



Town of Pagosa Springs Historic Preservation Board  
Wednesday, May 25, 2016  
Regularly Scheduled Meeting - Staff Report

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

**II. Announcements:**

**III. Approval of Minutes:**

A. Approval of May 11, 2016 Regularly Scheduled Meeting Minutes.

Staff recommends the HPB approve the May 11, 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:** Peggy Bergon calls the meeting to order at 5:45 PM. Present were members Lindsey Smith and Chrissy Karas. Also present were Loretta Ross from the public and museum volunteer, Jean and Jon Taylor from the San Juan Museum, Mark Rodman from History Colorado, Planning Director James Dickhoff, and Associate Planner Rachel Novak.
- II. **Announcements:**

Mark Rodman, State Preservation Technical Services Manager, will be attending this evening's Meeting: Mark Rodman discusses the CLG necessities and how the HPB has been functioning. He addresses the musts of a CLG and their boards. There is a deadline of November 1<sup>st</sup> for CLG grants and funding. A property does not need to be locally listed in order to be listed nationally. He discusses the community presentation tomorrow that emphasizes tax credits available to the public. Mark Rodman would like the HPB to emphasize the use of these credits. He then discusses a guidebook for preservation organizations on how to operate and train new board members. This should be ready by fall 2016 with assistance from DOLA.
- III. **Approval of Minutes:**

Approval of the April 27, 2016 HPB Regularly Scheduled Meeting Minutes: There is a typo on page four ("brought" in paragraph B) and on page five (planning director). Minutes are approved as amended.
- IV. **Public Comment:** Jean Taylor states that the Archuleta Fair is 65 years old this year and some centennial ranches. She has been in contact with Jeff Laydon on how to incorporate these 4 ranches into a celebration or recognizing them at the fair this year. She states that the museum will NOT be closing. She says that the opening will include a campfire cooking demonstration, lecture series, and many more events. Peggy Bergon is excited to help this endeavor. Planning Director James Dickhoff asks how exactly the HPB can help. Jean Taylor says helping to get the word out would be beneficial or perhaps a silent auction. Jean Taylor says that they were taken off of the exempt list for property tax list and needs to obtain those funds back. Jon Taylor says perhaps having personnel at the Tourism building to help guide tourists to the museum may be helpful.
- V. **Decision Items:**
  - A. *Heritage Brochure Photo Selection:* The HPB will provide the TTC with the photos as presented. Lindsey Smith moves to approve the photos as presented. Chrissy Karas seconds. Unanimously approved.

**VI. Discussion Items:**

- A. *May 12<sup>th</sup> Community Presentation Review:* Associate planner Rachel Novak provides an update on potential attendance for this event. She says that many people were interested in the presentation when she distributed the newsletters and tax credit information to the historic district this week. Planning Director James Dickhoff discusses how the presentation will be run. Mark Rodman says that he will go first because his presentation will be the shortest, then Cynthia, and last would be Ken.
- B. *Sandwich Board Sign Survey Results:* Associate Planner Rachel Novak discusses the responses for this survey. These results will be made available to the public and with the next Historic District newsletter. Planning Director James Dickhoff says that these results would need to be presented to Town Council for their information.
- C. *Student Poster Contest: Updates:* Associate Planner Rachel Novak says she will reach out to the schools to ensure they are aware of the May 20<sup>th</sup> change.
- D. *Historic Preservation Month: Updates:* Associate Planner Rachel Novak has scheduled the movie, which is set to start next Thursday at 6:00 PM. It is a free movie and people can purchase snacks at the Theatre. Staff will forward the finalized calendar to the radio stations as well.
- E. *Waterworks Committee: Andre Redstone Update & Committee Selection:* Planning Director James Dickhoff provides a brief overview of this. He says that staff is in the process of obtaining original development plans of the priority for the committee to reference. James Dickhoff, Brad Ash, Andre Redstone, and David Shanzenbaker were suggested as committee members. He says that a public work session could be scheduled in 3-4 weeks. Peggy Bergon Asks what the original purpose of the bridge was? Planning Director James Dickhoff is unsure. Jean Taylor says it could have been used for horse and cart access because of how wide it is. Planning Director James Dickhoff discusses the stabilization plan of the bridge. He says the culvert will be extended, as well as the two storm pipes from Lewis Street, to help alleviate any future flooding. It is anticipated to have this completed by this fall. An SHF grant has funded this project. Planning Director James Dickhoff says the next step would be for the HPB to decide on a railing material. Chrissy Karas asks about any old railings that could be repurposed from the Springs Resort. Staff will look into this. Staff will also work with the designers on what type of railings would work best.
- F. *Archuleta County Fair: Display Case:* Peggy Bergon says that a fair board member has reached out to her and asked if the HPB would be interested in a display case at the fair. Jean Taylor asks about how large the display case is. Peggy Bergon will follow up with the fair staff to obtain these measurements. The case is roughly 3'X6'. Jean Taylor says they have put display items at the

fair in years past. She is willing to put some items together for this. She says that they are already doing a 4H display with several large items. She also says that she will get back with the HPB when she has more information, but she wants to help the Board with their display. Peggy Bergon says that the display case will be under constant surveillance for the items selected for this display case. Peggy Bergon Discusses how to incorporate the 125<sup>th</sup> anniversary of Pagosa Springs, 100<sup>th</sup> anniversary of Wolf Creek, and the 65<sup>th</sup> anniversary of the Archuleta County Fair. She also discusses the possibility of having the local breweries in Town to have a specialty brew for the 125<sup>th</sup> anniversary. This could be at a tent in the fair. Peggy Bergon is in constant communication with Riff Raff and they are in charge of the beer tent and this could be the HPB's way in to the fair for this endeavor. Jon Taylor asks if the ski area is having an area at the fair for their 100<sup>th</sup> anniversary. Chrissy Karas says that they have a lecture planned at the fair. Jon Taylor says they have some historic skis in the museum that are about 9'longX5" wide. Planning Director James Dickhoff would like to see the historic film of Wolf Creek be shown at the Liberty Theatre.

**VII. Reports and Updates:**

- A. Planning Department Report: Planning Director James Dickhoff discusses updates from staff. He says that the pedestrian bridge may be postponed until after tourism season. The Town was awarded a Safe Routes to School Grant to provide a sidewalk trail for elementary school children safely to school. This will be completed next year. Chrissy Karas asks how old a property has to be in order to qualify to be listed. Mark Rodman says that 50 years is typically the number to use. However, there are circumstances where property may be listed that is younger than 50 years old.
- B. Opportunity for HPB members to briefly present ideas and suggestions as well as potential future agenda items for the HPB's consideration
- C. Upcoming Town Meeting Schedule

**VIII. Public Comment:**

**IX. Adjournment:** Chrissy Karas moves to adjourn the meeting at 7:11 PM. Lindsey Smith seconds. Unanimously approved.

**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. Certificate of Alteration Amendment: Overlook Spa Privacy Fence

The applicant, Jeff Greer, has decided to utilize a 6ft tall, white, vinyl privacy fence instead of the proposed brick wall with metal accents as originally agreed upon by the HPB at the 03/23/16 meeting. This is due to costs and the applicant intends to only utilize this as a temporary solution until he can fully fund the construction of the new concrete stucco privacy wall as originally agreed upon by the Board.

**LUDC Article 8.5.3 A Certificate of Alteration may be issued by the Historic Preservation Board only if the Board can determine the following:**

- A. The proposed work will not detrimentally alter, destroy or adversely affect any architectural or landscape feature that contributes to the original Historic designation.
- B. The proposed work will conform to adopted design criteria and guidelines.
- C. The proposed work will conform to the United States Secretary of Interior's Standards for Rehabilitation and the Treatment of Historic Properties.

**The Secretary of the Interior's Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Historic Business District and Local Landmark Design Guidelines**

*Service Areas*

Service areas for uses such as trash, recycling and loading facilities should be visually unobtrusive and should be integrated with the design of the site and the building.

BACKGROUND / PURPOSE

	<p>6.6 Loading, unloading and service access should occur in the alleys. Trash dumpsters shall be screened and located on the site as to not impede parking areas. Trash dumpsters should be shared between multiple tenants, when feasible.</p> <p>6.7 Outdoor storage is prohibited.</p> <p>6.8 Screening devices and materials must complement the architectural character and materials palette of the structure. Screened areas should blend with the abutting architecture</p>
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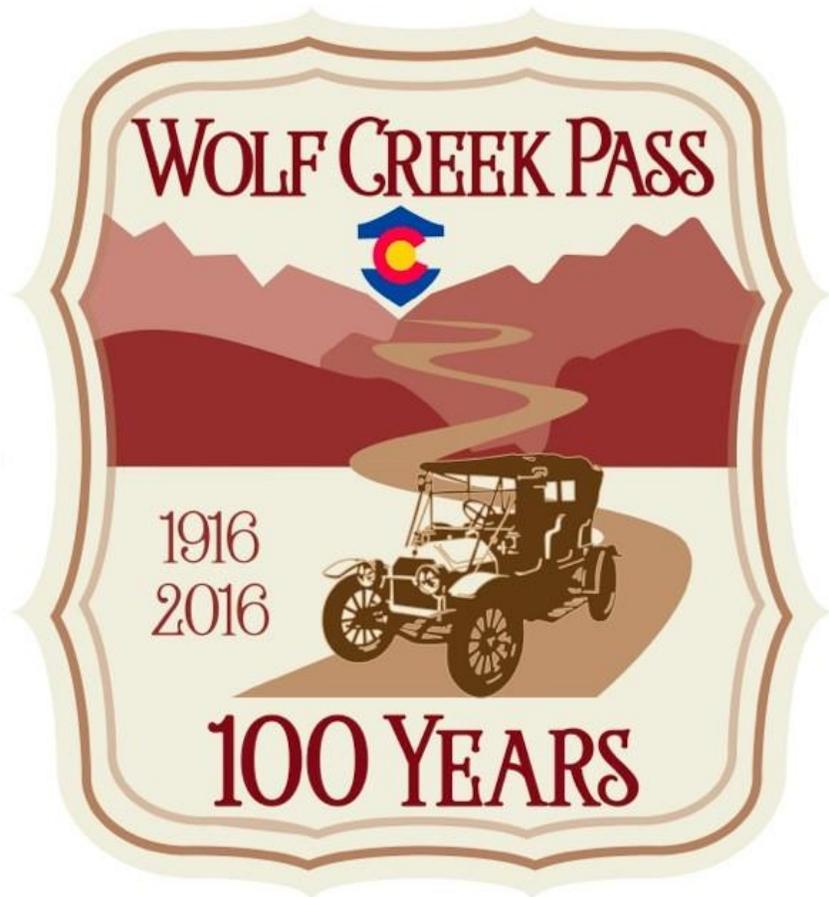
RECOMMENDATION	<p><b>Possible Decisions for Consideration:</b>  <b>(Madam Chair, I move that that the Historic Preservation Board....)</b></p> <ul style="list-style-type: none"> <li>A) Approve the new 6ft tall, white, vinyl privacy fence as a temporary solution until the applicant can fund a permanent concrete stucco wall that reflects the original Board decision at the March 23, 2016 regularly scheduled Historic Preservation Board Meeting.</li> <li>B) Approve the new 6ft tall, white, vinyl privacy fence as a temporary solution until the applicant can fund a permanent concrete stucco wall that reflects the original Board decision at the March 23, 2016 regularly scheduled Historic Preservation Board Meeting contingent upon the alterations as discussed.</li> <li>C) Deny the proposed 6ft tall, white, vinyl privacy fence as it does not meet the Secretary of the Interior's Standards for Rehabilitation or the relevant sections of the Town's LUDC.</li> </ul>
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**V. Decision Items:**

**B. Publicity Logos: 125th Anniversary of Pagosa Springs & 100th Anniversary of Wolf Creek Pass**

<b>BACKGROUND / PURPOSE</b>	<p>To commemorate this year's anniversaries, Barbara Rosner has designed two separate badges for publicity purposes. These designs will help provide recognition and consistency in future publications and also provide visitors with a sense of why Pagosa Springs is such a special place to be. It is recommended the HPB provide a decision at tonight's meeting so that use can begin immediately.</p>
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<b>RECOMMENDATION</b>	<p><b>Possible Decisions for Consideration:</b> <b>(Madam Chair, I move that that the Historic Preservation Board....)</b></p> <ul style="list-style-type: none"><li>A) Approve the logos as presented.</li><li>B) Approve the logos with alterations as discussed.</li></ul>
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**VI. Discussion Items:**

A. Waterworks Committee

<b>BACKGROUND / PURPOSE</b>	<p>HPB member Andre Redstone has been given Board approval to spearhead a Waterworks Committee to provide support and guidance in the development of this site. He will discuss a list a names for whom he feels would prove to be beneficial for the committee. At the May 11<sup>th</sup> meeting, it was discussed to have a work session within the next 3-4 weeks. Staff has prepared and sent out an RFP to bid for the metal guard railing and responses are due back by June 3<sup>rd</sup>. The proposal will include sketches/renderings for possible designs of both period correct and modern railings, along with price quotes. Staff will provide an update and railing options at the next regularly scheduled HPB meeting.</p>
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B. Archuleta County Fair Display Case & Beer Tent

<b>BACKGROUND / PURPOSE</b>	<p>It has been discussed to utilize the display case offered to the HPB for displaying small museum artifacts or other possible items relating to Pagosa’s heritage. It was also discussed to have the local breweries craft a 125<sup>th</sup> Anniversary brew that could be sold at the “Beer Tent” at the fair this year. HPB members should provide updates on their efforts for these items.</p>
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## VII. Reports and Updates:

### A. Planning Director Report.

#### **TOWN COUNCIL UPDATE**

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

#### **PLANNING COMMISSION (PC) UPDATE**

- 1) The PC will be discussing the Town's zoning map on May 24, and discuss some ideas for future consideration.
- 2) The PC will consider adopting a landscaping list that will contain plant species that do well in Pagosa Springs, for developments to refer to.
- 3) The PC would like to further discuss Vacation Rentals and appropriate zone districts.
- 4) Reminded all PC members to develop their thoughts for projects for Town Council to consider adding to the 5-year capital improvement plan.

The Next Regularly scheduled PC meeting will be conducted on May 24 at 5:30pm in Town Hall.

#### **TWO RIVERS GRAVEL PIT**

Archuleta County is considering an application for a proposed gravel pit operation 14 miles south on Trujillo Road. The Planning Director has identified a number of issues related to increased heavy truck traffic in residential districts, pedestrian safety and impacts to our Town road infrastructure. The County Planning Commission will reconsider the gravel Pit Application on June 8<sup>th</sup>.

#### **SAFE ROUTES TO SCHOOL GRANT**

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

#### **WATER WORKS FACILITY FUTURE REPURPOSING**

The HPB has expressed interest in conducting a public input work session to invite discussion regarding the future of the Water Works Facility, to ensure a full understanding on the site for the consideration of the Rumbaugh Creel Stone Arch Bridge railing and other improvements. The HPB has determined a small committee will work on the public presentation and bring back the info the HPB.

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

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

#### **RUMBAUGH CREEK BRIDGE UPDATE**

The Collaborative is finalizing preliminary design work for the SHF staff review. Once that is approved, will incorporate a Creek scouring plan being drafted by Riverbend Engineering. We have solicited an RFP for

metal railing options, due the first part of June. Once we have the approval from the SHF., we will solicit an RFP for construction services.

**SPRINGS PEDESTRIAN BRIDGE REPLACEMENT**

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

**AUTOMATIC ELECTRONIC NOTIFICATIONS**

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

**VII. Reports and Updates:**

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

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

**VII. Reports and Updates:**

- C. Upcoming Town Meeting Schedules

<b>a.</b>	<p>Next Scheduled PC Meetings:</p> <ul style="list-style-type: none"> <li>~ Tuesday, June 14, 2016 @ 5:30pm in Town Hall, Regular Meeting</li> <li>~ Tuesday, June 28, 2016 @ 5:30pm in Town Hall, Regular Meeting</li> </ul>
<b>b.</b>	<p>Next Regular Scheduled Historic Preservation Board meetings:</p> <ul style="list-style-type: none"> <li>~ Wednesday, June 8, 2016 at 5:45pm in Town Hall</li> <li>~ Wednesday, June 22, 2016 at 5:45pm in Town Hall</li> </ul>
<b>c.</b>	<p>Next Regular Town Council Meetings:</p> <ul style="list-style-type: none"> <li>~ Thursday, May 26, 2016 at 5pm in Town Hall (8<sup>th</sup> Street Bid Award special meeting)</li> <li>~ Tuesday, June 7, 2016 at 5pm in Town Hall</li> </ul>
<b>d.</b>	<p>Next Regular Parks and Recreation Board Meeting:</p> <ul style="list-style-type: none"> <li>~ Tuesday, June 14, 2016 @ 5:30pm in the Ross Aragon Community Center</li> <li>~ Tuesday, July 12, 2016 @ 5:30pm in the Ross Aragon Community Center</li> </ul>

**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