



**HISTORIC PRESERVATION COMMISSION REGULAR MEETING**  
**July 10, 2013 – 5:45 P.M.**  
**First Floor Conference Room – 301 Walnut Street, Windsor, CO 80550**

**MINUTES**

**A. CALL TO ORDER**

Acting Chairperson Ann Lynn-McAbee called the meeting to order at 5:49 p.m.

1. Welcome to new member Jessica Dieken

Historic Preservation Commission (HPC) members and Town staff briefly introduced themselves to Jessica Dieken, who was recently appointed to the Historic Preservation Commission.

2. Roll Call

Jessica Dieken  
Anita Drake  
Rachel Kline  
Ann Lynn-McAbee

Also present: Associate Planner  
Associate Planner

Josh Olhava  
Brett Walker

3. Review of Agenda by the Commission and Addition of Items of New Business to the Agenda for Consideration by the Commission.

There were no changes to the Agenda.

4. Public Invited to be Heard

There was no public comment.

**B. CONSENT CALENDAR**

1. Minutes of November 7, 2012 Regular Meeting

2. Minutes of February 13, 2013 Regular Meeting

3. Minutes of March 13, 2013 Regular Meeting

4. Minutes of April 10, 2013 Regular Meeting

5. Minutes of the May 8, 2013 Regular Meeting

**Commissioner Kline moved to accept the Consent Calendar as presented; Commissioner Drake seconded the motion. Motion carried unanimously.**

**C. BOARD ACTION**

1. Election of Officers

Commissioner Lynn-McAbee explained the duties of the Chair, Vice-Chair, and Secretary to the HPC. Commissioner Lynn-McAbee stated that she felt that it would be good to have newer HPC members take leadership roles on the commission. HPC members discussed their interests in becoming officers.

**Commissioner Lynn-McAbee moved to elect Commissioner Kline as HPC Chair, Commissioner Drake as Vice-Chair, and Commissioner Dieken as Secretary of the HPC for the 2013 calendar year; Commissioner Kline seconded the motion. Motion carried unanimously.**

**D. COMMUNICATIONS**

1. Communications from Historic Preservation Commissioners

Commissioner Kline stated that she received a phone call from a citizen who showed up for the cancelled June 12, 2013. Ms. Kline stated that it may be good to post a notice on the doors to Town Hall when a meeting is cancelled, in addition to notices on the Town's website. Mr. Josh Olhava stated that he could personally notify citizens who are known to attend HPC meetings on a regular basis.

2. Communications from Town Board Liaison

Mr. Bishop-Cotner was not in attendance.

3. Communications from Town Staff

Mr. Josh Olhava provided an update on the status of the mill. Mr. Olhava stated that there are upcoming meetings with the mill owner, the State, and the Town.

Mr. Josh Olhava updated the Commission on the status of the 2012-2013 Certified Local Government (CLG) Annual Report submittal. Mr. Olhava stated that the report is due on August 1, 2013.

Mr. Josh Olhava gave a brief overview of the August 2, 2013 Regional HPC meeting. The meeting will be held at the Methodist Church from 1:00 – 4:00 P.M. Commissioner Lynn-McAbee detailed her experiences at past regional meetings that she has attended.

Mr. Josh Olhava stated that the state will be conducting an evaluation of the Town's CLG status. Representatives from the State will be attending the January 8, 2013 HPC meeting.

Mr. Josh Olhava gave a brief overview of documents that the Town received from the Colorado Department of Transportation (CDOT) regarding roadwork being conducted on County Road 21 where the roadway traverses the Greeley No. 2 Canal. The Greeley No. 2 Canal is considered a historic resource. Commissioner Kline briefly reviewed the documents, and stated that she did not believe that the work would negatively impact the historic integrity of the canal.

Mr. Josh Olhava gave a brief overview of the status of projects currently under way and projects proposed for the coming months. Mr. Olhava stated that he is planning on moving forward with the historic tour phone application. Commissioner Lynn-McAbee stated that it may be good to do a beta test with a diverse group once an application has been completed.

Mr. Josh Olhava stated that staff plans on making some improvements to the HPCs website content. Mr. Olhava stated that he is working on a guideline that details the steps of obtaining a historic designation. Mr. Olhava stated that Town staff will be looking at the different options for completing a historic residential survey.

Ms. Lynn-McAbee stated that she felt the All Town BBQ was not a good venue for the HPC to hold an educational event. There was not a lot of interest of guests. Ms. Kline stated that it may have been better if the HPC could have had a demonstration at the event. Ms. Drake stated that the HarvestFest or OctoberFest may be better venues for the HPC.

**E. ADJOURN**

**Upon a motion dually made and seconded, the meeting was adjourned at 7:12 p.m.**



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Brett Walker, Associate Planner