



HISTORIC PRESERVATION COMMISSION REGULAR MEETING
January 12, 2011 – 5:45 P.M.
First Floor Conference Room – 301 Walnut Street
Windsor, CO 80550

AGENDA

A. CALL TO ORDER

Chairman Robin Martinez called the regular meeting of the Historic Preservation Commission to order on Wednesday, January 12, 2011 at 5:49 p.m.

1. Roll Call

The following Commission members were present:

Robin Martinez, Chair
Anne Johnson
Ann Lynn-McAbee
Brent Phinney

Robert Bishop-Cotner - Town Board Liaison

The following town staff was present:

Joe Plummer, Director of Planning
Elizabeth Fields, Associate Planner
Mary Lee, Deputy Town Clerk

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board.

Mr. Phinney moved to approve the Agenda as presented; Ms. Johnson seconded the motion. All members voted Aye.

3. Public Invited to be Heard

There was no public comment.

B. CONSENT CALENDAR

1. Approval of the minutes of June 17, 2010 and December 8, 2010.

Mr. Phinney moved to accept the minutes of the June 17, 2010 and December 8, 2010 meetings as presented; Ms. Lynn-McAbee seconded the motion. All members voted Aye.

C. BOARD ACTION

1. Election of Officers for 2011

**Ms. Martinez nominated Ms. Lynn-McAbee as Chair.
Mr. Phinney nominated Ms. Martinez as Vice-Chair.
Mr. Phinney nominated Ms. Johnson as Secretary.
All nominations were approved unanimously.**

2. Preserve America designation for the Town of Windsor.

Ms. Fields reported there are no annual requirements for the Preserve America designation, other than notification of Commission officer changes as they occur. Mr. Phinney questioned whether the Commission should check with the Town Board before proceeding. Ms. Fields agreed that the Town Board should be apprised that the Commission is planning on pursuing this designation. Since the process will not begin until later in the year, that communication will take place at a later date. There is no deadline for the application, so the application can be submitted at any time.

Ms. Johnson moved to direct staff to pursue designation of Preserve America status, subject to Town Board approval in which staff will present the benefits of that designation to the Board. Mr. Phinney seconded the motion. All members voted Aye.

3. Amended By-Laws Authorizing Alternate Members

Mr. Plummer reviewed the proposal for alternate members, noting the By-Laws have been amended to reflect that change. Mr. Phinney pointed out a typographical error on page 2 of Article 5.

Mr. Phinney moved to accept the By-Laws with the aforementioned correction. Ms. Johnson seconded the motion. All members voted Aye.

4. Schedule of Events and Work Program for 2011

Ms. Fields reminded the Commission that the Town's Certified Local Government (CLG) designation requires facilitating two historic preservation events annually. The CLG calendar begins July 1, so both the Church Tour and the Downtown Tour fell within the 2010-2011 CLG calendar year; therefore we have already fulfilled this year's requirements. The Commission feels that consistency in the local calendar of events is important, and would prefer to expand upon those events already in place, making them bigger and better. They discussed the need for outreach with the community before creating any additional events.

Ms. Fields noted a Downtown *Old-time Christmas* event has been suggested, that would tie into holiday events. It could include carriage rides, caroling, lighting of the trees, decoration contest, and individual business specials, all designed to bring more people into the Downtown area. Ms. Johnson suggested using 2011 as a year to plan and build working relationships with Downtown business owners, to create an event that would be beneficial to all.

Mr. Phinney questioned schedules at Boardwalk Park, suggesting events could be planned to highlight that area as well. Ms. Martinez suggested considering the Art & Heritage Center for events as well.

Ms. Johnson requested staff gather information on funding options, and strategies for conducting a survey of Walnut Street. Mr. Plummer reminded the Commission they have

requested Ordinance amendments for the designation of historic buildings, and the '50-year old rule', adding the Town would also like to revisit the Downtown Survey, and discuss how to use that information, and tie it into future surveys and events.

D. COMMUNICATIONS

1. Communication from the Historic Preservation Commission
April 13, 2011 was identified as the April meeting, in response to a question from Ms. Lynn-McAbee. Ms. Fields clarified roles and background of the Windsor-Severance Historical Society, and their connection to the Commission.
2. Communications from Town Board liaison.
Mr. Bishop-Cotner identified a current Ordinance that will come before the Town Board for second reading at their next meeting. This Ordinance would eliminate sales tax on vehicles purchased within the Corporate Limits of the Town. He urged Commissioners to contact their District's Board Representative to get more information.
3. Communications from the staff.
Mr. Plummer announced Ms. Fields' acceptance into the American Institute of Certified Planners, noting all four of the Town's Planners have now completed this certification process. Ms. Fields reminded the Commission of upcoming meeting dates: February 9, March 9, and April 13, noting some of those meetings may be cancelled in her absence.

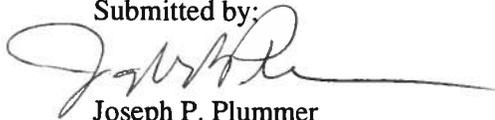
E. ADJOURN

Ms. Johnson moved to adjourn; Mr. Phinney seconded the motion. All members voted Aye. The meeting was adjourned at 6:29 p.m.

CERTIFICATION:

Approved by the Windsor Historic Preservation Commission on the 9th day of March 2011.

Submitted by:



Joseph P. Plummer
Director of Planning