



**HISTORIC PRESERVATION COMMISSION
REGULAR MEETING**

December 13, 2017 // 5:45 p.m. // First Floor Conference Room
301 Walnut Street, Windsor, CO 80550

WORK SESSION AGENDA

1. Review and discuss 2016-2017 HPC Work Plan (attached)



WINDSOR HISTORIC PRESERVATION COMMISSION

2016-2017 WORK PLAN

	PROJECT AND TASKS	TIMEFRAMES	START DATES	COMPLETION DATES
1	Digital (mobile) tours	Projected Quarter for Activity	MM/DD/YY	MM/DD/YY
	➤ Continue to market 'Historic Windsor – Downtown Walking Tour'	Ongoing		
	➤ Develop additional tours (Poudre River; Greeley #2 Canal; Museum at Boardwalk Park; churches; etc.)	4 th Quarter 2016 thru 3 rd Quarter 2017		
	➤ Develop Historic Tours Handout/Map	1 st Quarter 2017		
2	Develop Water and Agricultural preservation activities	Projected Quarter for Activity	MM/DD/YY	MM/DD/YY
	➤ Identify waterways and agricultural areas for research (work with Art & Heritage division)	1 st and 2 nd Quarters 2016		
	➤ Look into educational opportunities	2 nd thru 4 th Quarters 2016		
3	Historic Preservation Ordinance	Projected Quarter for Activity	MM/DD/YY	MM/DD/YY
	➤ Assess local landmark nomination criteria and implement any relevant amendments to ordinance	2 nd & 3 rd Quarter 2016		
	➤ Assess local preservation ordinance and propose amendments to 'modernize' preservation ordinance	2 nd & 3 rd Quarter 2016		
4	Community Outreach, Public Education and Events	Ongoing	MM/DD/YY	MM/DD/YY
	➤ Conduct seminars and presentations on historic preservation (partner with Art & Heritage division on events and presentations)	At least 1/year		
	➤ Submit articles on historic preservation to local newspapers (coordinate with Art & Heritage division)	Semi-annually		
	➤ Update historic preservation documents and develop new educational documents	3 rd Quarter 2016		
	➤ Continue to update historic preservation webpage content and layout	As needed		

	➤ Continue to pursue local landmark designations	Ongoing		
5	Property Surveying	Projected Quarter for Activity	MM/DD/YY	MM/DD/YY
	➤ Work to develop a framework and strategy for surveying residential core	1 st Quarter 2017		
	➤ Pursue funding opportunities to assist with survey work	1 st & 2 nd Quarter 2017		
	➤ Partner with Art & Heritage division to promote and execute survey work	3 rd Quarter 2017		



WINDSOR HISTORIC PRESERVATION COMMISSION

2016-2017 WORK PLAN

STAFF AND COMMISSION NOTES:

PROJECT #1 – DIGITAL (MOBILE) TOURS

Note #1	
Note #2	

PROJECT #2 – DEVELOP WATER AND AGRICULTURAL PRESERVATION ACTIVITIES

Note #1	
Note #2	

PROJECT #3 – HISTORIC PRESERVATION ORDINANCE

Note #1	
Note #2	

PROJECT #4 – COMMUNITY OUTREACH, PUBLIC EDUCATION AND EVENTS

Note #1	
Note #2	

PROJECT #5 – PROPERTY SURVEYING

Note #1	
Note #2	



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

B. CONSENT CALENDAR

1. Approval of the minutes of November 8, 2017

C. BOARD ACTION

None

D. COMMUNICATIONS

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

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

<u>Wednesday, December 13, 2017</u>	5:45 P.M.	Work Session HPC Meeting
<u>Wednesday, December 13, 2017</u>	6:15 P.M.	Regular HPC Meeting**

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, January 10, 2018</u>	5:45 P.M.	Regular HPC Meeting**
<u>Wednesday, April 11, 2018</u>	5:45 P.M.	Regular HPC Meeting**
<u>Wednesday, July 11, 2018</u>	5:45 P.M.	Regular HPC Meeting**
<u>Wednesday, October 10, 2018</u>	5:45 P.M.	Regular HPC 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
November 8 , 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.

MINUTES

A. CALL TO ORDER

Carrie Ann Lucas called the meeting to order at 5:52 p.m.

1. Roll Call

Board members in attendance:

Carrie Ann Lucas
Dr. Larry Lawrence
Jean Zuckweiler
Ron Steinbach
Ruth Brunner

Also in attendance:

Town Board Liaison	Paul Rennemeyer
Director of Planning	Scott Ballstadt
Senior Planner	Paul Hornbeck
Customer Service Supervisor	Jessica Scheopner

2. Welcome new member Ruth Brunner

Mrs. Brunner was introduced. She spoke briefly on her background and her interest in being on the Commission.

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. Approval of the October 11, 2017 minutes.

Mr. Steinbach moved to approve the minutes as presented. Mrs. Zuckweiler seconded such motion. All voted in favor. Motion passed.

C. BOARD ACTION

NONE

D. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

2. Communications from Town Board liaison

Mr. Rennemeyer discussed the meeting with the DDA, Brinkman, The American Legion and the Windsor Backlots project. The American Legion has asked to be in regular attendance for these meetings. Discussions are still on-going and he will provide more information as it comes.

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 Board of Adjustments approved the variance request, 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.

b. Saving Places Conference

Mr. Hornbeck explained that the Town has budgeted Money for the Historic Preservation Commissioners to attend. The conference runs January 31 to February 3, 2018. Staff will coordinate registration as well as mileage reimbursement for those interested in attending. Grants will also be applied for to help cover cost of attendance. As a part of the application process, please provide staff with any topics of particular interest on the conference agenda. In order to meet the early registration deadline, he requested confirmation from each Commissioner whether they plan to attend and which days no later than the December 13th HPC meeting.

c. HPC Annual Event

Ms. Lucas asked about reviewing the work plan they created a year prior to establish what would be the best opportunity to have this event. She also asked that at the December meeting the Commission look into and make requests for the banners if budget allows.

Mr. Hornbeck stated he will get a copy to the members so they can discuss changes and suggestions at the next meeting. The Commission discussed different opportunities including having a booth at the All Town BBQ event which is during Preservation Month.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 6:30 p.m.

Jessica Scheopner, Customer Service Supervisor



MEMORANDUM

Date: December 13, 2017
To: Historic Preservation Commission
From: Paul Hornbeck, Senior Planner
Re: Staff Communications
Item #: D.3

Saving Places Conference

The Conference runs January 31 to February 3, 2018. The full schedule of the conference and other information is available at this [link](#). If you plan on attending, this HPC meeting is your last opportunity to provide staff with confirmation and which dates you would like to attend so we can complete the registration. Please be prepared to discuss.

2018 Annual Event

At the last HPC meeting the board expressed interest in doing tours at Boardwalk Park as a part of the Concert in the Park series. The Parks, Recreation, & Culture Department (PRC) provided the following information:

- Tours are currently given only by seasonal staff, which can be limiting to the public, because they have to lock the Depot when giving a building tour.
- PRC suggested HPC members could assist with those tours at events
- Another possibility would be to set up some tours where people sign up, perhaps pay a small fee and get some food at the end, much like they did with the Colorado Life magazine tour.
- All the buildings at Boardwalk Park are accessible for tours: depot, school house/teacher quarters, farm house, summer kitchen, beet shack and prayer meeting house
- Summer Concerts will run June 7th through August 23rd
- PRC staff expressed excitement about HPC being involved is would be happy to attend an HPC meeting to discuss opportunities in more detail if needed