



HISTORIC PRESERVATION COMMISSION REGULAR MEETING
July 11, 2012
First Floor Conference Room – 301 Walnut Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Vice Chairperson Scot Griffith called the meeting to order at 5:55 p.m.

1. Roll Call

Scot Griffith
Carrie Ann Lucas
Tyler Rossman – Voting Alternate

Also present: Associate Planner

Elizabeth Fields, AICP

2. Public Invited to be Heard

There was no public comment

B. CONSENT CALENDAR

1. Minutes of the January 11, 2012 and February 15, 2012 Regular Meeting

Commissioner Lucas moved to approve the minutes as presented; Commissioner Griffith seconded the motion. Motion carried unanimously.

C. BOARD ACTION

1. Election of Officers for 2012

Ms. Fields reviewed procedures for election of officers, as well as the recent history of the Commission and how/when officers were last elected.

Commissioner Griffith nominated Commissioner Lucas for Chair; Alternate Commissioner Rossman seconded the motion.

Commissioner Lucas nominated Commissioner Griffith as Vice Chair; Alternate Commissioner Rossman seconded the motion.

Commissioner Lucas nominated Commissioner Lynn-McAbee as Secretary; Commissioner Griffith seconded the motion.

All motions carried unanimously.

2. Review of HPC Work Plan

Ms. Fields reviewed the requirements for Certified Local Government (CLG) status, and noted the items already completed including Designation of structures in Boardwalk Park, Downtown Tour, Brochure and Historic Preservation Month Event. She noted work on the Preserve America Designation has not been done while reviewing the application process for the Commission. Ms. Fields questioned if there was still interest in pursuing Preserve America Designation. Commissioners expressed interest, adding it would not receive their highest priority, while item 6: “Identify and prioritize structures within the Historic Downtown Survey for local, state and/or national landmarks” would carry a high priority.

The Commissioners briefly discussed survey procedures and how to proceed. Commissioner Lucas suggested hosting an event for owners of properties that meet the criteria for designation as an historic landmark. A February/March timeframe was suggested. Details will be discussed at future meetings.

Commissioner Lucas also suggested a presence at the Summer Concert Series. The All-Town BBQ date was identified as a perfect opportunity to reach out to the community. An early June timeframe is anticipated. Commissioners also discussed teaming with the Windsor Severance Historic Society, and

using a banner to attract the attention of interested residents. Those two events would complete the requirements for CLG.

The Commissioners briefly discussed proposed Ordinances related to demolition and Historic Designation. It seems more public education is needed for all to understand the procedure, and those efforts should take place prior to presentation to the Town Board. Commissioner Lucas suggested including informational articles in the newspapers highlighting historic preservation efforts and events.

Commissioners discussed a need for signage on historic properties, noting that would greatly increase public awareness of the significance of those locations. They discussed the Cheese Factory; its location and the history of its presence in Windsor. Commissioner Griffith questioned if the building is for sale. Ms. Fields clarified the building, because of its historic designation would be open for grants for renovation.

Ms. Fields will make the changes discussed to the Work Plan, and will distribute the revised document to Commissioners.

3. Review of 2012 Certified Local Government (CLG) Annual Report
Ms. Fields pointed out the copy of the CLG Annual Report for review by the Commissioners.

D. COMMUNICATIONS

1. Communications from Historic Preservation Commissioners
There were no additional communications.
2. Communications from Town Board Liaison
Mr. Bishop-Cotner was not in attendance, so had no communications.
3. Communications from Town Staff
There were no additional communications.

E. ADJOURN

Commissioner Griffith moved to adjourn; Commissioner Lucas seconded the motion. Motion carried unanimously.

Mary Lee, Deputy Town Clerk