

# Brighton Historic Preservation Commission

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

## Meeting Agenda

**Date: June 9, 2022 - 6:00 P.M.**



### **BRIGHTON HISTORIC PRESERVATION COMMISSION**

500 S. 4<sup>TH</sup> Avenue  
Brighton, CO 80601  
303-655-2042

[sjohnson@brightonco.gov](mailto:sjohnson@brightonco.gov)

#### Chairperson:

*Sara Dawson*

#### Vice-Chair:

*Dick Hodge*

#### Secretary/Treasurer:

*Catherine Johnson*

#### Commissioners:

*Mardita Murphy*  
*Sage Naumann*  
*Jo Pinto*

#### City Council

#### Representatives:

*Ann Taddeo*  
*Jan Pawlowski - Alternate*

#### Youth Commission

#### Representative:

*Diana Hernandez*

#### Alternate:

*Rich Knapfel*  
*Vacant*

#### City Admin. Assistant:

*Sheryl Johnson*

#### City Staff:

*Emma Lane*  
*Shannon McDowell*

- |                                                                                                                                                       |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>I. CALL TO ORDER / PLEDGE OF ALLEGIANCE</b>                                                                                                        | Sara Dawson                                                            |
| <b>II. ROLL CALL</b>                                                                                                                                  | Sheryl Johnson                                                         |
| <b>III. SEATING OF ALTERNATES</b>                                                                                                                     | Sara Dawson                                                            |
| <b>IV. APPROVAL OF AGENDA</b>                                                                                                                         | Sara Dawson                                                            |
| <b>V. APPROVAL OF MINUTES FOR MAY 12, 2022</b>                                                                                                        | Sara Dawson                                                            |
| <b>VI. CONSENT AGENDA</b>                                                                                                                             | Sara Dawson                                                            |
| <b>VII. PUBLIC COMMENT</b><br>Public invited to be heard on matters not on the agenda (Limited to 5 minutes)                                          |                                                                        |
| <b>VIII. REPORTS / PRESENTATIONS</b><br>Walnut Grove Presentation - Pinyon                                                                            | Sean Fallon                                                            |
| <b><u>Committees:</u></b>                                                                                                                             |                                                                        |
| <b><u>Staff:</u></b>                                                                                                                                  |                                                                        |
| Staff Report                                                                                                                                          | Emma Lane/Bill Armstrong                                               |
| Commission Workshops/Training Updates                                                                                                                 | Emma Lane                                                              |
| <b>IX. UNFINISHED BUSINESS</b>                                                                                                                        |                                                                        |
| <b>X. NEW BUSINESS</b><br>Interview for Commissioners<br>New Canopy (Action Item)<br>Gala Debrief<br>Cancel July Meeting<br>Project Updates/Questions | Sara Dawson<br>Sara Dawson<br>Sara Dawson<br>Emma/Shannon<br>Emma Lane |
| <b>XI. ADDITIONAL COMMENTS</b>                                                                                                                        | Sara Dawson                                                            |
| <b>XII. ADJOURNMENT</b>                                                                                                                               | Sara Dawson                                                            |
| <b>XIII. ANNOUNCEMENTS</b><br><b>CLG Training Webinars –</b>                                                                                          |                                                                        |
| <b>Other Events –</b>                                                                                                                                 |                                                                        |
| • Rock A Billy 50's – June 18, 2022 – 10:00 am – 4:00 pm – Downtown Brighton                                                                          |                                                                        |
| • City BBQ – July 21, 2022 – 5:30 – 7:30 PM at Carmichael Park                                                                                        |                                                                        |
| • CPI Saving Places "On the Road" – San Luis, CO – August 5 – 6, 2022, San Luis Valley                                                                |                                                                        |

#### **NEXT MEETING**

**JULY 14, 2022**  
**Or August 11, 2022**



**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 4<sup>th</sup> Avenue, Brighton, Colorado.**

**DATE: May 12, 2022**

**Call to Order/Pledge of Allegiance:** Chairman Sara Dawson called the meeting to order at 6:08 p.m. followed by the recital of the pledge of allegiance.

**Roll Call/Establish Quorum: Commissioners Present:** Sara Dawson, Dick Hodge, Sage Naumann, Ann Taddeo and Diana Hernandez

**Commissioners Absent: (Excused)** Mardita Murphy, Jo Pinto, Rich Knafel **(Unexcused)** Catherine Johnson  
A quorum was determined.

**Staff Present:** Emma Lane, Bill Armstrong, Shannon McDowell and Sheryl Johnson

**Others Present:** None

**Seating of Alternates:**

No alternate to seat

**Approval of Agenda:**

Commissioner Murphy's Interview will be move to June as well as the 107 S. 4<sup>th</sup> Avenue Presentation

Motion to approve the agenda as amended by Commissioner Naumann. Second by Commissioner Taddeo. Motion Carries.

**Approval of Minutes for April 14, 2022:**

Motion to approve the minutes for April 14, 2022 as distributed by Commissioner Naumann. Second by Commissioner Taddeo. Motion Carries.

**Consent Agenda:**

Events Committee Minutes for April 29, 2022

Motion to approve the Consent Agenda by Commissioner Naumann. Second by Commissioner Taddeo. Motion Carries.

**Public Comment:**

None

**Reports / Presentations:**

No Reports

**Committees**

*Events Committee Update:*

Action Item: Motion to Approve Funding for the Gala

The Events Committee will need to pay for the caterer, centerpieces, concessions, rental of the Armory and possibly a photo booth. They are looking at total expenditures of \$6,500. They are expecting \$6,750 in sales if they sell 140 tickets to the event. This would not include the sale of the auction items. The volunteers will be given a ticket to the event. The Brick Award recipients will also receive a ticket to the event. Chair Dawson will MC the event. Tickets to purchase will only be available online. The tickets are \$40 for an individual and \$70 for a couple. A question was asked if any portion of the ticket price was tax deductible. Ms. McDowell will check into this. The City Manager, Michael Martinez, will be

speaking at the event. Ms. McDowell will get him some talking points. Chair Dawson asked Commissioner Naumann if he could speak about Historic Preservation and Mr. Armstrong about the museum. There will be a moment for former Commissioner Pat Reither who recently passed away. Pinocchio's will be catering the event. There will be dinner, dessert and a beverage station.

Motion to approve the funding of \$6,500 for the gala by Commissioner Naumann. Second by Commissioner Hodge. Motion Carries.

### **Staff – Emma Lane**

#### **Grants & Surveys:**

##### ***Walnut Grove Addition Survey:***

Pinyon Environment is working on the survey and had so much information that they needed to move their presentation to June.

##### ***Pioneer Cemetery:***

Mr. Knapfel is still working on this project. He is working with Parks to get the actual perimeter survey of the cemetery.

##### ***COA for the Cannery Building:***

Staff will review the Certificate of Appropriateness for the Cannery Building first. Then it would go to the sub-committee before coming to the Commission. They are proposing the building for an event center with a bar. They would add a patio. The hydrostone is not in good shape. They would take out the hydrostone, mortar it, and then replace it. They are not able to sandblast it. More research will need to be done to determine what can actually be done with the outside of the building. The exterior could also be painted. Chair Dawson stated that La Estrellita was doing an update on the north side of their building.

#### **Historic Properties and Referrals:**

##### ***Brighton Depot:***

Natalie at the Chamber of Commerce has a couple of quotes for the sign for the Depot. A COA will also need to be done for the sign. A sign that is most like the current Brighton sign will be optimal. The quotes and designs will be brought to the June meeting.

#### **Museum Updates:**

##### ***Collection:***

The staff is working on the collections. The collections are currently being condensed. The staff is beginning to process what was left on the shelf. The permissions for the oral histories were found on the shelf. Mr. Armstrong would like to have a Collections Committee meeting. He will work on setting up a date and time for the meeting.

##### ***Visitors/Attendance:***

##### **Engagement & Marketing –**

There have been 121 visitors to the museum and about 30 for the month of April. This includes 22 children, 55 adults, 16 seniors, and 28 for the opening exhibit.

##### **Research Requests –**

There were eight requests for research, which has been averaging about three or four per week.

##### **Facebook/Instagram –**

There have been 14 shares and 49 likes. There are nine new followers. Posts have been scheduled for Wednesday's for the next six weeks at 12:00 MST.

##### **Summer Hours –**

The hours for summer will be 10:00 am – 4:00 pm on Monday, Tuesday, Thursday, Friday and Saturday. This will allow for tours and reenactments. The museum Aide job has been posted. Living History Special Events will be on June 11<sup>th</sup> – Trappers & Traders; and on August 13<sup>th</sup> – Armory Military Timeline.

##### **Volunteers –**

The volunteers are meeting on the third Monday of each month. Training for the Saturday docents began in May for the June Saturday's. There were two new volunteers this month.

#### Exhibit & Interpretation/Outreach/Education –

Commissioner Knapfel found a free method to translate the exhibits for visually impaired, Japanese and Spanish. The translation is through Google Translate and is free. Storage on the Google drive is also free. A QR Code activated with a smartphone can also translate the exhibits. Commissioner Knapfel is still looking for storage for the oral histories. The staff has discussed the upcoming video vignettes to be developed with PIO Staff. A video of the archival vault was done with Ms. Linda Ong. Suite 205 has some storage. Upstairs are the hard artifacts. A volunteer training website has been established.

#### Funding –

Mr. Armstrong is going for a CWAM Grant for \$500 for a document scanner for the Japanese American newspapers with will use overhead scanning instead of flat scanning. Mr. Armstrong is requesting \$150 in additional funds for device software and shipping costs. A total of \$63 was received as donations to the museum.

Motion to approve \$150 for the device software and shipping costs by Commissioner Naumann. Seconded by Commissioner Taddeo. Motion Carries.

#### Marketing –

No Update

#### Expansion –

Discussions are occurring for a permanent and expanded home for the museum moving forward. Final determination may be made once the building inventory has been concluded.

#### Purchases –

A hotspot for researchers for the internet was purchased. This will enable researchers to utilize their own devices while conducting research.

#### Other Business –

Commissioner Naumann asked about the broken scanner. Mr. Armstrong stated that a heavy object was placed on it that now cause lines on the scans. Mr. Armstrong reached out to the scanner company. The scanner was purchased in 2014 for about \$8,500. The museum has been using cell phones to scan items currently. They also have a camera. The scanner now has 4 generations of new technology since the original purchase. There are different brands that can be looked at for about \$3,800 to \$5,200 to purchase that are the regular standard large format. The museum needs to be able to scan photos and newspapers. Mr. Armstrong will bring information to the June meeting on scanners. There was discussion of the Past Perfect program. Mr. Armstrong stated that most museums use Past Perfect. It has to be run in the correct query. Past Perfect is a cataloging system. Mr. Armstrong will check with other museums to see what they are using.

#### **Commissioner Workshops/Seminars Update:**

Ms. McDowell attended Funding for Historic Preservation.

#### **Unfinished Business:**

*None*

#### **New Business:**

*Interview for Commissioner – Mardita Murphy*

This has been moved to the June meeting.

*107 S. 4<sup>th</sup> Avenue Presentation*

This has been moved to the June meeting.

*Project Updates/Questions*

Commissioner Hodge asked when Ms. Lane might be able to go and interview the owners of the house on South 8<sup>th</sup> Avenue.

#### **Additional Comments:**

The Historic Preservation Proclamation that was presented at the May 3<sup>rd</sup> City Council meeting was presented to Ms. Lane.

**Adjournment:**

Motion to adjourn at 7:32 p.m. by Chair Dawson.

**Announcements:**

CLG Training Webinars –

- Disaster Management Planning & Historic Districts – May 18, 2022 – 12:00 pm
- NAPC – Preservation Justice: Making Your Local Government Preservation Program More Equitable – May 20, 2022 – 11:00 am – 12:30 pm
- CPI Training: Window Restoration Workshop – June 4, 2022 at the Saguache Hotel – no time listed – in-person event

Other Events –

- Gala – May 28, 2022 – 6:00 pm to 11:00 pm at the Armory
- Summerfest – June 4, 2022 – 10:00 AM – 5:00 PM at Carmichael Park
- Rock-A-Billy – June 18, 2022 – 10:00 AM – 4:00 PM – Downtown Brighton
- City BBQ – July 21, 2022 – 5:30 – 7:30 PM at Carmichael Park
- CPI Saving Places “On-the-Road: in San Luis, Colorado” – August 5 – 6, 2022, San Luis Valley

**Next Meeting:**

June 9, 2022

Submitted by,

Sheryl Johnson



## STAFF REPORT

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

**Date Prepared: 6/2/2022**

**Date Presented: 6/9/2022**

**Prepared By: Emma Lane, Senior Planner – Historic Preservation**

**Location: City Hall, 500 S 4<sup>th</sup> Ave, Brighton, CO 80601**

# STAFF REPORT

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## GRANTS & SURVEYS:

- **Walnut Grove Addition Survey**
  - The consultants are here tonight to present.
- **Pioneer Cemetery**
  - We are still waiting on quotes from a few companies. We are continuing to work with Rhiannon from the Cemetery.

## HISTORIC PROPERTIES AND REFERRALS:

- **Brighton Depot**
  - We are still waiting on quotes from Natalie for the sign on the depot.

## MUSEUM UPDATES:

- **Collection**
  - Collections are being condensed into respective vaults. This creates new space in the room directly off the classroom for collections work and documentation and frees-up the library.
  - With Rich transitioning to staff, we need a third member of the collections committee.
- **Visitors/Attendance**

### ENGAGEMENT & MARKETING:

Visitors: 79

Children	4
Adult	55
Senior	16
Event	52

**Research Requests:** 12

**Facebook/Instagram:** 8 Posts

Shares: 25    Likes: 73

IG New followers: 17 / +89.9% (357 Total)

Facebook: 1300 followers

Posts Wednesdays at 12:00 MST. Scheduled for the next 6 weeks.

**Summer Hours:**

10-4 Monday, Tuesday, Thursday, Friday, Saturday

- Rich Knapfel was hired as museum aide

Living History Special Events on:

- June 11<sup>th</sup> Trappers & Traders
- August 13<sup>th</sup> Armory Military Timeline

- **Volunteers**

- Robin Kring has authored a comprehensive tour of the Historic City Hall.
- 3 New Volunteers this month.
- Volunteers will be manning the reception station outside the museum on Saturdays.

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

- 2 missing permissions for oral histories have been found.
- Armory exhibit is being enhanced with biographical information.

- **Funding**

- Bill is going for a CWAM Grant for \$500 for document scanner targeting Japanese American newspapers. July 1<sup>st</sup>
- **Donations:** \$3.00 from visitors

- **Marketing**

- Facebook posts are being boosted for Summer Events and Saturdays.
- Continuing to film

- **Expansion**

- Active discussions are occurring for a permanent and expanded home for the museum moving forward. Awaiting building inventory from Finance.
- We have been granted permission to utilize space 205 in the 2023 fiscal year for further expansion and to condense the 3<sup>rd</sup> floor vault into the locked office space.

- **Purchases**

- Scanner was fixed saving the museum thousands in repair fees.



12/9/2021

- **Other Business**
  - Bill will be attending the ALHFAM conference in Tacoma Washington 6/21-6/27.