



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

October 9, 2019 // 5:45 p.m. // Second Floor Conference Room
301 Walnut Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER

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

B. CONSENT CALENDAR

1. Approval of the minutes of August 14, 2019

C. BOARD ACTION

D. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board liaison
3. Communications from staff
 - a. Fiscal Year 2019 CLG Report

E. ADJOURN

Applicants may discuss the requests and the recommendations with staff during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. For the convenience of the applicants, appointments are recommended.

Upcoming Meeting Dates

Wednesday, January 8, 2020 5:45 P.M. Regular HPC Meeting**

Wednesday, April 8, 2020 5:45 P.M. Regular HPC Meeting**

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 day prior to the meeting to make arrangements.

Wednesday, July 8, 2020 5:45 P.M. Regular HPC Meeting**

Wednesday, October 14, 2020 5:45 P.M. Regular HPC Meeting**

** Does not include any Historic Preservation Commission (HPC) work sessions which may be requested and may also be scheduled for these dates. Regular meeting dates may be changed to a work session at the discretion of the Chair when no action items are present.

Note: Special meeting dates or events may be scheduled at regular HPC meetings.



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

August 14, 2019, 5:45 P.M.

1st Floor Conference Room

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.

MINUTES

A. CALL TO ORDER

Ms. Zuckweiler called the meeting to order at 6:00 pm

1. Roll Call

Board members in attendance:

Jean Zuckweiler
Ruth Brunner
Autumn Aspen
Ron Steinbach
Alicia Ready

Absent:

Also in attendance:

Paul Hornbeck, Senior Planner

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

There were no changes to the agenda.

B. CONSENT CALENDAR

1. Approval of the April 24, 2019 minutes.

Mr. Steinbach moved to approve the minutes as presented. Ms. Aspen seconded such motion. Motion passed.

C. BOARD ACTION

1. Election of officers for 2019.

Ms. Brunner moved to appoint alternates Ms. Aspen and Ms. Ready to full time HPC members to fill two vacancies. Mr. Steinbach seconded such motion. Motion passed.

D. COMMUNICATIONS

E. ADJOURN

Upon a motion duly made, the meeting was adjourned at 6:13 p.m. and a work session was held to discuss the Windsor Lake sign project.

A handwritten signature in cursive script that reads "Paul Hornbeck".

Paul Hornbeck, Senior Planner



MEMORANDUM

Date: October 9, 2019
To: Historic Preservation Commission
From: Paul Hornbeck, Senior Planner
Re: Staff Communications
Item #: D.3

Fiscal Year 2019 Certified Local Government Report

As a part of being a Certified Local Government (CLG), the Town is required to file an annual report with the State of Colorado. A draft of the report is enclosed for your review and comment.



HISTORY *Colorado*

Colorado Certified Local Government 2019 Annual Report

Special Fiscal Year 2019: July 1, 2018 – September 30, 2019

Due Date: November 1, 2019

Please send all requested documents as **separate attachments**

Name of County/Municipality:

Name of Commission/Board:

Contact Name:

Contact Title:

Contact Phone:

Contact Fax:

Contact Email:

Contact Address:

City :

State: CO

Zip:

Website for your historic preservation program:

Provide a list of all local government staff members with duties assigned to your local preservation program and their job titles. Then, list the percentage of their job duties that are related to historic preservation and identify each staff member that meets the Secretary of the Interior's Professional Qualifications Standards with an asterisk (*). Please include any consultants contracted to perform designation, design, or tax credit reviews on a regular basis.

An accurately completed annual report is a CLG requirement

Preservation Planning & Operational Documents

In **Special Fiscal Year 2019**, were any of the following newly developed or revised:

- 1) Preservation Ordinance (including Amendments)? ☒ Yes ☐ No
- 2) By-Laws or Administrative Rules? ☐ Yes ☐ No
- 3) Preservation Plan? ☐ Yes ☐ No
- 4) Survey Plan? ☐ Yes ☐ No
- 5) Design Guidelines:
 - a. For the entire county/municipality?
 - b. For a specific neighborhood/district?

Name of Neighborhood/District:

Commission or Board

- 6) Provide a list of all current **Commission/Board Members**. Identify any Commission/Board Members newly appointed in **Special Fiscal Year 2019** with an asterisk (*) and attach their resumes and/or applications as separate documents. Also identify all Commission/Board Members that are professionals in preservation related disciplines with two asterisks (**) and list the profession beside their names.

- 7) If 40% of the current Commission/Board is not comprised of preservation related professionals, please describe your efforts to recruit. How will the Commission/Board seek additional expertise in the fields of architecture, architectural history, or archaeology when needed?

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- 8) List the **educational/training sessions** attended by Commission/Board Members in **Special Fiscal Year 2019**. Please list name of session or conference (list conference, not individual sessions when a conference was attended) and the name(s) of Commission/Board Member that attended.

- 9) What is your Commission/Board's regular meeting schedule? (i.e. First Thursday of every other month at 6pm)

- 10) Please list the number of **meetings** and dates held in **Special Fiscal Year 2019**:

Regular Meetings	Special Meetings	Work/Study Sessions
Total Number 	Total Number 	Total Number
<u>Dates</u> 	<u>Dates</u> 	<u>Dates</u>

Preservation Plan, Historic Contexts and Surveys

11) Does your County/Municipality have a **Preservation Plan** or a Preservation Section in your Comprehensive Plan? If yes, when was it adopted? ☐ Yes ☐ No

12) Does your County/Municipality have a **Survey Plan**? If yes, when was it adopted?

☐ Yes ☐ No

If no Survey Plan has been developed, please describe your plans to comprehensively survey all historic properties within your jurisdiction and to maintain updated survey records.

13) List any **Historic Context Studies** completed in **Special Fiscal Year 2019**.

14) List any **Historic Resource Surveys** completed in **Special Fiscal Year 2019**.

15) How many resources were **inventoried** in **Special Fiscal Year 2019**?

Inventoried means any buildings, structures, objects, or sites for which the Commission/Board obtained information not previously held. This information may come from newly surveyed properties or properties nominated that had not been surveyed. Inventoried properties can be either eligible or non-eligible for listing.

Designations

16) How many contributing resources (buildings, structures, objects, sites) are locally **designated**? This count includes ALL listings since the Commission/Board was originally formed. (For Districts, count all contributing building, structures, objects, and

sites individually.)

17) How many contributing resources (buildings, structures, objects, sites) were **designated** in **Special Fiscal Year 2019**?

(For Districts, count all contributing building, structures and sites individually.)

Please list.

(For Districts, list name with number of contributing resources in parentheses.)

- 18) List **National Register Nominations** that for which the Commission/Board submitted comments to History Colorado in **Special Fiscal Year 2019**.

Design Review

- 19) How many **design review applications** were considered by the Commission/Board for **designated** resources in **Special Fiscal Year 2019** ?

- a. Total Reviewed
- b. Review by Full Commission
- c. Review by Design Review Subcommittee Only
- d. Reviewed by Staff Only

- 20) How many **design review applications** were considered by the Commission/Board for **non-designated** resources in **Special Fiscal Year 2019**?

- a. Total Reviewed
- b. Review by Full Commission
- c. Review by Design Review Subcommittee Only
- d. Reviewed by Staff Only

Preservation Incentives

State

- 21) Was your County/Municipality awarded a **CLG Grant in Special Fiscal Year 2019**? (Do NOT include grants awarded in State Fiscal Year 2018, but completed in Special Fiscal Year 2019.)
- If yes, list name of project.

- 22) Was your County/Municipality awarded any **State Historical Fund Grants in Special Fiscal Year 2019**? (Do NOT include grants awarded in previous State Fiscal Years, but completed in 2019 or currently under review.)

☐ Yes ☐ No

If yes, list name of project (s).

- 23) Does your Commission/Board review **Colorado Historic Preservation Tax Credits**?

☐ Yes ☐ No

a. Residential Tax Credit Applications

- i. Number of **Part I Applications** Filed in **Special Fiscal Year 2019**

- ii. Number of **Part II Certifications** Approved in **Special Fiscal Year 2019**
- iii. For each **Part II Certification**, please list:

Property Address	Total Qualified Rehabilitation Expenditures	Total Tax Credit
	\$	
	\$	
	\$	
	\$	
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

b. Commercial Tax Credit Applications (Under 1990 Law)

*Commercial Tax Credits filed under 2014 Law must be reviewed through the Colorado Office of Economic Development & History Colorado

- i. Number of **Part I Applications** Filed in **Special Fiscal Year 2019**
- ii. Number of **Part II Certifications** Approved in **Special Fiscal Year 2019**

iii. For each **Part II Certification**, please list:

Property Address	Total Qualified Rehabilitation Expenditures	Total Tax Credit
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Local

24) Does your County/Municipality have a **tax incentive** program under local law for the benefit of historic properties?

☐ Yes ☐ No

If yes, how many properties were assisted through this program in **Special Fiscal Year 2019**?

Please describe program.

25) Does your County/Municipality have a government funded **loan** program under local law for the benefit of historic properties? ☐ Yes ☐ No

If yes, how many properties were assisted through this program in **Special Fiscal Year 2019**?

Please describe program.

26) Does your County/Municipality have a government funded **grant** program under local law for the benefit of historic properties? ☐ Yes ☐ No

If yes, how many properties were assisted through this program in **Special Fiscal Year 2019**?
Please describe program.

27) Does your County/Municipality provide for **zoning variances/use allowances** under local law for the benefit of historic properties? ☐ Yes ☐ No

If yes, how many properties were assisted through this program in **Special Fiscal Year 2019**?
Please describe program.

28) Does your County/Municipality have a government program under local law that provides for the **acquisition** of historic properties in whole or in part through purchase or donation? ☐ Yes ☐ No
If yes, how many properties were acquired, in whole or in part, through this program in **Special Fiscal Year 2019**?

Please list the names of these properties.

Public Outreach & Education

29) Did your Board/Commission sponsor or participate in any **public outreach events/meetings/tours** in **Special Fiscal Year 2019**? ☐ Yes ☐ No
If yes, please describe.

30) Did your Board/Commission undertake or sponsor any **educational programs/workshops** in **Special Fiscal Year 2019**? ☐ Yes ☐ No
If yes, please describe.

- 31) Did your Board/Commission develop, **publish or update** any interpretive or tourism related materials in **Special Fiscal Year 2019** such as interpretive signage or walking/driving tour brochures, apps or podcasts?
If yes, please describe.

Project Review

- 32) Did your County/Municipality comment or participate in any **Section 106 Reviews** as a consulting party in **Special Fiscal Year 2019**? ☐ Yes ☐ No

If yes, list name of project or property and the Federal Agency initiating the review.

Project Name	Federal Agency

Year In Review

- 33) What CLG **accomplishment/achievement/event** in **Special Fiscal Year 2019** makes the Commission/Board most proud?

- 34) Describe any **issues – operational, political or financial** – encountered by the CLG in **Special Fiscal Year 2019**.

Plans for Upcoming Fiscal Year

- 35) Describe any **planned/projected Commission/Board activities** for the upcoming **Federal Fiscal Year 2020**.

Attachment Checklist

All documents listed below are required for a complete report unless listed as "if applicable," "if adopted" or "if updated." Providing a link to an online document, if downloadable, may be substituted for actual attachment of a document when available.

- ☐ Completed Annual Report
- ☐ Sample of Public Notice Announcing Commission/Board Meeting
- ☐ Sample Advertisement for New Commission/Board Members
- ☐ Resumes/Applications for New Commission/Board Members (If applicable)
- ☐ Preservation Ordinance (If updated or amended in FY2019)
- ☐ By-Laws or Administrative Rules for the Commission/Board (If updated or amended in FY2019)
- ☐ Preservation Plan or Preservation Chapter in Comprehensive Plan (If adopted or updated in FY2019)
- ☐ Survey Plan (If adopted or updated in FY2019)
- ☐ List of **all** Designated Properties (from inception of local listing)
- ☐ Historic Context Surveys Completed in Special Fiscal Year 2019 (If applicable)*
- ☐ Historic Resource Surveys Completed in Special Fiscal Year 2019 (If applicable)*

* For all Historic Context Studies and Historic Resource Surveys previously submitted to History Colorado in Special Fiscal Year 2019, a date of submission is sufficient. Resubmission of the actual document is not required.

Please provide links to any online documents or submission dates for Contexts of Surveys: