



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

May 8, 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 April 10, 2024 Regular Meeting Minutes.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Historic Preservation Month - Open House Planning - Final Preparations
2. Discuss plans for public outreach at Summer Concert - June 13, 2024
3. Review Future Meetings Agenda

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board Liaison
3. Communications from Staff
 - a. Historic Preservation Month - Town Board Proclamation - May 13, 2024 Town Board Regular Meeting

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: May 8, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the April 10, 2024 Regular Meeting Minutes.
Item #: B.1.

Background / Discussion:

Please see the attached April 10, 2024 Regular Meeting Minutes, for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 04.10.24 Historic Preservation Commission Regular Meeting Minutes - DRAFT



Historic Preservation Commission Regular Meeting

April 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 05:46 PM.

1. Roll Call

Present:

Melanie Starck, Chairperson
Ruth Brunner
ToniRae Andres
Jean Zuckweiler
David Herzer

Note: Ms. Lambrecht noted that Mr. David Herzer has been appointed to fill the final open Alternate position for the Windsor Historic Preservation Commission (HPC), and was welcomed by the Commission and Town staff.

Absent:

Kris Jabs
Rachel Kline

Also Present:

Ron Steinbach, Town Board Liaison
Laury 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

Ms. Lambrecht made a note regarding Agenda item D1 (Discussion Item - American Legion Representative(s) - Introduction and Discussion of the Legion Building - TENTATIVE). Ms. Lambrecht noted that Town staff have reached out to the American Legion representative(s) multiple times since their initial expression of interest in joining the HPC for a meeting, and have yet to receive confirmation of attendance at a meeting.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Review and approval of the March 13, 2024 Regular Meeting Minutes

Please see the attached March 13, 2024 Regular Meeting Minutes, for review and approval.

The Commission took a moment to review the March 13, 2024 Regular Meeting Minutes, to which Mr. Herzer pointed out a correction to the spelling of his last name. Town staff K. Haley to correct the spelling of Mr. Herzer's name from "Herser" to "Herzer". No other modifications were noted.

Historic Preservation Commissioner Brunner moved to approve the Review and Approval of the March 13, 2024 Regular Meeting Minutes, with the contingency that Town staff correct the spelling of Mr. Herzer's last name, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Ruth Brunner, Melanie Starck, David Herzer; Nays - None; Motion Passed.

C. BOARD ACTION

None.

D. DISCUSSION ITEMS

1. American Legion Representative(s) - Introduction and discussion of the Legion building - TENTATIVE

Refer to Item A2.

2. Windsor Severance Historical Society (WSHS) Representative(s) - Introduction

L. Browarny shared that Kristie Melendez, of the Windsor Severance Historical Society (WSHS), who was originally planning to attend this meeting, was unable to attend. In Ms. Melendez's absence, Commission member R. Brunner shared that she regularly attends the WSHS's meetings, and offered to provide an update on WSHS matters to the best of her ability. The Commission and Town staff also briefly discussed potential coordination opportunities for the HPC and WSHS. Town staff L. Browarny shared that the best opportunities for these two groups to coordinate would most likely be on a project-based basis (i.e., the upcoming Open House event, held Friday, May 17th, 2024). Commission member R. Brunner also shared that the next upcoming meeting for the WSHS is Wednesday, May 15th, 2024 at the Train Depot (10:00am - 11:00 am), if any other Commission members would like to attend.

3. Historic Preservation Month (May) - Open House Planning

Commission members and Town staff discussed and confirmed the following details regarding the upcoming Historic Preservation Open House event, Friday, May 17th, 2024.

- Time/Date: Friday, May 17th, 2024 (4:30pm - 7:00pm)

- Location: Windsor Arts & Heritage Center
- Staffing: Ms. Browarny shared that Parks & Culture staff will be available to assist with the event. Various HPC members and Town staff also confirmed their abilities to attend and assist with the event.
- Rough Event Schedule:
 - 4:30 pm - 5:15 pm: Open House Welcome (Mingling/Food/Drink/Swag).
 - 5:15 pm - 5:30 pm: Welcome and Presentation of Plaques.
 - 5:30 pm - 6:30 pm / 7:00 pm: Walking Tour.
 - 6:30 pm - 7:00 pm: Event Wrap-Up (Finish Walking Tour/Reconvene at the Windsor Arts & Heritage Center).
- Plaque Presentations and Recipients:
 - Note: Chairperson M. Starck to open up the presentation dialogue with a quick welcome and thank you, and brief summary of the night's events to those in attendance.
 - Train Depot - Presenter(s): Chairperson M. Starck, Recipient(s): Thomas Jones
 - Eaton House - Presenter(s): Chairperson M. Starck, Recipient(s): Poudre Heritage Alliance Representative
 - Creamery - Presenter(s): Chairperson M. Starck, Recipient(s): Sue Buxmon and/or her daughter, Tami, and/or Kristie Melendez (WSHS)
 - Historic Halfway Homestead - Presenter(s): Chairperson M. Starck, Recipient(s): Thomas Jones and/or the Jacoby family.
 - Note: The Historic Halfway Homestead plaque is to be presented last, as this property is not within walking distance. Town staff Ms. L. Browarny has offered to help give a brief history on the Historic Halfway Homestead, similar to the content of the Walking Tour presentations, which will then help transition into the Walking Tour for the three other locations. Ms. Browarny also shared that there may be potential to coordinate with the Town's GIS team for drone footage of the Historic Halfway Homestead, but will need to follow up.
- Walking Tour Details:
 - Order of Walking Tour:
 - (1) Historic Halfway Homestead - See note above regarding presentation. This property is not within walking distance. Town staff Ms. L. Browarny has offered to help give a brief history on the Historic Halfway Homestead, similar to the content of the Walking Tour presentations, which will then help transition into the Walking Tour for the three other locations.
 - (2) Creamery - Committee member K. Jabs.
 - (3) Eaton House - Committee member J. Zuckweiler.
 - (4) Train Depot - Committee member R. Brunner.
 - Other Walking Tour Details:
 - Reminder for Committee members and Town staff to bring/wear appropriate name tags.
 - L. Browarny to bring portable personal amplifiers to aid with communication during the Walking Tour.
 - K. Lambrecht to reach out to the Town's Communications team regarding a potential Walking Tour map.
- Other Details Requiring Further Follow Up:
 - Food: Town staff to pick up food day of the event. Rough \$100.00 budget. Veggies, fruit, meat/cheese, cookies, etc.

- Swag: ChapSticks (ample stock available), stickers (order has been placed), potential for chip clips and/or mechanical pencils.
- Written Materials: Walking Tour post cards, Open House fliers/postcards, etc.
 - Note: Commission members discussed the content of the drafted Open House flier and requested to add the word "celebration" to the top of the poster, change some of the formatting to be more reader-friendly, and add the proper date to the photo on the poster.
 - Commission members also noted that the event is not listed on the Windsor Events Calendar, and requested for it to be added. Further social/digital media outreach was also discussed.
 - K. Lambrecht to touch base with the Communications team regarding expected delivery date of printed materials. HPC members would like to start passing out/posting fliers as soon as possible.
- Commission member T. Andres to reach out to local businesses to inquire about potential partnerships/donations/coupons.
- Commission members to reach out to the Windsor Downtown Alliance (WDA) for potential partnership.
- Town staff to verify ample supply of cups, plates, napkins, utensils, water dispensers, etc. will be available for use.

4. Review and finalize draft content for Designation Certificates, that will be presented with the 2024 Historic Bronze Plaques assignments.

Commission members reviewed the second draft of the content for the Designation Certificates that will coincide with each plaque that Chairperson M. Starck and Commission member T. Andres have been working on. The Commission discussed and agreed that the drafts had made progress, but may need a bit more work. K. Lambrecht to send out content for original designation applications to aid with final drafting. L. Browarny to send out content used for various grant applications submitted for these properties, as they may have helpful information as well. As Commission member R. Kline also has lots of experience both with the history of Windsor, and has published a book on the history of Windsor, "Windsor (Images of America)" (2012). K. Lambrecht is to reach out to R. Kline to see if she would be available to assist in fine-tuning the final drafts of these Designation Certificates as well.

5. Review Future Meetings Agenda

Commission members reviewed the Future Meetings Agenda and discussed various upcoming discussion topics. Commission member J. Zuckweiler shared that she will be unable to attend the HPC's May meeting. Commission members agreed to revisit the Future Meetings Agenda following the Open House event, and work to schedule meeting topics that align with the newly adopted Historic Preservation Master Plan.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commission member J. Zuckweiler shared that she has continued to work on her research of the History of Windsor Lake (Kern Reservoir), and shared that she is most likely working towards creating a written history or walking tour style printed materials to post around the

Lake/trail, rather than a formal Historic designation of the Lake.

2. Communications from Town Board Liaison

Town Board Liaison R. Steinbach shared that the Windsor Attainable Housing Ad Hoc Committee's final Report should be finished soon, and will be available to the Town Board at their Strategic Planning Retreat May 16th-17th. He also shared that Community Survey results should also be available soon. Mr. Steinbach also shared that a Short Term Rental Ordinance has been adopted, and will be effective January 2025, and shared some of the details within this Ordinance. Brief discussion among the Commission members and Town staff ensued. R. Steinbach also shared that due to the timing of the Strategic Planning Retreat, Town Board members may or may not be able to attend the Open House event, but that he will extend the invitation to those in attendance. Lastly, R. Steinbach shared that due to the new election cycle, this meeting may be his last as the HPC's liaison.

3. Communications from Staff

a. Education and Outreach - Farmer's Market and Summer Concert Series

- June 13, 2024 - Summer Concert Series
- July 27, 2024 - Farmer's Market

Please note these dates and plan on discussing who will be able to attend the booth in more detail at a future HPC meeting.

Commission members briefly discussed outreach at the events listed above. Further coordination to come. Further coordination will also still be needed for the potential of an HPC booth/spot in the parade for the Harvest Festival, which has not yet been reserved at this time.

b. Communications Department Discussion

Staff held a meeting with the Communications Department to discuss options/opportunities on how the Comms Group can assist the HPC in their education and outreach efforts. Ideas discussed include:

- Coffee with the Mayor
- Senior Lunches / stickers on their lunch boxes
- Recreation Center TV's
- Along with the Farmer's Market and Summer Concert Series, consider a booth at Yappy Hour.
- The Windsor Matters utility bill insert has a 3-month lead time.
- The Windsor Magazine content is finalized in April.

A ticket has been submitted to Comms to develop posters to advertise the Open House and prepare social media content, as well as to reprint the stickers.

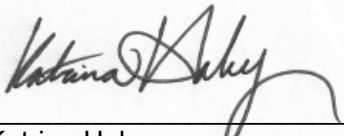
c. Other Communications Discussed

K. Lambrecht also reminded the Commission members that History Colorado has a lot of great resources, and encouraged the Commission members to utilize those resources. Ms. Lambrecht also stated that in honor of May being Historic Preservation month, the Mayor will be making a proclamation stating such at the first Town Board meeting in May.

F. ADJOURN

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

UPON A MOTION DULY MADE, THE MEETING WAS ADJOURNED BY CHAIRPERSON STARCK AT 07:33 PM.

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

Katrina Haley
Administrative Analyst



MEMORANDUM

Date: May 8, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Historic Preservation Month - Open House Planning - Final Preparations
Item #: D.1.

Background / Discussion:

Continue discussion and planning for the May 17, 2024 Open House.

- Finalize food and drink
- Set up needs at Art & Heritage Center
- Confirm schedule for plaque presentations and walking tour speakers

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: May 8, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Discuss plans for public outreach at Summer Concert - June 13, 2024
Item #: D.2.

Background / Discussion:

The Historic Preservation Commission has secured a table at the June 13, 2024 Summer Concert.

- Volunteers to staff the table?
- Discussion items?
- Special materials to share?

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: May 8, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review Future Meetings Agenda
Item #: D.3.

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 work on in the coming months.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Calendar - May 2024



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
May 8, 2024 5:45 pm	Open House Final Details Discuss Public Outreach at Summer Concert (June 13, 2024)
June 12, 2024 5:45 pm	Next Priorities from Preservation Plan Discuss list of possible eligible properties
July 10, 2024 5:45 pm	Discuss Public Outreach at Farmer's Market (July 27, 2024)
August 14, 2024 5:45 pm	
September 11, 2024 5:45 pm	
October 9, 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
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 May 8, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday June 12, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday July 10, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday August 14, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday September 11, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday October 9, 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.