



### Background

In March of 2019, City of Boulder Parks and Recreation applied for a survey and planning grant from History Colorado, State Historical Fund (HC-SHF) to develop a Historic Places Plan (HiPP). In August of 2019, the department was awarded the full funding request of \$190,000 from HC-SHF to develop the HiPP. The department contributed a \$77,000 match, bringing the total project budget to \$267,000. Twelve department owned and managed resources will be addressed during this planning project. Each of the resources addressed in this project are historically designated at a variety of levels including City of Boulder landmark status, State Register of Historic Properties, National Register of Historic Places, and a National Historic Landmark. *Planning work during this project will focus on select features, landscapes, buildings, and structures within the following resources:*

- Historic Districts:
  - Chautauqua Park
  - Columba Cemetery
  - Downtown Boulder-Pearl Street Pedestrian Mall
- Buildings/Structures
  - Harbeck- Bergheim House
  - Glen Huntington Bandshell
  - Fire Station No. 02
  - Roney House
  - Platt Farmhouse
- Rolling Stock:
  - Colorado & Northwestern Railroad Locomotive No. 30
  - Denver & Rio Grande Western Railroad Caboose No. 04990
  - Denver & Rio Grande Western Railroad Coach No. 280
- Archeological Site:
  - Boyd Smelter Site

### Project Purpose

The HiPP will serve as a guide for the department in stewarding twelve culturally relevant and historically designated resources to ensure their vibrant integrity and preservation within the community.

The department will guide work of consulting teams, led by Mundus Bishop, that demonstrate an interdisciplinary approach to historic and cultural resource planning. The project timeline coincides with the three-year financial cycle imposed by the major grantor HC- SHF (FY2020- 2023). The consultant's scope of work for this project aligns with City of Boulder's Intergovernmental Agreement (IGA) with the State of Colorado Department of Education via HC-SHF.

The department will engage with the community to gather their input on the department's direction and focus. Assessment results will fill gaps in information required to align each resource with specific departmental strategies and initiatives, and are required to make financially sustainable, data-informed decisions. Further, the Master Plan update will identify strategies and initiatives through engagement with staff and the community that will contribute to the department's future focus and priorities. These agreed upon priorities allow the department to prioritize future financial needs ensuring financial sustainability.

## **Project Goals**

Goals of this project include:

- Integrate all relevant plans and analyses completed prior to the grant award, and all survey and planning work funded as part of this project, into one concise planning document, including those done to inform capital decisions, programs, and operations.
- Separate, define, and integrate Historical & Cultural resources across a variety of departmental practices to balance levels of service, operations and maintenance, financial sustainability, and program quality.
- Begin with the end in mind to inform organizational decision making from a data-driven perspective.
- Utilize the final plan to serve as a guiding document for departmental staff to rely on and revisit when engaging in decision making for work related to any of the twelve designated resources.

## **Project Teams**

### **Community Stakeholders**

#### **Role**

1. Identified stakeholders will act as subject matter experts and representatives of the greater community to provide recommendations in the development of the plan. Stakeholders will have access to confidential information, often in the form of drafts prior to public release, and agree to keep drafts confidential unless previous approval is obtained from the project manager.
2. Stakeholders are expected to attend the majority of stakeholder meetings with accommodations for in-person or virtual participation. There are 4 anticipated stakeholder meetings with additional time for material review for comments. There are two additional public meetings, where the broader community is invited, stakeholders are always welcome to attend these as well.

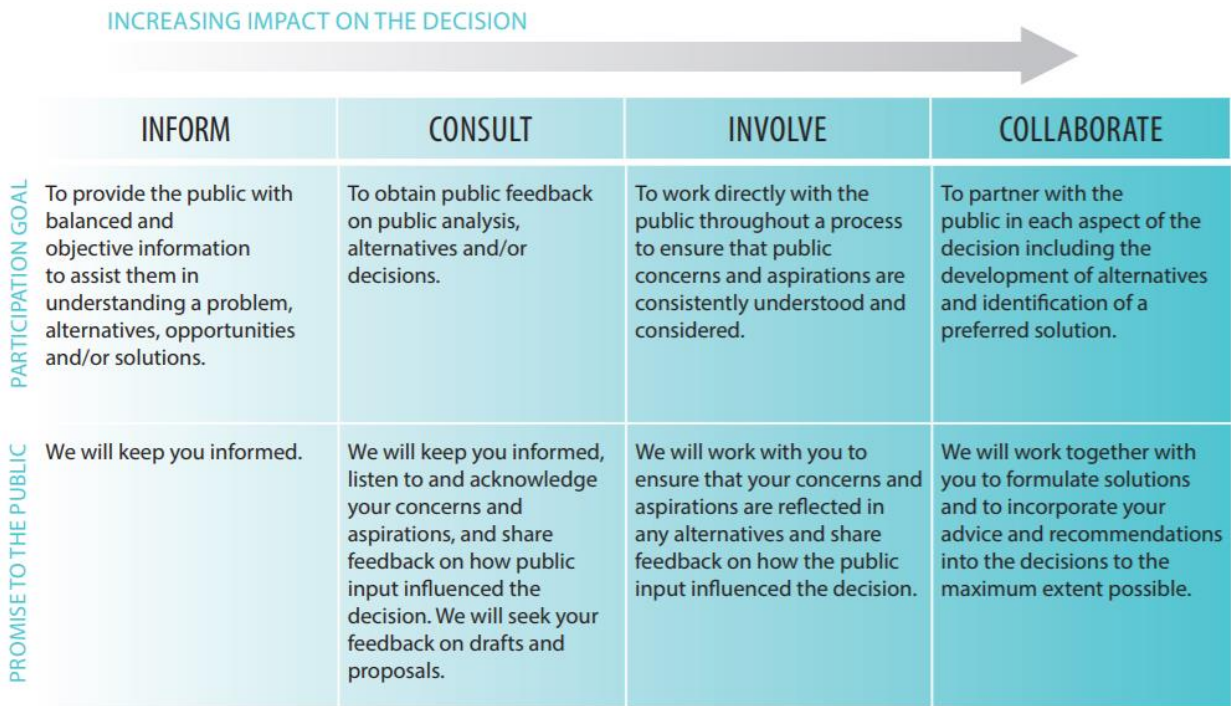
**Purpose**

The group of stakeholders are comprised of community members with technical and subject matter expertise. Each stakeholder brings a unique perspective, and their collective function is to:

- 1) Participate in engagement meetings where input and feedback on project milestones and specific elements are shared and collectively reviewed.
  - a. Staff/consultants will engage with stakeholders with participation goals ranging from inform to involve on the engagement spectrum below.
  - b. Stakeholder feedback will be summarized and considered by staff/consultants and ultimately the project grantor.
- 2) Provide input in the creation of a final Historic Places Plan (HiPP).
  - a. Stakeholders acknowledge the final plan is a living document, updated as necessary, and while all stakeholder suggestions, edits and comments will be considered, not all may be included, and staff/consultants will communicate where feedback and specific suggestions/edits are not carried into the final planning document.
- 3) Apply and maintain a city-wide perspective, in addition to representing state and national aspects of effective planning, with respect to specific subject matter expertise and best practice guidelines.

**BOULDER’S ENGAGEMENT SPECTRUM**

The city will follow a modified version of IAP2’s engagement spectrum to help identify the role of the community in project planning and decision-making processes.



## ***Expectations for Community Stakeholder Group Meetings***

Each member is expected to be an active participant by committing to attend meetings; communicate the team's activities to members of the department, committee or organization not included on the team; and demonstrate candor, openness, and honesty. Members will respect the process and one another by considering all ideas expressed, being prepared for each meeting, actively listening to all attendees, and respecting information.

## **BPR Core Team**

### ***Purpose***

The BPR Core Team is comprised of representatives of the Parks and Recreation Department. The Core Team's executive sponsor is Jeff Haley, Planning, Design and Community Engagement Manager. The Core Team's function is to:

1. Resolve issues and serve as the primary decision maker on the project.
2. Provide direction in the creation of a Historic Places Plan (HiPP).
3. Review and approve all work products and deliverables for the grant project, including the final planning document, prior to submission to Grantor.
4. Apply and maintain a city-wide perspective, in addition to representing specific departments.

## **Consultant Team**

### ***Purpose***

The Consultant and Sub-Consultants are comprised of a variety of teams with work related to most resources being led by Mundus Bishop- (landscape architecture and preservation planning) and sub-consultants including Ratio/HP-architecture, JVA-structural engineering, and PaleoWest-archeology. Additional planning work related the cemetery and railway assets are being led by Jonathan Appell-Atlas Preservation, and Colorado Railroad Museum staff/contractors. Their work will be integrated into the final plan by lead consultant – Mundus Bishop. The lead consultants Mundus Bishop and project manager/s for the HiPP is Rachel Scarborough and Tina Bishop. All consulting team members function is to:

- 1) Complete all scope of work items and related plan deliverables.
- 2) Work with BPR Core Team to provide direction in the creation of the HiPP.
- 3) Represent respective fields/industry standards applicable for historic preservation planning.

## Grantor, History Colorado-State Historical Fund

### Purpose

The Grantor, History Colorado State Historical Fund (Grantor/SHF), provides two project specialists who lead review of all project submissions and deliverables related to the grant agreement and funding to make development of the HiPP possible. The representatives for SHF include Jenny Deichman, the preservation project specialist, and Korbin Pugh, the financial property protection, and contracts specialist. The Grantor is not present at stakeholder group meetings, summaries of the engagement process and community feedback/input are presented to the grantor and reviewed as a project deliverable. The Grantor's function is to:

- 1) Provide review and direction, including final approval of all final work products (grant deliverables) including the final HiPP plan. Jenny Deichman provides this function.
- 2) Provide review and direction, including final approval of all financial reports and requests for grant expenditure reimbursements, resolve issues and serve as the primary decision maker on the project. Korbin Pugh provides this function.
- 3) Apply and maintain national and state-wide perspective as it relates to goals and objects of preserving our history and culture through the places represented in the HiPP.
- 4) Maintain project communication with the project's Grant Recipient Contact (GRC). The GRC for this project is Caitlin Berube-Smith (BPR-Core Team).

### Administrative Procedures

The core team and consulting team will meet regularly throughout the duration of the project, members identified with asterisks (\*) may be present for stakeholder meetings. Agendas, including stakeholder meeting agendas, will be set and will be distributed prior to applicable meetings. Meeting notes, specific to stakeholder group meetings, will be taken and will be distributed to all team members after each meeting for review.

HiPP	
Executive Team	Allison Rhodes, Director (Boulder Parks and Recreation)  *Jeff Haley, Planning, Design and Community Engagement Manager (Executive Planning Sponsor)  *Regina Elsner, Parks Planner II- Natural Lands (Executive Project Management Sponsor)
BPR Core Team	*Jeff Haley, Planning, Design and Community Engagement Manager  *Regina Elsner, Parks Planner II- Natural Lands

	(Executive Project Management Sponsor)  *Caitlin Berube-Smith, Historical and Cultural Assets (GRC)  *Morgan Gardner, Associate Planner (community engagement, web/design, communications)  *Tina Briggs, Parks Planner II (community engagement, web/design, communications)	
Consultant Team	Mundus Bishop  Ratio/HP  JVA  PaleoWest	
Community Stakeholders Invited	Susan Osborne  Leslie Durgin  Karl Anuta  Kathryn Barth  Ruth McHeyser  Thom Thorpe  Dan Corson  Nancy Blackwood  Chuck Saunders  Charlotte Roehm  Mary Cooper Ellis	
<b>Other Departmental Staff</b>		
<b>COB Department</b>	<b>Dept. Rep #1</b>	<b>Area/Field</b>
Parks & Rec	Dennis Warrington	Park Operations & Maintenance
Parks & Rec	Bryan Beary/Justin Greenstein	Community Outreach, Events, Volunteer Services

Planning, PH&S	Marcy Cameron/ James Hewat	Historic Preservation Planning
Public Works-Facilities	Mark Simon / Gordon Holman	Building Operations and Facility Management

**Project Lead and Grant Recipient Contact (GRC):** The project lead will oversee the development of the HiPP with support and overall direction from the project manager and executive sponsor. The project lead will also serve as the main point of contact and GRC for the Grantor-SHF and the project manager for the Consultant Team-Mundus Bishop. . The project lead will be responsible for working with the Consultant Team project manager to prepare agendas and notes for stakeholder meetings, coordinating with core team members on the project, managing the project budget and assisting with public outreach. The project lead will share coordination and preparation with Core Team members of all board/public outreach materials for the project, including deadlines for materials.

**Project Manager:** The project manager will oversee the development of the Historic Places Plan (HiPP) and provide project management technical expertise to the project lead and all other project team members, as required. The project manager will be responsible for coordinating with team members on the project and providing technical guidance in areas for: managing the project budget, overall project submissions and coordinating general timelines and public outreach. The project manager will also sponsor representation and connection to connecting elements of the departments Master Plan update

**BPR Core Team:** BPR Core Team members will assist in the preparation and editing of board/public outreach materials as needed, including developing and creating external communication outputs such as major releases, website updates and additions, common talking points, etc. All team members will be responsible for developing a plan that aligns with the project's goals and larger planning and outreach strategies.

**Executive Sponsor/s:** The executive sponsor/s will provide executive support and strategic direction. The executive planning sponsor and executive project manager sponsor will provide oversight to the project lead on all statuses of the project to ensure communication and sharing with the core team for feedback and direction.

## Boards & Commissions

**Parks and Recreation Advisory Board (PRAB):** Review milestones and key planning developments. Discuss and consider approval of the final plan.

**Landmarks Board (LB):** Informally supports the preferred final plan.

**City Council** –No formal role.

**Planning Board** –No formal role

## **Historic Places Plan (HiPP) Timeline:**

The project develops over five main phases led by the consultant and core team, with stakeholder's providing feedback in phase one through three and subject matter recommendations for consideration through phase four and five:

### **Phase One: Project Kick Off & Background Research (August 2020 –January 2021)**

1. Hold preliminary meetings with interdisciplinary consultant team and city staff and initial consultation with SHF
2. Conduct archival research and collect existing materials on each resource
3. Review goals and objectives for the Historic Places Plan
4. Complete initial site visit for each resource

### **Phase Two: Assessment and Inventory of Existing Conditions (October 2020 – June 2021)**

1. Complete project base mapping for 6 resources
2. Conduct field reconnaissance to record existing conditions of 9 resources
3. Assess current and potential use of all resources
4. Prepare ADA assessment and identify safety/compliance for landscapes/buildings
5. Prepare Existing Condition Assessment Plan

### **Phase Three: Historic Context Development and Resource Evaluation (October 2020 – June 2021)**

1. Develop property history for each resource
2. Assess integrity and identify character-defining features
3. Compile draft historic context statements for each resource
4. Analyze spatial relationship between the landscape, natural resources and built environment, finalize written descriptions for each, and finalize graphic representations with maps for select resources (illustrating significant features)

### **Phase Four: Treatment Recommendations, Prioritization + Implementation (June 2021 – February 2022)**

1. Integrate historic integrity, significance, existing features, overall conditions, and current and future use in treatment recommendations
2. Identify management approaches and align with the city's Asset Management Program
3. Draft graphic illustrations and sketches detailing recommended treatments and priorities
4. Determine how preservation approaches within the plan align with applicable county, city, and departmental planning documents and initiatives
5. Explore funding strategies and estimate potential proposed costs
6. Develop options for community involvement, programming, and education

### **Phase Five: Complete Historic Places Plan (February 2022 – May 2022)**



1. Compile, illustrate and integrate all resources into the Management Report and final HiPP plan
2. Prepare final Management Report
3. Include tailored results from the maintenance Condition Assessment Reports, Cultural Landscape Reports, ADA assessments, list of prioritized resources and individual features for management decision making)
4. Prepare final Historic Places Plan

