

Legislation Text

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Subject:

Enhancing the working relationship between the Historical Preservation Board and Historic Littleton, Inc. to promote historic preservation in Littleton

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BACKGROUND

The Historical Preservation Board (HPB) held a study session on December 18, 2017 to discuss ways in which HPB and Historic Littleton, Inc. could enhance their relationship through ongoing communication and coordination of joint projects and activities. HLI President Gail Keeley and HLI member Rick Cronenberger also attended the meeting and provided input.

The coordination plan below was prepared by staff, based on discussion at the December 18, 2017 HPB study session. The purpose of tonight's joint meeting is to finalize the working relationship between the two entities and determine next steps, such as a memorandum of understanding or a contract.

HPB AND HLI ROLES ON JOINT PROJECTS AND ACTIVITIES

1. Regular Joint Meetings

HPB and HLI shall meet for a joint meeting at least once per year to discuss upcoming activities as well as to communicate on topics of mutual interest. The meeting may also be used to review the memorandum of agreement and revise as desired.

2. Outreach at Community Events

HPB and HLI have worked together on community outreach events in recent years and desire to continue the joint efforts. Advance planning and coordination is desired between the two entities and city staff to allow adequate preparation time for events.

HPB will continue to attend the following community events and proposes the following coordination:

City Council's Annual Meet, Greet and Eat events (4 per year, May-August)

- Lead: HPB
- Attendance: 1-2 HPB board members attend each event
- Purpose: to meet citizens and provide information on the city's historic preservation program
- Coordination between HPB and HLI: generally no HLI attendance, but HLI may provide HPB

with its brochure to hand out to citizens.

- Coordination with city staff: provide one month's advance notice for brochures or other items needed

Western Welcome Week (10 days in August)

- Lead: HPB
- Attendance: HPB and HLI
- Purpose: HPB/HLI booth to provide information on the city's historic preservation program
- Coordination between HPB and HLI: begin planning in April of each year
- Coordination with city staff: HLB will coordinate with city staff to obtain brochures or other items for the booth with a minimum of one month.

3. Outreach to Historic Property Owners

HPB encourages HLI to contact owners of historic properties to discuss the historic significance of their property and the benefits of the city's historic preservation program. The steps are as follows:

- Following contact with a property owner, HLI may refer them to city staff to learn more about the city's historic preservation program, including benefits and obligations of historic designation and the process for landmark designation.
- HPB members, from time to time, may forward historic properties to HLI that may have eligibility for historic landmark designation.
- The city, from time to time, will include articles in the Littleton Report on the benefits of historic preservation under the city's program.

4. Walking Tours

HLI and HPB have worked together in recent years on walking tours of Main Street during Western Welcome Week. Moving forward, HLI will take the lead on this activity. HPB requests that board members participate as volunteers, either for training of tour guides, leading a tour or assisting with information as people arrive for a tour.

5. Historic Preservation Awards

HLI shall continue to take the lead on the historic preservation awards event.

- HLI will generally hold the awards event every other year
- HLI will determine the award categories and winners
- HLI will contact city staff with any assistance on obtaining historic surveys, lists of properties that have recently undergone rehabilitation, brochures or other information. HLI shall allow for a one-month turn around for staff to assemble the information.
- HPB members shall be encouraged to attend the event.

6. Liaisons

HPB and HLI will each designate a liaison and a backup to attend each other's meetings.

- Liaisons will be provided an opportunity at each meeting to present information on topics that may be of interest.
- HLI shall email its meeting minutes to city staff.
- HPB minutes are posted on the city website and HLI may access them there.

7. City-sponsored Historic Preservation Projects

From time to time, city staff undertakes special projects including, but not limited to, architectural building surveys, historic context reports and design guidelines. As the lead on such projects, the city may have interest in coordinating with HLI on community outreach events and activities. Any activities and events on city historic projects and events shall follow the following protocol:

- Lead: city staff
- HLI will contact and coordinate with city staff for any active city-sponsored project and will include the city as a joint sponsor of the event
- City staff will notify HLI of any upcoming events and activities for historic preservation projects and discuss any opportunities for joint community outreach

8. Future joint projects, such as a sign/plaque on the history of downtown, shall be coordinated by HPB, HLI and staff at an annual meeting or other specified meeting.