



Town of Frederick Historic Preservation Committee Agenda

Town Hall, 401 Locust Street
Tuesday, March 10, 2026

2:30 PM

Call to Order – Roll Call

Approval of Agenda

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Historic Preservation Committee. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Consent Agenda

Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Historic Preservation Committee member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

- A. Feb. 10, 2026 Meeting Minutes -

Action Agenda

- B. Amendments to the Municipal Code and Land Use Code regarding the Historic Preservation Committee, Historic Landmarks and Historic Districts -
Brien Schumacher, Senior Planner
- C. Historic Preservation Plan -

Discussion Items

- D. Certified Local Government — Application process next steps -
- E. Fundraising for Historic Preservation Projects - Ideas and implementation -
- F. Museum — Open dates (First Friday each month) Committee scheduling -
- G. Museum - Open sign ideas and implementation -
- H. School Field Trips - Touring the Museum -

- I. Work Session Dates — Boxes in basement, cleaning & organizing museum, maps, involving schools, gathering community stories, and other ideas -
- J. Historic Preservation Committee and Planning webpages update ideas -
- K. Downtown Plan Update and Town Wellness Center House - 318 4th Street -

Commissioner Reports

Other Business

Adjournment



Town of Frederick Historic Preservation Committee Meeting Minutes February 10, 2026

Call to Order – Roll Call: At 2:34 PM, Vice Chair Simek called the meeting to order and requested a roll call. Present were Vice Chair Simek and Committee Members Cave, McDonald, and Grubb. Also present were Staff Liaison Brien Schumacher and Town Clerk Tricia David. Committee Member Cave exited the meeting at 3:38 PM.

Approval of Agenda: The agenda was approved as submitted.

Special Presentations:

Road Tax Update from the Town Manager: Town Manager Bryan Ostler presented and urged the Committee to reach out to the Town Clerk if they'd like to serve on the Transportation Task Force.

Public Comment: There was no one signed in for public comment.

Consent Agenda: A motion was made by Vice Chair Simek and seconded by Committee Member Grubb to approve the Consent Agenda, with a note that the minutes from January 13, 2026, reflect discussion under Other Business regarding repairing the porch light at the museum and obtaining an "Open" sign to help attract townspeople during museum open hours. It was also noted that since the January 13 meeting, the porch light has been repaired and is now operational. The motion passed unanimously.

January 13, 2026 Historic Preservation Committee Meeting Minutes:

Action Agenda:

Discussion Items:

Historic Preservation Plan: Mr. Schumacher reviewed the plan and asked the Committee to consider adopting it at the March 10th meeting so it may be forwarded to the Board of Trustees, furthering the goal of pursuing Certified Local Government status.

Historic Preservation Amendments to the Municipal Code and Land Use Code: Mr. Schumacher reminded the Committee that the Town is working on updates to the Land Use Code as well as incorporating updates into the Municipal Code. Updates will be discussed at the March 10th meeting.

Certified Local Government process steps: Mr. Schumacher indicated he would provide an update on Certified Local Government process steps at the March 10th meeting.

Commissioner Reports: Committee Member McDonald reported that the most recent museum open hours went well, with a steady flow of visitors. The Committee then discussed the possibility of installing a lighted sign.

Other Business: Other business included:

- Discussion of museum open days and hours, with a plan to review the schedule on a regular basis.
- The next museum open day is scheduled for March 6, 2026, to be hosted by

Committee Member Grubb and possibly Committee Member McDonald.

- Discussion of opportunities to expand the museum with the addition of audio and video attractions.

- Fundraising ideas presented by Vice Chair Simek.

- Discussion of the Committee's participation in other Town events; the Town Clerk's Office will provide a list of events to the Committee by the March 10 meeting.

- The next meeting will be held on March 10, 2026.

Adjournment: There being no further business of the Historic Preservation Committee, Vice Chair Simek adjourned the meeting at 4:31 PM.



Built On What Matters

TOWN OF FREDERICK

Historic Preservation Committee Staff Report

Pamela Smith, Chairperson
Jodie Simek, Vice Chairperson
Krista Barnhardt, Member
Thomas Cave, Member
Brian Grubb, Member
Juliana McDonald, Member
Nora Durkart, Youth Member
Eli Robbins, Youth Member

Amendments to the Municipal Code and Land Use Code regarding the Historic Preservation Committee, Historic Landmarks and Historic Districts

Agenda Date: Historic Preservation Committee March 10, 2026

Attachments:

1. Amendments to Article IX of Chapter 2 of the Frederick Municipal Code regarding the Historic Preservation Committee
2. Amendments to Article XI of Chapter 16 (Land Use Code) of the Frederick Municipal Code regarding Historic Landmarks and Historic Districts

Reviewed By: Brien Schumacher, HPC staff representative

Action Type

Legislative: Actions that relate to subjects of long term and general applicability, such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.

- 2.1 Create a funding strategy to facilitate the implementation of the Frederick Recreation Area Master Plan.
- 2.2 Continue implementing our retail attraction strategy to target regional and destination opportunities, traditional and non-traditional retailers, hospitality, and sit-down eating establishments.
- 2.3 Begin implementation of revitalization strategies for the downtown with "gazelle like" energy to include short-term, mid-term, and long-term projects.
- 2.4 Complete the Downtown Plan by mid 2025.
- 2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

This is a request to recommend that the Board of Trustees adopt amendments to the Municipal Code and Land Use Code regarding the Historic Preservation Committee, Historic Landmarks and Historic Districts.

Detail of Issue/Request:

As part of the Town update of the Land Use Code to the Frederick Municipal Code, the attached amendments to Article XI of Chapter 16 regarding Historic Landmarks and Historic Districts will help further community goals and objectives related to historic preservation in the Frederick Forward Comprehensive Plan adopted in 2024, as well as the draft Frederick Historic Preservation Plan.

Primary changes to Article XI include the following:

1. Adding a section that addresses the purpose and intent for historic preservation.
2. Adding a section that includes historic preservation related definitions.
3. Adding a section that addresses the Historic Preservation Committee roles and responsibilities.
4. Amending the procedures for designating historic landmarks and districts to include the Committee's role and clarify existing language.
5. Revising the eligibility and criteria for designation section to consolidate and clarify the language.
6. Amending the procedures for landmark and district alteration certificates to include the Committee's role and clarify existing language.
7. Revising the criteria for reviewing alteration certificates to clarify existing language.
8. Adding demolition criteria based on a recommendation from the State Historic Preservation Office.
9. Revising the exemption from alteration certificate requirements section to provide additional clarification on the process and criteria.
10. Adding a section that addresses property maintenance.
11. Adding a section that addresses unsafe or dangerous conditions.

12. Adding a section that addresses notification requirements for public hearings.
13. Revising the enforcement and penalties section to clarify existing language.

In addition, amendments are also proposed to Article IX of Chapter 2 of the Municipal Code to add a new section Division 4 that outlines the purpose, membership, meetings, roles and duties of the Historic Preservation Committee on pages 7-9 of the attachment.

The proposed amendments, as part of the larger update to the Land Use Code and the Municipal Code, are currently scheduled for review by the Planning Commission on February 19 and the Board of Trustees on April 1. The Historic Preservation Committee is requested to provide a recommendation on these historic preservation related amendments.

Updating the Land Use Code and the Municipal Code to include the Historic Preservation Committee and update the Historic Landmarks and Historic Districts procedures and criteria are a necessary part of an application to the State Historic Preservation Office for the Town to become a Certified Local Government (CLG). CLG status will help facilitate historic preservation efforts in Frederick and enable the Town to be eligible to apply for State Historic Fund and Certified Local Government grants.

Legal Comments:

The Town's Land Use Attorney will review the proposed amendments prior to review by the Board of Trustees.

Alternatives/Options

1. Recommend approval of the proposed amendments as proposed.
2. Recommend approval of the proposed amendments with revisions as recommended by the HPC.

Financial Considerations

Not Applicable.

Staff Recommendation

Staff recommend that the HPC recommend approval of the proposed amendments to the Municipal Code and Land Use Code regarding the Historic Preservation Committee, Historic Landmarks and Historic Districts.

Community Impact

The proposed amendments will benefit Frederick by facilitating application to the State of Colorado Historic Preservation Office as a Certified Local Government and allowing the Historic Preservation Committee to promote historic preservation in the community.

Article IX.

Commissions, Boards, and Committees

Sec. 2-9-10.

Creation, appointment, and termination.

(a) The Town Board, by resolution, may establish commissions, boards, and committees as the Town Board deems fit. Unless otherwise specified in the enacting resolution or this Article, appointments and removals shall be made by the Town Board according to the membership and terms determined by the Town Board in the enacting resolution. Upon its own determination or by recommendation of the Town Manager, the Town Board may dissolve commissions, boards, and committees by resolution.

(b) In recommending, selecting and appointing such members and alternates, the Town Board may in their reasonable discretion conduct such interviews and adopt such selection guidelines and procedures as are reasonably necessary or appropriate, so as to properly evaluate the qualifications of prospective candidates, and accomplish quality appointments.

(c) All members of commissions, boards, and committees (with the exception of staff appointments made by the Board of Trustees) shall serve without compensation. (Ord. 1376 §1, 2022)

Sec. 2-9-20.

Bylaws.

Commissions, boards, and committees shall create and recommend bylaws and subsequent amendments for approval by the Town Board after review by the Town Attorney. The Town Clerk shall retain a copy of each commission, board, or committee's bylaws and make them available for public inspection. (Ord. 1376 §1, 2022)

Sec. 2-9-30.**Ethics.**

- (a) Commission, board, and committee members shall not have any personal or property interest, or any other kind of interest which may conflict or interfere with, influence or be perceived by the public as influencing the member's conduct.
- (b) In the event a commission, board, or committee member may have a conflict of interest they shall recuse themselves from the matter or disclose the nature of the conflict, or potential conflict, on the record prior to proceeding on the matter.
- (c) If disclosed without recusal, the remaining members of the commission, board, or committee shall establish by a majority vote whether the interest does in fact constitute a conflict of interest. In deciding whether there is a conflict of interest, it shall consider, among other criteria, the following:
- (1) Whether the conflict of interest impedes independence of judgment;
 - (2) The effect of the member's participation on the public confidence in the integrity of the governing body;
 - (3) Whether the member's participation is likely to have any significant effect on the ultimate disposition of the matter; and
 - (4) The member's fiduciary obligations to the Town.
- (d) If the majority concludes that there is no conflict, then the member may perform the official act involved. However, the member shall state for the record the nature of the interest at the time of performing the act.
- (e) If the majority concludes there is a conflict, the member shall be disqualified from acting or voting on the matter or any related business. In addition, the disqualified member shall refrain from attempting to influence the decisions or voting on the matter, and refrain from participating in any manner in the deliberations. (Ord. 1376 §1, 2022)

Sec. 2-9-40.

Removal.

(a) Unless otherwise provided herein, commissions, boards, or committees shall determine, through their bylaws, the attendance requirements for the respective commission, board, or committee. Failure of any member to meet the attendance requirements shall be grounds for removal.

(b) Any commission, board, or committee member may be removed by a majority vote of the Town Board. (Ord. 1376 §1, 2022)

Division 1 Planning Commission**Sec. 2-9-110.****Appointment; authority.**

The Planning Commission is hereby authorized for appointment under Part 2, Article [23](#), Title [31](#), C.R.S., and shall operate in accordance with said statutes and with applicable provisions of this Code and ordinances of the Town. (Ord. 1376 §1, 2022)

Sec. 2-9-120.**Membership.**

(a) The Planning Commission shall consist of five (5) Town residents appointed by the Board of Trustees. The Mayor and members of the Board of Trustees shall not serve as members of the Planning Commission. Planning Commission members shall not serve on any other commission, board, or committee of the Town. The term of each member shall be three (3) years. Members shall be limited to two (2) consecutive terms, and shall be eligible for reappointment after a break of at least one (1) full term. Vacancies on the Planning Commission shall be filled by appointment by the Board of Trustees. Such appointments shall be for the remainder of the term vacated and shall not be calculated for purposes of term limits. The Planning Commission shall annually elect a chair and vice chair.

(b) There shall be appointed to the Planning Commission by the Board of Trustees additional citizen alternate members, to be designated as Alternate A, B and so forth.

(1) Alternates shall be designated by their seniority and serve as the voting alternate when a regular member is absent in order of their seniority. In no instance shall more than two

(2) alternates serve as a voting alternate on a decision before the Planning Commission.

(2) The alternate members may sit with the Commission in all meetings and public hearings and may participate in all discussions as though regular members.

(3) An alternate member will be seated as a voting member on the Commission in the absence of a regular member who is absent from the meeting for any reason.

(c) Three (3) consecutive unexcused absences from meetings by regular members or alternates will result in automatic removal from the commission. (Ord. 1376 §1, 2022)

Sec. 2-9-130.

Meetings.

The Planning Commission shall hold at least one (1) regular meeting per month. The Town Clerk or designee shall be appointed as Secretary to the Planning Commission who shall be responsible for taking minutes of all meetings, handling Commission correspondence, providing notice of meetings and other general staff support. The Secretary shall keep minutes and records of all meetings and file the same with the Town Clerk for inclusion in the Town's permanent records. (Ord. 1376 §1, 2022)

Sec. 2-9-140.

Comprehensive Plan; Three-Mile Plan.

The Planning Commission shall be charged with the responsibility of developing a Comprehensive Plan, by making careful and comprehensive surveys and studies of present conditions and future growth of the Town. The Plan shall be made with the general purpose of guiding and accomplishing a coordinated, controlled and harmonious development of the

Town. A component of the Plan shall be a Three-Mile Plan to be maintained and annually updated by the Planning Commission. (Ord. 1376 §1, 2022)

Sec. 2-9-150.

Final authority.

The Planning Commission shall act as an advisory counsel to the Board of Trustees, which Board of Trustees shall have final authority in the adoption of plans, legislation, zoning, subdivisions and related matters. (Ord. 1376 §1, 2022)

Division 2 Building Appeals Board

Sec. 2-9-200.

Purpose.

To hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Frederick Building Code as more fully set forth in Chapter [18](#), Article [I](#) of this Code. (Ord. 1376 §1, 2022)

Sec. 2-9-210.

Membership.

The Building Appeals Board shall be comprised of at least one (1) member of the Board of Trustees and two (2) members of the community appointed by the Board of Trustees. Community members that are appointed shall not serve on any other commission, board, or committee of the Town and shall be appointed for three (3) year terms, with no term limits. The Building Appeals Board shall render all decisions and findings in writing to the appellant, with a duplicate copy to the Building Official. (Ord. 1376 §1, 2022)

Sec. 2-9-220.**Appeals.**

(a) Any person or persons, firm or corporation, jointly or severally, who wishes to appeal a determination made by the Building Official shall file an application with the Town Manager or designee. The appeal application shall be filed within twenty (20) days after the notice or order was served on a form obtained from the Building Official.

(b) An appeal from an action, decision, ruling, judgment, or order of the Building Board of Appeals may be made by any person or persons, firm or corporation, jointly or severally, who have been aggrieved thereby to the District Court, as provided for by Colorado Statutes. (Ord. 1376 §1, 2022)

Division 3 Commissions

Sec. 2-9-300.**Purpose.**

To act in an advisory capacity to the Board of Trustees on regular ongoing matters of public interest as determined by the Board of Trustees. (Ord. 1376 §1, 2022)

Sec. 2-9-310.**Membership.**

(a) Unless provided by the Town Board in the enacting resolution, commissions shall consist of:

- (1) Seven (7) voting members who are residents of the Town of Frederick;
- (2) A Town Board Trustee to serve as a nonvoting liaison to the commission;

- (3) A staff representative to serve as a nonvoting liaison to the commission, who may also serve as secretary to the commission. (Ord. 1376 §1, 2022)

Sec. 2-9-320.

Terms.

Commissioners shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the membership being renewed at one (1) time. There will be no limit to the number of terms a commissioner may serve. Commissioners appointed due to a resignation shall fulfill the term of the seat to which they are appointed. (Ord. 1376 §1, 2022)

Division 4 Historic Preservation Committee

Sec. 2-9-400.

Purpose.

The Historic Preservation Committee shall act in an advisory capacity to the Board of Trustees on matters related to historic preservation.

Sec. 2-9-410.

Membership.

- (a) The Historic Preservation Committee (Committee) shall consist of seven (7) Town residents appointed by the Board of Trustees. The Mayor and members of the Board of Trustees shall not serve as members of the Committee. Committee members shall not serve on any other commission, board, or committee of the Town.

(b) The term of each member shall be three (3) years. Members shall be limited to two (2) consecutive terms and shall be eligible for reappointment after a break of at least one (1) full term.

(c) Vacancies on the Committee shall be filled by appointment by the Board of Trustees. Such appointments shall be for the remainder of the term vacated and shall not be calculated for purposes of term limits.

(e) **Qualifications.**

Committee members shall include the following qualifications, unless the Board of Trustees determines that an alternative mix of appointees can meet the purpose, roles and duties of the Committee.

(1) All members shall have demonstrated interest in, competence with, or knowledge of historic preservation.

(2) At least 40 percent of the members shall be professionals or shall have extensive expertise in a preservation-related discipline, including but not limited to history, architecture, landscape architecture, American studies, American civilization, cultural geography, cultural anthropology, planning, or archaeology, or related fields such as construction/trades, law, engineering, planning and real estate.

Sec. 2-9-420.

Meetings.

(a) The Historic Preservation Committee shall hold at least _____ or more frequently as needed, unless a meeting is not possible due to a lack of quorum, lack of agenda items, or other reason as determined by the Director.

- (b) The Committee shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record.
- (c) The Town Clerk or designee shall be appointed as Secretary to the Committee who shall be responsible for taking minutes of all meetings, handling Committee correspondence, providing notice of meetings and other general staff support.
- (d) The procedures followed by the Committee shall be set forth in the official bylaws adopted by the Committee.

Sec. 2-9-430.

Roles and Duties.

The Historic Preservation Committee shall act as an advisory committee to the Board of Trustees, which Board of Trustees shall have final authority in the adoption of historic preservation plans and legislation, designation of historic landmarks and historic districts and alteration certificates according to Article 11 of the Land Use Code, and related historic preservation matters. Additional roles and duties shall be included in the Committee bylaws and the Historic Preservation Plan

Division 5 Other Committees

Sec. 2-9-500.

Purpose.

To act in an advisory capacity to Town staff on regular ongoing matters of public interest or event planning as determined by the Town Board. (Ord. 1376 §1, 2022)

Sec. 2-9-510.

Membership.

(a) Unless provided by the Town Board in the enacting resolution, commissions shall consist of:

- (1) Seven (7) voting members who are residents of the Town of Frederick;
- (2) A Town Board Trustee to serve as a nonvoting liaison to the committee;
- (3) A staff representative to serve as a nonvoting liaison to the committee, who may also serve as secretary to the committee.
- (4) With the exception of the Trustee liaison, members shall be appointed by the staff representative, subject to removal by the staff representative or the Board of Trustees as contemplated by Section [2-9-40\(b\)](#) of this Code. (Ord. 1376 §1, 2022)

Sec. 2-9-520.

Terms.

Committee members shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the membership being renewed at one (1) time. There will be no limit to the number of terms a committee member may serve. Committee members appointed due to a resignation shall fulfill the term of the seat to which they are appointed. (Ord. 1376 §1, 2022)

Division 6 Scholarship Committee

Sec. 2-9-600.

Purpose.

(a) The Board of Trustees hereby establishes a Scholarship Committee to provide annual recommendations to the Board of Trustees in the administration of a scholarship program for residents of Frederick who have graduated from:

- (1) A St. Vrain Valley School District high school.
- (2) An accredited high school in Colorado.
- (3) An accredited home school program.
- (4) A high school that is part of the Frederick feeder system.

(b) The Board of Trustees shall, from time to time, adopt by resolution the scholarship eligibility requirements, award amounts, and conditions for the awarding of scholarships. (Ord. 1376 §1, 2022)

Sec. 2-9-610.

Membership.

The Scholarship Committee shall consist of the Mayor, and additional community members as determined by the Mayor. The Town Clerk or designee shall act as the secretary to the committee and may, at the discretion of the Mayor, be a voting member of the committee. There shall be an odd number of members and all members shall have equal voting rights. In the event that a child of one (1) of the committee members is a scholarship applicant, that member shall be replaced for that application period. (Ord. 1376 §1, 2022)

Sec. 2-9-620.

Terms.

Committee members shall serve one (1) year terms at the discretion of the Mayor. There will be no limit to the number of terms a committee member may serve. (Ord. 1376 §1, 2022)

Sec. 2-9-630.

Payment and source of funds.

- (a) Payment of scholarship awards will be made directly to the school, college or university annually.
- (b) The scholarship program shall be funded from interest earned annually from the Oil Royalty Trust Fund pursuant to Section [4-59](#) of this Code. (Ord. 1376 §1, 2022)

Division 7 Arts Committee

Sec. 2-9-700.

Purpose.

To advise and provide recommendations to the Board of Trustees on acquisitions of works of public art and their placement, presentation, or facilitation within the Town and administer the Art in Public Places Program in accordance with Chapter [3](#) Article [I](#) of this Code. (Ord. 1376 §1, 2022; Ord. 1403 §1, 2025)

Sec. 2-9-710.

Membership.

Members of the Arts Committee shall be appointed by the Board of Trustees and shall consist of:

- (a) Seven (7) voting members who are residents of the Town of Frederick;
- (b) A Town Board Trustee to serve as a nonvoting liaison to the committee;
- (c) The Town Clerk or designee to serve as a nonvoting liaison to the committee, who also serves as secretary to the commission. (Ord. 1376 §1, 2022)

Sec. 2-9-720.

Terms.

Committee members shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the membership being renewed at one (1) time. There will be no limit to the number of terms a committee member may serve. Committee members appointed due to a resignation shall fulfill the term of the seat to which they are appointed. (Ord. 1376 §1, 2022)

Division 8 Ad Hoc Committees

Sec. 2-9-800.

Purpose.

To act in an advisory capacity to the Mayor, Town Board, and/or Town staff on specific matters of public interest as determined by the Mayor or Town Board. (Ord. 1376 §1, 2022)

Sec. 2-9-810.

Membership.

(a) Unless provided by the Town Board in the enacting resolution, ad hoc committees shall consist of:

- (1) Members designated by the Mayor;
- (2) The Mayor, or Trustee selected by the Mayor, to serve as a liaison to the committee;
- (3) Staff representative(s) to serve in an advisory capacity to the committee, who may also serve as secretary to the committee. (Ord. 1376 §1, 2022)

Sec. 2-9-820.

Terms.

Ad hoc committee members shall serve for the duration of the specific need or project. Additional ad hoc committee members may be appointed due to resignation, vacancy, or need as determined by the Mayor. (Ord. 1376 §1, 2022)

Sec. 2-9-830.

Bylaws.

Unless provided by the Town Board in the enacting resolution, ad hoc committees shall not be required to create or maintain bylaws. (Ord. 1376 §1, 2022)

The Frederick Municipal Code is current through Ordinance 1405, passed June 10, 2025.

Disclaimer: The Town Clerk's Office has the official version of the Frederick Municipal Code. Users should contact the Town Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[Town Website: www.frederickco.gov](http://www.frederickco.gov)

[Town Telephone: \(720\) 382-5500](tel:(720)382-5500)

[Hosted by General Code.](#)

Article XI.

Historic Landmarks and Historic Districts

Sec. 16-11-10. Purpose and Intent

- A. Purpose. The purpose of this Article is to enhance our community's historic and architectural resources and to promote the public health, safety, and welfare through:
1. The protection and preservation of the Town's architecture, culture, and heritage as embodied in historic landmarks and historic districts, by appropriate regulations and incentives;
 2. The enhancement of property values and the stabilization of historic neighborhoods;
 3. The establishment of the Town's historic register listing historic landmarks and historic districts;
 4. The cultivation of civic pride in the art, architecture, and accomplishments of the past;
 5. The encouragement of continued private ownership and utilization of such historic landmarks or historic districts;
 6. The promotion of thoughtful community planning and design;
 7. The maintenance and improvement of economic and financial benefits through the protection of attractions that bring tourists and visitors to the Town; and
 8. The provision of educational opportunities to increase public appreciation of the Town's unique heritage.
- B. Intent. This Article is intended to create a reasonable balance between private property rights and the public interest in preserving the Town's unique historic
-

character through the nomination of buildings, structures, sites, objects, and districts for preservation.

Sec. 16-11-20. Definitions

For purposes of this Article, the following terms are to be defined as follows:

Alteration or Alter – Any act or process that changes one (1) or more of the exterior architectural or landscape features of a building, structure, site, object, or district.

Alternation Certificate – Certificate issued by the Committee authorizing any proposed repair, restoration, alteration, construction, relocation, or demolition of a historic landmark or property within a historic district pursuant to this Article.

Alteration Certificate Exemption – An exemption issued by the Board of Trustees authorizing the repair, restoration, alteration, construction, relocation, or demolition of a designated landmark, or building, structure, object, site, or element within a designated historic district in accordance with the provisions of this Article even though an alternation certificate was previously denied.

Applicant – Person or persons applying under this Article.

Board of Trustees – The Board of the Town.

Building – A shelter or enclosure constructed for persons, animals, or personal property.

Building code – The building code adopted by the Town.

Building official – The officer or other designated authority charged with the administration and enforcement of the building code, or that person's authorized representative.

Code – The Town Land Use Code and/or Municipal Code.

Colorado State Register of Historic Properties – The official listing of state designated cultural resources.

Committee – The Historic Preservation Committee established pursuant to Division 4, Article IX of Chapter 2 of the Frederick Municipal Code.

Compatible or Compatibility – Consistent or harmonious with location, design, setting,

materials, workmanship, feeling, or association of an individual building, structure, object, or site or of surrounding properties.

Construction or Construct – Act of erecting an addition to an existing building, structure, or object or the erection of a new principal or accessory building, structure, or object on a lot or property.

Contributing Property – A building, structure, site, or object that reflects the historic or architectural character within a Historic District.

Demolition or Demolish – Any act or process that destroys in part or in whole a building, structure, object, or site.

Design Guidelines – A standard of appropriate activity that will preserve the historic and architectural character of a historic landmark or historic district.

Historic District – A group of buildings, structures, sites, or objects with historic significance which is designated by the Board of Trustees pursuant to this Article.

Historic Property – A building, structure, site, or object with historic significance which is designated by the Board of Trustees pursuant to this Article.

Historic Significance – The meaning or value ascribed to a building, structure, object, site, or district based on criteria for evaluation as defined by this Article.

Infill – Construction on vacant or under-used parcels within existing areas that are largely developed.

Integrity – The ability of a property to convey its historic significance through its physical features.

Inventory – Catalog of buildings, structures, objects, and sites within the Town, listed, eligible for listing, or non-eligible for listing in the Town's Historic Register.

Maintenance – All activities necessary to prolong the useful life and aesthetic appearance of a property.

National Register of Historic Places – The list of significant buildings, structures, sites, objects, or districts in American history, architecture, archaeology, engineering, or culture maintained by the U.S. Secretary of the Interior.

Non-Contributing Property – A building, structure, object, or site that does not reflect the historic or architectural character within a historic district because of age or lack of

Integrity.

Object – A material item of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Owner – The person, corporation, government, or other legal entity who owns or who has any legal or equitable interest in property and who is so listed as owner on the records of the Weld County Assessor's Office.

Period of Significance – Span of time during which significant events and activities occurred.

Property – A building, structure, site, or object.

Relocation or Relocate – Moving a building, structure, or object to a different location, either temporarily or permanently.

Secretary – The secretary of the Committee.

Secretary of the Interior's Standards for the Treatment of Historic Properties – The preservation, rehabilitation, restoration, and reconstruction standards adopted by the U.S. Department of the Interior.

Section 106 Review – Process required of federal agencies under 54 U.S.C. 306108 to consult local governments and other parties in consideration of the effects of projects carried out, permitted, licensed, or funded by that agency on properties listed in the National Register of Historic Places.

Site – Location of a significant event; a prehistoric or historic occupation or activity; or a building, structure, or object, whether standing or vanished, where the location itself maintains historic or archaeological value regardless of the value of any existing building, structure, or object.

Structure – A construction for purposes other than shelter for humans, animals, or personal property (such as a road, bridge, canal, fence).

Town – Town of Frederick, Colorado.

Town's Historic Register – The register of historic landmarks and historic districts established pursuant to this Article.

Sec. 16-11-30. Historic Preservation Committee

Persuant to Division 4, Article IX of Chapter 2 of the Municipal Code, the Historic Preservation Committee acts in an advisory capacity to the Board of Trustees on matters related to historic preservation, including but not limited to procedures outlined in this Article, maintaining an inventory of buildings, structures, objects, and sites within the Town and the Town's Historic Register, Section 106 reviews, and other roles and duties outlined in the municipal code, Committee bylaws, or the Historic Preservation Plan.

Sec. 16-11-40 Designation of historic landmarks and historic districts.

- A. Pursuant to the procedures and criteria set forth in this Article, the Board of Trustees may, by adopting an ordinance after a recommendation by the Historic Preservation Committee, make the following designations of historic landmarks and historic districts:
 - 1. Designate as a historic landmark an individual building, structure, site, or object or an integrated group of buildings, structures, and objects on a single lot or site having a special historical, architectural or archaeological value, and designate a landmark site for each landmark; and/or
 - 2. Designate as a historic district an area containing a grouping of contributing structures on separate lots or parcels having special historical, architectural, or archaeological value.
 - B. Each such designating ordinance shall include a description of the characteristics of the historic landmark or historic district which justify its designation and a description of the specific features that should be preserved and shall include a legal description of the location and boundaries of the landmark site or historic district.
 - C. The property included in any such designation is subject to the procedures and requirements of this Article.
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Sec. 16-11-50. Procedures for designating historic landmarks and historic districts.

An application for designation of a historic landmark may be made by a property owner, any member of the Historic Preservation Committee or Board of Trustees or by any Frederick resident by filing an application with the Town. Applications for designation of historic districts may be made by a group of property owners, any member of the Historic Preservation Committee or Board of Trustees, or by any Frederick resident, but such application will not be considered unless the application contains written approval or no objection from sixty (60) percent of the property owners within the district boundaries. For applications not submitted by the property owner(s), the Town Clerk, or designee, shall contact the owner(s) of the proposed historic landmark or properties within a proposed historic district, to discuss the proposed application and potential benefits and consequences of designation before the application is accepted for review. A complete application shall be determined by the Committee staff representative consistent with the historic preservation submittal requirements.

A. Review with owner's consent.

1. The Historic Preservation Committee shall hold a public hearing on any proposal on the next available agenda after the filing of a complete application for designation. The Committee shall review the application for conformance with the designation criteria and shall provide a recommendation to the Board of Trustees.
2. After the conclusion of the Historic Preservation Committee public hearing and recommendation, the Board of Trustees shall hold a public hearing on the proposal on the next available agenda, shall review the application for conformance with the designation criteria, and shall either approve, modify and approve or disapprove the designation by ordinance.

B. Review without owner's consent.

1. If the owner of the property or properties nominated for designation does not consent to the review, the Historic Preservation Committee shall hold a public hearing on the proposal on the next available agenda after the filing of a complete application for designation.
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- 2.
3. The Historic Preservation Committee shall review the application for conformance with the designation criteria and provide a recommendation to the Board of Trustees.
4. After the conclusion of the Historic Preservation Committee public hearing and recommendation, the Board of Trustees shall hold a public hearing on the proposal on the next available agenda, shall review the application for conformance with the designation criteria, and shall either approve, modify and approve or disapprove the designation by ordinance.
5. Designation without property owner consent shall require an affirmative vote of three-quarters (3/4) of the sitting members of the Board of Trustees.

Sec. 16-11-60. Eligibility and criteria for designation.

A. Eligibility Criteria

1. Properties or districts shall be at least fifty years old and meet one or more of the following criteria in order to be considered for designation:
 - a. Association with events that have made a significant contribution to history.
 - (1) Is a site of a historic event that had an effect upon society; or
 - (2) Exemplifies cultural, political, economic, or ethnic heritage of the Town.
 - b. Connection with persons significant in history.
 - c. Distinctive characteristics of a type, period, method of construction, or artisan.
 - (1) Exemplifies specific elements of an architectural style or period;

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- (2) Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
 - (3) Demonstrates superior craftsmanship or high artistic value;
 - (4) Represents a style that is particular to the Town;
 - (5) Represents an innovation in construction, materials, or design; or
 - (6) Represents a built environment of a group of people in an era of history.
 - d. Geographic importance.
 - (1) Enhances the sense of identity of the Town or community;
 - (2) Is an established and familiar natural setting or visual feature of the Town or community.
 - e. Possibility to yield important information related to prehistory or history.
 - (1) Addresses research questions or fills recognized data gaps;
 - (2) Embodies construction, development, or design adaptations; or
 - (3) Informs on the development of engineering systems.
 - 2. A property or district may be exempted from the age standard if the Board of Trustees finds it to be exceptionally important in other criteria.

B. Integrity Criteria

All properties and districts shall be evaluated for their physical integrity using the following criteria:

- 1. Location - the place where the property was constructed or the place where the historic event occurred.
 - 2. Design - the combination of elements that create the form, plan, space, structure, and style of a property.
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3. Setting -the physical environment of a property.
4. Materials - the physical elements that were combined or deposited during a particular period and in a particular pattern or configuration to form a property.
5. Workmanship - the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
6. Feeling - a property's expression of the aesthetic or historic sense of a particular period.
7. Association - the direct link between an important historic event or person and property.

C. Historic Districts

1. A historic district is a geographically definable area including a concentration, linkage, or continuity of properties within a specified period of significance and may include within its geographic boundaries one or more contributing properties, which has been designated by the Board of Trustees pursuant to this Article.
2. A historic district is related by a pattern of either physical elements or social activities. Historic significance is determined by applying eligibility and Integrity criteria to the pattern(s) and unifying element(s).
3. Historic district boundaries will be defined by visual changes, historical documentation of different associations or patterns of development, or evidence of changes in property type, density, or Integrity.
4. Properties that do not contribute to the historic significance of the historic district may be included within its boundaries.

Sec. 16-11-70. Revocation of designation.

- A. If a building or special feature on a designated historic landmark site was lawfully removed or demolished in whole, the owner may apply to the Board of Trustees for a revocation of the designation.
- B. The process for revoking a historic landmark designation shall be the same as the original designation.
- C. The Board of Trustees shall revoke a historic landmark designation upon determination that, without the demolished building or feature, the site no longer meets the purposes and standards for designation.

Sec. 16-11-80. Amendment of designation.

- A. Designation of a historic landmark or historic district may be amended to add features or property to the historic landmark site or historic district.
- B. The process for amending a designated landmark or historic district shall be the same as the original designation.
- C. Whenever a designation has been amended, the Town shall promptly notify the owners of the property included therein and shall record a copy of the amending ordinance with the County Clerk and Recorder.

Sec. 16-11-90. Landmark or historic district alteration certificate required.

- A. No person shall carry out or permit to be carried out on a designated landmark site or in a designated historic district any new construction, alteration, removal or demolition of a landmark building or structure, other designated feature, or contributing property within a historic district without first obtaining an alteration certificate for the proposed
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work under this Article, as well as any other permits required by this Code or the Municipal Code.

- B. The Town shall maintain a Historic Register of all designated historic landmarks, historic districts and pending designations. If the Town receives an application for a permit to carry out any new construction, alteration, removal or demolition of a building or other designated feature on a landmark site, in an historic district or in an area for which designation proceedings are pending, the permit application shall be promptly forwarded to the Historic Preservation Committee staff representative.

Sec. 16-11-100. Construction on proposed landmark sites or in proposed districts.

- A. No person shall receive a permit to construct, alter, remove or demolish any structure or other feature on a proposed landmark site or in a proposed historic district after the date a nomination and application have been filed to initiate the designation of such landmark site or district, until a final decision has been made on the designation application.
- B. If the designation is approved, a landmark or historic district alteration certificate shall be approved prior to receiving a permit.

Sec. 16-11-110. Historic landmark or historic district alteration application and review.

- A. An owner of property designated as a landmark or contributing property located in an historic district may apply for a landmark alteration certificate, including all information necessary to consider the application, including without limitation narratives, plans and specifications describing and showing the existing and proposed exterior appearance, with texture, materials and architectural design and detail. A complete application shall be determined by the Committee staff representative consistent with the historic preservation submittal requirements.

- B. Unless the Committee chair and Committee staff representative determine that a proposed alteration is minor and can be reviewed and approved administratively by the Committee staff representative consistent with the alteration criteria, the Historic Preservation Committee shall hold a public hearing on any proposal on the next available agenda after the filing of a complete application. The Committee shall review the application for conformance with the established alteration criteria and shall provide a recommendation to the Board of Trustees.
- C. After the conclusion of the Historic Preservation Committee public hearing and recommendation, the Board of Trustees shall hold a public hearing on the proposal on the next available agenda, shall review the application for conformance with the alteration criteria, and shall either approve, modify and approve or disapprove the alteration.

Sec. 16-11-120. Criteria for review of alteration certificate.

- A. An alteration certificate shall be issued for any proposed work on a designated historic landmark site or contributing property within a historic district only if the proposed alteration will not detrimentally alter, destroy or adversely affect any architectural or other significant feature which contributes to the original historical designation. The proposed alteration must be visually compatible with the designated historic landmark in terms of design, finish, material, scale, mass and height. When the subject site is within a historic district, the proposed alteration shall be visually compatible with the development on adjacent properties within the historic district.
- B. The following criteria shall be used to determine compatibility:
 - 1. The effect upon the general historical and architectural character of the structure and property.
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures.
 - 3. The proposal is consistent with design guidelines applicable to the historic landmark or historic district.

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4. The size of the structure, its setbacks, its site, location and the appropriateness thereof when compared to existing structures and the site.
 5. The compatibility of accessory structures and fences with the main structure on the site and with other structures.
 6. The effects of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.
 7. The condition of existing improvements and whether they are a hazard to public health and safety.
 8. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property.
 9. Compliance with the following Secretary of the Interior's Standards for the treatment of historic properties:
 - a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 - c. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
 - d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 - e. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
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- f. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. To protect the historic integrity of the property and its environment, the new work shall be differentiated from the old and shall be compatible with the massing, size scale and architectural features.
- j. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Sec. 16-11-130. Relocation criteria.

The following criteria shall be used in considering alteration certificate applications for relocating a landmark, a structure on an historic site, a contributing building or structure within an historic district, a structure onto a landmark site, or a building or structure to property in an historic district:

- A. For consideration of the original site, all of the following criteria shall be considered:

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1. Documentation showing that the structure cannot be rehabilitated or reused on its original site to provide for any reasonable beneficial use of the property;
 2. The contribution the structure makes to its present setting;
 3. Whether plans are specifically defined for the site to be vacated and have been approved by the Town staff;
 4. If the structure can be moved without significant damage to its physical integrity and the applicant can show that the relocation activity is the best preservation method for the character and integrity of the structure;
 5. Whether the structure has been demonstrated to be capable of withstanding the physical impacts of the relocation and re-siting; and
 6. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the structure proposed for relocation.
- B. For consideration of the new location, all of the following criteria shall be considered:
1. Whether the building or structure is compatible with its proposed site and adjacent properties, and if the receiving site is compatible in nature with the structure proposed to be moved;
 2. The structure's architectural integrity and its consistency with the character of the neighborhood;
 3. Whether the relocation of the historic structure would diminish the integrity or character of the neighborhood of the receiving site; and
 4. If a relocation plan has been submitted and approved by the Town staff, including posting a bond, to ensure the safe relocation, preservation and repair (if required) of the structure, site preparation and infrastructure connections as described in this Code.
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Sec. 16-11-140. Demolition criteria.**A. General**

1. In addition to the criteria and procedures in Section 11.10, the criteria of this section shall be used in considering applications for demolition of historic landmarks and contributing properties in a historic district.
2. Applicants for demolition shall provide:
 - a. A professionally prepared estimate of costs of continued maintenance of the property in its current condition, of rehabilitation, and of demolition;
 - b. An engineer's or architect's report as to structural soundness; and
 - c. Professionally prepared estimates of the property's market value in its current condition, as rehabbed, and after demolition.
3. If a demolition approval is granted on any basis other than that of an imminent hazard or economic hardship, an alteration certificate will not be issued until a replacement/reuse plan for the property has been approved by the Town.

B. Review criteria for total demolition. Applicants requesting an alteration certificate for total demolition must provide data to clearly demonstrate all the following criteria:

1. The property proposed for demolition is not structurally sound, despite evidence of the owner's efforts to properly maintain the building, structure, or feature;
2. The property cannot be preserved, restored, rehabbed, or reused on site to provide for any reasonable, beneficial use of the property regardless of any proposed development plan for the property's site or adjacent properties;

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3. The building, structure or feature cannot be practically moved to another site in the Town; and
 4. The applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - a. Any impacts that occur to the visual character of the neighborhood where demolition is proposed to occur;
 - b. Any impact on the historic significance of the buildings, structures, or features located on the property and adjacent properties;
 - c. Any impact to the integrity of buildings, structures, or features located on the property and adjacent properties; and
 - d. Any impact to archaeological deposits or ruins or the potential to access such resources and whether information can be recovered as part of the demolition process.
- C. Review criteria for partial demolition. Applicants requesting an alteration certificate for partial demolition must provide data to clearly demonstrate all of the following criteria:
1. The partial demolition is required for the preservation, restoration, or rehabilitation of the property; and
 2. The applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - a. Any impact on the historic significance of the buildings, structures, or features located on the property and adjacent properties; and
 - b. Any impact on the integrity of the buildings, structures, or features located on the property and adjacent properties.
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Sec. 16-11-150. Exemptions from alteration certificate requirements.**A. General**

1. If an application for an alteration certificate is denied, the applicant may request an exemption from such certificate requirement pursuant to this section.
2. A request for exemption shall be initiated by the owner(s) with a complete application.
3. Exemption applications shall follow the same review steps as an alteration certificate.
4. The applicant shall have the burden of proof to establish hardship.
5. The Town may request additional information from the applicant as necessary to make informed decisions according to the applicable criteria for decision-making.
6. Alteration certificate exemptions are granted only to the specific owner and are not transferable.

B. Criteria for Exemption

1. Economic Hardship
 - a. The Town may solicit expert testimony and require that the applicant make submissions concerning any or all of the following information before it makes a determination:
 - (1) Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would be incurred to comply with the conditions of approval.
 - (2) A report from a licensed engineer or architect with experience in rehabilitation of historic properties as to the structural soundness of any buildings, structures, or features on the property and their suitability for rehabilitation.

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- (3) In the case of a proposed alteration, the cost of the project proposed by the applicant compared with the changes required by the Town.
 - (4) In the case of a proposed demolition, the estimated market value of the property in its current condition, after rehabilitation, and after demolition shall be compared, in addition to actual project costs.
 - (5) Amount paid for the property, the date of purchase or acquisition, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased.
 - (6) All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
 - (7) Any listing of the property for sale or rent, price asked, and any written offers received within the previous two (2) years.
 - (8) The actual or market value of the land and improvements thereon according to the most recent assessment.
 - (9) Real estate taxes for the previous two (2) years.
 - (10) Any proposal for a replacement building, structure, or feature for the property and financial proof of the ability to complete the replacement project.
 - (11) For income producing property, the annual gross income from the property for the previous two (2) years and itemized operating and maintenance expenses for the previous two (2) years.

b. The following factors, evidence, and testimony are to be considered:

- (1) The structural soundness of any buildings or structures on the property and their potential for rehabilitation.

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- (2) The economic feasibility of rehabilitation or reuse of the existing property in the case of a proposed demolition.
 - (3) For investment or income producing properties, the ability to obtain a reasonable rate of return on the property in its present condition, or in a rehabbed condition pursuant to the requirements of this Article.
 - (4) For non-income producing properties consisting of owner-occupied single-family dwellings and/or non-income producing institutional properties not solely operating for profit, the ability to maintain or to convert the property to a reasonable residential or institutional use in its present condition or in a rehabbed condition pursuant to the requirements of this Article or the ability to transfer the property for a reasonable rate of return.
 - (5) The consideration for economic hardship shall not include any of the following:
 - (a) Willful or negligent acts by the owner;
 - (b) Purchase of the property for substantially more than its market value;
 - (c) Failure to perform normal maintenance and repairs;
 - (d) Failure to diligently solicit and retain tenants;
 - (e) Failure to prescribe a rental amount which is reasonable;
or
 - (f) Failure to provide normal tenant improvements.
 3. Undue Hardship. An applicant requesting an exemption based on undue hardship must show that the application of the criteria creates a situation that is substantially inadequate to meet the applicant's needs because of specific health and/or safety issues.
 4. Inability to Use
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- a. Two years after denial of a demolition permit approval, if no feasible use or ownership is found for the designed site or structure, the owner may request a waiver of all or a part of the restraint of demolition.
 - b. The Town may solicit expert testimony and require that the applicant make submissions concerning any or all the following information before the Town makes a determination:
 - (1) Documented evidence of applications and written correspondence, including written consultations, illustrating efforts made by the owner to make necessary repairs, to find an appropriate user or to find a purchaser for the property.
 - (2) Documented evidence of applications and written correspondence, including written consultations, illustrating efforts made by the owner to locate and obtain available assistance for making the property functional without demolition.
 - c. The following factors, evidence and testimony shall be considered:
 - (1) Efforts to locate and secure a potential user or purchaser for the Property.
 - (2) Efforts to locate and obtain available assistance for making the property functional without demolition.
 - (3) The consideration for inability to use shall not include any of the following:
 - (a) Willful or negligent acts by the owner;
 - (b) Purchase of the property for substantially more than its market value; or
 - (c) Failure to perform normal maintenance and repairs.
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Section 16-11-160. Maintenance

- A. The Board of Trustees intends to preserve from deliberate or inadvertent neglect the exterior portions of historic landmarks or historic districts and all interior portions thereof whose maintenance is necessary to prevent deterioration of any exterior portion. No owner, lessee, or occupant of any historic landmark or contributing property within a historic district shall fail to prevent significant deterioration of the exterior of the building, structure, or feature beyond the condition of such historic landmark or contributing property within a historic district on the effective date of the designating ordinance.
- B. No owner, lessee, or occupant of any historic landmark or contributing property within a historic district shall fail to comply with all applicable provisions of this Article and other ordinances of the city regulating property maintenance.
- C. Before the Town attorney files a complaint in municipal court for failure to maintain the historic landmark or contributing property within a historic district, the Town shall notify the owner, lessee, or occupant of the need to repair, maintain or restore such property; shall assist the owner, lessee, or occupant in determining how to preserve such property; and shall give the owner, lessee, or occupant a reasonable time to perform such work.
- D. Should the condition of the historic landmark or contributing property within a historic district require immediate repair or stabilization to mitigate unsafe or dangerous conditions and after notification, the owner has not undertaken such repair or stabilization, the Town may take such action and bill all expenses to the owner. Should the owner not remit such payment to the Town, after ninety (90) days, the Town shall record a notice with the County clerk and recorder of a lien against the property in violation. The lien created hereby shall be automatically perfected and prior to all other liens, regardless of their dates of recordation, except liens for general taxes and prior special assessments.

Section 16-11-170. Unsafe or Dangerous Conditions Exempted

Nothing in this Article shall be construed to prevent any measures of construction, alteration, removal, or demolition necessary to correct the unsafe or dangerous condition of any property, other feature, or parts thereof where such condition is declared unsafe or dangerous by the building official and where the proposed measures have been declared necessary by the building official to correct the condition, as long as only such work that is absolutely necessary to correct the condition is performed. Any temporary measures may be taken without first obtaining an alteration certificate under this Article, but a certificate is required for permanent construction, alteration, removal, or demolition.

Sec. 16-11-180. Notification Requirements for Public Hearings.

- A. For public hearings required under this Article, notice of time, date and place of such hearing, and a summary or explanation of the subject matter of the hearing, shall be posted on the Town website of scheduled meetings and the historic preservation webpage not less than fifteen (15) days prior to the date of the hearing. In addition, at least fifteen (15) days prior to the hearing date, the Town shall:
1. Post hearing signs on the subject property to indicate that a landmark designation hearing has been scheduled. For proposed historic districts, hearing signs shall be posted on the boundaries of the proposed district at not less than every one-thousand (1,000) feet of the perimeter of the proposed district unless the Committee staff representative determines a more appropriate spacing or location for posting signs; and
 2. For proposed designation of a historic landmark without an owner's consent, or for a proposed historic district, written notice of the hearing shall be mailed to record owners, as reflected by the records of the County Assessor, of all property included in the proposed designation.

3. Failure to send notice by mail to any such property owner where the address of such owner is unknown and not a matter of public record shall not invalidate any proceedings in connection with the proposed designation.

Sec. 16-11-190. Enforcement and penalties.

- A. No person shall violate or permit to be violated any of the requirements of this Article or the terms of a landmark certificate.
- B. Violations. Violations of this Article are punishable as is otherwise provided in this Code and the Municipal Code and, in addition, are subject to the following penalties:
 1. Alterations to a designated historic landmark or contributing building, structure or features in a historic district without an approved landmark alteration certificate may result in a moratorium of up to one year as determined by the Town on all building permits for the subject property. The property owner shall also submit an application for an alteration certificate for review and consideration per section 11.9 within the timeframe specified on the notice of violation; and
 2. Moving or demolishing a historic landmark or contributing building or structure within a historic district without an approved historic landmark or historic district alteration certificate result in a moratorium of up to 5 years as determined by the Town on all moving, demolition or building permits for the structure and for the property at the structure's original location. For moved buildings or structures, the property owner shall also submit an application for an alteration certificate for review and consideration per section 11.9 within the timeframe specified on the notice of violation.



Built On What Matters

TOWN OF FREDERICK

Historic Preservation Committee Staff Report

Pamela Smith, Chairperson
Jodie Simek, Vice Chairperson
Krista Barnhardt, Member
Thomas Cave, Member
Brian Grubb, Member
Juliana McDonald, Member
Nora Durkart, Youth Member
Eli Robbins, Youth Member

Historic Preservation Plan

Agenda Date: Historic Preservation Committee March 10, 2026

Attachments: 1. Draft Historic Preservation Plan

Reviewed By: Brien Schumacher, HPC staff representative

Action Type

Legislative: Actions that relate to subjects of long term and general applicability, such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.

2.1 Create a funding strategy to facilitate the implementation of the Frederick Recreation Area Master Plan.

2.2 Continue implementing our retail attraction strategy to target regional and destination opportunities, traditional and non-traditional retailers, hospitality,

and sit-down eating establishments.

2.3 Begin implementation of revitalization strategies for the downtown with "gazelle like" energy to include short-term, mid-term, and long-term projects.

2.4 Complete the Downtown Plan by mid 2025.

2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

This is a request to recommend that the Board of Trustees adopt the Historic Preservation Plan.

Detail of Issue/Request:

The Town and Historic Preservation Committee have expressed interest in applying to the State Historic Preservation Office for the Town to become a Certified Local Government (CLG). One component of becoming a CLG is for the Town to create a Historic Preservation Plan for the community. Creating a Historic Preservation Plan is a necessary part of the CLG application to the State Historic Preservation Office. CLG status will help facilitate historic preservation efforts in Frederick and enable the Town to be eligible to apply for State Historic Fund and Certified Local Government grants.

The draft Historic Preservation Plan is comprised of the following:

1. An introduction section that outlines the intent of historic preservation in Frederick as well as the purpose of the plan.
2. A section that provides historic context and timeline of Frederick origin and evolution over time.
3. A section that addresses the plan goals, objectives, and action items that are consistent with community interests in historic preservation. Also included in this section.

The proposed Historic Preservation Plan is currently scheduled for review by the Board of Trustees on May 6. The Historic Preservation Committee is requested to provide a recommendation on the proposed plan.

Legal Comments:

The Town's Land Use Attorney will review the proposed plan prior to review by the Board of Trustees.

Alternatives/Options

1. Recommend approval of the proposed historic preservation plan as proposed.
2. Recommend approval of the proposed historic preservation plan with revisions as recommended by the HPC.

Financial Considerations

Not Applicable.

Staff Recommendation

Staff recommend that the HPC recommends approval of the proposed Historic Preservation Plan.

Community Impact

The proposed Historic Preservation Plan will benefit Frederick by facilitating application to the State of Colorado Historic Preservation Office as a Certified Local Government and allowing the Historic Preservation Committee to promote historic preservation in the community.

Town of Frederick

Historic Preservation Plan

Adopted _____



Built On What Matters

Acknowledgements

TOWN BOARD OF TRUSTEES

Tracie Crites, Mayor

Kevin R. Brown, Mayor Pro-Tem

Adam Mahan, Trustee

Mark Lemach, Trustee

Dan March, Trustee

Windi Padia, Trustee

HISTORIC PRESERVATION COMMITTEE

Pamela Smith, Chairperson

Jodie Simek, Vice-chairperson

Krista Barnhardt, Member

Thomas Cave, Member

Brian Grubb, Member

Juliana McDonald, Member

Dan March, Trustee

Youth Commissioners Nora Dukart and Eli Robbins,

PLANNING DEPARTMENT

Ali Lommel, Planning Manager

Brien Schumacher, Planner III

HISTORY COLORADO

Dr. Lindsey Flewelling, History Colorado

Introduction

Intent of Historic Preservation in the Town of Frederick

Frederick's Historic Preservation program includes the existing Historic Preservation Committee and the historic preservation ordinance in Article XI of the Frederick Land Use Code. The purpose of this program is to enhance the Town of Frederick's local resources and to promote historic preservation through the following efforts:

- To create and maintain an inventory of historical and architectural assets within the Town of Frederick.
- To advise the Board of Trustees of buildings, structures, sites, objects, or districts in the Town with historic significance that may be in danger of being lost or damaged.
- To assess the community for key community places, buildings, and historic resources and develop a historic preservation policy that will enable the Town to designate historic resources.
- Publicize and disseminate the history of the Town through educational programming, publication, social media, etc., working in coordination and collaboration with other committees, commissions and local organizations.

The Purpose of this Plan

- Identify and protect historical resources that represent Frederick's evolution from a mining town to a modern, family-focused community.
- Promote civic pride and awareness of local heritage.
- Encourage sensitive rehabilitation and adaptive reuse of historic properties.
- Provide a framework for decision-making regarding the conservation of historic assets.
- Establish strategies for encouraging voluntary designation and preservation.
- Encourage and support the use of federal and state incentives as well as establishing local incentives related to historic preservation.

How to use this Plan

Frederick's Historic Preservation Plan outlines steps to enhance the city's heritage through targeted initiatives. This Plan is an educational tool, not a regulatory document, designed to promote and support all aspects of historic preservation in Frederick.

Historic Context of Frederick

Frederick's roots trace back to the late 1800s and early 1900s when coal mining began in the area and Frederick was incorporated as a coal mining town. It was shaped by immigrant miners from Italy, France, and Eastern Europe. The town has since transformed with oil and gas pressures, suburban housing expansion, and economic diversification. The preservation of key structures, landmarks, and stories from its early settlement, industrial growth, and evolution into a vibrant municipality will help ground its future in meaningful context.

Frederick's History- Timeline

1872 – McKissick Coal Mine Opens

The McKissick Mine begins operations, becoming one of Colorado's earliest commercial coal mines. It lays the groundwork for the development of the towns of Frederick, Firestone, and Dacono. The coal mines are part of the larger Boulder/Weld Coalfield, with mining expansion occurring throughout the region during this period.

Early 1900s – Coal Mining Drives Growth

CF&I's Frederick Mine opens, bringing waves of immigrants from Italy, France, Austria-Hungary, Greece, and Mexico. Miners lived in company housing and worked grueling hours underground, with mule teams, and later electric motors.

1907 – First School opens in Frederick

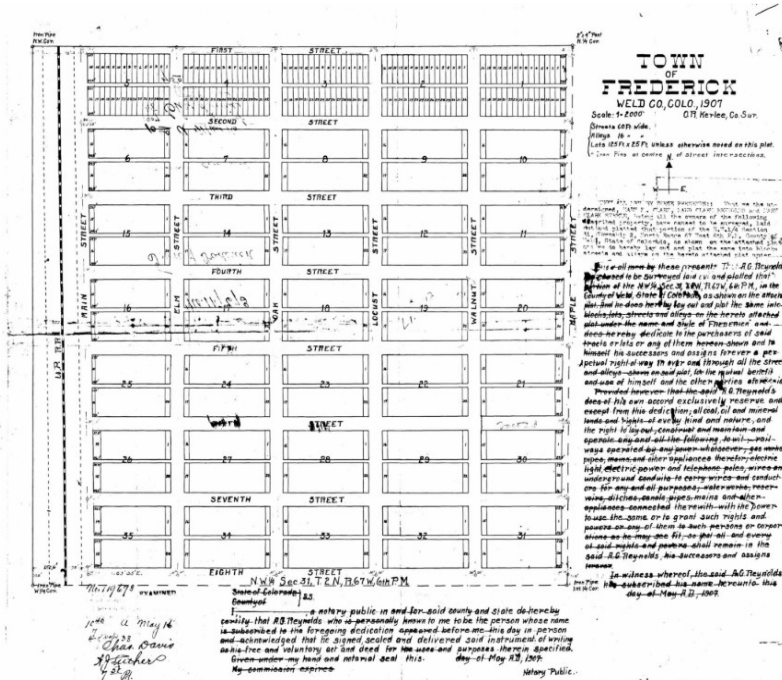
Miss Penrose established the first school made of parts of two existing buildings. It was located at the southeast end of 7th Street.

1907 – Town Named by Clark's Daughters

The daughters of Frederick A. Clark lay out the town and choose the name in honor of their father.

1907 – Town of Frederick plat map is created

The original town plat map is created with the boundaries of First Street on the north, Eighth Street on the south, Main Street on the west and Maple Street on the east.



December 21, 1907 – Post Office Opens

The post office opens in Benyon's Store, then moved to the Stranger Building at 539 Oak Street, and then relocates to it's current location at 411 Oak Street.

February 25, 1908 – Frederick is Incorporated

Originally known as McKissick after the local coal mine, Frederick is officially incorporated by Weld County Court and renamed in honor of landowner Frederick A. Clark. The town quickly develops around coal production, driven by the Colorado Fuel & Iron Company (CF&I).

1912 – Train Depot established in Frederick

The depot was originally in Dacono, then Union Pacific established a depot in Frederick. After that, more depots were built to connect with Firestone, LaSalle, and as far as Ft. Collins.

May 4, 1913 – Town Government Forms

Mayor E. H. Whiles leads Frederick's first official government. The Trustees also serve as Deputy Marshals, showing just how hands-on early governance was.

May 9, 1913 – Marshal Quits, New One Hired for \$1.50/day

Marshal Florence Ray resigns. Isaac Richel is hired in his place. S. Carter is paid \$8.75 to make 100 dog tags and 6 Deputy Marshal stars.

May 19, 1913 – Liquor License Issued as the first for the Town

Val Blatz Brewing Company is granted a liquor license with conditions: the Mayor and Board must approve who runs the saloon, and a \$700 bond is required.

May 19, 1913 – Dog Control Controversy

A motion is made to pay the Marshal 25 cents for killing a male dog and 50 cents for a female. It's amended to a flat 25 cents regardless of sex, possibly to avoid gendered dog debates.

June 2, 1913 – Marshal's Monthly Report

Marshal Richel is paid \$33 salary, \$1 for dog killings, and \$1 for gun shells. A bill is approved

for \$5 of "team work" and \$5 for feeding prisoners.

June 2, 1913 – Town Installs Electricity

The Board accepts a \$660 contract with Northern Colorado Power Co. to install 44 electric poles, spacing them no more than 150 feet apart.

June 16, 1913 – Val Blatz License at Risk

The Town Attorney is instructed to begin revoking the brewery's license for not meeting the prior conditions.

August 18, 1913 – Clerk Paid by the Word

Clerks are paid 5 cents per 100 words to write ordinances in the official book. Early bureaucracy meets pay- per-word journalism.

September 15, 1913 – Town Salaries Set

Mayor: \$4/month, Trustees: \$3/month, Clerk: \$7/month, Attorney: \$10/month, Marshal: \$45/month.

December 16, 1913 – Town Gets a Health Officer

Dr. Bixler is appointed Health Officer for \$3/month.

January 5, 1914 – Snow Removal Pay

Town pays Trustees and citizens \$2.50/day to shovel snow. Early examples of civic labor and micro-stimulus.

January 19, 1914 – Trustee Resigns - Board Refuses

Trustee Ed Stede submits his resignation, but the Board votes not to accept it.

April 6, 1914 – Water System Accepted with Caveats

The Town accepts the new water system after negotiations for a \$10 rebate to repair leaks and replace pipe.

April 20, 1914 – Mayor and Trustees Work for Free

Mayor Chas Alaux Jr. begins his term. The Board votes to serve without pay but deadlocks twice on whether they should accept compensation. The Mayor refuses to break the tie.

May 4, 1914 – Railroad Depot Debate

Town agrees to split the cost of grading for a new depot if it's located within town limits.

June 15, 1914 – Town Declares First Clean Up Day

Also, Marshal is instructed to remove all cattle and horses found roaming town streets.

July 6, 1914 – Marshal Laid Off

Due to budget shortfalls, the Marshal is let go until financial conditions improve.

July 6, 1914 – Movie Show Rate Set

Operators of the local moving picture show are charged \$2/month for electricity and warned that their electric meter may burn out.

September 21, 1914 – Trustee Removed for Absenteeism

Trustee Sanson misses five consecutive meetings and is replaced by Joseph Bonelli.

January 11, 1915 – Early Bar Closing Law

Saloons are ordered to close at 9PM. Pool tables are banned in saloons.

January 29, 1915 – Mayor Moves Town Phone to His House

The town phone is relocated from the pump house to the Mayor's residence.

February 15, 1915 – Fire Bell Funded

Town donates \$25 to Frederick Fire Dept. No. 1 to purchase a fire bell.

May 17, 1915 – Morality Clause on Saloon Pool Hall

Board votes to close an internal door between a pool hall and Berlin's Saloon "for the moral tone of the town."

June 21, 1915 – Drums for Town Band

Frederick purchases drums for the newly organized town band.

September 23, 1915 – Curfew Bell Established

Marshal is instructed to ring the curfew bell at 8PM. All children are to be home or accompanied by parents.

March 20, 1916 – Corruption Charges Against Former Clerk

Auditor finds a \$217.43 shortfall and missing cement. Town sues Clerk L. J. Beynon and his bond company.

1916 – First Frederick High School Built

Frederick builds its first high school, reflecting the growing permanence and civic investment of the coal town. The high school and separate gymnasium were constructed at 6th Street and Walnut Street. The high school building unfortunately was demolished but the gymnasium still exists.





January 21, 1921 – Mayor Dies in Office

Mayor J. P. Cassidy passes away. The town board acts as pallbearers and buys a wreath in his honor.

October 17, 1921 – Town Deals with "Street Walkers"

Two women accused of improper behavior at local dances are told to leave town or behave.

1924 – Illegal Construction Fee

Anyone building without a permit is fined \$5. Those who get approval ahead of time are not charged.

1931 – Frederick Coal Mines produce the most coal in Colorado

According to the Weld County News in 1931, the county produced the most coal in Colorado. Weld County had 14 of the 318 coal mines in the state, and most of these mines were located in the Tri-Town area.

1948 – Baum Mine first to use the Joy Ripper

Years before, Charles, W. Smith, President of Consolidated Coal and Coke, along with friend Harold Silver, an engineer of sugar beet machinery, created the first continuous mining machine. They improved vertical mining and used the Baum Mine in Frederick for revisions and experimentation. The Joy Manufacturing Company purchased the patent in 1948 and began production.

January 28, 1958 – Water Supply

Frederick purchases Firestone Lake to supply Frederick residents with water.

1960 – Frederick Coal Mine Closed Permanently

Though previously shuttered in the 1920s, the mine is permanently decommissioned in 1960, ending the coal era in Frederick.

1976 – Old Town Hall Moved to Crist Park

As Frederick outgrows its 1908 Town Hall, the building is relocated and restored to become the Miner’s Memorial Museum.

The Plan – Goals, Objectives and Action Items

The purpose and intent statements of Frederick’s Historic Preservation policy have been translated into the following goals, objectives, and action items. These goals, objectives, and action items will guide historic preservation efforts in Frederick until the plan is ready to be updated periodically to reflect current priorities.

The Town of Frederick’s Strategic Plan identifies under Community and Economic Vitality, “Frederick celebrates its downtown and regards it as a gem in the region.” Frederick’s downtown is our historic area. Additionally, the Frederick Forward comprehensive plan and Downtown Development Plan cited preserving and enhancing Frederick’s small-town character as a guiding principle to achieving a desired vision. These guiding documents have helped to reinforce the importance of the creation of the Frederick Historic Preservation Plan.

Goal 1 - Build a Preservation Framework

- **Objective 1.1** Establish a clear application and review process for historic landmark or district designation and other processes outlined in the revised historic preservation ordinance.
- **Objective 1.2** Define roles for the Planning Department, Historic Preservation Committee (HPC), and public.
- **Objective 1.3** Develop/seek out training for staff and HPC members.
- **Objective 1.4** Apply for Certified Local Government (CLG) status with History Colorado and the State Historic Preservation Office, and the National Park Service.
- **Objective 1.5** Undertake a historic resource survey to create an inventory of historic resources within the community.

Goal 1 Action Items:

1. Update the preservation ordinance to be consistent with current trends, Certified Local Government requirements and History Colorado recommendations	Staff, HPC, and History Colorado
2. Review online and print materials of other Certified Local Government communities in Colorado and History Colorado to facilitate the best practices when creating Frederick's materials.	Staff, HPC
3. Create and distribute application guides for historic landmark and district nominations and alteration design review. Create a flow chart to assist an applicant through the various steps of the application process.	Staff, HPC
4. Encourage participation by both the HPC and staff for webinars and online and in-person preservation training to further the knowledge base of those implementing the program.	Staff, HPC, History Colorado
5. Develop educational materials outlining roles and benefits of preservation participation.	Staff, HPC
6. With the support of grants and consultants, implement cultural resource surveys of the community based on objectives and priorities.	Staff, HPC, History Colorado

7. Apply to become a Certified Local Government with History Colorado and the State Historic Preservation Office.	Staff, HPC, History Colorado
8. Apply for State Historic Fund, Certified Local Government, and other available preservation grants to support historic and architectural inventories and surveys, and promotion of preservation efforts in town.	Staff, HPC, History Colorado
9. Undertake a historic resource survey to create an inventory of historic and architectural resources within the community.	Staff, HPC, History Colorado

Goal 2 - Celebrate and Communicate Frederick's History

- **Objective 2.1** Partner with historical societies and museums to promote public awareness.
- **Objective 2.2** Launch a historic property plaque program and interpretive signage at key locations.
- **Objective 2.3** Establish “Frederick History Month” to coincide with Miner’s Day.
- **Objective 2.4** Explore funding sources, including grants and community fundraising to support historic preservation programming.

Goal 2 Action Items:

1. Create a web portal with information about historic properties and designation benefits.	Staff, HPC
2. Promote historic buildings, structures, objects, sites and districts on town social media.	Staff, HPC
3. Launch a historic property plaque program and interpretive signage at key locations with available grant funding	Staff, HPC, History Colorado

4. Launch a recurring “Frederick History Spotlight” article or walking tour series.	Staff, HPC
5. Partner with History Colorado for resource materials which will help demonstrate the value and benefits of historic designations in the local community (web and print materials). Partner with program staff to do workshops and discuss other opportunities.	Staff, HPC, History Colorado
6. Establish a Frederick History Month and utilize this effort to promote all aspects of our history.	Staff, HPC
7. Show the Frederick Museum love through maintenance and continued acquisitions and continue to host open hours.	Staff, HPC
8. Reach out to the community to create community stories and oral, written and visual histories to help retain the Town’s history.	Staff, HPC, Community

Goal 3 - Encourage Voluntary Preservation

- **Objective 3.1** Educate property owners about designation and rehabilitation incentives.
- **Objective 3.2** Develop guidelines for preserving historic character during new infill development.
- **Objective 3.3** Identify and nominate town or special district-owned structures for designation.

Goal 3 Action Items:

1. Provide property owners of historic buildings, structures, objects, sites, and districts with technical assistance and access to outside consultants and/or the town grant administrator to assist with potential grants and other incentives.	Staff, HPC, History Colorado
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2. Expand façade improvement grants program to include incentives for historic buildings.	Staff, HPC
3. Consider sales tax rebate and/or building permit fee waiver incentives for rehabilitated historic properties.	Staff, HPC
4. Inventory town-owned and special district-owned properties for historical significance and potential adaptive reuse.	Staff, HPC
5. Create a mechanism by which property owners can receive financial support for the relocation of structures rather than demolition.	Staff, HPC
6. Facilitate the identification of town-owned parcels of land for the utilization of relocating historic structures which may otherwise be demolished.	Staff, HPC
7. Create a campaign of educational and promotional materials for use as tools when communicating with local property owners about the benefits of the Historic Preservation.	Staff, HPC

Implementation Timeline

Short Term - Years 1 and 2

1. Include the Historic Preservation Committee in the municipal code.
2. Update the historic preservation ordinance in the land use code.
3. Apply for Certified Local Government (CLG) status with History Colorado.
4. Establish objectives and priorities for community cultural resource inventory and surveys.
5. After CLG approval, apply for grant funding for cultural resource inventory and surveys.
6. Continue to develop preservation educational information on webpage.
7. Provide education regarding federal and state preservation tax credit programs.

Intermediate Term - Years 2 to 4

1. If grant funding is approved, hire consultant for cultural resource inventory and surveys.
2. Apply for grant funding for historic property plaque and interpretive sign programs.
3. Research and nominate initial group of structures for designation as historic landmarks.
4. Promote and encourage residents to share stories to development and preserve the oral, written and visual history of the Frederick community.
5. Host inaugural Frederick Heritage Month.
6. Develop historic preservation design guidelines.
7. Explore opportunities for local preservation related financial incentives.
8. Review and update the historic preservation plan as needed.

Longer Term – Years 5+

1. Evaluate potential updates to the historic preservation ordinance.
2. Evaluate incentive effectiveness and update program(s) as needed.
3. Continue to expand preservation related education and outreach.

Legacy Elementary - Third Grade Community Tour - April 24, 2026

****** (30 minute sessions, 15 minute walking/travel periods)******

	<i>Travel Time (Start at School)</i>	<i>Session #1</i>	<i>Travel Time</i>	<i>Session #2</i>	<i>Travel Time</i>	<i>Session #3</i>	<i>Travel Time</i>	<i>Session #4</i>	<i>Travel Time (End at Park)</i>
		9:45 - 10:15	10:15 - 10:30	10:30 - 11:00	11:00 - 11:15	11:15 - 11:45	11:45 - 12:00	12:00 - 12:30	12:30 - 12:45
<i>Group #1</i>		Town Hall		Police Department		Crist Park		Fire Station 1	
<i>Group #2</i>		Fire Station 1		Town Hall		Police Department		Crist Park	
<i>Group #3</i>		Crist Park		Fire Station 1		Town Hall		Police Department	

Soaring Heights - Third Grade Community Tour - May 1, 2026

****** (30 minute sessions, 15 minute walking/travel periods)******

	<i>Travel Time (Start at School)</i>	<i>Session #1</i>	<i>Travel Time</i>	<i>Session #2</i>	<i>Lunch in Crist Park (includes travel time)</i>	<i>Session #3</i>	<i>Travel Time</i>	<i>Session #4</i>	<i>Travel Time (End at Park)</i>
		9:45 - 10:15	10:15 - 10:30	10:30 - 11:00	11:00 - 12:00	12:00 - 12:30	12:30 - 12:45	12:45 - 1:15	1:15-1:30
<i>Group #1</i>		Town Hall		Fire Station 1		Police Department		Crist Park	
<i>Group #2</i>		Police Department		Crist Park		Town Hall		Fire Station 1	
<i>Group #3</i>		Crist Park		Police Department		Fire Station 1		Town Hall	
<i>Group #4</i>		Fire Station 1		Town Hall		Crist Park		Police Department	

