



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda Historical Preservation Board

Monday, May 16, 2016

6:30 PM

Community Room

Study Session

1. Study Session Topics

a. Updates from the 2016-2017 Work Plan

Attachments: [2016 0516 - HP 2016 Work Plan](#)

- 1) Louthan Heights Historic District design guidelines
- 2) Identification and designation of historic structures - Joint project with Historic Littleton, Inc.
- 3) Main Street Historic District Grant Program

Attachments: [2016 Grant Program OVERVIEW - BROCHURE - REVISED WITH BOARD CO APPLICATION - 2016 Main Street HD Grant](#)

- 4) Historic Building Survey for the Littleton Boulevard Corridor

b. Staff updates and other project updates

- 1) Walking Tours
- 2) Board tours of other historic districts
- 3) The next meeting with city council
- 4) Publicity: Littleton Report, Annual Report (add to work plan)
- 5) Booth at Block Party and Western Welcome Week
- 6) DAR Plaque
- 7) City of Littleton websites

c. Chair/Board updates

MISSION STATEMENT: The Historical Preservation Board works to preserve the built environment that gives a unique sense of place and identity to our community. Further, the Historical Preservation Board encourages reinvestment and compatible growth which enhances Littleton's economic vitality.

2016 – 2017 HISTORIC PRESERVATION WORK PLAN

As May 12, 2016

PRIORITY	GOALS 2016	STATUS	NOTES	FUNDING	POINT PERSON
PROTECTION OF HISTORIC ASSETS					
MEDIUM	Increase participation in the Main Street Historic District	ONGOING The new owner of 2420 Main Street (Jose's / Bristlecone) has joined the historic district	1) As part of its ongoing program of talking one on one with property owners and building relationships with tenants, focus on the 2500 block of West Main Street and Curtice Street. 2) Board members will continue to participate in the monthly meetings of the Downtown retailers (HDLM) 3) The board will continue to review and, if necessary, revise and expand its set of incentives for people to join the district		1) HP Board 2) Mike Price 3) HP Board
HIGH	Identify structures or collections of structures that should be considered for landmark designation, either as an individual landmark or a historic district	In-Process Letter from HLI to owners is ready for final review	1) Work with HLI on the identification. 2) Schedule a series of field trips to other historic districts and reports from those trips. 3) The city has the former List of Merit and a series of surveys that provide necessary information for many of the potentially eligible properties in the city	1) City will print and HLI will mail letters 2) Field trips at the expense of members 3) The city will print copies	1) HP & HP boards 2) HP Board 3) Staff
ANNUAL	2016 Main Street Grant Program	In Process Applications distributed and due May 31	1) Criteria have been determined and applications have been distributed. 2) Staff is working with potential applicants. 3) The first review meeting will be in June and the second in July, with awards announced in July.	Funded for \$50,000 in 2016	Staff
COMMUNITY OUTREACH					
HIGH	Research, prepare, and lead one or more historic walking tours	For Discussion			Sharon Gaare Dan Miller
ANNUAL	Historic Preservation Awards	2016	Board worked with HLI on the awards program. Downtown property owners and tenants were invited to the event.		Margi Clute
HIGH / MEDIUM	Using the city's websites, Channel 8, and brochures, promote the benefits of historic preservation,	Ongoing	Provide a focused message – the importance and benefits of opting-in to the Main Street District. Videos available on-line introduce: Wolhurst, Richard Little, Lewis and Laura Ames, Littleton Town Hall, the Post Office, Alfred Packer, Our history: From Agriculture to Technology, Centennial Racetrack, Arapahoe County Courthouse, Small Town Editor, Littleton! Show - Historic Preservation, 40 Years of Littleton Museum History, Bemis House Historic Restoration		Dan Miller
HIGH	Update historic preservation pages of city website	For Discussion	Provide information that landowners, architects, and board members need to participate in the city's preservation programs. Include a list of individual historic landmarks and properties in the Louthan and Main Street historic districts; maps of the districts, COA application forms; Main Street Grants brochures; and information on Tax Rebates		Dan Miller Staff
MEDIUM	Entry signs for Arapaho Hills National Historic District	Talked to Tim Weaver. Waiting for design.	Entry signs for Arapaho Hills should be compatible with those for the Louthan District, although they it should be clear that one is a local district, the other national		Paul Kastner Staff
LOW	Plaques for properties in the Main Street District	On-hold	Combine with direct outreach to encourage more properties to join the district. Seek intern to research and write. Investigate finding an intern who could do the legwork on this project. Examples in Five Points, Arvada, Larimer Square, and 17 th Street		Pam Grove
HIGH	Have one HPB member attend HDLM monthly meetings	Ongoing Mike has bee attending	HDLM meets at 8:00 am on the 1 st Wednesday of each month at Town Hall. If possible, report to each.		Mike Price
INTERNAL MEETINGS					
HIGH	Biannual HPB meeting with city council	TBD	HP board will prepare a draft set of questions and issues that they would like addressed at the meeting and identify speakers		Margi Clute
LOW	Annual HPB workshop	As needed	No need cited at this time		Margi Clute
STAFF PROJECTS					
HIGH	Louthan Heights Historic District Design Guidelines. History Colorado grant applied for and awarded.	In Process	RFQ has been issued and the project awarded to Kore architecture to develop the design standards and guidelines. The consultant has met with the board and property owners and is developing a first draft of the document.	Funding available for the guidelines: CLG Grant - \$12,000 City match - <u>\$ 4,000</u> TOTAL \$16,000	Staff
HIGH	Historic Buildings Survey of the Littleton Boulevard Corridor, Broadway to the railroad depression History Colorado grant applied for and awarded.	RFQ distributed. Responses are due May 26	The estimated schedule for completion is 12 months from the initiation of the project.	Funding available for the survey: SHF Grant – \$35,000 City match – <u>\$13,100</u> TOTAL \$48,100	Staff



INVITATION

2016 MAIN STREET HISTORIC DISTRICT GRANT PROGRAM

**YOU ARE ENCOURAGED TO TAKE ADVANTAGE OF
FINANCIAL INCENTIVES
AVAILABLE TO
HISTORIC PROPERTIES IN DOWNTOWN LITTLETON**

Littleton City Council and the city's Historical Preservation Board encourage you to take advantage of the local, state, and federal financial incentives available to members of the Main Street Historic District and to individually-designated historic landmarks within Downtown Littleton. Incentives are intended to encourage the restoration and rehabilitation of properties within the district. State and federal incentives include a 25% income tax credit for qualifying restoration and rehabilitation work. The State also provides a revolving loan program with below-market fixed-rate construction and bridge loans for the restoration and rehabilitation of historic properties. Local incentives include parking reductions for new uses and new construction, exemptions from building permit fees for exterior work, exemptions from sales and use taxes related to façade work, exemptions from the lighting code, flexibility with the building code, and access to the grant program.

For 2016, city council has once again allocated \$50,000 to the Grant Program. If your property is currently in the district or is an individual landmark, you are encouraged to apply for grant funds. If your property is not currently in the district, you are encouraged to join the district and qualify for additional grant opportunities. The 2016 grant program is outlined below.

TAKE ADVANTAGE OF THE 2016 MAIN STREET GRANT PROGRAM

GRANT PROGRAM OBJECTIVES

1. **INCREASING** the number of properties in the district
2. **EXPANDING** the district's economic vitality
3. **HELPING** to maintain and improve properties in the district

GRANT PROGRAM GOALS

1. INVOLVE the physical preservation, restoration, and enhancement of eligible properties
2. PRESERVE the historic character of the property
3. BE CONDUCTED in accordance with the City's Historic Preservation Code
4. DEMONSTRATE that an effort is being made not only to maintain a historic property in reasonable repair, but also to enhance, reclaim and/or restore historic resources that are threatened by wear, alteration, or neglect

ELIGIBLE PROPERTIES

1. HISTORIC DISTRICT Properties
2. INDIVIDUAL LANDMARKS Downtown that are used for commercial purposes

ELIGIBLE APPLICANTS

1. OWNERS of the subject property or their representative
2. TENANTS of the subject property

ELIGIBLE COSTS AND IMPROVEMENTS FOR ALL PROPERTIES

1. PROFESSIONAL ARCHITECTURAL DESIGN SERVICES relating to exterior façade rehabilitation
2. FAÇADE WORK, such as storefronts, architectural elements, doors and windows, fixtures, and the demolition of non-historic elements
3. MAINTENANCE, such as the maintenance and repair of exterior bricks and walls; surface cleaning, patching and repair of facade walls; restoration, replacement, or repair of windows, doors, cornices, roofs or gutters; masonry work, such as chimney tuck pointing or mortar joint repair; and maintenance of exterior structural elements such as foundations
4. NEW SIGNAGE, including electrical work and light fixtures that meet the objectives, standards, and guidelines of Subarea 5, *Littleton Downtown Design Standards and Guidelines*. Internally lit signs are not eligible. Signs must also meet the city's sign code regulations.
5. GRAFFITI REMOVAL from exterior walls
6. RETROACTIVE PROJECT FUNDING for projects that have been issued a building permit within the last 12 months

ELIGIBLE COSTS AND IMPROVEMENTS FOR NEW PROPERTIES

Properties that join the district between April 2015 and April 2016 are eligible to apply for grants that will cover additional costs and improvements:

1. INTERIOR IMPROVEMENTS, including interior structural improvements that will
 - a. help preserve historic architectural features or
 - b. address health, safety and welfare issues
2. EXTENDED RETROACTIVE PROJECT FUNDING for projects that have been issued a building permit within the last 24 months

INELIGIBLE COSTS AND IMPROVEMENTS:

1. ROUTINE OR PERIODIC MAINTENANCE or improvements undertaken due to normal wear and tear that does not affect the historic integrity of the structure
2. SOFT COSTS such as accounting, appraisals, bids, copying, engineering, and interior design; as well as fees such as legal and building permits
3. ACQUISITION COSTS
4. ADDITIONS OR ENLARGEMENTS, except where required by building and safety codes, and including design services for those additions or enlargements

5. SITE WORK, including excavation, grading, paving, and landscaping
6. REPAIRS TO RECENT ADDITIONS, constructed after the property was officially designated
7. OWNER/SELF-LABOR reimbursement
8. NON-HISTORICAL decorative elements
9. SKYLIGHTS that are non-historic
10. SOLAR equipment
11. SECURITY features

GRANT AMOUNTS AND REIMBURSEMENT

1. A TOTAL OF \$50,000 AVAILABLE - City Council allocated \$50,000 for the 2016 grant program. The process is competitive, with funds distributed among the top applicants
2. MATCHING GRANTS - Grants will be awarded for up to 80% of the project cost
3. REIMBURSEMENT - Applicants will be reimbursed upon the completion of their projects and the submittal of a completed reimbursement request form; a W-9 for the grantee; proof of final payment of the invoices for the project, such as final invoices signed by the contractors as paid in full or cancelled checks; and photographs showing the completed work. Staff will visit the site to confirm project completion as anticipated by the grant award

SCHEDULE

ONE GRANT ROUND IN 2016

- | | |
|--------------|--|
| 1. APRIL | APPLICATIONS DISTRIBUTED TO PROPERTY OWNERS ¹ |
| 2. APRIL/MAY | RECOMMENDED PRE-SUBMITTAL MEETINGS ² |
| 3. MAY 31 | COMPLETE APPLICATIONS DUE ³ |
| 4. JUNE 20 | FIRST REVIEW MEETING ⁴ |
| 5. JULY 18 | AWARDS DETERMINED AND ANNOUNCED ⁵ |
| 6. JULY 19 | OFFICIAL NOTIFICATION PROVIDED TO APPLICANTS |

¹ Applications will be distributed to property owners within the Opt-In Boundary of the Main Street Historic District and to individual landmark structures Downtown

² Applicants should call or email Dennis Swain (303)795-3755 or dswain@littletongov.org to schedule an informational meeting prior to initiating an application. Dennis will provide and explain the application form

³ Applications must be complete prior to their submittal in order to remain in the 2016 grant cycle

⁴ Applicants or their representative must be at the June 20 meeting to present the project and answer questions from the board. Failure to appear will disqualify the project from consideration.

⁵ Neither applicants nor their representative have to attend the July 18 meeting.

REVIEW CRITERIA FOR GRANT APPLICATIONS

The Historical Preservation Board will use its discretion in granting awards using the criteria listed below as a guide. Higher priority criteria are at the top of the list, with the criteria listed in generally descending order. Projects do not need to meet all of the criteria and will be judged relative to the other proposed projects.

CRITERIA

1. Project is well designed and will have a significant positive visual impact on the historic character of the district.
2. Project includes restoration of the architectural details and materials on a historic building façade,
3. Project will provide permanent, rather than removable, elements. Examples of removable elements include signs, canopies, and fixtures.
4. Property has been added to the district in the last 12 months.
5. Project includes architectural design assistance.
6. Property has not previously received grant funding.

The board will give negative consideration to any applicant who previously received funding and did not complete the project within the approved time frame for project completion. Applicants in those cases will be asked to assure the board that the proposed project will be completed.

DESIGN AND CONSTRUCTION REVIEW

Being awarded a grant does not substitute for other city review and permit processes. All funded projects remain subject to the COA (Certificate of Historic Appropriateness), building permit, and all other applicable city review processes.

PROJECT COMPLETION DEADLINE

Projects are to be completed within twelve (12) months of the award. Extensions may be approved by the board when there are compelling circumstances.

REIMBURSEMENT OF FUNDS

1. **REIMBURSEMENT AFTER PROJECT COMPLETION** - Projects awarded grant funding are reimbursed after the entire project, as approved, has been completed and reviewed by the city to ensure compliance with the approved grant project and any certificate of appropriateness (COA) that was approved in conjunction with the work.
2. **REIMBURSEMENT AFTER BILLS ARE PAID IN FULL** – Grantees seeking reimbursement must submit a completed reimbursement request form; a W-9 for the grantee; proof of final payment of the invoices for the project, such as final invoices signed by the contractors as paid in full or cancelled checks; and photographs showing the completed work. Staff will visit the site to confirm project completion as anticipated by the grant award.

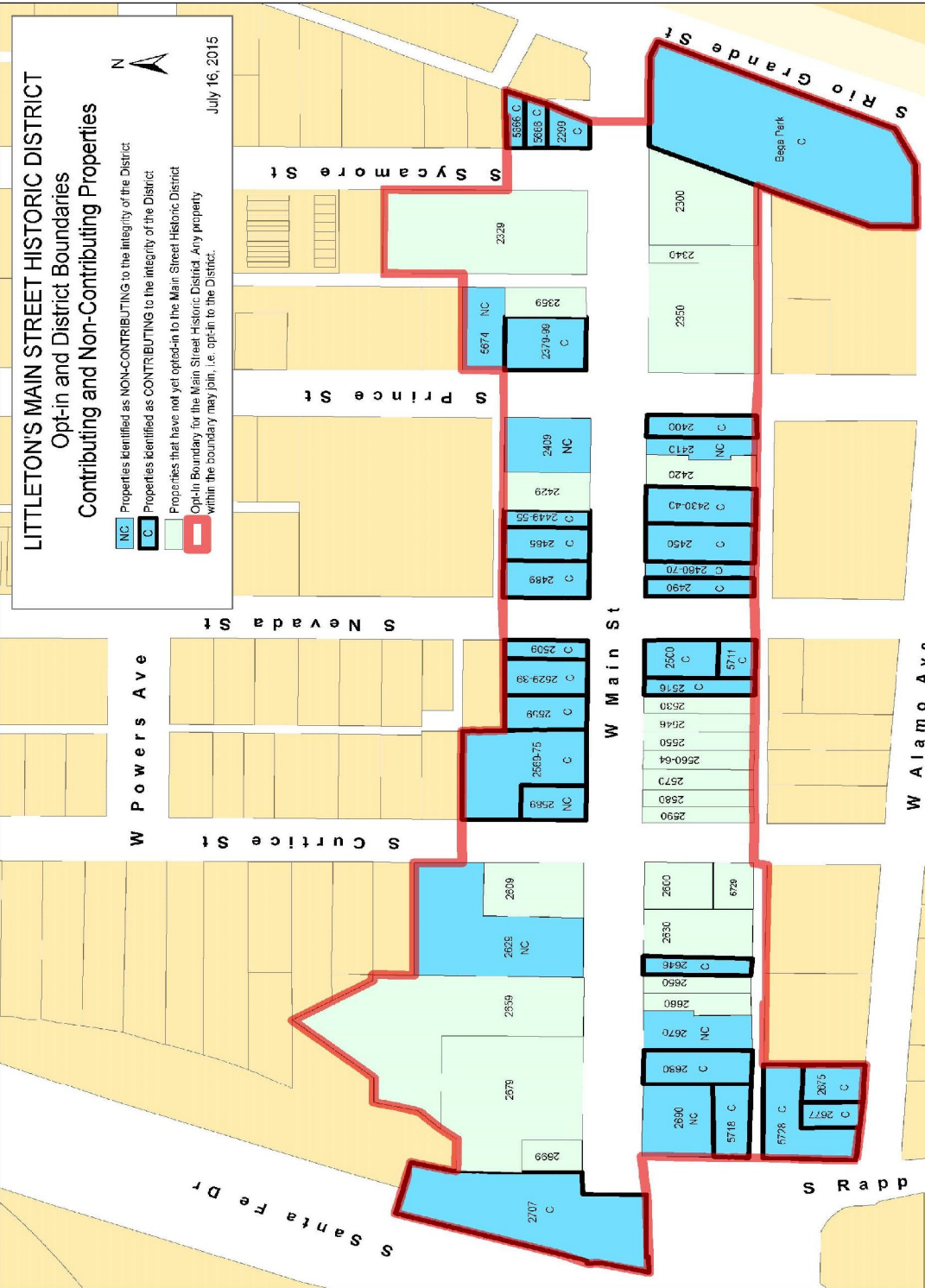
GET STARTED

PREPARE THE APPLICATION

- 1) Schedule a pre-submittal meeting with Dennis Swain, the city's historic preservation planner. City staff will look forward to working with you throughout the application process.
- 2) Complete the items below, and submit the material as a single packet.

SUBMIT A COMPLETE APPLICATION PACKET

- 1) A completed application form
- 2) A more detailed written and visual description of the proposed work
- 3) Pictures of the existing building and the areas where work will be completed
- 4) The proposed budget and three contractor bids
- 5) The proposed time frame for completion of the project
- 6) For facade work, a description of elements to be restored or replaced



Owners of properties that either have opted-in to the Main Street Historic District or are individually-designated historic landmarks within Downtown eligible to apply for Main Street Historic District grants. Individually-designated landmarks within Downtown include the Leach House at 2596 West Alamo, Geneva Lodge at 2305 West Berry, the Charles Louthan Residence at 5649 South Louthan, the Spotswood Residence at 5650 South Curdice, the Duncan House at 5503 South Prince, the Denver and Rio Grande Depot at 5790 South Prince, and the Columbine Mill at 5798 South Rapp.



APPLICATION

2016 MAIN STREET HISTORIC DISTRICT GRANT PROGRAM

PROPERTY

Historic Name of Property _____

Property Address _____

PROPERTY OWNER

Name _____

Address _____

Phone # _____ E-Mail _____

APPLICANT OR CONTACT (If different than owner)

Name _____

Relationship to the owner (Tenant, Contractor, Property Manager, etc.) _____

Address _____

Phone # _____ E-Mail _____

PROPOSED WORK (Please provide a brief description)

PROJECT CATEGORIES (Please mark the category or categories that apply to your project – See the accompanying brochure for definitions)

FOR ALL PROPERTIES

- ___ Professional Architectural Design Services
- ___ Façade Work
- ___ Maintenance
- ___ New Signage
- ___ Graffiti Removal
- ___ Retroactive Project Funding

FOR PROPERTIES THAT ARE NEW TO THE DISTRICT

- ___ Interior Improvements
- ___ Extended Retroactive Project Funding

PROJECT COST

Total estimated cost of work \$ _____ Amount requested \$ _____

APPLICATION PACKET

Please submit the following information with this application:

- ___ A more detailed written description of the proposed work
- ___ Pictures of the existing building and the areas where work is to be completed
- ___ Proposed budget and three contractors bids
- ___ Proposed time frame for completion of the project
- ___ For façade work, please provide a description of elements to be restored or replaced

SIGNATURES

Property owner signature _____ date _____

Applicant signature (if different than owner) _____ date _____

Please submit this application to the
Community Development Department, City Center, 2255 W. Berry Avenue
Questions? Call / email Dennis Swain at the Community Development Department:
303-795-3755 / dswain@littletongov.org

COMPLETE APPLICATION PACKETS ARE DUE BY FRIDAY, MAY 31, 2016, AT 5:00 PM