



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

March 13, 2024 - 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. Review and Approval of the January 10, 2024 Regular Meeting Minutes

C. BOARD ACTION

1. Application for a Certificate of Alteration (COA) - Historic Town Hall (Arts & Heritage Center) (116 5th Street)

D. DISCUSSION ITEMS

1. American Legion Representatives may be in attendance to discuss the Legion Building - TENTATIVE
2. Review draft content for Designation Certificates to be presented with the Historic Plaque assignments.
3. Discuss and begin planning for an Open House
4. Saving Places Conference Debriefing
5. Review Future Meetings Agenda

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: March 13, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and Approval of the January 10, 2024 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached January 10, 2024 Regular Meeting Minutes, for review and approval. (Note, the February 14, 2024 regular meeting was canceled due to Staff and Commissioner attendance at the Saving Places Conference.)

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 01.10.2024 HPC Regular Meeting Minutes DRAFT



Historic Preservation Commission Regular Meeting

January 10, 2024 - 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 05:45 PM.

1. Roll Call

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

Absent: Rachel Kline

Also Present: Ron Steinbach, Town Board Liaison
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

Commission members reviewed the Agenda for this Regular Meeting of the Historic Preservation Commission, January 10th, 2024. Although no Agenda changes were made, Ms. Andres noted that in her review of the Town of Windsor Municipal Code, Chapter 15 (XV), Article 16 (XVI) - Historic Preservation, leading up to this meeting, she noticed that the Municipal Code has not been updated to properly reflect the Commission's By-Laws regarding Officer selection.

Section 15-16-20-8 of the Town of Windsor Municipal Code states the following: "Officers. At the Commission's first meeting of the calendar year, the Commission shall, by majority vote, elect one (1) of its members to serve as Chair to preside over the meetings of the Commission and one (1) member to serve as Vice-Chair. The members so designated shall serve in these capacities for one (1) year and may serve successive terms."

However, Article II-A-4 of the Historic Preservation Commission's By-Laws states that, "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."

Commission members briefly discussed and agreed that modifications to either the Municipal Code, or Commission By-Laws would need to be made, so that both are an accurate representation of the officer selection process. The Bylaws were recently changed to hold election of officers in November of each year. Ms. Lambrecht to check into process to amend the Municipal Code to be in alignment with the Commission's Bylaws.

Historic Preservation Commissioner Brunner moved to the Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - 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 November 8, 2023 Regular Meeting Minutes.

Please see the attached November 8, 2023 Regular Meeting minutes, for review and approval. Ms. Zuckweiler brought it to the attention of the Committee that Ms. Haley, Administrative Analyst, had inadvertently made an administrative error in recording Ms. Zuckweiler as a voting member during the November 08, 2023 Meeting. Ms. Haley verified this error, and relayed to the Commission that she would remove Ms. Zuckweiler from any votes from the November 08, 2023 meeting. Ms. Haley also confirmed that this modification(s) will not impact the results of any votes taken during the November Meeting.

Historic Preservation Commissioner Andres moved to approve the Review and Approval of the November 08, 2023 Regular Meeting Minutes, with the condition that Ms. Haley will remove Ms. Zuckweiler from any votes recorded during the November 08, 2023 Meeting. Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

2. Review and Approval of the December 13, 2023 Regular Meeting Minutes

Please see the attached December 13, 2023 Regular Meeting minutes for review and approval.

Historic Preservation Commissioner Andres moved to approve the Review and Approval of the December 13, 2023 Regular Meeting Minutes, Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review of the Historic Preservation Ordinance of the Municipal Code as it relates to the newly adopted Historic Preservation Master Plan.

Please review the attached excerpts from the Municipal Code and from the Historic Preservation Master Plan. Based on recommendations outlined in the Preservation Plan, the Commission should plan to discuss if revisions to the Historic Preservation ordinance should be considered, to put the Municipal Code more in alignment with the policies, goals and objectives of the Preservation Plan.

As discussed, the HPC might approach their individual analysis by looking at:

1. How the current ordinance supports the Preservation Plan.
2. How the current ordinance conflicts with the Preservation Plan.
3. Whether or not there are other items in the current ordinance that stand apart from the Plan.
4. How the current ordinance may be limiting the efforts of the HPC.

Note, revisions to the Municipal Code must go through an extensive evaluation by Planning Staff and the Town Attorney. So initially, the Commission's discussion will focus more generally on those Preservation Plan items that are in alignment with the Code; that have conflicts and discrepancies with the Code; and any additional items that might be included or excluded from the Code. Again, the goal will be to bring the Code in alignment with the Preservation Plan. If the Commission develops a potential approach to Code revisions, Staff will work with Planning and the Town Attorneys to see how these considerations might be written into the Code.

In preparation for this meeting, the Commissioners each reviewed the Town of Windsor Municipal Code, Chapter 15 (XV), Article 16 (XVI) - Historic Preservation. Members reviewed this section of the Municipal Code for general knowledge and how it relates to their work on the Commission, anything interesting that stood out to them, any parts of the code they thought either aligned, or did not align with the Commission's By-Laws and/or the newly adopted Historic Preservation Master Plan, and more.

Overall, the Commissioners seemed to agree that the Historic Preservation Section(s) of the Municipal Code have robust, thorough information, and believe the Code aligns well with the Committee's By-Laws and intentions. Multiple sections of the Code were noted and discussed, including, but not limited to; Officer selection and terms, application process(es) for Historical Designations, involuntary designations, Historical Districts, modifications and/or construction impacting Designated Landmarks/Districts, enforcement of these sections of the Code, what a Historical Designation truly means for property owners versus common misconceptions, and more. Discussion among the Commission members ensued regarding these topics, and more. Points the Commission mentioned, and may need to circle back to include, but are not limited to; language regarding involuntary designations (potential to be softened/encourage partnership with property owners), revisiting the Historical Landmark Dedication application (potential modifications to form and references within), modifying information presented on the Historic Preservation Commission's webpage on the Town's website to make it more user-friendly, what Historic Districts could look like in Windsor, creating a list of properties that are potentially eligible for Historical Designation, thoughts regarding publishing a list of this nature, mailing materials (and other forms of communication) to get residents more involved with HPC activities, and more.

2. Content for Designation Certificates to be presented with the recent Plaque assignments

In the past, the Commission has provided a designation certificate to go along with the plaques that have been assigned to designated properties. Staff will be looking for volunteers to draft the narratives for these certificates. Staff will provide documents related to the designation of each of the properties to assist in the development of the content. Additionally, please refer to attached examples from previous certificates as a guide for the level of information to be included.

The four (4) properties being awarded plaques are:

- Windsor Railroad Depot (100 N. 5th Street, Unit B)
- Cheese Factory and Creamery (190 Ash Street)
- Halfway Homestead (33327 Weld County Road 15)
- Eaton House (130 N. 5th Street)

Ms. Lambrecht presented an example of what a Designation Certificate could look like. These Designation Certificates are intended to accompany the plaque at each Historic Landmark, and provide more details and history regarding the property. Discussion among the Commission members ensued regarding the content of these Certificates, process(es) for writing and producing them, and more. Chairperson Starck and Ms. Andreas volunteered to start drafting the content for the four plaques that were acquired in 2023. The Commission also discussed the possibility of locating the original application paperwork for when these Sites/Landmarks were being considered for Historic Designation, to reference, pull information from, and learn more about each property. These drafts ideally are to be created and presented to the rest of the

Commission at the March meeting for feedback and finalization.

3. 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, with the goal of beginning to prioritize goals for next year and beyond. To echo discussions at previous meetings, the Commission members reiterated that upcoming meetings should primarily focus on May's Historic Preservation event, and Plaque Certificate content determination.

Additionally, during the March Regular Meeting, the Commission will have a Certificate of Alteration to review regarding storm window replacement at the Arts and Heritage Building. Finally, as described below in "Communications from the Historic Preservation Commission", Ms. Jabs stated that American Legion has been in contact with her regarding local, state, and national designations, and have requested to come meet with the Windsor Historic Preservation Commission at the March Regular meeting.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Jabs stated that American Legion has been in contact with her regarding local, state, and national designations, and have requested to come meet with the Windsor Historic Preservation Commission at the March Regular meeting.

2. Communications from Town Board Liaison

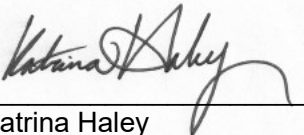
Town Board member Steinbach stated that Town Board has been working through final discussions regarding short term rentals and are hoping to get an Ordinance regarding such in front of the Board within the next month or two.

Mr. Steinbach also reminded the Commission that seats for Districts 1, 3 and 5 are all up for election this Spring, as well as the Mayor's seat.

3. Communications from Staff

Ms. Lambrecht reminded the Commission members that the 2024 Saving Places Conference held by History Colorado is coming up soon, and encouraged each member to join either in person or virtually if they are interested and able to attend. Ms. Brunner confirmed she would like to attend in person, and Ms. Lambrecht confirmed that Ms. Caitlin Heusser, Town of Windsor Museum Curator, and herself would like to attend virtually. Ms. Haley is to complete registration for each person attending. Ms. Lambrecht also reminded the Commission that \$450 of scholarship funds was just received from History Colorado and should be taken advantage of for education opportunities, like Saving Places!

F. ADJOURN



Katrina Haley
Administrative Analyst



MEMORANDUM

Date: March 13, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Application for a Certificate of Alteration (COA) - Historic Town Hall (Arts & Heritage Center)
(116 5th Street)
Item #: C.1.

Background / Discussion:

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 Historic Town Hall (Arts & Heritage Center) located at 116 5th Street. Municipal Code Section 15-6-90(a) requires that a Certificate of Alteration be approved prior to any alterations to a 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 Historic Town Hall includes the addition of storm windows to the recently restored historic windows. Additional information can be found in the attached application materials 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.*

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Staff recommends that the Historic Preservation Commission approve the application for a Certificate of Alteration for the Historic Town Hall (Arts & Heritage Center), with the following findings of fact:

- 1. The proposed work will not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation.
- 2. The proposed work is visually compatible with the designated historical structure's location of the property in terms of design, finish, material, scale, mass and height.
- 3. The proposed work will align with the past (historical) evidence of the existence of storm windows.
- 4. The proposed work will ensure protection of the recent restoration of the original 1909 windows.
- 5. The proposed work will increase the energy efficiency of the building, which will assist in the ongoing use of the property.

CC:

Scott Ballstadt, Director of Planning

Attachments:

- 1. COA Application Packet - AHC (116 5th Street)_3.13.2024



CERTIFICATE OF ALTERATION APPLICATION

HISTORIC PROPERTY

Name: Historic Town Hall
Address: 116 5th Street
Historic Use: Town Hall
Current or Proposed Use: Art & Heritage Center
Legal Description: North 50', Lots 1,3 & 5, Block 6, Town of Windsor Subdivision

PROPERTY OWNER

Name: Town of Windsor
Address: 301 Walnut Street, Windsor, CO 80550
Telephone: 970-674-2400
Email Address: cheusser@windsorgov.com

OWNER'S AUTHORIZED REPRESENTATIVE

Name: Caitlin Heusser, Museum Curator
Address: 116 5th St.
Telephone: 970-674-3524
Email Address: cheusser@windsorgov.com

SUBMITTAL REQUIREMENTS:

- ☒ Written Narrative of the Proposed Alteration (*include any relevant historical information about the property and/or structure*)
- ☐ Scaled Site Plan
- ☐ Scaled Elevation Drawings (*include every side where there are proposed alterations*)
- ☒ Current Photographs (*in color and of all sides of the structure(s)*)
- ☒ Historical Photographs (*if available*)
- ☒ Existing and Proposed Materials (*texture, color and architectural design and detail; including pictures and/or spec sheets if available*)
- ☒ Names and Addresses of all Adjacent Property Owners

I certify that I am the owner of the above described property and I hereby give my written consent and approval for the proposed project.

Caitlin Heusser, Museum Curator
Signature of Property Owner

02-20-2024
Date

Certificate of Alteration Application
Art & Heritage Center
116 5th Street, Windsor, CO 80550

Submitted: February 15, 2024

Narrative of Proposed Alteration

The Town of Windsor Museums is seeking a Certificate of Alteration to install storm windows to the historic Art & Heritage Center located at 116 5th Street. Storm windows were used on the building historically based on present evidence of storm window hardware still present on the head of the window frame. At the conclusion of 2023, restoration of building's windows was completed. To ensure the protection of the original 1909 windows and increase energy efficiency of the building, storm windows will be installed on 17 operational windows.

Proposal of the project was approved by History Colorado in accordance with the 2009 State Historical Fund grant agreement.

This project will be completed by Empire Carpentry LLC in accordance with the Secretary of the Interior Standards. The wood frame of the storm windows will measure slightly smaller than the original window sash bottom rail and sash stile and top rail. In addition, the existing sashes will be visible behind the new storm windows.

Existing and Proposed Materials

Proposed materials include a standard wood frame, tempered glass, and metal hinging brackets. The storm windows will be painted the same color as the windows.

Adjacent Property Owners

Owner: PISTOL PROPERTIES LLC

Account: R1417386 **Parcel:** 080716307015

Address: 500 MAIN ST WINDSOR

Subdivision: WINDSOR TOWN B6 L1

Section: 16 **Township:** 6N **Range:** 67W

Owner: HAAR PROPERTIES LLC

Account: R1417686 **Parcel:** 080716308001

Address: 113 5TH ST WINDSOR

Subdivision: WINDSOR TOWN B5 L31

Section: 16 **Township:** 6N **Range:** 67W

Adjacent Property Owners, cont.

Owner: STEELE JANET

Account: R1417786 **Parcel:** 080716308002

Address: 430 MAIN ST WINDSOR

Subdivision: WINDSOR TOWN B5 L31

Section: 16 **Township:** 6N **Range:** 67W

Owner: WINDSOR TOWN OF

Account: R0140790 **Parcel:** 080716307023

Address: 501 ASH ST WINDSOR

Subdivision: WINDSOR TOWN B6 L2

Section: 16 **Township:** 6N **Range:** 67W

Owner: WINDSOR OLD TOWN RENTALS INC

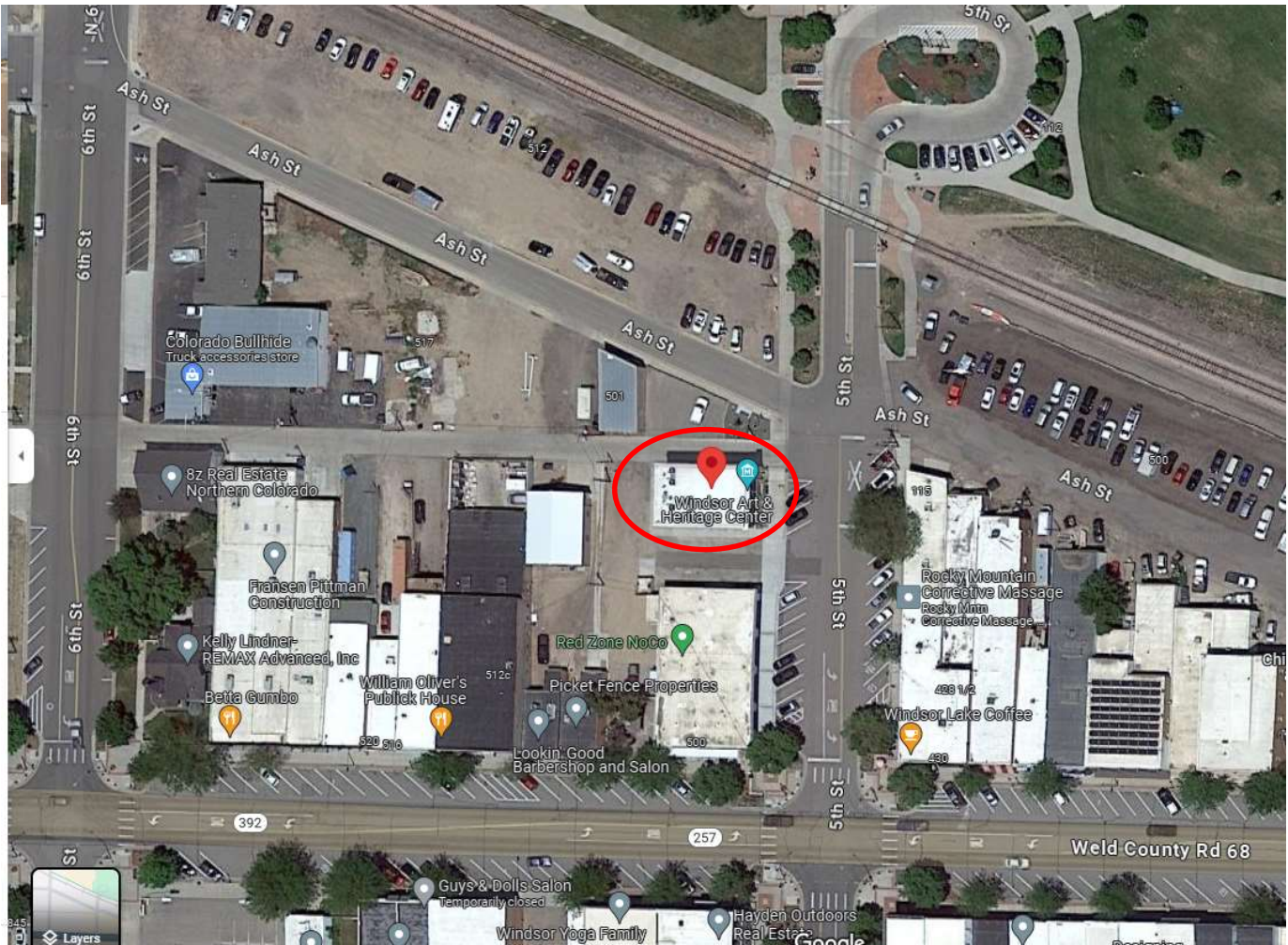
Account: R1416786 **Parcel:** 080716307007

Address: 508 MAIN ST WINDSOR

Subdivision: WINDSOR TOWN B6 L9

Section: 16 **Township:** 6N **Range:** 67W

Aerial View of Art & Heritage Center



Current Photographs of Art & Heritage Center



Caption: East side of building, January 2024



Caption: East side of building, second floor windows, January 2024



Caption: North side of building, January 2024



Caption: North side of building, east windows, January 2024



Caption: West side of building, January 2024



Caption: South side of building, January 2024

Historic Photographs



Original Town Hall, circa 1930, Town of Windsor Museums Collection



Original Town Hall, 1975, storm windows in use, Town of Windsor Museums Collection

Storm Window Example

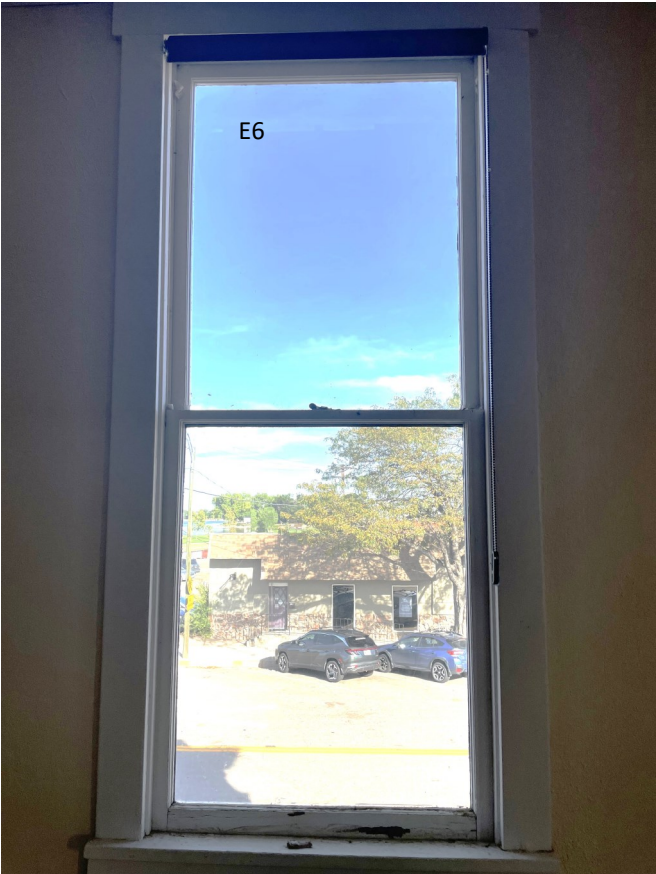


Storm window example provided by contractor, Empire Carpentry LLC

2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
East elevation



2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
East elevation



2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
North elevation



2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
North elevation



2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
South elevation



2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
South elevation



2023 M2 016
Deliverable 2
Old Town Hall
5WL.2050
09/29/2023
Interior transom



Kimberly Lambrecht

From: Laura Browarny
Sent: Tuesday, March 5, 2024 9:46 AM
To: Caitlin Heusser; Kimberly Lambrecht
Subject: RE: Certificate of Alteration
Attachments: 23 M2 016 Deliverable 2.pdf

Hi Kim,

Caitlin shared your questions regarding the COA for the Art & Heritage Center with me. You can see our responses below in **red**. Additionally, I wanted to reassure you that these plans have been assessed and approved by the State Historical Fund, since they funded the window restoration work and because we are still under covenant with them for this building. Anne McCleave, our representative from SHF, is very rigorous and is the technical expert who interfaces with the contractors to make sure that they are following all SOI standards. The precedent has been that SHF approval is accepted as the professional approval for all work and alterations and serves as a recommendation that our HPC approve the COA, since they are the preservation experts.

Laura Browarny

Culture Supervisor

Town of Windsor, Colorado

Parks, Recreation & Culture | Town of Windsor Museums

From: Caitlin Heusser <cheusser@windsorgov.com>
Sent: Friday, February 23, 2024 8:09 AM
To: Laura Browarny <lbrowarny@windsorgov.com>
Subject: FW: Certificate of Alteration

Questions below. I took my best guess in **Red**. Please edit/delete/add as needed.

I will work on numbering each window per her request. I don't know anything about permits or Safebuilt. I'll let you answer that one.

I'll compile our answers and update our COA narrative and resubmit.

Caitlin Heusser

Museum Curator

Town of Windsor | Parks, Recreation, and Culture

116 5th St. | Windsor, CO 80550

Dir: 970-674-3524 | **Off:** 970-674-3500

www.windsorgov.com

From: Kimberly Lambrecht <klambrecht@windsorgov.com>
Sent: Thursday, February 22, 2024 6:24 PM
To: Caitlin Heusser <cheusser@windsorgov.com>
Subject: RE: Certificate of Alteration

Hi Caitlin,

I have a few questions/comments on the COA application before we send it to the HPC.

- The storm windows will be fixed, not operable – correct – i.e. you won't be able to open both sets of windows? **Fixed**.

- Is it the plan that the storm windows will stay hung year-round? **Year-round.**
- Will the brackets be on the outside, or in between the two windows? **Outside, in the same manner that they were initially installed when the building was placed on the Nat'l Historic Register.**
- how many brackets per window? If attached on the exterior, will they be painted to match the windows or somehow disguised? **The brackets will not be painted, as historically metal brackets were not painted, nor were they painted at the time that the building was placed on the Nat'l Historic Register. There will be two brackets at the top of the window and two on the lower sides of each window.**
- are the brackets really going to be like the ones show in the example? They seem very utilitarian compared to the historic nature of the building. **Brackets will be the same as the ones shown in the example photograph. As brackets are a standard part of the storm window, and the building historically had storm windows, there is no need to pretend that the brackets are not there. Additionally, the contractors have assured us that the original sashes will be visible behind the storms, which was a criterion from SHF for their approval.**
- In the absence of actual exterior elevations of the building, I think we should note which windows will receive the storm windows – preferably with a number designation – in the event we need to refer to a specific window for something. I like the images you have provided in their ‘plain’ form, so maybe simply duplicate them all, and then mark / number which windows are being worked on. **Attached is the numbering information submitted to and approved by the state for work on this building.**
- Has Empire Carpentry talked to you about a building permit? I believe this project should be run by SAFEbuilt to make sure the storm windows are fastened appropriately. That may require Empire to provide some details of the types of fasteners/brackets they propose to use, and what they are fastening to. That information should also be included in the COA application. **Permitting is not included in the COA process. It is the duty of the contractors to secure all necessary permits for the work that they perform.**

Planning Staff will support the proposed alterations, but I do think the application needs a bit more information in order for the HPC to evaluate the proposal. **Other than the questions above, what other information are you looking for? If there are other technical questions, we can put you in touch with either the contractor or with our representative at SHF.**

Let me know if you have any questions regarding my comments, or if we need to chat!
Thanks,
Kim

Kimberly Lambrecht, Assoc. AIA
Senior Planner
Town of Windsor, Colorado
Community Development | Planning

From: Caitlin Heusser <cheusser@windsorgov.com>
Sent: Tuesday, February 20, 2024 8:07 AM
To: Kimberly Lambrecht <klambrecht@windsorgov.com>
Subject: RE: Certificate of Alteration

Attached. 😊

Caitlin Heusser
Museum Curator
Town of Windsor | Parks, Recreation, and Culture



MEMORANDUM

Date: March 13, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review draft content for Designation Certificates to be presented with the Historic Plaque assignments.
Item #: D.2.

Background / Discussion:

The Commission will review and discuss the content for the Designation Certificates, to be prepared for presentation along with the bronze plaques.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Plaque Certificate Content_DRAFT_3.6.2024

Historic Halfway Homestead

This site, located near the Cache la Poudre River, was likely hunting grounds for Native Americans; it was an Overland Trail stage stop, and most recently known as the Jacoby farm. In 1873, J.L. Hilton built the Halfway House, which stands today, as a respite for travelers, mail routes and others traveling through Colorado. Other buildings on this site have since been destroyed, but they show the importance of this area in the Windsor community as a gathering place and host of local clubs.

RailRoad Depot

Windsor's original 1882 Railroad Depot serviced the Colorado & Southern Railway and the Great Western Railway; the town of Windsor was founded in the early 1880's along this same rail line which played a critical role in stimulating Windsor's early development.

The railroad was the key component to link Colorado's productive sugar beet farms to the sugar beet factories. The crop of the sugar beet, often referred to as "Colorado's white gold" and "Silver Wedge" brought new German settlers from Russia to Windsor and Northern Colorado to cultivate and harvest the sugar beet. The depot served as the town's hub for information and commerce and was the first establishment to get electricity.

Cheese Factory and Creamery

Built in the early 1900's, this property first served as an auto garage and then became a cheese factory and creamery. Local businessmen, residents and city leaders worked with farmers to pledge cows and their milk in support of the dairy business. It was a cooperative to provide a steady and reliable market for milk produced on local farms. It is a concrete block building that was very common in architecture at the time.

Eaton House

Built in 1902 by Benjamin H. Eaton, Colorado's fourth territorial governor, this property is historic because of its owner. Eaton was a prominent businessman and early irrigation investor and developer who helped shape Windsor as an agricultural center. He helped build numerous ditches and canals that allowed for farming to proliferate in Northern Colorado. He worked to pass some of Colorado's first water right's laws. This building served as housing for the project laborers that built Kerns reservoir.



MEMORANDUM

Date: March 13, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Discuss and begin planning for an Open House
Item #: D.3.

Background / Discussion:

National Historic Preservation Month occurs in May. Based on previous discussions regarding education and outreach, the Commission has expressed interest in hosting an Open House. Items to be discussed/determined include (but may not be limited to):

- Date
- Location
- Time
- Speaker(s)
- Partners

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: March 13, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Saving Places Conference Debriefing
Item #: D.4.

Background / Discussion:

Please refer to attached summary notes from HPC members and staff who attended the Saving Places Conference - for information.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Caitlin Heusser - Saving Places Notes
2. Kim Lambrecht - Saving Places Notes for Scholarship_2.6.2024
3. Ruth Brunner - Saving Places Notes for Scholarship

Rethink, Refine, Revive: The Intersection of Archaeology, Preservation and Community Engagement

Putting preservation, history, and archaeology at the forefront of outreach to engage, educate and inspire the community is a tactic that needs to occur more in the preservation field. Especially in a small(er) town like Windsor with new residents moving into the community daily, it is important to recognize that people can't care about things they don't know about. Whether it is the history and significance of a building or the people who occupied it, or the lifeways of the people that once occupied an archaeological site, people need to know and be invested in our community's collective history. Having tours of historic sites is only one way to educate the public, but this presentation offered a variety of interactive and participatory events that allowed visitors to get involved, directly contribute, and explore not just the history, but the field of archaeology/preservation. Events like these create invested advocates for community preservation. Outreach events, especially those at historic sites, also give people the opportunity to share their stories that relate to the location. Documenting and preserving those stories are another element of the site's history. Asking ourselves, "What else can we do to get the community involved?" is a question we as preservation professionals need to keep at the forefront of projects we do, especially within our communities.

How to Create Historic Districts – The Boulder Story

I found it interesting that the Highland Lawn District designation failed two times before finally being approved in 2005. The fact that Boulder County changed their ordinance to include a community survey with a 50% majority seems to be a good compromise, however, the panelists did not say that the previous poll required if one existed. Although the panelists did not mention the specific outreach efforts that used to achieve a successful district designation, it was mentioned that the success of designation was achieved through education, outreach, and community participation. A collaboration between planners and preservation staff, and Historic Boulder was essential to gaining support for the designation. I appreciate the panel highlighting the small historic districts which included only a few homes. This got me thinking that perhaps Windsor could start small, designating a small historic district, with the possibility of expanding it if/when the historic preservation program gains momentum. Point that suck with me:

- The use of small districts with fewer than eight houses
- Town initiative to survey certain neighborhoods and areas which led to an assessment and planning recommendations.
- Demolition ordinance – requires review throughout Boulder County on properties that are 50-years or older

Keynote and Plenary Speakers

As always, Colorado Preservation, Inc. did an outstanding job selecting the keynote and plenary speakers for the conference. The variety of perspectives and projects not only set the conference stage executing the conference theme but inspires attendees with newfound enthusiasm and ideas.

Saving Places Conference – 2024 – Session Summaries

Kim Lambrecht, Assoc. AIA

Senior Planner

Staff Liaison to the Historic Preservation Commission

1.31.2024

Bonnie McDonald Keynote Address:

- It is important to note the value and relevancy in saving historic buildings!
- Enjoyed Governor Polis' opening remarks.
- How can we get past the notion that "...preservation is seen as an obstacle in affordable housing; in climate change..."
- Need to address the (regulatory) systemic issues that are impeding preservation efforts. (such as the period of significance)
- "...give a sense of orientation to our society..."
- "...the greenest building is one that is already built."
- 'Relevancy Guidebook' – we need to be reasonable. The standards allow for that – it's the interpretation of the standards that can hinder the process.

Navigating National Historic Landmarks:

Being somewhat of a novice in things historical, I did not contemplate the difference between a National Historic Landmark and the National Historic Register. This was a great tool in helping me to distinguish these two.

51 years of Resilient Preservation in Boulder:

- Winston Churchill quote: "we shape our buildings; thereafter, they shape us".
- The work designating individual buildings in Boulder's Central Park area will now support efforts to designate the area, including the park.
- Take opportunities to reuse buildings for housing – specifically affordable housing.
- Boulder's 2035 affordable housing goals are aggressive. It will be interesting to see how that actually plays out.
- Allowing ADU's on landmark properties is not only supported, but incentivized (bigger area, less restrictive parking).
- Reuse of buildings for housing – specifically affordable housing! "...embedded energy is what is saved when a building is not torn down..."

Main Street 101:

- Sat in on this presentation since Windsor is a Main Street Community.
- It was important to revisit the (4) Main Street approaches: organization, design, promotion and economic vitality and how each of those can be manifested in in our downtown.
- "...synthesize the local vibe to enhance the identity of public amenities..."
- Utilize the State demographers office to gather data that might assist in supporting efforts to enhance the viability of historic downtowns.

2.1.2024

Rethink, Refine, Revive: The Intersection of Archaeology, Preservation and Community Engagement:

This was a very energetic presentation. The passion and enthusiasm regarding engaging the public in the processes is spot on! It's not just about preserving, but also about educating and getting people engaged.

How to Create Historic Districts – The Boulder Story:

- Understand the potential financial benefits of historic districts: grants for improvements, possible exemptions or relief from some planning and zoning regulations.
- The discussion regarding historic districts in Boulder that didn't happen was interesting in that even though the goals for those districts may not have been achieved, the resulting discussion caused changes to the approach to designation to not only present the benefits of designation, but also the responsibilities.
- In all discussions regarding preservation efforts, it is important to make sure the public is engaged.
- I like that the Boulder Comprehensive Plan specifically speaks to buildings and cultural resources being designated – instead of just saying things like: 'consider' designating....
- I appreciated learning about the demo permit requirement for any building over 50 years old. While adding an extra level of 'bureaucracy', it may very well be a great opportunity to make sure valuable resources are being evaluated.

2.2.2024

Panel Discussion on Adaptive Reuse:

The speakers presented great projects, but my takeaway was simply – how can this be done at a much smaller scale, and with much less inventory to work with (i.e. in the Town of Windsor)?

Design Review Roundtable: Sustainability and Resiliency:

- Again..... "...the greenest building is one that is already built."
- Regarding sustainability: "...sustainability begins with preservation."

The discussion on some of the elements of a building (windows, solar, etc.) and how those elements might impact the historic nature of the building was interesting. It was refreshing to hear that preservation doesn't necessarily have to be black/white – all or nothing. Rather focusing on, maybe something like preserving 'character' windows, one might be OK, if that direction helped preserve the building as a whole.

Regarding solar: It is important to not compromise historic character, but there is also a desire to replace fossil fuel generating equipment with electric power, so each building should be looked at in the context of its location/orientation/roof features...

The Benjamin Moore sign discussion was very interesting. As a side note, I disagree with allowing LED and the color changing option because I do think it detracts from the historic nature of the sign....

Keep it Colorado:

Relating to conservation of lands.

(5) areas of focus:

- Climate resilient landscape
- Community centered conservation
- Collaborative water solutions
- Resilient agriculture
- Lasting conservation movement

(3) Goals:

- Double the land
- Double the engagement
- Double the resources

Kimberly Lambrecht

From: ruthbrokering@aol.com
Sent: Monday, February 5, 2024 8:38 PM
To: Kimberly Lambrecht
Subject: CPI notes

Caution: **External Email**

CPI Conference notes Boulder 2024

Wednesday Keynote Speaker Bonnie McDonald. opened conference, challenging us to rethink ways to revive preservation incentives and funding that represent “our nation’s diversity in all its forms.” Her key points were: Rethinking uses of empty commercial buildings happens fastest by reusing into low-income housing, which revives neighborhoods while preserving cultural heritage. “The greenest building is the one already built!” Check out website 500 ideas on how we can change preservation www.landmarks.org.

Session on Navigating National Historic Landmarks take away was “We shape our buildings, thereafter they shape us.” Winston Churchill. Identified landmarks meet the criteria of: Significance, Why site matters, Deep held values to Americans, High Degree of integrity. There will be a push to identify new landmarks for the 250 USA anniversary and 150 Colorado is hoping for 150 landmark designations.

Session on Historic Boulder past 51 years showed how active their HPC was in saving buildings. They felt empowered when they bought Highland School in 1972 to go on and assist with other projects: Train Station moved by JC club in 1973, the 1977 Pearl St Mall became a designated Local Landmark in 1999, set up Historic neighborhood Districts such as Mapleton Hills and preserved Holiday Drive-in sign as a neighborhood identity.

Boulder has been active with Indigenous tribes landmarks along Boulder Creek, Latino sites in mining business, and affordable housing deed restriction requires 20% set aside on any new builds. The housing prices in Boulder are very high, and they are now allowing ADUs with deed for affordable housing as a solution. Boulder has also built affordable senior housing on church land, making church building the community center during the week.

3:45-Main Street 101 benefits, draws visitors with:

-Walkable street traffic -Design for people, bathrooms -Memories in historic space-Pocket Parks -Art on Main Street draws people-Events promote community-Goal is economic vitality-Facade improvements increases 20% sales.

Boulderado Hotel event was that evening, I toured the hotel beforehand; a lovely building that was going to be torn down in the 70's for a parking garage, as it was a residential hotel in need of reviving at that time. Boulderado Hotel National Register Trust landmarked building opened in 1909.

Thursday Keynote Speaker Monica Rhodes rightly received a standing ovation. Loved her stories on being the only hearing player on an all-deaf T Ball Team, which spoke of her seeing the need for changes in the structures/ systems for inclusivity and experiencing the power of underrepresented people. "Preservation is a tool by which Americans express their position on the power of their past." People want an opportunity to say yes...willingness to go beyond...700 volunteers painted black league baseball stadium now a minor league winter training field in Texas, how Hope Works partnered with conservation youth core.

Other favorite quotes: "Perspective is not an I but a WE conversation....POSITION, Where you stand is contingent on where you sit....POWER to do something beyond our comfort zone."

Thursday Luncheon Speaker Ann Beha showed inspiring slides of revive, rethink, and reuse projects her firm is working on. Design is about working with the people who will inhabit the space. To reach consensus, Ann spoke of collaboration tactics used to align stakeholders: -Start on what people agree on,-Look at the history of buildings in the area before design,
-Be a DOG with a bone stay with what's important. Luncheon featured the newly selected 2024 Colorado's Most Endangered Places List. CBS 4's EPP videos were inspiring.

Thursday afternoon tour of Chautauqua Park was five-star opportunity with the stakeholders speaking of the process used to identify and preserve the site. Boulder was chosen as a Chautauqua site by a vote of 31 to one over Denver or Colo Springs as place for Texas teachers to come for summer education. They had 11 weeks to build a dining hall, cafe, auditorium, water source for 1898 opening. Tents were used for camping before the cabins were built, the 90+ cabins, which have a 1/3 ratio of private owned and operated vs. those owned by the city. This 76-acre apple orchard became Chautauqua Park in which the City of Boulder is vested in restoration that matches historic pictures.

Friday Speakers Friday opening session

Speaker Lori Ferris case study on Carbon Footprint of Agnes Scott college 1880's buildings with retrofit estimator CARE tool. Larry Strain's case study of Eco Block in Oakland lessons learned reusing large buildings yields more carbon savings. The block has a shared EV car See www.carettools.org for web info tools to use and read his book "The Time Value of Carbon" The profound statement: "The greenest building is the one that already exists..." fit theme that Reviving and reusing buildings has carbon footprint benefits!

Friday Sessions

Friday session CSU professor Maria Delgado and her CSU Architecture Virtual Library. The project case study of this land grant university is linking education with communities and extension agents across the state. CSU-AVL project evolved from Covid which offers 3D virtual reality tours of buildings for those with limited travel. She is an engaged scholar. Contact CSU professor Maria Delgado who partnerships with cities to document buildings with 350 scans using Matterport Pro2 Camera. Educational materials hot links in color coded circles.

Hotel Colorado Molly Brown room in Glenwood Springs are examples she showed slides on of which I sent pictures. Windsor should contact her to do scans of our historic buildings, as they provide a detailed history, photos, and measurements.

Friday afternoon tour of NCAR National Center for Atmospheric Research 1967 building is a masterpiece of the Modern Movement in architecture where architect I.M. Pei started his extraordinary design career. Legend of the stakeholders and “Blue Line” above which the City of Boulder would not provide utilities or allow buildings in the Flatirons was a testament to cities and industries coming together to build the Mesa Lab site, that in turn set the standard for tech in Boulder.

Thank you, Windsor Town Board, and CLG for the opportunity to represent Windsor’s HPC.

Kindest regards,

Ruth Brunner



MEMORANDUM

Date: March 13, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review Future Meetings Agenda
Item #: D.5.

Background / Discussion:

Please see the attached Future Meetings Calendar, for review and comment. Also, review the list of Future Topics, so the Commission can begin to outline a tentative schedule of items to address throughout the year.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Calendar - March 2024



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
January 10, 2024 5:45 pm	Code Revisions/Updates
February 14, 2024 5:45 pm	No meeting – Saving Places Conference: January 31 – February 2, 2024, Boulder, CO
March 13, 2024 5:45 pm	Review plaque designation narratives Open House Planning
April 10, 2024 5:45 pm	Discuss list of possible eligible properties
May 8, 2024 5:45 pm	
June 12, 2024 5:45 pm	
July 10, 2024 5:45 pm	

Future Topics:

Educational materials for outreach
Letters to property owners eligible for Local Historic Designation
Outreach to the Poudre Valley Cemetery
Introductory meeting with Windsor Severance Historical Society
Website updates
Comprehensive Plan Updates (ongoing)
Windsor Lake – Historical Research – ongoing discussion
Local designations for the First United Methodist Church and the Kaplan-Hoover Site

<u>Upcoming Meeting Dates*</u>		
<u>Wednesday January 10, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday February 14, 2024</u>	5:45 P.M.	NO MEETING
<u>Wednesday March 13, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday April 10, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday May 8, 2024</u>	5:45 P.M.	Regular HPC Meeting

* May not include any Historic Preservation Commission (HPC) work sessions which may be requested and may also be scheduled for these dates. Regular meeting dates may be changed to a work session at the discretion of the Chair when no action items are present.