



**HISTORIC PRESERVATION COMMISSION REGULAR MEETING**  
**May 8, 2013 – 5:45 P.M.**  
**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 5:51 p.m.

1. Roll Call Rachel Kline  
Ann Lynn-McAbee  
Via telephone

Also present: Associate Planner Brett Walker  
Art and Heritage Manager Carrie Knight  
Parks and Open Space Manager Wade Willis

2. Review of Agenda by the Commission and Addition of Items of New Business to the Agenda for Consideration by the Commission.  
There were no changes to the Agenda.
3. Public Invited to be Heard  
There was no public comment.

**B. CONSENT CALENDAR**

1. Minutes of November 7, 2012 Regular Meeting
  2. Minutes of February 13, 2013 Regular Meeting
  3. Minutes of March 13, 2013 Regular Meeting
  4. Minutes of April 10, 2013 Regular Meeting
- Approval of the minutes was tabled as there was not a quorum for this meeting.**

**C. BOARD ACTION**

1. Election of Officers  
**Election of officers was tabled as there was not a quorum for this meeting.**

**D. COMMUNICATIONS**

1. Communications from Historic Preservation Commissioners  
There were no additional communications from Commissioners.
2. Communications from Town Board Liaison  
Mr. Bishop-Cotner was not in attendance.
3. Communications from Town Staff  
Ms. Knight presented an overview of a proposed Master Plan for the Museum at Boardwalk Park. The Plan was developed by Robert Peccia & Associates, Fort Collins, Colorado. The proposed Master Plan addresses uses at the site, desired outcomes, needs of the community, preferred alternatives and features, and storage desires. Ms. Knight highlighted points of entry, circulation/traffic patterns in the park, gathering points, independent exploration opportunities, rest room availability, and proposed growth/enhancements to the site.

Commissioners inquired if there would be benches or picnic tables as part of the new design. Ms. Knight answered the design would allow for a walk through the area, or a reflective rest along the way. She noted there would be specific landscaping features that are not yet planned.

Mr. Willis also presented the RPA proposal for Lakeview Cemetery. He told of the background of the proposal, the concepts included in the proposal, changes to currently accepted burial practices, proposed amenities and key elements that have been identified for the site. He also noted it is likely that a sidewalk would be added around the full perimeter of the Cemetery. Mr. Willis shared the proposal will also include a regional survey of Cemeteries and Funeral Directors to formulate a local perspective of the funeral industry. He distributed three alternatives of how the Cemetery may take shape in the future.

Mr. Walker will forward a link to the RPA web site that has been established to gather community input and suggestions for the site, and Commissioners are encouraged to submit their ideas. Commissioners

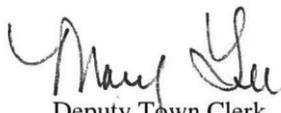
expressed a desire to maximize functionality at the Cemetery. Ms. Lynn-McAbee commented she believes there is a lot of potential for the Cemetery to break out of a perceived "industrial setting" to become a reflective, refreshing site.

Ms. Kline expressed a preference for Alternative B and E over D, particularly liking the Memorial Garden concepts. She likes the informal feel on the western site, and addressed views in different areas of the Cemetery, commenting that she likes the landscape buffers to block unsightly neighboring structures. She particularly likes the east-west configuration in Alternative E, and feels Alternative D feels closed-off from other aspects of the Cemetery. She suggested considering inclusion of mortuary art throughout the process.

Ms. Knight noted the presentation will be made to the Planning Commission on May 15, the Town Board in a Work Session on May 20, to the Parks, Recreation and Culture Advisory Board on June 4 and back to the Town Board for final consideration on June 10.

**E. ADJOURN**

**Upon a motion duly made and seconded, the meeting was adjourned at 6:47 p.m.**

  
Deputy Town Clerk