- Installation of new red clay at the Yamaguchi ball field.
- Additional paving and new fishing dock behind the River Center
- Paving of parking areas at Town Park and the practice field.
- Engage County to ascertain parks funding commitment for funding in 2017 and into the future.

Streets / Sidewalks
- Completion of South 8th Street Reconstruction.
- Completion of paving for South 10th Street.
- Completion of 5 Year Maintenance Plan items (S. Pagosa, Mesa Heights, & Talisman)
- Construction of new curb/gutter/sidewalk along South 5th Street
- Completion of engineering/design for Safe Route To School Grant for North 8th Street. Be ready to bid for construction in 2018.
- Replacement of the sidewalk on the west side of 3rd Street between Lewis and Hwy 160.
- Recommend to Council prioritized list of sidewalk installation / repair program.
- Procure new Streets trucks with plows and sander attachments
- Completion of a Needs & Site Assessment for the Town Shop.

Community Center
- Refine Summer Youth Program
- Install new energy efficient lighting in gym
- Execute new agreement with ASI and Veteran Services

Tourism
- Develop a Tourism Master Plan.
- Create and charter a Beautification Committee.
- Continue marketing of Hot Springs Loop.
- Continued Lodgers Tax Audit in coordination with County to ensure proper compliance.
- Continue investigation of easements for installing landscaping behind the monument signs at the west and east ends of town.
- Re-construction of the Overlook Deck.

Planning / Building / Historic Preservation
- Completion of the update to the Comprehensive Plan
- Completion of the update to the Housing Needs Assessment
- Execution of the Smart Growth Grant Program
- Building / Fire staff to finish first complete round of annual inspections.
- In conjunction with the Builders Committee, bring forth to Town Council and County Commissioners an update of the IBC to 2015 standards.
- Continue affirmative enforcement of the Code and Nuisance violations.

Trails
- East Phase of Town To Lake Trail (Library to Elementary School)
- West Phase of Town To Lake Trail (Pinon Causeway to Harmon Hill)
- Rehabilitation of the Historic Stone Arch Bridge at 1st and Lewis Street.
- Complete design work on waterworks structure with the anticipation of rehabilitation in 2018.
- Finish design/engineering for Harmon Hill to be ready for bid and construction in 2018.
- Completion of the Phase I of the DUST 2 Urban Single Track
- Initiate public outreach and with results of outreach begin design work for the next phase of the Riverwalk Trail from Town Park to the River Center.

Geothermal Projects
- Execute new operating agreement with the GGP for use of Centennial Park.

Downtown Projects
- Continue assessment of options for funding for the proposed 5th Street Bridge.
- Completion of a new mural for the 400 block of Pagosa Street next to The Rose.

Sanitation
- Assist in providing information and guidance to GID Board for possible implementation of “dormant” account admin and fee structure.
- Assist in the planning and construction of the expanded emergency storage for Pump Station #1 through the Small Systems Grant Program.
VI. Discussion Items:
   A. HPB Membership

   It has been discussed to possibly increase the regular membership in the HPB to 7 and to potentially not have any alternate members. If the membership of the HPB is increased, the number to reach a quorum each meeting also increases.

VI. Discussion Items:
   B. Historic Preservation Month

   Historic Preservation month 2017 is fast approaching and staff would like guidance on what activities the HPB would like to consider.

VI. Discussion Items:
   C. Museums Discussion

   This has been decided upon by the HPB to be a regular discussion item.

VI. Discussion Items:
   D. Waterworks Facility

   This has been decided upon by the HPB to be a regular discussion item. The Town Council officially accepted the SHF grant funds for the Waterworks tanks and building on 02/23/17 and staff has signed and returned the hard copies of the contracts to History Colorado. Staff is currently waiting for a response upon receiving the documents for the next steps.

VI. Discussion Items:
   E. Rumbaugh Creek Bridge

   This has been decided upon by the HPB to be a regular discussion item.
VI. Discussion Items:
  F. SHF Grant Update

This has been decided upon by the HPB to be a regular discussion item. Our SHF representative, Mike Owen, was to be in Pagosa on Monday 03/06/17 to meet with staff in person and to walk the Waterworks/Rumbaugh Creek Bridge site.

VI. Discussion Items:
  G. Fort Lewis Cemetery

This has been decided upon by the HPB to be a regular discussion item. HPB member Peggy Bergon has been working to collaborate and coordinate this endeavor.
VII. Reports and Updates:
   D. Planning Department Report

**PLANNING COMMISSION (PC) UPDATE**
The next PC meeting is scheduled for March 14, 2017 at 5:30PM. In 2017, the Planning Commission will be discussing and considering recommendations for Town Council at upcoming PC meetings regarding:
   ~ Accessory Dwelling Units in the R-6, R-A and R-T residential districts.
   ~ Residential district design criteria regulations.
   ~ Rezoning considerations for portions of currently zoned R-12 districts to R-18 (R-22 if approved) districts.
   ~ Zoning Map amendment considerations for areas that seem zoned incorrectly.
   ~ Micro-cell wireless communication facility installation regulations.

**ORDINANCE 853, SMALLER LOT SIZES**
The Town Council heard the second reading of Ordinance 853 on 02/23/17. The Town Council voted to approve the second reading.

**COMPREHENSIVE PLAN UPDATE**
The 13-member Comprehensive Plan Update Steering Committee members have met three times and will continue meeting on the first Thursday of each month through June. In addition, staff has or will conduct topic specific public input meetings, outside the consultant’s scope of work, the results of which will be incorporated into the update process. Public input meetings currently scheduled include:
   ~ Parks and Recreation Public input meeting on Thursday, March 9th at 5pm in the Community Center.
   ~ Town to Pagosa Lakes Trail Master Plan Meeting on Wednesday, April 4th in the Community Center.
   ~ Additional meetings and topics will be considered for future public input meetings.

Since the hope is to incorporate the findings from the Housing Needs Study and Smart Growth America analysis, the final plan will be postponed 30-60 days to ensure incorporation of finding of both reports. Staff will be providing monthly updates to the Planning Commission and Town Council through the department’s monthly reports on the progress and direction the project is taking.

**WATER WORKS FACILITY**
The Town Council officially accepted the SHF grant funds on 02/23/17 and staff has signed and returned the hard copies of the contracts to History Colorado. We are currently waiting for a response upon receiving the documents for the next steps.

**PEDESTRIAN CROSSINGS**
Pedestrian Crossing Safety frequently comes up and with traffic volumes increasing along the Highway, safety issue arise. At the time the Town installed the current Pedestrian Crossing push button improvements at the Courthouse, Mid-Block Overlook parking lot and Second Street, it was suggested that we monitor to performance of the upgrades and later determine if additional improvements would be needed. Some of the additional improvements the Planning Director presented at that time included; A Pedestrian Flag Program, Center Lane Signs, Upgraded Perimeter Flashing LED Signs, Pedestrian Interpretative Signage at Crossings and Permanent Vehicle Speed Reader Signs.

**PAWSD FIRST STREET WATER FILLING STATION**
Staff Report
Historic Preservation Board
Wednesday, March 8, 2017 - Regular Scheduled Meeting

AT the Planning Department's request, PAWSD is moving forward with plans to relocate the first Street water filling station to the County Fair Grounds, that will be accessed off of Mill Creek road. The relocation should occur in late spring - early summer 2017. This will free up some interior space at the Water Works Facility and eliminate water filling traffic from First Street and the First and Second Street intersections. The new location will provide a much safer filling station area especially during winter months.

2017 LPEA 3-PHASE LINE AND POLE REPLACEMENT

LPEA is planning a 3-phase line and pole replacement project on Put Hill in 2017. This line is the main feeder to the Mill Creek Road substation from the west. The proposed project would replace poles and lines between Pike Drive east to 10th Street. The current line was originally installed many years ago, and currently exists under a prescriptive easement, however, the current line alignment encroaches into the developable portion of a number of properties along this route, as the alignment is not within the typical boundary line utility easement areas that new utilities are placed within.

VII. Reports and Updates:

E. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB’s consideration.

This is an opportunity for individual HPB members to bring up ideas and potential future agenda topics. Future agenda topics should be consented to by a majority of the board. Please keep your presentations brief and on topic.

VII. Reports and Updates:
F. Upcoming Town Meeting Schedules.

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<tr>
<td>a.</td>
<td>Next Scheduled <strong>PC</strong> Meetings:</td>
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<tr>
<td></td>
<td>~ Tuesday, March 14, 2017 at 5:30PM in Town Hall</td>
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<td>~ Tuesday, March 28, 2017 at 5:30PM in Town Hall</td>
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<td>b.</td>
<td>Next Regular Scheduled <strong>HPB</strong> meetings:</td>
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<td>~ Wednesday, March 22, 2017 at 5:30PM in Town Hall</td>
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<td>~ Wednesday, April 11, 2017 at 5:30PM in Town Hall</td>
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<td>c.</td>
<td>Next Regular <strong>Town Council</strong> Meetings:</td>
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<td>~ Thursday, March 23, 2017 at 5:00PM in Town Hall</td>
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<td>~ Tuesday, April 4, 2017 at 5:00PM in Town Hall</td>
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<td>d.</td>
<td>Next Regular <strong>Parks and Recreation Board</strong> Meetings:</td>
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<td>~ Tuesday, March 14, 2017 at 5:30PM in the Ross Aragon Community Center</td>
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<td>~ Tuesday, April 11, 2017 at 5:30PM in the Ross Aragon Community Center</td>
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e. Next **Comprehensive Plan 2017** Update Meetings:
   ~ Parks and Recreation Public Input Meeting
      Thursday, March 9, 2017 at 5:30PM in the Ross Aragon Community Center Senior Dining Room
   ~ Town to Pagosa Lakes Trail Public Input Meeting
      Wednesday April 5, 2017 at 5:30PM in the Ross Aragon Community Center Senior Dining Room
   ~ Smart Growth America Public Meeting
      Wednesday May 24, 2017 at 5:00PM in the Ross Aragon Community Center Senior Dining Room

VIII. **Public Comment:**
Opportunity for the public to provide comments and to address the Historic Preservation Board on items not on the Agenda.

   a. **TIME LIMIT: Up to 2 minutes per person and a total of 20 minutes.**
   At this time, Public Comment will be accepted for items not included as an agenda item. Interested persons have the opportunity to address the Historic Preservation Board and express your opinions on matters that are not on the agenda or not listed as a public hearing item on the agenda. Public comments on any pending application that is the subject of a public hearing at the current or a future meeting may only be made during such hearing. The total time reserved for Public Comment at each meeting is 20 minutes, unless extended by a majority vote of the Planning Commission and each comment is limited to 2 minutes.

IX. **Adjournment:**

Prepared by: Rachel Novak, HPB staff, Planning Department