



# **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 <sup>st</sup> term
Patrick Moore	Feb 1, 2017 thru Jan 31, 2020 - 1 <sup>st</sup> term
Vacant	Feb 1, 2017 thru Jan 31, 2020 – 1 <sup>st</sup> 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>	
• <b>Priority Area</b> – Build the local tourism economy	X
• <b>Priority Area</b> - 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>	
• <b>Priority Area</b> -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
• <b>Priority Area</b> -- 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"> <li>• <b>Priority Area</b> – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants</li> </ul>	
	<ul style="list-style-type: none"> <li>• Maintain quality essential services and supporting infrastructure</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Invest in staff development to create a high performing organization</li> </ul>	
	<ul style="list-style-type: none"> <li>• Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Establish and implement a mechanism for effective Utility policy setting and review</li> </ul>	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> <li>• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners</li> </ul>	
	<ul style="list-style-type: none"> <li>• Actively pursue land transfer opportunities</li> </ul>	