

COMMUNITY FOUNDATION OF NORTHWEST COLORADO

P. O. BOX 653

CRAIG COLORADO 81625

May 8, 2018

Planning and Zoning Commission

City of Craig

300 West 4th Street

Craig, CO 81625

RE: Historic Designation for the Luttrell Barn Cultural Center

Dear Commission Members,

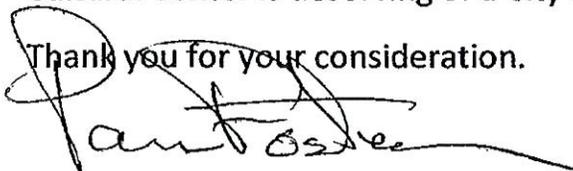
The Board of Directors representing the Community Foundation of Northwest Colorado has thoroughly examined the application submitted by the Luttrell Barn Cultural Center Foundation and has found all pertinent information to be in order and in good detail.

Therefore, The Community Foundation of Northwest Colorado recommends that the Craig Planning and Zoning Commission approve this application, in order to move it forward to the City Council.

It is the hope of the CFNWC Board of Directors that this application will gain your approval and the approval of City Council for the FIRST local Historic Designation for a structure since the ordinance was adopted in 2007.

The Community Foundation of Northwest Colorado believes the Luttrell Barn Cultural Center is deserving of a City of Craig Historic Designation.

Thank you for your consideration.



Pam Foster

Chair, Community Foundation of Northwest Colorado

Page 1

4. **City Council action.** Within a reasonable time of action by the Planning Commission, the City Council shall by resolution approve or modify and approve, or shall disapprove the proposed historic designation.
5. **Withdrawal of applications.** Prior to action on applications by the City Council, applicants may withdraw applications by submitting a written request to the City.
6. **Recording.** The resolution designating a site as a local historic landmark shall be recorded in the records of the Moffat County Clerk.

16.11.050. Limitation on resubmission and reconsideration

Whenever the City Council disapproves an application for historic designation, or whenever an owner withdraws an application, no person shall submit an application for the same site within one calendar year of the disapproval or withdrawal.

16.11.060. Amendment of designation

Designation of an historic site may be amended to add features or property to the site according to the application process described in this Code for new designations.

16.11.070. Alteration of a designated historic landmark

All modifications to designated historic landmarks shall be done in conformance with the *Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* as published by the U.S. Department of the Interior, National Park Service.

16.11.080. Notification of intent to alter a designated historic landmark

Any owner filing an application for designation of a site shall, as a part of the application, agree that any time after a site is designated as a historic site to notify the Historic Commission of the owner's intention to alter, demolish, move or remove the site and provide plans for the work at least 30 days prior to beginning such work. This notification requirement shall run with the land and shall bind successors and assigns. The Historic Commission shall, upon receipt, forward the notification and plans to the Planning Commission for review. The Planning Commission shall review the plans and may advise the owner on the potential affect of the plans on the historic designation. The Planning Commission may forward a recommendation to the City Council that, based on the plans, the historic designation be modified or revoked.

16.11.090. Revocation of designation

The City Council may by resolution revoke or modify the designation of a site, after 15 days notice to the owner and after public hearing, if any of the following conditions exist:

- A. If any owner of a designated site fails to provide notification as required in this Code, or if alterations to the site will significantly alter the historic character of the site;

- B. If an owner of a designated historic site submits a written request to the City for revocation of a historic designation;
- C. If the Historic Commission makes a recommendation for modification or revocation based on an owner's written intent to alter a designated historic site; or
- D. If modifications are made to an historic landmark that are found by the Historic Commission to not be in accordance with the standards specified in this Code.

16.11.100—XX Reserved.

16.11.010. Intent

A. Intent. It is hereby declared to be a matter of public policy that the protection, enhancement, perpetuation and use of structures, land and districts of historical, architectural or geographic significance, located within the City, is in the public interest.

16.11.020. Commission established

- A.** The Community Foundation of Northwest Colorado shall serve as the Craig Historic Preservation Commission (the “Historic Commission”).
- B.** Powers and duties.
- 1.** The Historic Commission shall review from time-to-time the criteria for designation of historic sites as set forth in this Code, and shall make recommendations to the Planning Commission for amendments.
 - 2.** The Historic Commission shall prepare application forms, and shall review applications for designation of sites as being historic pursuant to this Code, and shall make recommendations to the Planning Commission for review and final recommendation to the City Council as to whether they should designate the site described in the application for such designation.

16.11.030. Standards for designation of sites for preservation

In order to qualify for designation as an historic site pursuant to this Code, the Historic Commission must determine that it has historic significance due to one or more of the following factors:

- 1.** It has character, interest or value, as part of the historical development, heritage or culture of the community, state, or nation.
- 2.** Its location is a site of a significant historic event.
- 3.** Its identification with a person or persons who significantly contributed to the culture and development of the City.
- 4.** Its exemplification of the cultural, economic, social, or historic heritage of the City.
- 5.** Its portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural style.
- 6.** Its embodiment of distinguishing characteristics of an architectural type or specimen.

7. Its identification as the work of an architect or master builder whose individual work has influenced the development of the City.
8. Its embodiment of the elements of architectural design, detail, materials, or craftsmanship that represent a significant architectural innovation.
9. Its relationship to other distinctive areas that are eligible for preservation according to a plan based on an historic, cultural, or architectural motif.
10. Its unique location or singular physical characteristic representing an established familiar visual feature of a neighborhood or of the City.
11. Is at least 50 years old.

16.11.040. Designation of historic sites

- A. Recommendations for designation of historic sites. Pursuant to the procedures set forth in this Code, the Historic Commission may make written recommendation to the Planning Commission and City Council that a site be designated as an historic site for preservation, meeting the criteria set forth in this Code. Each such recommendation shall include a description of the characteristics of the site which justify its designation and shall include a legal description of the site. The recommendation may indicate alterations that would have a significant impact on, or be potentially detrimental to, the historic features of the site. Any such designation shall be in furtherance of and in conformance with the purposes and standards of this Code.
- B. Procedures for designating historic sites.
 1. **Applications.** Applications for designation of historic sites must be made to the Historic Commission on forms provided by the City. Applications shall be made only by the owners of one hundred percent of the site for which the application is submitted.
 2. **Historic Commission review.** The Historic Commission shall review applications for designation of historic sites for content and for completeness. The Historic Commission shall, within a reasonable time of receipt, forward complete applications and recommendations to the Planning Commission.
 3. **Planning Commission review.** The Planning Commission shall consider and act upon applications at regularly scheduled or special meetings within a reasonable time of receipt of staff recommendations. The Planning Commission shall approve, approve with conditions, or disapprove applications, and shall immediately forward notice of their decisions to the City Council. In the event of failure of the Planning Commission to act in a timely manner, the City Council may proceed without a Planning Commission recommendation.



300 West 4th Street

Craig, CO 81629

Paid Receipt # M.E.
892814

Staff Use Only

Application Number: _____

Received By: M.E.

Date: 4-5-18

Permit for Designation of Historic Site

1. Briefly identify site its significance and location: The Luttrell Barn is a barn/community center. Built by W.H. Rose in 1904. It was moved to its present location in the late 1970's at 411 Emerson Street.

2. Contact information: (a list of additional contacts may be attached)

Owner Name: The Luttrell Barn Cultural Center Foundation Contact Name: Adam Cozzens
Address: 411 Emerson Street Address: Box 514
Telephone: 970-326-6768 Fax: _____ Telephone: 946-6723 Fax: _____
E-mail: luttrellbarn@gmail.com E-mail: adamcozzens@gmail.com

3. Please attach the following items:

- a. Legal description of the site.
- b. Documentation of historic significance including supporting information.
- c. Photos of site and (if applicable) professional evaluation of structures located on the site
- d. Brief overview including timelines for plans for the site including (but not limited to) application for State and U.S. historic designations, renovation/construction, uses and ability to finance improvements to /operate/maintain the site.
- e. Proof of property ownership.
- f. Application fee of \$100.00.

4. Certification: (must be signed in blue ink)

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am the property owner or an agent of the property owner. I understand additional permits and permissions may be required by the City of Craig for construction, signage and other activities.

Applicant: Adam Cozzens Date: 3/30/2018

FOR ADDITIONAL INFORMATION REGARDING THE PROCESS FOR HISTORIC DESIGNATION, PLEASE SEE THE CRAIG LAND USE CODE, 16.11.040.

Property Record Card

Moffat Assessor

**LUTTRELL BARN CULTURAL
CENTER FOUNDATION**

Account: R012767

Tax Area: 08 - 01CFG

Acres: 0.000

Parcel: 0853-061-00-904

Situs Address:
411 EMERSON ST
CRAIG, 81625

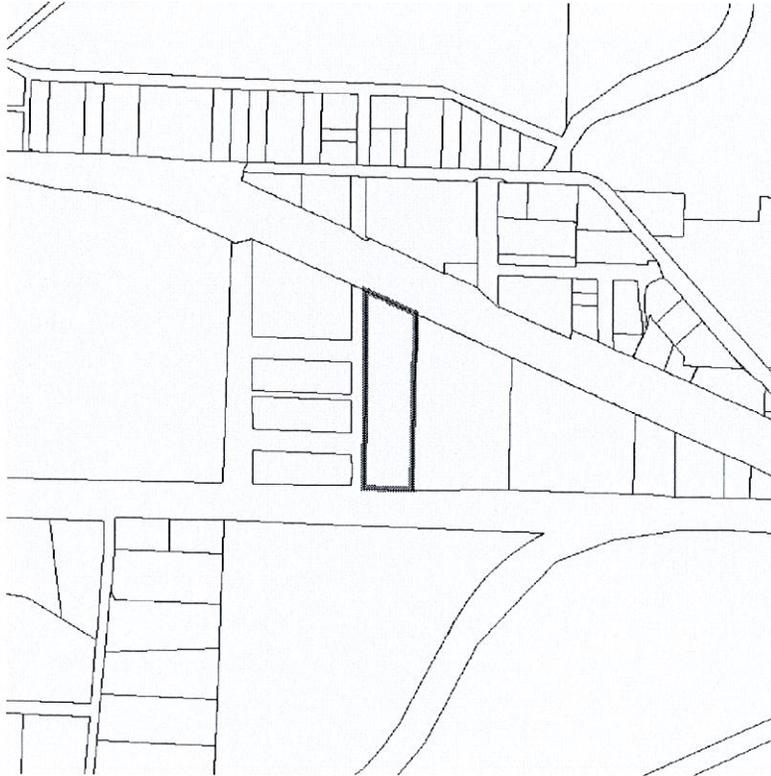
PO BOX 1193
CRAIG, CO 81626

Value Summary

Value By:	Market	Override
Commercial (1)	\$134,381	N/A
Total	\$134,381	\$134,381

Legal Description

Subd: EAST CRAIG TOWNSITE IPL ONLY TRS 35,36 & W PT OF TRS 34,38,43 M/B
DESC 398/779



Property Record Card

Moffat Assessor

Public Remarks

Entry Date	Model	Remark
05/16/2006		LUTTRELL BARN
01/25/2018		LUTTRELL BARN SPLIT OUT AS IPL PER 2017-2439. PUT BUILDING AS TAXABLE.DA

Commercial Occurrence 1

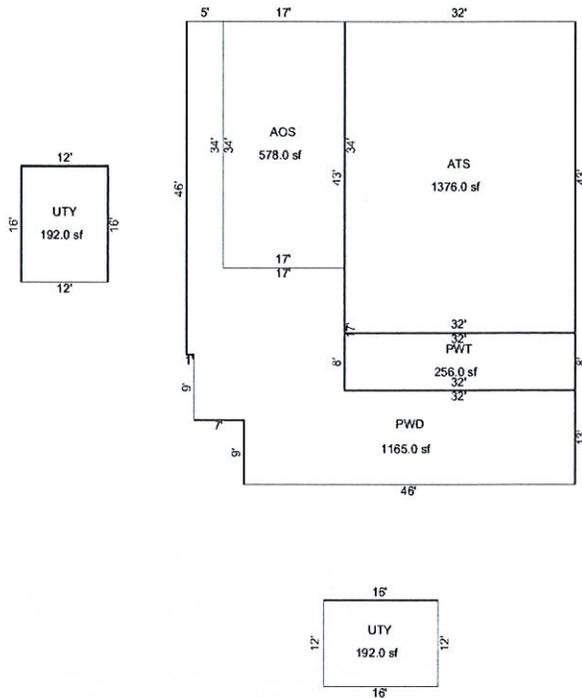
Property Code	2230 - SPEC.PURPOSE-IMPROVEMENTS	Actual Year Built	1897
Architectural Style	30 - SPECIAL	Baths	1
Building Type	913000 - MEET/HALL	Construction Quality	3 - AVERAGE
Depreciation	DEPR_50 - DEPR_50	Divided_Int	100
Economic Area	7 - COMM ECON 7	Effective Year Built	1986
Fixtures	5	Frame	2 - WOOD FRAME
Heating Fuel	3 - GAS	Heating Type	6 - UNIT
Neighborhood	200000 - COMMERCIAL	Roof Structure	4 - GAMBREL
Shape	3	Stories	2 - 2
Exterior Wall	23 - FRAME	Exterior Wall Percent	100
Floor	1 - AVERAGE	Floor Percent	100
Interior Wall	1 - MINIMUM	Interior Wall Percent	100
Roof Cover	5 - METAL	Roof Cover Percent	100

SubArea	SFLA	GARAGESF	ACTUAL_MEAS	ACTUAL	REGCONS	EFFECTIVE
AOS	578			578		578
ATS	2752			2752		2408
PWT				256		41
UTY				384		77
PWD				1165		93
Total	3,330.00			5,135.00		3,197.00
	Value	Rate	Rate	Rate	Rate	Rate
	\$134,381	40.35		26.17		42.03

Property Record Card

Moffat Assessor

Commercial Occurrence 1



Sketch by Aest, Inc.

Abstract Summary

Code	Classification	Actual Value	Value	Taxable Value	Actual Value Override	Taxable Override
2230	SPEC.PURPOSE-IMPROVEMENTS	\$134,381		\$38,970	NA	NA
Total		\$134,381		\$38,970	NA	NA

LUTTRELL BARN

Perhaps the oldest barn still standing in Moffat County is the Luttrell barn, built by W.H. Rose, one of Craig's founding fathers. As the town grew up around it and the fields of crops gave way to housing tracts, the barn eventually became the

property of Moffat County and was moved to the fairgrounds, where it is used today as a gathering place for weddings, parties and art events. This use of an old barn is just one way that creative thinkers have managed to save some of these wonderful structures for the generations to come.

Shannan Koucherik photo





Above: Art FitzPatrick's ranch buildings, wheat fields, alfalfa meadow and spud patch. Right: Wearing the black angora chaps he wore at the time of the Big Round-up in May 1973 at 81. He continues working his ranch four miles south of Craig, Colorado. Below left: Cottonwood log cabin, the first house in Craig, built by W. H. Rose in 1880. It was dismantled many years ago, and in 1984 the Craig Lions Club commissioned Art to restore it at a park by Fortification Creek. Below right: This huge barn was built in 1902 for Rose, with Alec S. Robinson, carpenter-millwright fabricating the hand-fitted framework held together by wooden pins. Oscar Aiken was another carpenter on the barn, that when complete had stalls for five teams, ample space for wagon, buggy, a large grain storage room, harness room, and space for some farm implements. In its loft fifty tons of loose hay were often stored.

Highway 40 and the river, along Fortification Creek.

During this seemingly enjoyable time he had not been without trouble. His wife, back in Leadville, had run away with some fellow unknown to Rose. She left the two children, so Rose had to arrange for their care, after which he came back to what is now Moffat County. He arrived here on a gloomy November day, all his remaining earthly possessions carried by a single burro, which Rose led behind his pony.

That winter of 1883 he built himself a snug and durable cabin. This is the cabin now well cared for in the small park as told above.

As far as Rose knew, he was the only white man on the river below Hayden. He had heard that there were a settler or two there. But there were unmistakable signs of Indians, so one of the first things he did was to try to find him a big tree where he could hide in case the red brethren came in numbers and in an ill mood. In looking over the trees along the river, he noted what he at first thought were birds nests up about twenty feet from the ground. Curious, he climbed into a big tree to investigate.

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The Luttrell Barn

A Comprehensive Business Plan

Executive Summary

The Luttrell Barn is a unique and historical building in Moffat County that can be used as a comprehensive community center. Aside from running an event rental business, the organization will also handle all aspects of marketing through the management company, as well as all event booking.

The Luttrell Barn is fully equipped to be able to handle community functions and gatherings, including meetings, wedding receptions, parties, and more. The kitchen will also be a large advantage and will offer the community another option for gatherings.

Through the third party management company, the Luttrell Barn will be a client focused facility, in which top customer service will be provided. The management company, along with the committee, and when necessary or needed, Moffat County, the Luttrell Barn should be able to accommodate most events that require a unique setting.

With proper partnerships, and other third party organizers, the Luttrell Barn could be positioned as a sought out venue for events throughout Northwest Colorado and beyond.

Services

This needs jazzed up to be the main sell.

The Luttrell Barn will be an active community center offering many different organizations and groups a unique space to fit their needs. The Luttrell Barn will be able to hold large party sizes and will offer the community and surrounding areas a new venue for their events. The specific events that can be accommodated through the space are as follows but not limited to:

- Weddings
- Corporate Events
- Outdoor Parties
- Annual General Meetings
- Community Planning Meetings
- Children's Party and Birthdays Parties

Organization

Our Vision Statement

Need a vision statement (or cross out)

Our Mission Statement

Need a mission statement (or cross out)

Business Structure

The structure and organization for the Luttrell Barn will be primarily controlled by committee which will oversee the operations for the Luttrell Barn.

Roles and Responsibilities

Luttrell Barn Committee

- The Committee will act as the primary manager for The Luttrell Barn and will oversee its functionality.
- The Committee will manage all third party contracts, primarily through the management firm.
- Will be the lead in community organization for funding.
- Will be responsible for the upkeep.
- Will work to preserve the Barn in its current state.

Management Firm

- Achieves maximum profitability and overall success by controlling costs and quality of service.
- Actual budget function sheets, Function Summary Sheets and weekly payroll input.
- Completion of weekly schedules. Schedule staff as necessary to ensure adequate and consistent levels of service.
- Follow-up each function by completing a evaluation form.
- Supervision of weekly schedules. Schedule cleaning and other services as necessary to ensure adequate and consistent levels of service.
- Co-ordinates the general housekeeping of the Ballroom, Lower Lobby, Lower public washrooms, kitchen, storage areas, entrance areas, etc.
- Identify partnerships opportunities around marketing, including local partnerships.
- Follow up on inquiries and leads.
- Will handle marketing aspects for the Luttrell Barn, and will outsource when necessary.
- Primary responsibility will be management and tracking of event space rental.

Moffat County

- Oversee the grounds in which the Luttrell Barn sets, as it is on County property.
- Maintain insurance through the County.
- Build a collaborative working relationship with the committee.
- Follow all MoU's agreed upon by the committee and the county.

Miscellaneous Partners

- Miscellaneous partners could include marketing teams, tourism groups, and others that would help to ensure that the Luttrell Barn was in continual use throughout the year.

SWOT Analysis

The Luttrell Barn engaged the services of a core professional in the area of business consulting and structuring to assist the firm in building a well – structured community center and event planning outfit that can favorably compete in the highly competitive party rental and event planning industry.

- **Strength:**

Aside from the fact that our community center is well positioned and well – equipped to meet the 21st century demand of both high profile corporate and individual clients, we have partnerships already established to help transition the Barn into a working community center. With the position the Luttrell Barn currently holds, and the awareness around the barn, we could expect that events will be booked as soon as the space is updated and restored.

- **Weakness:**

As a new event space, it might take some time for our organization to break into the market and gain acceptance in a market where the consumer's have a habit built around an event space; that is perhaps our major weakness.

- **Opportunities:**

There is limited space available in Moffat County to serve the population regarding their event space needs. With those opportunities The Luttrell Barn could pull in a significant amount of revenue from space rental.

- **Threat:**

There are obvious threats to the Luttrell barn, some economic issues, as well as feasibility in repairing the barn. The largest threat is the Barn itself and the large amount of work it will need.

Market Analysis

Market Trends

Moffat County struggles with enough space to accommodate the various different organizations and events that occur within the area. The Luttrell Barn, not only offers space, but a unique space that will accommodate more intimate events, such as dinner parties, small gatherings, and more. The uniqueness of the barn will attract many different groups not only in Moffat County, but the surrounding Northwest Region and further.

Our Target Market

The general target market/ client profile is as follows:

- Group or organization.
- In need of a space for a specific function/event.
- House approximately 75- 100 people.
- Located around the Northwest Region.
- Could use the space for receptions, team retreats, specialty functions, etc.

Our Competitive Advantage

The uniqueness of the Luttrell Barn will make it an appealing location for most organizations to hold their functions. Currently in Moffat County, there are spaces available, but all lack the charm that the barn has to offer. For events that require more of a "quaint" or "charming" setting, the Luttrell Barn has all the functionality that is needed to accommodate those organizations needs.

Sales and Marketing Strategy

Sources of Income

All income will come from the space rental for community and private events. Other sources of income will be identified in the future, such as vendor fairs and other committee ran events.

Sales Forecast

Once the Luttrell Barn has been renovated and updated, rental of the space can start. The estimated timeframe would be Fall 2017.

(Need the specs on the other county ran facilities, and their rental revenue).

Our Pricing Strategy

The pricing strategy will be built off of similar county buildings. The below is a sample of pricing:

- Per hour event: \$45.00
- Per day event rental: \$150.00
- Weekend rental (2 days): \$275.00
- Weekend rental (3 days): \$425.00

Financial Projections and Costing

Starting a community center can be capital intensive; primarily because the building is in such disrepair.

The following expenditure list below details initial funding and recurring costs:

- The Total Fee for incorporating the Business – \$750.
- The budget for basic insurance policy covers, permits and business license – \$2,500
- The Amount needed to for construction of the facility inclusive – \$100,000
- The costs for equipping general space needs - \$2,000
- The Cost of Launching an official Website – \$600
- Additional Expenditure (Business cards, Signage, Adverts and Promotions et al) – \$2,500
- Miscellaneous: \$1,000

Starting out the Luttrell Barn will need to raise approximately \$100,000 for the initial start up of the event center, once that has been established, the revenue generated will be able to produce the extra items.

Monthly revenue and expenses

Will input the revenue model once it is finished.

Generating Funding / Startup Capital

General start up capital will be generated in the following:

- Crowdfunding.
- Community awareness campaigns
- Community donations
- Pledges

Sustainability and Expansion Strategy

Bill of sale Transfer of Luttrell Barn and Lease

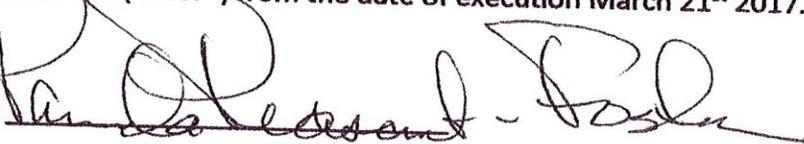
This document executed on the 21st of March 2017 between the Community Foundation of Northwest Colorado ("CFNWC") and the Save the Luttrell Barn Committee which is applying for corporate registration and non-profit 501c3 status with the state of Colorado and the IRS as the Luttrell Barn Cultural Foundation ("LBCF") is for the following:

1. When corporate registration and 501c3 status is acquired by the ("LBCF"); to provide the transfer of the bill of sale of the Luttrell Culture Barn at 411 Emerson St. Craig, Colorado, and the personal property as listed in exhibit A in that bill of sale between the board of county commissioners of Moffat County ("BOCC") and the ("CFNWC") to the ("LBCF") at no cost when requested in writing. The Community Foundation of NW Colorado must comply and provide such transfer as requested. The ("CFNWC") will have 30 days to fulfill such request.
2. To transfer the land lease between the ("CFNWC") and the ("BOCC") to the ("LBCF") also at no cost at the same time as the barn and property transfer.
3. Legal fees required for transfer such as recording etc. will be the responsibility of the ("LBCF")

The terms and conditions agreed upon with the ("BOCC") and the ("CFNWC") will apply with this transfer to the ("LBCF").

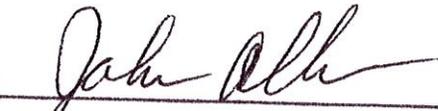
This agreement is to be binding to all the board of directors of the ("CFNWC") and the board of directors of the ("LBCF") from the date of execution March 21st 2017.

Signed



Pamela Pleasant-Foster, authorized representative

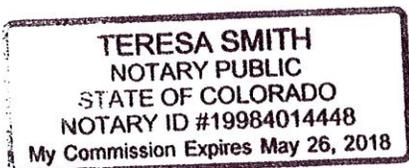
Signed



John Allen Chairman (LBCF)

WITNESS my hand and official seal

 Notary Public





20172439 9/1/2017 11:49 AM
1 of 4 BOS R\$28.00 D\$0.00

Lila Herod
Moffat County Clerk

State of Colorado
County: Moffat

\$10.00 USD

Bill of Sale of Personal Property

IN CONSIDERATION OF the sum of \$10.00 USD, plus any applicable sales taxes, paid by cash, the receipt of which consideration is acknowledged, The Community Foundation of Northwest Colorado of P.B. Box 653, Craig, CO 81626 (the 'Seller'), SELLS AND DELIVERS to The Luttrell Barn Cultural Center Foundation of P.O. Box 1193, Craig, CO 81626 (the 'Purchaser'), the following personal property (the 'Property'):

411 Emerson Street, Craig, Colorado, County of Moffat. The Luttrell Barn and two wooden sheds.

And All contents JA [initials]

The Seller warrants that (1) the Seller is the legal owner of the Property; (2) the Property is free from all liens and encumbrances; (3) the Seller has full right and authority to sell and transfer the Property; and (4) the Seller will warrant and defend the title of the Property against any and all claims and demands of all persons.

The Property is being sold in an 'as is' condition and the Seller expressly disclaims all warranties, whether expressed or implied, including but not limited to, any implied warranty of merchantability or fitness for a particular purpose. Further, the Seller disclaims any warranty as to the condition of the Property. The Seller does not assume, or authorize any other person to assume on the behalf of the Seller, any liability in connection with the sale of the Property. The Seller's above disclaimer of warranties does not, in any way, affect the terms of any applicable warranties from the manufacturer of the Property.

The Purchaser has been given the opportunity to inspect the Property or to have it inspected and the Purchaser has accepted the Property in its existing condition. This Bill of Sale will be construed in accordance with and governed by the laws of the State of Colorado.