AGENDA

Fort Lupton Urban Renewal Authority
Regular Meeting
City Hall – 130 S. McKinley Avenue
Thursday, June 17, 2021 – 6:30 PM

1. **Call To Order – Roll Call**
2. **Approval Of The Agenda**
3. **Consent Agenda**
   a. Approval of the Minutes of the May 20, 2021 Meeting
4. **Public Comment**
5. **Accounts Payable**
6. **Action Items**
   a. Determination on the 2021 Façade Grant Program Applications
   b. AM2021-003: Consider Sponsorship of the Wholly Stromboli SHF Grant Application
   c. AM2021-004: Amending the Bylaws of the Fort Lupton Urban Renewal Authority
7. **Discussion Items**
   a. CDOT Revitalizing Main Streets Grant
   b. Intergovernmental Agreements
8. **Staff Reports**
9. **Board Reports**
10. **Adjournment**

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
May 20, 2021

<u>**Call to Order**</u>
Chairman Gary Montoya called the meeting to order at 6:40 PM.

<u>**Roll Call**</u>
Present: Gary Montoya, Kathy Kvasnicka, Mark Grajeda, Michelle Bettger, FLURA Staff member Alyssa Knutson, Executive Director Chris Cross.
Absent: Members Tommy Holton, Eugene Reynolds and Perry Buck.

<u>**Approval of Agenda**</u>
Mark Grajeda makes motion to approve. Kathy Kvasnicka seconds. Passed by majority roll call vote.

<u>**Consent Agenda**</u>
Approval of the Minutes of the April 15, 2021 Meeting:
Mark Grajeda makes a motion to approve, Michelle Bettger seconds the motion. Approved by majority roll call vote with no changes.

<u>**Public Comment**</u>
None.

<u>**Accounts Payable**</u>
Invoice for Office Depot:
Postcard mailing to notify eligible candidates for the Façade Grant - $32.57.

<u>**Action items**</u>
Elect a Vice-Chairperson:
Election of a Vice-Chairperson to fill term left by Matthew Darnell. Nomination for Perry Buck as Vice-Chairperson was made by Gary Montoya. Michelle Bettger seconds the motion. Approved by majority vote. New Vice Chairperson is Perry Buck.

<u>**New Business**</u>
Presentation of the 2021 Façade Grant Program Applications:
Applications for the grant fund requests were due May 1st. Two applications were presented. Luis Nevarez for R&L Tires at 4th St. and Main St. presented an application to paint the building and put in a lighted sign on the street side façade. The application was submitted on May 4th as bids where difficult to obtain. The sign proposal was submitted with one bid and no sign permits have been submitted to the city building department. If awarded we will require these items to be submitted. Gary Montoya asked for another bid for the sign. It was determined that the Board would consider awarding a grant for the project since there were a number of factors for the delay in providing a full application, such as snow storms, COVID and contractor availability. Kathy Kvasnicka asked what the sign plan was. Mr. Nevarez answered with a lighted sign attached to the building. The amount requested $4,821.28 Gary Montoya felt it was acceptable that the application was late and understood the challenges of current construction. Kathy asked what the total budget was for the year. Ms. Knutson stated that $35,000 is the current budget. Mark Grajeda felt that if they meet requirements, we can go ahead for

consideration. Gary Montoya asked for second quote and design approval from the city before the Board could determine a grant award. Luis Nevarez agreeed to submit the sign design with permits and bids. Gary Montoya wants to approve the project with the condition that they submit a second bid, and initial approval of the sign from the City building department. Michelle Bettger agreed to the approval with conditions. Alyssa Knutson suggested the sign design also would need approval FLURA. Approval will be considered next meeting in June.

Melissa and Eric Rickman presented their proposed project for Wholly Stromboli. The application is for window replacement and paint. They have received approval from the Historic Preservation Board for the façade improvements. Pictures were presented by Melissa Rickman. Eric Rickman explained that these improvements were part of an overall much larger project. The windows are single pane and broken and bowed. They are dangerous to patrons and passersby. The windows will maintain the antique look with divided lights. The staining process will look like stone over the sandstone and the pink stucco. Green top paint will be stained to an appropriate color. Mortar work will be done also. This is the first phase of the Historic St. John buildings renovation. The St. John Building is an important part of the history of Fort Lupton. There will be a patio area added on the north side with the stone color continuing with roll up garage doors into a patio bar area. The 4th Street entrance will be the new main entrance for Wholly Stromboli. The window replacement is the first phase of the overall improvement of the entire building. The application requests assistance for the $130,057.00 project. The requested amount is $65,257.50. The Board appreciates the investment they are making in the City. All Board members feel it is very important to assist in ways we can. The proposed grant amount would be over budget. Gary Montoya asks what part of this project should be done first based on priority. Melissa Rickman stated that the windows are first priority. Kathy Kvasnicka felt the building was very important and needed to be preserved. Mark Grajeda and Michelle Bettger agreed. The cost of materials is increasing almost daily so this project is very important to start as soon as possible. The cost for the windows is now $98,000 in current prices. Mark Grajeda and Gary Montoya want to discuss this project and want time to speak to the commission to come to a common agreement on how much the Board can commit to this. The Board will have around $30,000 left after approval of the R&L Tire award. All agree that the Board would like to help and will bring this to the June meeting for discussion and award at that meeting.

CDOT Revitalizing Main Streets Grant:
Staff presented the update on the streetscape project. The grant application was submitted to CDOT. As a note, Melissa Rickman gave us a letter of recommendation for the application. The project has not gone out to bid in anticipation of the grant award and the dollar amount of the award. We applied for $380,000 giving us some much needed funds for the streetscape project.

Downtown Window Treatment Project:
Natalie Cummings, the Chamber of Commerce Executive Director, received bids for the project to cover windows in downtown areas that are presently unoccupied. Five 4 x 6 signs are $1500. Gary Montoya has had experience with this type of project in Brighton. They did this in the area of the AMC theater strip mall. It did serve to look as if there was more activity, but that street was traveled by very slow-moving vehicle traffic and was able to look at the windows. Denver Ave is a much larger street with

faster speeds and much different access. He did not think it would be as effective. Kathy Kvasnicka asked if there has been any property owner participation proposed. It would benefit the property owners much more than the City. She expressed that the project is much more of a community project rather than a City project and that school participation would be a bonus. Mark Grajeda agrees that owner participation is necessary and community is important. Michelle Bettger has not reached out to the schools. Gary Montoya suggested that because Natalie is moving on from the Chamber and a new Chamber president will be brought on, that we wait until new leadership at the Chamber and talk to them about this project. The Board felt this was not really a FLURA project and it should not use City staff time to work on it. It was asked that Ms. Knutson table this project at this time and we will address again after new leadership is implemented at the Chamber.

Old Business

Intergovernmental Agreements:
No updates.

Staff Report

Ms. Knutson asked for future meetings if the Board was comfortable with in-person meetings or we wanted to continue the virtual meetings. All agreed to go back to in-person meetings. Masks can be worn if people choose, and meetings will be held in the Council Chambers.

The 7-Eleven on 14th is moving ahead very quickly. Another good boost for the City. McDonalds is still finalizing plans.

Executive Director Chris Cross stated that a lot of activity is going on in Fort Lupton. The Chamber annual meeting is being held on Friday at the Wildlife Sanctuary.

Board Reports

Gary Montoya spoke about the opening after the shutdown for COVID. It is going a record speed with events and activities coming back to all our communities.

Michelle Bettger updated on school activities. Prom was held and both prom and after prom went very well. Thursday, May 27th will be the last day of class. Graduation will be done in the traditional manner with six tickets for each graduate.

Kathy Kvasnicka was pleased to see all projects going at such a pace.

Mark Grajeda reported that the new fire station is close to completion. They are getting started on staffing needs.

Adjournment

Kathy Kvasnicka made motion to adjourn. Next meeting will be June 17, 2021 at 6:30 PM. Meeting adjourned at 7:55 PM.

Accounts Payable for the June 2021 meeting

FORT LUPTON URBAN RENEWAL AUTHORITY

Transaction Date	Payee	Description	Payment Amount	
5/29/2021	Murray Dahl Beery & Raund LLP	Attorney Counsel	$	62.50
6/1/2021	Bank of Colorado	Service Charge	$	20.00
6/7/2021	FUMC (Teri Kopfman)	Façade Grant Payment	$	987.50
6/7/2021	Rosa E. Guerrero	Façade Grant Payment	$	8,300.00
6/7/2021	Pamela Miller-Chavez	Façade Grant Payment	$	3,280.00
			Total	
			$	12,650.00

FLURA
FORT LUPTON URBAN RENEWAL AUTHORITY

130 S. McKinley Avenue
Fort Lupton, CO 80621
(303) 857-6694

Façade Improvement Grant Program Application

A. CONTACT INFORMATION

1) Applicant Name: Luis C Nevarez

Business Name: Rand L Tire, LLC

Phone: 303-857-6485 Email: randltires@msn.com

Address: 816 4th St Fort Lupton Co 80621

Are you the owner of the property you are requesting grant funding for? Yes ☒ No ☐

If you responded no, please provide the property owner's information under Paragraph A(2).

2) Property Owner Name: Luis C Nevarez

Company: Rand L Tire, LLC

Phone: 303-857-6485 Email: randltires@msn.com

Address: 2443 Purcell Pl. Brighton, CO 80601

B. SITE INFORMATION *(Verify the Property is in the Program Area (Appendix 1 of the Guidelines) prior to submitting an Application.)*

Site Address: 816 4th St. Fort Lupton Co 80621

Parcel Number: 147105216007

Is this property historically designated? Yes ☐ No ☒

C. PROJECT DESCRIPTION

Please provide a short description of the proposed project in the space provided below:

Paint buildings one and two
Add lighted sign with business info.

Describe how the proposed project will improve the overall look of the Façade Program Area:

will hopefully atract new customers to the area and provide clear information on business contact information

D. PROJECT COSTS

ITEMIZATION OF PROJECT COSTS

Project costs provided should be based on the receipt of two contractor bids, unless the proposed improvements are exempt from this requirement under the Guidelines.

Description of Cost	Cost Estimate
Add 30X53' lightbox sign	$4,662.57
Paint buildings one & two	$4,980.00
Total Estimated Project Cost:	$9642.57
Total Grant Amount Requested: *(not to exceed 50% of project cost)*	$4,821.28

E. REQUIRED DOCUMENTS

This application must be fully complete, and the following documents submitted, in order for the Fort Lupton Urban Renewal Authority to consider the request:

- ☑ Proof that a pre-application conference was held with FLURA staff to discuss the project prior to submitting this application. This conference must be completed at least two weeks prior to 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 all sides of the building façade that grant funding is being requested for.
- ☑ Two estimates from contractors for the proposed improvements, 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.

F. CERTIFICATIONS

Applicant Certification

By signing this application, I attest that I am acting with the knowledge and consent of all owners of the property that is the subject of this application, and that I have the full intention and ability to complete the improvements described in this application if a Façade Improvement Grant is awarded. I understand that I am required to enter into a Façade Improvement Grant Agreement within 30 days of approval of a Grant award. If an Agreement is not finalized by that time, then the Grant award will be null and void. I further certify that all information submitted with this application is true and accurate to the best of my knowledge.

Applicant: ______________________________ Date: 4/26/21

Owner Certification

I hereby certify that I am the legal owner of record of the property that is the subject of this application. I hereby authorize the applicant to apply for this Façade Improvement Grant and to perform the improvements described in this application if a Façade Improvement Grant is awarded.

Owner: ______________________________ Date: 4/26/21

For Office Use Only

Received Date: 05/04/21

If the application is not complete, state reasons why it is incomplete:

Received after the deadline (deadline was 05/01/21). Only one bid received for the proposed sign. Did not receive City initial approval for the signage. Proof of ownership not submitted.

Deemed Complete Date: ____________________

AYALA'S | PAINTING

(303)960-9354
ayalaspainting7@gmail.com
www.ayalaspaintingllc.com

Customer COPY Date 4/30/21

ESTIMATE

Submitted To

Name: R&I tires LLC	Phone: 303-857-4831
Address: 816 4th st first Lupton	Email: randltires@msn.com

Exterior Painting Services

☑	Body Color	☑	Front Door
☑	Trim Color	☑	Back Door
☑	Accent Color	☑	Garage Door
☑	Gutters	☑	Window Trim
☐	Concrete	☐	detached garage
☐	Porch/Fence	☐	Stucco
☐	Deck	☐	Shed
☐	Garage Floors	☐	Hand Rails

Other Services

☑	Power Wash	☐	Replace Siding
☑	Scrape	☐	Replace Trim
☑	Sanding	☑	prep
☑	Paper/Tape	☐	Clean Gutters
☑	Priming (Oil)	☑	Double-Coating (on wet)

Paint Brands

☐	Benjamin Moore
☐	Diamond Vogel
☐	Kwal
☑	Sherwin Williams

Disclosure: Ayala's Painting services are as listed above and may not be limited to the items checked off.

		Amount
☑	Total	
		$4,980.00

Signarama
The way to grow your business.

1289 S. 4th Ave.
#200
Brighton, CO 80601
(303) 914-9700

ESTIMATE
EST-28524

Payment Terms: 50% Deposit > $250

Created Date: 4/12/2021

DESCRIPTION: New Building Sign

Bill To: R & L Tires
816 Fourth St
Fort Lupton, CO 80621
US

Installed: R & L Tires
816 Fourth St
Fort Lupton, CO 80621
US

Requested By: Lorena Nevarez
Email: RandLtires@msn.com
Work Phone: (303) 718-9158

Salesperson: Dawn Homa
Email: dawn@signaramacolorado.com
Work Phone: 303-914-9700
Entered By: Dawn Homa

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Scope of Work **Light box to be perpendicular from wall.** **double sided / internally lit** ***Electrical work excluded from quote** **electrical and circuit to be provide by others** **Junction box to be within 5 feet of sign**	1	$0.00	$0.00
2	Light Box double sided 30" x 53' Double sided Light box Will be mounted to building so perpendicular to the street Will need to do site survey to verify stud locations at building	1	$2,859.50	$2,859.50
3	Installation	1	$1,215.00	$1,215.00
4	permit application	1	$300.00	$300.00
5	permit to be added after approval from city of Ft. Lupton	1	$0.00	$0.00
6	setup	1	$45.00	$45.00

PEAK CUSTOM GRAPHICS

1020 West 124th Avenue
Unit 500
Westminster, CO 80234
(720) 738-1686

Elevate your brand and marketing
www.PeakCustomGraphics.com

ESTIMATE
EST-171

Payment Terms: Deposit Required

Created Date: 6/2/2021

DESCRIPTION: Exterior Blade Sign

Bill To: R & L Tire, LLC
816 4th Street
Fort Lupton, CO 80621
US

Installed: R & L Tire, LLC
816 4th Street
Fort Lupton, CO 80621
US

Requested By: Luis Nevarez
Email: randltires@msn.com
Work Phone: (303) 857-6485

Salesperson: Dean Woods
Work Phone: 720-713-7130

PRODUCTS		QTY	UNIT PRICE	TOTALS
1	**Exterior Illuminated Double Sided Blade Sign**	1	$5,440.00	$5,440.00

1.1 Sign Cabinet - Custom - Extruded Aluminum Frame & Mtg. Brackets with Double Sided Polycarbinite Faces and LED Lighting

Part Qty: 1 **Text:** Graphics Image Provided by Customer

Notes: Includes:
- Fabrication of Sign Frame & Mounting Structure
- UL Approved LED Internal Lighting with Power Supply
- Frame Paint per Customer Specified Pantone Color #XXXXX
- Vinyl Overlay with Graphics on Each Face
- Installation and Low Voltage Connection

Customer Requirements:
- Scaleable Vector Graphics
- Written Landlord Approval for Design and Installation Location and Method
- 50% Deposit to get started with balance due on completion
- 20A Electrical Circuit Terminated in Junction Box within 6' of Sign Location

Additional Fees:
- Costs Associated with Obtaining Permit and Permit Fees
- Local and State Taxes

This estimate does not represent a contract for services. The prices listed in the estimate are good for 30 days from today's date. A 50% deposit is required before any work can begin. While performing work, changes may occur that require additional time and/or materials to complete the job. Changes to the initial estimate will result in edits to the invoice.

Base Subtotal:	$5,440.00
Subtotal:	$5,440.00
CO State Tax (2.9000%):	$157.76
Ft Lupton City (4.0000%):	$217.60
Total Taxes:	$375.36
Grand Total:	$5,815.36
Deposit Required:	$2,907.68


EXTERIOR SEMI-GLOSS ENAMEL
BEHR
ULTRA
STAIN-BLOCKING
PAINT & PRIMER IN ONE
EXCELLENT DURABILITY + HIDE IN FEWER COATS
LIFETIME WARRANTY*


BEHR
MARQUEE
COLOR SAMPLE
INTERIOR SATIN ENAMEL
STAIN-BLOCKING PAINT & PRIMER


TIRES
816 4th


AUTO ALIGNMENTS AND
COMPUTERIZED BALANCING
ALINEACION Y BALANCEO

CITY OF

Fort Lupton

EST 1836

Sign Permit Application

Permit #__________

PROPERTY OWNER Luis C Nevarez PHONE 303-829-7556
MAILING ADDRESS 816 4th st Ft Lupton Co 80621
SITE ADDRESS ______
PROPOSED SETBACKS: N _____ S _____ E _____ W _____ PARCEL # 147105216007
SUBDIVISION City Lupton LOT 1 BLOCK 5 TOTAL LAND AREA ______

General Contractor:	Name: Dawn Homa
Email Address: dawn@Signoramacolorado.Com	Phone # 303-914-9700
Building Contractor:	Name:
Email Address:	Phone #
Electrical Contractor:	Name:
Email Address:	Phone #

TYPES OF SIGN PERMITS

PERMANENT/WALL SIGN

- ☐ EXTERNALLY LIGHTED
- ☒ INTERNALLY LIGHTED
- ☐ NOT LIGHTED
- ☒ MOUNTED TO THE BUILDING
- ☐ MARQUEE

MONUMENT/FREE STANDING

- ☐ EXTERNALLY LIGHTED
- ☐ INTERNALLY LIGHTED
- ☐ NOT LIGHTED
- ☐ METALLIC WITH TWO POSTS
- ☐ CHANGING OUT FACE PLATES
- ☐ OTHER ______

A-FRAME OR FOOTED VERTICAL SIGN (ANNUALLY)

REQUIREMENTS

- PROOF OF $100,000.00 LIABILITY INSURANCE IF SIGN IS ON PUBLIC ROW
- SITE PLAN OF LOCATION OF SIGN
- SKETCH WITH SIGN SIZE

SPECIAL EVENT SIGN- 8 WEEKS PER EVENT, NO INSPECTION NEEDED

- ☐ VINYL BANNER
- ☐ VINYL WITH TWO POSTS
- ☐ METALLIC POSTS

USE THIS SECTION FOR SPECIAL EVENTS, TEMPORARY AND A-FRAME SIGNS

DATE(S): FROM ______ TO ______
TIMES: ______ AM/PM TO ______ AM/PM

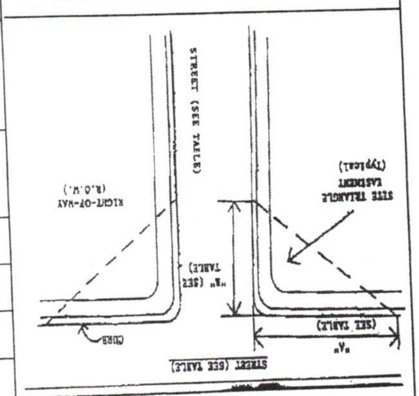
TEMPORARY SIGN, MAXIMUM OF 60 DAYS

- ☐ VINYL BANNER
- ☐ VINYL WITH TWO POSTS
- ☐ A-FRAME (ADDITONAL INSURANCE REQUIRED, SEE BELOW
- ☐ METALLIC POSTS

PROPOSED HEIGHT 52"
PROPOSED SQ. FT PER FACE 13.52
LETTER HEIGHT 12"
DISTANCE FROM ROW 8"
TOTAL STREET/STORE FRONTAGE 21.4 Ft.
NUMBER OF PROPOSED SIGNS 1
NUMBER OF EXISTING SIGNS 0
SQ FT OF EXISTING SIGNS N/A

SIGHT TRIANGLE(S) SEC 16-102		"B" (Distance in feet)					
"A" (Distance in feet)		Residential Driveway	Alley, Commercial, Industrial Property Access	Residential Access	Collector	Arterial	State Highway (over 45 MPH)
15	Alley, Commercial, Industrial Property Access	15	15	30	40	50	100
30	Residential Access	30	15	30	40	50	100
40	Collector	30	15	30	40	50	100
50	Arterial	50	15	30	40	50	100
100	State Highway (over 45 MPH)	100	15	30	40	50	100

SIGHT TRIANGLE EXAMPLE



INCLUDE A DESCRIPTION OF WORK, INCLUDE SIZE, INSTALLATION METHOD AND MATERIAL; ______

VALUATIONS:

MATERIAL COSTS $ 2859.50
LABOR COSTS $ 1,260.00
ELECTRICAL COSTS $ ______
TOTAL VALUE $ 4119.50

FEES

BUILDING PERMIT FEES $ 300
PLAN REVIEW FEES $ ______
USE TAX $ ______
TOTAL $ ______

INSPECTION(S)

- ☐ ROUGH ELECTRICAL
- ☐ ROUGH FRAME
- ☐ FINAL ELECTRICAL
- ☐ FINAL BUILDING

THE FOLLOWING DOCUMENTS MAY BE REQUIRED FOR PERMIT APPLICATION AND REVIEW:

- DIGITAL SUBMITTAL – FLASH DRIVE, EMAILED, UPLOADED ONLINE
- SIGNED WAIVER FROM PROPERTY OWNER AND/OR CDOT

SUBMITTAL TO INCLUDE:

- COMPLETED APPLICATION
- SIGNED AND DATED ENGINEERED/ARCHITECTURAL PLANS
- PLOT PLAN – SHOW ALL DISTANCES TO LOT LINES, ROW, LABEL ALL STREETS AND EXISTING STRUCTURES
- ELECTRICAL PLANS- COMMERCIAL ZONING WILL REQUIRE A COLORADO STATE LICENSED ELECTRICIAN.
- ELEVATED DRAWINGS, SHOWING HEIGHT AND SQUARE FOOTAGE OF SIGN(S) (BOTH FACES)

ELECTRICIAN 2006 ENERGY CODE COMPLIANCE DOCUMENTS

2012 BUILDING CODE COMPLIANCE DOCUMENTS

2020 ELECTRICAL CODE COMPLIANCE DOCUMENTS MANUAL J, S, D AND SUPPORTING DOCUMENTS

OTHER DOCUMETNS MAY BE REQUIRED TO BE SUBMITTED AS REQUESTED BY THE BUILDING DEPARTMENT.

Notice
The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the City and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The City or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit. Buildings MUST conform with plans, as submitted to the City. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction. By signing this application, the applicant understands that the Homeowners Association (HOA), if applicable, may have additional requirements, restrictions, and guidelines to follow for construction. The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working days' notice to perform such activities. By my signature below, I acknowledge (1) that I am responsible for the payment of the plan review fee and the administrative review fee associated with this application regardless of whether I obtain the building permit or not, and regardless of any lapse in building permit approval; and (2) that before I am entitled to obtain a building permit for this property, I must pay any delinquent building permit fees associated with this property. Please see page 2 for additional notices regarding this building permit application.

APPLICANT INFORMATION AND ACKNOWLEDGEMENT OF NOTICE

Phone: 303-829-7556	**Email:** randltires@msn.com
Address: 816 4th St Ft Lupton Co	**Receive Email Notice(s)** YES NO
Staff Signature: ______ **Date:**	**Applicant Signature:** **Date:** 6/16/21

STAFF COMMENTS: ______

130 S McKinley Ave. Fort Lupton. CO. 80621.Phone 303.857.6694.Email buildingdept@fortluptonco.gov

Rough idea for sign location

Double sided:
Internally lit blade sign
w/ digital print

FLURA
FORT LUPTON URBAN RENEWAL AUTHORITY

130 S. McKinley Avenue
Fort Lupton, CO 80621
(303) 857-6694

Façade Improvement Grant Program Application

A. CONTACT INFORMATION

1) Applicant Name: Meissa and Eric Rickman Emrick Holdings LLC

Business Name: Wholly Stromboli

Phone: 720 366 2778 Email: Melissa@Whollystromboli.com or Eric@whollystromboli.com

Address: 410 Denver Ave Fort Lupton, CO 80621

Are you the owner of the property you are requesting grant funding for? Yes ☑ No ☐

If you responded no, please provide the property owner's information under Paragraph A(2).

2) Property Owner Name: ______

Company: ______

Phone: ______ Email: ______

Address: ______

B. SITE INFORMATION *(Verify the Property is in the Program Area (Appendix 1 of the Guidelines) prior to submitting an Application.)*

Site Address: 410 Denver Ave Fort Lupton, CO 80621

Parcel Number: 147105214008

Is this property historically designated? Yes ☑ No ☐

C. PROJECT DESCRIPTION

Please provide a short description of the proposed project in the space provided below:

Replacement of all windows.

Restoration and refinishing the brick and faux flagstone.

Repair and paint top section of brick

Describe how the proposed project will improve the overall look of the Façade Program Area:

Please see attached proposal

D. PROJECT COSTS

ITEMIZATION OF PROJECT COSTS

Project costs provided should be based on the receipt of two contractor bids, unless the proposed improvements are exempt from this requirement under the Guidelines.

Description of Cost	Cost Estimate
Replacement of all windows	$98,057.00
Resurfacing - staining of brick and flagstone and repainting of brick above the cornice	$32,000.00
Total Estimated Project Cost:	130,057.00
Total Grant Amount Requested: *(not to exceed 50% of project cost)*	$65,257.50

E. REQUIRED DOCUMENTS

This application must be fully complete, and the following documents submitted, in order for the Fort Lupton Urban Renewal Authority to consider the request:

- ☐ Proof that a pre-application conference was held with FLURA staff to discuss the project prior to submitting this application. This conference must be completed at least two weeks prior to 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 all sides of the building façade that grant funding is being requested for.
- ☑ Two estimates from contractors for the proposed improvements, 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.
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F. CERTIFICATIONS

Applicant Certification

By signing this application, I attest that I am acting with the knowledge and consent of all owners of the property that is the subject of this application, and that I have the full intention and ability to complete the improvements described in this application if a Façade Improvement Grant is awarded. I understand that I am required to enter into a Façade Improvement Grant Agreement within 30 days of approval of a Grant award. If an Agreement is not finalized by that time, then the Grant award will be null and void. I further certify that all information submitted with this application is true and accurate to the best of my knowledge.

Applicant: Ylilissa L. Riekman ________ Date: 03/31/21

Owner Certification

I hereby certify that I am the legal owner of record of the property that is the subject of this application. I hereby authorize the applicant to apply for this Façade Improvement Grant and to perform the improvements described in this application if a Façade Improvement Grant is awarded.

Owner: Ylilissa L. Riekman ________ Date: 03/31/21

For Office Use Only

Received Date: 04/08/21

If the application is not complete, state reasons why it is incomplete:

This is pending the Historical Pres Board decision on 4/1/21

Application deemed complete by staff.

Deemed Complete Date: 04/13/21

BRICKIMAGING INC
3720 W 72nd Ave
Westminster, CO 80030
303.255.2130
info@brickimaging.com
brickimaging.com

Estimate

ADDRESS
Jack Quandt
Mishler Construction
3601 Stagecoach Rd Ste 102
Longmont CO *80504*

ESTIMATE # E103944
DATE 03/17/2021
EXPIRATION DATE 05/17/2021

PROJECT NAME	SALES REP	PROJ ADDRESS
Wholly Stromboli	Steve	410 Denver Ave

ACTIVITY	AMOUNT
Power Washing Lightly power-wash substrate with water-only to prepare surface for staining application. This cost may be deducted from the estimate if brick is cleaned and notified prior to BrickImaging arrival.	750.00
Note The following applications include all: Masking of adjacent areas, staining application and top-coat sealer.	
Note BRICK staining only:	
Stayntech 1-color application West:1 stain color applied to match an approved sample. Add Mortar Mask application: +$4165. Add 1 brick accent color: + $2850	4,387.00
Stayntech 1-color application South: 1 stain color applied to match an approved sample. Add Mortar Mask application: +$2085 Add 1 brick accent color: + $1425	2,194.00
Note STONE staining only:	
Stayntech 1-color application West: 1 stain color applied to match an approved sample.	585.00
Stayntech 1-color application North: 1 stain color applied to match an approved sample.	2,194.00
Stayntech 1-color application East: 1 stain color applied to match an approved sample.	4,386.00
Stayntech 1-color application South: 1 stain color applied to match an approved sample.	440.00
Lift/Equipment Rental	1,250.00

ACTIVITY	AMOUNT
Lift equipment required to access staining areas. `	

General Conditions

Does Not include any tuck-pointing, paint stripping, hole patching or repair work.
Please move personal items away from the staining areas prior to BrickImaging arrival.

Signature required prior to scheduling. By signing this quote, signatory accepts BrickImaging's limited warranty & payment terms; within 30 days of initial invoice date. A 1.5% monthly finance charge will be assessed to unpaid invoice. BrickImaging reserves right to change price upon physical review of the project.

TOTAL **$16,186.00**

+ optional applications

Accepted By

Accepted Date

Brick & Stone Staining Proposal

Colorado Brick Staining (Contractor)

This proposal pertains to the brick & stone staining project at said location:

______410 Denver Ave. Fort Lupton, CO______

For approximately said price:

$26k (work, supplies, insurance) + 6k (machinery budget) = **$32,000**

Wholly Stromboli - Exterior Glass System Replacement Budget

March 29, 2021

Estimate of Work

Includes removal and reinstall of existing awnings, rebuild knee-walls to support new storefront system, build box-outs at columns, drywall install and finishing at new storefront systems, temporary walls when glass is removed. Includes dumpster costs.	$ 12,520
Remove existing glass and associated framing, install new brake-metal at head and sill of openings, install new bronze colored storefront framing and glazing system, essentially using the existing glass panel layout. Includes south, west and north elevations of the building.	$ 58,967
Subtotal (Owner manages this project)	**$ 71,487**
Mishler PM and Site supervision (1.75 months)	$ 14,560
Contractor Fee (OH&P)	$ 5,000
Total (including Subs and Mishler management)	**$ 91,047**

797 Ventura Street, Aurora, CO 80011

Project:	Wholly Strombolli Windows	Date:	03/25/21
Owner:	Melissa Rickman	Estimator:	Amy Quinn
Architect:	TBD	Project SF:	4,500
		Duration in Months:	1.00
		Estimate #:	Conceptual

Project Summary Sheet - Estimated Cost of the Work

Division #1	General Requirements	$23,460	$5.21	/SF	25.8%	of Direct Costs
Division #8	Openings	$67,500	$15.00	/SF	74.2%	of Direct Costs
	Subtotal	$90,960	$20.21	/SF	100.0%	of Direct Costs
	Utility Tap & Devel. Fees	$0	$0.00	/SF		
	Permit Allowance	$398	$0.09	/SF	0.80%	of Project
	Use Tax	$249	$0.06	/SF	0.50%	of Project
	Design Contingency	$0	$0.00	/SF	3.00%	of Subtotal
	Estimate Contingency	$0	$0.00	/SF	3.00%	of Subtotal
	Construction Contingency	$1,517	$0.34	/SF	2.50%	of Subtotal
	Builders Risk Insurance	$120	$0.03	/SF	0.24%	of Costs
	Comprehensive General Liability Insurance	$668	$0.15	/SF	1.10%	of Project
	Sub Default Insurance	$79	$0.02	/SF	1.20%	of Costs
	Performance and Payment Bond	$425	$0.09	/SF	0.70%	of Project
	Escalation Allowance	$1,821	$0.40	/SF	3.00%	of Project
	Contractors Fee	$1,821	$0.40	/SF	3.00%	of Project
	Preconstruction Services	$0	$0.00	/SF		
	Estimated Cost of Construction **Conceptual**	**$98,057**	$21.79	/SF	100.0%	of Project

CITY OF Fort Lupton EST 1836
COME PAINT YOUR FUTURE WITH US

Historic Preservation Board

130 S. McKinley Avenue
Fort Lupton, CO 80621
Phone: 303.857.6694
Fax: 303.857.0351
www.fortlupton.org

April 14, 2021

Via E-Mail

Melissa Rickman
Wholly Stromboli
E-Mail: melissa@whollystromboli.com

Re: Report of Acceptability for a Wholly Stromboli; Historically Known as the St. John Building

Dear Melissa,

On April 1, 2021, the Fort Lupton Historic Preservation Board reviewed your Request for Report of Acceptability for work to the exterior of your building located at 410 Denver Avenue/701 4th Street, and historically known as the St. John Building.

In accordance with Section 18-354 of the Fort Lupton Municipal Code (FLMC), all proposed work that requires a building permit on local historically designated properties is required to undergo a conceptual and final review by the Fort Lupton Historic Preservation Board (the "Board"). The City's Building Inspector cannot review an application for a building permit until a final review has been conducted and a report of acceptability issued by the Board. In addition, Section 18-355 requires that exterior work not requiring a building permit, including alteration of color, also receive prior written approval from the Board.

As you are aware, this building is a locally designated landmark and therefore exterior changes to the site require the prior approval of the Historic Preservation Board. Pursuant to the FLMC, this proposed work requires a building permit prior to installation, and therefore a report of acceptability as discussed above is required.

On April 1, 2021, the Board conducted a final review of your proposal for:

- Replacement of all windows;
- Restoration and refinishing the brick and faux flagstone;
- Addition of a covered patio;
- Replace door on south entrance of the building with antique wood floor;
- Repair, replace and paint corbels, cornice, and top section of brick; and
- Update the color scheme of the building in the colors provided in the attached Request for Report of Acceptability.

The Historic Preservation Board reviewed your proposed alterations in accordance with Municipal Code Section 18-356, which states that proposed work to a historically designated site shall be:

(1) Of a nature that will not erode the authenticity or destroy any distractive exterior feature of the improvements;
(2) Compatible with the distinctive characteristics of the historic site or historic district; and
(3) Within the spirit of purposed of Article XVII of Chapter 16 of the Fort Lupton Municipal Code.

Determination: The found that the proposed changes meet the intent of Municipal Code Section 18-356, and the Board voted to approve the work identified on the attached Report of Acceptability Request Form and attachments.

Any deviation from the proposed changes identified in this letter and the attached Request for Report of Acceptability is not approved by the Board. Please note that future proposed work other than what has been specifically approved by this letter must be submitted as a separate application and undergo the conceptual and final review process by the Board. Any proposed changes to the request you submitted must be approved by the Historic Preservation Board prior to the start of work.

Note that this approval is separate from any requirements of the Building Department and you must contact them separately to ensure compliance, and that all permits have been obtained prior to the start of the project. If any changes are required based on the Building Inspector's review, or amendments to the approvals listed in the letter, then a separate review and approval by the Board for that work will be required.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Alyssa Knutson
Staff Liaison to the Historic
Preservation Board

Enclosure
cc: File

AM 2021-003

CONSIDER SPONSORSHIP OF THE WHOLLY STROMBOLI SHF GRANT APPLICATION

I. <u>Agenda Date:</u> *Board Meeting – June 17, 2021*

II. <u>Attachments:</u> *A. Written Request for Sponsorship of SHF Grant Application.*
B. Competitive Grant Information

III. <u>Issue/Request:</u>

Wholly Stromboli has submitted a request for FLURA to sponsor their application with History Colorado for a State Historical Fund (SHF) General Competitive Grant (SHF Grant). The SHF Grant is for improvements to their local historically designated building located at 410 Denver Avenue. While private businesses are eligible for the grant, only government entities or nonprofits are eligible to apply for the grant. For-profit businesses must partner with an eligible public entity or nonprofit organization willing to apply for and administer a grant on their behalf.

IV. <u>Alternatives/Options:</u>

1. *Authorize FLURA to apply for and administer a grant on behalf of Wholly Stromboli, with the condition that an agreement is executed between Wholly Stromboli and FLURA in a form acceptable to the Executive Director prior to the application being submitted.*
2. *Do not authorize FLURA to apply for and administer a grant on behalf of Wholly Stromboli.*

V. <u>Financial Considerations:</u>

There is a cost associated with hiring outside counsel to draft an agreement between the parties. The FLURA budget for legal fees is sufficient to cover this cost.

VI. <u>Legal / Political Considerations:</u>

An agreement will be necessary to ensure FLURA is not liable for any failure to complete the project in accordance with History Colorado's requirements. FLURA will not be involved with the project other than to serve as a pass through for the grant monies if they are awarded. Staff will need to retain outside counsel to draft an agreement between the parties. It is recommended to allow the Executive Director approve the form of said agreement and execute the agreement on FLURA's behalf. Alternatively, the Chair could be the signatory to the agreement if it is preferred.

The proposed project is located at the northeast intersection of Denver Avenue and 4th Street. This is a key intersection for the Streetscape Plan funded and adopted by FLURA in 2019. This project will serve to further improve this intersection and complement other improvement plans for this location.

VII. <u>Staff Recommendation:</u>

Staff recommends FLURA apply for and administer an SHF Grant on behalf of Wholly Stromboli, and direct staff to retain outside counsel to draft an agreement between the parties, and the Executive Director approve the form of said agreement and execute the agreement on FLURA's behalf prior to the SHF Grant being submitted.

June 7, 2021

To:

Fort Lupton Urban Renewal Authority

Dear Board Members,

The Colorado State Historical Fund (SHF) is a statewide grants program that was created by the 1990 constitutional amendment allowing limited gaming in the towns of Cripple Creek, Central City, and Black Hawk. The amendment directs that a portion of the gaming tax revenues be used for historic preservation throughout the state. Further information about the SHF competitive grants can be found here:

https://www.historycolorado.org/competitive-grants

Melissa and I would like to pursue grants from the SHF as part of our funding plan for the St. John Building preservation projects, but need your support because the applications must come from a government entity and not the end recipient. However, we do not want to burden any of you with the administrative work required of the grant process, therefore I'm willing to take these responsibilities myself by writing the grant application and compiling all of the other required documentation, we just need 'sponsorship' for the grant application.

The first step in the process is to submit a Letter Of Intent to the state historical fund, briefly describing the historic building and the project. This letter must be received by July 1st, to be eligible for the 2021 grant cycle, so, in the essence of time, and the hopes that you will partner with us on this process,I've created a first draft of this letter for your review. Should you wish to help us in this endeavor, the letter can be updated based on any feedback from yourselves or City staff. I will plan on attending (remotely) your next meeting on June 17th to answer any questions or discuss this opportunity further. It is our hope that a decision can be reached at that meeting so that we can meet the deadlines for the 2021 grant cycle.

Thank you for your ongoing support of our efforts, our projects, the St. John Building, and our restaurant!

Sincerely,

Eric Rickman - Co-Founder & CFO - Wholly Stromboli

FLURA
FORT LUPTON URBAN RENEWAL AUTHORITY

The Fort Lupton Urban Renewal Authority, the redevelopment agency of the city of Fort Lupton (a Certified Local Government), will be applying for a Colorado State Historical Fund General Competitive grant on behalf of property owner Emrick Holdings llc and current occupant Wholly Stromboli Restaurant.

OUR TEAM

Our team will consist of *Last, First* who will be our grant recipient and organization contact.
Eric Rickman, co-owner of Emrick Holdings llc and Wholly Stromboli Restaurant CFO will also be part of our team, acting as an additional grant recipient contact as well as the grant administrator. Alyssa Knutson, FLURA staff liaison, and Chris Cross, FLURA Executive Director will be the FLURA contacts. Alyssa Knutson is also the City of Fort Lupton's CLG contact.

HISTORIC PROPERTY

The locally designated St. John Building at 410 Denver Ave, Ft. Lupton is the focus of our project, and has been the flagship building of downtown Fort Lupton since it was originally built in 1889, and then re-built in 1912 after a devastating fire. Originally housing George Twombly's Mercantile during the 1910s and early 1920s, the St. John has always been a place of commerce and gathering for local residents. Since that time, the building has been home to Bill McGuckin & Don Mason's Hardware store in the 1940s and 1950s, Hohnstein's Home Improvement in the 1960s and 1970s, then home to the Fort Lupton Press newspaper in the 1980s and other retail offices until Eric and Melissa Rickman acquired the property in 2010 to build Wholly Stromboli Restaurant and put a renewed focus on the historic preservation and rehabilitation of the St. John.

You may have noticed that the time period of the 1920s to 1930s wasn't mentioned. That's because finding information about the building during that period of national prohibition has been difficult. The current occupants, however, continue to uncover fascinating artifacts from that time period as they continue to rehabilitate the building. These artifacts are now on display in their restaurant.

The St. John is desperately in need of a number of improvements to both preserve the historical character of the property as well as rehabilitate the unused portions of the building to maximize its potential as a gathering place for area residents.

Our overall project consists of both exterior and interior projects

EXTERIOR PROJECTS

Windows:
The current windows are large, single pane, non-tempered glass panels which have deteriorated and/or broken over the years. Our concerns are threefold

1. Deterioration - The deteriorating window sills and frames have allowed the glass to become loose and rattle, this allows rain, snow, and condensation to enter the building which has further deteriorated the structure
2. Safety - The large, single pane, non-tempered glass panels present a safety hazard to occupants, particularly children, who have been known to lean against or bang on the windows. Currently 4 of these windows have cracks in them, and given the age and history of the windows, more are likely to follow.
3. Energy Efficiency - Although energy efficiency was not a hallmark of historic buildings, it is an important consideration today. We feel that a combination of modern, energy efficient, windows combined with the cosmetic re-use of the existing window mullions will preserve the look and feel of the historic nature of the windows while also providing a safer, more energy efficient window.

Cornice, Corbel, and Parapet:
Along the top of the St. John, we are blessed to still have the original parapet, cornice, and most of the corbels from the original construction in 1912. However, time has taken a toll and these elements are in dire need of repair, masonry work, and, in the case of the missing corbels, replacement. Not only do these features need help cosmetically, their underlying structure is no longer protected from the elements and, much like the window frames, the water penetration over the years is deteriorating the building.

Brick & faux flagstone:
The original blonde sand brick is still a prominent part of the building facade. It has become weathered and discolored over the years and it is losing its surface protective coating. We look to partner with Brick Imaging, a Denver company that specializes in the restoration and preservation of brick and masonry, to both restore the look of the brick as well as protect it from further deterioration.

Some parts of the building facade have, unfortunately, been covered with a light rosewood colored faux flagstone material which is a departure from the original sand brick. Experts have advised us that to attempt removal of this material would do more harm than good to the building. To that end, Brick Imaging can transform this material to a color scheme that is complimentary to the building.

North side improvements:
The north side of the building has a roll up ‘garage’ type door that has been fitted into the opening where the original 1912 Nock and Garside hand operated elevator remains to this day. This elevator is a remnant from the day when Fort Lupton was a major player in the canned vegetable business and loads of fresh vegetables were transported to the basement of the St. John via this elevator.

EXTERIOR PROJECTS cont

This elevator is a true gem of a historic element that we intend to preserve as part of the interior renovations. The current roll-up door is a low grade metal door that is not historically accurate, and leaks terribly, causing water damage inside the building. We intend to replace it with a glass roll-up door to not only showcase the restored elevator, but to be more historically appropriate and aesthetically pleasing.

The north face of the St. John Building has suffered the majority of the brunt from former tenants, and not just because of the metal roll-up door. The north end of the building has been completely covered with the rosewood faux flagstone, the window and door frames are deteriorating, and the occupant prior to Wholly Stromboli painted the window and door frames a bright green color.

As part of the window project mentioned above, we propose to replace the window and doors, and frame them in a more appropriate color. We will also include this face of the building as part of the flagstone coloring process already mentioned. Along with the glass roll-up door showcasing the antique elevator, these restorations will be a great start in improving the appearance of this end of the building

Moreover, to really make the north side of the building more visually appealing, and to continue the building's tradition of 'a place of commerce and gathering' the current occupant of the building, Wholly Stromboli Restaurant, is embarking on a project to build a covered patio on this end of the building. The new patio will 'break up' the bland appearance of the north side of the building, which is no longer historically accurate, and along with the improvements mentioned for this end of the building will do wonders for the St. John.

The patio will not be part of our grant request, but is mentioned here for context of the entire project.

South side improvements:
The south side of the St. John building is truly the original main entrance of the building, and we are fortunate enough to still have the original "St. John Building 1912" signage in the same material as the cornice and corbels. We plan to restore this element in the same manner as the cornice/corbels. This end of the building will also have the same brick improvements, and window replacements already mentioned, but will also include the replacement of the current aluminum 'modern' storefront door with a more historically accurate wood front entry door.

Finally, as many restaurants in historic buildings have done, Wholly Stromboli is planning on the addition of a fenced in dining area on the sidewalk along the south side of the building.

INTERIOR PROJECTS

Restoration of the original Nock and Garside hand operated elevator:
As mentioned, we plan to restore and showcase the 1912 Nock and Garside hand operated elevator. This element will be visible from the outside of the building via the aforementioned glass roll-up door, but will also be prominently featured on the interior of the building as part of the bar renovation.

Rehabilitation of the unused interior space to expand the restaurant and bar:
The current north end of the building (where the elevator is located) and the current south end of the building (where the main entrance is located) are both unoccupied spaces. To further the building's history of 'commerce and public gathering' Wholly Stromboli requests grant assistance in rehabilitating these areas of the building to both expand their operations and continue on their mission to restore the interior historical element of the St. John building. This, too, is a multi-faceted project and includes the following sub-projects:

- Fire Protection/Sprinkler system
- Structural components of opening up walls, building new & relocating walls, rehabilitating the original tin ceilings, original transom windows, and other original historical elements still in place
- The electrical work to expand operations into this unused space.
- Mechanical systems such as HVAC, ventilation, and makeup air
- Masonry work to repoint and restore the original interior brick
- Replacement of the current 'modern' storefront door with a more historically accurate wood entry door

PROJECT URGENCY

This project is urgent now for two primary reasons. First, to stop the effects of environmental damages to the building, and restore the St. John to its original beauty. The Urban Renewal Authority is also actively engaged in a downtown re-vitalization project, the centerpiece of which is the intersection of 4th and Denver streets - exactly where the St. John building is located. These two initiatives compliment each other very well. That is, the sum of the two projects together will have a much greater impact then either project would have on its own. To be able to restore and improve the St. John building in conjunction with the downtown streetscape and improvement project will once again make the St. John Building the cornerstone of our downtown area and do wonders for the Fort Lupton downtown area and the economic vitality of our community and downtown businesses.

Second, Wholly Stromboli restaurant, in its 11th year of operation, has become a destination for many residents not only in the Denver metro area, but regionally as well.

The restaurant industry has been severely impacted by the COVID crisis, and we are fortunate that Wholly Stromboli has not only survived the crisis, when many haven't, but they are also trying to position for growth as our community grows. As a community, we have a number of housing developments under construction and The Fort Lupton Comprehensive Plan projects that the population of Fort Lupton will double by 2040 to 16,000 people. In fact, housing permits have already increased from 19 permits in 2017 to 151 permits in 2020, representing a 695% increase in housing permits, and that's in addition to our growing surrounding communities. The generation of activity in downtown will require us to be proactive in our downtown development.
To be able to help Wholly Stromboli grow as well, will not only benefit them, but our town and surrounding communities as well.

COMMUNITY ENGAGEMENT

Wholly Stromboli has a commitment to giving back to our community and has sponsored many community events and programs. Our community has benefited greatly from having Wholly Stromboli in our community, and in a way, Wholly Stromboli has done a lot to "put Fort Lupton on the map", as they routinely draw customers from all over the Denver metro area and beyond. To help them expand the footprint of their operation would be a great benefit to our community as well as an opportunity for Wholly Stromboli to continue to survive in a very difficult industry.

The City of Fort Lupton values historical preservation, as evidenced by its Certified Local Government designation, creation of its own historic preservation and urban renewal boards and the active role it takes in the historic designation and protection of our historic buildings.

The Urban Renewal Authority works closely with the local historic preservation board, and both fully support Eric and Melissa Rickman's vision for the future of the St. John building as well as the expansion of their restaurant. In fact, the Historic Preservation Board was enthusiastically in support of the project and easily approved the Report of Acceptability.

We are fortunate to finally have owners of this great building who appreciate the historical value of the building and are committed to doing everything they can to help restore and preserve the building and its historical elements.

In 2019, the Fort Lupton Commercial Corridor Streetscape Plan ("Streetscape Plan") was adopted by the Fort Lupton Urban Renewal Authority, and a resolution in support of the Streetscape Plan passed by the Fort Lupton City Council. The Streetscape Plan recommends infrastructure improvements and beautification efforts along Denver Avenue, Fort Lupton's historic main street.
As part of the development of the Streetscape Plan, there was significant public outreach conducted. This included engaging business owners at a workshop, and a separate meeting specifically for Denver Avenue owners. Eric and Melissa Rickman, owners of Wholly Stromboli, attended the workshops and meetings held for the Streetscape Plan and offered their input throughout the process.
During the workshop, the public in attendance noted the historic significance of Denver Avenue and 4th Street as the heart of the city's beginnings and the location of the majority of the historic building stock that continues to thrive. A consensus during the workshop was that the 4th/Denver Ave area would be the best place to begin initial streetscape investment. It also adheres to the Comprehensive Plan recommending that Denver Avenue be prioritized for streetscaping improvements. This led to the Streetscape Plan identifying the Denver Avenue and 4th Street intersection as the number one priority for improvements in the plan, describing this intersection as the "heart" of downtown.

The Streetscape Plan, and its planned beautification of Denver Avenue is highly anticipated by the public because of the amount of engagement that has led up to its implantation. The improvements to Wholly Stromboli are a natural complement to these efforts. As such we would be grateful to partner with History Colorado to seize on this opportunity to work with these owners to restore the St. John to its crowning jewel of our downtown area.

The assistance of a History Colorado grant would go a long way towards our, and the Rickmans', goal of preserving our St. John Building. Because the restaurant industry operates on razor thin margins, to be able to self-fund this project would be difficult, if not impossible, for them.

Thank you for your time and consideration

Fort Lupton Urban Renewal Authority Board

Non-Competitive Grants

Grant Type	Cash Match Required (% of Project Total)	Cash Match Required- BIPOC Projects (% of Project Total)
Archaeological Assessment Planning Historic Structure Assessment	• 10% for nonprofit/government owner • 25% for private owner	• 0% for nonprofit/government owner • 10% for private owner
Emergency	• 25% for private owner	• 10% for private owner
Micro	• 50% for all applicants	• 25% for all applicants
Survey Plan	• 10% for nonprofit/government applicant	• 0% for nonprofit/government applicant

Competitive Grants

Grant Type	Cash Match Required (% of Project Total)	Cash Match Required- BIPOC Projects (% of Project Total)
Mini Grant General Grant	• 25% for nonprofit/ government owner • 50% for private owner	• 0% for project organization with an annual operating budget of less than $250,000 and nonprofit/governmental owner • 5% for nonprofit/government owner • 10% for private owner

FLURA
FORT LUPTON URBAN RENEWAL AUTHORITY

AM 2021-004

AMENDING THE BYLAWS OF THE FORT LUPTON URBAN RENEWAL AUTHORITY

I. Agenda Date: *Board Meeting – June 17, 2021*

II. Attachments: *A. Redlines of Proposed Changes to the Bylaws.*

III. Issue/Request:

This action memorandum is a proposal to amend the Bylaws of the Fort Lupton Urban Renewal Authority (Bylaws). The proposed revisions are attached as redlines to this Action Memorandum and include cleanup of typos, and updates to better align the Bylaws to the procedures that are currently being conducted by staff and/or the Authority.

Other updates include Article VIII. Meetings, Section 3. Meeting Types. Paragraph C amends the required City Council update meeting to be held annually rather than quarterly, per previous direction provided by FLURA. Paragraph D amends the annual meeting with Special Districts to be on an as needed basis instead, also as directed previously by FLURA.

Article IV. Membership, Section 3. Executive Director has been amended to be titled Personnel. It elaborates on qualifications for the Executive Director position, as well as allows for the addition of staff if authorized by the Authority. It further allows for the delegation of the Executive Director duties to authorized designees.

According to the Bylaws, proposed amendments must be provided to all members a week in advance of consideration of any amendments. Amendments shall be approved by an affirmative vote of not less than a majority of current members of the Authority. Amendments to the Bylaws shall be submitted to City Council for approval by resolution prior to going into effect. The amendments, if approved, will be presented to City Council at its regular meeting on July 6, 2021.

IV. Alternatives/Options:

1. *Approve a motion to amend the as shown in the attached redlines to the Bylaws; or*
2. *Do not approve a motion to amend the Bylaws as shown in the attached redlines to the Bylaws.*

V. Financial Considerations:

Not applicable.

VI. Legal / Political Considerations:

If approved, these amendments must then be submitted to City Council for approval by resolution prior to going into effect.

VII. Staff Recommendation:

Staff recommends a motion amending the Bylaws as shown in the attached redlines.

**AMENDED BYLAWS OF THE
FORT LUPTON URBAN RENEWAL AUTHORITY
OF THE CITY OF FORT LUPTON, COLORADO
(EFFECTIVE JULY 6, 2021)**

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ARTICLE I.
INTRODUCTION

Section 1. The name of this urban renewal authority shall be the "Fort Lupton Urban Renewal Authority," as established by Resolution 2014R043 of the Fort Lupton City Council on August 18, 2014, and hereinafter referred to as the "Authority."

Section 2. The within Bylaws have been adopted by the Authority, and all previously adopted bylaws are hereby repealed.

Section 3. The purpose of these Bylaws is to establish rules and procedures necessary to carry out the purpose and duties of this Authority, as set forth in the Colorado Revised Statue Title 31, Article 25, Part 1, and hereinafter referred to as the "Colorado Urban Renewal Law."

ARTICLE II.
MISSION STATEMENT

Section 1. Mission. The mission of the Authority is to promote redevelopment and reinvestment within the City of Fort Lupton and to create a thriving community that is economically diverse.

ARTICLE III.
POWERS AND DUTIES

Section 1. Powers and Duties. The Authority shall have all the general powers granted to it by the Fort Lupton City Council and by the Colorado Urban Renewal Law, and shall perform all duties required by law.

Section 2. Acquisition of Property. The Authority may acquire any interest in property by any manner available, except that the Authority may not acquire property by means of eminent domain. The Authority may acquire property, or any interest therein, by agreement for the following reasons: to eliminate or prevent conditions of blight; to carry out one or more objectives of any plan formally adopted by the Authority; to assemble property for redevelopment by private enterprise; for needed public improvements; for any other lawful purpose authorized by any plan formally adopted by the Authority. The Authority may authorize all expenditure of funds in excess of $5,000.00.

ARTICLE IV.
MEMBERSHIP

Section 1. Membership. Membership on the Authority will be in accordance with the Authority's Second Amended Structure, Responsibilities and Operational Guidelines ("Guidelines"), which were adopted by the Fort Lupton City Council on December 7, 2015 by Resolution No. 2015R052. The Colorado Urban Renewal Law shall govern where there are conflicts between the Guidelines and Colorado Revised Statutes.

A. The Authority shall be comprised of nine regular members and one alternate, and those members shall include:

1. One member shall be appointed by agreement of the board of county commissioners.
2. One member shall be a board member of a special district whose property taxes are subject to allocation under the urban renewal plan.
3. One member shall be an elected member of the school board.
4. One member shall be an elected official that is currently serving on the Fort Lupton City Council at the time of appointment to the Board.
5. One member shall be a board member of the Fort Lupton Fire Protection District.
6. Two members shall serve as business representatives and must own and operate a business within the City and reside within the City at the time of their appointment and at all times while serving on the Authority.
7. Two members shall represent the citizens of Fort Lupton and must reside within the City at the time of their appointment and at all times while serving on the Authority.
8. One alternate, who is eligible to fill the alternate position if they either (1) operate a business within the City and reside within the City at the time of their appointment and at all times while serving on the Authority, or (2) reside within the City at the time of their appointment and at all times while serving on the Authority.

B. The Mayor, with the consent of City Council, shall appoint the members of the Authority. A resolution of the appointment or reappointment of any member shall be conclusive evidence of the due and proper appointment of such Authority member.

C. The Authority members who are first appointed shall be designated by the Mayor to serve for staggered terms so that the term of at least one member will expire each year. Thereafter, the term of office for Authority members is five years.

D. An Authority member shall hold office until his successor has been appointed and has qualified.

E. Vacancies other than by reason of expiration of terms shall be filled by the Mayor, with consent of City Council, for the unexpired term.

F. Members of the Authority shall receive no compensation for their services, except that they may be entitled to necessary expenses, including traveling expenses, incurred in the discharge of their duties.

Section 2. Resignation. The resignation of a member of the Authority shall be made in writing to either the Executive Director or Chair of the Authority, and the resignation shall be forwarded to the City Clerk. The resignation of a member of the Authority shall be effective immediately upon receipt, unless an alternate date is stated in the written resignation. ~~and verification by the City Clerk's office.~~

Section 3. ~~Executive Director~~Personnel. The Authority shall be staffed by a non-voting Executive Director who shall be the City Administrator, unless the City Administrator recommends and the Authority concurs with another person serving as the Executive Director. ~~A non-voting~~

With the Authority's authorization, the Executive Director may create positions and appoint personnel as determined to be necessary to perform the duties and obligations of the Authority. Positions and appointments shall continue at the pleasure of the Authority or until resignation. Compensation may be established by the Authority, if applicable. The Authority may contract with the City of Fort Lupton for services of City personnel.

The Executive Director, or his or her designees, provides the following support and assistance to the Authority, including, but not limited to the following duties:

A. Ensure that the agenda is prepared and distributed on schedule.

B. Post notice of meetings in the official posting places, and in any additional places designated by the Authority.

C. Ensure that minutes are taken, posted and submitted to designated staff ~~to the City Clerk~~ for the ~~City's~~ Authority's permanent archives.

D. Assist the Chair during the meeting, if necessary.

E. Ensure that actions and activities of the Authority are consistent with policies and procedures of the City of Fort Lupton.

F. Offer insights about City organization, policies, and efforts.

G. Notify the Authority of events, meetings, or circumstances when designated staff are ~~the City Liaison(s) is~~ asked to speak on behalf of the Authority.

H. Maintain the Authority's presence on ~~the City~~its designated website.

I. Act as point person for contact with the City of Fort Lupton, ~~other~~ City of Fort Lupton liaisons, departments or boards, unless otherwise delegated.

~~I.~~

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J. Facilitate communication among members in compliance with City of Fort Lupton and Colorado open meetings laws.

Section 4. Attendance and Dismissal Requirements.

A. Any member who has not provided notice of their absences from two consecutive regular meetings or three regular meetings in a six-month period shall receive a written notification from the Chair of the Authority advising the member of his/her absences. If a continued pattern of absences occurs, the Chair shall notify the Mayor.

B. The Mayor, with the consent of the City Council, may remove an Authority member for inefficiency, neglect of duty or misconduct in office, but only after the member has been given a copy of the charges made by the Mayor against them and has had an opportunity to be heard in person or by Counsel before the governing body. In the event of the removal of any member, the Mayor shall file in the office of the City Clerk a record of the proceedings, together with the charges made against the member and findings thereon.

ARTICLE V.
OFFICERS

Section 1. Officer Terms and Duties. The officers of the Authority shall be a Chair, Vice-Chair, Secretary, and a Treasurer.

A. The Chair shall preside over all regular and special meetings of the Authority, and shall, subject to these Bylaws and rules of procedure, decide all points of procedure, unless otherwise directed by a majority of the members present at a particular meeting. The Chair shall sign all documents of the Authority, and shall serve as the primary contact between the Authority and the Executive Director.

B. The Vice-Chair shall assume the duties and responsibilities of the Chair in the event the Chair is absent or unable to perform his/her duties.

C. When both the Chair and Vice-Chair are absent, the members present shall select a member to preside over the meeting by a majority vote.

D. The Secretary shall keep the minutes of all meetings of the Authority in an appropriate minute book, give or serve all notices required by law, be a custodian of the Authority's records, sign official documents of the Authority that require the signature of the Secretary, and perform such other duties of the Secretary as required by law. Performance of duties of the Secretary may be delegated to City staff by a majority vote of the members of the Authority.

E. The Treasurer shall have the care and custody of all funds of the Authority. The Treasurer shall keep records of accounts and other financial matters of the Authority and shall provide to the Authority not less than quarterly, or as often as requested by the Authority, a report of all expenditures. The Treasurer shall prepare and submit to the Authority members an annual budget for the operation of the Authority and shall cause the financial records, documents and accounts of the Authority to be audited annually. If required by the members of the Authority, or required by law, the Treasurer shall be bonded. Performance of duties of the Treasurer may be delegated to City staff by a majority vote of the members of the Authority.

Section 2. Elections. Officers shall be elected by a majority vote of the Authority, at the first meeting of the calendar year. Nominations for an officer position do not require a second. Nominees may have an opportunity to speak to their nomination before the vote is taken. A voice vote may be taken to elect all officers. Officers shall be elected by a majority of the members present.

Section 3. Vacancies of Officers. A vacancy in an officer position shall be filled by election at the next regular or special meeting of the Authority from among the Authority members. Until such election, the Vice-Chair shall serve as acting Chair, if the Chair position is vacant. All officers elected to fill a vacant officer position shall serve until the next officer election.

ARTICLE VI.
LEGAL COUNSEL OF THE AUTHORITY

Section 1. Legal Counsel. The Authority may call upon the municipal counsel or chief legal officer of the municipality for such legal services as it may require, or it may employ its own counsel and legal staff.

ARTICLE VII.
MEETINGS

Section 1. Schedule. Meetings shall occur on the regularly scheduled meeting dates established by the Authority. Regular meetings may be postponed, rescheduled, or cancelled by the Authority, if necessary, or if there is no business to conduct. If inclement weather requires that a meeting be postponed or rescheduled, the Chair shall have the authority to reschedule or postpone the meeting, and shall promptly notify all Authority members accordingly. A record of the cancellation, postponement or rescheduling must be written into the minutes of the next meeting.

Section 2. Notice of Meetings. Meeting agendas shall be posted in compliance with ~~the Fort Lupton Municipal Code and~~ Colorado law. The meeting agenda shall be posted as notice of a meeting. The Authority may designate additional posting places ~~in~~ for its agendas at its first meeting of each year. Notice of any regular or special meeting shall be posted in the designated posting places no less than 24 hours prior to the holding of such meeting, unless an emergency requires posting within 24 hours of the meeting time. Any executive session must comply with applicable law.

Section 3. Meeting Types

A. **Public Meetings.** All meetings of the Authority shall be open to the public, pursuant to the Fort Lupton Municipal Code and Colorado law. All meetings of three or more members of the Authority, at which any Authority business is discussed or at which any formal action may be taken, shall constitute a meeting for purposes of this section.

B. **Special Meetings.** Special meetings may be called by the Chair, plus one regular Authority member. When a special meeting is scheduled, all Authority members must be notified at least 24 hours prior to the time set for such meeting by phone and written notice (via e-mail or hand delivery), including a listing of all items to be considered (agenda) at the special meeting, unless an emergency requires posting within less than 24 hours prior to such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.

C. **City Council Quarterly Meeting**. The Authority shall meet with the Fort Lupton City Council on an ~~quarterly~~ annual basis in order to provide an update on Authority activities, with the ability to hold additional meetings as needed.

D. **Special District Meetings.** The Authority shall meet as needed ~~at least annually~~ with special districts that are included within any adopted urban renewal plan to provide an update on Authority activities or discuss other matters as determined necessary.

Section 4. Quorum; Voting Required.

A. A majority of the voting members of the Authority in office shall constitute a quorum. In the absence of a quorum, no business shall be conducted by the Authority, except rescheduling of the meeting, except as otherwise provided in subparagraph D. of this Section 4, below.

B. All members are required to vote unless recused or disqualified from voting. In determining whether a member shall be recused or disqualified from voting on a matter before the Authority, the Authority shall follow the procedures outlined in the City Council Code of Ethics and Conduct.

C. If it is determined that any Authority members are disqualified from voting, and such disqualification causes the Authority to lose its quorum (as defined by these Bylaws) on the matter before the Authority, the matter shall be continued until the next meeting at which a sufficient number of qualified Authority members are present to constitute a quorum. In the event that the number of disqualifications are such that tabling the matter will not result in a quorum of qualified Authority members, the quorum necessary to conduct that item of business shall be adjusted to consist of at least fifty percent of those members not disqualified.

D. Remote participation by Authority members via telephone, internet, or other remote communication technology is permitted for an Authority that are not sitting in a quasi-judicial capacity, if such remote participation is technically feasible. Any member of the Authority who wishes to participate in a meeting by remote communication shall give as much advanced notice to the Executive Director as possible, prior to the meeting.

Section 5. Rules of Procedure. The Authority may adopt its own rules of procedure, or may conduct its meetings in accordance with Robert's Rules of Order.

Section 6. Public Participation. Meeting agendas shall include a designated time for public comments, not including comment on those items scheduled for a public hearing. All public comments must be made during the public comment segment of the agenda. Public attendees shall sit in the audience unless asked to sit with the Authority during their comments. The Authority may identify time limits for public comments at its discretion.

Section 7. Meeting Agendas. The form of agendas shall be determined by the Authority. Agendas shall be posted in accordance with all open meetings laws.

Section 8. Meeting Minutes. Written minutes shall be made for all Authority meetings. The form and contents of meeting minutes shall be consistent with the form and contents of meeting minutes for meetings of the Fort Lupton City Council. The Authority's minutes shall be posted on the Fort Lupton Urban Renewal Authority website when the agenda for the upcoming meeting is posted. The minutes of each meeting shall be approved by the Authority at its next meeting and the signed original shall be provided to the Executive Director or designated representative~~the City Clerk~~.

ARTICLE VIII.
SPECIAL AND STANDING COMMITTEES

Section 1. Special Committees. Special committees may be authorized and formed for special, limited purpose(s), and to work on specific issues or projects, as needed. A special committee shall serve only until completion of the special, limited purpose(s) for which it was formed. Recommendations of a special committee must be approved by the Authority before being considered officially adopted.

Section 2. Standing Committees. There shall be no standing committee(s) of the Authority, unless authorized by City Council.

Section 3. Committee Chairs. A member of the Authority shall serve as the chair of any committee.

ARTICLE IX.
COMMITMENT TO THE PUBLIC

Section 1. Commitment to the Public. Authority members' commitment to the public shall be demonstrated by adherence to all Colorado and City of Fort Lupton laws, rules and regulations regarding conduct of public officials.

Section 2. Conflict of Interest. The Authority shall adhere to all Colorado and City of Fort Lupton laws, rules and regulations that may pertain to the avoidance of conflicts of interest.

No member of the Authority, other officer, or employee of the Authority, nor any immediate member of the family of any such member, officer, or employee shall acquire any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any specific redevelopment project. If any member, other officer, or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any specific redevelopment project, ~~he~~ they shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Upon such disclosure, such member, officer, or other employee shall not participate in any action by the Authority affecting the carrying out of the project planning or the undertaking of the specific redevelopment project unless the Authority determines that, in the light of such personal interest, the participation of such member in any such act would not be contrary to the public interest. Acquisition or retention of any such interest without such determination by the Authority that it is not contrary to the public interest, or willful failure to disclose any such interest, constitutes misconduct in office.

Section 3. Communications Among Members. Authority members shall adhere to all Colorado and City of Fort Lupton laws, rules and regulations governing government communications.

Section 4. Electronic Communications. Electronic communications (including e-mails) between Authority members with respect to the business of the Authority may only occur in a manner that complies with the Colorado Open Meetings Law. The Colorado Open Meetings Law prohibits the discussion of public business (including discussion via electronic means) by a group of three or more Authority members, except at properly noticed public meetings. All electronic communications pertaining to Authority business should be treated as a public record, and, as such, potentially subject to public disclosure under the Colorado Open Records Act. The following procedures shall be followed with respect to electronic communications:

A. One member of the Authority may send an e-mail or electronic communication to one other Authority member on any one particular matter.

B. E-mails or other electronic communications intended for more than one Authority member shall be sent as an e-mail to the Executive Director, who shall forward the e-mail to the entire Authority.

C. All replies shall be sent to the Executive Director, who shall compile the replies into a single e-mail message and forward the compiled e-mails to the entire Authority.

D. The Executive Director shall not edit any of the messages that are forwarded.

E. There shall be no further electronic communication on the matter after the compiled replies have been forwarded to the entire Authority by the Executive Director. Any further communication among the Authority members regarding the matter shall not occur unless and until a promptly posted public meeting is held.

Section 5. Communications Outside the Authority. The Authority may give individual members the authority to speak on behalf of the Authority as needs arise. Individuals shall not speak for the Authority without the Authority's authorization, and shall not make commitments on behalf of the Authority unless the Authority has formally approved such a commitment.

ARTICLE X.
AMENDMENTS TO BYLAWS

Section 1. Amendments. These Bylaws shall be reviewed as needed and proposed amendments shall be approved by an affirmative vote of not less than a majority of the total current members of the Authority. Copies of the proposed amendment(s) shall be provided to each member of the Authority at least one (1) week prior to the date of any regular or special meeting at which the Bylaws amendment(s) are on the agenda for consideration. These Bylaws, and any subsequent amendments thereto, shall be submitted to City Council for approval by resolution prior to going into effect.

Approved on: __________________ Chair:________________________