

Brighton Historic Preservation Commission

City Hall, 500 S. 4th Ave., 1st Floor, Council Chambers, Brighton, CO 80601



Meeting Agenda

Date: March 16, 2023 - 6:00 P.M.



BRIGHTON HISTORIC PRESERVATION COMMISSION

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

jkowalenko@brightonco.gov

Chairperson:

Sage Naumann

Vice-Chair:

Mardita Murphy

Secretary/Treasurer:

Commissioners:

*Valerie Cooper
Dick Hodge
ToniJean Kile
Jo Pinto*

City Council

Representatives:

*Ann Taddeo
Jan Pawlowski - Alternate*

Youth Commission

Representative:

Diana Hernandez

Alternate:

*Amber Robbins
Katherine (Kat) Lewis*

City Admin. Assistant:

Jordan Kowalenko

City Staff:

*Emma Lane
Shannon McDowell
Bill Armstrong - Museum*

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE	Sage Naumann
II. ROLL CALL	Jordan Kowalenko
III. SEATING OF ALTERNATES	Sage Naumann
IV. APPROVAL OF AGENDA	Sage Naumann
V. APPROVAL OF MINUTES FOR FEBRUARY 16, 2023	Sage Naumann
VI. CONSENT AGENDA Events Committee Meeting Minutes February 27, 2023	Sage Naumann
VII. PUBLIC COMMENT Public invited to be heard on matters not on the agenda (Limited to 5 minutes)	
VIII. REPORTS / PRESENTATIONS Committees: Events Committee Discussion	Toni Kile
Date and Venue for Gala - Action Item	Toni Kile/Sage Naumann
Budget for Gala - Action Item	Shannon McDowell/Sage Naumann
Staff: Staff Report	Emma Lane/Bill Armstrong
Commission Workshops and Training Updates	Emma Lane
Watchlist Items from Commissioners	Emma Lane
IX. UNFINISHED BUSINESS	
X. NEW BUSINESS Brighton Memory Project	Bill Armstrong
Preservation Plan Update	Emma Lane
Donation Fund Discussion	Shannon McDowell
HPC Identify Items for Next Meeting	Sage Naumann
XI. ADDITIONAL COMMENTS	Sage Naumann
XII. ANNOUNCEMENTS State of the City – April 5, 2023 – 11:30 am – 1:30 pm at the Armory	
XIII. ADJOURNMENT	Sage Naumann

NEXT MEETING
April 20, 2023



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 Council Chambers on the 1st Floor at City Hall, 500 South 4th Avenue, Brighton, Colorado.

DATE: February 16, 2023

Call to Order/Pledge of Allegiance: Vice Chair Murphy called the meeting to order at 6:01 p.m. followed by the recital of the pledge of allegiance.

Roll Call/Establish Quorum: Commissioners Present: Valerie Cooper, Toni Kile, Mardita Murphy, Amber Robbins, Dick Hodge, Jo Pinto

Commissioners Absent: Kat Lewis, Ann Taddeo, Sage Naumann, Diana Hernandez
A quorum was determined.

Staff Present: Emma Lane, Bill Armstrong, Jordan Kowalenko

Others Present: Lily Robbins

Approval of Agenda:

Motion to approve the amended agenda by Ms. Lane. Second by Commissioner Pinto. Motion Carries.

Approval of Minutes for January 19, 2023:

Motion to approve the minutes for January 19, 2023, as distributed by Commissioner Pinto. Second by Commissioner Cooper. Motion Carries.

Consent Agenda:

No Consent Agenda Items

Public Comment:

No Public Comments

Public Hearing:

No Public Hearing

Reports / Presentations

Committees:

No Committee Reports

Staff – Emma Lane

Grants & Surveys:

Cannery-

The Cannery is located at 238 N. Main Street. Staff has submitted a HSA grant for the Cannery. Staff is looking forward to a response, the timeline for a response is approximately 4 to 6 weeks.

Historic Properties and Referrals:

402 S. 2nd Avenue:

Staff provided an update that this location will be going to City Council for a second reading once there is more information about insurance available.

245 S. 8th Avenue:

Commissioner Hodge has completed the research for the house. Ms. Lane is compiling the information into the 1403 form and the next step will be to talk to the homeowners.

Other Business:

Preservation Plan:

Staff will begin updating the preservation/survey plan next meeting. Staff has asked that the Commission begin working on compiling priority places to include in the plan update.

Staff – Bill Armstrong

Museum Updates:

Engagement & Marketing:

Children – 1; Adult – 5; Senior –3; and Event – 0

Research Requests – 2

Facebook/Instagram –

Three posts went out on Wednesday at noon. The posts reached 1085 on Facebook and 5 on Instagram. Followers on Instagram are at 376 and on Facebook there are 1,383 followers.

Collection:

The backlog is being processed into the collection. A training program is being created for Past Perfect, this includes training for oral histories as well as how to use the equipment.

Volunteers:

Year to date volunteer hours: 34.

Exhibit & Interpretation/Outreach/Education:

Pioneer Cemetery interpretative documents are currently being created. “Cabinet of Curiosities” to be located in the museum is underway as well. There is the possibility of a new exhibit being created later in the year called the National Military Museum of the Rockies. The Chamber is going to co-host First Fridays which is a lecture series provided by guest speakers based on historical topics.

Funding:

BTLAC grant has been passed back to the BCAC and staff will provide updates as they become available.

Expansion:

No updates.

Unfinished Business:

Vote on Goals Previously Identified - A motion was made by Ms. Murphy to accept the goals as presented for 2023. The Commissioners unanimously voted to accept the goals for 2023.

Gala Discussion - Commissioners engaged in conversation about the Gala and Ms. Lane shared her experience from the Saving Places Conference. Committee members and Staff discussed possible HPC month celebrations.

New Business:

HPC Amended Bylaws - Ms. Lane provided the amended bylaws and the Commissioners and the Staff and Commission reviewed the amendments. A motion was made by Ms. Murphy to accept all amendments in the bylaws. The Commission unanimously voted to accept the amended bylaws.

Committee Assignments - Ms. Lane presented Commissioners with a spreadsheet of the various committees. Each member signed up for the committees they were most interested in and picked a chair for each committee.

HPC Identify Items for Next Meeting- Commissioners and Staff determined that at the next meeting, the following topics will need to be reviewed. The Events Committee planned on meeting virtually to discuss the Gala. The Events Committee plans to bring any action items to the next HPC meeting. The Commissioners will need to decide which events are of interest for HPC to plan or participate in including any HPC month celebrations. The watch list will also need to be updated at the next meeting by Staff and the Commission and the Preservation Plan as well.

Additional Comments:

The Commission and Staff discussed the Saving Places Conference including what their favorite presentations were and what concepts impacted them the most. Staff and the Commission discussed integrating opportunities from the conference with the HPC and the community of Brighton.

Adjournment:

Motion to adjourn at 07:30 p.m. by Commissioner Murphy.

Announcements:

Other Events –

- State of the City – April 5, 2023 – Armory – 11:30 am- 1:30 pm

Next Meeting:

March 16, 2023

Submitted by,
Jordan Kowalenko

Event Committee Meeting Minutes February 27, 2023

Gala Location Discussion

Armory is the preferred location - will need to vote on with the commission

We would have access at noon, need to find out when we would need to be out of the building.

Gala Theme Discussion

Three themes to bring to the commission for a vote and discussion:

- *This Place Matters*
- *Rising from the Ashes*
- *Wild West*

Catering Discussion

Plan for 140

Need to count the volunteers, band, and award winners when figuring numbers for food as well as ticket price.

Food trucks or catering?

Food trucks = use high-top tables rather than large round tables

Catering = Classier feel with a sit-down meal

The timing of events may need to change pending catering decisions

Music/Dancing Discussion

Live band over playlist if possible.

Can the band donate their time to avoid increased ticket prices?

We could add a tip jar to the stage.

Museum Involvement Discussion

Once we know the theme, are there items that the museum would be willing to put on display at the Gala?

Items would match the theme to let guests see what the museum does and its importance

Should we reinvent the Silent Auction Discussion

Include items and experiences

Brewery Tour

Taste of Brighton

Drink and Pizza

Advertise items on Social Media to increase interest

All online transactions need to go through Eventbrite - can we add another online option for the auction?

Student Essays Discussion

Museum Essay Writing Contest?

- With Brick Awards?
- With the Gala?

Save the Date/Invitations

Save the Dates will go out at the end of March/beginning of April once we have finalized the theme

Formal invitations will go out one month before the event

Valerie will handle the graphic design of both

Other Thoughts

Should we do the brick awards separately from the gala?

- Every other year?
- Every year?
- With Gala or separate?
- Recognize with City Council instead?
- Not combining these events would mean fewer comped tickets

Gala Sponsors

- Three tiers of sponsors?
- First level - ?, Second level - first and ?, Third level - first, second, and ?
- What would we call these levels
- What would be included in each level?
- Sponsor list in the program
- Advertisements in presentation
- What else?
- The largest sponsor given the name of "Title Sponsor" or something similar

Next Meeting

Monday, March 20, at 5:15 over Zoom

Zoom Link: <https://us06web.zoom.us/j/86484698268?pwd=cDByd0FzMkNVZDhLa20vdCtsbUJpQT09>



STAFF REPORT

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

Date Prepared: 3/8/2023

Date Presented: 3/16/2023

Prepared By: Emma Lane, Senior Planner – Historic Preservation

Location: City Hall, 500 S 4th Ave, Brighton, CO 80601

STAFF REPORT

GRANTS & SURVEYS:

- **Cannery**
 - We have received the HSA Grant from History Colorado
 - Working with the architect and property owner on next steps

HISTORIC PROPERTIES AND REFERRALS:

- **402 S 2nd Ave**
 - No update on the insurance issue.
- **245 S 8th Ave**
 - Dick has completed the research for the house. I am compiling the information into the 1403 form and the next steps are to talk to the owners.

OTHER BUSINESS:

- **HPC Trainings**
 - Trainings will begin on Tuesday 3/21. Sign up sheet was sent out for scheduling purposes.

MUSEUM UPDATES:

- **Engagement and Marketing**
 - **Visitors:**
 - Children - 4
 - Adult - 20
 - Senior - 4
 - Event – 0
 - **Research Requests:**
 - 3 research requests
 - **Facebook/Instagram:**
 - 3 posts – Wednesday at 12:00 MST
 - Reach of posts
 - Facebook – 1155
 - Instagram - 2
 - Followers

- Facebook – 1386
- Instagram – 376

- **Collection**

- New artifacts added to collection
 - Embroidery – Mary Chikuma, Police Forensic Scale
- Training Program – Artifact Handling
- Oral History Equipment Software Update
- Research file re-categorization nears completion
- Storage for HPC clear of backlog

- **Volunteers**

- 63.25 volunteer hours MTD
- 97.25 volunteer hours YTD

- **Exhibit & Interpretation/Outreach/Education**

- Android Pad Installation – 1920 GW Sugar Recruitment Video
- “Cabinet of Curiosities” on 2nd floor of HCH is finished
- Android Pad – Japanese Americans/9066

- **Funding**

- BTLAC grant has been passed back to the BCAC. Staff to review with BCAC March 6.

- **Expansion**

- HPC closet is ready to be moved to Suite 206 off of the classroom