



# **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 1, 2023 to June 30, 2024**

**Chairperson: Patrick Moore**

**Members and terms:**

<b>Member</b>	<b>Start/End Dates</b>	<b>Term</b>
Patrick Moore	5/1/2020 – 4/30/2023	1
Loretta Weiss	9/30/2020 – 10/1/2023	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**

**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.
- Staff liaison Sobia Sayeda attended the MainStreet Futures meeting.
- 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.
- HPAB Liaison attended meetings of the Tourism Task Force.
- The Board provided input at the Pueblo Trail Canyon Design meetings.
- Discussed the contributions of Deak Parsons to Los Alamos and the possibility of creating a bronze statue in tribute.
- 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.)***

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

- When HPAB meetings are resumed in the Municipal Building, the meetings will be held in hybrid mode via Zoom to increase public participation and communication.
- An HPAB representative continues to provide support on the Tourism Implementation Task Force, Art in Public Places Advisory Board, National Park Service, Los Alamos National Lab (LANL), MainStreet Futures, and Bradbury Science Museum.
- 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
- Identify and approve historic landmarks in the county
- Promote and participate in the new for 2023 is the Ambassador Program to welcome visitors and the “OppieFest” activities to be held in July in anticipation of the number of visitors increasing in the Historic District, museums, and visitor centers.
- Review the new Sec. 16-9 Historic Protection Overlay in the newly adopted code.
- Formalize a Historic District application.
- 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.

<b>2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.</b>
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- Federal, State and Local Historic Ordinances.
- The County Boards and Commissions Ordinance.
- Historic Preservation Ordinance.
- Historic Preservation Advisory Board Ordinance.

<b>2.3 Other projects/assignments proposed by the Board or Commission: <i>(Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)</i> To assist with Council review of the work plans, please list the B&amp;C's proposed projects or assignments in priority order.</b>
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- 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.

<b>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.</b>
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- Continue to have an HPAB representative to support the Tourism Implementation Task Force, Art in Public Places Board, Historical Society Board, National Park Service, LANL, MainStreet Futures, and Bradbury Science Museum.
- 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.

<b>4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:</b>
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- HPAB will focus one meeting on historic preservation and information each year.
- 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:**

- There are no subcommittees.

**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 - BOARDS AND COMMISSIONS

ARTICLE III. HISTORIC PRESERVATION ADVISORY BOARD

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 (NMCRIS) 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:** Using the table below, place an X in the column on the right if the Council Goal is related to the work of this Board or Commission:

**Council Goals and Priority Areas**

Enhancing quality of life, economic vitality, environmental sustainability, and racial equity and inclusivity are overarching goals that will be components of all our efforts as we coordinate with Los Alamos National Laboratory and regional, state, and national entities and plan for appropriate levels of County services.	
Enhancing Communication	
Enhancing communication to better inform and engage the public on County matters and to better interface with regional, state, and national entities.	
Increasing the Amount and Types of Housing Options	
Increasing the variety of housing options for all segments of the community, from affordable to missing middle to market rate, and pursuing new energy-efficient options and opportunities for utilizing vacant spaces in the Los Alamos townsite and the White Rock town center.	
Protecting Our Environment and Improving Our Open Spaces, Recreational, and Cultural Amenities	
County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their resiliency and sustainability is important to our citizens.	
Enhancing Support and Opportunities for the Local Business Environment	
Appropriately supporting existing businesses, growing new small businesses, supporting technology start-ups and spin-offs, and identifying redevelopment opportunities as a part of these efforts.	
Supporting Social Services Availability	
Behavioral, mental, and physical health and social services are important for resiliency and quality of life; County support can help address needs for appropriate types and levels of services.	
Improving Access to High Quality Broadband	
Reliable high-speed broadband service throughout the community is essential; determining appropriate investments will advance County efforts in ensuring this service.	
Investing in Infrastructure	
Balancing maintenance of existing infrastructure with new investments in utilities, roads, trails, expanded transit options, facilities, and amenities; and promoting sustainable and resilient practices throughout the community, such as carbon-neutral electric generation.	