



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

June 12, 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 for the May 8, 2024 Regular Meeting Minutes.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Discuss Preservation Plan Action Items and Implementation Strategies
2. Public Outreach at June 13, 2024 Summer Concert - Boardwalk Park
3. 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: June 12, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval for the May 8, 2024 Regular Meeting Minutes.
Item #: B.1.

Background / Discussion:

Please see the attached May 8, 2024 Regular Meeting Minutes, for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 05.08.24 Historic Preservation Commission Regular Meeting Minutes - DRAFT



Historic Preservation Commission

Regular Meeting

May 8, 2024 - 5:45 PM
2nd Floor Conference Room,
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON STARCK CALLED THE MEETING TO ORDER AT 05:48 PM.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres
Kris Jabs
Rachel Kline
Ruth Brunner
David Herzer, Alternate

Absent: Jean Zuckweiler, Alternate

Also Present: 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 to a moment to review the Agenda, no modifications were requested.

Historic Preservation Commissioner Kline moved to Approve the Review and Approval of the 04.10.24 Historic Preservation Commission Regular Meeting Minutes. Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas – ToniRae Andres, Kris Jabs, Melanie Starck, Rachel Kline; Nays – None; Motion Passed.

(Please note that Ms. R. Brunner was not present for this vote.)

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Review and approval of the April 10, 2024 Regular Meeting Minutes.

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

Commission members took a moment to review the 04.10.24 Historic Preservation Commission Regular Meeting Minutes, no modifications were requested.

Historic Preservation Commissioner Andres moved to Approve the Review and Approval of the 04.10.24 Historic Preservation Commission Regular Meeting Minutes, Historic Preservation Commissioner Kline seconded the motion. Roll call on the vote resulted as follows; Yeas – ToniRae Andres, Kris Jabs, Melanie Starck, Rachel Kline; Nays – None; Motion Passed.

(Please note that Ms. R. Brunner was not present for this vote.)

C. BOARD ACTION

1. None.

D. DISCUSSION ITEMS

1. Historic Preservation Month - Open House Planning - Final Preparations

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

- Finalize Food & Drink
- Setup Needs at the Art & Heritage Center
- Confirm Schedule for Plaque Presentations & Walking Tour Speakers

Chairperson Starck, Commission members, and town staff discussed final preparation details for the Open House event, including, but not limited to the following:

- Food & Drink:
 - Town staff to shop for various finger-food-style snacks the morning of the event.
 - Commission member T. Andres reached out to multiple local establishments, and was able to secure a generous donation of canned beverages from High Hops Brewery. Ms. Andres volunteered to pick these beverages up that day. Town staff to follow up regarding serving policies for the event.
- Materials for Event & "SWAG" Items:
 - Large signs will be placed outside the event to encourage attendance. HPC members and Town staff have also been working to distribute fliers and social media resources for the event.
 - Potential to have a sample copy of the HPC Master Plan available for reference.
 - Potential "SWAG" items: Mini-notebooks, multi-tool keychain, clips, stickers, ChapSticks, etc.

- Setup & Timeline:
 - Commission members and Town staff to arrive at the Arts & Heritage Center between 3:00-4:00pm to assist with setup.
 - Tentative Schedule is as follows:
 - 4:30pm - 5:15pm: Social hour.
 - 5:15pm - 6:00pm: Opening remarks, followed by plaque dedications.
 - 6:00pm - 7:00pm: Walking tour.
- Plaque Dedication Presenter & Recipient Details (in order of presentations):
 - (1) Train Depot - Presenter(s): Chairperson M. Starck, Recipient(s): Charlie Tucker.
 - (2) Eaton House - Presenter(s): Chairperson M. Starck, Recipient(s): Poudre Heritage Alliance Representative.
 - (3) Creamery - Presenter(s): Chairperson M. Starck, Recipient(s): Sue Buxmon and/or her daughter, Tami, and/or Kristie Melendez (WSHS).
 - (4) Historic Halfway Homestead - Presenter(s): Chairperson M. Starck, Recipient(s): 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.
- Walking Tour Details (in 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.

2. Discuss plans for public outreach at Summer Concert - June 13, 2024

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?

Ms. Lambrecht confirmed that the HPC has a table reserved for the June 13th Summer Concert. Commission members discussed goals of the event, types of materials to bring (i.e., signage, printed materials, "SWAG" items, etc.). Potential materials discussed include, but are not limited to; a large banner stating "Celebrating Windsor's History", beach balls, drink koozies, stickers, etc. Potential for these materials to be printed with the same design as the HPC stickers, and QR codes linked to the HPC Master Plan.

3. 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 work on in the coming months.

Commission members discussed the need to take a deep dive into the HPC Master Plan and determine Future Meeting Agendas and drive the Committee's work moving forward. Commission member R. Kline and Commission members discussed potential designation and education opportunities. Commission member D. Herzer also suggested that it may be beneficial to draft a fact sheet regarding what Historic Preservation Designations are versus are not.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

No formal communications. Commission members took a moment to thank Ms. Lambrecht for her efforts as staff liaison.

2. Communications from Town Board Liaison

None. Town Board Liaison Mr. Ron Steinbach was not present at this meeting. Brief discussion ensued regarding the potential for the HPC's Town Board liaison to change due to the new election cycle. More information to come.

3. Communications from Staff

a. Historic Preservation Month – Town Board Proclamation – May 13, 2024 Town Board Regular Meeting

Ms. Lambrecht shared that the Town Board has expressed their interest in the HPC's work and efforts. In honor of May being Historic Preservation Month, the Town Board will be presenting a proclamation at the May 13th, 2024 Windsor Town Board Regular Meeting. All HPC members are invited to attend.

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, 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 07:04 PM.



Katrina Haley
Administrative Analyst



MEMORANDUM

Date: June 12, 2024
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 12, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Discuss Preservation Plan Action Items and Implementation Strategies
Item #: D.1.

Background / Discussion:

The ***Historic Preservation Master Plan*** outlined a series of Goals and Policies to safeguard the historic heritage, architecture and stories of the Town. In order to achieve success and ensure progress, the Plan's goals and policies have Action Items which align with said goals and policies. These action items have a series of recommendations which support the tasks, and include timelines for prioritization and implementation. In an effort to keep the Plan active, energized and engaging, the Commission should consider a discussion that more formally outlines those Plan items that will best respond to the preservation needs of the community, and develop a more fine tuned implementation matrix, specific to Windsor's needs.

Please refer to the attached Action Item Matrix, and cross-reference to the entire Plan.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Pages from Windsor Preservation Plan - FINAL_11.1.2023 - ADOPTED (Action Items Matrix)

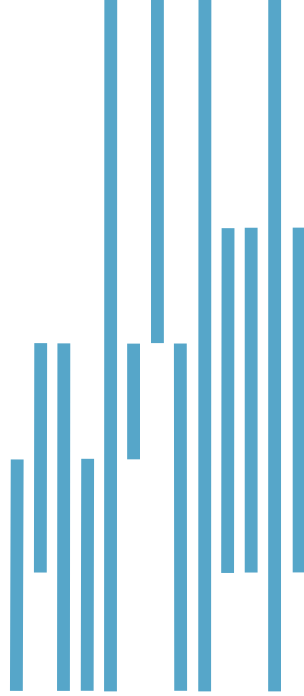
Action Item Matrix

Town of Windsor: Historic Preservation Master Plan

Near Term ← → Long Term

Task Area One - Community Survey and Education

- 1.3b Create an Educational Toolkit
- 1.3c Prioritize Downtown as a Vibrant Core
- 1.3d Maintain the Main Street Community Designation
- 1.3e Survey Residential Buildings and Consider Protecting Neighborhood Districts
- 2.3a Engage a Professional Historian to Document and Evaluate Historic Properties
- 2.3b Apply for State and National Registration for Eligible Sites
- 2.3c Prioritize the Removal of Old-World Motif from Downtown Facades
- 4.1b Establish a Robust Information Program for Rehabilitation/Restoration
- 4.3d Support/Encourage "Saving Places" Colorado Preservation Conference Attendance
- 4.3e Provide Education Opportunities for Elected Officials/Town Staff hosted by the HPC
- 4.3f Create a Guide to Windsor's Working-Class Architecture
- 5.1a Update and Improve Existing Surveys
- 5.8 Complete a Historic Context Study



Task Area Two - Identify Additional Historic Resources and Establish Historic Districts

- 5.2a Begin Local Landmark Process for Properties Already on National and State Registers
- 5.7 Consider the Establishment of Historic Districts
- 5.1c Increase the Number and Diversity of Individually Landmark Properties



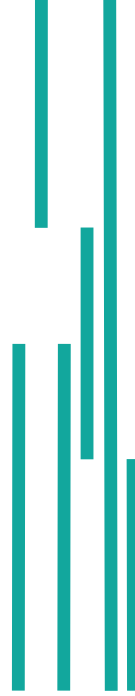
Task Area Three - Branding and Community Outreach

- 1.3a Create a Cohesive Digital/Print Style for Outreach Purposes
- 4.2a Facilitate the Launch of a Branding Campaign for Historic Preservation
- 4.3a Engage in Other Education Activities for Residents
- 4.3b Develop a Unified Wayfinding and Interpretive Signage Design
- 4.3h Expand Windsor Online Walking Tour
- 4.4a Reactivate Town Preservation Awards Program and Create Page on Website



Task Area Four - Improvements to the City's Preservation Program

- 3.1a Collaborate with the Downtown Development Authority
- 4.1a Promote State Historic Tax Credit Programs
- 4.1c Implement a Development Program for Certified Neighborhood Organizations
- 5.4a Create/Circulate HPC Design Standards and Review Criteria to Residents
- 5.4b Update Historic Preservation Professionals/Groups List for Historic References
- 5.5a Streamline a Review/Revise Process for Current Landmark Eligibility Criteria





MEMORANDUM

Date: June 12, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Public Outreach at June 13, 2024 Summer Concert - Boardwalk Park
Item #: D.2.

Background / Discussion:

The Historic Preservation Commission has secured a table for the Thursday night June 13, 2024 Summer Concert (6:30 pm - 8:30 pm):

- Confirm Commissioners who plan on attending.
- Staff will set up booth.
- Commissioner arrival time?

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: June 12, 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 those items can be edited in conjunction with the Action Item Matrix goals.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Calendar - June 2024



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
June 12, 2024 5:45 pm	Next Priorities from Preservation Plan
July 10, 2024 5:45 pm	Discuss Public Outreach at Farmer's Market (July 27, 2024) Discuss list of possible eligible properties
August 14, 2024 5:45 pm	
September 11, 2024 5:45 pm	
October 9, 2024 5:45 pm	
November 13, 2024 5:45 pm	Election of Officers
December 11, 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

Upcoming Meeting Dates*

<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
<u>Wednesday November 13, 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.