

***Historic Preservation Commission
Agenda
January 14, 2019***

REGULAR MEETING
Council Chambers, 2nd floor of City Hall
City Hall, 749 Main Street
6:30 – 9:00 PM

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes - December 17th
- V. Public Comments on Items Not on the Agenda
- VI. Welcome New Commission Members
- VII. Discussion/Direction/Action
 - 721 Grant Avenue Loan Request
- VIII. Updates from Staff on 2018 Projects
- IX. Discussion/Direction – 2019 Goals, Preservation Master Plan Implementation
- X. Items from Staff
 - Posting Locations and Open Government Pamphlet
 - Meeting Dates and Locations
 - Election of Officers, Historical Commission Liaison
 - Demolition Updates
 - Upcoming Schedule
- XI. Updates from Commission Members
- XII. Discussion Items for future meetings
- XIII. Adjourn

Historic Preservation Commission

Meeting Minutes

December 17, 2018

City Hall, Council Chambers

749 Main Street

6:30 PM

Call to Order – Chairperson Haley called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Chair Lynda Haley
Debbie Fahey
Caleb Dickinson
Chuck Thomas
Michael Ulm
Hannah Parris
Cyndi Thomas

Commission Members Absent: None.

Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Felicity Selvoski, Planner I
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Chuck Thomas made a motion to approve the December 17, 2018 agenda. Fahey seconded. Agenda approved by voice vote.

APPROVAL OF MEETING MINUTES

Dickinson made a motion to approve the November 19, 2018 minutes. Parris seconded. The minutes were approved as written by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

PUBLIC HEARING

Public Hearing – Demolition of 307 Eisenhower Drive

- Owner & Applicant: Shelley Kneebone
307 Eisenhower Drive
Louisville, CO 80027
- Case Manager: Felicity Selvoski, Planner I

City of Louisville

Planning Department 749 Main Street Louisville CO 80027
303.335.4592 (phone) 303.335.4550 (fax) www.ci.louisville.co.us

Selvoski presented the demolition request to remove more than 50% of the roof area to facilitate a second-story addition to the house and detached garage. A subcommittee recommended a full committee hearing due to the scope of the project. She showed the house as-is and the plans. Selvoski noted that the proposed addition retained much of the historic architecture.

Selvoski presented the social significance. The Harper family of Harper Lake fame owned the original land. Frank and Anna Hocheder bought a portion of the house and built the structure. They passed the home and land to their son in 1963 and it is still in the family's possession today.

Selvoski presented the architectural significance. It was constructed between 1922 and 1925. It has retained its original footprint, plus the garage.

Architectural features include:

- Stone veneer
- Low-pitched front-gable roof
- Wide, unenclosed eave overhangs
- Decorate triangular knee braces

The following changes have occurred over time:

- Front porch enclosed
- Rafter tails enclosed
- Roof replaced
- Decorate woodwork added to the front gable
- Detached garage added to the property.

In five out of the seven criteria from the national measures of integrity the structure maintains its integrity. Cost estimates for repairs and the current condition of the home are unknown.

Staff finds that the property has a high level of architectural significance and is potentially eligible for landmarking. However, staff has had the necessary time to review available incentives and benefits of landmarking with the applicant and does not believe additional time will result in the possibility of landmarking. For these reasons, staff recommends release of the demolition permit.

Haley asked for questions of staff. Seeing none, she invited the homeowner to present.

Shelley Kneebone, 307 Eisenhower in Louisville, explained to the Commission that she and her husband want to keep as much of the existing house as possible, since it was built by her family.

Dickinson asked if the owner grew up in the house.

Kneebone replied that she was raised in town, but this was her grandparents' home when she was a child.

Chuck Thomas asked how much of the original building would be retained.

Haley responded that the side elevation showed that much of it would be retained.

Dickinson asked if the original porch was becoming a porch again.

Kneebone responded that it was.

Chuck Thomas stated that he had no objection to releasing the permit.

Haley stated that it could be landmarked if it was in the Historic District. Since they were maintaining the structure and it was staying in the family, she was fine releasing it.

Dickinson stated that he had a strong opinion that since it was the family home that their family had built, the building belonged to them. It was a different situation than if someone had bought the home recently and wanted to make changes to the structure.

Cyndi Thomas stated that she had no objections to releasing the permit.

Fahey moved to release the demolition permit on 307 Eisenhower Drive. Chuck Thomas seconded. Roll call vote. Approved unanimously.

REFERRAL

Terraces on Main, 712 and 722 Main Street

- Applicant and Owner: 712 Main, LLC and 722 Main Street, LLC
712 Main Street
Louisville, CO 80027
- Case Manager: Rob Zuccaro, Director of Planning & Building Safety

Zuccaro reminded the Commission that they reviewed a proposal for the Terraces on Main project in October of 2017. Whenever there are developments in the Downtown Business District, Council requests input from the HPC. 712 Main was built in 1968 and 722 Main was built in 1960.

Zuccaro presented the amendments to the plan since 2017. The new plan decreases the total floor area, coming mostly out of the third-floor addition and the parking space. The architecture and architectural materials were similar to the 2017 proposal. These changes are largely in response to City Council comments at the most recent public hearing. He asked the Commission to review the structure based on the "Core Area" criteria in the Downtown Design Handbook.

Haley asked for questions of staff.

Fahey asked if there could be a specific meeting for this building in particular.

Zuccaro responded that staff traditionally brought referrals to the Commission during their regular meetings. He explained that staff was looking for a recommendation on whether the proposal fit into the criteria.

Fahey asked about the official role and authority of the HPC vis-à-vis a referral.

Zuccaro replied that there was nothing explicit in the Code, but that the Council gave them the directive to give recommendations and advise them on matters related to historic preservation. This building was not being preserved, but as a downtown district it was relevant to hear how new developments fit in with the historic context. He added that any developments of parks and open space, even though it was not in any ordinance, it was practice to bring them before the relevant commissions.

Ulm asked about a visual in the staff packet.

Zuccaro responded that they were rough estimates of the property lines. Those lines are often off by several feet when staff makes those graphics.

Ulm asked if the property line was set back from other storefronts along the street.

Zuccaro stated that he did not know if that was accurate, but he could look it up or the applicant could respond to that question during his presentation.

Haley suggested that the Commission go through the handbook criteria to shape their recommendation for Council.

Haley invited the applicant to present.

Eric Hartronft of Hartronft Associates, 950 Spruce Street in Louisville, CO, architect for Boulder Neighborhoods, described the design concept of the project. He explained that the plan was responding to the opportunity to improve underutilized buildings and provide new retail and/or restaurant businesses on Main Street and to respect the adjacent historic property at The Huckleberry. The property line met the same line as the other buildings on the block, but they wanted to retain the setback from the sidewalk to give a break from the narrow walkway on the rest of the block. Some of the changes they had made since 2017 included decreasing the parking garage and allowing the City to build a nearby parking garage at some point in the future. They were also relating their architecture to the mid-century aesthetic that they were replacing to help maintain the eclectic architectural feel downtown.

Hartronft described the proposal to the Commission, highlighting the one-story section next to The Huckleberry, the roof deck, and the setback from the sidewalk. He added that the proportion of the two-story buildings were a nod to false-front architecture. He

described the concept as dividing the large structures in the plan into smaller building elements and as responding to the variation recommended by the Downtown Handbook. At the back of the building, he hoped that the alley could one day become a vibrant pedestrian street. Right now, there was a parking garage facing the alley. In the future, there could be something more, such as a public art installation and green roofs. He ended by noting that the only waiver request was for the stair and balconies in the setback and the small third story with large setbacks.

Haley asked for questions of Hartronft.

Fahey asked if there would be parking underground.

Hartronft stated that there would not be underground parking but that there would be a basement along Main Street.

Fahey asked what was being planned for the second floor.

Hartronft responded that the second floor would be for office space and the third floor would provide elevator access to a third-floor roof deck.

Fahey asked if there would be a reduction in the number of employees compared to the 2017 PUD.

Hartronft replied that the Code for downtown did not dictate parking based on number of employees and that they were still meeting 80% of the parking for the structures.

Fahey asked if they could reduce the glass, since the guidelines recommended limiting glass.

Hartronft replied that sustainable windows helped temperature regulation and people in offices liked glass.

Haley asked if the second story was windows or glass.

Hartronft responded that it was a combination of windows and wall. The wall material was meant to help the structure look less bulky overall.

Haley asked for public comment.

Jean Morgan, 1131 Spruce Street in Louisville, asked the Commission to consider staff's questions, including about the mass and scale of the structure and the traditional context of the downtown district. She did not feel that this proposal respected any of the considerations staff listed in their guiding questions for the Commission. She added that the glass may encourage birds to crash into the building. She hoped that the proposal would include sloped glass to prevent bird deaths if the proposal were passed. She

thought the reduced third story was a good idea, but it still had too much glass. The south building was respectful of The Huckleberry, but the norther buildings did not respect its neighbors. The north buildings reminded her of the Chase Building on Main Street, which no one likes. She added that the parking was inadequate and it might encourage the City to pursue a citizen-paid parking structure. She also felt that it would set a precedent for large buildings to provide inadequate parking downtown.

Haley asked for additional public comment. Seeing none, she opened commissioner discussion.

Dickinson asked what “the traditional context of downtown” from the Design Handbook meant to his fellow commissioners. He thought that the context precluded chains from coming downtown, but he was not sure what else that phrase meant.

Ulm replied that the history of Main Street was small business and small-scale business. You don’t see many office buildings and the added retail in this plan would help enliven the area.

Haley replied that this proposal was more respectful than structures like the buildings that housed Pica’s and Eleanor & Hobbes, for example. The three-story building on that same block was another example of what did not fit in to the traditional context of downtown.

Chuck Thomas agreed with Commissioner Ulm and added that the buildings should be segmented. He noted that there were plenty of two-story structures, including ones that were next to one-story buildings. Though this was a large building, it was segmented in its design, respecting the nature of Main Street. The two-story structures next to the one-story ones did not bother him. He agreed with Jean Morgan that the Chase building was a poor example, but he did not agree that there should be more parking. Too many downtowns have been destroyed by adequate parking. Parking orphaned the structure from the buildings around it.

Dickinson stated that the parking was beyond the scope of the HPC, though he observed that the proposal parked itself more than other downtown structures. He thought that if this were three different proposals for three different buildings, the HPC would probably be fine with those proposals. He added that he thought they probably checked all the boxes and worked with staff to make sure they met the Design Handbook criteria.

Haley added that the proposal responded to the directive to attend to size and place through the architecture and the materials.

Parris stated that the proposal seemed to incorporate newer, current materials while nodding to the buildings to the south and north along the block.

Cyndi Thomas agreed and stated that it was a modern take on a traditional architecture, which met the criteria to be respectful of the context and the surrounding mass and scale. She added that attending to retail needs was important for a Main Street to survive.

Haley stated that all the bullet points were addressed.

Fahey agreed and reminded the Commission that they had recommended approval of the first design in 2017 and this proposal was even better. She still did not like the glass and suggested taking Jean Morgan's suggestion that the windows be sloped or perhaps tinted.

Parris replied that the glass was in the setbacks, which responded to the design guidelines to minimize glass at the street level.

Ulm agreed with Commissioner Fahey that it was a better proposal than last time, though he still did not get a western vibe from the two-story buildings. He liked their attempt to maintain some of the open sidewalk space.

Chuck Thomas stated that he thought that the proposal attended to the guidelines and that the new version was an improvement on the old one. In particular, he thought the changes to the massing on the third story responded to the major concerns from 2017.

Haley asked for additional comments from the Commission.

Chuck Thomas recommended approval of the proposal. Ulm seconded. Roll call vote. All in favor. Passed unanimously.

DISCUSSION/DIRECTION

Miner's Cabins

Chuck Thomas disclosed that he was part of a volunteer committee that was lobbying the City to do the renovations for the structures. He asked if anyone had a problem with him being part of the discussion.

Haley asked Director Zuccaro what he thought.

Zuccaro replied that for the sake of this conversation, it should be fine. Future meetings on the miner's cabins might not be appropriate.

Dickinson stated that he thought this discussion was about location and not cost so he thought it was fine for Commissioner Chuck Thomas to be involved.

Selvoski reviewed the history and status of the City's efforts to preserve the Lee Avenue Miners Cabins. City Council identified two sites for additional analysis.

Option 1: Miner's Field

Selvoski presented a mockup of how the cabins could be positioned at the field. Pros of this location include the ability to co-locate the cabins and to the original location, safer pedestrian access, avoids majority of utility and drainage conflicts, cheaper option, and no easement impacts. Cons include that it requires the removal or movement of trees and there is more grading to meet ADA requirements.

Option 2: Highway 42 and Pine/Miner's Field

Selvoski presented the second option, where one would be at Highway 42 and the other at Miner's Field. Pros include less grading and offers prominent visual placement. Cons include that any future roadwork could change the work at Highway 42, it is \$25-30,000 more expensive to locate at two sites, and there is some loss of historic connection to each other and to their original locations. Also, there would be easement, utility, and sewer issues with this option.

Selvoski stated that the next steps for the Miners Cabins include review by Parks and Public Landscaping Advisory Board and the final determination will be made by City Council, on the docket for the March 5th meeting.

Staff recommends option 1, since the pros outweigh the cons in that situation.

Chuck Thomas asked if the restrictions on Miner's Field would preclude placing the cabins there since if the cabins were not recreational.

Zuccaro replied that there was a deed restriction from its original donation. Staff reviewed the deed and did not find that it would violate the deed. The deed required that the area be used for activities, not baseball specifically.

Haley asked for additional questions of staff. Seeing none, she invited the architect for the site plan to present.

Melonie Short, 726 South Glencoe Street in Denver, stated that she did not have additional comments.

Chuck Thomas asked if Short agreed that option 1 was the preferable option.

Short did support option 1. As a historic preservationist, she thought that keeping them together told a better story and emphasized that people used to live in the cabins rather than letting them become a decontextualized symbol.

Haley asked for public comment.

Jean Morgan, 1131 Spruce in Louisville, supported option 1. She was interested in the Highway 42 as a statement location, but she thought a restored coal cart and a mule would be a better option there. She thought putting them together at the field was a

good option. She suggested making one cabin into a baseball hall of fame. She noted that one of her neighbors had an outhouse they could add to the field, as well. She stated that one of the trees at that location was put in only a couple years ago and she had never seen the flagpole there used. She emphasized that she was excited for the project.

Haley thanked Jean Morgan for her work preserving the cabins.

Haley reminded the Commission that people in the neighborhood had expressed a desire to keep the cabins in the neighborhood and it made sense to keep the cabins together in the neighborhood, especially since the neighborhood had worked to preserve them. She thought that since the tree was not old, it could be okay to move it.

Ulm stated that the context of the location was the most important thing for the cabins. He thought something else could be placed at the Highway 42/Pine location.

Fahey agreed and added that it was neat that you could see the original location from Miner's Field.

Chuck Thomas supported option 1.

Parris added that option 1 was a better and more responsible use of the City's money.

Ulm asked if the City had been able to save any of the fence.

Zuccaro replied that the owner was not interested in donating the fence when they asked, but they could ask again.

Jean Morgan added that the fence was historic as well.

Fahey moved to propose that the location of the Miner's Cabin be at Miner's Field and to move the tree and the flagpole if necessary. She added that they should try to get the fence added. Cyndi Thomas seconded. Voice vote. All in favor. Motion passed unanimously.

Historic Preservation Fund Reauthorizations

Selvoski reminded the Commission that the renewal was an opportunity to reevaluate the Historic Preservation Fund. She described previous discussions and directives from the Commission from the June 2018 meeting. The goals of tonight's meetings were to:

1. Staff provides more information to the Commission based on June 2018 meeting requests.
2. HPC makes recommendations based on additional information.

The next steps after this meeting are for staff and the subcommittee to draft a resolution with the City Attorney and for staff to bring the final resolution back to HPC for approval, followed by first and second readings in Council.

Fahey asked to hear from commissioners Dickinson and Cyndi Thomas, since they had gone through the HPF process.

Haley suggested that the Commission go through the discussions questions in sequence.

Discussion Question 1a

What are the maximum grant amounts for HSAs?

Haley explained some of the subcommittee findings on the HSA. She stated that the architects were approved so the City knew they were trustworthy and that staff and the Commission would need to be more active about making sure the HSAs were up to par.

Chuck Thomas added that the \$5,000 amount was a compromise based on the ranges of the amounts in the architects' survey staff conducted.

Cyndi Thomas stated that she thought \$5,000 was reasonable. Dickinson agreed.

Ulm stated that the higher grant amounts would create more rigorous assessments to catch more of the structural issues ahead of time.

Dickinson noted that his assessment missed that his house was missing a foundation. He thought the increase would help address those kinds of issues.

Zuccaro clarified that staff was recommending bumping up the commercial assessment amount as well based on the survey responses and to align with the State Historic Preservation Program.

Chuck Thomas stated that the subcommittee had not discussed that amount, but he did not have any objection to it.

Haley asked if anyone had any objections to the \$10,000 amount for commercial assessments. None voiced.

Discussion Question 1b

What are the maximum grant amounts for flexible/focused grants?

Haley and Chuck Thomas stated that as a subcommittee they could not figure out a reason for the distinction.

Ulm asked if commercial and residential would be the only two categories if they did away with the flexible/focused categories.

Dickinson agreed that the flexible/focused distinction did not make sense as a distinction is his experience.

Cyndi Thomas stated that she would be surprised if most people did not go over both limits anyway. She assumed that the original intent was to privilege some types of preservation over others, but she thought it was still confusing. She recommended keeping general categories to maintain those distinctions but she thought it should be streamlined.

Chuck Thomas replied that he thought the two most important distinctions were the difference between work that kept a structure in working order and one toward preserving the structure. He did not think a dollar amount per area was useful.

Cyndi Thomas stated that she thought that the City would want more going toward preservation work than upkeep.

Haley asked what routine maintenance would be.

Dickinson replied that in situations where residents were going back to original materials, routine maintenance was often much higher, for example with wood windows and walls instead of vinyl. His choice for his home to go with wood would cost thousands of additional dollars over the life of his home.

Haley asked if anyone was interested in breaking up the money based on categories of work.

Chuck Thomas suggested simplifying the process by being stricter on the type of work being done overall, rather than maintaining any internal divisions between pots of money.

Cyndi Thomas replied that there needed to be a certain amount dedicated to preservation to avoid people using grant money for non-preservation issues. She did not think routine maintenance should be included, especially since the only fair way to handle that would be to go back and offer it to previous property owners.

Haley responded that the HSAs were meant to provide priority items to guide the fund allocations. Grants could go to prioritized projects rather than maintaining distinctions. She also suggested that the flexible/focused distinctions could be renamed.

Dickinson agreed that the Commission needed to explain the differences between rehabilitation, restoration, and preservation. He suggested describing the different types of work in those terms, but not putting specific dollar amounts in each category.

Ulm summarized that there would be a single grant, but the categories would be used to limit what could be done with that grant money.

Cyndi Thomas agreed with Commissioner Haley that more rigorous HSAs would help make the process clearer.

Zuccaro asked the Commission to discuss the amounts of \$50,000 for residential grants and \$200,000 for commercial grants.

Dickinson stated that he was fine with the higher amounts as long as it was matching.

Ulm asked if they should match 100%. Another idea was not to match the first \$10,000 and have the rest to be matched.

Dickinson thought either way would work.

Chuck Thomas stated that he had a preference for matching. He noted that the 100% match was reasonable since this was not an affordable housing situation.

Dickinson explained that for him, he knew he would get \$1,000 but didn't know he would get \$20,000, which did not feel like an incentive. Making the first \$10,000 as part of the guaranteed amount would be an incentive. He noted that the grant process had a measure of uncertainty that offering a higher initial, guaranteed incentive of \$10,000 would be an effective carrot.

Haley responded that the \$10,000 as an initial incentive would be great, but it needed to be connected to the HSA and not be given in the same model as the current \$1,000 model, in other words it should not be an amount without strings.

Cyndi Thomas asked if \$10,000 was the right number and asked if it should be obtained through a reimbursement process.

Haley thought that it should be a reimbursement to make sure it was used the way the fund intended.

Cyndi Thomas agreed, but thought \$10,000 was too high.

Haley thought \$5,000 could work.

Ulm asked what you could do on a project with \$5,000.

The commissioners discussed the different grant amounts in percentages.

Dickinson noted that one of the directives of the tax vote was to incentivize landmarking so that Louisville citizens would see preservation over demolition in the city. He thought that \$10,000 might be more than was necessary in all cases, but it might bring more people to the table.

Cyndi Thomas responded that if people are demolishing houses, the financial problem wasn't \$10,000.

Dickinson clarified that what he meant was that someone who currently owned a house might find the \$10,000 an incentive, could landmark it, and then the next person who bought it could not demolish it.

Chuck Thomas reiterated that there needed to be an incentive. \$1,000 was not enough and anything under \$5,000 would be incidental.

Haley asked for the unmatched amount currently.

Selvoski responded that it was currently \$5,000.

Cyndi Thomas asked if the \$5,000 could become the bonus amount and make the \$50,000 a 100% match. That would increase the total limit but increase the match amount, as well.

Haley added that those who needed simple updates could still use the \$5,000. She asked if the Commission needed to come up with numbers tonight.

Selvoski and Zuccaro replied that numbers would be helpful, but they could change them before the final resolution.

Dickinson summarized that there was still disagreement over the amount, but there was agreement that nothing should be for free and that the grant amounts should be split into unmatched and matched, with a cap at \$50,000 or some similar number. The something-for-nothing element was gone, but it was overall a more generous grant. He also noted that the grant amounts were taxable income and that he as a homeowner was not prepared for that information. He wondered if there was any way around that issue of having the grant as taxable income.

Fahey noted that there was discussion at a former HPC meeting to eliminate the tax burden on the recipient.

Zuccaro stated that staff could research this issue.

Cyndi Thomas added that homeowners were eligible for tax credits through the state. Thomas and Dickinson thought that there should be better education about the tax

credits during the process. Staff could share the History Colorado pamphlet and avoid giving tax advice that way.

Discussion Question 3

If the flexible/focused grant categories are eliminated, how will the categories be structured?

Haley summarized that the Commission had agreed that the HSA should govern the structure of the grant.

The Commission agreed.

Discussion Question 4

What structure/limitations will the new grant process have?

Chuck Thomas thought the 3-year time limit was reasonable.

Cyndi Thomas asked if people could apply for an extension.

Haley clarified that the three-year limit started at the landmarking. She thought the three years was a short amount of time for someone who was landmarking for the good of landmarking and not for the money.

Dickinson replied that he thought there might not need to be a time limit. If someone came back in the future and there was no money, the City could refuse them based on the lack of funds.

Haley agreed and thought that someone could landmark without feeling the pressure of landmarking immediately. Applicants may not have the ability to spend the money immediately. She did think there should be a time limit on when you can spend the money once you get a grant.

Selvoski asked if the Commission was concerned with the HSA losing its validity over time.

Ulm replied that by requiring the spending earlier to encourage people to protect their homes and deal with potential issues before they become major problems.

Dickinson noted that he ran into time limits and the extension was an easy process. The Mayor had to sign a form.

Haley replied that Dickinson had landmarked with the knowledge that he would be doing work on the house.

Dickinson responded that he did not have the money together at the time, though. He also noted that construction can take a long time.

Haley asked if someone had to take the \$10,000 and use the money within the time limit.

Dickinson stated that the reason people landmark was for the money. They wait to landmark until they need the money.

Zuccaro reiterated the incentive element of the fund. It was supposed to be structured so you could build a house that makes you happy with while evening out the cost of working on your house without demolishing it. That's another reason why staff was recommending a time limit.

Haley asked the Commission if they thought it was de-incentivizing to put a time limit on it.

No one thought so.

Fahey asked Dickinson and Cyndi Thomas ...

Cyndi Thomas asked what staff thought between three and five years.

Zuccaro clarified that the projects did not have to be complete within three years, it just had to be started with planning staff through permitting, et cetera. He thought that five years sounded long.

The Commission agreed that three years was sufficient.

Dickinson did not think routine maintenance should be included. The Commission agreed.

Zuccaro recommended that the heritability process remain the same, making the next owner still eligible.

Haley asked how the time limit would apply.

Zuccaro replied that the three-year time limit from the date of landmarking would still apply.

Dickinson asked that staff reach out to new owners of recently landmarked homes.

Fahey asked how staff would know the house was sold. She pointed out that that would be a difficult task for staff.

Haley noted that the situations would be rare so staff did not need to track them.

The Commission did not think that the reauthorization should be applied to previously landmarked homes, especially since the Commission was not supporting routine maintenance and because it was meant to be an incentive program.

Discussion Question 5

What language will be used for new construction/alteration certificates?

Selvoski explained that staff was trying to align the language in new construction and alternation certificates. The proposed language was to privilege architectural differentiation between new work from the old.

The Commission supported with the proposed language.

Discussion Question 6

Will there be any changes to the interest rate for HPF loans?

Chuck Thomas stated that revolving loans were typically tied to prime or below prime by a percentage point or more.

Haley asked if the Commission thought that using prime was an incentive.

Cyndi Thomas thought that prime was punitive. She said that it was all about the cost of capital, which here was pretty low. She suggested updating the rate each year based on a host of factors and not just going below prime.

Chuck Thomas offered that in his experience they would offer an interest rate and then review it. He did not think affordability was the issue here.

Haley thought that having lower than prime made sense.

Cyndi Thomas agreed that to be an incentive it needed to be below market rate.

Fahey asked what the length of the loans was.

Selvoski responded that it depended on the amount. She thought the longest was 15 years.

Fahey suggested making it a 10-year interest-free loan.

Haley and Cyndi Thomas replied that the point of the loan was to get money back and to make these loans an investment.

Cyndi Thomas was thinking 4%, but thought there should be something less arbitrary.

Chuck Thomas added that he was thinking 3%.

Zuccaro offered that staff could do more research if the Commission was interested in offering a loan rate below prime.

Chuck Thomas suggested annual reviews based on reports from staff. In principle they should be below prime.

Dickinson noted that his silence was a form of recusal, but he suggested that his fellow commissioners could consider tying the rate to something that is moving constantly since looking at it annually since there was so much variation within a year. He thought it should be tied to something that moved with the markets since that was always current. He added that you could still have an annual review process even if it was tied to something moving.

Cyndi Thomas did not think it should be tied to the market because the reason for the loan program wasn't about the market, it was more about what other non-profits were doing.

Chuck Thomas reiterated the Commission's desire to have additional research on this issue from staff.

Discussion Question 7

What changes will there be to overall timeline of process, if any?

The Commission agreed that there did not need to be any changes.

Zuccaro asked the Commission to consider an additional question. Did the Commission want to continue the extraordinary circumstances language? If so, he wanted to work with the subcommittee to draft better criteria for those circumstances.

Cyndi Thomas replied that not having a cap on the extraordinary circumstances was fine, but she thought there needed to be better communication during the process so that applicants knew they could possibly have access to more money under the criteria.

ITEMS FROM STAFF

Demolition Review Updates

No demolition reviews minus the 307 Eisenhower item on tonight's agenda.

Alteration Certificate Updates

Selvoski updated the Commission on the 816 McKinley Avenue alteration certificate to add a chimney. The subcommittee release the permit based on the findings that the change was minor and reversible.

Upcoming Schedule

December

17th – HPC Meeting, 6:30 PM, Council Chambers

January

15th – City Council Study Session – Historic Context presentation

TBD – Historic Preservation Commission Meeting, 6:30 PM, Council Chambers

Selvoski asked if any of the commissioners have an issue with the January 14th date change.

Zuccaro informed the Commission that Council would be updating the funding resolutions to acknowledge the new ballot language before then. There were no substantive changes there.

Selvoski noted that the Saving Places Conference was coming up in the schedule. Dickinson asked to be added to the list of interested commissioners.

Selvoski thanked Commissioners Cyndi Thomas and Deborah Fahey for their service on the Commission, since tonight was there last night.

UPDATES FROM COMMISSION

Fahey noted that she passed the DBA information to Planner Selvoski. Dickinson reiterated his interest in taking over this duty.

DISCUSSION ITEMS FOR NEXT MEETINGS

Adjourn:

Chuck Thomas moved to adjourn. Haley seconded. The meeting was adjourned at 9:12 PM.

ITEM: 721 Grant Avenue Loan Request

APPLICANT: Caleb and Katie Dickinson
721 Grant Avenue
Louisville, Colorado 80027

OWNER: Caleb and Katie Dickinson
721 Grant Avenue
Louisville, Colorado 80027

PROJECT INFORMATION:

ADDRESS: 721 Grant Avenue
LEGAL DESCRIPTION: Lot 4 and 5, Block 8, Pleasant Hill Addition
DATE OF CONSTRUCTION: circa 1893-1900

REQUEST: A request to approve a loan in the amount of \$69,000 from the Historic Preservation Fund for approved work for 721 Grant Avenue.





721 Grant Avenue – 1909 as a hospital



721 Grant Avenue – Current Photo

SUMMARY:

The applicants request approval of a loan in the amount of \$69,000 from the Historic Preservation Fund for approved work at 721 Grant Avenue. Under Resolution No. 4, Series 2014 the City established a revolving loan program within the Historic Preservation Fund to “provide low-interest loans for the purposes of preservation, restoration, rehabilitation and protection of properties which are landmarked pursuant to Louisville Municipal Code Chapter 15. 36 or subject to a conservation easement to preserve the character of Historic Old Town Louisville.”

Loans may be used for “rehabilitation projects to include measures directed toward adapting a property to make efficient contemporary use of it while sensitively preserving the features of the property, which are significant to its historical, architectural, and cultural values. Sensitive rehabilitation or upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the property functional is appropriate within a rehabilitation project.” (Res. 4, Series 2014)

CRITERIA FOR APPROVING A LOAN FROM THE HISTPORIC PRESERVATION FUND

To receive a loan from the Historic Preservation Fund (HPF), the applicant_s must meet the following criteria as described in Resolution No. 4, Series 2014, and Resolution 21, Series 2016:

A structural assessment shall be required pursuant to Section 2 of Resolution No. 2, Series 2012, before an applicant may apply for a loan.

- *A Historic Structure Assessment was completed for 721 Grant Avenue in 2015.*

Loan funds may be awarded only for projects to be completed on landmarked portions of a property.

- *The proposed work to 721 Grant Avenue to be funded by the loan includes the following areas:*
 - *Siding: The original siding is damaged or missing in places. Siding will be fixed or replaced as necessary. Replacement siding will be milled to match original siding.*
 - *Roof and gutter: The roof and gutters are both failing and will be replaced.*
 - *Windows and doors: Current windows are either not original, or are rotted and are not functional. New windows to be made to match original windows shown in 1905 photograph.*
 - *Porch and deck: The front porch and second story deck are not original. They will be reconstructed based on the 1905 photograph using appropriate materials.*

When required by Louisville Municipal Code Chapter 15.36, and as a condition of loan approval, an alteration certificate shall be obtained prior to the start of any work on the project for which loan funds are awarded.

- *The HPC approved an alteration certificate for the work being done 721 Grant Avenue by Resolution 8, Series 2016.*

Loans shall be in an amount of at least \$2500. There is no specific loan limit established, but the Historic Preservation Commission and City Council shall consider the following in setting an amount:

- i. Current amount of funds in the Historic Preservation Fund and the needs of other projects;
 - ii. The necessity of the work to be performed for the preservation or rehabilitation of the structure and how the proposed work fits into the overall preservation plan for the structure;
 - iii. The availability of other funding sources.
- *The loan request is for \$69,000. The current balance of the Historic Preservation Fund is \$2,044,259. The applicant has previously utilized a matching grant from the Historic Preservation Fund in the amount of \$73,436.50.*

Interest rates shall be equal to the Wall Street Journal Prime Rate as reported on the date of city acceptance of a complete application. The interest rate may be increased or decreased by City Council at the time of initial approval upon a showing of extraordinary circumstances.

- *The Wall Street Journal Prime Rate when the applicant submitted their paperwork was 5%. The current Wall Street Journal Prime Rate is 5.5%.*

Any fees for loan processing shall also be established at the time of the award.

- *Loan fees for owner-occupied residential properties is \$400.*

The loan repayment schedule shall also be established at the time of the award; provided, however, that all loans shall include a due-on-sale clause providing that any outstanding balance on the loan shall be paid in full upon sale or transfer of the property.

- *Owner-Occupied Residential: Loan amount ≤ \$10,000, maximum term 7 years, Loan amount > \$10,000, maximum term 20 years.*

FISCAL IMPACT:

The approval of this request would result in the issuance of a loan in the amount of \$69,000 from the Historic Preservation Fund. The following table shows anticipated interest for different loan terms. The applicant has not yet indicated the loan term they will request. Staff also recommends paying the loan processing fee of \$400 from the HPF.

<i>Loan Term (years)</i>	<i>Total Interest Paid to HPF</i>
<i>5</i>	<i>\$9,126</i>
<i>10</i>	<i>\$18,822</i>
<i>15</i>	<i>\$29,216</i>
<i>20</i>	<i>\$40,288</i>

RECOMMENDATION:

Staff recommends that the HPC approve the loan in the amount of \$69,000 and payment of the \$400 loan processing fee for approved work to be done at 721 Grant Avenue and approve payment. HPC may, by motion, approve or deny the loan request.

ATTACHMENTS:

- 721 Grant Staff Report (11/21/2016): Landmarking, Grant, and Alteration Certificate Request
- Historic Preservation Fund Application
- 721 Grant Historic Structure Assessment (HSA)

Historic Preservation Fund Application

- Attach to general Historic Preservation Application**

PROPERTY INFORMATION

Address: 721 Grant Ave, Louisville, CO 80027

PROJECT DESCRIPTION (Please do not exceed space provided below.)

- a. Provide a brief description of the proposed scope of work.

Continued work to Preserve, Rehabilitate and Restore the Old Louisville Hospital. Foundation, stabilization and removal of non-code wiring and plumbing is complete. Grading and drainage work is ongoing. 13 window repairs or replacements, extensive siding preservation, repair and restoration, second floor deck replacement, front porch restoration, entire roof and gutter system replacement are all remaining projects that include some amount of either rehabilitation, preservation and restoration.

- b. Describe how the work will be carried out and by whom. Include a description of elements to be rehabilitated or replaced and describe preservation work techniques that will be used.

The work is ongoing and being performed by MJC Construction. MJC Construction has worked on many old homes in the Louisville area. We are working closely with the Louisville Historic Museum to use original photos in order to match original design features, window heights and other visually important elements to be historical accurate.

- c. Explain why the project needs rehabilitation grant funds now. Include a description of community support and/or community benefits, if any.

To date, we have spent \$156,726 on the foundation, stabilization, drainage and safety of the building. This work is critical to the preservation of the structure for decades to come. However, there still remains months of restoration and rehabilitation of key exterior aspects of the home. It is our hope that by 2019 we will have the Old Louisville Hospital bat to its former glory, be we need financial assistance. We have borrowed as much as we can from the equity in the home and collected all of our liquid assets. At this time, we do not believe we have the funds to complete the work, so we are applying for a loan from the City to finish what we've started.

DESCRIPTION OF REHABILITATION

Feature A	
<p>NAME OF ARCHITECTURAL FEATURE: <u>Windows</u></p> <p>Describe feature and its condition:</p> <p>Original windows have been replaced over time with wider, shorter versions. Remaining original windows on the second floor are rotted and non-functional.</p>	<p>Describe proposed work on feature:</p> <p>We are using pictures and structural clues to recreate custom window sizes to match the pictures from 1905. All new windows are being made with solid wood in the original double-hung style. We will also be painting these windows brown, to match the 1905 images.</p>
Feature B	
<p>NAME OF ARCHITECTURAL FEATURE: <u>Deck and Porch</u></p> <p>Describe feature and its condition:</p> <p>Both the front porch and the second story deck were replaced over time. The replacements were not respectful to the structural integrity of the home.</p>	<p>Describe proposed work on feature:</p> <p>We are using pictures and structural clues to restore the look and material of the original home. We will be matching the decorative elements and using appropriate materials to match the 1905 images.</p>

Feature C

NAME OF ARCHITECTURAL

FEATURE: Siding

Describe feature and its condition:

The original horizontal wood siding is in place, but heavily damaged in some places and missing in others.

Describe proposed work on feature:

We have removed most of the interior siding so that we can insulate from the inside of the house while preserving as much of the original exterior wood siding as possible. We will be fixing and replacing the siding as necessary. When needed new wood will be milled to match the existing siding.

DESCRIPTION OF REHABILITATION (continued)

Feature D	
<p>NAME OF ARCHITECTURAL FEATURE: <u>Roof and Gutters</u></p> <p>Describe feature and its condition:</p> <p>The roof and gutters are in utter disrepair. The shingles are falling off the roof and the gutters are hanging.</p>	<p>Describe proposed work on feature:</p> <p>We are replacing the entire roof and gutter system, while keeping the structural elements the same.</p>
Feature E	
<p>NAME OF ARCHITECTURAL FEATURE: _____</p> <p>Describe feature and its condition:</p>	<p>Describe proposed work on feature:</p>

5COST ESTIMATE OF PROPOSED WORK

Please provide a budget that includes accurate estimated costs of your project. Include an itemized breakdown of work to be funded by the incentives and the work to be funded by the applicant. Include only eligible work elements. Use additional sheets as necessary. (Please reference this section in your contractor's bid attachment).

Type of Incentive GRANT LOAN

Feature	Work to be Funded	Grant Request	Cash Match (and or loan)	Total
A.	Siding	\$	\$ 25,000	\$ 25,000
B.	Roof and Gutter	\$	\$ 20,000	\$ 20,000
C.	Windows and Doors	\$	\$ 12,000	\$ 12,000
D.	Porch and Deck	\$	\$ 12,000	\$ 12,000
E.		\$	\$	\$
F.		\$	\$	\$
G.		\$	\$	\$
H.		\$	\$	\$
I.		\$	\$	\$
J.		\$	\$	\$
K.		\$	\$	\$
	Total Proposed Work	\$	\$ 69,000	\$ 69,000

<p>For loan requests indicate total loan request here</p>	<p>\$ 69,000</p>
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LOUISVILLE HISTORIC PRESERVATION COMMISSION

STAFF REPORT

November 21, 2016

ITEM: Case #2016-007-LANDMARK Landmark, Alteration Certificate and Preservation and Restoration Grant for 721 Grant Avenue (***Continued from 10/17/16***)

APPLICANT: Caleb and Katie Dickinson
721 Grant Avenue
Louisville, CO 80027

OWNER: Same

PROJECT INFORMATION:
ADDRESS: 721 Grant Avenue
LEGAL DESCRIPTION: Lot 4 and 5, Block 8, Pleasant Hill Addition
DATE OF CONSTRUCTION: circa 1893-1900

REQUEST: A request for an alteration certificate for 721 Grant Avenue.





721 Grant Avenue - 1909 as a hospital



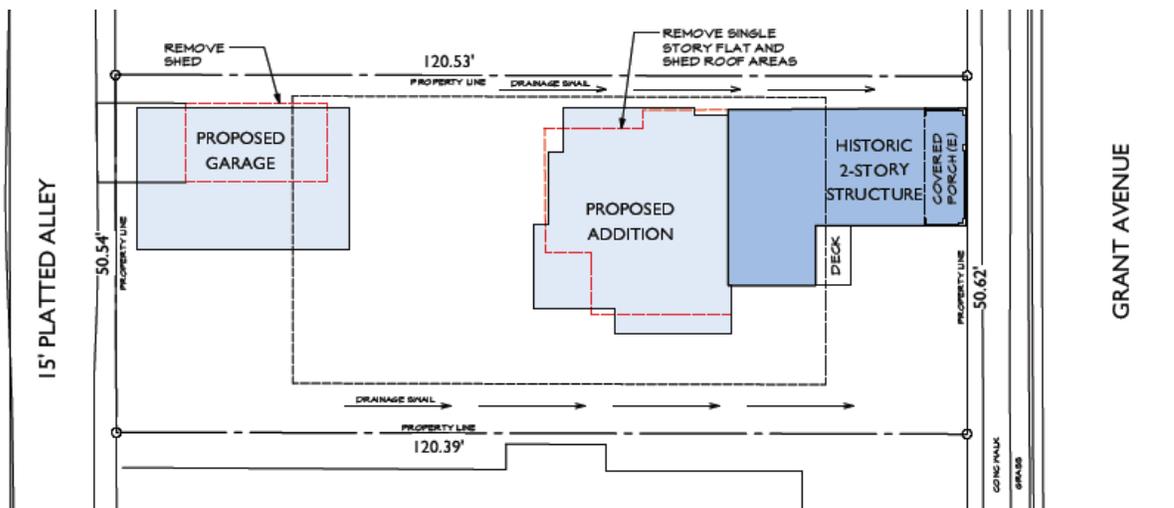
721 Grant Avenue Southeast – Current Photo

ALTERATION CERTIFICATE REQUEST:

At the Historic Preservation Commission meeting on October 17, 2016, the Historic Preservation Commission recommended approval of the landmark and grant request for 721 Grant Avenue. The Commission continued the alteration certificate so the applicant could present a design that further distinguishes the proposed addition from the existing structure. ~~The following~~ The applicant submitted the following changes, which are ~~were~~ submitted by the applicant and described in further detail below:

- The addition will be clad in vertical wood or fiber cement siding
- The addition will have full glass doors
- The windows will be clad with a flat trim surround
- The railings on the addition will be horizontal

The applicant is applying for an alteration certificate to allow for a new two-story addition for the west side of the existing house. The proposed new addition would replace the single story. The historic portion of the structure will be restored.

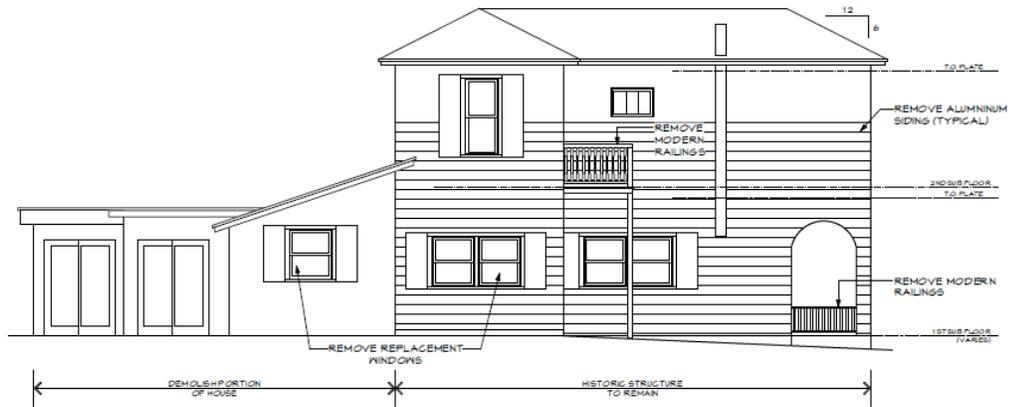




721 Grant Avenue – Proposed 3D Rendering (10/17/16)



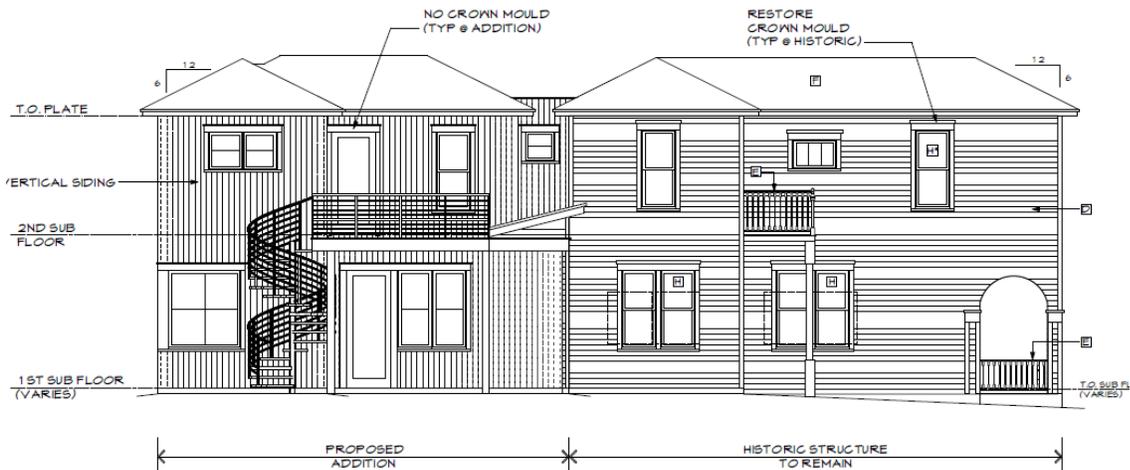
721 Grant Avenue – Proposed 3D Rendering (11/21/16)



721 Grant Avenue South Elevation – Existing



721 Grant Avenue South Elevation – Proposed 10/17/16



721 Grant Avenue South Elevation – Proposed 11/21/16

The proposed two story addition is 23 feet in height and sits directly behind the existing structure. The proposed addition is the same height as the existing structure. The roof material is asphalt shingles and the siding is vertical wood or fiber cement. The structure includes an exterior spiral staircase which leads to a second-story deck. The

railing on new deck will be horizontal. The historic structure is connected to the addition by a two-story, flat-roofed hyphen clad also clad in vertical siding. The windows and doors on the addition are clad or fiberglass with flat trim. The proposed addition picks up elements of the early 20th century style associated with the historic structure while maintaining the integrity of the historic structure.

The proposal includes keeping a portion of the one-story shed roof on the south elevation and extending it to the south. The proposed flat roofed extension is slightly setback and clad in vertical siding. The proposed extension is visible on Grant Avenue.

The existing garage would be demolished and a new detached garage would be constructed.

The applicant is also requesting to modify the following on the existing structure:

- Remove aluminum siding and repair existing wood siding, if found, or replace with wood siding
- Remove replacement windows on the south elevation and replace with windows that match historic windows in proportion
- Replace second story window on south elevation in original opening
- Remove modern railings on front porch and deck
- Remove shutters
- Reroof structure with asphalt shingles
- Remove non-historic doors and replace with doors to match historic photos
- Restore original exterior door

Architectural Integrity

When the structure at 721 Grant Street was located on Main Street the two-story, hipped-roof commercial building had a simple rectangular form and large storefront window. After relocated the structure to Grant Street, two additions (one two-story hipped roofed, the other one-story, shed roofed) expanded the structure, creating an L-shaped form. The previous commercial storefront opens into a porch with three prominent arches. A second story porch is located on the south side. The vernacular building has Italianate decorative features.

The wood siding and decorative pilasters on the porch were removed after 1948. The window openings are original. The original Italianate lentils are either covered or lost. The board and batten shutters are not original. After the siding was replaced, a shed roofed enclosed porch was added on the rear of the building. Overall, 721 Grant has a strong architectural integrity.

Section 15.36.120 of the LMC gives the criteria for evaluating alteration certificates:

A. The commission shall issue an alteration certificate for any proposed work on a designated historical site or district only if the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to its original historical designation.

B. The commission must find the proposed alteration to be visually compatible with designated historic structures located on the property in terms of design,

finish, material, scale, mass and height. When the subject site is in an historic district, the commission must also find that the proposed alteration is visually compatible with characteristics that define the district. For the purposes of this chapter, the term "compatible" shall mean consistent with, harmonious with, or enhancing to the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.

C. The commission will use the following criteria to determine compatibility:

- 1. The effect upon the general historical and architectural character of the structure and property.*
- 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, and with other structures.*
- 5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the structure 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 property.*
- 8. The proposal's compliance with the following standards:*
 - a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
 - b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
 - c. Each property shall 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 architectural elements from other buildings, shall not be undertaken.*
 - d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
 - e. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*

- f. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. In the replacement of missing features, every effort shall be made to substantiate the structure's historical features by documentary, physical, or pictorial evidence.*
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
- i. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- j. New additions and adjacent or related new construction shall 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.*

Staff finds the proposed changes and additions would maintain and enhance the historic character of the retained portion of the historic building because it is setback to rear of the lot and has a minimal visual impact from Grant Avenue (see Criterion C8b above). Staff finds that the proposed architectural features of the new addition further differentiate it from the historic structure (see Criterion C8i above). The siding, window details, door details, and railings are architectural features on the addition used to differentiate the old from the new.

RECOMMENDATION:

The proposed changes to the existing structure, and the proposed new construction, are both compatible with the historic character of the property and comply with the requirements of the LMC. Staff recommends approval of the alteration certificate request by approving Resolution No. 08, Series 2016.

SUPPORTING DOCUMENTATION AND INFORMATION:

Attached for your review are the following documents:

- Resolution No. 08, Series 2016
- Letter from Applicant
- Alteration Certificate Application
- Drawings (11/21/16)

- Drawings (10/17/16)
- Social History
- Staff report from 10/17/16

**RESOLUTION NO. 08
SERIES 2016**

**A RESOLUTION APPROVING AN ALTERATION CERTIFICATE FOR THE LOUISVILLE
HOSPITAL LOCATED AT 721 GRANT AVENUE FOR EXTERIOR ALTERATIONS AND A
REAR ADDITION**

WHEREAS, there has been submitted to the Louisville Historic Preservation Commission (HPC) an application requesting an alteration certificate for a historic residential structure located at 721 Grant Avenue, known as the Louisville Hospital, on property legally described as Lot 4 and 5, Block 8, Pleasant Hill Addition, Town of Louisville, City of Louisville, State of Colorado; and

WHEREAS, the City Staff and the HPC have reviewed the application and found it to be in compliance with Chapter 15.36 of the Louisville Municipal Code, including Section 15.36.120, establishing criteria for alteration certificates; and

WHEREAS, the HPC has held a properly noticed public hearing on the proposed alteration certificate; and

WHEREAS, the proposed scope of work, outlined in the staff report on November 21, 2016, meets the criteria of Louisville Municipal Code Section 15.36.120 and are historically compatible and do not detract from the historic character of the structure; and

NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF LOUISVILLE, COLORADO:

The application for an alteration certificate for the Louisville Hospital be approved as described in the staff report dated November 21, 2016.

PASSED AND ADOPTED this _____ day of _____, 2016.

Lynda Haley, Chairperson

To Whom it may concern,

The restoration and renovation of the Old Louisville Hospital at 721 Grant Ave is a considerable project. This home is roughly 126 years old and has the issues to prove it. It was built on Main Street in 1890 and moved to its current location in 1900. When it was relocated, it was apparently placed on concrete and dirt. There was no foundation poured, no footers and no crawl space. Over the years, the house has dropped in the Southeast corner a significant amount. The interior floors and walls show the extreme movement of that corner. For instance, the floor in the upstairs hallway has a 6 inch drop over a 4 foot span. For this house to be saved and remain standing for another 100 years, there are several things that need to happen.

The home must first be lifted off of the ground or otherwise shored by house movers. Once, lifted and leveled, an excavation team needs to dig underneath the house and retrofit a full foundation that the house can be placed back on when it is completed. There will also be new grading around the home to ensure proper drainage in the future. After the foundation is in place and the house is reset, many repairs including walls, window frames, door frames, floors and ceilings will need to take place. This is an absolutely extraordinary process to undertake. The end result of all of this work will be nearly unnoticeable to the untrained eye. There are several people who have asked me why on earth we would do all of that. The easier and cheaper solution would be to level the home and start over.

This building is simply too important to the history of Louisville to scrape it. It was the post office, the hospital, the home of the Black Diamond newspaper and more. We want this building to exist for the next 100 years. We are prepared to go to great lengths on our part to see this building respected and preserved. The amount of money that we will be putting into this project and the amount of time that we will be displaced during the process is certainly extraordinary and so too is our request for financial assistance from the Historic Preservation Commission.

On top of the extraordinary foundation and leveling work that needs to be done, we are excited to restore the façade to its original look. Taking off all of the aluminum siding to expose the original wood siding is a crucial step in this process. The old siding will need to be repaired, painted and maintained over the coming decades. The newer, wide windows will be replaced with taller, thinner windows to match the look of the original construction. These windows, like the original windows, will be made of wood, which is more expensive and requires more maintenance over time. The modern front door will be replaced with a door that fits the original look as well. The front porch railings and arches will be brought back to the original style, including columns seen in the historic pictures. Additionally, the deck off of the upstairs bedroom, which is in very poor condition, will be removed and replaced in the same spirit as the rest of the work, so that it lasts for decades and looks like the original deck. And finally, the roofing, shingling and gutters will be repaired, reinforced and replaced to protect the home from above and get the water draining away from the foundation properly.

All told, we believe this is one of the most ambitious restoration projects on one of the most significant buildings in our town. For those two reasons, this project requires an extraordinary commitment from the home owner and from the Historic Preservation Fund.

Thank you for your consideration of this grant request. We look forward to partnering with the Commission in this important preservation project.

Caleb and Katie Dickinson



Alteration Certificate Application

(7/15)

DATE: Sept. 20 2016

Property Address: 721 Grant Ave.

Legal Description (Lot Number, Block Number, and Subdivision):

Lots 4-5, Block 8, Pleasant Hill

Property Name (Landmarked Name, if known):

APPLICANT INFORMATION

Name: Caleb & Katie Dickinson

Address: 721 Grant Ave

Phone: 303-495-8219

Email calebdickinson@gmail.com

Relationship to Owner: owner

OWNER INFORMATION

Name: SAME AS ABOVE

Address:

Phone:

PROJECT DESCRIPTION (please attach a separate sheet)

Include the following information:

- Site and floor plan drawings showing all proposed exterior alterations
- Specifications describing all proposed exterior alterations
- Elevation drawings including materials, architectural design, and detail.
(Photos of examples are encouraged)

While plans do not need to be professionally done, they must be sufficiently detailed to determine if the project meets the criteria. The Historic Preservation Commission may ask for additional information as the Commission feels necessary.

PHOTOS

Please include current photos of EACH ELEVATION of EACH BUILDING and STRUCTURE on the property.

FOR OFFICE USE ONLY

Date Filed _____

Application Number _____

Date of HPC Sub. Review _____

No Significant Impact Referred to HPC

HPC Public Hearing Date _____

Approved

Denied

Date Alteration Certificate Released _____

Historic Preservation Commission

Lauren Trice, Planner 749 Main Street Louisville CO 80027
303.335.4594 laurent@louisvilleco.gov www.louisvilleco.gov

Alteration Certificate Process

- 1) Applicant completes an application for an Alteration Certificate including plans and specifications showing all proposed exterior alterations, including their proposed exterior appearance, with texture, materials, and architectural design and detail.
- 2) Applicant submits application for an Alteration Certificate to Lauren Trice, Planner.
- 3) Application Processed by Staff for Historic Preservation Commission including reviewing application and preparing a staff memo to the Historic Preservation Commission
- 4) A staff person and two (2) randomly selected members of the Commission shall review all applications for landmark alteration certificates for alterations to buildings or special features and shall determine within seven (7) days after a complete application is filed whether or not the proposed work would have a significant impact upon or be potentially detrimental to a landmark site or historic district.
 - A) *No significant impact* - If it is determined by both Commission designees that there would be no significant impact or potential detriment, the City shall issue a landmark alteration certificate to the applicant and shall notify the Commission of such issuance.
 - B) *Commission referral*. If one of the Commission designees determines that the proposed work would create a significant impact or potential detriment, they shall refer the application to the Commission for a public meeting and begin the legal notification process:
 - Meet legal notification process
 - 15 days notice of Commission public hearing in newspaper
 - Notice by mail to applicant and/or owner of property
- 6) Historic Preservation Commission holds public hearing no more than 60 days after application submitted. Commission approves or denies request.
- 7) Applicant may appeal decision to the City Council.

Questions? Please contact Lauren Trice, Planner, at 303-335-4594 or laurent@louisvilleco.gov.

HISTORIC STRUCTURE

- REMOVE ALUMN SIDING. REPAIR HISTORIC WOOD SIDING & TRIM.
- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW ASPHALT SHINGLE ROOFING.
- REMOVE NON-HISTORIC DOORS, REPLACE WITH DOORS TO MATCH HISTORIC PHOTOS.
- RESTORE ORIGINAL EXTERIOR DOOR.



HISTORIC IMAGE
NTS

PROPOSED EAST ELEVATION
1/8"=1'-0"

HISTORIC STRUCTURE

- REMOVE ALUMN SIDING. REPAIR HISTORIC WOOD SIDING & TRIM.
- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW ASPHALT SHINGLE ROOFING.
- REMOVE NON-HISTORIC WINDOWS, NEW WINDOWS OF PROPER PORPORTION.
- NEW WINDOW IN ORIGINAL OPENING.



PROPOSED SOUTH ELEVATION
1/8"=1'-0"



PROPOSED WEST ELEVATION
 1/8"=1'-0"

HISTORIC STRUCTURE

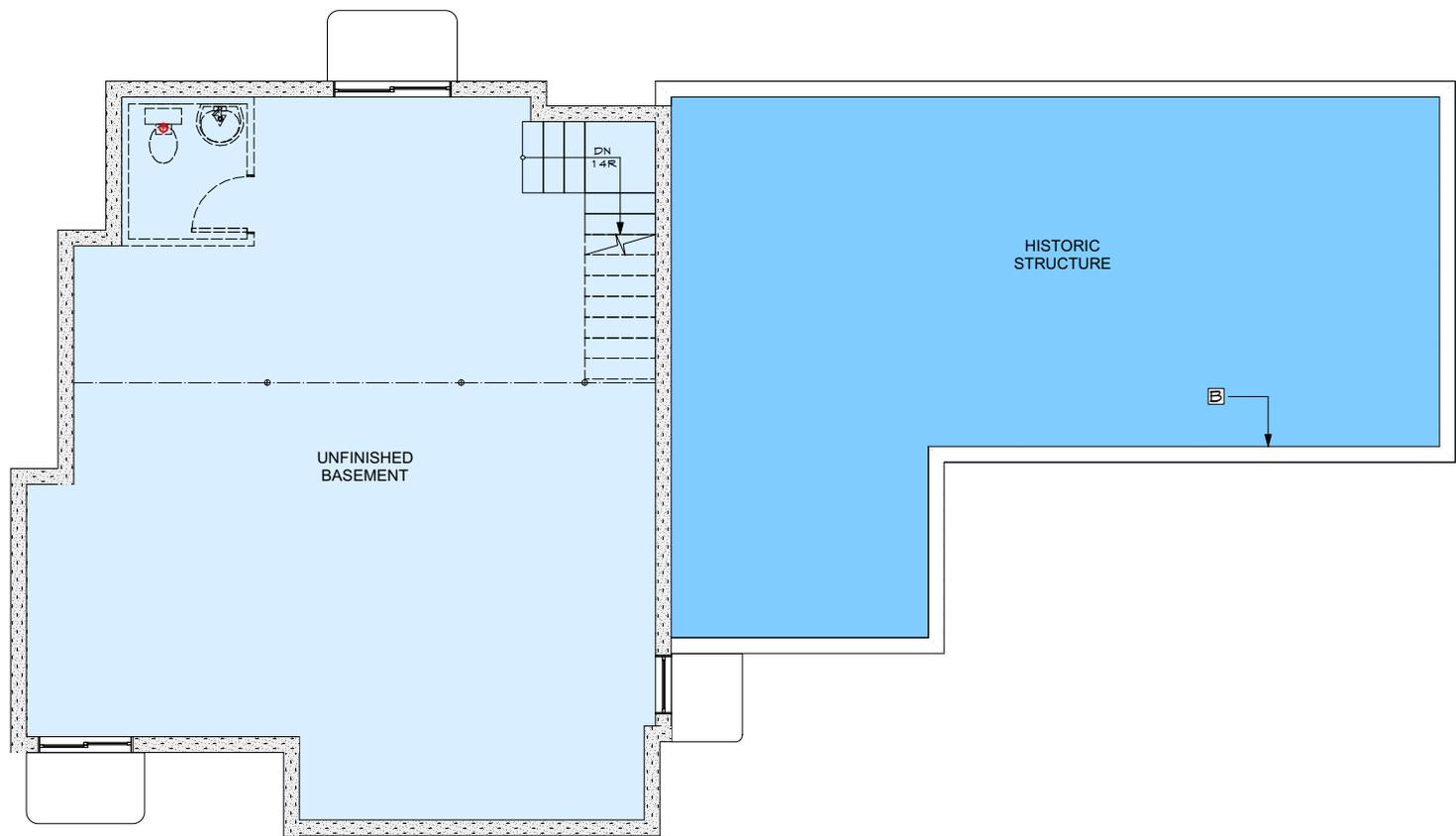
- REMOVE ALUMN SIDING. REPAIR HISTORIC WOOD SIDING & TRIM.
- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW ASPHALT SHINGLE ROOFING.



PROPOSED NORTH ELEVATION
1/8"=1'-0"

HISTORIC STRUCTURE
[E] EXCAVATION AND NEW FOUNDATION WORK.

← PROPOSED ADDITION | HISTORIC STRUCTURE TO REMAIN →

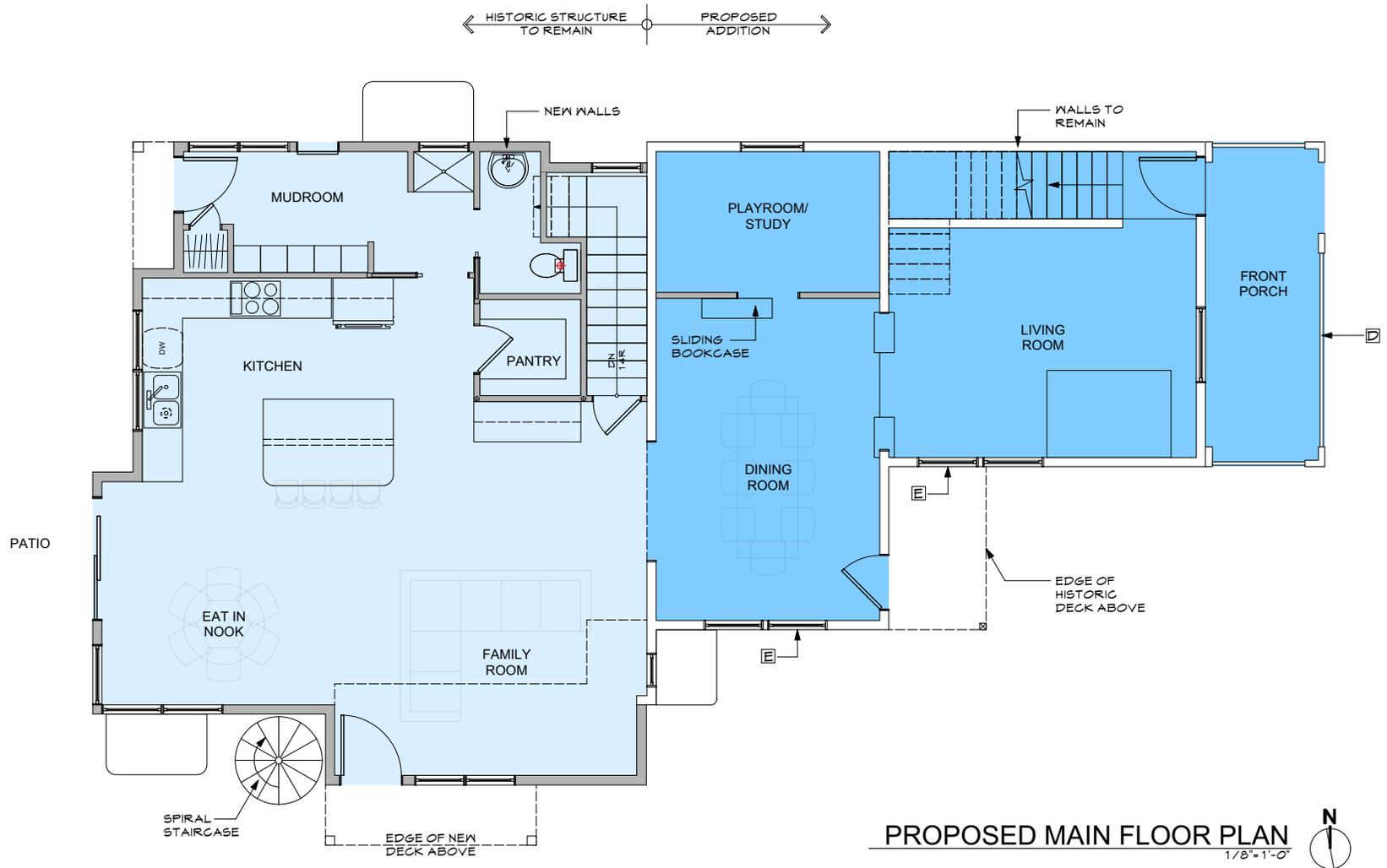


PROPOSED BASEMENT FLOOR PLAN
1/8" = 1'-0"



HISTORIC STRUCTURE

- ☐ REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- ⓔ REMOVE NON-HISTORIC WINDOWS, NEW WINDOWS OF PROPER PORPORTION.



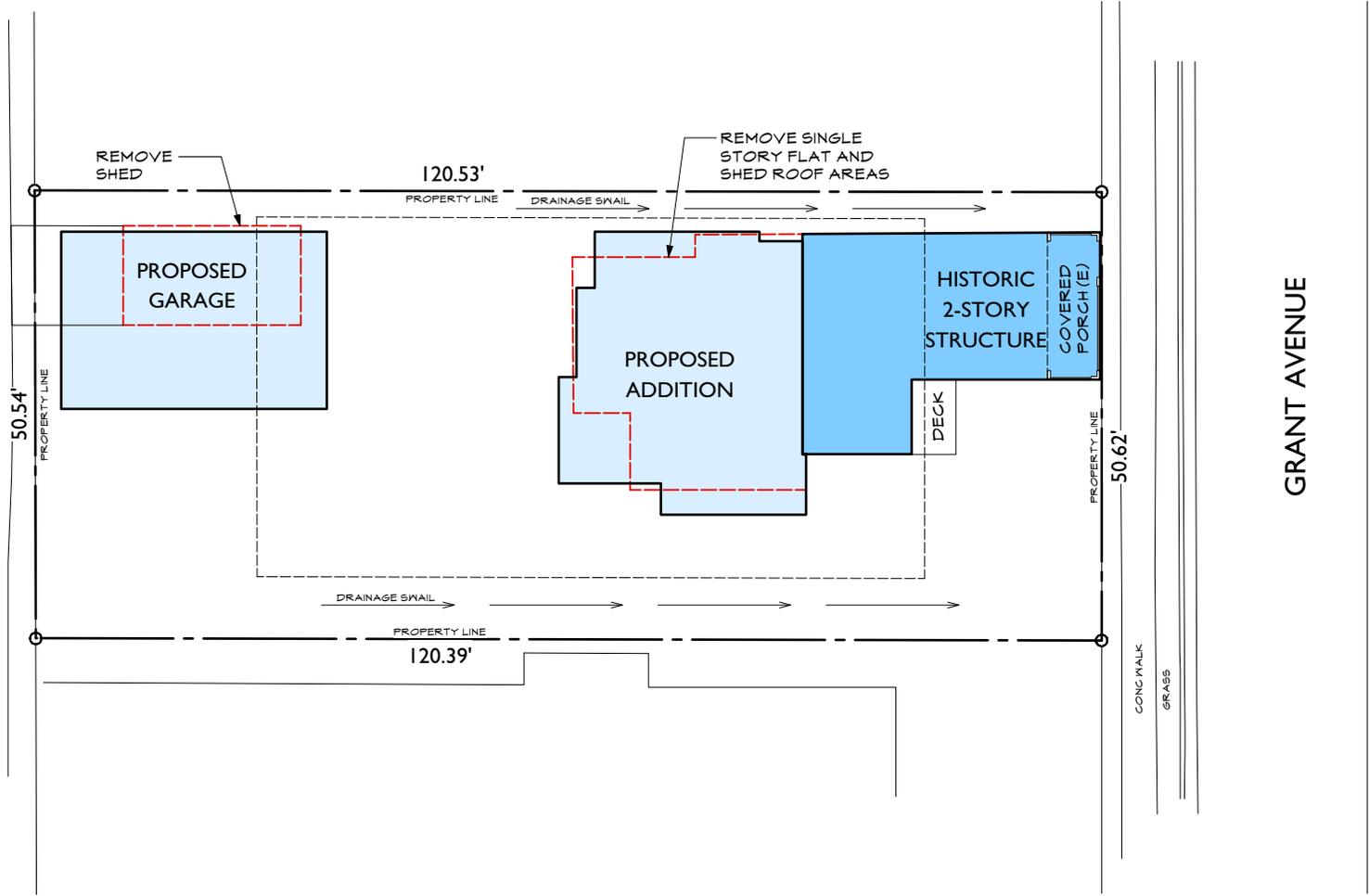
PROPOSED MAIN FLOOR PLAN
1/8"=1'-0"





PROPOSED 3-D RENDERING
NTS

15' PLATTED ALLEY



GRANT AVENUE

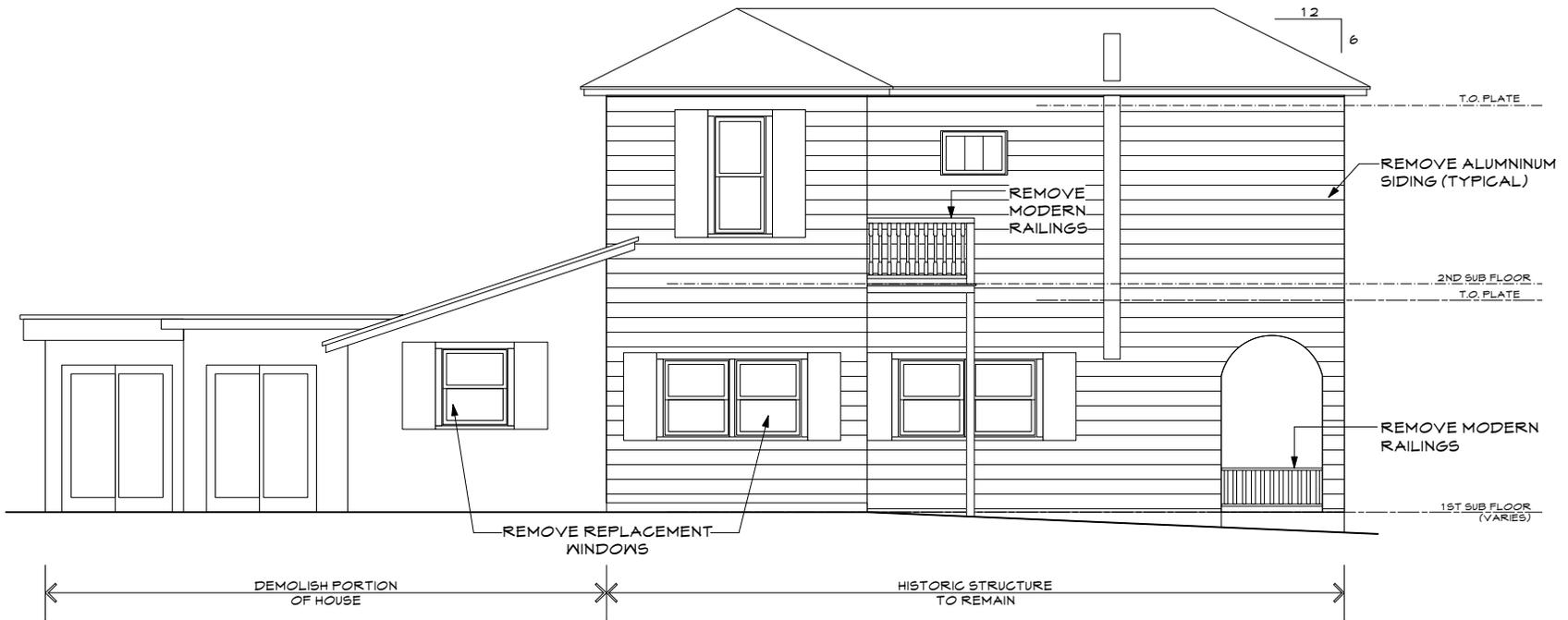
PROPOSED SITE PLAN

1"=20'-0"





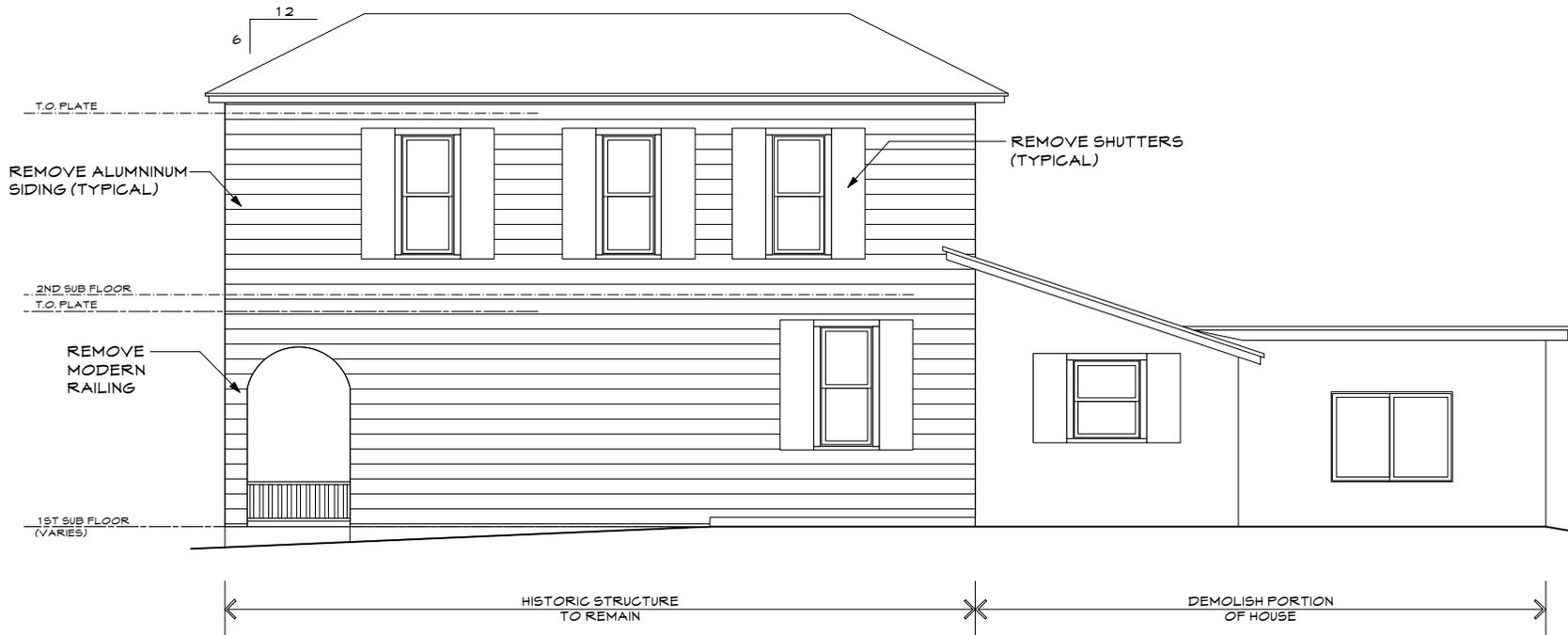
EXISTING EAST ELEVATION
 1/8"=1'-0"



EXISTING SOUTH ELEVATION
 1/8"=1'-0"



EXISTING WEST ELEVATION
 $\frac{1}{8}'' = 1'-0''$



EXISTING NORTH ELEVATION
 1/8" = 1'-0"

HISTORIC STRUCTURE

- REMOVE ALUMN SIDING. REPAIR HISTORIC WOOD SIDING & TRIM.
- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW ASPHALT SHINGLE ROOFING.
- REMOVE NON-HISTORIC DOORS, REPLACE WITH DOORS TO MATCH HISTORIC PHOTOS.
- RESTORE ORIGINAL EXTERIOR DOOR.



HISTORIC IMAGE
NTS



PROPOSED EAST ELEVATION
1/8"=1'-0"

ADDITION

ASPHALT SHINGLE ROOF.

FIBER CEMENT SIDING & PANELS.

PROPORTIONAL WINDOWS.

HISTORIC STRUCTURE

- REMOVE ALUMN SIDING. REPAIR HISTORIC WOOD SIDING & TRIM.
- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW ASPHALT SHINGLE ROOFING.
- REMOVE NON-HISTORIC WINDOWS, NEW WINDOWS OF PROPER PROPORTION.
- NEW WINDOW IN ORIGINAL OPENING.



PROPOSED SOUTH ELEVATION
1/8" = 1'-0"

ADDITION

ASPHALT SHINGLE ROOF.

FIBER CEMENT SIDING & PANELS.

PROPORTIONAL WINDOWS.



PROPOSED WEST ELEVATION

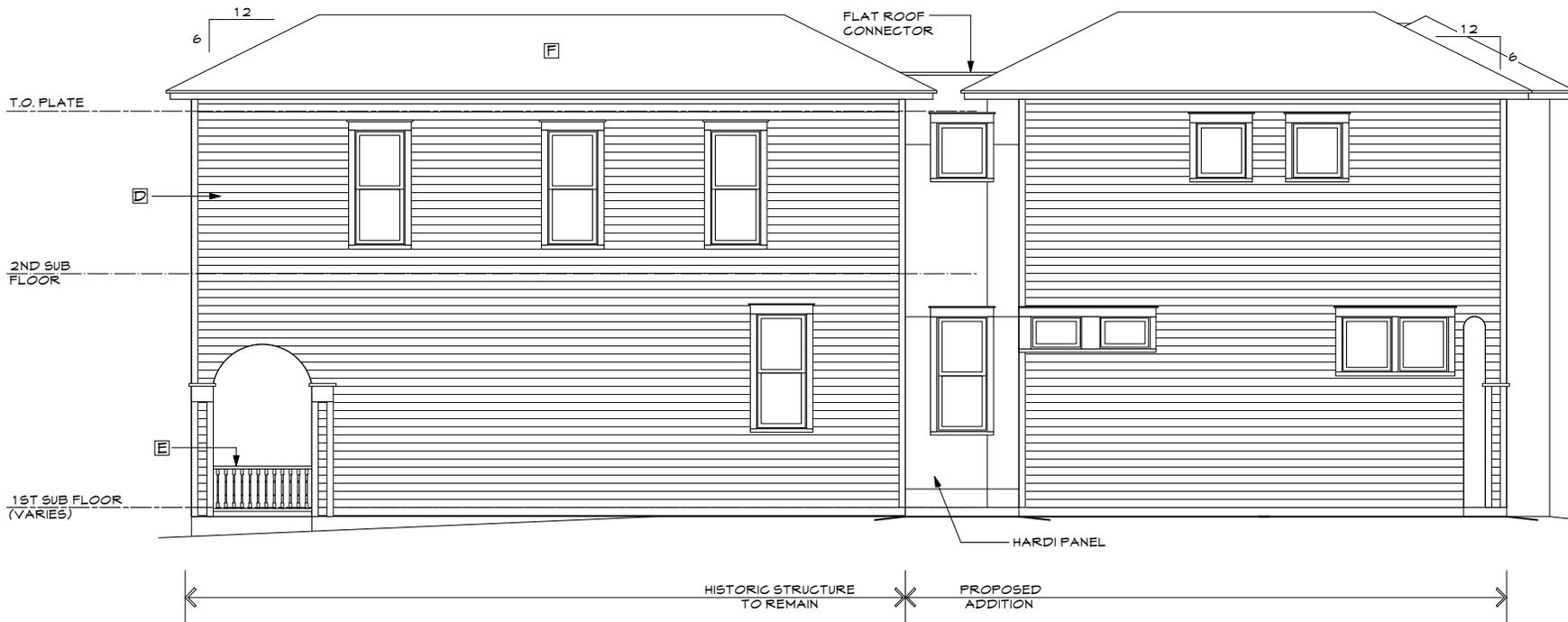
1/8" = 1'-0"

HISTORIC STRUCTURE

- REMOVE ALUMN SIDING. REPAIR HISTORIC WOOD SIDING & TRIM.
- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW ASPHALT SHINGLE ROOFING.

ADDITION

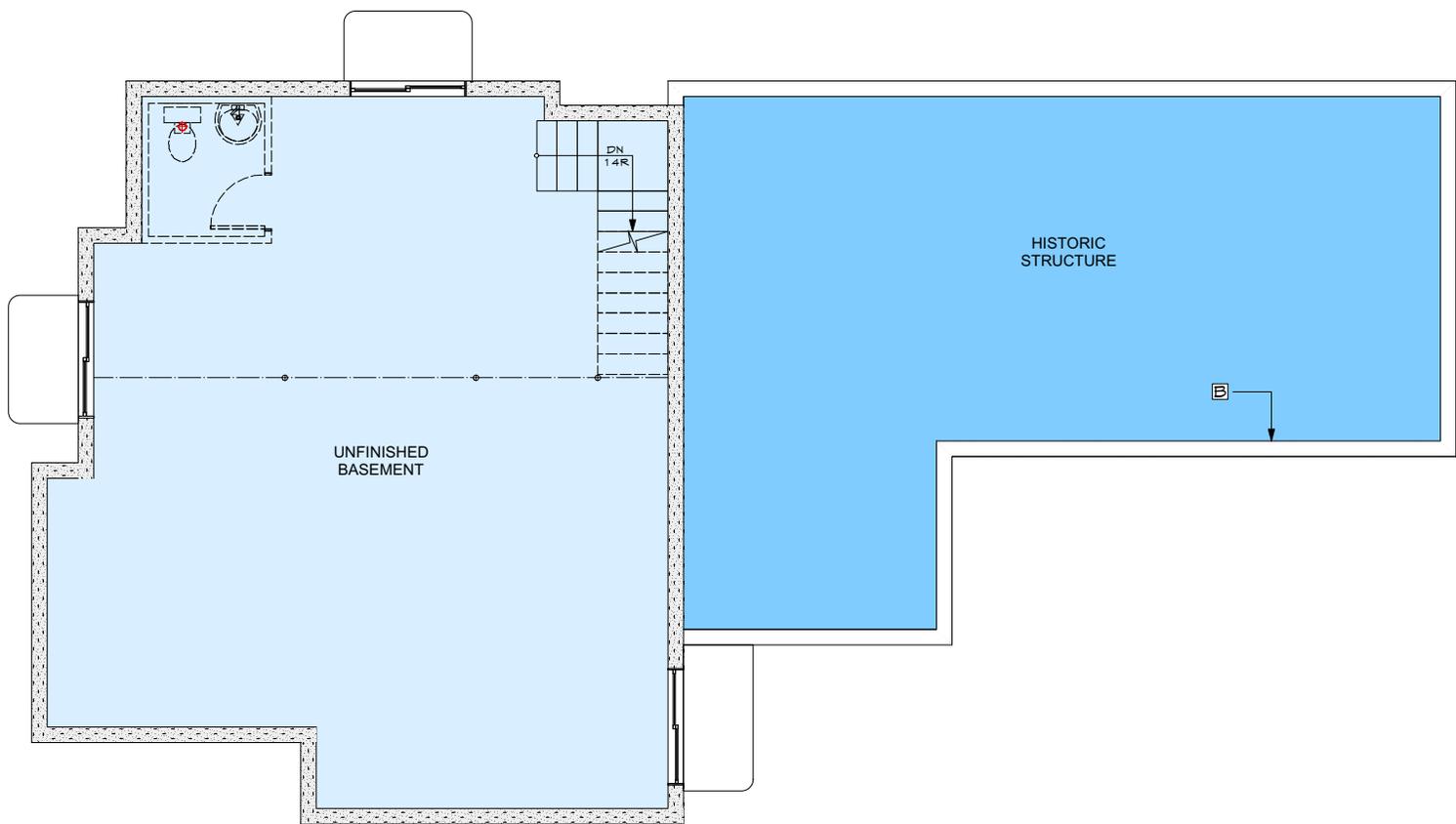
- ASPHALT SHINGLE ROOF.
- FIBER CEMENT SIDING & PANELS.
- PROPORTIONAL WINDOWS.



PROPOSED NORTH ELEVATION
1/8" = 1'-0"

HISTORIC STRUCTURE
 [B] EXCAVATION AND NEW FOUNDATION WORK.

← PROPOSED ADDITION | HISTORIC STRUCTURE TO REMAIN →

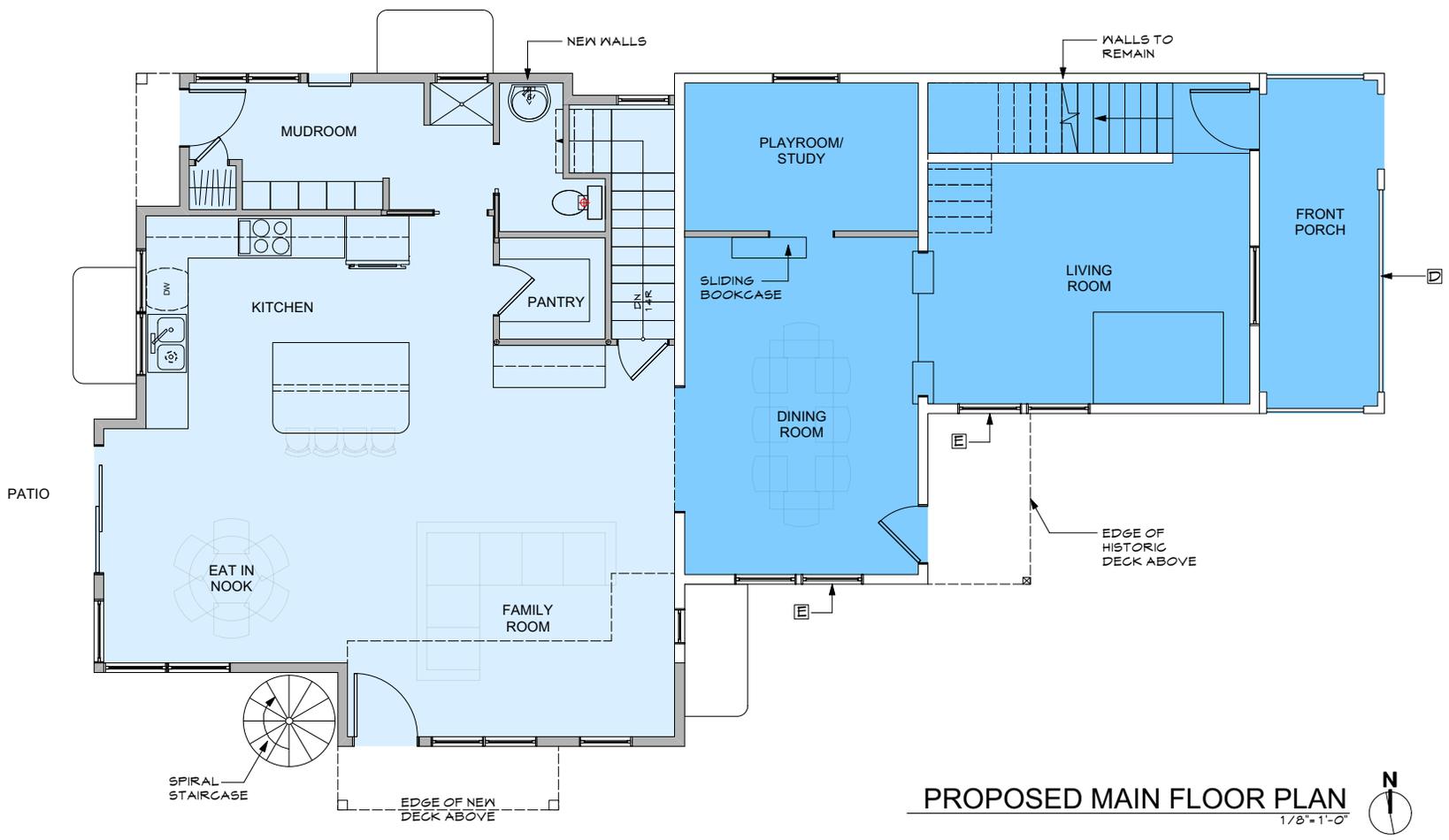


PROPOSED BASEMENT FLOOR PLAN
 1/8" = 1'-0"



- HISTORIC STRUCTURE**
- ☐ REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
 - ☒ REMOVE NON-HISTORIC WINDOWS, NEW WINDOWS OF PROPER PORPORTION.

← HISTORIC STRUCTURE TO REMAIN ○ PROPOSED ADDITION →

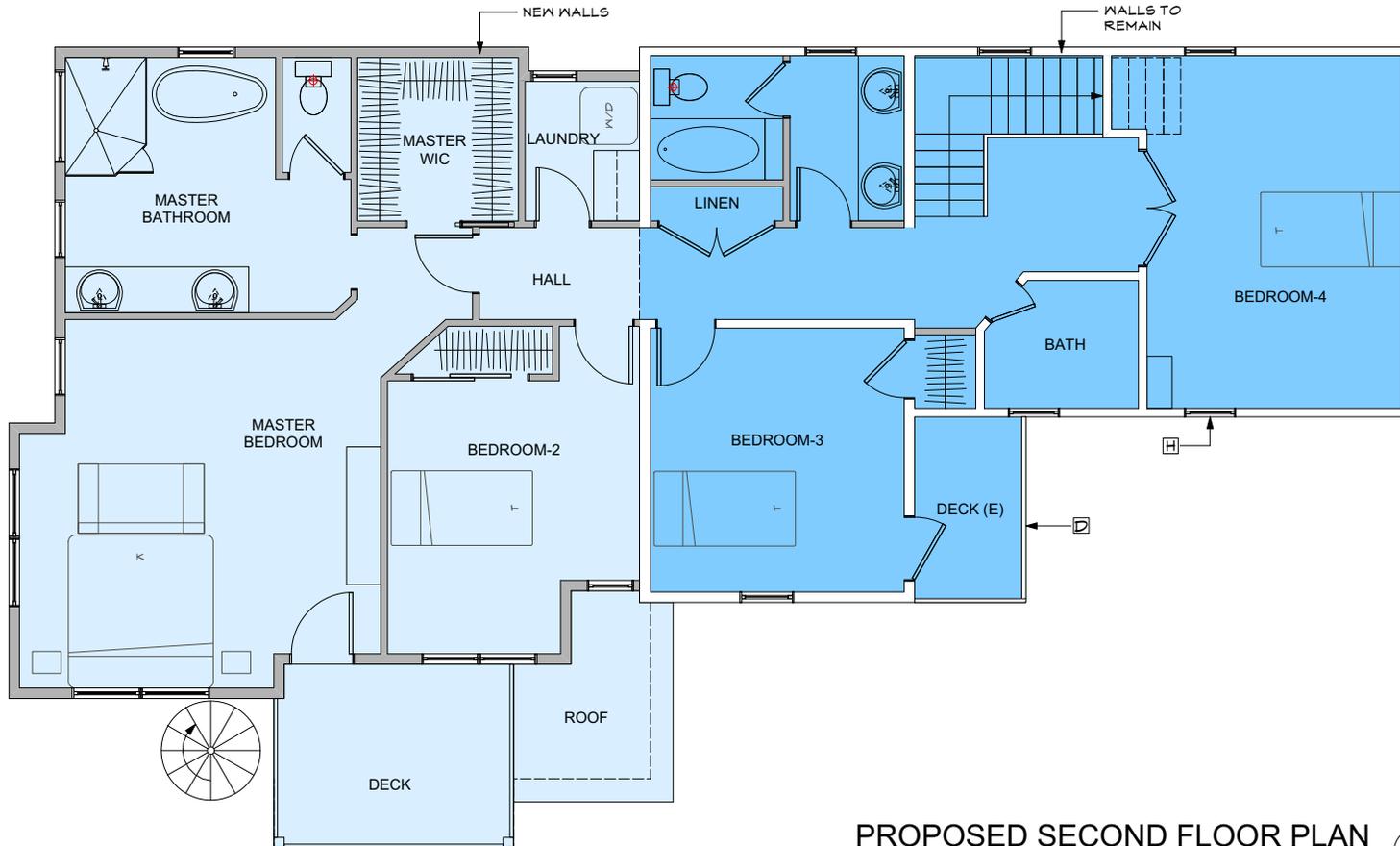


PROPOSED MAIN FLOOR PLAN
1/8" = 1'-0"



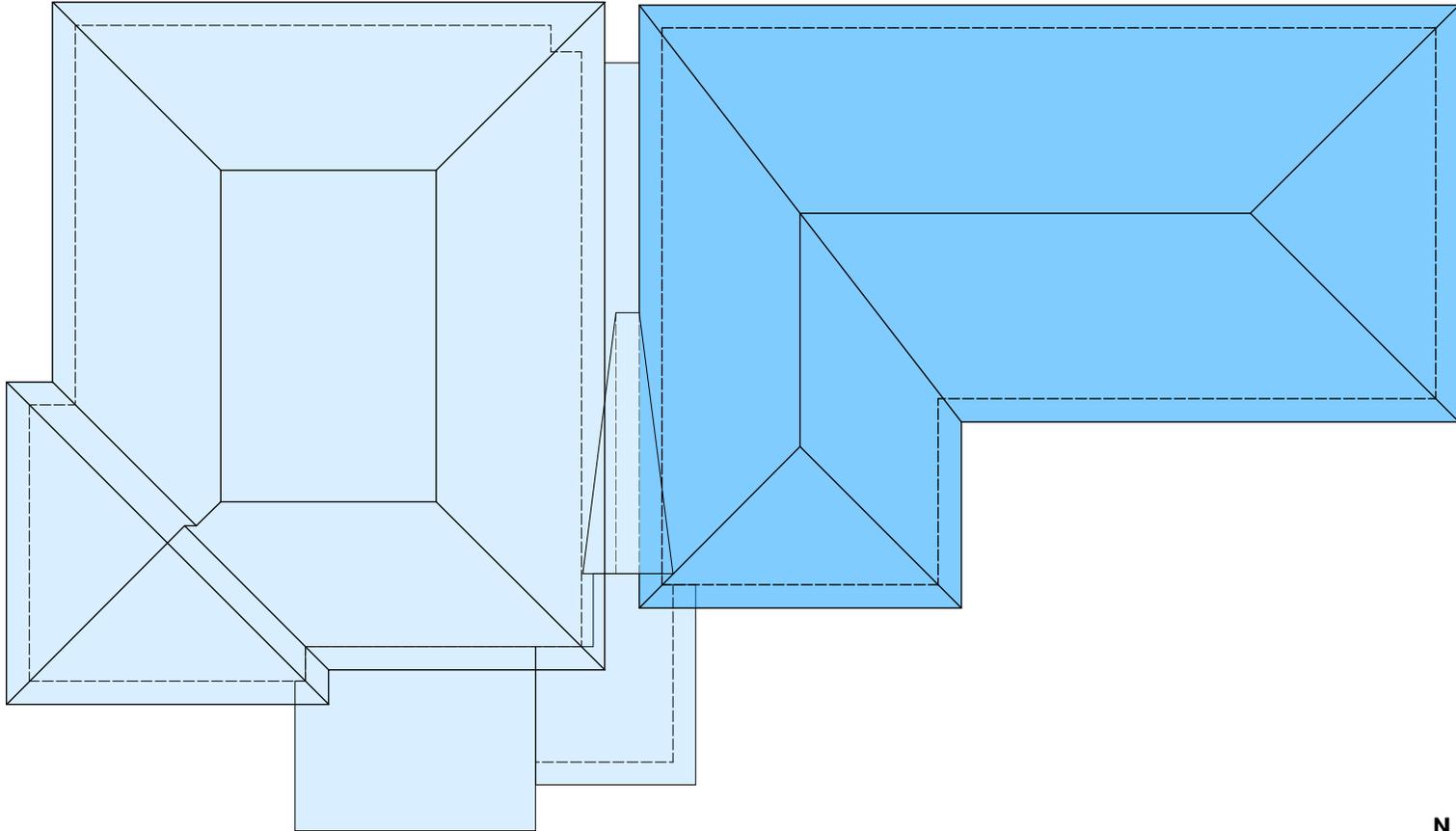
HISTORIC STRUCTURE

- REMOVE NON-HISTORIC RAILING-NEW RAILING TO MATCH HISTORIC PHOTOS.
- NEW WINDOW IN ORIGINAL OPENING.



PROPOSED SECOND FLOOR PLAN
1/8" = 1'-0"

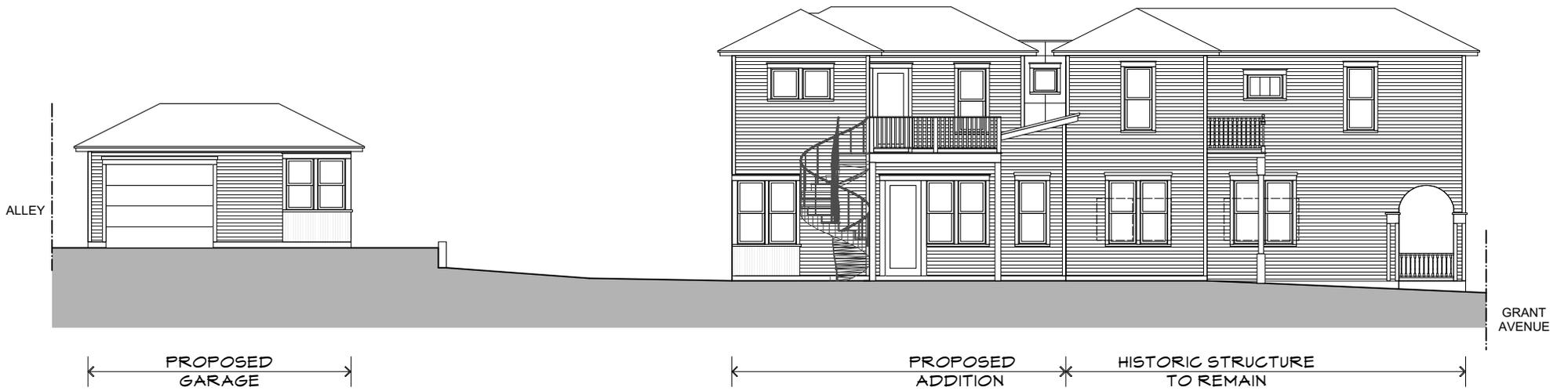




PROPOSED ROOF PLAN

1/8" = 1'-0"





SOUTH SITE ELEVATION
NTS



PROPOSED 3-D RENDERING
NTS



721 Grant Ave. History

Legal Description: Lots 4 and 5, Block 8, Pleasant Hill Addition

Year of Construction: circa 1893-1900

Architect/Builder: Dr. Charles Wolfer had the building constructed on Main Street. The architect is unknown.

Previous address used to refer to this property: 252 Grant; 224 Grant; 234 Grant; 230 Grant. These addresses were used for the property at different times under Louisville's old numbering system, which changed to the current system in the late 1930s.

Summary: The house at 721 Grant is important to Louisville history for a number of reasons: it is one of the many buildings that historically were relocated from one site to another site in the Louisville area, and had an earlier life as a Main Street business and the Louisville Post Office; it was reportedly the location of Louisville's newspaper office; it was used as a hospital operated by the United Mine Workers for area miners (and according to a 1985 survey of the property, "is the one remaining union associated building in Louisville"); and it is believed to have used for elementary school classes prior to becoming a private residence, which it has been for approximately the last ninety years. For many of those years, it was the home of Harry and Doris Jenkins and their six children.

Earliest History as Business Building on Main Street

Many of Louisville's relocated buildings historically came from mine camps at the points when those particular mines were closing, allowing people to acquire prebuilt homes and move them onto their property. However, some buildings were moved for simple reasons of convenience. It appears to have been for reasons of convenience that this building was moved.

The building was originally built on the site of today's 801 Main, which is the location of the State Mercantile Building. This was then the location of the home of Dr. Charles Wolfer and Flora Wolfer and their family. Based on an examination of Sanborn maps from 1893 and 1900, it was between 1893 and

1900 that this two-story structure was added to the right, or north, side of the Wolfer house. Moreover, Historical Museum records show that in December 1894, Wolfer became the Louisville Postmaster. This building next to the Wolfer home was used as the Post Office, although it could have been constructed before it started to have this usage.

Boulder County gives 1900 as the year of construction, but has frequently been found to be in error with respect to dates of construction of Louisville properties. The 1985 architectural survey report gives an estimated construction date of 1890-1900. "Circa 1893-1900" would seem to be the most accurate estimated construction date based on the foregoing evidence from the Sanborn maps.

The following photos show the Wolfer home on the left, and the Post Office building on the right, while these buildings were still located at the northwest corner of Main and Spruce:





Building Moved to Grant Ave.

Meanwhile, the Miners Trading Company, a large brick building used for a general merchandise store at the northwest corner of Pine and Main, was a victim of mining subsidence and it experienced heavy damage in the early 1900s, and was eventually condemned and demolished.

The operators of this store reportedly asked Dr. Wolfer, who was not only a mine company doctor but was also a real estate developer, to build a large store on his property at the corner of Main and Spruce. Wolfer did so, leading to the construction of the State Mercantile Building that still stands on the site today at 801 Main Street. But first, the existing buildings on the site had to be relocated. By all accounts, this happened in 1905. Wolfer purchased the property at what is today the site of the Chamber of Commerce at 901 Main and moved the one-story Wolfer home (in which he also had his medical offices) to that location. The family moved there and the building was later torn down. In addition, Clarence W. Brown purchased from Wolfer the two-story building located at Main and Spruce and moved it to Grant Avenue, onto property at 721 Grant that Brown purchased in 1904 from Orrin Welch.¹

Clarence W. Brown was a newspaper editor who came to Louisville from Kansas in 1901, bringing with him newspaper equipment and a press. He started the Louisville-based weekly newspaper called *The Black Diamond World* that was reportedly in operation between 1901 and 1909.

According to a handwritten account by a Wolfer daughter, Nelle Wolfer Willis (1890-1976) about 721 Grant:

Our home was on the corner of Main & Spruce. This two story building was part of it (On North). The Post Office was in the Ground Floor & my Dad was postmaster. To enter the Post Office we went thru a screened porch off the kitchen on the North side. There were sleeping rooms upstairs for us four girls. The stairway went up from Dad & Mother's

¹ Orrin Welch platted the Pleasant Hill Addition in which 721 Grant is located in 1894. He was the half brother of Charles C. Welch, who had been the primary person responsible for the founding of Louisville in 1878.

bedroom. . . . After his term as Postmaster expired Mr. Buchheit² had an Undertaking Parlor in there for a short time before they moved to Boulder. . . . Then the “Black Diamond World” moved into the building. I think Clarence Brown . . . was Editor.

Nelle Wolfer Willis’s written account went on to confirm that the Post Office building was moved to Grant Avenue and became the hospital.

Brown used the relocated business building at 721 Grant to publish *The Black Diamond World*.

In 1906, Anson Rudd purchased the property at 721 Grant and continued to operate the newspaper. Nelle Wolfer Willis wrote, referring to the newspaper being at 721 Grant, “While in this building Anson Rudd was editor.”

Building Used as Hospital

Next, the building entered another phase, which was to be operated by the Union Labor Hospital Association as a hospital for miners. Property records indicate that during this time, it was still owned by newspaper editor Anson Rudd. The following photos show the hospital located at 721 Grant in 1909. Although there is an open area at the front where windows used to be, the basic structure of the front and the placement of the first floor openings and the windows resemble those of the building as it looked when it was on Main Street. The sections of the building at the left rear are believed to have been added after the move.



² Frank Buchheit became an undertaker in Boulder, and in 1904, with six others, formed the Boulder Cemetery Association and started Boulder’s Green Mountain Cemetery.



The following advertisement is from the March 5, 1909 *Louisville News* and includes a claim of an X-ray machine along with the statement that the hospital has “the best operating room in Boulder Co”:

THE LOUISVILLE HOSPITAL
Louisville, Colo.

Nice private rooms, reasonable rates. Good medical and surgical service. The best operating room in Boulder Co. Special attention paid to Rheumatism, Cancer, Drops, and Surgical Diseases.
X-RAY APPARATUS FREE

**MRS. MAGGIE LEJA,
MATRON**

All three of these photos of the hospital were taken in 1909, and the Louisville directory for 1910 lists the hospital as a “Miners Hospital” with Dr. “Solominski” as superintendent.

The two doctors in the three photos above have been identified as Dr. Slominski and Dr. Ingram, and the three nurses have been identified as Louisville residents Sarah Hoffmire Sullivan, Mima Hilton, and Nora Moffitt. The identities of the others are unknown. Warsaw-born Dr. Ladislaus Slominski (1852-1926), shown in the photos, was the founder and chief of the Union Labor Hospital Association. This was a national association with the stated goal of building hospitals for members of labor unions. Records indicate that at the time, he was based in Denver, which he had chosen for the national headquarters of the Union Labor Hospital Association. According to the March 18, 1908 *Denver Rocky Mountain News*, this association was formed as a not-for-profit corporation in Denver that year. According to the March 11, 1908 issue of the same newspaper, the plan was for the hospital association to serve union members and to also provide training for nurses “who are to be, as far as possible, daughters of union men.”

Conclusive information as to exactly when the hospital was located in the building has not been found. Nelle Wolfer Willis described it as “a short time.” Author Carolyn Conarroe, in her book *The Louisville Story*, noted that the building was moved and indicated that it was a hospital from “from about 1905

until at least 1909.” It is now believed that the building was probably being used to operate *The Black Diamond World* newspaper in 1905-1908, however. Also, since the Union Labor Hospital Association was not established in Colorado until 1908, it seems unlikely that the hospital in Louisville could have been established earlier than 1908. The only years for which specific evidence has been found of the hospital’s operation are 1909 and 1910 (based on the above-mentioned 1909 photos and the directory listing of 1910). More research might uncover the exact months and years in which the hospital was in operation.

It is extremely likely that the miners’ strike of 1910-1914 in the Northern Coal Fields of Colorado brought to an end the building’s use as a hospital. Beginning in 1910, the union would no longer have been assisting working miners who needed medical care; it was instead leading a strike to encourage working miners to stop working so as to put pressure on the mine companies.

A later owner who purchased the property in 1985 stated her belief that the second floor had been used as an open hospital ward.

Building Used as Residence

Property records show that in 1913, Anson Rudd turned the property at 721 Grant over to the Louisville Bank. By 1921, it was transferred to Ruth Hopkins and it began to be used as single family residence. The 1920 census shows that the Hopkins family was already living on Grant near Spruce at that time, probably at this location because it is indicated that they owned the house, and they did not own any other Louisville property. The household consisted of Ruth Hopkins, age 48; her husband, Owen Hopkins, who was 56 and a mining engineer from Wales; their daughter, Mary, 19; their son, James, 15; Owen’s brother-in-law, John Jones, 65; and Owen’s sister, Anna Jones, 61. The 1921 directory for Louisville also shows the Hopkins family to be living here.

The following photo of the house shows a woman and child. It may have been taken at around this time, but is undated:



In 1923, Ruth Hopkins sold 721 Grant to Cleora Malaby, a widow. Her husband, Samuel Malaby, died the same year. She was born in Wisconsin in 1864, and records indicate that she lived at 721 Grant for nine years, until she sold the house in 1932. She previously worked as a nurse, but at the time of the 1930 census, which shows her living at this location on Grant, her profession was “seamstress,” and directories state that she was a librarian at the Louisville Public Library. Cleora Malaby was active in Women of Woodcraft and in the drill team for the Security Benefit Association. Cleora Malaby died in 1935. The following photo shows Malaby outside 721 Grant:



In 1932, Cleora Malaby sold 721 Grant to Doris Jenkins. It would end up being the Harry and Doris Jenkins home for 37 years.

Harry Jenkins (1887-1968) was born in Louisville to Thomas and Jemima Jenkins. In 1920, after the death of his first wife in 1920, he married Doris Manchester (1891-1965). They raised six children at 721 Grant, including two sets of twins. Their children were Marjorie, Mildred, LaVerne, Harry Jr., Nellie, and Nettie. The following photo shows Harry and Doris Jenkins:



associated with the union movement in Louisville that reached its peak of power by 1914. . . . It is the one remaining union associated building in Louisville.”

The 1985 survey report gave the following architectural description: “This frame structure has two stories with an Italianate Vernacular Façade. The foundation is concrete with a stairstep footprint. The windows and doors are in their original location but are not original. The roofs are hipped and gabled with minor cornice trim. The two rear additions have shed roofs. The landscaping is heavy with many large trees.” The report also noted that there were two back additions, one being a porch, and that the “shed roof over the patio added at a more recent time (after siding added).”

The 1985 survey report gave the following statement of significance: “This building has a clear location as a hospital but was a printing shop at another location first. Structural integrity remains. Retains a ‘historic feeling’ as hospital as was identified as such to surveyors by many older Louisville residents. This structure addresses the following RP3 concerns: clarifies role of ethnic groups within coal mining industry (medical care available to them); correlates between coal mining and other pursuits (printing and later medical care); provides information on rail towns physical form, time, place, and economic functions.”

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, obituary records, and historical photographs from the collection of the Louisville Historical Museum.

LOUISVILLE HISTORIC PRESERVATION COMMISSION

STAFF REPORT

October 17, 2016

ITEM: Case #2016-007-LANDMARK Landmark, Alteration Certificate and Preservation and Restoration Grant for 721 Grant Avenue

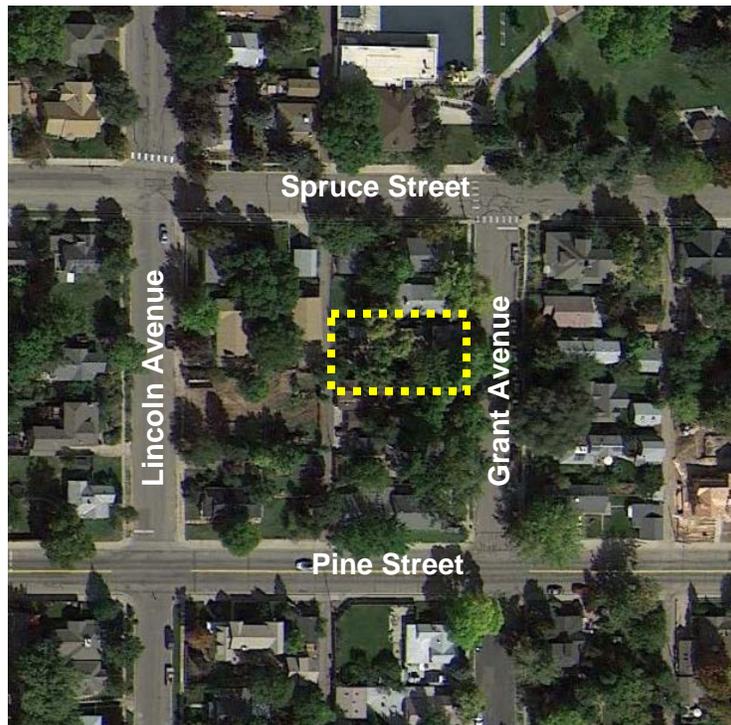
APPLICANT: Caleb and Katie Dickinson
721 Grant Avenue
Louisville, CO 80027

OWNER: Same

PROJECT INFORMATION:

ADDRESS: 721 Grant Avenue
LEGAL DESCRIPTION: Lot 4 and 5, Block 8, Pleasant Hill Addition
DATE OF CONSTRUCTION: circa 1893-1900

REQUEST: A request to landmark 721 Grant Avenue. A request for an alteration certificate and a request for a Preservation and Restoration Grant for restoration work on the historic structure at 721 Grant Avenue.



HISTORICAL BACKGROUND:

Information from Historian Bridget Bacon

The house at 721 Grant is important to Louisville history for a number of reasons: it is one of the many buildings that historically were relocated from one site to another site in the Louisville area, and had an earlier life as a Main Street business and the Louisville Post Office; it was reportedly the location of Louisville's newspaper office; it was used as a hospital operated by the United Mine Workers for area miners (and according to a 1985 survey of the property, "is the one remaining union associated building in Louisville"); and it is believed to have been used for elementary school classes prior to becoming a private residence, which it has been for approximately the last ninety years. For many of those years, it was the home of Harry and Doris Jenkins and their six children.



721 Grant Avenue - At original location on Main & Spruce



721 Grant Avenue - 1909 as a hospital



721 Grant Avenue – 1948 Assessor's Photo



721 Grant Avenue Northeast Corner – Current Photo



721 Grant Avenue Southeast – Current Photo

ARCHITECTURAL INTEGRITY:

The building at 721 Grant Avenue was originally constructed as a two-story, hipped-roof commercial building with a simple rectangular form and large storefront window. After the property was moved to Grant Avenue prior to 1909, two additions (one two-story hipped roofed, the other one-story, shed roofed) were added to the rear, creating an L-shaped form. The commercial storefront was opened into a porch with three prominent arches. A second story porch was added on the south side. The vernacular building has Italianate decorative features.

After 1948, the wood siding was replaced and the decorative pilasters on the porch were eliminated. The window openings are original. The Italianate lentils were removed or covered and board and batten shutters were added. After the siding was replaced, a shed roofed enclosed porch was added on the rear of the building. Overall, 721 Grant has a strong architectural integrity.

HISTORICAL SIGNIFICANCE AND CRITERIA FOR FINDING PROBABLE CAUSE FOR LISTING AS LOCAL LANDMARK:

To receive grant funding, the HPC must find probable cause that the property meets the landmark criteria. Landmarks must be at least 50 years old and meet one or more of the criteria for architectural, social or geographic/environmental significance as described in Louisville Municipal Code (LMC) Section 15.36.050(A). The City Council may exempt a landmark from the age standard if it is found to be exceptionally important in other significance criteria:

1. *Historic landmarks shall meet one or more of the following criteria:*
 - a. *Architectural.*
 - (1) *Exemplifies specific elements of an architectural style or period.*
 - (2) *Example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally.*
 - (3) *Demonstrates superior craftsmanship or high artistic value.*
 - (4) *Represents an innovation in construction, materials or design.*
 - (5) *Style particularly associated with the Louisville area.*
 - (6) *Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.*
 - (7) *Pattern or grouping of elements representing at least one of the above criteria.*
 - (8) *Significant historic remodel.*
 - b. *Social.*
 - (1) *Site of historic event that had an effect upon society.*
 - (2) *Exemplifies cultural, political, economic or social heritage of the community.*
 - (3) *Association with a notable person or the work of a notable person.*
 - c. *Geographic/environmental.*
 - (1) *Enhances sense of identity of the community.*
 - (2) *An established and familiar natural setting or visual feature that is culturally significant to the history of Louisville.*
2. *Prehistoric and historic archaeological sites shall meet one or more of the following:*

- a. *Architectural.*
 - (1) *Exhibits distinctive characteristics of a type, period or manner of construction.*
 - (2) *A unique example of structure.*
- b. *Social.*
 - (1) *Potential to make an important contribution to the knowledge of the area's history or prehistory.*
 - (2) *Association with an important event in the area's history.*
 - (3) *Association with a notable person(s) or the work of a notable person(s).*
 - (4) *A typical example/association with a particular ethnic group.*
 - (5) *A unique example of an event in Louisville's history.*
- c. *Geographic/environmental.*
 - (1) *Geographically or regionally important.*

3. *All properties will be evaluated for physical integrity and shall meet one or more of the following criteria:*

- a. *Shows character, interest or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation.*
- b. *Retains original design features, materials and/or character.*
- c. *Remains in its original location, has the same historic context after having been moved, or was moved more than 50 years ago.*
- d. *Has been accurately reconstructed or restored based on historic documentation.*

Staff finds that this application complies with the above criterion by the following:

Architectural Significance - Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.

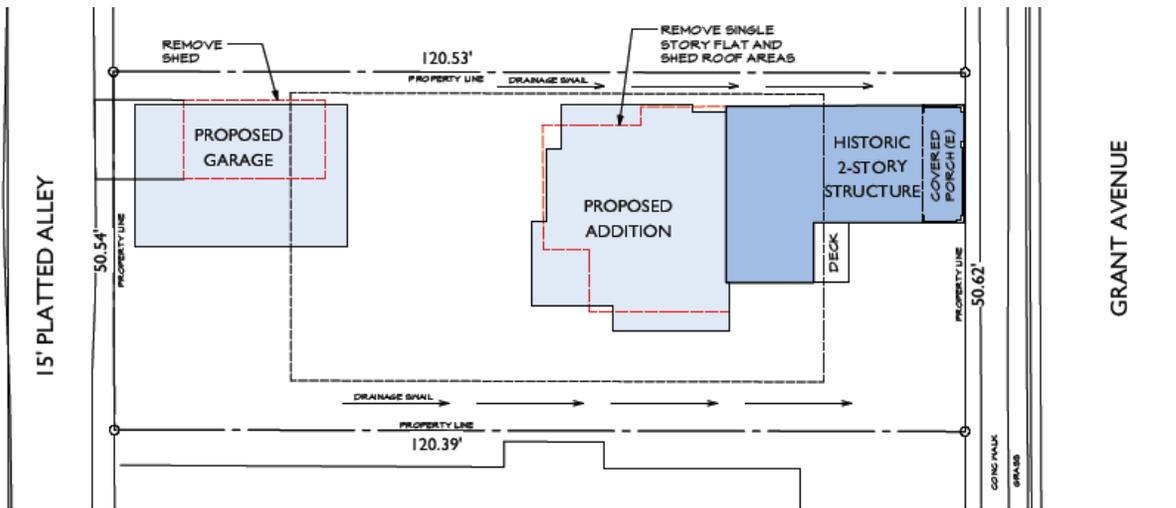
The structure is a vernacular interpretation of the commercial Italianate style and depicts Louisville's history of moving buildings.

Social Significance - Exemplifies cultural, political, economic or social heritage of the community.

The structure served the Louisville community as a post office, hospital, school, and residence.

ALTERATION CERTIFICATE REQUEST:

The applicant is also applying for an alteration certificate to allow for a new two-story addition for the west side of the existing house. The proposed new addition would replace the single story. The historic portion of the structure will be restored.



721 Grant Avenue – Proposed Site Plan



721 Grant Avenue – Proposed 3D Rendering



721 Grant Avenue South Elevation – Existing and Proposed

The proposed new addition would be two stories, directly behind the existing structure. The addition would be approximately 23 feet in height, the same height as the existing structure. The roof will be asphalt shingles and the siding would be fiber cement with a similar exposure to the historic structure. The structure includes an exterior spiral staircase which leads to a second-story deck. The proposed addition picks up elements of the early 20th century style associated with the historic structure. The historic structure is connected to the addition by a two-story, flat-roofed hyphen clad in HardiePlank.

The proposal includes keeping a portion of the one-story shed roof on the south elevation and extending it to the south. The existing structure and proposed extension are visible on Grant Avenue.

The existing garage would be demolished and a new detached garage would be constructed.

The applicant is also requesting to modify the following on the existing structure:

- Remove aluminum siding and repair existing wood siding, if found, or replace with wood siding
- Remove replacement windows on the south elevation and replace with windows that match historic windows in proportion

- Replace second story window on south elevation in original opening
- Remove modern railings on front porch and deck
- Remove shutters
- Reroof structure with asphalt shingles
- Remove non-historic doors and replace with doors to match historic photos
- Restore original exterior door

Section 15.36.120 of the LMC gives the criteria for evaluating alteration certificates:

A. The commission shall issue an alteration certificate for any proposed work on a designated historical site or district only if the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to its original historical designation.

B. The commission must find the proposed alteration to be visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass and height. When the subject site is in an historic district, the commission must also find that the proposed alteration is visually compatible with characteristics that define the district. For the purposes of this chapter, the term "compatible" shall mean consistent with, harmonious with, or enhancing to the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.

C. The commission will use the following criteria to determine compatibility:

- 1. The effect upon the general historical and architectural character of the structure and property.*
- 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, and with other structures.*
- 5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the structure 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 property.*
- 8. The proposal's compliance with the following standards:*
 - a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*

- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- c. Each property shall 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 architectural elements from other buildings, shall not be undertaken.*
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- e. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
- f. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. In the replacement of missing features, every effort shall be made to substantiate the structure's historical features by documentary, physical, or pictorial evidence.*
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
- i. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- j. New additions and adjacent or related new construction shall 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.*

Staff believes the proposed changes and additions would maintain and enhance the historic character of the retained portion of the historic building because it is setback to rear of the lot and has a minimal visual impact from Grant Avenue (see Criterion C8b above). In addition, the two-story, hyphen clad in HardiePlank creates a break between the two portions of the structure, enhancing the character of the historic portion of the structure. Staff, however, believes that the proposed architectural features of the new

addition should be redesigned to further differentiate it from the historic structure (see Criterion C8i above). The height, roof pitch, siding exposure and window proportions are all similar to the existing building.

GRANT REQUEST:

The applicants, Caleb and Katie Dickinson, are requesting approval of a Preservation and Restoration Grant for rehabilitation work on the structure at 721 Grant Avenue. The total grant request is \$80,080. The requested rehabilitation work includes creating a new foundation, upgrading systems, altering the site drainage, and restoring the exterior to match early 20th century photo. The grant request is only for the work on the historic structure, not on the proposed new addition. This grant would be in addition to the \$1,000 unrestricted signing bonus for landmarking the structure and \$900 grant for a historic structure assessment

The applicant obtained a historic structure assessment for the property, completed by Barlow Preservation Services and Lopez Smolens Associates paid for by the Historic Preservation Fund. The assessment (attached) makes several recommendations including: insulating the attic, altering the site drainage, replacing the roof, and repairing the siding. The engineering assessment (attached) provides more specific information regarding the structure's lack of foundation.

The applicants received a cost estimate from Stewart Architecture. The proposed total cost for all of the work on the historic structure is \$160,160.

Flexible Grants

Under Resolution No. 2, Series 2012, the following work items are eligible for funding as a *flexible grant* but are limited to a maximum grant amount of \$5,000. The following items are either "sensitive upgrading of mechanical, electrical, and plumbing systems" or "restoration of a property to a specific significant point in its history":

- Appurtenances - \$4,870
 - New railings, balusters and columns to match historic photos
- Doors and windows - \$5,000 (*only includes new windows and doors*)
 - Remove replacement windows and provide new with correct proportions
 - Remove replacement doors and provide new rail style doors
- Mechanical systems - \$12,000
 - Install new furnace and duct work
- Electrical systems - \$4,720
 - Underground service & interior wiring/distribution
 - Install smoke and CO2 detectors

TOTAL - \$26,590 (max \$5,000)

Focused Grants

The following work items are eligible for funding as *flexible or focused grants* because they fall under "sustaining the existing form, integrity, and material of a historic

property”. The following work items are limited to a total of \$15,000 with a match of \$15,000 from the applicant:

- Site grading and drainage –\$3,000
 - Install drainage swales
 - Repair gutters
- Foundation – \$64,000
 - House shoring/lifting
 - Excavation
 - New foundations
- Structural systems – \$18,220
 - Repair rim board/lower wall
 - Repair/replace floor joists
 - Install roof framing reinforcements
- Exterior walls – \$12,960
 - Remove aluminum siding
 - Repair, prep, paint historic wood siding
- Envelope –Roofing - \$4,200
 - Re-roof with asphalt shingles
- Envelope – Insulation - \$5,403
 - Fill walls with spray fill cellulose
 - Insulate attic
- Doors and Windows - \$7,500 (*only includes repair of existing*)
 - Repair and paint historic windows
 - Repair existing historic door

TOTAL - \$115,283 (max \$15,000)

The applicant is also requesting funding for the cost of permits (\$4,100) and a 10% contingency (\$14,187). Permits are not eligible for funding through the Historic Preservation Fund.

The total cost estimate for all of the work is **\$160,160**.

Request to Exceed Grant Maximum

The applicant is requesting the entire grant be considered under Resolution No. 2, Series 2012, Section 7(b) which allows for grant amounts to exceed the \$20,000 limitation when there is a “showing of extraordinary circumstances” and applicant matches “at least one hundred percent (%100) of the amount of the grant”. The applicant is proposing a 100% match of the grant and the applicant has provided a letter outlining how they believe the request meets the “extraordinary circumstances” criterion. According to the applicant, the typical cost for foundation repair can be up to \$8,000, but the estimated cost install a new foundation for 721 Grant Avenue is \$64,000.

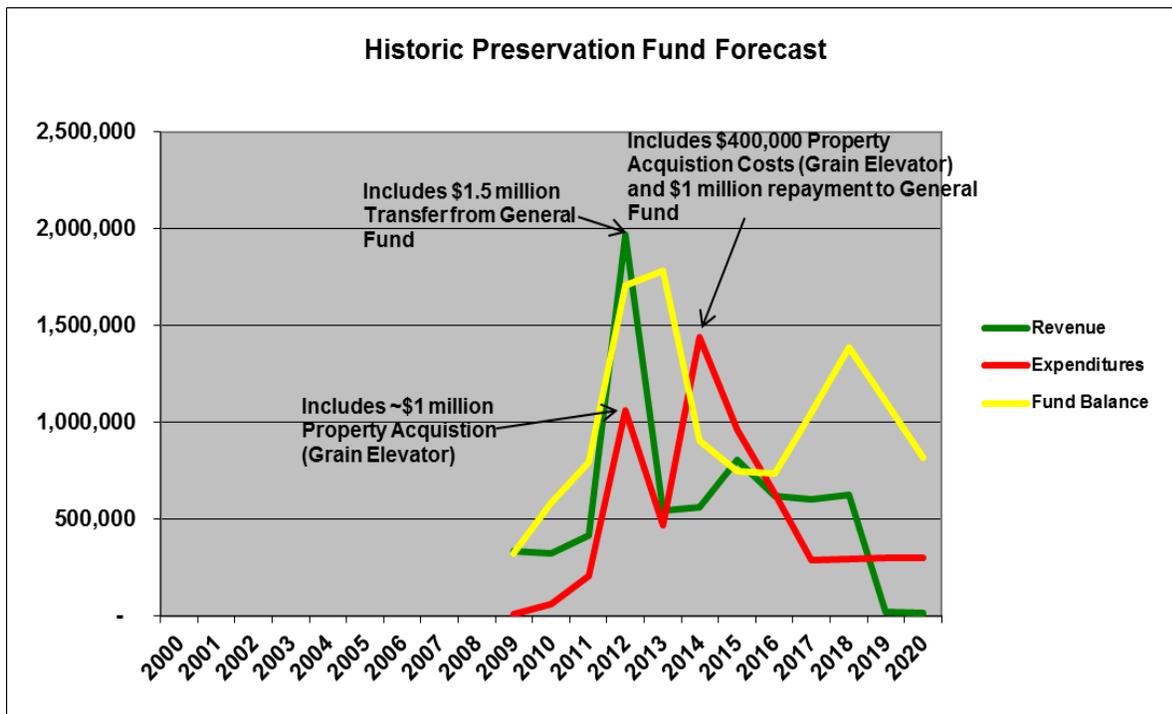
Staff concurs that the foundation cost is an “extraordinary circumstance” because the cost is approximately 8x more than a typical foundation repair. However, staff does not find that any of the other work items meet the “extraordinary circumstances” criterion.

The remaining scope of work is typical of other rehabilitation projects. For these reasons, **staff recommends that the grant be limited to \$52,000** (\$20,000 grant maximum plus \$32,000 grant to cover extraordinary foundation costs (with \$32,000 match)). The remaining portions of the project may be eligible for loan funding and staff would encourage the applicant to explore that option in lieu of the full grant request.

FISCAL IMPACT

The applicant’s request would have an expenditure of up to \$80,080 from the Historic Preservation Fund. Staff’s recommendation would be a \$52,000 expenditure, or \$28,080 less than the applicant’s proposal.

The following graph shows estimated Historic Preservation Fund revenues, expenditures and fund balance, not including the requested grant.



The current balance of the HPF is \$980,962.26. The 2016 budget includes \$307,800 for grants. The current year to date expenditure is \$51,559.

RECOMMENDATION:

Landmarking

The structure appears to have maintained significant architectural integrity since being moved to the site in prior to 1909. The overall form has been maintained. The building also has a significant social history. Staff recommends that the house be named for the Louisville Hospital based on its history as a United Mine Workers hospital. Therefore, the staff recommends that the structure be landmarked by approving Resolution No. 7, Series 2016.

Alteration Certificate

The proposed changes to the existing structure, and the proposed new construction, are both compatible with the historic character of the property and comply with the requirements of the LMC. Staff recommends approval of the alteration certificate request by approving Resolution No. 8, Series 2016 with the condition that the new addition be further distinguished from the historic structure.

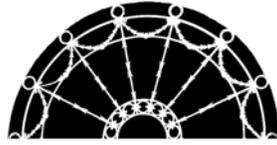
Grant

The grant request includes rehabilitating the existing structure, including the construction of a new foundation. The proposed changes will facilitate the continued preservation of the structure, and are historically compatible. Staff finds the foundation work meets the requirements in Resolution No. 2, Series 2012 to exceed the maximum grant amounts, but the remaining scope of work does not meet the criteria of being an “extraordinary circumstance.” Therefore, staff recommends the HPC recommend approval of an alternate grant request of \$52,000 (\$20,000 grant maximum plus \$32,000 grant to cover extraordinary foundation costs (with \$32,000 match)) by approving Resolution No. 9, Series 2016.

SUPPORTING DOCUMENTATION AND INFORMATION:

Attached for your review are the following documents:

- Resolution No. 7, Series 2016
- Resolution No. 8, Series 2016
- Resolution No. 9, Series 2016
- Landmark Application
- Letter from Applicant
- Social History
- Historic Structure Assessment
- HSA Engineer Letter
- Alteration Certificate Application
- Drawings
- Historic Preservation Fund Application



BPS

HISTORIC BUILDING CONDITION ASSESSMENT
OF
721 GRANT AVENUE, LOUISVILLE, COLORADO



Prepared For:

James Caleb and Katherine Dickinson
721 Grant Avenue
Louisville CO, 80027

Prepared By:

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Evaluated on March 26, 2015

TABLE OF CONTENTS

Introduction	3
Study Summary	3
Developmental History	4
Physical Description	13
Current Conditions and Work Recommendations	15
<i>Historic Preservation Objectives</i>	15
The Secretary of the Interior’s Standards for Rehabilitation	15
Exterior:.....	16
Site and Drainage	20
Roofing.....	22
Foundation.....	24
Interior:	25
Basement	25
Walls, Ceiling, Floors	27
Windows	28
Attic.....	31
HVAC/Electrical/Plumbing	31
Preservation Priorities.....	32
Appendix	33
Holding the Line Controlling Unwanted Moisture in Historic Buildings.....	33

Introduction

Study Summary

This study was conducted to assess the current condition of the property and assign preservation priorities to ensure that rehabilitation funds are spent on the most appropriate items. The property was inspected visually and through non-destructive means to identify maintenance items. There may be hidden issues that were not noticed, and it is recommended that any budget include a contingency percentage to deal with unforeseen circumstances.

The property was inspected on the afternoon of March the 26th by Phillip Barlow of BPS, LLC: Consulting Division. The temperature was moderate and the sky was clear. The house was shown to Mr. Barlow by owners James Caleb and Katherine Dickinson who provided installation dates and other information.

The property was found to be fundamentally sound with a few items in the high priority category, notably including a new roof and modifications to site drainage. The home retains integrity of form following its move to Grant Avenue and a unique street appearance that adds to the character of Louisville. Original materials include at least some siding underneath the replacement siding, and windows on each elevation.



Developmental History

HISTORICAL BACKGROUND AND CONTEXT

This history was written by Bridget Bacon, Museum Coordinator for the Louisville History Museum as part of the landmarking application for this property.

Louisville Historical Museum
Department of Library & Museum Services
City of Louisville, Colorado

721 Grant Ave. History

Legal Description: Lots 4 and 5, Block 8, Pleasant Hill Addition

Year of Construction: circa 1893-1900

Architect/Builder: Dr. Charles Wolfer had the building constructed on Main Street. The architect is unknown.

Previous address used to refer to this property: 252 Grant; 224 Grant; 234 Grant; 230 Grant. These addresses were used for the property at different times under Louisville's old numbering system, which changed to the current system in the late 1930s.

Summary: The house at 721 Grant is significant to Louisville history for a number of reasons: it is one of the many buildings that historically were relocated from one site to another site in the Louisville area, and had an earlier life as a Main Street business and the Louisville Post Office; it was reportedly the location of Louisville's newspaper office; it was used as a hospital operated by the United Mine Workers for area miners (and according to a 1985 survey of the property, "is the one remaining union associated building in Louisville")- and it is believed to have used for elementary school classes prior to becoming a private residence, which it has been for approximately the last ninety years. For many of those years, it was the home of Harry and Doris Jenkins and their six children.

Earliest History as Business Building on Main Street

Many of Louisville's relocated buildings historically came from mine camps at the points when those particular mines were closing, allowing people to acquire prebuilt homes and move them onto their property. However, some buildings were moved for simple reasons of convenience. It appears to have been for reasons of convenience that this building was moved.

The building was originally built on the site of today's 801 Main, which is the location of the State Mercantile Building. This was then the location of the home of Dr. Charles Wolfer and Flora Wolfer and their family. Based on an examination of Sanborn maps from 1893 and 1900, it was between 1893 and 1900 that this two-story structure was added to the right, or north, side of the Wolfer house. Moreover, Historical Museum records show that in December 1894, Wolfer became the Louisville Postmaster. This building next to the Wolfer home was used as the Post Office, although it could have been constructed before it started to have this usage.

Boulder County gives 1900 as the year of construction, but has frequently been found to be in error with respect to dates of construction of Louisville properties. The 1985 architectural survey report gives an estimated construction date of 1890-1900/ “_irca 1893-1900” would seem to be the most accurate estimated construction date based on the foregoing evidence from the Sanborn maps.

The following photos show the Wolfer home on the left, and the Post Office building on the right, while these buildings were still located at the northwest corner of Main and Spruce:





Building Moved to Grant Ave.

Meanwhile, the Miners Trading Company, a large brick building used for a general merchandise store at the northwest corner of Pine and Main, was a victim of mining subsidence and it experienced heavy damage in the early 1900s, and was eventually condemned and demolished.

The operators of this store reportedly asked Dr. Wolfer, who was not only a mine company doctor but was also a real estate developer, to build a large store on his property at the corner of Main and Spruce. Wolfer did so, leading to the construction of the State Mercantile Building that still stands on the site today at 801 Main Street. But first, the existing buildings on the site had to be relocated. By all accounts, this happened in 1905. Wolfer purchased the property at what is today the site of the Chamber of Commerce at 901 Main and moved the one-story Wolfer home (in which he also had his medical offices) to that location. The family moved there and the building was later torn down. In addition, Clarence W. Brown purchased from Wolfer the two-story building located at Main and Spruce and moved it to Grant Avenue, onto property at 721 Grant that Brown purchased in 1904 from Orrin Welch.¹

Clarence W. Brown was a newspaper editor who came to Louisville from Kansas in 1901, bringing with him newspaper equipment and a press. He started the Louisville-based weekly newspaper called *The Black Diamond World* that was reportedly in operation between 1901 and 1909.

According to a handwritten account by a Wolfer daughter, Nelle Wolfer Willis (1890-1976) about 721 Grant:

Our home was on the corner of Main & Spruce. This two story building was part of it (On North). The Post Office was in the Ground Floor & my Dad was postmaster. To enter the Post Office we went thru a screened porch off the kitchen on the North side. There were

¹

Orrin Welch platted the Pleasant Hill Addition in which 721 Grant is located in 1894. He was the half brother of Charles C. Welch, who had been the primary person responsible for the founding of Louisville in 1878.

sleeping rooms upstairs for us four girls/ The stairway went up from Dad & Mother's bedroom. . . . After his term as Postmaster expired Mr. Buchheit² had an Undertaking Parlor in there for a short time before they moved to Boulder.... Then the "Black Diamond World" moved into the building. I think Clarence Brown... was Editor.

Nelle Wolfer Willis's written account went on to confirm that the Post Office building was moved to Grant Avenue and became the hospital.

Brown used the relocated business building at 721 Grant to publish *The Black Diamond World*.

In 1906, Anson Rudd purchased the property at 721 Grant and continued to operate the newspaper. Nelle Wolfer Willis wrote, referring to the newspaper being at 721 Grant, "While in this building Anson Rudd was editor."

Building Used as Hospital

Next, the building entered another phase, which was to be operated by the Union Labor Hospital Association as a hospital for miners. Property records indicate that during this time, it was still owned by newspaper editor Anson Rudd. The following photos show the hospital located at 721 Grant in 1909.³ Although there is an open area at the front where windows used to be, the basic structure of the front and the placement of the first floor openings and the windows resemble those of the building as it looked when it was on Main Street. The sections of the building at the left rear are believed to have been added after the move.



² Frank Buchheit became an undertaker in Boulder, and in 1904, with six others, formed the Boulder Cemetery Association and started Boulder's Green Mountain Cemetery/

³ The doctors in the photo were in the past identified as Dr. Slamenski and Dr. Ingram, and the three nurses were identified as Sarah Hoffmire Sullivan, Mima or Mimi Hilton, and Nora Moffitt.



The following advertisement is from the March 5, 1909 *Louisville News* and includes a claim of an X-ray machine along with the statement that the hospital has “the best operating room in Boulder Co”:

THE LOUISVILLE HOSPITAL
Louisville, Colo.

Nice private rooms, reasonable rates. Good medical and surgical service. The best operating room in Boulder Co. Special attention paid to Rheumatism, Cancer, Drops, and Surgical Diseases.
X-RAY APPARATUS FREE

MRS. MAGGIE LEJA,
MATRON

Conclusive information as to exactly when the hospital was located in the building has not been found. Nelle Wolfer Willis described it as “a short time!” Author Carolyn Conarroe, in her book *The Louisville Story*, noted that the building was moved and indicated that it was a hospital from “from about 1905 until at least 1909!” It is now believed that the building was probably being used to operate *The Black Diamond World* newspaper in 1905-1908, however. The two years for which evidence has been found of the hospital’s operation are 1909 and 1910,⁴ although it could have been a little longer. More research might uncover exactly when the hospital was in operation.

It is extremely likely that the miners’ strike of 1910-1914 in the Northern Coal Fields of Colorado brought to an end the building’s use as a hospital. Beginning in 1910, the union would no longer have been assisting working miners who needed medical care; it was instead leading a strike to encourage working miners to stop working so as to put pressure on the mine companies.

⁴ The photos of the hospital were taken in 1909, and the Louisville directory for 1910 lists the hospital as a “Miners Hospital” with Dr. “Solominski” as superintendent.

A later owner who purchased the property in 1985 stated her belief that the second floor had been used as an open hospital ward.

Building Used as Residence

Property records show that in 1913, Anson Rudd turned the property at 721 Grant over to the Louisville Bank. By 1921, it was transferred to Ruth Hopkins and it began to be used as single family residence. The 1920 census shows that the Hopkins family was already living on Grant near Spruce at that time, probably at this location because it is indicated that they owned the house, and they did not own any other Louisville property. The household consisted of Ruth Hopkins, age 48; her husband, Owen Hopkins, who was 56 and a mining engineer from Wales; their daughter, Mary, 19; their son, James, 15; Owen's brother-in-law, John Jones, 65- and Owen's sister, Anna Jones, 61. The 1921 directory for Louisville also shows the Hopkins family to be living here.

The following photo of the house shows a woman and child. It may have been taken at around this time, but is undated:



In 1923, Ruth Hopkins sold 721 Grant to Cleora Malaby, a widow. Her husband, Samuel Malaby, died the same year. She was born in Wisconsin in 1864, and records indicate that she lived at 721 Grant for nine years, until she sold the house in 1932. She previously worked as a nurse, but at the time of the 1930 census, which shows her living at this location on Grant, her profession was "seamstress," and directories state that she was a librarian at the Louisville Public Library. Cleora Malaby was active in Women of Woodcraft and in the drill team for the Security Benefit Association. Cleora Malaby died in 1935. The following photo shows Malaby outside 721 Grant:



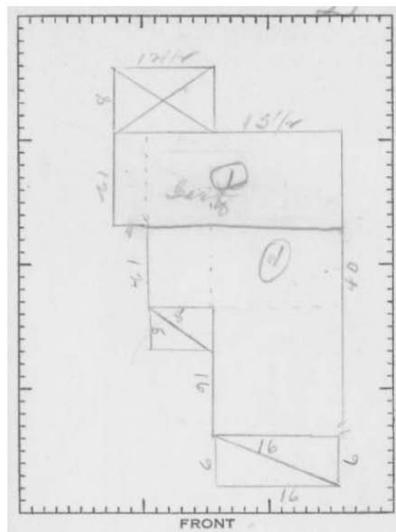
In 1932, Cleora Malaby sold 721 Grant to Doris Jenkins. It would end up being the Harry and Doris Jenkins home for 37 years.

Harry Jenkins (1887-1968) was born in Louisville to Thomas and Jemima Jenkins. In 1920, after the death of his first wife in 1920, he married Doris Manchester (1891-1965). They raised six children at 721 Grant, including two sets of twins. Their children were Marjorie, Mildred, LaVerne, Harry Jr., Nellie, and Nettie. The following photo shows Harry and Doris Jenkins:



Harry Jenkins worked as a miner (starting at the age of 13), as a truck driver, and as a custodian for the Louisville grade school that was located near this house at what is today Memory Square Park. He was also chief of the fire department for a time.

The following photo and ground layout sketch are from the 1948 County Assessor card for the property:



Handwriting on the 1948 card states that the house “Was old PO moved onto lot here!”

In 1969, following the death of Harry Jenkins, the house was sold to George and Margaret Roche, then Thomas and Joanne Stevenson; Sherrill and Lani Chalk; Tommy and Vickie Culp; and then to Michael and Mary Jenkins. In 1985, it was purchased by Connie and James Green, and the Green family owned it until 2010. In 2004, the home was one of five homes on the Louisville Holiday Home Tour. The owners since 2010 are James Caleb and Katherine Dickinson.

In 1985, 721 Grant was one of a number of buildings in Louisville surveyed for the Colorado Historical Society. The report stated that the building was moved from Front or Main Street and that it had been a printing office, hospital, and site of elementary school classes, and noted. “This is one structure associated with the union movement in Louisville that reached its peak of power by 1914. . . . It is the one remaining union associated building in Louisville!”

The 1985 survey report gave the following architectural description. “This frame structure has two stories with an Italianate Vernacular Façade. The foundation is concrete with a stairstep footprint. The windows and doors are in their original location but are not original. The roofs are hipped and gabled

with minor cornice trim. The two rear additions have shed roofs. The landscaping is heavy with many large trees.” The report also noted that there were two back additions, one being a porch, and that the “shed roof over the patio added at a more recent time (after siding added).”

The 1985 survey report gave the following statement of significance. “This building has a clear location as a hospital but was a printing shop at another location first. Structural integrity remains. Retains a “historic feeling” as hospital as was identified as such to surveyors by many older Louisville residents. This structure addresses the following RP3 concerns: clarifies role of ethnic groups within coal mining industry (medical care available to them); correlates between coal mining and other pursuits (printing and later medical care); provides information on rail towns physical form, time, place, and economic functions.”

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, obituary records, and historical photographs from the collection of the Louisville Historical Museum.

Physical Description

721 Grant is a two-story wood frame building that projects a rectangular mass to the street with stepped additions on the south elevation. The building's history as a Main Street storefront is referenced on the east, street facing elevation, with an open porch with arched openings in place of a glass store window and a second story sited directly over the porch to create the full height wall typically associated with 19th century Italianate inspired commercial structures. The primary roof is hipped with asphalt shingles and overhanging eaves that would have originally been supported by brackets, but are currently unornamented.

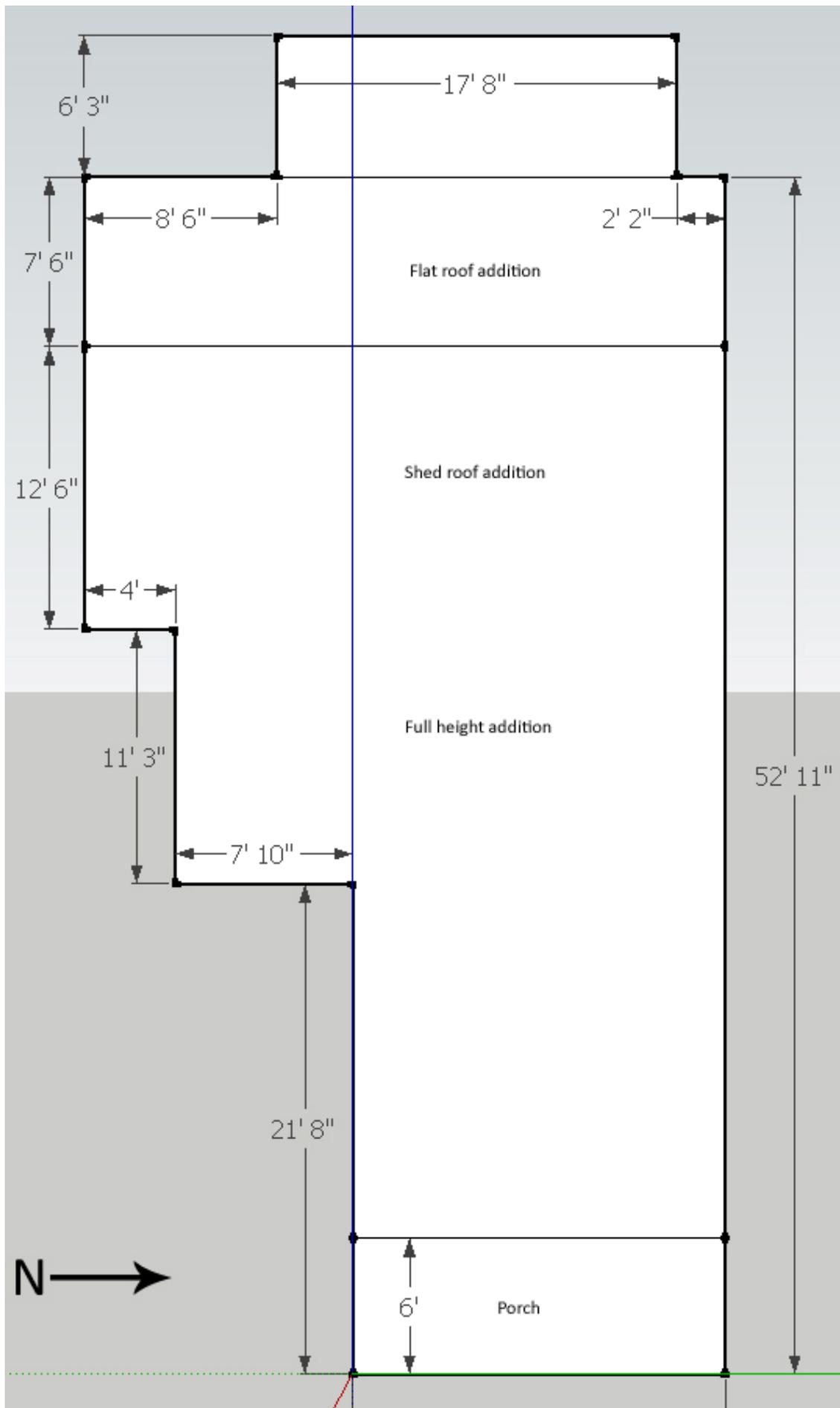
The original form of the building where it was originally constructed on Main Street appears to be the prominent rectangular block that is closest to Grant Street. The full height addition with hipped roof and shed roof addition to the rear are likely added on after the building was moved and began use as a hospital. The flat roofed addition to the far rear appears to be a recent alteration and does not share the roofing or siding found on the older portions of the home.

The original block of the home and the full height and shed roof additions are sheathed in fibrous clapboard siding with a wide reveal. The siding was not tested for asbestos, but it appears to be of a vintage and appearance that would indicate that this testing would be necessary before any alterations were planned. At the first wall intersection of the original block and the full height addition a second story porch exists in the same location as indicated by historic photographs, although the materials the porch are composed of appear to be more recent replacements.

There is a mix of original and replacement windows on the home, although it is difficult to determine if the older windows are indeed original or if they were added during one of the previous alterations to the building. The style and construction of the older wood windows does indicate that if they were not in fact original, that they were added during one of the other periods of historic significance. All of the exterior entrance doors have been replaced except for the second story door that leads to the balcony, which appears to be historic.

The foundation appears to be concrete with a sloped edge on the perimeter of the building to help divert water away. There is a small excavated crawl space to the rear of the home, but the majority of the original block is over a crawl space that is too small to access.

The flat roof addition to the far rear of the home appears to have been hastily constructed with paneling products, dimensional lumber to act as a type of half-timbering, and Plexiglas sheets in lieu of windows. The original siding of the home can be seen when standing in this room and is documented in the report.



Current Conditions and Work Recommendations

Historic Preservation Objectives

The Secretary of the Interior's Standards for Rehabilitation

REHABILITATION IS DEFINED AS the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

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 historic properties, 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. Archeological 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 a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.¹

¹ National Park Service. *Standards for Rehabilitation*. Website
<http://www.cr.nps.gov/hps/tps/standards/rehabilitation.htm>

Exterior:

The 1948 County Assessor card photo for the property shows narrow clapboards and pilaster detailing on the posts on the front porch, indicating that the current fiber and metal siding was added during a subsequent owner, likely in the 1969 to 1985 period. The original siding can still be seen on the rear of the home inside of the flat roof addition, and in areas where the siding has pulled back. It is unknown how much of the original material siding or decorative elements remain on the front of the house. A window that is on the south elevation in what is now the master bedroom closet is still in place, but is covered by siding.



Original siding is still visible beneath the fiber and metal siding



Original siding as seen in the flat roof rear addition



Approximate location of master bedroom closet window



Window inside master bedroom closet



Intersection between shed roof addition and flat roof addition on the north elevation should be sealed flush to the exterior



Balcony in historic location, but constructed in modern materials



Recommendations:

- The existing siding is in fair overall condition. The intersection with the flat roof addition in the rear and any open seams should be sealed so that no insects, moisture, or air can infiltrate through these connections
- While not necessarily a recommendation, it appears that the original siding remains underneath the current siding, which makes restoration of the exterior appearance feasible.
- The painted wood on the balcony is peeling and exhibits signs of exposure to excessive moisture. This location likely receives a short amount of daylight exposure, so keeping leaves and other debris off of the decking will help it to dry off more rapidly. The loose paint should be scraped, the bare wood sanded and primed, and a high quality paint applied.

Site and Drainage

When the building was moved from Main Street it appears to have been sited on a concrete foundation with an angled lip that was designed to keep the structure away from ground water. No basement was excavated for the primary original block, so the floor joists for much of the home are only inches away from the ground. Despite the foundation design, the soil around the perimeter is sloped towards the structure in many areas, resulting in pooling water near the base of the house. The yard slopes away from the house towards the street, so drainage is primarily a concern for the rear additions to the home.



South elevation, evidence of negative drainage. Note that the downspout empties at the foundation



North Elevation, evidence of negative drainage

Recommendations:

- Extend downspouts so that they empty 6' away from the home
- Alter the landscape around the home so that the water is always draining away from the foundation
- Install a French drain on the perimeter to direct excess water away from the foundation
- Create a maintenance checklist and inspect the house twice annually to catch any maintenance issues as they develop and clean out any drainage pathways

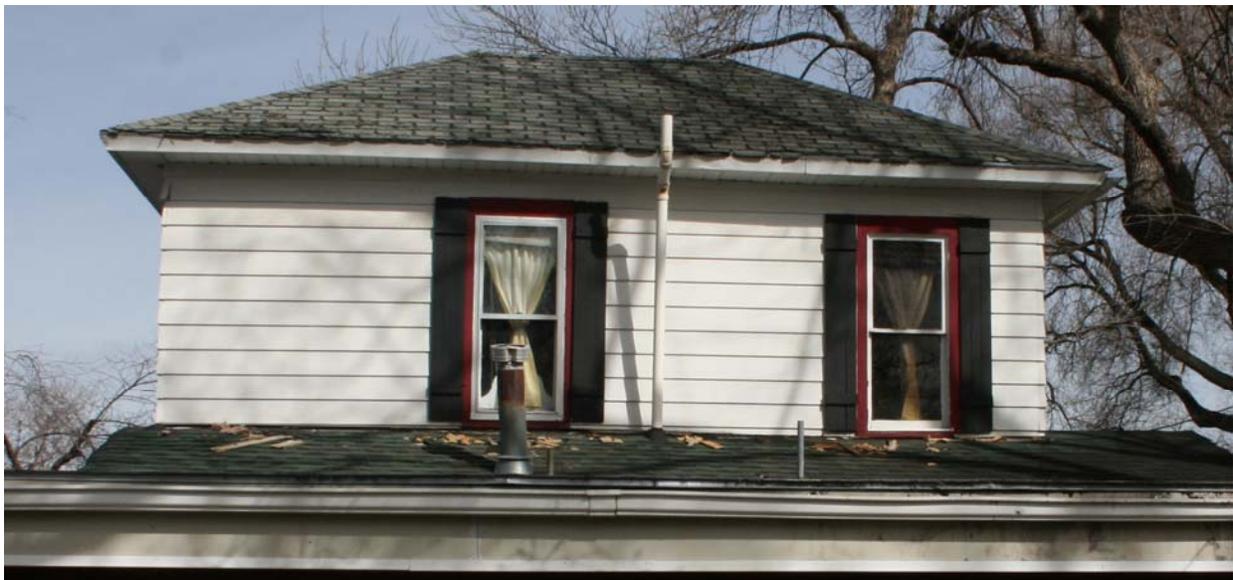
Roofing

The roof was evaluated from the ground. For a full in-depth analysis of the flashings and anticipated failure points, please contact a roofing specialist.

The roofing on the majority of the home is an older manufactured shingle type that may contain asbestos. It is recommended that a sample is sent for testing before major roof sheathing repairs or replacement are attempted.

While no active leaking is reported, the sheathing material on the home is at the end of its life span and plans should be made for replacement.

Some sections of the guttering have disconnected or were never installed and other areas appear to be leaking. While planning for the roofing project, repair or replacement of the gutters should also be included in the discussion.





Recommendations:

- If the rear flat roof addition is retained, the roof drainage should be evaluated to determine if the existing pitch is sufficient to adequately clear the roof
- A roofing professional should be consulted for a proposal to replace the roof and repair/replace the gutters
- Testing for hazardous materials should be incorporated into a repair or replacement project
- Create a maintenance checklist and inspect the house twice annually to catch any maintenance issues as they develop.

Foundation

The existing foundation dates to c.1905 when the building was moved from Main Street. The foundation is concrete and is underneath the original structure and its additions except for the most recent flat-roof addition. Specific details about the depth and thickness of the foundation are difficult to determine due to the lack of access. The foundation appears solid from an exterior inspection. The owners do not report movement or new cracks, so it is assumed that the foundation is sound.



Crawl space under shed roof addition. Best view of the crawl space looking east towards Grant

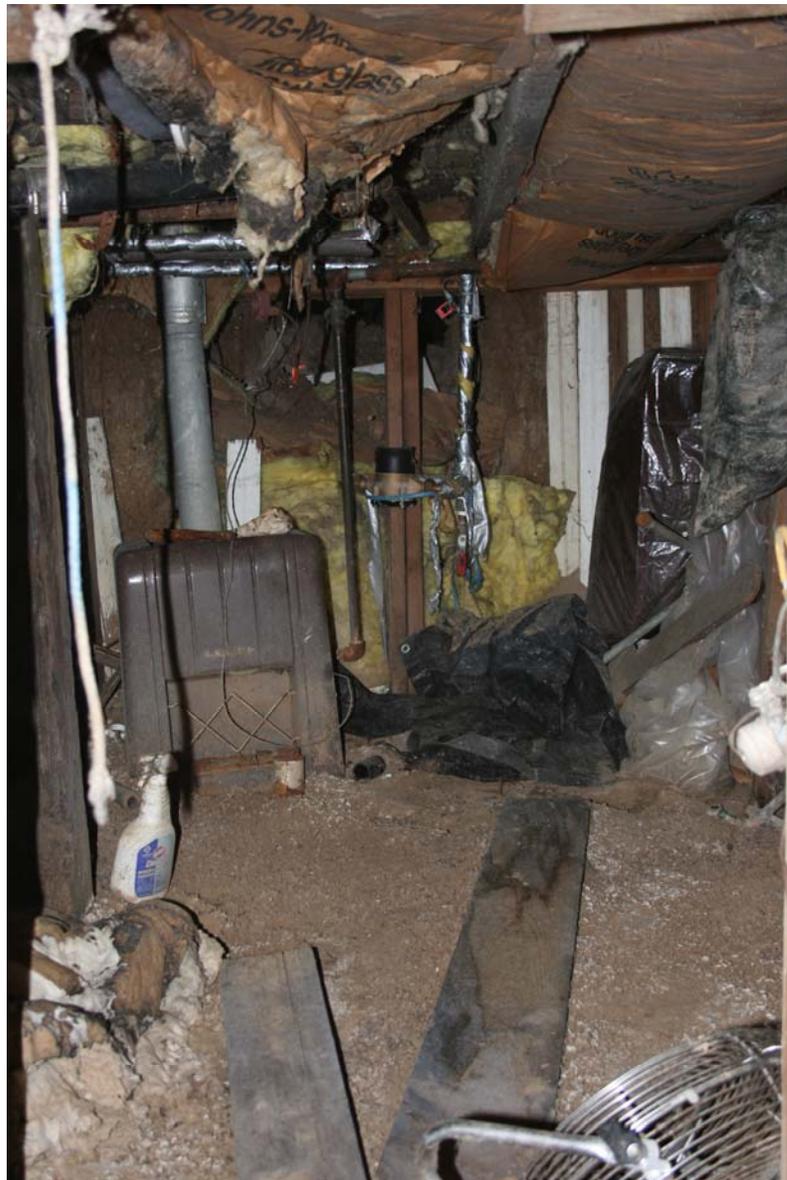
Recommendations:

- Follow recommendations outlined in Site and Drainage to prevent deterioration of the foundation
- Evaluate the house annually to look for any cracks that are developing or settlement issues. If any new cracks are noticed, document them with measurements and photographs to determine if movement is occurring

Interior:

Basement

The basement in the home is limited to a small crawl space under the shed roof addition. Access to this crawl space is through a floor panel in the flat roof addition. The crawl space has a dirt floor with evidence of flooding sometime in recent years. A small furnace is in the crawlspace, presumably to keep the space dry. It is not known if this furnace is still operable. Supporting beams that were added-on are touching the soil in several locations in the crawl space. These may be on concrete pillars that have been covered by flood in-fill. The primary structural members that are visible appear to be in good condition and separate from the soil. The primary purpose of the crawl space is to provide access to plumbing and other supply lines.



Furnace, for underfloor heating and drying



Post in direct contact with soil

Recommendations:

- Remove the furnace and disconnect the gas line as this unit presents a fire hazard
- Achieve ventilation under the crawl space with the use of automated vent fans on the perimeter of the foundation. These can be set to activate when a sensor indicates that relative humidity is too high
- Determine if the support posts were set onto concrete pillars. If they were, excavate excess soil so that the dirt is 6" from the wood. If not, support the joists above, remove the deteriorated portions of the posts, and pour concrete footers
- Follow recommendations outlined in Site and Drainage to prevent moisture from entering the crawl space

Walls, Ceiling, Floors

The interior of this building has been modified many times to accommodate a variety of functions, and as such the interior has very little if any historic materials. The existing materials are in good condition, with no obvious defects noted.



Living room by main entrance



Kitchen, shed roof addition

Recommendations:

- Evaluate the house annually to look for developing cracks, water spots that might indicate a leak, or other items that show deterioration

Windows

There are 11 wood one-over-one spring-pin windows that appear to be original. Four are on the north elevation, three are on the south elevation, two are on the east, street facing elevation, and two are on the west elevation. Each of these windows exhibit deterioration associated with age, including failing paint, missing glazing compound, and moisture related rot, and other issues associated with care, including excess paint which inhibits operation.



Bedroom window, missing putty and frame movement have allowed this gap around the edge of the glass



Bedroom window

Recommendations:

- Upper and lower sash and any associated hardware are removed from the window
- The paint and old glazing compound are stripped from the sash. Glass panes are removed and the sash is evaluated for stability
- If rot or other damage are found then all attempts are made to retain as much of the historic fabric as possible. If appropriate, epoxy is used to replace wood lost to rot. If the damage is more severe, a "dutchman" repair is made, wherein a new piece of wood is spliced into the old.
- Any repairs that require replacement of wood members will replicate the original in appearance and will utilize a species of wood, like Ponderosa Pine and Mahogany, that are naturally resistant to decay
- Any repairs that can be made with epoxy will utilize the Abatron products "Liquidwood" and "WoodEpox"
- Sash are prepped then primed. Note that the edges of the sash and ½ inch on the face are not primed or painted as they are friction surfaces and paint will cause sticking. In addition, by leaving a portion of the sash unpainted, any moisture that comes into the wood has an easy evaporation route
- Any hardware on the windows, including the pulleys, are stripped of any paint, cleaned, and oiled
- Sash are reglazed with glazing compound
- The window sill and jamb are stripped of loose and excessive paint and evaluated for deterioration. Repairs are made using the same principles as described above
- If functional weatherstripping is already in place it will be adjusted and cleaned. If not weather stripping is found then spring bronze will be installed on both sides of the window jamb, and compression bulb installed at the meeting rail and top/bottom rail.

Spring bronze has been used as weatherstripping for well over a century and has the benefit of being extremely durable while reducing air infiltration. Vinyl compression bulb is installed in kerfs cut at the meeting rail and top/bottom rail of the upper and lower sash.

- Finally, the interior trim and window surround is painted with a brand and color of the owners choosing

Trim/doors

One door appears to date to the historic period, and is located in an upstairs bedroom leading to the balcony. The door has a split in a panel, but otherwise appears to be in good condition. The remainder of the doors and trim in the house does not appear historic, and is in good condition.



Recommendations:

- Strip the paint from the door, epoxy the crack and sand smooth, repaint the door and reinstall

Attic

There is no interior or exterior access to the attic space in the house. Any original access hatch has been covered over in subsequent renovations.

Recommendations:

- In a discrete location, for instance a closet ceiling, cut an access panel into the ceiling so that repairs and inspections are possible. Avoid cutting into a ceiling joist by using a stud finder or looking for nail marks that indicate framing
- Plan that there is little to no insulation in the attic, and add more as needed to achieve R49

HVAC/Electrical/Plumbing

The owners report that the furnace is approximately 3 years old and is operational.

The hot water heater has an energy guide and is operational.

Air conditioning is supplied by a swamp cooler which is installed in the landing window and is operational.

The wiring that was visible during inspection appears to be insulated and appropriate, but attic access may reveal deteriorated knob and tube wiring or other issues. The breaker panel indicates 100 amp service or less, but this should be determined by a qualified electrician



Preservation Priorities

The house was found to be in good overall condition with only a few items that are high priority for repair. The electrical items can pose a shock and/or fire hazard however, so they should be addressed quickly. Water infiltration is the biggest cause of problems in an older home, so “Holding the Line – Controlling unwanted moisture in historic buildings” is attached as a reference.

High Priority:

- Create an access to the attic so that it can be inspected and insulated
- Follow the guidelines in Site and Drainage to prevent water from entering the house
- Replace the roof and repair or replace the gutters
- Address the posts in the crawl space that are directly touching soil
- Seal gaps and cracks on the siding to prevent moisture and insect infiltration

Medium Priority:

- Scrape off loose paint on the exterior and repaint where needed. CHECK FOR A LEAD HAZARD
- Restore deteriorated original windows, including stripping down to bare wood, sanding, painting, replacing the glazing compound, and repairing with epoxy and carpentry splices as needed.
- Maintain storm windows so that they are protecting the window and easy to operate. Keep the weep holes on the bottom open so that condensation can escape
- Clean the gutters at least twice a year to prevent clogs and overflow
- If the space heater in the crawl space is still in use, disconnect and remove to prevent a fire hazard. Cap the gas line

Low Priority:

- Create a maintenance checklist and inspect the property twice a year to catch any developing issues early. Take photographs of suspected issues so that they can be compared over time to determine if a crack or peeling paint is stable or worsening
- Install a ventilation system with temperature and relative humidity monitoring in the crawl space
- Test for Radon, if it has not been done already
- Although not a deterioration concern, it is recommended that an energy audit be conducted to determine how the home is performing in terms of energy efficiency. An audit will be helpful to find any air infiltration problem areas and will help determine where efficiency upgrades will be most effective

Appendix

Holding the Line

Controlling Unwanted Moisture in Historic Buildings

Sharon C. Park, AIA

- » [Remedial Actions](#)
- » [How and Where to Look for Damaging Moisture](#)
- » [Looking for Signs](#)
- » [Uncovering and Analyzing Moisture Problems](#)
- » [Transport or Movement of Moisture](#)
- » [Surveying and Diagnosing Moisture Damage](#)
- » [Selecting an Appropriate Level of Treatment](#)
- » [Ongoing Care](#)
- » [Conclusion](#)
- » [Reading List](#)
- » [Glossary](#)



A NOTE TO OUR USERS: The web versions of the **Preservation Briefs** differ somewhat from the printed versions. Many illustrations are new, captions are simplified, illustrations are typically in color rather than black and white, and some complex charts have been omitted.

Uncontrolled moisture is the most prevalent cause of deterioration in older and historic buildings. It leads to erosion, corrosion, rot, and ultimately the destruction of materials, finishes, and eventually structural components. Ever-present in our environment, moisture can be *controlled* to provide the differing *levels* of moisture necessary for human comfort as well as the longevity of historic building materials, furnishings, and museum collections. The challenge to building owners and preservation professionals alike is to understand the patterns of moisture movement in order to better manage it—not to try to eliminate it. There is never a single answer to a moisture problem. Diagnosis and treatment will always differ depending on where the building is located, climatic and soil conditions, ground water effects, and local traditions in building construction.

Remedial Actions within an Historic Preservation Context

In this Brief, advice about controlling the sources of unwanted moisture is provided within a preservation context based on philosophical principles contained in the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Following the Standards means significant materials and features that contribute to the historic character of the building should be preserved, not damaged during remedial treatment.



Applying a waterproof coating to an above-ground masonry wall can trap moisture underneath, causing further damage to the historic material. Photo: NPS files.

It also means that physical treatments should be reversible, whenever possible. The majority of treatments for moisture management in this Brief stress preservation maintenance for materials, effective drainage of troublesome ground moisture, and improved interior ventilation.

The Brief encourages a systematic approach for evaluating moisture problems which, in some cases, can be undertaken by a building owner. Because the source of moisture can be elusive, it may be necessary to consult with historic preservation professionals prior to starting work that would affect historic materials. Architects, engineers, conservators, preservation contractors, and staff of State Historic Preservation Offices (SHPOs) can provide such advice. Regardless of who does the work, however, these are the principles that should guide treatment decisions:

- Avoid remedial treatments without prior careful diagnosis.
- Undertake treatments that protect the historical significance of the resource.
- Address issues of ground-related moisture and rain run-off thoroughly.
- Manage existing moisture conditions before introducing humidified/dehumidified mechanical systems.
- Implement a program of ongoing monitoring and maintenance once moisture is controlled or managed.
- Be aware of significant landscape and archeological resources in areas to be excavated.

Finally, mitigating the effects of catastrophic moisture, such as floods, requires a different approach and will not be addressed in this Brief.

How and Where to Look for Damaging Moisture

Finding, treating, and managing the sources of damaging moisture requires a systematic approach that takes time, patience, and a thorough examination of all aspects of the problem-including a series of variable conditions. Moisture problems may be a direct result of one of these factors or may be attributable to a combination of interdependent variables.

Factors Contributing to Moisture Problems

A variety of simultaneously existing conditions contribute to moisture problems in old buildings. For recurring moisture problems, it may be necessary for the owner or preservation professional to address many, if not all, of the following variables:

- Types of building materials and construction systems
- Type and condition of roof and site drainage systems and their rates of discharge
- Type of soil, moisture content, and surface /subsurface water flow adjacent to building
- Building usage and moisture generated by occupancy

- Condition and absorption rates of materials
- Type, operation, and condition of heating, ventilating, cooling, humidification/ dehumidification, and plumbing systems
- Daily and seasonal changes in sun, prevailing winds, rain, temperature, and relative humidity (inside and outside), as well as seasonal or tidal variations in groundwater levels
- Unusual site conditions or irregularities of construction
- Conditions in affected wall cavities, temperature and relative humidity, and dewpoints
- Amount of air infiltration present in a building
- Adjacent landscape and planting materials



Debris will impede the normal flow of water from the roof's gutter and downspout system to the ground and result in moisture problems. Photo: NPS files.

Diagnosing and treating the cause of moisture problems requires looking at both the localized decay, as well as understanding the performance of the entire building and site. Moisture is notorious for traveling far from the source, and moisture movement within concealed areas of the building construction make accurate diagnosis of the source and path difficult. Obvious deficiencies, such as broken pipes, clogged gutters, or cracked walls that contribute to moisture damage, should always be corrected promptly. For more complicated problems, it may take several months or up to four seasons of monitoring and evaluation to complete a full diagnosis. Rushing to a solution without adequate documentation can often result in the unnecessary removal of historic materials-and worse-the creation of long-term problems associated with an increase, rather than a decrease, in the unwanted moisture.

Looking for Signs

Identifying the type of moisture damage and discovering its source or sources usually involves the human senses of sight, smell, hearing, touch, and taste combined with intuition. Some of the more common signs of visible as well as hidden moisture damage, include:

- Presence of standing water, mold, fungus, or mildew
- Wet stains, eroding surfaces, or efflorescence (salt deposits) on interior and exterior surfaces
- Flaking paint and plaster, peeling wallpaper, or moisture blisters on finished surfaces
- Dank, musty smells in areas of high humidity or poorly ventilated spaces
- Rust and corrosion stains on metal elements, such as anchorage systems and protruding roof nails in the attic
- Cupped, warped, cracked, or rotted wood
- Spalled, cracked masonry or eroded mortar joints
- Faulty roofs and gutters including missing roofing slates, tiles, or shingles and poor condition of flashing or gutters
- Condensation on window and wall surfaces
- Ice dams in gutters, on roofs, or moisture in attics

Uncovering and Analyzing Moisture Problems

Moisture comes from a variety of external sources. Most problems begin as a result of the weather in the form of rain or snow, from high ambient relative humidity, or from high water tables. But some of the most troublesome moisture damage in older buildings may be from internal sources, such as leaking plumbing pipes, components of heating, cooling, and climate control systems, as well as sources related to use or occupancy of the building. In some cases, moisture damage may be the result of poorly designed original

details, such as projecting outriggers in rustic structures that are vulnerable to rotting, and may require special treatment. The five most common sources of unwanted moisture include:

- Above grade exterior moisture entering the building
- Below grade ground moisture entering the building
- Leaking plumbing pipes and mechanical equipment
- Interior moisture from household use and climate control systems
- Water used in maintenance and construction materials.

Above grade exterior moisture generally results from weather related moisture entering through deteriorating materials as a result of deferred maintenance, structural settlement cracks, or damage from high winds or storms.

Such sources as faulty roofs, cracks in walls, and open joints around window and door openings can be corrected through either repair or limited replacement. Due to their age, historic buildings are notoriously "drafty," allowing rain, wind, and damp air to enter through missing mortar joints; around cracks in windows, doors, and wood siding; and into uninsulated attics. In some cases, excessively absorbent materials, such as soft sandstone, become saturated from rain or gutter overflows, and can allow moisture to dampen interior surfaces. Vines or other vegetative materials allowed to grow directly on building materials without trellis or other framework can cause damage from roots eroding mortar joints and foundations as well as dampness being held against surfaces. In most cases, keeping vegetation off buildings, repairing damaged materials, replacing flashings, rehanging gutters, repairing downspouts, repointing mortar, caulking perimeter joints around windows and doors, and repainting surfaces can alleviate most sources of unwanted exterior moisture from entering a building above grade.



Damp interior plaster around windows generally indicates moisture has entered from the outside.
Photo: NPS files.

Below grade ground moisture is a major source of unwanted moisture for historic and older buildings. *Proper handling of surface rain run-off is one of the most important measures of controlling unwanted ground moisture.* Rain water is often referred to as "bulk moisture" in areas that receive significant annual rainfalls or infrequent, but heavy, precipitation. For example, a heavy rain of 2" per hour can produce 200 gallons of water from downspout discharge alone for a house during a one hour period. When soil is saturated at the base of the building, the moisture will wet footings and crawl spaces or find its way through cracks in foundation walls and enter into basements. Moisture in saturated basement or foundation walls-also exacerbated by high water tables-will generally rise up within a wall and eventually cause deterioration of the masonry and adjacent wooden structural elements.



A clogged or broken downspout causes the water to pour directly into the ground. NPS files. Photo: NPS files.

Builders traditionally left a working area, known as a builder's trench, around the exterior of a foundation wall. These trenches have been known to increase moisture problems if the infill soil is less than fully compacted or includes rubble backfill, which, in some cases, may act as a reservoir holding damp materials against masonry walls. Broken subsurface pipes or downspout drainage can leak into the builder's trench and dampen walls some distance from the source. Any subsurface penetration of the foundation wall for sewer, water, or other piping also can act as a direct conduit of ground moisture unless these holes are well sealed. A frequently unsuspected, but serious, modern source of ground moisture is a landscape irrigation system set too close to the building. Incorrect placement of sprinkler heads can add a tremendous amount of moisture at the foundation level and on wall surfaces.

The ground, and subsequently the building, will stay much drier by 1) re-directing rain water away from the foundation through sloping grades, 2) capturing and disposing downspout water well away from the building, 3) developing a controlled ground gutter or effective drainage for buildings historically without gutters and downspouts, and 4) reducing splash-back of moisture onto foundation walls. The excavation of foundations and the use of dampproof coatings and footing drains should only be used after

the measures of reducing ground moisture listed above have been implemented.

Leaking plumbing pipes and mechanical equipment can cause immediate or long-term damage to historic building interiors. Routine maintenance, repair, or, if necessary, replacement of older plumbing and mechanical equipment are common solutions. Older water and sewer pipes are subject to corrosion over time. Slow leaks at plumbing joints hidden within walls and ceilings can ultimately rot floor boards, stain ceiling plaster, and lead to decay of structural members. Frozen pipes that crack can damage interior finishes. In addition to leaking plumbing pipes, old radiators in some historic buildings have been replaced with water-supplied fan coil units which tend to leak. These heating and cooling units, as well as central air equipment, have overflow and condensation pans that require cyclical maintenance to avoid mold and mildew growth and corrosion blockage of drainage channels. Uninsulated forced-air sheet metal ductwork and cold water pipes in walls and ceilings often allow condensation to form on the cold metal, which then drips and causes bubbling plaster and peeling paint. Careful design and vigilant maintenance, as well as repair and insulating pipes or ductwork, will generally rid the building of these common sources of moisture.

Interior moisture from building use and modern humidified heating and cooling systems can create serious problems. In northern U.S. climates, heated buildings will have winter-time relative humidity levels ranging from 10%-35% Relative Humidity (RH). A house with four occupants generates between 10 and 16 pounds of water a day (approximately 1 ½- 2 gallons) from human residents. Moisture from food preparation, showering, or laundry use will produce condensation on windows in winter climates.

When one area or floor of a building is air-conditioned and another area is not, there is the chance for condensation to occur between the two areas. Most periodic condensation does not create a long-term problem.

Humidified climate control systems are generally a major problem in museums housed within historic buildings. They produce between 35%-55% RH on average which, as a vapor, will seek to dissipate and equalize with adjacent spaces. Moisture can form on single-glazed windows in winter with exterior temperatures below 30°F and interior temperatures at 70°F with as little as 35% RH. Frequent condensation on interior window surfaces is an indication that moisture is migrating into exterior walls, which can cause long-term damage to historic materials. Materials and wall systems around climate controlled areas



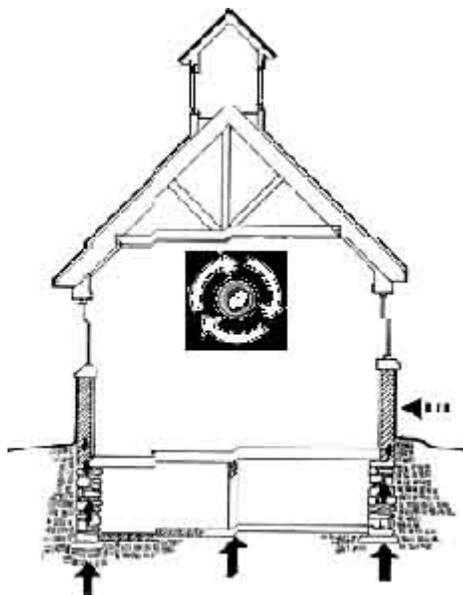
If adequate ventilation is installed, damage to interior walls such as this can be prevented. NPS files. Photo: NPS files.

may need to be made of moisture resistant finishes in order to handle the additional moisture in the air. Moist interior conditions in hot and humid climates will generate mold and fungal growth. Unvented mechanical equipment, such as gas stoves, driers, and kerosene heaters, generate large quantities of moisture. It is important to provide adequate ventilation and find a balance between interior temperature, relative humidity, and airflow to avoid interior moisture that can damage historic buildings.

Moisture from maintenance and construction materials can cause damage to adjacent historic materials. Careless use of liquids to wash floors can lead to water seepage through cracks and dislodge adhesives or cup and curl materials. High-pressure power washing of exterior walls and roofing materials can force water into construction joints where it can dislodge mortar, lift roofing tiles, and saturate frame walls and masonry. Replastered or newly plastered interior walls or the construction of new additions attached to historic buildings may hold moisture for months; new plaster, mortar, or concrete should be fully cured before they are painted or finished. The use of materials in projects that have been damaged by moisture *prior* to installation or have too high a moisture content may cause concealed damage.

Transport or Movement of Moisture

Knowing the five most common sources of moisture that cause damage to building materials is the first step in diagnosing moisture problems. But it is also important to understand the basic mechanisms that affect moisture movement in buildings. Moisture transport, or movement, occurs in two states: liquid and vapor. It is directly related to pressure differentials. For example, water in a gaseous or vapor state, as warm moist air, will move from its high pressure area to a lower pressure area where the air is cooler and drier. Liquid water will move as a result of differences in hydrostatic pressure or wind pressure. *It is the pressure differentials that drive the rate of moisture migration in either state.* Because the building materials themselves resist this moisture movement, the rate of movement will depend on two factors: the permeability of the materials when affected by vapor and the absorption rates of materials in contact with liquid.



The dynamic forces that move air and moisture through a building are important to understand, particularly when selecting a treatment to correct a moisture problem. This drawing shows how moisture can invade "inward" from the exterior; "upward" from the ground; and be generated from "within" the interior. All have damaging effects. Drawing: NPS files.

The mechanics, or physics, of moisture movement is complex, but if the driving force is difference in pressure, then an approach to reducing moisture movement and its damage is to reduce the difference in pressure, not to increase it. That is why the treatments discussed in this Brief will look at *managing moisture by draining bulk moisture and ventilating vapor moisture* before setting up new barriers with impermeable coatings or over-pressurized new climate control systems that threaten aging building materials and archaic construction systems.

Three forms of moisture transport are particularly important to understand in regards to historic buildings--*infiltration, capillary action, and vapor diffusion*--remembering, at the same time, that the subject is infinitely complex and, thus, one of continuing scientific study. Buildings were traditionally designed to deal with the movement of air. For example, cupolas and roof lanterns allowed hot air to rise and provided a natural draft to pull air through buildings. Cavity walls in both frame and masonry buildings were constructed to allow moisture to dissipate in the air space between external and internal walls. Radiators were placed in front of windows to keep cold surfaces warm, thereby reducing condensation on these surfaces. Many

of these features, however, have been altered over time in an effort to modernize appearances, improve energy efficiency, or accommodate changes in use. The change in use will also affect moisture movement, particularly in commercial and industrial buildings with modern mechanical systems. Therefore, the way a

building handles air and moisture today may be different from that intended by the original builder or architect, and poorly conceived changes may be partially responsible for chronic moisture conditions.

Moisture moves into and through materials as both a visible liquid (capillary action) and as a gaseous vapor (infiltration and vapor diffusion). Moisture from leaks, saturation, rising damp, and condensation can lead to the deterioration of materials and cause an unhealthy environment. Moisture in its solid form, ice, can also cause damage from frozen, cracked water pipes, or split gutter seams or spalled masonry from freeze-thaw action. Moisture from melting ice dams, leaks, and condensation often can travel great distances down walls and along construction surfaces, pipes, or conduits. The amount of moisture and how it deteriorates materials is dependent upon complex forces and variables that must be considered for each situation.

Determining the way moisture is handled by the building is further complicated because each building and site is unique. Water damage from blocked gutters and downspouts can saturate materials on the outside, and high levels of interior moisture can saturate interior materials. Difficult cases may call for technical evaluation by consultants specializing in moisture monitoring and diagnostic evaluation. In other words, it may take a team to effectively evaluate a situation and determine a proper approach to controlling moisture damage in old buildings.

Infiltration is created by wind, temperature gradients (hot air rising), ventilation fan action, and the stack or chimney effect that draws air up into tall vertical spaces. Infiltration as a dynamic force does not actually move liquid water, but is the vehicle by which dampness, as a component of air, finds its way into building materials. Older buildings have a natural air exchange, generally from 1 to 4 changes per hour, which, in turn, may help control moisture by diluting moisture within a building. The tighter the building construction, however, the lower will be the infiltration rate and the natural circulation of air. In the process of infiltration, however, moisture that has entered the building and saturated materials can be drawn in and out of materials, thereby adding to the dampness in the air. Inadequate air circulation where there is excessive moisture (i.e., in a damp basement), accelerates the deterioration of historic materials. To reduce the unwanted moisture that accompanies infiltration, it is best to incorporate maintenance and repair treatments to close joints and weatherstrip windows, while providing controlled air exchanges elsewhere. The worst approach is to seal the building so completely, while limiting fresh air intake, that the building cannot breathe.

Capillary action occurs when moisture in saturated porous building materials, such as masonry, wicks up or travels vertically as it evaporates to the surface. In capillary attraction, liquid in the material is attracted to the solid surface of the pore structure causing it to rise vertically; thus, it is often called "rising damp," particularly when found in conjunction with ground moisture. It should not, however, be confused with moisture that laterally penetrates a foundation wall through cracks and settles in the basement. Not easily controlled, most rising damp comes from high water tables or a constant source under the footing. In cases of damp masonry walls with capillary action, there is usually a whitish stain or horizontal tide mark of efflorescence that seasonally fluctuates about 1- 3 feet above grade where the excess moisture evaporates from the wall. This tide mark is full of salt crystals, that have been drawn from the ground and building materials along with the water, making the masonry even more sensitive to additional moisture absorption from the surrounding air. Capillary migration of moisture may occur in any material with a pore structure where there is a constant or recurring source of moisture. The best approach for dealing with capillary rise in building materials is to reduce the amount of water in contact with historic materials. If that is not possible due to chronically high water tables, it may be necessary to introduce a horizontal damp-proof barrier, such as slate course or a lead or plastic sheet, to stop the vertical rise of moisture. Moisture should not be sealed into the wall with a waterproof coating, such as cement parging or vinyl wall coverings, applied to the inside of damp walls. This will only increase the pressure differential as a vertical barrier and force the capillary action, and its destruction of materials, higher up the wall.

Vapor diffusion is the natural movement of pressurized moisture vapor through porous materials. It is most readily apparent as humidified interior air moves out through walls to a cooler exterior. In a hot and humid climate, the reverse will happen as moist hot air moves into cooler, dryer, air-conditioned, interiors. The movement of the moisture vapor is not a serious problem until the dewpoint temperature is reached and the vapor changes into liquid moisture known as *condensation*. This can occur within a wall or on interior surfaces. Vapor diffusion will be more of a problem for a frame structure with several layers of infill materials within the

frame cavity than a dense masonry structure. Condensation as a result of vapor migration usually takes place on a surface or film, such as paint, where there is a change in permeability.

The installation of climate control systems in historic buildings (mostly museums) that have *not* been properly designed or regulated and that force pressurized damp air to diffuse into perimeter walls is an ongoing concern. These newer systems take constant monitoring and back-up warning systems to avoid moisture damage.

Long-term and undetected condensation or high moisture content can cause serious structural damage as well as an unhealthy environment, heavy with mold and mildew spores. Reducing the interior/exterior pressure differential and the difference between interior and exterior temperature and relative humidity helps control unwanted vapor diffusion. This can sometimes be achieved by reducing interior relative humidity. In some instances, using vapor barriers, such as heavy plastic sheeting laid over damp crawl spaces, can have remarkable success in stopping vapor diffusion from damp ground into buildings. Yet, knowledgeable experts in the field differ regarding the appropriateness of vapor barriers and when and where to use them, as well as the best way to handle natural diffusion in insulated walls.

Adding insulation to historic buildings, particularly in walls of wooden frame structures, has been a standard modern weatherization treatment, but it can have a disastrous effect on historic buildings. The process of installing the insulation destroys historic siding or plaster, and it is very difficult to establish a tight vapor barrier. While insulation has the benefit of increasing the efficiency of heating and cooling by containing temperature controlled air, it does not eliminate surfaces on which damaging moisture can condense. For insulated residential frame structures, the most obvious sign of a moisture diffusion problem is peeling paint on wooden siding, even after careful surface preparation and repainting. Vapor impermeable barriers such as plastic sheeting, or more accurately, *vapor retarders*, in cold and moderate climates generally help slow vapor diffusion where it is not wanted.

In regions where *humidified* climate control systems are installed into insulated frame buildings, it is important to stop *interstitial*, or in-wall, dewpoint condensation. This is very difficult because humidified air can penetrate breaches in the vapor barrier, particularly around electrical outlets. Improperly or incompletely installed retrofit vapor barriers will cause extensive damage to the building, just in the installation process, and will allow trapped condensation to wet the insulation and sheathing boards, corrode metal elements such as wiring cables and metal anchors, and blister paint finishes. Providing a tight wall vapor barrier, as well as a ventilated cavity behind wooden clapboards or siding appears to help insulated frame walls, if the interior relative humidity can be adjusted or monitored to avoid condensation. Correct placement of vapor retarders within building construction will vary by region, building construction, and type of climate control system.

Surveying and Diagnosing Moisture Damage: Key Questions to Ask

It is important for the building to be surveyed first and the evidence and location of suspected moisture damage systematically recorded before undertaking any major work to correct the problem. This will give a baseline from which relative changes in condition can be noted.

When materials become wet, there are specific physical changes that can be detected and noted in a record book or on survey sheets. Every time there is a heavy rain, snow storm, water in the basement, or mechanical systems failure, the owner or consultant should note and record the way moisture is moving, its appearance, and what variables might contribute to the cause. *Standing outside to observe a building in the rain may answer many questions and help trace the movement of water into the building.* Evidence of deteriorating materials that cover more serious moisture damage should also be noted, even if it is not immediately clear what is causing the damage. (For example, water stains on the ceiling may be from leaking pipes, blocked fan coil drainage pans above, or from moisture which has penetrated around a poorly sloped window sill above.) Don't jump to conclusions, but use a systematic approach to help establish an educated theory-or hypothesis-of what is causing the moisture problem or what areas need further investigation.

Surveying moisture damage must be systematic so that relative changes can be noted. Tools for investigating can be as simple as a notebook, sketch plans, binoculars, camera, aluminum foil, smoke pencil, and flashlight. The systematic approach involves looking at buildings from the top down and from the outside to the inside. Photographs, floor plans, site plan, and exterior elevations—even roughly sketched—should be used to indicate all evidence of damp or damaged materials, with notations for musty or poorly ventilated areas. Information might be needed on the absorption and permeability characteristics of the building materials and soils. Exterior drainage patterns should be noted and these base plans referred to on a regular basis in different seasons and in differing types of weather. It is best to start with one method of periodic documentation and to use this same method each time. Because moisture is affected by gravity, many surveys start with the roof and guttering systems and work down through the exterior walls. Any obvious areas of water penetration, damaged surfaces, or staining should be noted. Any recurring damp or stain patterns, both exterior and interior, should also be noted with a commentary on the temperature, weather, and any other facts that may be relevant (driving rains, saturated soil, high interior humidity, recent washing of the building, presence of a lawn watering system, etc.).

The interior should be recorded as well, beginning with the attic and working down to the basement and crawl space. It may be necessary to remove damaged materials selectively in order to trace the path of moisture or to pinpoint a source, such as a leaking pipe in the ceiling. The use of a basic resistance moisture meter, available in many hardware stores, can identify moisture contents of materials and show, over time, if wall surfaces are drying or becoming damper. A smoke pencil can chart air infiltration around windows or draft patterns in interior spaces. For a quick test to determine if a damp basement is caused by saturated walls or is a result of condensation, tape a piece of foil onto a masonry surface and check it after a day or two; if moisture has developed behind the foil, then it is coming from the masonry. If condensation is on the surface of the foil, then moisture is from the air.

Comparing current conditions with previous conditions, historic drawings, photographs, or known alterations may also assist in the final diagnosis. A chronological record, showing improvement or deterioration, should be backed up with photographs or notations as to the changing size, condition, or features of the deterioration and how these changes have been affected by variables of temperature and rainfall. If a condition can be related in time to a particular event, such as efflorescence developing on a chimney after the building is no longer heated, it may be possible to isolate a cause, develop a hypothesis, and then test the hypothesis (by adding some temporary heat), before applying a remedial treatment. If the owner or consultant has access to moisture survey and monitoring equipment such as resistance moisture meters, dewpoint indicators, salt detectors, infrared thermography systems, psychrometer, fiber-optic boroscopes, and miniaturized video cameras, additional quantified data can be incorporated into the survey. If it is necessary to track the wetting and drying of walls over a period of time, deep probes set into walls and in the soil with connector cables to computerized data loggers or the use of long-term recording of hygrothermographs may require a trained specialist. Miniaturized fiber-optic video cameras can record the condition of subsurface drain lines without excavation. It should be noted, however, that *instrumentation, while extremely useful, cannot take the place of careful personal observation and analysis.* Relying on instrumentation alone rarely will give the owner the information needed to fully diagnose a moisture problem. To avoid jumping to a quick-potentially erroneous-conclusion, a series of questions should be asked first. This will help establish a theory or hypothesis that can be tested to increase the chances that a remedial treatment will control or manage existing moisture.

How is water draining around building and site? What is the effectiveness of gutters and downspouts? Are the slopes or grading around foundations adequate? What are the locations of subsurface features such as wells, cisterns, or drainage fields? Are there subsurface drainage pipes (or drainage boots) attached to the downspouts and are they in good working condition? Does the soil retain moisture or allow it to drain freely? Where is the water table? Are there window wells holding rain water? What is the flow rate of area drains around the site (can be tested with a hose for several minutes)? Is the storm piping out to the street sufficient for heavy rains, or does water chronically back up on the site? Has adjacent new construction affected site drainage or water table levels?

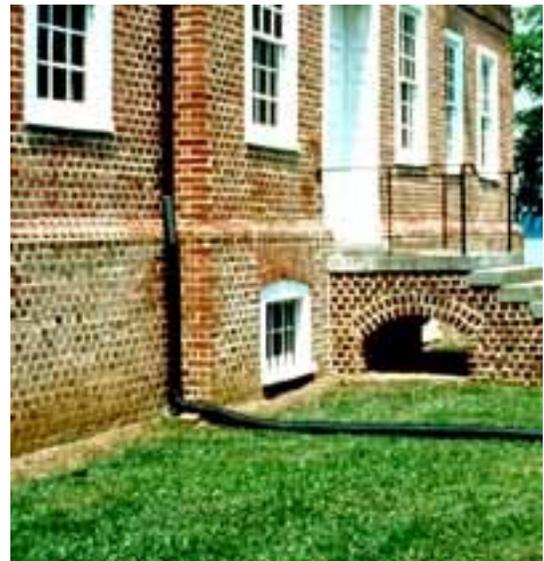
How does water/moisture appear to be entering the building? Have all five primary sources of moisture been evaluated? What is the condition of construction materials and are there any obvious areas of deterioration? Did this building have a builder's trench around the foundation that could be holding water against the

exterior walls? Are the interior bearing walls as well as the exterior walls showing evidence of rising damp? Is there evidence of hydrostatic pressure under the basement floor such as water percolating up through cracks? Has there been moisture damage from an ice dam in the last several months? Is damage localized, on one side of the building only, or over a large area?

What are the principal moisture dynamics? Is the moisture condition from liquid or vapor sources? Is the attic moisture a result of vapor diffusion as damp air comes up through the cavity walls from the crawl space or is it from a leaking roof? Is the exterior wall moisture from rising damp with a tide mark or are there uneven spots of dampness from foundation splash back, or other ground moisture conditions? Is there adequate air exchange in the building, particularly in damp areas, such as the basement? Has the height of the water table been established by inserting a long pipe into the ground in order to record the water levels?

How is the interior climate handling moisture? Are there areas in the building that do not appear to be ventilating well and where mold is growing? Are there historic features that once helped the building control air and moisture that can be reactivated, such as operable skylights or windows? Could dewpoint condensation be occurring behind surfaces, since there is often condensation on the windows? Does the building feel unusually damp or smell in an unusual way that suggest the need for further study? Is there evidence of termites, carpenter ants, or other pests attracted to moist conditions? Is a dehumidifier keeping the air dry or is it, in fact, creating a cycle where it is actually drawing moisture through the foundation wall?

Does the moisture problem appear to be intermittent, chronic, or tied to specific events? Are damp conditions occurring within two hours of a heavy rain or is there a delayed reaction? Does rust on most nail heads in the attic indicate a condensation problem? What are the wet patterns that appear on a building wall during and after a rain storm? Is it localized or in large areas? Can these rain patterns be tied to gutter over-flows, faulty flashing, or saturation of absorbent materials? Is a repaired area holding up well over time or is there evidence that moisture is returning? Do moisture meter readings of wall cavities indicate they are wet, suggesting leaks or condensation in the wall?



The owner used long black extender pipes to test a theory that it was faulty roof drainage causing the problem. Photo: NPS files.

Once a hypothesis of the source or sources of the moisture has been developed from observation and recording of data, it is often useful to prove or disprove this hypothesis with interim treatments, and, if necessary, the additional use of instrumentation to verify conditions. For damp basements, test solutions can help determine the cause. For example, surface moisture in low spots should be redirected away from the foundation wall with regrading to determine if basement dampness improves. If there is still a problem, determine if subsurface downspout collection pipes or cast iron boots are not functioning properly. The above grade downspouts can be disconnected and attached to long, flexible extender pipes and redirected away from the foundation. If, after a heavy rain or a simulation using a hose, there is no improvement, look for additional ground moisture sources such as high water tables, hidden cisterns, or leaking water service lines as a cause of moisture in the basement. New data will lead to a new hypothesis that should be tested and verified. *The process of elimination can be frustrating, but is required if a systematic method of diagnosis is to be successful.*

Selecting an Appropriate Level of Treatment

The treatments that follow this section in chart format are divided into levels based on the degree of moisture problems. Level I covers preservation maintenance; Level II focuses on repair using historically compatible

materials and essentially mitigating damaging moisture conditions; and Level III discusses replacement and alteration of materials that permit continued use in a chronically moist environment. It is important to begin with Level I and work through to a manageable treatment as part of the control of moisture problems. Buildings in serious decay will require treatments in Level II, and difficult or unusual site conditions may require more aggressive treatments in Level III. Caution should always be exercised when selecting a treatment. The treatments listed are a guide and not intended to be recommendations for specific projects as the key is always proper diagnosis.

Start with the repair of any obvious deficiencies using sound preservation maintenance. If moisture cannot be managed by maintenance alone, it is important to reduce it by mitigating problems *before* deteriorated historic materials are replaced. Treatments should not remove materials that can be preserved; should not involve extensive excavation unless there is a documented need; and should not include coating buildings with waterproof sealers that can exacerbate an existing problem. Some alteration to historic materials, structural systems, mechanical systems, windows, or finishes may be needed when excessive site moisture cannot be controlled by drainage systems, or in areas prone to floods. These changes, however, should be sensitive to preserving those materials, features, and finishes that convey the historic character of the building and site.

Level I Preservation Maintenance

Exterior: Apply cyclical maintenance procedures to eliminate rain and moisture infiltration.



Installing ventilating fans can improve damp conditions or reduce cooling loads. Photo: NPS files.

Roofing/ gutting: Make weather-tight and operational; inspect and clean gutters as necessary depending on number of nearby trees, but at least twice a year; inspect roofing at least once a year, preferably spring; replace missing or damaged roofing shingles, slates, or tiles; repair flashing; repair or replace cracked downspouts.

Walls: Repair damaged surface materials; repoint masonry with appropriately formulated mortar; prime and repaint wooden, metal, or masonry elements or surfaces; remove efflorescence from masonry with non-metallic bristle brushes.

Window and door openings: Eliminate cracks or open joints; caulk or repoint around openings or steps; repair or reset weatherstripping; check flashing; repaint, as necessary.

Ground: Apply regular maintenance procedures to eliminate standing water and vegetative threats to building/site.

Grade: Eliminate low spots around building foundations; clean out existing downspout boots twice a year or add extension to leaders to carry moisture away from foundation; do a hose test to verify that surface drains are functioning; reduce moisture used to clean steps and walks; eliminate the use of chlorides to melt ice which can increase freeze/thaw spalling of masonry; check operation of irrigation systems, hose bib leaks, and clearance of air conditioning condensate drain outlets.

Crawl space: Check crawl space for animal infestation, termites, ponding moisture, or high moisture content; check foundation grilles for adequate ventilation; seasonally close grilles when appropriate-in winter, if not needed, or in summer if hot humid air is diffusing into air conditioned space.

Foliage: Keep foliage and vines off buildings; trim overhanging trees to keep debris from gutters and limbs from rubbing against building; remove moisture retaining elements, such as firewood, from foundations.



A vent may be added if there is none.
Close grilles in the summer, if hot humid
air is getting into air conditioned spaces.
Photo: NPS files.

Basements and foundations: Increase ventilation and maintain surfaces to avoid moisture.

Equipment: Check dehumidifiers, sump pump, vent fans, and water detection or alarm systems for proper maintenance as required; check battery back-up twice a year.

Piping/ductwork: Check for condensation on pipes and insulate/seal joints, if necessary.

Interior: Maintain equipment to reduce leaks and interior moisture.

Plumbing pipes: Add insulation to plumbing or radiator pipes located in areas subject to freezing, such as along outside walls, in attics, or in unheated basements.

Mechanical equipment: Check condensation pans and drain lines to keep clear; insulate and seal joints in exposed metal ductwork to avoid drawing in moist air.

Cleaning: Routinely dust and clean surfaces to reduce the amount of water or moist chemicals used to clean building; caulk around tile floor and wall connections; and maintain floor grouts in good condition.

Ventilation: Reduce household-produced moisture, if a problem, by increasing ventilation; vent clothes driers to the outside; install and always use exhaust fans in restrooms, bathrooms, showers, and kitchens, when in use.

Level II Repair and Corrective Action

Exterior: Repair features that have been damaged. Replace an extensively deteriorated feature with a new feature that matches in design, color, texture, and where possible, materials.

Roofing: Repair roofing, parapets and overhangs that have allowed moisture to enter; add ice and water shield membrane to lower 3-4 feet or roofing in cold climates to limit damage from ice dams; increase attic ventilation, if heat and humidity build-up is a problem. Make gutters slope @ 1/8" to the foot. Use professional handbooks to size gutters and reposition, if necessary and appropriate to historic architecture. Add ventilated chimney caps to unused chimneys that collect rain water.

Walls: Repair spalled masonry, terra cotta, etc. by selectively installing new masonry units to match; replace rotted clapboards too close to grade and adjust grade or clapboards to achieve adequate clearance; protect or cover open window wells.



New drainage systems for roof run-off may be installed in order to remove moisture from the base of the building. Photo: NPS files.

Ground: Correct serious ground water problems; capture and dispose of downspout water away from foundation; and control vapor diffusion of crawlspace moisture.

Grade: Re-establish positive sloping of grade; try to obtain 6" of fall in the first 10' surrounding building

foundation; for buildings without gutter systems, regrade and install a positive subsurface collection system with gravel, or waterproof sheeting and perimeter drains; adjust pitch or slope of eave line grade drains or French drains to reduce splash back onto foundation walls; add subsurface drainage boots or extension pipes to take existing downspout water away from building foundation to the greatest extent feasible.

Crawl space: Add polyethylene vapor barrier (heavy construction grade or Mylar) to exposed dirt in crawlspace if monitoring indicates it is needed and there is no rising damp; add ventilation grilles for additional cross ventilation, if determined advisable.

Foundations and Basements: Correct existing high moisture levels, if other means of controlling ground moisture are inadequate.

Mechanical devices: Add interior perimeter drains and sump pump; add dehumidifiers for seasonal control of humidity in confined, unventilated space (but don't create a problem with pulling dampness out of walls); add ventilator fans to improve air flow, but don't use both the dehumidifier and ventilator fan at the same time.

Walls: Remove commentates coatings, if holding rising damp in walls; coat walls with vapor permeable lime based rendering plaster, if damp walls need a sacrificial coating to protect mortar from erosion; add termite shields, if evidence of termites and dampness cannot be controlled.

Framing: Reinforce existing floor framing weakened by moisture by adding lolly column support and reinforcing joist ends with sistered or parallel supports. Add a vapor impermeable shield, preferably non-ferrous metal, under wood joists coming into contact with moist masonry.

Interior: Eliminate areas where moisture is leaking or causing a problem

Plumbing: Replace older pipes and fixtures subject to leaking or overflowing; insulate water pipes subject to condensation.

Ventilation: Add exhaust fans and whole house fans to increase air flow through buildings, if areas are damp or need more ventilation to control mold and mildew.

Climate: Adjust temperature and relative humidity to manage interior humidity; Correct areas of improperly balanced pressure for HVAC systems that may be causing a moisture problem.

Level III Replacement / Alterations For Chronically Damp Conditions

Exterior: Undertake exterior rehabilitation work that follows professional repair practices-i.e., replace a deteriorated feature with a new feature to match the existing in design, color, texture, and when possible, materials. In some limited situations, non-historic materials may be necessary in unusually wet areas

Roofs: Add ventilator fans to exhaust roofs but avoid large projecting features whose designs might negatively affect the appearance of the historic roof. When replacing roofs, correct conditions that have caused moisture problems, but keep the overall appearance of the roof; for example, ventilate under wooden shingles, or detail standing seams to avoid buckling and cracking. Be attentive to provide extra protection for internal or built-in gutters by using the best quality materials, flashing, and vapor impermeable connection details.

Walls: If insulation and vapor barriers are added to frame walls, consider maintaining a ventilation channel behind the exterior cladding to avoid peeling and blistering paint occurrences.

Windows: Consider removable exterior storm windows, but allow operation of windows for periodic ventilation of cavity between exterior storm and historic sash. For stained glass windows using protective glazing, use only ventilated storms to avoid condensation as well as heat build-up.

Ground: Control excessive ground moisture. This may require extensive excavations, new drainage systems, and the use of substitute materials. These may include concrete or new sustainable recycled materials for wood in damp areas when they do not impact the historic appearance of the building.

Grade: Excavate and install water collection systems to assist with positive run-off of low lying or difficult areas of moisture drainage; use drainage mats and under finished grade to improve run-off control; consider the use of column plinth blocks or bases that are ventilated or constructed of non-absorbent substitute materials in chronically damp areas. Replace improperly sloped walks; repair non-functioning catch basins and site drains; repair settled areas around steps and other features at grade.

Foundations: Improve performance of foundation walls with damp-proof treatments to stop infiltration or damp course layers to stop rising damp. Some substitute materials may need to be selectively integrated into new features.

Walls: excavate, repoint masonry walls, add footing drains, and waterproof exterior subsurface walls; replace wood sill plates and deteriorated structural foundations with new materials, such as pressure treated wood, to withstand chronic moisture conditions; materials may change, but overall appearance should remain similar. Add dampcourse layer to stop rising damp; avoid chemical injections as these are rarely totally effective, are not reversible, and are often visually intrusive.

Interior: Control the amount of moisture and condensation on the interiors of historic buildings. Most designs for new HVAC systems will be undertaken by mechanical engineers, but systems should be selected that are appropriate to the resource and intended use.

Windows, skylights: Add double and triple glazing, where necessary to control condensation. Avoid new metal sashes or use thermal breaks where prone to heavy condensation.

Mechanical systems: Design new systems to reduce stress on building exterior. This might require insulating and tightening up the building exterior, but provisions must be made for adequate air flow. A new zoned system, with appropriate transition insulation, may be effective in areas with differing climatic needs.

Control devices/Interior spaces: If new climate control systems are added, design back-up controls and monitoring systems to protect from interior moisture damage.

Walls: If partition walls sit on floors that periodically flood, consider spacers or isolation membranes behind baseboards to stop moisture from wicking up through absorbent materials.

Ongoing Care

Once the building has been repaired and the larger moisture issues addressed, it is important to keep a record of additional evidence of moisture problems and *to protect the historic or old building through proper cyclical maintenance*. In some cases, particularly in museum environments, it is critical to monitor areas vulnerable to moisture damage. In a number of historic buildings, in-wall moisture monitors are used to ensure that the moisture purposely generated to keep relative humidity at ranges appropriate to a museum collection does

not migrate into walls and cause deterioration. The potential problem with all systems is the failure of controls, valves, and panels over time. Back-up systems, warning devices, properly trained staff and an emergency plan will help control damage if there is a system failure.

Ongoing maintenance and vigilance to situations that could potentially cause moisture damage must become a routine part of the everyday life of a building. The owner or staff responsible for the upkeep of the building should inspect the property weekly and note any leaks, mustiness, or blocked drains. Again, observing the building during a rain will test whether ground and gutter drainage are working well.

For some buildings a back-up power system may be necessary to keep sump pumps working during storms when electrical power may be lost. For mechanical equipment rooms, condensation pans, basement floors, and laundry areas where early detection of water is important, there are alarms that sound when their sensors come into contact with moisture.

Conclusion

Moisture in old and historic buildings, though difficult to evaluate, can be systematically studied and the appropriate protective measures taken. Much of the documentation and evaluation is based on common sense combined with an understanding of historic building materials, construction technology, and the basics of moisture and air movement. Variables can be evaluated step by step and situations creating direct or secondary moisture damage can generally be corrected. The majority of moisture problems can be mitigated with maintenance, repair, control of ground and roof moisture, and improved ventilation. For more complex situations, however, a thorough diagnosis and an understanding of how the building handles moisture *at present*, can lead to a treatment that solves the problem without damaging the historic resource.

It is usually advantageous to eliminate one potential source of moisture at a time. Simultaneous treatments may set up a new dynamic in the building with its own set of moisture problems. Implementing changes sequentially will allow the owner or preservation professional to track the success of each treatment.

Moisture problems can be intimidating to a building owner who has diligently tried to control them. Keeping a record of evidence of moisture damage, results of diagnostic tests, and remedial treatments, is beneficial to a building's long-term care. The more complete a survey and evaluation, the greater the success in controlling unwanted moisture now and in the future.

Holding the line on unwanted moisture in buildings will be successful if 1) there is constant concern for signs of problems and 2) there is ongoing physical care provided by those who understand the building, site, mechanical systems, and the previous efforts to deal with moisture. For properties with major or difficult-to-diagnose problems, a team approach is often most effective. The owner working with properly trained contractors and consultants can monitor, select, and implement treatments within a preservation context in order to manage moisture and to protect the historic resource.

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Glossary

Air flow/ infiltration: The movement that carries moist air into and through materials. Air flow depends on the difference between indoor and outdoor pressures, wind speed and direction as well as the permeability of materials.

Bulk water: The large quantity of moisture from roof and ground run-off that can enter into a building either above grade or below grade.

Capillary action: The force that moves moisture through the pore structure of materials. Generally referred to as rising damp, moisture at or below the foundation level will rise vertically in a wall to a height at which the rate of evaporation balances the rate at which it can be drawn up by capillary forces.

Condensation: The physical process by which water vapor is transformed into a liquid when the relative humidity of the air reaches 100% and the excess water vapor forms, generally as droplets, on the colder adjacent surface.

Convection: Heat transfer through the atmosphere by a difference in force or air pressure is one type of air transport. Sometimes referred to as the "stack effect," hotter less dense air will rise, colder dense air will fall creating movement of air within a building.

Dewpoint: The temperature at which water vapor condenses when the air is cooled at a constant pressure and constant moisture content.

Diffusion: The movement of water vapor through a material. Diffusion depends on vapor pressure, temperature, relative humidity, and the permeability of a material.

Evaporation: The transformation of liquid into a vapor, generally as a result of rise of temperature, is the opposite of condensation. Moisture in damp soil, such as in a crawl space, can evaporate into the air, raise the relative humidity in that space, and enter the building as a vapor.

Ground moisture: The saturated moisture in the ground as a result of surface run-off and naturally occurring

water tables. Ground moisture can penetrate through cracks and holes in foundation walls or can migrate up from moisture under the foundation base.

Monitoring instrumentation: These devices are generally used for long term diagnostic analysis of a problem, or to measure the performance of a treatment, or to measure changes of conditions or environment. In-wall probes or sensors are often attached to data-loggers which can be down-loaded into computers.

Permeability: A characteristic of porosity of a material generally listed as the rate of diffusion of a pressurized gas through a material. The pore structure of some materials allows them to absorb or adsorb more moisture than other materials. Limestones are generally more permeable than granites.

Relative humidity (RH): Dampness in the air is measured as the percent of water vapor in the air at a specific temperature relative to the amount of water vapor that can be held in a vapor form at that specific temperature.

Survey instrumentation: technical instrumentation that is used on-site to provide quick readings of specific physical conditions. Generally these are hand-held survey instruments, such as moisture, temperature and relative humidity readers, dewpoint sensors, and fiber optic boroscopes.

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Washington, DC October, 1996

Home page logo: Invasive vegetation on a brick wall. Photo: Richard Wagner, AIA.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), Heritage Preservation Services Division, National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments to a broad public.

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KDW

MEMORANDUM

To: Historic Preservation Commission Members
From: Department of Planning and Building Safety
Subject: Preservation Master Plan Implementation/Goals for 2019
Date: **January 14, 2019**

There are several projects that staff and the Historic Preservation Commission will continue to work on in 2019 as a part of Preservation Master Plan implementation (see attached spreadsheet). Below is a list of projects and a list of potential projects that the Historic Preservation Commission can discuss:

Completed Projects 2018:

1. Completed first phase of Miner's Cabins relocation
2. Acquired Blue Parrot Sign
3. Historic Preservation Fund Resolution Update
4. Historic Contexts
5. Interpretive Signs

Projects on 2019 Work Plan/Ongoing:

1. Amend 15.36 – Demolition process and alteration certificate criteria
2. Architectural Survey
3. Miner's Cabins (ongoing)
4. Blue Parrot Sign (ongoing)
5. Outreach Events (ongoing)

Potential Projects

1. Engage and educate realtors

Time Frame	Action Item	Consulting Parties	Implementation Status	Complete	
Immediate	Evaluate and improve demolition permit process	Staff, HPC, Residents	Code change to add administrative review (January 2016); Review of demo process in Capstone project (Spring 2016); Staff and HPC to evaluate process		
	Improve and increase written and digital materials*	Staff, HPC	Evaluating current forms with upgrade to new software system. New HPC application form (2017). Developing brochure for realtors and new program handout. Promote walking tour and video. Update website.	✘	
	Implement revolving loan program*	Staff, HPC, Loan administrator	Loan program implemented (May 2016) with Funding Partners. No applications as of December 2016. Need for promotional materials.		
	Engage in community conversations regarding the 2018 sunset of the HPF tax	Staff, HPC, City Council, Residents	Worked with Historical Commission to include Museum O&M in tax. Recommendation to take to ballot in 2017. Session at CPI Saving Places Conference (2017). Developed brochure for HPF. Video for HPF. Approved on 2017 Ballot!!! Need to revise resolutions	✓	
	Modify ordinance to generate administrative rule-making procedures and notification processes	Staff, HPC, City Council	n/a	n/a	
	Align public hearing notices with Planning Commission/City Council	Staff, HPC	Ordinance changed (January 2016)	✓	
	Provide orientation and training materials for HPC*	Staff, SHPO, Consultant	Created binder for new members (January 2016), HPC Attended CPI (February 2016), 3 members and staff attended NACP (July 2016), 2 HPC Members to attend CPI 2017, HPC to attend CPI and NACP in 2018	✘	
	Create self-guided landmark walking tour	Staff, HPC, Museum	Story Map added to online mapping system (2017) Need to develop promotional cards	✓	
	Create interpretive plan and signs for key historic sites	Staff, HPC, Museum, Historical Commission, OSAB	Interpretive signs through private development included with Hutchinson Corner (Acme Mine), Balfour (Hecla Mine), Rex Theater, Rand/Showalter/Hoyle Farm; 4 City-owned signs to be installed in Spring 2018 (South Street Underpass, Front Street, Murphy Farm, Memory Square)		
	Research and document Louisville's history*	Consultant	Residential context complete (2017). Reviewing Draft of Commercial Context with PaleoWest	✘	
	Analyze factors leading to demolitions	Staff, HPC, Development Professionals, Residents, LSAB	MURP Capstone Project (Spring 2016)	✓	
	Evaluate and revise Historic Structure Assessment requirements/process	Staff, HPC, Local architects, Previous HSA applicants	Finalized Historic Structure Assessment requirements (January 2016); HPC members reached out to property owners who had not completed the Historic Structure Assessment (Fall 2016) Look at grant amounts in revised HPF resolution.	✓	
	Assess and improve landmark alteration certificate criteria	Staff	New construction vs. alteration cert criteria, include illustrations		
	Modify ordinance to define 1955 as the end date of Louisville's period of significance	Staff, HPC, City Council	Ordinance changed for demolition review (January 2016)	✓	
	Develop preservation forum for local building professionals*	Staff, HPC			
Near-Term	Evaluate expanding Planned Unit Development (PUD) waiver allowances to include preservation	Staff, HPC, City Council, Residents	Staff evaluating all PUD criteria in 2018 after development of new design guidelines		
	Conduct Architectural Survey (paired with research and document history of Louisville)*	Consultant	In the budget for 2018 to be conducted after completion of historic contexts. Exploring SHF grant.		
	Establish guidelines for relocating historic structures	Staff, HPC, Residents, City Council			
	Evaluate use of HPC Subcommittee for initial review of complex projects	Staff, HPC			
	Conduct customer satisfaction surveys and prioritize needed improvements*	Staff			
	Consider preservation strategies as a part of Neighborhood Plans	Staff	n/a	n/a	
	Create preservation resource center	Staff, HPC, Library, Historical Commission			
	Enhance City inter-department communication*	Staff			
	Explore expansion of "Junior Preservationist" program*	Staff, HPC, LSAB, BVSD, SHPO			
	Network with preservation partners (including City Boards and Commissions)*	Staff, HPC	APA Colorado Award for Community Engagement (2016); Women in Transportation Tour (Summer 2017); Downtown Walking Tour with Museum (Summer 2017); Association for Preservation Technology Tour (Summer 2017); Provided consultation to the Lafayette Historic Preservation Board (2017)	✘	
	Share information on tax credits and publicize success stories*	Staff			
	Develop creative public outreach*	Staff, HPC, Cultural Council, Louisville Arts District	Landmarking Ceremony (May 2016, 2017). Farmer's Market Booth (Summer 2016, 2017). EngagementHQ online platform (2017). HPF Video (2017). Coal Creek Elementary Presentation (2017). Women in Transportation Tour (Summer 2017); Downtown Walking Tour with Museum (Summer 2017); Association for Preservation Technology Tour (Summer 2017) Farmers market, Landmark Ceremony, First Friday Artwalk in May, other HPF outreach	✘	
	Explore modification of ordinance to ensure designation of historic districts is voluntary	Staff, HPC, City Council			
	Long-Term	Review Structures of Merit authorization	Staff, HPC		
		Draft and promote maintenance best practices for older buildings*	Staff, HPC, Residents		
Host periodic Open Houses for property owners*		Staff, HPC			
Create a reference file of Preservation Program accomplishments*		Staff, HPC, Museum	Preservation program accomplishments folder is located in G Drive.	✘	
Create and deliver standard presentation on preservation to community organizations*		Staff, HPC			
Improve availability of Louisville Historical Museum Oral History Program records*		Museum, Historical Commission			
Explore resident-generated history collection formats*		Staff, HPC, Museum, Residents	Engagement HQ online platform available to collect stories for Historic Context Project early 2017.	✘	
Promote historic preservation through regional tourism organizations*		Economic Development, Louisville Chamber, DBA			
Study issues related to sustainability and historic buildings		Staff, HPC, LSAB	Preservation Planner serving on Partners in Energy Louisville Working Group (Fall 2016).		
Document historic landscapes		Consultant			
Re-evaluate participation in Main Street program including grant eligibility	Staff, HPC, City Council, Residents, DBA				
Explore strategies for establishing an emergency preservation fund	Staff, HPC				

(*ongoing)

MEMORANDUM

To: Historic Preservation Commission Members
From: Department of Planning and Building Safety
Subject: Posting Locations and Open Government Pamphlet
Date: **January 14, 2019**

The HPC must acknowledge the following by acclamation:

- ***Establish the following locations for posting of agendas:***
 - City Hall
 - Library
 - Recreation/Senior Center
 - Police Department/Municipal Court
 - Web site: www.LouisvilleCO.gov
- ***Distribution of the 2018 Open Government Pamphlet*** (attached).



City of Louisville Open Government & Ethics Pamphlet 2019

City Clerk's Office
749 Main Street
Louisville CO 80027

www.LouisvilleCO.gov
303.335.4536



Table of Contents

Citizen Participation	3
Open Meetings	4
Executive Sessions.....	5
Ethics.....	5
Other Laws on Citizen Participation	7
Public Involvement Policy.....	8

Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees
- Local Licensing Authority

- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City's web-site (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City's web-site (www.LouisvilleCO.gov).

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meet-

ings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public body" for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public. However, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Contracts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website (www.LouisvilleCO.gov) and also from the Offices of the City Manager and City Clerk.

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of city facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding

Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2015

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

MEMORANDUM

To: Historic Preservation Commission Members
From: Department of Planning and Building Safety
Subject: 2019 Meeting Dates
Date: **January 14, 2019**

Regular meetings are held at 6:30 p.m. on the 3rd Monday of every month in Council Chambers (2nd floor of City Hall, 749 Main Street).

Please note: **January 14th** is a special meeting date.

Month	Date
January	14
February	18
March	18
April	15
May	20
June	17
July	15
August	20
September	16
October	21
November	18
December	16

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Election of Officers, Historical Commission Liaison

Date: **January 14, 2019**

Be prepared to elect new officers for 2018. The officer positions are Chairperson and Vice-Chairperson.

The Historic Preservation Commission can also appoint a Historical Commission Liaison. The Liaison would attend the Historical Commission meetings. The Historical Commission meets every two months on the first Wednesday at 6:30pm in the Library Meeting Room.

MEMORANDUM

To: Historic Preservation Commission Members
From: Department of Planning and Building Safety
Subject: Staff Updates
Date: January 14th, 2019

Alteration Certificate Updates

816 McKinley Avenue

Planning staff and two HPC members reviewed a request to add a chimney to 816 McKinley. After deliberation, the HPC subcommittee decided to release the permit because the change is minor, reversible, and the material will match that of the roof.

Upcoming Schedule

January

15th – City Council Study Session – Historic Context presentation

February

4-7th – Saving Places Conference, Sheraton Downtown Denver

18th – Historic Preservation Commission, Council Chambers, 6:30 pm

March

18th – Historic Preservation Commission, Council Chambers, 6:30 pm

April

15th – Historic Preservation Commission, Council Chambers, 6:30 pm