

Brighton Historic Preservation Commission

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



Meeting Agenda

Date: May 12, 2022 - 6:00 P.M.



BRIGHTON HISTORIC PRESERVATION COMMISSION

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

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

- | | |
|--|--|
| I. CALL TO ORDER / PLEDGE OF ALLEGIANCE | Sara Dawson |
| II. ROLL CALL | Sheryl Johnson |
| III. SEATING OF ALTERNATES | Sara Dawson |
| IV. APPROVAL OF AGENDA | Sara Dawson |
| V. APPROVAL OF MINUTES FOR APRIL 14, 2022 | Sara Dawson |
| VI. CONSENT AGENDA
Events Committee Minutes – April 29, 2022 | Sara Dawson |
| VII. PUBLIC COMMENT
Public invited to be heard on matters not on the agenda (Limited to 5 minutes) | |
| VIII. REPORTS / PRESENTATIONS
<u>Committees:</u>
Events Committee Update
• Action Item – Motion to Approve Funding for the Gala | Sara Dawson |
| <u>Staff:</u>
Staff Report
Commission Workshops/Training Updates | Emma Lane/Bill Armstrong
Emma Lane |
| IX. UNFINISHED BUSINESS | |
| X. NEW BUSINESS
Interview for Commissioner – Mardita Murphy
107 S. 4 th Avenue Presentation
Project Updates/Questions | Emma Lane/Shannon McDowell
Sara Dawson
Emma Lane |
| XI. ADDITIONAL COMMENTS | Sara Dawson |
| XII. ADJOURNMENT | Sara Dawson |
| XIII. ANNOUNCEMENTS
<u>CLG Training Webinars –</u> <ul style="list-style-type: none">• 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
<u>Other Events –</u> <ul style="list-style-type: none">• Gala – May 28, 2022 – 6:00 – 11:00 PM at the Armory• Summerfest – June 4, 2022 – 10:00 AM – 5:00 PM at Carmichael Park• 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
JUNE 9, 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 4th Avenue, Brighton, Colorado.

DATE: April 14, 2022

Call to Order/Pledge of Allegiance: Chairman Sara Dawson called the meeting to order at 6:05 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 Rich Knapfel

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

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

Others Present: Lindsey Flewelling – History Colorado and Sarah Bandor

Seating of Alternates:

No need to seat the alternate

Approval of Agenda:

Addition of April 13, 2022 Events Committee Minutes under Consent Agenda

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

Approval of Minutes for March 10, 2022:

Motion to approve the minutes for March 10, 2022 as distributed by Commissioner Naumann. Second by Commissioner Taddeo. Motion Carries.

Consent Agenda:

Events Committee Minutes for March 23, 2022 and April 13, 2022.

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

Public Comment:

None

Reports / Presentations:

No Reports

Committees

Events Committee Update:

The Events Committee established potential goals of fundraising for Historic Preservation. The goals include: grant matches, plaques, application fees, display cases, archival acquisitions, events and create a grant program for homeowners or building owners for historic properties that need repairs, restoration or rehab. It was stated that the goals should be included in the gala program. The contract for the Armory has been completed. The Armory can hold 200 people. The Armory has 14 round tables and it was suggested to only put nine people per table. The cost for a ticket would be \$40 per person or \$70 for a couple. The Armory rental cost was \$300. The cost for a caterer and decorations is

still being reviewed. There will be a cash bar available for the event. The committee is working out a way to sell tickets. There will be a silent auction at the event. The Commissioners will need to work the event. The theme for the event will be “Brighton Through The Decades”. Each Commissioners should obtain one silent auction item. Friends of the Museum may be able to volunteer to help at the event. The volunteers would not have to pay for a ticket. The committee put a task list together.

Staff – Emma Lane

Grants & Surveys:

Walnut Grove Addition Survey:

Pinyon Environment is working on the survey and will have an update at the May meeting. Cameron with Pinyon is requesting copies of a book that may or may not be in the library. A reconnaissance survey is being conducted. The Commission did a windshield survey. Based on the findings, an intensive survey may then be conducted. At that point, the Commission would try to get a grant to complete the intensive survey. We know that Daniel Carmichael lived in this neighborhood. It is important as to who used to live in the homes.

Pioneer Cemetery:

Mr. Knapfel is still working on this project. He will be presenting on this later in the meeting.

Historic Properties and Referrals:

Brighton Depot:

Chair Dawson with try to talk to Natalie at the Chamber of Commerce about the sign for the Depot.

May is Historic Preservation Month:

City Council will be recognizing Historic Preservation Month at the May 3rd meeting. Chair Dawson will plan to be there as well as Ms. McDowell.

Museum Updates:

The staff is working on the collections. They are almost done reviewing what they are going to keep. The next step will be the deposition. This is part of the State Repository process. Some new items were donated this past month. The Collections Committee will need to meet and staff would like to have quarterly meetings with this committee. The Friends of the Museum met last month and nine people attended. Background checks will need to be conducted on those wanting to volunteer at the museum. John Kelley has been helping at the museum.

About 26 people attended the opening of the new exhibit. There were 54 visitors the first week of the new exhibit. There were only three this past week. The staff is working on the electronic sign and trying to gain access to it.

Staff would like to form a committee for the Interpretation/Outreach/Education. There are some oral histories that staff has gotten permissions for. It will take 8 – 12 hours to produce a finished product. Then a place to store the oral histories needs to be secured. The oral histories are a living record.

There has been no new funding. There were \$45 received in donations.

Staff has been working with Communications for training on the oral histories.

There are no updates on expansion.

No purchases were made this month. Staff is waiting for feedback from the archeologist.

Commissioner Knapfel stated that the museum is gaining momentum. Mr. Armstrong is going to set up times for people to come and do research. He met with staff at AnyThink Library.

Commissioner Hodge volunteered to be a part of the Collections Committee. Commissioners Naumann and Knapfel will also be a part of the committee.

Commissioners Hodge, Naumann, Pinto and Murphy will be part of the Interpretation/Outreach/Education Committee.

Mr. Armstrong will set a date for the Collections Committee Meeting and will establish a quarterly time. The Committee meetings will need to be posted.

Commissioner Workshops/Seminars Update:

Chair Dawson attended the Historic Districts Webinar.

Unfinished Business:

2022 Budget Update

The budget review is now going to be quarterly. It was suggested that due to the posting of pcard purchases that the quarterly report be given 2 months after the quarter ends. A work around could also be established if need be. We just need to have a more accurate picture of the budget. There is an expense of \$950 that was for moving the display case from the Bromley Hishinuma Farm to Historic City Hall.

New Business:

Elections

The last election was April of 2021. It was discussed to have the elections coincide with the terms as the terms expire in June every year. A full commission is required to do elections. A temporary election could be done and then an election in July once new commissioners are appointed. Elections cannot not be held electronically. It has to be in-person. It was decided to do a temporary election for now.

Commissioner Naumann nominated Sara Dawson to be the Chair through June. Seconded by Commissioner Hodge. Motion carries.

Commissioner Naumann nominated Dick Hodge to be the Vice-Chair through June. Seconded by Commissioner Taddeo. Motion Carries.

Pioneer Cemetery Presentation

Commissioner Knapfel presented his findings on Pioneer Cemetery. Commissioner Knapfel would like to put this on the State Register but there are many holes. The cemetery is a local landmark designation as of November 1, 2002. There is a fence line that provides a perimeter of the cemetery grounds. The cemetery started in 1865 with the last person being buried in 1935. The cemetery is one of the oldest cemeteries within the Brighton County seat. The individuals buried here are from the early settlement of the Brighton area. The cemetery is half a mile away from Elmwood cemetery. The cemetery is located on about half an acre of land that is basically wasteland. Mary E. Black owned the land and deeded it to Thomas Donelson on April 10, 1891. The last owner was Hattie McCoy. In March of 2002, the cemetery ownership was assumed by the City of Brighton. Some of the people buried her are the Blundell and Donelson families, their friends and neighbors. There are 16 headstones in the cemetery. Some of the grave markers are unique which range from serpentine top, straight top and oval top. Some of the markers were wooded at first. The actual number of burials at the cemetery varies by different sources. Arthur Blundell stated that Coxey's Army lost two members due to drowning and were buried inside the cemetery. There is an unknown burial in the middle that is in a small fenced area inside the cemetery. Some of those known to be buried at the cemetery are: Mary Laura Gillham Blundell. She is the first known burial at the cemetery in 1863. She was the wife of James Blundell who came to Brighton approximately in 1860. Laura Donelson is the second known burial at the cemetery. She was buried in 1864 and died at the age of 37 years old which was five years after moving to Colorado. James E. Donelson was born in 1860 and died in 1869. He was buried with his mother. James Blundell was buried in 1869. He was a private in the Black Hawk War and was wounded in the Battle of Wisconsin Heights. He was one of the original settlers in the Brighton area and owned 80 acres. Thomas Donelson was interned in 1904 and was one of the original pioneers and owned 180 acres of land in the area. He was married three times and was a brick maker. He died at his son's home after falling off a trolley car from possible cardiac arrest. There are two #12 markers at the cemetery. Sheriff James Higgins (1906 – 1908) is buried in the cemetery. He was involved in many irrigation projects and was interested in the county's farmers and ranchers. He had many conflicts with the District Court Judges. It is possible that two of the unmarked graves are those of his children. Commissioner Knapfel will continue to investigate the known and unknown internees. He will try to obtain an accurate count of the burials and survey the property using ground-penetrating radar. Commissioner Knapfel will repair and reconstruct the wooded grave markers as well as clean the existing stones. He will investigate the symbols found on the stones, design and build a Cemetery Historic Database. He would also like to create the database for Elmwood and Fairview cemeteries.

South 8th Avenue House Presentation

Commissioner Hodge presented the information on the South 8th Avenue home. The location of the house is 130 South 8th Avenue. It is across from Brighton High School and was built in 1947. This was a Counter House from Counter Lumber. It was a prebuilt home with a steel frame. The homes were built when the GI's were returning home after World War II. The homes were prefabs with metal frames and possibly a Boeing subsidiary. The people living in the area houses were workforce people. Chafee Park was the first subdivision in Brighton. There were 427 homes built in Chafee Park that are just like this home on South 8th Avenue. Commissioner Hodge will check the records at Adams County to get more information. Chair Dawson asked about the enclosed porch that was added on. Commissioner Hodge still has information that needs to be reviewed and confirmed.

Project Updates/Questions

Next month Chair Dawson will present on her Property.
Pinyon Environment will be at the meeting in May.

Additional Comments:

Volunteers are needed for Summerfest and the City BBQ. There will be a Rock-A-Billy event downtown on June 18th at 10:00 am – 4:00 pm.

Adjournment:

Motion to adjourn at 8:21 p.m. by Chair Dawson.

Announcements:

CLG Training Webinars –

- 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
- Summerfest – June 4, 2022 – 10:00 AM – 5:00 PM at Carmichael Park
- Downtown – Rock-A-Billy – June 18, 2022 – 10:00 AM – 4:00 PM
- City BBQ – July 21, 2022 – 5:30 – 7:30 PM at Carmichael Park
- Saving Places “On-the-Road: in San Luis, Colorado” – Summer 2022

Next Meeting:

May 12, 2022

Submitted by,

Sheryl Johnson

agenda

HPC Events Committee Meeting

04/29/2022

3:00 pm

Meeting called by: Sara Dawson

Meeting called to order: 3:08 pm

Attendees: Sara Dawson, Ann Taddeo, Mardita Murphy, Sage Naumann

Excused: Emma Lane, Rich Knapfel

Update on tasks from previous meeting

Sara

- Ann spoke with Marilyn at Pinocchios who also holds the liquor license with P&G Concessions. The form has been forwarded to Sheryl requesting bar service from 5:45 pm to 9:45 pm the evening of May 28th. The cost of 4 hours is \$300.
- Sage took over design of the invitation.
- Shannon has created the ticket event in Eventbrite, our goal is to have everything up and running by Monday, May 2nd. I need additional permissions to edit the event before we send out the invitations.
- Invitations will be sent by Sage to the following:
 - Sheryl Johnson
 - She will forward to City Council, the HPC commission, and the other appropriate staff to forward their commissions or groups.
 - Christian with the Brighton Chamber (christian@brightonchamber.com)
 - Gary Montoya (gmontoya@brightonco.gov)
 - He will forward the invitation to the Downtown Partnership Committee mail list.
- Spoke with an associate who operates a photobooth. Her packages start at \$650 for three hours which includes everything including a custom template and 2 attendants for the event. \$150 for each additional hour.
- Spoke with Rachel with Almost Home who said we could borrow anything that they have left over from their previous galas if it might fit within our theme.
- Spoke with Amy Kirkland from the Porch, who has offered to create and donate a basket for the silent auction and volunteered to help us set up.

Ann

- Spoke with three caterers
 - Cowgirl Catering, \$35-\$37 per person; includes Caesar salad, rolls and garlic butter, penne pasta with butter and olive oil, home grown, and house rolled meatballs, chopped chicken breast, steamed broccoli with lemon butter, vegan marinara, homemade alfredo, cookies and brownies. Additional \$2 per person

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for fruit. Includes delivery, set up, tear down, linens for the buffet tables and plates, silverware, and napkins. Will box up leftovers for us.

- D'Lish Catering, Inc, \$25.95 per person, \$50 delivery fee, \$632.80 set up/delivery/clean-up and tear down; includes choice of 2 meat dishes, stuffed portobello mushroom (vegetarian option), choice of potato, green beans, seasoned corn, mixed green salad w/ ranch and Italian dressing, rolls and butter, wide assortment of dessert shooters, paper products/plasticware, table linens for service table.
- Pinocchios, \$23.95-\$29.95 per person, delivery fee and buffet maintenance fee waived because they are business members of Brighton's historic downtown; includes:
 - Full menu: **appetizers** - Spicy Toasted Ravioli in Sun-dried pesto cream sauce, Artichoke Dip, Marinated cheese, peppers and olives, Fresh crostini, Italian pepperoni bread with marinara dipping sauce, **main course** - Salad and breadsticks, Lasagna, Bow tie alfredo w/ chicken & broccoli, **dessert table** (guests choose one of the following) – Tiramisu, Italian Lemon cake, or Panna Cotta, **beverage station** – Iced tea, Strawberry Lemonade, and infused lemon, cucumber, mint water, **or**
 - Main course, dessert **or** appetizer, beverage station, same menu as above.
 - Heavy duty paper plates, plastic forks, serving utensils & linens for the buffet line
- Pinocchios also provided plated menu options (more expensive) and a less expensive buffet option without the beverage station \$17.95 per person for all the main course options, \$14.95 per person for main course with a choice of lasagna or bow tie alfredo with chicken and broccoli, appetizers additional \$4.50 per person with four of the options from above, dessert additional \$4.50 per person, choice of two from carrot cake, chocolate cake, tiramisu, Italian lemon cake.

Mardita

- Spoke with Signorama about an 8' x 2' banner, cost is \$146.52

Rich

- Sent out request to the entire commission to send him information on silent auction items, including contact information, type of donation, and address (for thank you card).
- Submitted a Brick Award nomination for John Kelley, who established the Friends of the Museum Association.

HPC Gala 2022

Invitation Design

- Sage showed the committee a draft of the design and took comments and suggestions
- Sage is also planning on approaching the local printers in town to ask about a sponsorship of printing the programs and invitations.

Program

- Event start 6 pm

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- Cocktail hour will start at 5:45 pm (because we know people will be early) and the bar will close at 9:45 pm
- Buffet dinner will begin at 7 pm. Tables will have to be released in staggered fashion (Sara will need to sit at the first table, Sage at the last).
- Program will begin after the last table is seated. Order has not been identified yet, but the following is a preliminary list:
 - Message from the Chair
 - Tribute to Pat Reither
 - Previous Brick Award Nominations (Covid shutdown catch up)
 - Message from the City Council
 - Message about the Museum
 - Message about Walnut Grove Survey and next steps for HPC, by HPC member
 - Message from the City (Mayor, City Manager, or Community Development Director)
 - 2021/2022 Brick Award Ceremony
- Silent Auction ends at 9:30 pm, sheets will be picked up at that time so the winners can be announced after the Brick Award Ceremony

Brick Award Nominations

- Verify if Bob & Joanna Sakata and Barbara Lambert received their plaques in 2020
- Need to work with Bill on getting bricks cleaned and plaques made

Food, etc.

- The committee recommended going with the \$23.95 option from Pinocchios. Included are the main courses, dessert, and beverage station.
- Table talk – the Armory has 14 tables, which will seat 10, 9, or 8, depending on the comfort level. Our initial estimate of having 125 seats open for purchase puts 9 people per table, which leaves us 14 seats open for volunteers/sponsors.
- The committee recommends all other tickets be sold at full price.

Sponsorship

- Sage recommended having only one level of sponsorship for \$500. It would include:
 - Three tickets to the gala (which could be donated back to the HPC if they don't plan on attending)
 - Podium recognition
 - Program recognition
 - Social media recognition
- Sage will create the sponsorship sign up form requesting payment in the form of checks.
- Deadline to become a sponsor and get on the program will be May 23rd.

Volunteer Tasks

- Assemble foam board table centerpieces (including coming up with designs)
- Music
- PowerPoint slide show
- Purchase feather banner
- Purchase informational banner with text written specifically for Brighton HPC and a separate one for the Brighton Museum

Volunteer Tasks Day of (May 28th)

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- Setting up tables/chairs
- Setting up decorations
- Ticket taker/confirmer
- Pass out programs
- Someone to keep time so that the program stays on time
- Facilitate silent auction
- Table take down/clean up

New items for consideration

- Trivia game
- “Golden ticket” prizes
- Add links to the Eventbrite event for vintage clothing stores

Tasks:

Sara – Get the Eventbrite ticket ready. Check on the photobooth rental if we can design our own custom template (Sage volunteered to create). Create Silent Auction sheets. Get with Shannon on finding a city rep to speak. Ask Tim Watts to speak on behalf of City Council. Work with Ann and Sheryl to get the caterer lined up and paid for. Work with Ann and Sheryl to get the bar lined up and paid for.

Ann – Follow-up with Fiesta time about the table linens and getting one extra table and chairs (just in case we over sell).

Rich – Determine how much foam board is needed for both the table centerpieces, the stage décor, and the Brighton Blade printouts. Work with Bill to place the order asap.

Mardita – Get quotes on feather banner and informational banners. Will be working on writing HPC information for the informational banner. Looking into Instagram and Facebook filters to purchase specifically for the event.

Sage – Offered to write the press release. Sara will put him in contact with Kristen Chernosky from the City Public Affairs. Offered to design the program. Finishing up the invitation.

Next committee meeting will be held May 13th via Zoom in the afternoon. Link and invitation will be sent out the first week of May.

Meeting ended 4:50 pm



STAFF REPORT

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

Date Prepared: 5/3/2022

Date Presented: 5/12/2022

Prepared By: Shannon McDowell, Senior Long Range Planner

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

STAFF REPORT

GRANTS & SURVEYS:

- **Walnut Grove Addition Survey**
 - Our consultant was able to gather great information at the Museum but needs some time to incorporate that into the survey. They will have an update at the June meeting.
- **Pioneer Cemetery**
 - We are working with Parks to complete a ground penetrating radar survey.

HISTORIC PROPERTIES AND REFERRALS:

- **Brighton Depot**
 - Haven't heard anything from Natalie at the Chamber

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.

Collections Committee: Call for quarterly meeting- February, May, August, and November.

- **Visitors/Attendance**

ENGAGEMENT & MARKETING:

Visitors: 121

Children	22
Adult	55
Senior	16
Event	28

Research Requests: 8

Facebook/Instagram: 3 Posts

Shares: 14 Likes: 49

New followers: 9 / +125%

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

Summer Hours:

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

- Job has posted for Museum Aide.

Living History Special Events on:

- June 11th Trappers & Traders
- August 13th Armory Military Timeline

- **Volunteers**

- Volunteers are now meeting the 3rd Monday of each month. Training for Saturday docents begins in May for June Saturdays.
- New hidden webpage for online training of volunteers.
- 2 New Volunteers this month.

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

- Translations of new exhibit-
 - Translation through "Google Translate"-FREE!
 - Storage on Google Drive- FREE!
 - English (visually impaired: Japanese, Spanish)
 - QR code activated with smartphone.
- Alternative for oral history storage?
- Staff have discussed the upcoming video vignettes to be developed with PIO staff: Volunteer Training website established.

- **Funding**

- Bill is going for a CWAM Grant for \$500 for document scanner targeting Japanese American newspapers.
- Request \$150 in additional funds for device software and shipping costs.
- **Donations:** \$63.00 from visitors

- **Marketing**

- **Expansion**
 - Active discussions are occurring for a permanent and expanded home for the museum moving forward. Awaiting building inventory from Finance.

- **Purchases**
 - Hotspot for internet @ Doris Brown Library \$90-130 one time purchase. Enables researchers to utilize their own smart devices while conducting research.

- **Other Business**

THIS CONCLUDES THE MAY 2022 MUSEUM REPORT