



## Meeting Minutes - Draft Historic Preservation Board

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Monday, May 6, 2024

4:30 PM

City Administration Building  
30 S Nevada Avenue, Suite 102

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### 1. Call to Order and Roll Call

Board Member Musick arrived to the meeting after the votes for Approval of the Minutes and Approval of the Consent Item.

**Present:** 6 - Chair Lowenberg, Board Member Musick, Board Member Baumgartner, Board Member Fitzsimmons, Alternate Beerbaum and Board Member Hines

**Absent:** 2 - Vice Chair Wardwell and Board Member Potter

**Excused:** 1 - Board Member Smith

### 2. Changes to Agenda/Postponements

### 3. Communications

#### **Bill Gray - Senior Planner, Planning + Neighborhood Services**

Bill Gray, Senior Planner, said the Pikes Peak Preservation Forum will be held on Friday, May 10th, 9 a.m. to 12:30 p.m. and took the names of members who would like to attend.

Field reconaissance is continuing with the Historic Resource Survey Plan.

The Historic Preservation Tax Credit Workshop will be on June 17th at City Hall from 4:30 to 6:30 p.m. Mr. Gray will send out more information.

The Union Printers Home zone change and development standards adjustment are going to City Planning Commission on May 8th. Comments on this project from the Historic Preservation Board members have been included in the staff memo.

There are some changes in the Planning Department. Mike Tassi, Assistant Director, recently left the City. Katie Carleo has been named the Acting Assistant Director of Planning until the position is posted and filled. She and Ryan Tefertiller, Urban Planning Manager, will be attending HPB meetings going forward.

### 4. Approval of the Minutes

[HPB 2289](#)

Minutes for the April 1, 2024, Historic Preservation Board meeting

Presenter:

Christine Lowenberg, Chair of the Historic Preservation Board

**Attachments:** [HPB Minutes 04.01.24 Draft](#)

**Motion by Board Member Baumgartner, seconded by Board Member Hines, to approve the minutes for the April 1, 2024, Historic Preservation Board meeting. The motion passed by a vote of 5-0.**

**Aye:** 5 - Chair Lowenberg, Board Member Baumgartner, Board Member Fitzsimmons, Alternate Beerbaum and Board Member Hines

**Absent:** 3 - Vice Chair Wardwell, Board Member Musick and Board Member Potter

## **5. Consent Calendar**

- 5.A. [HIST-24-000](#) A Report of Acceptability to allow a front porch alteration located at 2029 N. Nevada Avenue.  
[3](#)

Presenter:

William Gray, Senior Planner, Planning + Neighborhood Services Department

**Attachments:** [HPB Staff Report 2029 N Nevada Front Porch ROA WEG](#)

[Attachment 1-Report of Acceptability Project Summary](#)

[Attachment 2-Front Porch Alteration Plan Set](#)

**Motion by Board Member Hines, seconded by Board Member Baumgartner, to approve the Report of Acceptability for the 2029 N. Nevada Avenue Front Porch Alteration based on the findings that the review criteria for a Report of Acceptability are met, as set forth in City Code Section 7.5.528. The motion passed by a vote of 5-0.**

**Aye:** 5 - Chair Lowenberg, Board Member Baumgartner, Board Member Fitzsimmons, Alternate Beerbaum and Board Member Hines

**Absent:** 3 - Vice Chair Wardwell, Board Member Musick and Board Member Potter

## **6. Items Called Off Consent Calendar**

## **7. Unfinished Business**

## **8. New Business**

- 8.A. Election of Chair and Vice-Chair

Mr. Gray said the board elects a chair and vice-chair annually. The chair is provided with a script for meetings and the chair is asked to participate in some other events throughout the year related to historic preservation. He asked if anyone was interested or had a nomination. Board Member Hines nominated current Chair Lowenberg. Board Member Beerbaum seconded the nomination. No others were interested. All voted in favor.

Board Member Baumgartner volunteered to take the vice-chair position and Board Member Hines seconded. All voted in favor.

## **9. Presentations**

### **9.A. [HPB 2263](#) Historic Preservation Board Training**

Presenter: Bill Gray

Mr. Gray provided training to board members that is given annually. He started with a brief history of Colorado Springs and an overview of PlanCOS that includes historic preservation. The purpose of the Historic Preservation Plan is to protect and preserve our historic and cultural assets and to identify opportunities and issues for historic preservation in the City.

The Certified Local Government (CLG) Program brings historic preservation activities to communities in partnership with the State Historic Preservation Office and National Park Service. They help provide access to grant funding and training. The program qualifies property owners for the state historic tax credit and gives them access to the grant program.

Under the program, the City is obligated to enact and enforce a local ordinance for a preservation program and create a commission of at least five members, both which have been done. A system for survey and inventory of historic properties is currently being done. The City must provide opportunities for public participation in local preservation efforts and must review and comment on National Register nominations submitted within its jurisdiction.

The Historic Preservation Board is dictated by the Unified Development Code (UDC) to have seven members who serve terms of three years each. Members' terms are staggered. The board's purpose is to perform the duties previously described under the CLG Program. Additionally, the board reviews and acts on alteration, demolition or construction in historic preservation zones and they make recommendations on plans, code and policies.

The Historic Preservation Overlay is outlined in the UDC, which creates the protection, enhancement, perpetuation and use of structures and areas of historical architectural significance as public necessity.

Reports of Acceptability are the design review process and are defined in the UDC. All projects are considered major work and brought before the Historic Preservation Board. The application is reviewed by staff, public notice is provided 14 days prior to public hearing and the public hearing is set for the first Monday of each month. Staff tries to stick to a 28 day cycle from submittal to public hearing. The one exception is reroof projects, which are reviewed and approved administratively.

The role of Planning staff is to support the board in its purpose and responsibilities, but they must balance this with their other responsibilities. There has been an attempt to incorporate training and/or education into each

monthly meeting that would serve as both board and public education on historic preservation matters, issues and opportunities.

Chair Lowenberg mentioned that May is Historic Preservation Month and she said there is typically a proclamation by City Council. Mr. Grey said he sent in a request to get it on the agenda for the second meeting of the month, but he has not gotten confirmation. Board members agreed to send Mr. Gray information to help draft the proclamation.

## **10. Adjourn**