City of Louisville
COLORADO • SINCE 1878

CITY COUNCIL COMMUNICATION
AGENDA ITEM 8E

SUBJECT: **RESOLUTION 24, SERIES 2025 – A RESOLUTION UPDATING HISTORIC STRUCTURE ASSESSMENT GRANT AMOUNTS AND REQUIREMENTS FOR COMPLETION OF HISTORIC STRUCTURE ASSESSMENTS**

DATE: **APRIL 1, 2025**

PRESENTED BY: **ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR**

SUMMARY:
Attached for consideration is a resolution updating the maximum grant funds available and procedures for Historic Structure Assessments (HSAs). The specific amendments include:

- Increasing the maximum residential grant from $4,000 to $7,000 and the maximum commercial grant from $9,000 to $10,000.
- Allowing the maximum grant amounts to be increased to $10,000 for residential and $15,000 for commercial if the applicant demonstrates an extraordinary circumstance relating to building size, condition, architectural details, or other unique conditions compared to similar Louisville properties.
- Requiring that a Colorado-licensed architect with historic preservation experience be the lead consultant on the HSA.
- Requiring that a Colorado-licensed structural engineer contribute to the assessment, unless waived by the Historic Preservation Commission (HPC), and encouraging contributions by experts in electrical and mechanical systems.
- Formalizing the current policy of the city establishing the minimum standards and scope of work for an HAS, and that city staff reviews the completed report to ensure the HSA meets the established standards prior to awarding the grant funds.

BACKGROUND:
The City first established grants and criteria for HSAs in 2012 but only allowed HSA grants after a property was landmarked. In 2014, the City changed the policy to allow HSA grants prior to landmarking in acknowledgement of the importance of the HSA in establishing a restoration and rehabilitation plan for the structure ahead of landmarking. In 2019, the City started requiring HSAs as a prerequisite to landmarking and grant applications.

The amount available for HSA grants has also evolved over time. In 2012, the City set the first HSA grant amounts at $900 for residential and $6,000 for commercial. In 2019, the City increased the HSA grant amounts to $4,000 for residential and $9,000 for commercial to address inflationary cost increases. Resolution 17, Series 2019 established all current grant amounts and procedures (see Attachment No. 2).

The HPC is the final approval authority for HSA grants. All other Historic Preservation Grants must be approved by City Council following recommendation by the HPC.

The City requires that an HSA be conducted by a qualified consultant with significant experience in historic preservation and familiarity with The Secretary of the Interiors Standards for the Treatment of Historic Properties. The current requirement is that the consultant must be a practicing architect, engineer, planner, or similar professional.

The City has established a minimum Scope of Work that must be included in all Historic Structure Assessments. The City's Scope of Work matches the State Historical Fund Scope of Work. The scope includes the following categories:

1. Introduction
2. History and Use
3. Structure Condition Assessment
4. Analysis and Compliance (hazardous materials and building and zoning code compliance)
5. Preservation Plan
6. Photographs and Illustrations
7. Bibliography
8. Appendices (e.g. historical building plans, schematic design, construction drawings)

At the Historic Preservation Commission's December 16, 2024 meeting, the Commission discussed the current HSA program policies and funding levels. The Historic Preservation Commission (HPC) requested that staff draft a proposal to update the funding amounts, clarify certain policies around who is qualified to complete an HSA, establish requirements for specialized engineering analysis, and formalize certain parts of the process for establishing a minimum scope and standards for the HSA.

At HPC's February 24, 2025 meeting, the Commission reviewed a draft resolution updating certain provisions of Resolution 17, Series 2019 related to HSAs. The HPC voted unanimously to recommend approval of the proposed updates included in Resolution 24, Series 2025.

ANALYSIS:

The proposed changes to the grant amounts are based on information presented by a local architect to the HPC outlining estimated average costs to complete both residential and commercial HSAs. The intent of the HSA grant is to pay for the full HSA report without a requirement for a match from the property owner. In comparison, if a property owner of a landmarked property applies for a rehabilitation or restoration grant, those grants must be matched at 50%. The hope is that paying for the full HSA cost will help incentivize potential landmark applicants to further explore the landmarking process, and better understand the options, costs, and grant opportunities for rehabilitation and restoration of the structure. Due to inflation and the desire to require structural engineering in all HSAs, staff finds that the updated grant amounts are needed to ensure enough funding is provided to pay the full cost of HSAs.

The HPC also desires to have a licensed structural engineer take part in all HSAs. While a licensed architect has expertise in structural elements of the building, a licensed structural engineer will have more in-depth knowledge and be better able to identify and structural deficiencies and needed repairs on the building. This will help to avoid future surprises for property owners who are restoring or renovating older buildings.

The other updates to the funding resolution reflect current practices, such as establishing a minimum scope of work and a staff completeness review of the HSA prior to paying out the grant.

FISCAL IMPACT:
The Historic Preservation Fund receives approximately $800,000 in revenue each year and the unencumbered fund balance is over $3M. Thus, staff finds there are adequate funds to support the proposal.

STAFF RECOMMENDATION:
Staff recommends approval.

ATTACHMENTS:
1. Resolution 24, Series 2025
2. Resolution 17, Series 2019
3. December 16, 2024 HPC Minutes
4. February 24, 2025 HPC Minutes
5. Staff Presentation

RESOLUTION NO. 24
SERIES 2025

A RESOLUTION UPDATING HISTORIC STRUCTURE ASSESSMENT GRANT AMOUNTS AND REQUIREMENTS FOR COMPLETION OF HISTORIC STRUCTURE ASSESSMENTS PRIOR TO LANDMARKING

WHEREAS, historic properties and buildings of character in the City of Louisville (the "City") are major contributors to the character and quality of life of our City; and

WHEREAS, the City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties; and

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue to contribute to the unique character of the City; and

WHEREAS, at the November 4, 2008 election, the voters approved Ballot Issue 2A to levy a one- eighth of one percent (1/8%) sales tax for purposes of historic preservation purposes within Historic Old Town Louisville through December 31, 2018; and

WHEREAS, at the November 2, 2010 election, the voters approved a Ballot Issue 2D to levy a permanent use tax of 3.50%, to supersede the City's then-current use tax, of which one-eighth of one percent (1/8%) of the use tax was dedicated to historic preservation purposes consistent with Ballot Issue 2A; and

WHEREAS, at the November 7, 2017 election, the voters approved a Ballot Issue 2F, which extended the expiration date of the temporary sales tax of one-eighth of one percent for historic preservation from December 31, 2018 to December 31, 2028; and

WHEREAS, City Council by Ordinances No. 1544, Series 2008 and No. 1743, Series 2017 imposed the tax approved by the voters, established the Historic Preservation Fund ("HPF"), and codified the financial incentives set forth within Ballot Issues 2A (2008), 2D (2010), and 2F (2017); and

WHEREAS, City Council by Resolution No. 20, Series 2009, Resolution No. 20, Series 2010, Resolution No. 2, Series 2012, and Resolution No. 2, Series 2014, adopted provisions related to the administration and uses of HPF, and established grant programs and incentives to assist property owners in the rehabilitation and restoration of historic properties and new buildings of character; and

WHEREAS, City Council by Resolution No. 4, Series 2014, Resolution No. 21, Series 2016, adopted resolutions establishing a revolving loan program within the HPF to encourage landmark designations and rehabilitation of historic properties in the City of Louisville; and

WHEREAS, City Council by Resolution No. 17, Series 2019 merged pervious administrative provisions for grants, incentives and loans into a single resolution; and

WHEREAS, the City Council desires to amend Resolution No. 17, Series 2019 related to the available grant amounts for Historic Structure Assessments; and

WHEREAS, a core value of the City in the 2013 Comprehensive Plan promotes: "*A Connection to the City's Heritage . . . where the City recognizes, values, and encourages the promotion and preservation of our history and cultural heritage, particularly our mining and agricultural past.*" and enhancing the allowed historic preservation incentives strengthens the City's connection to its heritage; and

WHEREAS, a second core value of the City in the 2013 Comprehensive Plan promotes: "*Unique Commercial Areas and Distinctive Neighborhoods . . . where the City is committed to recognizing the diversity of Louisville's commercial areas and neighborhoods by establishing customized policies and tools to ensure that each maintains its individual character, economic vitality, and livable structure.*" and expanding the allowed historic preservations incentives will promote and strengthen the unique individual character of Louisville.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Sections 7 and 12 of Resolution No. 17, Series 2019 are hereby amended and renumbered as follows (old text in ~~strike through~~ and new text underlined).

Section 7. Grant program to conduct structural assessments of eligible structures:

Prior to any structure being declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code, ~~or~~ the establishment of a conservation easement, or approval of grants for preserving, restoring, rehabilitating, or protecting a landmark property, the property will undergo a building assessment to develop a preservation plan to establish priorities for the maintenance of the property.

a. At a regular meeting, the Commission shall review the building history, application, and other relevant information to determine whether there is probable cause to believe the building may be eligible for landmarking under the criteria in § 15.36.050 of the Louisville Municipal Code. If probable cause is not found by the Commission, a building assessment grant will not be issued. If probable cause is found by the Commission, the owner of the property shall be eligible for a building assessment grant in an amount up to ~~$4,000~~ $7,500 for residential properties and ~~$9,000~~ $10,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting the building assessment. A finding of probable cause is solely for purposes of action on the building assessment grant request, and does not guarantee any outcome at subsequent hearings by the Commission or City Council.

b. The maximum grant amounts may be increased up to $10,000 for residential properties and $15,000 for commercial properties upon a demonstration by the applicant that the additional grant amount is needed due to extraordinary circumstances relating to building size, condition, architectural details, or other unique conditions compared to similar Louisville properties.

c. The assessment shall be conducted by ~~a~~ qualified consultants ~~under contract with the City, or by a qualified consultant of the owner's choosing~~ that are approved by the City prior to commencing and assessment. The primary consultant must be an architect licensed in the State of Colorado, and unless waived by the Historic Preservation Commission for good cause, a structural engineer licensed in the State of Colorado must contribute to all pertinent parts of the assessment. Qualified consultants in other specialty areas, such as mechanical and electrical systems, should be utilized as needed for a thorough and complete assessment. ~~A qualified~~ The primary consultant ~~should~~ must have significant experience in the field of historic preservation and must be familiar with and able to apply The Secretary of the Interior's Standards for the Treatment of Historic Properties. ~~should be a practicing architect, engineer, planner, or similar profession. The City shall be provided a copy of any assessment for which grant funds are awarded.~~

d. The City shall establish minimum standards and a scope of work for assessments and make such available to the consultants prior to commencing the assessment. The City shall be provided a copy of any completed assessment for which grant funds are awarded and verify that the assessment meets the established standards and follows the scope of work prior to providing reimbursement of the grant funds awarded.

e. An exception to the requirement for a building assessment prior to landmarking or the establishment of a conservation easement may be granted by the Commission for good cause.

f. Owners of properties landmarked prior to City Council Resolution 2 Series 2014 who have not received grant funds for a structural assessment and are eligible to receive preservation grant funds through the resolutions in effect at the time of their landmarking approval may request building assessment grants in an amount up to ~~$4,000~~ $7,500 for residential properties and ~~$9,000~~ $10,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting the building assessment.

Section 12. Maximum grant amounts, time limits, and procedures:

The maximum combined amount of incentive and grant funding from the HPF that any property may receive is limited to the following, unless additional funding is awarded following a finding of extraordinary circumstances as described further is this Resolution:

a. ~~$49,000~~ $52,500 per property for a residential structure with landmark status
   i. ~~$4,000~~ $7,500 structural assessment
   ii. $5,000 landmark incentive grant
   iii. $40,000 matching grant
b. ~~$209,000~~ $210,000 per property for a commercial structure with landmark status
   i. ~~$9,000~~ $10,000 structural assessment
   ii. $50,000 landmark incentive grant
   iii. $150,000 matching grant

PASSED AND ADOPTED this 1st day of April 2025.

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Christopher M Leh, Mayor

ATTEST:

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Genny Kline, Interim City Clerk

RESOLUTION NO 17
SERIES 2019

A RESOLUTION REPEALING RESOLUTIONS IMPLEMENTING THE HISTORIC PRESERVATION FUND BY REENACTING INTO A SINGLE RESOLUTION INCORPORATING ALL PREVIOUS RESOLUTIONS, PROVIDING UPDATES FOR THE RECENT BALLOT MEASURE, AND INCREASING CERTAIN INCENTIVES

WHEREAS, historic properties and buildings of character in the City of Louisville (the "City") are major contributors to the character and quality of life of our City; and

WHEREAS, the City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties, and

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue to contribute to the unique character of the City; and

WHEREAS, at the November 4, 2008 election, the voters approved Ballot Issue 2A to levy a one- eighth of one percent (1/8%) sales tax for purposes of historic preservation purposes within Historic Old Town Louisville through December 31, 2018, and

WHEREAS, at the November 2, 2010 election, the voters approved a Ballot Issue 2D to levy a permanent use tax of 3.50%, to supersede the City's then-current use tax, of which one-eighth of one percent (1/8%) of the use tax was dedicated to historic preservation purposes consistent with Ballot Issue 2A, and

WHEREAS, at the November 7, 2017 election, the voters approved a Ballot Issue 2F, which extended the expiration date of the temporary sales tax of one-eighth of one percent for historic preservation from December 31, 2018 to December 31, 2028, and

WHEREAS, City Council by Ordinances No 1544, Series 2008 and No 1743, Series 2017 imposed the tax approved by the voters, established the Historic Preservation Fund ("HPF"), and codified the financial incentives set forth within Ballot Issues 2A (2008), 2D (2010), and 2F (2017), and

WHEREAS, City Council by Resolution No. 20, Series 2009, Resolution No 20, Series 2010, Resolution No 2, Series 2012, and Resolution No. 2, Series 2014, adopted provisions related to the administration and uses of HPF, and established grant programs and incentives to assist property owners in the rehabilitation and restoration of historic properties and new buildings of character; and

WHEREAS, City Council by Resolution No 4, Series 2014, Resolution No. 21, Series 2016, adopted resolutions establishing a revolving loan program within the HPF to encourage landmark designations and rehabilitation of historic properties in the City of Louisville; and

WHEREAS, a core value of the City in the 2013 Comprehensive Plan promotes: "*A Connection to the City's Heritage where the City recognizes, values, and encourages the promotion and preservation of our history and cultural heritage, particularly our mining and*

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agricultural past." and enhancing the allowed historic preservation incentives strengthens the City's connection to its heritage; and

WHEREAS, a second core value of the City in the 2013 Comprehensive Plan promotes. "*Unique Commercial Areas and Distinctive Neighborhoods where the City is committed to recognizing the diversity of Louisville's commercial areas and neighborhoods by establishing customized policies and tools to ensure that each maintains its individual character, economic vitality, and livable structure.*" and expanding the allowed historic preservations incentives will promote and strengthen the unique individual character of Louisville; and

WHEREAS, the City Council desires to increase the maximum amounts of certain Historic Preservation incentives to best serve the City's core values, and

WHEREAS, the City Council desires to update the provisions related to the City's Historic Preservation incentives and to merge all previous administrative provisions into this single Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO

Section 1. Historic Preservation Fund.

There exists a Historic Preservation Fund ("HPF") in the City of Louisville, as established by Ordinance 1544, 2008 and amended by Ordinance 1743, 2017

a. The HPF shall be funded by·
   i. Proceeds from the 1/8% sales tax established by 2008 Louisville Ballot Issue 2A and Ordinance 1544, Series 2008 and extended by Louisville Ballot Issue 2F and Ordinance 1743, Series 2017,
   ii. Proceeds from the allocation of 1/8% use tax for historic preservation, as established by Louisville Ballot Issue 2D and Ordinance 1575, Series 2010;
   iii. Private and public donations, bequests, grants and funding from other sources made to the City for historic preservation purposes,
   iv Interfund loans from the City of Louisville; if approved by ordinance; and
   v Earnings on such amounts as may be deposited in the HPF
b The City of Louisville Historic Preservation Commission (the "Commission") shall make recommendations regarding expenditures from the HPF, but final action shall by taken by City Council by resolution, provided that after January 1, 2019, any expenditure of funds outside historic Old Town Louisville is approved by the affirmative vote of not less than five members of the entire City Council. The HPF should be managed to achieve maximum preservation of historic structures and the character of historic Louisville.
c. The Commission shall submit an annual statement of goals and recommendations to City Council, and may supplement, modify or update this document throughout the year as necessary
d. As further detailed in the Sections below, the uses of the HPF shall be consistent with the following funds or purposes.

i. Administrative Funds,
ii. Contingency/Emergency Reserve Funds,
iii. Sales and Use Tax Proceeds to Support the Operations and Maintenance of the Louisville Museum Campus,
iv Acquisions Funds, and
v Incentives for Historic Preservation, to Preserve Character, and for New Construction, including grants and loans.

Section 2. Administrative Funds.

Administrative Funds shall be used for purposes consistent with the establishment of the HPF, and shall include, but not be limited to

a. Historical building surveys, other site surveys or reconnaissance-level or intensive-level historic and architectural surveys,
b Staff to support the Commission and City activities in administering programs funded by the tax, including, but not limited to, interns, preservation planners, staff to conduct research for demolition review functions by the Commission and to assist vendors in conducting historic preservation surveys, and other support staff;
c. Plaques or other designations to honor structures that are landmarked or add to the character of historic Louisville
d. Public outreach and education efforts; and
e. Funding of public-private partnerships for preservation of buildings of historic significance

Section 3. Contingency/Emergency Reserve Funds.

In the first year of the existence of the HPF, 20% of the funds of the HPF shall be placed in a Contingency/Emergency Reserve. On an annual basis, the Commission and City Council shall reevaluate how much should be allocated to this Reserve. These funds shall be accessed only for incentives or acquisitions that become necessary due to exigent circumstances, upon the recommendation of the Commission and approval of City Council. "Exigent circumstances" for purposes of this section shall mean that the Commission has determined, with concurrence of City Council, that without urgent action, significant damage will be done to the historic fabric or character of Louisville.

Section 4. Operation and Maintenance for the Louisville Museum Campus

As of January 1, 2019, no more than twenty percent (20%) of the net annual city fiscal year proceeds of the one-eighth percent sales and use tax for historic preservation shall be used or the operation and maintenance of the Louisville Museum Campus.

Section 5. Acquisitions Funds.

Use of Acquisition funds of the HPF shall include, but not be limited to

a. The purchase of historic properties or properties which contribute to the historic character of Louisville. These properties, if eligible, shall be landmarked pursuant to Chapter 15.36 of the Louisville Municipal Code and if not eligible, shall have a conservation easement placed upon them to preserve the outside appearance of the structure or other historical attributes of the structure or site. Prior to the purchase of any property, a financial risk analysis shall be conducted, although City Council may base its approval on considerations other than financial. The City may perform any restoration or rehabilitation work necessary on properties the City acquires, subject to availability of funds therefor, and may then sell the properties unless retained for a municipal purpose. A conservation easement for historic preservation purposes may be placed on the property prior to or in connection with any sale. Any loss and any costs resulting from the acquisition, rehabilitation and sale of the property shall be charged to the HPF, while any profits shall be deposited to the HPF, and
b The purchase of conservation easements to protect the appearance of structures that contribute to the character of historic Louisville. Easements funded by the City may be held solely by the City or jointly with another governmental entity or a third-party non-profit preservation organization.

Section 6. Loan Program Funds

All loans shall be funded solely from those funds held within the HPF for such purposes, and all loans shall be expressly contingent upon the availability of funds.

Section 7 Grant program to conduct structural assessments of eligible structures.

Prior to any structure being declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code or the establishment of a conservation easement, the property will undergo a building assessment to develop a preservation plan to establish priorities for the maintenance of the property

a. At a regular meeting, the Commission shall review the building history, application, and other relevant information to determine whether there is probable cause to believe the building may be eligible for landmarking under the criteria in § 15.36 050 of the Louisville Municipal Code. If probable cause is not found by the Commission, a building assessment grant will not be issued. If probable cause is found by the Commission, the owner of the property shall be eligible for a building assessment grant in an amount up to $4,000 for residential properties and $9,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting the building assessment. A finding of probable cause is solely for purposes of action on the building assessment grant request, and does not guarantee any outcome at subsequent hearings by the Commission or City Council.
b. The assessment shall be conducted by a qualified consultant under contract with the City, or by a qualified consultant of the owner's choosing. A qualified consultant should have significant experience in the field of historic preservation and should be a practicing

architect, engineer, planner, or similar profession. The City shall be provided a copy of any assessment for which grant funds are awarded.

c. An exception to the requirement for a building assessment prior to landmarking or the establishment of a conservation easement may be granted by the Commission for good cause.
d. Owners of properties landmarked prior to City Council Resolution 2 Series 2014 who have not received grant funds for a structural assessment and are eligible to receive preservation grant funds through the resolutions in effect at the time of their landmarking approval may request building assessment grants in an amount up to $4,000 for residential properties and $9,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting the building assessment.

Section 8. Residential grants for preserving, restoring, rehabilitating, or protecting landmarked property.

For a period of 36 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code the owner of the property shall be eligible for a grant from the HPF in the amount of up to $45,000 for residential structures.

Grants may be approved under any of the following categories, however grant funds may not be used for interior improvements other than for protection, stabilization, or code-required work.

a. **Preservation** is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
b **Rehabilitation** is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
c. **Restoration** is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

The first $5,000 of the grant will be an unmatched incentive grant as a landmark bonus. Owners of a landmarked property will be eligible for this grant following the signing of the landmark and grant agreements. The remaining $40,000 shall be conditioned based on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services for approved work based on the completed structural assessment and deemed eligible for a grant from the HPF Eligible work will fall under the preservation, rehabilitation, or restoration categories described above.

Applicants must complete the work covered by any grants and submit their reimbursement requests within 60 months of the landmark declaration. Upon a showing of good cause, the above timeline may be extended with approval of a subcommittee consisting of a designated staff person and two randomly selected members of the commission. If the request for timeline extension is not approved unanimously, the request forwarded to the full commission for consideration at a public meeting.

Section 9 Commercial grants for preserving, restoring, rehabilitating, or protecting landmarked property.

For a period of 36 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code the owner of the property shall be eligible for a grant from the HPF in the amount of up to $200,000 for commercial structures. The grant timeframes may be extended based on the procedures in Sec. 6 below

Grants may be approved under any of the following categories, however grant funds may not be used for interior improvements other than for protection, stabilization, or code-required work.

a. **Preservation** is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
b **Rehabilitation** is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
c. **Restoration** is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

The first $50,000 of the grant will be an unmatched incentive grant as a landmark bonus. Owners of a landmarked property will be eligible for this grant following the signing of the landmark and grant agreements. The remaining $150,000 shall be conditioned based on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services for approved work based on the completed structural assessment and deemed eligible for a grant from the HPF Eligible work will fall under the preservation, rehabilitation, or restoration categories described above.

Applicants must complete the work covered by any grants and submit their reimbursement requests within 60 months of the landmark declaration. Upon a showing of good cause, the above timeline may be extended with approval of a subcommittee consisting of a designated staff person and two randomly selected members of the commission. If the request for timeline extension is not approved unanimously, the request will be forwarded to the full commission for consideration at a public meeting.

Section 10. Residential new construction grants.

Owners of landmarked property on which additions to existing residential structures are proposed are eligible for matching grants of up to $15,000 for new residential construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, and protects the historic integrity of the property and its environment by differentiating new work from the old. Qualifying new construction must maintain the existing height of the historic structure over the first 1/3 of the overall structure and have a floor area ratio (FAR) 10% below what is allowed by zoning.

Section 11 Commercial new construction grants.

Owners of landmarked property on which new commercial structures or additions to existing commercial structures are proposed are eligible for grants of up to $75,000 for new commercial construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, preserves pedestrian walkways between buildings, and protects the historic integrity of the property and its environment by differentiating new work from the old. Qualifying new construction must limit building height to two stories or match the existing height of the historic building if more than two stories, and have a floor area ratio (FAR) 20% below what is allowed by zoning.

Section 12. Maximum grant amounts, time limits, and procedures

The maximum combined amount of incentive and grant funding from the HPF that any property may receive is limited to the following:

a. $49,000 per property for a residential structure with landmark status
    i. $4,000 structural assessment
    ii. $5,000 landmark incentive grant
    iii. $40,000 matching grant
b $209,000 per property for a commercial structure with landmark status
    i. $9,000 structural assessment
    ii. $50,000 landmark incentive grant
    iii. $150,000 matching grant
c. $15,000 matching grant for eligible new residential construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, and protects the historic integrity of the property and its environment by differentiating the new work from the old. Qualifying new construction must maintain the existing height of the historic structure over the first 1/3 of the overall structure and have a floor area ratio (FAR) 10% below what is allowed by zoning.
d. $75,000 grant for eligible new commercial construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, preserves pedestrian walkways between buildings, and protects the historic integrity of

the property and its environment by differentiating the new work from the old. Qualifying new construction must limit building height to two stories or match the existing height of the historic building if more than two stories, and have a floor area ratio (FAR) 20% below what is allowed by zoning.

To be considered for incentives funding, the owner must complete an application and submit it to the Commission, together with sufficient building plans, if appropriate. Applications may be submitted at any time. Applications shall initially be reviewed by Commission staff, followed by a recommendation to the Commission. The Commission shall make a recommendation to City Council for final action. Any recommendation by the Commission may be to grant some, all or none of the requested incentives. If the Commission recommendation is to grant the requested incentives in whole or part, it shall also forward recommendations regarding the terms of an agreement which must be met for receipt of the incentives. All recommendations are subject to approval, rejection and/or modification by City Council, and City Council may return recommendations for further information or review All incentives are subject to budgetary requirements and considerations, including review of amounts currently and foreseeably available in the HPF and appropriation in the discretion of City Council. Additions to existing structures may qualify for incentives if so recommended by the Commission and approved by City Council.

a. Applications for incentive and grant funds must be received by the Planning Department within 36 months of the date a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code.
b. Reimbursement requests for completed work approved for grant funding must be received within 60 months of a property being declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code.
c. These grant limitations described above may be exceeded upon recommendation of the Commission and approval by City Council upon a showing of extraordinary circumstances relating to building size, condition, architectural details, or other unique condition compared to similar Louisville properties. Any grant exceeding the above limitations shall be conditioned on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services that are integral to the project that is deemed eligible for a grant from the HPF
d. Upon a showing of good cause, the above timeline may be extended with approval of a subcommittee of the Historic Preservation Commission consisting of a designated staff person and two randomly selected members of the Commission. If the request for timeline extension is not approved unanimously, the request will be forwarded to the full Commission for consideration at a public meeting.
e. Any time extensions due to extraordinary circumstances that exceed the 36 month cap for grant applications or the 60 month cap for reimbursement requests may require an update to the existing Historic Structure Assessment described in Section 1 if the necessary work has changed in that time period or if the applicants are proposing work not identified in the Historic Structure Assessment. If deemed necessary, this update will be completed at the expense of the applicant.

f. Owners of properties landmarked prior to enactment of this resolution shall have access to the grant funds available through the resolutions in effect at the time of landmarking approval. Such owners may also apply for additional grants through the extraordinary circumstances process described above.
g. The Commission will review all grant applications and make recommendations to the City Council for approval or disapproval. The City Council may approve, deny, or return a proposal to the Commission for further information.
i. Grants may be given in installments upon the satisfactory completion of portions of the project, or given in total upon the satisfactory completion of the project. Conditions for the satisfactory completion of the project shall be given when the grant is awarded. Grants maybe revoked if the conditions are not met. Grants given prior to the beginning of a project may be given only in suitable situations, as recommended by the Commission and approved by City Council, including approval by not less than five members of City Council for grants outside Old Town Louisville.
h. An applicant may request that the value of stabilization, restoration or preservation work completed on the structure prior to landmarking be considered as a credit against the matching requirement of this Section. Credit for such previously completed work is at the discretion of the City Council. Credit may only be considered under the following circumstances.
    i. Only work completed within five years prior to the effective date of landmarking may be considered for potential credit against the matching requirement.
    ii. The work previously performed was for stabilization, restoration, or preservation of the historic structure. No landscaping or site work may be considered for potential credit against the matching requirement. No interior work, except for structural work, sensitive upgrading of mechanical, electrical, and plumbing systems, and other code-required work to make the property functional, may be considered for potential credit against the matching requirement.
    iii. Consideration for credit against the matching requirement may only be given to costs of previously completed work which is documented by paid receipts or invoices. The applicant shall provide the City with complete copies of all such receipts or invoices together with proof of payment, and shall also provide any available supporting documentation upon City request. The request for consideration of previously completed work shall also be accompanied by applicant's written certification that the work for which credit is requested was completed and the costs thereof were incurred and paid, and that the information in such request is true and accurate to the best of applicant's knowledge and belief. The value of in- kind services completed by the applicant shall not be considered.
    iv The amount of credit given for any previously completed work shall be determined by the City Council with input from the Commission, considering such factors as the nature, extent and useful life of the work, the time it was completed, the appreciated or depreciated value of the work, and such other factors as determined relevant.

Section 13. Incentive grants to encourage conservation easements on properties which contribute to the character, historical or architectural merit in Downtown Louisville and which are not eligible to be landmarked.

a. For a period of 18 months from when a property is designated by the City Council as a structure of merit, the owner of the property shall be eligible for a grant from the HPF in the amount of up to $50,000 These grants are available for·
   i. Preserving, rehabilitating, restoring or protecting the property
      i. **Preservation** is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
      ii. **Rehabilitation** is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
      iii. **Restoration** is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.
   ii. Offsetting costs of preserving the structural merit of a building that is being expanded pursuant to Sections 17 16.280 and 17.28 050 of the Louisville Municipal Code.
b. Grant funding may only be expended for the activities listed in this section for those portions of a property designated to be a structure of merit.

Section 14. Creation of a Revolving Loan Program.

a. There is hereby established within the HPF a revolving loan fund program, utilizing funds from the HPF as supplemented by private and public donations and grants, interfund loans, and any other appropriate sources of funds, all as from year-to-year appropriated for such purposes.
b The historic preservation revolving loan program shall be used to provide low-interest loans for the purposes of preservation, restoration, rehabilitation and protection of properties which are landmarked pursuant to Chapter 15.36 of the Louisville Municipal Code or subject to a conservation easement to preserve the character of historic Louisville.

c. The City Manager is authorized to issue requests for proposals and enter into contracts for entities to administer the loans from this program.
d. City staff and the Commission shall develop applications, informational brochures and other materials necessary to develop and administer the revolving loan program. The City Manager is authorized to adopt written rules for the administration of the loan program, the provisions of which shall be consistent with Ballot Issues 2A, 2D and 2F and City ordinances and resolutions.

Section 15. Loans from the Revolving Loan Fund.

Loan requests applications shall be submitted to City staff and shall be reviewed by the Commission at a public meeting. The Commission shall provide its recommendation on the application before final action is taken by City Council. Final action on loans awarded to property outside historic Old Town Louisville shall be approved by not less than five Council Members.

Loan requests applications may be submitted and considered in conjunction with grants from the Historic Preservation Fund, respecting the grant limitations established herein. The Commission may recommend a mixture of loans and grants from the HPF even if the applicant requested only one type of assistance, and also may recommend one type of assistance where a mixture is requested. City Council may also decide to approve any one or a mixture of loans and grants regardless of the number or types of assistance requested in the request application. A mixture of loans and grants awarded to property outside historic Old Town Louisville shall be approved by not less than five Council Members.

Loans shall be in an amount of at least $2,500 There is no specific loan limit established in this Resolution, but the Commission and City Council shall consider the following in setting an amount:

a. Current amount of funds in the HPF and the needs of other projects,
b The necessity of the work to be performed for the preservation or rehabilitation of the structure and how the proposed work fits into the overall preservation plan for the structure;
c. The availability of other funding sources.

Interest rates shall be equal to 2% below the Wall Street Journal Prime Rate as reported on the date of city acceptance of a complete application, not to go below 1%. The interest rate may be increased or decreased by City Council at the time of initial approval upon a showing of extraordinary circumstances. Any fees for loan processing shall also be established at the time of the award. The loan repayment schedule shall also be established at the time of the award, provided, however, that all loans shall include a due-on-sale clause providing that any outstanding balance on the loan shall be paid in full upon sale or transfer of the property

In connection with the processing of loan requests, the City may require such information as is reasonably necessary to determine the state of title to and encumbrances upon the subject property, the creditworthiness of the proposed borrower(s), and other matters relevant to loan award and repayment criteria. The City or loan program administrator may require applicants provide written consents to obtain such information.

Receipt of any loans, grants or other incentives shall require that the structure be landmarked pursuant to Chapter 15.36 of the Louisville Municipal Code, or if not eligible for landmarking, that the owner grant the City a conservation easement to preserve the outside appearance of the structure or other historic attributes of the structure or site.

Loan funds may not be used for interior improvements other than for protection, stabilization, or code-required work.

Loans may be approved under any of the following categories.

a. **Preservation**. the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
b **Rehabilitation**. the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
c. **Restoration.** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Section 16. Repeal and Reenactment; Effective Date.

As of May 21, 2019, Resolutions No 20, Series 2009, No. 20, Series 2010, No 2, 2012, No 2, 2014, No. 4, 2014, and No. 21, 2016 are hereby repealed and reenacted by this Resolution No 17, Series 2019 Resolutions No. 20, Series 2009, No. 20, Series 2010, No 2, 2012, No 2, 2014, No 4, 2014, and No 21, 2016 are still in effect for any incentives approved or any final actions taken prior to May 21, 2019

PASSED AND ADOPTED this 21st day of May, 2019

Robert P Muckle, Mayor

ATTEST

Meredyth Muth, City Clerk

CITY OF LOUISVILLE SEAL COLORADO

City of Louisville
COLORADO • SINCE 1878

Historic Preservation Commission Meeting Minutes

Monday, December 16, 2024
City Hall, Council Chambers
749 Main Street
6:30 PM

Call to Order – 6:30 PM
Roll Call was taken and the following members were present:

Commission Members Present:	Lynda Haley, Chair Christine Burg, Vice Chair Josh Anderson Marty Beauchamp Gary Dunlap Keith Keller Sloan Whidden
Staff Members Present:	Rob Zuccaro, Director of Community Development Emily Cline-Gibson, Planner II Ben Jackson, Planning Clerk

Approval of Agenda
The agenda was approved by voice vote.

Public Comments on Items Not on the Agenda
None were heard.

Public Hearing Items

a) 833 LaFarge Avenue – Probable Cause

Staff Findings:
Cline-Gibson introduced the presentation for the probable cause application. She noted that the home was approximately 77 years old, had unusual architectural features due to its past usage as a church, and had a strong social significance. It met all requirements for a probable cause finding.

Staff Recommendation:
Staff recommended a finding of probable cause.

Commissioner Questions of Staff:
None were heard.

Applicant Presentation:
Andy Johnson, resident, from DAJ Design, spoke to the history of the property.

Questions of Applicant:
None were heard.

Public Comment:
None were heard.

Commissioner Discussion:
Dunlap said he was pleased to see it on the agenda, and thought that it would be a great addition to the City's landmarked properties.
Haley agreed, and noted that it satisfied all criteria.
Beauchamp noted that there had been some changes, but he thought that it qualified on the social criteria alone. He did not think that the architecture was unique, but he was supportive of the application.

Motion to approve finding of probable cause was moved by **Whidden** and seconded by **Beauchamp**. The motion was adopted by a vote of 7 to 0.

b) 1237 Grant Avenue – Probable Cause

Whidden recused herself from this item as the applicant was a family member.
Staff Findings:
Cline-Gibson introduced the presentation for the probable cause application. The property was approximately 76 years old, in the minimal traditional style, and had a long term ownership and connection to immigration history.

Staff Recommendation:
Staff recommended a finding of probable cause.

Commissioner Questions of Staff:
None were heard.

Applicant Presentation:
Rosemary Kavanagh-Whidden, resident, had met past owners before they passed, and spoke to the history of their connection to the property.

Questions of Applicant:
None were heard.

Public Comment:
None were heard.

<u>*Commissioner Discussion:*</u>
Beauchamp said that this was a very straight forward application, and that he was in support.
Anderson noted his interest in the continuous female ownership since construction.
Burg noted the lack of physical change, and said that it met all of the criteria.
Haley said that there were fewer post WWII properties landmarked in that area, and thought that this house would be a welcome addition.

Motion to approve the finding of probable cause was moved by **Dunlap** and seconded by **Keller**. The motion was adopted by a vote of 6 to 0 with **Whidden** recused.

Discussion Items

a) HSA Process and Grant Funds

<u>*Staff Presentation:*</u>
Zuccaro introduced the presentation on updates to the HSA process. He covered the history of the grant process, the purpose of the process, HSA procedures and scope of work, and why staff felt that change was needed. He provided a list of questions for Commissioners to discuss.

<u>*Public Comment:*</u>
Andy Johnson, resident, DAJ Design, pooled with **Josh Johnston**, resident, and **Michelle Frieswyk-Johnson**, resident, noted his history with the HSA process. He showed the results from an audit of HSAs conducted by his business, DAJ Design, and the costs associated with them. He said that the grants were not large enough to cover the costs of residential assessments, though they were largely on par for commercial properties. He suggested modest increases to the grant amounts, and that there be a provision for exceptional circumstances where the grants could be increased for more complicated assessments. He also suggested that all HSAs be documented and catalogued at the library.

<u>*Commissioner Discussion:*</u>
Haley asked about the list of qualified professionals the City provided to applicants who were interested in the HSA process.
Zuccaro said that they had not updated the list in a long time, and noted that typically applicants came to them after they had already started working with an architect.
Haley asked how often HSAs were sent back for more information.
Zuccaro said he was not sure, but thought that it had been at least a few years since this last happened.
Beauchamp asked how often the HSA process was used to successfully landmark a property.
Johnson said that they were able to complete them around 30% of the time, though were expecting to get to around 60%.
Anderson noted that the 30% figure was likely low due to the number of recently completed HSAs that had yet to get to the landmarking stage.

Zuccaro added that staff typically encouraged applicants for demolition review undertake an HSA, so that there would at least be a record of the history of the structure before it was demolished.
Dunlap said that the process was not straightforward for those who wanted an HSA simply so they could landmark their property. He also agreed that the completed HSAs should be saved with the library. He was concerned that only 3 landmarks were created by the Commission in 2024, and though that this number ought to be far higher.
Zuccaro noted that some applicants were hesitant about landmarking for fear that they could lose the ability to redevelop their property.
Dunlap noted that these people tended not to start the HSA process at all.
Anderson asked whether there should be any size considerations for the HSA grant amounts. He also suggested that the City should require a licensed architect conduct the HSA, or to at least have the City interview the proposed assessor.
Anderson suggested that staff could send out an exit questionnaire after the probable cause hearing to ask the applicants what they were interested in doing after the completion of the HSA.

Zuccaro asked the Commissioners if they wanted to move forward with increasing the HSA grant amounts, and if they wanted to make changes to the program like requiring a structural engineer or allowing for extra funds for extraordinary circumstances.
Anderson asked how many HSAs had been completed without a structural engineer.
Zuccaro said that all HSAs in the last two years had used a structural engineer. He suggested that they could require a structural engineer as a base line, but allow applicants to request a waiver to not require one.
Anderson thought that this would be a good way to approach it.
Dunlap noted that people who only intended to go through the HSA process so they could landmark their properties may not need or want a structural engineer.
Beauchamp felt that both a licensed architect and a structural engineer should be involved in the process.
Haley said that more people might be willing to work on HSAs if the grants were more commensurate with the costs and time needed to complete them.
Whidden agreed, and wanted to see a staff proposal for an increase to the grant amounts. She also noted that some people may lose interest in the process due to the time and energy required to complete it.
Burg agreed that there was a need to increase these grant amounts, and thought that the HSA grants should be addressed first.
Johnson said that the reimbursement process had never been an issue or barrier from their experience. He added that he felt that a structural engineer was critical to the process.
Zuccaro noted that an applicant could skip the HSA process and move straight to landmarking if they wanted to.
Dunlap asked whether any changes to the grant amounts would have to go before voters.
Zuccaro said no, it would be up to Council instead.
Zuccaro also suggested that staff could send the completed HSAs to Commissioners so that they could see them.

b) Annual Work Plan 2024 Review

Staff Presentation:

Cline-Gibson introduced the presentation on the review of the 2024 work plan. She explained what had been completed over the course of 2024, and what they had not been able to get done.

Commissioner Discussion:

There was a discussion about the previous plan to create a new online map of the landmarked and historic properties in Louisville that could better convey the stories of these buildings than the maps currently on the website.

Burg spoke about the progress on updates to the Commission’s bylaws, and said that they should be ready for review some time in 2025.

Items from Staff

Cline-Gibson provided an update on the subcommittees’ action, and noted that the next meeting date had been moved to January 27, 2025 due to the public holiday on the 20th.

Updates from Commission Members

There was an acknowledgment that this was **Dunlap’s** last meeting as a member of the Commission.

Adjournment

Motion to adjourn was moved by **Burg**, seconded by **Beauchamp**, and adopted by voice vote. The Commission adjourned at 8:11pm.

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Historic Preservation Commission Meeting Minutes

Monday, February 24, 2025
City Hall, Council Chambers
749 Main Street
6:30 PM

Call to Order – 6:30 PM
Roll Call was taken and the following members were present:

Commission Members Present:	Lynda Haley, Chair Christine Burg, Vice Chair Josh Anderson Marty Beauchamp Keith Keller Sloan Whidden Talbot Wilt
Staff Members Present:	Rob Zuccaro, Director of Community Development Emily Cline-Gibson, Planner II Ben Jackson, Planning Clerk

Approval of Agenda
The agenda was approved by voice vote.

Approval of Posting Locations
Motion to approve the posting locations was moved by **Beauchamp**, seconded by **Whidden**, and adopted by voice vote.

Election of Officers
Motion to elect Lynda Haley as Chair and Christine Burg as Vice Chair was moved by **Beauchamp**, seconded by **Anderson**, and adopted by voice vote.

Public Comments on Items Not on the Agenda
Eric Hartronft, resident, wanted to provide the Commission with an update on the grain elevator. He spoke about the newly planned development, and the plans to preserve the historic aspects of the site. He said that he looked forward to bringing this before the Commission at a later date.

Ross Bowie, resident, was representing the new ownership of the grain elevator. He said that they wanted to find ways to give the City access to the site, and to find a way to repurpose the building.

Public Hearing Items

a) 509 LaFarge Avenue: Landmark, Alteration Certificate, and Grants

Staff Findings:
Cline-Gibson introduced the presentation for the landmark, alteration certificate and grants. She noted that there had been relatively little change aside from a rear addition and porch. The house was approximately 115 years old, and had been moved from Superior to Louisville in 1943. It had a strong connection to Louisville's mining and French immigration history. She said that the proposed changes for the alteration certificate would have minimal impact on the historical aspects of the property. The preservation and restoration grant request was for an amount of $40,000, and staff found that the proposed work qualified for the grant aside from the replacement roof shingles. Staff also found that the new construction grant request for $15,000 met all criteria.

Staff Recommendation:
Staff recommended approval of Resolution 1, Series 2025, Resolution 2, Series 2025, and Resolution 3, Series 2025, covering all grants to a total of $55,000.

Commissioner Questions of Staff:
Burg asked when the rear addition was added to the house.
Cline-Gibson said that she was not sure, but believed it was after the house was moved in 1943.

Applicant Presentation:
Erik Weissenberger, resident, said that he had moved to the house in 2005, and spoke about what they were looking to get out of the changes to the house. He said that the addition might have been present by 1948 from the photos.

Peter Stewart, resident, was the architect. He said that the addition was built between 1943 and 1948. He spoke about the design process for the proposed changes, and how they came to their proposed design.

Questions of Applicant:
Anderson asked about past window replacements.
Stewart said that they were completed by previous owner, and that they were a kind of Anderson clad window. They intended to replace them with a more historically accurate double hung window design.
Anderson asked about the materials they planned to use for the windows.
Stewart said they were planning on using wood for both the interior and exterior.
Beauchamp asked whether they were planning to replace the existing siding on the sides of the property to match the siding on the front.

Stewart said yes, and that this would help to restore the original design of the house.
Haley wanted to note that the extension was slightly offset from the original building.
Wilt asked about the position of the bump out, and why it was in the middle of the house. Had some concern about the amount of change to the rear two thirds of the house.
Stewart said that the location was due to the desire to preserve a large tree that would otherwise have to be removed.

Public Comment:
None were heard.

Commissioner Discussion:
Haley suggested the Commission break the discussion into three sections, one for each resolution.

On the landmarking application:
Burg said that the property met all criteria for landmarking.
Beauchamp agreed, and felt that it would be cool to keep it.

Motion to approve Resolution 1, Series 2025, was moved by **Burg** and seconded by **Whidden**. The motion was adopted by a vote of 7 to 0.

On the alteration certificate:
Beauchamp noted the language from the energy code on alteration certificates, particularly on the roofline and plane.
Stewart said that they planned on using spray foam in the corners, but otherwise would not have an issue installing insulation in the roof.
Beauchamp said that he liked transition in siding orientation.
Burg said the addition would not overpower the original house.
Anderson appreciated that the original window designs on the front third were to be retained.
Beauchamp asked whether there would be a smaller profile siding on the sides and a larger profile on the front.
Stewart said that this was a change made in the 1960s around the same time the front porch was added.
Haley noted that the changes to the roofline would not be visible from the street.
Anderson said that he had no issues with the changes given it was not on a corner lot.
Wilt noted that addition would not impact the historic structure.
Haley said that it was clear a lot of thought had gone into preservation in the design.

Motion to approve Resolution 2, Series 2025 was moved by **Burg** and seconded by **Whidden**. The motion was adopted by a vote of 7 to 0.

On the grant request:
Beauchamp said that he had no issue with the grant amount, and said that it all seemed appropriate.

Burg agreed, and said that she was in support.

Motion to approve Resolution 3, Series 2025, was moved by **Beauchamp** and seconded by **Whidden**. The motion was adopted by a vote of 7 to 0.

Discussion Items

a) HSA Grant Amount Increase

Staff Presentation:
Zuccaro introduced the presentation for the discussion on changes to the HSA grant process. He said that the proposed changes were for HSA grants specifically. He went over history of the grant program, then covered proposed increases to HSA grants, and for the introduction of an extraordinary circumstances criteria that would allow for higher grants. He covered other changes such as to who would be able to conduct HSA and what needed to be included.

Commissioner Questions of Staff:
Anderson asked whether the requirements for structural engineers was geared more towards commercial structures.
Zuccaro said that it would most likely be for commercial projects, but could be for either.
Haley said that she appreciated the requirement for 2 bids for extraordinary circumstances.
Beauchamp thought that these changes were long overdue, and suggested they should revisit it every few years. He thought that the grant amounts were reasonable.
Wilt said that the amounts were reasonable and that they had been overdue for change.
Anderson said that he liked the changes to the grant amounts, and said that he would be hesitant to ever use the extraordinary circumstances, but appreciated that it was an option.
Beauchamp spoke about the difficulty there would be in finding two competing HSA bids.
Zuccaro said that the reason for this was to try and reduce the overall cost on an extraordinary circumstances request.
Haley suggested a potential scenario where this could be necessary.
Zuccaro said that they could use alternative language where the Commission could potentially ask for a second bid if necessary rather than requiring it.
Haley on whether it had ever been requested before.
Zuccaro said no, but there had been one case where the grant did not cover the total cost of the HSA.
Haley wondered whether more people would have extraordinary circumstances if they opened this up as an option.

Public Comment:
Andy Johnson, resident, thought changes proposed were great. He spoke about the past costs of HSAs that his company has conducted in the City, and the billing rates. He suggested that the building type also be considered in extraordinary circumstances, like building materials, etc. He agreed that finding a second bid would be very difficult. He spoke to what he thought would count as extraordinary circumstances.

Commissioner Discussion:
Haley thought that the staff review prior to the awarding of the grant was really important, and agreed that they should consider updating the requirements.
Zuccaro noted that the staff review was only surface level, and that they were not positioned to identify whether specific aspects were missing details, for example.
Haley suggested that they could produce some sample HSAs to use as a template.
Zuccaro said that staff wanted to send out all of the completed HSAs to Commissioners, and noted that they had not been seeing a big range in quality in the completed HSAs.

The consensus amongst Commissioners was that proposed amounts were appropriate, and that the other requirements were good. On the extraordinary circumstances, Commissioners generally felt that there were very few buildings in Louisville to which it could be applied, so they did not feel it would be overused. They also agreed that there should not be a requirement for two bids, as this would be too difficult and onerous for applicants to obtain.

Motion to recommend the proposed changes to Council with the language on the two bids removed was moved by **Burg**, and seconded by **Beauchamp**. The motion was adopted by a vote of 7 to 0.

b) May Landmark Ceremony Date

Staff Presentation:
Cline-Gibson introduced the presentation on the landmarking ceremony. She said that the discussion tonight was to determine the date for the 2025 ceremony. She covered some previous dates it had been held, and suggested some dates for the 2025 ceremony.

Commissioner Discussion:
Burg suggested that a date in mid or early may would work best due to the end of the school year at the end of May.
Haley suggested that it should be held mid-week.

The consensus amongst Commissioners was for it to be held on Wednesday May 14, with the date to be confirmed pending a check for any other conflicts.

Items from Staff
Cline-Gibson went over the proposed meeting dates for 2025.

Updates from Commission Members
None were heard.

Adjournment
Motion to adjourn was moved by **Anderson**, seconded by **Burg**, and adopted by voice vote.
The Commission adjourned at 8:03pm.

Resolution 24, Series 2025
HSA Grant Update

City Council: April 1, 20205

City of Louisville

04/01/2024

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Evolution of Grant Program

2002 – HPC Established → 2005 – Historic Preservation Ordinance → 2008 – Sales Tax and Fund Established → 2009 – Fund Structure
- Admin
- Incentives
- Acquisitions
- Contingency

→ 2010 – Grant Program 1.0
- $1,000 Incentive
- $5,000 Grant
- Predevelopment studies

Modern Era

2012 –Grant Program 2.0
- Commercial Incentives/Grants
  $250,000
  $6,000 HSA – MUST BE LANDMARKED
- Residential Incentives and Grants
  $21,000
  $900 HSA – MUST BE LANDMARKED

→ 2014 – Allowed HSAs prior to landmarking

→ 2019 –Grant Program 3.0
- Commercial Incentives/Grants
  $275,000
  $9,000 HSA – PRIOR TO LANDMARKING
- Residential Incentives and Grants
  $ 60,000
  $4,000 HSA – PRIOR TO LANDMARKING

City of Louisville

12/16/2024

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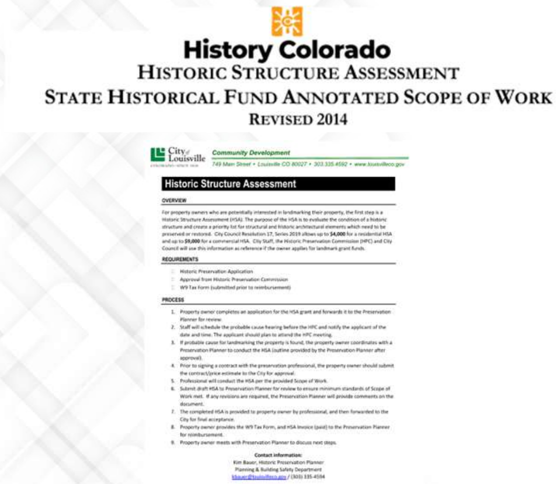
HSA Procedure and Scope of Work


History Colorado
Historic Structure Assessment
State Historical Fund Annotated Scope of Work
Revised 2014

City of Louisville — Community Development
Historic Structure Assessment

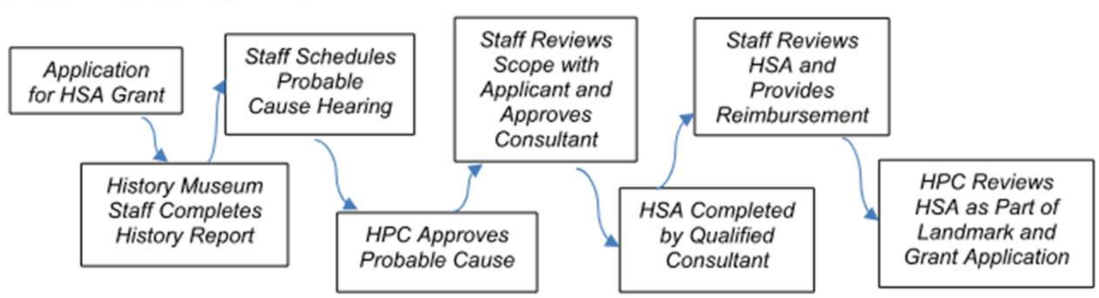
1. Introduction
2. History and Use
3. Structure Condition Assessment
4. Analysis and Compliance
5. Preservation Plan
6. Photographs and Illustrations
7. Bibliography
8. Appendices (e.g. historical building plans, designs)

City of Louisville

12/16/2024

3

HSA Procedure and Scope of Work



City of Louisville

12/16/2024

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HPC HSA Review

- December 16, 2024 HPC Meeting – Reviewed HSA Grant Program and Provided Staff Direction
  - ✓Background on evolution of HPC, funding, grants, and HSAs.
  - ✓Summary of HSA process and standards
  - ✓Example HSAs from 2023 and 2024
- February 24, 2025
  - ✓Reviewed draft resolution and recommended approval with one amendment that has been incorporated into Council draft.

City of Louisville

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Proposed Changes to HSA Program

- Increase Residential Grant from $4,000 to $7,500
- Increase Commercial Grant from $9,000 to $10,000
- Provide Potential Increase for Extraordinary Circumstances
  - ✓*Building size, condition, architectural details or other circumstance in relation to comparable Louisville property.*
  - ✓*Residential up to $10,000 and Commercial up to $15,000*
- Specify HSA Completed by Licensed Architect with Historic Preservation Experience
- Require Licensed Structural Engineer to Contribute and Encourage Other Expertise Such as Mechanical and Electrical Engineers
- Add to Code Current Practice of Establishing Standard Scope of Work and Staff Review Prior to Awarding Funds

City of Louisville

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Staff Recommendation

- Staff Recommends Approval

City of Louisville

12/16/2024

7