



City of Littleton

Meeting Agenda

City Council

Tuesday, June 16, 2020

6:30 PM

Virtual Regular Meeting

Viewing and Participation Options for Virtual Meetings:

Due to COVID-19, the City of Littleton is providing virtual coverage of city council meetings to protect the health of citizens, council members and staff. Meetings will not be held in the council chamber until further notice.

Options for viewing and participating in city council meetings are as follows: watch the live telecast on Comcast or Century Link Channel 8, live on Facebook (www.Facebook.com/CityofLittleton), or visit www.littletongov.org/channel8 to watch the live stream on the city's website.

To provide written remarks during the Public Comment part of the agenda, or to comment on an agenda item during a Public Hearing, submit a statement using the Agenda Item Comment Form at www.littletongov.org/agenda-comment. Comments received prior to 4 p.m. on the date of the council meeting will be presented to the mayor and council members.

To provide live comments during the meeting, use one of the following phone numbers to call in: **669-900-6833** (or) **346-248-7799** (or) **408-638-0968**. When prompted, enter the Webinar ID: **928 8254 3046**. Contact the City Clerk's Office at **303-795-3780** with any questions regarding this process.

1. Roll Call

2. Approval of Agenda

3. Comments / Reports

- a) City Manager
- b) City Attorney
- c) Council Members
- d) Mayor

4. Citizen Appearances - None

5. Public Comment

Citizens wishing to provide public comment prior to the meeting, or who wish to participate via phone, please see instructions listed at the top of the agenda.

6. Consent Agenda Items

Consent agenda items can be adopted by a simple motion. All ordinances must be read by title prior to a vote on the motion. Any consent agenda item may be removed at the request of a Council Member.

- a) [Resolution 52-2020](#) Resolution 52-2020: Authorizing a grant application to the Denver Regional Council of Governments for the Broadway Fiberoptic Communications for Regional Traffic Operations project

Attachments: [1. Resolution No. 52-2020](#)
[2. RTO Project Map](#)

- b) [ID# 20-160](#) Approval of the June 2, 2020 virtual regular meeting minutes

Attachments: [1. 06-02-2020 - CC Minutes - DRAFT](#)

7. General Business

- a) [Ordinance 25-2020](#) Ordinance 25-2020: An ordinance on first reading amending Ordinance No. 25, series of 2019, known as the Annual Appropriation Bill

Attachments: [1. Ordinance No. 25-2020](#)
[2. Presentation Ord. 25-2020](#)

8. Ordinances on Second Reading and Public Hearing

- a) [Ordinance 23-2020](#) Ordinance 23-2020: An ordinance on second reading approving of designation of the Littleton Post Office located at 5753 S. Prince Street as a historic landmark

Attachments: [1. Ordinance No. 23-2020](#)
[2. Staff Report](#)
[3. Application](#)
[4. HPB Resolution No. 03-2020](#)
[5. Reference Document: National Register Nomination for the Post Office](#)
[6. Presentation Ord. 23-2020](#)

9. Adjournment

The public is invited to participate in all regular meetings or study sessions of the City Council or any city Authority, Board or Commission. ***All city buildings are currently closed to the public and meetings will be conducted virtually.***



Staff Communication

File #: Resolution 52-2020, **Version:** 1

Agenda Date: 06/16/2020

Subject:

Resolution 52-2020: Authorizing a grant application to the Denver Regional Council of Governments for the Broadway Fiberoptic Communications for Regional Traffic Operations project

Prepared by: Brent Thompson, City Engineer
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PURPOSE:

To authorize a grant application to the Denver Regional Council of Governments for the Broadway Fiberoptics Communication for Regional Traffic Operations project.

PRESENTATIONS:

Staff Presenter(s): N/A

Additional Presenter(s): N/A

SUMMARY:

In recent years, the rapid advancement of transportation related technologies has provided unprecedented opportunities to improve the safety, efficiency, and sustainability of transportation systems. The use of Intelligent Transportation Systems (ITS) has emerged as an increasingly effective means of providing value to citizens and maximizing the potential of available transportation assets. Recognizing this trend and understanding that access to a robust municipal fiberoptic communications network is an important enabler of ITS technologies, now and in the future, it is important to take advantage of financial opportunities to install fiberoptic communications.

With rapid population growth in urban areas, ITS and related technologies are increasingly being recognized as an efficient and cost-effective means to overcome space and budgetary challenges within the constraints of existing infrastructure. To be effective, these technologies require a robust, reliable, and scalable communications network - which is often most effectively achieved through the deployment of fiberoptic infrastructure.

Staff commissioned the Transportation Fiberoptic Communications Master Plan (Fiber Master Plan) in 2019 to ensure that the needs of the transportation communications network are clearly defined, to establish goals and objectives for system expansion, and to identify opportunities to collaborate with other City divisions and regional agencies to expand services, functionality, and stability of transportation infrastructure.

The purpose of the Fiber Master Plan is to identify the existing conditions, gaps in services, system needs, and future opportunities to provide effective and safe transportation technology services to the citizens of Littleton. Additionally, the Plan identifies collaboration opportunities between agencies to create cost efficiencies and improve regional transportation operations. This document serves as the first step in the planning, design, and

implementation of a fiberoptic communications network capable of meeting the current and future demands of Littleton's evolving transportation system.

The City of Littleton also adopted its first Transportation Master Plan (TMP) in October 2019. The TMP outlines goals for the ongoing development of Littleton's transportation system. The Fiber Master Plan and this proposed grant opportunity align with the TMP objectives to *Provide a resilient and responsive traffic operations system* and *Prepare for a range of new technologies*.

The grant opportunity staff is proposing to pursue through the Denver Regional Council of Governments (DRCOG) is the Regional Transportation Operations & Technology (RTO&T) program. This program allocates funding specifically for transportation technology and systems improvements that contribute to the implementation of key outcomes within the Metro Vision Regional Transportation Plan. The primary objectives of this set-aside are to:

- Improve transportation system performance and reliability
- Improve transportation safety and security
- Improve bicycle and pedestrian accessibility
- Improve interconnections of the multimodal transportation system within and beyond the region for people and freight

The proposed Broadway Fiberoptic Communications for Regional Traffic Operations project would install fiberoptic cable (fiber) on Broadway from Powers Avenue to Arapahoe Road and on Arapahoe Road from Broadway to Pennsylvania Street. The project would establish a fiberoptic connection between the City of Littleton, the City of Centennial and Arapahoe County to accommodate future shared traffic operations and traffic management information. The proposed route would connect eight signalized intersections on this one and a half mile segment of Broadway to the new fiber, including six traffic signals, one pedestrian signal, and one emergency signal. See accompanying map for details.

The proposed project would improve transportation system performance and reliability through better signal communications and is being submitted in conjunction with an application to provide the necessary tools for improved vehicle detection, and incident management capability. The fiber installation and deployment of live video would allow for improved transportation safety and security by providing proactive incident monitoring and responsive signal phasing, with reliable transmittal back to the Littleton Center.

This fiber is a necessary step in the future creation of a regional Transportation Management Center (TMC) for Arapahoe County, which is in ongoing discussions with regional partner agencies. Additional planning and coordination for a regional TMC will take place after the installation of this fiber. Additionally, this fiber better facilitates the ability for a future corridor-wide multi-jurisdiction adaptive signal control system along Broadway. Adaptive signal control technology dynamically adjusts the timing of red, yellow and green lights to accommodate changing traffic patterns and ease traffic congestion.

PRIOR ACTIONS OR DISCUSSIONS:

This project has not previously been discussed with city council.

ANALYSIS:

Staff Analysis

Traffic safety through the city is critical and is highlighted in the city's Transportation Master Plan. Traffic congestion and traffic

signal operational efficiency are issues which routinely adversely affect citizens and rank high on topics of concern in community surveys.

The proposed fiberoptic installation project on Broadway from Powers Avenue to Arapahoe Road and on Arapahoe Road from Broadway to Pennsylvania Street serves as the start to the backbone system for Transportation Master Plan project #A39 which identifies the need for Intelligent Transportation Systems technologies along the Broadway corridor. The project is also identified as a Tier 1 project in the city's Fiber Master Plan. The DRCOG grant program provides the city with the opportunity to undertake this project where city funds alone may otherwise have not been available.

Public Works staff have engaged in productive conversations with the City of Centennial and Arapahoe County regarding the proposed fiberoptic project and both agencies are supportive of the project. The City of Centennial has existing conduit along Arapahoe Road, and they are allowing the proposed fiber to be installed in the empty conduit, thereby saving money in reducing the amount of conduit to install. Broadway is generally the municipal boundary between Littleton and Centennial, and improved traffic operations will benefit Centennial citizens. Arapahoe County is interested in this project because it could provide an opportunity for completing another segment of fiber and achieving the goal of connecting their Administration Building on Prince Street in Littleton to their Sheriff's Office, Public Works Department, and other facilities in the Dove Valley area. Potential financial contributions in the project from these two agencies are still in discussion.

This fiberoptic project will allow staff to start traffic signal equipment upgrades along Broadway, further our inter-agency collaboration, and advance the regional TMC conversation. The next critical fiberoptic installation will be on Littleton Boulevard from Broadway back to Littleton Center. Installation of fiber on Littleton Boulevard will eliminate the need for the currently utilized leased Comcast fiber connection to Fire Station 12. Unfortunately, that segment does not qualify for this grant opportunity because Littleton Boulevard is not classified as a "regionally significant roadway" in the DRCOG Metro Vision Plan.

If the grant is awarded for this project, the city would sign an Intergovernmental Agreement (IGA) and enter into a contract with the Colorado Department of Transportation (CDOT) to implement the project. CDOT is the ultimate steward of these federal funds. After entering into the IGA staff would proceed with hiring a consultant to prepare a final design. If awarded, construction of the project would be planned for 2021.

The grant application is due on July 8.

Council Goal, Objective, and/or Guiding Principle

This project aligns with numerous goals and objectives outlined in the Transportation Master Plan, and in particular Objective 6: Minimize transportation-related air quality degradation and Objective 23: Provide a resilient and responsive traffic operations system. This project also meets *Council Goal 2: Financial Sustainability/Objective 4: Identifying, assessing and prioritizing long-term capital needs* through its inclusion in the 5-Year Capital Improvement Program. This project further meets *Goal 2: Financial Sustainability/Objective 5: Identifying, assessing and prioritizing funding for capital needs* by leveraging grant funds through CDOT.

Fiscal Impacts

The cost estimate for this project is \$556,000. If awarded, the grant would provide for 80% federal funding (\$444,800) and requires 20% local agency match (\$111,200). If awarded, the project would be programmed in the Capital Improvement Plan for 2021 with the local match being funded from the Transportation Impact Fee (TIF) Fund. Staff anticipates the award of the grant being announced around September 1. This would allow staff to present an updated 5-year TIF Plan to council as part of the 2021 Budget process in September. Assuming the grant is awarded, council would then be asked to consider approving the grant during this same 2021 budget process.

Staff is also looking into other possible grants to reduce the actual city match requirement. One such example is the federal Economic Development Administration. Staff anticipates bringing such information to the 2021 budget process. Should the DRCOG grant not be awarded, staff would continue to pursue other funding opportunities.

Alternatives

If Council does not approve submitting the grant application to DRCOG, the design and construction of this project will not be completed until funds are available. The 5-year Capital Improvement Program currently has a \$10M shortfall, so it is unclear when this project could otherwise be prioritized with the significant funding limitation. Leveraging grant funds for projects such as this is critical to complete projects the city would unlikely be able to afford on its own.

STAFF RECOMMENDATION:

Staff recommends approval of the grant application. Fiberoptic projects linking our traffic signal system are typically considered a high priority and a basic installation to maximize this critical asset. These types of improvements do not just add to reliability but optimize the movement of traffic (i.e. traffic progression) and thereby reduce congestion.

PROPOSED MOTION:

I move to approve the resolution authorizing a grant application to the Denver Regional Council of Governments for the Broadway Fiberoptics Communication for Regional Traffic Operations project.

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CITY OF LITTLETON, COLORADO

Resolution No. 52

Series, 2020

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LITTLETON, COLORADO, AUTHORIZING A GRANT APPLICATION
TO THE DENVER REGIONAL COUNCIL OF GOVERNMENTS FOR
THE BROADWAY FIBEROPTICS COMMUNICATION FOR REGIONAL
TRAFFIC OPERATIONS PROJECT**

WHEREAS, the City of Littleton as part of its Transportation Master Plan has established objectives of providing a reliable and high-quality transportation system, and providing a resilient and responsive traffic operations system; and

WHEREAS, the city's Transportation Master Plan included a proposed project which identifies the need for Intelligent Transportation System technologies along the Broadway corridor; and

WHEREAS, the city's Fiberoptic Master Plan identified the installation of fiberoptic cable along the Broadway corridor as a Tier 1 project; and

WHEREAS, the city desires to further the implementation of capital projects identified in these two plans; and

WHEREAS, the Denver Regional Council of Governments provides funding for such projects through its Regional Transportation Operations & Technology Program; and

WHEREAS, the City of Littleton will be requesting \$556,000 for the Broadway Fiberoptics Communication for Regional Traffic Operations project, which will construct fiberoptic cable on Broadway from Powers Avenue to Arapahoe Road and on Arapahoe Road from Broadway to Pennsylvania Street.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF LITTLETON, COLORADO, THAT:**

1. The City Council of the City of Littleton strongly supports the grant application for the Broadway Fiberoptics Communication for Regional Traffic Operations project.
2. The City Council of the City of Littleton anticipates an appropriation to cover the \$111,200 in matching funds for said grant with an amendment to the current budget or in the ensuing fiscal year budget and subsequently authorizes the expenditure of funds necessary to meet the terms and obligations of the awarded grant.
3. The city commits to completing the Broadway Fiberoptics Communication for

Regional Traffic Operations project, if the grant is awarded.

4. The project site is owned by the City of Littleton.
5. If the grant is awarded, the City of Littleton acknowledges responsibility of cost overruns for the Broadway Fiberoptics Communication for Regional Traffic Operations project.
6. If the grant is awarded, the City Council of the City of Littleton hereby authorizes the City Manager to sign the grant agreement and grant records with the Denver Regional Council of Governments and/or the Colorado Department of Transportation.
7. The City of Littleton will continue to maintain the constructed facilities in a high-quality condition, and in accordance with all terms, conditions and obligations contained in the intergovernmental agreement.
8. This resolution is in full force and effect from and after its passage and approval.

INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the

City Council of the City of Littleton, Colorado, on the 16th day of June 2020, at 6:30 p.m. at the

Littleton Center¹, 2255 West Berry Avenue, Littleton, Colorado.

ATTEST:

Colleen L. Norton
CITY CLERK

Jerry Valdes
MAYOR

APPROVED AS TO FORM:

Reid Betzing
CITY ATTORNEY



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JUNE 2020



RTO & T Grant: Broadway Fiber Optics Communication for Regional Traffic Operations

- | | | | | | |
|--|---|--|---|--|----------------------------------|
| | Fiber to be Installed as part of this project | | Centennial Shadowduct w/o Fiber | | Littleton Shadowduct w/o Fiber |
| | New Traffic Equip. & Fiber Connection | | Centennial Shadowduct with Existing Fiber | | Leased Comcast Fiber, Connection |



Staff Communication

File #: ID# 20-160, **Version:** 1

Agenda Date: 06/16/2020

Subject:

Approval of the June 2, 2020 virtual regular meeting minutes

Prepared by: Colleen L. Norton, City Clerk
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RECORDING SECRETARY'S CERTIFICATION:

I hereby certify that the attached minutes are an accurate representation of motions made and action taken at the June 2, 2020 virtual regular meeting of the city council. I have also reviewed the video recording for the June 2, 2020 virtual regular meeting of the Littleton City Council and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.

PROPOSED MOTION:

I move to approve the minutes for the June 2, 2020 virtual regular meeting of the Littleton City Council.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

City Council

Tuesday, June 2, 2020

6:30 PM

Virtual Regular Meeting (Study Session immediately follows)

Viewing and Participation Options for Virtual Meetings:

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To provide live comments during the meeting, use one of the following phone numbers to call in: 669-900-6833 (or) 346-248-7799 (or) 408-638-0968. When prompted, enter the Webinar ID: 994 7960 4527. Contact the City Clerk's Office at 303-795-3780 with any questions regarding this process.

1. Roll Call

Present: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro-Tem Melin, Council Member Milliman and Council Member Grove

2. Approval of Agenda

3. Comments / Reports

a) City Manager

No report

b) City Attorney

No report

c) Council Members

Council Member Driscoll - No report

Council Member Elrod - No report

Council Member Fey - Quoted Keith Reester, Public Works Director re: the city's involvement in transforming the Highline Canal for water management between Windermere and Lee Gulch. District III meeting scheduled for June 20 is cancelled.

Council Member Grove - Attending a South Suburban Parks and Rec meeting last week. They are struggling with a reduction in budget and they've had to suspend the benefits for employees and board members, i.e. lower golf rates at courses and free gym, for at least June and July. Also attended the Next Generation Advisory Committee meeting last week. We started with a study session to allow members to get acquainted and for new members to get up-to-date on process from the previous year. At the regular meeting, a Larry Thompson was elected Chair, Iftin Abshir Vice Chair, and Charlee Ottersberg Secretary.

Council Member Milliman - Met with the Museum Board and want to give a huge shout-out and Kudos to Director Tim Nimz and his staff for keeping things moving as best as possible during this time. The first baby lamb of the season has been born! The museum has cancelled all summer concerts, group tours, and other things but they are continuing the virtual programming. They are working on a reopening plan and are hoping for around July 1st and it will be in three stages. Spoke with our representative from RTD and ridership is down 70-80% metro wide but they have had no employee layoffs. They will receive reimbursement of some expenditures from the CARES Act at the end of the year. Buses and light rail are running and RTD staff are taking extra steps to deep clean vehicles every night. Fares are still suspended until further notice.

Mayor Pro Tem Melin - Congratulations to Becky Phye, Executive Assistant to the City Manager and City Attorney, on 25 years of service to the City of Littleton! It's an incredible milestone and she's a great resource to all of us. Thank you very much.

d) Mayor

Echoed Mayor Pro Tem's sentiments on Becky Phye's career with the city. Highline Canal did run water into Ketring Lake last week. From the mayor's meeting I attend, some municipalities are looking at ways to start meeting in person in June

4. Citizen Appearances - None

5. Public Comment

Citizens wishing to provide public comment prior to the meeting, or who wish to participate via phone, please see instructions listed at the top of the agenda.

Pam Chadbourne - Thank you for considering designation of the Post Office as a historic landmark; I urge you to approve it. / Feedback on Solid Waste discussion from last week's study session.

6. Consent Agenda Items

- a) [Ordinance 23-2020](#) Ordinance 23-2020: An ordinance on second reading approving of designation of the Littleton Post Office located at 5753 S. Prince Street as a historic landmark
approved

- b) [ID# 20-150](#) Approval of the May 19, 2020 virtual regular meeting minutes
approved

Approval of the Consent Agenda

Council Member Elrod moved and Mayor Pro Tem Melin seconded to approve consent agenda items a and b. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove

7. General Business - None

8. Ordinances on Second Reading and Public Hearing - None

9. Adjournment

Mayor Valdes adjourned the meeting at 6:55 p.m.

The public is invited to participate in all regular meetings or study sessions of the City Council or any city Authority, Board or Commission. All city buildings are currently closed to the public and meetings will be conducted virtually.



Staff Communication

File #: Ordinance 25-2020, **Version:** 1

Agenda Date: 06/16/2020

Subject:

Ordinance 25-2020: An ordinance on first reading amending Ordinance No. 25, series of 2019, known as the Annual Appropriation Bill

Prepared by: Stacey Covington, Budget Analyst

PURPOSE:

Does city council support amending the 2020 annual appropriation for the receipt and disbursement of CARES Act funding related to the coronavirus (COVID-19) pandemic?

PRESENTATIONS:

Staff Presenter(s):	Tiffany Hooten, Finance Director
Additional Presenter(s):	N/A

SUMMARY:

The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories; and Tribal governments.

The populations of Arapahoe and Jefferson Counties are more than 500,000, allowing both counties to qualify and receive a distribution of \$114.75m from the Treasury Department. It was determined these funds could be shared with cities within the counties. Both counties have established separate processes for declaring and reporting eligible expenditures under the CARES Act for cities in both jurisdictions. Portions of Littleton are located in Arapahoe and Jefferson counties and therefore Littleton is eligible for funding from both counties. The city is expected to receive \$4,409,413 of CARES Act funds.

PRIOR ACTIONS OR DISCUSSIONS:

Council approved the intergovernmental agreements regarding the CARES Act local government distributions with Arapahoe and Jefferson Counties at the May 19, 2020 council meeting. CARES Act funds and potential eligible costs related to COVID-19 were further discussed during the study session held on May 26, 2020.

ANALYSIS:

Staff Analysis

Understanding the needs of municipalities, and although it is not required, both Arapahoe and Jefferson County will be distributing funds to cities within their counties provided the transfer qualifies as a necessary expenditure incurred due to the public health emergency and is consistent with the other criteria of section 601(d) of the Social Security Act outlined in the Guidance.

Both counties followed the distribution method as prescribed by the CARES Act by distributing funds based on a 55/45 split with the County receiving 55% of the funds and allocating 45% to municipalities based on population. Based on these formulas, the City of

Littleton is eligible for up to \$4.4m for eligible incurred expenses for the period of March 1, 2020 through December 30, 2020.

While the U.S. Treasury has issued limited guidance regarding reimbursable expenses, it made clear the initial recipient of funds (Arapahoe and Jefferson Counties) will be responsible for the fiduciary requirements of implementation. With the counties being the custodian of these funds and having fiduciary and reporting responsibilities, they will have final determination on eligible uses for these funds. Both counties have provided a process for advancement/reimbursement of funds and guidance to align with reporting requirements. Staff has been working with both counties on this process. Expenditures will be reviewed and approved by the counties to ensure compliance with the funding requirements.

A budget amendment is needed for both the revenue and related expenditures for the CARES Act funds. This budget amendment will formally appropriate the full amount of anticipated CARES Act funds in the grants fund to be received from both counties

The first phase of potential CARES Act expenditures was presented and supported by council in the amount of \$1,182,000. Staff is working with the county for approval of eligible of expenditures in phase I. An update of CARES Act funds is scheduled for June 23, 2020 to include recommendations of potential expenditures for the next phase.

Council Goal, Objective, and/or Guiding Principle

Goal 2: Financial Sustainability

Fiscal Impacts

The city has been allocated \$4,199,211 from Arapahoe County and \$210,202 from Jefferson County for a total funding level of \$4,409,413. There is no impact to estimated ending fund balances for 2020 since the additional appropriation from this ordinance will be fully offset by corresponding revenues from the counties.

This amendment will appropriate funds in the Grants Fund.

Alternatives

1. Approve amendment as presented.
2. Do not approve the amendment, thus delaying availability of the CARES Act funds for spending and reimbursement.

STAFF RECOMMENDATION:

Staff recommends approval of the amendment to the 2020 annual appropriation bill.

PROPOSED MOTION:

I move to approve the ordinance on first reading amending the 2020 annual appropriation bill and to set the second reading and public hearing for July 7, 2020.

1 CITY OF LITTLETON, COLORADO

2
3 ORDINANCE NO. 25

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5 Series, 2020

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8 AN ORDINANCE OF THE CITY OF LITTLETON,
9 COLORADO, AMENDING ORDINANCE NO. 25 SERIES OF
10 2019 KNOWN AS THE "ANNUAL APPROPRIATION BILL"
11 FOR ALL MUNICIPAL PURPOSES OF THE CITY OF
12 LITTLETON, COUNTIES OF ARAPAHOE, DOUGLAS,
13 AND JEFFERSON, STATE OF COLORADO, FOR THE
14 FISCAL YEAR BEGGINNING JANUARY 1, 2020 AND
15 ENDING DECEMBER 31, 2020

16
17 WHEREAS, Ordinance No. 25, Series of 2019 established the annual
18 appropriation for municipal purposes for the City of Littleton, Colorado; and

19
20 WHEREAS, Ordinance No. 9, Series of 2020 amended the annual appropriation
21 for municipal purposes for the City of Littleton, Colorado; and

22
23 WHEREAS, appropriations have theretofore been made for the expenditures of
24 monies pursuant to said budget; and

25
26 WHEREAS, the necessity of receiving and expending additional monies from the
27 grant fund could not have been reasonably anticipated during the time of adoption of the budget
28 and appropriation of funds in accordance therewith.

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30 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
31 THE CITY OF LITTLETON, COLORADO, THAT:

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33 Section 1: The budget of the City of Littleton for the fiscal year beginning January
34 1, 2020, and ending December 31, 2020, is hereby amended by additions to the following fund:

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FUND	EXPENDITURES
Grants Fund	\$4,409,413

36
37 Section 2: The provisions of the annual appropriations Ordinance No. 25, Series of
38 2019, are hereby amended with the total of all fund expenditures amended to \$80,707,316.

39
40 Section 3: Severability. If any part, section, subsection, sentence, clause or
41 phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the
42 validity of the remaining sections of this ordinance. The City Council hereby declares that it would
43 have passed this ordinance, including each part, section, subsection, sentence, clause or phrase
44 hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or
45 phrases may be declared invalid.

Section 4: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 16th day of June, 2020, passed on first reading by a vote of ____ FOR and ____ AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 7th day of July, 2020, in the Council Chamber¹, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of ____ FOR and ____ AGAINST on the 7th day of July, 2020 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

Colleen L. Norton
CITY CLERK

Jerry Valdes
MAYOR

APPROVED AS TO FORM:

Reid Betzing
CITY ATTORNEY



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Ordinance 25-2020

Tiffany Hooten, Finance Director
June 16, 2020

Purpose

Ordinance on first reading amending the 2020 annual appropriation for CARES Act funds.

CARES Act Funds

- CARES Act provided funding to populations of 500,000+
- Arapahoe County and Jefferson County have received funds
- Both counties have opted to distribute to cities within their jurisdictions
- Distributions to cities follow the Federal distribution method 55% (county)/45% (cities)
- Distribution of \$4,409,413 to Littleton

CARES Act Funds (cont.)

- Both IGA's were approved by council on May 19, 2020
- Potential eligible costs were further discussed during the May 26, 2020 study session
- Counties are custodians of the funds and have fiduciary and reporting responsibilities
- Counties have final determination on eligible expenditures
- Defined reporting requirements for cities

Use of Funds

- Defined uses per CARES Act:
 1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
 2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
 3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Use of Funds (cont.)

- U.S. Treasury noted expenses:
 - must be necessary due to the public health emergency (both direct response and second-order effects);
 - may not be used to offset lost tax revenue; and
 - unspent funds as of Dec. 30, 2020 must be returned.
- Ineligible expenses
- Clarification of eligible expenditures is pending
- Initial review of potential expenditure results

Fiscal Impacts

- Allocation to Littleton - \$4,409,413
 - Arapahoe County - \$4,199,211
 - Jefferson County - \$210,202
- No impact to fund balance due to revenue offset
- This budget amendment of \$4,409,413 will appropriate funds in the Grants Fund

Alternatives

- Approve amendment as presented
- Do not approve the amendment, thus delaying availability of the CARES Act funds for spending and reimbursement

Staff Recommendations

- Staff recommends approval of the amendment to the 2020 annual appropriation bill and setting the public hearing on July 7, 2020.

Questions?



Staff Communication

File #: Ordinance 23-2020, **Version:** 3

Agenda Date: 06/16/2020

Subject:

Ordinance 23-2020: An ordinance on second reading approving of designation of the Littleton Post Office located at 5753 S. Prince Street as a historic landmark

Prepared by: Andrea Mimnaugh, Senior Planner
--

PURPOSE:

Request to approve an ordinance designating the Littleton Post Office, located at 5753 S. Prince Street, as an historic landmark.

PRESENTATIONS:

Staff Presenter: Andrea Mimnaugh, Senior Planner

Additional Presenter(s): N/A

SUMMARY:

The Littleton Post Office building was constructed in 1939 with funds from the Works Progress Administration. Located at the northwest corner of South Prince Street and West Alamo Avenue, the building is representative of the Colonial Revival style of architecture. Modifications to the building include an addition to the rear of the building and construction of the ADA ramp at the front entrance.

The application for designation of the Littleton Post Office as a City of Littleton historic landmark has been signed by the Postmaster of the Littleton Post Office.

PRIOR ACTIONS OR DISCUSSIONS:

April 26 2019: Littleton Post Office listed on the National Register of Historic Places

April 20 2020: The Historical Preservation Board recommended approval of
City of Littleton designation of the Post Office to City Council.

June 2, 2020: Passed on first reading.

ANALYSIS:

Staff Analysis

Staff finds that the application to designate the Littleton Post Office as an historic landmark meets the applicable criteria in the city code.

Council Goal, Objective, and/or Guiding Principle

The designation of the Littleton Post Office is consistent with the following guiding principle as stated on page 11 of the Envision Littleton Comprehensive Plan:

File #: Ordinance 23-2020, Version: 3

As we focus on managing change amid this reality, we envision a Littleton in 2040 that has:

- Maintained the integrity of its established neighborhoods and historic areas

Fiscal Impacts

The designation of the Post Office would not have any fiscal impact to the city budget.

Alternatives

If council approves the proposed ordinance, there will be no restrictions on modifications or demolition of the Littleton Post Office, because it is currently owned by the federal government, which is not required to comply with local land use laws. Should the property be under private ownership in the future, any exterior building modification will require city approval. If council denies the proposed ordinance, the Littleton Post Office could be potentially modified or demolished at any time.

STAFF RECOMMENDATION:

Staff recommends approval of proposed Ordinance 23-2020.

PROPOSED MOTION:

I move to approve Ordinance No. 23-2020 on second reading designating the Littleton Post Office as an historic landmark under section 4-6-8 of the city code.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 2nd day of June, 2020, passed on first reading by a vote of 7 FOR and 0 AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 16th day of June, 2020, in the Council Chamber¹, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of _____ FOR and _____ AGAINST on the 16th day of June, 2020 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

Colleen L. Norton
CITY CLERK

Jerry Valdes
MAYOR

APPROVED AS TO FORM:

Reid Betzing
CITY ATTORNEY



¹ Due to COVID19, the City of Littleton is providing virtual coverage of city council meetings to protect the health of citizens, council members and staff. Meetings will not be held in the council chamber until further notice.

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Exhibit A

Lots 1-5, Block 8, Littleton Subdivision.



Staff Report

Meeting Date: June 2, 2020

Planner: Andrea Mimnaugh, Senior Planner

APPLICATION SUMMARY:

Project Name:	Littleton Post Office Landmark Designation
Case Number:	HP20-0001
Current Historic Designation:	Listed on the National Register of Historic Places
Proposed Additional Historic Designation:	City of Littleton Historic Landmark
Application Type:	Historic Landmark Designation
Address:	5753 S. Prince Street
Applicant:	Littleton Post Office
Owner:	Federal Government
Owner Consent:	Yes
Applicant Request:	Designation of the Littleton Post Office as a historic landmark

PROCESS:

§4-6-6 of the Littleton Municipal Code (Powers and Duties of the Historical Preservation Board) states that the historical preservation board shall review properties nominated for designation as a historic landmark and make recommendations to the city council regarding historic designation. The following steps in the application process are summarized below.

Pre-application Meeting

February 14, 2020 – Administrative with HPB chair in attendance

Application Submission

February 24, 2020 – Administrative review

Landmark Designation

April 20, 2020 – Recommendation of Approval by HPB

June 2, 2020 – First reading by City Council

June 16, 2020 – Second reading and public hearing by City Council

LOCATION:

The Littleton Post Office is located at 5753 S. Prince Street in Downtown Littleton. Figures 1 and 2 provide vicinity map and current photograph, respectively, of the Post Office.



Figure 1.

Vicinity Map depicting Littleton Post Office in downtown Littleton and its proximity



Figure 2.

Recent photograph of Littleton Post Office Building
5753. S. Prince Street

BACKGROUND:

Littleton Post Office History

The first location of the Littleton, Colorado Post Office was at the Harwood Inn, a building that once stood at the southwest corner of Rapp Street and Bowles Avenue. Town founder Richard Little served as the first postmaster. The Post Office remained at this location for approximately 10-12 years before moving to the nearby J.D. Hill General Store, a building that is still standing,

at the northeast corner of Rapp Street and Alamo Avenue. Over the next half century, the Littleton Post Office continued to move around, locating in as many as 8 different buildings on Main Street.

In 1931, the town learned that federal funds had been budgeted for a post office to be constructed in Littleton. The new, free-standing post office building was completed in 1939 with Works Progress Administration funds. Located at the northwest corner of South Prince Street and West Alamo Avenue, the one-story brick building represents the Colonial Revival style in its gabled roof with a center cupola topped by a weathervane. The main entrance to the building is through double doors facing South Prince Street. A thirteen-by-four-foot mural painted by WPA artist John Fraser originally graced the lobby wall. Fraser worked from photographs published in the Littleton Independent newspaper to create a composite scene of Littleton. The mural is now located in the council chamber in the Littleton City Center. Figures 3, 4 and 5 provide historic photograph of the Post Office and a current photograph of the mural.



Figure 3.
Historic photo c. 1962

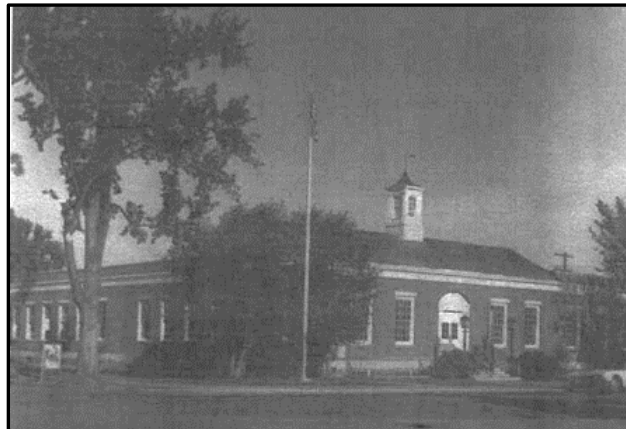


Figure 4.
Historic Photograph c. 1962



Figure 5.
Former Mural in the Lobby, now located in council chamber at the Littleton Center

By 1948 the post office had twenty employees and served three rural routes. The original part of the 1939 Littleton Post Office building has had only minor changes since its construction. An addition of wings to the north and west in 1962 tripled the floor space. The 1939 building is the major public works project of the Depression era in Littleton. It continues to serve Littleton residents.

List of Alterations

1939: Construction of the original post office

1962: Construction of the “L” addition to the north and west of the original building

c. 1998: Replacement and installation of additional postal boxes and matching terrazzo floor

c. 2003: Construction of the ADA entrance ramp and installation of the entrance canopies.

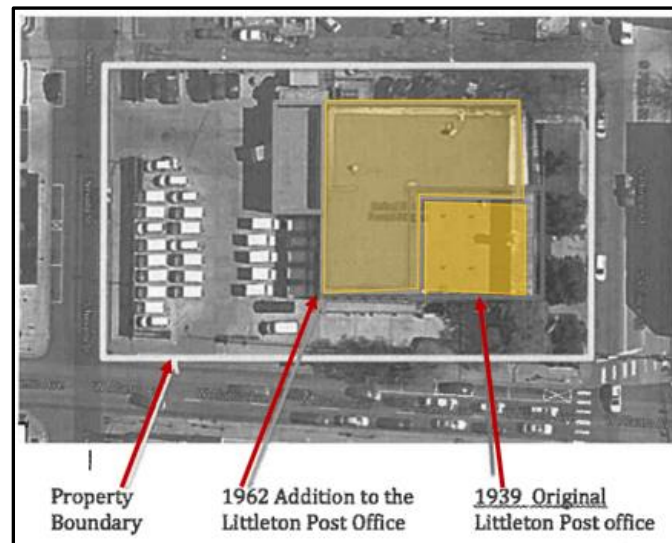


Figure 6.
Post Office aerial photograph depicting original structure and 1962 addition.

Historic Designation

In April 2019, the Littleton Post Office was listed on the National Register of Historic Places following submission of an application by Historic Littleton, Inc. Under Federal Law, the listing of a property in the National Register places no restrictions on what an owner may do with their property up to and including demolition.

Under local historic landmark designation, property owned by the federal government is not subject to local land use regulations, including those regarding the preservation of historic structures.

APPLICATION DETAILS:

The application for historic landmark designation of the Littleton Post Office includes the following items (see Attachment)

- a justification for the nomination
- description of features that should be preserved
- legal description of the property depicting the boundary for historic landmark designation

CRITERIA & STAFF ANALYSIS:

§4-6-8, §4-6-9, and §4-6-11 of the historic preservation code establishes criteria for nomination and designation of historic landmarks. An analysis of the criteria follows.

§4-6-9(A): Who May Nominate: The board, city council, or owner(s) may nominate a property, area or structure for designation as a historic landmark or historic district. Maureen Sanchez has signed the nomination of the Littleton Post Office on behalf of the United States Postal Service for historic landmark designation.

§4-6-9(B) Nomination Requirements: Upon inquiry for nomination, the director and at least one member of the board shall contact the owner or owners of such historic properties outlining the reasons and effects of designation as a historic property and, if possible, shall secure the consent of the owner or owners to such designation before the nomination is accepted as complete for review.

Board Chair Mike Price and the director's designee, Senior Planner Andrea Mimnaugh, met with Maureen Sanchez, Postmaster of the Littleton Post Office, on February 14 and outlined the reasons and effects of designation. Ms. Sanchez expressed support for the nomination and agreed to proceed.

§4-6-11(C) Public Hearing Before the Board: Any application for designation shall be promptly referred to the board. The board shall hold a public hearing on the proposal not less than thirty (30) days, nor more than sixty (60) days after the filing of the application to consider the adoption of the designation resolution.

A complete application was submitted to the city on February 24, 2020. The application was heard by the historical preservation board on April 20, 2020, which is 56 days from the date of submittal. The application timeline requirement for public hearing before the historical preservation board is met.

§4-6-11(C)3 Review: The director shall review the proposed designation with respect to: a) its relationship to the comprehensive plan; b) the effect of the designation on the surrounding neighborhood; and c) such other planning considerations as may be relevant to the proposed designation.

Comprehensive Plan: Its relationship to the Comprehensive Plan

The following section addresses the application's compatibility with the comprehensive plan. Excerpts of applicable sections are set forth below, followed by staff analysis. Note that the texts

included in this section are excerpts from larger sections of the plan. The entire Envision Littleton Comprehensive Plan is available on the city website.

Unifying vision and guiding principles

Vision 2040 (page 11)

We recognize that our vision for Littleton's future is framed differently than many communities as we are a largely built-out city. As we focus on managing change amid this reality, we envision a Littleton in 2040 that has:

- Maintained the integrity of its established neighborhoods and historic areas.

Future City (beginning on page 11)

Chapter on Land Use and Community Character (beginning on page 14)

Key Issues for Consideration (page 41):

- Littleton's heritage focus and the need to protect historical and cultural assets

Littleton's Core Values (page 12)

- A passion and commitment to architectural heritage and landmarks

Guiding Principles: Authentic (page 13)

The essential threads that will continue to sustain this community fabric include Littleton's historic character and architectural heritage, its varied neighborhoods and residential options, a robust and service-oriented faith community and inviting atmosphere.

Chapter on Heritage, Arts, Recreation and Tourism

Key Issues for Consideration (page 65):

- Threats to Littleton's historic legacy and architectural heritage

Goal

HART 2 (page 65)

- Continued protection and promotion of Littleton's heritage, especially where it is tangibly visible in historic architecture, designated district and landmarks, and distinctive neighborhoods and buildings.

Transportation Masterplan Goal: Connected (page 34)

Connect people conveniently to the community, resources, and opportunities.

A connected Littleton is one where people have convenient ways to get from home to school, work, and popular destinations such as downtown and the Mary Carter Greenway. Achieving this goal will require creative approaches to crossing existing barriers and closing existing gaps in the transportation network, with a focus on comfortable and convenient networks as well as improved connections for all travelers.

The Littleton Post Office is significant for its association with the history of mail service in Littleton for the last 81 years. It is an excellent representation of the Colonial Revival style

with its gabled roof and cupolas, symmetrical façade, double-hung windows and elaborate entrance flanked by pillars. As a public building in downtown Littleton on a prominent corner of the intersection of Prince Street and Alamo Avenue, the Post Office is a familiar visual feature of the community.

Designation of the Littleton Post Office will help protect the historic character and integrity the structure for the enjoyment and appreciation of future generations. Although properties owned by the federal government are not subject to local land use regulations, including the city's historic preservation requirements, landmark designation will serve to highlight the significance of the structure and raise awareness of its importance to the historic character of the community. Landmark designation runs with the land, meaning that a change in ownership does not change its status as a landmark designation. Under local government or private ownership, preservation regulations would require city review of any exterior modification for compliance with historic preservation criteria. Further, demolition of the structure would be prohibited, except for cases where unusual circumstances exist, as defined in the city's historic preservation code.

The location of the Littleton Post Office in downtown Littleton brings additional significance in that it is part of the historic fabric of the city's oldest neighborhood and it exemplifies the architectural and social heritage of Littleton.

The city's commitment to enhancing multi-modal connections to downtown supports the ongoing access and visibility of one of the city's most significant historical areas. Should the federal government sell the property in the future, convenient access to the building will be a key element to attracting potential re-adaptive uses of the building, thus helping to perpetuate the preservation and use of the historic landmark.

The historic fabric of downtown Littleton has been identified in the comprehensive plan as an essential thread to the authenticity of the city, and its preservation is identified as a crucial element in the vision of the future of Littleton. Designation of the Littleton Post Office appears to further the vision and goals of the city's comprehensive plan and the transportation master plan.

Impacts: The effect of the designation on surrounding properties

Designation of the Littleton Post Office will bring the number of locally designated properties in the downtown neighborhood to 40. Designating the Littleton Post Office will add additional predictability and stability to the historic fabric in the downtown neighborhood. Designation of the Littleton Post Office does not, however, affect the development or redevelopment of surrounding properties, the provision of city services, or other neighborhood-related issues.

Other Planning Considerations: Such other planning considerations as may related to the designation

None identified.

§4-6-8 Criteria for Designation

The board will consider the following criteria in reviewing nominations of properties for designation:

Properties receiving historic designation shall be at least forty (40) years old except as otherwise provided herein.

Littleton Post Office was built in 1939 and is 81 years of age. This criterion is met.

Importance: properties receiving historic designation must possess architectural, social, or geographical/environmental importance by meeting one or more of the following [categories]:

- 1. Exemplifies specific elements of an architectural style or period;**
- 2. Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally;**
- 3. Demonstrates superior craftsmanship or high artistic value;**
- 4. Represents an innovation in construction, materials or design;**
- 5. Represents a style particularly associated with the Littleton area;**
- 6. Represents a built environment of a group of people in an era of history;**
- 7. Represents a pattern or grouping of elements representing at least one of the above criteria;**
- 8. Has undergone significant historic remodel;**
- 9. Is the site of a historic event that had an effect upon society;**
- 10. Exemplifies cultural, political, economic or social heritage of the community;**
- 11. Represents an association with a notable person or the work of a notable person;**
- 12. Represents a typical example/association with a particular ethnic group;**
- 13. Represents a unique example of an event in Littleton's history;**
- 14. Enhances sense of identity of the community;**
- 15. Is an established and familiar natural setting or visual feature of the community.**

Historic landmark designation of the Post Office appears to have architectural, social and geographical/environmental importance as reflected in 4 of the categories set forth above: 1, 8, 13 and 15.

Category 1. Exemplifies specific elements of an architectural style or period

The Littleton Post Office exemplifies the Colonial Revival style public building. One of six buildings identified as Colonial Revival in Littleton, per the Colorado Office of Archeology and Historic Preservation's database of historic sites, the Post Office is the only public, non-residential building in the city utilizing the style. Character-defining features include its brick construction, side-gabled roof with center cupola, and symmetrical façade with evenly spaced twelve-over-twelve multi-light double-hung sash windows and elaborate entrance. Other Colonial Revival style elements evident on this building include a strong cornice decorated with dentils with little overhang. The accentuated front entrance is topped by a decorative metal eagle situated directly under the arch above the double door front entrance. The building retains a high level of integrity while still functioning as a modern post office. The 1962 addition continues the Colonial Revival styling with more restrained use of detail, as is typical of that era.

Category 8: Has undergone significant historic remodel

The 1962 "L" addition to the north and west of the original building tripled the size of the original structure. The addition closely matches the materials of the original building, using a slightly lighter

color modular red-brown brick. It has a flat roof with a brick parapet. The windows match the materials and design of the original structure. The addition is compatible with the original structure, maintaining the Colonial Revival architectural style. The increase in size of the Post Office is historically significant in that it reflects the growth of the city in the post-war era.

Category 13: Represents a unique example of an event in Littleton's history

The Littleton Post Office has significance for its association with President Franklin Roosevelt's New Deal project of the Works Progress Administration (WPA). It is among the ranks of other Depression-era public works projects having been constructed with WPA funds. In the 1930's, the Federal government built hundreds of post offices with federal funds. This construction helped spur the local economy in Littleton through the purchase of local construction materials and through the employment opportunities the project provided. The building was the first constructed solely for use as a post office in Littleton. The construction of the addition in 1962 demonstrates the need for larger facilities to serve the growing population of Littleton in the post-World War II era.

Category 15: Is an established and familiar natural setting or visual feature of the community.

The Littleton Post Office is located at a prominent location on Prince street between Main Street and Alamo Avenue. It is an established and familiar visual feature of the contemporary city for both its visible location and its size as one of Downtown Littleton's larger structures. Further, the Post Office has been a well-known government building for generations as the place to visit to obtain postal services.

HISTORICAL PRESERVATION BOARD RECOMMENDATION

On April 20, 2020, the Historical Preservation Board held a public hearing and voted unanimously to recommend approval of the designation of the Littleton Post Office as a historic landmark.

STAFF RECOMMENDATION:

Staff finds that, in compliance with §4-6-8 and §4-6-9 of the Littleton City Code, the historic landmark designation of the Littleton Post Office, 5753 S. Prince Street, appears to meet the criteria for approval and recommends that City Council support the ordinance approving the landmark designation of the Littleton Post Office located at 5753 S. Prince Street



Landmark Application Supplemental Information

HISTORIC BUILDING RECORD AND EVALUATION

Building Name: Littleton Post Office

Location: 5753 S.Prince St., Littleton, CO 80120

Vicinity

- Comprehensive Plan Neighborhood: Downtown (code 3565.00)
- Zoning: C-A
- Lot and Block Number: Lots 1-5, Block 8, Littleton
- Subdivision: Littleton
- Assessor's Schedule Number: 2077-17-4-06-002

Architectural Style

- Date or Period: 1939
- Style: Colonial Revival
- Architect: Louis A. Simon
- Builder: Wickes Engineering & Construction, Neal A. Melick, Supervising Engineer
- Evaluation: Good example of Colonial Revival - centered cupola, gabled roof, symmetrical facade

Building Ownership

- Original Owner: United States of America
- Original Use: Post Office
- Present Owner: United States of America
- Present Use: Post Office

Building Specifics

- Physical Condition of Structure

Exterior: Brick building with wood trim; well-maintained

Interior: Includes some original doors, marble wainscoting in lobby; well-maintained

- Number of Stories: One

- Number of Rooms: Six

- Construction: Brick exterior with wooden cupola on roofline and gable-ends

- Foundation

Exterior Wall: brick

Roof: Side-gable

Interior Finish: plaster with marble wainscoting

Map Reference:

Located on the northwest corner of S. Prince St. and W. Alamo Ave., Littleton, Colorado

Comments (additions, modifications, restoration, etc.):

Additions of wings on the north, south and west of the original building in 1962.

Notable Features, Historical Significance and Description:

See attached three pages on Historical Significance and Description

Published Sources (articles, interviews, records, etc.)

Include Title, Author, Pages, Website, Recorder Contact Information

Hulse, Doris Farmer, "Littleton Post Office", February 2001, updated 2003

Hicks, Dave, "Littleton From the Beginning", 1975, Eagan Printing

~~"Historic Building Inventory Record - U.S. Post Office, Littleton", 5AH.261, prepared by R. L. Simons and T.H. Simons, 1997~~

Littleton Independent, April 12, 1985, page 3

Littleton Independent, November 10, 1939, page 1

The Littleton Historic Preservation Ordinance provides for the initiation of designation of private and public property as an historic landmark on the verified application of the owner.

(I) (We) Kenneth R. Price, Littleton Postmaster, as the owner(s) of property located at 5357 S. Prince St., Littleton, CO

do hereby request that the above listed property be reviewed for designation as a Littleton Landmark under the City of Littleton's Historic Preservation Ordinance.

Signature of Owner(s)



Littleton Postmaster

Permanent Address

5357 S. Prince St.
Littleton, CO 80120

CHECKLIST OF EVALUATION CRITERIA FOR LANDMARK DESIGNATION

Properties receiving Historic Designations shall be at least forty (40) years old except as otherwise provided herein and possess Architectural, Social, or Geographical/Environmental importance by meeting one or more of the following:

- ☒ Exemplifies specific elements of an architectural style or period;
- ☐ Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
- ☒ Demonstrates superior craftsmanship or high artistic value;
- ☐ Represents an innovation in construction, materials or design;
- ☐ Represents a style particularly associated with the Littleton area;
- ☐ Represents a built environment of a group of people in an era of history;
- ☐ Represents a pattern or grouping of elements representing at least one of the above criteria;
- ☐ Has undergone significant historic remodel;
- ☒ Is the site of historic event that had an effect upon society;
- ☒ Exemplifies cultural, political, economic or social heritage of the community;
- ☐ Represents an association with a notable person or the work of a notable person;
- ☐ Represents a typical example/association with a particular ethnic group;
- ☐ Represents a unique example of an event in Littleton's history;
- ☒ Enhances sense of identity of the community;
- ☒ Is an established and familiar natural setting or visual feature of the community?

**Littleton Post Office
5753 S. Prince Street
Legal Description**

Lots 1-5, Block 8
Littleton Subdivision

Historical Significance and Description (5AH.281)

Establishment of Original Postal Service in Littleton

On April 8, 1869, Littleton, CO, received its first postmark. Richard Sullivan Little, founder of Littleton, was the first postmaster. The post office was located in the Harwood Inn on Rapp Street, owned by Mrs. Little's parents. In 1886, merchant Julius D. Hill succeeded Richard Little as Postmaster and served until 1893, with the Post Office located in his general store, at the corner of Rapp St. and Malinda (Alamo) Streets-now 5728-34 S. Rapp St. In following years, it resided at a number of addresses, on or near the Coors Building.

In July, 1893, Robert Nelson, Sr., who erected a building on Main St., moved the post office there, probably in the two-story brick building at what is now 2580 W. Main St. When Nelson died in 1895, he was succeeded by Col. Robert S. Moore, who moved the post office to another Main Street location, opposite the Abbott Block, 2430, 2440 W. Main. There were three small buildings at the present location of Hanson Brothers Printing, 2439 W. Main St., built in 1921-22. By 1900, the post office was back at 2580 W. Main, according to the Sanborn fire insurance map for that year.

Maud Olmstead, Littleton's first postmistress, was appointed in 1899 and again in 1902, when Littleton changed from a fourth class to a third class post office. In 1906, there were at least eight applicants for the position of postmaster/postmistress, when a salary increase from \$1200 to \$1300 was announced. Clark Cozens was selected as postmaster from the pool of applicants even though his health was failing. His daughter Ruby Cozens was in charge of the post office during her father's illness and on Jan. 8, 1908, she found the safe blown open and "a liberal amount of booty taken" per the "Littleton Independent," which reported bottles shaken off the shelf at the next door Louis and Martin Drug Store. Consultation with the Sanborn Map puts the location in the east end of the extension that had been added to the Coors Building, 2485 W. Main St. When Cozens died, his other daughter, Jessie Cozens (later Shellabarger) was appointed to succeed him.

Rural Route postal service began in 1902 and carrier service Nov. 16, 1912--as one of 15 cities in a nationwide experiment to see if this was practical in towns of not less than 1,000 population. The postal delivery area was bound by Berry St. on the north, Peabody St. on the south, Rapp St. on the west and Littleton Hospital on the east. The number of postal patrons grew from 150 to over 800 in a year, each putting up some kind of mailbox. Two rural routes covered nearly 50 miles, with one looping into Douglas County and another reaching into South Jefferson County. By about 1917, the address for the post office was 2459 W. Main St., probably still the eastern end of the Coors Building extension. In 1925, city mail delivery began in the "Windermere District," which was the Gallup St. area. Also in 1925, A.J. Valore built the first unit of his three storefront block at the northeast corner of Main and Prince Streets. From 1927 to 1939, he rented his west office building to the post office. It later became Valore Hardware and now houses a pho restaurant.

Present Post Office

Littleton Colorado's present post office at 5753 S. Prince St. was built in 1939 at a cost of \$53,000 with Work Progress Administration (WPA) funds. It was the major public works project of the Depression Era in Littleton. The new post office was anticipated as early as 1931, according to the "Littleton Independent," which received a telegram from Congressman Charles B. Timberlake saying that Littleton had been allocated \$100,000 for the building, which he expected to be appropriated by the following December. The Great Depression delayed the project.

Entrance to the post office was through double doors on the east side, flanked by wooden columns and ornamented with a cast bronze eagle. The one story red brick building represents the Colonial Revival Style in its gabled roof, with a center cupola topped by a weathervane. The elevation is 5,375 feet above sea level. The supervising architect was Louis A. Simon and Wickes Engineering was the building contractor with Neal A. Melick as the supervising engineer. In 1948, the post office had 20 employees and served three rural routes, one star route, a mounted (on a car, not a horse) city route and two city carriers, just before the rapid growth of the city started in the early 1950s.

In 1962, two wings were added to the north and west, tripling the floor space to its present dimensions. It continues to serve Littleton residents, although the Highlands Ranch Post Office Building, 9609 S. University Boulevard, was designated the main Littleton post office in 1992 and the postmaster's office was also moved there.

Mural

In 1939, a 13' x 4' mural, named "Littleton, Colorado," by Pennsylvania-based WPA artist John Fraser, was mounted above Postmaster Willard A. Teller's office door in the lobby area of the new post office. Fraser worked from photographs he saw in the "Littleton Independent." Conveying the essence of an agricultural town, Fraser's mural is a composite with farms, cows, trains and the Columbine Mill. It was rated by the "New York Times" as one of the twelve best among murals that were done by a WPA artist for a city in each of the 48 states. It was removed at an unknown date some years later and discovered in the 1970s by Littleton Museum Director Bob McQuarie, who said it had been "rolled up like wallpaper and dropped in a corner," according to a 1985 "Littleton Independent" story by Dave Zalubowski. It took more than 15 years to find enough money to pay for conservation services for the painting, which now hangs, restored and handsomely-framed, in the Littleton City Council Chambers.

Architectural Description

The post office building is built in the Colonial Revival Style. It is a one-story brick building with a side-gable roof. It is embellished with a stone cornice with dentil molding. The gable ends are clad with lap siding and have dentil molding and half-fan windows. The structure is graced by a cupola topped with a weathervane at the center of the gable-roof ridgeline. The main entry to the post office is by a central double-door flanked by wood columns supporting frieze. There is an arch above the door ornamented with a cast bronze eagle. At the bottom step of the stairway to the front entry, there are two vertical pole lights which are painted black and have a carriage-like appearance. The panes in these lamps are rhomboid, with a small pitched cap and a fleur above the cap.

After a few decades of use, the building was expanded by several additions. A 50' long north/south trending addition on the north end of the east elevation mimics the brick pattern in the original building. The addition has one wooden

service door accessible by a ramp and four windows identical to the windows in the original building. On the north façade, this addition extends 125' along the east/west dimension with ten windows which are also identical to the windows in the original building. Behind this addition, is another smaller addition which is part of the loading area. This addition is also built of brick that mimics that of the original structure and measures 20' along its east/west dimension. The west façade of this addition includes a large overhead door.

Another addition is found along the south side of the building, extending west of the original structure. This addition is built of brick similar to the original structure and measures 100' along the east/west dimension. Its windows are identical to the 94" X 57" multi-paned double-hung windows in the original structure with similar lintels and sills. The roofs of the additions are flat whereas the original structure has a side-gable roof.

The interior of the Littleton Post Office is divided into three main sections: a common area, a retail lobby which also includes the Postmaster's office and a large warehouse area. The common area includes the space that houses the individual post office boxes. This area is accessed by the front door and is always open to users. The floor of the lobby is built of 2' X 2' terrazzo tiles with a terrazzo border. Gray marble wainscoting surrounds the lobby to a height of 42". A total of 534 mailboxes are located on the south wall. An interior hallway includes 34 custom lock boxes used by the public as well as 14 additional banks of post boxes. At a height of 7.5', the wall terminates and the area above the wall extending to the ceiling is open but guarded by vertical rods with 4" diameter round discs in panels.

The retail lobby is the portion of the interior where business is conducted with the public. There are three open customer service window areas which can be secured from the public space by wire roll-down cages. In these areas, customers can mail packages, buy stamps and carry out other postal functions. This retail lobby area is 40' X 15' and is within the original building and part of an addition. There is a wooden door labeled "Postmaster" at the north end of the retail lobby.

The third section of the post office interior is the large warehouse area where postal sorting occurs. A loading dock is found at the west end of the warehouse area. The warehouse area is essentially one large room that has separate bays for the various types of mail – bulk mail, registered mail, etc. Walls in this area are plastered and painted and large windows let in much sunlight which helps with illumination of the space.

Historical and Architectural Significance

The Littleton Post office is significant for its association with the history of mail service in Littleton continuing operation at this site today and for approximately the last 80 years. It is also significant for its association with Depression era public works projects, having been constructed with Works Progress Administration (WPA) funds. It is architecturally significant as a public building representing the Colonial Revival style with its gabled roof with center cupola, its symmetrical façade with evenly spaced multi-paned double-hung sash windows and its elaborate entrance flanked by pillars.

Resource Number: 5AH.281

5753 S. Prince St., Littleton, CO



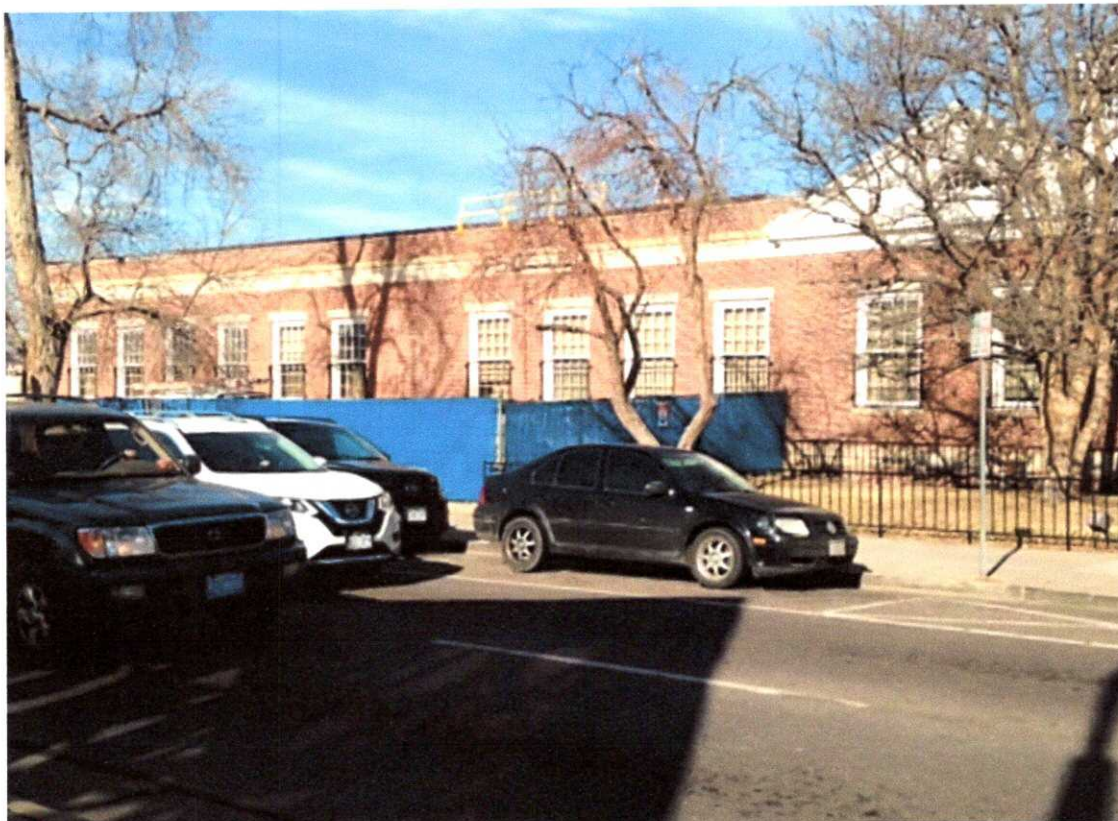
5AH.281_1 Front (east) façade. View to west.



5AH.281_2 East and south facades. View to northwest.

Resource Number: 5AH.281

5753 S. Prince St., Littleton, CO



5AH.281_3 South façade. View to northwest.



5AH.281_4 South portion of west façade, and south facade. View to northeast.

Resource Number: 5AH.281

5753 S. Prince St., Littleton, CO



5AH.281_5 North portion of west façade. View to east.



5AH.281_6 North façade. View to southwest.

Resource Number: 5AH.281

5753 S. Prince St., Littleton, CO



5AH.281_7 Main entrance, east façade. View to north.



5AH.281_8 Interior.

Resource Number: 5AH.281

5753 S. Prince St., Littleton, CO



5AH.281_9 Interior.



5AH.281_10 Mural from Post Office (currently displayed at City of Littleton offices).

Littleton Post Office, Local Landmark Nomination

Description of important features:

The Post Office retains a high degree of integrity of design, materials, and workmanship for both the original building and the architecturally matching 1962 addition and lobby remodel. All the building materials and finishes are original to the respective two building periods, with the exception of a few minor changes in the public post office box area.

Character-defining features include its red brick construction, side-gable original copper standing-seam roof. Other Colonial Revival style elements evident on this building include a strong simple wood molded cornice with dentils with little overhang, common bond brick walls, and cast stone (cement) water table. A wood cupola is centered on the roofline above the elaborate double door main entrance. The central double-door entrance is flanked by fluted semicircular Doric wood columns with a round base, flanked in turn by flat wood pilasters, all of which support an entablature consisting of a simple wood architrave, frieze, and a dentil cornice. A decorative metal eagle situated directly under the arch. A broad concrete stair with wrought iron handrails and integral carriage-like iron lights post flank the main entrance. All the original wood windows are oversized twelve-over-twelve double hung with simple cast stone sills and lintels. The 1962 addition has a flat roof with parapet and simple cast stone cornice replicating the original cornice but without the dentils. The interior lobby/common spaces of the original building include original plaster walls and ceiling with a wood trim cornice and cyma reversa (ogee) crown molding. The lobby addition is finished using late- 1950s modern materials and retain a high degree of integrity. The selection of these materials, including the white and blue terrazzo floor, gray marble wainscoting, and aluminum metal screening represent the modernization of the building after World War II.

The east and south sides are the primary character defining elevations. Refer to the National Register of Historic Places nomination for more detailed descriptions of all character defining features and materials for the Post Office.

CITY OF LITTLETON, COLORADO**HPB Resolution No. 03****Series, 2020****A RESOLUTION OF THE HISTORICAL PRESERVATION BOARD OF
THE CITY OF LITTLETON, COLORADO, RECOMMENDING
APPROVAL OF DESIGNATION OF THE LITTLETON POST OFFICE
LOCATED AT 5753 S. PRINCE STREET AS A HISTORIC LANDMARK**

WHEREAS, the historical preservation board of the City of Littleton, Colorado, held a public hearing at its regular meeting of April 20, 2020 to consider recommending to city council designation of the property located at 5753 S. Prince Street, known as the Littleton Post Office, and more specifically described in Exhibit A, which is attached hereto and made a part hereof by this reference;

WHEREAS, the historical preservation board considered evidence and testimony concerning the proposed historic landmark designation; and

WHEREAS, the historical preservation board finds that the proposed historic landmark designation for property known as 5753 S. Prince Street meets the criteria set forth in section 4-6-8 of the city code;


NOW, THEREFORE, BE IT RESOLVED BY THE HISTORICAL PRESERVATION BOARD OF THE CITY OF LITTLETON, COLORADO, THAT:

Section 1. The historical preservation board does hereby recommend approval to city council the historic landmark designation of the Littleton Post Office, located at 5753 S. Prince Street.

INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Historical Preservation Board of the City of Littleton, Colorado, on the 20th day of April, 2020, at 6:30 p.m. at the Littleton Center¹, 2255 West Berry Avenue, Littleton, Colorado.

ATTEST:

DocuSigned by:



Colleen Norton

CITY CLERK

DocuSigned by:



Kim Field

CHAIR

¹ Due to COVID19, the City of Littleton is providing virtual coverage of board meetings to protect the health of citizens, board members and staff. Meetings will not be held in the council chamber until further notice.

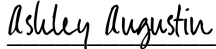
HPB Resolution No.3-2020

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APPROVED AS TO FORM:

DocuSigned by:



Ashley Augustin

SENIOR ASSISTANT CITY ATTORNEY

HPB Resolution No.3-2020

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Exhibit A

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Legal Description

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54 Lots 1-5, Block 8, Littleton Subdivision.

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United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

Historic name: Littleton Post Office

Other names/site number: 5AH.281

Name of related multiple property listing:

N/A

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

Street & number: 5753 S. Prince St.

City or town: Littleton State: CO County: Arapahoe

Not For Publication: n/a

Vicinity: n/a

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this X nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property X meets does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

 national statewide X local

Applicable National Register Criteria:

X A B X C D

Signature of certifying official/Title:

Date

State or Federal agency/bureau or Tribal Government

In my opinion, the property X meets does not meet the National Register criteria.

Signature of commenting official:

Date

Deputy State Historic Preservation Officer

History Colorado/SHPO

Title:

State or Federal agency/bureau or Tribal Government

Littleton Post Office

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4. National Park Service Certification

I hereby certify that this property is:

- ☐ entered in the National Register
☐ determined eligible for the National Register
☐ determined not eligible for the National Register
☐ removed from the National Register
☐ other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

Private:

☐

Public – Local

☐

Public – State

☐

Public – Federal

☒

Category of Property

(Check only **one** box.)

Building(s)

☒

District

☐

Site

☐

Structure

☐

Object

☐

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Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing	Noncontributing	
<u>1</u>	<u> </u>	buildings
<u> </u>	<u> </u>	sites
<u> </u>	<u> </u>	structures
<u> </u>	<u> </u>	objects
<u>1</u>	<u>0</u>	Total

Number of contributing resources previously listed in the National Register 0

6. Function or Use

Historic Functions

(Enter categories from instructions.)

Government / Post Office

Current Functions

(Enter categories from instructions.)

Government / Post Office

7. Description

Architectural Classification

(Enter categories from instructions.)

Colonial Revival

Materials: (enter categories from instructions.)

Principal exterior materials of the property: brick, wood, cast stone

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Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

The Littleton Post Office is located in a prominent location of downtown Littleton, Colorado at the northwest corner of W. Alamo Avenue and S. Prince Street. The Post Office faces east on S. Prince with the main entrance to the Post Office on the east façade. The one-story red-brown brick Post Office was built in 1939 in the Colonial Revival Style with a side-gable roof and a full basement. The Post Office building, loading docks, and parking areas cover half of a city block. The building has a 1962 "L"-shaped addition added to the west and north sides. The 1962 addition matches the materials and Colonial Revival style of the original 1939 portion. The original portion has a side-gable with copper standing-seam roof with simple wood molded cornice with dentils, common bond brick walls, and cast stone (cement) water table. A wood cupola is centered on the roofline above the main entrance. All the wood windows are oversized twelve-over-twelve double hung with simple cast stone sills and lintels. The 1962 addition has a flat roof with parapet and simple cast stone cornice replicating the original cornice but without the dentils. The interior lobby spaces of the original building and addition are finished using late-1950s modern materials. All the building materials and finishes are original to the respective two building periods, with the exception of a few minor changes in the public post office box area.

Narrative Description

The Littleton Post Office building is located at the northwest corner of the intersection of Alamo Street and Prince Street, one block south of Littleton's Main Street historic downtown. The postal property encompasses the entire half-block area between Prince Street on the east, Alamo Street on the south, South Nevada Street on the west and the alley between Main Street and Alamo Street on the north. The building faces east onto Prince Street. Littleton is the county seat of Arapahoe County, and the commercial hub of western Arapahoe County, being located just east of the South Platte River. Prominent landmarks in the vicinity of the Post Office include the Littleton Main Street National Register District, (5AH.1430, listed in the National Register, April 8, 1998, NRIS #98000291) and the locally-listed Main Street Historic District, (Littleton Ordinance #5 established June 7, 2001). The other prominent historic building, which is located northwest on the same block, is the Littleton Town Hall (5AH.161, listed in the National Register, September 4, 1980, NRIS #80000876).

A grass lawn extends along the east length of the building, and partially along the south. The four sections of grass are enclosed by a 3'-high wrought iron fence. Public parking is located in the alley along the north side of the building. The southwest and west sides of the property are

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devoted to postal vehicle parking and enclosed by a 6'-high chain-link fence with blue plastic inserts to provide privacy. The primary vehicle access to the postal service area is from Alamo Street and South Nevada Street.

The original Post Office was constructed in 1939 and was comprised of a square floorplan, approximately 60' x 60' for 3,600 square feet, with the public spaces located on the east side within the side-gabled portion and sorting functions in the back (west side) in a flat-roofed portion. In 1962, the building was expanded by an "L"-shaped addition to the west and north, wrapping around the original building, in order to accommodate the expanding postal service needs, and increasing the footprint to 12,960 square feet. The building is currently 108' wide and 120' deep.

Exterior

The one-story red-brown brick Post Office is built in the Colonial Revival style with a full basement. The original portion has a side-gabled roof (25' wide) with the remainder of the building on the west consisting of a flat roof. The brick façade is laid in the common bond pattern using a modular sized brick (2 1/4" x 7 1/2") and rests on a 1'-4"-high cast stone water table. The gable roof has an embellished wood molded cornice with dentils and an integral eave trough, with two internal down drains.

The 1939 façade is symmetrically designed with the central entrance flanked on each side by a pair of twelve-over-twelve double-hung wood sash windows, 7'-10" high x 4'-10" wide, with simple cast stone sills and lintels. The lower sashes of the windows serving all the non-public interior spaces are protected by security bars. The eight-over-eight double-hung wood sash basement windows are 4'-5" high x 3'-6" wide and use the water table above as the lintel, with cast stone sills. They are located directly below the main windows, facing into a continuous recessed light well capped by wrought iron railings. The window design and dimensions are the same for all the building sides.

The symmetrical closed cupola centered on the ridge line above the front entrance is capped by a curved pyramidal metal roof with a weather vane and sits on a plain square wood base with five rows of wood quoins. There are six-over-six-light, double-hung wood windows, with a centered wood medallion and fluted pilasters on each face. The building retains its original copper standing-seam roof. The gable faces feature horizontal wood siding, dentil molding and nine-light half-fan windows; the original north fan window has been obscured by the addition.

A broad concrete stair with wrought iron handrails at the sides and center and integral carriage-like iron light posts rises to the central main entryway. The panes in the lamps are rhomboid, with a small pitched cap and fleur above the cap. The central double-door entrance is flanked by fluted semicircular Doric wood columns with a round base, flanked in turn by flat wood pilasters, all of which support an entablature consisting of a simple wood architrave, frieze, and a dentil cornice. The brick segmental arch above contains the original ornamental cast bronze eagle mounted on an inset wood panel. A molded wood rectangular panel sits above each door.

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The original double wood doors have nine lights and four recessed panels below. A non-historic (ca. 2003) arched canvas canopy with metal framing extends from over the segmental arch above the doorway across the concrete steps, terminating just before the first step at grade. The canopy is supported by metal posts on either side of the stair. The original bronze lettering "United States Post Office" is located on the frieze of the entablature at the roof line, and the lettering "Littleton Colorado" remains centered above the door and canopy on the brick façade.

A cast stone cornerstone, 3'-1½" wide x 1'-7½" high is located on the southeast corner above the water table with the following inscription: "HENRY MORGENTHAU JR/ SECRETARY OF THE TREASURY/ JAMES A FARLEY/ POSTMASTER GENERAL/ LOUIS A SIMON/ SUPERVISING ARCHITECT/ NEAL A MELICK/ SUPERVISING ENGINEER/ 1939."

The 1962 "L" addition to the north and west of the original building is 47' wide x 120' deep and recessed 1'-6" back from the original wall. The addition closely matches the materials of the original building, using a slightly lighter color modular red-brown brick laid in common bond with cast stone water table. It has a flat roof with a brick parapet above the cast stone cornice. The cast stone cornice replicates the 1939 wood cornice in size and shape, but without the dentils. The four northern windows are symmetrically spaced and match the original windows in style and size. There is one scupper draining the roof to the east. The southern-most window was modified to accommodate an accessible entrance with a concrete ramp, which also matches the building in style, materials, and detailing. The ramp, which turns north along the façade, then east out to Prince Street, was installed ca. 2003. The window was sensitively modified into a single width, twelve-light wood door, with an eight-light frosted transom window, and full height six-light sidelight. The entrance is protected by a similar metal-framed canvas awning as found at the main entrance and also installed ca. 2003.

The north and west walls of the 1939 building were removed and the roof supported by internal columns to create the open work area of the addition, thus retaining the original west end parapet roof system. It is surmised that the seven original windows were reused in the addition, which was common to do. The exact location of the reused windows is not known.

The south side, which fronts Alamo Street, is visually divided into three sections, replicating the major architectural details of the façade, including the cast stone water table, common bond brick wall, and cast stone cornice with brick parapet. All the windows are the same twelve-over-twelve double-hung wood sash with security bars on the lower sash. The 25'-wide 1939 gabled end projects 4" forward of the original flat-roofed portion of the south side, with two symmetrically spaced windows and a wrought iron enclosed stairwell leading into the basement. The middle section, which is original, has four evenly spaced twelve-over-twelve windows. The western most section, which consists of the 1962 addition, is visually delineated by the vertical brick construction joint and has slightly lighter colored red-brown brick. There are six symmetrically spaced twelve-over-twelve windows on the first floor, with four, 3'-9"-wide x 2'-11"-high wood sash basement windows, facing towards the east-sloping basement entry ramp. There is one scupper draining the roof to the south.

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The west (rear) side is more complex in appearance than the other sides due to the conglomeration of block forms projecting from the main portion. The body of the west side continues the detailing of the south portion of the addition, including the common bond brick pattern, cast stone water table and cast stone cornice with brick parapet. The southern portion of this side has a large metal screen, which appears to be a ventilation duct, and four symmetrically spaced twelve-over-twelve double hung sash windows. The loading dock is located on the northwest end with the employee entrance, which projects outward approximately 25' from the main portion. It is constructed of common bond brick coursing with a flat cantilevered roof that is set just below the cast stone cornice. The employee entrance and door is located at the southern end of the loading dock. The raised concrete dock contains five loading bays each with rollup metal doors, of which three have loading lifts. The flat roof cantilevers approximately 8' over the loading area. A metal ladder accesses the main roof from the loading dock roof. There are two scuppers draining the roof to the west.

The north side is the same as the south, with the common bond wall, cast stone water table, and cornice with brick parapet extending unbroken the entire length of the side. There are ten twelve-over-twelve double-hung wood sash windows evenly spaced 40" apart, with corresponding 40"-wide single light basement window sitting directly below the water table. The lower sash on all the windows is protected by security bars. The west end of this side contains the mechanical equipment and main condenser in a fenced-in enclosure. There are two scuppers that drain the roof to the north.

Interior

The interior of the Post Office is divided into three main functional areas: common/public, retail, and warehouse mail sorting. The common/public area, which has the main entrance in the main portion of the original building, is open to the public 24 hours a day and includes the 534 non-historic post office mailboxes. The 40' x 15' retail area, to the north of the lobby, is where the business functions are conducted with the public and is within both the original building and 1962 addition. This secured area includes three service counters with roll-down doors for after-hours security into the sorting room. There is a door labeled "Postmaster" on the north wall. The newer ADA-accessible entrance is located on the east wall of the retail lobby area. The warehouse sorting area is one large room, separated into bays for various types of mail and other sorting functions, and occupies the entire west side of the building. An elevated postal inspector security walkway is still utilized and has not been modified. The walls are plastered and painted and the large twelve-over-twelve wood sash windows provide a large amount of natural light into the spaces. The basement area includes meeting rooms, restrooms, locker-room, breakroom, maintenance and mechanical functions, and storage.

The interior public area of the original building was significantly remodeled with the 1962 addition. The original ceiling moldings and trim remain and were replicated in the remodel. The flooring in the common area is terrazzo laid in a 2'-square pattern with white and black stone. Gray marble wainscoting with base plate and cap surround the lobby and retail area walls to a

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height of 42". The wall areas above the wainscoting are painted plaster, with wood trim cornice and cyma reversa (ogee) crown molding. The ceiling is plaster with a projecting plaster molding bordering the ogee crown molding. The wall materials in the 1939 building appear to be original. Modern decorative aluminum screening panels, consisting of vertical rods that support 3"-diameter metal discs spaced 2" apart, form the upper third of all the interior walls. The doors, door trim, and window trim are stained oak.

ALTERATIONS:

1939: Construction of the original post office

1962: Construction of the "L" addition to the north and west of the original building

ca. 1998: Replacement and installation of additional postal boxes and matching terrazzo floor.

ca. 2003: Construction of the ADA entrance ramp and installation of the entrance canopies.

INTEGRITY: The Littleton Post Office remains in its original location. It retains its setting as a downtown post office in a commercial area and is adjacent to the Littleton Main Street Historic District directly to the north. The Post Office retains a high degree of integrity of design, materials, and workmanship for both the original building and the architecturally matching 1962 addition. Though it expanded the size of the post office significantly, the addition was added only about 20 years after the original construction, with the architects replicating the original detailing and creating a unified architectural pallet. The interior finishes of the common space/lobby date to the 1962 addition and interior remodel and retain a high degree of integrity. The selection of these materials, including the terrazzo floor, marble wainscoting, and metal screening represent the modernization of the building after World War II and the beginning of the mid-century architectural boom that began in Littleton in the mid-1950s. The feeling and association of the building, which remains in active use as a modern post office, are intact. The addition of the ca. 2003 ADA ramp is compatible with the original architecture and is subservient to the main façade.

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8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☒ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B. Property is associated with the lives of persons significant in our past.
- ☒ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- ☐ A. Owned by a religious institution or used for religious purposes
- ☐ B. Removed from its original location
- ☐ C. A birthplace or grave
- ☐ D. A cemetery
- ☐ E. A reconstructed building, object, or structure
- ☐ F. A commemorative property
- ☐ G. Less than 50 years old or achieving significance within the past 50 years

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Areas of Significance

(Enter categories from instructions.)

Politics/Government
Architecture

Period of Significance

1939 -1962

Significant Dates

Significant Person

(Complete only if Criterion B is marked above.)

N/A

Cultural Affiliation

N/A

Architect/Builder

Louis A. Simon, Architect
Neal A. Melick, Engineer

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Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

The Littleton Post Office is locally significant under Criterion A in the area of Politics/Government for the year 1939 for its association with President Franklin Roosevelt's New Deal as a project of the Works Progress Administration (WPA). The Littleton Post Office was built in 1939 and was the city's major public works project during the Great Depression. The building was the first to be built specifically for use as a post office in Littleton, and continues post office operations at this site today, where it has been serving Littleton residents for approximately the last 80 years. The Post Office is also locally significant under Criterion C for Architecture as a representative example of a Colonial Revival-style public building. The corresponding period of significance extends from the date of construction (1939) through the construction of the addition in 1962.

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Criterion A

The Littleton Post Office is locally significant under Criterion A in the area of Politics/Government for its association with President Franklin Roosevelt's New Deal as a project of the Works Progress Administration (WPA). It is among the ranks of other Depression-era public works projects having been constructed with WPA funds. In the 1930s, the Federal government built hundreds of post offices with federal funds. This construction helped spur the local economy in Littleton through the purchase of local construction materials and through the employment opportunities the project provided. The building was the first constructed solely for use as a post office in Littleton. The construction of the addition in 1962 demonstrates the need for larger facilities to serve the growing population of Littleton in the post-World War II era.

Criterion C

The Post Office is also locally significant under Criterion C for Architecture as a representative example of a Colonial Revival-style public building. Of the six buildings identified as Colonial Revival in Littleton, per the Colorado Office of Archaeology and Historic Preservation's database of historic sites, the Post Office is the only public, non-residential building in the city utilizing the style. Character-defining features include its brick construction, side-gabled roof with center cupola, and symmetrical façade with evenly spaced twelve-over-twelve multi-light double-hung sash windows and elaborate entrance. Other Colonial Revival style elements evident on this building include a strong cornice decorated with dentils with little overhang. The accentuated front entrance is topped by a decorative metal eagle situated directly under the arch above the double door front entrance. The building retains a high level of integrity while still functioning as a modern post office. The 1962 addition continues the Colonial Revival styling with more restrained use of detail, as is typical of that era.

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A study of the post-construction photographs of the 1939 building and 1962 addition along with extensive on-site architectural investigation reveal that the exterior of the Littleton Post Office is in excellent condition and retains almost all of its prominent exterior features such as the ornate entryway with its wrought iron railings, light posts, Doric column entry surround, original wood doors, original lettering, and eagle motif. The building retains all the original double-hung wood sash windows, doors and cupola. The cast stone used in the water table and cornices and the common bond modular brick construction of the walls are retained in excellent condition. The only modern modification is the ADA ramp and entryway that was added in the early 2000s. The design and materials of the ramp replicate that of the building, which minimizes the visual impact on the façade.

Historical Background

Establishment of Original Post Office in Littleton

On April 8, 1869, Littleton, Colorado, received its first postmark. Richard Sullivan Little, founder of Littleton, Colorado, was the first postmaster. The Post Office was located in the Harwood Inn on Rapp Street, owned by the Harwood's, Richard Little's wife's parents. In 1886, merchant Julius D. Hill succeeded Little as Postmaster and served until 1893, with the Post Office located in his general store at the corner of Rapp and Malinda (Alamo) streets – what is now 5728-34 S. Rapp Street. In following years, the Littleton Post Office resided at a number of addresses in downtown Littleton.

In July, 1893, Postmaster Robert Nelson, Sr., who erected a two-story brick building at what is now 2580 W. Main Street, moved the Post Office there. When Nelson died in 1895, he was succeeded by Col. Robert S. Moore, who moved the Post Office to another Main Street location, opposite the Abbott Block which included 2430 and 2440 W. Main. That would have put the Post Office in the present location of Hanson Brothers Printing at 2439 W. Main Street, where there were three small buildings prior to the construction of the current 1921-22 building at that location. By 1900, the Post Office was back at 2580 W. Main, according to the Sanborn fire insurance map for that year.

Maud Olmstead, Littleton's first postmistress, was appointed in 1899 and again in 1902, when Littleton changed from a fourth class to a third class post office. In 1906, there were at least eight applicants for the position, when a salary increase from \$1200 to \$1300 was announced. Clark Cozens was selected as postmaster from the pool of applicants even though his health was failing. His daughter Ruby Cozens was in charge during her father's illness; on Jan. 8, 1908, she found the post office's safe blown open and "a liberal amount of booty taken" per the *Littleton Independent*, which reported bottles shaken off the shelf from the blast at the next door Louis and Martin Drug Store. Consultation with the Sanborn fire insurance map puts the location in the east end of the extension that had been added to the Coors Building, 2485 W. Main Street. When Cozens died, his other daughter, Jessie Cozens (later Shellabarger) was appointed to succeed him.

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Rural route postal service began in the area in 1902 and carrier service on November 16, 1912, as one of fifteen cities in a nationwide experiment to see if this was practical in towns of not less than 1,000 in population. The postal delivery area was bound by Berry Street on the north, Peabody Street on the south, Rapp Street on the west and Littleton Hospital on the east. The number of patrons grew from 150 to over 800 in a year, each putting up some kind of mailbox. Two rural routes covered nearly 50 miles, with one looping into Douglas County and another reaching into south Jefferson County.

By about 1917, the address for the Post Office was 2459 W. Main Street, still in the eastern end of the Coors Building extension. In 1925, city mail delivery began in the "Windermere District," which was the Gallup Street area. Also in 1925, A.J. Valore built the first unit of his three storefront block at the northeast corner of Main and Prince streets. From 1927 to 1939, the Post Office rented his west office building to house their facility. It later became Valore Hardware and now houses a restaurant.

Present Post Office

Littleton's present Post Office at 5753 S. Prince Street was built in 1939 at a cost of \$58,700 with Work Progress Administration (WPA) funds. It was the major public works project of the Depression era in Littleton. The new post office was anticipated as early as 1931, according to the *Littleton Independent*, which received a telegram from Congressman Charles B. Timberlake saying that Littleton had been allocated \$100,000 for the building, which he expected to be appropriated by the following December. The Great Depression delayed the project.

The Littleton Post Office was built in the Colonial Revival Style. This practically ubiquitous post office architectural style was heavily used for design of post offices throughout the U.S. during the first half of the twentieth century. The years around 1940 saw construction of a great number of Colonial Revival post offices.

The Office of the Supervising Architect was founded in 1853 in order to build a construction branch within the U.S. Treasury Department. That office was directly responsible for the design of smaller Federal buildings. From 1933-39, Louis A. Simon was the head of the Office of the Supervising Architect. Simon is credited as the supervising architect on the cornerstone of the Littleton Post and Neal A. Melick was listed as the Supervising Engineer; although it would be hard to determine their actual involvement in the detailed design of one small post office, Simon is known for having used the Colonial Revival style for most of his designs, particularly post offices. Wickes Engineering was the building contractor.

The Littleton Post Office was fittingly dedicated on Armistice Day, November 11, 1939. U.S. Congressman Fred Cummings, who represented the Littleton area, gave the principal address at the dedication. Music for the occasion was provided by the Littleton High School band. Postmaster Willard Teller provided the welcome and Mayor Louthan grandly accepted the building into Littleton.

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In 1948, the Post Office had twenty employees and served three rural routes, one star route, a mounted (on a car, not a horse) city route, and two city carriers, just before the rapid growth of the city started in the early 1950s. In 1962, an "L" shape addition was added to the north and west, tripling the floor space to its present dimensions in order to accommodate the growing population of Littleton.

Mural

In 1939, a 13' x 4'-6" mural titled "Littleton, Colorado," by Pennsylvania-based WPA artist John Fraser, was mounted above Postmaster Willard A. Teller's office door in the lobby area of the new Post Office. Fraser worked from photographs he saw in the local newspaper, the *Littleton Independent*. Conveying the essence of an agricultural town, Fraser's mural is a composite with farms, cows, trains, mountains, and the Columbine Mill. Fraser's mural was selected in a nationwide competition as the mural for Colorado (each state received one mural) and Colorado's selection went to Littleton, since it was the subject of the mural. Mr. Fraser personally transported the completed canvas via train from Pittsburgh to Littleton. It was rated by the *New York Times* as one of the twelve best among murals that were done by a WPA artist for a city in each of the 48 states, and it was featured in *Life* magazine. The mural was removed at an unknown date some years later and discovered in the 1970s by Littleton Museum Director Robert McQuarie, who said it had been "rolled up like wallpaper and dropped in a corner," according to a 1985 *Littleton Independent* story by Dave Zalubowski. It took more than fifteen years to find enough money to pay for conservation services for the painting, which now hangs, restored and handsomely-framed, in the Littleton City Council Chambers.

Littleton Post Office
Name of Property

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9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Boland, Beth M. *How to Apply the National Register Criteria to Post Offices* (NR Bulletin 13). U.S. Department of the Interior, National Park Service (1984, re. 1994).

Front Range Research Associates, Inc. "Historic Buildings Survey, Littleton Townsite of 1890, Colorado" survey report, October 7, 1997 revised June 15, 1998. On file with History Colorado, Office of Archaeology and Historic Preservation, Denver, Colorado.

Hicks, Dave. *Littleton From The Beginning*. Egan Printing, Denver, Colorado, 1975

Hulse, Doris Farmer. "Littleton Post Office", Compiled February 2001, updated August 2003.

Littleton Historical Museum, Photographic Archives #111

Littleton Independent, June 27, 1902, page 4

Littleton Independent, January 17, 1908, page 1

Littleton Independent, December 19, 1913, page 26

Littleton Independent, January 30, 1914, page 1

Littleton Independent, Fiftieth Anniversary Edition, 1938, "36 Years Ago – 1902"

Littleton Independent, Fiftieth Anniversary Edition, 1938, "13 Years Ago – 1925"

Littleton Independent, November 3, 1939

Littleton Independent, November 10, 1939, page 1

Littleton Independent, January 26, 1940, page 4

Littleton Independent, June 28, 1940, page 3

McQuarie, Robert J. *Littleton, Colorado: Settlement to Centennial*, Littleton Historical Museum, 1990

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Secord, Paul R. and H. James Kolva. "U.S. Post Offices in Colorado, 1900-1941 (Thematic Resource)." National Register of Historic Places Nomination, December 1985. On file with History Colorado, Office of Archaeology and Historic Preservation, Denver, Colorado.

Simmons, R.L. and T.H. Simmons. "Littleton Post Office Historic Building Inventory Record 5AH.218," 1997. On file with History Colorado, Office of Archaeology and Historic Preservation, Denver, Colorado.

Tomasso, Diane Wray. "Englewood Post Office, 5AH.269," National Register of Historic Places Nomination, June 21, 2010. On file with History Colorado, Office of Archaeology and Historic Preservation, Denver, Colorado.

URS Group, Inc. *USPS Nationwide Historic Context Study: Postal Facilities Constructed or Occupied Between 1940 and 1971 (Draft Report)*, prepared for United States Postal Service, September 2012.

United States Post Office Department. "Record of Appointment of Postmasters...Colorado", Roll 14

Zalubowski, Dave, *Littleton Independent*, April 12, 1985, page 3

Previous documentation on file (NPS):

☐ preliminary determination of individual listing (36 CFR 67) has been requested
☐ previously listed in the National Register
☐ previously determined eligible by the National Register
☐ designated a National Historic Landmark
☐ recorded by Historic American Buildings Survey # _____
☐ recorded by Historic American Engineering Record # _____
☐ recorded by Historic American Landscape Survey # _____

Primary location of additional data:

☒ State Historic Preservation Office
☐ Other State agency
☐ Federal agency
☒ Local government
☐ University
☐ Other

Name of repository: History Colorado, Littleton Historical Museum

Historic Resources Survey Number (if assigned): 5AH.281

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10. Geographical Data

Acreage of Property 1.040 acres

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

- | | |
|--------------|------------|
| 1. Latitude: | Longitude: |
| 2. Latitude: | Longitude: |
| 3. Latitude: | Longitude: |
| 4. Latitude: | Longitude: |

Or

UTM References

Datum (indicated on USGS map):

☐ NAD 1927 or ☒ NAD 1983

- | | | |
|---------------|-----------------|-------------------|
| 1. Zone: 13 S | Easting: 498557 | Northing: 4384805 |
| 2. Zone: 13 | Easting: | Northing: |
| 3. Zone: 13 | Easting: | Northing: |
| 4. Zone: 13 | Easting : | Northing: |

Verbal Boundary Description (Describe the boundaries of the property.)

The Littleton Post Office building is located at the northwest corner of the intersection of Alamo Street and Prince Street, one block south of Littleton's Main Street historic downtown. The postal property encompasses the entire half-block area between Prince Street on the east, Alamo Street on the south, South Nevada Street on the west and the alley between Main St. and Alamo St. on the north.

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Boundary Justification (Explain why the boundaries were selected.)

The boundary is the extent of the legal boundaries of the property.

11. Form Prepared By

name/title: Gail Keeley, President; Sonya Ellingboe, Secretary; Richard Cronenberger,
Board Member (Retired Historical Architect)

organization: Historic Littleton, Inc.

street & number: P.O. Box 1004

city or town: Littleton state: CO zip code: 80160-1004

e-mail gailkeeley@msn.com

telephone: 303-921-4718

date: July 26, 2018

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Littleton Post Office

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Photo Log

Name of Property: Littleton Post Office

City or Vicinity: Littleton, Colorado

County: Arapahoe

State: Colorado

Photographer: Richard Cronenberger

Date Photographed: June 24, 2018 (if relevant, other date indicated)

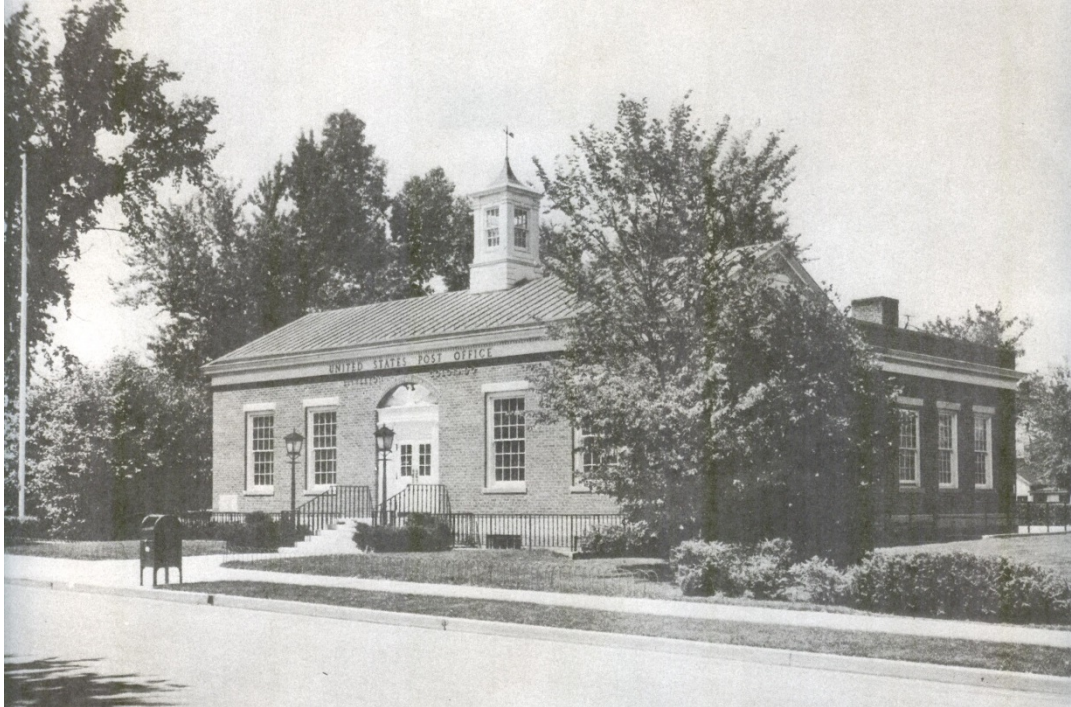
Description of Photograph(s) and number, include description of view indicating direction of camera:

1. East side. Main Façade. View to west. (October 2018)
2. East side. Main Façade. View to southwest. (October 2018)
3. East side. Main entrance showing original door, light poles and railings. View to southwest.
4. Detail Cupola. View to southwest.
5. East side, detail of cornerstone. View to west.
6. East side, north end showing basement wells and accessible ramp addition. View to northwest.
7. Northeast corner showing ramp addition. View to southwest.
8. East side showing original brass lettering. View to northwest.
9. South side. View to north.
10. South and east sides at northwest corner of S. Prince Street and Alamo Avenue. View to northwest.
11. South and west sides. View to northeast.
12. West side with fencing in foreground. View to east.
13. West side showing loading docks. View to east. (October 2018)
14. North side. View to southeast.
15. Interior. Main entrance lobby, public area. View to north.
16. Interior. Post office boxes and decorative aluminum screens. View to south.
17. Interior. Post office boxes and decorative aluminum screens. View to west.
18. Interior. Mail service counters. View to southwest.
19. Interior. Mail service counters. View to south.

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Historic Photos - Littleton Post Office



HP1 Littleton Post Office. East and north sides. Historic photo ca. 1948. View to southwest. *Photo Source – Grissinger, Littleton Independent 60th Anniversary Edition 1888-1948; Photo Courtesy of Littleton Museum*

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HP2 Littleton Post Office. East side. Historic photo ca 1940-1950. View to west. *Photo Courtesy of Littleton Museum*



HP3 South and east sides. Historic photo ca 1962. View to northwest. *Photo Courtesy of Littleton Museum*

Littleton Post Office
Name of Property

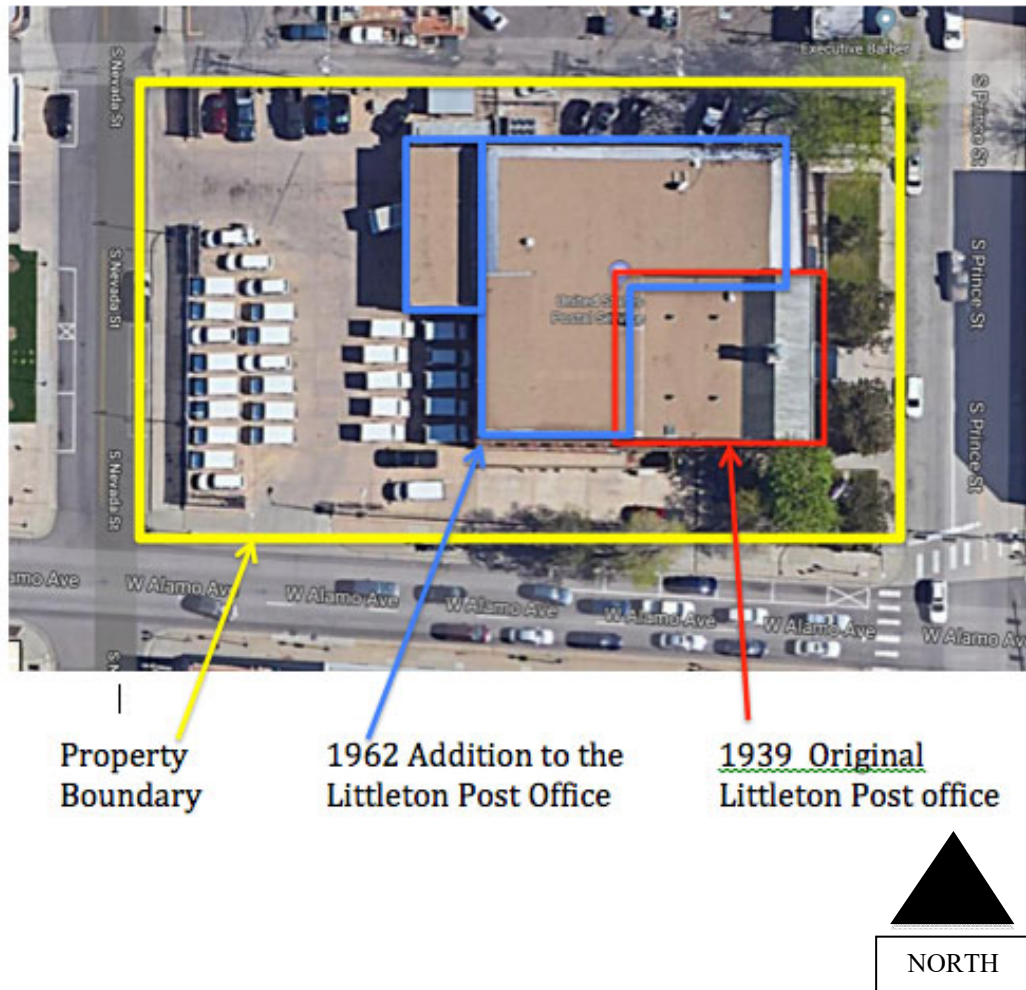
Arapahoe, Colorado
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HP4 Littleton Post Office interior showing mural. Historic photo ca 1948. *Photo Source – Grissinger, Littleton Independent 60th Anniversary Edition 1888-1948; Photo Courtesy of Littleton Museum*

Littleton Post Office
Name of Property

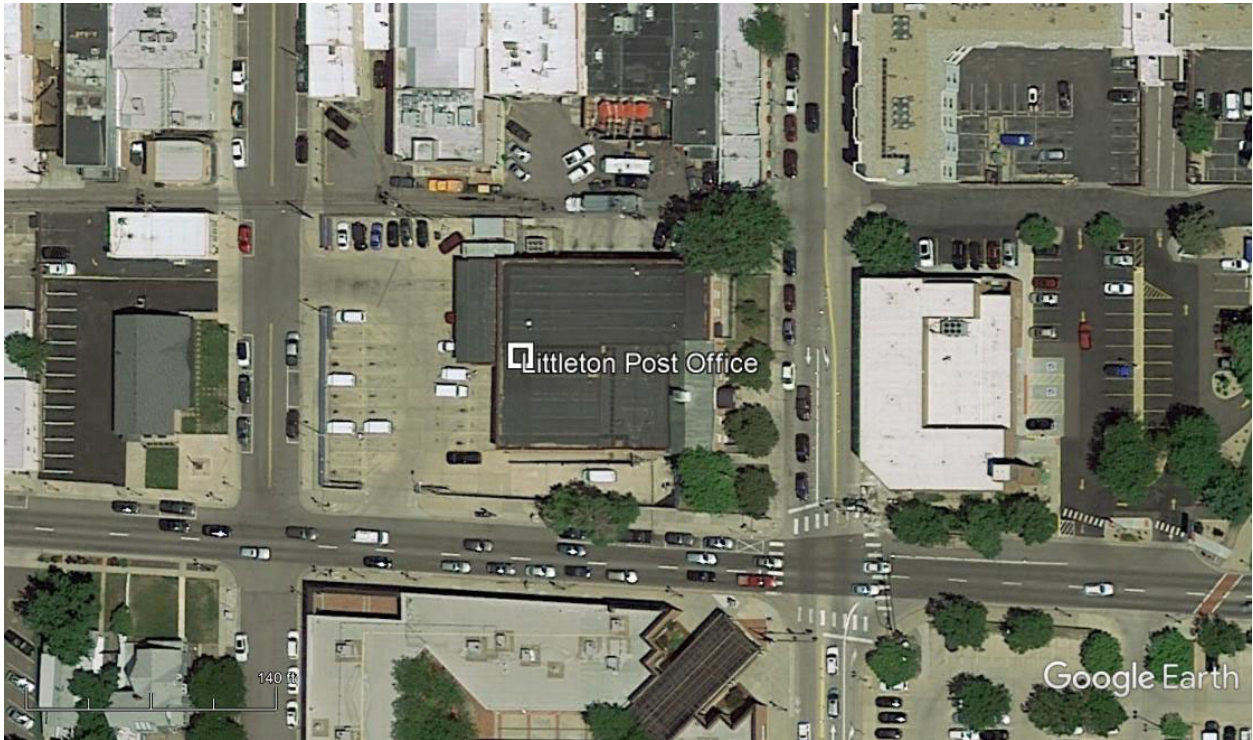
Arapahoe, Colorado
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Sketch Map – Littleton Post Office

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Google Earth Map - 13 S; 498557 m E; 4384805 m N

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.



Historic Landmark Designation of the Littleton Post Office

Staff Presenter: Andrea Mimnaugh, Senior Planner

Request

- Request to designate the Littleton Post Office as a historic landmark



Background

- First Post Office in Littleton was 1876 inside of an Inn
- Current Post building was constructed in 1939 with WPA funds
- Represents Colonial Revival style of architecture



Littleton Post Office Location

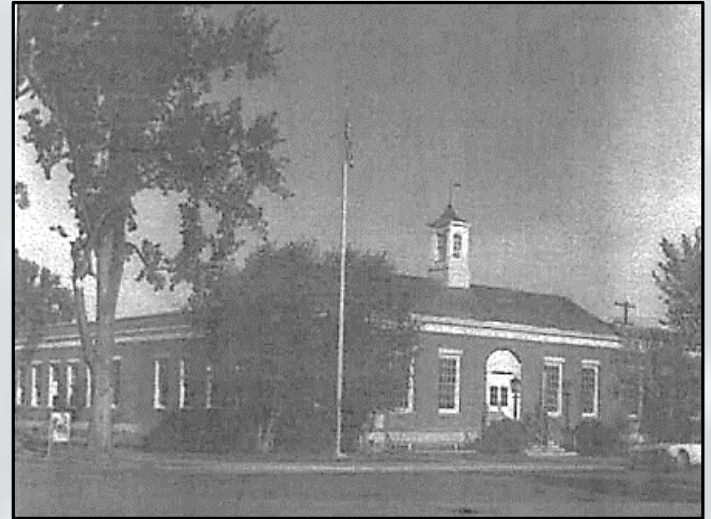


Background

Original 1939 BUILDING



1961 REAR ADDITION



Compliance with Comprehensive Plan

Historic Preservation is promoted in the Comp Pan

- Unified Vision For Littleton
- Littleton's Future
- Littleton's Core Values
- Littleton's Guiding Principals

Criteria for a Historic Landmark

- Exemplifies elements of an architectural style
- Has undergone historic remodel
- Exemplifies social heritage of the community
- Enhances sense of identity in the community

Public Notice

- Written Notice to Property Owners
- Notice posted at the city
- Signs posted at the Post Office

Staff Recommendation

- Staff finds that the historic landmark designation of the Littleton Post Office, 5753 S. Prince Street, appears to meet the criteria for approval and recommends that the Historical Preservation Board recommend approval to City Council.