



## Historic Preservation Commission

### Regular Meeting

July 12, 2023 - 5:45 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

## MINUTES

### A. CALL TO ORDER

#### 1. Roll Call

The meeting was called to order at 5:49 pm

In attendance:

Melanie Starck

ToniRae Andres

Kris Jabs

Jean Zuckweiler

Rachel Kline

Vanessa Bouchard, Alternate

Also present:

Ron Steinbach, Town Board Liaison

Caitlin Heusser, Museum Curator

Kim Lambrecht, Staff Liaison

At this time, Chairperson Starck noted that Commissioner Zuckweiler submitted a request to switch to the role of an alternate Commissioner due to time constraints. Staff researched this request, and did not find any information noting that this was not an option. Chairperson Starck discussed with Alternate Kline (senior alternate member), who noted she was able to fulfill the role of a voting member. Ms. Andres moved to approve the request, with a second by Ms. Jabs. The request passed unanimously.

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

Ms. Andres moved to approve the agenda as presented, with a second by Ms. Jabs. Motion passed unanimously.

#### 3. Public Invited to be Heard

No public in attendance.

### B. CONSENT CALENDAR

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

Please see the attached June 14, 2023 meeting minutes for review and approval. Ms. Jabs moved to approve the Consent Calendar, with a second by Ms. Kline. Motion passed unanimously.

### C. BOARD ACTION

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

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.*

Ms. Caitlin Heusser, Museum Curator and the Applicant, outlined the proposed changes to the Windsor Railroad Depot, which amount to the addition of gutters and downspouts on the east and west elevations. Ms. Heusser explained that the building had never had gutters and downspouts, but that recent weather conditions (snow and rain) were causing deterioration of doors and trim near the base of the building. Discussion by the Commission included assurances that the gutters and downspouts would match the trim color so as to blend in, and that a note would be included with the installer's contract that, due to the building's historic context, compliance with applicable regulations would be required. Ms. Andre moved to approve the Certificate of Alteration, with the conditions noted. Ms. Kline seconded the motion. Motion was approved unanimously.

#### D. DISCUSSION ITEMS

##### 1. Historic Preservation Plan DRAFT Update

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. Ms. Lambrecht noted that an updated draft of the historic preservation plan had been delayed and was expected in the coming weeks, with the goal to have it in hand to review before the August 9, 2023 HPC meeting. Ms. Lambrecht also noted that a joint work session with the Town Board was being planned for late August, to discuss the plan.

##### 2. Follow Up regarding July 6 Work Session

Follow up to review items discussed at the July 6 Work Session, regarding the upcoming Open House and Harvest Festival outreach. At the July 6, 2023 work session, the Commission discussed and finalized plans to do outreach at the Harvest Festival, in lieu of an open house at the Arts & Heritage Center. The HPC will share a booth with the Comprehensive Plan outreach and the Energy Plan outreach. (The booth is sponsored by the Town Board.) The Commissioners agreed to share outreach responsibilities throughout the event. The Commissioners also reviewed and discussed updates to the Walking Tour that will be rolled out at the Harvest Festival, and discussed other print items to make available for outreach.

##### 3. Review Future Meetings Agenda

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

requested to add discussion regarding a review of the current Historic Preservation Ordinance (found in the Municipal Code) - once the recommendations of the Historic Preservation Plan have been reviewed. This will likely shift the discussion regarding sending informational letters to property owners eligible for local historic designation to a later date. Commissioners also discussed the tentative schedule for a representative of the Windsor Severance Historic Preservation Society to attend an upcoming meeting.

#### E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Nothing at this time.

2. Communications from Town Board Liaison

Mr. Steinbach mentioned the work being done on State Highway 257, how it was impacting those local businesses, and what the Town was doing to mitigate some of those impacts.

3. Communications from Staff

Ms. Lambrecht noted a brief discussion with Mr. Don Stavely, who owns the Teacherage building. Mr. Stavely may be interested in looking into what it might take to achieve a local designation.

#### F. ADJOURN

MS ANDRE MADE A MOTION TO ADJOURN AT 7:02 PM, WHICH WAS SECONDED BY MS. JABS. THE MOTION PASSED UNANIMOUSLY.

A handwritten signature in blue ink that reads "Kim Lambrecht". The signature is written in a cursive, flowing style.

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Senior Planner, Staff Liaison