

- I. **Call to Order/Roll Call** – Board members Glenn Raby, Shari Pierce and Betsy Carpino were present.
- II. **Announcements** – NA.
- III. **Approval of Minutes** – Pierce motioned to approve the minutes from August 28, 2009 and October 09, 09. Carpino seconded the motion. The motion was unanimously approved.
- IV. **Sign Review**- NA.
- V. **Landmark Designations** – NA.
- VI. **Certificate of Alteration Review** –
 - A. **274 Pagosa Street**, Victoria's Café proposed new entrance landings and stairs as well as the addition of an accessible handicap ramp. The applicant, Donna Milner, presented the proposed addition of larger entrance landings and the associated stairs on the front (south) side of the building are a requirement for a change of use of some of the interior spaces per the building department permit recently applied for. Also a requirement for this building permit is the addition of a handicap ramp in the rear (north) of the building. All railings will be white and stair treads will be a natural wood colored trex decking material (same colors as existing stairs and landings) . Pierce motioned to approve the landings, stairs and ramp as presented. Carpino seconded the motion. The motion was unanimously approved.
The applicant also stated some changes in signage and a yard fence are being considered. The board reminded the applicant that HPB approval is also required for those items.
- VII. **Tax Credit Review** – NA.
- VIII. **Project Review** – NA.
- IX. **Discussion Items** –
 - A. Historic Preservation Month Events and Activities Discussion.
General discussions regarding possible activities to add to the calendar for Historic Preservation Month. Many great ideas were discussed and a special meeting was scheduled for January 14, 2009 to discuss further and to assign areas of responsibility and follow up.
 - B. Historic District & Designated Property Guidelines notification to owners.
Staff updated the HPB regarding a letter sent to Historic District & Designated Property owners. The letter was sent prior to the Holidays and reviewed some of the Historic Building and District guidelines.
 - C. Chimney Rock Archaeological Area National Monument letter of Support.
Staff update the HPB regarding the recent letter sent to all representatives in the entire 4-corners region (all states) in support of Chimney Rocks designation as a National Monument.
 - D. Colorado Preservation 2010 Saving Places Conference Registration.
Staff updated the HPB regarding the available funds for this conference. The town will send one staff member (James) and one HPB member (TBD). Some discussion

followed regarding sending someone that has not yet attended a conference yet, if possible.

X. Decision Items

A. Annual Required Election of Chair and Vice Chair.

Staff stated that per LUDC section 2.5.6, "at the first meeting of the year, each board and commission shall elect, by majority vote, from it's membership, a Chairperson and Vice Chairperson, with each being eligible for re-election, and each serving a one-year term. Pierce motioned to approve Glenn Raby as the HPB Chair and herself, Shari Pierce, to serve as Vice Chair. Carpino seconded the motion. The motion was unanimously approved.

Staff was asked to present current HPB member terms at the next meeting.

B. Regular Monthly Meeting Schedule.

Staff stated that in conjunction with the annual election of HPB members, a regular meeting schedule should also be voted on. Carpino motioned to set the monthly meetings for the second Thursday of each month at 4pm in Town Hall. Pierce seconded the motion. The motion was unanimously approved.

XI. Reports and Comments –

J. Next Regular Scheduled meeting, February 11, 2010

XII. Adjournment – The meeting adjourned at 12:15 p.m.

Pierce motioned to adjourn the meeting. Carpino seconded the motion. The motion was unanimously approved.

Minutes Approved: _____
HPB Chair, Glenn Raby