



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 10, 2022

Call to Order/Pledge of Allegiance: Chairman Sara Dawson called the meeting to order at 6:04 p.m. followed by the recital of the pledge of allegiance.

Roll Call/Establish Quorum: Commissioners Present: Sara Dawson, Dick Hodge, Mardita Murphy, Sage Naumann, Jo Pinto, Ann Taddeo and Rich Knapfel

Commissioners Absent: (Excused) Diana Hernandez **(Unexcused)** Catherine Johnson

A quorum was determined.

Staff Present: Emma Lane, Sheryl Johnson and Shannon McDowell

Others Present: None

Seating of Alternates:

No need to seat the alternate

Approval of Agenda:

Motion to approve the agenda as presented by Commissioner Pinto. Second by Commissioner Naumann. Motion Carries.

Approval of Minutes for January 13, 2022:

Motion to approve the minutes for January 13, 2022 as distributed by Commissioner Hodge. Second by Commissioner Murphy. Motion Carries.

Consent Agenda:

No Consent Agenda Items

Public Comment:

None

Reports / Presentations:

No Reports

Committees

There were no reports from the committees.

Staff – Emma Lane

Grants & Surveys:

Walnut Grove Addition Survey:

A map of the area was shown on the screen and also included in the packet. Ms. Lane suggested that if anyone had information on any of these properties in this area that we should give this information to Pinyon Environment. Pinon has stated the work on this area.

Pioneer Cemetery:

Mr. Knapfel is still working on this project. The stones and markers need to be preserved through a restoration project. There are people coming from Saving Places to see the cemetery. We could look to apply for a grant to do the restoration project. Mr. Knapfel is still doing some research on the cemetery.

Brighton Depot:

The Brighton Chamber of Commerce will be moving into the Depot. They want to know if they can put signage on the building by bolting it on. This will not be a possible way to put it up. There were suggestions to hang it from a chain like the current sign is. They want the sign on the west side of the building. Commissioner Hodge stated that there was a policy on the signage at one time. It was suggested to us the signage policy for the Downtown District. Commissioner Murphy and Knapfel both had concerns about the sign being mounted to the eaves of the building. Chair Dawson asked if the sign could be mounted on the ground facing Bridge Street rather than on the west side. It would give the Chamber better visibility. It was strongly discouraged that the signage not be mounted to the wall of the building. Signage could also be placed in the window. It could also be hung below the Brighton sign that is currently on the south side on the chain. Ms. Lane will take the information back to the Chamber and see how they would like to proceed.

Historic Properties and Referrals:***Case Farms:***

Case Farms is located on Bromley Lane from 18th to 27th Avenue. There are five different farmsteads on this property. All of the structures have been documented. It was documented in 2014 and nothing was found to be of significance. The buildings are not worth saving. Everything that is required to document the property has already been done.

Museum Updates:

The museum is still closed while work continues on the new exhibit. The walls have been painted. The museum staff is hoping to open the exhibit in March with a preview of the exhibit before it opens to the public. The exhibit is the "History of Brighton – Past and Into the Future".

Commissioner Workshops/Seminars Update:

Commissioners Hodge, Murphy, Pinto, Dawson and Knapfel participated in the Saving Places Conference. Commissioners Murphy and Knapfel participated in the CLG Orientation in January.

Unfinished Business:***2021 Budget Update***

The December expenses have all been accounted for and the final 2021 budget was presented to the Commission. The process takes a while because the December pcard charges are not processed until the end of January. Commissioner Naumann asked about the donation account.

2022 Budget Update

No expenses for 2022 have been processed yet. The Saving Places Conference was paid for in 2021. It was asked if there was a Designation Marker for the Depot. Ms. Lane stated that she does have it. It was suggested that it could be presented when the Chamber has their opening. It was also suggested to invite Union Pacific Railroad to the presentation. Commissioner Naumann stated that he could contact the railroad but would need a date and time.

Ms. McDowell stated that the museum is using the old Chamber space at Historic City Hall for storage. We may need to look for a more permanent space. It was asked if there would be something else in with the Chamber. There will be another business that is food and drink related in that area. The Depot is not a good storage area for the museum as there is not an elevator and it is not temperature controlled. This will need to be looked at in the future to find somewhere that has better temperature controls with enough space that can be used for the museum. The old Senior Center is in too much despair to use. The Bromley Farm was suggested. The carriage is being stored at the Bromley Farm in a building that was built to house it. A replacement for Ms. Schreck is currently in the works of being hired. Once this person is on board, they may have some ideas for places that will provide temperature control, storage and space for the museum and exhibits. Eventually recommendations can be made to City Council.

Discussion of Virtual Meetings in the Future

Currently there is not a need to have virtual meetings. The Commission does need to decide if they want to keep their meetings on the 2nd Thursday. Down the road, this could present challenges to Ms. Lane and Ms. McDowell if Planning Commission is meeting on that night also. This will be revisited at an upcoming meeting.

Appoint Members to all Committees

Ms. Lane stated that some commissioners were missing at the last meeting that need to be assigned to committees. The COA, Demolition Sub-Committee are mandated through code, Events Committee, Grants Committee, Outreach and Collections Committees are the other committees.

COA / Demolition Committees – Sara Dawson and Mardita Murphy. Emma Lane is the staff member and Holly Prather is the City Manager Appointee.

Outreach Committee – Dick Hodge, Mardita Murphy, Sage Naumann and Jo Pinto

Grants Committee – Dick Hodge, Sara Dawson and Jo Pinto

Events Committee – Rich Knafel, Mardita Murphy, Sara Dawson and Ann Taddeo

Collections Committee – Rich Knafel and Sage Naumann

The Outreach Committee will work on the oral histories, trunk kits and community preservation efforts. The Collections Committee is part of the StEPS program. The committee meetings will be updated on the website.

New Business:

Election of Officers

Ms. Lane is going to check with the City Attorney as to when the elections should occur each year. The best would be to do them in June as that is when most of the terms expire and there are new appointments. Ms. McDowell stated that this would be a good time to get on a schedule for the elections.

Training

The training session began at 7:02 pm. Ms. Lane gave a presentation on Historic Preservation Policies and Procedures.

The policy and intent of the Historic Preservation Commission is to protect and enhance the use of cultural resources having historical and architectural significance for the City's cultural, artistic, environmental, social, economic, political, architectural, historic or other heritage. It is also to promote the public health, safety and welfare of the citizens of the City while also providing for the orderly and appropriate preservation, protection, development and redevelopment of cultural resources including historically significant properties, structures and districts in the City.

The responsibilities of the Historic Preservation Commission is determining eligibility for designation; nominating a property for designation; reviewing Certificates of Appropriateness; reviewing Demolition and Moving Permits; and other administration and enforcement.

First, is the determining eligibility for designation for Historic Landmarks. A cultural resource may individually be designated as an historical landmark if the cultural resource is at least 50 years old and is of historic and/or architectural significance. If the cultural resource is not at least 50 years old, it must have exceptional historic and/or architectural significance. The finding of significance requires that the cultural resource meet at least one of the following categories, or at least two for a finding of exceptional significance.

The Architectural category: In order to be considered significant in the architectural category, at least one of the following criteria must be met. The criteria are:

- 1) Exemplifies specific distinguishing characteristics of an architectural period of style.
- 2) Is an example of the work of an architect or builder who is recognized for expertise nationally.
- 3) Demonstrates superior craftsmanship or high artistic value.
- 4) Contains elements of architectural design, detail, materials, construction or craftsmanship, which represent a significant innovation.
- 5) Evidences a style particularly associated with the Brighton area.

The Social and Historic Category: In order to be considered significant in the social and historic category, at least one of the following criteria must be met:

- 1) Is the site of an historic event that had an effect upon society.
- 2) Exemplifies cultural, political, economic or social heritage of the community.
- 3) Represents a built environment of a group of people in an era of history.

- 4) Has significant character, interest or value, as part of the development, heritage, or cultural characteristics of the City, State or Nation.
- 5) Has an association with a notable person or the work of a notable person.

The Geographic and Environmental Category: In order to be considered significant in the geographic and environmental category, at least one of the following criteria must be met:

- 1) Enhances a sense of identity of the community.
- 2) By being a part of or relate to, a square, park or other distinctive area which should be developed or reserved according to a plan base on an historic, cultural or architectural motif.
- 3) Is unique in its location of singular physical characteristics.
- 4) Possesses unique and notable historic, cultural or architectural motifs.
- 5) Is an established and familiar mutual setting or visual feature of the community.

Second, is determining eligibility for Historic Districts – An area may be designated as an historic district upon a finding that the district has a definable area containing and number of individual cultural resources having historic and/or architectural significance that apply to the patterns and unifying element of that particular district. Historic significance is determined by applying criteria to the patterns and unifying elements found within a district.

Each individual cultural resource within an historic district shall be evaluated as to the degree of their historic significance and assigned to one of the following categories.

- 1) Noncontributing Resource: A resource that does not contribute to the district's overall sense of time, place or historical and/or architectural significance shall be considered a nonconforming resource. Noncontributing resources may be included within the boundaries of an historically significant district; however, their presence must not noticeably detract from the overall district's sense of time, place, and historic and/or architectural significance. Noncontributing structures will be evaluated for their magnitude of impact by considering their size, scale, design, location and/or information potential.
- 2) Contributing Resource: A resource that does contribute to the district's overall sense of time, place or historic and/or architectural significance but does not necessarily meet the criteria necessary to be officially designated as historically and/or architecturally significant, shall be considered a contributing resource.
- 3) Historically Significant Resource: A resource that contributes to the district's overall sense of time, place, historical and/or architectural significance, meets at least one of the categories for historic significance and is at least 50 years old shall be considered an historically and/or architecturally significant structure. If the resource is not at least 50 years old, it must exhibit exceptional historic significance.
- 4) Exceptionally Significant Resource: A resource that is essential to the district's overall sense of time, place or historical and/or architectural significance and meets at least two of the categories for historical significance shall be considered an exceptionally significant resource.

The district boundaries shall be defined by visual changes, historic documentation of different associations or patterns of development or evidence of changes in a site type, density or other characteristics as established through a survey and inventory. The establishment of an historic district shall be based on a finding of the following:

- 1) No more that 25% of the structures within an historic district may be noncontributing resources.
- 2) No less than 25% of the structures within an historic district must be historically significant and/or exceptionally significant resources.

In order to find that an historic district has exceptional historic and/or architectural significance, no less than 50% of the structures within the historic district must be historically significant and/or exceptionally significant resources.

Chair Dawson and Commissioner Hodge asked if Kuner Row would be eligible.

Third, is nominating a property for designation. An eligible applicant: Designation of an historic landmark or district may be initiated by: the City Council, the Historic Preservation Commission, the City Manager or the owners of at least 51% of the cultural resource to be designated for a landmark, or the owners of at least 51% of the individual properties in a proposed district. Properties can be nominated with or without consent. With consent – Historic Preservation Commission to the City Council. Without consent – after 30 days the Historic Preservation Commission and then if exceptionally significant by City Council. Once there is an application for designation, owners would be notified and a public hearing would be set and a notice posted for the public hearing. It is the responsibility of the Commission to talk to the owners about designation. It would be best to have the owners buy in on the designation. The Historic Preservation Commission reviews the application during the public hearing using nomination criteria. The Historic

Preservation Commission renders a recommendation through a resolution. Even if the Commission did not approve the designation, City Council still could. The Historic Preservation Commission can only make recommendations or deny, as the Commission is not the decision makers. Following the public hearing, Staff would send a report to City Council. City Council would set a public hearing date. City Council will review the application during the public hearing and render a decision through an ordinance or resolution.

Reviewing Certificates of Appropriateness – Prior to submitting a land development application or receiving a permit for construction, reconstruction, remodeling, alteration, repair, restoration, rehabilitation, relocation or demolition of improvements on a cultural resource, property or other exterior feature on a designated historic cultural resource, historic landmark or within a historic district, the applicant shall obtain a COA from the Historic Preservation Commission for the proposed work. Any type of work occurring on a designated historic cultural resource, historic landmark or within an historic district shall obtain a COA prior to initiating the work notwithstanding the City’s requirement for a land development application or permit for work. The Historic Preservation Administrator shall have the authority to review a building permit to determine if a COA would be required. Permits that do not or insignificantly modify the exterior or non-historic elements of a historic resource, landmark or district may be considered for exemption from this COA requirement. The COA is reviewed by staff, then the COA committee and if need be, the Historic Preservation Commission would hold a public hearing to review. Ms. Lane has reviewed five demo permits since she has been here. For Case Farms, a 14.03 form was completed. There are a lot of safe guards in place.

Relocating Historically Designated Structures – Prior to receiving a permit to relocate or move a historically designated cultural resource or any designated cultural resource within or into an historic district, the applicant shall obtain a COA from the Historic Preservation Commission for the proposed work.

Demolition of Historically Designated Structures – Prior to receiving a permit to demolish any designated cultural resource or any cultural resource within an historic district, the applicant shall obtain a COA from the Historic Preservation Commission for the proposed work.

Reviewing Demolition and Moving Permits – The purpose of this section is to prevent the loss or destruction of structures that are 50 years of age or older that may have historical or architectural significance, but which have not been designated historic landmarks that are subject to the provision of Section 10.03.D (COA process), ad to provide the time necessary to initiate landmark designation or consider other alternatives for the preservation of the structures. First there is an administrative review, if necessary the Demo Committee reviews with a 30-day stay and then if it needs to be reviewed by the Historic Preservation Commission there is a 60 day stay to allow time for the review process.

Other Administration and Enforcement – Interim Control, Cultural Resource Survey, Register of Locally Designated Historic Landmarks or Districts, Amendment or Revocation of Designation and Property Maintenance Required. Ms. Lane also stated that there is Demolition by Neglect. An example of this would be the silos that we have recently discussed. The Watchlist is a helpful tool for staff to have to be able to see what items might need to be reviewed before permits can be issued. To revoke or amend a designation would go through the same process as a designation.

The Commissioners need to select a property that they would like to work on designating. Mr. Knapfel is currently working on Pioneer Cemetery. Some ideas for properties were discussed. Chair Dawson would work on 107 South 4th Avenue. Commissioner Naumann would work on his home at 402 South 2nd. Commissioner Hodge was considering Sharp Farms. Commissioner Pinto was going to work on her home as well. Commissioner Murphy had a couple of properties in mind. Kuner Row was discussed as nominating it as a district. Grants could be applied for to do the designations.

Additional Comments:

Dates for the calendar –

March 12th – Harry Potter – Downtown Businesses – 10:00 am – 3:00 pm

A spring event for Downtown has not been decided on yet but may do something in May

June 4th – Summer Fest

Downtown Partnership – may do a 50s event in July

October 22nd – Harvest Fest

December 3rd – Tree Lighting & Winter Fest

December 10th – Festival of Lights

Adjournment:

Motion to adjourn at 8:09 p.m. by Chair Dawson.

Announcements:

CLG Training Webinars –

- Evaluating Integrity in Historic Districts – March 16, 2022 – 12:00 pm
- Preservation Loans – April 20, 2022 – 12:00 pm
- Disaster Management Planning & Historic Districts – May 18, 2022 – 12:00 pm

Other Events –

- Gala – May 28, 2022 – 6:00 pm to 11:00 pm at the Armory
- Saving Places “On-the-Road: in San Luis, Colorado” – Summer 2022

Next Meeting:

March 10, 2022

Submitted by,

Sheryl Johnson