



HISTORIC PRESERVATION COMMISSION REGULAR MEETING
March 12, 2014, 5:45 P.M.
First Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Monday prior to the meeting to make arrangements.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
3. Public Invited to be Heard

B. CONSENT CALENDAR

1. Approval of Minutes of the February 12, 2014 Historic Preservation Commission meeting.

C. BOARD ACTION

1. Presentation – Downtown Development Authority Façade Improvement Program – J. Olhava

D. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board liaison
3. Communications from the staff

E. ADJOURN

** Please note that items on the Consent Calendar will not be discussed unless requested by the Historic Preservation Commissioners or by applicants who have business listed on the Consent Calendar.*

Upcoming Meeting Dates

<u>Wednesday, April 9, 2014</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**
<u>Wednesday, May 14, 2014</u>	5:45 P.M.	Regular Historic Preservation Commission meeting**

** Does not include any Historic Preservation Commission (HPC) work sessions which may be requested and may also be scheduled for these dates. Regular meeting dates may be changed to a work session at the discretion of the Chair when no action items are present.

Note: Special meeting dates or events may be scheduled at regular HPC meetings.



Minutes

A. CALL TO ORDER

Chairperson Rachel Kline called the meeting to order at 5:48 p.m.

- | | | |
|--------------|------------------|-----------------------------|
| 1. Roll Call | Chair | Rachel Kline
Anita Drake |
| | Voting Alternate | Lisa Geisick |

Also present:	Town Board Liaison	Robert Bishop-Cotner
	Associate Planner	Josh Olhava
	Town Manager	Kelly Arnold
	Management Assistant	Kelly Unger
	Art & Heritage Manager	Carrie Knight

2. Review of Agenda by the Commission and Addition of Items of New Business to the Agenda for Consideration by the Commission.
There were no changes to the Agenda.
3. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

1. Approval of Minutes of the January 8, 2014 Historic Preservation Commission meeting.
Ms. Drake moved to accept the minutes as presented; Ms. Geisick seconded the motion. Roll call on the vote resulted as follows: All in attendance voted yes – motion carried.

C. BOARD ACTION

1. Review and Support by the Commission on the Town of Windsor's Determinations of Eligibility and Effects, and Notification of the US Department of Transportation and Federal Railroad Administration 2013 TIGER Discretionary Grants for the Great Western Railroad Improvement Project – J. Olhava

Mr. Arnold addressed the Commission to review and clarify details of the TIGER grant Section 106 clearance document for the Quiet Zone project. The Town has already provided information to the Federal Railroad Administration (FRA) on environmental considerations. A Historic and Archeological review is also required. Combined efforts from staff and consultant yielded a draft for review by the HPC. Once complete, the document will be submitted to the State Historic Preservation Office (SHIPO). Mr. Arnold noted the Town is currently negotiating conditions of the grant with FRA.

Ms. Unger presented an overview of Area of Potential Effect (APE) review findings to date. She noted the review has identified current conditions, proposed improvements and existing resources that may be affected. Ms. Knight told Commissioners many resources were used to formulate the Conclusions/Determinations specified in the APE document.

She reported all identified changes will be minimal at most with regard to the Historic integrity of the areas in question.

Ms. Kline stated the layout of the report was well done, and extremely easy to read. She suggested interjection of a comment stating “The linear resource i.e. the Railroad has been adequately studied; its history is well documented and therefore any additional materials found are unlikely to yield a significant result to these findings.” Ms. Kline also suggested inquiring if State forms will be required, and inserting a statement conveying that “there will be no removal or physical impact to the historic fabric...” Ms. Kline suggested taking a look at similar documents generated by the City of Fort Collins during a similar project.

Ms. Drake inquired what the total amount of the grant was. Ms. Unger responded \$2.75 million. Mr. Arnold added that may not be enough to actually cover all costs of the improvements considering the addition of crossings on 15th Street, and along Walnut Street at the intersection of Chimney Park Drive.

Ms. Drake also inquired if this was part of the Union Pacific Railroad. Mr. Arnold responded this leg is referred to as a shore line, and connects the Burlington Northern to the west with the Union Pacific to the east, but is actually the Great Western Railroad. He noted significant improvements are needed to rail lines from Greeley to the east.

Mr. Olhava asked if esthetic enhancements will also be included. He suggested working with the DDA. Mr. Arnold replied the Town has not advanced to that level of detail with planning at this point, but welcomed Mr. Olhava’s comments and ideas. He told Commissioners the Town will keep them informed regarding the progress of this project.

Ms. Drake moved to recommend staff draft a letter of support to SHIPO, to be reviewed and signed by the HPC Chairperson; Ms. Geisick seconded the motion. Roll call on the vote resulted as follows: All in attendance voted yes – motion carried.

D. COMMUNICATIONS

1. Recap of the Saving Places Conference

Commissioners reported they found the Conference informative and very worthwhile, in particular presentations regarding Mid-Century structures, the Historic Downtown and Downtown Arts projects, and The Source presentations were exceptionally beneficial. Commissioners drew several similarities with the Mill here in Windsor. Mr. Olhava alluded to emerging tax credits that may be applicable for preservation projects. Ms. Geisick suggested considering ties to the Kodak site as well. Ms. Kline noted the sessions contained more “authoritative” knowledge than in the past. She also spoke of “Presentation Green Lab” which will be available in March, stating the thesis of the study is “density creates economy;” and investment in Downtown could be much more economically feasible than previously believed.

2. Communications from the Historic Preservation Commission

Ms. Kline suggested scheduling a Joint Work Session with the DDA and the Planning Commission to discuss plans for the future, while considering Windsor’s past. Mr.

Olhava will look into this. Ms. Kline also touched on the need for a comment period for the DDA façade project, with specific consideration of structures eligible for historic designation.

Ms. Kline informed the Commission the Park School local landmark designation was passed by the Town Board at its February 10 meeting. She noted expressed interest in seeking national designation for that building as well, and stated the deadline for submission is May 30, with a review in September. She has started a preliminary evaluation form using information from the local landmark designation application. Mr. Bishop-Cotner suggested adding that project to the HPC Work Plan.

3. Communications from Town Board liaison

Mr. Bishop-Cotner congratulated the Commission for their efforts at designating the Park School, calling it a “good job.”

4. Communications from the staff

Mr. Olhava called the Joint Work Session with the Town Board very productive.

Ms. Knight thanked the Commission for their support for the Poudre Heritage Alliance Grant, noting the grant was awarded to Windsor in the amount of \$19,000 for exhibit re-design. She invited Commissioners to a celebration at the Art & Heritage Center on February 20 from 6:00-7:30 p.m. She encouraged Commissioners to attend and investigate some of the programs offered by the Alliance.

E. ADJOURN

Ms. Drake moved to adjourn; Ms. Geisick seconded the motion. All in attendance voted yes. The meeting was adjourned at 6:37 p.m.



MEMORANDUM

Date: March 12, 2014
To: Historic Preservation Commission
Via: Joseph P. Plummer, AICP, Director of Planning
From: Josh Olhava, Associate Planner
Subject: Presentation – Downtown Development Authority Façade Improvement Program
Location: Properties located within the Downtown Development Authority boundary
Item #s: C.1

Background:

Over the past year, the Windsor Downtown Development Authority (DDA) has been working towards implementing a Façade Improvement Program. During the February 19, 2014 Board meeting, the DDA requested that staff present the attached draft guidelines and application materials to the Historic Preservation Commission.

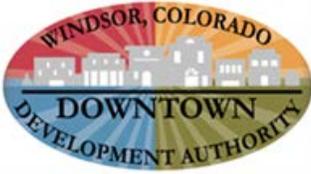
The DDA is presenting the Façade Improvement Program documents to the Historic Preservation Commission as a courtesy to update the Commission and receive comments. The DDA is tentatively planning to adopt the Façade Improvement Program at their March 19, 2014 Board meeting.

Notification: Notification is not required for this presentation.

Recommendation: There is no recommendation for this presentation.

Enclosures: Façade Improvement Guidelines
Application

Pc: Bob Winter, Downtown Development Authority
Kelly Arnold, Town Manager
Patti Garcia, Town Clerk/Assistant to Town Manager



**POLICIES OF THE BOARD OF THE
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY
IN CONNECTION WITH THE
FAÇADE IMPROVEMENT PROGRAM**

The Façade Improvement Program of the Windsor Downtown Development Authority (DDA) is designed to assist property and business owners within the DDA boundary in the renovation of building facades in an effort to increase visitor counts, increase sales tax revenues, increase property values, and improve the aesthetics of individual storefronts and the downtown as a whole, all to be to be governed and administered in accordance with the following DDA Board (Board) policies.

Policy I: Façade Tax Increment Program and Façade Grant Program

- A. Façade Tax Increment Program: The Façade Improvement Program includes a Façade Tax Increment Program (FTIP) under which the Board considers investments in façade improvement projects within the DDA boundary which increase property tax increment. The FTIP provides funding based on either the total project costs, the supportable property tax increment or the cost of eligible project features in accordance with the Project Funding Guidelines set forth in Policy V.A.
- B. Façade Grant Program: The FIP also includes a Façade Grant Program (FGP) to encourage property owners within the DDA boundary to renovate the facades of their buildings. The Grant Program provides grants of up to 25% of the total cost of the façade renovation up to a maximum of \$20,000 per façade in accordance with the Project Funding Guidelines set forth in Policy V.B.
- C. Project Funding in General: Both the FTIP and the FGP are funded by public monies. Proposals are not entitled to funding. Proposals are considered by the Board on a first-come, first-served, case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA. Funding is at the discretion of the Board. Funding must be used on public improvements (i.e. improvements within a public right-of-way or easement) or eligible façade improvements.

Policy II: Program Funding

- A. FTIP: Funding for the FTIP is based on the available annual property tax increment from a particular project.
- B. FGP: Funding for the FGP is based on the amount budgeted annually by the Board.



C. Program Costs: There will be administrative costs associated with both the FTIP and the FGP, however, the DDA will recoup a portion of its legal fees incurred in connection with each project.

Policy III: Eligible and Ineligible Improvements/Expenditures

A. Public Improvements: All improvements within a public right-of-way or easement are eligible for DDA funding.

B. Façade Improvements: All façade improvements that are eligible for DDA investment through the FTIP and the FGP shall front a public street, alley or pedestrian way, or shall face an important public place.

C. Eligible Façade Improvements/Expenditures: Façade improvements/expenditures that are eligible for DDA investment through either the FTIP or the FGP include the following:

1. New awning or the renovation/restoration of existing awning;
2. Masonry repair;
3. Reparation and replacement of architectural details or materials;
4. Rehabilitation or compatible reconstruction of storefronts;
5. Removal of exterior surfaces that cover historic façade materials;
6. Exterior lighting; and
7. Exterior façade painting and/or paint removal.

C. Ineligible Façade Improvements/Expenditures: Façade improvements/expenditures that are not eligible for DDA investment through either the FTIP or the FGP include the following:

1. Interior rehabilitation unless deemed essential to the building's façade improvements;
2. Interior decorations;
3. Refinancing of debt;
4. Inventory and equipment;
5. General or routine maintenance and cleaning;
6. Business operations expenses;
7. Improvements made prior to grant approval; and
8. Horizontal materials or roofing materials (i.e. materials not visible from the public right of way).



Policy IV: Project Evaluation Criteria

A. Evaluation Criteria: The Board shall use the following criteria to evaluate proposals for DDA funding of façade improvement projects:

1. Quality of materials: The use of real or authentic building materials in the construction or renovation of the façade is required. Materials should be high quality, long-lasting, and “timeless”. For example, faux stone, stone veneer, and EIFS are not considered quality material.
2. Pedestrian friendly street presence: The façade should be scaled to the pedestrian. The first floor should be permeable, with windows encompassing a significant portion of the frontage. Blank walls, minimal variation, and minimal articulation are not acceptable.
3. Timeless design: Designs should be high quality and timeless. This does not mean that designs should incorporate unauthentic historic elements. The DDA is not looking for imitations of historic buildings. Non-historic buildings can propose contemporary designs, as long as the design will not lose appeal in a short duration of time.
4. Historic fabric of the building and immediate environs: The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings may require review/approval by the Windsor Historic Preservation Commission (HPC). All historic buildings that are a Local Landmark, or on a State or National Register must receive HPC approval of the proposed façade changes prior to being scheduled for evaluation by the Board. Properties that are currently designated as a historic site/building are required to obtain a *Landmark Alteration Certificate* prior to issuance of a building permit.
5. Green building principles: Although green building practices may not always be applicable to façade improvements, the DDA actively encourages green building practices whenever possible. The Board looks for green building principles that exceed minimum adopted codes. Examples of green building certifications include US Green Building Council’s LEED rating program, Energy Star, Sustainable Sites Initiative, and similar programs.



6. Deconstruction: The Board encourages contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.
7. Location: The location of a project may be a key factor if it advances a particular goal(s) of the DDA's mission.
8. Use: Depending upon the Board's present goals, a particular use may be advantageous or disadvantageous in meeting those goals.
9. Consistency with DDA Mission and Plan of Development: Façade improvement projects shall be consistent with the adopted mission of the DDA and the objectives and purposes of the DDA Plan of Development.

Policy V: Project Funding Guidelines

A. FTIP:

1. Funding Formula: The amount of the DDA's funding of a façade improvement project through the FTIP shall be the lowest of the three following factors, as depicted on the attached Funding Guidelines graph:
 - An amount equal to 10% of the total value of the façade improvement project (as determined by the Assessor's valuation);
 - An amount equal to supportable property tax increment funds generated by the façade improvement project (up to 25% contribution for residential and up to 50% for commercial); and
 - An amount equal to the total cost of the eligible features of façade improvement projects and any public improvements in the right-of-way.
2. Annual Reimbursement: The approved funding amount shall be paid in annual installments in accordance with an agreement with the DDA and based upon the actual property tax increment received by the DDA for the project.
3. Payment in Lieu: Façade improvement projects funded through the FTIP that do not generate sufficient annual property tax increment to reimburse the DDA for its investment shall be required to make a payment in lieu of annual property tax increment.



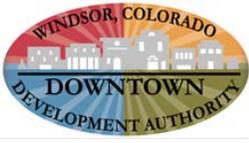
- B. FGP: The amount of DDA's funding of a façade improvement project through the FGP shall be a maximum of 25% of the total cost of the façade improvements, up to a maximum of \$20,000 per façade
- C. Timing: The approved funding for any project through either program shall not be paid until after the project is constructed and a Certificate of Occupancy or a Certificate of Completion is issued.

Policy VI: Administration of FTIP and FGP

- A. DDA Staff: The DDA staff shall be responsible for administration of the FTIP and the FGP and for development of appropriate procedures and forms to implement such programs in accordance with these policies. Copies of the forms utilized by the Fort Collins DDA are attached hereto as examples of the type of forms that may be necessary for administration of such programs.
- B. Standard Terms: Each DDA investment through either the FTIP or the FGP shall require the property owner to, among other things, enter into an agreement with the DDA, grant to the DDA a property easement interest in the improved façade based on the amount of the DDA's investment, subordinate all other property interests in the improved façade to the DDA's easement interest, purchase a title insurance policy insuring the DDA's property easement interest, provide ongoing maintenance of and insurance for the façade improvements and covenant against alterations of the approved façade improvements without the DDA's consent. Terms of the agreement and easement are typically based on the following schedule:

From \$1 to \$25,000	5 years
From \$25,001 to \$50,000	10 years
From \$50,001 to \$100,000	15 years
From \$100,001 to \$200,000	20 years

- C. Façade Monitoring Program: The DDA staff shall establish and administer a façade monitoring program for the purpose of ensuring compliance with the property owner's maintenance obligation and covenant against alterations during the term of the DDA's easement interest in each façade. A copy of the Façade Monitoring Program utilized by the Fort Collins DDA is attached hereto as an example of such program processes.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

How to Apply

A. Meet with Staff:

Applicants must meet with DDA staff at least three (3) weeks prior to the DDA Board meeting at which the project will be reviewed. Applicants must submit the following information for project to be considered:

- a. Completed application, see attached document.
- b. A narrative describing the project, narrative should include:
 - i. A brief history of the site/building,
 - ii. A description of the work proposed,
 - iii. Responses to how the project meets each of the evaluation criteria listed below in the "Evaluation Criteria",
 - iv. The amount of funding requested from the DDA Board.
- c. Current photo(s) of the property and if applicable, historic photos
- d. Color façade elevation drawings with proposed materials called-out/labeled. These must be developed by a licensed professional architect.
- e. A detailed cost breakdown of the proposed façade improvement prepared by the design architect and/or contractor.
- f. The investment from the DDA may not be used for soft cost such as architectural, structural, electrical, or mechanical design fees; construction site amenities; surveying and staking; traffic controls; profit and overhead; any interior work; taxes, permits, or insurance.

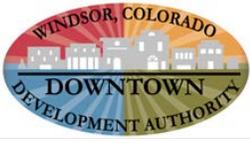
Prior to meeting with the DDA, the applicant needs to meet with Town planning staff to determine the Town's approval process for any renovations. The Town's approval process may include a site plan approval and a review/approval by the Historic Preservation Commission. Assuming the Town requires site plan approval, the applicant will need to have submitted a site plan application and be nearing completion of the site plan process prior to applying for façade improvement program grant.

B. Prepare Board Packet

Upon approval by DDA staff, provide a digital copy (.pdf), of the packet submittal to the DDA no later than two weeks prior to the scheduled DDA Board meeting.

C. Attendance by Owner and Representatives at Board Meeting

The project owner or authorized representative will be required to make a brief (5-10 minute) presentation to the DDA Board. This presentation should highlight the aspects of the project in the context of the downtown environment. Please note that the board members will receive the application and documentation in advance of the board meeting and will be familiar with the details of the project.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal: _____
 Applicant/Property Owner: _____
 Mailing Address: _____
 Business Owner (if different): _____
 Business Name: _____
 Project Address: _____
 Subdivision/Lot/Block: _____
 Phone Number(s): _____
 Email: _____

Work to be performed on façade renovation (check all that apply):

- Addition of awnings, lights, signs, or other exterior amenities
- Uncover, preserve, or rehabilitate the building’s historic exterior
- Elimination of blighted conditions such as dark alleys, broken fixtures, or inaccessible entryways
- Removal of non-historic features
- Addition of Windsor and/or display areas in facade
- Restoration of brickwork, wood, masonry, stucco, or siding
- Replacement, repair, or addition of architectural details
- Repair or replacement of windows and/or doors
- Renovation of entryway
- Add new or recover existing awning
- Other (please describe) _____

Facades to be renovated (check all that apply): Front Back Alley Side(s)

Projected Start / Finish Date for Project: _____

Total Estimated Cost of Improvements: \$ _____

Grant/TIF Amount Requested: \$ _____ Grant TIF (check one)

Applicant’s Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____



Policy VII: Discretion of the Board

The policies herein express the general intent and purpose of the Board regarding the Façade Improvement Program. The Board retains the right, in its sole discretion, to amend these policies to or vary their application to particular façade improvement projects provided that the overall result is consistent with the mission of the DDA and furtherance of the objectives and purposes of the DDA Plan of Development.