



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

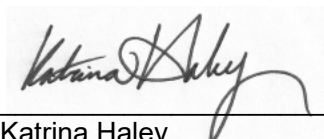
Town Board member Steinbach stated that Town Board has been working through final discussions regarding short term rentals and are hoping to get an Ordinance regarding such in front of the Board within the next month or two.

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