



FY18 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2018: July 1, 2017 – June 30, 2018)

Board and Commission Name: Historic Preservation Advisory Board

Date Approved by FLHDAB: March 1, 2017 **Date approved by Council:** TBD, 2017

Prepared by: Wayne Kohlrust, Staff Liaison, Mark Rayburn, FLHDAB Chair

This work plan will be accomplished in the following time frame: July 1, 2017 to June 30, 2018

Chairperson: Mark Rayburn

Term: January thru December 2017

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 |
| Philip Gursky | Feb 1, 2017 thru Jan 31, 2020 - 1 st term |
| Patrick Moore | Feb 1, 2017 thru Jan 31, 2020 – 1 st term |

Department Director: Philo Shelton, Public Works Director

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

Staff Liaison: Barbara Lai, Sr, Management Analyst, Community Development Department (began serving as staff liaison in April 2017)

Administrative Support provided by: Amy Danforth, Community and Economic Development Dept.

Council Liaison: James Chrobocinski

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.

- 1.1 Assisted with the approval of the Fuller Lodge Phases 2-4 and Historical Museum Renovations, including replacing the existing interior elevator
- 1.2 Reviewed the Board Organization and made suggested changes to Council to be considered for approval – reducing the Board members from 7 to 5, reducing the terms from 4 to 3 years, changing the name from the Fuller Lodge Historic Districts Advisory Board to a more comprehensive Historic Preservation Advisory Board.
- 1.3 Began working through the potential list of historic places within the County.

1.3.1 Lesson Learned – recruiting for the Board proved to be a challenge, hence the changes listed in 1.2 above.

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:

- 2.1.1 Request from Council to develop plans to support the MPNHP efforts as information comes about.
- 2.1.2 Coordinate with the Tourism Strategic Planning effort.

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

- 2.2.1 County 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.)*

- 2.3.1 Continuing work on the MPNHP
- 2.3.2 Identification of historic areas and places in the County
- 2.3.3 Continuing work on the Historic District Campus, including signage
- 2.3.4 Potential nomination for a trail in White Rock
- 2.3.5 Final determination of the Downtown Historic District

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.

- 3.1 Coordinate signage for the District Campus – coordinate with the Main Street/Downtown Committee, potentially Planning and Zoning, National Park Service, Community and Economic Development, Traffic Division, Parks and Recreation/Open Space Division, County Manager’s Office representative for the MPNHP
- 3.2 Work with the Parks and Recreation Department on work at Ashley Pond and the to-be-determined Downtown Historic District.
- 3.3 Identification of historic areas and places within the County – P&Z, Council
- 3.4 Participate in the tourism strategic planning effort and interface with the Tourism Master Plan/ Economic Development Strategic Plan Steering Committee as requested

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

- 4.1 Depends on activity listed in 3 above. Interfaces may be needed with Planning and Zoning, Transportation Board, and/or Parks and Recreation Board(s). The lead Board/Commission will need to develop a Public Involvement and Information Plan (PIIP). It may fall to the FLHDAB.

5.0 List the current subcommittees for this Board or Commission. 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:

- 5.1 Coordinate with the Parks and Recreation Department on work in the Downtown Historic District. Appoint a Board member to work with the Department.

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

CHAPTER 8 - ARTICLE III - FULLER LODGE/HISTORIC DISTRICTS ADVISORY BOARD

Sec. 8-51. - Purpose.

A Fuller Lodge/historic districts 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)

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

The Fuller Lodge/historic district advisory board shall be composed of seven citizens competent and informed in the historic, architectural and cultural traditions of the community. Members shall be appointed for staggered terms of four years.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-53. - Duties and responsibilities.

The Fuller Lodge/historic districts 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 Fuller Lodge/historic districts 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) Recommend ways to involve and educate the community on historic preservation issues.
- (6) Such other activities, duties and responsibilities related to Fuller Lodge or the historic districts as may be assigned by the county council.

(Ord. No. 02-078, § 2, 10-3-2006)

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 Fuller Lodge Historic Districts 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 | X |
| <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 | X |
| <u>Mobility:</u> | |
| • Maintain and improve transportation and mobility | X |

| 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 | X |
| | <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 | X |
| | <ul style="list-style-type: none"> • Actively pursue land transfer opportunities | |