



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

January 10, 2018 // 5:45 p.m. // First Floor Conference Room
301 Walnut Street, Windsor, CO 80550

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 December 13, 2017

C. BOARD ACTION

1. Approval of the 2018-2019 Work Plan

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, January 10, 2017</u>	5:45 P.M.	Regular HPC Meeting**
<u>Wednesday, April 11, 2018</u>	5:45 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.

Wednesday, July 11, 2018 5:45 P.M. Regular HPC Meeting**

Wednesday, October 10, 2018 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
December 13, 2017, 6:15 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 6:40 pm due to Work Session prior.

1. Roll Call

Board members in attendance:

Carrie Ann Lucas
Jean Zuckweiler
Ron Steinbach
Ruth Brunner

Excused absence:

Dr. Larry Lawrence

Also in attendance:

Town Board Liaison
Senior Planner
Customer Service Supervisor

Paul Rennemeyer
Paul Hornbeck
Jessica Scheopner

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.

B. CONSENT CALENDAR

1. Approval of the November 8, 2017 minutes.

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

C. BOARD ACTION

NONE

D. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
NONE

2. Communications from Town Board liaison

Mr. Rennemeyer discussed several economic development opportunities coming to the Town. They included an update on the Mill, Dutch Brothers site at the old drive inn, Human Bean, Doug's Day Diner, Kum and Go, and the roundabout construction at HWY 257 south of HWY 392. The group discussed all the opportunities and what they mean for the Town. Mr. Rennemeyer explained he would bring forth any new information as it comes.

3. Communications from the staff

a. 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. Ms. Lucas expressed she can attend February 1st through the 3rd. Mr. Steinbach could attend the entire conference. Mrs. Zuckweiler could not attend.

b. HPC Annual Event

Mr. Hornbeck explained that Parks, Recreation and Culture staff will be attending the January 10th meeting to discuss all the options and plan accordingly with the Historic Preservation Commission.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:15 p.m.

Jessica Scheopner, Customer Service Supervisor



MEMORANDUM

Date: January 10, 2018
To: Historic Preservation Commission
From: Paul Hornbeck, Senior Planner
Re: 2018 – 2019 Work Plan
Item #: C.1

Background/Discussion

The enclosed work plan has been updated based on discussion at the December work session. Staff recommends the HPC approve the Work Plan as presented or with any modifications desired.



WINDSOR HISTORIC PRESERVATION COMMISSION

2018-2019 WORK PLAN

	PROJECT AND TASKS	TIMEFRAMES	START	COMPLETION
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.)	Churches – 1 st - 2 nd Quarter 2018 Others - as time/ resources allow		
	➤ Develop Historic Tours Handout/Map	3 rd - 4 th Quarter 2018		
	➤ Research options for informational signs on walking tours	3 rd - 4 th Quarter 2018		
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)	3 rd - 4 th Quarter 2018		
	➤ Look into educational opportunities	Ongoing		
3	Community Outreach, Public Education and Events	Ongoing	MM/DD/YY	MM/DD/YY
	➤ Annual Event - Conduct Tours of Boardwalk Park Structures	2 nd & 3 rd Quarter 2018		
	➤ Update historic preservation documents and develop new educational documents	As needed		
	➤ Continue to update historic preservation webpage content and layout	As needed		
	➤ Conduct outreach to property owners on benefits of Landmark Status	Ongoing		
4	Property Surveying	Projected Quarter for Activity	MM/DD/YY	MM/DD/YY
	➤ Partner with CSU again to conduct residential survey in 2018-2019 school year	2018-2019		
	➤ Pursue funding opportunities to assist with survey work	Ongoing		



MEMORANDUM

Date: January 10, 2018
To: Historic Preservation Commission
From: Paul Hornbeck, Senior Planner
Re: Staff Communications
Item #: D.3

2018 Annual Event

Luke Bolinger of the Parks, Recreation, and Culture Department will be joining us to discuss the tours of Boardwalk Park buildings. There is only one more HPC meeting (April) before the All Town Barbeque and kickoff of the Concert in the Park series so it's important to begin finalizing details of the tours. Staff has outlined the following issues/questions to try and lead the discussion:

- Should tours be done at single event? Maybe one tour at each concert?
- Are all 5 members interested in leading a tour of a different building? If not, options to work on marketing or other aspects of tours?
- Which buildings? Options include depot, school house/teacher quarters, farm house, summer kitchen, beet shack and prayer meeting house.
- How long is needed for each building?
- Tour format – open house, set time for each building, etc.
- Tour information/training – are there written materials available to help HPC with tours? Can we arrange a tour of buildings from PRC staff prior to HPC tours to learn about buildings and prepare for event?
- Options for marketing of tours – info on Town website, newspaper, radio, press release, signage at event, etc.
- Other discussion?