

**Historic Preservation Commission
Regular Meeting Minutes
Wednesday, May 12, 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, May 12, 2010 at 5:51 p.m. The meeting was held in the 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

Robert Bishop-Cotner - Town Board Liaison
and
Sandy Squicquero were excused

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.

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

4. Discussion on the status of the Windsor Downtown Survey by Historitecture, LLC and Historic Preservation Commission nominations protocol.

Ms. Fields reviewed the background of the Downtown Survey, and posed the question of how the group wished to proceed with nominations of the buildings included in the survey. She noted the Planning Department cannot place a hold on Demolition Permits for structures unless they are a landmarked building or in the process of being nominated to be a landmarked building. It would be valuable for Town staff to have a protocol to follow when Demolition Permits for older structures within the Town are filed.

Ms. Johnson suggested the topic be discussed further at a work session. She requested copies of the survey for all members, and proposed the group identify properties by groups / neighborhoods and move forward from that point. Ms. Lohry agreed, suggesting a block-by-block review of the community. Ms. Martinez requested clarification of the criteria for historic designation and the different categories that are included, as well as the benefits to property owners of pursuing designation. Ms. Fields reviewed those criteria: structures that are 50+ years old AND significant in at least one other category (historically, architecturally, culturally or socially) noting the complete list is contained in the ordinance.

5. Discussion on the development of a survey plan per the requirements of being a Certified Local Government.

Ms. Fields noted that one of the requirements to be a Certified Local Government is to have an approved survey plan. A survey plan would typically include a procedure for when and what properties are to be surveyed, how the surveys will be used, survey priorities, timelines and current historic preservation threats.

Ms. Lohry noted a lot of information exists about the churches in Windsor and expressed interest in reviewing other structures for potential significance to the community, primarily information on residential properties. Ms. Johnson suggested approaching a plan by reviewing a map of Windsor, and blocking out a logical approach of how to move forward. Ms. Lohry reminded the group of a map in their binders that identifies the dates that neighborhoods were formed and they may be a logical place to start.

Ms. Johnson suggested seeking the involvement of the current property owners in the neighborhood(s) of interest. This could help determine priorities and feasibility of projects. Citizen involvement would be of benefit to all parties. The group agreed.

Ms. Fields suggested developing a brochure that informs the public of the actions of the Commission and the benefits of preservation. Ms. Johnson added, once the brochure is available, a presentation should be developed that could be shared with realtors, civic groups, businesses and/or citizens, that outline the benefits of preservation, and create awareness in the community.

The group also discussed creation of Emergency Measures to help prevent important Windsor historic buildings that may be scheduled for demolition. Ms. Fields will pursue questions on how to facilitate such measures.

6. Communications from the Historic Preservation Commission.

There were no additional communications from the Commissioners.

7. Communications from Town Board liaison.

Mr. Bishop-Cotner was not in attendance.

8. Communications from the staff.

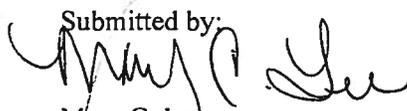
Ms. Fields reminded the group of the Broomfield training on June 18, and gathered tentative information on attendance.

9. Adjourn

Ms. Johnson moved to adjourn; Ms. Martinez seconded the motion. All members voted Aye. The meeting was adjourned at 6:14 p.m.

CERTIFICATION:

Approved by the Windsor Historic Preservation Commission on the 17th day of June 2010.

Submitted by:

Mary C. Lee
Deputy Town Clerk