



LOS ALAMOS  
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## FY24 Work Plan for Los Alamos County Boards and Commissions

**Fiscal Year 2024: July 1, 2023 – June 30, 2024**

**Board and Commission Name:** Historic Preservation Advisory Board

**Date Prepared:** February 1, 2023

**Date Approved by Council:** TBD

**Prepared by:** HPAB

**This work plan will be accomplished in the following time frame:** July 01, 2023- June 30, 2024

**Chairperson:** Patrick Moore

**Members and terms:**

Member	Start/End Dates	Term
Patrick Moore	5/1/2020 – 4/30/2023	1
Loretta Weiss	5/1/2020 – 04/30/2023	1
Nancy Bartlit	9/30/2020 – 10/1/2023	2
Michelle Murillo	5/1/2020 – 4/30/2023	1
Robert Dryja	9/30/2020 – 10/1/2023	1

**Department Director:** Paul Andrus, Community Development Department

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

**Staff Liaison:** Anita Barela, Associate Planner

**Administrative Support provided by:** Anita Barela, Associate Planner

**Council Liaison:** Melanee Hand

**Reviewed by Council Liaison?** Y

**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.**

- Strengthened partnerships with Los Alamos County and non-profit organizations to accomplish Los Alamos County Council goals.
- Reviewed the Garden Club’s Concerns about Protection from Deer around Fuller Lodge Rose Garden
- Heard a presentation on Signage and Exterior Modifications to the United Church.
- Provided HPAB presentation to Los Alamos County Council
- Provided input regarding display options of the historic boiler in the Performing Arts Center building.
- Toured historic Baker House in conjunction with Council's acquisition of the property.
- The Board provided input at the Pueblo Trail Canyon Design meetings.
- Discussed the contributions of Deak Parsons to Los Alamos.
- Reviewed public works proposed designs for the Women's Dorm Project.
- Council acquired the historic Baker House.
- The Board identified formalizing a Historic District overlay as being the top priority for 2023.

**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.)* PRIORITY FOCUS ITEMS**

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

- An HPAB representative continues to provide support as required to the Tourism Implementation Task Force, Art in Public Places Advisory Board, Friends of the Manhattan Project National Park Board, Los Alamos National Lab (LANL), MainStreet Futures, and Bradbury Science Museum Association.
- Provide a member to serve on Tourism Implementation Task Force.
- Advise in continued support of the implementation of the Fuller Lodge Interpretive Plan. Assist in planning, fabricating, and installing interpretive features.

- Formalize a Historic District and formalize a Historic District application.
- Identify and approve historic landmarks in the county
- Promote and participate in Los Alamos Commerce and Development’s 2023 Ambassador Program to welcome visitors.
- Participate in the “OppieFest” activities to be held in July which may increase the number of visitors in the Historic District, museums, and visitor centers.
- Review the new Sec. 16-9 Historic Protection Overlay in the newly adopted code.
- Present researched opinions to the Los Alamos Planning & Zoning Commission.
- Conduct outreach presentations to community organizations about historic structures or events.
- Contribute to ongoing discussions regarding the development of the historic Baker House.

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

- Federal, State, and Local Historic Ordinances.
- The County Boards and Commissions Ordinance.
- Historic Preservation Ordinance.
- 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 identification criteria for historic and cultural properties based on Federal and State thresholds.
- Create guidelines to implement Historic Preservation Ordinance to proposed improvements and new construction within designated historic district(s).
- Create partnerships with any interested entities within Los Alamos County to advise on any shared interest.
- Provide input on any Historic and Cultural properties that come before HPAB.
- Working with the current lists of cultural and historic sites, build an inventory of buildings and trails that meet the Federal and State Historic Ordinance criteria.

- Designate a local historic district(s); identify landmarks, trails, and buildings in the County for Federal and local designation.
- Finalize the historic district(s) and get them approved.
- Provide input to the County on the exploration of relocation of visitor center site.
- Provide input to the County on the reuse of the “WAC” Dorm Building.
- Provide review of use and development of listed historic properties within Federal and State Historic Ordinances.
- Continue to encourage the County to designate a Building Steward/Manager to keep Fuller Lodge safe, secure, in good repair, and running smoothly.
- Advise and support top priorities of Fuller Lodge Interpretive Plan ideas and other items as presented by Los Alamos Historical Society.

**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 to have an HPAB Liaison to support as appropriate the Art in Public Places Board, Historical Society Board, Friends of the Manhattan Project National Park Board, LANL, MainStreet Futures, and Bradbury Science Museum Association.
- Continue to support and cooperate with Los Alamos Historical Society
- Continue to appoint a member to serve on Tourism Implementation Task Force.
- Interface with the Planning & Zoning Commission as appropriate.
- Review of County’s facilities maintenance projects with Los Alamos County Public Works 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 will focus one meeting on historic preservation and information each year.
- Continue to support Los Alamos Historical Society society's attendance to HPAB meetings.
- To protect the interests and concerns of the public, and to be inclusive of all tribal and local historic sites, HPAB will focus on extensive public outreach to develop a resident-driven, inclusive Historic Preservation agenda through:
  - ✓ Conducting public meetings (in person and online) to hear what the community desires for historic

- ✓ preservation activities as the budget permits.
- ✓ Publishing newspaper articles covering various activities conducted by HPAB.
- ✓ Appearing at various public events to engage and educate the community as to the purpose of HPAB as well as to increase community involvement in all historic preservation issues, i.e., board members and staff liaison to provide information at select Farmer's Markets, annual County Rodeo, and annual Science Fest etc.
- ✓ Host presentations and learning opportunities for Los Alamos residents on preservation activities conducted around the state by various entities.

**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:

- **Admiral Deak Parsons Subcommittee**

The subcommittee was created to investigate Deak Parsons' contributions to the Manhattan Project and the subcommittee will explore and provide suggestions on how to honor him in Los Alamos. The subcommittee is expected to continue until a means to honor him has been agreed upon.

- ✓ Nancy Bartlit - 9/30/2020 – 10/1/2023 Term 1
- ✓ Patrick Moore - 5/1/2020 – 4/30/2023 Term 1

**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 Planning & Zoning Commission:**

## **Attachment A**

### **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 historic, architectural, and cultural traditions of the community. The county shall use its best efforts to ensure that two members of the five are professionals who 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 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; Ord. No. 02-283, § 1, 6-12-2018)

#### **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, board of adjustment, 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. The board will hold regular meetings. 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 or made available 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 state 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 ten days of receiving the request. Also, the board shall call for special meetings within 40 days of receiving an application for new construction over 200 square feet in gross floor area, or the relocation or demolition of a historic property. The final recommendation from HPAB will be presented to the county's planning and zoning commission.
  - (6) 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 board shall review and evaluate prior surveys and studies. Surveys shall be completed according to guidelines established by the survey standards in NMSA 1978, 4-10-13, as may be amended. The survey shall be coordinated with and complimentary to the New Mexico Cultural Resources Information System (NMCRIIS) 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 or 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 seek 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 section 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 or properties as may be assigned by county council.
- (Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-271, § 3, 5-2-2017; Ord. No. 02-283, § 2, 6-12-2018)

**Secs. 8-54—8-70. Reserved.**

## **Attachment B**

<b>Quality Governance</b>	
Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.	
<b>Communication and Engagement</b>	
Inform, educate, and engage community members on County projects, policies, and goals to promote a culture of open communication and collaboration and foster exceptional customer service.	
<b>Intergovernmental and Regional Relations</b>	
Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities.	
<b>Fiscal Stewardship</b>	
Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards.	
<b>Operational Excellence</b>	
Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve to anticipate and meet future needs.	
<b>Effective, Efficient, and Reliable Services</b>	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, effective communication, and efficient implementation.	
<b>Infrastructure Asset Management</b>	
Evaluate the County's assets and infrastructure to first prioritize funding to best maintain and protect those investments and second to inform new investments.	
<b>Employee Recruitment and Retention</b>	
Attract and employ diverse and highly qualified staff, retain staff through development and growth opportunities, and promote staff to address increasingly complex challenges.	
<b>Economic Vitality</b>	
Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.	
<b>Housing</b>	



Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a growing population, particularly middle- and lower-income households.	
<b>Local Business</b>	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in their opportunities for growth.	
<b>Downtown Revitalization</b>	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the Los Alamos and White Rock downtown master plans.	
<b>Tourism and Special Events</b>	
Continue sponsoring special events and promoting tourism to support the local business economy by enhancing amenities and utilizing facilities.	
<b>Community Broadband</b>	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	
<b>Quality of Life</b> Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living.	
<b>Health, Wellbeing, and Social Services</b>	
Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and to sustain Los Alamos County's rating as the healthiest county in New Mexico.	
<b>Diversity, Equity, and Inclusivity</b>	
Promote diversity, equity, and inclusivity through awareness training, targeted events, and expanded opportunities for diverse interests.	
<b>Mobility</b>	
Improve and expand access to alternative modes of travel including public transit, cycling, and walking amenities and services.	
<b>Educational, Historical, and Cultural Amenities</b>	
Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	X

Open Space, Parks, and Recreation	
Protect existing open space and maintain and improve parks and recreation facilities and amenities as defined by adopted plans and approved projects.	X
Public Safety	
Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans.	
<b>Environmental Stewardship</b> Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices that enable interaction in productive harmony with the natural environment.	
Natural Resource Protection	
Take actions to protect open space, the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.	
Greenhouse Gas Reduction	
Establish targets for and promote the reduction of greenhouse gas emissions, integrate sustainability and resiliency practices into County operations, and encourage energy-reduction enhancements for new and remodel building projects in the community.	
Carbon-Neutral Energy Supply	
Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and promote energy efficiency and reductions in natural gas usage.	
Water Conservation	
Reduce potable water use, increase non-potable water use and water harvesting for irrigation where suitable.	
Waste Management	
Manage waste responsibly by diverting waste from landfills through recycling, re-use, composting and waste reduction programs, and zero-waste education campaigns to promote a circular economy.	