



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

September 13, 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 August 9, 2023 Regular Meeting Minutes

C. BOARD ACTION

1. No action items

D. DISCUSSION ITEMS

1. Joint Work Session (Town Board and Historic Preservation Commission) Debriefing
2. 2023 Local Landmark Plaques
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: September 13, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the August 9, 2023 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached August 9, 2023 meeting minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 8.9.2023 Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

August 9, 2023 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

Draft Print

08/11/2023 10:55:19 AM

A. CALL TO ORDER

1. Roll Call

Present:

Melanie Starck

ToniRae Andres

Kris Jabs

Jean Zuckweiler

Vanessa Bouchard

Also present:

Ron Steinbach, Town Board Liaison

Caitlin Heusser, Museum Curator

Ron Sladek, Preservation Plan Consultant

Kim Lambrecht, Staff Liaison

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. Review and approval of the July 12, 2023 Regular Meeting Minutes

Please see the attached July 12, 2023 meeting minutes for review and approval. Ms.

Zuckweiler moved to approved the minutes. Ms. Andres seconded. Unanimously approved.

C. BOARD ACTION

1. No action items

D. DISCUSSION ITEMS

1. Review and discuss latest DRAFT Historic Preservation Plan

Ron Sladek (Tatanka Historical Associates) has provided a revised DRAFT of the Historic Preservation Plan (see attached). Please review prior to the meeting, and be prepared to discuss any questions and comments. Along with reviewing the Plan in light of the aspirations of the Commission, the Commission will also need to outline a summary of key components to discuss with the Town Board at the joint work session scheduled for

August 28, 2023. In general, the Plan has developed in-line with the goals of the Commission. The Commissioners made several comments regarding typos and grammatical corrections; asked for clarifications on a couple of the recommendations; and made suggestions for revisions to language that might be perceived as too direct. Mr. Sladek will make these adjustments, with the goal of producing the final document after the Town Board / Historic Preservation Commission joint work session.

Due to time constraints, development of the presentation for the joint work session was not able to be completed, so the HPC elected to schedule a work session to complete that effort. Work Session has been scheduled for August 21, 2023 at 5:30 pm, at Town Hall.

2. Review and discuss Walking Tour

Caitlin Heusser (Museum Curator) will be presenting the final DRAFT of the updated Walking Tour to the Commission, for review and comment. Ms. Heusser noted that the updated Walking Tour has been posted to the Town Website, on the Historic Preservation web page.

3. Review Future Meetings Agenda

Please see the attached Future Meetings Calendar for review and comment. Future meetings agenda was acknowledged.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

No communications.

2. Communications from Town Board Liaison

Mr. Steibach mentioned that the Town has hired a new Town Attorney - Mr. Dan Money. He also noted that, due to tremendous population growth in a couple of the Town's voting districts, the Town Board will be working with the Town Clerk's office on a redistricting effort to bring the voting districts in alignment with the State requirements.

3. Communications from Staff

Ms. Lambrecht mentioned that the Downtown Development Authority has hired a consultant for their Main Street Master Plan, and that Planning Staff will be involved in the process and will work to coordinate planning efforts between the DDA and the HPC. Ms. Lambrecht also noted that the groundbreaking for the new Police Department will be held on Friday August 11, 2023.

F. ADJOURN

MS. ANDRE MADE A MOTION TO ADJOURN AT 7:29 PM, WHICH WAS SECONDED BY MS. ZUCKWEILER. THE MOTION PASSED UNANIMOUSLY.



Name, Title

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08/11/2023 10:55:10 AM



MEMORANDUM

Date: September 13, 2023
To: Historic Preservation Commission
From:
Re: No action items
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: September 13, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Joint Work Session (Town Board and Historic Preservation Commission) Debriefing
Item #: D.1.

Background / Discussion:

Review August 28, 2023 Town Board Work Session discussion. Provide any follow-up comments and/or clarifications that may be necessary to include in the final Historic Preservation Master Plan.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: September 13, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: 2023 Local Landmark Plaques
Item #: D.2.

Background / Discussion:

Discuss and determine which locally designated properties should be awarded plaques this year. The list of the Town's locally designated properties has been attached.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. List of Designated Properties_updated 10-13-2022_with notes



DESIGNATED HISTORIC PROPERTIES IN WINDSOR

Property Name	Address	Type of Designation	Date of Designation	Other Information
Kaplan-Hoover Site (Bison Arroyo)	Poudre River Trail Corridor	National Register	4/18/2003	
First United Methodist Church	503 Walnut Street	National Register	7/7/2004	CERTIFICATE OF ALTERATION APPROVED BY HPC ON 3/11/2009
Old Town Hall Plaque (Art & Heritage Center)	116 N 5 th Street	National Register Local Landmark	1/15/1999 2/28/2022	DESIGNATED BY ORDINANCE #2022-1645
Cheese Factory and Creamery	190 Ash Street	Local Landmark	9/27/2004	DESIGNATED BY ORDINANCE #2004-1195
Windsor Railroad Depot (Part of Museum at Boardwalk Park)	100 N. 5 th Street, Unit B	Local Landmark	3/26/2012	DESIGNATED BY ORDINANCE #2012-1427
Park School Building Plaque (Current Town Hall)	301 Walnut Street	Local Landmark	2/10/2014	DESIGNATED BY ORDINANCE # 2014-1468
Eaton House (Part of Museum at Boardwalk Park)	130 N. 5 th Street	Local Landmark	2/9/2015	DESIGNATED BY ORDINANCE #2015-1493
Halfway House	33327 Weld County Road 15	Local Landmark	9/14/2020	DESIGNATED BY ORDINANCE #2020-1614
Halfway Homestead	33327 Weld County Road 15	Local Landmark	9/28/2020	DESIGNATED BY ORDINANCE #2020-1615
Dickey Farmhouse	33327 Weld County Road 15	Local Landmark	9/28/2020	DESIGNATED BY ORDINANCE #2020-1616



DESIGNATED HISTORIC PROPERTIES IN WINDSOR

423 Main Street	Plaque	423 Main Street	Local Landmark	9/13/2021	DESIGNATED BY ORDINANCE #2021-1628
408 Walnut Street	Plaque	408 Walnut Street	Local Landmark	2/28/2022	DESIGNATED BY ORDINANCE #2022-1644

Note: Windsor Flour Mill (301 Walnut Street) was removed from the National Register following fire in 2017.



MEMORANDUM

Date: September 13, 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 - September



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
September 13, 2023 5:45 pm	Town Board Work Session Debrief
October 11, 2023 5:45 pm	Introductions with the Windsor Severance Historical Society?
November 8, 2023 5:45 pm	Outreach to the Poudre Valley Cemetery
December 13, 2023 5:45 pm	Dinner Meeting

Future Topics:

Code Update discussion

Letters to property owners eligible for Local Historic Designation

Preservation Plan Meetings / Updates (ongoing)

Website updates

Comprehensive Plan Updates (ongoing)

Windsor Lake – Historical Research – ongoing discussion

Upcoming Meeting Dates*

<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
<u>Wednesday December 13, 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.