



Historic Preservation Commission Regular Meeting

October 11, 2023 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

1. Roll Call

Meeting called to order at 5:45 pm

PRESENT:

Melanie Starck, Chairperson

Kris Jabs

ToniRae Andres

Ruth Brunner

Jean Zuckweiler

Vanessa Bouchard

Also Present:

Ron Steinbach, Town Board Liaison

Laura Browarny, Museum Supervisor

Kim Lambrecht, Staff Liaison

Katrina Haley, Administrative Analyst

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

Motion to approve: Ms. Andres Second: Ms. Brunner Agenda approved unanimously

3. Public Invited to be Heard

No public in attendance

B. CONSENT CALENDAR

1. Review and approval of the September 13, 2023 Regular Meeting Minutes.

Please see attached September 13, 2023 meeting minutes for review and approval. Motion to approve: Ms. Brunner Second: Ms. Andres Consent Calendar approved unanimously

C. BOARD ACTION

1. No action items

D. DISCUSSION ITEMS

1. Review and discussion of the final DRAFT of the Preservation Plan.

Ron Sladek (Tatanka Historical Associates) has provided a FINAL DRAFT of the Historic Preservation Master Plan (see attached). Please review prior to the meeting, and be prepared to note any final minor corrections that may be necessary. As it stands, if this

document is correct and ready for acceptance, the Commission will take a formal action at a subsequent meeting. Staff is in the process of determining if there will be any formal actions required by the Planning Commission and/or Town Board. If that is the case, The HPC will then forward a recommendation (of approval) to the Planning Commission and/or the Town Board, which will serve as the formal implementation of the Plan. The Commission noted one small typo in the final version of the Plan. Ms Lambrecht will forward the correction to Mr. Sladek, and will also take one more review this draft against the previous comments. The tentative process and next steps will be for the Commission to forward a recommendation of approval of the Plan to the Town Board, contingent upon all comments from the Commission, Staff and History Colorado being addressed. This is tentatively scheduled for the first part of 2024.

2. Review and discuss Memo to Town Board regarding involuntary designations

Please review the attached draft Memorandum to the Town Board, regarding involuntary designations. This memo is a follow up to the Town Board Work Session where the final DRAFT of the Historic Preservation Master Plan was presented. During the discussion and question / answer session, Town Board Member Bennett asked a question regarding the Commission's position on involuntary designations. The Commission's response may have come across more definitive than intended and also in conflict with what is allowed by the Municipal Code. This memo provides a clarification to the Town Board which outlines the Commission's support of private property rights, and the notion of working with and educating property owners regarding historic designations. Additionally, in the rare occasion that a property of significant value is being threatened, the Commission would still need the involuntary mechanism to protect the resource.

Any clarification comments to the memo that the Commission has may be incorporated into the memo, with the goal of having Chairperson Starck sign the memo. The Commissioners concurred with the content of the Memo. Chairperson Starck signed the Memo, Staff will forward to Town Board.

3. 2023 Local Landmark Plaques

Last month, the Commission discussed which locally designated properties should next receive bronze plaques for the properties. In order of preference, the Commission determined that the four options would include: the Windsor Railroad Depot, the Cheese Factory and Creamery, the Dickey Farmhouse and the Halfway Homestead. Based on the informal quote received from Franklin Bronze Plaques and the amount of money left in the 2023 HPC budget, it appears that a total of four (4) plaques could be ordered.

Please confirm that these are the four (4) structures/properties to order plaques for, and confirm the dates to be shown on the plaques. Based on the preliminary estimate provided by Franklin Bronze, the Commission will be able to provide bronze designation plaques for four (4) properties - Windsor Train Depot, the Cheese Factory and Creamery, the Historic Halfway Homestead and the Easton House. Staff will follow up with Franklin Bronze to develop a formal quote and proofs. Staff will work on developing the language for the certificates that go with the plaques.

4. 2023 Annual CLG Report

Staff is completing the Annual Certified Local Government (CLG) Report required by

History Colorado. Please review and provide input regarding 2023 accomplishments/achievements/events that the Commission is most proud of, and let's brainstorm about potential Commission activities for 2024. In order to complete the required annual report for History Colorado, Ms. Lambrecht requested input from the Commission regarding past accomplishments and proposed future projects. The Commission noted outreach work at the Harvest Festival, updating the Walking Tour and ongoing work on the Preservation Plan for past accomplishments. Proposed future plans included implementation of the Plan, public outreach, possible local designations of properties and/or districts, working with other complimentary Boards/Commissions; reviewing the Historic Preservation Ordinance and planning celebration activities for Historic Preservation Month next May.

5. Review Future Meetings Calendar

Please see the attached Future Meetings Calendar for review and comment. If time allows, be prepared to begin outlining a plan to assign these items tentative dates in 2024. The Commission assigned items to the future meetings calendar - specifically, January will be set aside to begin discussions for a May 2024 Open House, and an introductory meeting with the Windsor Severance Historical Society will continue to remain on the calendar until the opportunity can be coordinated with that group.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioners did not have any communications.

2. Communications from Town Board Liaison

Mr. Steinbach noted that the Town Board has set up an ad hoc committee to study the Town's needs for work force/attainable housing. The committee will take the next six months to study and report back to Town Board. Additionally, Town Board has requested that Staff look at potential processes/protocols for managing Short Term Rentals. Staff has been discussing with Town Board at work sessions, and will continue to refine the process based on Town Board feedback.

3. Communications from Staff

Ms. Browarny noted that Parks, Recreation and Culture has broken ground on landscaping / park improvements at the Halfway House Homestead Park; has begun a historic window replacement at the Arts & Heritage Building; and will begin renovation work on the Eaton House next year.

Ms. Lambrecht noted that the Town Board is in the process of reviewing the 2024 budget, and the Commission's budget is proposed to remain about the same. She also requested the Commissioners RSVP prior to regularly scheduled Commission meetings so that a quorum can be verified prior to the meeting.

F. ADJOURN

MOTION TO ADJOURN: MS. JABS SECOND: MS BRUNNER. MEETING ADJOURNED AT 7:15 PM.



Senior Planner, HPC Staff Liaison

Name, Title