

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.

Signed by:

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Betsy Kellums, Secretary

Signed by:

CAE02FA97D8D480...
Christen DePetro, Chair