

Historic Preservation Commission Agenda

Regular Meeting

Monday December 16, 2024 at 4:00 P.M.

City Council Chambers-City Center South

1001 11th Ave, Greeley, CO 80631

Zoom Webinar Link:

<https://greeleygov.zoom.us/j/83345061468>

NOTICE:

Historical Preservation Commission meetings are held on the 1st and 3rd Mondays of each month. Meetings are conducted in a hybrid format, with a Zoom webinar in addition to the in-person meeting in Council Chambers.

Members of the public may participate in Historic Preservation Commission meetings in the manner that works best for them.

Watch Meetings:



Meetings are open to the public and can be attended in person by anyone.



Comment in Real Time:

Join the Zoom webinar (link above). During the public hearing, members of the public may address the Commission.



Submit Written Comments:

Email comments about any item on the agenda to cd_admin_team@greeleygov.com



Written comments can be mailed or dropped off at the Planning office at 1100 10th Street, Greeley, CO 80631. Written comments received prior to or during the meeting will be read into the record in real time.



All meeting recordings will be available on Greeley's City Meeting Portal, where closed captioning options are available. To view recordings, agendas, and minutes, go to <https://greeleyco.portal.civicclerk.com/>.

For more information about this meeting or to request reasonable accommodation, contact the administrative team at 970-350-9780 or by email at cd_admin_team@greeleygov.com.



Historic Preservation Commission

December 16, 2024 at 4:00 PM

1001 11th Avenue, City Center South, Greeley, CO 80631

Agenda

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes
5. Report from Historic Greeley Inc.
6. Resolution of Appreciation for Retired Commissioner Bob Brunswig
7. Review and Update of Operating Rules and Procedures to Allow for Remote Participation by Commissioners
8. Review and Update of Building Permit Fee Refund Policy to Add Based on Availability of Funds
9. Chair and Vice Chair Elections
10. Commission Member Reports
11. Staff Report
12. Adjournment

Historic Preservation Public Hearing Procedure

Public Hearing to...

1. Chair introduce public hearing item
2. Historic Preservation Staff report
3. Applicant Presentation
4. Commission questions
5. Chair opens public hearing
6. Chair closes public hearing
7. Applicant rebuttal
8. Commission discussion and vote

City of Greeley, Colorado
HISTORIC PRESERVATION COMMISSION PROCEEDINGS
Regular Meeting

July 15, 2024

1. Call to Order

2. Roll Call

Chair Christen DePetro called the meeting to order at 4:00 p.m.

The hearing clerk called the roll.

PRESENT

Chair Christen DePetro
Commissioner Doran Azari
Commissioner Bob Brunswig
Commissioner Gabriel Llanas
Commissioner Dan Podell

ABSENT

Commissioner Sean Jaehn
Commissioner Melissa Martinez

3. Approval of Agenda

Betsy Kellums (Planner III) indicated there were not any additions or modifications to the agenda. Commissioner Brunswig moved to approve the agenda as published. Commissioner Podell seconded the motion.

Motion carried 5-0.

4. Report from Historic Greeley Inc.

Marshall Clough (1619 14th Street, Greeley, Colorado), board member for Historic Greeley Inc., shared that the Weekend Preservation Project will be coming up in October. They are hoping to have a larger group of applicants this year with the additional assistance of city staff to get the word out. Mr. Clough shared that Historic Greeley, Inc. is aware of recent issues with the City Hall building such as flooding, requiring some staff to move out of the building. This building is a great example of architecture from this era, they are concerned about hearing that it could be demolished. His team has begun to look at preservation options for the

building and would like to have conversations with the city to find a way to preserve the building and repurpose it.

5. “Driving Greeley, Protecting Greeley” Ballot Presentation Presenters: Winna MacLaren, Diana Frick, Chief Kuznik

Winna MacLaren (Communication and Engagement Director) began by introducing herself and the presentation. She shared that the 2024 Ballot Measures include Driving Greeley: Food Tax Renewal and Debt issuance as well as Protecting Greeley: Public Safety. She provided a brief overview of these measures and how growth is the driving factor for these ballot measures.

Ms. MacLaren explained that the Driving Greeley: Food Tax and Debt Issuance ballot measure would fund critical transportation infrastructure and safety programs, provide support services for kids, seniors and people with disabilities and fund critical public safety and security programs. This measure would mean no new taxes, instead extending the existing sales tax and approval of a financing mechanism allowing the city to take advantage of a federally subsidized program for transportation infrastructure.

Ms. MacLaren continued presenting on behalf of Diana Frick (Culture, Parks and Recreation Director). She began the presentation sharing information about the Food Tax Ballot measure. A sales tax on food has been renewed 5 times since 1990 and it supports Facilities, Parks and Street Maintenance. It has included projects within the city that support seniors, children, and people with disabilities. Some examples include better access to buildings, upgrades to the Active Adult Center, traffic safety near school zones, after school center funding and improving wheelchair access to public buildings. The tax is currently renewed every 5 years, and they may also ask voters to extend the tax permanently to provide a better revenue picture and future planning.

Ms. MacLaren moved into a summary of the Debt Issuance portion of the ballot measures on behalf of Public Works. It is low interest, long term financing that would fund important infrastructure and transportation projects. With this type of funding, the city would be able to take advantage of federal funding without increasing or creating new taxes.

Ms. MacLaren turned the presentation over to Chief of Police, Adam Turk. Chief Turk introduced himself and shared that he would be providing a high-level overview on the Protecting Greeley Public Safety ballot measure. This measure invests in police and firefighters. He shared statistics for each department on response times to calls. This measure would fund staff positions, training resources and support equipment. The goal is to protect police and firefighters from being overworked, understaffed, and lacking in time or resources to do important safety training. That concluded the presentation and opened the item up to the Commission for questions.

Some discussion commenced between the Commission and Chief Turk, clarifying uses of the funds if approved, history, call types and general questions about emergency call increases related to the ballot measures. Further discussion regarding public infrastructure, the federal funding and food tax ballot measures took place between the Commission and Ms. McLaren.

6. Commission Member Reports

Chair DePetro asked for any updates from the Commissioners.

Commissioner Azari wanted to thank staff and the museums for putting on the history event, it was great to see so many young people involved. Everyone did a great job.

7. Staff Report

Betsy Kellums (Planner III) shared that on July 25th the museum would be hosting the Young Chautauquan's History Presentation at noon, and she encouraged the Commission to attend. On July 22, 2024, intern Kaida Pierot will be leading a walking tour of downtown historic churches, it starts at 6:00 p.m. at 803 10th Avenue, Greeley, Colorado. Ms. Kellums shared on July 29, 2024, she will be leading a walking tour in the Cottonwood neighborhood. They will meet at the corner of Cottonwood Park at 6:00 p.m. The city will be working on a Master Plan for Lincoln Park and have requested feedback from the Commission. Ms. Kellums will forward the stakeholder meeting invite to the Commission, and if any of the Commissioners can attend, it would be very much appreciated.

Ms. Kellums thanked the Commission for their attendance and participation in all the events that took place in May.

8. Adjournment

With no further business before the Commission, Chair DePetro adjourned the meeting at 4:40 p.m.

Christen DePetro, Chair

Betsy Kellums, Secretary

City of Greeley, Colorado
HISTORIC PRESERVATION COMMISSION PROCEEDINGS
Regular Meeting

August 26, 2024

1. Call to Order

2. Roll Call

Chair Christen DePetro called the meeting to order at 4:05 p.m.

The hearing clerk called the roll.

PRESENT

Chair Christen DePetro
Commissioner Bob Brunswig
Commissioner Melissa Martinez
Commissioner Dan Podell

ABSENT

Commissioner Doran Azari
Commissioner Sean Jaehn
Commissioner Gabriel Llanas

3. Approval of Agenda

Betsy Kellums (Planner III) indicated there were not any additions or modifications to the agenda. Commissioner Podell moved to approve the agenda as published. Commissioner Brunswig seconded the motion.

Motion carried 4-0.

4. Report from Historic Greeley Inc.

There was no report from Historic Greeley Inc.

5. The City of Greeley is considering a request for a Certificate of Approval for installation of a perimeter fence at the Meeker Home Museum at 1324 9th Avenue

The item was introduced as published. There were no conflicts of interest amongst the Commissioners. Ms. Kellums began by sharing that the City of Greeley Museums submitted an application to install a perimeter fence around the property line of the Meeker Home property. She shared that she spoke with Commissioner Podell about the item earlier in the day. The application indicated

that the fence would be a wrought iron material and the correct material is steel and that the fence would resemble wrought iron and she would adjust the terminology she uses to reflect that difference.

Mrs. Kellums began by sharing the museum submitted the application to install a fence due to some security issues at the site. She shared the site map and photos of the property. The proposal is for a 5-foot-tall fence around the perimeter of the property. The applicant hopes it will help prevent additional vandalism and aid in preserving the property. Mrs. Kellums shared a historic photo of the property that showed a perimeter fence. She also shared the proposed fence drawing of the type of fencing that will be installed if the application is approved.

Moving forward, Mrs. Kellums explained staff reviewed the application and found that it meets the criteria and standards of Greeley Municipal Code Section 24-1003(j)(1) and summarized the findings as provided by the staff report included in the packet. Notice was emailed to the owner/applicant and posted on the site on August 8, 2024. Staff recommends approval of the application. Concluding her presentation Mrs. Kellums offered to answer any questions of the Commission.

Commissioner Podell provided history of wrought iron material and that it was no longer produced, and he suggested an amendment to the proposed motion to read as wrought iron style fencing. Some further discussion between the Commission and Mrs. Kellums continued about the height, property security, necessity, and the location of current signage in relation to the proposed fence. Mrs. Kellums indicated that Chris Bowles was online and could answer further questions regarding the application.

Chris Bowles (City of Greeley Museums Manager) introduced himself and shared that the signs that are currently on the site will be located on the outside of the fencing. They will be working with the City Parks Department on this project because they do maintain the grass and plantings at the site. He shared additional information about the vandalism and security of the site and how important it is for the project.

With no further questions of the Commission, Chair DePetro opened the Public Hearing at 4:27 p.m. Seeing no request for comment she closed the Public Hearing at 4:27 p.m.

Commissioner Brunswig motioned, based on the application received and the preceding analysis, the Commission finds that the proposed installation a 5' wrought iron style fence around the perimeter of the Meeker Home Museum property at 1324 9th Avenue meets (1) Criteria and Standards a, b, c, d, e, f, and h of Section 24-1003(j)(1) of the Greeley Municipal Code, and therefore approves the request for a Certificate of Approval. Commissioner Martinez seconded the motion.

Motion carried 4-0.

6. Commission Member Reports

Chair DePetro asked for any updates from the Commissioners. There were none.

7. Staff Report

Betsy Kellums (Planner III) shared that she attended the National Alliance of Preservation Commissions biannual conference in West Palm Beach, Florida thanks to a scholarship from History Colorado and shared her report from the conference with the Commission.

Mrs. Kellums reminded the Commission that History Fest is the last week of September at Centennial Village and encouraged the Commissioners to attend. She also shared that there is a neighborhood meeting for the Sunrise neighborhood happening on October 4, 2024, and that there would be great resources and a lot of information about the grant for the area and what the community would like to see for the future of the area.

8. Adjournment

With no further business before the Commission, Chair DePetro adjourned the meeting at 4:42 p.m.

Christen DePetro, Chair

Betsy Kellums, Secretary

City of Greeley, Colorado
HISTORIC PRESERVATION COMMISSION PROCEEDINGS
Regular Meeting

November 18, 2024

1. Call to Order

2. Roll Call

Chair Christen DePetro called the meeting to order at 4:00 p.m.

The hearing clerk called the roll.

PRESENT

Chair Christen DePetro
Commissioner Doran Azari
Commissioner Bob Brunswig
Commissioner Sean Jaehn
Commissioner Gabriel Llanas
Commissioner Dan Podell

ABSENT

Commissioner Melissa Martinez

3. Approval of Agenda

Betsy Kellums (Planner III) indicated there were not any additions or modifications to the agenda. Commissioner Azari moved to approve the agenda as published. Commissioner Brunswig seconded the motion.

Motion carried 6-0 (Commissioner Martinez absent).

4. Report from Historic Greeley Inc.

Linde Thompson from Historic Greeley Inc. introduced herself. She announced that the Christmas Tea event will be the first week of December and tickets can be purchased on their website. The organization is monitoring and keeping up with buildings in downtown. The City of Greeley recently purchased the Baptist church on 10th Avenue and 11th Street, and it is understood at this time the city plans to keep it stabilized and in good condition. They have been involved with George's Bike shop; the building is set to be demolished, and they are hoping a buyer will purchase it and preserve the building. They are also working on potential tax credit projects with owners and assisting them with the process.

5. Request for Certificate of Designation for Macy-Allnutt Funeral Home 702 13th Street - GHR2024-0002

Chair DePetro introduced the item as published in the packet and invited staff to begin their presentation. Mrs. Kellums began by giving background information on the nomination, she shared a map showing the location of the site and the designation criteria.

Mrs. Kellums shared the history of the building including historical information about Thomas G "Cap" Macy and that this was the oldest family mortuary in Colorado. There was a partnership with Frederic Allnutt in 1919. They built the mortuary in 1919-20. Prominent architect William Bowman designed it. Mrs. Kellums shared historic and current photos of the building as well as the architectural drawings for the site. Moving forward, Mrs. Kellums discussed its geographical significance and integrity.

Proper notification was made for this project including publication in the Greeley Tribune on November 3, 2024, and November 10, 2024. Signs were posted at the property on October 29, 2024 and on the city website on November 1, 2024. The applicant was emailed notification on October 22, 2024. Mrs. Kellums stated that this nomination meets the approval criteria for designation in Section 24-1003(d)(1) (a, b, c) & (d)(4) and recommended approval. To conclude, Mrs. Kellums introduced the applicant Becky Safarik to provide a presentation.

Becky Safarik from the Greeley Creative District (GCD) introduced herself and provided additional historical information about the building, architecture, and Mr. Macy. She shared that GCD and Rickmark Real Estate share in the ownership of the building, and they are in full support of the nomination of the building for historic designation. Moving forward, she explained the redevelopment goals of the property to include administrative offices and space for studios for artists, dance movement, and performance arts. Other features will include a help desk, gift shop, art gallery, and event/meeting space. They intend to respect and restore the historic character of the building and seek designation to help fulfill that goal.

Some discussion commenced between Ms. Safarik and the Commission regarding the building, its history, and the other house on the site.

Chair DePetro opened the public hearing at 5:05 p.m. Seeing no requests for comment, Chair DePetro closed the public hearing at 5:06 p.m. Chair DePetro called for the Commission to act on the nomination.

Commissioner Brunswig moved, based on the application received and the preceding analysis, that the Commission finds and concludes that the Macy Allnutt Funeral Home meets significance criteria of Section 24-1003(d)(1) and integrity criteria of Section 24-1003(d)(4) of the Greeley Municipal Code, as summarized below, and therefore approve the designation and issue a

Certificate of Designation to be recorded by the Weld County Clerk and Recorder. Commissioner Azari seconded the motion.

Motion carried 6-0 (Commissioner Martinez absent).

6. Review and Update of Building Permit Fee Refund Program Policy

Mrs. Kellums provided a brief update to the Commission; the city has not seen very many applications submitted. She proposes extending the deadline from 60 days to 6 months after completion. The hope is that this will allow for more flexibility for applicants. The full policy showing the proposed changes was included in the packet and she left it to the Commission to decide if they wanted to adopt the proposed changes. Some discussion followed between the Commission and Mrs. Kellums regarding the changes and procedures for this policy.

Commissioner Azari moved for a small change to the established Building Permit Fee Refund Program, Section 24-1003(h) of the Greeley Municipal Code, revising the policy to change the refund submittal deadline from 60 days to 6 months after Certificate of Occupancy or Certificate of Completion has been issued. Commissioner Brunswig seconded the motion.

Motion carried 6-0 (Commissioner Martinez absent).

7. Warnoco/Boys & Girls Club Building Permit Fee Refund Application, 1407 2nd Street- HPFI2024-0002

Mrs. Kellums introduced the item as published. Warnoco Boys and Girls Club has requested a refund of \$19,113.75 for building permit fees; the total building permit fees were \$29,626.31. The application was submitted on day 60 after the permit was finalized on July 26, 2024, and the permit refund application was submitted on September 24, 2024. This permit refund requires Commission review because the project was considered a major alteration. Staff recommends approval.

Commissioner Azari moved that the project meets the building permit fee refund program guidelines, with the exception of the refund application submittal date since it was within three months of the Certificate of Occupancy date and two months of the permit being finalized, thereby meeting the intent of the timeliness requirement, and approves the application of the Boys and Girls Club of Weld County for a refund of building permit fee on building permit #BCX2306-0527 for the exterior and interior alterations of 1407 2nd Street, based upon exterior and interior rehabilitation work that is eligible for a total refund of \$19,113.75. Commissioner Jaehn seconded the motion.

Motion carried 6-0 (Commissioner Martinez absent).

8. Commission Member Reports

Chair DePetro asked for any updates from the Commissioners. Commissioner Brunswig shared that he has decided to step down from the Commission to allow others the opportunity to serve. He has served on the Commission for 6 years and is ready to focus on other preservation projects. The Commission shared their thanks to Commissioner Brunswig for his service to the Commission.

Commissioner Azari reported he had recently attended meetings regarding the Lincoln Park redesign project. He expects the Commission will see more on this project in the future and what actions will be taken for this project.

9. Staff Report

Betsy Kellums (Planner III) discussed the upcoming Saving Places Conference and the potential for attending with a scholarship for herself and Commissioner Llanas. She also briefed the Commission on upcoming agenda items including the designation hearing for George's Bike Shop, Rules and Procedure updates, and elections for Chair and Vice Chair.

10. Adjournment

With no further business before the Commission, Chair DePetro adjourned the meeting at 5:28 p.m.

Christen DePetro, Chair

Betsy Kellums, Secretary



**CITY OF GREELEY HISTORIC PRESERVATION COMMISSION
RESOLUTION NO. 1
SERIES 2024**

A RESOLUTION COMMENDING BOB BRUNSWIG FOR HIS SERVICE ON THE CITY OF GREELEY HISTORIC PRESERVATION COMMISSION.

WHEREAS, Bob Brunswig served the City of Greeley through his membership as a commissioner of the City of Greeley Historic Preservation Commission from August 2018 to November 2024; and

WHEREAS, Dr. Brunswig showed an active interest in every topic of discussion, bringing to such discussions a valuable perspective as the Commission historian/archaeologist and retired University of Northern Colorado professor; and

WHEREAS, during his tenure, Dr. Brunswig expended many hours in the consideration of historic property designation applications and certificate of approval applications, policy discussions and served several terms as chair of the Commission; and

WHEREAS, during this time, Dr. Brunswig planned, presented at, and supported various historic preservation events, including walking tours, History Brown Bag presentations, and Historic Preservation Month events;

NOW, THEREFORE, BE IT RESOLVED that the City of Greeley Historic Preservation Commission members and the Community Development staff express their sincere appreciation for, recognition of, and contributions made by Bob Brunswig in service to the City of Greeley.

Signed and approved this 16th day of December 2024.

Christen DePetro, Chair

Marshall Clough

Sean Jaehn, Vice-Chair

ATTEST:

Doran Azari

Betsy Kellums
Secretary, Historic Preservation Commission

Gabe Llanas

Dan Podell

Melissa Martinez

Historic Preservation Commission Agenda Summary

December 16, 2024

Key Staff Contact: Betsy Kellums, Planner III – Historic Preservation, 970-350-9222

Title:

Review and Update of the Operating Rules and Procedures to Allow for Remote Participation by Commissioners

Summary:

The Operating Rules and Procedures currently do not address remote participation by members of the Historic Preservation Commission. In order for one or more Commissioners to attend and participate in a Commission meeting remotely instead of in-person, for the purpose of establishing a quorum and conducting business, the operating rules and procedures need to be updated to allow for remote participation.

Recommended Action:

Revise the Operating Rules and Procedures to allow for remote participation by Commissioners

Attachments:

Operating Rules and Procedures

OPERATING RULES AND PROCEDURES

GREELEY HISTORIC PRESERVATION COMMISSION

Adopted March 14, 2016
Updated November 6, 2023
DRAFT UPDATE December 16, 2024

**GREELEY HISTORIC PRESERVATION COMMISSION
OPERATING RULES AND PROCEDURES**

I. POWERS

The Historic Preservation Commission (“Commission”) shall have all the powers and perform each and all of the duties specified by Sections 24-103 and 24-1003 of the Greeley Municipal Code, as amended, together with any other duties or authorities which may hereafter be conferred upon the Commission by the Greeley City Council. The performance of such duties and the exercises of such authority shall be subject to each and all of the limitations expressed in the Greeley Municipal Code.

The Operating Rules and Procedures are enacted consistent with the authority set forth in Sections 24-103 and 24-1003 of the Greeley Municipal Code. These Operating Rules and Procedures are not intended to restate the provisions therein. These Operating Rules and Procedures neither expand nor restrict the powers of the Commission as set forth in the Greeley Municipal Code.

II. PLACE OF BUSINESS

Administrative business of the Commission, including the filing of applications, payment of any fees and maintenance of official records regarding Commission actions, shall be conducted by the Historic Preservation Staff through the Community Development Department.

III. MEETINGS

Commission meetings will be posted consistent with public meeting laws.

The agenda for all meetings shall be prepared by designated City staff and provided to the Commission prior to any meetings.

SPECIAL MEETINGS:

The Chair of the Commission may, when necessary, upon public notice call a Special Meeting of the Commission for the purpose of transacting any business designated in the

notice thereof. A “Special Meeting” is a meeting held at other than the designated dates and times of a Regular Meeting. The notice of the Special Meeting, which has been authorized by the Chair, shall be delivered to at least 4 Commission members at least 24 hours in advance of the Special Meeting. At such Special Meeting, no business shall be considered other than as designated in the notice.

PUBLIC HEARINGS:

All public hearings shall be conducted in accordance with the protocol and procedures as set forth in the Greeley Municipal Code. If any member appears remotely, the secretary of the board shall include in the minutes an affirmation that the member was present for the entire presentation of the report by City staff and for the entire public hearing.

Formatted: Font: (Default) Times New Roman, 12 pt

IV. MEMBERS: TENURE, OFFICERS, CONFLICTS

A. TERMS:

Appointment of the Commission members shall be by the Greeley City Council for three-year terms.

B. VACANCIES:

The Greeley City Council shall fill vacancies on the Commission in accordance with adopted Council procedures.

C. OFFICERS:

The officers of the Commission shall be a Chair and Vice Chair.

D. CHAIR:

The Chair shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission, the Chair shall sign all agreements, resolutions and other items as duly authorized by the Commission.

E. VICE CHAIR:

The Vice Chair shall perform the duties of the Chair in the absence of the Chair.

F. ELECTION OF OFFICERS:

The officers of the Commission shall be elected by the Commission at the regular meeting in November of each year and shall assume his/her duties upon election. The officers shall hold the offices for one year or until successors are selected. The Commission can retain officers for multiple terms with a majority vote.

G. OFFICER VACANCIES:

Should the office of Chair or Vice Chair become vacant, the Commission shall select a successor from its membership at the next regular meeting to serve for the unexpired term of said office.

H. EX-OFFICIO MEMBERS:

A City Attorney will be the legal advisor and the Community Development Director or his/her designee will be the staff liaison to the Commission. The Recording Officer will be the Historic Preservation Staff or his/her designee.

I. CONFLICTS:

It shall be the responsibility of all Commission members to review material received prior to Commission meetings and to notify appropriate staff of possible conflicts of interest.

J. PARLIAMENTARIAN:

Advice on parliamentary procedure will be addressed by the City Attorney.

K. PUBLICITY:

Publicity on the Commission will be handled through the Historic Preservation Office.

V. ATTENDANCE POLICY

Commission members shall make every reasonable effort to attend ~~in person and/or online~~ regularly scheduled business meetings and public hearings of the Commission in person and will notify the Historic Preservation Staff as early as possible of any anticipated absences. Accumulating more than three (3) absences from a regular meeting without providing an excuse acceptable to the Commission within any six (6) month period shall be considered a basis for the Commission to request City Council to replace the Commissioner due to excessive absenteeism. Members are encouraged to attend special meetings; these meetings are not subject to normal attendance policies. If a member will be unable to attend a meeting and/or public hearing and provides the Chairman and the Secretary of reasonable notice of this absence, the Chairman in their discretion may approve remote attendance of that member on-line for that meeting only. On-line attendance shall be by Teams, Zoom, or other publicly available electronic platform that allows two-way visual and audio participation of the member and the board.

VI. CONDUCT OF BUSINESS

- A. The business of the Commission shall be conducted in accordance with Robert's Rules of Order.
- B. A quorum shall consist of four (4) members of the Commission being present in-person or online and able to participate in Commission business. All administrative actions of the Commission shall be transacted by this established quorum, with the exception of public hearings for designation, which require a quorum of five (5) Commission members, including being present in-person or online. Accordingly, public hearings for design review shall require a quorum of four (4) members.
- C. Once a quorum is established at any regular business meeting or public hearing of the Commission, any action taken by a simple majority of Commission members present and voting shall be deemed and taken as the official action of the entire Commission. In the case of a tie, any motion shall fail.
- D. No member of the Commission shall abstain from voting on any matter unless that member has a direct or indirect conflict of interest in the matter before the Commission.
- E. No Commission member may tender his or her vote proxy to any other Commission member on any item.

VII. AMENDMENT OF RULES

These adopted Operating Rules and Procedures may be amended in accordance with general Commission procedure, except that any such amendment shall require the approval of at least five (5) Commission members.

Historic Preservation Commission Agenda Summary

December 16, 2024

Key Staff Contact: Betsy Kellums, Planner III – Historic Preservation, 970-350-9222

Title:

Review and Update the Building Permit Fee Refund Program to Add Based on Availability of Funds

Summary:

The Building Permit Fee Refund program is a financial incentive for Greeley Historic Register properties that gives the opportunity to get a refund of the building portion of permit fees after a project has been completed. A minor change needs to be added that refunds will be issued based on availability of funds.

Recommended Action:

Revise the policy to add based on availability of funds.

Attachments:

Building Permit Fee Refund Program policy with proposed change



Building Permit Fee Refund Policies

Historic Preservation Commission

~~Adopted 9/13/2010~~
Updated: 10/2021
Updated: 11/2024
Updated: 12/2024

Formatted: Font: 11 pt

Building Permit refunds for historical properties are offered by the City of Greeley as an incentive to owners in the maintenance, upkeep and improvement of historic properties. The following policies apply to historically designated properties or contributing properties in an historic district and provide a refund option as described in Section 24-1003(h) of the Greeley Municipal Code.

Historic Preservation Certificates of Approval are required before work commences on a designated historic structure, except as it relates to qualifying interior or maintenance projects (see below).

Eligible Applicants

- Eligible applicants include owners and/or contractors of residential, investment, commercial or industrial properties, as well as non-profit organizations or governmental entities.
- The refund is non-transferable. The only eligible applicant for the refund is the property owner/contractor who applied for the permit. No refund is available if the property is sold or transferred before the project is completed and prior to a final inspection and/or a Certificate of Completion is issued.
- Refunds are for the building portion of the permit fee only; applicants must pay other applicable fees, plan review fees, sales taxes, etc. Approved refunds will be issued based on the availability of funds.

Eligible Projects

- Construction is limited to a locally designated historic structure that is designated as of the date of permit application or one that is in the process of applying for such designation.
- Work must require a building permit.
- Projects must fall within the definitions of restoration, preservation and rehabilitation, as defined by the U.S. Secretary of the Interior (see below).
- Work can be for the following: routine maintenance and repair (water heater, plumbing, electrical); life safety projects, and those bringing building systems into compliance with current building and/or zoning codes; rehabilitation and restoration projects (major repair, flatwork, items that preserve historic character that require a permit).

- Qualifying interior project examples (where no Certificate of Approval is required)
 - Electrical
 - Mechanical
 - Plumbing
 - Interior rehab projects according to U.S. Secretary of the Interior's Standards
 - Basement finishes
- Qualifying exterior project examples (where Certificate of Approval is required)
 - Re-roofing
 - Rehab/repair of existing historic detached garages
 - Rehab/repair of existing historic carports
 - Rehab/repair of existing historic sheds
 - Rehab/repair of existing historic porches
 - Rehab/repair of existing historic retaining walls that have significance
 - Siding repair and replacement (if historically appropriate materials are used and in accordance with the Secretary of the Interior's Standards)
- New construction is eligible if the work is undertaken to keep the property viable and does not exceed 10% of the building footprint's square footage.
 - Example: an addition to a house for accessibility
- Projects which exceed 10% of the footprint must first receive Historic Preservation Commission approval.

List of Ineligible Projects

- Projects that do not meet the U.S. Secretary of the Interior's Standards
- Those projects paid for by insurance (such as a replacement roof) or a Greeley Urban Renewal Authority rehabilitation loan.
- New construction or improvement of new accessory structures, such as sheds and garages.
- New construction that is not for the purpose of keeping the property viable or adequately maintained
- Projects commenced without proper City of Greeley or Historic Preservation Commission or Staff approval (e.g., without a building permit or a Historic Preservation Certificate of Approval, if required)

Procedures (See flow chart)

- Applications will be reviewed and determined by Historic Preservation Staff, unless review is required by the Commission.
 - Staff decisions may be appealed to the Historic Preservation Commission within 10 calendar days of the Staff decision.
 - Decisions of the Commission will be considered final on all refund applications unless appealed to Council within 30 calendar days of the Commission decision.
 - Decisions will be based on the Secretary of the Interior's Standards and will be in accord with the definitions of restoration, preservation, and rehabilitation as established by the Secretary of the Interior, included below.
- All applications must include a copy of the permit receipt showing a breakdown of the permit cost.
- Approved refunds will be issued based on the availability of funds.
- Application must be made to the Historic Preservation Office for the refund within 6 months after the final inspection and/or Certificate of Occupancy (Certificate of Completion) is issued, whichever is later.

U.S. Secretary of the Interior Definitions

RESTORATION: the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

PRESERVATION: the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

REHABILITATION: the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Definitions (Section 24-1003(m))

Alteration means any act or process requiring a building permit, moving permit, demolition permit or sign permit for the reconstruction, moving, improvement or demolition of any designated property or district; or any other action in which a review by either the Historic Preservation Commission or the Historic Preservation Specialist is necessary under this Chapter and/or the district designation plan and in accordance with the definitions of major and minor alterations, for the purposes of this Chapter.

Maintenance, as used in this Chapter, means measures to protect and stabilize a property, including ongoing upkeep, protection and repair of historic materials and features. Maintenance shall include the limited and responsive upgrading of mechanical, electrical and plumbing systems and other Code-required work to make a property safe and functional.

Major alteration, for the purposes of this Chapter, means a modification to a structure that has potential to significantly alter the character of the property and includes, but is not limited to, window replacement; building addition; porch enclosure; reconstruction of a portion of the primary building; addition of dormers or other alteration to the roofline; reconstruction of features on a building; material replacement with a different material (e.g., siding); alteration or replacement of a character-defining feature; demolition; relocation; and new construction. Major alteration includes any modification that is not considered maintenance or a minor alteration.

Minor alteration, for the purposes of this Chapter, means a modification to a structure that does not significantly alter the character of the property and includes, but is not limited to, replacement of roof; installation and repair or replacement of gutters if exterior trim elements are not altered; reconstruction and/or repair of portions of secondary structures; addition or replacement of storm windows and doors to existing windows and doors; repair or replacement of architectural elements with the same material, design, size, color and texture; replacement of less than fifty percent (50%) of a porch railing;

replacement of original material with the same material (e.g., replacing a portion of wood siding with wood siding of the same size, profile and type); removal of nonoriginal material, such as vinyl, aluminum, etc.; adding awnings; repainting masonry; and signs requiring a permit.

Building Permit Fee Refund Process Flow Chart

