



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

July 12, 2023 - 5:45 PM

1st 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
3. Public Invited to be Heard

B. CONSENT CALENDAR

1. Review and approval of the June 14, 2023 Regular Meeting Minutes

C. BOARD ACTION

1. Application for a Certificate of Alteration (COA) - Windsor Railroad Depot (100 N. 5th Street, Unit B)

D. DISCUSSION ITEMS

1. Historic Preservation Plan DRAFT Update
2. Follow Up regarding July 6 Work Session
3. Review Future Meetings Agenda

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board Liaison
3. Communications from Staff

F. ADJOURN

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 Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: July 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the June 14, 2023 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached June 14, 2023 meeting minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 6.14.2023 HPC Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

June 14, 2023 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

1. Roll Call

ToniRae Andres
Ruth Brunner
Kris Jabs
Melanie Starck

Also present:
Kimberly Lambrecht
Ron Steinbach
Caitlin Heusser
Deanna Flanagan

Draft Print

06/30/2023 4:41:23 PM

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

Agenda approved unanimously.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Approval of the May 10, 2023 regular meeting minutes

Please see the attached May 10, 2023 meeting minutes for review and approval. Ms Brunner moved to approve the minutes. Ms. Jabs seconded. All in favor. Approved.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review / discuss Historic Preservation Plan

Ongoing discussion regarding the Historic Preservation Plan, particularly those items pertaining to the Goals and Policies, and Five-Year Action Plan sections of the Plan. Will schedule a joint work session with Town Board when a final draft of the Preservation Plan is ready. Preservation Plan must be approved by the end of the year. Mr Steinbach noted that he doesn't think the Preservation Plan is on the future meetings agenda yet.

Caitlin Heusser said she has comments on the Preservation Plan draft from History Colorado. Ron Sladek of Tatanka arrived at 5:55. Mr. Sladek said he has reviewed all comments that came in from Town staff and HPC members.

Discussed timeline of Comprehensive Plan update. Updated Comp Plan will not be ready in time for the Historic Preservation Plan to reference it. Historic Preservation will have to reference the existing Comp Plan.

(Vanessa Bouchard arrived at 6:00)

Mr. Sladek asked about possible local landmarks relevant to Windsor's Hispanic community. Commission will look into finding names of Windsor residents who might be able to speak to this.

Discussed Municipal Code as it relates to significance categories/standards. Compared to categories that the state of Colorado, Fort Collins, and the National Register of Historic Places use. Windsor may have too long of a list. Discussed whether it can be condensed for clarity.

2. Discussion / update on plans for an August historic preservation celebration with the DDA

In anticipation of an August event as a delayed celebration of Historic Preservation Month, the Commissioners should plan on revisiting a discussion regarding:

- Coordination with the DDA - is the DDA still planning on a 'heritage walk' themed event?
- Date - August 4, 2023?
- Is the Arts & Heritage Center available for an HPC related open house event/activity?
- Serving alcohol: WSHS members and/or HPC members?
- Are there other amenities the Commissioners would like to contribute to the event?
- Use the event as an opportunity to debut an updated/revamped online downtown tour?

Caitlin is working with GIS to compile information and would like assistance from the HPC.

August 4th for Open House. Caitlin has been speaking with Michelle of the DDA. Unsure how much of the DDA will be ready for August 4th. Michelle recommended having the Town do something on its own. Discussed doing something doing the Harvest Fest instead. Discussed ideas for what could be done at the Harvest Fest.

All agreed that moving the event to Harvest Festival is a better idea. Ms. Andres will find out about availability for HPC booth. Ms. Lambrecht will find out about sharing a booth with the Comp Plan if needed. Ms. Heusser will find out about Art & Heritage Center availability. Made plans to update GIS map of local historic properties. Caitlin will meet with GIS and then update the HPC on how they can help.

3. Future Meetings Calendar

Please see the attached Future Meetings Calendar for review and comment. Tentative work session planned for July 6th at 5:00 to discuss updates for GIS historic properties map. Notice would need to be posted by June 28th.

July meeting will discuss the Harvest Fest event.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

None.

2. Communications from Town Board Liaison

Interviewed for new Town Attorney, extended an offer. Announcement should be coming out soon.

Work session next week then don't meet again until July 10th (CONFIRM).
July 17th 5:30 public joint session with DDA to correct some misinformation that the public is spreading. Will also discuss goals of the DDA.

3. Communications from Staff

Ms Lambrecht- DDA is working on a Main Street master plan
Reminder to respond to emailed agenda letting Kim know if you will be attending the upcoming meeting.
The Town has started working on 2024 budget. Should be budgeting for all the same items, hoping for additional grant money, also hoping to set aside money for outside consultant once again.
Ms. Andres made a motion to adjourn. Ms. Jabs seconded. All in favor.
Meeting adjourned at 7:16

F. ADJOURN

Name, Title

Draft Print

06/30/2023 4:43:33 PM



MEMORANDUM

Date: July 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Application for a Certificate of Alteration (COA) - Windsor Railroad Depot (100 N. 5th Street, Unit B)
Item #: C.1.

Background / Discussion:

The applicant, Ms. Caitlin Heusser (Town of Windsor Museum Curator) has submitted an application for a Certificate of Alteration on behalf of the property owner (the Town of Windsor) for the Windsor Railroad Depot, located at 100 N. 5th Street, Unit B. Municipal Code Section 15-6-90(a) requires that a Certificate of Alteration be approved prior to any alterations to designated landmark site:

No person shall carry out or permit to be carried out on a designated landmark site or in a designated historic district any new construction, alteration, removal or demolition of a building or other designated feature without first obtaining a landmark alteration certificate for the proposed work under this Section, as well as any other permits required by this Code or other ordinances of the Town.

The major alteration proposed to the Windsor Railroad Depot includes the addition of gutters and downspouts to the building, which currently do not exist. Additional information can be found in the attached narrative prepared by Ms. Heusser.

Review Criteria

Section 15-16-130 of the Municipal Code includes review criteria for issuing a Certificate of Alteration. It states that an alteration certificate shall only be issued if:

*...the Commission determines that the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation. The Commission must find that a proposed development is visually **compatible** with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*

Compatible is defined as follows:

Consistent with, harmonious with and/or enhances the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.

The following criteria are provided to determine compatibility:

- (1) The effect upon the general historical and architectural character of the structure and property.*
- (2) The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures.*
- (3) The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site.*
- (4) The compatibility of accessory structures and fences with the main structure on the site, and with other structures.*

- (5) The effects of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.*
- (6) The condition of existing improvements and whether they are a hazard to public health and safety.*
- (7) The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property.*
- (8) Compliance with the Secretary of the Interior's Standards for Rehabilitation as listed below:*
 - a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
 - b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
 - c. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Staff recommends that the Historic Preservation Commission approve the application for a Certificate of Alteration for the Windsor Railroad Depot, with the following findings of fact:

1. The proposed work will not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation.
2. The proposed work is visually compatible with the designated historical structure's location on the property in terms of design, finish, material, scale, mass and height.
3. The proposed work will correct deficiencies with respect to protection of the structure from rain and snow damage, which will assist in the ongoing use of the property.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 2023_Depot - Certificate of Alteration Application_06.27.2023

CERTIFICATE OF ALTERATION APPLICATION

HISTORIC PROPERTY

Name: Windsor Train Depot
Address: 100 N. 5th St., Windsor, CO 80550
Historic Use: Train Depot
Current or Proposed Use: History Museum
Legal Description: WW BS L5 Burlington Sub

PROPERTY OWNER

Name: Town of Windsor
Address: 301 Walnut St., Windsor, CO 80550
Telephone: 970-674-2400
Email Address: Cheusser@windsorgov.com

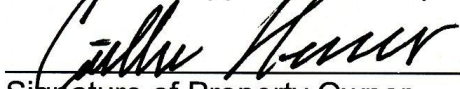
OWNER'S AUTHORIZED REPRESENTATIVE

Name: Caitlin Heusser, Museum Curator
Address: 116 5th St., Windsor, CO 80550
Telephone: 970-674-3524
Email Address: Cheusser@windsorgov.com

SUBMITTAL REQUIREMENTS:

- ☒ Written Narrative of the Proposed Alteration (include any relevant historical information about the property and/or structure)
- ☐ Scaled Site Plan - see aerial view for project context
- ☐ Scaled Elevation Drawings (include every side where there are proposed alterations) - see current photos for project context
- ☒ Current Photographs (in color and of all sides of the structure(s))
- ☒ Historical Photographs (if available)
- ☐ Existing and Proposed Materials (texture, color and architectural design and detail; including pictures and/or spec sheets if available) - refer to narrative for description
- ☒ Names and Addresses of all Adjacent Property Owners

I certify that I am the owner of the above described property and I hereby give my written consent and approval for the proposed project.


Signature of Property Owner

6.26.23
Date

Certificate of Alteration Application
Historic Trail Depot
100 N. 5th Street, Windsor, CO 80550

Narrative of Proposed Alteration

The Town of Windsor Museums is seeking a Certificate of Alteration to install rain gutters to the historic train depot located at 100 N. 5th Street. Upon examination of a historic photograph of the building from 1886, gutters were not an original feature of the structure. However, currently, water runoff from the roof is negatively impacting the exterior wood doors, particularly, on the west side of the building. The addition of gutters will ensure the historic integrity of the building and prolong the life of the structure by creating positive drainage away from the building ensuring the foundation, siding, and exterior wood features are protected from undue water damage.

Downspouts will be designed to carry water away from the building and foundation and will be designed so as not to impede pedestrian activity along the deck.

Existing and Proposed Materials

Proposed materials include standard metal rain gutters and downspouts. A neutral color closely matching the fascia and trim boards will be selected as to best match the gutter to the rest of the building.

Adjacent Property Owners

Owner: WINDSOR TOWN OF (WSFR Fire Museum)

Account: R5304608 **Parcel:** 080716319002

Address: 121 N 6TH ST WINDSOR

Subdivision: BURLINGTON SUB 2ND FG BNONE L2

Section: 16 **Township:** 6N **Range:** 67W

Owner: NINO MONICA C and NINO SANTIAGO III

Account: R5304508 **Parcel:** 080716319001

Address: 127 N 6TH ST WINDSOR

Subdivision: BURLINGTON SUB 2ND FG BNONE L1

Section: 16 **Township:** 6N **Range:** 67W

Owner: WINDSOR COLORADO DOWNTOWN DEVELOPMENT AUTHORITY

Account: R7521199 **Parcel:** 080716311023

Address: None (dirt parking lot along Ash Street)

Subdivision: BURLINGTON SUB BNONE L23

Section: 16 **Township:** 6N **Range:** 67W

Aerial View of Depot and Boardwalk Park



Current Photographs



Southwest corner, proposing adding gutter to west side of building, June 22, 2023



West door and 2023 water damage, June 22, 2023





Westside Freight Door and damage, June 22, 2023





Southeast corner, June 22, 2023



Northeast Corner, June 22, 2023

Historic Photographs



Windsor Train Depot, 1885, courtesy of Littleton Museum



MEMORANDUM

Date: July 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Historic Preservation Plan DRAFT Update
Item #: D.1.

Background / Discussion:

Tatanka Historical Associates continues to work on the Historic Preservation Plan. Ron and Stan continue to address comments from Town Staff and the SHPO, and are working to complete the 'under construction' sections. An updated DRAFT is scheduled to be presented and discussed at the August HPC Regular Meeting.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: July 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Follow Up regarding July 6 Work Session
Item #: D.2.

Background / Discussion:

Follow up to review items discussed at the July 6 Work Session, regarding the upcoming Open House and Harvest Festival outreach.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: July 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review Future Meetings Agenda
Item #: D.3.

Background / Discussion:

Please see the attached Future Meetings Calendar for review and comment.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Agenda - July



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
July 6, 2023 5:00 pm (Art & Heritage)	Work Session – Open House Planning
July 12, 2023 5:45 pm	Review Certificate of Alteration Application
August 9, 2023 5:45 pm	Review latest Historic Preservation Plan DRAFT
September 13, 2023 5:45 pm	Windsor Lake – Historical Research – ongoing discussion
October 11, 2023 5:45 pm	Letters to property owners eligible for Local Historic Designation
November 8, 2023 5:45 pm	Meeting with the Windsor Severance Historical Society Outreach to the Poudre Valley Cemetery
December 13, 2023 5:45 pm	

Future Topics:

Printed Walking Tour Maps to distribute
Preservation Plan Meetings / Updates (ongoing)
Website updates
Comprehensive Plan Updates (ongoing)
Joint Work Session with the Town Board

Upcoming Meeting Dates*

<u>Wednesday July 12, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday August 9, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday September 13, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday October 11, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday November 8, 2023</u>	5:45 P.M.	Regular HPC Meeting

* May 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.