



HISTORIC PRESERVATION COMMISSION

Regular Meeting

City Council Chambers and via Zoom
Wednesday, August 25, 2021
4:00 PM

MEETING AGENDA

- 1. Call to Order**
- 2. Attendance (Roll Call)**
- 3. Approval of Minutes from June 23rd Meeting**
- 4. Discussion: Historic Preservation Plan**
 - a. Subcommittee Reports
 - i. Historical Context & Survey Subcommittee
 - ii. Education & Outreach Subcommittee
- 5. Discussion: Review of Certificate of Alteration Application Form**
 - a. Application Fee
- 6. Public Comment and General Announcements**
 - a. General Announcements
 - b. Upcoming CLG Training Webinars
- 7. Adjournment**

Next Regular Meeting: September 22, 2021 at 4pm



HISTORIC PRESERVATION COMMISSION

Regular Meeting

City Council Chambers and via Zoom
Wednesday, June 23, 2021
4:00 PM

MEETING MINUTES

1. Call to Order **Called to order at 4:00pm**
2. Attendance (Roll Call) **see attachment**
3. Approval of Minutes from May 26th Meeting **motion made and seconded**
4. Discussion: Historic Preservation Plan
 - a. Formation of Subcommittees
 - i. Historical Context & Survey Subcommittee **Lisa reached out to community members; preliminary meeting last week; interested persons: Loretta Bailey, Chris Jenkins, Maizy Meyers, Bob Saulmon, George Stevens, Lisa Studts, and Ron Taylor**
 - ii. Education & Outreach Subcommittee **Jim has started to organize some materials, and hopes to bring the group together after July 1; Tom Dixon, Rochelle, Mike, Chris, and Cindy are interested in this group**
 - b. Subcommittee Reports **none at this time**
5. Discussion: Review of Certificate of Alteration Application Form
Lisa made the recommended changes to the application. Lisa mentioned that the

ordinance does speak to non-contributing historical properties as well. She discussed amending the city ordinance, and has reached out to the state historic preservation office for advice. She will also include the city attorney. Mike brought up concerns about making a building "appear " historic. Line G of application was discussed. Jim clarified that we should only review designated buildings, not non-designated buildings. Should we include line G at all in the application? Lisa will wait to hear from the above parties to then bring it to the CCHPC for discussion.

Mike discussed the example application form, and what this group can approve/disapprove. Lisa confirmed this, and said that the decision can also be appealed. Mike appreciated the example checklist, and liked listing the city ordinance with the application. Also, he stated the verbiage was very clear about the direction the property owner was going. The intent is to make it easy for the property owner to understand the requirements.

Lisa to expand the scope of work section and determine if the ordinance should be included within the application. Approval has been tabled until the next meeting.

6. Public Comment and General Announcements

a. Upcoming CLG Training Webinars

July 14, 2021 Inclusion and Equity

July 21 African American Travel, and more in August.

Workshops are not recorded, only webinars

Check the CLG portal for more info

Bob Saulmon was in attendance and excited to work with CCHPC

7. Adjournment at 4:39pm

Next Regular Meeting: July 28, 2021 at 4pm

Minutes submitted by Cindy Nordell

Roll Call for Cañon City Historic Preservation Commission Meeting

Date: **6/23/21**

	Present	Absent
Terre Heroux		x
Chris Jenkins		x
Mike Madone	x	
Jim Nelson	x	
Cindy Nordell	x	
Rochelle Reiter		x
Carol McNew	x	

Agenda Item #3: Approval of 5/26/21 meeting minutes and 6/9/21 informal session

	Yay	Nay	Abstained
Terre Heroux			Not present
Chris Jenkins			Not present
Mike Madone	x		
Jim Nelson	x		
Cindy Nordell	x		
Rochelle Reiter			Not present
Carol McNew	x		

Agenda Item #4: Formation of Committee and/or Subcommittee

	Yay	Nay	Abstained
Terre Heroux			Not present
Chris Jenkins			Not present
Mike Madone	x		
Jim Nelson	x		
Cindy Nordell	x		
Rochelle Reiter			Not present
Carol McNew	x		

Approval of Members to Serve on the Historical Context Subcommittee:

Loretta Bailey, Chris Jenkins, Maizy Meyers, Bob Saulmon, George Stevens, Lisa Studts, and Ron Taylor

	Yay	Nay	Abstained
Terre Heroux			Not present
Chris Jenkins			Not present
Mike Madone	x		
Jim Nelson	x		
Cindy Nordell	x		
Rochelle Reiter			Not present
Carol McNew	x		

Approval of Members to Serve on the Education and Public Outreach Subcommittee:

Tom Dixon, Rochelle Reiter, Mike Madone, Chris Jenkins, and Cindy Nordell

Terre Heroux			Not present
Chris Jenkins			Not present
Mike Madone	x		
Jim Nelson	x		
Cindy Nordell	x		
Rochelle Reiter			Not present
Carol McNew	x		

Agenda Item #5: Certificate of Alteration Application Form: motion made and seconded to table the adoption of this application

	Yay	Nay	Abstained
Terre Heroux			Not present
Chris Jenkins			Not present
Mike Madone	x		
Jim Nelson	x		
Cindy Nordell	x		
Rochelle Reiter			Not present
Carol McNew	x		



**City of Cañon City
Historic Preservation Commission**

City of Cañon City
Historic Preservation Commission
P.O. Box #1460
Cañon City, CO 81215

Certificate of Alteration Application

Current Owner of Property (for properties with multiple owners, list the names and addresses of each on one or more continuous sheet)

Name: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Preparer of Application (if different from property owner)

Name: _____ Date: _____

Organization: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Property /Historic Name (if any): _____

Address of Property: _____

Type of Historic Registry National State Local **Site Reference No.** (if known) _____
(format: 5FN.035)

Brief Description of Proposed Alterations

Scope of Work (Mark all that apply and attach a detailed description as Attachment A)

- New Construction Addition - % of existing _____ % Modification
- Paint New Colors _____ Repaint same colors _____ Paint Removal
- Awning Replace or add windows or doors Signs
- Reroof Maintenance of stone or brick Lighting
- Certificate of Economic Hardship Demolition
- Other: _____

Scope of Work Questionnaire

The following questions must be answered and the form completed by the applicant for a Certificate of Alteration. The Cañon City Historic Preservation Commission shall independently verify all information provided on the application and questionnaire. The Cañon City Historic Preservation Commission shall review the application in an expedient manner and notify the applicant of the outcome of the review. The Cañon City Historic Preservation Commission may approve the Certificate of Alteration prior to a commission hearing, based upon adequacy of the information provided and verification of the scope of work. Additional information may be needed to complete the application and review process. Final review and action on the application for the Certificate of Alteration by the Cañon City Historic Preservation Commission at a property scheduled public hearing may be required. Any required explanations to answers given shall be in writing and attached.

Yes	No	Verified	Section One
			1. Is this application for construction or alteration on or at a property which is in a Historic District or a designated Historic Property? What is its zoning designation? _____
			2. Is this application for any construction or alteration work that is NOT described or defined as ordinary maintenance of a historic property? Is it more than limited "Ordinary Maintenance"?
			3. Will the construction or alteration covered by this application include any work visible from the exterior of the property?
			4. Will the construction or alteration covered by this application remove or, physically change any structural elements of the property? (i.e. interior or exterior: load bearing walls, columns, posts, foundations, footings, etc.)
			Section Two
			1. Is the construction or alteration covered by this application considered an emergency repair of sudden, accidental, or unforeseen property damage? When did the damage occur? _____
			2. Is the construction or alteration covered by this application considered necessary to correct a circumstance that endangers a building, business, owner, or the public?
			3. Is the construction or alteration covered by this application considered permanent, to be in place more than 90 days? (A temporary construction or alteration is required to be removed within 90 days and the property is to be returned to the original or agreed upon condition.)
			4. Has a permit been issued for any of the proposed work? Date: _____ Permit No. _____ Has any work actually started? _____ Describe: _____
			Section Three
			1. Will the construction or alteration covered by this application make a physical change to any design elements, features or finishes visible from the exterior of the property?
			2. Will the construction or alteration covered in this application repair or replace an element of the building or property with a material different from the original material of that element?
			3. Will the construction or alteration covered by this application include painting exterior surfaces that have not been previously painted?
			4. Does the construction or alteration covered by this application include demolition or removal of any part or element of the property visible from the exterior of the property?
			5. Will the construction or alteration covered in this application make any change in the appearance of the property as viewed from the exterior of the property?

The undersigned owner or authorized agent attests that the statements made above and on any attached explanations are true and agrees that this Scope of Work Questionnaire and any attachments shall become a part of the application and the Certificate of Alteration cited and will be the limit of construction and/or alteration work undertaken. Further, construction will not start prior to authorization by the approval of the Certificate of Alteration.

Applicant Signature: _____ Date: _____

Verified By: _____ Date: _____

Action: _____ Date: _____

Project Information

Area of property effected _____
Materials to be used _____
Will this change be visible from the road/property line? Yes No
Additional information regarding project _____

Attachment Checklist (required submittals)

- Detailed description of the proposed alterations and purpose of the alterations
- One photo of the property as it looks today accurately showing the existing materials, colors, and textures
- Photographs showing the location of the proposed alterations
- Two (2) copies of all drawings and related materials (i.e. site plan, samples, or product literature on materials) to be used)
- Applicant has reviewed the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and/or the National Park Service Historic Preservation Briefs as it pertains to the proposed work. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> or <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

Owner Certification

I certify that the information, plans, and exhibits I have submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge and consent of all persons in interest. All provisions and ordinances governing this type of work will be complied with whether specified herein or not. If submitted information is insufficient or incomplete, this application will be held in abeyance until such time as all required information is submitted and eventually destroyed. I understand that I am consenting to allow City Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining prior consent. Any alteration in approved plans must be submitted to the Historic Preservation Commission for approval. The owner/agent must be present during the Historic Preservation Commission review hearing. Approval, if granted, is valid for one-year following approval and is void thereafter.

Owner/Authorized Agent Signature _____

Date _____

For Official Use:

Date Application Received: _____

Historic Preservation Commission

Approval:

Denial:

Comments: _____

Signature: _____

Date: _____

City of Cañon City
Historic Preservation Commission
P.O. Box #1460
Cañon City, CO 81215

City of Cañon City

Certificate for Alteration Requirements Summary

When Is A Certificate For Alteration Required? (Ord. 27, Series 2018 – Section 12.30.110)

- A) No person shall cause or permit to be caused on or in a designated historic resource any construction, alteration, restoration, removal or demolition without first obtaining an Alteration Certificate for the proposed work from the Commission.
- B) The Building Department shall not issue a building permit for work on or in a designated historic resource until an Alteration Certificate or Exemption Certificate has been obtained by the property owner.
- C) An application for any construction, alteration, or demolition on or in a historic resource must be filled with the Commission on a form provided by the Commission.
- D) The Commission shall consider the application and determine whether the proposal preserves the criteria for which the resource was designated, or adds to the architectural, cultural or historic significance of the resource. The Commission shall make its review pursuant to the procedures in Section 12.30.080.
- E) Criteria to Review Alteration Certificate Application. In reviewing a proposed alteration, the Commission shall consider the project in term such as design, finish, material, scale, mass and height and if the alteration is compatible with the historic designation. The Commission shall use the following criteria to determine compatibility of a proposed alteration:
 - 1. The effect upon the general historical and architectural character of the district, site or structure;
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures;
 - 3. The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site;
 - 4. The compatibility of accessory structures and fences with the main structure on the site, with other structures;
 - 5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the resource upon which such work is done;
 - 6. The condition of existing improvements and whether they are a hazard to public health and safety;
 - 7. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the resource;
 - 8. The ability to comply with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a section of the Secretary of the Interior’s Standards for The Treatment of Historic Properties, of the Department of the Interior Regulations (36 C.F.R. Part 67), as may be amended from time to time; and
 - 9. Guidance provided by the National Park Service Historic Preservation Briefs, as the same may exist from time to time.
- F) Historic Districts; Additional Criteria for Contributing Buildings In addition to the consideration set forth in Section (E) above, in reviewing a proposed alteration of a contributing building within a historic district, the Commission shall consider the following:
 - 1. The effect upon the general historic and architectural character of the building;
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed buildings and their relation and compatibility with other historic landmarks, including state and national designations;
 - 3. The effects of the proposed work in creating, changing, destroying or otherwise affecting their exterior architectural features of the building upon which such work is done;
 - 4. The effects of the proposed work upon the protection, enhancement and perpetuation of the building;
 - 5. The condition of existing improvements and whether they are a hazard to public health and safety;
 - 6. The compatibility of accessory buildings, structures and fences with the main building and with other historic landmarks; and
 - 7. Substantial compliance with the Secretary of the Interior Standards as they apply to building exteriors only, except those relating to paint color, which shall not apply.
- G) Historic Districts; Additional Criteria for Noncontributing Buildings. In addition to the consideration set forth in Section (E) above, in reviewing a proposed alteration of a noncontributing building within a historic district, the Commission shall consider the following:
 - 1. Noncontributing buildings should be compatible with contributing building;
 - 2. Noncontributing buildings should not attempt to mimic or duplicate the historic feature of contributing buildings; and
 - 3. Contemporary designs that creatively draw upon the important characteristics of a historic district are favored.
- H) If an Alteration Certificate is approved, the designated resource will retain its historic designation.
- I) If an Alteration Certificate is denied, any of the affected property owners may appeal the Commission’s decision by filing a written appeal with City Council within thirty (30) days of the Commission’s decision.