

**Historic Preservation Commission
Regular Meeting Minutes
Wednesday, February 10, 2010, at 5:45 p.m.**

1. Call to Order

Chair Melissa Lohry called the regular meeting of the Historic Preservation Commission to order on Wednesday, February 10, 2010 at 5:50 p.m. The meeting was held in the Town Hall Conference Room at Town Hall, 301 Walnut Street, Windsor, Colorado.

The following Commission members were present:

Melissa Lohry, Chair
Anne Johnson
Robin Martinez
Brent Phinney
Sandy Squicquero

Robert Bishop-Cotner - Town Board Liaison was not in attendance

The following town staff was present:

Elizabeth Fields, Associate Planner
Mary Lee, Deputy Town Clerk

2. PUBLIC INVITED TO BE HEARD.

There was no public comment.

3. Consent Calendar.

Approval of the January 13, 2010 Minutes.

Ms. Martinez moved to accept the minutes as published; Ms. Squicquero seconded the motion. All members voted Aye.

4. Election of Officers for 2010

Since all members were present at the meeting, election of officers was held.

Ms. Martinez nominated Melissa Lohry for the office of Chair; Ms. Johnson seconded the nomination. All members voted Aye.

Ms. Johnson nominated Robin Martinez for the office of Vice-Chair; Mr. Phinney seconded the nomination. All members voted Aye.

Ms. Lohry nominated Anne Johnson for the office of Secretary; Mr. Phinney seconded the nomination. All members voted Aye.

5. Preparation for March 10th meeting with Windsor-Severance Historical Society

Ms. Fields stated the Windsor-Severance Historical Society (WSHS) will attend the March 10, 2010 meeting of this Commission. The WSHS has requested a list of discussion topics. Commission members suggested the following items of interest:

- DVD's of historical significance – what is available and what is contained within?
- Review history of the Windsor-Severance Historical Society
- What historical data does the WSHS have at their disposal and would they be willing to share that information?
- How would the two groups like to interact – both for events and within the communities?

Also in attendance at that meeting will be Dan Corson – Intergovernmental Services Director for the Office of Archaeology and Historic Preservation for the Colorado Historical Society, who will present a short power point on Certified Local Governments. He has other information at his disposal that might be helpful to the group, for example – training materials on facilitating Public Hearings. Ms. Fields asked if she should schedule some of those other presentations. Members suggested having a “Mock Public Hearing” and help learn the process and prepare for actual public hearings in the future. Ms. Fields stated that she would follow up with Mr. Corson to see if that would be possible.

6. Digitizing the Beacon archives

Ms. Fields reviewed the previous work done on this project, and stated that Ms. Carrie Knight has been working with both the library and the Windsor Beacon to discuss funding, storage and digitization of the historical newspapers. She read a memo stating that Gannett Publishing will not support the digitization process, due primarily to copy write issues. The project therefore has been put on hold indefinitely. Ms. Fields will provide a copy of the memo to members for their review. The group will keep this project on their list of desires, and will revisit it in the future.

7. Communications form Town Board liaison.

Mr. Bishop-Cotner was not in attendance.

8. Communications from Town Staff.

Ms. Fields questioned if the First United Methodist Church tour scheduled for February 20th should be moved to a date where more members would be available. Ms. Johnson noted she had toured the facility during Harvest Festival. Ms. Lohry suggested changing the tour until April 14th. Ms. Johnson added the group could combine the church tour with a trial run of the Historic Church Walking Tour the Commission is currently working on. The group was in consensus. Ms. Fields will contact the church and inquire about the proposed change.

9. Communications from Chairperson and Commission.

Commission members expressed thanks to the Town for allowing their attendance at the Saving Places Conference in Denver. Ms. Martinez enjoyed the information on visual merchandising. Ms. Lohry found the event planning information particularly helpful. Members were also impressed with the inventory maintained by the group from Steamboat Springs which lists data including square footage of the buildings, what amenities are available at each location, and what

current rental fees are. Commissioners viewed this as very helpful for planning and hope to add a similar database of Windsor properties in the future.

Ms. Squicquero suggested building a partnership with the Windsor Chamber of Commerce, hoping they would become involved with events sponsored by the Commission. Ms. Fields pointed out that Mr. Bishop-Cotner was the Chamber liaison, and perhaps he could do a monthly Chamber update at the HPC meetings. She will attend the March 10th Chamber meeting to present the Downtown Plan, and will report back to the Commission at their meeting that same evening.

10. Adjourn.

**Ms. Squicquero moved to adjourn; Ms. Johnson seconded the motion.
All members voted Aye.**

There being no further business, the meeting was adjourned at 6:25 p.m.

CERTIFICATION:

Approved by the Windsor Historic Preservation Commission on the 10th day of March 2010.

Submitted by:

A handwritten signature in black ink, appearing to read "Mary C. Lee". The signature is written in a cursive, flowing style.

Mary C. Lee
Deputy Town Clerk
(Signed electronically following Commission approval)