

**Historic Preservation Commission  
Regular Meeting Minutes  
Thursday June 17, 2010, at 5:45 p.m.**

**1. Call to Order**

Chair Melissa Lohry called the regular meeting of the Historic Preservation Commission to order on Thursday June 17, 2010 at 5:51 p.m. The meeting was held in the Conference Room at Town Hall, 301 Walnut Street, Windsor, Colorado. The following Commission members were present:

Melissa Lohry, Chair  
Anne Johnson  
Robin Martinez  
Brent Phinney

Robert Bishop-Cotner - Town Board Liaison

Sandy Squicquero has been appointed to the Parks & Recreation Advisory Board, so she will not be returning to the Historic Preservation Commission.

The following town staff was present:

Joe Plummer, Director of Planning  
Elizabeth Fields, Associate Planner  
Mary Lee, Deputy Town Clerk

**2. PUBLIC INVITED TO BE HEARD.**

There was no public comment.

**3. Consent Calendar.**

**Ms. Johnson moved to accept the minutes of the May 12, 2010 meeting as published; Ms. Martinez seconded the motion. All members voted Aye.**

**4. Consideration of an alternate, voting member appointed to the Historic Preservation Commission to serve during a vacancy of a regular member**

Mr. Bishop-Cotner detailed a proposal to add an alternate member to Town Advisory Boards and Commissions. This member would receive all information distributed to Boards, attend meetings, vote if one of the regular members could not attend, and fill vacated positions. The intent is to provide a training opportunity as there are changes to Boards, by allowing newly appointed alternates to familiarize themselves with Board practices as they learn the issues. He noted the Town Board would investigate any necessary modifications to the by-laws.

Ms. Fields questioned if all changes/additions would take place at the same time. Mr. Bishop-Cotner replied it would be preferable to complete the changes in one Board action. Mr. Plummer clarified the process, noting the Town Board would first amend the Municipal Code then the Commissions would update their by-laws.

**Mr. Phinney moved to recommend the Town Board pursue this proposed change; Ms. Martinez seconded the motion. All members voted Aye.**

**5. Discussion on the role of staff when reviewing demolition permits for structures greater than fifty (50) years old.**

Mr. Plummer requested direction from the Commission on procedures for processing demolition permits. He reviewed steps taken in previous instances, and noted the structures currently designated as landmarks are: Old Town Hall (current Art & Heritage Center), First United Methodist Church, the Mill, and the Cheese Factory and Creamery.

In a lengthy discussion it was determined Commissioners would prefer to be notified when demolition permits for structures that are greater than 50 years old are filed with the Town. This would allow the Commission to determine what the appropriate steps for that property are. Options include, photographing/recording the property for records, nominating the structure for historic designation, approving the demolition permit or another process deemed appropriate by the Commission. The Commission will attempt to work with the historic property owners to point out the benefits of preservation. In order to do this, a marketing strategy, with education materials would need to be developed. A more complete survey of properties, noting whether said properties meet criteria for historic designation, would also be extremely helpful in the process.

Mr. Plummer questioned who would evaluate the property and determine if the criteria for designation have been met, or in turn, determine if the permit for demolition shall be granted. He noted it may be necessary to contract out these specific professional services when the need arises. He suggested a possible amendment or addendum to the existing Ordinance to cover these situations; this change would need to have a public outreach component to gather public comment. Mr. Bishop-Cotner clarified the part of the process involving the Town Board. Ms. Fields will research other communities for examples of their policies and procedures. Mr. Plummer will consult with the Town Attorney.

**Mr. Phinney moved to direct staff to research and review the current Ordinance and the options for putting in place a change to the Ordinance to allow the Commission to review any demolition permits for buildings older than 50 years; Ms. Johnson seconded the motion. Ms. Johnson then moved to amend the motion to include staff will investigate other communities in the area and present their policies to the Commission for review, and to find the best course of action; Ms. Martinez seconded the amended motion. All members voted Aye.**

**6. Communications from the Historic Preservation Commission.**

There were no additional communications from the Commissioners.

**7. Communications from Town Board liaison.**

Mr. Bishop-Cotner had no further communications.

**8. Communications from the staff.**

Mr. Plummer noted the most recent demolition permit property has been photographed, and that information will be available for review if desired. Ms. Lohry noted the property would not have met the criteria for historic designation.

Ms. Fields reminded the group of the Broomfield training on June 18, and gathered tentative information on attendance.

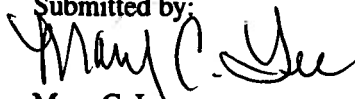
**9. Adjourn**

**Mr. Phinney moved to adjourn; Ms. Martinez seconded the motion. All members voted Aye. The meeting was adjourned at 6:27 p.m.**

**CERTIFICATION:**

Approved by the Windsor Historic Preservation Commission on the 12<sup>th</sup> day of January 2011.

Submitted by:



Mary C. Lee  
Deputy Town Clerk