

**Date/Time**

Wednesday, July 11, 2018, 5:30 pm

**Location**

Fuller Lodge, Throne Room  
2132 Central Avenue, Los Alamos, NM 87544

**Board Members**

- Mark Rayburn, (Chair), **Present**
- Leslie Linke, (Vice-Chair), **Present**
- Patrick Moore, **Present**
- Jorge Maldonado, **Present**
- Jordan Jarrett, **Present**

**Others Present**

- Barbara Lai, Senior Management Analyst, CDD

**I. Administrative Actions**

**A. Call to Order/Introductions**

As a quorum was present, the meeting was called to order at 5:33 pm.

**B. Approval of Today's Agenda**

Patrick Moore made a motion to approve the Agenda and Leslie Linke seconded the motion. The Agenda was approved without changes.

**C. Review/Approval of Meeting Minutes**

The minutes were reviewed and Leslie Linke made a motion to approve the minutes and Jorge Maldonado seconded the motion. The revised minutes of June 6, 2018 were approved unanimously by the Board.

**D. Public Comment/Public Hearings**

Chair Rayburn mentioned that the Board should work to document historic properties before they are sold or demolished. Chair Rayburn will send additional information to Ms. Lai and she will provide the board members with an update.

Chair Rayburn also reported that Nancy Bartlit, her husband, and daughter were in a car accident last week in Pueblo, CO. The Board agreed to have Leslie Linke coordinate sending flowers to the Bartlits at the Parkview Medical Center in Pueblo, CO.

**II. Historic Preservation Business** (Items for Discussion and Possible Action)

A. Chairman's Report

HPAB FY19 Work Plan and Tracking Report

The attached HPAB FY2019 Work Plan and Tracking Report details the discussion and Action Steps that the Board members want included in the report.

Co-Chair Linke will coordinate historic preservation special events with Heather McClenahan, Executive Director of the Historical Society.

**III. Staff Reports**

A. Reports and Updates

Discussion continued on action items to include in the Tracking Report. (See the attached Report.)

**Public Comment**

No public comment.

**IV. Next Meeting(s)/Future Agenda Items**

The next meeting is scheduled for August 1, 2018, at the Throne Room of Fuller Lodge at 5:30 pm.

Future Agenda Items include:

- Historic District boundaries
- Historic Structures Report for Fuller Lodge
- Post Office Clock

**V. Adjournment**

The meeting was adjourned at 6:34 pm.

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Development Department at 662-8006 if a summary or other type of accessible format is needed.*

**HPAB FY2019 WORK PLAN  
TRACKING REPORT**

Work Plan Item	Action Step	Lead	Status	Date Due
Continue to have a representative support the implementation of the Tourism Strategic Plan.	A task force was created by County Council and is now the responsibility of the Tourism Implementation Task Force to implement the Tourism Strategic Plan. Mark Rayburn is the representative and Leslie Linke is the alternate to the Task Force.	Mark Rayburn Leslie Linke	Chair Rayburn and Co-Chair Linke will continue on the Task Force	Ongoing
Support the completion and implementation of the Fuller Lodge Interpretive Plan. Assist in planning, fabricating, and installing interpretive features.	Board members will continue to assist Heather McClenahan with the Interpretive Plan as requested.	All	The Historical Society continues to work on the Plan.	Ongoing
Apply for designation as a Certified Local Government (CLG) to the NM Historic Preservation Division.	The application is complete and will be submitted after the 30-day legal requirement.	Barbara Lai	The application will be submitted on 7/23/2018.	7/23/18
Set aside one regular meeting for informational or educational purposes per year, pertaining to the work and functions of the commission or to historic preservation.	Board members discussed and confirmed that an Education/Workshop on documenting historic sites and histories will be conducted by Patrick Moore, PhD.	Patrick Moore	The workshop will be schedule for the first meeting of the Board in November. The Board will coordinate with the Historical Society and advertise the meeting to the State HP and to the public.	11/7/18
Revise and discuss at a monthly meeting of the HPAB, the Ordinance changes to include CLG requirements.	A public hearing was held on June 12 <sup>th</sup> . The Ordinance was revised and passed county council approval. The Ordinance is official after the 30-day period ends July 20, 2018.	Board County Council	Completed	7/20/18

**HPAB FY2019 WORK PLAN**

**TRACKING REPORT**

<b>Work Plan Item</b>	<b>Action Step</b>	<b>Lead</b>	<b>Status</b>	<b>Date Due</b>
Formalize a local historic district(s).	<ul style="list-style-type: none"> <li>Ideas were made regarding what the district should look like and how to go about creating a map.</li> <li>Hold a strategy session at the August HPAB meeting.</li> </ul>	Board members	A strategy session will be held at the August HPAB meeting with the Board, Paul Andrus, and the County Attorney.	Ongoing
Begin work on identifying landmarks, trails, buildings in the County for local designation. Prioritize the list and apply for state and/or federal grants for studies.	Begin to review the list of landmarks, trails, buildings already designated by the State and Federal HP offices. Apply for CLG grant funds to complete the historic structures report and other required surveys.	All Craig Martin	The status will be added after the August strategy session.	Ongoing
Coordinate facilities maintenance projects with PW Project Managers and Parks and Recreation staff.	The Mesa Library IT staff will occupy the classroom/archives in Fuller Lodge and hold some youth programs in the space while the HVAC at the library is replaced.	Wayne Kohlrust	The HVAC replacement begins August 15 and will take approximately 3 and a half months.	12/31/18
Conduct public meetings to hear what the community desires for historic preservation activities as the budget permits. Hold public hearings as the budget permits.	Public meetings will be held for: <ul style="list-style-type: none"> <li>Proposed historic district</li> <li>Education/workshop session</li> </ul>	All	Dates will be finalized after the historic district strategy session.	Workshop is planned for Nov. 7
Post a survey on the Public Forum website.	Put together a survey of about 3 to 5 questions and publish on the County Forum website.	All	Board members are working on finalizing survey questions.	Ongoing

**HPAB FY2019 WORK PLAN  
TRACKING REPORT**

Work Plan Item	Action Step	Lead	Status	Date Due
Publish newspaper articles explaining activities on the HPAB.	<ul style="list-style-type: none"> <li>Follow up on the Post Office Clock</li> <li>CLG article after designation</li> <li>Articles on the historic district</li> <li>Articles on the HP Day event</li> </ul>	All	Post Office article-completed.  Will be future items to work on once plans are finalized.	Ongoing
Appear at public events to engage and educate the community.	<ul style="list-style-type: none"> <li>The Board members appeared at the Farmers Market May 4 and 11 and the Gordons Concerts at the Pond on May 25 and June 1 with HP educational and informational materials for the public.</li> <li>Hold a Los Alamos event for National Historic Preservation Day</li> <li>Update the HP Brochure</li> </ul>	HPAB members  Historical Society All	<ul style="list-style-type: none"> <li>Successfully explained HP efforts to the public and faced no opposition at council when the CLG application was approved.</li> <li>Collaborative event with the Historical Society.</li> </ul>	Completed  May 2019

Report updated as of July 17, 2018