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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 March 5, 2020 6:15 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 February 6, 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**

- b. None.

#### **Discussion Items**

- c. Historic Residential Survey – Phase II Updates
- d. St. Andrews Vicarage Plaque
- e. Residential Interpretive Signage Project
- f. Cemetery Walk
- g. Trapper Days: Booth, Scarecrow Contest, Advertising Plaques
- h. Monthly Historic Review Quiz

#### **Future Business**

- i. Next Board Meeting on April 2, 2020

#### **Adjourn**

**RECORD OF PROCEEDINGS**  
**FORT LUPTON HISTORIC PRESERVATION BOARD**  
**February 6, 2020**

The Historic Preservation Board of the City of Fort Lupton met at the City Complex, 130 South McKinley Avenue on Thursday, February 6, 2020. Chairperson Donna Walker called the meeting to order at 6:14 p.m.

**ROLL CALL**

Those present were Chairperson Donna Walker, Vice-Chair Penny Rankin and Members Kathy Kvasnicka, Al Mowrer, and Marlene Stieber. Also present was City Planner II Alyssa Knutson and Planning Technician Stephanie Darnell. Member Al Mowrer arrived at 6:18 p.m.

**APPROVAL OF THE AGENDA**

Chairperson Donna Walker requested an approval of the Agenda.

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

Motion passed unanimously.

**APPROVAL OF THE CONSENT AGENDA**

Chairperson Donna Walker requested an approval of the consent agenda.

Vice-Chair Penny Rankin made a motion to approve the consent agenda and it was seconded by Member Kathy Kvasnicka.

Motion passed unanimously.

**PUBLIC AND VISITOR INPUT**

There was no public present to address the Board.

**ACTION ITEM**

There were no action items.

**DISCUSSION ITEMS**

**Recap pf Saving Places Conference**

City Planner II Alyssa Knutson stated that she, Member Kathy Kvasnicka, and Planning Technician Stephanie Darnell attended the Saving Places Conference. She stated that the most beneficial part was the mock design review at the History Colorado Center. She briefly described the order of events at the mock design and stated she would like to see the Board sitting up where

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the other boards sit rather than all at the tables. She stated that having everyone sit up there would create a sense of formality for the board. She also reminded the board of the election of officers is coming up in March.

Planning Technician Stephanie Darnell indicated to some papers from the various trainings for the board to review. She stated that one of the trainings that was really beneficial was that a board had done a self-assessment about the role of their board and what they thought about their own processed. She recommended that a self-assessment of the Fort Lupton Historic Preservation Board may be beneficial to help the board members understand their role, and involve the community to see where areas of opportunity were for community engagements, community outreach, and community education. She stated that promoting the board was also discussed, and investing in some branding or marketing was beneficial for community engagement. She stated that if anyone was able to go in the next year, please do so as it provides a nice platform for board members to network and see how other boards are running in other cities.

Member Kathy Kvasnicka stated that she focused on the sessions that talked about design review, the Secretary of Interior Standards, and how the standards are applied to projects. She stated she got a lot out of those sessions since she thought when the board was reviewing submittals from the St. Andrew's Church and Vicarage, the board didn't quite know the right questions to ask or didn't review the submittals with the correct focus in mind. She stated that one particular example that stuck out at the conference was about a Fire Station being turned into a restaurant. She stated that another example that was discussed was about incorporating American's with Disabilities Act (ADA) requirements for historic buildings. She concluded by stating that she really like the conference and got a lot out of the conference this year.

A brief discussion about historic buildings that did not have the ADA requirements took place.

### **Historic Residential Survey – Phase II Updates**

Ms. Knutson stated that she sent out a link to the report of the survey form for all twenty (20) properties for the board to review when they get a moment.

### **St. Andrews Vicarage Plaque**

Darnell let the board know that the company that the plaque was ordered through, Citizen Bronze, was not responsive to update inquiries. She stated that when she did not hear back, she did a search online for a Better Business Bureau (BBB) rating and did not see any negative scores on the (BBB) website, but checked into associated companies listed on the website and read reviews involving the same people she spoke with and having the same issue of unresponsiveness once payment was received. She stated that she's already spoke with Finance and a fraud claim was already being filed, but they had informed her that recovery of the funds is unlikely. She stated that she had reached out to a few local entities and had not received a response back from anyone.

Member Al Mowrer suggested Ms. Darnell reach out to K&K Laser Creation in Greeley to see if they could provide a quote.

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A brief discussion about the budget took place. Ms. Knutson stated that she will follow up in regards to the amount of the budget. She asked Ms. Darnell to inform the requestor of the plaque, Pamela Miller-Chavez, the status of the plaque and that a review of the budget will happen to see if another plaque could be afforded this year.

**Project Discussions**

**a. Residential Interpretive Signage Project**

Member Al Mowrer stated that he had made and painted a plaque, and that he meant to bring it to the meeting but forgot. He stated that he will bring it by the City so it'll be here for the board for the next meeting.

A brief discussion about the report and their owners, and potential properties for a plaque took place.

Ms. Knutson stated the board should consider the next steps for the project.

A discussion about designations, having a prototype of the plaque, and selecting a potential historical building to place the plaque took place.

Ms. Knutson asked the board's thoughts on charging or taking donations for the plaques.

Member Al Mowrer stated that he would donate the plaque, but could charge in order to create funds for the board.

Ms. Knutson stated she will check with the Finance Department to see if the board would be okay to take donations.

**b. Cemetery Walk**

Discussion about potential dates took place.

There was a general consensus to have the Cemetery Walk at the end of September.

Ms. Knutson stated she will check to see what other City events are taking place on or near that time.

Discussion about advertising options, volunteers, hayrides, and logistics for the Cemetery Walk took place.

It was later decided that the Cemetery Walk be held as an event at Trapper Days.

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**c. Trapper Days: Float, Tomato Event**

Discussion about having a booth, scarecrow contest, and advertising the plaques took place.

**d. Heritage Fair**

There was a general consensus by the board to not participate in the Heritage Fair this year.

**e. Walking Tours**

A brief discussion about a walking tour route took place. There was a general consensus to not focus on a walking tour this year.

**Monthly Historic Review Quiz**

Ms. Knutson stated that the quiz for this month is to review the Residential Survey Report.

**FUTURE BUSINESS**

Next board meeting on Thursday March 5, 2020 at 6:15 p.m.

**ADJOURNMENT**

Member Kathy Kvasnicka made a motion to adjourn the February 6, 2020 meeting at 7:22 p.m. and it was seconded by Member Marlene Stieber.

Submitted by:

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Stephanie Darnell, Planning Technician

Approved by Historic Preservation Board

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Donna Walker, Chairperson