

Historic Preservation Commission

Agenda

Regular Meeting
Meeting No. 09-06
April 2, 2009
5:00 PM

Meeting Location: Centennial Hall, Citizens Meeting Room
Steamboat Springs, CO

- 1) Call to Order/Roll Call**
- 2) Approve Minutes from March 9, 2009 (Chotvacs, Walker, Bunn, TeStrake, Dressel, Howington)**
- 3) Agenda Review**
- 4) Public Comment (5:00)**
- 5) Commission Member Reports**
- 6) Staff Updates**
- 7) Planning Department Referrals (TAC)**
- 8) Building Department Referrals**
- 9) Conceptual Review / National Register Nomination Review**
- 10) Approval of Bylaws**
- 11) Approval of Mission Statement**
- 12) Work Session**
- 13) Tax Referrals**
- 14) Other Business**
- 15) Adjourn**

DRAFT

CITY OF STEAMBOAT SPRINGS HISTORIC PRESERVATION COMMISSION MINUTES March 9, 2009

The regular meeting of the Historic Preservation Advisory Commission was called to order at approximately 5:00 p.m. on Monday, March 9, 2009, in Citizens Meeting Room, Centennial Hall, 124 10th Street, Steamboat Springs, Colorado.

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

Absent: None

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

Schaffer came to the meeting at approximately 6:30 p.m.

APPROVAL OF FEBRUARY 23, 2009 MEETING MINUTES

Commissioner TeStrake requested a change on the last page to read "Schaffer explained the buildings should be listed... in order for "there".

MOTION

TeStrake made a motion to approve the minutes with the above change. Howington seconded.

VOTE

Vote: (6/0)

Abstaining (due to absence):

Absent:

AGENDA REVIEW

The agenda was approved by acclamation.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There was none.

COMMISSION MEMBER REPORTS

- a. Bunn said she had heard that Dennis Humphries will be coming to talk to the public on plans for Yampa Street. She asked for an update from staff and requested that HPC be involved in this planning.

STAFF UPDATES

- a. Scott updated the group on the status of the Channel 6 television station. She said she had previously misunderstood Mike Schmidt when she reported that the station would not air any programming. There will be limited programming in the morning at after most people get home from work. There won't be much further progress on the station as the City is facing many cutbacks. Commissioner Chotvac voiced concern that there were many videos at the TOP Museum that could be aired.

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Commissioner Bunn asked if Schmidt could come and report what was going on the station beforehand so HPC could give their feedback on the programming. Scott suggested the commissioners watch the station and then if they had suggestions for other programming she could pass on the ideas to Schmidt. She repeated that there might not be many more changes to what is programmed currently at this time.

- b. Scott introduced new commissioner Claire Howington and asked her to tell the group about herself. Commissioner Howington said she grew up in Arkansas and Tennessee, and then went to Tulane in New Orleans and was relocated to Steamboat Springs during Hurricane Katrina. She is now employed by the law firm that she worked for during that time. She added that her father was the president of the Heritage organization where she grew up, so she grew up in a “preservation” household. She said she is happy to be serving on the commission.
- c. Scott stated that the deadline for applying to serve on the Historic Preservation Commission is April 15th.
- d. Scott asked for confirmation that everyone was agreeable to moving the meetings to one night per month on the first Thursday of the month. The commissioners all agreed. Scott said staff would update the bylaws to get official approval at the next meeting which is April 2nd.
- e. Casale reported on the Snowshoe Tour of the springs held on Friday, February 27th. She said it was a successful tour with 20 participants including locals and visitors. She added that staff has started an email list to send out updates/reminders on future tours.
- f. Casale stated that the Rollingstone Village project went to Planning Commission. They agreed with HPC and recommended approval. It will now go to City Council on March 17th. Commissioner Bunn asked if HPC needed to write a letter on this. Casale said the Planning Commission had a good conversation, had the staff report and the HPC recommendation, and that they probably don’t need to write a letter unless there is something they want to add.
- g. After an earlier question by Commissioner Bunn, Schaffer reported that Dennis Humphries and Ron Straka will be conducting a workshop for the public, staff and city council and commissioners regarding development and preservation on Yampa Street. These consultants were involved in planning sessions that were done in the past. Commissioner Bunn said she thinks it would be good for HPC to prepare something for the meeting. Schaffer said HPC could appoint a person to work with the consultants and that she would let the commissioners know the date of the workshop as soon as she knows more. Commissioner Bunn asked if anyone on the HPC would be willing to work with Humphries and Straka on this. Commissioner Walker volunteered.
- h. Commissioner Walker asked how everything is going to be accomplished with just one meeting per month. Schaffer said she thinks that the design reviews and nomination reviews will be doable in this timeframe, but added the worksessions and subcommittees will be key to accomplishing a lot of the other work.

PLANNING DEPARTMENT REFERRALS

None

BUILDING DEPARTMENT REFERRALS

- a. 270 River Road –

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STAFF PRESENTATION - Casale gave the staff report. This is the same building permit that HPC reviewed at the last meeting. The single family residence is in the Brooklyn neighborhood – RO Zone District, so the Design Guidelines will be applied. Staff found the house to be eligible to a local register and recommends denial of this building permit based on 8a-4 and explained the rooftop addition would negatively impact the integrity of the historic resource, therefore making it ineligible to an historic register.

APPLICANT PRESENTATION - Jan Kaminski with Mountain Architecture and the owners Kate and Craig Rench were here to discuss the project. Kaminski explained the background for Howington who was not at the previous meeting. At that meeting the applicants asked that their project be tabled so that they could see if they could design a project that would meet the requirements of the Secretary of Interior Standards, get their house listed on the local register and try to fix the lot line issues on their property. Kaminski said they came up with a solution that they felt would address these issues and he will discuss these with the commissioners tonight during conceptual review. Kaminski also stated that the applicants met with Bob Keenan to check on the possibility of using the variance criteria to fix the lot lines. The applicants would like to move forward on trying to find an alternate solution that meets all of these guidelines and standards and so would request a recommendation of denial from the HPC for the current proposal, and then they would like to discuss these alternate ideas during conceptual review. If they can not come up with a design/project that will accomplish all of these things, they will then move forward with their original proposal.

COMMISSIONER QUESTIONS

Commissioner Bunn asked for clarification that there are other drawings/plans that they have not seen that will be reviewed during the Conceptual Review portion of the meeting.

Casale said yes, these drawings will be handed out for discussion during that time.

COMMISSIONER DISCUSSION

There was none.

FINAL STAFF COMMENTS

There were none.

FINAL APPLICANT COMMENTS

There were none.

RECOMMENDED MOTION/FINDINGS

MOTION

Commissioner Chotvac made a motion to recommend denial of the proposal based on the Design Guidelines cited in staff's recommendation. Commissioner Walker seconded the motion.

DISCUSSION ON THE MOTION

There was none.

VOTE

Vote: (6/0)

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Voting for approval of motion: Chotvacs, Bunn, Walker, TeStrake, Howington, Dressel
Absent:

CONCEPTUAL REVIEW/NATIONAL REGISTER NOMINATION REVIEW

a. 270 River Road – Conceptual Review

Casale explained the conceptual review. She clarified that during conceptual review there will be no motion and no recommendation, and commissioners are to make comments based solely on the Design Guidelines. Casale highlighted the section in the Design Guidelines that staff feels would be applicable including: Chapter 7 (Roofs), Treatment of Roofs (Sections 7.1-7.6) and Chapter 9 (Building Additions sections 9.12 - 9.14). Casale left the meeting briefly to get a copy of the new ordinance at Kaminski's request.

Kaminski discussed the applicants' plans. He brought up section 7 on roofs. He said he had been having discussions with Casale and she had recommended dormers, however they are limited on the amount of space that can be created using these because of the height of the house. They are trying to create a master bedroom. There was discussion on the shed roof idea. Kaminski's plan includes adding two sheds and stepping the wall back. The Design Guidelines state that this should be lower than the top of the roof by one foot. The latest version does do this. The commissioners compared the two versions.

Commissioner Walker asked what the new design would do to the floor plan.

Kaminski explained the most significant change is that the applicants will lose the door from the master bedroom to the bathroom. The master bed area will not be affected much.

Commissioner Bunn asked for clarification on what is the space left of the bathroom.

The Rensch's clarified that some is attic space (about 3 feet in height) and the other room is under the original roof configuration.

Kaminski stated that each new design gets harder to make and will be costlier. Casale's comments on the second version were that it didn't comply with the ridge recommendations and are not gabled dormers as outlined in the Design Guidelines. Kaminski said if commissioners think that either version two or three meet the guidelines, then they could pursue this, look into incentives and start the application to get the house listed on the local register.

Casale made a clarification that if the applicants decide to come through with a different proposal, the HPC will need to review it with a staff report and make a recommendation.

Kaminski pointed out section 26-84 (h) in the new ordinance which states "Once an historic resource is listed on the register demolition of the resource is prohibited... alterations should be made in compliance with the Design Guidelines as determined by HPC. They need not comply with all applicable guidelines, but they must determine that there is sufficient compliance that the characteristics that made the Historic Resource an Historic Resource are retained following the alteration", so Kaminski stated there is room for interpretation from the commission. Kaminski stated the applicants are very interested in being on the register, and are extremely motivated by incentives that could help them fix their lot line issues.

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Commissioner Walker commented that he believes the newest version (3) highlights the original house more.

Commissioner Chotvacs said she would really like to see the applicants succeed with this project and be leaders of community – and show how positive the process can be.

Commissioner Dressel asked for clarification from Casale on section 9.12, where it states the dormers should be subordinate to the original. She said the mass seems very large, but that it seems to be up to the HPC's interpretation in the guidelines.

Casale said the commissioners need to ask themselves the question "Is the integrity of the structure being preserved with the addition?"

Commissioner Dressel asked other commissioners if they thought the addition seemed subordinate to the original.

Commissioners TeStrake and Howington both said they felt the newest version (3) is a better solution.

Commissioner Bunn asked if the applicants had considered making it a more traditional gabled dormer.

Kaminski said they did look at a few different concepts along these lines, but one of the biggest problems was maintaining the width so they can fit a bed in there. The dormer would need to be at a very flat pitch. This solution limits space. He explained that with this design, the character defining elevation is impacted more. Kaminski sketched out this idea.

Commissioner Bunn said she thought that with this solution, the increase in space in the center may achieve what the applicants are looking for.

There was discussion on how this design would affect the head room next to the bed, and how this will be creating less mass on the south elevation, but creating more on the west. The group discussed the idea of two traditional gabled dormers.

Kaminski said he and the owners will look at these options, and have Casale review to see if they are in compliance with the guidelines.

Commissioner Bunn thanked the applicants for coming and for being willing to look at other options.

Commissioner Dressel asked if adding matching dormers on the other side would be a possibility to give the applicants more space.

Kaminski said it would, but explained that the property has an existing non-conformity on the other side (the house is on the neighbors property), so this would be increasing the non-conformity. There was discussion about the alternate approval for variance criteria. Kaminski will continue to work on it with Casale.

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WORK SESSION

a. Approval of Nomination Form for Steamboat Springs Register of Historic Places –

The commission discussed some changes to the nomination form.

Commissioner TeStrake made a motion to accept the approval the nomination form as amended. Commissioner Chotvac seconded. All approved.

b. CPI Follow Up –

The commissioners reported on their experiences at the CPI Conference.

Commissioner Chotvac - went on both the Curtis Park tour and the tour of Boulder. Both areas use landmarking as a tool to save structures. She suggested getting some facts together such as how many buildings in Steamboat Springs have been saved, and how many need to be saved, and also suggested the commissioners become very familiar with the incentives that are available. Chotvac added that she has a lot of handouts/information for those who are interested. Commissioner Bunn asked if the HPC could view some of the movies that Chotvac bought at the conference at a future HPC meeting.

Commissioner Walker - attended "Engaging Students in Historic Preservation" and was inspired to look at possibilities on engaging students in preservation. The group discussed that 4th Graders learn about Colorado History, and the possibility of historic tours. He reported on the session on preserving school buildings. He would like to find a use for the old high school. It would need to be made ADA accessible, but this is doable. He said he has found initial enthusiasm from Rick Denney and Shalee Cunningham. Commissioner Bunn suggested this could be a good idea for a subcommittee.

Scott handed out a summary of the sessions she attended, and spoke briefly to some of them including one on digital photography for historic register nominations, and one on preservation on a tight budget.

Casale said she enjoyed the conference. She thought it was the most beneficial to meet people from the other communities and organizations. She learned a lot from the session on International Building Code and is doing some more research on this.

Commissioner Bunn asked to put her presentation on the agenda at the next meeting.

Schaffer – said was only able to go to one of the sessions, but also met with Dennis Humphries and James Stratis while she was there.

TAX REFERRALS

None.

OTHER BUSINESS

Commissioner Bunn said she has heard there is a possibility that there may be more cuts in historic preservation than what everyone is currently aware of. She encouraged the commissioners to come to the City Council meeting on Tuesday. Schaffer said she could find out what time that agenda item is expected to be and email everyone.

ADJOURNMENT

Commissioner Howington moved to adjourn the meeting at approximately 7:02 p.m.
Commissioner TeStrake seconded the motion.

VOTE

Vote: (6/0)

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

Absent:

RULES OF ORDER
FOR THE
STEAMBOAT SPRINGS HISTORIC PRESERVATION COMMISSION

ARTICLE I **ELECTIONS**

A. Officers

There shall be elected a Chairperson and a Vice-Chairperson. Said officers shall be elected at the first regular meeting in April of each year, except that successors shall be elected at the first regular meeting following resignation or removal of any such officer from the Historic Preservation Commission. Election of officers shall be the first order of business. Nominations for Chairperson shall be accepted first with election by secret ballot, when more than one candidate is nominated and by open ballot when only one candidate is nominated. In case of a tie vote, the staff will disclose the names of the tied contestants and an additional ballot shall be taken until one person has received a majority vote. Following the election of a Chairperson, the new chairperson shall assume the conduct of the meeting and the Vice-Chairperson shall be elected utilizing the same procedure used to elect the Chairperson.

B. Chairperson

The Chairperson shall take the chair at the hour appointed for the Commission meeting, and shall immediately call the members to order. He/she shall act as the presiding officer. He/she shall preserve decorum and decide all questions of order, subject to appeal of the Commission. If a member transgresses the rules of the Commission, the Chairperson shall call him/her to order.

C. Absence of Chairperson and Vice-Chairperson

In the event of the absence of the Chairperson, the Vice-Chairperson shall act in place of the Chairperson. In the event of the absence of the Chairperson and Vice-Chairperson, the most senior Historic Preservation Commission member shall call the Commission to order and call the roll of the members. If a quorum is found to be present, the Commission shall proceed to elect, by a majority vote of those present, a Chairperson for the meeting to act in the absence of the Chairperson and Vice-Chairperson.

ARTICLE II **MEETINGS AND SESSIONS**

A. Regular Meetings

The Historic Preservation Commission shall conduct regular meetings. These meetings are to occur on a regular basis and shall be generally scheduled on the first Thursday of each month. When a regular meeting is

scheduled on a holiday, for the employees of the City, the regular meeting shall automatically be cancelled unless otherwise provided for by motion approved by the Historic Preservation Commission. All regular meetings shall commence at 5:00 PM in the Citizens Meeting Room, Centennial Hall, 124 10th Street Steamboat Springs, Colorado, unless otherwise stated.

B. Special Meetings

Special meetings shall be called by the Staff upon the request of the Chairperson, or any two members of the Commission, and the Staff shall provide at least 72 hours notice to each member of the Commission.

C. Notice of Meetings

Notice of the time and place of all regular and special meetings shall be posted in at least two locations in the City, and one such location shall be Centennial Hall, 124 10th Street Steamboat Springs, Colorado. Said notice shall be so posted at least 72 hours in advance of said meeting. The notice shall remain posted for the entire 72 hour period. If the date and time of the special meeting change subsequent to the posting but prior to the running of the 72 hour period, then an amended notice shall be prepared and the amended notice shall be posted for at least 72 hours prior to the special meeting. Any notice requirements which are more restrictive in nature as contained in Title 26, Community Development Code of the Municipal Code regarding Public Hearing and which are applicable shall supersede these requirements and be strictly followed.

D. Work Sessions

Historic Preservation Commission shall meet in work session on established days at Centennial Hall, 124 10th Street, Steamboat Springs, Colorado. These work sessions are to be informative and guiding in nature. No formal action can be taken.

E. Adjourned Meetings and Sessions, Continued Meetings and Sessions, Tabled Items

Any meeting or session of the Commission shall be adjourned at the close of business. Any meeting or session may be continued prior to reaching the close of business. However any business which was not addressed at a meeting or session because that session or meeting was continued must be taken up no later than the next regularly scheduled meeting. Business not addressed at a meeting or worksession because of a tabling motion must either be taken up at a later date and time in which the date and time is specified in the course of the meeting or session or must be tabled indefinitely.

F. Quorum

A majority of the membership shall constitute a quorum for the purpose of calling a regular or special public meeting to order. An Historic Preservation Commission worksession does not require a quorum of the Commission to convene. If, by virtue of members of the Commission leaving once a meeting has been called to order, and a quorum ceases to exist, a lesser number

may adjourn any meeting to a later time or date and only a simple majority is necessary for voting on any remaining agenda items. If, by virtue of members leaving after the meeting has been called to order, there are no members remaining, the Staff may adjourn any meeting.

ARTICLE III ADMINISTRATION

A. Secretary

The Planning and Community Development Director, or his/her designate, shall serve as Secretary to the Commission and shall keep minutes of meetings and perform such other and further duties in the meeting as may be requested by the Chairperson. The Planning and Community Development Director shall furnish each member of the Commission with a copy of the minutes, from the last meeting of the Commission, at the next regular meeting. He/she shall attest to the signature of the Chairperson on all documents where necessary and perform such other duties as may be required by law.

B. Duties of the Planning and Community Development Department

The Planning and Community Development Director, or his/her Staff representative, shall attend Historic Preservation Commission meetings, and shall advise the Commission of relevant regulations and factual data requested by the Commission. The Staff shall conduct investigations and direct planning efforts that may be assigned by the Commission.

C. City Attorney

When requested by the Commission, the City Attorney will attend any regular, adjourned or special meeting. The Historic Preservation Commission may call upon the attorney for an oral or written opinion to decide any question of law related to its responsibilities.

D. Other City Officers and Employees

When the Commission wishes to confer with the head of any department or any office or employee of the City on any matter relating to historic preservation, the City Manager shall be asked by the Historic Preservation Commission Secretary to request that such official or employee attend a regular, adjourned or special meeting.

ARTICLE IV ORDER OF BUSINESS

A. The first Thursday of each month may be reserved as a Historic Preservation Commission Meeting.

B. Unless otherwise agreed by a vote of the Commission, the order of business shall be as set forth below:

1. Call to Order
2. Approval of Prior Minutes

3. Public Comments
4. Applications to Steamboat Springs Historic Register
5. Petitions for Alteration or Demolition
6. Tax Credits
7. Subcommittee Updates
8. Other Business
9. Adjourn

Items tabled at a previous meeting may be heard within the order of business outlined above with respect to the nature of the request.

ARTICLE V DUTIES AND PRIVILEGES OF MEMBERS

A. Conflicts of Interest

Every member of the Commission shall be familiar with and abide by the Code of Ethics adopted by the City (Chapter 2.50 of the Steamboat Springs Municipal Code).

B. Appearances

No member of the Commission shall appear before any hearing or worksession of the Commission concerning any matter.

C. Attendance

1. Commission Hearings

If in the opinion of the majority of the Historic Preservation Commission any member is absent sufficiently to impair his/her affect, the Commission may notify City Council. Said member may be replaced by the City Council unless it is determined that exceptional circumstances existed and that there are sound reasons to believe that the member's attendance will improve. The secretary to the Commission shall keep and maintain a record of attendance for all regular Commission meetings.

2. City Council

Prior to the next regularly scheduled City Council or Planning Commission meeting, the Historic Preservation Commission will appoint a Commission Member to attend the next regularly scheduled City Council or Planning Commission meeting. Members will then attend on a rotating basis.

D. Alternate Member

When all Historic Preservation Commissioners are present, the alternate member shall be permitted to ask questions of a petitioner prior to any motion, but is not permitted to participate in any discussion after a motion is on the floor. In the absence of a regular member, the alternate member shall act as regular member.

E. Right of the Floor

When recognized by the Chair, a member shall confine him/herself to the question under debate, avoid personalities, and refrain from impugning the motives of any member's argument or vote.

F. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak for a longer time than ten minutes without leave of the presiding officer.

G. Motion to Approve or Deny, Friendly Amendment

Any member shall be allowed to make a motion to approve or deny a petition under consideration. After the motion is seconded by any other member, the motion may be discussed and/or a friendly amendment may be entertained. Discussion regarding the friendly amendment shall be allowed. The friendly amendment would have to be accepted by the members who made and seconded the original motion.

H. Motion to Table

When a motion to table a petition being heard by the Commission has been made and seconded, prior to a vote on such a motion, each Commission member shall have an opportunity to make a brief statement concerning the merits of the motion.

I. Voting

The vote by "Yes" and "No" shall be taken upon the passage of all motions and entered into the minutes of the Commission proceedings. No member of the Commission shall vote on any question concerning his/her own conduct. Each member who is present shall vote when called to do so unless excused by the unanimous consent of the remaining members present. There shall be no abstentions from voting, nor any voting by proxy.

J. Presiding Officer

The presiding officer shall have the same rights and privileges of making motions and voting as any other member.

K. Robert's Rules of Order

In all other matters not covered by these rules, Robert's Rules of Order shall prevail.

City of Steamboat Springs Historic Preservation Commission Mission Statement

“The mission of the Historic Preservation Commission (HPC) is to identify those elements of the built, natural, and cultural environment that help define the character of Steamboat Springs, and to encourage, by providing education, resources, review and guidance, their protection, preservation, and restoration.”