



**TOWN OF PAGOSA SPRINGS**  
**Historic Preservation Board**  
Regularly Scheduled Meeting Agenda  
Wednesday, March 9, 2016 @ 5:45p.m.  
Town Hall, 551 Hot Springs Blvd.

---

- I. Call to Order / Roll Call**
- II. Announcements:**
- III. Approval of Minutes:**  
Approval of the February 24, 2016 HPB Regularly Scheduled Meeting Minutes.
- IV. Public Comment:**
- V. Decision Items:**
  - A. 125<sup>th</sup> Anniversary celebrations and Historic Preservation Month activities.
  - B. Sandwich Board Sign Survey.
  - C. Repurposing Rumbaugh Creek Stone Arch Bridge for Future Trail Use.
  - D. Letter of Support for the Documenting of Cemeteries along the San Juan River.
- VI. Discussion Items:**
  - A. Re-submission of Water Work Facility Restoration SHF Grant Application.
  - B. Fort Lewis Cemetery Local Historical Designation.
    - a. Guest Speaker, Researcher Ann Oldham
- VII. Reports and Updates:**
  - A. Planning Department Director Update.
  - B. 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:**
- 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, March 9, 2016  
Regularly Scheduled Meeting Staff Report

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

**II. Announcements:**

**III. Approval of Minutes:**

A. Approval of February 24, 2016 Regularly Scheduled Meeting Minutes.

Staff recommends the HPB approve the February 24, 2016 regularly scheduled meeting minutes after finding 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, February 24, 2016 @ 5:45p.m.  
Regularly Scheduled Meeting Staff Report  
Town Hall, 551 Hot Springs Blvd.

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

Chair Peggy Bergon called the meeting to order at 5:48 PM. In attendance were vice chair Lindsey Smith, regular members Chrissy Karas, Judy James, and Andre Redstone. Also in attendance were Planning Director James Dickhoff and Associate Planner Rachel Novak.

**II. Announcements:**

Peggy Bergon thanks the Board for allowing her to become the chairperson. Says that the Board is very busy and the meetings need to be more structured and stay on tract. Peggy Bergon believes that the Board will be more structure and follow "Robert's Rule." The chair can make motions, second motions, and vote. All conversations need to be focused and each member has 30 seconds at a time (twice only) to talk about an issue. The member that makes a motion has the right to first discuss it and other members can follow. Motions should be brief and the meeting should continue quickly. At the end of a meeting where members can present ideas, there will be no discussions on presented ideas. These ideas will be added to the next meeting's agendas. The meeting will end at 7:15 PM and from hence forward the Chair will declare an ending time instead of a beginning time. Chair Peggy Bergon is not supportive of undeclared meeting attendees. If guests are invited to meetings the Chair would like to know when they will be attending a particular meeting. Members can only speak once the Chair gives that member the floor.

**III. Approval of Minutes:**

*Approval of the February 10, 2016 HPB Regularly Scheduled Meeting Minutes:*

Chair Peggy Bergon approves minutes as presented.

**IV. Public Comment: None Received**

**V. Decision Items:**

**A. 125<sup>th</sup> Anniversary celebrations and Historic Preservation Month activities:**

Chair Peggy Bergon moves to approve the movie "Into the West" as this year's movie to present. Judy James seconds this decision. Unanimously approved. Peggy Bergon moves to continue the walking tours this year, not only for the month of May, but other dates as well. Staff will look into communication devices for these tours as Main Street is very busy and can get quite loud. Peggy Bergon would like to move the rest of this discussion until the next meeting date. Judy James moves to approve the lecture series. Peggy Bergon suggests a logging lecture series as logging was a huge part of Pagosa's history. Peggy Bergon second's this and decides to table this discussion until next meeting. The Board suggests Riff Raff as a possible location for a lecture series. The Student Poster Contest will be contacted through the schools and Andre Redstone will talk to Principal's and art teachers. Peggy Bergon would like to discuss the idea of

printing on banners. Staff has provided price quotes for printed banners. Staff will research local options for possible printing alternatives (Design a Sign and Trish Lash). Peggy Bergon moves to approve the contest question and statement. The Board moves to approve the combination question on the Banner Design Contest handout. Unanimously approved. Lindsey Smith suggests that 3 weeks may not be enough time for the contest and for the children to get their designs together. Chrissy Karas moves to approve the contest for March 28- April 22. Judy James second's. Unanimously approved. Chrissy Karas moves to discuss an adult poster contest. Judy James second's and the floor is open to discussion. Chrissy Karas suggests that the prize should be greater for an adult category. Peggy Bergon asks who will judge the artwork for this category: possibly local artists, the Board, or other sources. Chrissy Karas suggests other banner locations around Pagosa Springs. Peggy Bergon suggests tabling the discussion for the adult poster contest. Peggy Bergon asks for any more comments. Chrissy Karas amends the motion to discuss the adult banner contest until the next meeting. Judy James second's. Unanimously approved. Peggy Bergon asks for more comments. None received.

*B. Sandwich Board Sign Survey:*

Staff would like to have feedback provided over newsletter content. Chrissy Karas moves to discuss the content over email. Lindsey Smith second's. Unanimously approved. Peggy Bergon questions the tree planter beds on question 6 of the survey. Planning Director James Dickhoff says that there may be underground utilities underneath. Chrissy Karas states that there is a local group that plants flowers every year in the tree planters. Chrissy Karas also states that the sandwich board signs are getting busy and a larger problem. Planning Director James Dickhoff says that the district is interested in wider sidewalks and removing the planters would cause the trees to be planted deeper. However, wider sidewalks could open many possibilities. Judy James states that Durango has sandwich board signs in their storefronts, but on private property. Andre Redstone states that there should be an option to include: keeping trees or removing trees and get wider sidewalks on the survey. Chrissy Karas volunteers to hand deliver letters to tenants. Judy James also volunteers to hand deliver letters to tenant. Staff will get all letters and surveys prepared by the March 9<sup>th</sup> meeting. Lindsey Smith volunteers as an alternate to deliver letters. Judy James asks if the HPB should slow down on the survey and suggests allowing businesses more time to get feedback. Chrissy Karas moves to discuss the newsletter and survey over email and to make a motion at the next meeting March 9<sup>th</sup>. Lindsey Smith second's. Unanimously approved. Peggy Bergon asks for any more comments. None received.

*C. Projecting Sign Proposal for 480 Lewis Street:*

No updates.

**VI. Discussion Items:**

Chrissy Karas would like to table the 468 plaque as the building is not complete yet. Planning Director James Dickhoff would like to source old photographs of the building for the plaque.

**VII. Reports and Updates:**

*A. Planning Department Director Update:*

Planning Director James Dickhoff discussed the staff report from the Town Council meeting. James Dickhoff addresses that he presented the HPB letters and concerns over the Heritage Brochure, gave the Council the tax credit information, and requested an annual work session between the HPB and Town Council. He also briefly discussed

the Court House plans with Town Council. The Planning Commission is looking to back fill their 5-year capital improvement plan with projects. Planning Director James Dickhoff discusses other projects currently happening in the Town. Chrissy Karas asks who built the bridge for the bridge replacement project. Planning Director James Dickhoff states that there are many issues contributing to the bridges failure and Big-R Bridge built the original project, but did not design it. Staff has completed an aerial survey to help with map creations.

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 discuss the Heritage Brochure. Planning Director James Dickhoff states that the TTC would like to reprint the same brochure, but with edits. The HPB will have an opportunity to review the content. Chrissy Karas suggests to apply for a CLG grant to help with the creation of a new brochure. Chrissy Karas moves to get this topic on the agenda. Judy James second's. Andre Redstone would like to modify the motion to include the correspondents from today (02/24/16) between the Town Manger, the Mayor, James Dickhoff, and Andre Redstone in regards to the Heritage Brochure edits. Judy James second's. Unanimously approved.

VIII. **Public Comment:** None Received

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

**V. Decision Items:**

A. 125<sup>th</sup> Anniversary celebrations and Historic Preservation Month activities.

<b>BACKGROUND / PURPOSE</b>	<p>The HPB has been discussing the 125<sup>th</sup> Anniversary celebrations and Historic Preservation month's activities. See attached DRAFT list of 2016 events/activities. 2016 updates are requested as soon as possible.</p> <p>The HPB should review the event/activity list and provide updated dates and new additions. Also, to ensure these events get organized, HPB members should determine how and who will be responsible for outreach on these various events.</p> <p><u>LIBERTY THEATRE MOVIE</u> On the February 24<sup>th</sup> HPB meeting, it was unanimously decided that the movie to be shown for 2016 was "Into the West." Member Chrissy Karas volunteered to contact the theater to see about viewing dates and to get their approval.</p> <p><b>~ Update from member Chrissy Karas.</b></p> <p><u>HISTORIC DISTRICT WALKING TOUR DATES</u> Staff has researched small, portable speakers for the walking tours.</p> <p><b>~ It is recommended that the HPB and staff identify and contact potential walking tour guides to finalize these dates for Historic Preservation Month and into the summer.</b></p> <p><u>LECTURE SERIES</u> It has been discussed about including a lecture series with possible subjects to include: Wolf Creek Pass: Presenters? Wolf Creek Ski Area: Rosanne Pitcher Navajo Nation: Presenters/Dancers? Southern Ute Indian Tribe: Presenters/Dancers? Jicarilla Apache: Presenters/Dancers? Arborglyphs: Peggy Bergon Pagosa's Geology: Todd Osmeras Pagosa's Cemetery's: Anne Oldham/Ruth Lambert Pagosa's first 50 years: John Motter Trains: John Porco Logging: Steve Halverson (FS) San Juan Heritage Museum: Shari Peirce Pagosa Country History: Norm Vance</p> <p>Staff has begun to reach out to area Native American Tribal organizations to see if they would like to send a representative for a cultural lecture series and/or dance demonstrations.</p> <p><b>~ It is recommended that the HPB and staff identify and contact potential subject matter speakers to identify these opportunities, even if they do not fall within the month of May.</b></p> <p><u>STUDENT POSTER CONTEST</u> As per the work session on Wednesday February 17<sup>th</sup> 2016, it was discussed to have four age groups for the contestants: K-4<sup>th</sup>, 5<sup>th</sup>-6<sup>th</sup>, 7<sup>th</sup>-8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup> grades. This was determined to encourage a more level playing field within each age group. The HPB also discussed providing ribbons to the overall winners (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup></p>
-----------------------------	---

places for all four age groups, a total of 12 overall winners), along with entrants/honorable mention ribbons to all who enter. Staff will provide these ribbons for the contest. Ribbons will state the place won or honorable mention, along with the Town's logo, and the name of the contest. The ribbons will be color coded, meaning each place and honorable mention will receive a unique color. Prizes for the winners will be set at \$50 for 1<sup>st</sup> place winners, \$30 for 2<sup>nd</sup> place winners, and \$20 for 3<sup>rd</sup> place winners. It was also suggested that winners could possibly get a free frozen yogurt from FroYo (Chrissy Karas was looking into this possibility). At the February 24<sup>th</sup> HPB meeting it was unanimously decided that this year's question/theme would be:

**"1891 – 2016 Celebrating 125 years!**

**What about Pagosa Springs would you celebrate that makes our community distinct and unique?"**

An updated draft poster contest invite Flyer is attached.

On the February 24<sup>th</sup> HPB meeting it was unanimously decided that the contest should run from March 28 - April 22. There have also been discussions on how large the posters should be. Staff recommends that the posters be limited to 8.5" x 11" to ensure continuity if businesses are to place these designs in their storefronts for a set period of time. In order to make this happen, the HPB must decide who will get approval from businesses downtown to allow a few small posters in their storefronts for at least 2 weeks after the winners are selected. Staff has reached out to both Design a Sign and Trish Lash for banner price quotes. Member Andre Redstone has volunteered to contact all of the school principals and art teachers.

~ **Update from Associate Planner Rachel Novak on banner prices.**

~ **Update from member Andre Redstone on reaching out to school principals and art teachers.**

~ **The HPB should determine the Poster Contest acceptable media and art work size (8.5" x 11", Paper)**

~ **The HPB should determine if the Poster Contest entries should be displayed in storefront windows and if the contest winners would be displayed on banners throughout town and who will be responsible for asking businesses to display posters in their storefronts if this option is selected. The HPB could consider hand delivering the newsletter earlier than the survey, and ask at the time of delivering the newsletters?**

It was also discussed that pre-K students should be able to join the festivities. However, to include them in the contest may be difficult. Pre-K students could have a day in which they are involved in learning activities about the Town and its history. Staff has conducted research on how to engage these young minds and has uncovered a Pagosa Springs Activity Book at the Visitors Center. It includes historical facts, coloring pages, puzzles, and various other activities. This could prove to be an excellent resource in allowing the pre-K students an opportunity to be part of the historical celebrations of Pagosa. Staff recommends that the HPB present the Visitors Center activity coloring books to Seeds of Learning and Head Start to initiate this effort.

~ **The HPB should provide direction to staff regarding pursuing this idea for the pre-school children.**

#### ADULT/COMMUNITY POSTER CONTEST

On the February 24<sup>th</sup> HPB meeting, member Chrissy Karas expressed concern for following up on an adult/community wide poster contest to go alongside the student poster contest. Staff recommends that if this option is pursued, then an adult/community category should be included in the already confirmed student poster contest instead of creating two separate entities. This will help to streamline and simplify the process for all community members and students wishing to submit a design for the contest.

~ **The HPB should decide if there should be an adult category in the poster design contest for this year's historic preservation month, or direct staff otherwise.**

125<sup>th</sup> ANNIVERSARY CELEBRATIONS

It has been suggested that the HPB assist in the formulation of a 125<sup>th</sup> Anniversary celebration(s) committee to ensure that the celebration(s) are finalized in a timely manner. This has not been a formal directive from Town Council, though it does not need to be if the HPB is willing to take on such endeavor. Staff suggests concentrating on finalizing the events and activities the HPB has already determined to do, and discuss the interest the HPB may have in moving forward with a larger event concept. Staff believes the current activities, events, movie series and lectures series will provide excellent community opportunities to learn more about Pagosa’s history, and cautions on being over extended.

**~ If the HPB would like to embark on this endeavor, staff recommends a work session on how to best coordinate this effort and to determine the most effective course for inviting members of our community to join this committee. The HPB should plan on conducting a work session to establish such a committee.**

468 LEWIS STREET ALTERATION CERTIFICATE RECOGNITION PLAQUE

Certificate of Appreciation Presentation to 486 Lewis Street: The residence was originally built by Henry Avery in 1890, whom owned several surrounding properties at the time. The property transferred from owner to owner over its 126-year history. Then, in 1952 a new owner emerged who extensively remodeled the building into its current configuration. This new owner, Priscilla Odella, opened a dry cleaning business within the building. Priscilla’s Dry Cleaners was officially open in the early 1960’s. The Town of Pagosa Springs appreciates Tracy and Karen Bunning for the innovative remodel of the exterior of the High Country Title building. The beautiful façade with stonework, exposed wood beams, and professionalism and workmanship that went into the successful renovation of a historic structure. Your contributions have added significant value and pride to the Pagosa Springs community.

**~ It is recommended that the HPB consider the above language for inclusion on a plaque similar to the plaques provided to Riff Raff and Bryson Richardson in 2015. It is also recommended we source an old photo for the plaque.**

RECOMMENDATIONS SUMMARY

- 1) The HPB and staff identify and contact potential walking tour guides to finalize these dates for Historic Preservation Month.
- 2) The HPB should determine the Poster Contest acceptable media and art work size, determine if the Poster Contest entries should be displayed in storefront windows and if winners would be displayed on banners throughout town and who will be responsible for asking businesses to display posters in their storefronts.
- 3) The HPB should provide direction to staff regarding pursuing this idea for the pre-school children and activity book.
- 4) The HPB should decide if there should be an adult category in the poster design contest for this year’s historic preservation month.
- 5) The HPB should decide if they would like to coordinate a 125<sup>th</sup> Anniversary Event Committee.
- 6) The HPB should consider the language for inclusion on a plaque similar to the plaques provided to Riff Raff and Bryson Richardson in 2015, for the current 486 Lewis Street exterior alteration project.

# 2016 Pagosa Springs

## Heritage Month Schedule of Activities

<p><b>Monday, March 28</b></p> <p><i>(Submission Deadline – Friday, April 22)</i></p>	<p><b>Student Poster Contest</b> - An annual poster contest hosted by the Historic Preservation Board and the Town of Pagosa Springs. This year's theme question is: 1891-2016 Celebrating 125 years! What about Pagosa Springs' 125 years would you celebrate that makes our community distinct and unique? There will be a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winner in each age group: K-4<sup>th</sup> grade, 5<sup>th</sup>-6<sup>th</sup> grade, 7<sup>th</sup>-8<sup>th</sup> grade, and 9<sup>th</sup>-12<sup>th</sup> grade. There will also be honorable mentions for each age group as well! Prizes will include \$50 for 1<sup>st</sup> place, \$30 for 2<sup>nd</sup> place, and \$20 for 3<sup>rd</sup> place in each age group. Deadline for artwork submission is <b>Friday, April 22</b> and the Historic Preservation Board will judge each entry on <b>Wednesday, April 27</b>. Prizes will be awarded to first, second and third place winners. All first place winning entries will be turned into a poster, which will be displayed at the Town Hall. All submissions and winning posters will be displayed in the downtown historic district, Town Hall, and the Community Center during Historic Preservation Month (May).</p>
<p><b>Monday, May 2</b></p>	<p><b>Fred Harman Art Museum Opens for the Season.</b> Fred Harman was an established sculptor, one of the country's foremost painters of the American West and the creator of the world famous "Red Ryder and Little Beaver" cartoon strip. His museum is a most see in Pagosa Springs. The Museum is open weekly Monday - Saturday 10:30am - 5pm through September 30.</p>
<p><b>Thursday, May 12</b></p>	<p><b>Chimney Rock Interpretive Association - Pot Luck Dinner &amp; Speaker.</b> Join Chimney Rock volunteers for this free event in the Ecoluxe Building at The Springs Resort and Spa in Pagosa Springs. The Chimney Rock Interpretive Association will provide coffee and there will be a bar where drinks may be purchased.</p>
<p><b>Sunday, May 15</b></p>	<p><b>Chimney Rock National Monument Opens for the Season.</b> Come see the nation's newest national monument, located approximately 15 miles west of Pagosa Springs on the San Juan National Forest. The entrance is located 3 miles south of Hwy 160 on Hwy 151. The site is accessible for guided walking tours (2.5 hours) at 9:30am, 10:30am, 1:00pm, 2:00pm. Adults/\$12; Children 5-16/\$5; Under 5/Free. Ticket purchase is considered a donation and is non-refundable. Tours at the site are offered daily May 15 – September 30.</p> <p>For a schedule of special events, check <a href="http://www.chimneyrockco.org">www.chimneyrockco.org</a></p>
<p><b>Saturday, May 21</b></p>	<p><b>Full Moon Program at Chimney Rock</b> - Watch the full moon rise at the Great House Pueblo site, learn about the Ancestral Puebloans, Archaeoastronomy theories, area geology, and enjoy Native American flute melodies by Charles Martinez. This moon rise will not occur between the twin spires. Not recommended for children under the age of 12. Allow approximately 3 hours for the entire program. Tickets are \$15. Add \$5 for an early tour of the Great Kiva Trail. Ticket purchase is considered a donation and is non-refundable. Bring flashlights, water (also for sale at the Visitor Center),</p>

	cushions, and blankets or coats. Reservations are required. The HWY 151 gate will <b>open at 5:30</b> and close at 7:15pm. Program begins at <b>7:30pm</b> . Great Kiva tour starts at <b>5:50 pm</b> .
<b>Saturday, May 28</b>	<b>Season Opening of San Juan Historical Museum.</b> Located at 92 First Street, the San Juan Historical Museum is full of Pagosa Springs History and artifacts. Open Daily from 9-5:00. No admission is charged. The special quilt display this summer is “Star Spangled Quilts,” which will be antique, vintage and modern quilts with a patriotic theme. The museum will be open until mid-September.
<b>Friday, June 3</b>	<b>Night-Sky Archaeoastronomy Program.</b> Chimney Rock’s entertaining yet educational Night-Sky Archaeoastronomy Program includes a one-hour astronomy demonstration at the Visitor Cabin. Guests will learn about naked-eye astronomy of the Ancestral Puebloans and the solar system and universe. Then participants will drive to the upper mesa for approximately 1.5 hours of night-sky viewing through telescopes. Participants are advised to bring binoculars, water (also for sale at the Visitor Cabin), flashlights, and coats. The upper parking area is paved and wheelchair accessible, with restroom facilities. Reservations are required. Tickets are \$10 for adults ages 13 & up and \$5.00 for children ages 5-12. Ticket purchase is considered a donation and is non-refundable. Plan to arrive at 6:30 - 6:45pm and the program begins 7:00pm.
<b>Friday, June 10 – Saturday, June 11</b>	<b>7<sup>th</sup> Annual San Juan River Rod Run Car Show,</b> on Lewis Street in downtown Pagosa Springs. A fantastic showing of almost 200 classic restored cars will be on display. <i>The event begins at 9:00 AM with food and vendor booths set up on Lewis Street near the Bell Tower. The car awards ceremony is at 2:30 pm.</i>
<b>Saturday, June 23 – Sunday, June 24</b>	<b>Life at Chimney Rock Festival.</b> Interactive demonstrations of crafts and skills of ancestral Puebloan culture and regional Native American cultures. Free demonstrations from 10 am to 4 pm include use of the atlatl, basket-making, flint knapping, flute making & playing, grinding grain, pottery making, fiber spinning, and yucca pounding to make rope. Shop the Indian market. The Festival is free to the public and will be held at the Visitor Cabin parking area. Guided and audio-guided tours of the site will be offered for a fee. No reservations required. Ticket purchase (for tours) is considered a donation and is non-refundable.
<b>TBD</b>	<b>Historic Downtown Walking Tour.</b> “Take a Walk with Us” through the Historic Town of Pagosa Springs. A personal guide will lead you on a historic tour of our rich history and will interpret the downtown historic district and highlight building’s architecture and local economic importance. <i>The tour begins at 2 p.m., please meet at The San Juan River Overlook – next to the Court house on the Main Street one-way. The walking tour generally lasts 1-2 hours. Please bring water and wear comfortable walking shoes.</i>
<b>TBD</b>	<b>Arborglyphs – Three Mile Hike - “Look Who’s Talking!”</b> During the latter part of the 19th century and into the 20th century, thousands of sheep were

	<p>raised in Colorado. The shepherd, with time on his hands, put form to his thoughts on the vast canvas available to him, the smooth white bark of the aspen tree. Visions of home, hearth and missed loved ones adorn thousands of trees all through the forest. The carvings are known as Arborglyphs. Join local researcher and Historic Preservation Board member Peggy Bergon on this three-mile hike as she shows you examples of the tree talk the shepherders left while weaving in the story of the early sheep industry in Archuleta County. Due to the nature of the walk reservations are required. Call the Pagosa District office at 264-2268 to secure your spot. We will meet at 9:00 a.m. at the Buckles Lake Trailhead (south on U.S. 84 for about nineteen miles, then seven miles up Buckles Lake Road). The walk will last until approximately 11:30 a.m. Wear walking shoes or boots, dress appropriately for the changing weather and bring drinking water.</p>
<p><b>TBD</b></p>	<p><b>Certificate of Appreciation Presentation to 486 Lewis Street.</b> The residence was originally built by Henry Avery in 1890, whom owned several surrounding properties at the time. The property transferred from owner to owner over its 126-year history. Then, in 1952 a new owner emerged who extensively remodeled the building into its current configuration. This new owner, Priscilla Odella, opened a dry cleaning business within the building. Priscilla's Dry Cleaners was officially open in the early 1960's. The Town of Pagosa Springs appreciates Tracy and Karen Bunning for the innovative remodel of the exterior of the High Country Title building. The beautiful façade with stonework, exposed wood beams, and professionalism and workmanship that went into the successful renovation of a historic structure. Your contributions have added significant value and pride to the Pagosa Springs community. (TBD)</p>
<p><b>TBD</b></p>	<p><b>Into the West: 6 Part Mini-Series Directed by Steven Spielberg.</b> The miniseries begins in the 1820s and is told mainly through the third person narration of Jacob Wheeler and Loved by the Buffalo, although episodes outside the direct observation of both protagonists are also shown. The plot follows the story of two families, one <u>white American</u>, one <u>Native American</u>, as their lives become mingled through the momentous events of American expansion. The story intertwines real life characters and events spanning the period of expansion of the United States in the American West, from 1825 to 1890.</p>
<p><b>TBD</b></p>	<p><b>"Community Presentation on the Benefits of Historic Preservation"</b> The State Tourism Office and History Colorado will present compelling evidence of the economic benefits of historic preservation and clarify some miss-information regarding the cost and benefits of preservation of historic resources</p>
<p><b>TBD</b></p>	<p><b>Lecture Series.</b> Possible topics could include Wolf Creek Pass, Wolf Creek Ski Area, The Navajo Nation, Arborglyphs, Pagosa's Geology, Pagosa's Cemetery's, Pagosa's first 50 years, etc....</p>



# POSTER DESIGN CONTEST

1891 - 2016 Celebrating 125 Years! What about Pagosa Springs' 125 years would you celebrate that makes our community distinct and unique?

The Town of Pagosa Springs in coordination with the Historic Preservation Board has decided to host a poster design contest in celebration of the 125th anniversary of Pagosa Springs. The contest will be competitive.....so work really, really hard on those designs! The theme is "1891 - 2016 Celebrating 125 Years" and we want to see your visions come to life. Your designs could include anything from our downtown, Wolf Creek, to mountains and rivers, or even the first settlers. However Pagosa Springs' history speaks to you, show us in your posterdesign! We want to see what Pagosa Springs means to you.

**Prizes include: \$50 1st, \$30 2nd, and \$20 3rd.**



There will be 1st, 2nd, and 3rd place prizes awarded within 4 age groups: K-4th, 5th-6th, 7th-8th, and 9th-12th! Winners will be selected on the following criteria: creativity, originality, overall message, and effectiveness of the theme. Submit your designs at Town Hall with your name, grade, address, and phone number on the back.

**ALL DESIGNS MUST BE SUBMITTED BY: 04/22/2016  
5:00 PM, TOWN HALL, 551 HOT SPRINGS BLVD.**

# PAGOSA SPRINGS COLORADO

## NEWSLETTER

### 125th Anniversary Celebration of Pagosa Springs & 100th Anniversary Celebration of Wolf Creek Pass

2016 marks the 125th year since the Town's creation and it also marks the 100th year since the creation of Wolf Creek Pass. The Town has many activities planned in celebration of these two historic events!

### Pagosa Springs

Once the news of the Great Hot Springs got out, the settlement of Pagosa Springs occurred rather quickly. Drawn by the springs and the fertile surrounding area, many pioneers began to stay in the area by the early 1880's. In May of 1883, the town-site of Pagosa Springs was surveyed and platted. Archuleta County was established in 1885, named in honor of Antonio D. Archuleta who sponsored the legislation. Pagosa Springs was incorporated on March 2, 1891.



### Wolf Creek Pass

The mountain pass was created in 1916 and was originally just a two lane road. Since then, it has become a highway that passes through tunnels, a major connector lifeline for many people, and access to the Wolf Creek Ski Resort. The beauty of this area is hard to beat. Which is why it has become a prime target for developers to create resort style towns along the highway.

For more information on the current status of any development, please visit the following website: [www.friendsofwolfcreek.org](http://www.friendsofwolfcreek.org).



### Historic Preservation Month

This year, the Town of Pagosa Springs has an exciting list of community events planned in celebration of not only Historic Preservation month, but the Town's 125th anniversary. Enjoy anything from historical walking tours, educational lecture series, Chimney Rock moon viewing, an "Into the West" film series, and much more! Stay tuned for more updates on this year's historic preservation month's activities!

The Historic Preservation Board would like to see community pride and support from downtown businesses and get involved in this year's events. During the walking tours, groups could enter businesses wanting to participate in the historical tour and the owners could talk briefly about any significant history of the building, previous owners, or anything that would add historical value to the tour. If you would like to be part of the historical

walking tour, please email your name, business name, location, and that you would like to participate. What would you like to see for this year's planned events?

Email suggestions or that you would like to participate in the walking tour to: [rnovak@pagosasprings.co.gov](mailto:rnovak@pagosasprings.co.gov) and to ensure you are notified of important Town topics, we encourage you to sign up for automatic email notifications on various Town matters you are interested in. Go to [www.PagosaSprings.com](http://www.PagosaSprings.com) and on the left hand side at the bottom click "Read More" under the E-Notice window. You can choose what you would like to sign up to be notified about including Historic Preservation Board.

# HISTORIC PRESERVATION BOARD

## What is the Historic Preservation Board?

The Pagosa Springs Historic Preservation Board (HPB) use design guidelines for projects subject to their review. The town's historic preservation regulations require the submittal of an application for a Certificate of Alteration (COA) for exterior modifications to historic landmark buildings and all buildings within designated historic districts. The HPB reviews the application using the design guidelines to determine whether a COA should be issued based on compliance with the design guidelines and other adopted regulations. Design guidelines convey general policies for ensuring that alterations to existing structures, additions, new construction and site work are consistent with an established vision for what kind of place the district or a neighborhood should be.

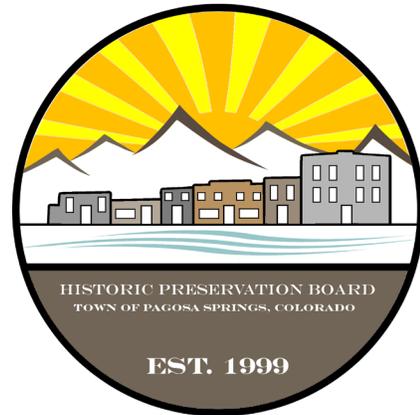
The area now designated as the Historic Business District contains significant evidence of Pagosa Springs' historic legacy. Historic structures are irreplaceable. These structures bestow an identity and provide a tangible history of a place, making them valuable to both the community and individual property owners. The design guidelines that are referenced by the HPB are often used to protect historic resources that are especially vulnerable to inappropriate alteration and demolition. Protecting these historic structures also means protecting a unique identity that is Pagosa Springs.

## The following changes may have a significant impact on the integrity of a historic structure and must be presented to the HPB for their approval:

- Construction of a new addition or new building within the Historic Business District Alteration or restoration of exterior features of a historic building
- Removal or demolition of all or part of a historic building
- Alteration or restoration of a storefront Application of a new exterior siding material
- Addition of a new window or door openings
- Creation of a driveway or parking area
- Application of architectural features and other miscellaneous modifications, such as cornices and kick plates

This list is not all inclusive, but is indicative of the types of changes to which these design guidelines apply.

## Meet Your Historic Preservation Board



**Peggy Bergon, HPB Chairperson:** She has been a resident of Pagosa Springs since the 1970's. Ms. Bergon is known as the local arborglyph researcher and her interest and knowledge of local history lead to an invitation to join the Historic Preservation Board.

**Lindsey Smith, HPB Vice Chairperson:** She has enjoyed working as an academic and professional archaeologist for more than fifteen years. Ms. Smith's expertise includes archaeological site protection, historic property preservation, and cultural heritage admiration. As a new resident of Pagosa Springs, she continues to meet her neighbors, appreciate local cuisine and explore the beautiful surrounding landscape.

**Chrissy Karas, HPB Regular Member:** She a Colorado Native and has lived in Colorado Mountain Towns all of her adult life, including Pagosa Springs for the last 26 years. Ms. Karas has been involved in preservation over the last 35 years and her involvement includes president of CPI (Colorado Preservation INC), founder and past President of Cripple Creek Historic Society. She is also the longest serving member of the HPB.

**Judy James, HPB Regular Member:** She is a native of Pagosa Springs and both her parents and grandparents were also born here. Ms. James was also a past town council member and believes in preserving our history because it is a very important part of our future.

**Brad Ash, HPB Alternate Member:** He is a Pagosa Springs Native and returned in 2006 after receiving a Master's Degree of Architecture from the University of Colorado at Denver. Mr. Ash comes from a family four generations strong of builders local to the area, which pairs well with his enthusiasm for architecture. As an architect, he's been involved in a number of restoration, preservation, and rehabilitation projects and understands the importance of the HPB and feels his knowledge is meaningful.

**Rachel Novak, Planning Department Associate Planner:** She is originally from the Midwest, but came to Pagosa Springs early in 2016. Ms. Novak received her Bachelors of Science from The Ohio State University in City and Regional Planning and her experience in the planning field is broad and covers a wide span of topics and issues. She has a passion for public outreach and historic preservation, which she hopes to utilize fully as the Town's new Associate Planner.

**Andre Redstone, HPB Regular Member:**

## UPCOMING HPB MEETINGS

The Historic Preservation Board meets the second and fourth Wednesday of every month at 5:45 PM in the front conference room in Town Hall unless otherwise stated: 551 Hot Springs Blvd.

March 9th, 2016: Regularly scheduled meeting

March 23rd, 2016: Regularly scheduled meeting

April 13th, 2016: Regularly scheduled meeting

April 27th, 2016: Regularly scheduled meeting

May 11th, 2016: Regularly scheduled meeting

May 25th, 2016: Regularly scheduled meeting

**V. Decision Items:**

B. Sandwich Board Sign Survey.

<b>BACKGROUND / PURPOSE</b>	<p>The HPB has been discussing conducting a survey of property owners and tenants within the Historic District regarding sandwich board signs and possibly other related items. The surveys would be hand delivered to tenants, mailed to property owners, and will include an addressed and stamped return envelope. The HPB has also discussed including a newsletter with the survey. The newsletter could focus on the 125<sup>th</sup> anniversary of Town and the 100<sup>th</sup> anniversary of Wolf Creek Pass as well as other info like current tax credit information for example.</p> <p>Town Council is expecting the HPB to provide the results of the survey and a recommendation on the matter for them to consider at a future meeting. Staff suggests targeting the completion of the Survey ASAP, compiling the results, and consideration of a recommendation during the HPB meetings in March.</p> <p>For some time now, the Town has been allowing up to 5 Square Feet per side for Sandwich Board Signs within the Historic District based on the LUDC allowance, however, contrary to the Historic Business District and Local Landmark Design Guidelines, which suggests 2 square feet per side.</p> <p>Attached is an updated DRAFT outline of a survey and an accompanying newsletter.</p> <p>Members Chrissy Karas and Judy James have volunteered to hand deliver these newsletters and surveys to tenants and staff will mail out the same newsletters and surveys to property owners. Vice chair Lindsey Smith has volunteered as an alternate to hand deliver to tenants.</p> <p><b>~ It is recommended that the HPB determine the final questions and finalized dates for the survey/newsletters to be delivered and when the surveys should be returned for analysis.</b></p>
-----------------------------	--

<b>RECOMMENDATION</b>	<ol style="list-style-type: none"><li>1) The HPB should finalize the dates for delivering the newsletters/surveys to tenants and when the surveys should be returned for analysis.</li><li>2) The HPB should finalize the questions on the survey and also the content of the accompanying newsletter tonight.</li></ol>
-----------------------	--

## V. Decision Items:

### C. Repurposing Rumbaugh Creek Stone Arch Bridge for Future Trail Use

As part of the design considerations for the restoration construction plans for the Rumbaugh Creek Stone Arch Bridge, is the indented re-use of the bridge. The most logical reuse, is to incorporate the bridge into the Riverwalk trail system for future connectivity from the Riverwalk to Lewis Street. This is how this project has been proposed to Town Council and the SHF.

This trail route could be an alternative to an ADA ramp up from an under the Hwy bridge trail to the sidewalks along Pagosa Street. ADA ramps are very extensive structures and typically very expensive. Directing foot traffic to Lewis Street could prevent the visual clutter of an ADA ramp and the expense of such a structure.

Reusing the bridge as part of the trail system, would require the installation of a Guard Railing along both sides of the bridge, and extending along the length of wing walls and retaining walls.

Guard Railing is required to be provided along these areas and are required to be at least X' high, with openings that would not permit a 4" ball to pass through.

**In considering what style of railing to use, John Feinberg of the Collaborative, Inc. suggested two routes for the railings consideration:**

- 1) Use a railing that clearly wasn't part of the original construction. The two-inch pipe design you currently have with perhaps intermediate SS cables a 4" o.c. would clearly not be mistaken for original. OR
- 2) A "period correct" appearing railing. For period architectural metals, Traditional Building magazine has a vendor area: [http://www.traditionalbuilding.com/buying-guides/wpbdp\\_category/metalwork/](http://www.traditionalbuilding.com/buying-guides/wpbdp_category/metalwork/)

**Materials that can be considered could include:**

- 1) Wood, though this typically requires annual maintenance and can have a short life span and typically is not as strong, structurally as metal or stone. .
- 2) Stone, though there are weight concerns a stone wall would have on the bride and on top of retaining and wing walls. Stone could also add to the massiveness of the bridge visually and typically blocks the view through to the other side.
- 3) Metal, is very durable, has a long life span and visually can be less obtrusive.

**Possible Decisions or Consideration:**

#### REUSE OF BRIDGE

- 1) Approve the re-use of the Rumbaugh Creek Bridge as a pedestrian bridge associated with the Riverwalk trail system.
- 2) DENY the re-use of the Rumbaugh Creek Bridge as a pedestrian bridge associated with the Riverwalk trail system.

#### GUARD RAILING MATERIAL

- 1) Approve the required Guard Railing to be a period correct metal railing.
- 2) Approve the required Guard Railing to be a modern metal railing.
- 3) Approve Tabling the consideration of the railing style and material until the \_\_\_\_\_ HPB meeting.

**Decision Items:**

D. Letter of Support for the Documenting of Cemeteries along the San Juan River

<b>BACKGROUND / PURPOSE</b>	HPB Chair, Peggy Bergon would like to discuss providing a letter of support for the documenting of cemeteries along the San Juan River.
-----------------------------	---

<b>RECOMMENDATION</b>	<ol style="list-style-type: none"><li>1) If the HPB should decide on supporting the documenting of cemeteries along the San Juan River, a finalized and signed letter of support needs to be sent to Ruth E. Lambert no later than March 28<sup>th</sup>.</li></ol>
-----------------------	---

**VI. Discussion Items:**

A. Re-submission of Water Work Facility Restoration SHF Grant Application

<b>BACKGROUND / PURPOSE</b>	<p>Staff is currently proposing the re-submission of the Water Works Facility restoration SHF grant application. The next round of applications is April 1, 2016 and due no later than 11:59 PM. Staff has also begun to review the feedback and comments provided from previous applications that were unsuccessful and have identified areas that need to be addressed in this next round of applications to ensure this application is as competitive as possible.</p> <p>The Town Council has approved the re-submission of the grant application at their March 1, 2016 meeting. On March 23<sup>rd</sup>, staff will bring a resolution to Town Council confirming their approval of applying for SHF grant funds and allocating the required matching funds.</p> <p>The deadline following the April 1<sup>st</sup> deadline is October 1<sup>st</sup>. There is still another chance this year to get an application submitted, if for some reason the April 1<sup>st</sup> deadline cannot be met or we are not awarded a grant the Town Council does not wish to proceed this year.</p>
-----------------------------	---

**VI. Discussion Items:**

B. Fort Cemetery Local Historical Designation

<b>BACKGROUND / PURPOSE</b>	<p>HPB Chair, Peggy Bergon would like to discuss getting the Fort Lewis Cemetery Locally listed as historic. She has invited guest speaker, research Ann Oldham to help with this endeavor if the board wishes to proceed with this.</p>
-----------------------------	--

**VII. Reports and Updates:**

**A. Planning Director Report.**

**TOWN COUNCIL UPDATE**

At the March 1st TC meeting:

- 1) Town Council approved reapplying for a SHF grant for stabilizing the water works facility.

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.

**PLANNING COMMISSION (PC) UPDATE**

The PC regularly scheduled meeting on February 23<sup>rd</sup> was cancelled.

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

We were recently notified that our Grant Application for restoration was not awarded. On March 1, 2016, Town Council approved reapplying for the Grant, with a April 1, 2016 deadline. 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 working with the Collaborative Inc. for the creation of construction documents and RFP for advertising for bids.

**PAGOSA HERITAGE BROCHURE**

The Pagosa Heritage Brochure has been pulled from the visitor's center shelf until further direction. Town Manager Greg Schulte will speak with the HPB at their March 23<sup>rd</sup> regular meeting regarding the current status of the brochure.

**Upcoming Town Meeting Schedules**

<b>a.</b>	Next Scheduled PC Meetings: ~ Tuesday, March 22, 2016 @ 5:30pm in Town Hall, Regular Meeting. ~ Tuesday, April 12, 2016 @ 5:30pm in Town Hall, Regular Meeting.
<b>b.</b>	Next Regular Scheduled Historic Preservation Board meetings: ~ Wednesday, March 23, 2016 at 5:45pm in Town Hall. ~ Wednesday, April 13, 2016 at 5:45pm in Town Hall.
<b>c.</b>	Next Regular Town Council Meetings: ~ Thursday, March 17, 2016 at 5pm in Town Hall. ~ Tuesday, April 5, 2016 at 5pm in Town Hall.
<b>d.</b>	Next Regular Parks and Recreation Board Meeting: ~ Tuesday, March 22, 2016 @ 5:30pm in the Ross Aragon Community Center ~ Tuesday, March 12, 2016 @ 5:30pm in the Ross Aragon Community Center

**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.

**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

# Local Landmark Designation ~ Application Checklist

For procedural and administrative related information, see the Land Use and Development Code, Article 8, Section 8.3 and 8.4 regarding Designation of Historic Landmarks or Structures within or outside of the the Historic District.

**Historic Landmark Designation:** Materials submitted for Historic Landmark Designation shall meet the following requirements.

**Approximate Timeline:** Historic Landmark Designation Application Review, 1-2 months.

## Submittal Requirements Checklist....

Completed Land Use Development Application. (a)		Surrounding & Interested Property Ownership Report (i)	
Land Use Application Fees (e) [\$50]		Public Hearing Notification Envelopes (j)	
Agreement of Payment of Fees (f)		General Development Information (m)	
Evidence of Good Title/Legal Description (g)		Context & Vicinity Map (t)	
Taxes & List of Taxing Entities (h)			

\* **Note:** Notice requirements per LUDC Section 2.3.6 (written, posted, published) are required for projects that fall under redevelopment permits. Redevelopment Permits are required for demolition Projects.

## Submittal Checklist Requirement Definitions...

(a) **Land Use Application Form:** The Form is attached and shall be completely filled out.

**Note:** Project applicants or project representatives shall provide a ‘statement of authority’ identifying all authorized individuals to act or make decisions on behalf of a land use application (a) or development review application (b). Statement of Authority letters shall be authorized by the property owner of record and notarized.

(e) **Land Use Application Fees:** \$50 for a Local Landmark Designation Application. All land use application fees are determined by Town Council. A current fee schedule is included in Section 5 of this user’s manual. Fees are non-refundable and shall be cashed by the Town at the time of determination of application completeness, see LUDC, Section 2.3.4.

(f) **Agreement for Payment of Fees:** This form shall be submitted and signed by the owner of record and accompany all land use application submittals. This form verifies the applicant is responsible for reimbursing the Town for all expenses associated with processing the applicants application.

(g) **Evidence of Good Title:** A current report providing evidence that the applicant owns the subject property, acceptable examples include: Title Commitment, Title Policy, Mortgage Certificate Report or an Ownership & Encumbrance Report. Reports shall include a legal description of the property and be dated no more than thirty (30) days from the date of application submittal.

(h) **Taxes & List of Taxing Entities:** "Certificate of Taxes Due" from the Archuleta County Treasurer’s Office that all ad valorem taxes and assessments due and owing have been paid. In addition, the certification shall include a list of all special districts and taxing entities serving the property. Reports shall be dated no more than thirty (30) days from the date of application submittal.

(i) **Surrounding and Interested Property Ownership Report:** A current list of the names and addresses of the All surrounding property owners within 300 feet of the property and All property owners within the Historic District, if designation is within a district. Reports shall be dated no more than thirty (30) days from the date of application submittal. The applicant shall certify that the report is complete and accurate. Applicants should contact the Archuleta County Assessors Office to obtain current and an accurate list of ownership, mailing labels for all property owners (and Historic District property owners if applicable) and the 300 foot radius map (that also shows ALL the properties within the Historic District if applicable).

(j) **Public Hearing Notification Envelopes:** Applicants shall provide one (1) set of **stamped**, addressed (using labels from Assessors office), Number 10 **self-sealing envelopes**, with certificates of mailing. The envelopes shall have the Town’s address as the return address and the envelopes shall be addressed to the surrounding property owners listed in the **Surrounding and Interested Property Ownership Report**. Town Planning staff will provide the neighborhood notification notices and will mail the notices on behalf of the applicant.

**(m) General Development Information:** A written Analysis and Response to LUDC sections 8.3.1 and 8.4.1 (attached below) and all other relative project information including description of owners intent and scope of project and timelines anticipated.

**(t) Context & Vicinity Map:** Context and Vicinity maps shall show the proposed subject property in relation to the surrounding area, a minimum of one and one-half (1 ½) mile radius. Maps shall be in conformance with the specific requirements set forth in Section 6 of this User's Manual. Town staff can produce this map for you.

### **Once a Completed Application is Received and Determined to be Complete:**

- 1) Historic Preservation Board (HPB) Public Hearing will be scheduled within 30 days of receiving completed application.
- 2) Public notifications will be Published in the Sun Newspaper, Posted on the Property, Mailed to property owners within 300 feet (plus all property owners within historic district, if applicable) and posted at Town Hall for HPB public Hearing. These expenses are due for reimbursement from the applicant.
- 3) The HPB will consider the applicants application for designation at a Public Hearing. The HPB will either Approve, Approve with conditions or Deny the Application, in the form of a recommendation to Town Council. This recommendation will be forwarded to the Town Council for their consideration for a final application determination, through approval of two readings of an ordinance.
- 4) The First of two Town Council Public Hearings will be scheduled within 30 days from the time the HPB determines a recommendation to Town Council. Two readings of an ordinance is required, thus, two Town Council Public Hearings are required.
- 5) Public notifications will be Published in the Sun Newspaper, Posted on the Property, Mailed to property owners within 300 feet (plus all property owners within historic district, if applicable) and posted at Town Hall for Scheduled Town Council Public Hearings. Two readings of an ordinance is required, thus, two Town Council Public Hearings are required.
- 6) Final Determination will be documented to the Applicant and Property Owner.

## **Land Use Development Code (LUDC), Article 8, Designating Historic Landmarks**

### **8.3. DESIGNATING HISTORIC LANDMARKS AND HISTORIC DISTRICTS**

#### **8.3.1. REQUIREMENTS FOR DESIGNATION OF LOCAL HISTORIC LANDMARKS**

In order to qualify for designation as a Local Historic Landmark the following criteria must be met.

- A.** The property, building, structure, feature, object, and/or area must be 50 years old or older. The Historic Preservation Board and Town Council reserve the right to waive this requirement.
- B.** The property, building, structure, feature, object, and/or area retains structural integrity, which for the purpose of this article shall mean that it does not present an imminent hazard to public health and safety, as determined by a licensed structural engineer.
- C.** One or more of the following criteria for architectural, social or geographic/environmental significance applies to the property:

##### **1. Architectural**

- a.** It is a portrayal of the environment or a group of people in an era of history characterized by a distinctive architectural style.
- b.** It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or the use of indigenous materials.
- c.** It embodies elements of architectural design, materials or craftsmanship that represent a significant architectural or structural innovation.

##### **2. Social**

- a.** It retains character, interest or value as part of the development, heritage or cultural characteristics of local, regional or national significance.
- b.** It is the location of a site of a significant local, state or national historic event.
- c.** It is identified with a person or persons who significantly contributed to the culture and development of the Town.

##### **3. Geographical/Environmental**

- a.** Its unique location or singular geological, archaeological, or physical characteristic represents an established and familiar visual feature of a neighborhood.
- b.** Its relationship in terms of size, location and architectural similarity to other structures or sites of historic or architectural significance, makes the structure or site critical to the preservation of the character and identity of the local community or to a historically significant neighborhood.

All applicants for receiving, amending or removing a designation shall authorize designated Town representatives to access the property during regular business hours for historic survey purposes.

#### **8.4.1. RECEIVING DESIGNATION**

- A.** An eligible applicant shall be:
- 1.** For a local Historic Landmark designation, the property owner(s) of record shall be the eligible Applicant
  - 2.** For a Historic District designation, an eligible Applicant shall be either written consent of 67 percent of the property owners of record within the proposed Historic District or the Historic Preservation Board.
- B.** When a complete application for a Historic Landmark designation is submitted to the Administrative Officer, the Administrative Officer shall give notice in accordance with Article 2 of this Land Use Code. When an application for a Historic District is submitted, the Administrative Officer shall give notice in accordance with Article 2 of this Land Use Code, including mailing written notice to owners of all properties within the proposed district boundaries.
- C.** The Historic Preservation Board shall consider the application for designation at a public hearing during a scheduled meeting within 30 days of receipt of the application from the Administrative Officer. The Historic Preservation Board shall, by motion, approve, approve with conditions, or deny the application. The Historic Preservation Board shall forward its recommendation to the Town Council.
- D.** Within 30 days of receiving a recommendation from the Historic Preservation Board regarding the designation of a local Historic Landmark or local Historic District, the Town Council shall hold a public hearing on the proposed designation. The Town Council shall review the application and recommendation for designation and either approve, approve with conditions, or deny the proposed designation.
- E.** An approval of an application for designation of a Historic Landmark or a Historic District shall be made by ordinance. Such designating ordinance shall include a description of the characteristics of the property, building, structure, feature, object, and/or area that justify the Historic designation, a description of the features that should be preserved or enhanced and a legal description of the location and/or boundaries of the Historic Landmark or Historic District.

#### **8.4.4. POST-DESIGNATION ACTIONS**

- A.** Once designated, the Applicant shall be required to display signage as provided by the Historic Preservation Board. Signage shall be maintained by the property owner(s).
- B.** Any designated Historic Landmark or District shall be named in the Town of Pagosa Springs Historic Register.

# LAND USE PERMIT APPLICATION

TO SUBMIT THIS APPLICATION, COMPLETE WITH ALL THE APPROPRIATE FEE & SUBMITTAL REQUIREMENTS AS SPECIFIED IN THE USER'S MANUAL.

BY MAIL TO:  
 TOWN OF PAGOSA SPRINGS  
 PLANNING DEPARTMENT  
 PO BOX 1859  
 PAGOSA SPRINGS, CO 81147  
 Questions: 970.264.4151 x225

IN PERSON TO:  
 PLANNING DEPARTMENT  
 TOWN HALL  
 551 HOT SPRINGS BLVD.  
 PAGOSA SPRINGS, CO



**TYPE OF REQUEST:**

ZONING MAP AMENDMENT	\$250.
PLANNED UNIT DEVELOPMENT (PUD)	\$1,000.
MINOR SUBDIVISION/ <b>PLAT AMENDMENT</b>	\$500.
SKETCH PLAN (SUBDV.)	\$500.
PRELIMINARY PLAN (SUBDV.)	\$500. + \$100./lot
FINAL PLAN (SUBDIVISION)	\$500. + \$100./lot
RIGHT-OF-WAY/EASEMENT VACATE	\$250.
CONDITIONAL USE PERMIT	\$100.
ANNEXATION	\$250. \$500. \$1,000.
DESIGN REVIEW (MAJOR/ADMINISTRATIVE)	\$50. / \$200.
REDEVELOPMENT PERMIT	\$500.
VARIANCE (GENERAL, FLOODPLAIN, SIGNS)	\$300.
MINOR MODIFICATION	\$25.
COMPREHENSIVE PLAN AMENDMENT	\$100.
TEMPORARY USE PERMIT	\$50/mo+ \$.05/sqft
CONDOMINIUM SUBDIVISION/CONVERSION	\$500.
<b>Historic Preservation</b>	<b>\$50.00</b>

**GENERAL INFORMATION:**

PROJECT: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ASSESSOR'S PARCEL #: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

CURRENT USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ cel: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ cel: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER (IF DIFFERENT FROM APPLICANT):** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

(NOTARIZED AUTHORIZATION FROM ALL PROPERTY OWNERS IS REQUIRED IF APPLICATION IS MADE BY OTHER THAN OWNER(S) OF RECORD.)

.....  
 THE UNDERSIGNED AUTHORIZES THE LAND USE ADMINISTRATOR(S) TO PROCEED WITH PROCESSING THIS APPLICATION UNDER THE REQUIREMENTS SET BY THE TOWN OF PAGOSA SPRINGS ZONING ORDINANCE AND OTHER PERTAINING TOWN CODES. FURTHER, THE UNDERSIGNED ACKNOWLEDGES THAT THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE TOWN WITH THE NAMES OF THE ADJACENT PROPERTY OWNERS LOCATED WITHIN **300 FEET** OF ALL BOUNDARIES OF THE PROPERTY AND PROVIDE **ADDRESSED STAMPED ENVELOPES** FOR ALL THESE PROPERTY OWNERS PERSUANT TO THE REQUIREMENTS AS SET FORTH IN THE LAND USE AND DEVELOPMENT CODE AND USERS MANUAL. THE ACCURACY OF THIS INFORMATION IS THE RESPONSIBILITY OF THE APPLICANT AND ANY IMPROPER NOTIFICATION CAUSED BY INCORRECT INFORMATION CAN RESULT IN DELAYED PROCESSING OF THIS APPLICATION.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

.....  
 THE UNDERSIGNED ACKNOWLEDGES THAT MINERAL ESTATE OWNERS/LESSEES WERE NOTIFIED IN ACCORDANCE WITH C.R.S 24-65.5-101-105. LAND USE PERMIT APPLICATIONS REQUIRING MINERAL ESTATE OWNERS/LESSEES NOTIFICATION ARE IDENTIFIED IN ARTICLE 2, SECTION 2.3.6, LAND USE & DEVELOPMENT CODE. THIS NOTIFICATION REQUIREMENT IS STRICTLY AN APPLICANTS RESPONSIBILITY.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

FEE AMOUNT REQUIRED: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_



# AGREEMENT FOR PAYMENT OF LAND USE APPLICATION FEES

[www.townofpagosasprings.com](http://www.townofpagosasprings.com)

970.264.4151

BY MAIL TO:

OR

IN PERSON TO:

TOWN OF PAGOSA SPRINGS  
PLANNING DEPARTMENT  
PO BOX 1859  
PAGOSA SPRINGS, CO 81147

PLANNING DEPARTMENT  
TOWN HALL  
551 HOT SPRINGS BLVD.  
PAGOSA SPRINGS, CO

AS PROPERTY OWNER owner/applicant, and As Owner's Agree on Application, if different from Owner (Collectively "APPLICANT"), **AGREE AS FOLLOWS** with the Town of Pagosa Springs, Colorado (TOWN), in consideration of the TOWN'S acceptance of APPLICANT'S application for the land use approval as further described below:

1. APPLICANT has submitted to the TOWN an application for approval of: \_\_\_\_\_
  2. APPLICANT acknowledges and understands that the Town Council Resolution 09-05 establishes a fee structure for Land Use Applications. This includes a refundable deposit which must be paid prior to the TOWN'S acceptance of any application for processing, and the provisions for billing the APPLICANT for any costs accrued above the non-refundable deposit amount. Resolution 09-05 and this agreement shall govern the payment of fees for processing applications.
  3. The APPLICATION shall not be accepted for processing unless the property owner of record of the property included in the APPLICATION signs this AGREEMENT. In the case of multiple property owners, the Town Clerk shall have the discretion to determine which owner shall sign.
  4. The APPLICANT shall be billed by the TOWN for all actual costs (including but not limited to staff time, attorney's fees, engineering fees, mailing, copying and publication and any other fees incurred by the TOWN), which the TOWN has accrued to date in processing the APPLICATION. The TOWN will bill the APPLICANT until all costs are paid.
  5. The APPLICANT agrees to pay all such bills in full, and by whatever manner of payment is specified by the TOWN, by delivery made to the TOWN no later than one (1) month after the billing date. The TOWN shall have the discretion to suspend processing of the APPLICATION if any payments under this agreement are not made on time. This suspension may involve the postponement of scheduled Planning Commission or Town Council hearing or meetings and the incurrence of additional costs such as for re-notification or republication. Similarly, the TOWN shall have the discretion to terminate the processing of any APPLICATION for which any billed payment is more than three (3) months overdue.
  6. The person whom the APPLICANT designates to receive all billings for fees under this AGREEMENT is as follows:  
\_\_\_\_\_  
\_\_\_\_\_
- Any billing mailed to this person/address and not returned to the TOWN shall be deemed to have been received. The APPLICANT may change the billing address under this paragraph by providing written notification of such change to the TOWN.
7. In the event of nonpayment of fees, the TOWN shall have the right to file a fee collection action against any or all of the persons signing this AGREEMENT as APPLICANT. Any resulting judgment for fees may be enforced in any legal manner whatsoever and may be filed as a judgment lien against the real property which is the subject of the APPLICATION, as well as against any real property owned in whole or in part by judgment debtor hereunder.
  8. Any agreement by the TOWN to forego any of the judicial or administrative remedies available to them under this AGREEMENT in response to the late payment or nonpayment of fees, shall not in any way constitute a waiver by the TOWN of any rights to collect fees or appropriately process the APPLICATION as provided herein.
  9. This AGREEMENT shall be construed and enforced in accordance with the ordinances and laws of the TOWN and the State of Colorado.

**PROPERTY OWNER** (property owner to sign per paragraph 3, above)

By: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF PAGOSA SPRINGS, COLORADO**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Manager

Attest:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Clerk