



**TOWN OF PAGOSA SPRINGS**  
**Historic Preservation Board**  
**Regularly Scheduled Meeting Agenda**  
**Wednesday, May 11, 2016 @ 5:45p.m.**  
Town Hall, 551 Hot Springs Blvd.

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- I. Call to Order / Roll Call:**
- II. Announcements:**  
Mark Rodman, State Preservation Technical Services Manager,  
will be attending this evenings meeting.
- III. Approval of Minutes:**  
Approval of the April 27, 2016 HPB Regularly Scheduled Meeting Minutes.
- IV. Public Comment:**
- V. Decision Items:**
  - A. Heritage Brochure Photo Selection
- VI. Discussion Items:**
  - A. May 12<sup>th</sup> Community Presentation Review
  - B. Sandwich Board Sign Survey Results
  - C. Student Poster Contest: Updates
  - D. Historic Preservation Month: Updates
  - E. Waterworks Committee: Andre Redstone Update & Committee Selection
  - F. Archuleta County Fair: Display Case
- VII. Reports and Updates:**
  - A. Planning Department 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 Schedule
- VIII. Public Comment:**
- IX. Adjournment:**

**HPB Board Members**

**Peggy Bergon:** HPB Chairperson, **Lindsey Smith:** HPB Vice-Chairperson  
**Chrissy Karas:** HPB Regular Member, **Andre Redstone:** HPB Regular Member,  
**Judy James:** HPB Regular Member, **Brad Ash:** 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.



Town of Pagosa Springs Historic Preservation Board  
Wednesday, May 11, 2016  
Regularly Scheduled Meeting - Staff Report

**I. Call to Order / Roll Call:**

**II. Announcements:**

**III. Approval of Minutes:**

A. Approval of April 27, 2016 Regularly Scheduled Meeting Minutes.

Staff recommends the HPB approve the April 27, 2016 regularly scheduled 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.



Town of Pagosa Springs  
Historic Preservation Board  
Regularly Scheduled Meeting Agenda  
Wednesday, April 27, 2016 @ 5:45p.m.  
Town Hall, 551 Hot Springs Blvd.

- I. **Call to Order / Roll Call:** Chair Peggy Bergon calls the meeting to order at 5:55 PM. Present were members Lindsey Smith, Judy James, Chrissy Karas, and Andre Redstone by phone. Also present were Planning Director James Dickhoff and Associate Planner Rachel Novak. Jeff Laydon, owner of Pagosa Photography, was also present.
- II. **Announcements:** Judy James moves to allow Andre Redstone call into the meeting. Lindsey Smith seconds. Unanimously approved.
- III. **Approval of Minutes:**  
Approval of the April 13, 2016 HPB Regularly Scheduled Meeting Minutes: Minutes will be approved as presented.
- IV. **Public Comment:** Jeff Laydon discusses his background in Pagosa Springs and his involvement with the Town. He is a member of the Spanish Fiesta Club and owns several businesses in Town. He has a passion for local Spanish heritage and is involved in many aspects of the community. He discusses the many contacts for Spanish bands and families in the area that he has acquired over the years. Mr. Laydon is wanting to bring photography and contacts for bands/Hispanic families/cowboys/Indian tribes to the HPB. Peggy Bergon says that this could be useful for the anniversary celebrations. There were discussions on other possible things to include in the 125<sup>th</sup> celebrations. The HPB would like to pursue a possible community cook book. Andre Redstone discusses an idea for a "Culture Fest." He hopes this would provide more inclusiveness for the entire community. The HPB has discussed a possible work session for this issue. The Board recommends a work session next Wednesday, May 4th at 5:45 PM to discuss the Spanish Fiesta for the fall. Chrissy Karas moves to meet next Wednesday for a work session on the Spanish Fiesta celebration. Judy James seconds. Unanimously approved.
- V. **Decision Items:**
- A. **Water Works Site Repurposing: Work Sessions or Committee Formation:** Andre Redstone has discussed creating a committee for this issue. He is wanting to move forward with this endeavor and create a working committee. Planning Director James Dickhoff says that there should be a larger conversation on this issue and invite all interested parties to present their ideas. Staff could help coordinate this effort and a public meeting. There could be a subcommittee created to facilitate these meetings. Chrissy Karas asks if Andre Redstone could facilitate this meeting. Andre Redstone state that yes, he will be an integral part of this. Chrissy Karas moves to nominate Andre Redstone to head the Water Works Committee. Judy James seconds. Unanimously approved.
- B. **April Newsletter: Beautification:** Associate Planner Rachel Novak presents the beautification newsletter. It is suggested to change the phrase "higher standard" to possibly the "highest standard" or "a standard of excellence." This will help alleviate any alienation of community members. Lindsey Smith moves to approve the newsletter with the changes as discussed. Judy James seconds. Andre Redstone

would like to see flowers or hanging baskets in the newsletter. This will be in a future newsletter. Unanimously approved.

- C. Heritage Brochure Photo Selection: Brochure Update: The selected photos could not be viewed due to a technical problem. This will be postponed until next meeting.
- D. 450 Pagosa Street: Sign Review: Planning Director James Dickhoff discusses the application. The applicant has provided the HPB with an example of the wall bracket, sign, and location of the new sign. The bottom of the sign will be 8.5 ft above the sidewalk and it will say Hippie Chick Message. Peggy Bergon states that this is a perfect opportunity for a projecting sign given the sandwich board survey. The applicant will also have a live flower planter box under the front window. Andre Redstone is worried about the color choices. Peggy Bergon and Judy James feel that these colors are appropriate as the HPB has done away with a set of colors to choose from. Judy James moves to approve the sign as presented with the name change to Hippie Chick Massage. Chrissy Karas seconds. Unanimously approved.
- E. Archuleta County Fair: Peggy Bergon presents her discussion of the fair. There are several display cases and they have offered the HPB a case for displaying items. She suggests asking the museum to contribute to the display. This would be excellent exposure since the Town is on the verge of losing the museum. Chrissy Karas suggests including the Fred Harman museum. Associate Planner Rachel Novak will ask the museum about displaying their artifacts. Andre Redstone says that this is an excellent opportunity for the Town to show a cross section of the community. He asks if there is a possibility for a live exhibit with a table and forum as a group to interact with the community. This may be possible within the education tent. This may be included for next week's work session. Peggy Bergon also says that another idea may be to ask the local breweries to brew a 125<sup>th</sup> tap. Andre Redstone suggests a formal invitation on this. Staff will assist with this. Chrissy Karas moves to have staff create an invitation for a 125<sup>th</sup> themed tap to all of the breweries in Town. Judy James seconds. Unanimously approved.
- F. 434 Pagosa Street: Demolition Permit: Jeff Greer was unable to be at the meeting. As of last Friday, he is now the official owner of 434 Pagosa Street. Chrissy Karas is confused because she thought it was the metal shed. Planning Director James Dickhoff says no. It is the wooden shed located directly on the property. The applicant would like to provide a passage between the buildings and include message rooms and bathing rooms. The HPB will be providing a recommendation to Town Council and not deciding on this tonight. Andre Redstone discusses Article 8.6.3.a, b, and c. of the Land Use Development Code. He states that the wooden shed is not a structural component of the original building. The demolition of this shed is not taking away anything of the true structure. Andre Redstone asks about recording the structure. Planning Director James Dickhoff says photographs and a brief description would be sufficient. Andre Redstone would move that the HPB offer a letter of recommendation to approve the application for demolition at 434 Pagosa Street. A recordation consisting of photographs, a brief description, and a narrative of its uses should be undertaken and submitted to the HPB prior to demolition. The HPB decision is underscored by items 8.6.3.a.b.c as the justification for the decision. Chrissy Karas seconds. Unanimously approved.

- G. Student Poster Contest: Associate Planner Rachel Novak gives the Board an update on the submissions. Staff has only received roughly 20 posters and staff recommends extending the deadline or selecting a single group winner from the submissions received. Andre Redstone says that if the deadline is extended what is the cutoff point. Planning Director James Dickhoff recommends an additional 2 weeks. Staff can ask Margaret to reach out to Miss Tessi about letting students know about the extension. Staff recommends extending the contest to May 20th.

**VI. Discussion Items:**

- A. Repurposing Rumbaugh Creek Bridge for Future Trail Use: Railing Options: Peggy Bergon discusses the incorporation of the bridge into the Riverwalk. Planning Director James Dickhoff discusses the railing options and how the bridge will look. The bridge will be covered in concrete with metal plates for the welding of a metal railing. This could be anything from period correct to something more modern. Andre Redstone asks when the RFP will go out. The Collaborative is still finalizing their plans and Riverbend is refining their plans. The RFP is still in the draft phase. Planning Director James Dickhoff says the plans should be ready in about 2- 3 weeks. Andre Redstone asks when the railing option needs to be flushed out. He feels that the HPB still does not have enough information to make this decision. He would like this to be postponed as long as possible so the decision is more informed. Planning Director James Dickhoff says that premanufactured panels may be less expensive, but would need precise welding plate sizes and locations. Planning Director James Dickhoff says that the new proposed pedestrian bridge will need to match the selected railing. Andre Redstone would like to consider stone or wood options. Planning Director James Dickhoff says the largest issue is safety and there is a very limited budget. Chrissy Karas asks if they can apply for another grant. Planning Director James Dickhoff says that they can ask about this issue. Andre Redstone would like to postpone this discussion and have himself and staff research more options. Jeff Laydon suggests stone ends of the bridge and replicate the shape of the arch throughout the railings.
- B. Heritage Brochure Status and Updates: HPB Heritage Brochure: Peggy Bergon discusses an update. The next brochure was decided to be more photos and captions. Peggy Bergon has selected roughly 30 photographs for the HPB to consider to send to the Town Manager for approval for the new brochure. A separate HPB brochure was brought up at the last meeting. Peggy Bergon feels that this may be too large of an undertaking. Chrissy Karas would like to pursue a grant for this. Peggy Bergon would like to focus the HPB's efforts with updating the existing one.
- C. Sandwich Board Sign Survey: Response Updates: Associate Planner Rachel Novak updates the HPB with the results. She will provide a detailed breakdown of these results at the next meeting. The results will also be shared in next month's newsletter. Andre Redstone would like staff to send out a letter of compliance to business to conform to the code. He would also like to have the trees removed and backfilled. Chrissy Karas would like to word this letter in a positive way and agrees that the trees and magazine racks should be removed. Staff would need a recommendation to bring to Town Council before sending out this letter. Judy James recommends that all of the other stands should be removed. A possibility could be one or the other: either have a compliant sandwich board sign or a rack for brochures, but not both. Planning Director James Dickhoff says that maybe the Board's recommendations could provide alternatives. This discussion will be moved to next meeting.

- D. Historic Preservation Month Activities: Finalized Calendar: Associate Planner Rachel Novak discusses the finalized calendar. This will be sent to the Chamber, TTC, Council, the newspapers, and all relevant groups. Peggy Bergon will look into getting a historic photo for the historic certificate. Peggy Bergon would like to recognize businesses in buildings that may not be in the historic district. It may be possible to recognize all businesses and welcome them to Town. Chrissy Karas feels that this is too large of an undertaking. Lanning Director James Dickhoff recommends a simple packet for welcoming the businesses to the area or a letter welcoming them when they receive their business license. Staff will work on a draft for this. Chrissy Karas recommends a welcoming section in the newsletter.
- E. May 12<sup>th</sup> Community Presentation: Location Discussion: Peggy Bergon discusses the location and that Two Old Crows offered their space, but the Community Center was decided as the best option. She says that for future events the HPB would like to have events in the historic district. Planning Director James Dickhoff says that would work for other lectures, but this event needed good audio and visual options. Staff could ask the Mayor to be the host or an HPB member could volunteer. Andre Redstone would like the HPB to open and close this presentation. Mark Rodman will be at the May 11<sup>th</sup> HPB meeting to discuss the presentation. It is suggested that Andre Redstone could open and Peggy Bergon could close.

**VII. Reports and Updates:**

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

**VIII. Public Comment: NONE.**

- IX. **Adjournment:** Chrissy Karas moves to adjourn. Judy James seconds. Unanimously approved. Meeting adjourns at 8:24 PM.

**HPB Board Members**

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

**HPB Mission Statement**

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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

**V. Decision Items:**

A. Heritage Brochure Photo Selection

<b>BACKGROUND / PURPOSE</b>	<p>It has been discussed to provide the TTC with historical photographs for this most recent update of the Heritage Brochure. Chair Peggy Bergon has provided the HPB with a selection of photos to choose from for this endeavor.</p>
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<b>RECOMMENDATION</b>	<p><b>Possible Decisions for Consideration:</b> <b>(Madam Chair, I move that that the Historic Preservation Board....)</b></p> <ol style="list-style-type: none"><li>1) Decide to use the selected photos as discussed.</li><li>2) Decide not to use any of the photos as presented.</li></ol>
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**VI. Discussion Items:**

**A. May 12<sup>th</sup> Community Presentation Review**

<b>BACKGROUND / PURPOSE</b>	<ol style="list-style-type: none"><li>1) James Dickhoff will begin the evening with a brief welcome and laundry list for attendees.</li><li>2) Mayor Don Volger is available to Welcome the attendees to the community presentation scheduled for May 12<sup>th</sup> in the Community Center south conference room beginning at 5:30pm.</li><li>3) HPB member Andre Redstone had offered to also provide a welcome on behalf of the HPB, however, he may not be able to be in attendance.</li><li>4) Cynthia Nieb, Deputy Director of the State Historic Fund will present SHF Financial Grant Opportunities. Brief Questions period.</li><li>5) Ken Jenson, Program Manager for the Office of Economic Development and International Trade will present State Historic Preservation Tax Credits for Commercial and Residential Properties. Brief Questions period.</li><li>6) Mark Rodman, Preservation Technical Manager for History Colorado, will present Certified Local Government (CLG) Basics and Historic Preservation Essentials. Brief Questions period.</li><li>7) Questions period.</li><li>8) Presentation Closing Remarks.</li></ol>
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# *Come Learn About the Many Benefits of Preserving Your Local History*

## Community Presentation with Guest Speakers & Topics to Include

**Cynthia Nieb:** Deputy Director, State Historical Fund, History Colorado  
TOPIC: State Historical Fund, Financial Grant Opportunities

**Ken Jenson:** Program Manager, Office of Economic Development & International Trade  
TOPIC: State Historic Preservation Tax Credits for Commercial & Residential Properties

**Mark Rodman:** Preservation Technical Services Manager, History Colorado  
TOPIC: CLG Basics, Certified Local Government Historic Preservation Essentials



***Thursday May 12, 2016 at 5:30 PM***

Ross Aragon Community Center, 451 Hot Springs Blvd, Pagosa Springs, CO 81147

Please plan to arrive EARLY as this is a public presentation and seats are limited. The presentation will be held in the front meeting room, located on your right as you walk through the front doors. The presentations will last a few hours and there will be an opportunity for comments and questions after each presentation. There will be refreshments and light snacks provided.

*We look forward to seeing you there!*



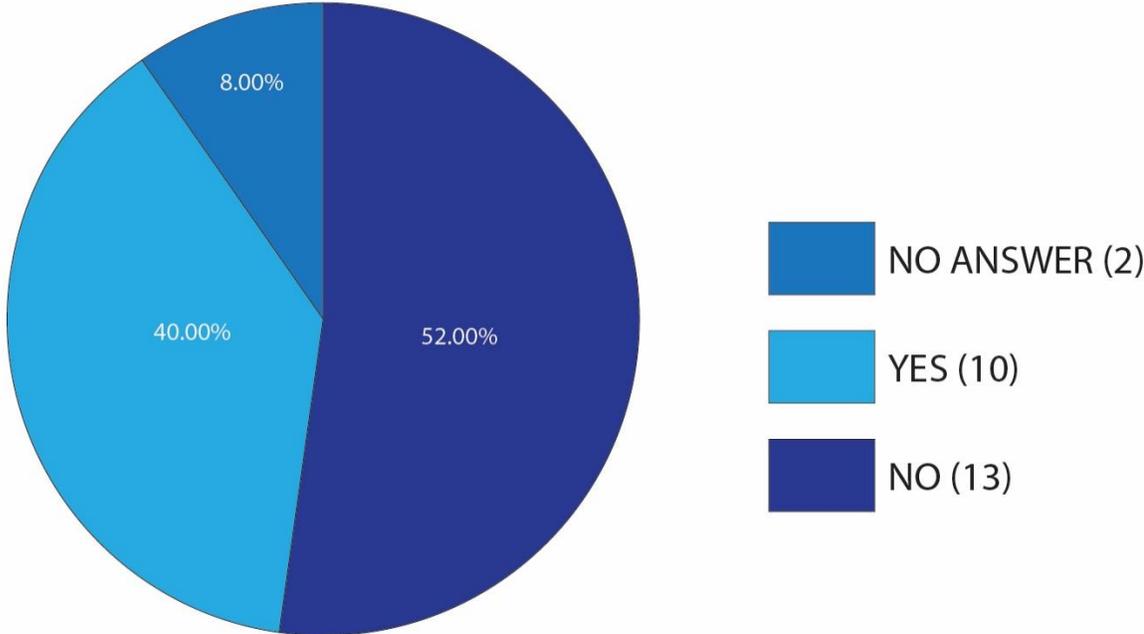
**VI. Discussion Items:**

B. Sandwich Board Sign Survey Results

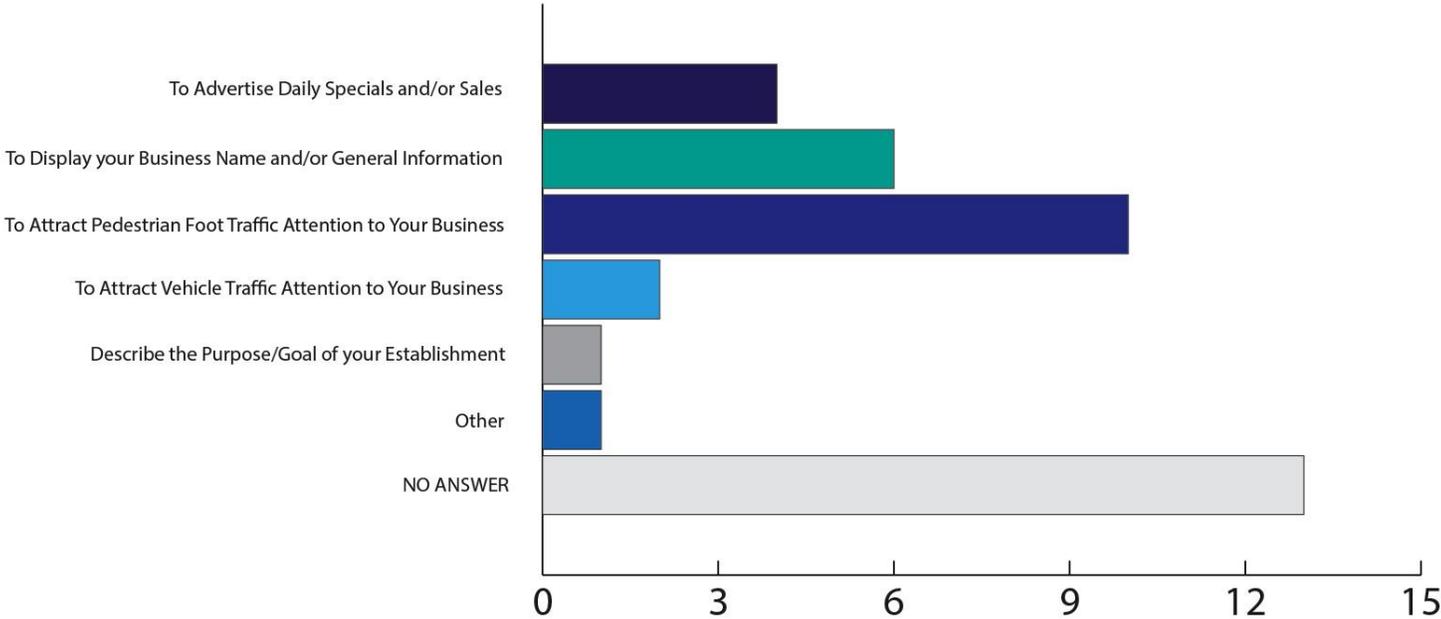
BACKGROUND / PURPOSE

Associate Planner Rachel Novak will provide the HPB with an update of the results. The survey result will be made available to everyone who wishes to see this information. Attached you will find the results broken down by question and this include written responses as well as bulleted answers.

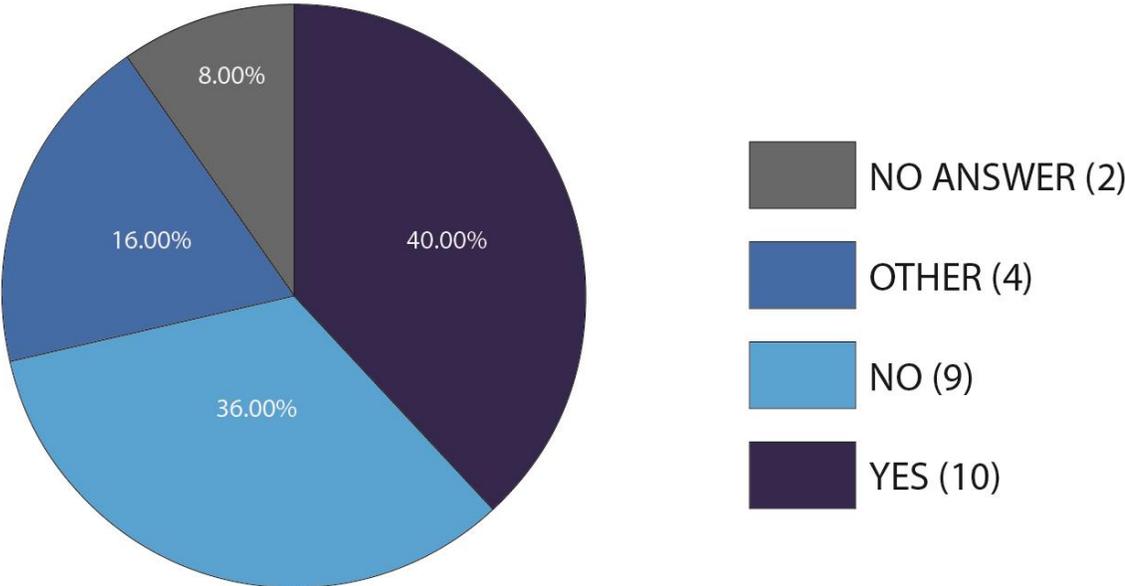
Question 1: Does Your Business Currently Utilize a Sandwich Board Sign on the Sidewalk?



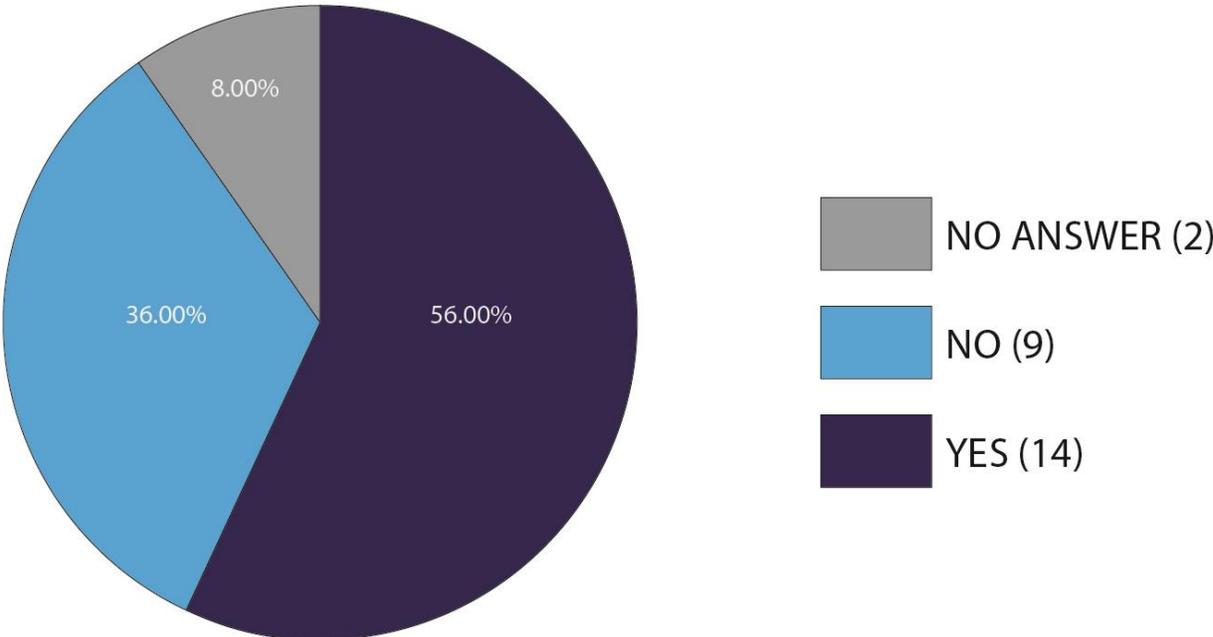
Question 2: If You Have a Sandwich Board Sign, for What Purpose is it Utilized?



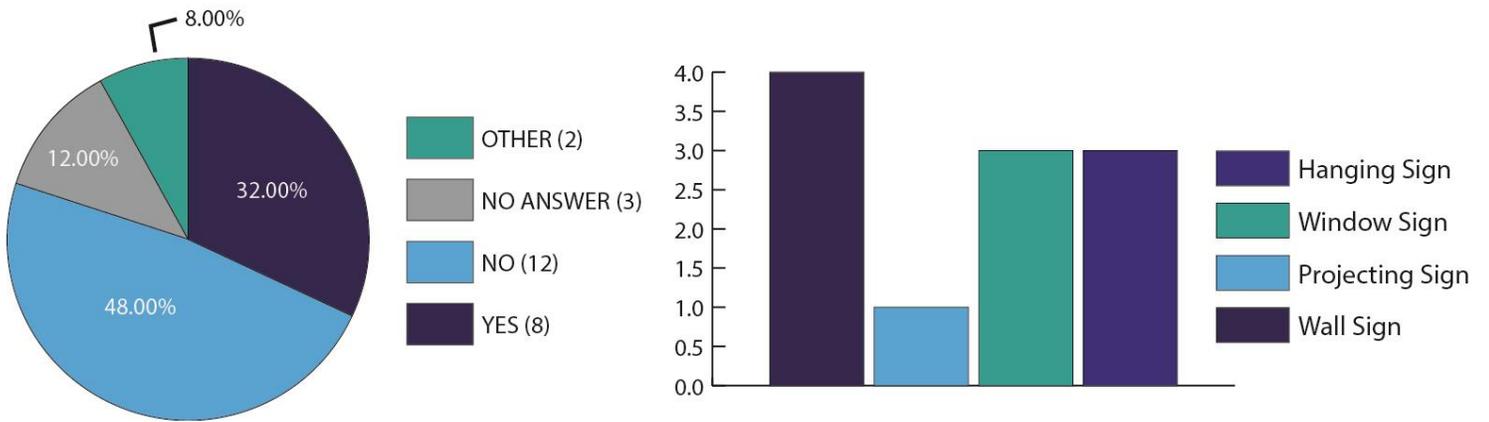
Question 3: Are You Aware of the Trip Hazards that Sandwich Board Signs can Create?



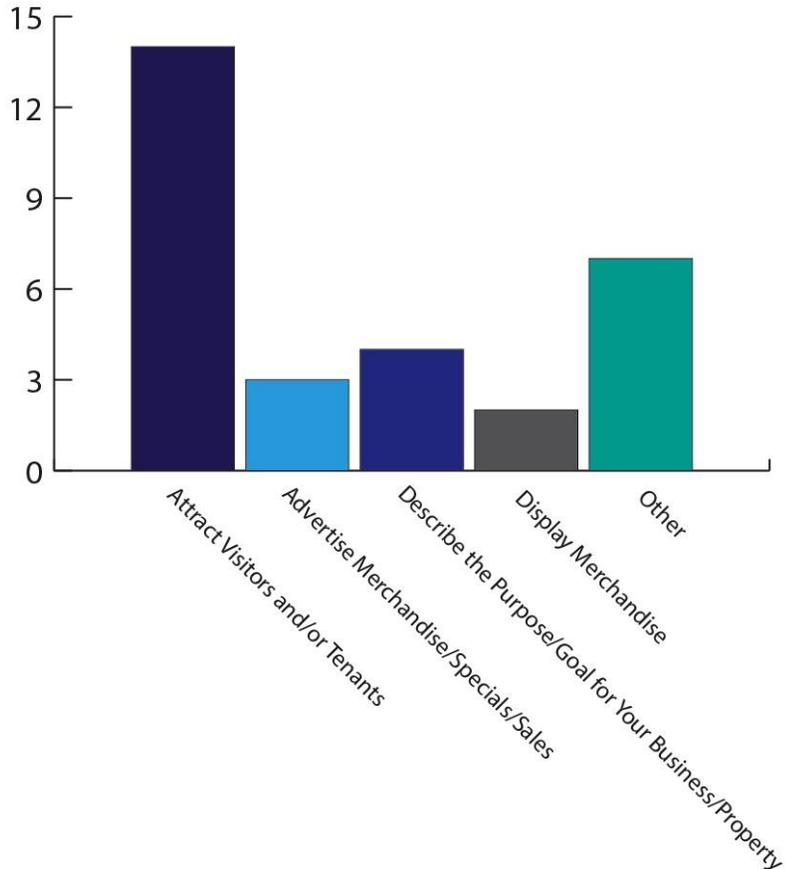
Question 4: Are You Aware that Sandwich Board Signs and all Exterior Signage Requires an Approved Sign Permit Application?



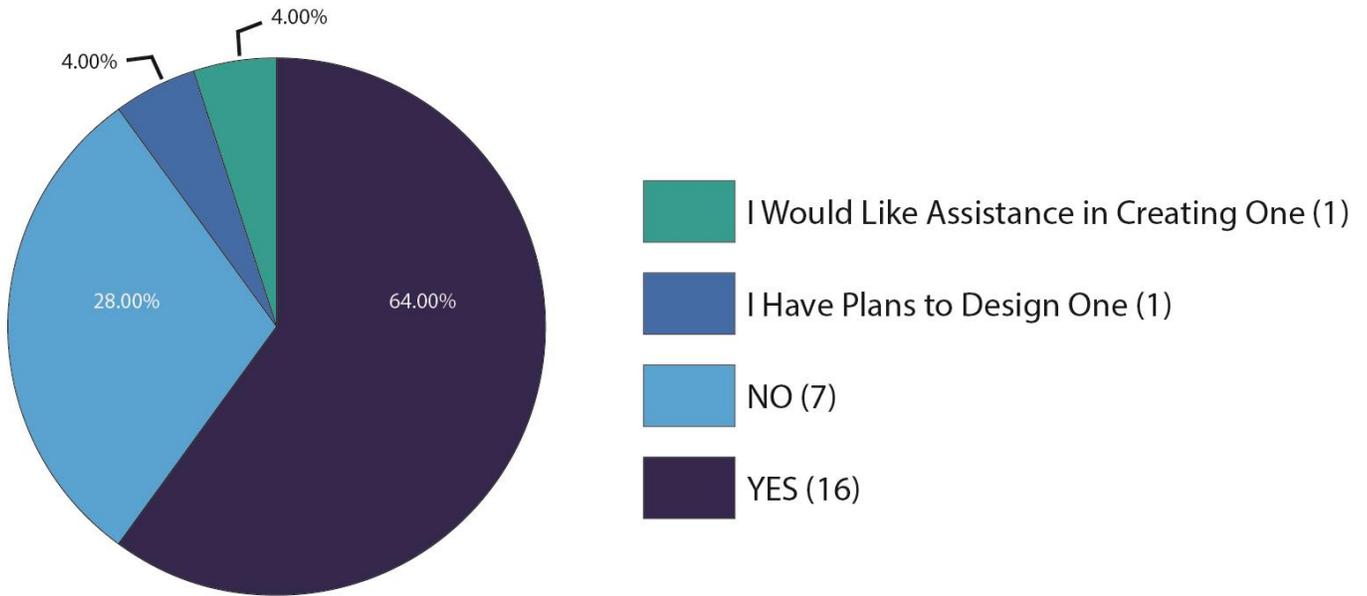
Question 5: Would Your Support Prohibiting Sandwich Board Signs in the Historic District?



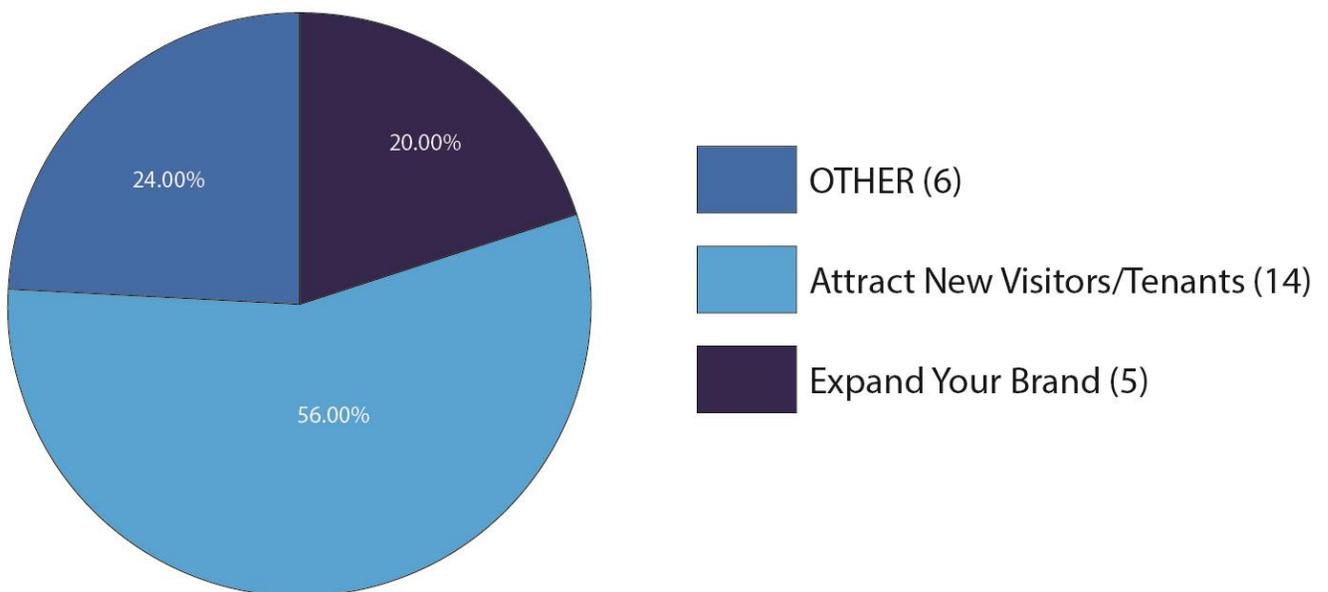
Question 6: What is the Overall Goal for any Signage for Your Business/Property?



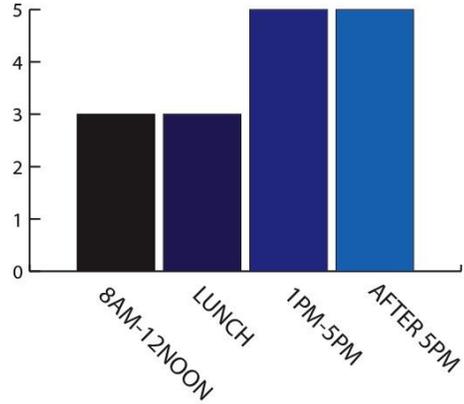
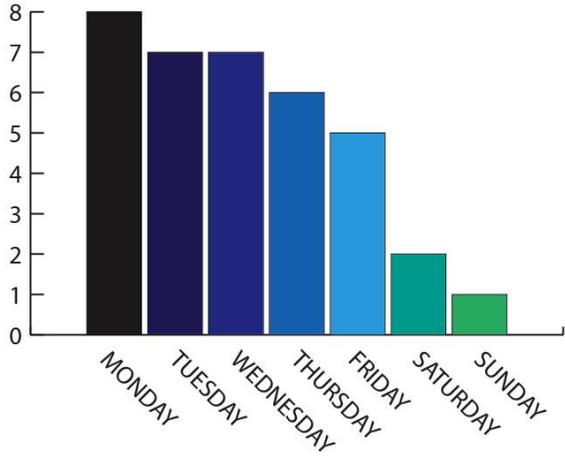
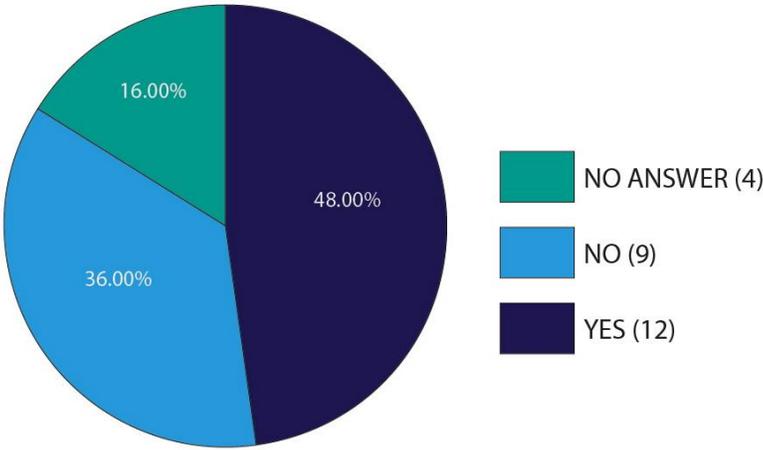
Question 7: Does Your Establishment Have a Logo or an Identifying Symbol?



Question 8: What is the Vision for the Future of Your Business/Property?



Question 9: Would You Attend a Historic District Business/Property Owner Input Work Session with the Historic Preservation Board? What Day of the Week and Time Works Best for You?



## OTHER/WRITTEN RESPONSES

**Question 2: If you have a sandwich board sign, for what purpose is it utilized?**

- To direct potential customers BACK to Lewis Street.

**Question 3: Are you aware of the trip hazards that Sandwich Board signs can create?**

- Only if you walk and don't pay attention.
- There is no trip hazard. It (sandwich board sign) is NOT where people walk.
- I personally do not find sandwich board signs as a hazard and simply walk around them when I come upon them.
- I strategically place my sign so it is out of the way of pedestrian traffic.

**Question 5: Would you support prohibiting Sandwich Board signs in the Historic District?**

- Not sure.
- Not sure of other signage.

**Question 6: What is the overall goal for any signage placed in front of your business/property?**

- Identify my building.
- Attract LOCAL customers.
- Help find our office.
- Show store history (when it was established).
- Identify my office location.
- My business does not rely on local customers, although I might utilize signage for recognition.
- I don't use signs.

**Question 8: What is the vision for the future of your business/property?**

- Attract more LOCAL customers.
- Maintain local legacy.
- Survive the extreme regulatory and tax environment.
- National growth with potential for more local hiring.
- Continue.
- The best potential support (\$).

**VI. Discussion Items:**

- C. Student Poster Contest: Updates

BACKGROUND / PURPOSE	HPB members who volunteered during the April 27 <sup>th</sup> meeting will provide updates on their efforts with reaching out to the schools in extending the deadline to May 20 <sup>th</sup> .
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**VI. Discussion Items:**

- D. Historic Preservation Month: Updates

BACKGROUND / PURPOSE	Staff has coordinated the showings of “Into the West” with the Liberty Theatre. The movie will be shown on Thursday’s, starting May 19 <sup>th</sup> and run through June and into July (6 parts/6 Thursday’s).
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**VI. Discussion Items:**

- E. Waterworks Committee: Andre Redstone Update & Committee Selection

BACKGROUND / PURPOSE	HPB member Andre Redstone has been given Board approval to spearhead a Waterworks Committee to provide support and guidance in the development of this site. He will discuss a list a names for whom he feels would prove to be beneficial for the committee.
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**VI. Discussion Items:**

F. Archuleta County Fair: Display Case

<b>BACKGROUND / PURPOSE</b>	<p>The HPB has been given the opportunity to fill a display case at the Archuleta County Fair this year. It has not been discussed as to what will be used to fill the case if the HPB decides to utilize this case. Staff has reached out to the museum, but they already have a table display elsewhere at the fair and may not want to have more artifacts on display within another case. If this is the case, staff recommends deciding on what will the display case be filled with and from where?</p>
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<b>RECOMMENDATION</b>	<p><b>Possible Decisions for Consideration:</b> <b>(Madam Chair, I move that that the Historic Preservation Board....)</b></p> <ol style="list-style-type: none"><li>1) Decide to use the display case offered to the HPB for Pagosa Springs heritage/historical items as discussed.</li><li>2) Decide not to use the display case during the Archuleta County Fair.</li></ol>
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**VII. Reports and Updates:**

A. Planning Director Report.

**TOWN COUNCIL UPDATE**

At the May 3<sup>rd</sup> meeting, TC approved the demolition of the shed structure at 434 Pagosa Street with the contingencies as recommended by the HPB.

**SAFE ROUTES TO SCHOOL GRANT**

Our Safe Routes to School Infrastructure grant application was fully funded at \$346,500. The state received 21 applications with our application being #4 out of the 7 projects awarded funding. The grant application proposes sidewalks connecting the North Pagosa Residential Neighborhood to the 8<sup>th</sup> Street lighted intersection and cross walk facility to the new east phase of the Town to Pagosa Lakes trail segment, thus providing connectivity to the elementary school. Staff will be working on an RFP for design services to develop engineering design plans ready for construction services RFP and construction in early 2017. Following are the financial contributions to the project: The Town Council approved \$80,000, the BOCC \$10,000 and the School district \$3,500 towards the grant match.

**SPRINGS PEDESTRIAN BRIDGE REPLACEMENT**

The Town Council is considering when to move forward with the bridge replacement.

**WATER WORKS FACILITY STATE HISTORIC HUND GRANT APPLICATION**

Staff has resubmitted the SHF grant application in April 2016. Construction would not occur until 2017 if awarded. The estimated project cost is \$183,153.00 and the requested grant funding is \$137,365.00 with a town cash match of \$45,788.25.

**RUMBAUGH CREEK BRIDGE UPDATE**

Staff is still working on receiving the restoration plans from the Collaborative Inc. Once they are in a draft format, we will have a plan review with the SHF office staff for their comments. Riverbend Engineering will produce the creek scour prevention plan and 404 USACE permitting process. The railing consideration still needs to be provided by the HPB.

**AUTOMATIC ELECTRONIC NOTIFICATIONS**

To stay up to date on issues being considered by all Town Boards, Staff recommends HPB members sign up for auto notifications of Town Council, Town Planning Commission, Tourism Committee and Parks and Recreation Board meeting agendas. Please ask staff for directions.

**VII. Reports and Updates:**

B. 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:**

C. Upcoming Town Meeting Schedules

<b>a.</b>	Next Scheduled PC Meetings: ~ Tuesday, June 14, 2016 @ 5:30pm in Town Hall, Regular Meeting ~ Tuesday, July 12, 2016 @ 5:30pm in Town Hall, Regular Meeting
<b>b.</b>	Next Regular Scheduled Historic Preservation Board meetings: ~ Wednesday, May 25, 2016 at 5:45pm in Town Hall ~ Wednesday, June 15, 2016 at 5:45pm in Town Hall
<b>c.</b>	Next Regular Town Council Meetings: ~ Thursday, May 19, 2016 at 5pm in Town Hall ~ Thursday, May 26, 2016 at 5pm in Town Hall (8 <sup>th</sup> Street Bid Award special meeting) ~ Tuesday, June 7, 2016 at 5pm in Town Hall
<b>d.</b>	Next Regular Parks and Recreation Board Meeting: ~ Tuesday, May 10, 2016 @ 5:30pm in the Ross Aragon Community Center ~ Tuesday, June 14, 2016 @ 5:30pm in the Ross Aragon Community Center

**VIII. Public Comment:**

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

<b>a.</b>	<p><u>TIME LIMIT: Up to 2 minutes per person and a total of 20 minutes.</u></p> <p>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.</p>
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**IX. Adjournment**

Prepared by: Rachel Novak, HPB staff, Planning Department