



## Town of Green Mountain Falls

Parks, Recreation, and Trails Advisory Committee

P.O. Box 524; 10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

Wednesday, 3/29/2023 at 4:00 p.m.

### Zoom and In Person Meeting

Town Clerk is inviting you to a scheduled Zoom meeting.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/87966841429?pwd=elVLbFpoQlNOU0xZOVpqRXU1MHJvUT09>

Meeting ID: 879 6684 1429    Passcode: 890132    One tap mobile    +17193594580

#### REGULAR MEETING:

	ITEM
1.	CALL TO ORDER / ROLL CALL
2.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3.	PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER
4.	CONSENT AGENDA <ul style="list-style-type: none"><li>a. Meeting Minutes from PRT Committee Meeting held on 3/15/2023</li><li>b. Minutes from Stilling Basin Public Forum held on 3/23/2023</li></ul>
5.	BUSINESS <ul style="list-style-type: none"><li>a. Capital Improvement Plan - Q&amp;A</li><li>b. Community Spring Work Day - Captain Reports</li><li>c. Pool Operational Study Update</li><li>d. Gazebo Historic Structure Assessment Grant Info</li></ul>
7.	CORRESPONDENCE
8.	REPORTS
9.	ADJOURN

\*The Town shall provide reasonable accommodation for those with disabilities on a case-by-case basis.

Please send accommodation requests to [clerk@gmfcu.us](mailto:clerk@gmfcu.us) by 3pm on the date of the meeting.



**Town of Green Mountain Falls  
Parks, Recreation, and Trails Meeting Minutes  
10615 Green Mountain Falls Road  
Wednesday, March 15, 2023 at 4:00 p.m.**

**REGULAR MEETING MINUTES**

**Board Members Present**

Chair Jesse Stroope  
Vice Chair Jay Kita  
Member Nancy Dixon  
Member Philip McIntire  
Member Don Walker

**Board Members Absent**

**Secretary**

Member Nancy Dixon

**Trustees Present**

Mayor Todd Dixon

**Town Staff Present**

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**1. CALL TO ORDER / ROLL CALL**

Parks, Recreation, and Trails meeting called to order at 4:04pm by Chair Stroope.

**2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA**

Chair Stroope moved to accept the agenda with the change to move Paul Yingling's presentation to the beginning. Dixon seconded. Motion passed - 5/0.

**3. SPEAKERS NOT ON THE AGENDA**

No public speaker.

**4. CONSENT AGENDA**

Stroope moved to approve the meeting minutes from March 1, 2023. Kita seconded. Motion passed - 5/0.

**5. BUSINESS**

- a. Paul Yingling gave a presentation on PRT's process to provide input for the Capital Improvement Plan (CIP) for the 2024 budget. Prior to the next meeting, PRT committee members will need to produce an individual recommended CIP list. Yingling will guide the committee to narrow those lists to the top 5 at the next PRT meeting. Chair Stroope will then meet with other committee chairs to produce a CIP list for the Board. Resources to use will include the 2019 Comprehension Plan and PRT 2023 goals. **Chair Stroope will email members the material needed for members to make their list.** Dixon handed out copies of the PRT 2023 goals.

- b. Chair Stroope presented his strategy for implementing a Spring Community Work Day. The work day will be Saturday, May 6 with Saturday, May 13 as a backup. Four captains were established:
  - Captain A: raking, mowing and trimming of each park - Kita
  - Captain B: removal of invasive plants, mitigate weeds/hospitality - Dixon
  - Captain C: goose poo mitigation, split rail fence repair, prepare Gazebo Island planters - Walker
  - Captain D: Plan PRT park commitments for April and May - Stroope/McIntire**Each captain is to put together a proposed tool and inventory list and an estimate of man hours needed by the next meeting. Submit to Dixon to put in the next agenda packet.** Publicity for the event and volunteer sign up will be presented at the next PRT meeting. **Chair Stroope will prepare the flyer that will be distributed through social media and at the post office and businesses.** Chair Stroope and Dixon will reach out to multiple groups to elicit volunteers and/or donation of supplies.
- c. Chair Stroope discussed an email from PocketPals regarding town trail maps. The committee established the boundaries that the trail map would display. They also requested that two sizes, 11"x 17" and 24"x 36", be made as prototypes.
- d. Dixon discussed the timeline for the Recycling Resources Economic Opportunity (RREO) grant. There is a mandatory meeting on Friday, March 31st, at either 10am or 2pm. And the grant submission deadline is April 28th. Chair Stroope supported pursuing this grant to help complete the mission of the dumpster blind to include recycling. **Walker and Dixon will attend the mandatory meeting. Dixon will forward an email that has more details about the grant.**
- e. Walker presented his Pool Operational Study with the committee. The committee members gave feedback to help strengthen his report before it goes to the Board. **Walker will revise his report for the next meeting. Chair Stroope and Walker will meet with the Town Manager regarding town insurance and liability for the pool.**
- f. The Historic Structure Assessment Grant was discussed for the Gazebo since it is on the state registry. **Dixon will research the grant and give a report at the next PRT meeting.** Walker/McIntire/Penman will determine the scope of work.

6. CORRESPONDENCE  
No correspondence

7. REPORTS  
McIntire made a suggestion to dress up the town with flower planters and/or hanging flower baskets similar to Breckenridge. Chair Stroope talked about the other areas in town that have been adopted to beautify the town and suggested an inventory be done. He said that getting a cost and possible volunteers would be a start to implement the planters or baskets.

Kita reported that the community forum for the envisioning of the stilling basin will be Thursday, March 23rd, at the Town Hall. There will be a brief overview of the project, restrictions of the area and suggested vegetation. Ron Gans site plans will be used to start dialog.

Chair Stroope expressed that he was proud of the committee and their many accomplishments. He related the issue of a memorial tree that had been displaced during the Gazebo lake outlet construction. He wants to form a sub-committee that would make a list of all the known memorials in town so this situation would not happen again. He recommended that the following be on the committee and will reach out to see if they are willing: Margaret Peterson, Chris Frandina, Claudia Eley and Judy Perkins. PRT members agreed with this proposal.

9. ADJOURNMENT at 6:15pm.



**Town of Green Mountain Falls  
Parks, Recreation, and Trails Meeting Minutes  
10615 Green Mountain Falls Road  
Thursday, March 23, 2023 at 7:00 p.m.**

**STILLING BASIN PUBLIC FORUM MINUTES**

**Board Members Present**

Chair Jesse Stroope  
Vice Chair Jay Kita  
Member Nancy Dixon  
Member Philip McIntire  
Member Don Walker

**Town Staff Present**

**Board Members Absent**

**Secretary**

Member Nancy Dixon

**Trustees Present**

Mayor Todd Dixon

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On Thursday, March 23rd, at 7pm in the Town Hall, PRT held a public forum to discuss the park area that has been disturbed by the Stilling Basin project. All PRT members, Mayor Dixon and four GMF residents were present.

Chair Stroope and Vice Chair Kita presented a powerpoint with information on what areas the PRT is able to re-envision by the stilling basin. Two site plan renditions were shown: one with a cutout at the front facing Ute Pass Ave for memorial benches and one with the benches against the retaining wall. Chair Stroope said restrictions are water (no irrigation for vegetation) and funding. A resident suggested a fundraiser to help with the costs. It was also suggested that the new area mirror/reflect the look of Gazebo lake.

Where the social trail is steep, tiers were suggested to help with making the trail easier to walk. A crosswalk marked from the social trail across Ute Pass Ave to Gazebo lake would be helpful to safely guide pedestrians.

Combining the two options was preferred. Having the benches angled along the retaining wall was suggested so the view of Gazebo lake was optimized. This could possibly reroute the social trail. Spurs from the trail would be needed for access to the location of the benches.

A new wayfinding sign to direct walkers to the trail from Hotel St, some landscaping and a bench was discussed for the upslope of the park. The boulders that are there could be relocated.

For vegetation, Chair Stroope had a list of native, xeriscape grasses/plants since there is no irrigation at this park. Sowing the area with native grass/wildflower seeds was recommended.

There is a historic hotel marker and a memorial marker that need to be replaced at the park also.

The PRT will work on an activity that has the community help name this park.

2020	Project	Estimated Cost (\$1,000)	Possible Funding SourcesG3:K22G3:L23A2A3:K63G3:A3:K71	Status Update
	Public Restroom Upgrade	\$19	GF	Potential Funding through Stimulus
	Repair Maple Street Bridge	\$35	Funded DOLA/GF GF	COMPLETED - DOLA/GMF Funded - Flood Recovery Project 2020
	Lake Improve Water Quality (clear up muddy water)	--	GF GF GF	Work Funded to be completed with Lake Wall & Drain Repair
	Lake Divert SW from Hotel Street to Fountain Creek	\$13	Funded by Fishing is Fun/GF GF	PPRTA Ballot November 2022
	Lake Divert SW from Ute Pass Avenue to Creek	\$8	GF GF GF	PPRTA Ballot November 2022
	Lake Divert SW from Foster Avenue to Fountain Creek	\$5	Funded by CDBG GF match DOLA/GF GF	PPRTA Ballot November 2022
	Lake Sediment Dredging (after SW diversions)	\$23	Funded-PPRTA "A" List Funded by	PPRTA Ballot November 2022
	Lake Inlet Valves Automated Controls	\$12	private donation TC	COMPLETED - Funded by Colorado Parks & Wildlife Fishing Is Fun Grant
	Town Hall Monumental Sign	\$8	PD (For pool & Sallie Bush) GF	Collaborating with Fire Department on Combined Sign In Progress
	Town Hall Increase Parking and Pave	\$9		COMPLETED - GMF General Fund
	Lake ADA Fishing Pier	\$10		El Paso County Community Development Block Grant - Application Processing In Progress
	El Paso Trail Road Drainage Improvements	\$41		PPRTA Ballot November 2022
	Iona Avenue Drainage/Road Repairs	\$32		PPRTA Ballot November 2022
	Stilling Basins (roadway drainage improvements)	\$66		Work Funded by PPRTA - Project in Progress
	Replace Altitude Sign at Hotel Street	\$3		
	Construct Trail Red Devil Mountain	\$7		COMPLETED - Red Devil Mountain Annexation 2020
	Increase Parking Capacity Along Pool Park Fence	\$5		Work Scheduled In Progress
	Replace Steel Culverts Town-wide (Phase 1)	\$10		Need a Comprehensive Roads Plan - Grant Application Submitted to DOLA Sept 3, 2021
2021	Project	Estimated Cost (\$1,000)	Possible Funding Sources	Status Update
	Flood Control North end of Oak Street	\$425	FCWFCD Project #24	FCWFCD funding is 50/50 match
	Flood Control Armor Creek at GMF Road Bridge	\$100	FCWFCD Project #23	FCWFCD funding is 50/50 match
	Flood Control Bank Stabilization in Gazebo Park	\$150	FCWFCD	FCWFCD funding is 50/50 match
	Flood Control Replace El Paso Avenue East Crossing	\$60	FCWFCD Project #24	FCWFCD funding is 50/50 match
	Lake Reconfigure Outlet and Overflow	\$50	GOCO	El Paso County Community Development Block Grant - Application Processing In Progress
	Lake Replace Walls at East and South ends	\$40		El Paso County Community Development Block Grant - Application Processing In Progress
	Lake Armor West Shore New Path Installation	\$5	TC Volunteers	El Paso County Community Development Block Grant - Application Processing In Progress
	Gazebo Park Ground Cover West and South Banks	\$10		
	Gazebo Park Island Landscaping	\$10		
	Pool Park Irrigation System	\$20	GOCO	Backflow Preventor Installation In Progress
	Pool Park Restrooms	\$60	COGO/PD	
	Community Events Information Board	\$9	Chamber and Donations	Wayfinding Signage Project In Progress - funded by Kirkpatrick Foundation Grant
	Replace Bridge Oak Street	\$30		PPRTA Ballot Novebmer 2022
	Plant Trees Arbor Day	\$5	PD	
	Replace Steel Culverts Town-wide (Phase 2)	\$10		Need a Comprehensive Roads Plan - Grant Application Submitted to DOLA Sept 3, 2021
	Renovate Old Marshal's Office	\$30	GF/PD	Potential History Colorado Grant Funding - Need a Historical Preservation Board to Champion
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2022	Project	Estimated Cost (\$1,000)	Possible Funding Sources	Status Update
	Flood Control Detention Pond on Crystal Creek	\$350	FCWFCD Project #25 Flood	FCWFCD funding is 50/50 match
	Flood Control Replace Bridge at Hotel Street	\$506	FCWFCD Project #26 Flood	FCWFCD funding is 50/50 match
	Flood Control Bank Stabilization Behind Motel	\$100	FCWFCD Project #27 Flood	FCWFCD funding is 50/50 match

Upgrade Park Playground				\$15	GOCO Grant/PD		Next Step Parks, Rec, & Trails Advisory Board Community Outreach - Prep for Grant Application Submittal	
Streetscaping Ute Pass Avenue with Traffic Calming				\$250	SAFET			
Historic Interpretive Panels				\$25	UPHS/PD			
Plant Trees on Arbor Day				\$5	PD			
Construct Trail at Livengood Gulch				\$8	TC		Parks, Recreation, & Trails Advisory Board	
Construct Spur Trail to Empire Power Plant site				\$5	TC		Parks, Recreation, & Trails Advisory Board	
2023	Project			Estimated Cost (\$1,000)	Possible Funding Sources		Status Update	
Renovate Swim Pool Ute Pass Avenue Overlay Construct Trail at Mt. Rebecca				\$80 \$300 \$15	GOCO PPRTA-Priority “B” List FOTP/TC/MHYC		Next Step Parks, Rec, & Trails Advisory Board Community Outreach - Prep for Grant Application Submittal PPRTA Ballot November 2022	
2024	Project			Estimated Cost (\$1,000)	Possible Funding Sources		Status Update	
Bridge Rehabilitation/Replacement (several) Replace Bridge Ute Pass Avenue at Crystal Creek				\$123 \$300	PPRTA-Priority “B” List PPRTA/CDOT		PPRTA Ballot November 2022	
2025	Project			Estimated Cost (\$1,000)		Possible Funding Sources	Status Update	
Gazebo Park-Island Bridge Replacement				\$8	GF			
2026	Project			Estimated cost (\$1,000)		Possible Funding Sources	Status Update	
Construct Trail Kirkpatrick to Mt. Esther				\$12	TC		Parks, Recreation, & Trails Advisory Board	
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2027	Project			Estimated cost (\$1,000)		Possible Funding Sources	Status Update	
Construct Trail- Crystal Trail to Crystal Reservoir				\$10	TC/FOTP		Parks, Recreation, & Trails Advisory Board	
2028	Project			Estimated cost (\$1,000)		Possible Funding Sources	Status Update	
Restore Crystal Falls at Hydro Plant (flume)				\$30	UPHS/PD		Parks, Recreation, & Trails Advisory Board	

2029	Project	Estimated cost (\$1,000)	Possible Funding Sources	Status Update
	Gazebo Park-Pavilion/ Stage	\$70	GOCO/PD	Parks, Recreation, & Trails Advisory Board - Potential GOCO/CDBG Grant Opportunities

\* KEY TO FUNDING SOURCES

- CSU Colorado Springs Utilities
- CDBG HUD Community Development Block Grants
- DOW State Dept of Wildlife
- DOLA State Dept of Local Affairs FIF Fishing is Fun (DOW)
- GF GMF General Fund
- TF GMF Trails Funds
- GOCO Great Outdoors Colorado Trust Fund
- HGMFF Historic GMF Foundation
- PD Private Donations
- PPCF Pikes Peak Community Foundation
- PPRTA Pikes Peak Rural Transportation Authority
- FCWFCD Fountain Creek Watershed Flood Control District
- ST State Trails Fund
- SAFET Transportation Enhancement Funds
- UPHS Ute Pass Historical Society



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## Strategy Assessment

Instructions: Review the strategies below, providing assessments, making recommendations, and suggest necessary. You need not comment on strategies that you are not familiar with or lie outside your commitment.

1. Our History: “A rustic town that is celebrated for rich, multi-generational history, small community character, and an unmatched trail system.”

Strategy	Assessment: Did we accomplish this goal?	Recommendation: if not, what should we do to accomplish this goal?
1.1 Develop a permanent ADA activity area for children and youth such as an art installation for hide and seek or a skate park.		
1.2. Establish a façade improvement and Downtown revitalization program.		
1.3. Create and maintain a list of funding sources and grant application opportunities for recreational and cultural enhancements, detailing deadlines, requirements, and available funding.		
1.4. Connect the American Discovery Trail through Downtown and identify other locations for future connections.		
1.5. Distribute tourism information and event posters and brochures at the Marshal’s office and land office.		
1.6. Establish a recycling program with sustainability outreach, education, and materials collection		

2. Our Health: “A town that proactively preserves and enhances the aspects of our narrow mountain valley with scenic, low-stress lifestyle.”

Strategy	Assessment: Did we accomplish this goal?	Recommendation: if not, what should we do to accomplish this goal?
Identify strategic locations within and adjacent to GMF for temporary supplemental water storage during fire season to support existing or non-hydranted areas.		
2.1. Develop wildfire public education brochures that build off existing documents (e.g., “Living with Wildfire” booklet).		
2.2. Work with land management agencies for the acquisition, operation, and maintenance of a green-waste disposal site within reasonable proximity Green Mountain Falls.		

2.3. Build on existing documents to create fire safety and fire-awareness posters for public places.		
2.4. Conduct hazard assessments for homeowners; use Firewise or similar door tags.		
2.5. Install and maintain roadside fire-danger warning signs and other informational and directional road signs along major roads.		
2.6. Work with El Paso County Emergency Management and Colorado State Patrol to develop a notification and evacuation plan for the community.		
2.7. Work with utility and transportation agencies on vegetative management treatments within and adjacent to utility corridors where opportunities exist on private lands.		
2.8. Install break-away gates at the end of Hondo and Belvedere that can be used for evacuation in the event of an emergency. Investigate bridge stability between gates.		
2.9. Require that information on preferred evacuation routes be provided in all short-term rental units.		
2.10. Install sediment traps to improve water quality in the Lake.		
2.11. Use FEMA Buy-Out program to establish greenway entrance in the floodplain.		
3. Our Economy: “A town that promotes economic sustainability through continued support of our home expansion of strategic, small-scale, daily services that contributes to our character and resilience.”		
3.1. Install electrical outlets at the Lake to facilitate concerts and community events.		
3.2. Market the old fire station to developers and business owners to attract part time medical uses, outdoor supply shop, or convenience/ grocery uses.		
3.3. Prioritize and implement sidewalk and patio improvements in the commercial area.		
3.4. Develop a parking and trail finder smartphone application.		
3.5. Update wayfinding signs to direct residents and visitors to community destinations.		
3.6. Update the Town’s web presence, social media campaign, and branding to promote the Town and notable events.		

3.7. Initiate a utilization and efficiency study of structures in the Downtown area and propose greater uses for underutilized structures.		
3.8. Conduct a commercial/ retail needs assessment and targeted industry analysis for the Ute Pass region with neighboring communities.		
3.9. Investigate the feasibility of funding a shuttle for tourists and hikers.		
3.10. Construct gateway features such as landscaping, welcome signs, or lighting.		
4. Our Development: “An appropriately-sized, safe community, home to a mix of residential, commercial uses that together, generate a high quality of life.”		
Strategy	Assessment: Did we accomplish this goal?	Recommendation: if not, what should we do to accomplish this goal?
4.1. Incentivize Downtown densification to promote more Downtown business.		
4.2. Update the Land Use Code to allow higher Downtown density, higher lot coverage, and apartments above commercial spaces.		
4.3. Identify appropriate location for temporary and spillover parking from peak hiking days and community events.		
4.4. Consider the use of conservation easements on key undeveloped properties surrounding the Town.		
5. Our Infrastructure: “A town with an efficient, consistent level of public services, with a focus on neighbor helping neighbor.”		
Strategy	Assessment: Did we accomplish this goal?	Recommendation: if not, what should we do to accomplish this goal?
5.1. Install a wide sidewalk or multiuse path to connect Town Hall to Downtown.		
5.2. Prioritize and complete missing sidewalk connections throughout Town.		
5.3. Study the feasibility of providing free access to Wi-Fi around Downtown and the Lake.		
5.4. Apply for grant funding to supplement Town infrastructure projects.		
5.5. Identify the most feasible and appropriate locations for additional bicycle infrastructure in Town.		
5.6. Study feasibility of small Downtown sewer system to support businesses and hotels.		
5.7. Investigate methods of improving cellular service.		

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Refinement: How should we change this goal?
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Refinement: How should we change this goal?



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Refinement: How should we change this goal?
Refinement: How should we change this goal?



## Community Work Day – Team A plan

Charter: Rake, Mow, and Trim grounds in four GMF Parks. Collect Debris and Thatch for removal

### Areas to be addressed

Pool Park	Rake Grounds, Hose down Fitness, Basketball, & Tennis Courts
Conn Trail	Rake Grounds, Clean Picnic Tables, remove leaves from creek
Flagpole Park	Rake Grounds
Gazebo Park	Rake Grounds (Island & RR bed), Clean goose poop, level Playground Chips

### Assumptions:

Meet at Farmstand, starting at Gazebo Park (busiest area) and work North to Pool Park

Stilling Pond will not be addressed at this time (assume landscaping is still underway)

Thatch & Debris to be assembled and transferred to dumpsters (will set up with Town Staff)

Mowers & Hoses available from Town, Hand Tools supplied by Town or borrow from JK or FoUPT

Work Party: Four volunteers x 4 hours with Work Gloves, two will need waterproof shoes.

Initial estimate 16 hours (subject to checking mower characteristics and area of parks)

Support: Water Jug (JK brings in Truck), JK assembles tools from Town Staff

Hand Tools: Four Leaf Rakes ( group will rake entire grounds, then mow/ trim)

Two Pitchforks (for loading thatch)

Two Coal or Square Shovels (for moving wood chips or dirt)

Two Garden Rakes (to pull material out of creek)

Two Brooms (Push or Flat brooms to clean courts and paved walkway)

Two Wheelbarrows

Two Pickup Tools (from Creek Week stocks) + Plastic bags for garbage

Equipment: Access to Pool Garden Hose to wash down Courts

Two Rotary Mowers (for cutting and trimming)

Stretch Goals – to be started in week prior to Work Day, volunteers to work with final cleanup

Trim Trees of Dead branches and transfer (JK to bring Saws, ladders)

Reset Rails in Fences (IF material is available for Flagpole & Gazebo Parks)

Adding More Wood Chips to the playgrounds (Pool and Gazebo parks)



# PRT Community Park Clean Up Day

## May 5, 2023

### **Captain B: Removal of invasive plants, mitigate weeds/hospitality**

#### **Weeds/Invasive plant removal**

Majority of the mitigation will be done on the south bank of Gazebo Lake. Volunteers will need to bring heavy work gloves. Contractor heavy duty clean up bags will be provided. If available, weed eaters could be used but they would have to be durable to cut through thick, established weeds. Most of the weeds/invasive plants will need to be pulled up by hand. When weeds are mitigated, the slope should be reseeded with native grasses and wildflowers.

Estimate that 4 enthusiastic, good-humored adults could mitigate the bank in 4 hours.

#### **Hospitality**

Need to contact businesses for donations

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Split-Rail Fence Repair Estimate

Gazebo / Squire / Pool Parks

Draft 03-27-2023 by DCW

#### Gazebo Park

Split Cedar 10' Rails	14	x\$20=	\$280
Split Cedar Line Posts	09	x\$22=	\$198
Split Cedar End Posts	01	x\$21=	\$ 21
Pea Gravel Bags	20	x\$08=	\$160
Box 4.5" Deck Screws	100		<u>\$100</u>

Total Materials to Purchase \$759

Total Volunteer Man Hours 20 Hrs

#### Special Notes:

Tools provided by volunteers.

Remove 20' of old buried fence by causeway.

Remove Social Distancing signs.

*Build 110' of new fence over new retaining wall area.*

*Line Posts 11 / End Posts 02 / Rails 22 / Pea Gravel 26*

*(not included in this estimate)*

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Squire Park

Split Cedar 10' Rails	08	x\$20=	\$160
Split Cedar Line Posts	11	x\$22=	\$242
Split Cedar End Posts	01	x\$21=	\$ 21
Pea Gravel Bags	24	x\$08=	<u>\$192</u>

Total Materials to Purchase \$615

Total Volunteer Man Hours 24Hrs

### Special Notes:

Tools provided by volunteers.

Build 85' of missing fence with walk through.

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Park

Split Cedar 10' Rails	00	x\$20=	\$ 0
Split Cedar Line Posts	01	x\$22=	\$ 22
Split Cedar End Posts	01	x\$21=	\$ 21
Pea Gravel Bags	04	x\$08=	<u>\$ 32</u>

Total Materials to Purchase \$ 75

Total Volunteer Man Hours 6 Hrs

### Special Notes:

Tools provided by volunteers.

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Slit-Rail Fence Repair Estimate

Gazebo / Squire / Pool Parks

#### Summary

Total Materials to Purchase \$1449

Less Current Inventory

Line Posts 21x\$22= \$462

Rails 4x\$20= 80

Total Inventory 542

Total Materials to Purchase (adjusted) \$907

10% Estimation Error 91

Grand Total of Materials to Purchase \$998

Grand Total Volunteer Man Hours 50 Hrs

# PARKS, RECREATION, TRAILS, COMMITTEE

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## Swimming Pool Project

Draft 03-27-2023

### Objective

The PRT Committee shall develop and present a cost-option plan to the BOT, that is both practical and economical, for the opening of the GMF Swimming Pool for the 2023 season.

### Risk Assessment

The PRT recommends that any cost-option plan chosen through this process, be approved by CIRSA, through a risk management assessment review, with the Town Manager and PRT representative.

### Note

These cost-option plans are all considered to be stop-gap measures to open the Swimming Pool for the 2023 season.

Because we consider the Pool a valuable asset to our Community, and an important Public Service to our Residents;

The PRT believes that any one of the cost-option plans that the BOT funds, can be a foundation to launch a better funded, a better staffed, and recruit more volunteers, for the Pool operations in the years to come.

## PARKS, RECREATION, TRAILS, COMMITTEE

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### **\*\*\* 3 Star Plan \*\*\***

(Open Fridays/Saturdays/Sundays)

#### Swimming Pool Calendar-2023 Season

Open: June 2

Close: September 3

Days of Operation: Fridays / Saturdays / Sundays

42 days of operation, over 14 weeks

Times of Operation:

10:00 am - 2:00 pm (Children's Swim Time)

6:00 pm - 8:00 pm (Adult's Swim Time)

252 hours of operation, over 14 weeks

#### Employees

Certified Lifeguard(s) (@\$25/hr\*=\$150/day)

Pool Coordinator (@\$25/hr\*=\$50/day)(recommend 1 individual)

(\*includes payroll taxes)

#### Volunteers

Desk Clerk (126 time slots of 2 hours)

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Proposed Pool Operating Budget

\*\*\*3 Star Plan\*\*\*

#### Revenue:

Donations (note: 2022 fees \$3100)	\$4000	
Vrbo's Pre-purchased Pool Tickets	<u>1000</u>	
Total Revenue		\$5000

#### Expenses:

Lifeguard Wages (includes taxes)	6300	
Pool Coordinator Wages (includes taxes)	2100	
Water (cost is primarily filling pool)	2700	
Natural Gas	1400	
Electricity	700	
Pool Chemicals	500	
Septic System	500	
Equipment Repairs	300	
Facility Repairs	200	
Supplies	200	
Misc.	<u>100</u>	
Total Expenses		\$15000
Deficit		<\$10000>
Estimated General Fund Expenditure to Open Pool		\$10000



# PARKS, RECREATION, TRAILS, COMMITTEE

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## **\*\* 2 Star Plan \*\***

**(Open Saturdays/Sundays)**

Note: Highlighted portions indicate changes from the \*\*\*3 Star Plan\*\*\*

### Swimming Pool Calendar-2023 Season

Open: June 2

Close: September 3

Days of Operation: **Saturdays / Sundays**

**28** days of operation, over 14 weeks

Times of Operation:

10:00 am - 2:00 pm (Children's Swim Time)

6:00 pm - 8:00 pm (Adult's Swim Time)

**168** hours of operation, over 14 weeks

### Employees

Certified Lifeguard(s) (@\$25/hr\*=\$150/day)

Pool Coordinator (@\$25/hr\*=\$50/day)(recommend 1 individual)

(\*includes payroll taxes)

### Volunteers

Desk Clerk (**84** time slots of 2 hours)

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Proposed Pool Operating Budget

**\*\*2 Star Plan\*\***

#### Revenue:

Donations (note: 2022 fees \$3100)	\$3000	
Vrbo's Pre-purchased Pool Tickets	<u>1000</u>	
Total Revenue		\$4000

#### Expenses:

Lifeguard Wages (includes taxes)	4200	
Pool Coordinator Wages (includes taxes)	1400	
Water (cost is primarily filling pool)	2700	
Natural Gas	1400	
Electricity	700	
Pool Chemicals	500	
Septic System	500	
Equipment Repairs	300	
Facility Repairs	200	
Supplies	200	
Misc.	<u>100</u>	
Total Expenses		\$12200
Deficit		<\$ 8200>
Estimated General Fund Expenditure to Open Pool		\$ 8200

# PARKS, RECREATION, TRAILS, COMMITTEE

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## **\* 1 Star Plan \***

**(Open Saturdays)**

Note: Highlighted portions indicate changes from the \*\*\*3 Star Plan\*\*\*

### Swimming Pool Calendar-2023 Season

Open: June 2

Close: September 3

Days of Operation: Fridays / Saturdays / Sundays

**14** days of operation, over 14 weeks

#### **Times of Operation:**

10:00 am - 2:00 pm (Children's Swim Time)

**56** hours of operation, over 14 weeks

### Employees

Certified Lifeguard(s) (@\$25/hr\*=**\$100/day**)

**Pool Coordinator position assigned to Town Manager**

(\*includes payroll taxes)

### Volunteers

Desk Clerk (**28** time slots of 2 hours)

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Proposed Pool Operating Budget

\*1 Star Plan\*

#### Revenue:

Donations (note: 2022 fees \$3100)	\$2000	
Vrbo's Pre-purchased Pool Tickets	<u>1000</u>	
Total Revenue		\$3000

#### Expenses:

Lifeguard Wages (includes taxes)	1400	
Pool Coordinator Wages (includes taxes)	0	
Water (cost is primarily filling pool)	2700	
Natural Gas	1400	
Electricity	700	
Pool Chemicals	500	
Septic System	500	
Equipment Repairs	300	
Facility Repairs	200	
Supplies	200	
Misc.	<u>100</u>	
Total Expenses		\$8000
Deficit		<\$3000>
Estimated General Fund Expenditure to Open Pool		\$3000

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Administration

Pool Coordinator shall schedule and coordinate all Lifeguard administration.

Pool Coordinator shall schedule and coordinate all Front Desk Clerk administration.

Pool Coordinator shall open and close pool facility.

Pool Coordinator shall perform simple pool operations. (i.e. water testing)

Pool Coordinator shall follow the *Pool Coordinator GMF Administration Guide Book (to be written)*.

Lifeguard shall be certified by the State of Colorado.

Lifeguard shall have a visual perspective of the pool at all times during usage.

Lifeguard shall have the primary responsibility in preventing drowning and other injuries from occurring in or around the pool.

Lifeguard shall ensure the safety of the users by minimizing or eliminating hazardous situations or behaviors.

Lifeguard shall inform all users of the swimming rules and regulations.

Lifeguard shall administer CPR and first aid to injured users.

Lifeguard shall follow the *Lifeguard GMF Administration Guide Book (to be written)*.

Front Desk Clerk shall check the names of the users, in and out of the facility.

Front Desk Clerk shall monitor all pool activities, in the absence of the pool coordinator.

Front Desk Clerk shall follow the *Front Desk Clerk GMF Administration Guide Book (to be written)*.

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Operations

Pool operations shall be performed by GMF Public Works by qualified personnel.

Pool maintenance shall be performed by GMF Public Works whenever possible.

Pool maintenance shall be contracted whenever repairs cannot be perfected by Public Works.

Pool inspection shall be performed by GMF Public Works every morning during operation.

Pool facility and restrooms shall be maintained by GMF Public Works.

Pool maintenance may also have the help of Pool Volunteers when needed.

Note: considering the cost of purchasing water, to fill the Pool from CSU, the PRT recommends repairing the Pool water well in the near future.

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Maintenance Calendar

Pool opening, operations check, by Public Works:

beginning May 1, 2023

Pool fix-up and clean-up, by Public Works and Pool Volunteers:

beginning May 1, 2023

Pool closing and winterization by Public Works:

beginning September 5, 2023

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Fees

Pool usage shall be FREE to all GMF residents.

Pool usage donations shall be encouraged from all other users, via electronic means (i.e. QR code).

Pool usage donations in cash shall not be accepted.

Pool usage ticket purchases shall be encouraged by Vrbo's for their renters use.



## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Rules & Regulations

Children 17 and under shall qualify for the Children's swim time,  
(10:00 am - 2:00 pm).

Children 12 and under shall have an adult guarding with them at all times.

Adults 18 and above shall qualify for the Adult's swim time,  
(6:00 pm - 8:00 pm).

Pool Parking Lot shall be for Handicap Parking only, and Emergency Vehicles.

Pool Parking Lot shall be converted into a drive-through for patrons to drop-off users.

Pool Parking shall be re-designated to the new parking area on Ute Ave.

# HOW TO APPLY

## Historic Structure Assessment Grant

The following directions are organized by application tabs in the order that they are displayed. For more information about the State Historical Fund (SHF) program and grant details, take a look at our [Guidebook](#).

### ORGANIZATION & CONTACT INFORMATION

- Please provide contact information for the applicant organization and an individual with signing authority for the organization.
- Be prepared--have the applicant organization's Federal Tax ID number ready.
- Please provide the requested information regarding your organization's diversity, equity, and inclusion work.
- Check the box if this is your organization's first time applying for an SHF grant. Please reach out to our staff if you are unsure.
- Please provide contact information for the Grant Recipient Contact; this will be the primary point of contact for the project.



### PROJECT & PROPERTY INFORMATION

- Provide the property owner's information.
  - Enter the geographic information for the property's location. (Not the applicant's or owner's address, if different)
  - Select the State Senate, State House, and United States Representative Districts for the property.
- \*In 2021, new Colorado state legislative districts were drawn. Your district may have changed; please verify.
- Enter the address and legal description of the property.

### DIVERSITY, EQUITY & INCLUSION

The State Historical Fund is committed to diversity, equity, and inclusion rooted in [History Colorado's Anti-racism Grounding Virtues](#). One of our goals is to seek racial equity within our funding by providing grants that clearly benefit Black, Indigenous, and People of Color (BIPOC) communities.

Provide information regarding how this project will significantly benefit and involve the BIPOC community, along with two letters of support.

If your current project is not serving a BIPOC community, please leave this section blank and proceed to the Project Team section.

- Which communities will primarily benefit?
- How will BIPOC communities benefit from this project?
- Did the BIPOC community take part in bringing the project together? If so, how?
- Will BIPOC communities be involved during the project? If so, how?
- Are there BIPOC partnerships?

### PROJECT TEAM

750 Words or Less

Briefly describe similar projects or grants the applicant has completed or managed.

List your project team members including any additional consultants and engineers and provide:

- Each person's role and responsibilities for this project.
- Their qualifications that are applicable to this project.
- Any experience with historic preservation, and/or grant finance and management, etc.

Please include resumes as a separate attachment.



### RESOURCE DESCRIPTION & SIGNIFICANCE

500 Words or Less

- Select the levels of designation that apply to the resource. If the resource is not designated please include a copy of the Preliminary Property Evaluation form (#1419) in your attachments.
- If the resource is not designated, please describe what steps are being taken to achieve designation.
- Indicate if the designation includes the building footprint only, the building and surrounding property, or if the building is contributing to a historic district. If you are unsure of the designation boundary, please contact State Historical Fund Staff at 303-866-2825.
  - NOTE: The State Historical Fund cannot fund work outside of the designation boundary.
- Provide the resource's historic name (located on designation paperwork).
- List the Smithsonian site number for your resource. If unknown, contact the Office of Archaeology and Historic Preservation at 303-866-3392. If this does not apply to your project, please enter N/A.
- Provide period(s) of significance as listed in the historic designation. If not included or this does not apply, enter N/A.
- Provide a description of the resource, why its important, and how its changed over time.

### SCOPE OF WORK

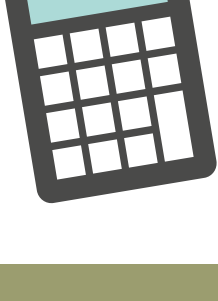
The Historic Structure Assessment follows a set Scope of Work provided by the State Historical Fund. This section is informational only.

- The [Annotated Scope of Work](#) provides guidance in collecting and organizing the information needed to develop a comprehensive assessment and plan for a historic property.
- The Scope of Work serves as the grant's Table of Contents. It includes the required components, which provide details about the resource's history, condition, work prioritization, estimated costs, and future.



### BUDGET

- This is a fillable form
- Align the costs with the associated Task
- Break out your specialist cost on the pre-labeled last budget line
- Do not include decimal points, commas, or dollar signs
- All figures must be in whole numbers
- Support your budget with bids and/or estimates (in Attachments)
- Press the calculator button at the bottom and all of the totals will be calculated.
- There is a maximum grant request of \$15,000.
- Cash Match:
  - Nonprofit and government agency owners = 10%
  - Private owners = 25%
- BIPOC Cash Match:
  - Nonprofit and government agency owners = 0%
  - Private owners = 10%
  - \*\*a letter of support is required from the participating BIPOC community.
- If your organization is unable to provide the required match, please provide a statement in the cash match waiver box.



### BUDGET TEMPLATE

Task A: On-Site Condition Assessment & Testing \$\_\_\_\_\_

Task B: Preparation of Draft HSA \$\_\_\_\_\_

• Includes: historic research and report writing, development of recommendations and preservation plan, consultation with tradesmen and suppliers \$\_\_\_\_\_

Task C: Preparation of Final HSA \$\_\_\_\_\_

• Includes: revisions per review comments, collecting additional data, cost estimating, publishing and digital formatting \$\_\_\_\_\_

Task D: Reimbursable Expenses \$\_\_\_\_\_

• Travel, Reproduction, Postage \$\_\_\_\_\_

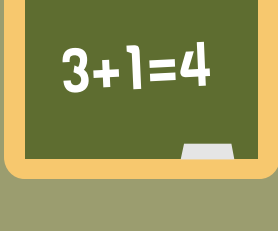
Task E: Engineering or Consultant Services (Optional) \$\_\_\_\_\_

PROJECT TOTAL: \$\_\_\_\_\_

CASH MATCH: \$\_\_\_\_\_

GRANT REQUEST: \$\_\_\_\_\_

\*If a waiver of cash match is needed, then provide a written justification for the waiver. Please note that a cash match waiver is not guaranteed.

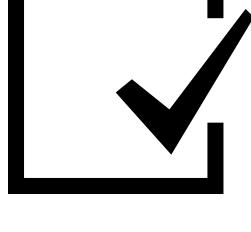


### PROJECT DESCRIPTION

1500 Words or Less

Provide a complete description for what will be accomplished, why it is needed, and how the findings will be used in the future.

- What has happened and is happening to the building that indicates a need for the HSA? (If an additional consultant and engineer is being requested, explain the specific condition of the building that justifies their services.)
- Where will funding for the project come from after the Historic Structure Assessment?



### PROJECT TIMELINE

Check each box to confirm the following statements regarding the project timeline:

- I understand that the SHF agreement period is 24 months and this project will be completed within that time period.
- I understand that if awarded, it can take up to 6 weeks to execute the grant agreement with the State Historical Fund.
- I understand that SHF has 30 calendar days to compete review the deliverables (products) that will be required with this project and I have accounted for the 30 day reviews within the 24 month period.
- I understand that weather may delay completion of some projects and I have accounted for possible delays within the 24 month agreement period.

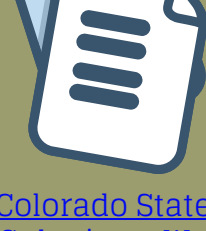


### AGREEMENT

Read the list of State Historical Fund grant awards conditions.

Check the box if you understand and agree to the conditions,

### ATTACHMENTS



Signed signature form from the Applicant Organization, the Owner (if different), and a local official if the project is on private property.

[Colorado State Substitute W9](#)

Photographs Include both historic and current - overall photos as well as details of the specific problems.



Architect(s) Proposal

Resume(s) for primary project participants

Include a map outlining the property area.



Our Engagement Team is happy to help!  
Call or email us at 303-866- 2825 or [hc\\_shf@state.co.us](mailto:hc_shf@state.co.us)

# HISTORIC STRUCTURE ASSESSMENT

## STATE HISTORICAL FUND ANNOTATED SCOPE OF WORK

### REVISED 2014

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**THIS ANNOTATED SCOPE OF WORK** was developed to assist grant applicants, building owners, stewards, and consultants in collecting and organizing the information needed to develop a comprehensive assessment and plan for the preservation, rehabilitation, or restoration of a historic property. This document is intended to be used as a tool and a reference and provides specific details regarding the expectations and requirements for completing a Historic Structure Assessment funded by the State Historical Fund (SHF).

**THE PURPOSE OF A HISTORIC STRUCTURE ASSESSMENT (HSA)** is to fully document the physical condition of a historic resource. A complete assessment contains photographs, illustrations, and information in narrative form that reflects a comprehensive understanding of the condition and needs of the resource. This information will include details specific to the historic character and significance; specific materials, features, elements, and spaces; and the intended use. The existing conditions will dictate the amount of information contained within any given assessment. Ideally, a resource will be assessed during different seasonal conditions (wet, dry, hot, cold) to ensure a complete evaluation (some conditions may not be evident in one visit under one set of weather conditions). Destructive investigation is acceptable as a means of obtaining information, but it is not required. In some instances, the need for additional and (or) destructive investigation may be included in the treatment recommendations discussed in Section 3.0.

Although a HSA can provide valuable support documentation when making application for grant funding from the SHF, the assessment should not be seen as merely a prerequisite to making application for that funding. The HSA should be considered an important planning tool for future rehabilitation, restoration, and/or maintenance of a resource (regardless how the work might be funded in the future).

**SCOPE OF WORK:** In order to ensure a comprehensive assessment, the State Historical Fund has developed a standard Scope of Work for HSAs funded under the special non-competitive grant program. This Scope of Work is included in the application packet. All HSAs submitted to the SHF must follow this Scope of Work. Specific details on the expectations and requirements are provided in this *Annotated Scope of Work*.

**WHO CAN PREPARE A HSA?** The Historic Structure Assessment must be **prepared by an architect** or a structural engineer working under the **direct guidance of an architect**. Please consider the following when deciding who will prepare the HSA:

- Architect, and structural engineer if applicable, must be licensed in the state of Colorado.
- Architect must be the primary consultant on the project.
- Architect, and structural engineer if applicable, must be able to interpret and apply *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- Architect, and structural engineer if applicable, is required to attend an initial on-site consultation with a State Historical Fund Historic Preservation Specialist at the commencement of the grant contract.

Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians and cost estimators may also be members of the assessment team.

Historic Structure Assessment reports are on file in the SHF office for reference. If you would like to review any of these, or if you have any questions, please contact a preservation specialist at 303.866.2825.

## ANNOTATED SCOPE OF WORK

**FORMATTING & CONTENT:** The HSA report should mirror the Scope of Work provided by SHF. Information specific to details and requirements for content is provided below. If you have any questions about how or what to include, please contact the Historic Preservation Specialist assigned to the project. **Two final copies must be submitted to SHF;** both copies must be 3-hole punched and submitted in white 3-ring binders (with clear overlay for title sheet). Please call with any questions about submitting final copies.

**MULTIPLE BUILDINGS/STRUCTURES & ADDITIONS:** For assessments that include more than one structure, or for single structures that have multiple and/or distinct additions, please address each structure or addition *individually* in the assessment. This can be accomplished in several ways. Please contact the Historic Preservation Specialist for more specific direction and/or suggestions.

**PHOTOGRAPHIC DOCUMENTATION:** Please include photographic documentation to illustrate the features and conditions described in the narrative. Always include **in-text references** to specific photos when addressing the element, feature, or space in the narrative. For specific guidelines, see Section 6.0.

### i. COVER PAGE

The Cover Page of the report must include:

1. *The State Historical Fund Project number*
2. *The name and address of the property*
3. *The date of report completion*
4. *The required acknowledgement of SHF as a funding source ("This project was paid for by a State Historical Fund grant from History Colorado, the Colorado Historical Society")*
5. *Site Number, if applicable*

### ii. TABLE OF CONTENTS

Please number pages in the report, and include the pages in the Table of Contents.

## 1.0 INTRODUCTION

### 1.1 RESEARCH BACKGROUND / PROJECT PARTICIPANTS

Discuss the purpose of the project and describe the process taken to complete the report, including:

1. *List consultants involved in preparing the report, and what their roles were.*
2. *Note weather condition(s) experienced during all field (site) visits.*
3. *List funding partners (include SHF, but full acknowledgment noted above is not required).*
4. *Include sources of information used to complete this report, including available historical documentation and interviews with building users/managers as relevant (see Section 2.0).*

### 1.2 BUILDING LOCATION

Please provide the following:

1. *Vicinity map*
2. *Site plan (Site plans should show the property lines, as well as the designated area, and display all of the improvements, features, and landscape elements within the property boundaries. Indicate a north arrow and scale or NTS. Google satellite maps are not permitted as a site plan.)*
3. *Legal description*

## 2.0 HISTORY AND USE

The research and analysis of the structure's history and use determines the basis for the preservation treatment recommendations prescribed in the assessment section. This portion of the HSA includes a history of the resource, the architectural significance and construction history, and a detailed discussion of the proposed use.

### Potential sources for information:

*State, federal, or local register nominations of historic properties, historical photographs, historical plans/specifications, oral histories or interviews, History Colorado's Steven H. Hart Library, Denver Public Library's Western History Collection, local (county) assessor's office records, and local library history collections.*

## 2.1 ARCHITECTURAL SIGNIFICANCE & CONSTRUCTION HISTORY:

Describe the structure's architectural style, including character-defining exterior and interior materials, features, and spaces. Include a brief chronology of additions and alterations to the original structure, and discuss past and current use(s) in relation to these modifications. This information will provide the basis for recommendations for appropriate treatments and design of suitable modifications for use.

1. *Note whether or not the building is listed on the National, State or Local Register.*
2. *Include historical photographs of the structure's exterior and interior, if available.*
3. *Excerpt portions of referenced documents that are relevant to the building/resource.*

## 2.2 FLOOR PLAN:

The structure(s) should be graphically represented in accurate proportions. The plan(s) should be drawn with measurements, but it is not required to be drawn to scale. In this section, you must:

1. *Label individual rooms for reference within the narrative of Section 3.0.*
2. *Note/identify within the plan or illustrations significant spaces and/or spatial relationships.*
3. *Illustrate the existing configuration vs. the historical configuration (if known).*
4. *Include copies of original drawings if they are available.*
5. *Indicate a north arrow and scale or NTS.*

## 2.3 PROPOSED USE(S):

Discuss any proposed use(s), including the functional needs and potential impact to the existing structure, and evaluate whether or not the intended use is appropriate for the structure in accordance with The Secretary of the Interior's Standards.

## 3.0 STRUCTURE CONDITION ASSESSMENT (SECTIONS 3.1-3.8)

Each section below should be addressed in a comprehensive narrative. In order to provide a more user-friendly and organized document, please include a separate sub-heading under each section for the three main components of the narrative: (1) **Description**, (2) **Condition Evaluation**, and (3)

**Recommendations.** (For example, when discussing the Roof Framing System in section 3.3, you will include a Description of the system, a Condition Evaluation of the system, and a Recommendation of what to do with the system based on The Secretary of the Interior Standards and future plans/use.) The sections describing materials, features, elements, and spaces should follow the specific order listed in the Historic Structure Assessment outline provided below (e.g., 3.1 Site; 3.2 Structural System; etc.). If the resource does not have a component, simply indicate this in the narrative (e.g., "Perimeter foundation drainage: There is no perimeter foundation drainage.").

**DESCRIPTION:** Please *describe* each element, feature or space.

The intent of this subsection is to identify the elements, features, and spaces that make up the resource. The narrative should first indicate whether the element, feature, or space is original, historic or non-historic, and should then provide a detailed description of **what it is, what it looks like, the materials from which it is made, and the methods used in its construction.**

**The Description sub-heading should not include information about the condition:** Perhaps one of the most common mistakes is to include a discussion of the *condition* of each material, element, feature, or space as part of the *description* narrative—it is important to avoid this. The intent is to describe the element, feature, or space as it exists at this point in time (e.g. "Interior walls are plaster over wood lathe, with a smooth texture and painted finish [see photos #2, 3, 12 and 15]."). This serves the purpose of documenting the material, element, feature, or space as it exists now so that in the future, users of the assessment will have a clear understanding of how this looked prior to any treatment.

**Significance:** Please identify each element's, feature's, or space's relationship to the age of the structure and identify its significance as it relates to the integrity of the resource overall. It is important to remember that all materials, elements, features, and spaces of a structure impact the resource's historic integrity (contributing to or detracting from); therefore, each component should be described regardless of its historic significance. A significant element, feature, or space should be described in greater detail and include **photographic documentation** to illustrate that description.

**Windows, doors, and other repetitive elements or features:** Often an element or feature is a series of similar, repetitive items, such as windows or doors. In this case, the feature should be described as one feature and then specific discrepancies should be noted or highlighted—for example, “all nine windows on the 3rd floor are historic, the six 1st floor windows are not.” Although describing as *one*, please include the total quantity of the element or feature in the description. A schedule to augment the narrative may be included. Remember to include even small repetitive elements such as hardware, lighting, and security.

**CONDITION EVALUATION:** Please *evaluate the condition* of each feature, element, or space.

Please provide a detailed discussion of the **existing condition and integrity** of each element, feature or space based on the comprehensive physical evaluation. As noted above, destructive investigation is acceptable as a means of obtaining information, but it is not required. The Condition Evaluation must include **photographic documentation** to illustrate the condition (or range of conditions for repetitive elements or features). Please use the following terms in your evaluation and discussion of the condition of each element, feature, or space: **Good Condition**, **Fair Condition**, and **Poor Condition**. Criteria/guidelines for each are as follows:

- ▶ **GOOD CONDITION:** An element, feature, or space is evaluated in *good* condition when it meets the following criteria:

1. *It is intact, structurally sound, and performing its intended purpose.*
2. *There are few or no cosmetic imperfections.*
3. *It needs no repair and only minor or routine maintenance.*

**Please note:** Elements, features, or spaces that are in *good* condition do not need lengthy narratives; state that they were examined and found to be in *good* condition, and why you have made that determination.

- ▶ **FAIR CONDITION:** An element, feature, or space is evaluated in *fair* condition when one or more the following are evident:

1. *There are early signs of wear, failure, or deterioration, although the feature or element is generally structurally sound and performing its intended purpose.*
2. *There is failure of a sub-component of the feature or element.*
3. *Replacement of up to 25% of the feature or element is required.*
4. *Replacement of a defective sub-component of the feature or element is required.*

**Please note:** When an element, feature, or space is in *fair* condition, it is important to provide a comprehensive discussion of this evaluation; **do not** simply state that the condition is “fair” without explaining that evaluation. Also, please avoid using generic descriptors such as “weathered” or “damaged” without a more specific explanation (e.g. how/why is it weathered/damaged).

- ▶ **POOR CONDITION:** An element, feature, or space is evaluated in *poor* condition when the following is evident:

1. *It is no longer performing its intended purpose.*
2. *It is missing.*
3. *It shows signs of imminent failure or breakdown.*
4. *Deterioration/damage affects more than 25% of the feature/element and cannot be adjusted or repaired.*
5. *It requires major repair or replacement.*

**Please note:** When an element, feature, or space is in *poor* condition, it is important to provide a comprehensive discussion of this evaluation; do not state that the condition is “poor” without explaining that evaluation. Also, please avoid using generic descriptors without a more specific explanation.

**RECOMMENDATIONS:** Please provide a *recommendation* for each element, feature or space, based on (1) the evaluation of existing conditions and (2) the significance or importance of the building and its associated features and elements. Recommended treatments should comply with, and specifically address, *The Secretary of the Interior’s Standards for the Treatment of Historic Properties* and the recommendations in the *Guidelines* (e.g., “recommendation is based on *Preservation Brief 9: The Repair of Historic Wooden Windows...*”).

If an element, feature, or space has been evaluated in *good condition*, and there is no recommendation, state, “No recommendation at this time.” For all others, consider the following when making a recommendation:

1. *The needs of the resource should be considered the first priority (sometimes a proposed use or treatment is contrary to the best interest of the resource).*
2. *Recommendations should discuss a specific course of action (**not**: “Repair according to the Standards”).*
3. *Clearly explain and substantiate recommended treatments within the context of the selected treatment approach.*
4. *If more than one treatment is viable, discuss the pros and cons of each approach/ option.*
5. *Provide sufficient information and analysis to aid in the preparation of future construction documents.*
6. *Research and provide alternative solutions when the recommendation conflicts with the guidelines for The Standards. Consult the NPS Preservation Briefs and Tech Notes for potential solutions/ alternatives.*
7. *Consider the future welfare of the resource, and the practicality of maintenance, when recommending treatments.*
8. *Do not present the quickest, easiest, or most economical solution as the only recommendation.*

### **3.1 SITE:**

- Associated Landscape Features
- Grading
- Parking
- Archaeology (Archaeological monitoring/mitigation is required by a number of state and federal regulations when any ground disturbance results from preservation activities where there is state and/or federal involvement.)

### **3.2 STRUCTURAL SYSTEM:**

- General Structural System Description
- Foundation Systems
- Floor & Ceiling Systems
- Roof Framing System

### **3.3 ENVELOPE – EXTERIOR WALLS:**

- Exterior Wall Construction
- Exterior Finishes
- Exterior Masonry
- Exterior Appendages—Porch, Stoop, Portico, etc.

### **3.4 ENVELOPE – ROOFING & WATERPROOFING:**

- Roofing Systems
- Sheet Metal Flashing
- Perimeter Foundation Drainage
- Drainage System, Gutters & Downspouts
- Skylights / Cupolas

### **3.5 WINDOWS & DOORS:**

- Doors (including Hardware, Casing/Trim, and Finishes)
- Windows (including Hardware, Casing/Trim, and Finishes)

### **3.6 INTERIOR FINISHES:**

- Wall Finish Materials
- Ceiling Finish Materials
- Floor Finish Materials
- Trim and Built-Ins (not previously addressed in Section 3.5)

### **3.7 MECHANICAL SYSTEMS:**

- Heating & Air-Conditioning
- Ventilation
- Water Service, Plumbing, & Sewer Utilities
- Fire Suppression—Sprinklers

### **3.8 ELECTRICAL SYSTEMS:**

- Electrical Service & Panels
- Electrical Distribution System
- Lighting
- Fire Detection System
- Security Systems



## 4.0 ANALYSIS AND COMPLIANCE

In-depth code review and materials analyses may be completed for the structure. However, at a minimum, general observations on each of the following are required, and should be based on the information in Section 2.0, History and Use, and Section 3.0, Structure Condition Assessment.

### 4.1 HAZARDOUS MATERIALS:

- Provide observations of likely sources (e.g., lead paint, asbestos); materials testing may be recommended.

### 4.2 MATERIALS ANALYSIS:

- Suggest further testing as warranted for creation of specifications (i.e., paint, mortar, masonry, finishes).

### 4.3 ZONING CODE COMPLIANCE:

- Identify potential conflicts between zoning requirements and the proposed use(s).

### 4.4 BUILDING CODE COMPLIANCE:

- List the code(s) referenced. Consider alternate codes (UCBC, IEBC) and possible variances.
- Identify potential conflicts between applicable building codes and retention of historic elements, features, materials and spaces.

### 4.5 ACCESSIBILITY COMPLIANCE:

- Identify potential conflicts between meeting ADA Accessibility Guidelines and retaining the building's historic integrity.
- Recommendations for alterations needed to meet accessibility requirements should reflect an effort to minimize material loss and visual change to a historic building.

## 5.0 PRESERVATION PLAN

The Preservation Plan should take the recommended treatments prescribed in section 3.0 Structure Condition Assessment and **prioritize** the work into a logical order. This order should rank the most urgent work, such as deterioration, structural weakness, and/or life safety issues, over less urgent repairs. In the discussion provided for sections 5.1-5.3, please remember the following:

1. *All recommended treatments should be included in the Preservation Plan.*
2. *The first priority of the Preservation Plan should be to address the needs of the historic building/ resource.*
3. *Programmatic needs of building owners and/or clients need to be represented as secondary priorities.*

### 5.1 PRIORITIZED WORK:

Recommended Treatments for elements, features, or spaces should be prioritized and identified utilizing the following terms: Critical Deficiency, Serious Deficiency, and Minor Deficiency. Criteria/guidelines for each are as follows:

- ▶ **CRITICAL DEFICIENCY:** One or more of the following indicate a critical deficiency:
  1. *Advanced deterioration has resulted in failure of the building element, feature, or space, or will result in its failure if not corrected within two years.*
  2. *Accelerated deterioration of adjacent or related building materials has occurred as a result of the feature or element's deficiency.*
  3. *The feature or element poses a threat to the health and/or safety of the user.*
  4. *The feature or element fails to meet a code/compliance requirement.*
- ▶ **SERIOUS DEFICIENCY:** One or more of the following indicate a serious deficiency:
  1. *Deterioration, if not corrected within two to five years, will result in failure of the feature or element.*
  2. *Deterioration of a feature or element, if not corrected within two to five years, may pose a threat to the health and/or safety of the user.*
  3. *Deterioration of adjacent or related building materials and/or systems will occur as a result of the deficiency of the feature or element.*
- ▶ **MINOR DEFICIENCY:** One or more of the following indicate a minor deficiency:
  1. *Standard preventive maintenance practices and building conservation methods have not been followed.*
  2. *A reduced life expectancy of affected or related building materials and/or systems will result.*
  3. *A condition exists with long-term impact beyond five years.*



## **5.2 PHASING PLAN:**

If work is to be completed in more than one phase, propose a logical and sequential phasing plan.

- *Phased plans need to consider mobilization, seasons, sequencing, protection of building, and current uses.*

## **5.3 ESTIMATE OF PROBABLE COST OF CONSTRUCTION:**

Dated cost estimates should reflect the current market and include a percentage cost increase to account for inflation if the project is phased or delayed. (If applicable, please include cost estimates for archaeological monitoring, hazardous materials testing, and/or abatement.)

## **6.0 PHOTOGRAPHS AND ILLUSTRATIONS**

Historic and current photographs and illustrations should be included with the assessment to illustrate and support the information provided in the narrative. Where the photographs and illustrations are located in the report is optional (in each section, after each section, at the end of the report, etc.). Follow the guidelines below for photographs and illustrations:

1. *Provide comprehensive and “readable” (i.e., high quality and clear) photographic documentation.*
2. *Photographs and illustrations should be clearly numbered and captioned.*
3. *Provide at least one view of each elevation.*
4. *Provide clear pictures of specific conditions and deficiencies that are discussed.*
5. *In the narrative, include in-text references to the numbered photographs (for example, “Due to poor drainage, the lower portion of the column is significantly deteriorated [see photos 3, 5, and 6]”).*
6. *Black and white photographs may be acceptable for the Draft HSA; please contact the Historic Preservation Specialist for specific direction. Color images must be used in the final HSA.*

## **7.0 BIBLIOGRAPHY**

List all consulted sources. All the sources you have utilized should be listed alphabetically following a recognized bibliographic style (e.g., Chicago Manual of Style/Turabian, Modern Language Association (MLA), American Psychological Association (APA)).

- Indicate if the consulted sources did, or did not, contain pertinent information.

## **8.0 APPENDICES**

Drawings and other information should be included in the appendices

- Historical/original plans (if available) may be included.
- Schematic design, design development, construction drawings, or measured drawings (previously prepared, or prepared outside the scope of this HSA) may be also included in addition to the sketch plans provided under Section 2.2, but are not required.

## CHOOSING THE APPROPRIATE TREATMENT

**THE SECRETARY OF THE INTERIOR'S STANDARDS** are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the resource should be saved and which can be changed. But once a treatment is selected, the Standards provide consistency to the work.

### FOUR TREATMENT APPROACHES

1. **PRESERVATION** places a high premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
2. **REHABILITATION** allows for a compatible new use for the resource but still emphasizes the retention and repair of historic materials. More latitude is provided for replacement because the treatment assumes the property has suffered more deterioration prior to work. (Both Preservation and Rehabilitation Standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)
3. **RESTORATION** focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
4. **RECONSTRUCTION** establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

**OTHER CONSIDERATIONS:** Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account the following:

- **Relative importance in history.** Is the building a nationally significant resource—a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks may warrant a different treatment approach than buildings that contribute to the significance of a historic district but are not individually listed on the National Register.
- **Physical condition.** What is the existing condition—or degree of material integrity—of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Are distinctive materials, features, and spaces essentially intact and convey the building's historical significance? Are alterations or additions necessary for a new use? These key questions play a major role in determining which treatment is selected.
- **Proposed use.** Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.
- **Mandated code requirements.** Code requirements will need to be taken into consideration. But if hastily or poorly designed, a series of code-required actions may jeopardize a building's materials as well as its historic character. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Recommendations for alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should reflect an effort to minimize material loss and visual change to a historic building.

## TERMS AND DEFINITIONS

**AS-BUILT DRAWINGS:** produced after completion of the structure showing how it was actually built by incorporating changes that were made as construction progressed. Alterations made to the structure in subsequent years should be clearly identified as later changes.

**CHARACTER-DEFINING FEATURE:** a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, elements, objects, vegetation, spatial relationships, views, furnishings, and decorative details and materials may be such features.

**CONSTRUCTION DOCUMENTS:** Drawings, Plans, Technical Specifications, Addenda, Supplemental Instructions and Change Orders created by an architect that set forth in detail the requirements for the construction of the project.

**DESIGN DEVELOPMENT DRAWINGS:** produced to work out details, aesthetics, dimensions, and estimated probable costs for construction or manufacture. They often include detail drawings of design features.

**ELEMENT:** may be an architectural feature, structural component, engineering system, or a functional requirement.

**EXISTING CONDITION DRAWINGS:** produced to record the configuration, physical fabric, and conditions of a structure at a given point in time. They are often produced as the first step in a project.

**IN-KIND:** in the same manner, with the same material, or with something equal in substance creating a similar or identical visual appearance or effect.

**MATERIAL:** the physical elements that were combined or deposited to form a property. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

**PERIOD OF SIGNIFICANCE:** the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for historic designation.

**PRESERVATION:** the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a building, site, structure, or object.

**RECONSTRUCTION:** the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. Treatment should be based on documentary or photographic evidence.

**REHABILITATION:** the act or process of making possible a compatible new use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

**RESEARCH DESIGN:** a statement of proposed activities (identification, documentation, evaluation, investigation, or other research) that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments. The research design is specific to each project.

**RESTORATION:** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

**SCHEMATIC DESIGN DRAWINGS:** also known as conceptual drawings, they are diagrammatic drawings of the essential elements of a design; they are not used to estimate costs.

**SKETCH PLAN:** site plan or building plan drawn with measurements but often not to scale, although the structure and site features should be represented in accurate proportions.

**TREATMENT RECOMMENDATION:** based on The Secretary of the Interior's Standards. The degree of intervention recommended depends on the existing condition of the element and its significance or importance to the property.