



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, June 4, 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 May 7, 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 July 2, 2020

**Adjourn**

### **VIRTUAL MEETING LOG-IN INSTRUCTIONS**

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### **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](mailto: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  
May 7, 2020**

The Historic Preservation Board of the City of Fort Lupton met virtually via GoToMeeting, on Thursday, May 7, 2020. Chair Donna Walker called the meeting to order at 6:14 p.m.

**ROLL CALL**

Those present were Chair 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 Cristian Gonzalez-Torres arrived at 6:15 p.m.

**APPROVAL OF THE AGENDA**

Chair Donna Walker requested an approval of the Agenda.

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

Motion passed unanimously.

**APPROVAL OF THE CONSENT AGENDA**

Chair Donna Walker requested an approval of the consent agenda.

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

Motion passed unanimously.

**PUBLIC AND VISITOR INPUT**

Chair Donna Walker asked if anyone from the audience was present to make comments not otherwise related to the agenda; seeing none, the public comment portion was closed at 6:16 p.m.

**ACTION ITEM**

There were no action items.

**DISCUSSION ITEMS**

**Historic Residential Survey – Phase II Updates**

City Planner II Alyssa Knutson stated that the consultant is getting close to the final review being completed. She stated that he is hoping to have the final review forms by Friday, May 8, 2020 and she would forward the documents to the board. She stated that History Colorado had noted several

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**FORT LUPTON HISTORIC PRESERVATION BOARD**  
**May 7, 2020**

houses he had deemed Contributing were likely Non-Contributing, primarily because the original doors and windows were replaced. She stated that the History Colorado would need more information to pursue a national register designation, but that there is a potential historic district. She said that everything is looking great and the consultant can provide additional more specific information if they would like.

She gave a brief overview of what the differences between a Contributing structure and Non-Contributing structure would be.

**St. Andrews Vicarage Plaque**

Ms. Knutson stated that the remaining budget is \$764.00. She stated that the plaque estimates are \$95.00 to \$300.00. She asked the board their thoughts on pursuing the St. Andrew's vicarage plaque this year. She mentioned that the events the board is planning might affect the funds available for purchasing a plaque.

A brief discussion about purchasing the plaque took place.

There was a consensus to wait to purchase the plaque until after the planned events.

Ms. Knutson stated she would speak with the Planning Director to raise the budget for next year since the board is looking into doing more events.

**Residential Interpretive Signage Project**

Member Kathy Kvasnicka stated that she tried a couple different methods for the lettering, but didn't like any of the options. She commented that routing would probably be the best design for the plaque.

A discussion about options to do the lettering took place.

Member Marlene Stieber stated that she has a son in Greeley that takes stenciling to an agency. She stated that she would inquire about getting a sample and a quote for the June meeting.

A brief discussion about potential homes and businesses to display the plaques took place.

**Cemetery Walk**

Member Marlene Stieber spoke with the Recreation Director and he agreed with the idea to add the Cemetery Walk to the route. She said that he assured her that transportation wouldn't be a problem.

Discussion of reaching out to previous volunteers, and logistics with the museum took place.

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**Trapper Days: Booth, Scarecrow Contest, Advertising Plaques**

Discussion about which projects to take on took place.

Ms. Knutson will send Member Cristian Gonzalez-Torres the contact information for the parade coordinator to find out about booths, and she will send Member Al Mowrer the information for the Chamber of Commerce to coordinate a partnership for the Scarecrow Contest.

**Monthly Historic Review Quiz**

Ms. Knutson stated that the quiz for this month was the discussion about contributing verses non-contributing homes. She stated that she will be sending webinars for the members to watch that are available on the History Colorado Site. She asked Chair Donna Walker and Member Kathy Kvasnicka if they had anything they wanted to share with the group from watching the webinars.

Member Kathy Kvasnicka stated that thought there was a lot of good information, and great pictures. She stated that they delved into some of the projects that had been done previously.

Chair Donna Walker agreed with Member Kathy Kvasnicka. She stated that the information was well presented.

**FUTURE BUSINESS**

Next board meeting on Thursday June 4, 2020 at 6:15 p.m.

Ms. Knutson stated she will let the board know the format of the meeting closer to the date.

**ADJOURNMENT**

Member Al Mowrer made a motion to adjourn the May 8, 2020 meeting at 6:46 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