



Historic Preservation Board

Amy Adkins
Al Mowrer

Kathy Kvasnicka, Chair

Penny Rankin, Vice-Chairperson
Ginny White
Vacancy

Historic Preservation Board Agenda Regular Meeting*

Fort Lupton City Hall – 130 S. McKinley Ave.

Thursday, September 2, 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 August 5, 2021 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. AM2021-006: Request for Report of Acceptability for St. John Building (nka Wholly Stromboli) (410 Denver Ave./701 4th Street)

Discussion Items

- a. Cemetery Walk Discussion

Future Business

- a. Next Board Meeting on October 7, 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
August 5, 2021**

The Historic Preservation Board of the City of Fort Lupton met in session at the City Hall, 130 South McKinley Ave., the regular meeting place of the Historic Preservation Board and virtually via GoToMeeting, on Thursday, August 5, 2021. Chair Kathy Kvasnicka called the meeting to order at 6:15 pm.

ROLL CALL

Those present were Chair Kathy Kvasnicka and Members Amy Adkins, Al Mowrer, and Ginny White. Also present was City Planner II Alyssa Knutson.

APPROVAL OF THE AGENDA

Al Mowrer made a motion to approve the agenda and Ginny White seconded. Motion passed unanimously.

APPROVAL OF THE CONSENT AGENDA

Al Mowrer made a motion to approve the consent agenda as and Ginny White seconded. Motion passed unanimously.

PUBLIC AND VISITOR INPUT

It was noted that there were no members of the public to make comments not otherwise related to the agenda; the public comment portion was closed.

ACTION ITEM

There were no action items.

DISCUSSION ITEMS

Cemetery Walk

Knutson gave a brief summary on the activities planned for Trapper Days and explained that the cemetery walk will be part of the passport system which will encourage people to stop by. She explained that there are still volunteers needed. Member Mowrer suggested self-guided tours with virtual videos. Chair Kvasnicka mentioned that the board might need to be there as guides if no volunteers are found. Knutson will be contacting the Fort Lupton High School drama club to invite them to volunteer. Board members will be reaching out to personal contacts as well.

Monthly Historic Review Quiz

Knutson walked through the steps of accessing the Municipal Code on the City's webpage and the SOI Standards of Rehabilitation. The Board reviewed Sec. 18-356 of the Municipal Code. The Board also reviewed the Standards of Rehabilitation.

**RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
August 5, 2021**

FUTURE BUSINESS

Next Board meeting on September 2, 2021 at 6:15pm.

ADJOURN

Chair Kathy Kvasnicka adjourned the meeting at 6:43 pm.

Submitted by

Magaly Morales-Tejada, Planning Assistant

Approved by Historic Preservation Board

Kathy Kvasnicka, Chair

HAM 2021-006

**APPROVE A REQUEST FOR REPORT OF ACCEPTABILITY FOR THE ST. JOHN BUILDING
(NKA WHOLLY STROMBOLI) (410 DENVER AVENUE/701 4TH STREET)**

- I. **Agenda Date:** *Board Meeting – September 2, 2021*
- II. **Attachments:** A. *Request for Report of Acceptability & Attachments*
 B. *Architectural Inventory Form*
 C. *Exhibit A to this HAM: Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings Applicable to the Expansion of the Patio Addition.*
 D. *Guidelines for Rehabilitation*

III. **Issue/Request:**

In 2004, the Fort Lupton City Council approved the historical designation of the St. John Building at 410 Denver Avenue/701 4th Street. Exterior work to historically designated properties within the City requires prior approval from the Historic Preservation Board, as regulated by Article XVII of Chapter 18 to the Municipal Code.

During the April 1, 2021 meeting of the Historic Preservation Board, Melissa Rickman, the owner of this historic site has submitted a request for exterior work to the historic site, including replacement of windows, brick and flagstone work, paint, corbel and cornice work, the addition of a covered patio, and addition of patio and exterior improvements to the south elevation of the building. At that meeting, the Board approved the proposed changes to the site.

The owners of the St. John Building are now requesting an expansion of the patio addition that was originally proposed during the April 2021 meeting. The proposed work requires building permits. Please see Section VI. Legal / Political Considerations of this document for further information on requirements prior to permitting exterior work to historic sites within the City of Fort Lupton.

Additional information on this proposed work is attached for your reference.

VI. **Legal / Political Considerations:**

Pursuant to Section 18-354 of the Municipal Code, a report of acceptability is required prior to work requiring a building permit for the alteration or reconstruction of or addition to the exterior of any improvement which constitutes all or part of a historic site.

The proposed work requires building permits and therefore qualifies for review under the following two phase review:

(1) Conceptual review. Conceptual review is an opportunity for applicants to discuss requirements, standards and policies that apply to historic sites...Problems can be identified and solved prior to final review of the application. After review of the application by the Historic Preservation Board, the Planning Commission shall furnish the applicant with written comments regarding the conceptual review. Conceptual approval of any proposed work may be limited to certain portions of the work as deemed appropriate by the Board. Conceptual approval does not guarantee final approval of proposed work. If upon review of proposed work, the Board determines that conceptual review is not necessary given the absence of a significant impact on the historic site...it may be waived by the Board and the Board may then proceed to consider the proposed work on final review at the same meeting.

If the Board chooses to waive conceptual review and go directly to final review, then:

(2) Final review. If an application or parts thereof are conceptually approved, it shall be finally reviewed by the Historic Preservation Board at a subsequent meeting of the Board. During final review, the Board shall consider the application or parts thereof that have received conceptual approval and any changes made by the applicant since conceptual review.

Pursuant to Section 18-354 of the Municipal Code that addresses work requiring a building permit on a historic site:

(a) Action on an application for a building permit, including any permit for demolition of a building, shall be deferred by the Building Inspector except as provided in Section 18-359 [relating to remedying of dangerous conditions], until the application is accompanied by a report of acceptability from the Historic Preservation Board for the proposed work when the proposed work involves the following:

(1) Alteration or reconstruction of or addition to the exterior of any improvement which constitutes all or part of a historic site;

(2) Demolition or relocation of any improvement or object which constitutes all or part of a historic site; or

(3) Construction or erection of or addition to any improvement upon any land included on a historic site.

The Board should then take into consideration each of the following criteria when determining whether to approve the proposal:

- 1. The effect of the proposed work upon the general historical and/or architectural character of the historical site, landmark or district;*
- 2. The architectural style, arrangement, texture and materials of existing and proposed structures and their relation to the structures in the district;*

3. *The effects of the proposed work in creating, changing or destroying the exterior architectural features of the structure upon which such work is to be done;*
4. *The effect of the proposed work upon the protection, enhancement, perpetuation and use of the historic site or district;*
5. *The Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (see Exhibit A to this Memorandum for applicable standards); and*
6. *Such additional criteria, as established by the Historic Preservation Board, which it deems to be in the best interests of the City.*

VII. Alternatives/Options:

The Board has the following options:

1. *Approve the request for report of acceptability, or approve with conditions;*
2. *Do not approve the request for report of acceptability;*
3. *Delay a decision in order to request additional information.*

VIII. Financial Considerations:

None.

IX. Staff Recommendation:

The Board must make a determination if this review requires conceptual and final review, or should go directly to final review. Staff believes this proposal could move directly to final review.

Staff recommends that the Historic Preservation Board review the Standards for Rehabilitation and Guidelines that are attached as Exhibit A to this Memorandum. The complete set of Guidelines can be found at <http://bit.ly/soiguideelines>. It is recommended to also review these prior to the meeting.

EXHIBIT A
STANDARDS FOR REHABILITATION & GUIDELINES FOR REHABILITATING
HISTORIC BUILDINGS APPLICABLE TO THE PROPOSED PROJECT

STANDARDS FOR REHABILITATION		
	STANDARD	STAFF COMMENT
1.	A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.	The overall proposed work complies with this standard. The original patio proposal with garage door on the northern elevation of the property were previously approved by the Board. The expansion of the patio is on the eastern property elevation, which is the rear of the property and will therefore be a minimal impact to the appearance of the site.
2.	The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize the property will be avoided.	The expansion of the patio is on the eastern property elevation, which is the rear of the property and will therefore be a minimal impact to the appearance of the site
3.	Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	Staff does not believe the expansion of the patio addition will conflict with this Standard, as the modern design of the patio overall will clearly differentiate it from the original structure.
4.	Change to a property that have acquired historic significance in their own right will be retained and preserved.	N/A.
5.	Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.	Staff does not believe the expansion of the patio addition will significantly conflict with this Standard, as the patio is an addition to the building. There may be consideration as far as any potential damage to the structure as a result of attaching the patio directly to the brick façade and the Board may want to inquire on this.
6.	Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.	Staff does not believe the expansion of the patio addition will conflict with this Standard.
7.	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	Staff does not believe the expansion of the patio addition will conflict with this Standard.
8.	Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.	Unknown. Likely N/A.
9.	New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships	The original patio proposal with garage door on the northern elevation of the property were previously approved by the Board. The expansion of the patio

	that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.	conforms with what was previously approved by the Board in design, and therefore it is presumed the Board believes this standard to be met based on its prior approval.
10.	New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	More information required. See Standard 5 for more information.

GUIDELINES FOR REHABILITATION FOR NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION	
RECOMMENDED	NOT RECOMMENDED
Adding a new building to a historic site or property only if requirements for a new or continuing use cannot be accommodated within the existing structure or structures.	Adding a new building or property when the project requirements could be accommodated within the existing structure or structures.
Locating new construction far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.	Placing new construction too close to the historic building so that it negatively impacts the building's character, the site, or setting.
Designing new construction on a historic site or in a historic setting that is compatible but differentiated from the historic building or buildings.	Replicating the features of the historic building when designing a new building, with the result that it may be confused as historic or original to the site or setting.
Considering the design for related new construction in terms of its relationship to the historic building as well as the historic district and setting.	
Ensuring the new construction is secondary to the historic building and does not detract from its significance.	Adding new construction that results in the diminution or loss of the historic character of the building, including its design, materials, location, or setting. Constructing a new building on a historic property or on an adjacent site that is much larger than the historic building. Designing new buildings or groups of buildings to meet a new use that are not compatible in scale or design with the character of the historic building and the site, such as apartments on a historic school property that are too residential in appearance.
Using site features or land formations, such as trees or sloping terrain, to help minimize the new construction and its impact on the historic building and property.	