

Historic Preservation Commission Agenda

Regular Meeting

Monday March 3, 2025 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/84779866680>

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

March 3, 2025 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. Public Hearing to Consider a Request for Certificate of Approval for Major Alteration to Add an ADA ramp to the Centennial Village Museum Depot at 1475 A Street, Case No. HPDR2025-0004.
7. Colorado Preservation Inc. Saving Places Conference Reports
8. Commission Member Reports
9. Staff Report
10. Adjournment

Workshop

11. Triennial Review

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



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City of Greeley, Colorado
HISTORIC PRESERVATION COMMISSION PROCEEDINGS
Regular Meeting

February 3, 2025

1. Call to Order

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

2. Roll Call

The hearing clerk called the roll.

PRESENT

Chair Christen DePetro
Commissioner Doran Azari
Commissioner Marshall Clough
Commissioner Sean Jaehn
Commissioner Gabriel Llanas

Commissioners Dan Podell and Melissa Martinez were excused.

3. Approval of Agenda

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

Motion carried 5-0.

4. Approval of the Minutes

Commissioner Azari moved to approve the December 16, 2024, Historic Preservation Commission meeting minutes. Commissioner Clough seconded the motion.

Motion carried 5-0.

5. Report from Historic Greeley Inc.

Ron Thompson (Historic Greeley Inc.) reported that they were nearing close out of the state tax credit project of the Warnoco Boys' and Girls' Club project. Historic Greeley, Inc. is working with CSU to establish an intern program for interns to do projects at the Southard-Gillespie House. He also reported that Historic Greeley, Inc. will be hosting another Mother's Day Tea on Saturday, May 11th at the Southard-Gillespie House. Finally, he requested the opportunity to speak during

the discussion about the building permit fee refund program, agenda item number 9.

6. 2025 HPC Meeting Notice Date, Time and Location Designation

Commissioner Azari moved that the Historic Preservation Commission meetings during 2025 will be held on the 1st and 3rd Mondays of the month at 4:00 p.m. at the City Council Chambers, City Center South, 1001 11th Avenue, Greeley, Colorado, except in the event of cancellation due to holidays, attendance at conferences, and/or having no agenda items. Commissioner Llanas seconded the motion.

Chair DePetro called for a vote. Motion carried 5-0.

7. 2025 HPC Meeting Notice Posting Location Designation

Commissioner Azari moved to designate the City of Greeley meeting portal, <https://greeleyco.portal.civicclerk.com/>, as the official posting site for meeting notices of the Historic Preservation Commission, and the public lobby of City Center South, 1100 10th Street as the backup location for such postings. Commissioner Jaehn second the motion.

Chair DePetro called for a vote. Motion carried 5-0.

8. Board and Commission Legal Overview by the City Attorney's Office

Bobbier Cranston and Ned Chapin from the City Attorney's Office presented a legal overview for the Commission, including the role of the City Attorney's Office, the types of boards and commissions, the Colorado Open Meetings Act, the Colorado Open Records Act, ethics and conflicts of interest, and specifics about the Historic Preservation Commission.

9. Review and Update of Building Permit Fee Refund Policy to Add Based on Availability of Funds – Continued from December 16, 2024 Meeting

Ms. Kellums introduced Deputy Community Development Director Don Threewitt to provide explanation of the budget as it relates to the building permit fee rebate program. The current strategy is to transfer funds from another budgeted account because there has been no funding for the rebate account (funds were requested but not approved for the budget).

Mr. Threewitt reviewed the history of the rebate program and explained the options we are working on to fund the program. For anything we pay out, we have to pay it out of an expense account as a line item in the budget. We have asked for funds for this program for the last few years, but it has not gotten funded like other line items have not been funded. It is not singled out. For 2026 we are requesting \$10,000 for the rebate account for the 2026 budget. Currently, we transfer funds from other project accounts to pay for these refunds. We are

investigating creating an escrow/holding account or alternative for anticipated permit revenues. Finally, we are investigating pooling with other incentive funds from the Economic Development and Urban Revitalization Department.

The Commission and Staff discussed the options. Mr. Threewitt explained we cannot do a waiver because our City Charter restricts the use of them. We cannot waive fees for services, which includes building permit fees. The City Manager can waive fees, but they have been very conservative about doing that. Mr. Threewitt didn't remember it happening during the current City Manager's term. The idea of making a permit fee \$1 was discussed. Mr. Threewitt indicated that would be equivalent to a fee waiver and would require City Manager and City Council approval.

There would be the potential for requests to be rolled forward to the next year. The terminology "subject to availability of funds" is part of most government programs that provide any sort of funding to people.

Chair DePetro invited Ron Thompson, Historic Greeley, Inc. to speak as he had requested. He explained his experience with the building permit fee rebate, which they have used several times. He said they have gotten pushback from Finance when they have applied in the past. He pointed out that it is a codified incentive. He pointed out that the refund is something being requested that the applicant has already paid for, distinguished from government grants and tax credits. He stated the position of Historic Greeley, Inc is that the funds need to be set aside when they are paid in so they do not get absorbed into the city budget and can be refunded upon project completion, so there is not a question of whether the funds will be available. If you put the language in, fine, but set up a mechanism so that the funds are available.

Concerns of Commissioners were discussed including that preservation projects might not happen if there is not a guarantee of getting the refund. Discussion continued about the concern that applicants pay the fee but might not get the refund. The Commission continued to express concerns with adding the language "subject to availability of funds" because that could mean the funds are not there. It is either available or it's not.

Discussion continued. Suggestion was made of using "funds over a certain amount are subject to availability." Mr. Threewitt explained the staff's intent to explore the options and find a solution.

Chair DePetro moved to table the discussion regarding the building permit fee program to add the language based on availability of funds, which has been continued from the December 16, 2024, meeting to an unknown date. Commissioner Azari seconded the motion.

Motion carried 5-0.

10. Section 106 Review of 5th Street Bridge Replacement

Ms. Kellums introduced the item and explained that CDOT has requested Commission input on the impact of the proposed project on historic resources in the Area of Potential Effects, including on the No. 3 Ditch and the two properties adjacent to the ditch and this project. Staff recommends concurrence with CDOT's determination of no adverse effects on any historic property. Ms. Kellums clarified that Greeley Historic Register-designated Houston Gardens is not impacted by the project so was not considered in the Area of Potential Effects.

City Traffic Engineer Scott Logan clarified that the existing bridge is structurally deficient. He indicated this important section of bridge carries 10,000 vehicles per day. The project will widen the bridge and accommodate wider sidewalks and improve safety. It will not impact the condition, use, or alignment of the ditch.

The Commission reviewed the project and agreed there are no adverse impacts to the properties and had no concerns.

11. Historic Preservation Commission Triennial Review

Ms. Kellums reported that the Commission will be having a triennial review with the City Council which will include the Commission completing a questionnaire and work plan for this year. The Commission suggested having a workshop after the next meeting and following meetings if needed.

Ms. Kellums indicated it would be scheduled for a workshop on March 3rd.

12. Historic Preservation Month Planning

Ms. Kellums reminded the Commission that May is Historic Preservation Month, and it will come soon. She reported that the History Brown Bag series, which was most recently the History Presentation series, will now be called the History Hour series. She reported on some upcoming History Hour presentations.

She indicated she will schedule a Historic Preservation Month Proclamation for 2025 for a City Council meeting in May. She asked for ideas for the Historic Preservation Month event.

Chair DePetro asked about the possibility of having an event at the Boys and Girls Club during May. She thanked Ms. Kellums for sharing the link to the news coverage about the site. Ms. Kellums will ask the director about having an event there.

Ms. Kellums will send out an email to the Commission to request volunteers to help plan the Historic Preservation Month event.

13. Commission Member Reports

Commissioner Azari reported that he attended part of the CAMP presentations at the Colorado Preservation, Inc conference and he concluded that what we are doing in Greeley is very good and we are not struggling with things that other communities are because of what we have established in our Code.

14. Staff Report

Ms. Kellums reported on several items to the Commission. First, she reported that Commission meetings will be canceled April 21st and May 5th due to technology upgrades in the City Council Chambers. Also, she reported History Fest will be the first week of May, and there will not be History Fest in September this year. She encouraged Commissioners to come participate in teaching kids about old buildings. Finally, she and Commissioner Llanas will be presenting some of what they learned from the CPI conference at the next meeting on March 3rd.

15. Adjournment

With no further business before the Commission, Chair DePetro adjourned the meeting at 5:41 p.m.

Christen DePetro, Chair

Betsy Kellums, Secretary

HISTORIC PRESERVATION COMMISSION SUMMARY

ITEM: Certificate of Approval for Major Alteration

CASE NUMBER: HPDR2025-0004

PROJECT: ADA Ramp addition to Centennial Village Museum Depot

LOCATION: 1475 A Street

APPLICANT: Geoff Havens, on behalf of property owner, the City of Greeley

CASE PLANNER: Betsy Kellums, Planner III – Historic Preservation

HISTORIC PRESERVATION COMMISSION HEARING DATE: March 3, 2025

HISTORIC PRESERVATION COMMISSION FUNCTION:

Review the proposal for compliance with Criteria and Standards for altering designated properties or contributing properties in an historic district in Section 24-1003j of the City of Greeley Municipal Code and approve or deny the request.

PROJECT OVERVIEW AND BACKGROUND:

Proposed Project

On February 6, 2025, Geoff Havens, Historic Sites Supervisor, representative of property owner the City of Greeley, submitted an application for a Certificate of Approval to the Historic Preservation Office for installation of an ADA ramp on the Depot at Centennial Village Museum. Staff determined the application to be complete on February 7, 2025. The applicant requests approval to install an ADA ramp on the front of the Depot building near the entrance to Centennial Village Museum.

Please see the application and narrative for a Certificate of Approval, current photograph, ramp drawings, and existing site map.

Architectural Description

Centennial Village (CV) consists of approximately 50 buildings, structures and objects moved to the site or constructed on site to depict various historical themes in Northern Colorado history. The landscaping and building/structure arrangement were designed to portray the environment in which they originally would have been constructed.

CV is laid out in three general areas, including the Colorado High Plains Environment, Colorado High Plains Communities, and Colorado High Plains Businesses. The resources in the environment section portray the rural and nomadic way of life on the plains, while the communities and businesses section portray aspects of the more permanent communities. Combined, the three sections provide a clear picture of life on the Colorado Plains during the time it portrays.

The layout has expanded as buildings have been moved to the site and constructed onsite as reproductions of historic building types. As CV has expanded, landscaping and design has followed the original plan to ensure the interpretation of the buildings and structures conveys the historic significance and themes to which they are tied.

Background

Centennial Village Museum is designated on the Greeley Historic Register and is subject to review by the Historic Preservation Commission for major alterations. The criteria in Section 24-1003j, the Secretary of the Interior's Rehabilitation Standards, and the General Historic Preservation Design Review Guidelines apply to this property.

SITE DATA:

Legal Description:

GR5705 ALL BLK186 ALSO VAC E-W ALLEY &N-S ALLEY EXTENDING FROM B ST NLY TO ISLAND GROVE PARK ALSO PT N2 VAC B ST ADJ TO L6 & E130' L5, City of Greeley, County of Weld, State of Colorado, and

GR5704 BLK 185 ALSO VAC N-S ALLEY ADJ TO EXTENDING FROM B ST NLY TO ISLAND GROVE PARK ALSO N2 VAC B ST ADJ TO, City of Greeley, County of Weld, State of Colorado, and

GR5707 L1-2 N OF C&S RR NW4NE4 6 5 65 TOG WITH S2 VAC B ST ADJ TO EXC A ST DEDICATED 8/17/83 BK 1005 REC #1937459, City of Greeley, County of Weld, State of Colorado

Designation:

Individually listed on Greeley Historic Register (GHR)

Year Property Built:

1910, 1979 (Depot moved to CV)

Architectural Style:

Railroad Architecture with Craftsman features

Historic Preservation Commission Summary

Certificate of Approval
1475 A Street, Centennial Village Museum Depot
3 March 2025

Zoning:	Industrial – Low
Dates of Significant Renovations:	CV Established in 1976 with some buildings moved to the site; more buildings added later and structures built on site to represent aspects of Greeley, Weld County and Colorado Plains history. Memo from Henry Epstein, Planning Administrator, to Zoning Board of Appeals, requesting a variance for development in flood fringe areas for past and continuing work at Centennial Village, date: 11/24/1993. Permit to install gas line for heating system to Carpenter House; Permit# A-910890; date: 7/30/1991. Permit to add A/C and furnace to Carpenter House; Permit# A-910874; Date: 7/24/1991. Permit to pour slab for beet shanty; Permit# B890372; Date: 6/14/1989. Permit to construct Friends Shade Pavilion on patio adjacent to Hall House; Owner: City of Greeley; Contractor: City of Greeley; Architect: Bruce F. Meyer of Loveland; Permit# 16060142; Date: 6/9/2016. Source: Building Permit File for 1475 A Street

KEY ISSUES AND ANALYSIS:

The proposed work is evaluated according to the relevant criteria for alteration of designated properties, defined in Section 24-1003j of the Greeley Municipal Code, as follows in the staff analysis.

Greeley Municipal Code, Section 24-1003j Criteria for Certificate of Approval

1. Alterations. Criteria and standards for alterations to a designated property or a property in a historic district are as follows:

- (a) The effect of the alteration or construction upon the general historical or architectural character of the designated property.*
- (b) The architectural style, arrangement, texture and materials of existing and proposed construction, and their relationship to other buildings.*
- (c) The effects of the proposed work in creating, changing or destroying the exterior architectural features and details of the structure upon which the work shall be done.*
- (d) The compatibility of accessory structures and fences with the main structure on the site and with adjoining structures.*
- (e) The effect of the proposed work upon the protection, enhancement, perpetuation and use of the landmark or landmark district.*
- (f) Compliance with the current Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, as defined in 24-1003.m.*
- (g) If the property is a non-contributing property in a historic district, then alterations will be in accordance with the district designation plan as recommended by the Commission and approved by City Council.*
- (h) Other requirements for alterations of a designated property or contributing property in a district as are required by the procedures and bylaws established by the Commission.*

Secretary of the Interior's Standards for Rehabilitation

- (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.*
- (2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.*
- (3) Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings will not be undertaken.*
- (4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
- (5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

- (6) *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
- (7) *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
- (8) *Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
- (9) *New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
- (10) *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Applicable Guidelines from the Historic Preservation Design Guidelines

New Alterations and Additions

When planning new alterations and additions, consider the effect on significant historic materials and features of the property. Loss of historic building fabric should be minimized. The addition should not affect the ability to perceive the historic character of the building, especially from public ways, such as streets, alleys, and parks. Contemporary interpretation of the original structure is an appropriate alternative to a more replicative design. It needs to be compatible with the overall architecture but simplified in style and detailing and must appear newer.

33. Minimize negative effects on original materials and features when planning additions and alterations to a historic building.

Avoid obscuring or removing significant features to accommodate new additions and alterations.

34. Minimize negative technical effects upon original features.

- a. Consider the technical impacts of new construction on a historic structure. For example, a construction process may cause vibration that results in cracks in a historic masonry wall.
- b. New alterations should be accomplished in such a way that they can be removed without

destroying original materials or features.

- 35. Design additions to historic buildings so that original materials or features will not be destroyed or obscured.**
- 37. Design additions and alterations to be compatible in size, scale, and appearance with the main building.**
- a. An addition or alteration should be visually subordinate to the main building.
 - b. An addition or alteration should be simpler than the original structure. For example, incorporate simplified versions of character defining elements of the original structure.
 - c. Use roof forms that are compatible with the original structure. The shape, pitch, and material should be similar to the original structure.
 - d. Maintain the solid-to-void (wall to opening) ratio of the original structure.
- 38. Use materials that are compatible with the primary structure.**
In a district, materials similar to those of adjacent structures may also be considered.
- 44. Design handicap access so as to minimize its visual impact on the building.**
- a. Handicap access should be designed in such a way that it does not destroy the essential character of the building
 - b. Use removable or portable ramps to provide access whenever possible.

Staff Analysis:

The proposed project complies with the applicable criteria and standards for the following reasons:

The proposed installation of an ADA ramp on the front (south) side of the depot at Centennial Village Museum would have a neutral impact on the general historical and architectural character of the depot and on Centennial Village Museum as a whole. The proposed ramp would be compatible with the building and would not affect historic materials, as the existing front porch and steps are not original to the building but were installed in the ca. 1980s. The stairs have been replaced multiple times since being installed. While the site is important for association with the establishment of the museum, the stairs and porch are a small and minor feature on the depot and village as a whole. The existing ramp does not meet ADA requirements, as it is too steep, and missing pavers cause it to be uneven with trip hazards.

The ramp would not affect the physical characteristics or features of the building or village as a whole and would be compatible with the depot and village. The proposed ADA ramp with a simple design would be historically appropriate and compatible with the area.

The proposed ramp would protect, enhance, and allow the site to continue to be used for historic interpretation of Greeley's history because it would increase accessibility to the site and be in compliance with ADA requirements.

The proposed ramp meets the Secretary of the Interior's Standards for alterations because it is reversible and would not affect any historic materials. If removed in the future, it would not adversely affect the integrity of the property. For these reasons it meets the Secretary of the Interior's Standards for Rehabilitation.

The proposed ramp on the front of the building would not obscure or remove significant features since the existing porch and steps are not original or significant architectural features. The design and materials of the ramp, including the concrete ramp and composite deck would be compatible with the building. The design minimizes the impact on the building, and it would not destroy the essential character of the building or any features. If removed in the future, it would not destroy historic features. For these reasons, the proposed ramp meets the guidelines.

In summary, for these reasons, the proposed installation of an ADA ramp on the front of the Depot at Centennial Village meets the criteria and standards in Section 24-1003(j) of the Greeley Municipal Code, including the Secretary of the Interior's Standards and the Historic Preservation Design Review Guidelines.

Section 24-1003(j) (1) Criteria and Standards Addressed: a, b, c, e, f, and h (Secretary's Standards #9, 10) and the Historic Preservation Design Guidelines.

PUBLIC NOTICE:

Greeley Municipal Code Section 24-1003(f) specifies public notification requirements for Certificate of Approval applications, specifically posting a sign at the property, readily visible by adjacent property owners and from the public right-of-way, no less than 14 days prior to the public hearing. The applicant posted notice at this property on February 13, 2025. On February 11, 2025, Staff emailed a letter of notification to the applicant with the date, time and location of the public hearing.

STAFF RECOMMENDATION:

Staff recommends approval of the installation of an ADA ramp on the front of the depot at Centennial Village Museum.

RECOMMENDED MOTION:

A motion that, based on the application received and the preceding analysis, the Commission finds that the proposed installation of an ADA ramp on the front of the Depot at Centennial Village Museum at 1475 A Street meets (1) Criteria and Standards a, b, c, 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.

ATTACHMENTS:

Attachment A – Application & Narrative for Certificate of Approval

Attachment B – Current Photograph

Attachment C – Ramp drawings

Attachment D – Existing Site Map



City of Greeley
Community Development Department
Historic Preservation Office
1100 10th Street
Greeley, CO 80631
970.350.9222
www.greeleygov.com/hp

PROCEDURES FOR MAJOR ALTERATIONS TO A HISTORIC PROPERTY

Application Packet

The City of Greeley's Historic Preservation Code, Section 24-1003 of the Greeley Municipal Code, requires that no major exterior alteration be made to any designated historic property or any property within a designated historic district without a Certificate of Approval issued by the Historic Preservation Commission. 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 the Historic Preservation Code and/or the district designation plan and in accordance with the definitions of major and minor alterations. The Historic Preservation Commission issues Certificates of Approval to indicate its approval of major alterations. Major alteration 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. The Historic Preservation Commission makes all Certificate of Approval decisions for major alterations, which may be appealed to City Council. The Commission may approve, approve with conditions or deny applications.

The Commission will review the Certificate of Approval applications according to the following criteria and standards in Section 24-1003j of the Greeley Municipal Code:

- (1) Criteria and standards for alterations to a designated property or a property in a historic district are as follows:
 - (a) The effect of the alteration or construction upon the general historical or architectural character of the designated property.
 - (b) The architectural style, arrangement, texture and materials of existing and proposed construction, and their relationship to the other buildings.
 - (c) The effects of the proposed work in creating, changing or destroying the exterior architectural features and details of the structure upon which the work shall be done.
 - (d) The compatibility of accessory structures and fences with the main structure on the site and with adjoining structures.
 - (e) The effect of the proposed work upon the protection, enhancement, perpetuation and use of the landmark or landmark district.
 - (f) Compliance with the current Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, as defined in 24-1003(m).

- (g) If the property is a noncontributing property in a historic district, then alterations will be in accordance with the district designation plan as recommended by the Commission and approved by City Council.
- (h) Other requirements for alterations of a designated property or contributing property in a district as are required by the procedures and bylaws established by the Commission.

DEFINITIONS

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.

CERTIFICATE OF APPROVAL PROCESS

Step 1. Pre-Application Conference

- Consult with Historic Preservation Staff @ e-mail: elizabeth.kellums@greeleygov.com) or (970) 350-9222
- Receive Application Form for Certificate of Approval
- Review requirements with Historic Preservation Staff

Step 2. Formal Application

- Submit Application Form for Certificate of Approval and all required information through eTRAKiT on the City of Greeley website: <http://greeleygov.com/services/etrakit>
- Application requires owner signature if owner is not the applicant.
- Special information may be requested by the Commission if required for use by persons or groups providing advisory assistance.
- Incomplete applications will hold up the process. Additional information may be requested.

Step 3. Notification, Scheduling and Posting

- **Allow a minimum of 21 days from the receipt of the application to the date of the public hearing.** Additional time may be required on a case-by-case basis.
- The City will mail or email a notice of the hearing to the applicant and property owner no less than seven days prior to the hearing. The Historic Preservation Commission will hold the public hearing at a regularly scheduled meeting. They meet on the first and third Mondays of each month at 4:00 p.m.
- The City will post a sign at the property seven days prior to the hearing.

Step 4. Public Hearing

- Attend the Certificate of Approval Hearing. The formal hearing will follow a pre-written agenda as follows:
 - a. Chair Introduces Public Hearing Agenda Item
 - b. Historic Preservation Staff Report
 - c. Applicant presentation
 - d. Public comment.
Names and addresses for the record
 - e. Applicant rebuttal
 - f. Chairman calls for motion and Commission discussion

Step 5. Disposition

- Approval or denial of the Application for Certificate of Approval shall be granted after the Commission has heard all interested parties and relevant evidence.
- If the Application is approved, alteration, relocation or demolition of the structure may not commence until the Certificate of Approval has been filed with the Weld County Clerk and Recorder and all required permits have been issued. ***The City will get the Certificate of Approval and required attachments, such as architectural drawings, recorded by the Clerk and Recorder.***
- ***If approved, work shall be completed within twelve (12) months of the date of Commission approval, with the option for two (2) six-month extensions, as approved by the Community Development Director.***

***The applicant is responsible to pay all required recording fees. The Historic Preservation Staff will input the fee into TRAKiT and will inform the applicant of the cost of recording. Please provide payment in the form of electronic check or credit card through the eTRAKiT portal.** Recording fees are \$15 for the first page that is 8 ½” x 11” (letter) or 8 ½” x 14” (legal) and \$5 for each additional page. For questions about what the recording fee will be, please contact the Historic Preservation Staff at 970.350.9222.



City of Greeley Community Development Department, Historic Preservation Office, 1100 10th Street, Greeley, CO 80631 970.350.9222
www.greeleygov.com/hp

*APPLICATION FORM FOR CERTIFICATE OF APPROVAL
 MAJOR ALTERATIONS*

The City of Greeley's Historic Preservation Code, Section 24-1003 of the Municipal Code, requires that no exterior major alteration is permitted of any designated historic property or property within a designated historic district without a Certificate of Approval issued by the Historic Preservation Commission. **Please complete pages 5, 7, and 8 and add additional sheets as necessary.**

PROPERTY OWNER(S)

Name: Geoffrey Havens
 Address: 1475 A Street, Greeley CO 80631
 Phone: 970-350-9592
 Cell phone: 970-381-1170
 Email: geoff.havens@greeleygov.com

**APPLICANT (if different
 From property owner)**

Name: Chris Bowles
 Address: 714 8th Street, Greeley CO 80631
 Phone: 970-350-9218
 Cell phone: chris.bowles@greeleygov.com
 Email:

HISTORIC PROPERTY

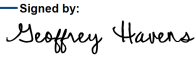
Name: Centennial village Museum
 Address: 1475 A Street, Greeley CO 80631

Historic District (if applicable):

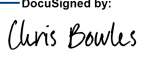
Legal Description:

GR5705 ALL BLK 186 S; DP VAC E-W ALLY & N-S ALLEY EXTENDING FROM B ST NL Y TO ISLAND GROVE PARK ALSO PT N2 V AC B ST ADJ TO L6 & EI30' LS City of Greeley, County of Weld, State of Colorado
 and GR5704 BLK 185 ALSO VAC N-S ALLEY ADJ TO EXTENDING FROM B ST NL Y TO ISLAND GROVE ALSO N2 VAC B ST ADJ TO, City of Greeley, County of Weld, State of Colorado and GR5707 LI-2 N OF C&S RR NW4NE4 6 5 65 TOG WITH S2 VAC B ST ADJ TO EXC A ST DEDICATE

Certification: I certify that the information and exhibits hereon with #1037419, dated 8/17/2015, are true and correct to the best of my knowledge.

Applicant (Print): Geoffrey Havens Telephone: 970-350-9592
 Signature:  Date: 2/4/2025
Signed by: 721C3ED2F1B4478...

Property owner's signature required. If applicant is other than property owner, property owner approves of the applicant's proposed project.

Owner (Print): Chris Bowles Telephone: 970-350-9218
 Signature:  Date: 2/6/2025
Signed by: 4562D6A36087466...

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MAJOR ALTERATIONS CERTIFICATE OF APPROVAL SUBMITTAL CHECKLIST

Include all pertinent information identified on the following page(s), as well as special information requested by Historic Preservation Staff. Add additional sheets for narrative/information as necessary. Additional copies may be requested by Staff, if required for use by persons or groups providing advisory assistance. Submit this application and all required attachments through the City of Greeley website project module of eTRAKiT:

<http://greeleygov.com/services/etrakit>

The need for additional documents, as listed below, will be determined in a consultation with Historic Preservation Staff and may include:

ALTERATIONS

- ☐ Pre-application Conference (in person or phone) (not required)
- N/A

Date
- ☒ Application Form signed by applicant and owner (if different)
- ☒ For projects involving architectural drawings, one set 11"x17" (and larger if requested) scaled project drawing(s), including name, date, project address, north arrow, graphic scale, date of drawings, and name, address & phone of owner and designer (if drawings are needed); or
- ☐ Mock-Up of signs or awnings, as needed
- ☐ Product literature, if applicable, such as for window, roof projects, etc.
- ☒ If the proposal is for replacement of historic material, such as windows or siding, provide estimates from qualified contractors for repair and restoration and for replacement.
- ☒ Digital photos accurately representing existing materials, colors, and textures of each side of the building, site or structure to be affected. Date the photographs. Provide information about the view (such as view looking to the north), name of the photographer and about the subject of the photo.
- ☒ Narrative of the proposed project (please type or print legibly on a separate page) Please include responses to the following:

a. What is the proposed project? Include detailed information about materials, design, measurements, location on the building or property.

b. Time constraints on the project/Project urgency?

- c. **Identify which design guidelines relate to the project. Explain how the proposed project meets the guidelines. Provide justification if the proposed project does not meet the guidelines.**

Guidelines are available for download on the City's historic preservation website,
<http://greeleygov.com/services/historic-preservation/documents>

General guidelines are relevant for individually designated properties. District guidelines are also available for properties located with Greeley Historic Register designated districts.

Contact the Historic Preservation Office at 970.350.9222 or elizabeth.kellums@greeleygov.com for more information or for assistance.

Union Pacific Depot Access Ramp Major Alteration Narrative

Narrative of the proposed project (please type or print legibly on a separate page)
Please include responses to the following:

- a. **What is the proposed project? Include detailed information about materials, design, measurements, location on the building or property**

The proposed project is the creation of a ramp, staircase, and landing for the Union Pacific Depot (Depot) at Centennial Village Museum (CVM) that satisfies that requirements of the Americans for Disabilities Act (ADA) such that the building can become CVM's visitor center, as has been identified since the early days of the museum's existence. The stairway, landing, and ramp will be constructed on the south side of the Depot, largely in the footprint of the current stairway structure, with the new ramp portion running down the side of the building to the west to meet the existing sidewalk. The area the ramp is planned for is currently a gravel bed that contains a few movable planters for flowers during the growing season and one small exhibit sign that will need relocation.

The staircase and landing portion of the project will occupy roughly the same footprint as the existing porch and staircase (11ft long, 8ft wide, running from ground up to the level of the current doorway). The staircase and landing will use a steel understructure covered by the same trex material that was used to create the stairway and landing to be replaced. The ramp portion will be poured concrete covered by non-slip tread. The ramp's dimensions will be 4ft wide and run from the edge of the landing west 21ft to ensure it's slope will comply with ADA standards.

Design for the project has been overseen by the City of Greeley's Public Works department, utilizing LT Engineering of Denver CO and Halcyon Design LLC of LaSalle CO, and reviewed by city staff to ensure it meets ADA and city requirements.

- b. **Time constraints on the project/Project urgency?**

This is a project of significant need and thus timeliness for the City of Greeley Museums. Staff plan to transfer Visitor Services Operations to the Depot in May of 2025 as directed by the Museums Manager to improve operational efficiency and customer experience. Accordingly, museum staff seek to have an accessible building by that time for visitors to access. Further, the interior of the current visitor center has been planned for transformation into a makers/studio space during 2025 and work on that project cannot begin until the Visitor Services Operations are transferred to the Depot.

- c. **Identify which design guidelines relate to the project. Explain how the proposed project meets the guidelines. Provide justification if the proposed project does not meet the guidelines.**

The Depot Access Ramp project falls under the preservation approach of rehabilitation, falling under the general guidelines of doors, entrances, and new alterations to an existing structure and its footprint.

With all visitors required to visit the Depot at the start of their visit to Centennial Village, an accessible entrance is called for to provide a safe entryway for all. A ramp does currently exist on the east side of the structure which is both too steep and made of paver stones that fall out of alignment regularly, causing depressions which pose trip and similar hazards. It is not ADA compliant. When considering overall impacts to Centennial Village and its historic footprint, a renovation to the front access is both more cost efficient and better preserves access to CVM walkways and exploration routes as a whole. It also allows for better use of the original historic entrance to the depot by visitors of all abilities.

This ramp, stairway, and landing are all reversible features if such action needed to be taken in the future without detriment to the Depot as they are only loosely connected below the historic threshold of the main entrance using steel bolts. This is a purposeful preservation solution designed to have minimal impact on the original structure.

The existing circa 1980s stair and landing will be removed and replaced to approximate the original in form apart from the landing. The landing will be rebuilt to be level with the top of the ramp. The new stairs and landing will have a concrete and steel foundation to ensure low future maintenance needs. This modern base will be covered in the same color Trex (wood alternative) that is currently found on the other two staircases of the Depot and commonly seen on other buildings at Centennial Village as well. This Trex material provides the approximation of wood while ensuring a longer lifespan of the structure and lower annual maintenance costs for the museums. The faux wood resembles historical materials used during the original life of the structures, and within their existence at Centennial Village Museum.

This project does not require any movement of, or changes to, the historic doors or entrance threshold of the depot. The edge of the new deck will run right up to the threshold of the building to accommodate ADA guidelines.

As a new alteration to the structure, this proposal ensures that original building material will not be destroyed but does trade off some degree of obscuration for much greater accessibility for museum visitors. However, the original Depot sits on an elevated foundation perhaps giving a false impression of the original height of the structure when in original use. The area that will be obscured is the later 1980s foundation covered in wood siding. The original historic depot will not be obscured. The structure does not mask the proportions or much of the building's character as viewed from the most commonly used approach angles. Further, it is planned that the concrete ramp itself will be painted as funding allows to more seamlessly blend with the color of the adjoining staircase and landing and in turn contrast more effectively with the bright color of the Depot itself.

These changes impact a part of the structure that is not part of the historic building itself. The staircase to the Depot has been replaced at least twice since 1977 in varying materials and was not present when the building was first arrived at CVM.

Overall, this project seeks to preserve and enhance traditional entrance patterns to the structure in its new use, while renovating the accessway to the building such that it is accessible for all visitors while taking away as little view of the broader historic character of the building as possible.

HPDR2025-0004 Photos



Before



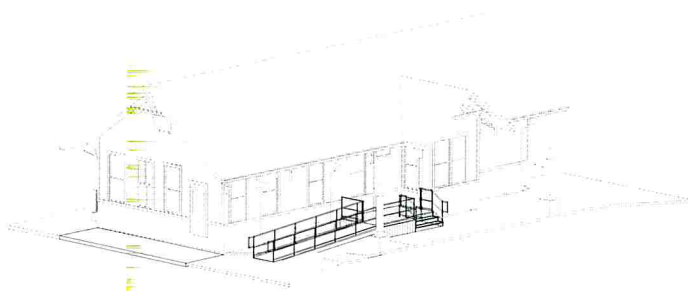
Ramp 2/20/25



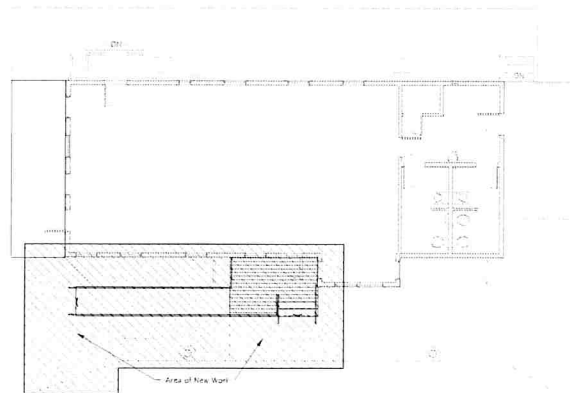
Ramp, 2/20/25

Centennial Village New Ramp

1475 A Street
Greeley, CO 80651



Vicinity Map
Not to Scale



Key Plan - Existing Building
Not to Scale

Architect:



Halcyon Design LLC
PO Box 684
LaSalle, CO 80645

Structural Engineer:

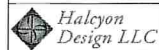
LT Engineering
5620 Zuni St
Denver, CO 80221

Legend	
	Detail Number
	Sheet Number
	Elevation Markers
	Room Number & Detail
	Control Joint
	Compacted Soil Fill
	Gravel
	Sand
	Concrete
	Expansion Joint
	Blind Insulation
	Rigid Insulation
	Fiberglass GCB
	Gypsum Board Drywall
	Wood Blocking
	Finish Carpentry
	V.I.P.
	Unless Noted Otherwise
	Masonry Opening
	Dr. Center

Project Information	
Jurisdiction:	City of Greeley
Parcel No.:	080321400002
Legal Description:	GR 5705 ALL BULK BE ALSO VAC IN ALLEY # N S ALLEY EXTENDING FROM B ST TRY TO ISLAND GROVE PARK ALSO PT N2 VAC B ST ADJ TO L6 # E130 L5
Subdivision:	GREELEY CITY BLOCK 162
Zoning:	C-M Commercial High Density

Sheet Index	
A00	Cover Sheet
A10	Description & New Work Plans & Accessory Diagrams
A20	Elevations & Section
S1	Structural Deck & Ramp Plans

Centennial Village Ramp
1475 A Street
Greeley, CO 80651



PO Box 684
LaSalle, CO 80645
303.906.2617



DATE
11.1.23

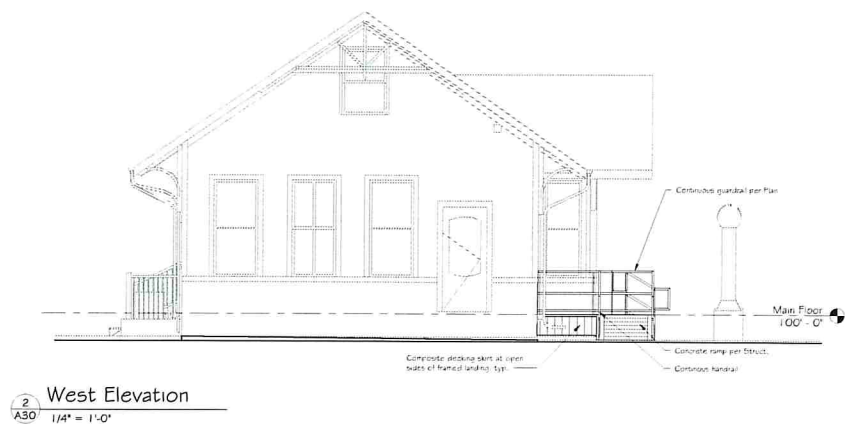
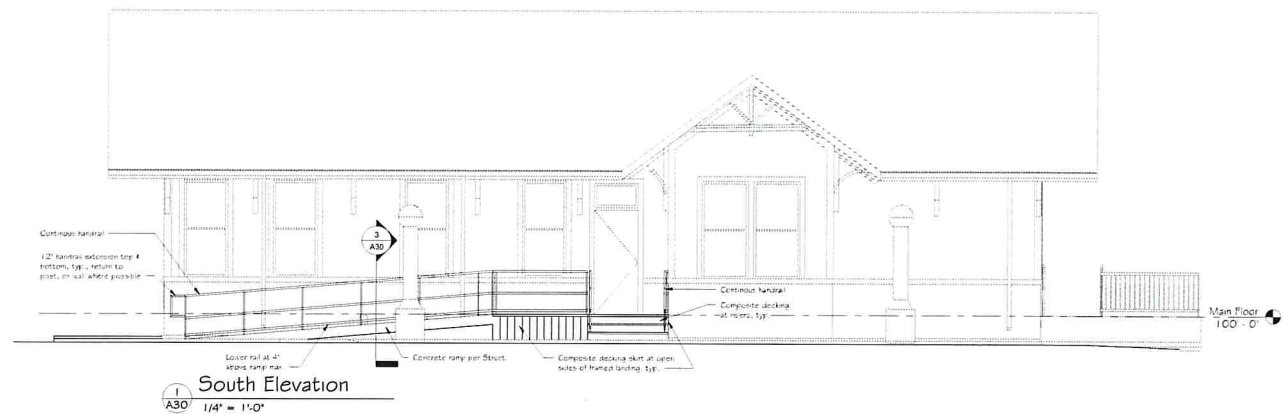
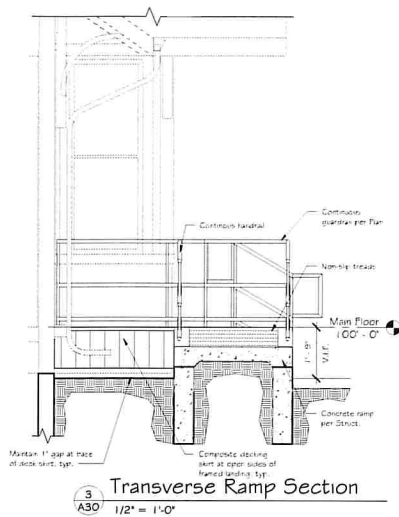
REVISIONS

SHEET TITLE
Cover Sheet

SHEET NUMBER

A00

Project No. 2316



IF ANY INFORMATION IS REQUIRED FOR THE DESIGN OF THE STRUCTURE, THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY INFORMATION. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY INFORMATION. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY INFORMATION.

Cenntennial Village Ramp 1475 A Street Greeley, CO 80651



PO Box 684
LaSalle, CO 80645
303.906.2617



DATE
11.1.23

REVISIONS

SHEET TITLE
Elevations & Details

SHEET NUMBER

A30

Project No. 2316

DESIGN LOADS: Greeley, CO 80651
2021 IBC, ASCE 7-16
City of Greeley Amendments

[illegible]

OVERALL NOTES

- a. All materials and workmanship shall conform to governing building code.
- b. Plans, sections, and details are not to be scaled for determination of quantities, lengths, or fit of materials.
- c. Principal openings are shown on the drawings. See Architectural, Mechanical, and Electrical drawings for sleeves, curbs, inserts, etc.
- d. Unless noted otherwise, see U.N.C.

FOUNDATION DESIGN

- Soil conditions and types shall be verified by a representative of the Geotechnical Engineer during excavation.
- Follow all recommendations in geotechnical report for subgrade preparation under slabs-on-grade and foundation elements.
- All assumed values shall be verified by the Geotechnical Engineer and summarized in a written report, prior to construction.

d. Design of individual
assessments, review, and

- e. Soils are assumed to be free draining, stable, and nonexpansive.

CAST-IN-PLACE CONCRETE

- | Element | f_c (psi) | w/c max. | air % | Exposure |
|----------|-------------|----------|-------|----------------|
| Footings | 4,000, NW | - | - | F0, S0, W0, C1 |
| Walls | 4,500, NW | 0.45 | 5 | F2, S0, W0, C1 |

All elements: maximum aggregate size: 3/4"
slump: 4" $\pm$ 1"
air: $\pm$ 1.5%

- g. Concrete shall be proportioned utilizing Type II cement concrete susceptible to freezing shall be formulated for minimum temperature in accordance with the ACI Manual of Concrete Practice.
- h. Contractor shall notify engineer of cold plant locations prior to placement.
- i. Cold weather and hot weather concreting procedures shall be provided if conditions warrant, as recommended in ACI Manual of Concrete Practice.
- j. All exposed edges and corners shall be chamfered 3/4".
- k. At anchor bolts for beam and column bearing plates shall be secured with wedge samples.
- l. Joints shall be located and located to least impact strength and appearance of structure as approved by the Architect. No horizontal joints shall be permitted in concrete columns.
- m. All construction joints shall be prepared by roughening the surface of the concrete in an approved manner such that the aggregate is exposed and the surface is free of oil, grease, laitance, loose particles or damaged concrete.
- n. Provide concrete shear keys at vertical cold joints and where required.
- o. Concrete reinforcement shall be accurately placed and adequately supported before concrete is placed. It shall be constructed in accordance with the latest standards permitted in Section 1607.22 of the I.B.C.

REINFORCING STEEL:

Reinforcing Bars	ASTM A615-79, Grade 60
Welded Reinf. Bars	ASTM A706-82a, Grade 60
Welded Wire Fabric	ASTM A 185

- At detailing, fabrication, and placement of reinforcing steel shall be in accordance with the ACI Manual of Concrete Practice.
- At reinforcing steel splices in concrete, lap bars 53 diameters. At reinforcing steel splices in masonry, lap bars 48 diameters. Lap welded wire fabric one full panel and tie together. At corners, make horizontal bars continuous or lap together.

- c. Around openings and steps in walls, provide (2) #5, extending 2'-0" beyond edge of opening or step in all directions. At re-entrant corners without control joints in slabs-on-grade, provide (2) #4 x 4'-0" diagonal in slab. At re-entrant corners in slabs-on-deck, provide (2) #3 x 4'-0" diagonal in slab.
- d. Except as noted on the drawings, minimum concrete protection for reinforcement shall be in accordance with ACI

STRUCTURAL STEEL:

- ASTM A556**—All materials shall be detailed, fabricated, and erected in accordance with AISC Specification for Structural Steel Buildings, Allowable Stress Design and Plastic Design, 13th Edition, and Code of Standard Practice, latest version. Steel shall conform to the following table:
- | | |
|---------------|-----------------|
| W, WT, Shapes | ASTM A992 |
| Channels | ASTM A36 |
| Plates | ASTM A572 |
| HSB | ASTM A500 gr. B |
- Plates shall conform to ASTM A332 and shall conform to ASTM A514. Bolt size shall be 3/4". Unless noted otherwise, all bolts shall be A325.
- Welding shall conform to AWS D1.1, Structural Steel Welding, and shall consist of joints and connections shall consist of joints of 1/4" angles using the maximum allowable weld size. Specification for Structural Steel Buildings—Allowable Stress Design and Plastic Design, 13th Edition.
- Welding shall be done in accordance with AISC and AWS specifications and standards.
- f. Heated anchor bolts (H.A.B.)** shall be attached to structural elements with a welding machine approved by the Engineer and installed in accordance with the following welding specifications.
- g. Detailing** shall include the following:
- 1. Detailing of all field welds until welds are completed.
 - 2. Detailing of all welds to be 1/4" diameter fillet (or approved equal). Drive pins shall have a 1/2" min embedment in concrete base material. Drive pins shall embed into the concrete base material.

STRUCTURAL ERECTION AND BRACING REQUIREMENTS

- a. The structural drawings illustrate the completed structure with all elements in their final positions, properly supported and braced.
- b. The Contractor, in the proper sequence, shall provide shoring and bracing as may be required during construction to achieve the final completed structure.
- c. Observation visits to the site by the Structural Engineer shall not include inspection of the shoring and bracing elements.

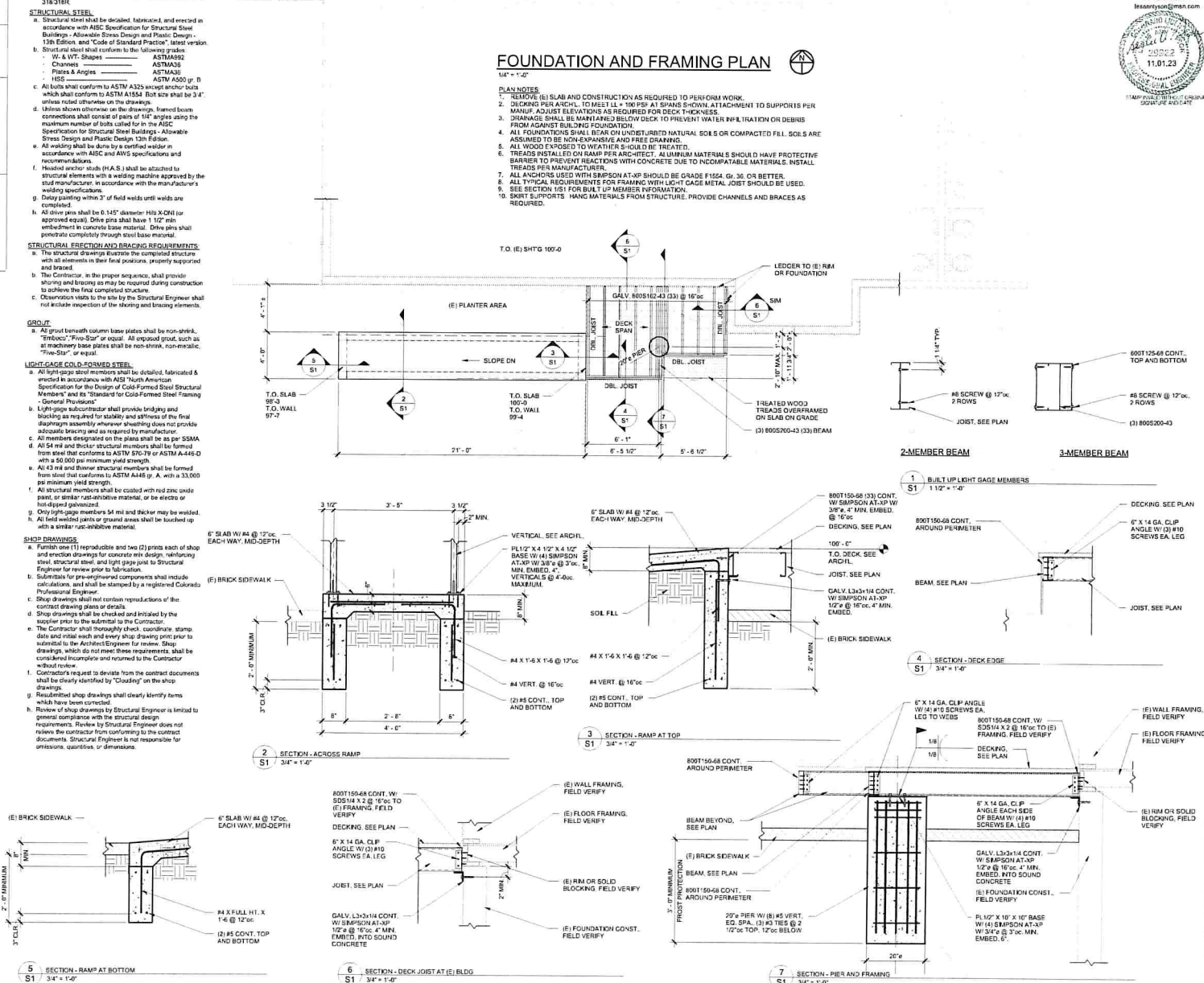
- g. All grout beneath column base plates shall be non-shrink, "Emboeco", "Five-Star" or equal. All exposed grout, such as at machinery base plates shall be non-shrink, non-metallic, "Five-Star" or equal.

LIGHT-GAGE COLD-FORMED STEEL

- a. All light-gage steel members shall be detailed, fabricated & erected in accordance with AISI North American Specification for Cold-Formed Steel Members and the Standard for Cold-Formed Steel Framing - "General Provisions"
- b. Light-gage subcollector shall provide bracing and blocking in accordance with the detail and stiffeners of the diaphragm as shown wherever sheathing does not provide adequate bracing and as required by manufacturer.
- c. All S40 and thicker structural members shall be formed from steel that conforms to ASTM A570-70 or ASTM A446-68 or equivalent.
- d. All S41 and thicker structural members shall be formed from steel that conforms to ASTM A449-49 or A445-49 with a minimum yield strength.
- e. All S43 and thinner structural members shall be formed from steel that conforms to ASTM A449-49 or A445-49 with a minimum yield strength.
- f. All S43 and thinner structural members shall be coated with hot zinc splate, or a similar rust-inhibitive material, be electro or hot-dipped galvanized.
- g. All S41 and thicker members shall be coated with hot zinc splate, or a similar rust-inhibitive material, be electro or hot-dipped galvanized.
- h. All steel welded joints or ground areas shall be touched up with a similar rust-inhibitive material.

SHOP DRAWINGS

- F. Furnish one (1) reproducible and two (2) prints each of shop drawings, including but not limited to: steel, welding, reinforcing steel, structural steel, and light gage joist to Structural Engineer for review prior to fabrication.
- G. Contractor shall submit shop drawings that include calculations, and shall be stamped by a registered Civil Professional Engineer.
- H. Shop drawings shall not contain reproductions of the contract drawing plans or details.
- I. Shop drawings shall be prepared and initiated by the supplier prior to the submittal to the Contractor. The Contractor shall thoroughly check, compare, stamp, and initialed and dated the shop drawings prior to submittal to the Architect/Engineer for review. Shop drawings, which do not meet these requirements, shall be sent back to the Contractor for correction and resubmission without review.
- J. Contractor's request to deviate from the contract documents shall be drawn out and approved by "Cladding" on the shop drawings.
- K. Resubmitted shop drawings shall clearly identify items which have been corrected.
- L. Review of shop drawings by Structural Engineer is limited to the structural aspects of the drawings and does not include requirements. Review by Structural Engineer does not relieve the contractor from conforming to the contract documents, and the contractor shall be responsible for omissions, quantities, or dimensions.



LT
engineering, LLC
Structural Consultants
5620 Juni Street
Denver, CO 80221
T: 303.477.3861
M: 720.319.0503
lesantvonn@ltemn.com



CENTENNIAL VILLAGE RAMP
1475 A Street
Greeley, CO 80651



PO Box 684
LaSalle, CO 80645
303.906.2617

DATE
10.31.23

REVISION

SHEET TITLE
DECK AND RAMP PLANS

SHEET NUMBER

S1

Project No. 2316

Centennial Village Museum
1475 A Street
HPDR2025-0004
ADA Ramp

607

327

327

321

N 16th Ave

C St

N 15th Ave

N 14th Ave

W Park Ave

Centennial
Village

1475

Proposed location of
ADA ramp on south side
of Depot

1401

302

Clayton

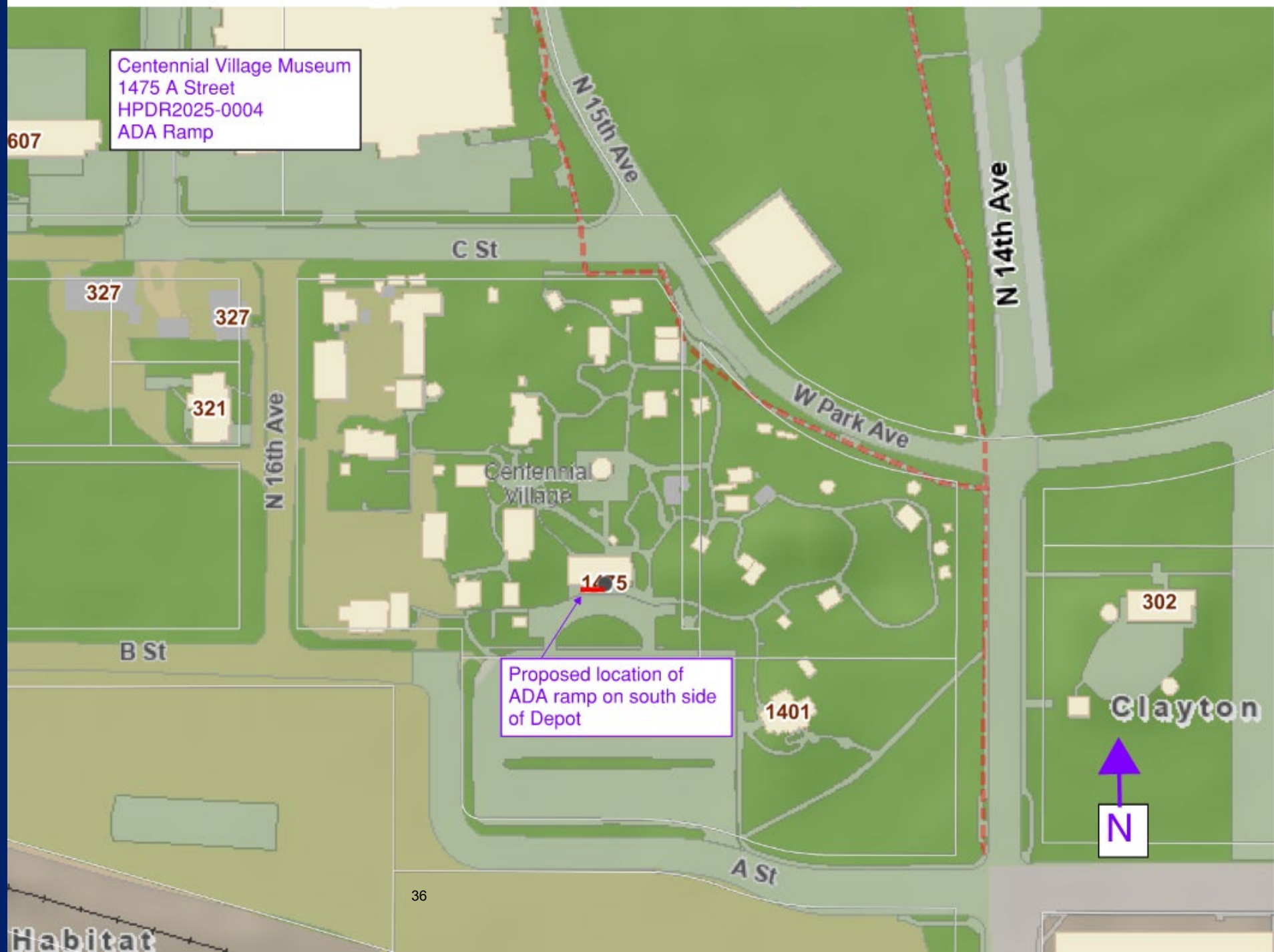
N



ADA Ramp - Depot 1475 A Street HPDR2025-0004

**Historic Preservation Commission
March 3, 2025**

Site Map



Proposed Project

Install ADA ramp on front of Depot on the south side of Centennial Village Museum



Before Photo

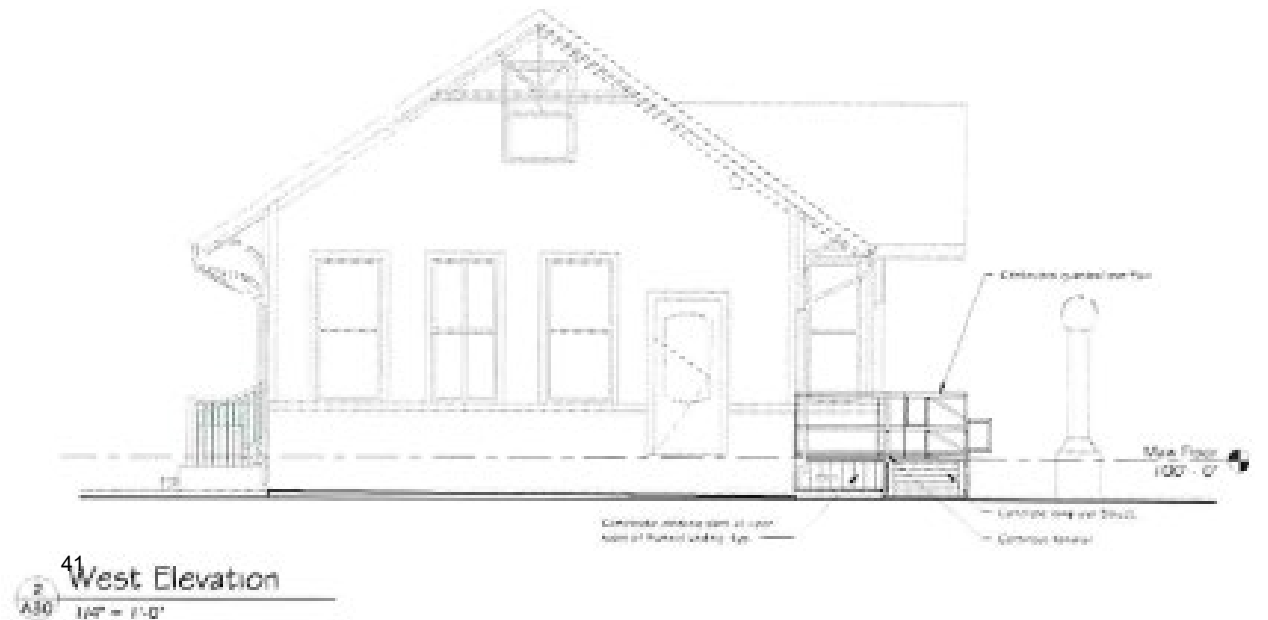


Current Photo



Current Photo





Section 24-1003(j)(1)

Criteria & Standards

- a – Effect of alteration on character
- b – Relationship to other buildings
- c – Effect on architectural features and details
- e – Effect on protection, enhancement, perpetuation and use
- f – Compliance with Secretary's Standards (#9,10)
- h – General Historic Preservation Design Guidelines

Public Notice

- Email notice to owner/applicant – February 11, 2025
- Posted at property by applicant – February 13, 2025
- Posted on website – February 20, 2025

Recommendation

- Finding that the project meets the Criteria and Standards in Section 24-1003 of the Greeley Municipal code and the Secretary of the Interior's Standards for Rehabilitation.
- Approval.

Public hearing Procedure

1. Conclude Staff presentation
2. HPC asks questions of Staff
3. HPC asks questions of the Applicant
4. Public Hearing opens
 - *Citizen input received*
5. Public Hearing closes
 - *No additional citizen comments accepted after this time*
6. Historic Preservation Commission confers & asks any additional questions
7. Motion is provided – on Agenda summary

Recommended Motion

A motion that, based on the application received and the preceding analysis, the Commission finds that the proposed installation of an ADA ramp on the front of the Depot at Centennial Village Museum at 1475 A Street meets (1) Criteria and Standards a, b, c, 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.

Thank you



Historic Preservation Commission Agenda Summary

March 3, 2025

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

Title:

Historic Preservation Commission Triennial Review

Summary:

All Council-appointed Boards and Commissions undergo a triennial review every three years, and 2025 is the year for the next HPC review. The Commission will need to approve the attached questionnaire once completed and develop a work plan for the next three years by June.

Ms. Kellums met with Chair DePetro and Vice Chair Jaehn to start working on the questionnaire and will bring a draft of the questionnaire to the Commission at a future date in an effort to be efficient with Commission time. Feedback is welcome from all Commissioners via email to Ms. Kellums.

The Commission needs to create a three-year work plan that aligns with Commission goals and the overarching City Council goals.

The Chair and/or Vice-Chair will need to attend a Council worksession in October or November 2025 to chat with Council and answer questions.

Recommended Action:

Staff suggests the Commission brainstorm ideas for a 3 year work plan.

Attachments:

Questionnaire
Sample Work Plans

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME:	DATE PREPARED:

MEMBERS:	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

- a. Business Growth:
Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.
- b. Community Vitality:
Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.
- c. High Performance Government:
Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.
- d. Housing for All:
The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.
- e. Infrastructure and Mobility:
Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.
- f. Quality of Life Amenities:
Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.
- g. Safe and Secure Communities:
Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1.

2.

7. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

- a. What more needs to be done to deliver this service to the community?

8. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.
9. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).
10. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).
11. Are board meetings conducted in an effective manner?
12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?
13. Are discussions focused on the agenda topics, are topics in line with your object or goals?

14. What format are your meetings held? (In-person, virtual or hybrid)

15. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

16. What could be done to improve board meetings?

17. List additional information this board feels would be helpful to council to reauthorize this board.

18. Other comments:

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

Sample Work Plan #1:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission's mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects

- **Project/Task 1:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 2:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 3:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 4:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.

Sample Work Plan #2:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission's mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects	Description	Timeline	Anticipated Outcome	Council Priority Alignment
Project/Task 1 (Insert Project)				
Project/Task 2 (Insert Project)				
Project/Task 3 (Insert Project)				
Project/Task 4 (Insert Project)				

OPERATING RULES AND PROCEDURES

GREELEY HISTORIC PRESERVATION COMMISSION

**Adopted March 14, 2016
Updated November 6, 2023**

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.

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 regularly scheduled business meetings and public hearings of the Commission 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.

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 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. 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*. The historic preservation commission is established to have principal responsibility for matters of historic preservation, as specifically outlined in [section 24-1003](#).

1. *Membership*. The city council may appoint the historic preservation commission. The commission shall consist of seven members. The make-up of the commission shall be:
 - (a) One architect, landscape architect, design professional and/or licensed contractor or building tradesperson;
 - (b) One historian, archeologist and/or architectural historian;
 - (c) One licensed real estate broker; and
 - (d) Four citizens at large.
2. *Powers and duties*. The historic preservation commission shall have the following powers and duties:
 - (a) Recommend criteria and procedures for historic designation, recommend designation, or removal of specific properties or districts, and review proposals that impact designated properties as provided in [section 24-1004](#).
 - (b) Oversee surveys that document structures and assess conditions of potential historic properties and areas, and inform landowners of properties that may meet criteria for designation.
 - (c) Review and make a decision on any application for altering, moving, or demolishing any designated properties.
 - (d) Advise and assist owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including nomination to the National Register of Historic Places.
 - (e) Develop and assist in public education programs, such as walking tours, brochures, and a marker program for historic properties, lectures, and conferences.
 - (f) Advise the city council on matters related to preserving the historic character of the city.
 - (g) Assist in pursuing financial assistance for preservation-related programs.
 - (h) Advise appropriate city departments on violations, enforcement and administration of [section 24-1003](#).

([Ord. No. 34, 2021](#), § 2(app. A, § 2), 9-21-2021)

Sample Work Plan #1:

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- **Project/Task 2:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
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- **Project/Task 3:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 4:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.

Sample Work Plan #2:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission's mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects	Description	Timeline	Anticipated Outcome	Council Priority Alignment
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Project/Task 2 (Insert Project)				
Project/Task 3 (Insert Project)				
Project/Task 4 (Insert Project)				