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## Historic Preservation Board

Donna Walker, Chairperson  
Beth Block-Vice-Chairperson  
Kathy Kvasnicka

Al Mowrer  
Penny Rankin  
Marlene Stieber

### **Historic Preservation Board Agenda Regular Meeting July 5, 2018 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 June 7, 2018 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. Donelson House
- d. School District Minutes for the Middle School Murals Update
- e. SWCA Residential Survey Update
- f. Northglenn Historic Preservation Commission Meeting
- g. Julesburg Field Trip
- h. Scavenger Hunt
- i. Cemetery Walk
- j. Blackhawk Conference

#### **Future Business**

- k. Next Board Meeting August 1, 2018 in Northglenn

#### **Adjourn**

**RECORD OF PROCEEDINGS**  
**FORT LUPTON HISTORIC PRESERVATION BOARD**  
**June 7, 2018**

The Historic Preservation Board of the City of Fort Lupton met at the City Complex, 130 South McKinley Avenue on Thursday, June 7, 2018. Chairperson Donna Walker called the meeting to order at 6:16 p.m.

**ROLL CALL**

Those present were Chairperson Donna Walker, Kathy Kvasnicka, Penny Rankin, and Marlene Stieber. Also present was the City Planner Alyssa Knutson, and Planning Technician Stephanie Darnell.

**APPROVAL OF THE AGENDA**

City Planner Alyssa Knutson recommended a change to the agenda to remove item “H”, the scavenger hunt, as Ms. Block was not in attendance, and changing the order of the HAM 2018-002 until Pamela Miller-Chavez arrives.

Ms. Walker requested an approval of the agenda, with amendments. Ms. Kvasnicka made a motion to approve the Agenda, with amendments, and Ms. Rankin seconded the motion.

**APPROVAL OF THE MINUTES**

Ms. Walker requested a motion to approve the minutes of the May 3, 2018 Historic Preservation Board meeting. Ms. Kvasnicka approved the motion, and Ms. Rankin seconded the motion.

**PUBLIC AND VISITOR INPUT**

There was no public in attendance at this time to address the Board.

**ACTION ITEM**

**HAM 2018-0002 Approve a Request for Report of Acceptability for St. Andrews Church (204 Park Avenue) and Vicarage (617 Second Street)**

Ms. Knutson gave a brief statement about the process for approving the request according to the Fort Lupton Municipal Code. She stated that the work requiring a building permit includes repairs to the cracked structure and egress windows on the home, and adding a door for fire safety to the church; these items are for the Board to discuss in order to get the required report of acceptability for Ms. Miller-Chavez to move forward with the changes. She went on to state that work that does not require a building permit, but does require written approval from the Board is painting the exterior, and removing a tree. She commented that after researching, the Board does not have jurisdiction of removal of trees, so the decision will be for the paint only.

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Ms. Miller-Chavez stated that she is requesting permission to replace the egress windows as the house originally had windows, but they have been bricked in. She stated that she moved forward to have an engineer submit a repair plan in addition to his report. Ms. Miller-Chavez stated that for the church, the Fire Department is strongly recommending to add another door for fire safety as the front doors are the only exit. She proposed two different spots for placement of the door: one directly opposite of the front doors on the east wall, and the second spot on the north side of the church.

Ms. Knutson asked if the Fire Department is requiring the addition of the second door.

Ms. Miller-Chavez stated that the Fire Department strongly encouraged it, but does not require it.

Ms. Knutson stated that before deciding, she recommended that the Board go visit the church and the home. She also commented that according to the code, a building permit would need to be received for the proposed work. She stated that currently a permit for the egress windows was submitted, but not for the door which would make it difficult for the Board to make a decision on that. She said she would like to have more information on the structure for the windows once it's available. She stated to the Board that her recommendation for the building permit repairs should be approved at a conceptual level in order for Ms. Miller-Chavez to get an idea if the Board is able to support the changes or not. She went on to comment that items that could be approved tonight were the paint since Ms. Miller-Chavez is not painting over any brick, and approving the repairs to the cracked structure.

There was a general agreement to what should be approved.

Ms. Stieber commented that she didn't think the Board would have a choice about the egress windows and the addition of the other door as they seem to be an essential change. She asked if the basement on the vicarage was going to be converted into a living quarters separate from the upstairs.

Ms. Miller-Chavez confirmed that the home was going to be converted into a duplex.

Ms. Knutson asked what the plans were for the church.

Ms. Miller-Chavez stated that the church would also be converted into a residence. She also commented that there is an organ at the church she is looking to donate as well.

The Board decided to leave City Hall to see the church and vicarage at 7:00 p.m.

The Board returned to City Hall at 7:39 p.m.

Ms. Knutson stated that there should be a motion for written approval of the work not requiring a permit, and a motion for the decision about the door, egress windows, and the cracked structure. She reiterated her recommendation from earlier.

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Ms. Kvasnicka stated that structurally, the repairs would definitely need to be done, and in regards to the windows, if there's nothing historically that needs to be done to keep the windows bricked, then the windows would look better with new egress windows. She went on to comment that she does not have any problems with approving the windows and repairs, however, the church's historical value may be compromised by adding a second door.

Ms. Walker agreed, but stated that she understands that Ms. Miller-Chavez was in favor of putting a door that was historically appropriate.

Ms. Knutson stated that the door could be approved at a conceptual level in order to give guidance on door type and location.

Ms. Stieber commented that in order to rent out the basement, Ms. Miller-Chavez would need to add the egress windows for safety.

Ms. Knutson stated that she is in favor of the windows, but her recommendation was to have it at conceptual approval since Ms. Miller-Chavez hasn't indicated what type of window she plans to put in.

Consensus was to have Ms. Miller-Chavez submit plans that indicate what she intends to do for the windows and doors, and it was determined that waiting for a final approval wouldn't cause any delays.

Ms. Knutson stated that she will inform Ms. Miller-Chavez that she is conceptually approved for the egress windows, as well as for the door, but more information would be needed to make a final decision. She also commented that she would speak with the Fire Department in regards to requirements for adding the door.

Discussion about types of windows and door placement took place.

Ms. Walker requested a motion to approve the paint. Ms. Kvasnicka made a motion to approve the paint, and Ms. Stieber seconded the motion.

Ms. Walker requested a motion to conceptually approve two egress windows, and one non-egress window. Ms. Stieber made a motion to approve the windows, and Ms. Rankin seconded the motion.

Ms. Knutson stated that she will give guidance to Ms. Miller-Chavez in regards to the door.

**DISCUSSION ITEMS**

**Discussion on Residential Tax Credits**

Ms. Knutson discussed the webinar for the change in the residential tax credits from the 1990 House Bill and the 2014 House Bill. She stated that from her understanding the difference between

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the two Bills is that the 1990 House Bill offers one fifty thousand dollar (\$50,000) grant per property for life, where the 2014 House Bill offers a grant to the property owner, meaning it can be sold to a new owner and another grant applied for. She went on to state that currently the Board is authorized to review through the 1990 House Bill tax credit; to be a reviewing entity under the new Bill, a resolution would need to be submitted since the law changed for the tax credit. Ms. Knutson's recommendation was to let the 1990 authorization expire, have the State review the tax credits and revisit being a reviewing entity at a later time.

Ms. Walker agreed that it would make sense to revisit being a reviewing entity at a later time.

Ms. Kvasnicka also agreed to revisit being an entity in 2020 when the 1990 House Bill expires.

Ms. Knutson stated that if people were interested, she would encourage them to apply for the 2014 House Bill since it seems more beneficial than the 1990 House Bill.

Ms. Kvasnicka agreed that the 2014 House Bill seemed to offer better benefits.

Ms. Rankin asked if Ms. Miller-Chavez has applied for the 2014 grant.

Ms. Knutson stated that Ms. Miller-Chavez has not applied for anything yet, but she wanted to give a more researched answer to help her decide on what projects she wants to take on.

Ms. Kvasnicka asked if Ms. Miller-Chavez would apply through the State for the grant.

Ms. Knutson stated that if Ms. Miller-Chavez wanted to apply for the 2014 grant, then she would go through the State.

### **School District Minutes for the Middle School Murals Update**

Ms. Stieber reported that she spoke with BJ that morning, and that the murals are in the archives and being copied. She stated that she is waiting for him to submit hand written documentation for her to go through and review.

### **SWCA Residential Survey Update**

Ms. Knutson stated that the survey is scheduled to be completed by June 30<sup>th</sup>. She went on to state that there will be an end of project summary that will also need to be submitted, and let History Colorado know about the public engagement that took place.

Discussion about properties on the survey took place.

### **Northglenn Historic Preservation Commission Meeting**

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Ms. Kvasnicka stated that the Northglenn Historic Preservation Commission meeting in July was moved to the week after July 4<sup>th</sup>, but she will speak with Northglenn staff to make sure everything is okay for the Board to attend.

Ms. Knutson stated that the meeting the Fort Lupton Historic Preservation Board will attend is the August 1<sup>st</sup> Northglenn meeting, which will take the place of the regularly scheduled meeting at Fort Lupton City Hall.

Ms. Kvasnicka stated that she will speak with Northglenn staff and get back to the Board in regards to dates.

Ms. Walker stated that she will be out of town for the August meeting.

**Julesburg Field Trip**

Ms. Knutson stated that Ms. Block had mentioned taking a field trip to the theater in Julesburg. She stated that The Grand Motel would be the place to stay overnight should the Board want to attend a movie or show there.

The general consensus was to go in the Fall, toward the end of September/early October.

Ms. Knutson stated she will follow up in regards to details.

**Cemetery Walk**

Ms. Knutson stated that the Board agreed to do the Cemetery Walk bi-annually, and asked the Board if this is something they would like to move forward with.

Ms. Walker commented that she thinks the Board should.

Ms. Rankin asked what the Cemetery Walk was.

Ms. Stieber explained to Ms. Rankin what the Cemetery Walk event consisted of.

Ms. Knutson stated she is in support of the Board moving forward with the event, and she will reach out to Debra Ray at the Fort Lupton City Museum, and help with gathering the volunteers. She went on to state the first or second week in October would be the best time to have the event.

Discussion about dates, and possibly partnering with Brighton took place.

Ms. Stieber stated she will move forward with the event as long as she has help.

Ms. Knutson stated she will help, and start putting feelers out to those who can attend. She stated that they will work on the time, but the date is tentatively set for October 13<sup>th</sup>.

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**1895 Pictures**

Ms. Stieber wished to add a discussion item about pictures that were sent from Mary Atkins. She stated that Mary Atkins sent pictures of her home in Canyon City. She went stated that the home was from 1895, and she will try to remember to bring the pictures to the next meeting.

**FUTURE BUSINESS**

Next meeting July 5, 2018  
Discussion on Residential Tax Credits  
Mural Update  
Details for Julesburg  
SWCA  
Scavenger Hunt  
Cemetery Walk  
Northglenn Meeting

Ms. Knutson stated that the Halliburton Flights are happening June 16<sup>th</sup> if anyone is interested in attending, and the comp plan final approval will happen June 18<sup>th</sup> if City Council so chooses.

Ms. Stieber requested a list of the participants who were involved in the Cemetery Walk.

**ADJOURNMENT**

Ms. Kvasnicka made a motion to adjourn the June 7, 2018 meeting at 7:53 p.m. and Ms. Rankin seconded the motion.

Submitted by:

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Stephanie Darnell, Planning Technician

Approved by Historic Preservation Board

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Donna Walker, Chairperson