

Brighton Historic Preservation Commission

Historic City Hall, 22 S. 4th Ave., 3rd Floor, Heritage Room
Brighton, CO 80601



Agenda

Date: January 12, 2017

6:00 p.m.



BRIGHTON HISTORIC PRESERVATION COMMISSION

500 S. 4TH Avenue
Brighton, CO 80601
303-655-2042

sjohnson@brightonco.gov

Chairperson:

Allison Lockwood

Vice-Chair:

Danielle Henninger

Treasurer/Secretary:

Joseph Burt

Commissioners:

Cheri Lopez

Lynette Marrs

Patricia Reither

City Council

Representatives:

Ken Kreutzer

J.W. Edwards – Alternate

Emeritus

Wayne Scott

Youth Commission

Representative:

Alternate:

Jodie Peterson

Wade Smith

City Admin. Assistant:

Sheryl Johnson

City Staff:

Aja Tibbs

Jolie Diepenhorst

- | | |
|--|------------------|
| I. CALL TO ORDER / PLEDGE OF ALLEGIANCE | Allison Lockwood |
| II. ROLL CALL | Sheryl Johnson |
| III. SWEARING IN OF WADE SMITH – ALTERNATE | Natalie Hoel |
| IV. SEATING OF ALTERNATES | Allison Lockwood |
| V. APPROVAL OF AGENDA | Allison Lockwood |
| VI. APPROVAL OF MINUTES FOR NOVEMBER 10, 2016 | Allison Lockwood |
| VII. CONSENT AGENDA | Allison Lockwood |
| Events Committee – December 2, 2016 | |
| Grants Committee – November 18 and December 9, 2016 | |
| Historic Properties Committee – November 22 and December 29, 2016 | |
| VIII. PUBLIC COMMENT | |
| Public invited to be heard on matters not on the agenda (Limited to 5 minutes) | |
| IX. REPORTS / PRESENTATIONS | |
| <u>Committees:</u> | |
| Historic Properties Committee – Plat Map Update | Jolie or Jodie |
| <u>Staff:</u> | |
| Report from Aja | Aja Tibbs |
| X. UNFINISHED BUSINESS | |
| 2016 Finances - Final | Joseph Burt |
| XI. NEW BUSINESS | |
| 2017 Survey Grant | Joseph Burt |
| Commission Training – Brighton Specific | Aja Tibbs |
| 2017 Goals & Budget | Aja Tibbs |
| HPC Office Item Ownership | Aja Tibbs |
| XII. ADDITIONAL COMMENTS | |
| XIII. ADJOURNMENT | |
| XIV. ANNOUNCEMENTS | |
| Saving Places Conference – February 1 – 4, 2017 | |

NEXT MEETING
FEBRUARY 9, 2017



500 S. 4th Avenue, Brighton, CO 80601

MINUTES of the Brighton Historic Preservation Commission meeting for the City of Brighton, Adams County, Colorado held in the Heritage Room at Historic City Hall at 22 South 4th Avenue, Brighton, Colorado.

DATE: November 10, 2016

Call to Order/Pledge of Allegiance: Chairman Allison Lockwood called the meeting to order at 6:02 p.m. followed by the pledge of allegiance.

Roll Call/Establish Quorum: Commissioners Present: Joseph (Joe) Burt, Danielle Henninger, Allison Lockwood, Cheri Lopez, Lynette Marrs, Jodie Petersen, Patricia Reither, Ken Kreutzer and Wayne Scott

Commissioners Absent: (Excused) Wayne Scott

Staff Present: Sheryl Johnson & Aja Tibbs

Others Present: Wade Smith, Derek Cole, Josclynn Hernandez and Gregory Nuanes

Seating of Alternate:

Motion to seat the alternate by Danielle. Second by Lynette. Motion Carries.

Approval of Agenda:

Add Events Committee – Gala Expenses under Committees

Motion to approve amended agenda by Ken. Second by Cheri. Motion Carries.

Approval of Minutes for October 13, 2016:

Approved as received.

Consent Agenda:

Events Committee – October 13 & November 1, 2016

Historic Properties Committee – October 27, 2016

Motion to accept the Committee Reports by Pat. Second Danielle. Motion Carries.

Public Comment:

No public comment

Reports / Presentations:

DECA Presentation – “This Place Matters” by Josclynn Hernandez & Gregory Nuanes

Josclynn and Gregory are with the DECA Program at Brighton High School.

“This Place Matters” is a promotion idea on Historic Preservation. It is to preserve Historical Landmarks within our community, raise money for the Historic Preservation Society and create awareness of the importance of Historical Landmarks. This can be done through social media as a photo contest, writing contest, coloring contest, Snapchat geofilter, lamp post banners, promotional t-shirts and stickers and Historical Landmark posters. Posters and banners would be put up to announce the events. On December 3rd, they would offer renewal of vows / weddings at the 1886 Historic Church. A couple of different logos were presented also - Our Love Matters; Our City Matters; or This Place Matters. Other promotional ideas include a Photo Contest and an idea for elementary children is a coloring contest. Middle schoolers would be a writing contest. Social Media would be used to help promote the events also. Promotion times such as t-shirts and stickers could be created also. They would like to create awareness of the importance of the historical landmark buildings in Brighton. The Barbershop is the longest running, continuous business in Brighton. Some of the family history of those who may be longtime Brighton citizens might make a good highlight. The Brighton 27J schools in Brighton city limits might also be highlighted.

The target demographic markets need to be identified. The time frame for completing the projects is the beginning of January. Ken would help Josclynn and Gregory with some of the projects that he can. Documentation of the projects is required for state competition. A lot of work is required in a short amount of time.

Motion by Cheri to supply blessing and support for this project. Second by Danielle. Motion carries.

The Commission would like to know how they promote the projects. A waiver of fee for the use of the church could be pursued. To contact Josclynn and Gregory can be done through - Thisplacematters303@gmail.com. Copies of the coloring book can be used to promote a design for the coloring contest. There should be incentives or prizes for the contests.

COMMITTEES:

Committee Work / Options – Allison Lockwood

Based on the conversation from the last meeting, the Historic Properties and Outreach & Education Committees were to decide if they would be combined into one. They decided that would be the best solution.

Properties Committee – Plat Map Update - Allison Lockwood

The Original bidder for the project declined to do as it would require additional help. The other bid of \$1,000 was for metal over the map which would be clunky. The other bid for \$4,200 was a company from Castle Rock. The plat map needs a protective cover to be remounted on the wall. The challenge has been trying to find a way to cover it and mount it at the same time such as a window frame type idea. Acrylic has been purchased to protect the map from the lights. The weight of the acrylic and frame would need to be mounted probably by drilling into the wall. The total weight would probably be about 100 pounds. Someone needs to be found to mount the map now since the original bidder declined. The map will be hung back on the wall on the second floor. Allison will see if she can find someone to get the map mounted.

Events Committee – Danielle Henninger

The Gala event was sold out and even oversold. Set up for the event will begin tomorrow afternoon at 3:30 p.m. or 4:00 p.m. The Commission should be at the Armory on Saturday by 5:00 p.m. There needs to be help with set up and or clean up.

A motion for approval of the funds for the expenses of the gala needs to be approved by the Commission. We have had to increase the food, tables and linens to cover the attendees.

Motion to approve \$6,000 for the event by Danielle. Second by Lynette. Motion carries

These funds will come from the donations account. The Silent auction will be held upstairs.

STAFF: Aja Tibbs

Historic Properties / Referrals:

1886 Church & Historic City Hall Local Designations – The Public Hearings for the local designations by City Council will be on November 15th at the City Council meeting.

Downtown Historic District Update – A flyer was completed for Wayne and Gary to give out to business owners. They are hoping to talk to owners next week. They need to get 51% approval (hoping for 60%) or 28 businesses included in the district. Once they can get enough approval, an application can be completed that will need to go through the hearing process. The flyer states how to establish a downtown district. A historic downtown district could help generate tax credits.

119 North Main Street – (Rehabilitation Permit) – Staff met with Mr. Mark Dyson to discuss procedures for individual landmark designation that would help to qualify for state tax credits for assistance with the current renovation project. He may apply for local designation in the near future but is following up with the state on the tax credits. Wayne and Gary have also talked to Mr. Dyson.

Budget:

HPC 2017 Budget – The 2017 budget has been approved. The Budget Policy was included with the agenda as a reminder of the policy. The plaques for the 1886 church and Historic City Hall have already been purchased. The plaque for the Duke White Field is in the process of being completed.

HPC Office:

HPC Office Coordinator Position – Jolie Diepenhorst has been hired as the Historic Preservation Coordinator. She is currently going through the items that were donated by Albin. The extra stuff Robin will take care of. Jolie will be working 5 hours a day on Monday, Tuesday, Thursday and Friday. Jolie is organizing the office and filling the display cases. She is also preparing for the construction of the HVAC in the office mid-December.

Unfinished Business:

2016 Finances / Treasurer’s Report – Joseph Burt

Joe reminded the committees that plans to use the remaining funds needs to be completed. There is about \$6,000 that can be used on some of the projects to be completed. The committees should let Joe know what funds they will be using.

New Business:

None

Additional Comments:

The current list of Historic Building is on the City website under the Historic Preservation page. The mission statement is on the Historic Preservation Commission Brochure also listed as an attachment on the Historic Preservation page. Derek works for Heritage Window Restoration. He and his wife live in Brighton. Derek’s work is in restoring windows and woodwork. He has worked on some very historic and interesting buildings.

Cheri will contact Robin to see where we are on the oral presentation of the Great Western Sugar Factory.

Adjournment:

Motion to adjourn at 7:16 p.m. by Danielle. **Second** by Lynette. **Motion Carries.**

Announcements:

Winter Fest – December 10, 2016

Saving Places Conference – February 1 – 4, 2017

Next Meeting: December 8, 2016 at 6:00 P.M. at Historic City Hall - Canceled

January 12, 2017 at 6:00 P.M. at Historic City Hall

Submitted by,

Sheryl Johnson

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500 S. 4th Avenue, Brighton CO 80601 County, Colorado

The BHPC Events Committee meeting was held in the Heritage Room at Historic City Hall, and addressed as 22 S. 4th Avenue, 3rd Floor in Brighton Colorado

Date: December 2, 2016

Call to Order: 6:15 PM

Roll Call/Establish Quorum:

Committee Members Present: Danielle Henninger, Lynette Mars, Joseph Burt

Staff Present: Sheryl Johnson

Others Present: None

Old Business:

HPC Gala

The dinner event went very well this year. Attendance was high and we had a lot of last minute ticket sales. Although tickets sold out it was obvious that not everyone that purchased tickets actually attended the event. There were some open seats left after everyone was seated.

Proceeds from the event will be reviewed at the next full Commission Meeting in December.

Suggestions for next year's event:

1. I would be great to have guests be seated by a greeter to ensure maximum capacity for seating.
2. We should plan to open the atrium doors at 5:30 p.m. However, main room doors should remain closed until 6:00 p.m. to allow the band to handle sound checks.
3. Live auction items should be placed in a location where potential bidders can view the items prior to the auction. These should be promoted early.
4. There is no need for an table in the atrium for HPC books and brochures.
5. Sponsorship of tables should not include reserved seating. This led to a lot of confusion and wasted seating.
6. A list of jobs with a sign-up sheet to be completed prior to the event.
7. It would be good to post the menu prior to the event so people know what food will be served.
8. Ensure prizes for costumes next year and award these during the event.
9. Silent auction items need to be turned in earlier so they can be bundled together prior to the event. These should be in at least one week prior to the event.
10. Pictures from the event should be posted on the City Facebook page.

Danielle will get the pictures from this year's event from Mark Humbert. She will look into where we can post the pictures for maximum exposure.

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Cup of History Tea

Cup of history tea will be held at the Festival of Lights between 2:00 – 4:00 p.m. Cheri Lopez will be dressed in 30/40s garb. Robin Kring will be dressed Victorian era clothing.

Next year the HPC would like drop the “Cup of History Tea” designation in favor of “Cup O’ History”

HPC will serve Hot chocolate at the event. Joseph Burt motioned to use remaining Events funds to purchase commercial-grade hot/cold beverage server. Seconded by Lynette Mars. Motion carried unopposed. Joseph will purchase the beverage containers locally if possible.

New Business:

Upcoming Events

Festival of Lights – Saturday December 10th, 2016 at 2:00 p.m.

Adjournment: 6:50 pm

Next Meeting: January 5th, Historic Preservation Office at 6:00 p.m.

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**Meeting Minutes of the Grants Committee of the Brighton Historic Preservation Commission
Held at the Historic Preservation Office at Historic City Hall at address 22 S. 4th Avenue in Brighton
Colorado.**

Date: Friday, November 18, 2016

Call to Order: 3:41 pm

Roll Call/Establish Quorum:

Committee Members Present: Joseph Burt, Cheri Lopez

Staff Present: Mark Heidt, Aja Tibbs

Other Present: None

Absent: Allison Lockwood

Agenda:

CLG Application for Next Grant Cycle

Use of Previous Agricultural Survey Information

Old Business:

New CLG Grant – Next Phase:

The committee continued coordinating the work to apply for the next cycle of CLG grant. The first deadline will be getting approval from the City Council to apply for the grant. Mark is to work on creating the packet and getting it before the Council. Mark and Joe will meet to review the draft packets the week after thanksgiving, so that we can try to get it before the City Council by the 20th. The group discussed the state's suggestion that we split the survey scope of work into two pieces, by applying for intensive surveys for all of the residential properties in the CLG grant, and then doing an SHF mini-grant to survey the commercial and industrial properties this spring. Mark is okay pursuing both as suggested by the state, and the committee agreed.

New Business:

64 Properties Agricultural Grant:

Aja asked the Committee how we might use and publicize the information received with the last survey of the agricultural properties. Cheri provided some ideas about first communicating the information to the owners and asking them about making a book of the information that we might share.

Adjournment: 4:45 pm

Next Meeting: Friday, October 9th, 2016 at 3:30 pm in the Falcon Conference Room

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**Meeting Minutes of the Grants Committee of the Brighton Historic Preservation Commission
Held at the Historic Preservation Office at Historic City Hall at address 22 S. 4th Avenue in Brighton
Colorado.**

Date: Friday, December 9, 2016

Call to Order: 3:35 pm

Roll Call/Establish Quorum:

Committee Members Present: Joseph Burt

Staff Present: Mark Heidt, Aja Tibbs

Other Present: None

Absent: Allison Lockwood, Cheri Lopez

Agenda:

CLG Application for Next Grant Cycle

Old Business:

New CLG Grant – Next Phase:

Discussed specific language for the City Council staff report, which Mark needs from Joe this week. Going before the City Council on January 3rd. Aja provided the account number for the funds, and the group reviewed the timeline and budget estimates that Joe has assembled. Joe is going to follow-up with Cheri and Allison to see how the letters of support are coming along. Aja will request one from BURA to address the threat on the properties.

New Business:

None

Adjournment: 4:35 pm

Next Meeting: Friday, January 13th, 2016 at 3:30 pm in the Falcon Conference Room



500 S. 4th Avenue, Brighton CO 80601

MINUTES of the Brighton Historic Properties Committee
for the City of Brighton, Adams County, CO,
held in the Historic Preservation Office at Historic City Hall at 22 S. Fourth Ave., Brighton.

Date: Nov. 22, 2016 / (note: meeting date moved up because of Thanksgiving)

Attendees: Allison Lockwood, Cheri Lopez, Jodie Peterson

This was the first meeting of the new combined Properties Committee and Outreach and Education Committee.

Vote on chairman for combined committee:

Jodie will be the chairman. Being new to BHPC – she noted that assistance may be needed from other members.

Vote on secretary for new combined Committee:

Allison will be committee secretary. She noted that the appointment will end in June 2017, as her commission on the BHPC is term limited.

Meeting date/time/location:

The committee will continue to meet on the fourth Thursdays; at the BHPC office, 22 S. Fourth Ave.; changing the time to 6:30 p.m.

Duke White Field plaque:

Allison provided an update on plaque. It will be placed at the Brighton High School Duke White Field, to highlight Duke White's significance in history. Text for the plaque was shared with the team. All agreed to it and Allison confirmed that Norman's Memorials will provide a mock-up of the text for approval. Billing should be done on this budget year.

Allison received the OK from BHS field maintenance man to place plaque in center. BHPC will replace the One Team / One Mission BHS plate currently on the front of the memorial with two plates on the sides. The committee agreed the cost of \$85 per side is reasonable and acceptable. Billing should be done on this budget year.

Allison will look into the possibility of including the BHPC logo on future plaques, and what it would cost; for future use to further the commission's identity/logo.

Walking Tour Brochure:

Allison provided an update on work toward the brochure. The watercolor paintings of some of the historic properties (16) are being scanned by Tiara Printing, in preparation for use in the brochure. No

progress has been made yet on designer for color pages, one designer she approached is not able at this time. The design company that created the Loveland Walking Tour format – which BHPC hopes to emulate – is no longer in business. Jodie will reach out to a friend in Littleton to see if they did something similar.

Pat is still writing the text for the brochure.

Historic Plat Map:

Jodie has been working to find a resource for installing the map, given that the one previously on board has declined to do the work.

She talked with Colorado Frame and Art Restoration (Lakewood) and Blue Goose Exhibits – both turned down the work. Colorado Frame recommended talking with Plasticare (regarding the plexiglass sheet) – as they actually have the piece purchased by the City of Brighton for this need. They did not know anyone who can do the frame work either. Jodie cold-called Colorado Sign Fabricators and they, too, turned down the work. All vendors had concern with the size of the plexiglass sheet, the weight of the sheet, and mounting needs. Colorado Sign Fabricators recommended the Condit Exhibits be called.

Allison said she would call Loveland Museum – which has a similarly sized map installed on a wall in its museum – to get some input, too.

Cheri said she would contact Aja to see if the City has a structural engineer who could help specify the "concrete epoxy anchor" and/or to see if anything above the drop ceiling is strong enough to hold the "framed plat."

No vendor has been found to date that can do the work.

Sugar Company photos

The committee discussed the possibility of framing some of the photos from the Sugar Factory contract. Cheri will take lead on getting potential size and cost. She mentioned Mike's Camera does a great job in photo work. She also will reach out to Robin about the deliverables from the firm who took pictures of the Sugar Factory.

Budget:

The current 2016 balance on the BHCP budge is approximately \$3,000.

Expected expenses:

- approximately \$1,000 for the Duke White Field plaque
- approximately \$200 for the watercolor scans
- Remaining balance for the full commission budget, about \$1,800.

Respectfully submitted,
Allison Lockwood, committee secretary



500 S. Fourth Ave., Brighton CO 80601

MINUTES of the Brighton Historic Properties Committee
for the City of Brighton, Adams County, CO,
held in the Heritage Room at Historic City Hall, 22 S. Fourth Ave., Brighton.

Date: Dec. 29, 2016 / (note: meeting date moved because of Christmas holiday)

Members present: Jodie Peterson, Allison Lockwood, Cheri Lopez, Lynette Marrs
Absent: Pat Reither

This was the second meeting of the new combined Properties Committee and Outreach and Education Committee. Usual meeting day and time, per decision at the November meeting, continues to be fourth Thursday; meeting time adjusted to 6:30 p.m.

The meeting was called to order at 6:36 p.m. by Chairman Jodie Peterson.

Duke White Field plaque:

The plaque has been ordered from Norman's Memorials. Allison has seen two proofs of the text, which was approved by the committee in November. She approved the second proof. Bill of \$1,004 has been approved and sent to Sheryl at City Hall for payment in 2016.

Allison will check with Norman's Memorial for installation requirements if the shop provides installation or if an alternative is needed. She mentioned that Pat has worked closely with Sue at Norman's Memorials in the past.

Ray Garza at Brighton High School let Allison know that the "One Mission, One Team ..." BHS plate has been removed from the front of the monument in preparation for the installation of the Duke White plaque. Two smaller replacements for the "One Mission" plates have been ordered by BHS – and paid for by the Commission – for installation on the sides of the monument. The committee will need to coordinate with Ray Garza and Norman's Memorials on installation.

Allison wondered if we should consider some simple ceremony for the installation.

Logo on plaques:

Allison will check again with Sue at Norman's for more exact information on the price to include the BHPC logo on future plaques, to further the commission's identity/logo.

Walking Tour Brochure:

The committee set up a timeline to move the project forward.

January meeting: Pat will be asked to present what text she has to date. Cheri will call Pat to offer her help keying content into a computer.

Schedule:

February 2017 meeting: Have the content (copy and graphics) determined for the “Timeline” page in the brochure / or make the decisions that meeting in a working session. Determine page count, layout design.

March 2017 meeting: Have final content prepared, to include all text and graphics that will be handed over to a designer / printer for layout. Based on specs (page count, color pages, size, etc.), determine press run (from a few bid/quantity options) for firm bid.

April 2017 meeting: Proof the brochure copy / layout.

May 2017 meeting: Printing of brochure so it is ready to distribute at community summer events and in BHPC office/museum.

Additional notes:

1. Committee discussed possibility including QR codes and/or ability to download the “walking tour.” This also included a PDF. Quantity of hard copies will be determined as noted above.
2. Discussed that the brochure can/will include properties outside the walking/downtown area – especially to include each of the designated landmarks in Brighton – with notation something to the effect, “be sure to also drive by ...”
3. The watercolor paintings of some of the historic properties (16) are scanned by Tiara Printing, in preparation for use in the brochure. Search for graphic designers to request bids of continues. Jodie will reach out to a friend in Littleton to see if they did something similar. And Allison also will pursue other options.

Historic Plat Map:

Work continues to find an appropriate installer for the map. Jodie has been checking with her contacts and Jolie Diepenhorst (new staffer) has offered her help, experience and contacts.

Jodie noted that it is essential to have the acrylic moved from the shop in Englewood (from which it was purchased a year ago). All vendors had concern with the size of the plexiglass/acrylic sheet, the weight of the sheet, and mounting needs.

Allison called and left a message for the appropriate person at the Loveland Museum – which has a similarly sized map installed on a wall in its museum – to get some input, too. She will call again, if no word soon after the new year.

Cheri will contact Aja:

- to see if the City has a structural engineer who could help specify the “concrete epoxy anchor” and/or to see if anything above the drop ceiling is strong enough to hold the “framed plat.”
- to determine if the City has a truck that can haul the acrylic sheet to Brighton, AND where it might be able to be stored.

At the same time, Cheri will ask other questions that came up:

- Ask Aja if teleconferencing was approved for Commissioners who are unable to be present at a meeting. In particular, Jodie will be out of town for work during a coming meeting.
- See if a walk-through of the old Penney’s / etc. building at First and Bridge can be scheduled for any commissioners who would like to see if any photo documentation is advised and if any artifacts are present.

Allison will check with Kevin Dunham, former member and chairman of the Commission, to see if he has contacts who might be able to help, if the City doesn’t. Kevin is a civil engineer by trade (Martin and Martin).

Sugar Company photos:

2016 funding for this item was reallocated (with prior approval) to office supplies.

Budget:

Remaining balance for the full commission budget was estimated at about \$1,800 at the November meeting. Because of expenses related to setting Jolie up in the office, it appeared the 2016 budget would be used and Cheri didn't pursue printing/framing photos of the Sugar Co.

New business:

Lynette wondered if it is appropriate for the Commission to make suggestions for the park that will be created at First and Bridge. In particular, she suggested recognition of the contributions that Hispanic/Latino residents have made to our community. In addition to that discussion, it was determined that Lynette will call Mark Heidt and let him know that the Properties / Education Outreach Committee would like to be represented in the planning and programming for the park.

Respectfully submitted, Allison Lockwood, committee secretary



HISTORIC PRESERVATION COMMISSION

Staff Report

Monthly report on staff activity related to and involving Historic Preservation items.

Date Prepared: January 4, 2016

Date Presented: January 12, 2016

Prepared By: Aja Tibbs, Long Range & Hist. Pres. Planner

Aja Tibbs, Long Range & Historic Preservation Planner

1/12/2017

HISTORIC PRESERVATION COMMISSION

Staff Report

HISTORIC PROPERTIES/REFERRALS:

224 & 238 North Main Street – (Cannery Lofts)

Staff continues to work with the applicant to complete an architectural inventory form for the northernmost building on the site (238 N Main Street). The redevelopment and rehabilitation of cannery lofts is still working towards DRC approval (city staff site plan approval).

119 North Main Street – Rehabilitation Permit

Staff met with Mr. Dyson on November 1, 2016 to discuss designation of his property at 119 North Main Street. He plans to submit an application in the next month or so in order to take advantage of the state tax credits as they apply to the extensive renovations he is completing on the structure.

GRANTS & SURVEYS:

CLG Grant – Brighton Subdivision

Staff has been working with the Grants Committee to prepare a CLG grant application mid-January. The Resolution to apply for the Grant was approved by the City Council on January 3rd. Chair of the Grants Committee will be presenting the application at the regular meeting for the Commission's approval.

BUDGET:

HPC 2017 Budget

Now that the Commission's 2017 budget is underway, staff would ask that the Committee's begin planning for their 2017 projects, and allocating funds accordingly. Staff will bring this item up for further discussion at the regular meeting.

HPC OFFICE:

Office HVAC Installation

Work in the HPC office is underway and is not estimated for completion until January 20th. Please contact Jolie Diepenhorst at 303-655-2051 if you need to

access any HPC items during this time. Jolie has been temporarily relocated to the 3rd floor of city hall until the work is completed. Additionally, you may also try scheduling after hours office meetings in the Heritage Room by contacting Candy Davis at 303-655-2118.

Brighton HPC Budget - 2016

Line Item	Name	Budget	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Actual Sept.	Actual Oct.	Actual Nov.	Actual Dec.	To-Date Totals	NOTES - Outstanding Expenses
Revenue																
Account #10-00-0000-02121																
	Beginning Balance (as of 1/01/2016)	\$18,819.85													\$18,819.85	Oral Report for GWS
	Fundraising Activities							-\$1,925.00							-\$1,925.00	(\$3,250.00)
	Book Sales							\$295.00		\$120.00	\$175.00				-\$3,250.00	
	Cash Donations		\$25.00			\$45.00									\$70.00	Ticket Receipts
	Gala (Receipts)							\$150.00	\$500.00			\$1,250.00	\$2,375.00	\$2,260.00	\$6,535.00	Around \$2,000 ?
	Gala (Expenses)					-\$750.00						-\$1,250.00	-\$2,000.00	-\$1,201.01	-\$5,201.01	
	Total (Revenue)		\$25.00	\$0.00	\$0.00	\$45.00	\$0.00	-\$1,480.00	\$500.00	\$120.00	\$175.00	\$1,250.00	\$2,375.00	-\$990.00	\$15,638.84	
Expenses																
Office Supplies Account # 10-21-4645-20000 \$350																
1	Office Supplies	\$350					\$83.42		\$7.99	\$81.99			\$103.84	\$69.47	\$346.71	
Operating Supplies Account # 10-21-4645-21000 \$3,970																
2	New Computer	\$1,500													\$0.00	
3	Archival Covers for Historic Photos	\$1,000												\$843.49	\$843.49	
4	Walking Tour & Neighborhood Brochures	\$1,000												\$160.00	\$160.00	
5	Brochure-BR Historic Designated Places+Case Studies	\$500													\$0.00	
6	Misc. Outreach/Educ Posters + Mktg Collateral	\$200									\$75.00			\$129.97	\$204.97	
7	Reproduction Photos/Framing DT Window Displays	\$200	\$100.00												\$100.00	
8	Historic Designation Plaques (incl DT Historic District)	\$3,000											\$1,002.00	\$1,100.87	\$2,102.87	
	Total	\$3,970													\$3,411.33	
Professional Services Account # 10-21-4645-30005 \$29,499																
9	64 Properties Agricultural Survey Grant	\$29,499				\$22,722.68			\$6,775.33						\$29,498.01	
Filings and Recordings Account # 10-21-4645-55500 \$150																
10	Filings and Recordings	\$150												\$14.74	\$14.74	
Dues & Subscriptions Account # 10-21-4645-56000 \$50																
11	National Trust for Historic Preservation Membership	\$50	\$50.00												\$50.00	
Travel, Conferences & School Account # 10-21-4645-58000 \$2,000																
12	Saving Places conference fees	\$1,500	\$1,740.00	\$49.70											\$1,789.70	
13	Commission Training	\$500													\$0.00	
Program Supplies Account # 10-21-4645-69000 \$2,300																
14	Awards Luncheon	\$750				\$269.16	\$219.16							\$243.46	\$731.78	
15	Ice Cream Social	\$50													\$0.00	
16	Gala (Outreach)	\$500						\$71.68				\$387.19			\$458.87	
17	Scavenger Hunt (Outreach)	\$500													\$0.00	
18	PR/Promotions Booth Display (set up at various events)	\$300						\$34.00							\$34.00	
19	History Tea (Festival Lights Outreach)	\$200											\$21.95	\$126.88	\$148.83	
	Total	\$2,300													\$1,373.48	
Miscellaneous Account # 10-21-4645-80000 \$300																
20	Refreshments for goal setting sessions	\$150												\$222.43	\$222.43	
21	Misc. Expenses - ie. Flowers, Commission Recognition	\$150						\$50.94							\$50.94	
															\$273.37	
	Total(Expenses)	\$38,619	\$1,890.00	\$49.70	\$0.00	\$22,991.84	\$302.58	\$156.62	\$6,783.32	\$81.99	\$75.00	\$387.19	\$1,127.79	\$2,911.31	\$36,757.34	
	Total Funds Available														\$1,861.66	



HISTORY *Colorado*
STATE HISTORICAL FUND

**Certified Local Government (CLG) Subgrant Application
Combined Scope of Work and Budget Form**

If additional space is needed for descriptions please continue into the next box field.

*Please note do not use the **cut and paste** functionality to move information between boxes.*

*If needed please use the **copy and paste** functionality only.*

A.	Project Initiation Develop Request For Quotes (RFQs) for selective intensive survey of 16 residential properties Review RFQs and select consultant Hold startup meeting with BHPC, consultant and representative from the OAHP Identify detailed timeline for property surveys and obtain permission to access properties	\$ 80
B.	Research & Data collection Gather existing documentation and references from sources: Compass System Adams County Assesor's Office Local Historic Respources Hold a public meeting to solicit input on the project Schedule site visits and interviews property owners and other knowledgeable parties	\$ 2,400
C.	Field Work Conduct field inventory of historic properties to include: Photographs Site Sketches Field notes with property descriptions Integrity evaluations Field eligibility evaluations	\$ 4,800
D.	Preparation of Survey Forms Prepare drafts of State Architectural Inventory Form 1403 for all properties Meeting with BHPC, consultant and OAHP to review draft forms and survey report Hold a public information session to solicit comments on the survey forms and rep Submit draft forms to OAHP and BHPC for review and comment Incorporate comments and revisions from OAHP and BHPC	\$ 4,500
E.	Preparation of Survey Report Prepare draft survey report with recommendations Submit draft report to OAHP and BHPC for review and comment Incorporate comments and revisions from OAHP and BHPC	\$ 2,000
F.	Final Delivery & Public Meeting Present findings at Public Meeting of the BHPC Present findings to Brighton City Council Submit final report and final forms to OAHP	\$ 320

G.	Expenses	\$ 500
	Mileage Photo Processing Copies	
H.		\$ -
I.		\$ -

Note scope of work components on lines A through I (shaded in blue) and insert the associated cost in the space provided to the right of each line. Describe each scope of work component in the space directly below. Insert cash or in-kind match amounts in the space provided. Match is not required for Colorado CLG grants. See application instructions for more information on how to complete this form.

Project Total	\$ 14,600
Grant Request	\$ 12,100
Cash Match	\$ 2,500
In-Kind Match	\$ -
Total Match	\$ 2,500