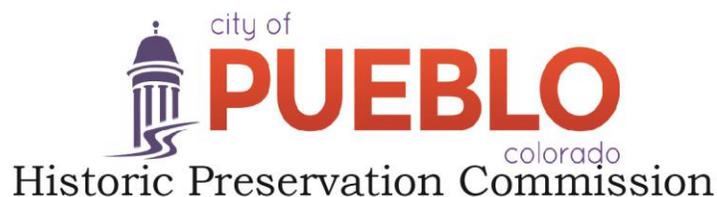


Laurel Campbell
Chair

Chris Markuson
Vice Chair

Maria Tucker
Secretary



Jason Falsetto

Karen Knight

Andy Sanchez

Vacant

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Minutes for Wednesday, November 7, 2018

City Council Chambers, 1 City Hall Place

SPECIAL MEETING CALLED TO ORDER

Called to order at 1:35 p.m. with Chairperson Campbell presiding.

Commissioners Present: Laurel Campbell, Chris Markuson, Andy Sanchez, Maria Tucker

Commissioners Absent: Jason Falsetto, Karen Knight

Staff Members Present: Assistant City Manager for Community Development Scott Hobson, Senior Assistant City Attorney Robert P. Jagger, Planner Alan Lamberg

I. APPROVAL OF AGENDA

Motion by Markuson to approve agenda as amended by Lamberg for November 7, 2018, seconded by Sanchez; unanimously approved.

II. PUBLIC HEARINGS AND COMMISSION ACTIONS

CONSENT AGENDA

1. **HPC-18-18 (217-219 South Union Avenue; Gold Dust Saloon, non-contributor to Union Avenue local & national historic district)**

Certificate of Appropriateness for rear addition (administratively approved November 5, 2018).

2. **HPC-18-19 (727 West 13th Street; landmark Olin House)**

Certificate of Appropriateness for reroof (administratively approved November 2, 2018).

Regarding the Certificates of Appropriateness, the application was administratively reviewed by Lamberg and recommended for approval, having conformed to Standards of Appropriateness.

Commission Action:

Motion to grant consent items 1 and 2 by Markuson, second by Tucker.

Motion passed 4 - 0.

REGULAR AGENDA

1. **HPC-18-07a (230 South Union Avenue, DeReimer Block, contributor to Union Avenue local & national historic district)** *Continued from October 10, 2018 public meeting*

Certificate of Appropriateness for telecommunications facility (plan revision). Applicant for Herb Quintana for Verizon Wireless, Q3 Consulting, Inc. present, with engineer Sean Pendleton of Charles Steckly Architecture, and property owner Bill Schwabe.

Lamberg presented a staff report addendum, which focused on the additional request for painted steel beams for structural reinforcement, and how brick veneer may comply with *Standards of Appropriateness*.

Markuson questioned Pendleton on details, materials, mortar treatment, and anchoring. A mason will provide samples of the brick veneer to match the weathered brick facade. The discussion specifically addressed the following questions from the previous meeting:

- Detail of how it would be anchored into the building? Found on plans, and would only be one inch visible above the parapet.
- Will it include drilling into brick or mortar? Mortar, but if weak mortar, it would drill through and attach to joist frame. If tuck pointing, match the mortar because Portland cement is not always appropriate.
- How would the north beam affect the adjacent building? It would not attach to the north building.
- What are the dimensions of the beams? Detailed on plan.
- How low will the beams extend? South beam would extend to grade level, north beam would extend to third-story only.

Campbell asked why this location was chosen for antennas, and Quintana answered to increase Verizon coverage and capacity.

No public testimony in support nor opposition. Markuson stated that the goal of this review is to preserve the longevity of the historic building; so, another condition should ensure appropriate treatment for structural systems.

Commission Action:

Motion to grant by Markuson, second by Tucker.

Motion passed 4 – 0 with staff conditions and standard permit conditions.

2. HPC-18-13 (300 North Main Street, Whitcomb Block / Pueblo Savings & Trust / Clark's Building, local landmark)

Certificate of Appropriateness for restoration plan.

Ashleigh Winans for NeighborWorks Southern Colorado in writing to staff requested continuing this item.

Commission Action:

Motion to continue to a date and time mutually agreeable by Markuson, second by Campbell.

Motion passed 4 – 0. *Continued until the next meeting.*

III. APPROVAL OF MINUTES

Motion by Markuson to approve the minutes for October 10, 2018, seconded by Tucker; unanimously approved.

Continued, next page

IV. OLD/NEW BUSINESS

1. Administration: Amendment to bylaws for reestablishing committees, drafted

Lamberg reported that the amendment was drafted by himself and Hobson, e-mailed to the HPC in advance of this meeting, and is willing to take comments during the 30-day period of review required by bylaws. Lamberg clarified with the HPC that any number of members from Historic Pueblo, Inc. can serve on the Education Committee. Campbell asked Lamberg to research why committees were removed from 2009 revised bylaws.¹ Campbell formerly presented the bylaw amendment to the HPC, which may be adopted during an HPC meeting on or after December 7.²

V. WORK SESSION

1. Administration: Committee member application form

Lamberg reported that he prepared an application form with assistance from City Information Technology Department, which has a full subscription to the SurveyMonkey online survey software service. The application is open to people who reside or have resided in Pueblo City and/or County. Applicants should detail how they would like to support historic preservation in Pueblo. <https://www.surveymonkey.com/r/HPCApplication>

VI. ADJOURN

Campbell motioned to adjourn the meeting at 2:20 p.m.; Markuson seconded; all in favor. Minutes respectfully submitted by Lamberg.

Note: the regular meeting for November 14, 2018 is hereby canceled.

¹ The current bylaws were adopted on July 17, 2009. It revised the 2006 bylaws by adding an Ethics article, and removing in the Organization article all references to standing committees, education committee, nominating committee, and standards committee, except for ad hoc committees. HPC electronic files have regular meeting minutes from 2009 but not work session minutes. The bylaws were probably revised at a public work session. However, the education committee was active and reporting at regular meetings after this date. As of November 12, 2018, HPC staff believes the intent of the 2009 bylaws was to broadly provide for ad hoc committees.

² A proposed amendment to HPC bylaws to reestablish HPC committees, as drafted and revised November 9, 2018, is attached to these minutes.

Laurel Campbell
Chair

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Vice Chair

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Secretary



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Pueblo Historic Preservation Commission (HPC)

Proposed Amendment to Bylaws

(HPC Committee Charter Amendment drafted by Alan Lamberg, HPC staff, November 9, 2018)

Article – Committees

a. Procedures for all committees

1. Executive authority: Each committee will nominate and elect their own officers, including a chairperson, vice-chairperson, and a secretary. When the chairperson is not available, the vice-chairperson will act on their behalf. The chairperson will convene their committee's meeting. The secretary may assist with scheduling. The secretary will record meeting summaries.
2. HPC members: Any current HPC member may volunteer for any number of HPC committees.
3. Stakeholder member application: Individuals who are not members of the HPC may apply for membership in any number of HPC committees. HPC staff will make applications available electronically and in paper form through the HPC administrative office.
4. Stakeholder member selection: Reasonable criteria for membership eligibility must conform to the statement of purpose of the Historic Preservation Code (*Chapter 14 of Title IV – Building Regulations, Pueblo Municipal Code*). HPC staff will receive said applications, and brief the HPC via e-mail or in person. The HPC at a public meeting will have discretion to select from an applicant list any number of members for any HPC committees.
5. Members who resign from any committees are encouraged to provide notice addressed to the HPC chairperson, in writing or e-mail to the HPC staff.
6. Any vacancy on a committee will be reported to that committee's chairperson, and a new member may be selected according to the above procedure. New members will serve the unexpired term.

7. Communications: Committees will meet via electronically, such as e-mail or teleconference, or in person.
8. Meeting occurrence: Times and locations will be agreed upon by committee members. More meetings may be convened by the chairperson to consider further issues relevant to the committee.
9. Reports: All committees will record meeting summaries, which will be stored with related documents maintained by HPC staff. Each committee will present a brief report at each regular meeting of the HPC. At the request of the HPC chairperson, a written report with recommendations will be presented by each committee at the end of the calendar year.
10. Administration: HPC staff will carry out the clerical, administrative or technical work of the HPC Committees in a manner conforming to the Historic Preservation Code (*Chapter 14 of Title IV – Building Regulations, Pueblo Municipal Code*). Officers of HPC Committees are encouraged to seek additional assistance from the community.
11. Compliance: When three (3) or more members of the HPC will be present at any committee meeting, notice and agenda must be posted at a designated public location no less than twenty-four (24) hours before said meeting, and such meetings must always be open to the public in compliance with the Colorado Open Meetings Law.

b. Planning Committee

1. Purpose: This committee will facilitate a preservation plan for the City of Pueblo, which must conform to the statement of purpose of the Historic Preservation Code (*Chapter 14 of Title IV – Building Regulations, Pueblo Municipal Code*). This action plan will guide a network of historic preservationists for shared goals and strategies concerning the relevance of preservation to citizens, partners, and government.
2. Responsibilities: This committee will invite comment from diverse stakeholders, such as neighborhood and business associations and community and government organizations. It will identify and prioritize working tasks to support plan goals. It will provide other committees with a framework of strategies.
3. Membership: A minimum of two HPC members will volunteer. All members, including stakeholders, will serve for a term of one year and are eligible to serve consecutive terms.
4. Meetings: This committee will meet a minimum of four times per year.

c. Standards Committee

1. Purpose: This committee will maintain the *Standards of Appropriateness* in a manner conforming to the Historic Preservation Code (*Chapter 14 of Title IV – Building Regulations, Pueblo Municipal Code*). This committee will act on strategies approved by the Planning Committee.
2. Responsibilities: This committee will invite comment from diverse stakeholders, such as neighborhood and business associations and community and government organizations. This committee will write any continuing material and proposed changes as amendments to the *Standards of Appropriateness*.
3. Amending the *Standards of Appropriateness*: Amendments will be presented by this committee at a public meeting of the HPC. The HPC must submit to the Pueblo City Council its recommendation to approve or disapprove any amendment to the *Standards of Appropriateness*.
4. Membership: A minimum of two HPC members will volunteer. All members, including stakeholders, will serve for a term of one year and are eligible to serve consecutive terms.
5. Meetings: This committee will meet a minimum of four times per year.

d. Education Committee

1. Purpose: This committee will provide education on all phases of historic preservation to the community. This committee will act on strategies approved by the Planning Committee.
2. Responsibilities: The HPC and Historic Pueblo, Inc. (hereafter referred to as HPI) will work together to further education goals. This committee will invite comment from diverse stakeholders, such as neighborhood and business associations and community and government organizations.
3. Membership: A minimum of two HPC members will volunteer, with the approval of the HPC. Any number of members from HPI may volunteer. All members, including stakeholders, will serve for a term of one year and are eligible to serve consecutive terms.
4. Meetings: This committee will meet a minimum of four times per year.

- e. Ad hoc committees will be formed by the HPC in consultation with HPC staff when necessary to address special HPC business.

Proposed eligibility criteria for HPC committee membership:

Applicants should demonstrate how their knowledge, abilities, skills, and other characteristics supports the purpose of the Historic Preservation Code (*Chapter 14 of Title IV – Building Regulations, Pueblo Municipal Code, Section 4-14-2*):

- (1) Identify, designate and preserve those buildings, objects, monuments, structures and sites which reflect outstanding elements of the community's architectural and cultural heritage.
- (2) Preserve and enhance the environmental quality of neighborhoods.
- (3) Strengthen the City's economic base through the stimulation of the tourist industry.
- (4) Stabilize and improve property values.
- (5) Foster economic development.
- (6) Promote the growth of the City in concert with its heritage.
- (7) Encourage new buildings and developments that will be harmonious with existing Landmarks and Historic Districts.

The HPC will strive to balance the aggregate representation of other organizations through interested stakeholders.

Applicants must reside or have resided in Pueblo County, Colorado.