



Town of Pagosa Springs Historic Preservation Board
Regular Meeting Minutes
Wednesday, January 13, 2016
Town Hall Conference Room Located at 551 Hot Springs Boulevard
Pagosa Springs, Colorado 81147

I. **Call to Order / Roll Call:** Chair Brad Ash called the meeting to order at 5:22 pm. Present were Board members Peggy Bergon, Judy James, Chrissy Karas, Andre Redstone, Lindsey Smith, Planning Director James Dickhoff and Associate Planner Margaret Gallegos.

II. **Announcements:** None.

III. **Approval of Minutes:** Motion by Member James, seconded by Member Bergon, and unanimously carried to approve the *November 18, 2015* Historic Preservation Board meeting minutes as presented. Motion by Member Bergon, seconded by Member Redstone, and unanimously carried to approve the *December 9, 2015* Historic Preservation Board meeting minutes as presented. The Board relayed its appreciation to Margaret Gallegos for her assistance during the meetings and for the preparation and expertise that was provided with preparing the minutes for the Board.

IV. **Public Comment:** None

V. **Decision Items:**

A. Election of Chair Person and Vice-Chair Person for 2016: The Town's Land Use Development Code section 2.5.6.A.1 Election of Chairman and Vice Chairman outlines that "Annually, at the first regular meeting of the year, each board and commission shall elect, by majority vote, from its membership a Chairman and Vice-Chairman, with each being eligible for re-election, and each serving a one- year term in such capacity. The Chairman of each board or commission shall preside at all meetings and public hearings of such board or commission and shall decide all points of order and procedure. The Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman and shall act in the capacity of Chairman of all special committees created by the board or commission. Should the Vice-Chairman and the Chairman be absent from a meeting or public hearing, the majority of the board or commission shall appoint a member to be the presiding officer. Any vacancy from the position of Chairman or Vice Chairman shall be filled in the same manner as such positions are established. The Chairman shall transmit reports and recommendations to the Town Council." The Historic Preservation Board Chair asked for discussion and nominations for the annually elected Chair and Vice Chair positions.

Motion made by Member Karas, seconded by Member James and unanimously carried to nominate Peggy Bergon as HPB Chair Person for 2016.

Motion made by Member Redstone, seconded by Member James and unanimously carried to table nominates for the 2016 HPB Vice Chair Person until the next meeting for consideration.

B. Establish HPB regular meeting day(s), time(s) and place for 2016: The Land Use and Development Code Section 2.5.6.A.2: Establishment of Meeting Schedule specifies, "Each board



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and commission shall also establish a meeting schedule that meets frequently and regularly. All meetings shall be open to the public, and the agenda for each meeting shall be made available in advance. In lieu of a meeting schedule, the Board of Adjustment must convene a meeting within 45 days of receipt by the Director of a completed variance or appeal application."

Motion by Member James, seconded by Member Redstone and unanimously carried to set the 2016 regular Historic Preservation Board meetings for the Second and the Fourth Wednesday of each month, at 5:45 pm to be conducted in the Town Hall, located at 551 Hot Springs Boulevard.

VI. Discussion Items:

- A. **Saving Places Conference, February 3 – 6, 2016:** Planning Director Dickhoff noted that the 2016 Saving Places Conference is on February 3 – 6, 2015 and the current information is available at the Colorado Preservation website at: <http://coloradopreservation.org/saving-places-conference/2016-saving-places-conference>. In addition to Member Smith, Redstone and Karas may be interested in attending and will advise the Planning Director not later than January 18.
- B. **Sandwich Board Sign Regulations Considerations within the Historic District:** At the last meeting, it was decided to start an email dialog on potential questions for a survey for the district tenants and owners. Since this conversation was just initiated, the Planning Director included the same material from the last staff report in the Board's meeting packets. He noted that if the Board is able to decide on up to twenty questions, we could get a survey started, mailed and delivered door to door with return envelopes. A discussion occurred on how the HPB would like this handled. The Board commented that the questions should be informative such as "were you aware about allowable square footage of signage". The owners should be asked about what they want to convey on their respective signs. In addition, with the removal of Sandwich Board signs, would the owner utilize projecting and/or hanging signs as additional signage. It was concluded the PD Dickhoff would consult with the Town Manager and Council for their input about the survey and gauge their reaction to sign regulation changes.
- C. **Lake City Historic Commission Training, January 21 – 22, 2016:** Planning Director Dickhoff reported that Lake City would be hosting a Historic Preservation Commission Training on January 21 from 1p-5p and January 22, 9a – 1p. The training will be conducted by Tim Stroh State Architect and Mark Rodman of History Colorado and four others. The Town has indicated that we may have two in attendance. This training does count towards our CLG requirement of annual board member training. The training will be in the Historic Lake City Arts Building on the corner of 3rd and Silver Street in the heart of the Historic District. If your town/city will attend and wants to bring an exhibit of



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your historic activities, we have reserved an exhibit room to set up in Thursday morning right next to the training area.

- D. 125th Anniversary celebrations and Historic Preservation Month activities:** The official Town Birth date is February 28, 1891. The HPB begin discussions about HP month, May, activities and theme. It was agreed that the Board would not adopt the State theme but would recommend its own recognizing Pagosa Springs' 125 Anniversary. Several ideas were discussed including additional historic district walks/tours, banners with student artwork, window artwork in businesses and Indian nation presentations. It was suggested that a lecture series be coordinated to include topics such as trains, wolf creek, lumber industry, water – river / Springs, Korea, historic landmarks, early history outpost, books and author signing of Pagosa Springs books, and Pagosa's future.
- E. Community Presentation Update:** Staff has asked Mark Rodman, the new CLG coordinator, to consider the dates through May for a community presentation. Mr. Rodman noted that he would like to await a decision until after the Lake City presentations on January 21 and 22 in order to evaluate the presentations and would like to discuss the project one-on-one with any Pagosa Springs HPB members in attendance.

VII. Reports and Updates:

A. Planning Department Director Updates:

MASON LODGE: The Lodge has expressed interest in and has picked up an application for local landmark designation. The planning Director reviewed the application and the required submittal documents with their representative, Richard Wholf.

RUMBAUGH CREEK BRIDGE UPDATE: Town Council approved the second reading of Ordinance 835 on December 1, 2015, designating the Rumbaugh Creek Bridge as a local historic landmark. The State Historic Fund staff has mailed our contract. Planning Director will draft an RFP for advertisement of bids. At this point, staff recommends the stabilization of the bridge to occur by same restoration contractor to ensure the stabilization will accommodate the restoration project.

WATER WORKS FACILITY STATE HISTORIC HUND GRANT APPLICATION: Staff has submitted a grant application with the State Historical Funds for the restoration of the Water Works building located at 96 first Street. Award notification is accepted in April. 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.

PLANNING COMMISSION (PC) UPDATE: At the November 24, 2015 PC meeting, the PC recommended the Town Council approve smaller lot sizes for single family dwellings in the R-12 and R-18 districts. This does not affect the current historic district, however, may apply to some historic neighborhoods. Town Council will be considering this matter most likely on January 21, 2016. The Next Regularly scheduled PC meeting will be conducted on January 12, 2016 at 5:30pm in Town Hall.



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TOWN COUNCIL: The Town Council approved Ordinance 833 on November 3, 2015, Establishing regulations regarding Electronic Message Center signs. Although the Council did prohibit exterior EMC signs within the historic district, they did allow interior use EMC signs.

TOWN PROJECTS COMPLETED / UPDATES:

- 1) Completed the Piedra Street reconstruction and installation of sidewalk to Elementary School.
- 2) Completed Majestic Drive CMAQ paving project.
- 3) Completed Aerial Survey for 1-foot topo mapping to accommodate TTPL trail and ACP road planning efforts.
- 4) Completed 6th Street Pedestrian Bridge project.
- 5) Began GGP site work with site improvements accepted to be completed in early 2016 and construction of one dome in 2016. Additional 2 domes are dependent on funding.
- 6) Completed Sewage transfer line to the Vista sanitation plant. System is expected to be operational by end of January 2016.
- 7) Received a State Historical Fund (SHF) grant for restoring the Rumbaugh Creek Bridge.

NEW ASSOCIATE PLANNER: Our new associate planner, Rachel Novak has accepted the position, and is scheduled to begin work the first week of February 2016.

NEW PROJECTS MANAGER: Our new Projects Manager, Scott Lewandoski has accepted the position, and is scheduled to begin work on January 14th. His desk will be located in the Planning Department offices, now located upstairs in Town Hall, in the former Parks and Recreation office space. Parks and recreation have moved their offices to the Community Center.

- B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB's consideration:** Member Redstone made the following comments: He felt that more dialog is needed between the Historic Preservation Board and Planning Commission for preservation as a whole. He felt that they should have joint meetings for conveying of information. In addition, a greater effort is needed to increase membership of the Historic Preservation Board and to broaden its representation. In closing, he asked that the Board consider the Rumbaugh Creek bridge be a priority for the Board as an immediate and ongoing project.

VIII. Public Comment: None

IX. Adjournment: Meeting duly adjourned at 7:30 pm.

By: Brad Ash
Historic Preservation Board Chair