



Historic Preservation Commission Regular Meeting

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

MINUTES

A. CALL TO ORDER

CHAIRPERSON STARCK CALLED THE MEETING TO ORDER AT 5:47 PM.

1. Roll Call

Present: Melanie Starck, Chairperson
Ruth Brunner
Jean Zuckweiler
Kris Jabs
ToniRae Andres

Absent: Rachel Kline
Vanessa Bouchard

Note: Ms. Lambrecht noted that Ms. Bouchard is also a voting member of the Parks, Recreation, & Culture Advisory Board, which was inadvertently missed when she applied to be a part of the Historical Preservation Commission. Due to potential conflicts of interest, Board/Commission members may not be members of multiple Board(s)/Commission(s). As Ms. Bouchard is a voting member of the Parks, Recreation, & Culture Advisory Board, and an alternate member of the Historical Preservation Commission, it was determined it would be most logical for her to withdraw from the Historical Preservation Commission. Therefore, Ms. Bouchard unfortunately is no longer part of the Historical Preservation Commission. If any Commission members know anyone who may be interested in joining the Commission, please encourage them to apply.

Also Present: Ron Steinbach, Town Board Liaison
Caitlyn Heusser, Museum Curator
Kimberly 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

Historic Preservation Commissioner Andres moved to approve the Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration, Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows; ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Review and Approval of the October 11, 2023 Regular Meeting Minutes

Please see the attached October 11, 2023 meeting minutes for review and approval.

Historic Preservation Commissioner Andres moved to approve the Review and Approval of the October 11, 2023 Regular Meeting Minutes, Historic Preservation Commissioner Brunner seconded the motion. Roll call on the vote resulted as follows; ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

C. BOARD ACTION

1. Historic Preservation Master Plan - Recommendation to Town Board - Approval of the Plan

Mr. Ron Sladek (Tatanka Historical Associates) has provided a final copy of the Historic Preservation Master Plan (the Plan) (see attached). This plan will be considered the final result of all reviews, discussions and edits by the Commission, Town Staff and History Colorado Staff.

Staff has confirmed that the previous comments and edits noted by the Commission have been addressed, and is recommending the Historic Preservation Commission forward a recommendation of approval of the Plan to the Town Board.

If approved by Town Board, the Plan will be ready to begin implementation efforts by the HPC.

Once implemented, the Commission will need to be prepared to discuss next steps moving forward and begin to outline specific priorities and courses of action to implement the strategies presented in the plan.

Ms. Lambrecht presented the final copy of the Historic Preservation Master Plan. Commission members also had received a copy of this final version of the Plan from Ms. Lambrecht via email prior to this meeting, to allow time for Commission members to review the final draft of the Plan prior to this meeting, and then discuss any feedback at this meeting. In preparation of this final draft, feedback from the Commissioners, Town staff, and History Colorado noted in previous meetings were noted and addressed by consultant Ron Sladek, of Tatanka Historical Associates, who has been working to create the final version of the Historic Preservation Master Plan. Pending approval of this Plan by the Historic Preservation Commission, Ms. Lambrecht to generate a resolution to present to Town Board for recommendation of approval of the Historic Preservation Master Plan.

Discussion amongst Commission members ensued. Commissioners confirmed that typo corrections and other suggestions for improvement previously noted had been addressed by Mr. Sladek.

Ms. Brunner presented the suggestion of potentially publishing a hard copy(s) of the Historical Preservation Master Plan around Town in locations like libraries, historically designated locations, etc. Commissioners also unanimously stated that they would each enjoy having a hard copy of the Plan, as well as an electronic copy. Some members also stated they had never received a 'Welcome to the Commission' electronic packet when joining the Commission, and that they would like to receive that along with the final Historical Preservation Master Plan when finalized and available. Both resources to be provided to all Commission members once available.

Historic Preservation Commissioner Brunner moved to Forward a recommendation of approval of the Historic Preservation Master Plan to Town Board, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows;

ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

D. DISCUSSION ITEMS

1. Review Future Meetings Agenda

Please see the attached Future Meetings Calendar for review and comment. Review the list of Future Topics so the Commission can begin to compare these topics with the priorities noted in the Preservation Plan, and begin to prioritize goals for next year and beyond.

Discussion amongst Commission members regarding the Future Meetings Agenda and future meeting topics ensued. Commission members noted the importance of prioritizing future meeting topics in conjunction with the Historical Preservation Master Plan, and how we can utilize the new Plan to drive the Commission's work. Ms. Andreas also presented a suggestion to potentially read the Historic Preservation section of the Municipal Code by January's Historical Preservation Commission meeting, so that the Commission members can become more familiar with the Municipal Code, and how it potentially coincides with the Historical Preservation Master Plan, how it potentially conflicts with the Plan, and for general knowledge purposes/any other interesting points that may or may not impact the Commission. Ms. Starck and other Commission members showed support for Ms. Andres' suggestion to read the Code with the guiding questions Ms. Andres suggested in mind (1. How the Municipal Code potentially coincides with the Historical Preservation Master Plan. 2. How it potentially conflicts with the Plan. 3. General knowledge/any other interesting points that may or may not impact the Commission). Ms. Starck confirmed with Ms. Lambrecht which sections of the Municipal Code would be most appropriate for the Commissioners to review. Ms. Lambrecht confirmed that reading Chapter XVI in its entirety would be the most helpful for the Commission's work. Commission members to read Municipal Code Chapter XVI for the January meeting.

The Windsor Downtown Alliance (WDA)'s Downtown Master Plan was also noted as a potential Plan for the Commission members to review against the Historical Preservation Master Plan, with the same guiding questions in mind (1. How the WDA's Downtown Master Plan potentially coincides with the Historical Preservation Master Plan. 2. How it potentially conflicts with the Plan. 3. General knowledge/any other interesting points that may or may not impact the Commission). No formal request was made of Commission members to review the Downtown Master Plan at this time, but Commission members may be asked to review this Plan in the future. Ms. Brunner also mentioned talks of potential future construction/dedication of outdoor gathering area(s) (similar to Old Town Fort Collins) near historically designated areas on Main Street, and the importance to work with the WDA to ensure access to any historical sites in the nearby area be maintained. Ms. Starck agreed the Downtown Master Plan may be valuable to review in the future. Any potential plan conflicts discovered during review(s) can be brought to Ms. Lambrecht's attention.

Additionally, Ms. Jabs noted the importance of starting to focus on Historic Preservation Month, May. Ms. Jabs suggested beginning to discuss plans for Historic Preservation Month at the December and January meetings. Discussion between Ms. Starck, Ms. Lambrecht, and the Commission members ensued regarding how this could potentially fit into the Future Meetings Agenda. As there are no action items currently proposed for this item, Ms. Starck and the Commission members suggested designating set amounts of time at the January meeting to both discuss their reviews of the Municipal Code, and discuss plans for Historic Preservation Month, May. Regarding Historic Preservation Month, Ms. Brummer suggested a potential to present the four plaques ordered earlier this year for historically designated sites throughout town at an event held during the Month of May in honor of Historical Preservation

Month. At this time, there are no formal Action Items determined to be on the Agenda for the December and January meetings. The January meeting is intended to primarily be comprised of discussion of the Commission's feedback regarding their reading of the Municipal Code, and planning for Historic Preservation Month, May.

2. Discuss December HPC Meeting Location

In recent years, the December HPC Regular Meeting has been held off-site. The December Meeting will be held on December 13, 2023. The Commission should plan on determining a location for the December Meeting.

Discussion amongst Commission members ensued regarding venue options for December's dinner meeting. Venue would need to accommodate roughly 10 people and have a quiet enough space for the Commission so that group discussion would still be possible. Cancun, Mash Labs, Windsor Mill Tavern, and other local establishments were suggested.

Commission members decided Windsor Mill Tavern is their first choice for the December meeting's location, due to it's potential to request a private room that would allow for a quiet discussion place away from other crowds. A table in a corner of the upper floor at Mash Labs was determined to be the second choice for the venue if the private room at Windsor Mill Taven is not available. Ms. Haley to call Windsor Mill Tavern to request a reservation for the private room at the Tavern, as well as Mash Labs, if need be.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

No communications from the Historic Preservation Commission.

2. Communications from Town Board Liaison

Mr. Steinbach stated the Windsor Attainable Housing Ad Hoc Committee recently held its first meeting. Mr. Steinbach stated that there are lots of resources for the Committee to review and are working to do so.

Commission members asked Mr. Steinbach for any Town Board feedback regarding short term rentals. Mr. Steinbach stated that the topic is not currently on the Future Meetings Agenda topics list, but that it will most likely be put back on the agenda(s) to discuss further before the end of the year. Potential for a short term rental tax to be implemented, in which tax revenue would be directed to Town departments most impacted by short term rental properties (i.e., Police, Parks, etc.). Potential for this measure to be put on the November 2024 ballot. Discussion regarding short term rentals in Windsor ensued amongst Commission members.

Ms. Brunner asked Ms. Steinbach if he had any information regarding construction on/near CR70 and CR72. Mr. Steinbach stated that he does not have any information on this topic to share with the group regarding this topic, and that he will relay any information related to this topic that comes to his attention in the future.

Ms. Starck asked Mr. Steinbach if he was aware of any update(s) related to the offer and counteroffer between the Town and the Clearview Library District, regarding the proposal to sell the library's land for a new King Supers. Mr. Steinbach shared that he believes this will be addressed at the next Town Board meeting. Discussion regarding this topic ensued between Commission members.

3. Communications from Staff

Four plaques for the four historically designated sites previously chosen by the Commission

have been ordered. Plaques were purchased on October 19th, 2023, with an expected delivery date five to six weeks out from payment. Plaques are expected to be delivered in two to three weeks from tonight's meeting.

Ms. Lambrecht received a copy of Crested Butte's Historic Preservation plan, which she thought was very interesting, and would potentially be interesting to other Commission members.

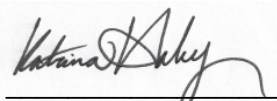
Ms. Lambrecht recently met with Historic Preservation staff from neighboring municipalities; Fort Collins, Greeley, and Loveland. They met last Friday in Loveland and took a tour of the historically designated Pulliam Community Building, which she found to be very interesting. Ms. Lambrecht also brought a copy of the Loveland Walking Tour brochure ('Walk Historic Loveland'), which the Commissioners had very positive feedback about. Many Commissioners stated support for creating and distributing material(s) similar to this brochure. These printed materials would most likely need to be factored into the 2025 budget, as the 2024 budget has already been determined. Ms. Brunner mentioned that the Commission may have some leftover printed materials from previous events and may be able to circulate these in the meantime.

Potential for the Windsor Planning Commission to put together a presentation related to Historic Preservation in Windsor for the next APA Conference they attend.

F. ADJOURN

HISTORIC PRESERVATION COMMISSIONER ANDRES MOVED TO ADJOURN, HISTORIC PRESERVATION COMMISSIONER JABS SECONDED THE MOTION. ROLL CALL ON THE VOTE RESULTED AS FOLLOWS; TONIRAE ANDRES, KRIS JABS, RUTH BRUNNER, MELANIE STARCK; NAYS - NONE; MOTION PASSED.

CHAIRPERSON STARCK ADJOURNED THE MEETING AT 7:00 PM.



Katrina Haley, Administrative Analyst