



**TOWN OF PAGOSA SPRINGS**  
**Historic Preservation Board**  
**Regularly Scheduled Meeting Agenda**  
**Wednesday, August 10, 2016 @ 5:45p.m.**  
Town Hall, 551 Hot Springs Blvd.

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- I. **Call to Order / Roll Call:**
- II. **Announcements:**
- III. **Approval of Minutes:**  
Approval of the July 27, 2016 HPB Regularly Scheduled Meeting Minutes
- IV. **Public Comment:**
- V. **Decision Items:**
  - A. Mural Replacement RFP Review
  - B. Museum Support Letter and Funding
- VI. **Discussion Items:**
  - A. Waterworks Committee
  - B. October 4, 2016, 1:15pm Bus Tour History Talk Volunteer
  - C. Waterworks Site: Listing as an Endangered Place
  - D. Certified Local Government (CLG) Annual Report
  - E. 2016 HPB Budget and 2017 Budget preparations
  - F. Chili Cha Cha participation
- 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**

**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, August 10, 2016  
Regularly Scheduled Meeting - Staff Report

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

**II. Announcements:**

**III. Approval of Minutes:**

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

Staff recommends the HPB approve the July 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.

- I. **Call to Order / Roll Call:** Vice Chair Lindsey Smith calls the meeting to order at 5:43PM. Present were members Andre Redstone, Judy James and Chrissy Karas. Also present were Associate Planner Rachel Novak, Jeff Laydon, and Jean Taylor.
- II. **Announcements:** Chair Peggy Bergon is unable to attend tonight's meeting and Vice Chair Lindsey Smith will be acting Chair for the meeting.
- III. **Approval of Minutes:**  
Approval of the June 8 & July 13, 2016 HPB Regularly Scheduled Meeting Minutes: Change on page 2 of minutes for June 8 to say "ballot" "ballet." On page 1 for minutes July 13 to say "sign" instead of "sig." Page 2 of July 13 minutes say "ranch" instead of "Rach." Page 1 on July 13 say "therefore" instead of for. Page 3 of July 13 include "as" and include the word "discussions" not "discusses." Page 2 of July 13 minutes to have the word "that" instead of the word "to." Bold Andre's name on page 2 of the July 13 minutes. Andre Redstone motions that the HPB approve the June 8 and July 13 meeting minutes as amended. Chrissy Karas seconds. Unanimously approved.
- IV. **Public Comment:** NONE.
- V. **Decision Items:**  
*A. Update on County Fair Events, Activities and Promotions:* Jeff Laydon provides an update on the Fair activities. The Spanish dancers are unable to attend the Fair due to an unforeseen circumstance. Variety Express is paying at the Friday night time, which the Fair Board will be splitting the costs. On Saturday night, Colorado Thunder will be playing during the Chuck Wagon dinner and Centennial Ranches presentation. 4 tickets will be provided to each of the Ranches for entry to the Chuck Wagon Dinner. Associate Planner Rachel Novak will work with Jeff Laydon on a possible certificate design and framing options. Jeff Laydon has reserved 2 hotel rooms for the Jicarilla Drummers. Andre Redstone would like the HPB to be include on cost decisions. Jeff Laydon discusses the various costs that total \$2,550 as of now out of the \$2,500 allotted budget. A donated gift basket will be provided for each of the performers as well. Associate Planner Rachel Novak also provide 50 copies of the Historic District Walking Tour Brochure to Jeremiah Cummons for the shooters bags at the Quick Draw Competition. Lindsey Smith recommends having the education table manned Saturday and Sunday from 10am-5pm and will be staffed by at least 2 Board members. Associate Planner Rachel Novak can reach out to Fair staff to see if the table can be manned Friday and Saturday. Associate Planner Rachel Novak will assist in the creation of handouts, photographs, and images. Andre Redstone would like to know how quickly staff can get the poster contest winners framed. Andre Redstone would like to know if the HPB could be part of the Chuck Wagon presentation and other various events throughout the Fair. Jeff Laydon says perhaps for the various performances the Board could be present before for a brief introduction. **Andre Redstone would like to motion for the approval of County Fair promotions and events as presented and would like to confirm the approval of costs associated with the County Fair undertaking.** Chrissy Karas seconds. Unanimously approved.

*B. Certified Local Government (CLG) Annual Report:* Associate Planner Rachel Novak describes the report. Question 31) Rumbaugh Creek Bridge grant and crafting the RFP, broadened color opportunities within the historic district, sandwich board survey, SHF staff presentation, and collaboration with other boards and museums. Question 32) Support for historic preservation is a very slow evolutionary process and it needs greater outreach and support from the Town and community, publication of history, greater participation and inclusion of the HPB with Town and County stakeholders. Question 33) ongoing effort of the Waterworks Site Planning Committee, Cemetery recording and site documentation for local cemeteries through the awarded grant, Historic District Walking Tour. **Judy James motions that the GLG Annual Report be completed by August 1<sup>st</sup> and comments are to be emailed to staff by then. Andre Redstone seconds. Unanimously approved.**

**VI. Discussion Items:**

- A. *Waterworks Committee:* Andre Redstone provides an update on the committee's meeting. He says that the committee is in a bit of a quandary about why they are meeting and what the purpose of the group is. Andre Redstone says that the main focus was to be as a mechanism to flush out the extent of the opportunities available on the site. He says that this seems to have been shifted towards the Comprehensive Plan Update. He says that this is conflicting in many ways. It is a very different undertaking if this is strictly driven by the Historic Preservation Board or through the Planning Department and the Comprehensive Plan when going to the public. Andre Redstone says that the general public needs to be afforded accurate information to make decisions and the Committee should provide relevant information for various undertakings. This property serves as a very prominent point of access for the Town and needs to have public input. Associate Planner Rachel Novak provides a brief update on staff's recent discussion with the SHF staff member. Lindsey Smith feels that the committee is getting close to being able to go to the public. Andre Redstone feels that the Committee isn't ready because staff and the Committee's views of why they are going to the public are too different and unclear. Jean Taylor asks if the museum is not going to be involved in this, then what is going to happen to the museum. Andre Redstone says that the museum is able to attend the Committee's meetings. They are open to the public. There are not any planning activities going on, just conceptualizing and identifying all possible ideas. Jean Taylor says that museum staff are working hard to maintain the museum and would like to be more involved in these discussions. Andre Redstone would like to ensure Town Council knows who is on the Committee and good work will get done during these discussions. He suggests further discussions on why they are meeting, ensure/maintain a bi-monthly meeting, and would like to have an agenda for the meetings. He would like the Planning Director James Dickhoff to provide the Committee's goals and objectives on the agenda for each meeting. Andre Redstone would like the Chair to make a clarification on staff's role for the committee to be supportive and not overstep boundaries. The Board would like to have this as another discussion item and would like to request Planning Director James Dickhoff be present. Andre Redstone would like to have the questions and answers presented at the recent SHF call given to the HPB and then to the Committee. He also asks if a professional should be brought in to assist in flushing out all of the possible ideas for the site from the Committee.
- B. *October 4, 2016, 1:15pm Bus Tour History Talk Volunteer:* Associate Planner Rachel Novak provides an update. Andre Redstone asks if Jean Taylor had any sources for possible volunteers. Jean Taylor says she might be able to provide a couple of volunteers for the event. Andre Redstone says he can make himself available for this

event. The Board agrees to have any money made during the event will be donated to the museum. A suggested monetary donation of \$250-\$500 would be appropriate. Staff will email the representative with these updates.

- C. *Mural Replacement RFP Review:* Andre Redstone asks when comments will need to be provided. Associate Planner Rachel Novak says that any comments need to be provided by August 10. Lindsey Smith recommends everyone walk past the site and make comments on the RFP.
- D. *Waterworks Site: Listing as an Endangered Place:* The HPB would like to see the final document before submitting it. Staff will email Rebecca Goodwin about seeing a draft. Andre Redstone would like to have Town Council read through this and would like this to be a decision item on the next agenda.
- E. *HPB Website:* Associate Planner Rachel Novak provided the updates requested. On the Town's webpage the Board would like to have staff fix the current Board members.

**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: Andre Redstone would like the HPB's budget on the next agenda.
- C. Upcoming Town Meeting Schedules

**VIII. Public Comment: NONE.**

- IX. Adjournment:** Judy James motions to adjourn. Andre Redstone seconds. Unanimously approved. The meeting adjourns at 8:15PM.

**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 ideas for the future.

**V. Decision Items:**

**A. Mural on Main Replacement RFP**

|                           |                                                                                                                                                                                                                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BACKGROUND/PURPOSE</b> | <p>Staff has prepared the RFP and would like comments during tonight’s meeting. A copy of the proposal was provided for everyone at the last meeting on 07/27/16. Staff would like to get this out to bid as soon as possible. Please read through the RFP and be prepared to provide comments at the meeting.</p> |
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| <b>RECOMMENDATIONS</b> | <p><b>Possible Decisions for Consideration:</b><br/><b>(Madam Chair, I motion that the Historic Preservation Board....)</b></p> <ol style="list-style-type: none"><li>1. <b>APPROVE</b> the RFP as written.</li><li>2. <b>APPROVE</b> the RFP with changes as discussed.</li></ol> |
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**V. Decision Items:**

**B. Museum Support Letter and Funding**

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| <b>BACKGROUND/PURPOSE</b> | <p>It has been discussed to bring the letter of support for the museum back to the Board for further action. The HPB has also discussed wanting to address the funding requests of the museum. Staff would like further guidance on how the Board would like to proceed.</p> <p>Town Council is expecting a formal request for funding during the 2017 budget hearings, as well as the county commissioners during their 2017 budget hearings. There does appear to be short term support for funding the museum.</p> |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



551 Hot Springs Boulevard  
Post Office Box 1859  
Pagosa Springs, CO 81147  
P: 970.264.4151  
F: 970.264.4634

Town of Pagosa Springs  
Historic Preservation Board

Date: December 9, 2015  
To: Pagosa Springs Town Council and Town Manager  
Re: Pagosa Springs Museums

Dear Town Council,

It is the expressed opinion of the Town of Pagosa Springs Historic Preservation Board that museums are a vital part of any community. Museums are charged with conserving, preserving, protecting and displaying the oral, pictorial and photographic history, ancient artifacts and historically significant physical property of the people and the region they inhabit. Museums also are the repositories and storehouses of regionally specific material of past and present cultures and historic past times. They are given to make available the collection of materials to the community at large, for a variety of different applications. Local museums concentrate on the area where they are located, bringing both educational and research opportunities as well as tremendous visitor interest. Quite simply, without museums in our community we would lose tangible links to our past and be unable to provide an accurate history for future generations to learn from.

Museums provide the unique and interactive experience of getting up close to things we usually only see in a book or on a webpage. This is a significant factor in attracting tourists to any area therefore making them instrumental in helping the local economy. Communities celebrating their rich cultural heritage with an array of museums and galleries can be a major draw in a tourist's decision to visit the area. Due to the large number of Baby Boomers retiring, all numbers point to Heritage Tourism being Colorado's fastest growing segment of the tourism industry.

Knowing that both the San Juan Pioneer Museum and the Fred Harman Art Museum have reached out to the Town Council for ideas on their concerns of their respective sustainability, the Historic Preservation Board unanimously supports that the Town of Pagosa Springs should play a role in ensuring that the inventory, collections and stories these museums house are preserved, displayed and remain accessible to the public for many generations to come. In addition, the HPB would like to suggest that this would be a great opportunity to include all the diverse cultural perspectives that have influenced the Pagosa area since the beginning of time, and encourage pursuing a "Cultural and Heritage" concept versus a traditional museum venue.

Thank You for your serious consideration of the sustainability of our current museums and the potential future of a Cultural and Heritage concept.

Sincerely,

A handwritten signature in blue ink that reads "Peggy Bergon".

Peggy Bergon  
Vice Chair  
Pagosa Springs Historic Preservation Board

**VI. Discussion Items:**

**A. Waterworks Committee**

BACKGROUND/PURPOSE

Recent conversations (July 21, 2016) with our new State Historical Fund staff contact, has indicated that a repurposing of projects that have received SHF grant funding is a negotiation process to ensure the historic nature of a property is not compromised. We had previously received a blanket “NO” to such future repurposing improvement proposals from the previous SHF staff member which is incorrect. In addition, what was conveyed to town staff regarding the repayment of a loan if SHF did not agree with proposed modifications, was also not accurate. Loan repayment option is not an option. Our new SHF contact seemed to believe that reasonable adaptations to properties were acceptable given the outcome of negotiations to ensure the historic structure does not compromise the historic integrity.

The planning director intends to provide an update to the Sub-Committee in the very near future.

The committee will host a public input forum on this subject in the near future. To ensure broad community involvement, staff will be test driving a web page for this project to communicate the history of the site, provide potential considerations for repurposing/developing the site, convey updates on the bridge and water works facility restoration projects, and seek public comments.

Staff would like to use this as a test for future projects to keep the public up to date and encourage community involvement. You can access the Draft website at this link: <http://townofpagosasprings.wix.com/waterworkscommittee> . Please provide any comments to Rachel or James.

It has been discussed by the HPB to include an agenda for each committee meeting and it has also been discussed to have clarification on the committee’s purpose of why they are meeting.

In Essence, the committee is meeting to ensure aspects of potential repurposing of the site are addressed, flushed out and taken into consideration for future design processes for the bridge repurposing and water works facility.

**VI. Discussion Items:**

**B. October 4, 2016, 1:45PM Bus Tour - Historic Walking Tour Volunteer**

BACKGROUND/PURPOSE

There is a bus tour arriving 10/04/16 and they would like to attend a Historic District walking tour. The HPB had previously committed to providing volunteers for this requested special historic walking tour engagement, back in 2015. The tour will have 52 people and they only have ONE hour for this portion of their trip and have to be back on the bus by 2:50PM. They have two portable microphones for the volunteers to use.

Staff recommends the HPB solicit and secure at least 2 volunteers to conduct this specially scheduled historic district walking tour to break the group up into two groups of 27.

**VI. Discussion Items:**

C. Waterworks Site: Listing as an Endangered Place

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|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BACKGROUND/PURPOSE | Staff reached out to Rebecca Goodwin promptly after the July 13 <sup>th</sup> meeting and told her the Board’s decision to approve of her writing in the nomination. Staff has since been in contact with her to assist with the details of the site and building to make the application stand out. |
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**VI. Discussion Items:**

D. Certified Local Government (CLG) Annual Report

|                    |                                                                                                                                                                                                                                                                                                                                                      |
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| BACKGROUND/PURPOSE | The report was introduced at the 07/27/16 meeting and the Board decided to hold a discussion via email to provide staff comments no later than August 1 <sup>st</sup> . Staff made the necessary changes as per the comment received and the report, along with the additional requested documents, were sent to History Colorado staff on 08/08/16. |
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**VI. Discussion Items:**

E. HPB Budget

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| BACKGROUND/PURPOSE | <p>Annually, during the budget preparations process, the planning director develops a proposed budget for the HPB based on anticipated projects, conference attendance and events/activities. Following are the identified items that were presented to Town Council and adopted into the 2016 budget. The 2016 budget included:</p> <p style="text-align: center;"><b><u>General Fund Expenses</u></b></p> <p><b>10-46-133 School/Travel/Dues expenses:</b></p> <ul style="list-style-type: none"><li>~ NEW Associate Planner:<ul style="list-style-type: none"><li>Saving Places Historic Preservation Conference: \$1,500</li><li>Other Training/Travel Opportunities: \$1,500</li></ul></li><li>~ Historic Preservation Membership:<ul style="list-style-type: none"><li>National Alliance of Preservation Commissions: \$250/year</li></ul></li></ul> <p><b>Preservation Board expenses:</b></p> <ul style="list-style-type: none"><li>~ Two Historic Preservation Board (HPB) members and One Town Council Member for attending Saving Places Conference in February 2016: <b>\$2,700</b></li><li>~ Expenses associated with proposed Applicant awards recognizing successful Historic Property Alterations and Rehabilitation projects in Town: <b>\$550.</b></li><li>~ Posters and other media for promoting HPB events and projects: <b>\$350.</b></li><li>~ Expenses associated with community HPB presentations and speakers: <b>\$1,000.</b></li></ul> |
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### Historic Preservation Projects Grants and Revenues:

~ Rumbaugh Bridge Restoration project: **\$222,140.**

~ The Town has received a grant award of **\$166,605** for the estimate project cost of \$222,140, \$55,535 of which is Town Cash Match.

~ Water Works Facility Restoration: **\$126,312.**

~ Interpretative Signage Project: **\$40,000**

The HPB has identified an Interpretive Sign project that would display historic information signage along portions of the River walk and along the railing at the overlook parking lot. There are two grant funding opportunities for this type of educational projects, that include SHF and CLG grants. Grant award of \$32,000 match would be 20% or \$8,000

### 2016 Capital Improvement EXPENSES

**Mural on Main Street: \$10,000.**

### Historic Preservation Capital Projects

~ Rumbaugh Bridge Restoration project: **\$222,140.**

The Town has received a grant award of \$166,605 for the estimate project cost of \$222,140, \$55,535 of which is Town Cash Match. The project is anticipated to go out to bid in late 2015, with construction in the spring of 2016.

~ Water Works Facility Restoration: **\$126,312.**

The HPB's 2015 SHF grant application for restoring the Water Works Facility scored high, however, was not awarded. SHF staff have encouraged us to re-apply as early as October 2015 or in April 2016. The Historical Structure Assessment (HSA) conducted in 2015 indicates the project would cost approximately \$126,312 with a grant award request of \$94,734 and Town match of \$31,578.

~ Interpretative Signage Project: **\$40,000**

The HPB has identified an Interpretive Sign project that would display historic information signage along portions of the River walk and along the railing at the overlook parking lot. There are two grant funding opportunities for this type of educational projects, that include SHF and CLG grants. Grant award of \$32,000 match would be 20% or \$8,000.

The Planning Director will be preparing the 2017 draft budget considerations in the very near future.

Included will be at the very least:

- 1) All or a portion of the Rumbaugh Creek restoration project.
- 2) All of the Water Works Facility restoration / stabilization project.
- 3) Attendance at the saving Places Conference for up to 2 HPB and One TC or PC member.
- 4) Interpretive Signage Project
- 5) Historic Preservation Month activities and other events as determined
- 6) Community Educational Presentations
- 7) Other projects as determined (Cemetery, ect...)
- 8) Membership fees, National Alliance of Preservation Commissions

**VI. Discussion Items:**

**F. Chili Cha Cha**

*BACKGROUND/PURPOSE*

The HPB has expressed interest in participating in the 2016 Chili Cha Cha on October 1<sup>st</sup> in Town Park.

The Chili Cha Cha has been included as a discussion item to begin preliminary talks of the event now, if participation is desired by the Board. So far, no extensive discussions have taken place. The Planning Director has reached out to Morgan Murri to discuss potential possibilities and will report back to the HPB at this meeting.

## VII. Reports and Updates:

### A. Planning Director Report

#### Planning Commission

Staff has extended the period for accepting letters of intent for a regular planning commissioner until August 31, 2016. We had a few individuals interested that have not been able to submit letters of intent within the original deadline date.

#### Two Rivers Gravel Pit

On June 28, 2016, the Archuleta County Board of County Commissioners, denied the issuance of a permit for the proposed Two Rivers Gravel Pit, 15 miles south on Trujillo Road. The Town Planning Director had provided concerns regarding the exclusive use of Town roads for transporting deliveries, requesting an equitable delivery route map and plan.

#### Safe Routes to School Grant

The Project Manager has issued a request for qualifications for design and engineering services in compliance with CDOT regulations. Responses are due back on August 8, 2016. A short list of consultants will be selected to provide a bid proposal for design services.

Construction is planned to occur in 2017.

Our Safe Routes to School Infrastructure grant application was fully funded at \$346,500. The state received 21 applications with our application scoring #4 out of the 7 projects awarded funding.

Following are the financial contributions the Planning Director was able to negotiate and secure for the project: SRTS approved \$346,500, The Town Council approved \$80,000, the BOCC \$10,000 and the School district \$3,500, Totaling \$440,000.

#### Historic Water Works Facility

Staff received notification that our State Historical Fund Grant application was awarded in the amount of \$167,000! The restoration and stabilization project will occur in 2017.

#### Historic Water Works Facility Future Repurposing

The HPB has designated a sub-committee to coordinate a public input work session format regarding the future potential of the Water Works Facility site, including the stone arch bridge. This is being initiated to ensure a full understanding of the site is considered for potential future repurposing and use of the Town owned site. The information will be valuable as this site is considered in our 2006 comprehensive plan as an opportunity site. The results will be incorporated into the 2016 Comprehensive Plan Update.

#### Rumbaugh Creek Bridge Update

We have received the preliminary restoration plans, unfortunately 3 months behind schedule. State Historical Fund staff is currently reviewing the plans for compliance with their criteria, however, due to staff changes at SHF, they are 2 months behind in reviewing our documents. A RFP for restoration services will be advertised once we receive and incorporate SHF comments into the final plans.

#### Town to Pagosa Lakes Trail, East Phase Update:

This trail segment project has been advertised for construction bids and awarded to UCAL construction services. Town Council elected to include a concrete trail option and street lighting and allocated additional funds for these and other additional expenses. The contractor will begin the project with the next 4 weeks or so.

#### South Eighth Street Re-construction Project:

Town Council has awarded the project and construction is anticipated to begin before the end of August, with the north end being the focus in 2016 and the south end being completed in 2017.

**Town to Pagosa Lakes Trail, West Phase Update:**

We have received CDOT Right-of-Way approval and have submitted final plans to CDOT for final review. We are expecting to receive approval to proceed with advertising for construction bids by August 3, 2016 at which time we will advertise for construction bids, to ensure construction can begin in 2016.

**Harman Park Drive**

We have met with members of the Harman Park Association board, to discuss the considerations for the Town's acceptance of Harman Park Drive, Papoose Court and Red Ryder Court into the Town's Road system. Staff hopes to bring considerations to Town Council in the near future.

**Main Street Mural**

We have conducted discussions with the High School Art Teacher regarding the potential of a student mural project. Though the interest was very high, it was determined they would not be able to accommodate such a project this school year, but, wanted to have the opportunity during the next round (next art work change out in 5 years) or another appropriate project.

The HPB is currently reviewing the RFP prior to advertisement for proposals and bids.

**Mill Creek Road Annexation**

Staff is working on the annexation process, currently developing the legal description of the area to be considered for annexation. Local surveyors are very busy currently, thus staff hopes to have the legal ready before the August 18 TC meeting, when TC will consider a petition for annexation.

**Comprehensive Plan Update**

We have advertised for the 2016 Comprehensive Plan Update. The RFP was available on July 14 and bids are due back prior to August 5, 2016. Staff will provide a summary of responses to Town Council at the August 18, 2016 meeting for award consideration.

Staff would like to have a small committee review the RFP's and conduct interviews with the short listed respondents. A TC and PC member or two would be very beneficial on this review committee, and suggests at least one appointment by Town Council and the Planning Commission. Staff will ask the Parks and Recreation and Historic Preservation Board to also participate.

**County / Town Planning and Development Application Review**

The Archuleta County Planning Department and Town Planning Department have been working together to ensure each entity receives an opportunity to comment on projects that are occurring with each other's planning areas. This has helped ensure continuity between the two entity's and consistency within our community. With development at its highest point since 2007-2008, the Town Planning Director has reviewed and commented on approximately 12 County Development projects this year.

**Smaller Lot Size TC / PC Work Session**

The Planning Director is encouraging the TC to schedule a work session in the very near future, and has started to draft an outline for the work session discussion. Staff hopes to have an update to present at the 08.23.16 PC meeting.

**Downtown Development Authority (DDA)**

On August 2, 2016, the Town Council denied approving an ordinance to conduct a special election in November 2016 for the formation of a Downtown Development Authority District.

**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.

|  |                                                                                                                                                                                                                                    |
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|  | 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. |
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**VII. Reports and Updates:**

- C. Upcoming Town Meeting Schedules

|           |                                                                                                                                                                                                                   |
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| <b>a.</b> | Next Scheduled <b>PC</b> Meetings:<br>~ Tuesday, August 23, 2016 @ 5:30pm in Town Hall, Regular Meeting<br>~ Tuesday, September 13, 2016 @ 5:30pm in Town Hall, Regular Meeting                                   |
| <b>b.</b> | Next Regular Scheduled <b>HPB</b> meetings:<br>~ Wednesday, August 24, 2016 at 5:45pm in Town Hall<br>~ Wednesday, September 14, 2016 at 5:45pm in Town Hall                                                      |
| <b>c.</b> | Next Regular <b>Town Council</b> Meetings:<br>~ Tuesday, August 18, 2016 at 5pm in Town Hall<br>~ Thursday, September 6, 2016 at 5pm in Town Hall                                                                 |
| <b>d.</b> | Next Regular <b>Parks and Recreation Board</b> Meeting:<br>~ Tuesday, September 13, 2016 @ 5:30pm in the Ross Aragon Community Center<br>~ Tuesday, October 11, 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> | <u><i>TIME LIMIT: Up to 2 minutes per person and a total of 20 minutes.</i></u><br>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