



**HISTORIC PRESERVATION COMMISSION REGULAR MEETING**

**MARCH 11, 2015 – 5:45 P.M.**

First Floor Conference Room

301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Monday prior to the meeting to make arrangements.

---

**AGENDA**

**A. CALL TO ORDER**

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
3. Public Invited to be Heard

**B. CONSENT CALENDAR**

1. Approval of Minutes of the January 14, 2015 Historic Preservation Commission meeting.

**C. BOARD ACTION**

1. Election of officers (chairperson, vice-chairperson and secretary) for the 2015 calendar year
  - Staff presentation: Josh Olhava, Associate Planner

**D. COMMUNICATIONS**

1. Communications from the Historic Preservation Commission
2. Communications from Town Board liaison
3. Communications from the staff

**E. ADJOURN**

*\* Please note that items on the Consent Calendar will not be discussed unless requested by the Historic Preservation Commissioners or by applicants who have business listed on the Consent Calendar.*

**Upcoming Meeting Dates**

<u>Wednesday, March 11, 2015</u>	5:45 P.M.	Regular	Historic	Preservation	Commission
		meeting**			
<u>Wednesday, April 8, 2015</u>	5:45 P.M.	Regular	Historic	Preservation	Commission
		meeting**			

\*\* Does not include any Historic Preservation Commission (HPC) work sessions which may be requested and may also be scheduled for these dates. Regular meeting dates may be changed to a work session at the discretion of the Chair when no action items are present.

Note: Special meeting dates or events may be scheduled at regular HPC meetings.



**HISTORIC PRESERVATION COMMISSION REGULAR MEETING**  
**JANUARY 14, 2015, 5:45 P.M.**  
First Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Monday prior to the meeting to make arrangements.

**MINUTES**

**A. CALL TO ORDER**

Chairperson Kline called the meeting to order at 5:48 p.m.

1. <u>Roll Call</u>	Chairperson	Rachel Kline
	Vice Chairperson	Anita Drake
	Board Member	Ann Lynn McAbee
	Voting Alternate	Lisa Geisick
	Absent	Carrie Ann Lucas Jessica Dieken
Also present:	Town Board Liaison	Robert Bishop-Cotner
	Associate Planner	Josh Olhava
	Dir. of Parks, Recreation & Culture	Melissa Chew
	Art & Heritage Manager	Andrew Dunehoo
	Town Clerk/Assist to Town Manager	Patti Garcia
	Building Permit Technician	Robin Volner

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board  
There were no changes to the agenda.

3. Public Invited to be Heard  
Chairperson Kline opened the meeting for public comment, to which there was none.

**B. CONSENT CALENDAR**

1. Approval of Minutes of the March 12, 2014 Historic Preservation Commission meeting  
**Ms. McAbee motioned to approve the Minutes of March 12, 2014 Historic Preservation Commission as presented; Ms. Geisick seconded the motion. All in attendance voted yes; motion carried.**

**C. BOARD ACTION**

**NOTE:** The official record of this evening's proceedings shall include the application, staff memos and recommendations, packet materials and supporting documents, and all testimony received for the following Board Action items.

1. Public Hearing – Designation of the Eaton House, 130 N. 5<sup>th</sup> Street, as a Historic Landmark
- Staff presentation: Josh Olhava, Associate Planner

Chairperson Kline closed the Regular meeting and opened the Public Hearing.

Associate Planner Olhava presented the agenda item to the Historic Preservation Commission and provided an overview of the nomination to designate the Eaton House as a historic landmark. Mr. Olhava stated that Article XXVIII of Chapter 16 of the Windsor Municipal Code outlines the purposes of the Historic Preservation Ordinance and the process for landmark designations. The site vicinity map and zoning map was displayed; it was noted the subject location is zoned Central Business. The property is located at 130 N. 5<sup>th</sup> Street. The Eaton House was originally built in 1902 by one of the earliest settlers and prominent leaders in the Windsor area, Mr. Benjamin H. Eaton. A visionary, civic leader, and agriculturalist, Eaton served Northern Colorado as an early irrigation investor and developer who helped to shape the Windsor community and build its identity as an agricultural center. As fourth territorial governor, he instrumentally shaped the Colorado landscape into a viable and bountiful agricultural region, harnessing the power of Colorado's rivers, both physically and politically, to establish modern agricultural farming. The home was built by Mr. Eaton for his workers and remained with the Eaton family until Mr. Eaton's passing in 1904.

Mr. Olhava went over the criteria for designation noting that proposed landmarks must be at least 50 years old and meet one or more of the criteria for architectural, social, or geographical/environmental significance. A landmark could be exempt from the age standard if it is found to be exceptionally important in other significant criteria. It was noted that the Eaton House does not meet any of the architectural criteria but Mr. Olhava explained that it did meet the social criteria of exemplifying cultural, political, economic or social heritage of the community and association with a notable person or the work of a notable person. It met the geographical/environmental criteria through enhancing sense of identity of the community. Staff comments were included in the packet materials.

Mr. Olhava went on to explain that the physical integrity of the proposed landmark would also be evaluated based on the following criteria; it was noted that a property did not have to meet all of the criteria. The criteria met includes: the property shows character, interest or value as part of the development, heritage or cultural characteristics of the community, region, State or nation; retains original design features, materials and/or character, and original or same historic context after having been removed. Staff comments were included in the packet materials.

Staff recommended that the Historic Preservation Commission forward a recommendation of approval to the Town Board for the Designation of the Eaton House as a Local Landmark, per the Designation Application, based on the following findings of fact:

That the Eaton House as nominated and presented:

1. Exemplifies the cultural, economic and social heritage of the community;
2. Is associated with a notable person; and
3. Enhances the sense of identity of the community.

Ms Kline opened the meeting to public comment.

Director of Parks, Recreation & Culture Chew clarified that the reservoir that is referred to in the documentation should be changed to reflect Kern Reservoir.

Town Board Member Bishop-Cotner stated that funding to complete a Historic Structure Assessment and Master Plan for the site was established in the 2015 budget. It was noted that following Town Board 2<sup>nd</sup> Reading on the designation, staff will submit a grant for matching funds in order to complete a historic structure assessment. He stated that the Town Board is interested and would like to move forward.

**Ms. McAbee motioned to close the public hearing; Ms. Drake seconded the motion. All in attendance voted yes; motion carried.**

2. Recommendation to the Town Board – Designation of the Eaton House, 130 N. 5th Street, as a Historic Landmark

- Staff presentation: Josh Olhava, Associate Planner

Associate Planner Olhava stated that if the agenda item passes, that it would be considered by the Town Board on January 26, 2015 and would require two readings of an ordinance.

**Ms. McAbee motioned to forward a recommendation to the Town Board of approval for the Designation of the Eaton House as a Local Landmark as presented by staff; Ms. Drake seconded the motion. All in attendance voted yes; motion carried.**

3. Election of officers (chairperson, vice-chairperson and secretary) for the 2015 calendar year

- Staff presentation: Josh Olhava, Associate Planner

Pursuant to the Commission member's discussion, this item will be tabled until all board members are present.

**D. COMMUNICATIONS**

1. Communications from the Historic Preservation Commission

No communications.

2. Communications from Town Board liaison

Town Board Member Bishop-Cotner reported on items from the Town Board including an update on the Pace Annexation and efforts related to the 125<sup>th</sup> anniversary celebration. Mr. Bishop-Cotner noted the work done by the HPC over the past three years which included three historical markers in Town.

3. Communications from the staff

Associate Planner Olhava reported on the status of the digital walking tour and the residential survey. He reported that May is Historic Preservation Month which they will start working on in February. Additionally, the Saving Places Conference will be in February which he will be attending.

**E. ADJOURN**

**Ms. McAbee motioned to adjourn the meeting; Ms. Dieken seconded the motion. All in attendance voted yes; motion carried.**

The meeting was adjourned at 6:26 p.m.

---

Patti Garcia, Town Clerk