



Built On What Matters

## **Town of Frederick Historic Preservation Committee Agenda**

401 Locust Street

Tuesday, August 12, 2025

**2:30 PM**

### **Call to Order – Roll Call**

### **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 Board 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. July 8, 2025, Historic Preservation Committee Meeting Minutes -

### **Discussion Items**

- B. Downtown Plan Progress and Feedback- Britt Palmberg and Ali van Deutekom -
- C. Continued update from Committee Members as to progress made on the Timeline -
- D. Determine next steps to become CLG -
- E. Review Community Events list sent by Town Planner Ali van Deutekom and see if Committee members can attend/review Miner's Day -
- F. Determine how and when we will let the community know about the Museum open hours and welcoming of volunteers, historic items, and stories (FaceBook, NextDoor, Town Newsletter-anything else?) – Did we make any progress on this last month? -
- G. Discuss possibilities of committee members meeting at the Museum to rearrange/update before September 5<sup>th</sup> opening -

### **Other Business**

H. Museum Open Hours – September 5<sup>th</sup> -

### **Adjournment**

[MEET\_FOOT]



# Town of Frederick Historic Preservation Committee Meeting Minutes July 8, 2025

**Call to Order – Roll Call:** At 2:30 PM, Chairperson Smith called the meeting to order and asked for a roll call.

Present were Chairperson Smith, Vice Chair Simek, and Committee Members Grubb and Barnhardt.

Also present were Planning Manager Ali Van Deutekom and Town Clerk Tricia David

## **Approval of Agenda:**

### **Consent Agenda:**

June 10th, 2025 Historic Preservation Committee Meeting Minutes: A motion made by Vice Chair Simek and seconded by Committee Member Grubb to approve the Consent Agenda passed unanimously.

## **Discussion Items:**

Historic Town of Frederick: Now that the Committee has adopted a preservation plan and structure of presentation –

1. Continued update from Committee Members Simek and Grubb re: intro paragraphs/short history for the historic timeline of Frederick;
2. Continued update from Committee Member Simek re: compiling and organizing the town timeline mimicking Minturn's historical timeline; discuss when it will be completed and if she requires/desires assistance
3. Update from Committee Member Grubb re: using AI to assist us in the timeline presentation and gathering information for our CLG needs
4. Determine who will begin to design the layout of the plan and keep it updated as we go; should be in presentation format to be used in various situations
5. Should we assign each page of the Minturn template to a chair member to compile the contents? Then give to someone who can begin a website design?
6. Any information regarding the Wellness House and determining if it can be used as a Museum Annex?

: Historical Timeline Draft: The committee discussed the draft of the town's historical timeline, focusing on incorporating relevant historical points and verifying accuracy. They noted gaps in the history and the challenge of finding significant events during certain periods. The committee discussed the end goal of the historical timeline which is to be included in the preservation plan. Also discussed was how the timeline could be displayed in the museum and on the website. Follow-up tasks include adding points to the historical timeline and the creation of an intro paragraph for the Preservation Plan.

Museum Contributions: Committee member Barnhardt mentioned that her family could contribute to the museum's historical accuracy, particularly regarding the placement of

buildings in the model.

**Community Engagement:** The committee discussed ways to engage the community in contributing to the Town's history, such as through the Frederick Flash newsletter and social media. They also considered setting up a table at community events to gather stories and distribute flyers with QR codes to the museum's website. Follow-up tasks include writing up a request for stories from the community.

**Historical Survey:** The committee discussed the need for a survey of historic properties within the town as part of the preservation plan. They considered hiring a consultant for this project and discussed the criteria for the survey.

**Development Review:** The committee reviewed the Miner's Park sign package for a new development in the downtown area, emphasizing the importance of incorporating historical elements into the design. Additional comments or suggestions should be submitted to Planning Manager Van Deutekom before the next meeting.

Additional follow-up items include reviewing donated items and other artifacts at the next meeting.

Review Community Events list sent by Town Planner Ali van Deutekom and see if Committee members can attend – Chainsaws & Chuckwagons:

Determine how and when we will let the community know about the Museum open hours and welcoming of volunteers, historic items, and stories (FaceBook, NextDoor, Town Newsletter-anything else?) – Did we make any progress on this last month?

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**Other Business:** Planning Manager Van Deutekom requested the committee members review the Miners Park sign package which is currently under review.

Museum Open hours – NOT July 4<sup>th</sup>; what did we decide and who will be there? July 18<sup>th</sup> during Chainsaws and Chuckwagons?

Next meeting is August 12th, will discuss Downtown Plan:

**Adjournment:** There being no further business of the Historic Preservation Committee, the meeting adjourned at 3:57 PM.