



## HISTORIC PRESERVATION COMMISSION REGULAR MEETING

November 8, 2017 // 5:45 p.m. // First Floor Conference Room  
301 Walnut Street, Windsor, CO 80550

### AGENDA

#### A. CALL TO ORDER

1. Roll Call
2. Welcome new member Ruth Brunner
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

#### B. CONSENT CALENDAR

1. Approval of the minutes of October 11, 2017

#### C. BOARD ACTION

None

#### D. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board liaison
3. Communications from staff
  - a. Saving Places Conference
  - b. HPC Annual Event
  - c. Historic Church Walking Tour

#### E. ADJOURN

Applicants may discuss the requests and the recommendations with staff during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. For the convenience of the applicants, appointments are recommended.

### Upcoming Meeting Dates

*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 [day] prior to the meeting to make arrangements.*

<u>Wednesday, November 8,2017</u>	5:45 P.M. Meeting**	Regular	HPC
<u>Wednesday, December 13,2017</u>	5:45 P.M. Meeting**	Regular	HPC
<u>Wednesday, January 10,2017</u>	5:45 P.M. Meeting**	Regular	HPC

\*\* 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

October 11, 2017, 5:45 P.M. Second 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.

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### MINUTES

#### A. CALL TO ORDER

Carrie Ann Lucas called the meeting to order at 5:45 p.m.

1. Roll Call

Board members in attendance:

Carrie Ann Lucas  
Dr. Larry Lawrence  
Jean Zuckweiler  
Ron Steinbach

Also in attendance:

Town Board Liaison  
Director of Planning  
Senior Planner  
Recreation Supervisor

Paul Rennemeyer  
Scott Ballstadt  
Paul Hornbeck  
Luke Bolinger

2. Welcome new member Ruth Brunner  
Ms. Brunner was not in attendance.

3. 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.

#### B. CONSENT CALENDAR

1. No items for Consent Calendar

Mr. Ballstadt stated that he is in the process of reviewing past meeting information for the Historic Preservation Commission and the related minutes. There is nothing for approval at this time.

#### C. BOARD ACTION

1. Election of officers (chairperson, vice-chairperson and secretary) for the remainder of the 2017 calendar year

- Staff presentation: Scott Ballstadt, Director of Planning

Ms. Lucas recommended that the nominations be for the balance of 2017 and for 2018; upon a motion duly made, the board approved the nominations to be made will be for 2017-2018.

After discussion, the following list of officers for 2017-2018 was submitted for nomination by the Historic Preservation Commission Board:

Carrie Ann Lucas, Chairperson  
Jean Zuckweiler, Vice Chairperson  
Ron Steinbach, Secretary

**Board Member Steinbach moved to approve the slate of officers as presented; Board Member Lawrence seconded the motion. Roll call on the vote resulted as follows: Yeas – Lucas, Zuckweiler, Steinbach, Lawrence; Nays- None; Motion passed.**

2. Approval of 2018 Historic Preservation Commission Quarterly Meeting Schedule

- Staff presentation: Scott Ballstadt, Director of Planning

Mr. Ballstadt explained that the Commission is required to hold a minimum of four meetings per year per the by-laws, as well as the State requirements to be a Certified Local Government. Mr. Ballstadt further explained that staff is proposing to schedule the minimum four quarterly meetings and additional meetings can be added if necessary. The Commission discussed the proposed dates of February 14, May 9, August 8 and November 14 and decided to move all of the meeting dates up one month.

**Secretary Steinbach moved to approve the Commission's 2018 the regular quarterly meeting schedule of meeting dates being held the 2<sup>nd</sup> week of the month on January 10, April 11, July 11 and October 10; Vice Chairperson Zuckweiler seconded the motion. Roll call on the vote resulted as follows: Yeas – Lucas, Zuckweiler, Steinbach, Lawrence; Nays- None; Motion passed.**

#### **D. COMMUNICATIONS**

1. Communications from the Historic Preservation Commission

Vice Chairperson Zuckweiler pointed out that several of the photos on the existing historic walking tour may be out of date now that some of the businesses had updated their façades.

Mr. Ballstadt indicated that staff would look into what is needed to make the respective updates.

2. Communications from Town Board liaison

Mr. Rennemeyer discussed the historic church survey that was completed in conjunction with a CSU graduate program class late last year. Everyone generally agreed that the project was a success.

Mr. Ballstadt indicated that he has received interest from someone with GIS expertise who is interested in potentially volunteering to work on another mobile walking tour app based on the church survey information. Mr. Ballstadt has had preliminary conversations with the Human Resources Department regarding requirements that will need to be addressed and staff will bring back further information regarding this opportunity at a future meeting.

3. Communications from the staff

- a. Project Update: Windsor Mill, 301 Main Street

Mr. Ballstadt indicated that the State has begun the de-listing process. The owners still want to preserve as much of the existing brick as they can, subject to structural engineer recommendations. Their new proposal is to try and replicate the building height and mass of the original mill and the architect is working on plans with SAFEbuilt. Mr. Ballstadt further stated that the project is scheduled for consideration of variance approval before the Board of Adjustment, as the original

mill was considered a legal nonconforming structure and now that it has been destroyed, any new structure is supposed to meeting minimum code requirements such as setbacks.

Ms. Lucas asked if it would be appropriate for HPC to send a letter in support of the setback variance to the BOA.

Ms. Lucas re-opened the Board Action portion of the agenda and added as Board Action Item 3: Recommendation to the Board of Adjustment in support of the proposed setback variance for the Old Windsor Mill at 301 Main Street.

**Vice Chairperson Zuckweiler moved to provide a recommendation of support of the proposed setback variance for the Old Windsor Mill; Secretary Steinbach seconded the motion. Roll call on the vote resulted as follows: Yeas – Lucas, Zuckweiler, Steinbach, Lawrence; Nays- None; Motion passed.**

b. Project Update: Creamery Building, 501 Ash Street

c. Project Update: Eaton House

Mr. Bollinger presented overviews of the Creamery and Eaton House and noted how the properties tie into the downtown area and Boardwalk Park and are part of the “cultural hub” for Windsor. Mr. Bollinger reviewed the history of the Eaton House noting it is currently being used for storage. The Parks, Recreation & Culture Department is researching viable uses for the Eaton House structure. Mr. Bollinger also gave a brief history of the Creamery Building noting it is currently owned by the Windsor Severance Historical Society and it is currently being used for large item storage. The Town of Windsor is looking to acquire the building in 2018 and staff will be looking to create a Culture Master Plan including programming associated with the properties, including the Art & Heritage Center and Boardwalk Park. Mr. Ballstadt recommended there be a status update at a future quarterly meeting; Mr. Bollinger concurred.

d. Saving Places Conference

Mr. Ballstadt pointed out that the Town needs to have at least one HPC member attend a conference each year and the Saving Places Conference is once again included in the 2018 budget. The conference is scheduled for January 31-February 3 in Denver at the Colorado Convention Center. At least one staff member will also be attending. Most Commissioners indicated interest; Mr. Ballstadt indicated that staff would follow up with a more formal request prior to the end of early bird registration.

e. HPC Annual Event

Ms. Lucas mentioned that the HPC had presented the Historic Windsor video at the library in the past and it may be too soon to do that again. She also mentioned potential tours of the historic buildings at Boardwalk Park as part of Historic Preservation Month in May. Ms. Lucas also mentioned that, if the budget allows, the HPC may want to have some banners and other informational items created to promote preservation at summer events and concerts in Boardwalk Park.

Mr. Ballstadt said that staff would discuss with the Parks Department and report back regarding park use and budget allowance.

f. Joint Meeting with Windsor-Severance Historical Society

Mr. Ballstadt proposed that the HPC may want to schedule a joint meeting with the Windsor-Severance Historical Society at an upcoming meeting to meet and greet, discuss what each group is working on and see where the roles of each group may overlap. It was the consensus that it would be good to schedule such a meeting.

**E. ADJOURN**

Upon a motion duly made, the meeting was adjourned at 6:50 p.m.

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Patti Garcia, Town Clerk



## MEMORANDUM

**Date:** November 8, 2017  
**To:** Historic Preservation Commission  
**From:** Paul Hornbeck, Senior Planner  
**Re:** Staff Communications  
**Item #:** D.3

### Saving Places Conference

The Saving Places Conference is an annual event in Denver put on by Colorado Preservation, Inc. that includes educational sessions, workshops, tours, etc. regarding historic preservation in the state. This is a great training opportunity and meets the requirement for a Certified Local Government to have at least one commission member attend a State Historic Preservation Office approved educational session each year.

The Town has budgeted money for Historic Preservation Commissioners to attend. The Conference runs January 31 to February 3, 2018. The full schedule of the conference and other information is available at this [link](#). Staff will coordinate conference registration as well as mileage reimbursement for those interested in attending. We are also applying for grants to cover the cost of attendance. As a part of that application process, please provide staff with any topics of particular interest on the conference agenda. In order to meet the early registration deadline, staff requests confirmation from each Commissioner whether they plan to attend and which days no later than the December 13<sup>th</sup> HPC meeting.

### 2018 Annual Event

As discussed last meeting, the State encourages Certified Local Governments (CLG) to hold events such as tours of recently listed buildings, historic neighborhood tours, etc. or educational events on topics such as tax credits, how to repair wood windows, etc. Such an event is not a requirement to maintain the Town's CLG status but is an opportunity to build awareness of Historic Preservation in Windsor. Staff encourages the Commission to begin planning an event for 2018 now. At the October meeting, the following were discussed as possible events:

- Screening a movie at the library (previously done)
- Tours of historic buildings at Boardwalk Park (possibly in May with Historic Preservation month)
- Banners and informational items to promote preservation at summer events and concerts

### Historic Church Walking Tour

The process of bringing on a volunteer to help create an online walking tour for historic churches is in progress. Staff will keep the HPC advised as this project gets underway.