

**CITY OF BLACK HAWK  
HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING MINUTES  
TUESDAY, JANUARY 24, 2017**

**1) CALL TO ORDER**

The regular meeting of the Historic Preservation Commission was called to order by Chairman Hailey at 2:00 p.m. in the City of Black Hawk Council Chambers, 211 Church Street, Black Hawk, Colorado.

**Commission Members Present:** Lynnette Hailey, Chairman  
Patricia Torres, Vice Chairman  
Tom Gish, Commissioner  
Larry Linker, Commissioner  
Curtis Linder, Commissioner

**Staff Members & Elected Officials Present:** Cynthia Linker, Community Planning & Development Administrator  
Sara Lang, HPC Secretary

**Public Present:** None present.

Chairman Hailey noted for the record that a quorum was present.

**2) CONFLICTS OF INTEREST**

*A. None*

**3) APPROVAL OF MINUTES**

**A. HPC Meeting Minutes – November 15, 2016**

Chairman Hailey opened this item for approval and requested a motion to approve the meeting minutes from November 15, 2016, as amended. Commissioner Linder moved to approve the minutes as amended, and was seconded by Commissioner Gish. There was no discussion and the motion passed unanimously.

**4) CONSENT AGENDA**

*A. None*

**5) HISTORIC GRANT APPLICATIONS**

**A. Grant Project Updates:**

Administrator Linker provided updates on the current grant projects:

- **400 Chase St.** – This project was completed ahead of schedule. The Homeowner was very pleased with the outcome and the home has already been rented.
  
- **241 Dubois St.** – The team will meet the morning of February 9, 2017 to review the Construction Drawings. After that, the project will go out to bid on March 16, 2017 with bids due by April 6, 2017.

- **211 Horn St.** – The team will meet the afternoon of February 9, 2017 to review the three interior design layout concepts created by the architect, in order to come to a decision regarding the final floor plan for the project.
- **121 Marchant St.** – According to the representative of the Branecki Family LLC (Dixie Lovingier) the tenant has moved out of the property. Staff is preparing documents which need to be signed by the representative before the project can move forward.
- **187 Clear Creek St.** – This is a property owned by the estate of Mr. Thilmont, who has passed away. On January 12, 2017, Staff met with attorney Ron Servis who is handling the estate. He stated that the tenant will vacate the property by March 31, 2017. The City will not start work on this project until the estate has been officially transferred over to the heir, the Fellowship Benevolent Corporation.

**6) CERTIFICATE OF APPROPRIATENESS**

*A. None*

**7) RECOMMENDATIONS FOR LOCAL HISTORIC DESIGNATION**

***A. Local Landmark Designation for City Hall – Update***

Administrator Linker noted for the record that this application was adopted at the January 11, 2017 City Council meeting and is in the process of being recorded. A plaque to commemorate the designation will be ordered by Secretary Lang.

***B. Local Landmark Designation for Bobtail Mine Portal***

Chairman Hailey and Mayor Spellman will be doing research on the Bobtail Mine Portal (the mine shaft opening just under the stairs between the Church and City Hall) in order to submit an application to have this historic site designated as a local historic landmark the City Manager must initiate a Resolution directing Staff to proceed. Staff will meet with the City Manager to initiate the Resolution and will assist with the report, which will be reviewed by HPC prior to being sent to City Council for approval.

**8) COMPREHENSIVE PLAN AND/OR OTHER PLANS**

*A. None*

**9) COMMUNITY OUTREACH AND EDUCATION**

***A. CPI Saving Places Conference 2017 - Update***

- A thank you letter from CPI for the City's platinum sponsorship payment was received by Administrator Linker. Two City of Black Hawk bicycle jerseys were also donated to CPI for their Silent Auction.
- Secretary Lang delivered to the CPI office 650 City of Black Hawk marketing folders to be included in the conference bags, as well as 650 City of Black Hawk branded notebooks to be given out at the Preservation Marketplace event on February 2, 2017. (Samples of the folders and notebooks were

presented to the Commissioners.) Other conference materials/supplies were also delivered, and these materials will be transported to the Conference Center Staff Office prior to the conference .

- It was decided that, rather than having to staff the City's Information Table at the registration area, it would make more sense to have everyone attend sessions and report back to the Commission what they learned at the Conference.

**B. State Historic Fund Grant Opportunity**

Administrator Linker shared an email she received announcing community roundtable events to discuss grant opportunities for local historic preservation projects. The Commissioners discussed the pros and cons of using State Historical grant funds to sponsor workshops, like the *Historic Wood Workshop* held in September 2015, but decided to continue to fund the workshops without State Historical grant money, as was done for the *Masonry Restoration Workshop* in September 2016.

**10) OTHER BUSINESS**

**B. Election of Chairman and Vice Chairman**

As required in the Bylaws, the annual election of Chairman and Vice Chairman was conducted by roll call vote. By unanimous vote, Chairman Hailey and Vice Chairman Torres will continue in their leadership roles. The term is for one year from the date of appointment at which time the next annual election will take place.

**C. State Performance Audit:**

Staff has begun the audit process by conducting a conference call with the auditors, being interviewed, and compiling requested files and documents. The auditors will be looking at records from 2015-2017 and will specifically be reviewing files for a single historic restoration project: 400 Chase Street. The auditors want to ensure efficient record keeping processes are in place and being followed, in addition to funds being distributed according to the guidelines currently in place.

**D. CLG Audit:**

History Colorado is required to evaluate each Certified Local Government every four years, and 2017 is Black Hawk's year to be evaluated. One of the elements of the evaluation is having Mark Rodman, Director of Preservation Programs, attend one of the scheduled HPC meetings and address the Commission. He will also ensure that Commission's records are being properly maintained and shared.

Mr. Rodman will be attending the February 21, 2017 HPC meeting in which the Certificate of Appropriateness for the rehabilitation of 241 Dubois will be reviewed. .

**E. Colorado Municipal League video:**

Administrator Linker shared a video clip she received from Mark Rodman entitled, "*Take 5: Historic Preservation*".

**11) COMMISSIONER COMMENTS**

*A. None*

**12) ADJOURN**

With no other business, Chairman Hailey requested a motion to adjourn the meeting. Commissioner Linder moved to adjourn the meeting, seconded by Commissioner Linker at 2:49 p.m.

**RECOMMENDED AND APPROVED:**

**BY:**



Sara Lang  
HPC Secretary

**BY:**



Lynnette Hailey  
City of Black Hawk Historic Preservation Commission - Chairman

**BY:**



David D. Spellman, Mayor  
City of Black Hawk Board of Aldermen

**BY:**



Corey Y. Hoffmann  
City of Black Hawk Attorney