



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

July 11, 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 April 11, 2018

C. BOARD ACTION

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

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

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.

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

April 11, 2018, 6:30 P.M. Boardwalk Park Depot
100 N. 5th St Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

Carrie Ann Lucas called the meeting to order at 6:46 pm

1. Roll Call

Board members in attendance:

Carrie Ann Lucas
Jean Zuckweiler
Ruth Brunner

Excused absence:

Dr. Larry Lawrence
Ron Steinbach

Also in attendance:

Senior Planner	Paul Hornbeck
Chief Planner	Carlin Malone
Recreation Supervisor	Luke Bollinger
Director of Planning	Scott Ballstadt
State Historic Preservation Officer	Mark Rodman

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 January 10, 2018 minutes.

Ms. Zuckweiler moved to approve the minutes as presented. Ms. Brunner seconded such motion. All voted in favor. Motion passed.

C. BOARD ACTION

None

D. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Zuckweiler asked about the format of the tours the HPC will be assisting with. Mr. Bollinger explained on event nights there is only one staff available to monitor the depot so opening buildings for tours can be difficult. The HPC volunteers could help give tours or watch the depot.

Ms. Lucas stated she would like to have signage for the tours and the mobile walking tours. Mr. Hornbeck indicated "A" Frame signs could be borrowed from Parks, Recreation, and Culture Department and staff could print and attach information about the tours. Staff can explore opportunities for more permanent signage.

Ms. Zuckweiler inquired about name tags. Mr. Hornbeck indicated staff would look into obtaining name tags for HPC.

Ms. Lucas asked about the status of the Saint Albans historic designation. Ms. Zuckweiler updated the HPC that Saint Albans needed to obtain vestry approval of the designation.

There was discussion about creating tours highlighting the irrigation facilities used around Windsor Lake. Ms. Brunner suggested contacting Bill Kirby as a resource on water.

Mr. Hornbeck announced he would try to coordinate a joint meeting of the HPC and Windsor Severance Historic Society at the July 11 meeting.

2. Communications from Town Board liaison

None.

3. Communications from the staff

- a. Mr. Hornbeck told the Commission that the Town received notification that the Windsor Mill was removed from the National Register of Historic Places and the Colorado State Register of Historic Properties as expected. The removal was approved March 12, 2018 as a result of the damage suffered from the fire in August 2017. However, the property owner confirmed last week that they are currently processing construction documents and will be making a formal submittal in the near future to redevelop the property.
- b. Mr. Hornbeck announced that the Town's GIS Coordinator, GIS volunteer, and Planning staff have collaborated to create digital walking tour of the historic churches of Windsor, similar to the downtown historic walking tour. Both tours can now be accessed at: <http://gis.windsorgov.com/HistoricTours>.

4. Communications from State Historic Preservation Office Mark Rodman

- a. Mr. Rodman provided an overview of the Certified Local Government (CLG) program and the State Historic Preservation Office (SHPO). He discussed CLG responsibilities including enacting and a historic preservation ordinance; maintaining an Historic Preservation Commission; maintaining historic surveys and inventories; provide opportunities for public participation in preservation; review and comment on National Register of Historic Places nominations; attend SHPO approved education/training each year.
- b. Mr. Rodman discussed the residential and commercial tax credit programs
- c. Mr. Rodman provided information about the state's preservation plan, including the 2030 update which will be underway soon.

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:05 p.m.

Paul Hornbeck

Paul Hornbeck, Senior Planner



MEMORANDUM

Date: July 11, 2018
To: Historic Preservation Commission
From: Paul Hornbeck, Senior Planner
Re: Staff Communications
Item #: D.3

2018 Annual Event

The remaining tour dates are July 19th and September 1st. HPC members and the Town Board liaison have indicated their availability as shown below. We should finalize arrangements for these two dates at the meeting.

	7/19	9/1
Alicia	Yes	No
Autumn	Yes	
Carrie	No	Yes
David	Yes	Yes
Jean	No	Yes
Larry		
Ron	Yes	Maybe
Ruth	Yes	

Work Plan Update

The HPC work plan was updated early this year and staff would like to discuss with HPC how to move forward with some of the items. The work plan is attached. Discussion items include the Water and Agricultural preservation activities and property surveying.

Historical Society Meeting

Staff is working to arrange a joint meeting with the Windsor Severance Historical Society, hopefully at the October 10th meeting. The purpose is for each group to learn what the other does and see if there are opportunities for collaboration. Please let staff know if you have any suggestions on items to discuss with the Historical Society.

2019 Educational Opportunities

Part of the role of HPC members is ongoing education through training such as conferences and workshops. Members typically attend the Saving Places conference held each February in Denver. In addition to that conference, the Past Forward National Preservation Conference will be held in Denver on October 7-12, 2019. For reference, information about the 2018 conference can be found here: <https://pastforwardconference.org/pastforward2018/>. Staff would like to gauge preliminary interest of HPC members in attending the 2019 conference in order to budget appropriately for it.



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		