



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; Nancy Bartlit,
Jonathan Creel, Michelle Murillo, and Patrick Moore, Members*

Wednesday, April 3, 2019

5:30 PM

1000 Central Avenue, Room 110

I. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

B. Approval of Today's Agenda

C. Review/Approval of Meeting Minutes

[11650-19](#) Minutes from the Historic Preservation Advisory Board Meeting on January 14, 2019.

Recommendation: I move that the Board approve the Minutes for January 14, 2019

Presenters: Historic Preservation Advisory Board

Attachments: [A - January 14, 2019 DRAFT HPAB Minutes](#)

D. Public Comment for Items Not on the Agenda

II. PRESENTATIONS/DISCUSSIONS

[11854-19](#) Historic District Sidewalk Stickers

Presenters: Historic Preservation Advisory Board

Attachments: [A - Sticker Image](#)

Historic Buildings Discussion (Paul Andrus)

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

A. Election of Chair and Vice Chair

B. Chairman's Report

1. Public Outreach/Events

2. Volunteers to Liaison to: Historical Society Board, Art in Public Places Board, Tourism Implementation Task Force

[11654-19](#) FY 2020 Work Plan

Presenters: Historic Preservation Advisory Board

Attachments: [A - Fuller Lodge Interpretive Plan Priorities](#)
[B - FY2020 HPAB Work Plan](#)

IV. STAFF REPORTS

A. Reports and Updates

1. HPAB Council Liaison

2. Update by Paul Andrus

[11656-19](#) Outside Employment, Membership, Financial Disclosure Form

Presenters: Historic Preservation Advisory Board

Attachments: [Outside Employment, Membership, Financial Disclosure Form](#)

V. INFORMATIONAL ITEMS

HPAB Presentation to County Council (Leslie Linke)

Rose Garden (Nancy Bartlit)

VI. PUBLIC COMMENT

VII. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next HPAB meeting is May 1, 2019 at 5:30pm in Room 110

VIII. 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.



County of Los Alamos

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Minutes

Historic Preservation Advisory Board

Mark Rayburn, Chair; Leslie Linke, Vice-Chair; and Patrick Moore, Member

Monday, January 14, 2019

5:30 PM

B & C Room 110

1. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

Members Present: Mark Rayburn, Chair; Leslie Linke, Vice Chair; and Patrick Moore, Member

Others Present: Barbara Lai, Staff Liaison; Heather McClenahan, Executive Director, LA Historical Society; Nancy Bartlit, Resident; Catherine Ozment, Art in Public Places Board.

The Meeting was called to order at 5:33 pm.

B. Approval of Today's Agenda

Motion: Leslie Linke moved to approve the agenda. Board member Moore seconded. The motion passed unanimously.

C. Review/Approval of Meeting Minutes

1. [11518-18](#) Minutes from the Historic Preservation Advisory Board Meeting on December 5, 2018.

Attachments: [A - December 5, 2018 DRAFT Minutes](#)

Patrick Moore moved that the Board approve the December 5 minutes as amended. Member Rayburn seconded the motion. Motion passes unanimously.

D. Public Comment for Items Not on the Agenda

Heather McClenahan, LA Historical Society. Ms. McClenahan requested that two items be added to the February HPAB agenda: 1) Wayfinding sidewalk stickers for the Historic District; 2) Jeff Zegler, Artist for the Boy Scouts of America, is interested in doing a painting commemorating the historic Troop 22. The funding would be from the Art in Public Places Board. Ms. McClenahan would like to have it hung in Fuller Lodge.

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

A. AIPP Board Vice Chair Ozment - The Placement of Public Art

Catherine Ozment, Vice Chair Art in Public Place Board, reported that public person may bring a project to the board or respond to a "Call for Art". She also presented a proposal asking for HPAB support to place a metal sculpture depicting Los Alamos historic theme/symbols on the corner of Fuller Lodge lawn adjacent to the sidewalk and Post Office. Ms. Bartlit mentioned that a master plan report was developed some years ago to determine the criteria for placing sculptures in the historic district. She will forward the plan to the Board. The HPAB will write a letter of endorsement for placing the art in the historic district.

B. Chairman's Report

1. [11522-18](#) Oral Histories Progress - Train House

Ms. McClenahan reported to the Board that she is documenting the Al Furnish "Train House". She will see the train and conduct an oral history interview with Mr. Furnish to be placed in the archives.

2. [11525-18](#) Fuller Lodge Interpretive Plan (FLIP) Final Ratings and Priorities

Attachments: [Fuller Lodge Interpretive Plan Priorities](#)

Vice Chair Linke described the revised interpretive plan matrix to the HPAB, that indicates the highest priorities as rated by Board members in the December meeting. HPAB discussed the activities and ratings and decided the highest priorities as listed below:

- 1) Designate a building steward/manager for Fuller Lodge to manage the building and to open it weekends for tourists and visitors.
- 2) Revise/add interpretive wayside signage.
- 3) Establish a photo memories station - residents can upload photos, stories, and other memorabilia.
- 4) Furnish a room to resemble a 1960s hotel room.
- 5) Create an immersive audio-visual experience (holograms) in the Pajarito Room.

Ms. McClenahan asked that HPAB send a report with its list of priorities to the Tourism Implementation Task Force (TITF) for the February 6 meeting. Following approval by the TITF, the report would go to County Council.

3. [11524-18](#) HPAB 2019 Meeting Dates

Attachments: [A - HPAB 2019 Meeting Dates DRAFT](#)

The Board approved the 2019 HPAB Calendar.

III. STAFF REPORTS

A. Reports and Updates

1. [11523-18](#) Update on the Historic Preservation Advisory Board Interview Schedule

B. New grant program from the National Park Service for rural communities.

1. [11526-18](#) New grant program from the National Park Service for rural communities (those communities <50,000 in population).

Attachments: [A - Park Service Deadline March 2019](#)

Ms. Lai reported that due to the federal shutdown, she was not able to talk with anyone about the new National Park Service grant.

IV. INFORMATIONAL ITEMS

V. PUBLIC COMMENT

VI. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next meeting is scheduled for February 6, 2019, at 5:30 pm in the B&C Room 110.

VII. ADJOURN

The meeting adjourned at 7:00 pm.

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**to
the
Zone**

TOP PRIORITIES - Fuller Lodge Interpretive Plan Matrix
Historic Preservation Advisory Board
January 2019

Item	Term Length (S,M,L)	Initial Priority Score	Final Priority	Cost (L,M,H)	Funding Source
General Ideas					
County assessment of all areas		7			
Map out storage area between Pajarito and Green Rooms		7			
Establish notification procedure for FL users of storage area setup		8			
From every room, clean out junk and broken equipment; move items not needed in FL to alternate storage facility		9			
County designate a Building Steward/Manager		9			
Interpretive Ideas					
Present available options for interpretive exploration		7			
Prepare materials for FL guided or self-guided tours (laminated gallery guides for borrow, printed tour booklet/brochure, available as an App)		8			
Revise/add interpretive wayside signage		9			
Photo memories station - residents can upload photos, stories, materials		9			
Furnish a hotel room		9			
Immersive audio-visual experience (holograms) in Pajarito Room		7			
Program Ideas					
Regular newspaper column		8			



LOS ALAMOS
where discoveries are made

FY20 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2020: July 1, 2019 – June 30, 2020)

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

Date Board Approved: April 3, 2019 **Date Approved by Council:** TBD

Prepared by: Members of the Historic Preservation Advisory Board and County Staff

This work plan will be accomplished in the following time frame: July 1, 2019 to June 30, 2020.

Chairperson: Leslie Linke, Chair

Members and terms:

Leslie Linke	Oct 1 2016 thru Sep 30 2020 – 2nd term
Patrick Moore	May 2, 2017 thru May 1, 2020 - 1 st term
Nancy Bartlit	Oct. 1, 2017 thru Sep. 30, 2020-1 st term
Michelle Murillo	May 2, 2017 thru May 1, 2020-1 st term
Jonathan Creel	May 2, 2017 thru May 1, 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

Administrative Support provided by: Barbara Lai

Council Liaison: Katrina Schmidt **Reviewed by Council Liaison?** _____

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.

- The County of Los Alamos and the HPAB completed an application to the United States Department of Interior, National Parks Service to become a Certified Local Government (CLG). In August 2018, the CLG designation was approved by the Department of Interior. With designation as a CLG, the County of Los Alamos is eligible to apply for Historic Preservation state and federal grants.
- The Board continued to work with Heather McClenahan, Candace Matelic, and Donna Braden on completing the Fuller Lodge Interpretive Plan. The Board held many work sessions and completed a listing of priorities to implement the Plan.
- The HPAB has three new Board members with the appointment of Nancy Bartlit, Jonathan Creel, and Michelle Murillo. Nancy Bartlit brings with her an extensive background in historic preservation in Los Alamos, including previous experience on this Board.

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 implementation of the Fuller Lodge Interpretive Plan. Assist in planning, fabricating, and installing interpretive features. Apply for local (MainStreet), state and federal grants to fund implementation projects.

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.

- 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.
- Continue and expand the Board's education and outreach program.
- The HPAB has prioritized the top Fuller Lodge interpretive ideas as follows:
 - a. County designate a Building Steward/Manager. The HPAB previously endorsed this item as a very important component of keeping Fuller Lodge safe, secure, in good repair, and running smoothly.
 - b. Revise/add interpretive wayside signage.
 - c. Photo memories station – residents can upload photos, stories, materials.
 - d. Furnish a hotel room - display a hotel room from The Lodge (a hotel and restaurant after World War II, closed in 1966).
 - e. Immersive audio-visual experience (AR [available] holograms [if available in practice]) in Pajarito Room.
 - f. County assessment of all areas.
 - g. Map out storage area between the Pajarito and Green Rooms.
 - h. Establish notification procedure for Fuller Lodge users of storage area setup.
 - i. Clean rooms and move items out that are not needed.
 - j. Present available options for interpretive exploration (to whom?)
 - k. Prepare materials for Fuller Lodge guided or self-guided tours (laminated gallery guides for borrow, printed tour booklet/brochure, available as App.)

It is the Boards intention to apply for grants to fund the projects.

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 Implementation Task Force, as needed.
- Attend Art in Public Places and Historical Society Board meetings.
- 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:

- To protect the public's interests and concerns, HPAB will focus on extensive public outreach to develop a resident-driven Historic Preservation agenda through:
 - a. conducting public meetings to hear what the community desires for historic preservation activities as the budget permits;
 - b. publishing newspaper articles explaining any and all activities on the HPAB;

- c. appearing 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*; and,
- d. holding public hearings as the budget permits.

- 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.

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:

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 HPAB Board:

Communication and Transparency	
Ongoing Improvement in Communication and Transparency in County Policy Setting	
Increasing the Amount and Types of Housing Options	
This includes a variety of housing options for all segments of the community, from affordable, entry level, and live-work housing to new options for those interested in downsizing or moving closer to central areas of the community.	
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.	
Addressing Long-Term Building Vacancies in Key Areas of Our Community	
Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.	
Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	X
Supporting Social Services Improvement	
Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.	
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.	
Planning for Appropriate Levels of County Services	
Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them.	

INCORPORATED COUNTY OF LOS ALAMOS**HUMAN RESOURCES DIVISION**

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

DISCLOSURE OF OUTSIDE EMPLOYMENT, MEMBERSHIP AND FINANCIAL INTEREST**Disclosure Statement****Disclosure Year:** _____

Membership and Financial Interest. Pursuant to New Mexico State Statutes and Los Alamos County Code of Ordinances (NMSA 1978, §10-16-1 et seq. and Los Alamos Code § 30-1 et seq.), all public officials "shall disclose in writing and submit to the county's human resources division, the following information: (1) Membership on other county boards, commissions, committees, boards of directors, or position as an officer, director, trustee or partner or any position in management or ownership of public or private corporations, associations, organizations or businesses; and (2) The nature and amount of the public official's financial interest(s) as defined in this article." (Ord. No. 02-240, § 2, 11-25-2014)

Reporting Individual			
Last Name	First Name	Middle Initial	Prefix
Address	City	State	Zip
Mailing Address (if different from above)			
Address	City	State	Zip
Office, Board, Commission, or Position held with Los Alamos County:			

☐ NEW Annual Financial Disclosure Filing☐ UPDATED Annual Financial Disclosure Filing

Membership or Financial Interest held by Reporting Individual/Public Official:	
Name or Business or Organization:	Position or Percent Ownership:

*Please use additional sheets if necessary.***Definitions:**

"Public official" means members of county council, all county employees including contract employees and all individuals appointed to a board. For purposes of subsections 30-8(f), (h), and (j), public official includes former employees for a period of one year after leaving county employment and board members for a period of six months after leaving county service.

INCORPORATED COUNTY OF LOS ALAMOS

HUMAN RESOURCES DIVISION

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

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"Financial interest" means: (1) Holding a position in a business as officer, director, trustee, or partner, or holding any position in management, or ownership of more than five percent interest in a business; or (2) Any interest which may yield, directly or indirectly, any material benefit to a public official or to the official's immediate family other than an interest in a mutual fund or one held in a blind trust.

"Immediate family" means a public official's spouse, parents, step-parents, child, step-child, sibling, step-sibling, half-sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or their in-laws, or an individual claimed by the public official or his/her spouse as a dependent under the United States Internal Revenue Code.

Other Financial or Conflict of Interests:

Please provide any other, real or perceived, financial or other issue of a conflict of interest below:

OUTSIDE EMPLOYMENT DISCLOSURE:

Pursuant to NMSA 1978, § 10-16-4.2 and LACC § 30-8, all public officials must disclosure current, contemplated, or accepted outside employment.

Are you currently engaged in outside employment of any kind other than volunteer?

Yes: ☐

No: ☐

If Yes, please provide the employer's name, address, and date you became or will become an employee.

Members of the Planning & Zoning Board pursuant to section 8-202(b) are required to disclose all real estate interests held by the member and his or her family. Please contact the Human Resources Manager for additional Disclosure forms and instructions for annual disclosures or updates. (Ord. No. 02-078, § 2, 10-3-2006)

I hereby swear and affirm, under penalty of perjury, that the foregoing information is true and correct to the best of my knowledge, belief, and understanding.

Signature

Date

Printed Name