

**Minutes**  
**City and County of Broomfield**  
**Historic Landmark Board**  
**Meeting: February 21, 2013 - 6:30 p.m.**

**Board members present:** Michelle Pearson, Cynthia Neib, Kevin Skattum, Shirley Orr, John Geier, Lisa Phillips

**City staff present:** Jennifer Hoffman

**Guest:** Jacqui Ainlay-Conley, Broomfield Depot Museum Administrator

**Board members absent:** Renee Kozisek Sereff

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**1. Call to order**

Jennifer called the meeting to order at 6:45 (after members had an opportunity to help themselves to Subway sandwiches) with a general announcement that Renee was unable to make the meeting due to a family emergency.

**2. January 2013 Minutes**

Before the last meeting's minutes were approved, there was one correction (Michelle): A CGL meeting in Aurora did not take place. Kevin motioned to approve the January minutes with the one correction, and Michelle seconded. Minutes approved.

**3. The LMB discussed the following items on tonight's Agenda:**

- **Letter of Support for Depot Museum Grant Application**

Jacqui Ainlay-Conley, Museum Administrator, provided a general update to the Broomfield Depot Museum. In addition to having a consistent and dedicated group of 8 volunteers (including an intern) who work on the collection and giving tours to the public, their 501c3 designation is "being reinvigorated" and a committee has been formed. The 501c3 is "city run and city owned". LMB board member, Kevin Skattum, sits on the Museum's 501c3 committee.

Depot Museum hours are Saturdays from noon to 3. While the collection is closed, work continues to be done to process items that relate only to the mission of the Museum itself. Jacqui will inform the community on the Museum's policy regarding donations.

Jacqui noted that while policies are being developed for the Museum and its collection, a "construction phase" is underway. The Museum property had undergone a soils analysis. Jacqui is waiting for the resulting report (of 2-3 borings) so that

further recommendations from the engineers and architects (who had concerns about building movement) can be made. The City and County set aside \$200,000 for a Capital Improvement Program (CIP) project which includes this foundation work to the building.

In addition, Slaterpaul Architects is finalizing its draft of the Historic Structures Assessment (for the depot). Jacqui will keep the board apprised of all progress.

Jacqui announced plans to write grants for funds to repair windows, doors, and siding to the Museum building. One will be the State Historic Fund grant (due April 1<sup>st</sup>). Jacqui will need letters of support from the community and re-assured the board she has plenty of support. There followed a brief discussion regarding the need for letters from people who use the building, who will not directly benefit from the project, and from volunteers or community members who support the Museum's vision. It was noted that no template letters will be accepted, and all letters will be needed by mid-March so that Jacqui can complete the Museum's grant application.

Finally, Jacqui distributed the following document: A "Historic and Architectural Survey & Designation Proposal" on behalf of the Broomfield Historic Landmark Board dated February 19, 2013. It is a 6-page document detailing the role of the Broomfield LMB. Although only a draft, Jacqui indicated a final "proposal" is being contemplated. Cynthia recommended the board discuss where the proposal fits in for the long term plan. Lisa will put it in the next meeting's agenda.

- **Welcome Dave Shinneman, Director of Planning & Development – his department will be taking over LMB staffing**

Jennifer announced that Dave was unable to make it to tonight's meeting due to a family emergency.

- **Update on the 2013 Saving Places Conference February 6-8<sup>th</sup> (Colorado Convention Center)**

John, Michelle, and Cynthia attended the conference and provided the following information to the LMB:

1. John attended SPC sessions. He briefly indicated potential grant sources that would fund historic "Main Street" missions such as Broomfield's First Filing.
2. Cynthia shared her knowledge of a \$5 million foundation grant that matches 1-2% of monies raised.

The board spent some time talking about its own mission with regard to the needs of the City. The discussion centered around educating the public on the following: Tax credits, state and district historic designations and Broomfield history. Michelle said the board could get help doing all of the above from volunteer student who belong to the Youth Summit. It was also mentioned that there's an Alliance for Preservation and a form the

LMB might consider reaching out to for technical assistance regarding Broomfield's First Filing (mid-century modern) development. Broomfield, it was noted, has a Civic Center Plan that was a plan to develop a "Main Street" feel. There was no further discussion.

While not on the agenda, Michelle updated the group on her students' activities and shared how they went about lobbying state legislators during the last session. Cynthia also mentioned that "Spirit of the American Dream", the documentary produced by Havey Productions in 2011 was "up for an Academy Award"....

- **Colorado Department of Transportation Determinations of Eligibility and Effect, 120<sup>th</sup> Avenue Connection**

Jennifer distributed a CDOT package including a cover letter dated February 1, 2013 regarding determinations of eligibility and effect for CDOT Project 1281-011 (the 120<sup>th</sup> Avenue connection). Since this was the first time the LMB saw this information, there was no opportunity to discuss CDOT's and FHWA's findings. However, this item will be put on the next meeting agenda by Lisa to find out whether Michelle talked to Jacqui about the possibility of obtaining railroad ties for the Depot Museum.

Lisa asked how CDOT handles local archeological (cultural) resources as earth-moving projects are underway such as the 120<sup>th</sup> Ave. connection. Jennifer explained briefly that CDOT is under obligation to stop all work until the matter can be assessed, but often it's "too late" to save anything that might have been of archeological (historical) importance because of the damage by heavy highway machinery or equipment.

Kevin asked about the old school building and its status. Rather than speculate for further discussion, this will be put on next month's agenda.

- **Discussion/brainstorming short-term & long-term goals**

Although there was little time to go in-depth into the following, the member briefly discussed:

1. Jennifer: Jacqui's February 19, 2013 LMB "Proposal" will need to be taken before City Council.
2. It's understood that LMB is an advisory board only. LMB cannot "designate" but works with City Council to provide direction.
3. Anything the LMB decides must connect to the City's comprehensive and master plan.
4. Kevin and Michelle suggested perhaps the LMB should change its name if it wants to function as a preservation and advisory board.

5. Jennifer suggested that the LMB have a two (2) year plan and timeline in mind; that we all understand what the LMB is and what its mission is; what the LMB has accomplished to date; and decide what a future plan for the LMB looks like (24-36 months). She said the LMB needs to decide what its priorities are and that she would send the LMB a council memo to help us understand how to present to Council. It was noted that Council needs 1 month advance notice. The goal is to have a LMB report to Council by June.

Before the meeting adjourned, members requested the following items to help organize thoughts for the strategy session: White board pens, flip chart, laptop, and a projector. Jennifer agreed the City would furnish all.

Next meeting: March 14, 6:00 p.m. It was also agreed the board would meet April 11<sup>th</sup>.

There being no further business, the meeting adjourned at 8:00 p.m.