



LOS ALAMOS

County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

BCC Agenda - Final

Historic Preservation Advisory Board

Mark Rayburn, Chair; Leslie Linke, Vice-Chair; Jorge Maldonado, and Patrick Moore, Members

Wednesday, March 7, 2018

5:30 PM

Fuller Lodge Throne Room

1. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

B. Approval of Today's Agenda

C. Review/Approval of Meeting Minutes

- (1) [10509-18](#) Minutes from the Historic Preservation Advisory Board Meeting on February 7, 2018.

Recommendation: I move that the Board approve the Minutes for February 7, 2018.

Presenters: Mark Rayburn

Attachments: [A - February 7, 2018 Draft HPAB Minutes](#)

D. Public Comment for Items Not on the Agenda

II. HISTORIC PRESERVATION BUSINESS (Items for Discussion and Possible Action)

A. Chairman's Report - Mark Rayburn

- (1) [10510-18](#) HPAB Vacancy

Presenters: Mark Rayburn

- (2) [10514-18](#) Historic Preservation Property Alteration Certificate

Presenters: Mark Rayburn

Attachments: [A - Alteration Certificate Ordinance](#)

B. Tourism Strategic Plan Report - Leslie Linke

III. STAFF REPORTS

A. Reports and Updates

- (1) [10511-18](#) FY19 Draft HPAB Work Plan
 Presenters: Historic Preservation Advisory Board
 Attachments: [A - FY2019 HPAB Work Plan DRAFT to HPAB](#)
- (2) [10513-18](#) DRAFT HPAB Ordinance Revisions
 Recommendation: Move that the Board approve the revisions to the HPAB Ordinance.
 Presenters: Historic Preservation Advisory Board
 Attachments: [A - DRAFT HPAB Ordinance](#)
- (3) [10512-18](#) Update on the Maple Tree
 Presenters: Historic Preservation Advisory Board

IV. INFORMATIONAL ITEMS

V. PUBLIC COMMENT

VI. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next meeting of the HPAB will be held on Wednesday, April 4, 2018 at Fuller Lodge in the Throne Room.

VII. ADJOURN

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 505-662-8040 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 Community and Economic Development Department at 505-662-8293 if a summary or other type of accessible format is needed.

Date/Time

Wednesday, February 7, 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**

Others Present

- Rick Reiss, County Councilor
- Alvin Leaphart, County Attorney
- Barbara Lai, Senior Management Analyst, CDD
- Linda Deck, Executive Director, Bradbury Science Museum-Liaison to HPAB from the Lodgers' Tax Advisory Board
- Heather McClenhan, Executive Director, Historical Society
- Elayne Anderson, Resident
- Nancy Bartlit, Resident

I. Administrative Actions

- A. Call to Order/Introductions
As a quorum was present, the meeting was called to order at 5:31 pm.
- B. Approval of Today's Agenda
The Agenda was approved.
- C. Review/Approval of Meeting Minutes
The minutes of January 10, 2018 were approved with revisions.
- D. Public Comment/Public Hearings
No public comment.

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

- A. Chairman's Report-Election of Chair and Vice-Chair for 2018
Chair Rayburn submitted his name to continue as Chair. Mr. Moore nominated Ms. Linke to continue as Vice-Chair for the next year. The Board voted approval of the Chair and Vice-Chair.

III. Staff Reports

A. Reports and Updates

Update on the Fuller Lodge Interpretive Plan

Heather McClenahan reminded the Board that Los Alamos County and the Historical Society received a \$10,000 grant from the National Park Service to complete an Interpretive Plan for Fuller Lodge. The plan lays out the historical importance of the building and describes different methods to communicate the importance to the public. Candace Matelic and Donna Braden, consultants were hired to complete the plan. To gain community input, a survey was available online and over ninety responses were received. Ms. McClenahan reported that the responses were similar. Among the most popular comments in the survey show that the community wants to:

- tell the post-war use of Fuller Lodge through photos;
- open Fuller Lodge to visitors on the weekends;
- put interpretive displays in the Parjarito room;
- have visitor access to some parts of the building even though a group may be holding an event;
- have an interactive digital presentation in the lobby to interpret the history of the building;
- have recreative rooms, i.e. the Ranch School Room;
- have information directing visitors to learn more about the History Museum, the Bradbury Science Museum, and the Manhattan Project National Historic Park;
- have a “walls that can talk” approach around the building; and,
- be able to visit and learn about the building without have a tour.

The responses to Question 2 – “Why do you think Fuller Lodge is so important?” is the heart of what the consultants will discuss in the “big idea” in the plan. The responses to Question 3 – “How has Fuller Lodge been important in your life?” tell the stories of how the building fits into the community today. The survey results will be featured in the Daily Post in the coming week.

The consultants have completed the research and writing of the history of the building. They are working on the “big idea” what is the building – what does it mean. There will be three ideas which will serve to form the interpretive plan. In March, the consultant will hold a meeting with the stakeholders because of the differences in the stakeholders interest and the public interest. Ms. McClenan asked the HPAB members if they are interested in holding an additional community meeting. The Board members indicated that another meeting would not yield any different information and would like to move ahead with the plan.

Ms. McClenahan stated that the project should be completed in May, June at the latest. She recommended that a draft plan be released at a HPAB meeting. A new round of grants has just come out and she stated that the next step would be to apply for a grant to implement the plan.

Condition of the Maple Tree

Ms. McClenahan discussed the current condition of the Maple Tree and the drainage problem around the base. When it rains or snows, there is mud around the base and it gets tracked into the Museum and Fuller Lodge. Ms. Lai remarked that the Parks Manager is working on a study. Board members suggested working with a boy scout troop to work on the landscaping around the tree's base. Ms. Lai will meet with Mr. Wilson and report back to the Board at the March meeting.

Review and Approve the FY19 HPAB Work Plan.

The Board reviewed the FY19 Work Plan and made several suggestions for revisions and additions. Ms. Lai will incorporate the changes into the document and email the new draft to the Board.

Ms. Lai reported that the Certified Local Government application is in the Plan for FY19, but hopes to finish the application this year. She walked the board through the application by section. Next steps include finalizing the revisions to the HPAB Ordinance and mapping the neighborhoods. She will meet with the State SHPO staff on Friday morning with the Ordinance and then with the County Attorney on Monday. The Ordinance will go to Council for approval, as will the CLG application. Target date for submission to NM Historic Preservation Division is April 1.

The Board members voted to approve the FY19 HPAB Work Plan.

IV. Informational Items

Vice-Chair Linke reported that the final draft of Tourism Strategic Plan was presented to Council at their meeting on February 6. Council made some comments and suggestions on the Plan. Their revisions were made to the Plan and it was presented to the working group on February 7.

V. Public Comment

No public comment.

VI. Next Meeting(s)/Future Agenda Items

The March meeting will be held on March 7, 2018, at 5:30 pm in the Throne Room in Fuller Lodge.

VII. Adjournment

The meeting was adjourned at 6:50 pm.

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County of Los Alamos

Staff Report

March 07, 2018

Los Alamos, NM 87544
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Agenda No.: (2)

Index (Council Goals):

Presenters: Mark Rayburn

Legislative File: 10514-18

Title

Historic Preservation Property Alteration Certificate

Body

The Historic Preservation Ordinance, Article XV, Chapter 16 references the requirements for a Property Alteration Certificate and the criteria for which one is required to make alterations to a locally-designated historic property. However, the policy and the form have not been developed.

Attachments

A - Alteration Certificate Ordinance section

Historic Preservation Ordinance, Article XV, Chapter 16

Alteration Certificate

Sec. 16-613. - Historic property alteration certificate.

- (a) *Generally.* With respect to any designated historic property under this article, the exterior appearance of any structure shall not be altered, new structures shall not be constructed, and existing structures shall not be demolished until a historic property alteration certificate has been obtained by the owner. Construction, alteration, relocation or demolition of any fence or other landscape feature including, without limitation, any deck, wall, berm, garden structure, exterior lighting, driveway, or landscaping that has the potential for affecting historic structures or features shall also require an approved historic property alteration certificate.
- (b) *Exemptions.* Notwithstanding the foregoing, a historic property alteration certificate shall not be required for:
 - (1) Ordinary maintenance and repair where the purpose of the work is to preserve the integrity of the structure and/or materials, correct deterioration to the structure, and restore it to its condition prior to deterioration; or
 - (2) Construction, alteration or demolition involving only interior features of the structure, unless such work impacts the structure's exterior appearance.
- (c) *Application.* The owner of a designated historic property shall apply to the community development department director for a historic property alteration certificate using the forms and submitting the necessary documentation as prescribed by the director. The applicant also shall submit any fees as established by resolution of the county council.
- (d) *Standards for review.* No application for an historic property alteration certificate shall be approved unless the following conditions are satisfied:
 - (1) The proposed work will preserve, enhance, or restore and does not damage or destroy the significant features of the resource as identified in the nomination for designation under sections 16-612(d)(4) and (5) and any specific design guidelines adopted for the historic landmark or district; and
 - (2) The proposed work will be compatible with the relevant historic, cultural, or architectural qualities characteristic of the structure, site or district including, but not limited to, elements of size, scale, massing, proportions, orientation, materials, surface textures and patterns, details and embellishments and the relation of these elements to one another.
- (e) *Review and public hearing.*
 - (1) *Committee review.* Within ten business days after acceptance by the community development department director of an application for historic property alteration certificate, a committee consisting of the community development department director, or designee, and two members of the HPAB designated by the HPAB chair shall meet to review the application and determine whether the proposed work will have a significant impact upon or be potentially detrimental to the historic property.
 - a. If the committee determines there will be no significant impact or potential detriment, the director shall issue an alteration certificate to the applicant and shall notify the HPAB and the planning and zoning commission of such issuance.
 - b. If it has been determined by the majority of the committee that the proposed work would create a significant impact or potential detriment to the historic property, the application shall be referred to a public hearing pursuant to section 16-613(e)(3) below, and the applicant shall be promptly notified of the referral.

- (2) *Expedited review.* The above notwithstanding, the director may review any application that seeks approval of common alterations; and if the director determines that there will be no significant impact or potential detriment from the alteration, then the director shall issue a historic property alteration certificate to the applicant.
- (3) *Review and recommendation by HPAB.* In addition to those applications referred for public meeting after administrative review pursuant to section 16-613(e)(1)b. above, a public meeting before the HPAB shall be required for any application requesting new construction over 200 square feet in gross floor area, or the relocation or demolition of a historic property.
 - a. Upon acceptance by the community development department director of any application for an historic property alteration certificate, the HPAB shall schedule a meeting to review the application.
 - b. The HPAB shall hold a public meeting on the application during which it shall make a recommendation to the planning and zoning commission regarding whether a historic property alteration certificate should be issued. The HPAB shall have 40 calendar days from the acceptance date of the application in which to hold said meeting. The planning and zoning commission shall take no action on the application until the HPAB has either made its recommendation or the 40-day review period has passed.
 - c. The HPAB recommendation on the application shall take one of three forms: (i) approval as presented; (ii) approval with conditions; or (iii) denial. A written explanation applying the standards for review under section 16-614(d) shall accompany the recommendation.
 - d. If the HPAB fails to make a recommendation within the 40-day period, the planning and zoning commission shall proceed with its determination.
- (4) *Determination by planning and zoning commission.* As soon as practicable after the HPAB meeting on an application for historic property alteration certificate, the planning and zoning commission shall hold a public hearing to consider the recommendation. In making its decision on whether the certificate shall issue, the planning and zoning commission shall apply the standards for review under section 16-613(d) and shall also consider any recommendation received from the HPAB. The planning and zoning commission shall make a determination whether the historic property alteration certificate shall issue. If the determination of the planning and zoning commission differs from the recommendation of the HPAB, such determination shall include a statement explaining why the HPAB recommendation was not followed, and this statement shall be forwarded to the HPAB.
- (5) *Appeals.* The final action of the planning and zoning commission regarding any historic property alteration certificate may be appealed to the county council in accordance with article XII of this chapter.



FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Historic Preservation Advisory Board (HPAB)

Date Approved by HPAB: February 7, 2018 Date approved by Council: TBD, 2018

Prepared by: Barbara Lai, Staff Liaison, Mark Rayburn, HPAB, Chair

This work plan will be accomplished in the following time frame: July 1, 2018 to June 30, 2019

Chairperson: Mark Rayburn

Term: February 1, 2015 thru January 31, 2019

Members and terms:

Mark Rayburn	Feb 1 2015 thru Jan 31 2019 – 2nd term
Leslie Linke	Oct 1 2016 – Sep 30 2020 – 2nd term
Jorge Maldonado	Dec 10 2014 thru Dec 9 2018 – 1 st term
Patrick Moore	Feb 1, 2017 thru Jan 31, 2020 - 1 st term
Vacant	Feb 1, 2017 thru Jan 31, 2020 – 1 st term

Department Director: Paul Andrus, Director, Community Development Department

Work plan developed in collaboration with Department Director? (Y/N?) Y

Staff Liaison: Barbara Lai, Senior Management Analyst, Community Development Department

Administrative Support provided by: Barbara Lai, Senior, Management Analyst, Community Development Department

Council Liaison: Rick Reiss

Reviewed by Council Liaison? Yes

1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned" and identify the greatest challenges faced by the Board or Commission.

In the past, it has been challenging to fill Board vacancies in a timely manner. Therefore, the Ordinance was revised to reduce the number of Board members from 7 to 5 and to reduce the length of service to 3 years.

The HPAB has a new Board member with the appointment of Patrick Moore. Mr. Moore brings with him an extensive background in historic preservation. He is currently serving as the Director, New Mexico Historic Sites.

Previously known as the Fuller Lodge Historic Districts Advisory Board, the Board was successful in championing capital improvement projects at the Lodge including the following major renovations:

- Installed an interior, ADA compatible, two-floor elevator;
- Removed carpet and refinished some wood floors;
- Removed the cement covering the stairs to find that the original stairs in excellent condition with one minor chip repaired; the east patio was rebuilt;
- Replaced the west entry flagstone along with the steps, driveway and ramp;
- Refurbished the windows and doors in the wings and installed storm windows;
- Remodeled the reservation office; and,
- Remodeled the restrooms.

Fuller Lodge Interpretive Plan. Started to work with Candace Matelic and Donna Braden on the very beginning stages of this plan.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department Director:

- Continue to have a representative support the implementation of the Tourism Strategic Plan.
- Support the completion and implementation of the Fuller Lodge Interpretive Plan. Assist in planning, fabricating, and installing interpretive features.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

The County Boards and Commissions Ordinance, the Historic Preservation Ordinance, and the Historic Preservation Advisory Board Ordinance.

2.3 Other projects/assignments proposed by the Board or Commission: (*Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.*) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.

- If not completed in FY18, apply for designation as a Certified Local Government (CLG) to the NM Historic Preservation Division. With designation as a CLG, the County of Los Alamos will be eligible to apply for Historic Preservation state and federal grants.
- 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.
- If not completed in FY18, revise the HPAB Ordinance to include CLG requirements.
- Formalize a local historic district(s).
- Begin work on identifying historic districts, landmarks, trails, buildings in the County for local designation. Prioritize the list and apply for state and/or federal grants for studies.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

- Continue participation in the Tourism Strategic Planning effort and interface with the Tourism Master Plan.
- Coordinate facilities maintenance projects with PW Project Managers and Parks and Recreation staff.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

- HPAB may be present at public events to engage and educate the community as to the purpose of the Board as well as to increase community involvement in all historic preservation issues, i.e., Board members and the liaison shall provide information at select Thursday morning, *Community Market* and Friday evening, *Concerts at the Pond*.
- One HPAB meeting will focus on historic preservation and information each year.
- The Board will discuss HPAB Ordinance revisions at a monthly meeting.

5.0 List the current subcommittees for this Board or Commission.

Not Applicable.

**5.1 For subcommittees with members that are not members of the parent board or commission:
List the subcommittee members and their terms.
Explain how sub- committee members are selected or appointed.
Provide a description of each subcommittee's charter or purpose.
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

Not Applicable.

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

Attached is the Historic Preservation Ordinance, Article XV, Chapter 16.

DRAFT

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Historic Preservation Advisory Board:

Mark all that apply

Economic Vitality	
<u>Economic Vitality:</u>	
• Priority Area – Build the local tourism economy	X
• Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock	
• Promote a strong and diverse economic base by encouraging new business growth	
• Collaborate with Los Alamos National Laboratory as the area's #1 employer	
<u>Financial Sustainability</u>	
• Encourage the retention of existing businesses and assist in their opportunities for growth	
• Support spinoff business opportunities from LANL	
• Significantly improve the quantity and quality of retail business	
Quality of Life	
<u>Housing:</u>	
• Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
• Priority Area -- Support development of affordable workforce housing	
<u>Education:</u>	
• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation	
• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards	
<u>Quality Cultural and Recreational Amenities:</u>	
• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	X
<u>Environmental Stewardship:</u>	
• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	
<u>Mobility:</u>	
• Maintain and improve transportation and mobility	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	
	<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
	<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	X
	<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	
	<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
	<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	X
	<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
	<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	



County of Los Alamos

Staff Report

March 07, 2018

Los Alamos, NM 87544
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Agenda No.: (2)

Index (Council Goals):

Presenters: Historic Preservation Advisory Board

Legislative File: 10513-18

Title

DRAFT HPAB Ordinance Revisions

Recommended Action

Move that the Board approve the revisions to the HPAB Ordinance.

Body

The County is pursuing the designation of a Certified Local Government (CLG) in Historic Preservation program of the State of New Mexico which provides a process enabling Los Alamos County to participate in the national historic preservation partnership and benefit from the technical expertise and grant opportunities offered through the New Mexico State Historic Preservation Division NMHPD). The CLG designation and partnership with NMHPD expands the County's involvement in preservation issues and participation in grant opportunities for archeological and architectural surveys of buildings, landmarks, trails, districts, etc. for historic preservation designation and maintenance and preservation projects. The proposed changes to the HPAB Ordinance include language required for CLG eligibility.

Attachments

A - Draft HPAB Ordinance

INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. XX-XXX

AN ORDINANCE AMENDING CHAPTER 8, ARTICLE III OF THE LOS ALAMOS COUNTY CODE OF ORDINANCES TO CLARIFY MEMBERSHIP ELIGIBILITY AND DUTIES AND RESPONSIBILITIES ASSIGNED TO THE HISTORIC PRESERVATION ADVISORY BOARD

WHEREAS, Section 305 of the Charter of the Incorporated County of Los Alamos ("County"), provides that the County Council may by ordinance create standing boards and commissions; and

WHEREAS, the County Council April 4, 2017, in ordinance number 02-271, changed the name of the Board and adjusted membership and term years to enhance the functionality of the Board; and

WHEREAS, the County is pursuing the designation of a Certified Local Government (CLG) in Historic Preservation program of the State of New Mexico which provides a process enabling Los Alamos County to participate in the national historic preservation partnership and benefit from the technical expertise and grant opportunities offered through the New Mexico State Historic Preservation Division NMHPD); and

WHEREAS, CLG designation and partnership with NMHPD expands the County's involvement in preservation issues and participation in grant opportunities for archeological and architectural surveys of buildings, landmarks, trails, districts, etc. for historic preservation designation and maintenance and preservation projects; and

WHEREAS, the emphasis on historic preservation activities supports the County Council goal and priority in Economic Vitality – Build the local tourism economy, and Quality of Life – Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community; and

WHEREAS, the HPAB Ordinance is revised to include language required for CLG eligibility.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS as follows:

ARTICLE III. - HISTORIC PRESERVATION ADVISORY BOARD

Sec. 8-51. - Purpose.

A historic preservation advisory board is established in order to make recommendations to the planning and zoning commission, variance board and county council regarding the protection, preservation and enhancement of places, sites, areas, buildings, structures and other objects within the corporate boundaries of the incorporated county having a special character or special historic, architectural or cultural interest or value, and to initiate and conduct research and investigations relating to them.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-271, § 1, 5-2-2017)

Sec. 8-52. - Membership, terms and qualifications.

The historic preservation advisory board shall be composed of five citizens, all of whom have a demonstrated positive interest, competence or knowledge in the competent and informed in the historic, architectural, and cultural traditions of the community. The county shall use its best efforts to ensure that two (2) members of the five are professionals whom meet the professional qualifications standards set forth in 36 CFR 61 as may be amended. Members shall be appointed for staggered terms of three years. Vacancies on the board shall be filled within ninety (90) days through recruitments published in local newspapers and public service announcements.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-271, § 2, 5-2-2017)

Sec. 8-53. - Duties and responsibilities.

The historic preservation advisory board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

- (1) Inspections, investigations and recommendations regarding any sites, buildings, structures or areas within the county which the historic preservation advisory board has reason to believe are or will become important historic, architectural or cultural landmarks; and
- (2) Making of recommendations to the county council regarding:
 - a. Policies for the use and management of Fuller Lodge, including: user fees, charges, control of events during which alcoholic beverages are served, security, replacement of fixtures and furnishings, and maintenance of Fuller Lodge;
 - b. Compliance with all federal, state and county laws, regulations, codes, ordinances and resolutions applicable to Fuller Lodge and other important historic, architectural or cultural landmarks owned or controlled by the county;
 - c. Use of proceeds from grants or any historic building improvement tax approved by voters of the county at any general election or special election called for that purpose following the adoption of a resolution pursuant to the Historic Building Improvements Act, NMSA 1978, §§ 4-55b-1 to 4-55b-5 (1993 Supp.);
- (3) Make such recommendations as reasonably necessary on historic preservation issues to the planning and zoning commission, variance board, and county council, including but not limited to, site plans and variance requests in historic districts.
- (4) Provide citizen input to staff and council on ways and means for improving the county's historic preservation program. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.
- (5) ~~a. Recommend ways to involve and educate the community on historic preservation issues. The board will hold regular meetings each month. The agenda will be posted for public information in the local newspaper, on the county bulletin board of legal public postings, and on the county web page site. The minutes will be posted for public review after approval by the board on the county web site. The agenda will be provided to the State Historic Preservation Division.~~
 - b. One regular meeting may be set aside each year for informational or educational purposes pertaining to the work and functions of the HPAB. The NM Historic Preservation Division staff are invited to attend all meetings.
 - c. The board shall call for special meetings as required to review an application for Historic Property Alteration within 10 days of receiving the request. Also, the board shall call for special meetings within 40 days of receiving an application for new construction. The final recommendation from HPAB will be presented to the county's Planning and Zoning Board.
- (6) ~~Such other activities, duties and responsibilities related to Fuller Lodge or the historic districts as may be assigned by the county council. The HPAB shall undertake ongoing survey and research efforts to identify historic, architectural, and archaeological resources within the community. As part of the survey, the Commission shall review and evaluate prior surveys and studies. Surveys shall be completed according to guidelines established by the Survey Standards in NMCA Title 4, Chapter 10, Part 10.13 as may be amended. The survey shall be coordinated with and complimentary to the New Mexico Cultural Resources Information System (NMCHRIS) which is the State Historic Preservation Division's archaeological records management and historic cultural properties inventory system. Survey and inventory documents shall be maintained and~~

shall be open to the public. The survey shall be updated at least every ten years in accordance with state law.

- (7) Review proposed nominations for listing in the National Register of Historic Places. The HPAB shall review and comment to the State Historic Preservation Officer on all proposed nominations for listing in the National Register for properties within the boundaries of the county. When the HPAB considers a National Register nomination which is normally evaluated by professional in a specific discipline and that discipline is not represented on the board, the board shall see expertise in that area before rendering its decision.
- (8) Notice of public hearings, substantially in the same form as set forth in subsection (b)(1) of Chapter 16-192, shall be posted in a conspicuous place at the county municipal building at least ten days prior to the public hearing.
- (9) Such other activities, duties, and responsibilities related to Fuller Lodge or the historic districts as may be assigned by county council.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-271, § 3, 5-2-2017)
Secs. 8-54—8-70. - Reserved.



County of Los Alamos

Staff Report

March 07, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: (3)
Index (Council Goals):
Presenters: Historic Preservation Advisory Board
Legislative File: 10512-18

Title

Update on the Maple Tree