

**CITY OF STEAMBOAT SPRINGS
HISTORIC PRESERVATION COMMISSION MINUTES
April 2, 2009**

The regular meeting of the Historic Preservation Advisory Commission was called to order at approximately 5:00 p.m. on Thursday, April 2, 2009, in Citizens Meeting Room, Centennial Hall, 124 10th Street, Steamboat Springs, Colorado.

HPAC members in attendance were Chairperson D.J. Chotvac; Sally TeStrake; Bethanne Dressel, Claire Howington

Absent: Johnny Walker, Cami Bunn

Staff members present were Lauren Schaffer, Historic Preservation Program Coordinator; Alexis Casale, Historic Preservation Planner and Ginger Scott, Staff Assistant

APPROVAL OF MARCH 9, 2009 MEETING MINUTES

MOTION

Commissioner Bunn, although absent at this meeting, had emailed her requested changes to the March 9th minutes. They include:

Under Staff Updates section a, the sentence should read "...limited programming in the morning AND after most..."

Staff Updates, section g, the sentence should read "...public, staff, City Council and Commissioners regarding..."

Building Department Referrals, section a, under Staff Presentation the sentence should read "...denial of this building permit based on the design guidelines cited on page 8a-4 of the staff report."

Commissioner TeStrake made a motion to approve with these changes.
Commissioner Dressel seconded the motion.

VOTE

Vote: (4/0)

Abstaining (due to absence):

Absent: Walker, Bunn

AGENDA REVIEW

The agenda was approved by acclamation.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There was none.

COMMISSION MEMBER REPORTS

- a. Chotvac recommended the other commissioners read a book she purchased at the CPI conference called "Colorado Historic Places". Nine of the sites listed in the book are in Steamboat Springs.

STAFF UPDATES

- a. Schaffer discussed the amended bylaws that were approved. She said they are consistent with Planning Commission's bylaws adjusted for HPC meeting dates and the order of business (agenda). She clarified that some changes to the agenda include taking out the Staff and Commissioner Updates sections. The intention is to take care of this business during work sessions, and to keep the meetings to official business such as alterations, nominations and tax credit reviews.
- b. Commissioner Chotvacs asked if Schaffer was going to give her report on what she did at the CPI conference. Schaffer explained that she had done that at the last meeting, and clarified that with staff moving to 20 hours, they may not have time to do everything HPC would like them to do. Chotvacs clarified that Commissioner Bunn had emailed her to ask Schaffer about this.
- c. Schaffer said that at the next agenda in May there will be 3 or 4 historic register nominations for the Commission to review and approve. She added that the applications for historic districts and landmarks need to be approved by the HPC immediately before the reviews. Staff will email everyone the forms in the coming weeks to get any feedback or suggested changes prior to the meeting.

PLANNING DEPARTMENT REFERRALS

None

BUILDING DEPARTMENT REFERRALS

None.

CONCEPTUAL REVIEW/NATIONAL REGISTER NOMINATION REVIEW

None.

APPROVAL OF BYLAWS

MOTION

Commissioner Howington made a motion to approve the proposed bylaws with no changes. Commissioner Dressel seconded the motion.

VOTE

Vote: (4/0)

Abstaining (due to absence):

Absent: Walker, Bunn

APPROVAL OF MISSION STATEMENT

MOTION

Commissioner TeStrake made a motion to approve the proposed mission statement with no changes. Commissioner Howington seconded the motion.

VOTE

Vote: (4/0)

Abstaining (due to absence):

Absent: Walker, Bunn

WORK SESSION

None.

TAX REFERRALS

None.

OTHER BUSINESS

Winnie Delliquadri, Grants Analyst for the City was present to discuss the grant seeking and procurement for historic preservation. She stated the City currently has several open grants related to historic preservation. Two are from the State Historical Fund to do an H.S.A. for the Chamber building, and an H.S.A. of the Community House in Little Toots Park. There is also currently an H.S.A. being done of Lithia Park, this was funded by the National Trust for Historic Preservation. The goal of the H.S.A.'s is to gather the information needed in order to understand how to best preserve the structure or site. The City also has Certified Local Government (CLG) funds to do inventories of downtown properties (this is something the City asks for each year) and also for an educational speaker. In addition, with the adoption of the new ordinance, the City is looking to apply for funds from the National Trust to help develop and fund an application packet which would clearly outline the City's local register application process and how it differs from the Routt County, State and National register processes. That application will go in for a June 1st deadline. Delliquadri asked if the Commissioners had any questions.

Commissioner Howington asked if there were matching funds required on the grants.

Delliquadri said there is match for some. For CLG there is no required match, for the SHF grants there is a minimum 25% match (which can be cash or in-kind). However the H.S.A. grants do not require match. The National Trust grants require a 50% match. She added that Steamboat Springs has a good reputation as a community that does quality projects that make a difference in the community. Maintaining this reputation is very critical to the success of grant seeking. The City also helps other organizations on their projects by writing letters of support. She said that if the HPC wants to do a project, let her know and she will work on trying to identify funding sources. She added she needs to know pretty far in advance, and stated that finding matching funds may be an issue as well, especially during the current economic climate at the City.

Commissioner TeStrake asked about the Rehder building.

Delliquadri said it is a political question whether or not the City Council wants to own the building and this has yet to be decided.

Delliquadri explained the grant process and timeline. Initially, it takes time to put together the application, and then wait for the grant deadline. It may be a year or two before the City actually sees the money. Delliquadri added that because of good relationships, can speak with people at the funding agencies to help shape the grant application before it is turned in. The staff people at the funding agencies ultimately make comments and recommendations regarding grant applications to the funding boards, and their comments carry a lot of weight, so

it is important to safeguard this good reputation. She added that about 90% of the City's grant applications have been funded, which is a result of the City's reputation for doing good projects, carrying them out well, and having the community be pleased with what is accomplished. Delliquadri added she is currently working on funding for projects for next year.

Schaffer asked Delliquadri if she thought having a work plan from the Commission each year would be helpful.

Delliquadri said having a long term (3-5 year) plan – possibly for education and outreach makes it easier to get funding. Having the project in a recorded document or plan shows that the City is serious about it and would be more likely to be funded.

Commissioner TeStrake said with the HPC's new focus on education, she thinks it would be a good idea to make a long term plan including historic districts and also what to do with the Rehder building. She added she would be calling Delliquadri for some assistance/feedback.

Commissioner Chotvacs added that the Commission needs to be gracious and try to convince City Council that the City should own the Rehder building.

ADJOURNMENT

Commissioner Howington moved to adjourn the meeting at approximately 5:25 p.m.
Commissioner TeStrake seconded the motion.

VOTE

Vote: (4/0)

Voting for approval of motion to adjourn: Dressel, Chotvacs, TeStrake, Howington

Absent: Bunn, Walker