



Historic Preservation Board

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

**Historic Preservation Board Agenda
Regular Meeting***
**Fort Lupton City Council – 130 S. McKinley Ave.
Thursday, July 2, 2020 – 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 June 4, 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. Residential Interpretive Signage Project
- e. Cemetery Walk
- f. Trapper Days: Booth, Scarecrow Contest, Advertising Plaques
- g. Monthly Historic Review Quiz

Future Business

- h. Next Board Meeting on August 6, 2020

Adjourn

VIRTUAL MEETING LOG-IN INSTRUCTIONS

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/267829229>

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United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 267-829-229

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<https://global.gotomeeting.com/install/267829229>

If you have issues getting into the virtual meeting, please email PlanningDept@FortLuptonco.gov or call (303) 304-4498 for assistance.

Historic Preservation Board Meeting Attendance Information

The meeting will be held at City Hall in the Council Chambers. You are welcome to attend either in person or remotely through GoToMeetings. For your safety and ours we will be enforcing social distancing protocols, including but not limited to, limiting the number of people allowed into Council Chambers at a time, encouraging the use of face masks, and requiring a six-foot separation. Additional instructions on meeting conduct will be provided prior to the start of the meeting.

Virtual Meeting Instructions

If you would like 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
June 4, 2020

The Historic Preservation Board of the City of Fort Lupton met in session at the City Complex, 130 South McKinley Ave, the regular meeting place of the Historic Preservation, and virtually via GoToMeeting, on Thursday, June 4, 2020. Vice-Chair Penny Rankin called the meeting to order at 6:13 p.m.

ROLL CALL

Those present were Vice-Chair and Members Cristian Gonzalez-Torrez, Kathy Kvasnicka, Al Mowrer, and Marlene Stieber. Also present was Planning Director Todd Hodges, City Planner II Alyssa Knutson and Planning Technician Stephanie Darnell.

APPROVAL OF THE AGENDA

Vice-Chair Penny Rankin requested an approval of the Agenda with the removal of the plaque discussion.

Member Al Mowrer made a motion to approve the agenda as amended and it was seconded by Member Cristian Gonzalez-Torres.

Motion passed unanimously.

APPROVAL OF THE CONSENT AGENDA

Vice-Chair Penny Ranking requested an approval of the consent agenda.

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

Motion passed unanimously.

PUBLIC AND VISITOR INPUT

Vice-Chair Penny Rankin did not see any public present. She asked if anyone on the online platform that was present wished to make comments not otherwise related to the agenda; seeing none, the public comment portion was closed at 6:15 p.m.

ACTION ITEM

There were no action items.

DISCUSSION ITEMS

Historic Residential Survey – Phase II Updates

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FORT LUPTON HISTORIC PRESERVATION BOARD
June 4, 2020

City Planner II Alyssa Knutson stated that the final documents have been approved by History Colorado and she will send the documents to the board for review. She stated that she will also upload the documents to the website. She stated that the deadline to have everything complete is for the end of the month of June, and she believes everything is on track. She stated that the remaining action items to have it complete are to: payout the consultant for the remaining payment of seven-thousand-dollars (\$7,000.00), and do a final project summary report for History Colorado. She stated that one of the issues that the surveyor dealt with while taking photos in the field, was that someone was not happy with him taking photos of resident homes, and said that “the alley was his property and that the surveyor was not allowed to access the alley”. She stated that she was not sure of what exactly happened, but basically they were not able to get many photos of the back side of the houses as we should have, which is a little disappointing. She stated that History Colorado was a little stricter this time around as far as residents they consider to be contributing or eligible for designation. She stated that last round, History Colorado allowed many more houses to be approved as contributing structures, but this time there were only maybe two (2). She said this was a little surprising, and thought that History Colorado has made their standards a little stricter, especially since this particular neighborhood seems like a lot of integrity. She stated that these are items she plans to include in her report to them. She stated that for public outreach, History Colorado is not requiring the board to have the in-person open house due to COVID-19. She stated that she has to post it online and provide an option of an online option of discussion if we wanted to. She stated that she will have it online on the website available to the public and she will let the newspaper know about it. She stated that the newspaper usually publishes something about these projects. She stated that she will get the word out, put it on the website, and social media. She stated that she plans to have the consultant come in August to give a final report on the project which will also serve as an open house to the public.

Residential Interpretive Signage Project

Member Kathy Kvasnicka asked Member Marlene Stieber if there was any update from the business in Greeley that she was going to reach out to for stenciling.

Member Marlene Stieber stated that she hasn't been able to get in touch with anyone.

A brief discussion about not being able to meet with anyone due to COVID-19 took place.

Cemetery Walk

Member Al Mowrer asked if the event was still going to take place.

Vice-Chair Penny Rankin stated that she spoke with Ginny White, Bill Taylor, and Don Koshio would do the Cemetery Walk if it is going to take place.

Member Al Mowrer asked when the City decided if Trapper Days is on or off.

Member Marlene Steiber stated that Trapper Days is still on hold. She stated that they said this morning they were planning, but they're not sure if they're going to have a parade or other events.

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Trapper Days: Booth, Scarecrow Contest, Advertising Plaques

Ms. Knutson stated that if the Board is wanting to do the Cemetery Walk, they should proceed like it is happening to an extent. She asked Member Cristian Gonzalez-Torres if he had reached out to the contact for the booth information.

Member Cristian Gonzalez-Torres stated that he did speak to the Events Coordinator Christy Romano and she said that she would help the board with whatever they needed from designing flyers to volunteering at the event. He said that he asked about the requirements for the booth, and they're still discussing if Trapper Days is going to happen. He said that she let him know that everything is on hold, but there are a couple of events that are planned in October that the board could be included in, like the Trick-or-Treat Street.

Member Al Mowrer stated that no one has reached out to him from the Chamber of Commerce.

Ms. Knutson stated that she will send him the information for the Chamber of Commerce this week.

Member Marlene Stieber stated that she spoke with Bruce Fitzgerald to do Cemetery Walk again. She asked Member Kathy Kvasnicka if she plans to do the event again this year.

Member Kathy Kvasnicka stated yes.

Member Cristian Gonzalez-Torres stated that Ms. Romano would be willing to help volunteer with the event, but didn't say of any specific duties. He stated that he can call her back to get clarification.

Monthly Historic Review Quiz

A quiz about the Historic Preservation Board and Public Process took place.

FUTURE BUSINESS

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

Cemetery Walk, Trapper Days: Booth, Scarecrow Contest, Advertising Plaques, Residential Interpretive Signage Project, Historic Residential Survey – Phase II Updates, Monthly quiz.

ADJOURNMENT

Member Kathy Kvasnicka made a motion to adjourn the June 4, 2020 meeting at 6:38 p.m. and it was seconded by Member Marlene Stieber.

**RECORD OF PROCEEDINGS
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June 4, 2020**

Submitted by:

Stephanie Darnell, Planning Technician

Approved by Historic Preservation Board

Donna Walker, Chairperson