

**UPCC Board Meeting  
September 13, 2023  
Rosemary's House  
Agenda**

**Attendees:**

Steve  
Mike  
Laura  
Rob  
Rosemary  
Kristin

**Meeting called to order at 7:08pm**

1. **Email update:** The UparkCC.org emails should be working correctly now. We will use these for all public facing communication as well as for logins and alerts from outside agencies. Mike is in the process of collecting these in one place.

We do have the capability to give anyone a uparkcc.org email. On public facing communication, we should all be using our uparkcc.org emails since we won't always be in the same Board positions. Mike will send a test email to all. Rosemary would like an email address for the Historic Preservation committee. Laura will work with Mike on the back-end side of Site Ground to implement. Currently, most emails are pointed to Mike. But now, we want to push these emails back out to direct channels in the relevant positions. This is still a work in progress. We need to research how to reply from the uparkcc email accounts. Is there a setting to set so one can reply from the uparkcc email as opposed to our personal emails? Laura will look into that too as well as setting filters so no one is missing important emails. This will be helpful too for preserving records. Kristin to be in on this conversation as well.

2. **Treasurer update:** Mike met with Julie and has all the info on the banking side of things. Call to action: Please think of people who might fill the treasurer role! Julie will be resigning as Treasurer in mid-October.

The current treasurer spreadsheet is super impressive and complex; we may need to start with a simpler solution for a new treasurer. Ideally, someone interested in the treasurer position should be at the October general meeting. PayPal is now connected to Mike. Usually need 2 signors on every account. Mike has access to most of that information. Julie will help with the treasurer transition as well. Mike will ask any potential treasurers to attend October General meeting so they could be voted in.

3. **Calendars:** Mike will work with each committee to establish a google calendar that will keep us on track in future years and help the Board be aware of deadlines for current events and activities. Potential calendars include admin, events, and a revamped public facing calendar page.

We will create these as Google calendars. These will go to everyone on the Board, so we all have an idea of what things need to go on there and on the public side calendars. We want to be deliberate on who is admin of the calendars. Calendars will be helpful for Upwords deadlines as well as important deadlines like applying for permits etc.

4. **Chamberlin Observatory:** Mike and Steve had a great first meeting. Met with Jennifer Hoffman, Director of DU Observatory. They are interested in us helping to promote securing volunteers for DAS and raising money for deferred maintenance. The Board would like to find out what their needs are as they develop their strategic plan. DU owns the Observatory building but it sits on Parks land. There is a need to identify who will be the next generation of people to take care of it and ensure knowledge gets passed on. There is an opportunity for more people to step up as DAS is volunteer thin. UPCC could help recruit neighbors to be volunteers that can help do certain things like bring people on tours, talk about the history. Next steps include going to meet with Deena at DAS, to help build out a plan.

The Observatory is big community asset. How can UPCC get neighbors more access?

5. **Safety: Rob**

Rob will email the safety presentation to Mike for the General Meeting. Crime is down in almost every category since last year, except burglary. Overall, the neighborhood is looking good. Project 529 exists for registering bike. Police can arrest someone on spot if the bikes are registered to someone. It is FREE to register.

PROJECT529.com (bike registering)

Report [streetracing.com](http://streetracing.com) or call 311.

911 is not run by DPD. The wait times are long, and DPD is aware and looking at it. For wait time stats you can look at [denvergov.org](http://denvergov.org) (look at Police Dept Performance and Transparency to get wait times). A main issue is staffing.

How does our neighborhood compare to other neighborhoods? (Rob will look in to)

Due to staffing, DPD is not doing as much community policing.

We will add the car and bike registration and reporting street racing links on a PowerPoint (LAURA) to show at the board meeting. Laura will add these to the e-newsletter blast, add to UPWORDS, website, and FB posts. (Kristin, Laura, Rob, Mike)

6. **Sing and Sleigh:** Pieces are falling into place. Observatory is secured, sleigh secured (4-6pm, looking for a second one), Santa booked. Things to do: Apply for permit (Mike and Kate), determine volunteers needed, figure out smaller logistical items like canopies, lights, Santa's chair/area, drinks, cookies, lights. We would like to do a few tents to promote UPCC, DAS, possibly? Access to view through telescope will need to be revisited. (Mike will ask). So far, all we've said on the website is we will offer tours of the Observatory.

7. **Yard Sale recap: Mike**

Weather uncooperative on Friday.

Would like to get neighborhood feedback on Yard Sale, particularly on dates. Cory Merrill does big yard sale in May. We may want to consider aligning with theirs. Mike would like to sponsor the shredder event again. Mike would like to pass Yard Sale to UPCC events.

Mike will do thank you note for Accelerated Schools.

Laura will create a survey to send out in Sept e-blast.

8. **Website: Open discussion of what's working/not working**

Website is getting better and better. **Thank you to LAURA!** Website is the fastest way to get information out to neighbors because we are often getting short notice.

Laura to reorganize the website home page to make Featured News, Upcoming Events, Annual Events front and center. She will move both the Mission and Map down.

We looked in to creating a UParkcc Next Door account, but it appears we need a physical address. What could we use? We could use one person's address but might be that address forever. Laura will do a little more research to find out if address is public or can it be changed in future.

Laura reported that Initial costs for a UPARKCC banner to use at events is around \$100.

9. **Brainstorm: how do we reach more of our community-** Some ideas include yard signs with QR code, email blasts, etc. To be revisited at October and November meetings.
  
10. **General Meeting Agenda:** Who needs time from within the board? Election, Tyler, Mike, others? Who needs time from outside- DUG (10-15 mins), Paul Kashmann, any others?

Rob will see if he can get someone from DPD there. Mike will talk about how we are trying to get information out effectively and would like to hear from neighbors. Will include QR code etc. Want to hear from neighbors about how best to reach our community.

Kate, can you help us set up computer and projector at October meeting at UPark?

Paul Kashman may have to speak to neighbors on the controversial sidewalk tax.

11. **Date for November Meeting.** Mike would like the November meeting to be mainly planning for the next year- set all dates, budget/financials. Agenda for November to include Upwords (budget and calendaring items, number of issues, purpose, effectiveness, how large, maybe do a survey to ask, outreach to renters)

***EVERYONE Nov 1 for next Board Meeting at 7pm at Rosemary's.***

12. **Rosemary Historic District Report.** Approximately 20 homeowners who own properties eligible for inclusion in the proposed University Park Historic District have not indicated their intentions regarding joining the historic district. The Community Preservation Committee sent a letter (Addendum A) informing homeowners that they need to respond to Community Preservation chair Rosemary Stoffel by October 27, 2023 regarding their intentions, and giving them a heads up about 2 more public meetings hosted by City Landmark Staff. See attached letter. The city is sending postcard invitations to those homeowners for the in-person meeting at Fitzroy Place on Oct. 10, and for the virtual meeting on Oct. 11. If the proposed historic district is ultimately approved by Denver City Council, the committee will plan a celebration. Rosemary has a timeline of the project (Addendum B) and will send out to Board. (See attached Addendum)
  
13. **New business.** Need to celebrate UPCC and make sure that people know what the council does. Having a new banner may help. Maybe UPCC Board Member t-shirts or badges. Laura can investigate costs. Need to better market ourselves and engage more neighbors.

**Motion to Adjourn, Seconded, Meeting Adjourned 9:03**

## Board TO-DO LIST

1. Mike will send a test email to all Board members to ensure our emails are now working properly.
2. Laura will look in to setting filters, so no one is missing important emails.
3. **ALL** Please think of people who might be interested in filling the treasurer role.
4. Rob will email safety presentation to Mike for the General Meeting and will look in to providing information on how our neighborhood compare to other neighborhoods.
5. Laura will add CAR registration, BIKE registration and the street racing info links on a PowerPoint to show at the October meeting. Laura will also add the links to the e-newsletter blast and website, Elise can add them to the UPWORDS. Kristin can add to the FB posts.
6. Mike and Kate will apply for Sing and Sleigh permit.
7. Mike will ask if looking telescope viewing could be added during Sing and Sleigh.
8. Mike will do thank you note for Accelerated Schools for providing the Shredding space during the Yard Sale.
9. Laura will create a Yard Sale feedback survey to send out in next e-blast.
10. Laura will reorganize the UPCC home page to make Featured News, Upcoming Events, Annual Events FRONT AND CENTER. She will move Mission and Map down.
11. Laura will do a little more research to find out if the NEXT DOOR address is public or can it be changed in future.
12. Rob will see if he can get someone from DPD to the October meeting.
13. Kate will help set up computer and projector at October meeting at Upark.
14. **ALL** November 1 is the date for next Board Meeting, 7pm, at Rosemary's.
15. Rosemary has a timeline of the Historic Preservation project and will send it out to Board members.
16. Laura will look in to costs for UPCC marketing (t-shirts, badges, etc.).

## **Addendum A: Letter sent to owners of historic homes**

**To: Owners of historic homes eligible for inclusion in the proposed University Park Historic District**

**Re: Deadline Oct. 27**

**We're bringing the proposed University Park Historic District process to a close and need a response from all homeowners by Oct. 27 before submitting the final application.** We've met with or attempted to meet with each of you, and city Landmark staff has held 4 informational meetings. This has been a multi-year effort on behalf of our entire neighborhood.

Denver Landmark staff will be sending you notice about two more information meetings: Oct. 10 in-person at Fitzroy Place, 6:30 p.m., 2160 S. Cook St., and virtually on Oct. 11, 6:30 – 7:30 p.m. Send a request to Kara Hahn at [kara.hahn@denvergov.org](mailto:kara.hahn@denvergov.org) for the link to the virtual meeting.

We're aware that some misinformation has been circulating, and we urge you to attend one of the above information meetings to get the real facts and ask city staff any questions you have. Staff will provide information on what designation means, the benefits and responsibilities of owning a landmark property, and the latest updates on design review. They will listen to your thoughts and address misunderstandings. If you're unable to attend either meeting, contact Rosemary Stoffel at [rosemary.stoffel@gmail.com](mailto:rosemary.stoffel@gmail.com) to receive the electronic version of the Aug. 16 staff presentation to homeowners.

Joining this proposed historic district is an easy way for homeowners to achieve the honor of historic designation without the expense and effort of attempting individual historic designation. Normally, individual designation efforts can be costly to homeowners, as much as \$2500 to pay for the research and expertise needed to put together the application for designation.

Homeowners in the proposed University Park Historic District would have nominal costs; the research has already been done and the \$500 application fee would be split among those included. Preservation consultants did the research necessary to be sure each home meets the criteria for designation, and they will be putting together the lengthy designation application. This was made possible by funding from Historic Denver. In addition, homeowners would go through city processes together, instead of on their own.

We need your support to make this district possible. Each eligible property represents an important part of our neighborhood's history, and together they tell a cohesive story. We hope that you will let us know that you would like to join the other homeowners who have already told us that they want their homes to be included in this proposed district. **Due to our deadline, we will assume that you want to join those homeowners unless we hear otherwise from you by Oct. 27.**

Please respond by Oct. 27 to Rosemary Stoffel, Community Preservation Chair (303-903-0613) [rosemary.stoffel@gmail.com](mailto:rosemary.stoffel@gmail.com)

## **Addendum B**

### **Timeline Community Efforts: University Park proposed Historic District**

#### **2018**

(Jan./Feb./March 2018)

*"Another Historic Loss for University Park"*, article about 1898 Queen Anne house demolished (University Park Community Council UpWords newsletter,

(Jan./Feb/March 2018)

Invitation to join Historic Legacy Committee, University Park Community Council UpWords newsletter

(April/May/June 2018)

Invitation to join Community Preservation Committee (renamed from Historic Legacy Committee) UpWords newsletter

(April/May/June 2018) *"Notable UPark Property Designated Denver Historic Landmark 2018"*, article in UpWords about the landmark designation of Ormleigh.

(June, 2018)

Community Preservation Committee applies for Action Funds from Historic Denver for a neighborhood preservation project. Steering Committee (8 members) formed to focus on strategy and outreach.

(July, 2018)

Historic Denver approves the application for a \$9000 project. University Park residents provide \$2,250 in matching funds. Square Moon Consultants (Barbara

and Jim Steely) are hired to research and document the neighborhood history, identify the most significant buildings, develop a plan for protection, and provide an architectural stylebook.

(Sept./Oct. 2018)

*“Historic Denver Provides Funding for Deep Dive into Neighborhood History”*, article in UpWords about Action Funds project.

(Oct., 2018)

Barbara and Jim Steely introduce the project to UPark residents in a presentation at the October 3 General Meeting. Approximately 40 attend.

(Nov. 2018)

Neighbors are invited via UpWords and flyers to Neighborhood Information Gathering Day at Fitzroy Place on Nov. 4. The meeting is arranged by Barbara and Jim Steely and approximately 25 residents bring documents, photographs, and provide oral histories.

(Nov. 7, 2018)

*“University Park Group receives \$9000 from Historic Denver”*, article in Washington Park Profile

## **2019**

(Feb. 6)

UPCC General Meeting - Presentation by Rosemary on Action Funds

Project consultants work on Historic Context document.

(Jan., Aug., and November)

Community Preservation Committee meets in for updates on Action Funds project, neighborhood preservation issues, and to devise strategies for outreach to homeowners.

## **2020 (Covid times)**

(Apr/May/June 2020)

*“Action Funds Project Reveals UPark’s Amazing History”*, article about the forthcoming Historic Context Statement (aka the History Book), UpWords

(June)

“University Park: Utopian Colony and Suburb on the South Denver Plains” Historic Context and Preservation Priorities Study completed by Steelys

(Jan.)

Community Preservation Committee meets in person.

(May)

Community Preservation Committee meets (Zoom). Steelys present potential landmark districts.

(June)

Community Preservation Committee meets via Zoom. Jay Homstad presents a preliminary StoryMap version of the Historic Context document. Residential architect Pat Cashen provides information on design review based on his experience and Rosemary reiterates the benefits of a historic district.

Steelys put together a potential traditional contiguous historic district around Observatory Park, but Landmark Staff decided that it didn’t pass muster due to too many non-contributing structures (too many had already been demolished).

*“UPCC Committees Tackle Preservation of Neighborhood Character”*, article in Upwords about Community Preservation Committee goals to tell UPark’s story, create awareness and protect our important historic architecture (July/Aug. 2020)

## **2021**

(Jan.)

Community Preservation Committee meets via Zoom. Presentation included information about a proposed noncontiguous historic district (thematic district) vs a traditional historic district.

Feb.

Virtual architectural armchair tour created

<https://www.arcgis.com/apps/Cascade/index.html?appid=f409568478e94f48b2e812c1d67b19b7>

(ongoing)

*"What's the Story of That House"*, article in UpWords introduced a series of articles about historic homes in University Park (Jan/Feb/Mar 2021) The first was *"The Russell-Trout House, 2111 S. Fillmore St."* (Jan/Feb/Mar 2021), followed by an article about 2131 S. Columbine St. (April/May/June 2021); 2190 S. Monroe St (July/August 2021); Grey Gables at 2184 S. Milwaukee (Sept./Oct 2021); the Fitzroy Place Gardener's Cottage (Nov/Dec 2021), the Craven Dairy House at 2408 S. Monroe St (Apr/May/June 2022); the Warren Cottage at 2168 S. Milwaukee St. (Sept/Oct. 2022).

(ongoing)

*"UPark History Book Available"*, article in UpWords about the pre-sale for \$40 of *"University Park: Utopian Colony and Suburb on the South Denver Plains"* Historic Context and Preservation Priorities Study, aka the History Book. Every following UpWords included a blurb about the sale and instructions on how to order. Over 200 have been sold, and a copy was given to each owner of a building eligible for inclusion in the proposed noncontiguous University Park Historic District.

(March - July)

UPCC unanimously agrees to fund the \$1000 cost to put together the application for designation of a noncontiguous University Park Historic District. Barbara and Jim Steely begin to write draft application after many discussions with Steering Committee members regarding properties eligible for inclusion. All must have retained their architectural integrity and have a connection to the theme, *"University of Denver's Utopian Methodist Suburb on the South Denver Plains,*

1886 – 1963”. This thematic, or noncontiguous district, is based on our origins with the University of Denver and Methodism, our early promoters and notable women, and our distinctive historic architecture. The draft application put together by the Steelys for the noncontiguous University Park Historic District was submitted to Landmark staff in Oct.

(Mar-June)

Committee members deliver handwritten notecards to each property owner in the proposed district in early 2021, letting them know that they own one of the most significant buildings or homes in University Park, thanking them for being good stewards of their home, providing them with historic information about their house, and giving them the opportunity to provide us with more information.

(May)

Presentation on the project was presented at a Zoom UPCC General Meeting Approximately 8 heard the presentation.

(June)

Steering Committee members start contacting individual property owners to let them know more about the history of their house, provide them with a copy of the History Book and urge them to follow up with us. We did this via knocking on doors, dropping off information, and taking opportunities when they came up. We provided them with information about why we started this project, what designation means, and about the advantages of tax credits.

## **2022**

(July)

Landmark Staff approves draft application for designation.

(ongoing)

Steering Committee members continue meeting with individual homeowners. Each owner is given a copy of the inventory form (history of the building and how it fits into the theme of the proposed district) for their property, in addition to the History Book if they hadn't already received it.

(Dec. 1)

Gathering at the Pahl's house for Professor's Row/Observatory Park owners of eligible houses. Three couples attended.

## **2023**

((Jan. 11)

Steering Committee members give presentation on the Action Funds project to UPCC Board.

(Mar.)

All homeowners invited to informational meeting on Mar. 7, some via snail mail and some via snail mail. Presenters included Kara Hahn, Jim and Barbara Steely, Michael Flowers from Historic Denver, residential architect Pat Cashen, realtor Pam Nunez, and Rosemary. The invitation included information on landmark designation and state historic tax credits. Reminder flyers were distributed to every property owner prior to Mar. 7. A follow-up summary of the meeting was sent to property owners via email. 14 attended.

(May 3)

Presentation on project and proposed Historic District at UPCC General Meeting by Rosemary included a PowerPoint showing photos and telling the history of 19 properties eligible for inclusion.

(June 14)

UPCC Board votes unanimously to support the creation of the non-contiguous University Park Historic District.

(July/August/Sept.2023)

*Proposed University Park Historic District Tells the Neighborhood's Story*, article in UpWords

(June 17/June 20)

Information meetings on June 17 (in-person at Fitzroy Place) and June 20 (virtual via Teams). Present were Kara Hahn, Jim and Barbara Steely, and Rosemary. The homeowners invited via email included 13 who were "maybe's" or "unknown." Three attended the in-person meeting and three attended the virtual meeting.

(Aug. 16)

City staff hosted an information meeting at Fitzroy Place. Letters were sent to all property owners except for those who were adamantly against joining the potential district. Addresses were based on the assessor's records. Kara Hahn and Abbey Christman provided information on designation and design review, Barbara Steely provided information on University Park history and the thematic district, and Rosemary gave a brief summary of the origins and the importance of the proposed district. Eight attended.

(Aug.)

We have met with every property owner at least once, except for 4 who didn't respond to any of our outreach which was via knocking on doors, dropping off information, sending emails when possible, and sending letters via snail mail. As of Aug. 20, status of property owners' decisions to join proposed district: YES: 13(including those already designated); NO: 6; MAYBE: 10; UNKNOWN: 14.

(Sept.)

The **ADDENDUM A** letter (attached above) was sent to property owners who haven't yet indicated if they support joining the proposed historic district, indicating that the deadline is October 27, 2023.