



Historic Preservation Commission Regular Meeting

March 8, 2023 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

1. Roll Call

Present: Melanie Starck
ToniRae Andres
Jean Zuckweiler
Kris Jabs

Also Present: Ron Steinbach, Town Board liaison
Kim Lambrecht, Town of Windsor, Planner II, staff liaison
Eric Lucas, Town of Windsor, Public Services Director
Deanna Flanagan, Town of Windsor, Administrative Analyst

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

Ms. Zuckweiler made a motion to accept the agenda as is. Ms. Andres seconded the motion. Motion passed unanimously.

3. Public Invited to be Heard

No members of the public in attendance.

B. CONSENT CALENDAR

1. Approval of the January 11, 2023 meeting minutes.

See attached January 11, 2023 meeting minutes for review and approval. Ms. Zuckweiler moved to approve the January, 11, 2023 minutes. Ms. Andres seconded the motion. Motion passed unanimously.

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Review of proposed amendment to the Bylaws to change the date of election of HPC officers

In order to ensure that a majority of the Historic Preservation Commission members are available for an election, and to provide an opportunity for the past and newly elected members to coordinate and transition information and tasks, an amendment to the Bylaws has been proposed to reflect that elections shall occur in November of each year, with the duly elected officers assuming such offices at the first meeting of the following year. A draft resolution along with the draft amendment of the Bylaws are included here, for review and comment. Board Action on this item will occur at the next regularly scheduled meeting.

Discussed proposed bylaw changes to change date of HPC officer elections to November instead of January. Noted one correction needed. Changes to bylaws will be voted on at the

next meeting.
Kris Jabs arrived during this discussion item.

2. Saving Places Conference Debriefing

Please refer to attached summary notes from HPC members who attended the Saving Places Conference - for information.

Ms. Lambrecht and Ms. Zuckweiler attended the 2023 Saving Places conference virtually and shared their feedback.

Ms. Lambrecht shared a few notes from Ms. Brunner who was absent but had attended the conference in-person.

3. Historic Preservation Month - Open House - Tentative Friday May 5, 2023

Caitlin Heusser (Museum Curator) has been coordinating with Michelle Vance, Executive Director of the Downtown Development Authority (DDA) to combine efforts in celebrating **Historic Preservation Month**. The following notes outline current events/activities planned for the downtown area:

“Windsor Downtown Heritage Tour”

- Culture Division will be partnering with the DDA to promote a First Friday event on Friday, May 5th that focuses on downtown Windsor history/preservation
- Self-guided tour around downtown, businesses open late, Tour will start at Art & Heritage Center where participants will receive a passport.
- Caitlin working with downtown businesses and Michelle at DDA to create display posters for historic buildings/businesses with photographs, will stay up all month
- At least 10 sites on tour
- Event from 5-8 PM (tentative)

Does HPC want to hold their Open House at same time?

Open House-Tentatively set for Friday, May 5th. Friday night worked best last year and the 5th is the only time in May the Arts & Heritage center will be available.

There will also be a First Friday event on May 5th from 5-8 p.m. Discussed best start time for the HPC Open House.

Discussed whether or not a speaker should be invited as was done last year.

Noted the Cinco De Mayo holiday that will fall on the same day as the Open House.

Work session to continue planning Open House details set for March 30.

4. Preservation Plan: March 22, 2023 Community Engagement / Preliminary Community Survey

Preservation Plan Updates:

- Ron Sladek (Tatanka Historical Associates) will be facilitating another community engagement session on March 22, 2023 from 5:00 pm - 6:30 pm at Peculier Ales (301 Main Street). Please note this event and plan to attend, if possible.

- A community survey developed by Tatanka has been posted to the Town's Project Connect website. The data gathered from this survey will be used in the development of the Preservation Plan. The survey was released to the public in February, and will be open until March 31. Final results will be compiled and shared with the Commission at the

April meeting.

Community survey closes on March 31st. 24 responses so far, the Commission wants to encourage participation. Discussed best ways to promote the survey.

After survey closes, a draft of the Preservation Plan should be ready around April 1st.

5. Create ad hoc committee to explore website corrections/updates

Voted on creation of ad hoc committee to review Historic Preservation webpage for needed corrections/updates.

Ms. Starck moved to vote to approve ToniRae and Rachel Kline to the ad hoc subcommittee. Roll call on the vote resulted as follows; Yeas - 4; Nays - None; Motion passed unanimously.

6. Future Meetings Calendar

Discussed topics to add to future meeting agendas. April - Review public survey results, possibly review Preservation Plan draft. May - Open House debrief.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Zuckweiler noted that she is still working on a local landmark designation application for Windsor Lake. Discussed with Eric Lucas whether or not local landmark designation might affect the management of the Lake. Mr. Lucas stressed that Windsor Lake is a working reservoir and designation would have to be discussed with the Kern Board that manages it. The possible benefits vs. downsides of local landmark designation should be discussed. General opinion was in favor of Ms. Zuckweiler continuing to pursue local historic designation and discussing with the Kern Board. Ms. Zuckweiler noted that the application would not be ready by the April meeting.

2. Communications from Town Board Liaison

Introducing new Town Board liaison, Ron Steinbach. Mr. Steinbach has a bachelor's degree in history, and had previously been a member of the Historic Preservation Commission. He has lived in Windsor since 2008.

3. Communications from Staff

Ms. Lambrecht noted that she had acquired additional historic preservation reference materials. They are available to the Commission upon request.

Charette workshop series for the Comprehensive Plan will be April 4th-7th. More information can be found on the Town website.

F. ADJOURN

MS. ANDRES MADE A MOTION TO ADJOURN. MS. JABS SECONDED THE MOTION. MEETING ADJOURNED AT 7:16 P.M.



Deanna Flanagin, Administrative Analyst