



Gary Montoya, Chair  
Claud Hanes, Secretary  
Lynette Pepler  
Dez Packard

Kathleen Kvasnicka, Vice-Chair  
Eugene Reynolds, Treasurer  
Mark Grajeda

**AGENDA**  
**FORT LUPTON URBAN RENEWAL AUTHORITY**  
**REGULAR MEETING**

130 South McKinley Avenue  
Thursday, February 19, 2026  
6:00 PM

**Call to Order**

**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 Councilmember so requests, in which case the item may be removed/moved from the Consent Agenda.

- a. 01152026 Minutes

**Public Comment** 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.

**Accounts Payable**

- a. January 2026 Financials

**Action Item(s)**

- a. URA Payments for Special District Entities
- b. Downtown Colorado Inc Conference
- c. Building Renovation Guidelines Redlines

**New Business**

- a. Urban Renewal Bills in State Legislature
- b. Tour of 721 4th St Renovation of Offices to Apartments

**Old Business**

**Board Reports**

**Adjourn**

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When calling in, please be sure to mute your microphone on your computer, phone or tablet. Planning staff and/or the Chairman will provide instructions on when and how comments can be made by the public virtually.

**RECORD OF PROCEEDINGS**  
**FORT LUPTON URBAN RENEWAL AUTHORITY**  
**January 15, 2026**

**Call to Order**

Chair Gary Montoya called the meeting to order at 6:00 PM

**Roll Call**

Kathy Kvasnika, Eugene Reynolds, and Claud Hanes in attendance. Absent was Mark Grajeda, Christian Gonzalez-Torres, and Kevin Ross. Lynette Pepler was in attendance as a guest as she is being installed onto the FLURA board to replace Commissioner Ross. Also in attendance was Chris Cross, Executive Director, and Zachary Mettler, Planning staff.

**Approval of Agenda**

The agenda was unanimously approved with a motion from Hanes, seconded by Kvasnicka. Passed by majority roll call vote.

**Consent Agenda**

The minutes for November 20, 2025, were unanimously approved with a motion from Kvasnicka, seconded by Reynolds.

**Public Comment**

None.

**Accounts Payable**

Chris Cross disclosed the only accounts payable for the month.

**Action Items**

- a. Elections for: Chair, Vice-Chair, Secretary, and Treasurer**
  1. Montoya was reinstated as President with a motion from Hanes, seconded by Kvasnicka.
  2. Kvasnicka was reinstated as Vice Chair with a motion from Montoya and seconded by Hanes.
  3. Reynolds was reinstated as Treasurer with a motion from Kvasnicka and seconded by Hanes.
  4. Hanes was installed as Secretary (last man standing) with a motion from Kvasnicka and seconded by Reynolds.
- b. Resolution No. 2026URA001 Designating Posting Place**
  1. Motion to approve made by Hanes and second by Montoya.
- c. Building Renovation Grant Application: 237 Denver Avenue**
  1. Building renovation grant for 237 Denver Avenue had much discussion centering around maximum allotments, and the need to establish some guidelines. There being no guidelines at the present time Reynolds made a motion approving the grant with Hanes providing the second. The votes were 3-1 with Kvasnicka providing nay vote approving the \$6,300 grant.
- d. Building Renovation Grant Application: 321 South Denver Avenue**
  1. Building renovation grant for 321 S Denver Avenue was presented with again much discussion on eligible expenses. Some items included were excluded and eventually an affirmative unanimous vote was cast with Hanes making the motion and Kvasnicka seconding for an amount of \$50,709.50

**RECORD OF PROCEEDINGS**  
**FORT LUPTON URBAN RENEWAL AUTHORITY**  
**January 15, 2026**

**Discussion Items**

**a. Potential Staff Read-Outs**

1. In new business the board discussed sponsoring the grant application for the Otteson mill to be included for a historical grant. Questions arose concerning the board's interest in purchasing the property which created some discussion around if/when we should buy something for economic development. Chair Montoya wasn't excited as he related negative history with BLURA, however Reynolds indicated if an opportunity came up to make some money and improvement; we shouldn't ignore it. The board is not interested in buying the mill.
2. Reynolds suggested that we install some guidelines as it appears we are working in the dark on some of these grant requests. This should include guidelines, maximum dollar amounts and some restrictions possibly residential.

**Staff Report**

None.

**Board Reports**

None.

**Adjournment**

Gary Montoya adjourned the meeting.

Next meeting will be February 19, 2026 at 6:00 PM.

Meeting adjourned at 6:30 PM.

Submitted by:

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Claud Hanes, Secretary

Approved by Fort Lupton Urban Renewal Authority

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Gary Montoya, Chairperson



## **PRELIMINARY FINANCIAL STATEMENTS**

For the Month  
Ended January 31,  
2026

Account	Name	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
<b>Fund: 820 - FLURA</b>				
<b>Assets</b>				
<b>BalCategory: 10 - Current Assets</b>				
<b>BalSubCategory: 100 - Cash And Cash Equivalents</b>				
<a href="#">820-100300</a>	CASH - FLURA	833,473.73	207,490.87	-625,982.86
<b>Total BalSubCategory 100 - Cash And Cash Equivalents:</b>		<b>833,473.73</b>	<b>207,490.87</b>	<b>-625,982.86</b>
<b>BalSubCategory: 102 - Restricted Cash</b>				
<a href="#">820-103122</a>	INVESTMENTS - COLO TRUST 8022	0.00	1,219,536.96	1,219,536.96
<b>Total BalSubCategory 102 - Restricted Cash:</b>		<b>0.00</b>	<b>1,219,536.96</b>	<b>1,219,536.96</b>
<b>BalSubCategory: 113 - Property Tax Receivable</b>				
<a href="#">820-110250</a>	PROPERTY TAX RECEIVABLE	840,592.48	452,121.86	-388,470.62
<b>Total BalSubCategory 113 - Property Tax Receivable:</b>		<b>840,592.48</b>	<b>452,121.86</b>	<b>-388,470.62</b>
<b>Total BalCategory 10 - Current Assets:</b>		<b>1,674,066.21</b>	<b>1,879,149.69</b>	<b>205,083.48</b>
<b>Total Assets:</b>		<b>1,674,066.21</b>	<b>1,879,149.69</b>	<b>205,083.48</b>
<b>Liability</b>				
<b>BalCategory: 30 - Current Liabilities</b>				
<b>BalSubCategory: 201 - Accounts Payable</b>				
<a href="#">820-201000</a>	ACCOUNTS PAYABLE	1,553.60	3,481.00	-1,927.40
<b>Total BalSubCategory 201 - Accounts Payable:</b>		<b>1,553.60</b>	<b>3,481.00</b>	<b>-1,927.40</b>
<b>Total BalCategory 30 - Current Liabilities:</b>		<b>1,553.60</b>	<b>3,481.00</b>	<b>-1,927.40</b>
<b>BalCategory: 45 - Deferred Inflow of Resources</b>				
<b>BalSubCategory: 240 - Deferred Inflow of Resources</b>				
<a href="#">820-202250</a>	DEFERRED PROPERTY TAX	840,592.48	452,121.86	388,470.62
<b>Total BalSubCategory 240 - Deferred Inflow of Resources:</b>		<b>840,592.48</b>	<b>452,121.86</b>	<b>388,470.62</b>
<b>Total BalCategory 45 - Deferred Inflow of Resources:</b>		<b>840,592.48</b>	<b>452,121.86</b>	<b>388,470.62</b>
<b>Total Liability:</b>		<b>842,146.08</b>	<b>455,602.86</b>	<b>386,543.22</b>
<b>Equity</b>				
<b>BalCategory: 40 - Fund Balance / Equity</b>				
<b>BalSubCategory: 310 - Unrestricted Reserve</b>				
<a href="#">820-310000</a>	FUND BALANCE	821,407.70	1,412,145.94	590,738.24
<b>Total BalSubCategory 310 - Unrestricted Reserve:</b>		<b>821,407.70</b>	<b>1,412,145.94</b>	<b>590,738.24</b>
<b>BalSubCategory: 316 - Emergency Reserves</b>				
<a href="#">820-310210</a>	RESTRICTED - TABOR RESERVE	10,862.63	10,862.63	0.00
<b>Total BalSubCategory 316 - Emergency Reserves:</b>		<b>10,862.63</b>	<b>10,862.63</b>	<b>0.00</b>
<b>Total BalCategory 40 - Fund Balance / Equity:</b>		<b>832,270.33</b>	<b>1,423,008.57</b>	<b>590,738.24</b>
<b>Total Beginning Equity:</b>		<b>832,270.33</b>	<b>1,423,008.57</b>	<b>590,738.24</b>
Total Revenue		143.46	4,020.00	3,876.54
Total Expense		493.66	3,481.74	-2,988.08
<b>Revenues Over/(Under) Expenses</b>		<b>-350.20</b>	<b>538.26</b>	<b>888.46</b>
<b>Total Equity and Current Surplus (Deficit):</b>		<b>831,920.13</b>	<b>1,423,546.83</b>	<b>591,626.70</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b>1,674,066.21</b>	<b>1,879,149.69</b>	<b>205,083.48</b>

# FLURA Detail Report

## Account Detail

Date Range: 01/01/2026 - 01/31/2026

Account	Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">820-100300</a>	CASH - FLURA		223,266.43	-15,775.56	57.26	15,832.82	207,490.87
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
01/09/2026	GLPKT38598	JN18891	01/09/26 FLURA Weld County Ta...		48.45		223,314.88
01/13/2026	APPKT06959	10192	CITY OF FORT LUPTON	000240 - CITY OF FORT LUPTON		15,832.82	207,482.06
01/30/2026	GLPKT38916	JN19004	01/30/26 FLURA Bank of Colorado Interest Earned		8.81		207,490.87
<a href="#">820-103122</a>	INVESTMENTS - COLO TRUST 8022		1,215,574.96	3,962.00	3,962.00	0.00	1,219,536.96
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
01/31/2026	GLPKT39171	JN19023	01/2026 ColoTrust FLURA Interest Earned		3,962.00		1,219,536.96
<a href="#">820-201000</a>	ACCOUNTS PAYABLE		-15,832.82	12,351.82	15,832.82	3,481.00	-3,481.00
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
01/13/2026	APPKT06959	10192	CITY OF FORT LUPTON PBL	000240 - CITY OF FORT LUPTON	15,832.82		0.00
01/21/2026	APPKT06987	FIN20261081	FLURA-REIMBURS FOR CORE CONSULTANTS, INV 26010045	000240 - CITY OF FORT LUPTON		3,481.00	-3,481.00
<b>Payment Number:</b>		10193					
<a href="#">820-9100-311010</a>	TIF INCREMENT		0.00	-49.19	0.00	49.19	-49.19
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
01/09/2026	GLPKT38598	JN18891	01/09/26 FLURA Weld County Ta...			49.19	-49.19
<a href="#">820-9100-361600</a>	INTEREST EARNED		0.00	-3,970.81	0.00	3,970.81	-3,970.81
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
01/30/2026	GLPKT38916	JN19004	01/30/26 FLURA Bank of Colorado Interest Earned			8.81	-8.81
01/31/2026	GLPKT39171	JN19023	01/2026 ColoTrust FLURA Interest Earned			3,962.00	-3,970.81
<a href="#">820-9100-530600</a>	CONTRACTUAL SERVICES		0.00	3,481.00	3,481.00	0.00	3,481.00
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
01/21/2026	APPKT06987	FIN20261081	FLURA-REIMBURS FOR CORE CONSULTANTS, INV 26010045	000240 - CITY OF FORT LUPTON	3,481.00		3,481.00
<b>Payment Number:</b>		10193					

**FLURA Detail Report**

Date Range: 01/01/2026 - 01/31/2026

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
<a href="#">820-9100-553500</a>	MISC EXPENDITURES	0.00	0.74	0.74	0.00	0.74	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/09/2026	GLPKT38598	JN18891	01/09/26 FLURA Weld County Ta...		0.74		0.74
<b>Grand Totals:</b>		<b>1,423,008.57</b>	<b>0.00</b>	<b>23,333.82</b>	<b>23,333.82</b>	<b>1,423,008.57</b>	

### Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
820 - FLURA	1,423,008.57	0.00	23,333.82	23,333.82	1,423,008.57
<b>Grand Total:</b>	<b>1,423,008.57</b>	<b>0.00</b>	<b>23,333.82</b>	<b>23,333.82</b>	<b>1,423,008.57</b>

# FLURA Budget Comparison Report

## Account Detail

City of Fort Lupton

Account Number		2024 Total Activity	2025 Total Activity	2026 YTD Activity Through Jan	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget		Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	
					2026 APPROVED	2026 PROJECTED	Increase / (Decrease)	%	Increase / (Decrease)	%	
<b>Revenue</b>											
<a href="#">820-9100-311010</a>	TIF INCREMENT	531,549.77	622,359.62	49.19	977,957.00	0.00	-977,957.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-311011</a>	TIF INCREMENT REFUND	-171,171.75	0.00	0.00	-250,960.00	0.00	250,960.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-361600</a>	INTEREST EARNED	1,709.65	17,636.97	3,970.81	1,500.00	0.00	-1,500.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-390200</a>	TABOR RESERVE	0.00	0.00	0.00	24,099.00	0.00	-24,099.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-390400</a>	UNAPPROPRIATED RESERVES	0.00	0.00	0.00	1,256,244.00	0.00	-1,256,244.00	-100.00%	0.00	0.00	0.00%
	<b>Total Revenue:</b>	<b>362,087.67</b>	<b>639,996.59</b>	<b>4,020.00</b>	<b>2,008,840.00</b>	<b>0.00</b>	<b>-2,008,840.00</b>	<b>-100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expense</b>											
<a href="#">820-9100-520100</a>	GENERAL SUPPLIES	155.13	0.00	0.00	500.00	0.00	-500.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-530600</a>	CONTRACTUAL SERVICES	51.12	25,652.26	3,481.00	125,000.00	0.00	-125,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-530800</a>	DUES & SUBSCRIPTIONS	2,034.38	1,000.00	0.00	2,000.00	0.00	-2,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-531200</a>	LEGAL FEES	150.00	0.00	0.00	15,000.00	0.00	-15,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-531600</a>	PLANS & STUDIES	0.00	0.00	0.00	30,000.00	0.00	-30,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-531800</a>	POSTAGE	2.07	0.00	0.00	800.00	0.00	-800.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-532800</a>	STAFF DEVELOPMENT	435.00	0.00	0.00	5,000.00	0.00	-5,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-533000</a>	TRAVEL & MEETINGS	3,025.17	0.00	0.00	2,500.00	0.00	-2,500.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-551850</a>	GRANTS - TIF	52,474.49	10,164.07	0.00	450,000.00	0.00	-450,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-553500</a>	MISC EXPENDITURES	6,180.61	12,442.02	0.74	12,000.00	0.00	-12,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-575000</a>	CAPITAL PROJECTS	0.00	0.00	0.00	250,000.00	0.00	-250,000.00	-100.00%	0.00	0.00	0.00%
<a href="#">820-9100-580450</a>	GENERAL FUND (CITY) LOAN	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
<a href="#">820-9100-590200</a>	TABOR RESERVE	0.00	0.00	0.00	21,855.00	0.00	-21,855.00	-100.00%	0.00	0.00	0.00%
	<b>Total Expense:</b>	<b>84,507.97</b>	<b>49,258.35</b>	<b>3,481.74</b>	<b>914,655.00</b>	<b>0.00</b>	<b>-914,655.00</b>	<b>-100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>Report Total:</b>	<b>277,579.70</b>	<b>590,738.24</b>	<b>538.26</b>	<b>1,094,185.00</b>	<b>0.00</b>	<b>-1,094,185.00</b>	<b>-100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

FLURA Budget Comparison Report

Group Summary

Account Typ...	2024	2025	2026	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
	Total Activity	Total Activity	YTD Activity Through Jan	2026 APPROVED	2026 PROJECTED	Increase / (Decrease)			Increase / (Decrease)	
Revenue	362,087.67	639,996.59	4,020.00	2,008,840.00	0.00	-2,008,840.00	-100.00%	0.00	0.00	0.00%
Expense	84,507.97	49,258.35	3,481.74	914,655.00	0.00	-914,655.00	-100.00%	0.00	0.00	0.00%
<b>Report Total:</b>	<b>277,579.70</b>	<b>590,738.24</b>	<b>538.26</b>	<b>1,094,185.00</b>	<b>0.00</b>	<b>-1,094,185.00</b>	<b>-100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

FLURA Budget Comparison Report

Fund Summary

Fund	2024 Total Activity	2025 Total Activity	2026 YTD Activity Through Jan	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2026 APPROVED	2026 PROJECTED	Increase / (Decrease)		Increase / (Decrease)		
820 - FLURA	277,579.70	590,738.24	538.26	1,094,185.00	0.00	-1,094,185.00	-100.00%	0.00	0.00	0.00%
<b>Report Total:</b>	<b>277,579.70</b>	<b>590,738.24</b>	<b>538.26</b>	<b>1,094,185.00</b>	<b>0.00</b>	<b>-1,094,185.00</b>	<b>-100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

# FLURA Check Report

City of Fort Lupton

By Check Number

Date Range: 01/01/2026 - 01/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: FLURA-FLURA Fund</b>						
000240	CITY OF FORT LUPTON	01/13/2026	Regular	0.00	15,832.82	10192
<a href="#">FIN20251066</a>	Invoice	12/30/2025	FLURA-REIMBURSE CITY FOR CORE CONSU...	0.00	15,832.82	

### Bank Code FLURA Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	15,832.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>15,832.82</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	15,832.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>15,832.82</b>

### Fund Summary

Fund	Name	Period	Amount
820	FLURA	1/2026	15,832.82
			<b>15,832.82</b>

# FLURA Income Statement Account Summary

For Fiscal: 2026 Period Ending: 01/31/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 820 - FLURA</b>						
<b>Revenue</b>						
<a href="#">820-9100-311010</a>	TIF INCREMENT	0.00	0.00	49.19	49.19	-49.19
<a href="#">820-9100-311011</a>	TIF INCREMENT REFUND	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-361600</a>	INTEREST EARNED	0.00	0.00	3,970.81	3,970.81	-3,970.81
<a href="#">820-9100-380000</a>	MISC REVENUE	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-390100</a>	DEBT SERVICE RESERVE	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-390200</a>	TABOR RESERVE	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-390400</a>	UNAPPROPRIATED RESERVES	0.00	0.00	0.00	0.00	0.00
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>4,020.00</b>	<b>4,020.00</b>	<b>-4,020.00</b>
<b>Expense</b>						
<a href="#">820-9100-520100</a>	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-530600</a>	CONTRACTUAL SERVICES	0.00	0.00	3,481.00	3,481.00	-3,481.00
<a href="#">820-9100-530800</a>	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-531200</a>	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-531600</a>	PLANS & STUDIES	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-531800</a>	POSTAGE	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-532800</a>	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-533000</a>	TRAVEL & MEETINGS	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-551850</a>	GRANTS - TIF	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-553500</a>	MISC EXPENDITURES	0.00	0.00	0.74	0.74	-0.74
<a href="#">820-9100-573000</a>	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-575000</a>	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-580450</a>	GENERAL FUND (CITY) LOAN	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-590200</a>	TABOR RESERVE	0.00	0.00	0.00	0.00	0.00
<a href="#">820-9100-590400</a>	FUND BALANCE RESERVES	0.00	0.00	0.00	0.00	0.00
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,481.74</b>	<b>3,481.74</b>	<b>-3,481.74</b>
	<b>Fund: 820 - FLURA Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>538.26</b>	<b>538.26</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>538.26</b>	<b>538.26</b>	

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
820 - FLURA	0.00	0.00	538.26	538.26	-538.26
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>538.26</b>	<b>538.26</b>	



To: FLURA Board  
From: Zachary Mettler, Planner 1 & Liaison to FLURA  
Date: February 19, 2026  
Re: Discussion Topics for Updating the Building Renovation Guidelines

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Hello FLURA Members,

Below are portions of the program staff would like to focus on in regards to updating the Building Renovation Guidelines. The current official version and the current proposed red-line version is attached to the agenda for reference. No official determinations are being requested at this time. Based on the discussion and direction tonight, staff will finalize red lines and bring them to the next regular meeting for official vote. Text in italics are staff comments and thoughts, not proposed text.

1. The Grant Program is eligible to commercial **buildings**, and residential buildings **which are historically designated**, within the Building Renovation Grant Program Area (Grant Area) identified by the attached map at Appendix 1.
  - a. *The current building renovations guidelines allow for both commercial and residential properties to apply. Staff understands the Authority wishes to exclude residential properties from this. Staff feels it is still important to allow some residential properties, which is why there is proposed language allowing residential properties which are historically designated. This incentivizes more properties to become designated, and also restricts some improvements such as those strictly for apartments and residential homes from applying that don't also impact the commercial portions of properties.*
2. Only two applications may be submitted by **an applicant** per year.
  - a. *There is no proposed change at this time, but staff wants to have a discussion of what the Authority interprets as "an applicant" to better prepare for hypothetical future projects.*
  - b. *Is 'an applicant' the person who owns the property, an LLC, or the 'doing business as' entity.*
    - i. *If there are two different LLCs in town that own two separate properties that are managed by the same person, is that the same applicant, or separate?*
    - ii. *If one person owns two different businesses, can they submit two applications per business, or does that one person have two "applications"?*
3. Reimbursement Caps
  - a. FLURA awards grant fund reimbursements worth 50% of the expected cost of the project **or \$25,000.00, whichever is less. For exceptionally high-quality projects that exceed the standards of these guidelines and require more intense investments, the Authority may waive the \$25,000.00 cap. This Authority has full discretion to determine if it is appropriate to do so or not.**

- b. For properties that are Historically Designated, either on the local, state, or national registry, FLURA may award grant fund reimbursements up to 75% of the expected cost of the project **or \$50,000.00, whichever is less. For exceptionally high-quality projects that exceed the standards of these guidelines and require more intense investments, the Authority may waive the \$25,000.00 cap. This Authority has full discretion to determine if it is appropriate to do so or not.**
  - c. *Staff agrees that putting a cap on requested funds may be best to ensure there are ample funds for many projects, but still wants to give the board the opportunity and full discretion to allow a higher reimbursement, but making it clear it is not guaranteed.*
4. Renovations to a building that are necessary to meet the requirements of the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton, **and are necessary to assist a new business starting operations within the city or to assist an existing business in reopening after a prolonged closure.** These renovations may include, but are not limited to, renovations associated with accessibility, mechanical, electrical or plumbing upgrades, or sprinkler installation.
  5. Repair of doors or replacement of doors **that are intended for general public entrance and are not primarily employee/delivery doors, and where it is found the proposed doors complement** the building façade.
  6. Signage. All signage will be reviewed to ensure that it complements the building and the character of the Grant Area. **Eligible signage may include** projecting signs, storefront signs or restoration of original architectural signs. Generally, signage should not cover distinct architectural features of a building. Initial written approval of the sign from the City must be provided with the grant application.
    - a. *Does the Authority feel that this is an exhaustive discrete list of the allowable types? Or is this just a list of examples for reference and other signs would be permitted as well?*
  7. Ineligible improvements include, but are not limited to, improvements that:
    - a. **Are repairs and replacements of equipment and services that are routine in nature or are typical property maintenance expectations, including but not limited to: HVAC, walk-in freezers, ranges, plumbing, electrical, or gas.**
    - b. **Primarily support residential uses and buildings, such as renovations of office suites to apartments, houses that do not have a public-facing commercial use inside, or only directly supports apartments above a commercial use.**
  8. Interior improvements that are cosmetic **or non-structural** in nature.

9. Exterior improvements that are **not made directly to a façade**, such as benches, planters, landscaping, fences, parking, etc., unless they are required under the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton.
    - a. For exterior improvements “not made directly to a façade”, would the Authority determine that does include free-standing pole signs? Such as Santiago’s, KC’s Motel, Animal Clinic, El Rey Del Taco, Pizza Hut.
  10. *If a property within the Building Renovation area has an accessory / second building on the property, is that something the Authority feels would also be an appropriate building to reimburse improvements for? Or is only the “primary” building eligible? Is that determined on a case by case basis depending on the property?*
- 

Are there any other specific portions of the Building Renovation Guidelines the Authority would like to discuss and cover?

## Building Renovation Grant Program Guidelines

The Fort Lupton Urban Renewal Authority (FLURA) Building Renovation Grant Program (Grant Program) is a competitive grant program meant to encourage property owners and tenants of buildings within eligible portions of Fort Lupton's commercial core (shown on Appendix 1) to make both major interior and exterior building improvements that will revitalize the area and attract customers to shop, dine and do business in Fort Lupton. These Building Renovation Grant Program Guidelines (Guidelines) are meant to assist applicants with going through the process of applying for a Building Renovation Grant and outlining what improvements will be considered.

FLURA reserves the right to amend these Guidelines at any time if it is determined necessary in order to provide more clarity, flexibility or restrictions to the Grant Program.

### Eligibility

The Grant Program is eligible to commercial and residential buildings within the Building Renovation Grant Program Area (Grant Area) identified by the attached map at Appendix 1. Tax exempt properties within the Grant Area may apply and are reviewed on a case by case basis. An owner or tenant of a building within the Grant Area may apply for grant funding. Tenants must provide written approval from the owner of the building to submit a Building Renovation Grant Program Application (Application). Only two applications may be submitted by an applicant per year. An applicant that has an outstanding grant award that has not been completed pursuant to the Application Process described in these Guidelines is ineligible for a new grant award until all outstanding work on any previous grant is complete.

Additional properties within the Urban Renewal Area (URA) but outside of the Grant Area may be considered on a case by case basis as well.

### Grant Funding Availability and Reimbursement

FLURA awards grant fund reimbursements worth 50% of the expected cost of the project based on bids/quotes based on the agreed upon award amount. The FLURA Board will make a determination annually on the amount of grant funding available each year and may amend the available funds if deemed necessary to further the goals of the City and the Grant Area.

For properties that are [Historically Designated](#), either on the local, state, or national registry, FLURA may award grant fund reimbursements up to 75% of the expected cost of the project.

Reimbursements will be made to the applicant provided that the work performed is as approved by FLURA. If changes are necessary, the applicant may provide an explanation of any changes in person at a regular meeting of the FLURA Board. If FLURA approves the changes, then the award amount will continue to be dispersed. Grant disbursements will be as follows:

1. Upon completion of work as awarded through the Grant Program, Applicant shall provide receipts of project expenses throughout the project, as well as proof of payment of said receipts. FLURA will reimburse those receipts up to 80% amount of the grant award amount.
2. Upon completion of the project, FLURA will provide the remaining balance of the grant award to the applicant. If the applicant did not request previous disbursements, the entire grant will be awarded upon completion of the project. Completion will be determined based upon the procedures set forth under the Application Process section below.

## Eligible and Ineligible Improvements

Prior to submitting an Application for improvements to a building that is over fifty years old, the applicant is encouraged to review the Secretary of the Interior's Standards for the Treatment of Historic Properties (the "Standards") located at <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>. Work that substantially conforms to the Standards, where applicable, may be viewed more favorably by the FLURA Board. The design guidelines provided at Appendix 3 provide a visual representation of recommended improvements. However, alterations that are complementary to the Grant Area, and particularly attractive, will also be considered.

With respect to exterior façade improvements that qualify under the Grant Program, only improvements made to façades visible to the public from the street or sidewalk are eligible unless they are required under the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton. Appendix 2 details what is considered a façade and some elements of a façade that may qualify for a Building Renovation Grant.

Eligible improvements include:

- Renovations to a building that are necessary to meet the requirements of the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton. These renovations may include, but are not limited to, renovations associated with accessibility, mechanical, electrical or plumbing upgrades, or sprinkler installation.
- Restoration and cleaning of masonry, including brick, stone and concrete. Power washing is discouraged as a method to clean brick on any building receiving grant funding.
- Repair or replacement of windows. If windows are the original, historic windows, repair is preferred. Where repair is not possible, replacement windows of the same material, size and shape are encouraged.
- Lighting attached to the building that accentuates signage or other significant architectural details of the building. All lighting will be reviewed on a case-by-case basis to ensure it complements the building façade.
- Restoration and repair of original architectural details of the building, such as the cornice and window details.
- Removal of inappropriate façade materials.
- Installation or repair of awnings.
- Repair of doors or replacement of doors where it is found the proposed door complements the building façade.
- Painting. The color should take into consideration the surrounding buildings and character of the Grant Area. Painting over brick is discouraged.
- Signage. All signage will be reviewed to ensure that it complements the building and the character of the Grant Area. Eligible signage may include projecting signs, storefront signs or restoration of original architectural signs. Generally, signage should not cover distinct architectural features of a building. Initial written approval of the sign from the City must be provided with the grant application.
- Architectural design assistance for an applicant to enlist an architect to provide recommendations on appropriate improvements to the building.

Ineligible improvements include, but are not limited to, improvements that:

- Were started or completed prior to applying for the Grant Program.
- Interior improvements that are cosmetic in nature.
- Exterior improvements that are not made directly to a façade, such as benches, planters, parking, etc., unless they are required under the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton.
- Exterior improvements that are not visible from the street or sidewalk, unless they are required under the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton.
- Are not found to be complementary to surrounding buildings and neighborhood character or the original character of the building.
- Are made to a historically designated building that have not been issued a report of acceptability by the Fort Lupton Historic Preservation Board. In addition, building permit fees and other administrative fees that may be required by the City are not eligible for grant funding.

### Application Process

A pre-application conference with FLURA staff is required prior to submitting an Application to discuss the proposed project and any requirements. This conference must be completed at least two weeks prior to the application deadline. To schedule a pre-application conference, contact FLURA staff at 303.857.6694.

If you are applying for changes to the exterior of a building that is historically designated, proposed changes must be approved by the Historic Preservation Board prior to beginning work, and approval submitted with the Application. Note that this process can take a month or longer, so you should begin this process as soon as possible. For projects to the exterior of buildings that are historic (but not historically designated), applicants are encouraged to meet with the Fort Lupton Historic Preservation Board prior to submitting their Application. For more information on meeting with the Historic Preservation Board, please contact City staff at 303.857.6694 or visit <https://www.fortluptonco.gov/139>. All Building Renovation Grant Applications must be submitted by no later than the Monday of the week prior to a regularly scheduled meeting, see Appendix 4 for deadline dates. Applications may be submitted electronically or in hard-copy format by any one of the following delivery methods:

1. Hand-Delivery. Hand-delivery of Applications (either electronic or hard-copy) must be delivered during business hours (Monday – Friday from 8:00 AM – 5:00 PM, excluding holidays) to City Hall at 130 S. McKinley Avenue, Fort Lupton, Colorado. Hand-delivered Applications should be labeled to the attention of the Fort Lupton Urban Renewal Authority.
2. Email. Applications may be emailed to [zmettler@fortluptonco.gov](mailto:zmettler@fortluptonco.gov) Please enter “Building Renovation Grant Program Application” in the subject line of the email.
3. U.S. Mail. Building Renovation Grant Program Applications may be mailed to:

**Fort Lupton Urban Renewal Authority  
c/o City of Fort Lupton  
130 S. McKinley Avenue  
Fort Lupton, CO 80621**

It is the applicant's responsibility to confirm with FLURA staff that the Application was received.

The applicant shall submit a fully-completed Application, along with the following attachments:

- Proof that a pre-application conference was held with FLURA staff to discuss the project prior to submitting the Application. This conference must take place at least two weeks prior to the application deadline. Contact FLURA staff at 303.857.6694 to schedule this meeting.
- Architectural renderings, site plans and/or other visual representations of the proposed improvements. For paint, a paint sample of the proposed color should be provided.
- Photos of the building. For exterior façade improvements, provide photos for all sides of the building that improvements are being requested for. For International Building Code and/or International Fire Code improvements, a photo of the front elevation of the building, as well as the interior portion of the building where renovations are being requested for should be submitted.
- Two estimates from contractors, except that applications for painting a façade do not require a contractor estimate.
- For an application for signage, initial approval from the City of Fort Lupton Building Department must be provided.
- The property owner shall submit proof of ownership of the building.
- For historically designated buildings, a report of acceptability stating the work is approved by the Fort Lupton Historic Preservation Board. Note that the process to receive a report of acceptability can take a month or longer, so you should begin this process as soon as possible.

FLURA staff will review all applications to ensure that it is complete and all required attachments are included. If there are any items missing and the application has been submitted at least one week in advance of the application deadline, staff will inform the applicant of any missing information so they can supplement their application prior to the deadline. If it is determined the Application is not complete at the time of the application deadline, or there are attachments missing, the Application will not be accepted. The applicant may resubmit a completed application during the next grant cycle.

The FLURA Board will then review all eligible applications at the regular FLURA meeting immediately following the application deadline and will consider projects based on grant award criteria, as further defined below. FLURA will compare the amount of grant funds requested to the amount of available funds, as determined annually by the FLURA Board. Grants will be awarded to the projects at the sole discretion of the FLURA Board. The number of grants awarded will be based upon the funding available.

Note that applicants may choose to phase larger projects into smaller, more manageable projects. However, approval of an Application does not guarantee that subsequent applications will automatically be awarded.

Final approval is contingent upon the applicant entering into a Building Renovation Grant Program Agreement (Agreement) with FLURA, which outlines the terms of the Grant Program and criteria for receiving a Building Renovation Grant. The Agreement must be finalized by no later than 30 days following approval of a grant award by FLURA. If it is not finalized within this time, then the grant award will become null and void.

The project must be completed by no later than 180 days after finalizing the Agreement. An extension may be requested if a written request is submitted by the applicant prior to the next FLURA meeting

that immediately follows project completion deadline. At the FLURA Board's sole discretion the extension may or not be granted. If the extension is granted, FLURA will continue to reimburse the applicant for work performed on the project as agreed upon in the Agreement.

At the completion of a project, applicant must schedule a final inspection with designated FLURA staff, and for work requiring a building permit, the City Building Inspector. FLURA staff will provide written confirmation to the FLURA Board that the work has been completed as agreed upon in the Agreement. The Applicant should also submit an invoice to FLURA showing the final project costs. Upon review of these documents, FLURA will issue the final remaining grant award to the applicant after making a determination that the work was indeed completed as agreed, and upon receiving proof that the applicant has paid for said work.

#### Grant Award Criteria

Preference will be given to projects that have a high visible impact on public streets and for projects that seek to restore architecturally significant features of a building or have a significant likelihood to increase visitors, employees and/or businesses to the Grant Area. The following criteria will specifically be taken into account by FLURA when reviewing a Building Renovation Application:

- Instances where an immediate renovation would stop serious deterioration of the building's façade, or where architecturally significant features contributing to the building's character are in danger of being lost.
- Projects that would restore the historic features of a building; where historic features are being removed or altered, whether the improvements have a high degree of aesthetic appeal and are complementary to the surrounding Grant Area.
- Projects that demonstrate the ability to attract people to the Grant Area.
- Projects that would result in significant new investment and the creation of jobs in the Grant Area.
- Projects involving buildings with vacant or underutilized spaces where the overall marketability of the building would be improved.
- Applications that demonstrate the applicant's capacity to complete the project.

#### Additional Grant Requirements

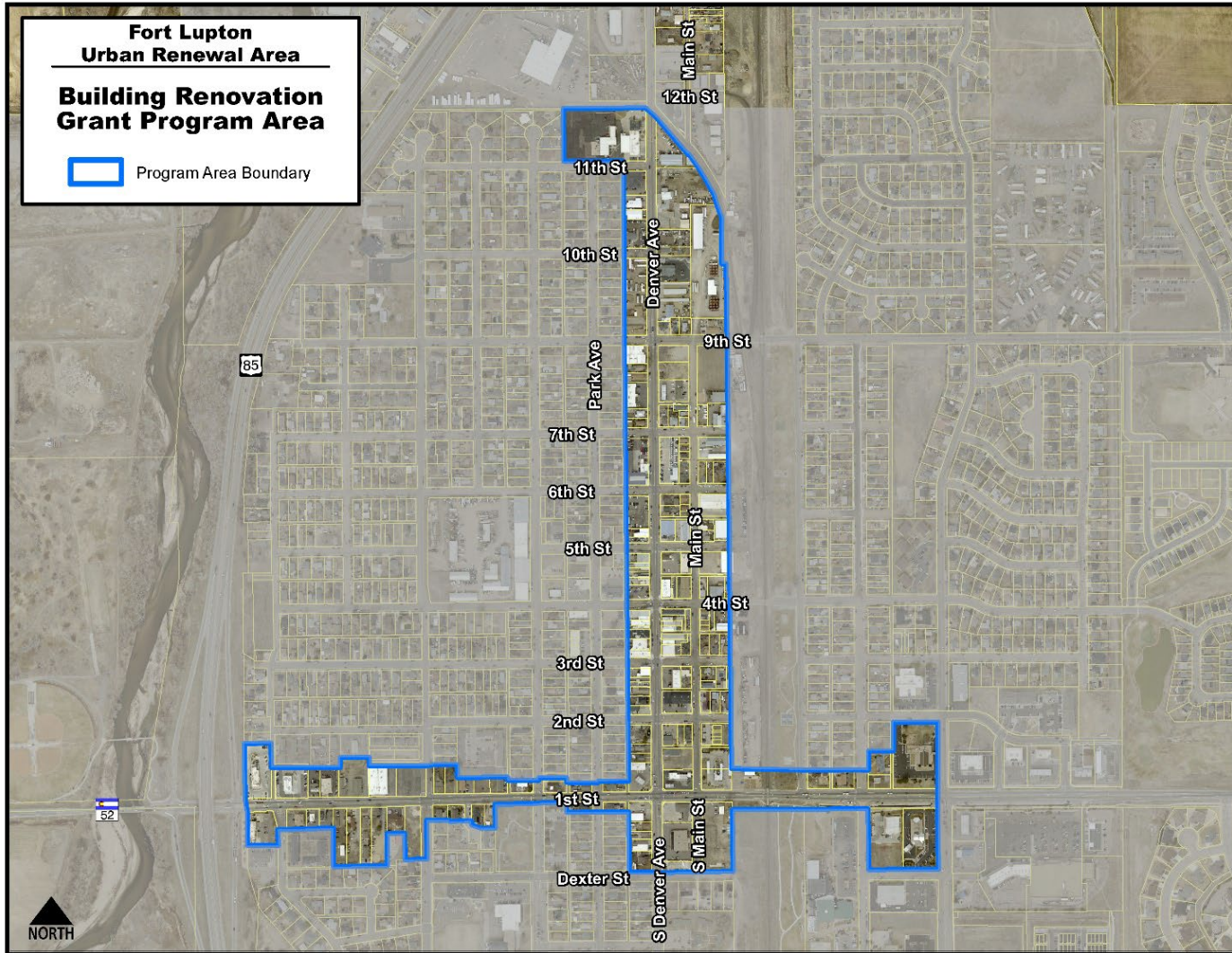
The applicant shall comply with all applicable provisions of the Fort Lupton Municipal Code and the International Building Codes enforced by the City. By submitting an Application, the applicant agrees to allow the City to inspect the building for Code compliance. Applicants shall obtain all required building permits prior to starting work on the project.

Municipal Code violations discovered after the project acceptance will not result in disqualification from the Grant Program, but corrections of such violations shall be incorporated into the project. FLURA retains the right to withhold reimbursements from the applicant until such violations are corrected to the satisfaction of City staff.

**Questions? Contact FLURA at 303.857.6694.**

# Appendix 1

## BUILDING RENOVATION GRANT AREA

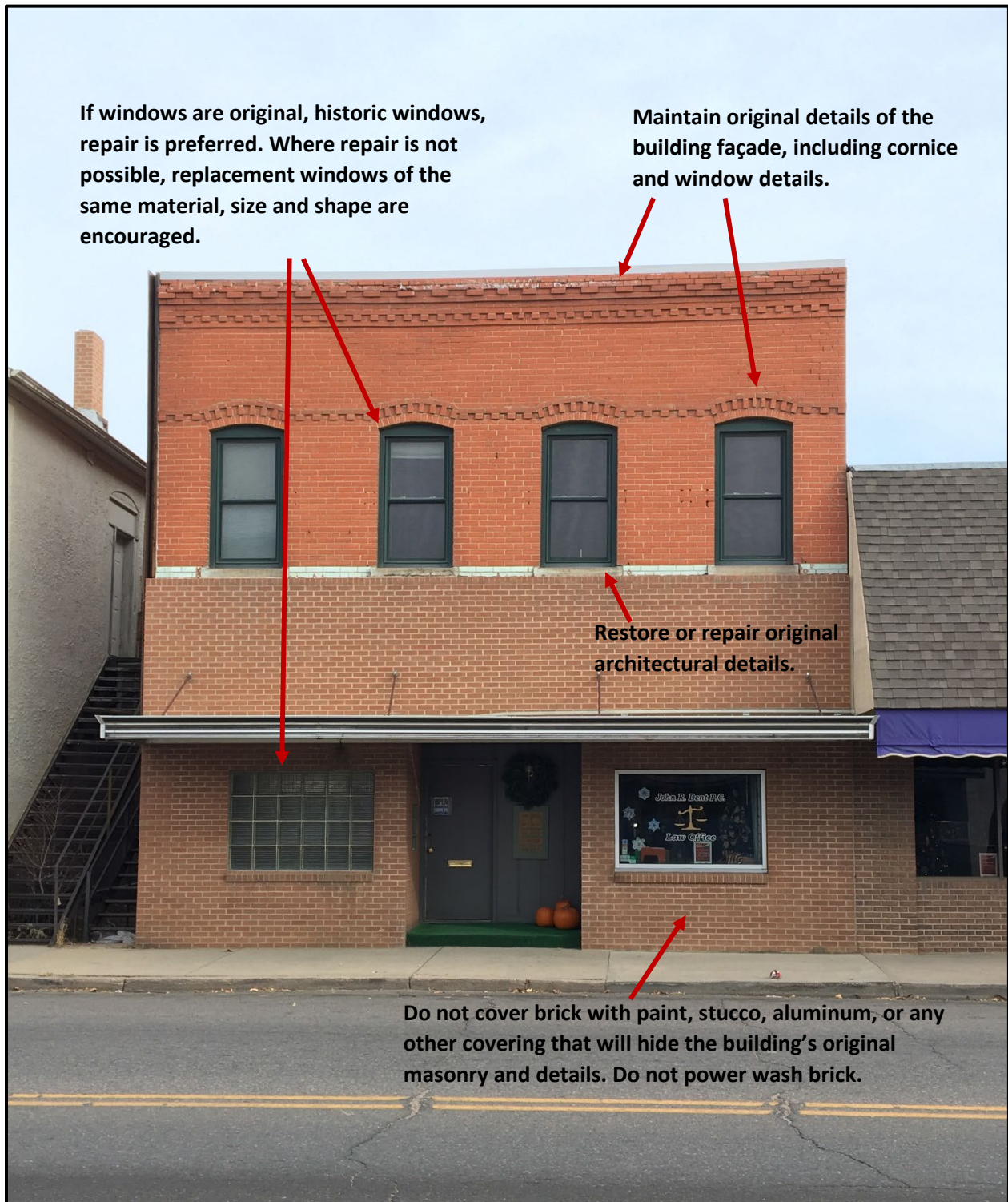


## Appendix 2 FAÇADE ELEMENTS



### Appendix 3

## FAÇADE IMPROVEMENT RECOMMENDED DESIGN GUIDELINES



If windows are original, historic windows, repair is preferred. Where repair is not possible, replacement windows of the same material, size and shape are encouraged.

Maintain original details of the building façade, including cornice and window details.

Restore or repair original architectural details.

Do not cover brick with paint, stucco, aluminum, or any other covering that will hide the building's original masonry and details. Do not power wash brick.

## Appendix 4 2026 APPLICATION DEADLINES

FLURA Meeting Date	Deadline to Submit Application	Deadline to Schedule a Pre-Application Conference
January 15, 2026	January 5, 2026	December 29, 2026
February 19, 2026	February 9, 2026	January 26, 2026
March 19, 2026	March 9, 2026	February 23, 2026
April 16, 2026	April 6, 2026	March 23, 2026
May 21, 2026	May 11, 2026	April 27, 2026
June 18, 2026	June 8, 2026	May 26*, 2026
July 16, 2026	July 6, 2026	June 22, 2026
August 20, 2026	August 10	July 27, 2026
September 17, 2026	September 8*, 2026	August 24, 2026
October 15, 2026	October 5, 2026	September 21, 2026
November 19, 2026	November 9, 2026	October 26, 2026
December 17, 2026	December 7, 2026	November 23, 2026

\*Date adjusted due to Holiday effecting City closure.

## Building Renovation Grant Program Guidelines

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FLURA reserves the right to amend these Guidelines at any time if it is determined necessary in order to provide more clarity, flexibility or restrictions to the Grant Program.

### Eligibility

The Grant Program is eligible to commercial buildings, and residential buildings which are historically designated, within the Building Renovation Grant Program Area (Grant Area) identified by the attached map at Appendix 1. Tax exempt properties within the Grant Area may apply and are reviewed on a case by case basis. An owner or tenant of a building within the Grant Area may apply for grant funding. Tenants must provide written approval from the owner of the building to submit a Building Renovation Grant Program Application (Application). Only two applications may be submitted by an applicant per year. An applicant that has an outstanding grant award that has not been completed pursuant to the Application Process described in these Guidelines is ineligible for a new grant award until all outstanding work on any previous grant is complete.

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### Grant Funding Availability and Reimbursement

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For properties that are Historically Designated, either on the local, state, or national registry, FLURA may award grant fund reimbursements up to 75% of the expected cost of the project or \$50,000.00, whichever is less. For exceptionally high-quality projects that exceed the standards of these guidelines and require more intense investments, the Authority may waive the \$25,000.00 cap. This Authority has full discretion to determine if it is appropriate to do so or not. The grant fund reimbursement shall be based on bids/quotes based on the agreed upon award amount.

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Eligible improvements include:

- Renovations to a building that are necessary to meet the requirements of the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton, and are necessary to assist a new business starting operations within the city or to assist an existing business in reopening after a prolonged closure. These renovations may include, but are not limited to, renovations associated with accessibility, mechanical, electrical or plumbing upgrades, or sprinkler installation.
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- Lighting attached to the building that accentuates signage or other significant architectural details of the building. All lighting will be reviewed on a case-by-case basis to ensure it complements the building façade.
- Restoration and repair of original architectural details of the building, such as the cornice and window details.
- Removal of inappropriate façade materials.
- Installation or repair of awnings.
- Repair of doors or replacement of doors that are intended for general public entrance and are not primarily employee/delivery doors, and where it is found the proposed door complements the building façade.

- Painting. The color should take into consideration the surrounding buildings and character of the Grant Area. Painting over brick is discouraged.
- Signage. All signage will be reviewed to ensure that it complements the building and the character of the Grant Area. Eligible signage may include projecting signs, storefront signs or restoration of original architectural signs. Generally, signage should not cover distinct architectural features of a building. Initial written approval of the sign from the City must be provided with the grant application.
- Architectural design assistance for an applicant to enlist an architect to provide recommendations on appropriate improvements to the building.

Ineligible improvements include, but are not limited to, improvements that:

- Are repairs and replacements of equipment and services that are routine in nature or are typical property maintenance expectations, including but not limited to: HVAC, walk-in freezers, ranges, plumbing, electrical, or gas.
- Primarily support residential uses and buildings, such as renovations of office suites to apartments, houses that do not have a public-facing commercial use inside, or only directly supports apartments above a commercial use.
- Were started or completed prior to applying for the Grant Program.
- Interior improvements that are cosmetic or non-structural in nature.
- Exterior improvements that are not made directly to a façade, such as benches, planters, landscaping, fences, parking, etc., unless they are required under the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton.
- Exterior improvements that are not visible from the street or sidewalk, unless they are required under the International Building Code and/or International Fire Code, as adopted and enforced by the City of Fort Lupton.
- Are not found to be complementary to surrounding buildings and neighborhood character or the original character of the building.
- Are made to a historically designated building that have not been issued a report of acceptability by the Fort Lupton Historic Preservation Board. In addition, building permit fees and other administrative fees that may be required by the City are not eligible for grant funding.

### Application Process

A pre-application conference with FLURA staff is required prior to submitting an Application to discuss the proposed project and any requirements. This conference must be completed at least two weeks prior to the application deadline. To schedule a pre-application conference, contact FLURA staff at 303.857.6694.

If you are applying for changes to the exterior of a building that is historically designated, proposed changes must be approved by the Historic Preservation Board prior to beginning work, and approval submitted with the Application. Note that this process can take a month or longer, so you should begin this process as soon as possible. For projects to the exterior of buildings that are historic (but not historically designated), applicants are encouraged to meet with the Fort Lupton Historic Preservation Board prior to submitting their Application. For more information on meeting with the Historic Preservation Board, please contact City staff at 303.857.6694 or visit <https://www.fortluptonco.gov/139>.

All Building Renovation Grant Applications must be submitted by no later than the Monday of the week prior to a regularly scheduled meeting, see Appendix 4 for deadline dates. Applications may be submitted electronically or in hard-copy format by any one of the following delivery methods:

1. Hand-Delivery. Hand-delivery of Applications (either electronic or hard-copy) must be delivered during business hours (Monday – Friday from 8:00 AM – 5:00 PM, excluding holidays) to City Hall at 130 S. McKinley Avenue, Fort Lupton, Colorado. Hand-delivered Applications should be labeled to the attention of the Fort Lupton Urban Renewal Authority.
2. Email. Applications may be emailed to [zmettler@fortluptonco.gov](mailto:zmettler@fortluptonco.gov) Please enter “Building Renovation Grant Program Application” in the subject line of the email.
3. U.S. Mail. Building Renovation Grant Program Applications may be mailed to:

**Fort Lupton Urban Renewal Authority  
c/o City of Fort Lupton  
130 S. McKinley Avenue  
Fort Lupton, CO 80621**

It is the applicant’s responsibility to confirm with FLURA staff that the Application was received.

The applicant shall submit a fully-completed Application, along with the following attachments:

- Proof that a pre-application conference was held with FLURA staff to discuss the project prior to submitting the Application. This conference must be take place at least two weeks prior to the application deadline. Contact FLURA staff at 303.857.6694 to schedule this meeting.
- Architectural renderings, site plans and/or other visual representations of the proposed improvements. For paint, a paint sample of the proposed color should be provided.
- Photos of the building. For exterior façade improvements, provide photos for all sides of the building that improvements are being requested for. For International Building Code and/or International Fire Code improvements, a photo of the front elevation of the building, as well as the interior portion of the building where renovations are being requested for should be submitted.
- Two estimates from contractors, except that applications for painting a façade do not require a contractor estimate.
- For an application for signage, initial approval from the City of Fort Lupton Building Department must be provided.
- The property owner shall submit proof of ownership of the building.
- For historically designated buildings, a report of acceptability stating the work is approved by the Fort Lupton Historic Preservation Board. Note that the process to receive a report of acceptability can take a month or longer, so you should begin this process as soon as possible.

FLURA staff will review all applications to ensure that it is complete and all required attachments are included. If there are any items missing and the application has been submitted at least one week in advance of the application deadline, staff will inform the applicant of any missing information so they can supplement their application prior to the deadline. If it is determined the Application is not complete at the time of the application deadline, or there are attachments missing, the Application will not be accepted. The applicant may resubmit a completed application during the next grant cycle.

The FLURA Board will then review all eligible applications at the regular FLURA meeting immediately following the application deadline and will consider projects based on grant award criteria, as further

defined below. FLURA will compare the amount of grant funds requested to the amount of available funds, as determined annually by the FLURA Board. Grants will be awarded to the projects at the sole discretion of the FLURA Board. The number of grants awarded will be based upon the funding available.

Note that applicants may choose to phase larger projects into smaller, more manageable projects. However, approval of an Application does not guarantee that subsequent applications will automatically be awarded.

Final approval is contingent upon the applicant entering into a Building Renovation Grant Program Agreement (Agreement) with FLURA, which outlines the terms of the Grant Program and criteria for receiving a Building Renovation Grant. The Agreement must be finalized by no later than 30 days following approval of a grant award by FLURA. If it is not finalized within this time, then the grant award will become null and void.

The project must be completed by no later than 180 days after finalizing the Agreement. An extension may be requested if a written request is submitted by the applicant prior to the next FLURA meeting that immediately follows project completion deadline. At the FLURA Board's sole discretion the extension may or not be granted. If the extension is granted, FLURA will continue to reimburse the applicant for work performed on the project as agreed upon in the Agreement.

At the completion of a project, applicant must schedule a final inspection with designated FLURA staff, and for work requiring a building permit, the City Building Inspector. FLURA staff will provide written confirmation to the FLURA Board that the work has been completed as agreed upon in the Agreement. The Applicant should also submit an invoice to FLURA showing the final project costs. Upon review of these documents, FLURA will issue the final remaining grant award to the applicant after making a determination that the work was indeed completed as agreed, and upon receiving proof that the applicant has paid for said work.

#### Grant Award Criteria

Preference will be given to projects that have a high visible impact on public streets and for projects that seek to restore architecturally significant features of a building or have a significant likelihood to increase visitors, employees and/or businesses to the Grant Area. The following criteria will specifically be taken into account by FLURA when reviewing a Building Renovation ~~Program~~ Application:

- Instances where an immediate renovation would stop serious deterioration of the building's façade, or where architecturally significant features contributing to the building's character are in danger of being lost.
- Projects that would restore the historic features of a building; where historic features are being removed or altered, whether the improvements have a high degree of aesthetic appeal and are complementary to the surrounding Grant Area.
- Projects that demonstrate the ability to attract people to the Grant Area.
- Projects that would result in significant new investment and the creation of jobs in the Grant Area.
- Projects involving buildings with vacant or underutilized spaces where the overall marketability of the building would be improved.
- Applications that demonstrate the applicant's capacity to complete the project.

#### Additional Grant Requirements

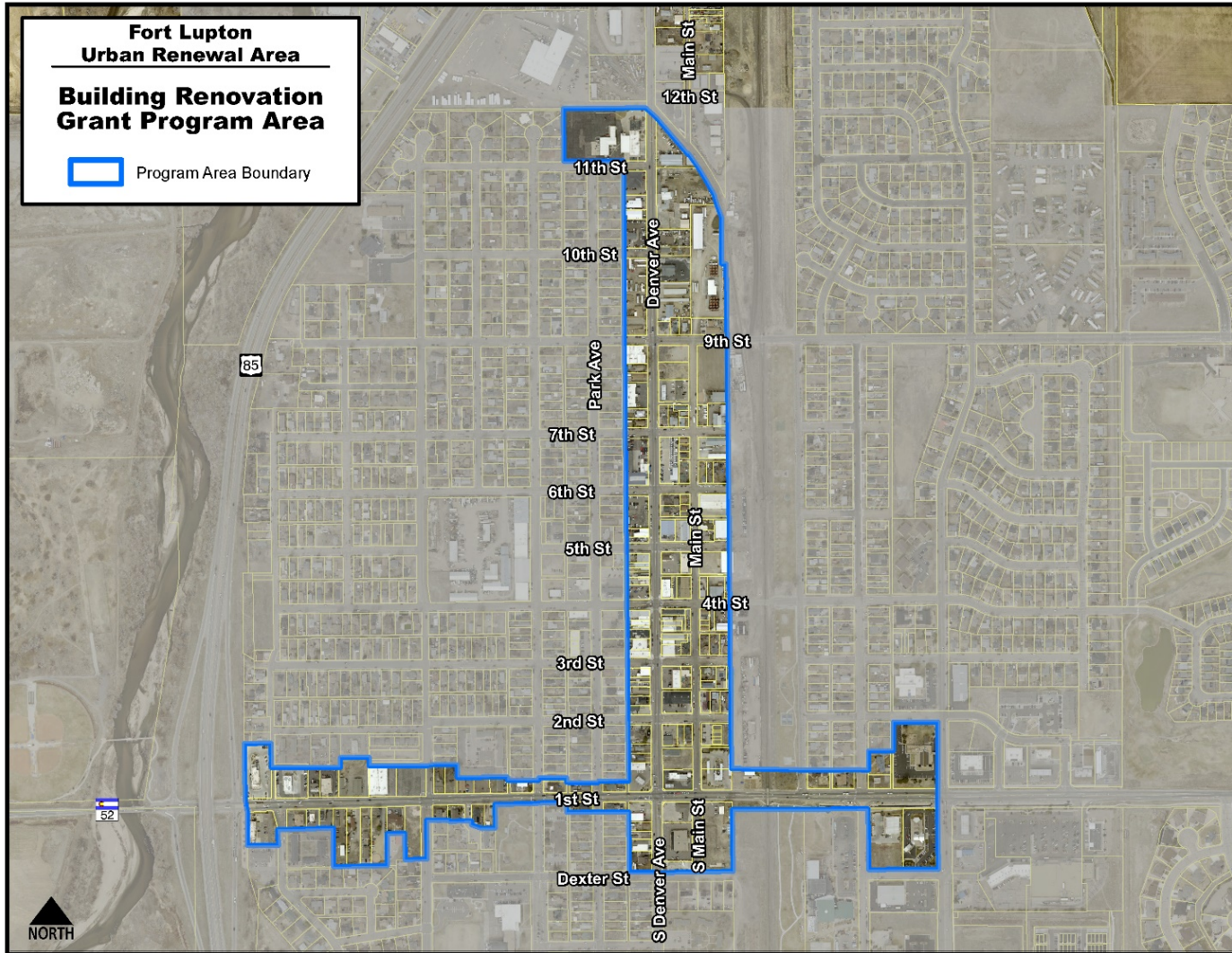
The applicant shall comply with all applicable provisions of the Fort Lupton Municipal Code and the International Building Codes enforced by the City. By submitting an Application, the applicant agrees to allow the City to inspect the building for Code compliance. Applicants shall obtain all required building permits prior to starting work on the project.

Municipal Code violations discovered after the project acceptance will not result in disqualification from the Grant Program, but corrections of such violations shall be incorporated into the project. FLURA retains the right to withhold reimbursements from the applicant until such violations are corrected to the satisfaction of City staff.

**Questions? Contact FLURA at 303.857.6694.**

# Appendix 1

## BUILDING RENOVATION GRANT AREA

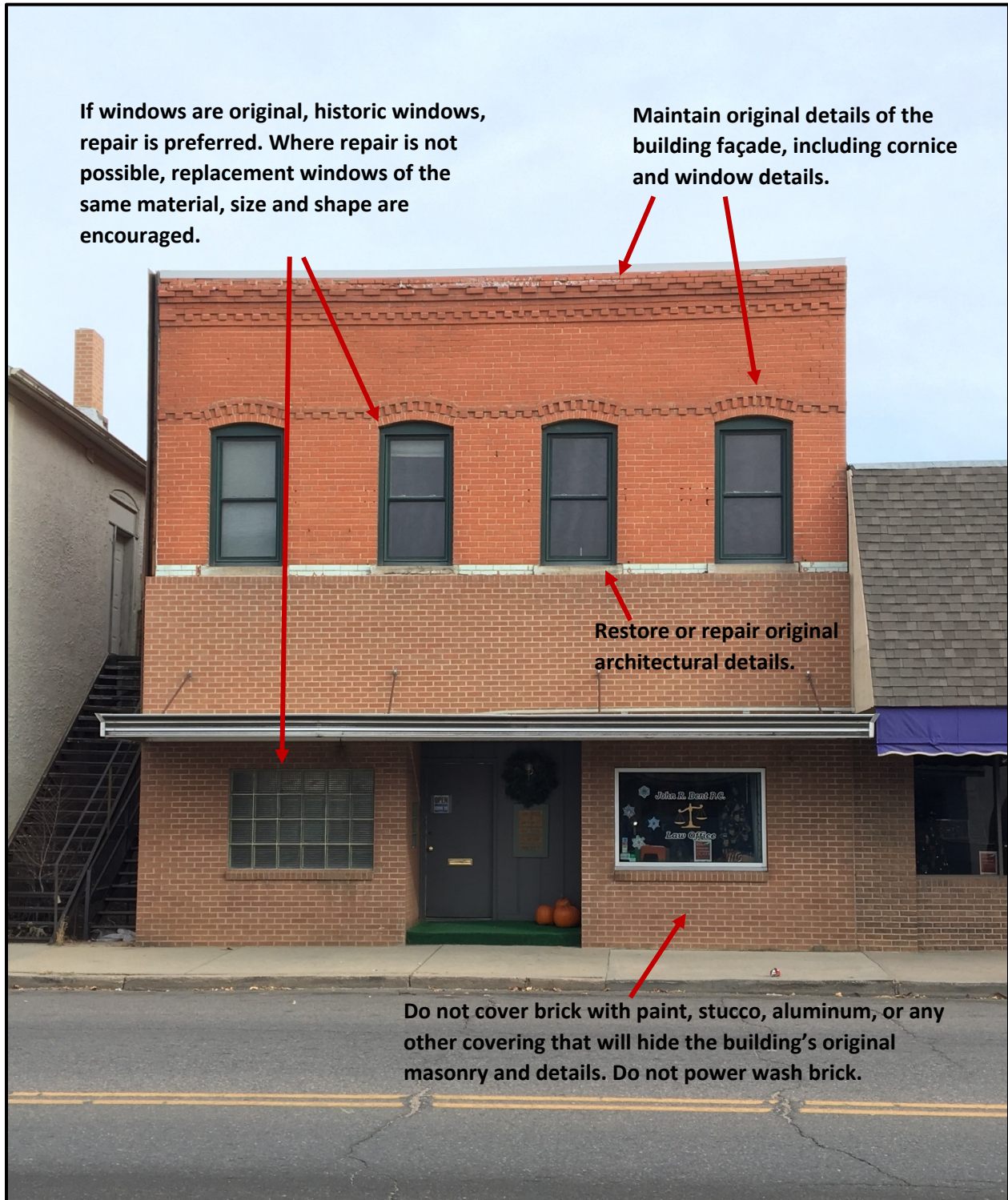


## Appendix 2 FAÇADE ELEMENTS



### Appendix 3

## FAÇADE IMPROVEMENT RECOMMENDED DESIGN GUIDELINES



## Appendix 4 2026 APPLICATION DEADLINES

FLURA Meeting Date	Deadline to Submit Application	Deadline to Schedule a Pre-Application Conference
January 15, 2026	January 5, 2026	December 29, 2026
February 19, 2026	February 9, 2026	January 26, 2026
March 19, 2026	March 9, 2026	February 23, 2026
April 16, 2026	April 6, 2026	March 23, 2026
May 21, 2026	May 11, 2026	April 27, 2026
June 18, 2026	June 8, 2026	May 26*, 2026
July 16, 2026	July 6, 2026	June 22, 2026
August 20, 2026	August 10	July 27, 2026
September 17, 2026	September 8*, 2026	August 24, 2026
October 15, 2026	October 5, 2026	September 21, 2026
November 19, 2026	November 9, 2026	October 26, 2026
December 17, 2026	December 7, 2026	November 23, 2026

\*Date adjusted due to Holiday effecting City closure.