



Historic Preservation Board

Cristian Gonzalez-Torres, Chairperson	
Kathy Kvasnicka	Penny Rankin, Vice-Chairperson
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Vacancy	Vacancy

Historic Preservation Board Agenda

Regular Meeting*

Fort Lupton City Hall – 130 S. McKinley Ave.

Thursday, January 7, 2021 – 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 December 3, 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

- a. None.

Discussion Items

- a. Committee Project Volunteer Discussion
- b. SHF Grant Opportunity
- c. Saving Places Conference

Future Business

- a. Next Board Meeting on February 4, 2021

Adjourn

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Historic Preservation Board Meeting Attendance Information

The meeting will be held remotely through GoToMeetings. Instructions on virtual meeting attendance and conduct will be provided prior to the start of the meeting.

Virtual Meeting Instructions

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.

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

**RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
December 3, 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, December 3, 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, Marlene Stieber, and Kathy Kvasnicka. Also present was City Planner II Alyssa Knutson.

APPROVAL OF THE AGENDA

Ms. Knutson requested that Item E, the Historic Monthly Quiz, be removed from the Agenda. Member Kathy Kvasnicka made a motion to approve the agenda as amended, and Member Penny Rankin 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 Rankin.

Motion passed unanimously.

PUBLIC AND VISITOR INPUT

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

ACTION ITEM

HAM2020-001: Request for Report of Acceptability for a Storage Shed at the Seymore and Birdie Rhode House (149 Denver Avenue)

Planner Alyssa Knutson presented the proposal for a Report of Acceptability. She noted she asked the applicants to attend the meeting, but appears they were not present. Ms. Knutson stated that the shed has been placed at the property and therefore approval would be retroactive. She continued that the Board would need to determine if the review could go straight to Final Review rather than requiring Conceptual Review as a separate step, which is staff's recommendation. She stated that the shed is not on a permanent foundation. She displayed a photo of the shed for the Board. She stated that since it is not a permanent foundation, staff recommends approval so long as the shed is painted red to match the other accessory structures that exist on the site.

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Member Rankin asked if there are other storage buildings on the property. Ms. Knutson stated that there are two red accessory buildings located on the property. Member Rankin asked if they were approved, and Ms. Knutson stated that they were constructed quite a while ago and Planning staff considers them to be legal.

Member Stieber asked if staff was recommending approval. Ms. Knutson stated that staff is recommending approval, and this is based on the fact that it is not on a permanent foundation and could be removed.

Member Stieber asked about visibility from Denver Avenue. Ms. Knutson showed a street view of where the shed is located. She stated that you can see the shed, but it isn't located within the main elevation.

Member Rankin stated she is ok with the proposal with the condition that it is painted red. Member Stieber stated she agrees.

Member Kvasnicka stated she was concerned that it is visible from the front, and should not have been put there. She added that if it blends in better with the red paint and since it is already there then it is probably acceptable. She also added that since the St. Andrews Church was permitted a shed, they may have set that precedent already. However, she stated it would have been better if they didn't put it there in the first place because it does not add to the property.

Chair Gonzalez-Torres stated that it sounds as though the Board agrees it is ok to approve with the condition that it be painted red, and verified with the Board. The Board agreed.

Chair Gonzalez-Torres asked for a motion to move the proposal to final review. Member Kvasnicka made a motion, and Member Stieber seconded. Motion passed unanimously.

Chair Gonzalez-Torres asked for a motion to approve the shed with the condition that it be painted red. Member Stieber made a motion, and Member Rankin seconded. Motion passed unanimously.

DISCUSSION ITEMS

Residential Interpretive Signage Project

The Board discussed continuing to look into next steps for printing the signage for the project. Member Kvasnicka stated that she got a quote from Brighton Signs, and it would be done on a material that is a hard surface sign material that would last longer than wood. If they buy one at a time, it would be \$30 per sign, but if they purchased ten at a time it would be \$20 per sign.

Member Gonzalez-Torres asked if the price is ok for what they are thinking. Member Kvasnicka thought they should get several initial orders to submit at once for the lower price. Member Rankin asked if they would all need to be the same to get the discount. Member Kvasnicka stated they would be the same dimensions, but that wording would be individualized for each property.

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Chair Gonzalez-Torres asked about the Board budget, and Ms. Knutson stated that it is \$2,000, which will include attendance at events and trainings, and hosting events as well.

Member Kvasnicka stated that a bulk order for \$20 per sign was a good price. She stated that they should start advertising it, and make it a goal to get orders at an event such as Trapper Days.

Member Rankin stated she doesn't feel \$20 is too much to ask property owners to pay on their own and Member Kvasnicka agreed. Chair Gonzalez-Torres stated that it will be something for them to determine if they want to require the owner to purchase, or if the Board would pay.

Member Kvasnicka suggested meeting with Member Stieber to determine properties that should be focused on for the signs and reach out to those owners. Member Stieber stated that if they got an order for ten, then that would possibly interest others to order. Member Kvasnicka agreed.

Member Kvasnicka suggested contacting owners of homes included in the most recent survey. Member Rankin added that it would be a good to do the first ten to show people the concept.

Member Kvasnicka thought after the start of the year then they could start to reach out to interested owners.

Ms. Knutson suggested that something about the Fort Lupton Historic Preservation Board should be added to the plaque. She added that the Board may want to figure out a name for the plaque project.

Member Rankin asked if it needs to be in City limits to be eligible, because she is not in City limits and would like one. The Board agreed that would be fine if the owner purchases it themselves.

Ms. Knutson recommended someone volunteer to work on a brochure or flyer for the project. I could include a registration form for the project, and the project description. Member Rankin added that they could start it and send it around for review by the other Board members. Member Kvasnicka stated she would start the initial draft.

Cemetery Walk

Ms. Knutson stated that she thought the Cemetery Walk went well, however there were some comments that the turnout was lower than hoped. She stated approximately 25 people that attended.

Chair Gonzalez-Torres stated that he thought it went well considering the circumstances. He thought set up went well and that people understood the event and went to the different stations. He wants to think of other ways to promote the Cemetery Walk for the future.

Member Stieber stated that she enjoyed it. She stated that it was mentioned to her that it was difficult to find information on the event on the City webpage. Ms. Knutson stated that she thought

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it was on the homepage, but will look back at it. She added that attendance was similar to past years, and that there were new people who attended this year than in past years. She added that Jennifer and Lucy both enjoyed participating as reenactors.

Ms. Knutson stated that she discussed with Chair Gonzalez-Torres that attendance may pick up if they do it annually rather than bi-annually. Member Kvasnicka thought if they were able to do it during Trapper Days as originally planned, then it would have been more attended, and able to advertise more there.

Ms. Knutson clarified if they want to do it during Trapper Days or if they want to continue doing it bi-annually.

Chair Gonzalez-Torres stated that he would like to try it during the next Trapper Days. Member Kvasnicka added they will likely be advertising the signage project there as well, so it would be a good opportunity to do both.

Scarecrow Contest

Ms. Knutson stated that first place for residential was the Corona-Crow. There were not many residential entries. The Girl Scouts won the business category.

Member Kvasnicka stated it needs to also be done next year. There was a lot of confusion on what the bases for the scarecrows were from the public, and was somewhat concerning. Other members stated that it was a good event and enjoyed it.

Member Stieber asked if City employees should be involved in helping with setting up these events. She recommended that they have volunteers work on the bases and setting them up rather than City employees.

Ms. Knutson stated that she would ask the City Administrator what City employees' role is in these types of events.

Chair Gonzalez-Torres asked if it should be a discussion item for next meeting, and Member Stieber stated that she would.

CLG Annual Report Update & Project Opportunities

Ms. Knutson updated the Board that the required CLG Annual Report was submitted to History Colorado and was approved. She added that she would like to work on updating the Historic Preservation Board ordinance this year and was provided a sample ordinance from History Colorado to look into that.

She also mentioned that the deadline for the CLG grant was coming up and asked the Board's interest in pursuing that opportunity.

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Member Kvasnicka stated that maybe continuing the residential survey would be a good idea, especially since they are working on the signage project. She added that they have a good history of being successful with completing surveys so would be a good possibility that they would get it again.

Ms. Knutson stated identifying the area is the part that will need to be considered. Member Kvasnicka thought possibly north of Highway 52, and Ms. Knutson thought possibly continuing with more homes in the Reynolds Additions. Ms. Knutson stated she would reach out to History Colorado to see if there is an area they would recommend. Member Kvasnicka offered to help if there was good guidance provided.

Member Kvasnicka mentioned the Saving Places Conference and that there is a grant for it. She mentioned she has been doing several of the History Colorado webinars. Ms. Knutson asked that members send me the list of webinars they do so she can include it in the CLG annual report.

Ms. Knutson stated she will send the email on the Saving Places Conference and that members should let her know if they would like to attend. She will submit a scholarship application if anyone decides to go.

FUTURE BUSINESS

Next board meeting on Thursday, January 7, 2021 at 6:15 p.m.

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

ADJOURNMENT

Member Kathy Kvasnicka made a motion to adjourn the December 3, 2020 meeting at 7:11 p.m. and it was seconded by Member Penny Rankin.

Submitted by:

Alyssa Knutson, Planner II

Approved by Historic Preservation Board

Cristian Gonzalez-Torres, Chairperson