



Historic Preservation Board

Donna Walker, Chairperson

Beth Block-Vice-Chairperson
Marlene Stieber

Al Mowrer
Kathy Kvasnicka

Historic Preservation Board Agenda Regular Meeting January 4, 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 December 7, 2017.

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

- a. HAM2018-001 Approving Resolution H2018-01 Accepting an Application for Historic Designation of the First United Methodist Church of Fort Lupton and Setting the Designation Hearing

Discussion Items

- a. School District Minutes for the Middle School Murals Update
- b. SWCA Residential Survey Update
- c. FLURA Façade Grant Update & Project
- d. Saving Places Conference & February Board Meeting
- e. Board Member Vacancy

Future Business

- a. Next Board Meeting March 1, 2018 (tentative)

Adjourn

RECORD OF PROCEEDINGS
FORT LUPTON HISTORIC PRESERVATION BOARD
December 7, 2017

The Historic Preservation Board of the City of Fort Lupton met at the City Complex, 130 South McKinley Avenue on Thursday, December 7, 2017. Chairperson Donna Walker called the meeting to order at 6:17 p.m.

ROLL CALL

Those present were Members Donna Walker, Marlene Stieber, Kathy Kvasnicka, Beth Block and Al Mowrer. Also present was the City Planner Alyssa Knutson.

APPROVAL OF THE AGENDA

Member Stieber requested that an additional item be added to the agenda to discuss the Methodist Church. Ms. Knutson stated that it could be added under Discussion Items as Item F, and the item under Future Business should be updated to be Item G. Al Mowrer made a motion to approve the Agenda as amended, and Kathy Kvasnicka seconded the motion.

Motion passed on voice vote.

APPROVAL OF THE MINUTES

Beth Block made a motion to approve the minutes of the November 2, 2017 Historic Preservation Board meeting, and Marlene Stieber seconded the motion.

Motion passed on voice vote.

PUBLIC AND VISITOR INPUT

There was no public present that wanted to address the Board.

ACTION ITEM

There were no action items.

DISCUSSION ITEMS

Review of the Minutes from the School District for the Middle School Murals

Marlene Stieber indicated that she spoke with Vicky Ceretto, who was Secretary of the Board and Superintendent for years, and had a conversation with DebraRay Thompson. Member Stieber stated that Ms. Thompson spoke with the company copying the records, and there is confusion on what they can copy and release. There are 48 boxes and it is unknown if they have all gone to be copied or not. Member Stieber stated they would continue to monitor the records monthly and their progress.

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SWCA Residential Survey

The City Planner, Alyssa Knutson, stated that there are five phases of deliverables required, and that the deliverables for phase one are completed. The next deliverable required is to provide sample survey forms to History Colorado, and SWCA will be submitting those to Ms. Knutson and to History Colorado this week. Ms. Knutson stated that SWCA took photos of all the houses, and the project is on schedule.

FLURA Façade Grant Update & Projects

The City Planner stated that there were three projects completed, with Napa being the most recent with the windows being installed. She stated Wholly Stromboli and the Ottesen Mill still have their projects to be completed. Ms. Knutson stated she sent the Report of Acceptability for the signage for Wholly Stromboli, but still needs to provide the awning and gooseneck lighting information before the Report of Acceptability is issued. She stated that the Report of Acceptability for the Ottesen Mill project has also been issued. Ms. Knutson said she is working on updating the Report of Acceptability application so that a building permit is applied for prior to presenting a project to the Board, which is supported by the Code.

Saving Places Conference

The City Planner stated that she was registered for the Saving Places Conference, and that Member Block and Member Kvasnicka will also be attending. Member Block stated she has items that will be included in the silent auction.

Board Member Vacancy

The City Planner stated there are two vacancies, and that the Board members should let others know. She stated there are spots available for people that live outside of City limits as well.

United Methodist Church

Sue Hubert, historian with the United Methodist Church was in attendance to discuss the Church's interest in historic designation with the City. Ms. Knutson stated the Church is officially submitting its application to designate, including the signature of the designated Board of Trustee authorizing the designation application. Ms. Knutson stated the process goes through the Historic Preservation Board, Planning Commission, and City Council prior to approval. Member Mowrer stated they would need to get a plaque for the Church once designated. Member Block recommended a ribbon cutting ceremony take place and Ms. Knutson agreed that could be held, perhaps after a Sunday service.

Ms. Hubert stated that the Board of Trustees agreed to designation so that they could get help with fixing their windows. After sending out eight letters of intent requesting grants, Ms. Hubert discovered the only way to get assistance would be to have the building designated at some level.

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Ms. Knutson asked Ms. Hubert who Neena Hagans was, who was one of two signatures on the designation application. Ms. Hubert stated she is the Chairman of Church Council and Terry Kophman (the other signature on the application) is the Board of Trustees.

Future Business

Next meeting of the Board is on January 4, 2018
School District Minutes Update
SWCA Residential Survey Update
FLURA Façade Grant Update & Project
First United Methodist Church

ADJOURNMENT

Beth Block made a motion to adjourn the November 2, 2017 meeting at 6:32 p.m. and Al Mowrer seconded the motion.

Motion passed on voice vote.

Submitted by:

Alyssa Knutson, Planner

Approved by Historic Preservation Board

Donna Walker, Chairperson

HAM 2018-001

APPROVE RESOLUTION NO. H2018-01 ACCEPTING AN APPLICATION FOR HISTORIC DESIGNATION OF THE FIRST UNITED METHODIST CHURCH OF FORT LUPTON LOCATED AT 306 PARK AVENUE AND SETTING THE DESIGNATION HEARING DATE FOR MARCH 1, 2018

I. **Agenda Date:** Board Meeting – January 4, 2018

II. **Attachments:** A. Resolution No. H2018-01

III. **Issue/Request:**

The First United Methodist Church of Fort Lupton has submitted an application, and written consent, requesting local historic designation of its building located at 306 Park Avenue. Once an application is received, the next step in the designation process is for the Board to vote to adopt a resolution scheduling the public hearing before the Board on the question of designation, known as the designation hearing. City staff has drafted a proposed resolution to schedule the designation hearing on March 1, 2018, which the earliest possible regular meeting of the Board that would allow sufficient time to meet all notification requirements under the Fort Lupton Municipal Code.

Prior to the designation hearing, the Planning Commission will review the proposed designation on February 21, 2018, with respect to 1) its relationship to the zoning ordinance of the City and Comprehensive Plan of the City; 2) the effect of the designation upon the surrounding neighborhoods; and 3) such other planning consideration as may be relevant. The Planning Commission shall provide the Historic Preservation Board with its recommendation prior to the designation hearing. After the designation hearing, the City Council shall make the final determination on the designation at a public hearing on

IV. **Alternatives/Options:**

The Board may approve the Resolution to schedule the designation hearing or deny the Resolution.

V. **Financial Considerations:**

There will be notification charges included in this application, including publication in the Fort Lupton Press. This cost, and any other potential costs, will be deducted from the Historic Preservation Board's budget.

VI. **Legal / Political Considerations:**

The Fort Lupton Municipal Code requires that notice of the designation hearing be given as follows:

1. *Written notice to all owners of record thirty days prior to the hearing;*
2. *Posting signs at the property at least fifteen (15) days prior to the hearing;*
3. *Publishing notice of the hearing in the local newspaper at least fifteen (15) days prior to the hearing; and*
4. *Providing written notice of the designation hearing to the Planning Commission at least thirty (30) days prior to the hearing.*

City staff will work with the applicant to ensure these requirements are completed.

VII. Staff Recommendation:

Staff recommends approving Resolution No. H2018-01 accepting an application for historic designation of the First United Methodist Church of Fort Lupton and setting the designation hearing for March 1, 2018.

RESOLUTION NO. H2018-01

A RESOLUTION OF THE HISTORIC PRESERVATION BOARD ACCEPTING AN APPLICATION FOR HISTORIC DESIGNATION OF THE FIRST UNITED METHODIST CHURCH OF FORT LUPTON LOCATED AT 306 PARK AVENUE AND SETTING THE DESIGNATION HEARING DATE FOR MARCH 1, 2018.

WHEREAS, the First United Methodist Church of Fort Lupton (Methodist Church) has submitted an application and written consent for local historic designation of the Methodist Church building located at 306 Park Avenue; and

WHEREAS, Section 18-343(c) of the Fort Lupton Municipal Code (Code) states that upon receipt of written consent of designation, the Fort Lupton Preservation Board may vote to adopt a resolution scheduling a public hearing by the Board on the question of designation, known as the designation hearing; and

WHEREAS, the Board finds that the application received is substantially complete and that the designation hearing may be scheduled upon affirmative vote of the Board; and

NOW THEREFORE BE IT RESOLVED that the Fort Lupton Historic Preservation Board hereby adopts this Resolution initiating designation proceedings for the Methodist Church building and sets the designation hearing for March 1, 2018 at 6:15 PM at the Fort Lupton City Hall – Council Chambers, 130 S. McKinley Avenue, Fort Lupton, Colorado 80621; and

BE IT FURTHER RESOLVED that the notice of public hearing procedures and requirements identified in the Code shall be carried out as stated in Section 18-344 of the Fort Lupton Municipal Code.

DONE THIS 4th DAY OF JANUARY 2018, BY THE HISTORIC PRESERVATION BOARD FOR THE CITY OF FORT LUPTON, COLORADO.

Donna Walker, Chairperson

ATTEST:

Planning Director