



Historic Preservation Commission Regular Meeting

April 12, 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
Jean Zuckweiler
Kris Jabs
Ruth Brunner

Also Present: Ron Steinbach, Town Board Liaison
Caitlin Heusser, Museum Curator
Kimberly Lambrecht, Planner II, Staff Liaison

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 approve the agenda with no changes. Ms. Jabs seconded the motion. Motion passed unanimously.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

MS. STARCK MADE A MOTION TO APPROVE THE CONSENT CALENDAR, WHICH INCLUDED MINUTES FROM THE MARCH 8, 2023 REGULAR MEETING AND THE MARCH 30, 2023 WORK SESSION. MS. ZUCKWEILER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

1. Approval of the March 8, 2023 regular meeting minutes

See attached March 8, 2023 meeting minutes for review and approval.

2. Approval of the March 30, 2023 work session minutes.

See attached 03-30-2023 work session minutes for review and approval.

C. BOARD ACTION

1. Resolution 2023-001 - Adoption of an Amendment to the Bylaws concerning the Election of Officers

During the course of the previous year, the long-standing Chairperson of the Commission formally announced she would not be seeking re-election to the position, thus opening up the opportunity for other Commissioners to hold that role. In an effort to allow for training of new officers and to provide a smoother transition of duties, the Commission requested that the annual election of new officers be held in a month prior to the officers assuming the role at the first meeting of the following calendar year.

Therefore, the following language is proposed to be amended in Article II, Paragraph (B)(4) of the HPC Bylaws:

Commission officers shall serve for a term of one (1) year. An annual election of officers shall take place during the November meeting of each year, with those elected taking office at the first Commission meeting of the following calendar year.

The HPC Bylaws require that amendments be provided to all members at least ten days prior to voting or that such amendments be read at the previous meeting. The amendment to the Bylaws was read and discussed at the March 8, 2023 meeting. The amendment to the Bylaws was discussed at the previous regular meeting. No further discussion was held. Motion to approve the resolution to amend the Bylaws by Ms. Zuckweiler. Second by Ms. Brunner. Motion passed unanimously.

D. DISCUSSION ITEMS

1. Community Engagement Survey Results

Please see attached Preservation Plan Community Engagement Survey Results, for review and discussion. The survey had 44 respondents, and was considered to be a decent response. Ron Sladek, Preservation Plan consultant, has been ill so discussion regarding the results of the Community Engagement survey, as well as the Historic Preservation Plan, has been delayed until a future meeting.

2. Update on the Windsor Lake designation discussion

Discuss any updates and/or new information. Ms. Zuckweiler provided a status update on where she's at in the research process. The Statement of Significance has been shared with Ms. Heusser and Ms. Kline for review and comment. Research and findings will continue to be shared with Town Staff for input. Ongoing concern regarding how a local designation may or may not impact the operation of the lake as a working reservoir has been expressed.

3. Historic Preservation Month Open House - update and discussion

Refer to Work Session Meeting Minutes for summary of plans and action items. In celebration of Historic Preservation Month, the original plan was to hold an Open House in partnership with the Downtown Development Authority's First Friday event in May. The DDA was not able to get the necessary approvals in place in a timely manner so they canceled their piece of the event. The Commission and Town Staff do not have the necessary resources to put together an Open House without the DDA's assistance, so the Open House will not be held in May. The current plan is to push an Open House to August and to continue to work on a partnership with the DDA. Historic Preservation Month will still be recognized with a proclamation at the first May Town Board Meeting.

4. Future Meetings Calendar

Please see attached Future Meetings Calendar for review and comment. Adjustments were made to the Future Meetings Calendar for May - to set aside the meeting primarily for a Preservation Plan discussion. Open House planning (for an August date) has been noted for June. The remaining items on the calendar will be shifted accordingly.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Starck noted that she recently had an interview with Town Board for reappointment to the Commission. During the interview, Mayor Rennemeyer asked that the Commission present the Preservation Plan to the Board at an upcoming Work Session. Ms. Lambrecht will work with Staff to get that on the Town Board Future Meeting Calendar.

2. Communications from Town Board Liaison

Mr. Steinbach mentioned that the Town Board recently approved the addition of several items to the Museum collection. The Commission asked that the list be forwarded to them.

Additionally, Mr. Steinbach noted that the Town Board passed a resolution not in support of Senate Bill 23-213 - concerning State Land Use Requirements.

3. Communications from Staff

Ms. Lambrecht provided an update to the status of the Comprehensive Plan, and provided feedback regarding the Comp Plan community engagement events.

F. ADJOURN

MS BRUNNER MADE A MOTION TO ADJOURN AT 7:17 P.M. MS STARCK SECONDED.
MOTION PASSED UNANIMOUSLY.



Kimberly Lambrecht, Planner II, Town of Windsor