

## **DISCUSSION/DIRECTION:**

### **2025 HISTORIC PRESERVATION COMMISSION WORK PLAN**

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**Staff is proposing to review the 2025 HPC work plan in two phases:**

- March 17, 2025 Meeting
  - Review previous work plans from 2021-2024.
  - Review Preservation Master Plan
  - Identify 1-3 key projects to focus on for Q2-Q4 of 2025.
- April 21, 2025 Meeting
  - Review Final Draft 2025 Workplan.
  - Create timelines for each project.
  - Create of subcommittees to pursue specific goals and projects as applicable.

**There are two goals for the March 17, 2025 meeting:**

1. Review Preservation Master Plan and previous work plans from 2020-2024 to help inform potential projects for 2025 Workplan.
2. Identify 1-3 key projects to focus on for Q2-Q4 of 2025.

#### **Goal 1. Review previous work plans from 2021-2024.**

Staff have provided a list of all HPC work plans from 2021-2024, with notes identifying items that were completed, which are marked in green, and items not completed, which are marked in red (see attachments). Also included in the Preservation Master Plan to provide more background on City goals and policies for the Historic Preservation Program. Please review previous work plans and come prepared to discuss items you feel are most important to be completed in 2025.

Common recurring and incomplete projects from the 2021-2024 work plans include:

- Coloring book
- Updates to HPF grants, including maximum award amounts and requirements
- Various public outreach methods (updated handouts, website improvements, social media, etc.)

#### **Goal 2. Identify 1-3 key projects to focus on for Q2-Q4 of 2025.**

In the interest of producing the highest success rate for project completion, staff recommend selecting 1-3 key projects to focus on for the remainder of 2025, prioritizing items from previous years that have not been finished.

Staff will compile discussions from Goal 1 and Goal 2 and draft a proposed work plan format at the April 2025 HPC meeting, where the focus will be shifted to selecting subcommittees and identifying timelines.

#### **Attachments**

1. 2024 Work Plan, updated April 2024
2. 2023 Work Plan, updated May 2023
3. 2022 Annual Goals Memo, updated March 2022
4. 2021 Work Plan Carryover Items for 2022, updated October 2021
5. LINK: Preservation Master Plan

= Not Completed

= Completed

# 2024 HPC Work Plan

✓

Quarter 1, Jan - Mar

Quarter 2, Apr - Jun

Quarter 3, Jul - Sep

Quarter 4, Oct - Dec

|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------|
| Staff to update HPC monthly.       |                                                                                        | Preserve significant historic places.                                                                         |                                                     |                                         |
|                                    | Interal Research & HPC Updates                                                         | HPC D/D on Key Questions                                                                                      | Draft Iterations with HPC                           | HPC Final Draft & CC Adoption           |
| Grant Program Update               | List of tasks                                                                          | List of tasks                                                                                                 | List of tasks                                       | List of tasks                           |
|                                    | Present first draft of targeted landmark list based on retreat.                        | Interview commercial property owners.                                                                         | Potential: Council update, D/D with draft if needed | 11/26: advanced agenda council adoption |
|                                    | Research and explore implications of carve-out for structural grants.                  | Generate project cost estimates to provide basis for general increased grant amounts.                         |                                                     |                                         |
|                                    | Research and explore implications of carve-out for professional design support grants. | Present carve-out grant options to HPC (design support, structural, etc.).                                    |                                                     |                                         |
|                                    | Generate cost estimates for full-scale restoration projects.                           | Present budget projections thru 2028 for priority landmarks and past award rates.                             |                                                     |                                         |
|                                    | Make list of owners to interview about commercial-specific incentives.                 | What other info does HPC need at end of Q2 to evaluate grant program update?                                  |                                                     |                                         |
|                                    | Explore whether tax-based support is possible.                                         | Check in w comp plan engagement window 2 questions                                                            |                                                     |                                         |
|                                    | <a href="#">Look at intersection of LRC &amp; HP comm structures</a>                   |                                                                                                               |                                                     |                                         |
| Marty, Sloane, staff               |                                                                                        | Facilitate public education and participation                                                                 |                                                     |                                         |
|                                    | Plan landmark ceremony                                                                 | Landmark Ceremony: Marty                                                                                      | Plan fall event                                     | Fall Event: Sloane                      |
| Events                             | List of tasks                                                                          | List of tasks                                                                                                 | List of tasks                                       | List of tasks                           |
|                                    | Order plaques -- staff ✓                                                               | Write histories -- staff                                                                                      | Meet with museum staff, ID memory studies speaker   | Event target: October                   |
|                                    | Set date -- staff ✓                                                                    | Check materials (scissors, etc.) -- staff                                                                     | ID date, location, audience                         |                                         |
|                                    | Market event -- staff ✓                                                                | Organize food                                                                                                 |                                                     |                                         |
|                                    | Confirm location -- staff ✓                                                            | Organize music, tents, etc. for event                                                                         |                                                     |                                         |
|                                    | Look into alcohol license ✓                                                            | Contact potential speakers                                                                                    |                                                     |                                         |
| Josh, Keith, staff                 |                                                                                        | Facilitate public education and participation, preserve significant historic places, enhance customer service |                                                     |                                         |
|                                    | Explore in-house options                                                               | Subcommittee start                                                                                            |                                                     |                                         |
| Map Update                         | List of tasks                                                                          | List of tasks                                                                                                 | List of tasks                                       | List of tasks                           |
|                                    | Meet with GIS architect (staff) ✓                                                      | List of desired/dream content, function ✓                                                                     | Cirlce back w Jeff et al about larger map update    |                                         |
|                                    |                                                                                        | Share what can be done in-house ✓                                                                             |                                                     |                                         |
|                                    |                                                                                        | Zoning map update -- in house -- staff                                                                        |                                                     |                                         |
|                                    |                                                                                        | Josh & Keith walking surveys                                                                                  |                                                     |                                         |
| Sloane and Lynda (staff support)   |                                                                                        | Facilitate public education and participation                                                                 |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
| Construction Grant Signage         | List of tasks                                                                          | List of tasks                                                                                                 | List of tasks                                       | List of tasks                           |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
| Gary and Chrissie (staff support)  |                                                                                        | Establish and maintain a qualified HPC, facilitate public education and participation                         |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
| Update HPC Bylaws                  | List of tasks                                                                          | List of tasks                                                                                                 | List of tasks                                       | List of tasks                           |
|                                    |                                                                                        | Significant progress, but not fully executed. Pending City code changes.                                      |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
| Lynda (staff support)              |                                                                                        | Facilitate public education and participation                                                                 |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
| Social Media                       | List of tasks                                                                          | List of tasks                                                                                                 | List of tasks                                       | List of tasks                           |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
| Chrissie and Marty (staff support) |                                                                                        | Facilitate public education and participation, preserve significant historic places, enhance customer service |                                                     |                                         |
|                                    | No work this quarter                                                                   | No work this quarter                                                                                          | Project starts                                      |                                         |
| General Outreach                   | n/a                                                                                    | n/a                                                                                                           | List of tasks                                       | List of tasks                           |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |
|                                    |                                                                                        |                                                                                                               |                                                     |                                         |

## Roles & responsibiliites of HPC (dervied from PMP)

- Enhance customer service
- Facilitate public education and participation
- Preserve significant historic places
- Establish and maintain a qualified HPC

## Other goals and projects

- Meet annual CLG requirements
- Meet HPC professional requirements
- Downtown Business Association write-ups
- Museum Advisory Board Liaison

= Not Completed

= Completed

## 2023 HPC Work Plan

Quarter 1, Jan - Mar

Quarter 2, Apr - Jun

Quarter 3, Jul - Sep

Quarter 4, Oct - Dec

|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|-----------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|------------------------------------|------------------------------------------|
| Chrissie, Gary, Amelia            |                                                                                | Public Education & Participation                                                                    |                                                                     |                                                           |                                                         |                                    |                                          |
| Iterative drafting & reviewing    |                                                                                | Finalize drafts for print copy                                                                      |                                                                     | Printing                                                  | Launch                                                  | Other Goals & Projects             |                                          |
| Coloring Book                     | List of tasks                                                                  | List of tasks                                                                                       |                                                                     | List of tasks                                             | List of tasks                                           | Meet annual CLG training reqs      | ✓                                        |
|                                   | Share detail feedback w artist ✓                                               | Finalize first 2 drawings w artist                                                                  |                                                                     | Final draft canva layout                                  | Hold coloring book launch event (or similar)            | Meet HPC professional requirements | ✓                                        |
|                                   | First draft of building write-ups ✓                                            | Review drawings in batches                                                                          |                                                                     | Work with selected printer for proofs                     | Work w others to identify coloring book events for 2024 | Targeted landmark outreach         | Revisit subcommittee assignments Q3      |
|                                   | Edifing first draft of building write-ups ✓                                    | Finalize building write-ups                                                                         |                                                                     | Decide on # for initial order                             |                                                         | DBA Write-Ups                      | Gary, monthly                            |
|                                   |                                                                                | First draft introduction text and canva layout                                                      |                                                                     | Order books to be printed in time for tent, October event |                                                         | Increase grant amounts             | Currently slated for Q3/Q4 consideration |
|                                   |                                                                                | Final draft intro text                                                                              |                                                                     |                                                           |                                                         | Historical Commission Liaison      | Keith Keller                             |
| Marty, Lynda (Amelia support)     |                                                                                | Public Education & Participation                                                                    |                                                                     |                                                           |                                                         |                                    |                                          |
| Phase1                            |                                                                                | Phase2                                                                                              |                                                                     | Phase3                                                    | Phase4                                                  |                                    |                                          |
| Social Media                      | List of tasks                                                                  | List of tasks                                                                                       |                                                                     | List of tasks                                             | List of tasks                                           |                                    |                                          |
|                                   | General calendar of 2023 for potential posts for the year ✓                    | Establish platform, posting proces -- in progress ✓                                                 |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                | 4-5 May write-ups ✓                                                                                 |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                | Call for commissioners to send ideas                                                                |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   | Approval process for texts -- staff only ✓                                     |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
| Keith, Lynda (Amelia support)     |                                                                                | Establish & Maintain a Qualified HPC                                                                |                                                                     |                                                           |                                                         |                                    |                                          |
| Phase1                            |                                                                                | Phase2                                                                                              | Phase3                                                              | Phase4                                                    |                                                         |                                    |                                          |
| HPC Training                      | List of tasks                                                                  | List of tasks                                                                                       | List of tasks                                                       | List of tasks                                             |                                                         |                                    |                                          |
|                                   | Connect with CLG rep ✓                                                         | Preservation 101 Webinar: 2 months to watch, google form responses/notes                            | Revisit interest in county-wide training, info events (via CLG rep) |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                | Keith: state tax credit -- available for questions. Set up for residents/property owners?           |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
| Chrissie, Randy, Amelia           |                                                                                | Enhance Customer Service • Prepare for Potential PMP Updates • Preserve Significant Historic Places |                                                                     |                                                           |                                                         |                                    |                                          |
| Phase1                            |                                                                                | Phase2                                                                                              | Increase Grant Amounts                                              | Increase Grant Amounts                                    |                                                         |                                    |                                          |
| UE Surveys                        | List of tasks                                                                  | List of tasks                                                                                       | List of tasks                                                       | List of tasks                                             |                                                         |                                    |                                          |
|                                   | Meet to discuss goals, sequencing of project ✓                                 | Test out questions for "surveys" w/ the rest of the HPC                                             |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   | Question: What data is available to get a baseline of HPF usage? ✓             |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   | Question: Should we integrate focus group, interviews into "survey" process? ✓ |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   | Question: What on the social media end would help this project?                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
| Keith, Randy, Amelia              |                                                                                | Enhance Customer Service • Prepare for Potential PMP Updates • Preserve Significant Historic Places |                                                                     |                                                           |                                                         |                                    |                                          |
| On hold until UE Surveys complete |                                                                                | On hold until UE Surveys complete                                                                   | Phase1                                                              | Phase2                                                    |                                                         |                                    |                                          |
| Report on Barriers                | List of tasks                                                                  | List of tasks                                                                                       | List of tasks                                                       | List of tasks                                             |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
| Josh, Amelia                      |                                                                                | Preserve Significant Historic Places                                                                |                                                                     |                                                           |                                                         |                                    |                                          |
| Phase1                            |                                                                                | Phase2                                                                                              | Phase3                                                              | Phase4                                                    |                                                         |                                    |                                          |
| Blue Parrot Sign                  | List of tasks                                                                  | List of tasks                                                                                       | List of tasks                                                       | List of tasks                                             |                                                         |                                    |                                          |
|                                   | Meet to give background on sign ✓                                              | Contact conservator / engineer                                                                      |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   | Meet with library & museum staff for their input on sign location ideas ✓      |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |
|                                   |                                                                                |                                                                                                     |                                                                     |                                                           |                                                         |                                    |                                          |

**ITEM:** Discussion/Direction: Annual Goals Memo

**PLANNER:** Kim Bauer, Historic Preservation Planner

**SUMMARY:**

This memo summarizes Historic Preservation Goals for 2022.

- Public Outreach Projects: Staff will work with the Historic Preservation Commission to plan the May Plaque Award Ceremony and potential other summer outreach events for 2022. Certain other events or projects to consider working on specifically:
  - A preservation or history themed movie night in the summer somewhere like Harney/Lastoka Open Space or someplace similar and historic
  - A new interactive GIS map similar to our [Landmark Map](#), but with other sites or stories
  - A walking tour
  - Create a walking tour brochure? Could be based on the coloring book?
  - Grant workshops or a booth at an event like Street Faire where people can come ask questions about the program and requirements
  - Would we want to brainstorm and try to have an event in partnership with the Museum?
- Review Online Information provided on the City's website – This goal is specifically in reference to previous years' goals of creating a Landmark and Reviewed-but-demolished Online List. Staff will work on updating a list that could be hosted on the City's website and includes an ever-updating list of landmarks as well as properties that have been reviewed but demolished. Things to consider would be:
  - How much information would be reasonable to include? Just the addresses will suffice? Would we want to include pictures if we have them?
  - Other sub-goals here could relate to other items we would like on the website.
- Develop new or updated advertisement materials for explaining and celebrating the HPF program – This goal could be carried out by all HPC members or a select subcommittee. We could look to create designed 1-page sheets explaining aspects of the program and/or the program

overall. These have been created in the past by previous staff but for previous funding levels. These would be helpful to have out at events like Lenses on Louisville or others.

- Public Outreach Projects: Coloring Book – This item carries over from 2021. An artist has been selected and is currently drafting images for inclusion in the book. Other steps to include:
  - Creating narrative excerpts for each selected landmark
  - Deciding how we would want to gather and print the book
  - Creating or designing a front cover

- Complete Historic Survey Project – This is a carryover from previous years. The reports and inventory forms with staff edits were sent to Paleo West. The goal is to finalize the forms and for a final presentation to be given in 2022.

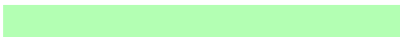
- Residential Grant Amounts – This is a carryover from previous years. Staff and the HPC would work together to consider increasing residential preservation and restoration standard grants. Things to consider could be:
  - Residential New Construction amounts
    - Current amount: \$15,000
  - Residential Preservation Grant Amounts
    - Current amount: \$40,000

HSA grant  
increases/requirements  
updated. No other  
grants updated.

- Grant Requirements – This is a carryover from previous years. Considerations potentially include:
  - Providing additional standards or clarifying specific standards for qualification.
  - Previously, the Historic Preservation Commission has talked about potentially considering requiring actual cost estimates and/or competing bids for extraordinary circumstances grants.

- Old Town Overlay Zone District: The city was approximately midway through this project prior to the fire. This is one of the projects that has been paused in order to focus on Marshall Fire recovery efforts. It is anticipated to begin again in 2022, but at an unknown date. If it did move forward this year, the HPC would consider adopting changes recommended by the final report.

Staff is seeking feedback from Historic Preservation Commission about the above items and if there were any that should be replaced or removed. Staff is also seeking feedback on general timeline for the any of the above goals the HPC would like to focus on first.

 = Not Completed  
 = Completed

**ITEM:** Review of Recommended Inclusions for the 2022 Work Plan

**PLANNER:** Kim Bauer, Historic Preservation Planner

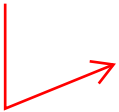
**SUMMARY:**

This memo summarizes the items Staff is presenting for inclusion on the 2022 Work Plan. The Historic Preservation Commission have discussed some of these during their February and May 2021 meetings. The Historic Preservation Commission items included on the list below are carryover items that are not yet complete on the 2021 HPC Work Plan and then proposed new 2022 items.

The HPC typically reviews our Work Plan items at the beginning of each new year. This review is needed now, to get consensus on what should be proposed to be included in the City Council Work plan for 2022.

- **2021 Work Plan Carryover items:** The 2021 Work Plan includes a list of items that Council priorities for completion within 2021. The list is organized by priority and/or those actively underway. The following items will include involvement of the Historic Preservation Commission:
  - *Public Outreach Projects: Coloring Book* – This item will carry over onto the 2022 Work Plan. An artist has been selected and is currently drafting images for inclusion in the book.
  - *Complete Historic Survey Project* – This item will carry over onto the 2022 Work Plan. The reports and inventory forms are currently being reviewed and edits will be sent to Paleo West. A final presentation will be done in 2022.
  - *Residential Grant Amounts* – This is a carryover from previous years' Work Plans, and will be recommended for inclusion on the 2022 Work Plan. Staff will work with the Historic Preservation Commission to consider increasing residential preservation and restoration standard grants.
  - *Grant Requirements* – This item will carry over onto the 2022 Work Plan. Consider providing additional standards or clarifying specific standards for qualification. Additionally, the Historic Preservation Commission would consider requiring actual cost estimates and potentially competing bids for extraordinary circumstances grants.
  - *Landmark and Reviewed-but-demolished Online List* – This item will carry over onto the 2022 Work Plan. Staff will work on updating a list that could be hosted on the City's website and includes an ever-updating list of landmarks as well as properties that have been reviewed but demolished. Staff is currently updating the online GIS map that pictures and maps all currently Landmarked properties.

HSA grant  
increases/requirements  
updated. No other  
grants updated.



- **2022 Work Plan Recommendations:**

- *Old Town Overlay Zone District:* The city is midway through this project, but likely will not be complete this year and will carry over into 2022, at which time the HPC would consider adopting changes recommended by the final report.
- *Public Outreach Projects:* Staff will work with the Historic Preservation Commission to plan the May Plaque Award Ceremony and potential other summer outreach events for 2022.

Staff recommends that the Old Town Overlay review and associated work items should be included in the City Council work plan. Staff is seeking feedback from Historic Preservation Commission if additional items should be recommended for inclusion.