



Historic Preservation Board

Donna Walker, Chairperson
Cristian Gonzalez-Torres Penny Rankin, Vice-Chairperson
Kathy Kvasnicka Marlene Stieber
Al Mowrer

Historic Preservation Board Agenda

Regular Meeting*

Fort Lupton City Council – 130 S. McKinley Ave.

Thursday, November 5, 2020 – 6:15 P.M.

(Order & Contents Subject to Change by Action of the Historic Board)

**To attend this meeting virtually (optional), please refer to the last page of the Agenda for instructions*

Call to Order – Roll Call

Approval of Agenda

Consent Agenda – Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of Discussion Items.

- a. Approval of the Minutes of the October 1, 2020 Meeting

Public and Visitor Input – This portion of the Agenda is provided to allow members of the audience to present comments to the Board. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement or your question may be directed to the appropriate staff member for follow-up.

Action Items

- b. None.

Discussion Items

- c. Residential Interpretive Signage Project
- d. Cemetery Walk
- e. Scarecrow Contest
- f. CLG Annual Report Update & Project Opportunities
- g. Monthly Historic Review Quiz

Future Business

- h. Next Board Meeting on December 3, 2020

Adjourn

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Historic Preservation Board Meeting Attendance Information

The meeting will be held at City Hall in the Council Chambers. You are welcome to attend either in person or remotely through GoToMeetings. For your safety and ours we will be enforcing social distancing protocols, including but not limited to, limiting the number of people allowed into Council Chambers at a time, encouraging the use of face masks, and requiring a six-foot separation. Additional instructions on meeting conduct will be provided prior to the start of the meeting.

Virtual Meeting Instructions

If you would like to participate remotely, we encourage you to test the phone number and links provided above prior to the start of the meeting, as each device requires initial adjustment. It is also recommended to log into the meeting early, and if you encounter any issues to call 303-304-4498 or email PlanningDept@fortluptonco.gov immediately.

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**RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
October 1, 2020**

The Historic Preservation Board of the City of Fort Lupton met in session at the City Complex, 130 South McKinley Ave., the regular meeting place of the Historic Preservation Board, and virtually via GoToMeeting, on Thursday, October 1, 2020. Vice-Chair Penny Rankin called the meeting to order at 6:15 p.m.

ROLL CALL

Those present were Members Cristian Gonzalez-Torres, Penny Rankin, Al Mowrer, and Kathy Kvasnicka. Member Marlene Stieber arrived after roll call was taken. Also present was City Planner II Alyssa Knutson.

APPROVAL OF THE AGENDA

Ms. Knutson stated that Chair Donna Walker had to resign from the Board. Therefore, a new Chair needed to be elected and requested that an item be added to the Action Items stating that. Member Mowrer made a motion to approve the agenda with changes, and Member Kvasnicka seconded.

Motion passed unanimously.

APPROVAL OF THE CONSENT AGENDA

Member Kvasnicka made a motion to approve the consent agenda as amended and it was seconded by Member Mowrer.

Motion passed unanimously.

PUBLIC AND VISITOR INPUT

It was noted that there were no members of the public either in person or on the online platform present to make comments not otherwise related to the agenda; seeing none, the public comment portion was closed.

ACTION ITEM

Election of a Chair

It was moved to elect Member Cristian Gonzalez-Torres as Chair.

Motion passed unanimously.

DISCUSSION ITEMS

Residential Interpretive Signage Project

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FORT LUPTON HISTORIC PRESERVATION BOARD
October 1, 2020

The Board discussed continuing to look into next steps for printing the signage for the project.

Cemetery Walk

Ms. Knutson went over the list of those that would be participating in the Cemetery Walk with the Board members. She stated that Al Mowrer would be Lancaster Lupton/Greeter, Bruce Fitzgerald would represent the Postmasters, Jennifer Norby would reenact the Tracy/Decker Families, Bill Taylor will represent Felix Doughty, Winbourn(e) would be represented by Zo Stieber, the Veterans' Marker by Cristian Gonzalez-Torres, Twombly would be Ginny White, Frink by Marlene, Davis by Lucy Miller, Putnam by Kathy Kvasnicka, and Bessie Mae Boston Coburn by Marilyn Bangert.

Ms. Knutson said that there are about eleven volunteers, which is close to the usual amount of reenactors. She said people can continue to accept volunteers up to a few days before the event so she can update the map.

Member Rankin asked about safety procedures for COVID. Some discussion on how it would be handled on the day of the event was held among the Board. It was mentioned to have the chairs available to distance people, or some type of marker to keep people a safe distance. Another idea was to have advertising out stating that the Cemetery Walk will be socially distanced, and to have a sign at the gate encouraging the mask and social distancing. It was mentioned to maybe not mandate masks, but to encourage it. Ms. Knutson stated she may ask the City Attorney if a waiver for attendees would be appropriate, and/or limiting the number of people that visit a reenactor at one time. She stated she will work to direct people to certain reenactors to limit the amount of people at a time.

Ms. Knutson stated she would like volunteers there 15-30 minutes before the start of the event. She added that in past years it didn't seem people crowd the reenactors, so this event should be fairly safe.

Member Stieber added that she was told that someone for Hause/Dare Families will be at the Cemetery Walk.

Ms. Knutson asked if Member Rankin was planning to participate, and she stated that she didn't think she would this year. The group stated that would be fine.

Ms. Knutson verified that members will be communicating with their volunteer contacts to attend on time and other information.

Scarecrow Contest

Ms. Knutson gave an update that the Scarecrow Contest was moving forward. She added that Member Al Mowrer was participating, and there are about 4-5 entries for household participants, and about 15 entries for business participants.

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FORT LUPTON HISTORIC PRESERVATION BOARD
October 1, 2020**

She stated that business participants will be putting theirs up on the 2 x 4s that are posted on the light posts on Denver Avenue in the next few days. She also stated that voting is a little delayed so that there is time to take photos for the voting.

Member Mowrer said that next year it may be good to do a Day of the Dead theme during the Scarecrow Contest in honor of the Latino/Hispanic community. The Board thought it was a good idea for next year.

Member Stieber stated that 15 entries downtown is great, and Ms. Knutson added the Chamber did a good job getting the businesses involved. She added that each year we do it will help to gain traction.

Monthly Historic Review Quiz

Ms. Knutson provided the Board with a packet of materials that included a sample request for exterior changes to a historically designated structure. Ms. Knutson asked the Board to take some time to review the practice submittal materials. She then askedd Chair Gonzalez-Torres to lead the Board through the submittal as though it is a real application, including having each Board member provide their thoughts on the application, and then making a determination and vote on whether a Report of Acceptability for the application should be approved or not.

The Board discussed the practice application, and at the end Ms. Knutson stated that the Chair and the Board did a good job with the practice review. She added that this practice will hopefully help when a real application for an exterior change is brought to the Board.

FUTURE BUSINESS

Next board meeting on Thursday, November 5, 2020 at 6:15 p.m. Member Mowrer stated he would not be at that meeting.

The Board agreed that the Cemetery Walk and Scarecrow Contest should be discussed at the next meeting.

ADJOURNMENT

Member Penny Rankin made a motion to adjourn the October 1, 2020 meeting at 7:24 p.m. and it was seconded by Member Al Mowrer.

Submitted by:

Alyssa Knutson, Planner II

Approved by Historic Preservation Board

**RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
October 1, 2020**

Cristian Gonzalez-Torres, Chairperson