

# Brighton Historic Preservation Commission

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



## Meeting Agenda

**Date: September 9, 2021 - 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:

*Mardita Murphy*

#### Secretary/Treasurer:

*Catherine Johnson*

#### Commissioners:

*Dick Hodge*

*Sage Naumann*

*Jo Pinto*

#### City Council

#### Representatives:

*Mark Humbert*

*Ann Taddeo - Alternate*

#### Youth Commission

#### Representative:

*Diana Hernandez*

#### Alternate:

*Vacant*

*Vacant*

#### City Admin. Assistant:

*Sheryl Johnson*

#### City Staff:

*Brianne Schreck*

*Emma Lane*

- |   |  |
|---|--|
| <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 AUGUST 12, 2021</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><b><u>Committees:</u></b>   |  |
| <b><u>Staff:</u></b><br>Staff Update  | Emma Lane/Bri Schreck  |
| <b>IX. UNFINISHED BUSINESS</b><br>Review of Potential Additional Amendments to Request to City Council for Article 2-66 – see link<br><a href="https://library.municode.com/CO/Brighton/codes/municipal_code?nodeId=CH2ADPE_ART2-66HIPRCO">https://library.municode.com/CO/Brighton/codes/municipal_code?nodeId=CH2ADPE_ART2-66HIPRCO</a><br>2021 Budget Update<br>Utilization of Donation Account<br>Standard Operating Procedures for Sales of HP Items | Holly Prather<br>Catherine Johnson<br>Holly Prather<br>Emma Lane |
| <b>X. NEW BUSINESS</b><br>Brick Award Nomination Form<br>Commissioner Interview   | Emma Lane<br>Sara Dawson   |
| <b>XI. ADDITIONAL COMMENTS</b>  | Sara Dawson  |
| <b>XII. ADJOURNMENT</b>   | Sara Dawson  |
| <b>XIII. ANNOUNCEMENTS</b><br><b><i>CLG Training Webinars –</i></b><br>Cell Towers – September 15, 2021 – 12:00 PM<br>Conservation Easements – October 20, 2021 – 12:00 PM<br>DIY Design Guidelines: Development and Implementation Lessons Learned – November 17, 2021 – 12:00 PM<br><br><b><i>Other Events –</i></b><br>PastForward Conference – Virtual – November 2 – 5, 2021   |  |

**NEXT MEETING**  
**OCTOBER 14, 2021**



**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 the Council Chambers on the 1<sup>st</sup> Floor at City Hall, 500 South 4<sup>th</sup> Avenue, Brighton, Colorado.**

**DATE: August 12, 2021**

**Call to Order/Pledge of Allegiance:** Chairman Sara Dawson called the meeting to order at 6:02 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, Mark Humbert, Jo Pinto, Ann Taddeo and Diana Hernandez

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

**Staff Present:** Emma Lane, Sheryl Johnson, Holly Prather and Brianne Schreck

**Others Present:** Rich Knapfel

**Seating of Alternates:**

No Seating of Alternates

**Approval of Agenda:**

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

**Approval of Minutes for June 12, 2021:**

Motion to approve the minutes for June 10, 2021 as distributed by Commissioner Pinto. Second by Commissioner Murphy. Motion Carries.

**Consent Agenda:**

No Consent Agenda Items

**Public Comment:**

Rich Knapfel stated that he has been volunteering at the museum for five weeks. He has been working with the Police Docket Collection. There is a lot of genealogical as well as historical and sociological significance with this collection. 97 volumes are 320 pages each. He has currently gotten through 3 volumes or 686 records. It will probably take a year and a half to complete the collection. The ledgers span 1934 – 1986 and there is a lot of action in the 1970s. Mr. Knapfel has a Bachelor's Degree from California State University in Fullerton. He has had a lot of experience in documenting these types of records. The Police Docket Collection was obtained when Jolie was here.

**Reports / Presentations:**

No Reports

**Committees**

There were no reports from the committees.

**Staff – Holly Prather**

***Grants & Surveys:***

Ms. Lane reported that potential nominations include the Aichelman House, Midland Cereal Building, Pioneer Cemetery and Malcom Park.

The Aichelman House has been on the watch list for a while. The Aichelman's owned the property for 101 years. In 1870, Frank Aichelman Sr. got a patent for the land as part of the Homestead Act. Mr. Aichelman came to the US in 1851. Aichelman's had livestock and grew vegetables, grain and beets on the property. The Aichelman house has already had an intensive survey.

The Midland Cereal Building has also had an intensive survey done. It has been on the watch list also. It was popular due to the location to the rail and being in the middle of Colorado's wheat region. The factory produced Whole Wheat Nuggets. They thought they would eventually produce Grape Nuts and Shredded Wheat but that never happened. The building is a Classical Revival style similar to that of Greeley Ice and the Gates Factory. The City does not own this property. The building is not in good condition and currently is being used to recycle chemical barrels. It is an important landmark.

Pioneer Cemetery was established approximately in 1863 when it had its first burial. The last burial was in 1935 – 86 years ago. The cemetery is located at approximately 148<sup>th</sup> and Bromley Lane behind Lulu's Produce in the South Platte River Ranch area. There are fifteen headstones located in the cemetery but potentially has more burials there. The cemetery was deeded to the City in 2002.

Malcom Park was the first City Park in Brighton in approximately 1904. It was first called Old City Park. The park is now where North Elementary is. The Park is not historic but first appeared on the Sanborn Fire Insurance Maps in 1904 along with the replat for Malcom's Second Addition in 1905. This is the oldest park in Brighton. The park should be documented though.

Walnut Grove Addition was platted in 1887. This is one of the oldest plats in Brighton. It was platted by Daniel Carmichael. It includes the west side of the 4th Avenue corridor. It has not been surveyed but there is a lot of integrity here. Many of the houses in this area are original to this time. It could be a historic district and would need to be surveyed.

#### ***Historic Properties & Referrals:***

29 N. Main – COA – the sign was approved administratively. Chair Dawson stated that there are ten businesses in this one building and that it may be difficult to have ten different name signs on the building. The signs may need to be incorporated into one sign at some point. It would be good to make the sign fit the timeframe. Multiple signage was not part of the code when downtown was made a historic district. Signage could be done like in Aspen where a sign hangs from a sign.

#### ***Museum Updates:***

Collections – donations that have been added to the museum include a 1925 Adding Machine from Adams County; a photo album of the early 1900s from a Brighton Family (there is a stipulation to find the family by the end of the year); 1886 Church items; 1940 Photo of Archdiocese; and Last Squad photos. The cataloging needs to be done before the end of the year for the State Repository. There are 723 items that need to be cataloged and imaged and 107 have been completed which is about 15%.

Exhibits – The items currently on display are: “Preserving Historic Splendid Valley” and “A Reserve of Public Service: The History of Brighton's Armory”.

Oral Histories – Fudge Tashiro update – her health is failing and Bri is working with and trying to honor what her family wants along with photo copyrights. Commissioner Hodge suggested getting her Facebook posts for the last couple of years.

Researchers – Bri has had 7 requests that has required 14 hours.

StEPs – The next step that Bri is applying for is Mission, Vision and Governance. When it is complete, she will have the Commission review it which should be next month.

Visitors – Since June 21, there have been 114 visitors. Sixteen of the visitors have been in person and 98 have been virtual visits to the exhibits. The total for the year is 243 visitors with 21 in person and 222 virtual visits to the exhibits.

Volunteers – Currently Rich Knapfel is volunteering but there are three other interested parties.

Commissioner Hodge commented that he would like to do an oral history of Bud Scott who owned the Aichelman House.

## **Unfinished Business:**

### ***Update on the Historic Boundary Map***

Ms. Lane has been looking at the IGA's. The Municipal code would need to be amended. Ms. Prather just wanted clarification on what the Commission was looking at and planning to do from within the expanded boundary. Currently professional members can come from anywhere in the State while the regular members are limited to Brighton City limits. To go beyond the Brighton City limits boundary would be to expand the area in which Commission members could come from which may allow the Commission to get members from the Todd Creek area or other areas that are just outside of City limits. The Thornton growth area is west of Yosemite and the Commerce City growth area is to the south. If the area could just be expanded to the east of us and directly west of us would be helpful. To the north of Brighton is the Ft. Lupton and Lochbuie growth area. This would need to be moved forward to City Council and then the By-Laws would need to be amended if passed.

Commissioner Humbert made a motion to approve the boundary map to what is submitted there by amending the municipal code for membership for Historic Preservation boundary and forwarding to City Council. Second by Sage Naumann. Motion carries.

### ***2021 Budget Update***

The budget was included in the packet. The items purchased in June was the HPC pins to give out at the BBQ and other events and ink jet for the printer. This totaled \$272.01.

## **New Business:**

### ***Staff and Board Relationships – Holly Prather***

Ms. Prather stated that this item was requested by Commissioner Hodge. Ms. Prather stated that if a Commissioner were needing to have something done, they would need to make a request so that the project could be assigned to someone. The staff does not work for the Commission but requests can be made to Ms. Prather and then she will have to see how the project can be completed with current workloads.

### ***An Overview of Staff's Responsibilities – Holly Prather***

Ms. Lane is currently half Historic Preservation and half Planning. A pie chart was attached detailing her duties. Towards the end of the year, she will have more preservation projects.

Ms. Schreck is currently working on the StEPs for the State Repository and this will take 82% of her time this year. She also works with the volunteers, greets visitors and any other duties that may come along at the museum.

A request has been made to have an intern through the end of the year for a Museum Technician. The position was posted and closes on August 23<sup>rd</sup>.

Ms. Prather stated that she does not supervise Ms. Johnson but she helps with the agenda, finances, registrations, annual report and has helped with the Awards Luncheon and Gala in the past.

Ms. Prather stated that the Commissioners could do the oral histories. If Commissioners need help with the recordings, we would need to work something out. Ms. Schreck stated that the Commissioners have access to the oral histories that have been shared on the Google Drive. An audio kit could be made available and consent forms would need to be obtained from those who are giving the oral histories. Ms. Prather will have the City Attorney look at the consent form. Ms. Schreck will send out the information again for the oral histories. She stated that there is a progress form that states where in the process the oral histories are. Volunteers may be able to help with the edits. Ms. Schreck just needs to know what oral histories are being done so that there is a schedule. Ms. Prather will look into the processes more.

### ***Utilization of Donation Account – Holly Prather***

Currently there is \$18,755.93 in the donation account. The Commission needs to come up with ideas on how these funds can be used. Several ideas were introduced. This will be discussed further at the September meeting. Ms. Prather will also check with the City Attorney and Finance Director on what the funds could be used for.

### ***Sale of Books, Postcards, etc. – Holly Prather***

Ms. Prather stated that items are being sold at different price points and that set prices need to be established. Chair Dawson stated that while Ms. Schreck was gone that some of the items were sold at different price points than before. Ms. Prather stated that the Commission needs to set the prices going forward and that there needs to be procedures for the petty cash. Receipt books have been ordered so that anything that is sold must have a receipt. The Commission would like to liquidate some of the stock. The big books could be put in areas to be sold on consignment. The big book was published in 1987. It was easier to sell the book at a price point where people may have the cash like \$20. It was suggested to continue to sell the big Brighton book for \$20. The Brighton / Ft. Lupton Millennium book at \$20 also.

The Brighton Reflections book that has pictures of the paintings in the Heritage Room for \$5. The print of the Depot Poster for \$5. The notecards will be sold for \$5. The coloring books from the 125<sup>th</sup> Anniversary Celebration are free as well as the ornament. The Adams County Diamond Jubilee pin would be free. The 1886 Church Plates would be sold for \$20. The shirts are for the Commissioners to wear at events.

### ***2020 Budget Request***

Ms. Prather stated that the following Personnel, Purchased Services and Operating Service items have been budgeted for 2022. Temp Personnel at \$6,500; Professional / Contracted Services at \$12,200; Operating Supplies at \$9,201; Meetings & Professional Development - \$3,673; Filings / Recordings - \$50; and Miscellaneous - \$591. This is a total of \$32,215. This does not include Personnel and Benefits. Ms. Lane contacted consultants for surveys allowing for a 2% inflation rate and a 10% contingency that would be about \$58,865.73 to \$60,660.93 for reconnaissance and intensive level surveys. It is possible that a graduate student could help with the reconnaissance survey. There are a lot of options. The 2022 budget will be finalized in December. The survey area to be completed would probably be the Walnut Grove area.

### **Additional Comments:**

Chairman Dawson stated that Ms. Catherine Johnson would like to stay on the Commission and complete her term. Currently due to the stipulations, there is no way to have her communicating into the meetings. There is not an attendance policy and she is a professional member. Chair Dawson was asking for input from the Commissioners. Commissioner Hodge stated that he was fine with leaving her on as a Commissioner unless there was a policy that stated otherwise.

### **Adjournment:**

Motion to adjourn at 8:32 p.m. by Chair Dawson.

### **Announcements:**

CLG Training Webinars –

- Cell Towers – September 15, 2021 – 12:00 pm
- Conservation Easements – October 20, 2021 – 12:00 pm
- DIY Design Guidelines: Development and Implementation Lessons Learned – November 17, 2021 – 12:00 pm

Other Events –

- The Wall That Heals – September 2 – 5, 2021 – Carmichael Park
- PastForward Conference – Virtual – November 2 – 5, 2021
- Saving Places Conference – Sheraton Denver Downtown Hotel – February 7 – 8, 2022
- Online Conference – February 9, 2022
- Saving Places “On-the-Road: in San Luis, Colorado” – Summer 2022

### **Next Meeting:**

September 9, 2021

Submitted by,

Sheryl Johnson

# Brighton HPC Budget - 2021

Line Item	Name	Approved Budget	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Total Spent / Received	Total Remaining
<b>Revenue</b>												
Account #10-00-0000-02121												
	Beginning Balance (as of 1/01/2021)	\$18,516.93									\$18,516.93	\$18,516.93
	Fundraising Activities										\$0.00	\$0.00
	Book Sales										\$0.00	\$0.00
	Cash Donations						\$239.00			\$535.00	\$774.00	\$774.00
	Gala Donations (Income)										\$0.00	\$0.00
	Gala Expenses										\$0.00	\$0.00
	<b>Total (Revenue)</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$239.00	\$0.00	\$0.00	\$535.00	<b>\$19,290.93</b>	<b>\$19,290.93</b>
<b>Expenses</b>												
Operating Supplies Account # 10-21-4645-21000 \$9,263												
	<b>Total</b>	\$9,263		\$1,545.00	\$2,174.30			\$272.01	\$863.27		\$4,854.58	\$4,408.42
Professional Services Account # 10-21-4645-30000 - Grant #G102008 \$13,615												
	<b>Total</b>	\$13,615		\$5,984.00			\$2,986.00				\$8,970.00	\$4,645.00
Meetings & Professional Development Account # 10-21-4645-48000 \$2,673												
		\$2,673									\$0.00	\$2,673.00
Filings and Recordings Account # 10-21-4645-55500 \$41												
		\$41									\$0.00	\$41.00
Miscellaneous Account # 10-21-4645-80000 \$250												
	<b>Total</b>	\$250									\$0.00	\$250.00
	<b>Total(Expenses)</b>		\$0.00	\$1,545.00	\$8,158.30	\$0.00	\$2,986.00	\$272.01	\$863.27	\$0.00	<b>\$13,824.58</b>	<b>\$12,017.42</b>
	<b>Total Funds Available</b>	\$25,842.00	\$25,842.00	\$24,297.00	\$16,138.70	\$16,138.70	\$13,152.70	\$12,880.69	\$12,017.42	\$12,017.42	\$12,017.42	