



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

July 13, 2022 - 5:45 PM

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

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Public Invited to be Heard

B. CONSENT CALENDAR

1. Approval of the June 8, 2022 minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Work Session Debriefing
2. Development of an HPC logo, similar to the museums
3. Review Future Meetings List

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board Liaison
3. Communications from Staff

F. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: July 13, 2022
To: Historic Preservation Commission
From:
Re: Approval of the June 8, 2022 minutes
Item #: B.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. DRAFT June HPC Minutes



Historic Preservation Commission Regular Meeting

June 8, 2022 - 5:45 PM
First Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

Jean Zuckweiler called the meeting to order at 5:57 p.m.

1. Roll Call

Present:

Jean Zuckweiler
ToniRae Andres
Ruth Brunner
Melanie Starck (arrived 6:09)

Also Present:

Scott Charpentier, Town Board liaison
Kim Lambrecht, Town staff liaison, Planner II
Caitlin Heusser, Museum Curator
Deanna Flanagan, Town staff, Administrative Assistant

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

No changes were made to the agenda.

3. Public Invited to be Heard

No members of the general public in attendance.

B. CONSENT CALENDAR

1. Approval of the May 11, 2022 Minutes

At 6:04 p.m. Ms. Andres made a motion to approve the May 11, 2022 minutes. Ms. Brunner seconded the motion. Approved unanimously.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Open House Debriefing

General agreement that the Open House went well. The HPC hopes for higher attendance at future events. It was suggested that in May of 2023 the Open House could occur on one day instead of two. All agreed that the format of the event worked well. Former Mayor, Ed Starck, was a good speaker and everyone agreed that next year's event should have a speaker as well. The HPC would like to try and get video of Mr. Starck's speech to be played on Windsor TV. Ms. Lambrecht will reach out to Communications to ask about survey results from the

Open House.

2. Set Special Work Session Date for Preservation Plan Meeting - June 29 or June 30

Special work session date set to Wednesday, June 29th at 5:45 p.m. and will take place in the 1st floor conference room at Town Hall.

3. 2023 Budget Discussion

Discussed HPC funding. Proposed budget for 2023 still has to be finalized. Proposed line items include the Saving Places conference, one Open House event, marketing and outreach efforts, 4 more plaques, and a small, local retreat. Amounts still need to be finalized.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

- Ms. Zuckweiler asked about updating the HPC member list on the website. Ms. Lambrecht agreed to speak to Communications about this.
- Ms. Zuckweiler also noted that after this year she would like to step down as chair but remain on the HPC.
- Ms. Andres would like to have official HPC name tags for events.
- Ms. Brunner requested that someone reach out to Cheryl Snigg-Cordova to find out if she will be attending future meetings.
- All members discussed needing clarification on how many members and alternates the HPC is allowed.

2. Communications from Town Board Liaison

Mr. Charpentier introduced himself. He reiterated recent Town Board news: Proclamation designating May as Historic Preservation Month, widening of Highway 392. The Town Board is still getting organized after elections.

3. Communications from Staff

- Ms. Lambrecht noted that Rachel Cline will be joining the HPC soon as an alternate.
- Ms. Lambrecht gave Ms. Heusser the local historic landmark plaque for her residential home and another plaque to give to the Arts and Heritage Center. The final plaque to be handed out is for the Town Hall building. Ms. Lambrecht will reach out to the Town Manager to see if there is an ideal time/place to issue the plaque.
- The HPC will consider ideas for standard protocol regarding the issuing of plaques for next year.
- Ms. Lambrecht will give photos to Communications Department showing plaque being issued to 423 Main Street.
- Ms. Lambrecht found an old plaque at Town Hall for Ann McAfee. She will try to connect with her to hand it off.
- Ms. Heusser noted that Saturday July 23rd is Archaeology Day at the Historic Halfway Homestead and asked for volunteers.

F. ADJOURN

At 7:16 p.m. Ms. Andres made a motion to adjourn the meeting. It was seconded and all unanimously agreed.



Deanna Flanagin, Administrative Assistant



MEMORANDUM

Date: July 13, 2022
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: July 13, 2022
To: Historic Preservation Commission
From:
Re: Review Future Meetings List
Item #: D.3.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. HPC Future Meetings Agenda - July



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
June 8, 2022 5:45 pm	HPC Budget Open House Debriefing Discuss Preservation Plan Consultant Meetings with the Commission
July 13, 2022 5:45 pm	Development of an HPC logo, similar to the museums
August 10, 2022 5:45 pm	Outreach on the Poudre Valley Cemetery
September 14, 2022 5:45 pm	Printed Walking Tour Maps to distribute
October 12, 2022 5:45 pm	Website Updates
November 9, 2022 5:45 pm	Annual Election of Officers
December 14, 2022 5:45 pm	Letters to property owners eligible for Local Historic Designation

Future Topics:
Preservation Plan Meetings