



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes

Historical Preservation Board

Monday, June 18, 2018

6:30 PM

Council Chamber

Regular Meeting

1. Roll Call

Also Present: Denise Ciernia, Recording Secretary; Jocelyn Mills, Community Development Director; Steve Kemp, City Attorney; Andrea Mimnaugh, Historical Preservation Planner

Board Member Bracy resigned from the board prior to today's meeting date. Alternate Member Gabriel is now a permanent member of the board, Alternate Member II, Andy Hill, is now Alternate Member I.

Present 7 - Chairman Grove, Vice Chair Price, Board Member Field, Board Member Kastner, Board Member Gabriel, Board Member Spratlen, and Board Member Fischer

Also Present 1 - Board Member Hill

2. Approval of Agenda

Motion by Member Field, seconded by Member Price, to change the order of the agenda to hold the Public Hearing first to allow applicants to be heard, then finish with General Business. Motion carries unanimously.

Aye: 7 - Chairman Grove, Vice Chair Price, Board Member Field, Board Member Kastner, Board Member Gabriel, Board Member Spratlen and Board Member Fischer

3. Minutes to be Approved

- a. [ID# 18-204](#) Certification of the May 21, 2018 Regular Meeting Minutes

Attachments: [HPB Minutes 052118](#)

Motion to approve the May 21, 2018 minutes by Member Fischer, seconded by Member Price. The motion carries unanimously.

Aye: 7 - Chairman Grove, Vice Chair Price, Board Member Field, Board Member Kastner, Board Member Gabriel, Board Member Spratlen and Board Member Fischer

4. Public Comment

Public Comment for General Business or Non-Agenda Related Items

Public Comment - Pam Chadbourne, Downtown Design Standards, bring to a later date with drawings

5. General Business

- a. [HPB Reso 04-2018](#) Resolution regarding the updated Downtown Design Standards and Guidelines, now entitled the "Downtown Littleton Design Standards"

Attachments: [Downtown Littleton Design Standards](#)

[HPB Reso 04-2018](#)

[Public Comments](#)

[Presentation](#)

Staff and Consultant Presentation by Jocelyn Mills, Community Development Director, and Paul Bryant, Bryant Flink Architecture + Design

Motion made by Member Field, seconded by Member Spratlen, to approve HPB Resolution 04-2018 recommending approval to Planning Commission of the Downtown Littleton Design Standards.

Motion to amend the main motion made by Member Field, seconded by Member Gabriel to add the words "with noted changes." Motion carries with a vote of 6-1, with Member Kastner against.

Main motion as amended carries with a vote of 6-1, with Member Kastner against.

Aye: 6 - Chairman Grove, Vice Chair Price, Board Member Field, Board Member Gabriel, Board Member Spratlen and Board Member Fischer

Nay: 1 - Board Member Kastner

6. Public Hearing

- a. [HPB Reso 03-2018](#) Resolution to Allocate 2018 Main Street Historic District Grant Funds

Attachments: [Staff Report](#)

[Code and Criteria Links](#)

[Powerpoint Presentation](#)

[Draft HPB Resolution 03-2018](#)

[Application - Spotswood Residence](#)

[Historic Survey - Spotswood Residence](#)

[Application - JD Hill General Store](#)

[Historic Survey - JD Hill General Store](#)

[2018 Main Street Historic District Grant Brochure](#)

Staff Presentation by Andrea Mimnaugh, Historical Preservation Planner

Applicant presentation from Spotswood Residence, Laurie Harbert

Applicant presentation from JD Hill General Store, Karl Pappert

Public Comment - Pam Chadbourne, In Favor of the Grant Program

First motion made by Member Price, seconded by Member Gabriel - withdrawn.

Final motion made by Member Price, seconded by Member Gabriel, to approve HPB Resolution 03-2018, approving the allocation of the 2018 Main Street Historic District Grant Fund as follows:

1. \$26,884 to the Spotswood Residence for building maintenance,
2. Up to \$14,906 to the J.D. Hill General Store for building maintenance, which would be a maximum of 80% of whichever bid or \$14,906, whichever is lower.

For the JD Hill Building, the start date will be August 6, for the Spotswood Building, there needs to be an intent in the form of a contract or a letter of intent between the owner and the contractor in place by September 15.

The vote is unanimous and the motion carries.

Aye: 7 - Chairman Grove, Vice Chair Price, Board Member Field, Board Member Kastner, Board Member Gabriel, Board Member Spratlen and Board Member Fischer

7. Comments/Reports

- a. Community Development Director/Staff
- b. Chair/Members

8. Adjourn

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.

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

I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the June 18, 2018 regular meeting of the Littleton Historical Preservation Board. I have also reviewed the video recording for the June 18, 2018 regular meeting of the Littleton Historical Preservation Board and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.



Denise Ciernia, Recording Secretary