



HISTORIC PRESERVATION COMMISSION REGULAR MEETING  
August 8, 2012  
First Floor Conference Room – 301 Walnut Street  
Windsor, CO 80550

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MINUTES

**A. CALL TO ORDER**

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

1. Roll Call

Scot Griffith  
Carrie Ann Lucas  
Ann Lynn-McAbee

Also present: Town Board Liaison  
Associate Planner  
Associate Planner

Robert Bishop-Cotner  
Elizabeth Fields, AICP  
Brett Walker

2. Public Invited to be Heard

There was no public comment

**B. CONSENT CALENDAR**

1. Minutes of the July 11, 2012 Regular Meeting

**Commissioner Griffith moved to approve the minutes as presented; Commissioner Lynn-McAbee seconded the motion. Roll call on the vote resulted as follows: Yeas – Griffith, Lucas; Abstain – Lynn-McAbee; motion carries.**

**C. BOARD ACTION**

1. Acceptance of 2012-2013 HPC Work Plan

Ms. Fields reviewed the updated 2012-2013 work plan, noting the revision has been emailed to all Commissioners for review. She pointed out the plan is a guideline and can be changed as needed throughout the year. Commissioners commented the plan seems reasonable and attainable.

Commissioners briefly brainstormed options to network with the community and events where it might be appropriate to do so. They also identified properties that might be eligible for historic designation, and discussed how they might proceed with efforts to assist property owners through the process.

Commissioners also briefly discussed the mill, and any recent changes to its condition.

**Commissioner Lynn-McAbee moved to accept the work plan as presented; Commissioner Griffith seconded the motion. Motion carried unanimously.**

**D. COMMUNICATIONS**

1. Communications from Historic Preservation Commissioners

Commissioner Griffith will get cost estimates of a banner for use at future events.

2. Communications from Town Board Liaison

Mr. Bishop-Cotner told Commissioners the Strategic Plan will be reviewed on August 20, noting that plan will provide direction for the next two years.

3. Communications from Town Staff

Ms. Fields assured Commissioners she will forward a copy of the Strategic Plan to them once approved. She then reviewed upcoming training options, noting she and Commissioner Lynn-McAbee will be available to attend the Historic Preservation Forum in Fort Collins on August 24. At this time, none of the Commissioners were certain if they could attend the Boulder CLG Forum in September, but will notify Ms. Fields if they would like to attend. Ms. Fields also invited Commissioners to sit at the Town's Booth during Harvest Festival if they are available. Commissioners will notify Ms. Fields if interested.

Lastly, Ms. Fields reminded Commissioners of Advisory Board Orientation on August 30 with Ian McCargar, Town Attorney. She will send a reminder before the event.

**E. ADJOURN**

**Commissioner Griffith moved to adjourn; Commissioner Lynn-McAbee seconded the motion. Motion carried unanimously.**

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Mary Lee, Deputy Town Clerk