



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, April 4, 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) [10660-18](#) Minutes from the Historic Preservation Advisory Board Meeting on March 7, 2018.

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

Presenters: Historic Preservation Advisory Board

Attachments: [A - March 7, 2018 HPAB Minutes DRAFT](#)

D. Public Comment for Items Not on the Agenda

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

A. Tourism Strategic Plan Liaison Report

B. Chairman's Report - Public Outreach Campaign

III. STAFF REPORTS

A. Reports and Updates

1. Report on Maple Tree Landscaping Improvements

- (1) [10659-18](#) Museum Railing/Landscape Project

Presenters: Historic Preservation Advisory Board

Attachments: [A -Maple Tree Landscaping Report](#)

2. Public Information and Involvement Plan

- (1) [10658-18](#) Public Information and Involvement Plan (PIIP)

Presenters: Historic Preservation Advisory Board

Attachments: [A - Public Information and Involvement Plan Template](#)

IV. INFORMATIONAL ITEMS

V. PUBLIC COMMENT

VI. NEXT MEETING(S)/FUTURE AGENDA ITEMS

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, March 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**
- Jordan Jarrett, **Present**

Others Present

- Barbara Lai, Senior Management Analyst, CDD
- 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 February 7, 2018 were approved as submitted.
- D. Public Comment/Public Hearings
Ms. Bartlit stated that she is a volunteer at the Manhattan National Historic Park Visitor Center. She also said that a Parks Interpreter will be hired by the Park in the Spring.

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

- A. Chairman's Report
 1. HPAB Vacancy. Chair Rayburn welcomed Ms. Jarrett to the Board and remarked on the outstanding qualifications and expertise that Ms. Jarrett brings to the HPAB.
 2. Historic Preservation Property Alteration Certificate. Ms. Lai explained that the Board will be working to develop a draft Property Alteration Certificate as required by the Historic Preservation Ordinance. She will complete some research and send examples of certificates from other cities and counties to the Board to review. This is an opportunity for the Board to have early input into the alteration certificate process.

B. Tourism Strategic Plan Report

Vice-Chair Linke reported that as a part of the Consent Agenda, County Council accepted the Tourism Strategic Plan and the formation of an Ad Hoc Tourism Implementation Task Force. Vice-Chair Linke stated that she intends to remain as the HPAB liaison to the Ad Hoc Task Force.

She also reported that the County Manager mentioned that 55 Wayfinding signs have been installed. Ms. Lai will inquire about the signs and report back to the Board.

Mr. Moore stated that the Church at the Black Hole was demolished before its historic significance was documented. The Board expressed its intention to be more proactive in the future documenting sites before they are altered or demolished.

Chair Rayburn expressed his concerns about art projects that are placed in the historic area. Ms. Lai pointed out that art projects are under the Art In Public Places Advisory Board (APPAB). The HPAB may want to appoint a liaison to the APPAB. Ms. Bartlit suggested that someone from the HPAB attend the next APPAB meeting to provide input on the placing of a piece of art on historic property.

III. Staff Reports

A. Reports and Updates

1. FY19 Draft HPAB Work Plan was completed and submitted to the Boards and Commissions liaison. Ms. Lai announced that the HPAB will have a table at the Thursday morning *Community Market* to promote historic preservation in the community. She also stated that the Board may have a table at the Friday evening *Concerts in the Park*.
2. Draft HPAB Ordinance Revisions
Ms. Lai updated the Board on the revisions to the HPAB Ordinance going to Council on March 20. The Board voted unanimously to approve the HPAB Ordinance revisions.
3. Update on the Maple Tree
Ms. Lai updated the Board on the proposed project for landscaping around the Maple Tree. Chair Rayburn reported to the Board his idea of building a wood deck over the roots of the tree. He also mentioned that a bench might be added around the base of the tree. Mr. Moore shared some concerns and ideas on how to educate and interpret the history of the tree to the public.

IV. Informational Items

Ms. Jarrett stated that she is excited to learn about the Board activities.

V. Public Comment

No public comment.

VI. Next Meeting(s)/Future Agenda Items

The April meeting will be held on April 4, 2018, at 5:30 pm in the Throne Room in Fuller Lodge.

VII. Adjournment

The meeting was adjourned at 6:43 pm.

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MEMORANDUM

DATE: 3/26/18
TO: Historic Preservation Advisory Board
Barbara Lai – Senior Management Analyst - Board Liaison
FROM: Jeff Humpton – Parks Superintendent
CC: Chris Wilson Pks, Rec, OS Div. Mngr.
RE: Museum Railing / Landscape Project

Upon further review of the landscape area surrounding the Maple tree, between the History Museum and Fuller Lodge, we recommend the following landscaping treatment. That the Parks staff remove some existing soil from the heavily rooted surface and replace it with mulch to match surrounding landscape beds. To alleviate the problem of pedestrian traffic tracking mud into the buildings.

The Parks staff will also work with steel fabricating contractors to create a matching railing panel to extend the railing beyond the tree. This will redirect the flow of pedestrian traffic to the stairs and eliminate the shortcuts through the landscape bed.



Public Information & Involvement Plan (PIIP) Implementation Plan

Today's Date:

Project Name:

Revised? __yes __no (if yes, skip to pg. 2)

PIIP Phase: (Check one): __Conceptual __Design __Construction __Administrative

Department:

Project Manager:

PIO Assigned to Project:

Describe your project briefly below. Attach a map of the project area if possible.

PART A. Who are you talking to?

Think about your audience --who do you define as your "public" for this project? List all that apply and why you think they will be impacted or interested in your project.

Do you intend to __ inform __ educate __involve the public? Check all that apply and note any explanations here.

PART B. What are the issues?

What kinds of issues or concerns may come up during this phase of the project? If you're going to ask the public "what do you think?" then consider what you feel is (or isn't) open for public debate and discussion, and document "why". Think about the total amount of time that you will have for implementation of the PIIP with respect to the size of the project, its impact on a neighborhood or a community versus a small group of individuals, construction schedules and budgets for public information within your department.

PART C. What is your Plan?

Considering the information you have listed above, briefly describe the steps that you will take as your PIIP. Use this document to sketch out timeframes and ideas. Think about the kind of written communication, or type of meeting that might work best. Write down any explanations or key points to explain your thought process. If you plan to include any of the Boards and Commissions to guide you, or to help you with public information efforts, then you will need to submit this document and any other relevant project data to them for discussion as an agenda item at their next meeting, and you should be there at the meeting to answer their questions.

PART D. How will you know what the public thinks?

If your goal is to INVOLVE the public, do you plan to survey your defined public for their opinion regarding this project? Yes No (If the answer is yes, complete the following section. If the answer is no, skip this section.)

How will you plan to survey the public? How long will it take to survey? Will you perform the survey using Open Forum? Will you hire a professional surveying company? How large will your sampling be? What kinds of questions will you ask? Will they be multiple choice or open ended questions? Who will compose the survey? How will you gather feedback? How you will analyze, segregate, catalog and present survey data to others effectively, such as the Council, the media, or the public? Will you survey property owners? Renters? Both? What is the cost of the survey?

PART E. How will you know when you're finished with the public information and involvement plan for this phase?

Do you think this PIIP may need revisions after the project gets underway? Yes No (If you answered yes, why do you think a revision may be needed – are some portions of the project “unknown” at this time? List them below)

Is this Implementation Plan for a conceptual or design phase of a project? Yes No (If you answered yes, you will need to plan to update the PIIP for the next phase)

PART F. How will you gather feedback about the success of your PIIP?

Do you plan to have any “lessons learned” sessions with your team post-project to discuss how well the PIIP did (or didn’t) work?

REVISIONS: (complete this section only if you are filing a revision to your original PIIP)

Please outline below the revisions you are making to the PIIP. Give an explanation of “why” and list any associated impacts on cost, schedules, staffing or other impacts.

Submitted by: Project Manager

Date

Approved by: Department Manager

Date

Approved by: Public Information Officer

Date