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Historic Preservation Board

Donna Walker, Chairperson
Cristian Gonzalez-Torres
Kathy Kvasnicka
Al Mowrer
Penny Rankin, Vice-Chairperson
Marlene Stieber

Historic Preservation Board Agenda Regular Meeting

Virtual Meeting via GoToMeeting
Thursday, May 7, 2020 – 6:15 P.M.

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

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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 5, 2020 Meeting
- b. Approval of the Minutes of the April 2, 2020 Meeting

Public and Visitor Input – This portion of the Agenda is provided to allow members of the audience to present comments to the Board. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement or your question may be directed to the appropriate staff member for follow-up.

Action Items

- c. Election of Chairperson & Vice-Chairperson

Discussion Items

- d. Historic Residential Survey – Phase II Updates
- e. St. Andrews Vicarage Plaque
- f. Residential Interpretive Signage Project

- g. Cemetery Walk
- h. Trapper Days: Booth, Scarecrow Contest, Advertising Plaques
- i. Monthly Historic Review Quiz

Future Business

- j. Next Board Meeting on June 4, 2020

Adjourn

RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
March 5, 2020

The Historic Preservation Board of the City of Fort Lupton met at the City Complex, 130 South McKinley Avenue on Thursday, March 6, 2020. Vice-Chairperson Penny Rankin called the meeting to order at 6:13 p.m.

ROLL CALL

Those present were Vice-Chair Penny Rankin and Members Kathy Kvasnicka, Al Mowrer, and Marlene Stieber. Also present was City Planner II Alyssa Knutson, City Planner I Maria Lancto, and Planning Technician Stephanie Darnell. Member Cristian Gonzalez-Torres arrived at 6:15 p.m.

APPROVAL OF THE AGENDA

City Planner II Alyssa Knutson made a comment that the agenda had been updated to include item “B” the elections of Chair and Vice-Chair and corrected the date for the next meeting.

Vice-Chairperson Penny Rankin requested an approval of the Agenda.

Member Al Mowrer made a motion to approve the agenda and it was seconded by Member Marlene Stieber.

Motion passed unanimously.

APPROVAL OF THE CONSENT AGENDA

Vice-Chairperson Penny Rankin requested an approval of the consent agenda.

Member Al Mowrer made a motion to approve the consent agenda and it was seconded by Member Kathy Kvasnicka.

Motion passed unanimously.

PUBLIC AND VISITOR INPUT

Salvadore Flores, 149 Denver Ave, Fort Lupton, CO 80621, stated that he wanted to dedesignate the property. He commented on a few issues he had with trying to do improvements around the home, and that was his main reasoning for wanting to dedesignate.

Ms. Knutson stated that to start the dedesignation process, he would need to submit the application to start that process.

Mr. Flores stated that his wife had submitted the application on August 15, 2019.

RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
March 5, 2020

Ms. Knutson stated that the Planning Department had not yet received the dedesignation application or building permit applications for the work he wished to complete. She stated that if he needed help filling out the applications, he can give her a call and set up a time to get everything filled out.

A brief discussion about the building permit process took place.

ACTION ITEM

Election of Chairperson & Vice-Chairperson

There was a brief discussion and a general consensus to keep the same members as Chairperson and Vice-Chairperson.

Member Al Mowrer made a motion to keep Donna Walker as the Chairperson and it was seconded by Vice-Chair Penny Rankin.

Member Kathy Kvasnicka made a motion to keep Penny Rankin as the Vice-Chairperson and it was seconded by Member Al Mowrer.

DISCUSSION ITEMS

Historic Residential Survey – Phase II Updates

Ms. Knutson stated that the consultant had completed all of the draft forms and History Colorado reviewed them, made comments, and sent the forms back to the consultant. She stated that the consultant is working on that phase of the project at this time.

Member Al Mowrer asked if there was completion date.

Ms. Knutson stated that everything needs to be done by June 30th, but she believes it will be sooner than that.

St. Andrews Vicarage Plaque

Ms. Knutson stated she provided the Board with emails from other cities that had plaque vendors that they used. She stated that it looked like the price range was from \$95.00 to \$300.00. She stated that the plaque for the vicarage was a little more elaborate and she assumed that it would be on the higher end for pricing. She stated that previous discussions were to see if it was in the budget for this year to do the plaque, and it would be a matter of what would be feasible for the project.

Planning Technician Stephanie Darnell stated that she had reached out to the vendor that Member Al Mowrer recommended and they had informed her that they will send over a quote.

Residential Interpretive Signage Project

RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
March 5, 2020

Ms. Knutson showed the Board the sign that Member Al Mowrer had created. She stated that lettering, next steps, and a potential house to display the sign would be the next phase of the project.

A discussion about design, what should be included on the sign, and a few historical homes took place.

Vice-Chair Penny Rankin took the plaque to see about stenciling options.

Mayor Zo commented that she had reached out to Beth Block about lettering and Ms. Block recommended Signarama in Brighton since she's no longer doing it.

Cemetery Walk

Ms. Knutson asked Member Marlene Stieber if she would be able to reach out to volunteers.

Member Marlene Stieber stated that she didn't know where her list was, and asked Ms. Knutson if she could look for a copy of the list.

Ms. Knutson stated that she would check where she would have the list of volunteers. She then asked which day and time the board would like.

A brief discussion of dates and time took place.

There was a general consensus to have the event be on that Saturday of Trapper Days from 1:00 PM – 3:00 PM.

Ms. Knutson stated that for the transportation aspect, she would speak with the Rec Center to see what is involved with getting that set up.

Member Marlene Stieber stated that she would ask the same when she goes to the planning meetings for Trapper Days since she was a representative for the Historical Society.

Trapper Days: Booth, Scarecrow Contest, Advertising Plaques

Member Al Mowrer asked if a booth needed to be built for the event.

A brief discussion about contacting the people organizing Trapper Days for information on having a booth and the purpose of having a booth took place.

Member Cristian Gonzalez-Torres stated that he would reach out to the contact for booth requirements.

Member Al Mowrer asked if the newly hired event coordinator would be the best point of contact for the scarecrow contest.

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March 5, 2020**

A brief discussion about good contacts to pursue to help start the contest took place.

Monthly Historic Review Quiz

Ms. Knutson stated that homework for this month is to review the emails on the residential plaque emails received from other cities.

FUTURE BUSINESS

Next board meeting on Thursday April 2, 2020 at 6:15 p.m.

ADJOURNMENT

Member Al Mowrer made a motion to adjourn the March 5, 2020 meeting at 6:56 p.m. and it was seconded by Member Kathy Kvasnicka.

Submitted by:

Stephanie Darnell, Planning Technician

Approved by Historic Preservation Board

Donna Walker, Chairperson

RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
April 2, 2020

The Historic Preservation Board of the City of Fort Lupton did not meet on Thursday, April 2, 2020 due to a City Hall closure for the COVID-19 declared emergency.

Submitted by:

Stephanie Darnell, Planning Technician

Approved by Historic Preservation Board

Donna Walker, Chairperson