

# Brighton Historic Preservation Commission

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



## Meeting Agenda

**Date: April 20, 2023 - 6:00 P.M.**



### **BRIGHTON HISTORIC PRESERVATION COMMISSION**

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

[jkowalenko@brightonco.gov](mailto: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*

<b>I. CALL TO ORDER / PLEDGE OF ALLEGIANCE</b>	Sage Naumann
<b>II. ROLL CALL</b>	Sage Naumann
<b>III. SEATING OF ALTERNATES</b>	Sage Naumann
<b>IV. APPROVAL OF AGENDA</b>	Sage Naumann
<b>V. APPROVAL OF MINUTES FOR MARCH 16, 2023</b>	Sage Naumann
<b>VI. CONSENT AGENDA</b> Events Committee Meeting Minutes March 20, 2023 April 3, 2023	Sage Naumann
<b>VII. PUBLIC COMMENT</b> Public invited to be heard on matters not on the agenda (Limited to 5 minutes)	
<b>VIII. REPORTS / PRESENTATIONS</b> <b><u>Committees:</u></b> Events Committee Recap	Toni Kile
<b><u>Staff:</u></b> Staff Report	Emma Lane/Bill Armstrong
Commission Workshops and Training Updates	Emma Lane
Watchlist Items from Commissioners	Emma Lane
<b>IX. UNFINISHED BUSINESS</b> Preservation Plan Update	Emma Lane
<b>X. NEW BUSINESS</b> 2024 Budget Requests	Shannon McDowell
<b>XI. ADDITIONAL COMMENTS</b>	Sage Naumann
<b>XII. ANNOUNCEMENTS</b> National Historic Marker Day – April 28, 2023 <a href="#">CLG Webinar: CLGs and the National Register</a> - 5/24 <a href="#">CLG Webinar: National Park Service Grants as a CLG Benefit</a> - 6/21	Emma Lane
<b>XIII. ADJOURNMENT</b>	Sage Naumann

**NEXT MEETING**  
**May 18, 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 1<sup>st</sup> Floor at City Hall, 500 South 4<sup>th</sup> Avenue, Brighton, Colorado.**

**DATE: March 16, 2023**

**Call to Order/Pledge of Allegiance:** Chair Naumann called the meeting to order at 6:00 p.m. followed by the recital of the pledge of allegiance.

**Roll Call/Establish Quorum: Commissioners Present:** Mr. Sage Naumann, Mr. Dick Hodge, Ms. Jo Pinto, Ms. Amber Robbins, Ms. Toni Kile, Ms. Kat Lewis

**Commissioners Absent:** Ms. Ann Taddeo (Excused), Ms. Mardita Murphy (Excused), Ms. Valerie Cooper (Excused), Ms. Diana Hernandez

A quorum was determined.

**Staff Present:** Ms. Emma Lane, Ms. Shannon McDowell, Mr. Bill Armstrong, Ms. Jordan Kowalenko

**Others Present:**

**Seating of Alternates:** Motion to seat two alternates by Commissioner Kile. Commissioner Pinto seconded the motion. Motion carries.

**Approval of Agenda:**

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

**Approval of Minutes for February 16, 2023:**

Motion to approve the minutes for February 16, 2023, as distributed by Commissioner Hodge. Second by Commissioner Kile. Motion Carries.

**Consent Agenda:**

Motion by Commissioner Kile. Second by Commissioner Pinto. Motion carries.

**Public Comment:**

No Public Comments

**Public Hearing:**

No Public Hearing

**Reports / Presentations:**

**Committees:**

Ms. Kile presented the minutes and discussion items for the Gala. The Commission engaged in an open conversation about location, dates, and time for the Gala. Ms. McDowell presented information regarding the budget from the Gala last year and discussed the return on investment from the Gala last year. Ms. McDowell encouraged the Commission to think about ticket sells and pricing as well as using an online ticket sells platform. Ms. Kile recommended and encouraged that the Commission adjust the budget to allow for more money for decorations. The Commission and Staff engaged in an open conversation about setting a theme and menu for the Gala.

**Gala Date and Time - Saturday May 20, 2023, at the Armory:** Motion by Commissioner Pinto. Second by Commissioner Lewis. Motion carries.

**Gala Budget – \$7,000:** Motion by Commissioner Kile. Second by Commissioner Robbins. Motion carries.

**Staff:**

**Emma Lane**

**Grants & Surveys:**

***Cannery:***

The Cannery is located at 238 N. Main Street. Staff has received the HSA grant for the Cannery. Staff is working with the architect and property owner for next steps.

**Historic Properties and Referrals:**

***402 S. 2<sup>nd</sup> Avenue:***

No update on the insurance issue. Commissioner Naumann has decided to withdraw his home for the time being until the insurance inquiries are definitively answered.

***245 S. 8<sup>th</sup> 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:**

***HPC Trainings:*** Ms. Lane explained that trainings will begin on Tuesday 03/21/23. Ms. Lane informed the Commission that a sign-up sheet has been sent out for scheduling purposes. Ms. Lane reminded the Commission that they should engage in CLG approved trainings if possible.

***Watchlist:*** There were no new watchlist items recommended by the Commission.

**Staff:**

**Bill Armstrong**

**Museum Updates:**

***Engagement & Marketing:***

Children – 4; Adult – 20; Senior –4; and Event – 0

Research Requests – 3

Facebook/Instagram –

Three posts went out on Wednesday at noon. The posts reached 1155 on Facebook and 2 on Instagram. Followers on Instagram are at 376 and on Facebook there are 1,386 followers.

***Collection:***

Two new items have been added to the collection. One is embroidery from Mary Chikuma and the other is a police forensic scale. Mr. Armstrong provided updates regarding the training program and artifact handling, oral history software updates, research file re-categorization nearing completion, and a need for storage for the backlog as it is being cleared up.

***Volunteers:***

Year to date volunteer hours: 97.25. Month to date: 63.25.

***Exhibit & Interpretation/Outreach/Education:***

Mr. Armstrong provided various updates including an android pad installation that will display a 1920 GW sugar recruitment video. The “Cabinet of Curiosities” is complete, and an android pad will be displaying footage of Japanese Americans and Executive Order 9066.

***Funding:***

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

***Expansion:***

Mr. Armstrong explained that HPC closet is ready to be moved to a new suite. The Commission and Staff discussed openly what days and times might work for getting the suite organized.

**Unfinished Business:**

**New Business:**

***Brighton Memory Project-*** Mr. Armstrong informed the Commission that the first oral history candidate has been recommended. Mr. Armstrong informed the Commission about the purpose of the project.

***Preservation Plan Updates-*** Ms. Lane presented Commissioners with a spreadsheet of the preservation plan and displayed the progress that has been made up to this point by present and past Commission members. The Commission and Staff engaged in an open conversation regarding the Midland Cereal Building, Walnut Grove, and various other properties.

***Donation Fund-*** Ms. McDowell informed the Commission about the previous usages of the donation fund. Staff and the Commission engaged in an open conversation about survey goals and budget processes to meet those needs.

***HPC Identify Items for Next Meeting-*** No items were brought forward.

**Additional Comments:**

Mr. Hodge and Ms. Pinto engaged in an open conversation about commemorating various citizens of Brighton and how to go about doing so. Ms. Lane recommended the Brick Awards for this. Ms. McDowell reminded the Commission that due to scheduling conflicts, the Commission may need to determine whether or not to cancel July meeting because the City BBQ will be in July and the Commission is planning on participating.

**Adjournment:**

Motion to adjourn at 8:03 p.m. by Commissioner Kile. Second by Commissioner Pinto.

**Announcements:**

***Other Events –***

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

**Next Meeting:**

April 20, 2023

Submitted by,  
Jordan Kowalenko

**Event Committee Meeting Minutes**  
**March 20, 2023**

**Catering options:**

- We will price both food trucks and traditional catering to see which will be more budget-friendly to keep ticket prices down.

**Decorations:**

- Those present felt more comfortable letting Toni head this up.
- Amber volunteered to look into centerpieces.

**Music/Entertainment:**

- The committee would like to use a live band if it is possible within our budget.

**Sponsors:**

- With the time available, the committee thinks it would be best to simplify the sponsor recognition.
- The committee would like to continue this conversation when Sage can be present (he was not able to attend this meeting).
- There was a question as to who checks are to be made out to, and Amber was able to receive clarification from Emma that they should be made out to the commission.
- The committee believes that potential sponsors should be allowed to choose between a monetary sponsorship or donating items for our silent auction in order to increase the number of sponsorships and variety in auction items. Sponsors can also choose to do both.

**Other Celebrations with the Gala:**

- The committee agreed that the brick awards and essay contest should be separate from the gala.

**Budget:**

- We discussed that the commission voted during the last meeting to increase the gala budget to \$7,000 to help make it something special and unique as not all committee members were able to attend that meeting.
- Now that we have a go-ahead for the use of the Armory, we need to start tracking what we are spending to help us stay on track with our budget. I will ask Emma at my training what the space is costing us.

**Next Meeting**

- Monday, April 3, at 5:15 over Zoom
- Zoom Link: <https://us06web.zoom.us/j/86484698268?pwd=cDByd0FzMkNVZDhLa20vdCtsbUJJPQT09>

## **Event Committee Meeting Minutes**

### **April 3, 2023**

#### **Save the dates**

- Reviewed the drafts sent by Valerie
- Unanimous agreement on the version with the green phoenix
- Suggestion to change font size and to change the background of our logo for purpose of complimenting the overall design

#### **Catering**

- Four catering estimates were discussed:
  1. The Magic Food Bus - food truck with main dish and side → \$2700
  2. Simply Pizza Truck - food truck with main dish and salad → \$3510
  3. Dickey's BBQ - full meal with full service → \$3100
  4. Qdoba - buffet delivered, we set up and take down → \$2700
- Discussed logistics of food trucks vs logistics of a sit down meal
- Discussion of what would match the overall feel that we want for the gala
- Committee chose to use Dickey's BBQ as it will be the most hands off, no volunteers or clean up required
- Can we use P&G Concessions for the open bar again this year?

#### **Live Band/Music**

- 6 quotes for live bands were obtained
- Discussed price, music genre, impact on the budget
- Narrowed down to two bands:
  1. Line 2 - cover band of multiple genres → \$700
  2. Ugly Rumor - cover band of multiple genres → \$500
- Toni will send links to the committee so that they can listen and decide which band they prefer
- No dance floor to save space, or possibly a small one if possible with tables and band on stage

#### **Sponsors**

- Discussion on sponsorship levels used in previous galas
- Revised sponsor level amounts and ticket numbers
  1. Seed - Table Sponsorship → \$150
  2. Bloom - Table Sponsorship + 2 tickets → \$300
  3. Tree - Table Sponsorship + 4 tickets → \$500
- Sponsors can donate to the silent auction if not able to give a full sponsorship
- Sage will revise the sponsor form to match what the committee agreed on
- Checks should be made to the Brighton Historic Preservation Commission
- Toni will send a revised press release to Emma
- The more sponsors the better
- Committee agrees to all search for sponsors once form with letterhead is available

#### **Budget**

- Food = \$3100
- Band = \$500-700
- Armory = \$500 (estimate, need to check with Emma)
- Open Bar = \$300 (based on last year)
- Decorations =

- Total Estimated Budget as of 4/3 = \$6200-6400

### **Ticket Price**

- \$50 for individuals
- \$90 for couples
- Potential for \$8400 without sponsors
- Potential \$2000-2200 profit for the Commission

### **Decorations**

- Dead tree in center of Armory with colored lights shining up, black fabric underneath, black ashes on top of fabric
- Black fabric on walls with white lights behind fabric
- Antique book centerpieces with flames and ashes coming from pages
- Orange and yellow tulle with lights inside for front of stage and to surround center pieces
- Small branches with lights around perimeter with posters
- Poster size black and white images of buildings that have been destroyed by fire, singed edges, with small photo of what exists in that space now
- Black tablecloths
- Black and gold flatware/plates/cups/napkins
- Brighton Blade pages on tables with stories of the fires (if they exist)

### **Next Meeting**

- Monday, April 10, 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: 4/11/2023**

**Date Presented: 4/20/2023**

**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:

- **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 2<sup>nd</sup> Ave**
  - No update on the insurance issue
- **245 S 8<sup>th</sup> 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 have completed. We had two trainings with three people.
  - We will be conducting more trainings closer to the summer
    - Potential subjects: how to do house history, how to describe architectural features

## MUSEUM UPDATES:

- **Engagement and Marketing**
  - **Visitors:**
    - Children - 22
    - Adult - 26
    - Senior - 3
    - Event – 46
  - **Research Requests:**
    - 3 research requests
  - **Facebook/Instagram:**
    - 3 posts – Wednesday at 12:00 MST
    - Reach of posts
      - Facebook – 2090

- Instagram - 2
  - Followers
    - Facebook – 1390
    - Instagram – 379
- **Collection**
  - Suite 205 set as work area and “behind the scenes” tour location
  - Tashiro oral history scheduled for 4/28
  - Collections workroom established
- **Volunteers**
  - 79 volunteer hours MTD
  - 176.25 volunteer hours YTD
- **Exhibit & Interpretation/Outreach/Education**
  - pARTy bus open house: 46 attendees
  - Kiwanis Tour
  - Homeschool field trip
  - Event schedule for summer
- **Funding**
  - We have received word that the BCAC has approved our request for \$4500 for museum events
- **Expansion**
  - Storage room is ready for HPC items. Direct access with Staff to the elevator
  - No update