



## HISTORIC PRESERVATION COMMISSION WORK SESSION

**November 12, 2014, 5:45 P.M.**

First Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Monday prior to the meeting to make arrangements.

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### WORK SESSION AGENDA

1. Joint discussion with the Windsor/Severance Historical Society regarding the Town's 125<sup>th</sup> Anniversary Celebration
  - Staff presentation: Kelly Unger, Management Assistant
2. Upcoming Saving Places Conference in Denver, CO, Wednesday, February 4, 2015 through Friday, February 6, 2015; and availability for CAMP (Commission Assessment and Mentoring Program), Friday, February 6, 2015
  - Staff presentation: Josh Olhava, Associate Planner
3. Discussion of Planning Department budget for work plan items
  - Staff presentation: Joe Plummer, Planning Director & Josh Olhava, Associate Planner
4. Discussion on 2013-2015 Work Plan
  - Staff presentation: Josh Olhava, Associate Planner



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## MEMORANDUM

**Date:** November 12, 2014  
**To:** Historic Preservation Commission  
**From:** Kelly Unger, Management Assistant  
**Re:** Windsor 125<sup>th</sup> Anniversary Discussion  
**Item #:**

**Background / Discussion:**

The Town of Windsor was incorporated on April 2, 1890. The year 2015 is the Town's 125<sup>th</sup> Anniversary. In order to properly celebrate this milestone, Town staff hired the marketing firm Slate Communications. They will assist with developing a year-long public outreach effort. This may include developing a logo and/or tagline for the recognition, piggybacking on existing events or developing limited new events. The idea is to brand the year and keep the celebration forefront in the public's view.

In the next sixty (60) days, Slate Communications and Town Staff will meet with community stakeholders to get input, hear ideas, and seek partnerships for the 125<sup>th</sup> Anniversary. The Town wants to make this a year-long celebration, and we can only do this with the help of the community; which is why we are contacting the Historic Preservation Commission to get involved in the process.

Town Staff and Slate Communications will hold a meeting with Town Board on November 24th, 2014 to discuss results from our outreach meetings and receive direction from Town Board.

**Financial impact:**

Funds to work with Slate Communications have been budgeted/requested in the General Fund.

**Recommendation:**

For review and discussion

**Attachments:**

None



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## MEMORANDUM

**Date:** November 12, 2014  
**To:** Historic Preservation Commission  
**Via:** Joseph P. Plummer, AICP, Director of Planning  
**From:** Josh Olhava, Associate Planner  
**Subject:** Upcoming Saving Places Conference and CAMP  
**Item #:** 2

**Background:**

**Saving Places Conference**

The Saving Places Conference will be held in Denver at the Colorado Convention Center from Wednesday, February 4, 2015 through Friday, February 6, 2015. As in previous years, staff will arrange all registrations once registration opens. If any Commission members are interested in attending Saving Places, please mark your calendars and let staff know once you have decided.

**CAMP**

This year the National Alliance of Preservation Commissions (NAPC) CAMP (Commission Assessment and Mentoring Program) will be held at the History Colorado Center on Friday, February 6, 2015. Unlike past years, you are not required to register for the conference if you plan to participate only in CAMP. I highly encourage any Commission members that have not "been to CAMP" or have not attended recently to consider attending this training (Please see the enclosed CAMP Handout for additional information). The Office of Archeology and Historic Preservation pay the registration costs for attendees, but space is limited and registration is currently open. Staff will arrange registrations for those that commit to the day event. Since there is often a waiting list for CAMP, please let staff know either at the work session meeting or by next Friday, November 14<sup>th</sup> if you wish to attend or not.

**Enclosures:** CAMP Handout



## CAMP® DEFINED



### What is CAMP®?

The Commission Assistance and Mentoring Program (CAMP) is the signature training offered by National Alliance of Preservation Commissions (NAPC). CAMP® is led by qualified preservation professionals in support of local preservation commissions and the NAPC's mission to *"build strong local preservation programs through education, advocacy, and training."*

The goal of CAMP® is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentations, hands-on exercises, group discussions and networking (mentoring) opportunities via live training. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.



### Who Attends CAMP®?

CAMP® is designed to provide continuing education and support to local design review commissions and Main Street organizations, their staff and partners, such as neighborhood organizations, local and statewide non-profits, community leaders and public officials. Sessions are customized for the state or local community, where applicable.



### How to Plan a CAMP®

We highly recommend close interaction with NAPC's staff and CAMP® trainers to help plan the CAMP® that best fits your needs but are the basic formats and course offerings to help you get started.



### CAMP® Formats

**CAMPCore®:** This is a daylong, or two consecutive half-days, event with three trainers who cover the basics that every commission needs to be effective. Topics may include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards & Guidelines, and Hands on Design Exercise-

**CAMPCustom®:** This is a daylong, or two consecutive half-days, event with three trainers who cover the sessions of your choice. This is for clients who either have already had CAMPCore® or receive



this training locally and need more “advanced” topics. Typically clients choose any 5 general sessions and 1 workshop from the CAMP® Menu with the guidance of the NAPC staff and trainers. If you don’t see what you need on the menu, just ask. CAMPCustom® is a highly customizable product.

**CAMPOne®: One Presenter, One Focus.** This is a 1 to 3 hour session with one trainer. Choose any one topic from the CAMP Menu or request a specific topic and/or speaker. This is ideal for those looking for a conference speaker or for a community that has a burning issue that needs to be addressed quickly. If you don’t see what you need on the menu, just ask. CAMPOne® is a highly customizable product.

**CAMP® for Real Estate Professionals:** This is a daylong, or two consecutive half-days, event with three trainers who cover the basics for realtors, appraisers, and mortgage professionals. The purpose of CAMP® for Real Estate Professionals is to provide the basic information that anyone who is selling or working with older properties needs to know. Additional planning time may be needed to obtain state certification if this is important to the applicant. NAPC is currently certified in Tennessee and West Virginia. Topics include the basics of historic zoning, loans and tax incentives for historic properties, identifying local historic styles, skills for selling historic properties.

**CAMP® for Legal Professionals:** This is a daylong, or two consecutive half-days, event with three trainers who cover the basics for legal professionals. The purpose of CAMP® for Legal Professionals is to provide the core information for legal professionals who work with historic preservation in terms of design review commissions, Section 106 reviews, or real estate development. Additional planning time may be needed to obtain state certification if this is important to the applicant. It includes Introduction to Historic Preservation, National Historic Preservation Act, Effective Enforcement of Local Historic Preservation Ordinances, Covenants, Easements and Other Tools to Foster Successful Preservation, Public/Private Partnership, Innovative Financing Using Federal & State Historic Tax Credits and New Markets Tax Credits.

## CAMP® MENU

### General Session Descriptions and Learning Objectives

If you don’t see what you need on the menu, just ask. CAMP® is a highly customizable product. NAPC recommends close interaction with NAPC staff and CAMP® trainers to help build the CAMP® that works best for your community.



#### Design Review Sessions



## **Reading Plans**

One of the most important tools a commissioner needs for design review is the ability to interpret architectural drawings. For commission members with a limited background in architecture, construction, or design, analyzing plans and drawings can be intimidating. Using sample projects, participants will review a range of plans and understand how to interpret site and floor plans, elevations, sections and details –and identify when more information may be required. Workshop leaders will also offer some valuable online tools that can assist you to fully understand projects.

### Learning Objectives

Participants will:

1. Acquire a basic architectural vocabulary and the skill to read an architectural scale.
2. Recognize and read a broad range of plans.
3. Identify when plans may be lacking information required for review.
4. Acquire additional online tools to assist in fully understanding project.

## **Standards and Guidelines**

This workshop gives participants an understanding of the relationship between Federal Standards and local design guidelines. Workshop leaders will guide participants through the origin and development of a variety preservation-based review standards and guidelines. Through case studies, participants will distinguish between the four treatments under Secretary of the Interior’s Standards and understand how the treatments work within the framework of local design guidelines. Participants will also compare the application and the inherent flexibility of the Secretary of the Interior’s Guidelines for Rehabilitation.

### Learning Objectives

Participants will:

1. Have a working knowledge of the evolution of design guidelines in preservation theory.
2. Understand the four treatments under Secretary of the Interior’s Standards and how they can influence design guidelines.
3. Apply the inherent flexibility of the Rehabilitation Standards and understand where there is discretion.
4. Discover where to locate additional design guideline resources.



## **Procedure & Process Sessions**

### **Legal Basics**



The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. Workshop leaders will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

### Learning Objectives

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Be familiar with common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

### **Legal Ethics**

Accountable for their actions in the communities they serve, commissioners are routinely faced with ethical dilemmas. Workshop leaders will address commissioner responsibilities to the community and to the profession, as well as standards of professional conduct. The discussion will focus on widely accepted standards and practices for accurate, honest and forthright interactions with other commissioners, elected officials, staff, applicants, and the general public.

### Learning Objectives

Participants will:

1. Recognize a commissioner's role. Identify and discuss ethical issues encountered by commissions.
2. Identify and utilize widely accepted standards and practices for interactions with other commissioners, elected officials, staff, applicants, and the general public.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

### **Meeting Procedures**

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. In this session, participants will learn to work within the legal



framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Beyond legal considerations, participants will learn how professionalism, courtesy and consistency build support for the commission and its work.

### Learning Objectives

Participants will:

1. Operate a meeting consistent with state and local statutes, ordinances and regulations which govern meeting procedures in their community.
2. Conduct meetings with professionalism, consistency and courtesy to all persons involved to maintain the reputation and credibility of their community's preservation program.
3. Adopt, adhere to and amend as needed rules of procedure to accomplish a clear and defensible decision-making process.
4. Recognize the need for regular reevaluation of their commission's meeting procedures.

### **Preservation Planning for Local Commissions**

A preservation commission is most effective when its work is a part of the larger local planning process. Good planning can also strengthen grant applications and bring in money to the community. Using successful plans from around the country, this workshop covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. The workshop will involve an overview of Certified Local Government benefits and responsibilities for preservation planning. Working with various types of plans and data requirements, participants will learn innovative techniques to involve the community and stakeholders; explore successful implementation techniques to assign responsibilities and to track performance measures.

### Learning Objectives

Participants will:

1. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates.
2. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
3. Define data requirements for planning efforts and identify opportunities for data sharing.
4. Discover innovative techniques to involve the community and stakeholders.
5. Explore successful implementation techniques to assign responsibilities and track performance.

### **Identifying and Designating Historic Resources**



Every preservation commission faces issues of determining what resources can and should be protected through local designation. This session deals with all aspects of identifying and designating resources. Topics include conducting historic resource surveys and using the information collected to determine eligibility for designation, drawing and defending district boundaries, and the legal aspects of the designation process.

### Learning Objectives

Participants will:

1. Understand why documenting historic resources is the critical foundation for a successful local historic preservation program.
2. Understand how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
3. Understand the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation “value”. to individual buildings within the district, and making the case for designation to various constituencies.
4. Understand that the designation process must follow the legal requirements set forth in the local ordinance.



### **Development Oriented Sessions**

#### **Preservation Incentives & Benefits**

The days of grants are essentially gone, so how can commissions assist owners of historic properties? Zoning incentives can be a way to pair the “carrot” with the “stick” without sending cash out the door. Using examples of how other communities have used their ordinance to encourage historic preservation, learn how to analyze your community to create your own package of incentives.

### Learning Objectives

Participants will:

1. Learn how zoning incentives can be as powerful as grants in directing appropriate development.
2. Explore how to analyze your community’s ordinance and needs in order to define useful incentives.
3. Discover how other communities have used their ordinance to encourage preservation

#### **Building Public Support**

Historic preservation commissions tend to get bogged down in the day-to-day administration of its local ordinance and forget that one of its major responsibilities is to be effective spokesmen for historic preservation in its community. This session helps participants communicate effectively with a wide range of audiences, build support for designations, defend sometimes unpopular decisions and deal with reluctant elected officials. Workshop leaders will also offer creative suggestions for promoting historic preservation in the community.



### Learning Objectives

Participants will:

1. Communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
2. Speak knowledgeably about their own preservation program, including the application review process, ordinance review standards, and benefits and responsibilities of designation.
3. Identify and capitalize on opportunities to promote historic preservation in their community.



### **Hands-on Workshops**

#### **Design Review Exercise**

Working in small groups, participants will practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities to learn from each other in a lively and fun format.

### Learning Objectives

Participants will:

1. Recognize the roles and objectives of the participants in the design review process: commissioner, property owner, staff, members of the public and design professional.
2. Articulate an appropriate design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the review standards.
4. Develop confidence in future decision-making and in building a defensible record.



**WINDSOR HISTORIC PRESERVATION COMMISSION  
2013-2015 WORK PLAN**

	<b>PROJECT AND TASKS</b>	<b>TIMEFRAMES</b>	<b>START DATES</b>	<b>COMPLETION DATES</b>
<b>1</b>	<b>Residential Property Survey</b>	<b>Projected Quarter for Activity</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Create a map identifying year built of housing	4 <sup>th</sup> Quarter 2013	10/07/13	11/13/13 ongoing upgrades
	➤ Meet w/ SHPO representative(s) to discuss strategies and processes	4 <sup>th</sup> Quarter 2013	12/11/13	12/11/13
	➤ Meet w/ other jurisdictions to learn about their strategies and framework for completing a Residential Survey and Designation	1 <sup>st</sup> Quarter 2014	01/08/14	03/10/14
	➤ Develop the framework and strategy	2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters 2014	05/09/14	
	➤ Develop a plan (including a phasing plan)	3 <sup>rd</sup> Quarter 2014	10/15/14	
<b>2</b>	<b>Downtown Property Survey</b>	<b>Projected Quarter for Activity</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Identify properties for designation	4 <sup>th</sup> Quarter 2013	10/09/13	11/13/13
	➤ Develop a strategy and identify the initial property owners to visit	1 <sup>st</sup> Quarter 2014	02/12/14	ongoing
	➤ Meet with the Downtown Development Authority to discuss action plan	1 <sup>st</sup> Quarter 2014		
<b>3</b>	<b>Activities Associated with Landmark Designations and Certificate of Alteration Applications</b>	<b>Projected Quarter for Activity</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Review Landmark Designation application and implement any relevant amendments to the application	2 <sup>nd</sup> Quarter 2014	04/30/14	
	➤ Identify process for Landmark Applications and Inquiries	2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters 2014	11/08/13	11/18/13
	➤ Review Certificate of Alteration application and implement any relevant amendments to application	3 <sup>rd</sup> Quarter 2014		

<b>4</b>	<b>Digital (mobile) tours</b>	<b>Projected Quarter for Activity</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Develop tour centered around Windsor Main Mile	1 <sup>st</sup> Quarter 2014-1 <sup>st</sup> Quarter 2015	03/12/14	
	➤ Develop additional tours including: churches, residences/community growth, merchants and heritage sites	3 <sup>rd</sup> & 4 <sup>th</sup> Quarters 2015		
	➤ Develop Historic Tours Handout/Map**	1 <sup>st</sup> Quarter 2015		
<b>5</b>	<b>Historic Preservation Webpage &amp; Marketing</b>	<b>Projected Quarter for Activity</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Review and update historic preservation webpage	As needed	11/13/13	
	➤ Digital and Print Media Marketing	As needed	01/08/14	
<b>6</b>	<b>Historic Preservation Ordinance</b>	<b>Projected Quarter for Activity</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Assess criteria for nominations for designation of historic structures and implement any relevant amendments to ordinance	4 <sup>th</sup> Quarter 2014		
	➤ Assess criteria pertaining to demolition of structures fifty (50) years old or older and implement any relevant amendments to ordinance	4 <sup>th</sup> Quarter 2014		
<b>7</b>	<b>Community Outreach, Public Education and Events</b>	<b>Ongoing</b>	<b>MM/DD/YY</b>	<b>MM/DD/YY</b>
	➤ Conduct seminars and presentations on historic preservation	At least 1/year		
	➤ Submit articles on historic preservation to local newspapers	Semi-annually	05/26/14	

\*\*Budget Item – could be funded w/ Grant(s)