



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final Historical Preservation Board

Monday, May 16, 2022

6:30 PM

Council Chamber

Study Session

1. Study Session Topics

- a) [ID# 22-100](#) Review of the 2022 Downtown Historic District Fund

Attachments:

- 1. [2021 Program Brochure - Redlined](#)
- 2. [HPB Staff Presentation - Historic Fund 2022](#)

2. Adjournment

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



Staff Communication

File #: ID# 22-100, **Version:** 1

Agenda Date: 05/16/2022

Subject:
Review of the 2022 Downtown Historic District Fund

Prepared By: Andrea Mimnaugh, Senior Planner

PURPOSE:

To provide direction to staff on the 2022 Downtown Historic District Fund

PRESENTATIONS:

Staff Presenter(s): Andrea Mimnaugh, Senior Planner
Additional Presenter(s): N/A

SUMMARY:

The Downtown Historic District Fund, formerly the Main Street Historic District Grant Program, is administered by the Historical Preservation Board (HPB) to fund projects that preserve historic buildings in Downtown Littleton. Each year, the HPB reviews the previous year's program to determine if any adjustments are desirable for the upcoming year's program. In 2021, HPB directed staff to:

- Overhaul the program brochure and mail to all eligible property owners and tenants;
- Prepare a webpage on the city website with information; and
- Create an online application.

For the 2022 program:

- City Council has identified \$500,000 to support the Downtown Historic District through the American Rescue Plan Act (ARPA) between 2022-2026. Staff is proposing an increase from \$50,000 to \$100,000 for the Downtown Historic District Fund in 2022 funded through ARPA
- Submitted grant applications will be presented to HPB for consideration in late fall or early winter of 2022. A schedule is being prepared

For the HPB study session, staff has set forth a list of suggested topics for HPB to consider and provide direction to staff for preparing the 2022 program materials.

PRIOR ACTIONS OR DISCUSSIONS:

No previous actions or discussions have taken place concerning the 2022 program.

ANALYSIS:

The suggestions below are for HPB consideration. Other suggestions are welcome as well. A redlined copy of the 2021 program brochure is attached to this communication for reference.

Maintenance

Over the past few years, upkeep of Downtown historic buildings has become an issue of increasing importance. Many buildings have peeling paint, rotting wood, and failing masonry work, among other issues. This year, HPB may want to consider encouraging property owners to take advantage of available funding to improve appearances and help ensure the longevity of Downtown buildings. Implementation of the following ideas are suggested:

- Make roofing and periodic maintenance projects eligible for funding
- Direct staff to reach out individually to property owners to encourage them to apply for a maintenance grant and answer questions on the program

Project Funding

- Allow up to 80% refund for projects within the 2021 district expansion area
- Allow up to 50% refund for all other projects

Set aside funds for immediate needs

The following project types could be administered by staff throughout the year to allow for quick release of funds:

- Graffiti removal
- Projects requiring immediate repair

Council Goal, Objective, and/or Guiding Principle

Comprehensive Plan Goal S&D 1: A downtown that continues to serve the entire community as a civic, historic, cultural, and economic focal point.

Fiscal Impacts

The Downtown Historic District Fund is currently funded at \$50,000 for 2022.

Alternatives

HPB may direct staff to continue the 2021 program for 2022 without changes.

STAFF RECOMMENDATION:

Staff will take direction from HPB on the 2022 program, provided it is consistent with city code requirements.

REFERENCES:

City webpage on the Downtown Historic District Fund:

<https://www.littleongov.org/building-development/main-street-historic-district-grant-program>



2021 MAIN STREET GRANT PROGRAM

APPLICATION SUBMITTAL

The Main Street Grant program was created to preserve and improve properties in the Main Street Historic District while increasing the district's economic vitality.

Properties located in the Main Street Historic District that are at least 40 years old and designated Littleton historic landmarks used for commercial purposes are eligible to apply. Both owners of the property and tenants of the property can apply, with the owner's consent.

\$50,000 in grant funding is available in 2021. The program is competitive, with funds distributed among top projects.

Grants may be awarded for up to the following percentages of the overall cost of the project:

- ~~Up to 25% for roof work and maintenance of mechanical systems~~
- Up to ~~50% for all other work~~
- A one-time grant of up to **80%** for properties included in the district within 24 months of the application deadline

If the proposed grant project requires a certificate of historic appropriateness (COA), the COA must be approved prior to the approval of the grant.

Add a new section on funds available on an ongoing basis, approved by city staff, for emergency funds and graffiti.

Application Deadline:

Friday, September 3, 2021 – 5 p.m.

Contact Andrea Mimnaugh at 303-795-3719 or amimnaugh@littletongov.org to schedule a pre-submittal meeting. City staff will work with you throughout the application process.

Applications are completed online:

1. Complete the application form on the City of Littleton website online at Main Street Historic District Grant Program
2. The following attachments are required:
 - A letter of intent that includes a detailed written description of the proposed work and a time frame for completion of the project
 - Photographs of the existing building noting the areas where work will be completed
 - Historic photographs of the building, including the section where work will be completed - if available
 - The proposed budget
 - Three contractor bids - if three bids are not included, provide explanation in the letter of intent.

Visit the city's website at littletongov.org for all information on the Main Street Grant Program.



2021 Main Street Grant Program

Funding may be available for your preservation project



**Application Deadline:
Friday, September 3, 2021**

City of Littleton
2255 West Berry Avenue
Littleton, Colorado 80120
littletongov.org



CONSIDERATIONS FOR APPROVAL

Projects do not need to meet all considerations for approval. All projects are required to go through the appropriate city planning review and building permitting process.

- Project will have a significant positive visual impact on the historic character of the district.
- Project is located on a street-facing facade of the building.
- Project includes restoration of architectural details and materials on a historic building facade.
- Project will provide permanent, rather than removable, elements. Examples of removable elements include signs, canopies, and fixtures.
- Project includes architectural design assistance.
- Property has not previously received grant funding or the project is part of an ongoing, phased, set of improvements.
- The health, safety and welfare of the community.
- The board will give negative consideration to any applicant who previously received funding and did not complete the project within the approved time frame for project completion. Applicants in these cases will be asked to assure the board that the proposed project will be completed during the allotted time frame.

Add a new bullet point for maintenance

WHAT PROJECTS ARE ELIGIBLE?

- Professional architectural design services
- Facade work, meaning any work to a facade, including screening of roof-top mechanical equipment
- Enlargements where required to comply with building and safety codes
- Maintenance, including restorative painting, repair/replacement of deteriorating materials and mechanical systems and mechanical and electrical, ~~if safety concerns exist~~
- Roofing
- New signage, except for internally lit signs
- Graffiti removal
- Retroactive project funding for above-listed projects that have been issued a building permit within the last 12 months

WHAT PROJECTS ARE INELIGIBLE?

- ~~Routine or periodic maintenance~~
- Soft costs, such as acquisition, accounting, appraisals, bids, engineering, legal and building permits
- Site work, including excavation, grading, paving and landscaping
- Repairs to recent additions, constructed after the property was officially designated
- Owner/self-labor reimbursement
- Skylights
- Solar equipment
- Security equipment
- Maintenance of equipment and devices unrelated to mechanical systems of the structure



Review of Downtown Historic Fund for 2022

Andrea Mimnaugh, Senior Planner
May 16, 2022

PURPOSE

To provide direction to staff on the 2022 Downtown
Historic District Fund

BACKGROUND

- The Downtown Historic Fund (previously Main Street Historic District Fund) provides funding to property owners and tenants for projects that help preserve Downtown Littleton's Historic Structures.
- Funding may increase in 2022
- HPB will review applications in late fall or early winter 2022

ANALYSIS

Suggestions for the 2022 program:

Maintenance

- Maintenance has become an issue in Downtown
- HPB may want to encourage property owners and tenants to:
 - take advantage of the program
 - maintain and repair buildings as needed

ANALYSIS

Project Funding

HPB may want to consider:

- Up to 80 % refund for projects within the expanded historic district area
- Up to 50% funding for all other projects

ANALYSIS

Funding for Immediate Needs

The following types of work could be reviewed by staff to allow for year-round consideration of time-sensitive work:

- Graffiti removal
- Work requiring immediate attention

STAFF RECOMMENDATION

Staff will take direction from HPB, provided it is consistent with city code requirements

NEXT STEPS

Staff will update the program brochure and website accordingly and implement any additional changes