



Historic Preservation Board

Amy Adkins
Al Mowrer

Kathy Kvasnicka, Chair

Penny Rankin, Vice-Chair
Ginny White
Vacancy

Historic Preservation Board Agenda Regular Meeting

Fort Lupton City Hall – 130 S. McKinley Ave.

Thursday, April 7, 2022 – 6:00 P.M.

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

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 March 3, 2022 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

Discussion Items

- a. CLG Evaluation with History Colorado
- b. Historic Home Tour

Future Business

- a. Next Board Meeting on May 5, 2022

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
March 3, 2022**

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 on March 3, 2021. Chair Kathy Kvasnicka called the meeting to order at 5:59 pm.

ROLL CALL

Those present were Chair Kathy Kvasnicka, Vice-Chair Penny Rankin, Members Amy Adkins, Al Mowrer and Ginny White. Also present was City Planner Alyssa Knutson and Planning Technician Magaly Morales-Tejada

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Penny Rankin motioned to approve the consent agenda and Penny Rankin seconded.

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

Election of Chair and Vice-Chair

Planner Knutson stated that a chair and vice-chair must be elected at the first meeting of each year. The current Chairperson is Kathy Kvasnicka and the current Vice-Chair is Penny Rankin.

Member Mowrer motioned for Kathy Kvasnicka to remain the Chairperson and Penny Rankin to remain the Vice-Chair. Member White seconded. Motion passed unanimously.

DISCUSSION ITEMS

Saving Places Conference Recap

Member White provide a brief summary of her experience at the Saving Places Conference in February, she stated that it was in person this year, which she personally enjoyed more than last year's virtual conference. She attended several sessions and provided brief summaries on each session.

Discussion occurred amongst the board on the various topics covered by the sessions that member White attended. One of which was the CLG Forum - Planner Knutson provided an overview on the CLG

**RECORD OF PROCEEDINGS
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certification and the benefits that it provides the community, including eligibility for tax credits. She also gave an overview on the three levels of designation.

Historic Home Tour

Chair Kvasnicka stated that she has received positive feedback and interest among the community for participation in the Historic Home Tour. There was discussion about the date for this event, Member Mowrer would like the event to be in the first week or two of December. Staff will confirm that there are no conflicts with other city events and the board will decide on a date at the next meeting. Members of the board discussed who has already expressed interest in participating, who they would like to reach out to and what supplies may be needed.

Historic Review Quiz

Staff prepared a sample request for exterior changes to a historically designated structure. Planner Knutson asked that the board go through the submittal as though it is a real application and make a determination on whether this Report of Acceptability should be approved or not and whether it should be a conceptual or final review. Knutson provided information on where to find the Standards of Rehabilitation and the Guidelines for Rehabilitation and how to utilize them to make a decision.

The board discussed the application and came to a decision. Planner Knutson stated that the board did a great job with this sample request.

FUTURE BUSINESS

Next Board meeting on April 7, 2022 at 6:00 pm.

ADJOURN

Chair Kathy Kvasnicka adjourned the meeting at 7:01 pm.

Submitted by

Magaly Morales-Tejada, Planning Technician

Approved by Historic Preservation Board

Kathy Kvasnicka, Chair



History Colorado

Certified Local Government (CLG) Quadrennial Evaluation Information

The National Park Service requires that each Certified Local Government (CLG) be evaluated at least once every four years according to the process outlined in Section V of the [Colorado CLG Handbook](#). This evaluation is performed to ensure that the CLG is fulfilling its responsibilities and to identify areas where Office of Archaeology & Historic Preservation (OAHP) assistance may be helpful. If you have any questions about the evaluation process please contact Lindsey Flewelling, CLG Coordinator, at lindsey.flewelling@state.co.us or 303 866 4681.

Elements of the Evaluation

The quadrennial evaluation comprises four parts that may be completed in any order:

1. OAHP staff review records on file at History Colorado for the previous four years including annual reports, meeting minutes, grant administration forms, and other relevant documents.
2. CLG staff demonstrate how they provide public access to the local public records that CLGs are required to maintain.
3. OAHP staff attends one or more meetings of the CLG's Historic Preservation Commission (HPC).
4. OAHP staff interviews CLG staff about the community's procedures for performing CLG-related tasks and responsibilities.

Preparing for the Evaluation

CLGs should begin preparing for evaluation by reviewing the [Evaluation Form](#) and the [CLG Handbook](#). OAHP staff will schedule a time to meet with CLG staff and attend an HPC meeting during the calendar year, but may attend any additional HPC meeting(s) at their discretion. CLGs are encouraged to use this opportunity to request any desired training. In addition to regularly submitting annual reports and meeting minutes to OAHP, there are other ways that CLGs can prepare to ensure the evaluation process goes smoothly.

CLGs will be expected to demonstrate how a member of the public can access the following types of documents. If these documents are available on the CLG's website, CLG staff can facilitate this review by providing the appropriate links to OAHP.

- HPC Meeting Minutes
- Resumes or applications for current HPC members
- Survey forms and reports
- List of all locally designated properties



History Colorado

CLG staff should be prepared to answer the following questions during their interview with OAHP staff. Additional questions may be asked based on the review of previous CLG records and past CLG performance.

- How is the public informed of upcoming meetings of the HPC?
- How is the public informed of designation or design review applications?
- How are property owners and the HPC notified that a project must undergo design review? How is design review conducted?
- If the HPC does not contain 40% professional members, how do you obtain the required expertise in local design review?
- What is the CLG's system for survey and inventory of historic properties? What are the CLG's plans for future survey?
- How does the CLG participate in the Section 106 process?
- How has the CLG implemented its Historic Preservation Plan? If the CLG does not have a plan, how does it plan for ongoing and future preservation efforts?

After the Evaluation

OAHP staff will complete a written [Evaluation Form](#) for each CLG that summarizes their findings and includes any recommended actions. This form may not be submitted until the end of the calendar year in which the CLG is evaluated. If OAHP staff finds that the CLG is deficient in fulfilling its responsibilities, one of the following will be required:

- The CLG will be expected to correct these deficiencies before their next quadrennial evaluation.
- The CLG will be expected to correct these deficiencies within one year and will be evaluated again in the next calendar year to confirm that action has been taken.
- The CLG will be expected to take immediate action to correct these deficiencies and will receive a specific timeline in which to comply. If necessary, the CLG's chief elected official may receive a letter that summarizes the identified deficiencies, the assistance that will be provided, and a specified timeline for compliance.