



**Historic Preservation Commission
Regular Meeting**

March 13, 2024 - 5:45 PM
Town Hall – 1st Floor Conference Room,
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON STARCK CALLED THE MEETING TO ORDER AT 05:47 PM.

1. Roll Call

Present:	Melanie Starck, Chairperson Ruth Brunner Jean Zuckweiler ToniRae Andres Kris Jabs Rachel Kline
Absent:	Ron Steinbach, Town Board Liaison
Also Present:	Laura Browarny, Culture Supervisor 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, March 13th, 2024.

Ms. Lambrecht noted that Discussion Item One (1), 'American Legion Representatives may be in Attendance to Discuss the Legion Building - TENTATIVE', has been canceled for this meeting, as American Legion representative(s) were unable to join this meeting, March 13th, 2024. Legion member(s) have expressed interest holding a tentative spot to join the next Historical Preservation Regular Meeting in April, or another meeting in the future.

Historic Preservation Commissioner Jabs 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 Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck, Rachel Kline; Nays - None; Motion Passed.

3. Public Invited to be Heard

One member of the public was in attendance at the Historic Preservation Commission's Regular Meeting March 13th, 2024. Chairperson Starck welcomed this member of the public and invited them to be recognized and speak, if so inclined. The gentleman in attendance introduced himself as Mr. David Herzer, and stated that he has been looking for volunteer opportunities in the community, and stated that he recently submitted an application to join the Town of Windsor Historic Preservation Commission (HPC). Mr. Herzer also stated that he has an upcoming interview regarding Historic Preservation Commission appointment in April, and that he joined the March 13th meeting to gain more insight to the Commission's work.

Chairperson Starck, Ms. Lambrecht, and the Commission welcomed Mr. Herzer. Chairperson Starck then proceeded to the Consent Calendar Agenda Item(s).

B. CONSENT CALENDAR

1. Review and Approval of the January 10, 2024 Regular Meeting Minutes

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.)

Historic Preservation Commissioner Kline moved to approve the Review and Approval of the January 10, 2024 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, Rachel Kline; Nays - None; Motion Passed.

C. BOARD ACTION

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

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.*

Ms. Laura Browarny, Culture Supervisor joined the Commission virtually to discuss the attached application for a Certificate of Alteration (COA), requesting storm window installation at the Historic Town Hall (currently known as the Arts & Heritage Center), located at 116 5th Street, Windsor, CO 80550. Ms. Browarny gave a brief history of previous alterations made to the windows of this building, including that the windows themselves have previously been replaced, and that the storm windows being discussed by the Commission at this time are to be placed over those windows, affixed to the exterior of the building upon approval. Ms. Browarny also stated that at the time of the building's Historic Designation, storm windows were affixed to the building, and that there is physical evidence of such. There is uncertainty regarding why the original storm windows were removed and when, but re-installing the storm windows would actually return the building to a state more similar to its state when originally designated. The installation of these storm windows would also aid in protection of the building, without obstructing the original architectural features of the windows below, but rather help preserve them, as well as help maintain a more stable environment inside the building.

A brief discussion among the Commission and staff ensued. Commission members also reviewed the application and shared observations that the application form itself may need to be updated to be more user-friendly for applicants. Ms. Lambrecht to investigate further regarding potential updates to the application, and then discuss with the Commission at future meeting(s).

Historic Preservation Commissioner Brunner moved to approve the Application for a Certificate of Alteration (COA) - Historic Town Hall (Arts & Heritage Center), located at 116 5th Street, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck, Rachel Kline; Nays - None; Motion Passed.

D. DISCUSSION ITEMS

1. American Legion Representatives may be in attendance to discuss the Legion Building - TENTATIVE

Ms. Lambrecht noted that Discussion Item One (1), 'American Legion Representatives may be in Attendance to Discuss the Legion Building - TENTATIVE', has been canceled for this meeting, as American Legion representative(s) were unable to join this meeting, March 13th, 2024. Legion member(s) have expressed interest holding a tentative spot to join the next Historical Preservation Regular Meeting in April, or another meeting in the future.

2. Review draft content for Designation Certificates to be presented with the Historic Plaque assignments.

The Commission will review and discuss the content for the Designation Certificates, to be prepared for presentation along with the bronze plaques. Leading up to this March 13, 2024 meeting, Chairperson Starck and Commission member Andres authored initial drafts of content for Designation Certificates that are to be presented with plaques purchased in late 2023 for the following Historic locations in Windsor; the Historic Halfway Homestead, the Eaton House, the Creamery, and the Train Depot. Commission members reviewed the drafted content and discussion ensued. Commission members expressed their appreciation for Ms. Starck and Ms. Andres working on these drafts, and generally agreed that the drafts presented were a solid jumping off point. The Commission agreed that more content (both text and images) should be added to each Designation Certificate. Commission member Kline suggested adding more descriptive details to help tell each site's story, including, but not limited to specifying what Native American Tribes have history associated with various sites, and adding more details regarding the history of each site, and more. Ms. Lambrecht also mentioned that existing Windsor Walking Tour, Designation Applications, and other sites' Designation Certificates may be helpful resource materials. Chairperson Stack and Ms. Andres to continue editing the drafts presented, and present to the Commission at the next meeting in April.

3. Discuss and begin planning for an Open House

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

The month of May is Historic Preservation month. In honor of Historic Preservation Month, the Commission has expressed interest in hosting an Open House event to celebrate Historic Preservation in the Town of Windsor. Discussion among Commission members ensued regarding, but not limited to, the following topics in relation to planning said Open House event;

- Proposed Event Date: Friday, May 17, 2024.
- Proposed Event Time: 4:30 pm - 07:00 pm.
- Proposed Event Location: Windsor Arts & Heritage Center
- Proposed Structure of Event:
 - 4:30 - 5:30: Open House.
 - 5:30 - 5:45: Presentation of Plaques.
 - 6:00 - 7:00: Walking Tour (Eaton House, Creamery, and Train Depot are all within walking distance), with the option to continue/reconvene at the Open House-style event at the Arts & Heritage Center throughout/after the Walking Tour.
- Proposed Event Food/Drink: Primarily snack foods to be served, with intent to keep food light, and potentially offer coupons to local establishments to encourage eventgoers to then visit local restaurants for a meal in downtown Windsor, following the tour. Potential to serve drinks from local establishments as well.

Items that need follow up from the Commission members and Town staff prior to/at the next HPC meeting(s) in April/May include, but are not limited to;

- Ms. Lambrecht/Town staff: Reach out to Arts & Heritage Center staff to confirm if the HPC may hold their Open House at the Arts & Heritage Center Friday, May 17th (4:30 - 7:00, with time to set up and clean up before and after the event).
- Ms. Lambrecht/Town staff: Follow up with Town staff regarding potential liquor licensing requirements for event (in order to serve local beer/seltzers at event).
- Ms. Lambrecht/Town staff: Reach out to Windsor Communications team to inquire regarding further advertising/materials for the HPC, and this Open House event. Potential items to discuss include, but are not limited to; social media posts/materials, Windsor Matters/utility bill mailers, fliers/posters to post around Town, stickers to give away, etc.
- HPC members: Each Commission member is responsible for inviting at least five groups of people to the Open House event. Start spreading the word, and follow up once formal date/location/time/etc. details are confirmed.
- Ms. Andres/HPC members: Reach out to Windsor businesses to inquire regarding event partnership/sponsorship. Local establishments could provide coupons to promote at the event, and potentially donate drinks, and in return the HPC would encourage attendees of the Open House to visit these establishments. These establishments could include, but are not limited to;
 - Peculiar Ales/Gourmet Grub Scratch Kitchen
 - Cancun Mexican Grill and Cantina
 - The Border
 - William Oliver's Publick House
 - Hearth Restaurant and Pub
 - Windsor Mill Tavern/Chimney Park

- HPC members/Town staff: Determine who should receive plaques at Open House event. Further discuss potential to have various speakers or persons familiar with the Train Depot, Historic Halfway Homestead, Eaton House, and Creamery, present at the Open House to either receive plaques when presented, or simply be able to speak about memories/history of these locations in a more open fashion throughout the event. Ms. Brunner mentioned that Mr. Don Weinmeister, a member of the Lyon's Club, may be a good speaker/representative to speak regarding the Train Depot, and it's relocation in 1976. The Commission also discussed directly inviting Town Board members, and potentially presenting the plaques to Town Board members, or HPC Commission members. Further discussion to come.

4. Saving Places Conference Debriefing

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

Commission member Ms. Brunner and Town staff members Ms. Lambrecht and Ms. Heusser each attended the 2024 Saving Places Conference. Ms. Brunner attended in person [in Boulder, CO], and Ms. Lambrecht and Ms. Heusser each attended virtually. Ms. Brunner expressed that she had a great time at the Conference. She stated that she enjoyed the presentations she attended, the passion and knowledge of the speakers, and the beautiful site(s) she visited. She also shared with the Commission information regarding one of the presentations she saw when at the conference, which was the Colorado State University (CSU) Virtual Library, where 3D tours of various buildings/sites are being compiled. She expressed her interest in the exciting new exhibits and technology, and stated that the Speaker, Maria Delgado's presentation of the Virtual Library was very fascinating. Discussion among the Commission ensued regarding similar exhibits, and how valuable it is to be able to have exhibits like this, where people can "visit" historical sites, without physically traveling to them.

Ms. Lambrecht also added that she thought the Conference was very insightful, and encouraged the Commissioners to attend future Conferences, even if they are only able to join for a few sessions. Some of the key takeaways Ms. Lambrecht shared included; improving perceptions regarding historic preservation, benefits of historic preservation, and some of History Colorado's upcoming goals to designate 150 sites throughout Colorado. She stated that she enjoyed some of the conversations at the Conference regarding illustrating to the public and/or homeowners that historic designation/preservation does not always have to be an "all or nothing" designation, and that the "greenest building is a building that's already been built". The use of smaller historic districts, and Grant opportunities were also discussed.

5. Review Future Meetings Agenda

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. The Commission reviewed the Future Meetings Agenda, and discussed the potential need for the addition of a Special Meeting between the Regular Meetings scheduled April 10th, 2024, and May 8th, 2024, as has been done in previous years, in efforts to prepare for the Open House event in May. An additional meeting has not been formally scheduled at this time, but is a possibility, if needed.

Ms. Andres also reminded the Commission of their goals to work through projects related to the newly adopted Historic Preservation Master Plan, as discussed by the Commission at

previous meetings. The Commission discussed and agreed that it may be best to discuss future work in relation to the Master Plan once Planning of the May Open House event has been completed.

The Commission also discussed potential opportunities for the HPC to set up at the booth at Town events, such as the Harvest Fest, Farmer's Market(s), Summer Concert(s), and more. This item is to be discussed further at the April 10th, 2024 Regular Meeting.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Zuckweiler updated the Commission regarding research she has been doing on the history of Windsor Lake (Kern Reservoir). The Lake has been a point of interest for Ms. Zuckweiler throughout her time on the HPC, and she shared with the Commission that she found its history to be very interesting. Initially, Ms. Zuckweiler was interested in pursuing a formal historic designation for the Lake, but has found that a designation of the Lake itself may be difficult due to its function as a working reservoir. She stated that there are many interesting legal cases regarding Water Rights and use of the Lake throughout history, and that she will continue to research its history, and potential for preservation opportunities.

2. Communications from Town Board Liaison

Ms. Lambrecht shared that HPC Town Board Liaison Mr. Steinbach is currently in Washington D.C. with other Town Board members and Town staff, attending the 2024 Congressional City Conference, with other local leaders from across the country.

3. Communications from Staff

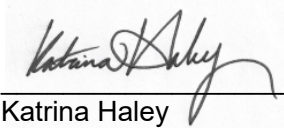
Ms. Lambrecht shared the following communications with the Commission;

- Through her review of the Windsor Municipal Code and the HPC's Bylaws, it was noted that Board/Commission election periods noted in each are conflicting. After speaking with Scott Ballstadt, Director of Planning, it seems that staff would not be inclined to alter the Municipal Code to align with the Bylaws, but rather that the Commission's Bylaws may need to revert back to an election timeline that is in alignment with the Municipal Code, and election periods for other Boards/Commissions. More discussion to come.
- Printed copies of the HPC Master Plan are available.
- Ms. Lambrecht to set up a meeting with the Windsor Communications team regarding HPC printed materials, social media materials, and outreach.
- Ms. Lambrecht has submitted appropriate paperwork for scholarship reimbursement for Saving Places Conference attendance expenses.
- The Windsor Downtown Alliance (WDA, formerly known as the DDA) has also published their updated Master Plan, which includes the identification of various sites throughout Town that the WDA would like to potentially redevelop. This plan may be insightful for the HPC members to review in conjunction with the HPC Master Plan.

F. ADJOURN

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

UPON A MOTION DULY MADE, THE MEETING WAS ADJOURNED BY CHAIRPERSON STARCK AT 07:19 PM.

A handwritten signature in black ink, appearing to read "Katrina Haley", is written over a horizontal line.

Katrina Haley
Administrative Analyst