



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

August 14, 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 July 10, 2024 Regular Meeting Minutes

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Continue Discussion regarding Preservation Plan Action Items and Implementation Strategies
2. Review list of existing properties on the National Register of Historic Places, and discuss whether including them on the Local Register is warranted - D. Herzer
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. Referral from CDOT - Colorado Blvd Realignment
 - b. No Local Landmark applications this month. The Culture/Museums Staff will continue to explore options.

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: August 14, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the July 10, 2024 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

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

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 07.10.24 Historic Preservation Commission Regular Meeting Minutes - DRAFT



Historic Preservation Commission

Regular Meeting

July 10, 2024 - 5:45 PM
1st Floor Conference Room,
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON MELANIE STARCK CALLED THE MEETING TO ORDER AT 05:45 PM.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Ruth Brunner
Kris Jabs
Jean Zuckweiler, Alternate
Dave Herzer, Alternate

Absent: Rachel Kline

Also Present: Ron Steinbach, Town Board Liaison
Laura Browarny, Recreation Supervisor
Kimberly Lambrecht, Staff Liaison
Katrina Haley, Administrative Analyst
Katie Fromm, Museum Intern
Emma Kaiser, Museum Intern

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Commission members took a moment to review the 07.10.24 Historic Preservation Commission Regular Meeting Agenda. No modifications to the Agenda were requested.

At this time, Chairperson M. Starck invited Commission member J. Zuckweiler (Alternate) to participate in voting at this meeting, in Voting Commission Member R. Kline's voting seat. Commission member J. Zuckweiler accepted Chairperson M. Starck's invitation to vote at this meeting.

Historic Preservation Commissioner Andres moved to Approve the Review and Approval of the Agenda by the Commission and Addition of Items of New Business to the Agenda for Consideration. Historic Preservation Commissioner Brunner seconded the motion. Roll call on the vote resulted as follows; Yeas - Jean Zuckweiler, 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 June 12, 2024 Regular Meeting Minutes

Commission members took a moment to review the 06.12.24 Historic Preservation Commission Regular Meeting Minutes. Chairperson M. Starck noted that under Agenda Item A2, her last name was spelled incorrectly as "Starch", rather than the correct spelling, "Starck". Administrative Analyst K. Haley to correct the spelling of Chairperson M. Starck's name. No other modifications were requested by the Commission.

Historic Preservation Commissioner Brunner moved to Approve the Review and Approval of the 06.12.24 Historic Preservation Commission Regular Meeting Minutes, with the Condition that Town Staff Correct the Spelling of Chairperson Starck's Name under Agenda Item A2, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - Jean Zuckweiler, ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

C. BOARD ACTION

No applicable agenda items.

D. DISCUSSION ITEMS

1. Review and discuss current Certificates of Alterations (COA) for the Dickey and Eaton Houses - L. Browarny, Culture Supervisor

Culture Supervisor L. Browarny shared updates regarding current Certificates of Alteration (COA) for the Dickey and Eaton Houses. Designs have been completed and approved, and landscaping work has been completed for both of these projects. Demolition/construction work is scheduled to begin shortly, and work on both homes is scheduled to be completed by the end of the year. L. Browarny also noted how helpful Grant funding has been for these projects, and took a moment to thank Grant administrator(s), Town staff, and State staff, who have all assisted with these projects.

2. Discuss Preservation Plan Action Items and Implementation Strategies - Continued from June 12, 2024 meeting.

Commissioners took a moment to review various aspects of the Windsor Historic Preservation Master Plan, including the Action Item Matrix, which outlines various action items, goals, estimated timelines, etc. relating to the Plan. Discussion ensued among Commission members regarding potential Action Items for the Commission to focus on implementing.

Commission members and Town staff also noted the importance of factoring in budgeting, funding sources, grant timelines, and more, when determining how and when to implement these Action Items.

Key talking points and Action Items the Commission pulled from this discussion are as follows:

- Potential to create a "Historic Preservation Tool Kit".
 - Commission members discussed various aspects of what a "tool kit" could entail. Town staff encouraged Commission members to research similar materials online before the next Historic Preservation Commission (HPC) Regular Meeting, as these existing materials may serve as a helpful reference point for creating a Windsor "Historic Preservation Tool Kit".
 - Commission member D. Herzer, along with other Commission members suggested creating various 1-2 page, brochure-style electronic/printed materials, such as, "Historic Preservation 101", "Historic District Designations 101", etc.
 - HPC Chairperson M. Starck noted her interest in focusing on Historic District designation(s).
- Chairperson M. Starck, and other Commission members would like to potentially focus on Historic District, or neighborhood designations. Commission members are to gather information regarding Historic District designations, and what that could look like in Windsor. Creating a "Historic District Designations 101" brochure/tool kit may be beneficial to educate both Commission members, as well as the public.
- Commission members also discussed the importance of making public education regarding Historic Preservation and site designation a priority, as well as ensuring the designation application more user-friendly and accessible.
- Commission members also discussed the potential to focus on creating a list, or lists of properties and/or areas of interest for local designations. Discussion ensued regarding potential properties to offer local designation to. Commission members also discussed potential to focus on local designations for sites that have already been designated on a state or national level.
- Continuing to increase Commission outreach was also discussed (posting materials around Town, coordinating with the Windsor Downtown Alliance (WDA) and/or Chambers, etc.).

3. Public Outreach at July 27, 2024 Farmer's Market - Boardwalk Park

The HPC will have a table set up at the Windsor Farmer's Market Saturday, July 27, 2024 from 8:00 am - 12:30 pm, and will have HPC information and "SWAG" items to give out to the public. Commission members J. Zuckweiler and R. Brunner volunteered to run the table from roughly 8:00 am - 10:00 am, and Commission members T. Andres and M. Starck volunteered to run the table from roughly 10:00 am - 12:30 pm.

4. Review Future Meetings Agenda

As discussed under Agenda Item D2, the Commission is working to implement various Action Items from the Historic Preservation Master Plan, and would like to start adding various items from this Plan to the Future Meetings Agenda. Internal education regarding the designation of Historic Districts was identified as a priority by Chairperson M. Stack and HPC members. The creation of brochures/handouts regarding topics such as "Historic District Designations 101" and "Historic Preservation 101" were also identified as a priority by the Commission. These two topics are to be added to the Future Meetings Agenda.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Chairperson Starck took a moment to thank the Commission and Town staff for the May Historic Preservation Open House event, and shared that she believed the event had great turnout and positive feedback from those in attendance.

Ongoing education opportunities available to Commissioners were also discussed, such as the upcoming Saving Places Conference in Steamboat, Colorado. Commission member R. Brunner expressed her interest in attending this event, and encouraged other Commission members to attend as well.

2. Communications from Town Board Liaison

Town Board Liaison R. Steinbach shared that the groundbreaking event for Jacoby Meadows senior housing will be Wednesday, August 14, 2024 at 10:00 am.

Town Board Liaison R. Steinbach also shared brief updates regarding Town Board member appointments. Julie Cline has been sworn in as the Mayor of Windsor. Ron Steinbach has been appointed Mayor Pro Tem. Brian Jones has been appointed to District Two. Interviews to fill the open District Four seat were held earlier this week, and a selection will be made this upcoming Monday, August 15, 2024. R. Steinbach also shared that final interviews for the open Chief of Police position have been held, and a selection will be made in the near future.

3. Communications from Staff

Staff liaison K. Lambrecht shared that the WDA's Master Plan is now moving into Phase II, Implementation of the Plan. A kickoff meeting with the community, the Downtown Design Charette, was held yesterday, Tuesday, August 09, 2024.

K. Lambrecht also reminded the Commission that the HPC Budget for the 2025 fiscal year has been submitted, and will be very similar to the 2024 HPC Budget. She reminded the Commission that as budgeting is a key factor when determining the timing for various projects/goals of the Commission, it will be beneficial to plan accordingly financially as the HPC is looking to implement their Historic Preservation Master Plan.

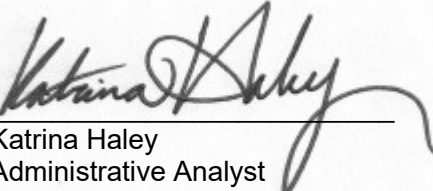
K. Lambrecht also shared that a previous note made by Commission member J. Zuckweiler regarding an incorrect date noted on one of the Certificates presented at the May Historic Preservation Open House event was correct, and the date in question did in fact need to be corrected. Town staff is working to correct this Certificate accordingly, and will have all four certificates resigned by Mayor Julie Cline.

Town staff and Commission members also briefly discussed potential opportunities for the Commission to take a tour of the Windsor History Museum and its storage areas at a future meeting, or add a Work Session to the HPC's meeting schedule to accomplish this. Further details/discussion to come.

F. ADJOURN

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

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 07:30PM.



Katrina Haley
Administrative Analyst



MEMORANDUM

Date: August 14, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Continue Discussion regarding 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.

At the July meeting, the Commission began a discussion that included items thought to be important yet attainable to achieve. This included developing a Tool Kit to assist interested parties in learning about historic preservation, and looking more into the potential for outlining a historic district. Additionally, the Commission discussed items that, upon further consideration, may not be in alignment with the historic needs of the Town at this time.

The Commissioners should plan to discuss their findings regarding these topics, with the goal of planning next steps.

Please refer to the attached Action Items Matrix.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Preservation Plan Action Items Matrix

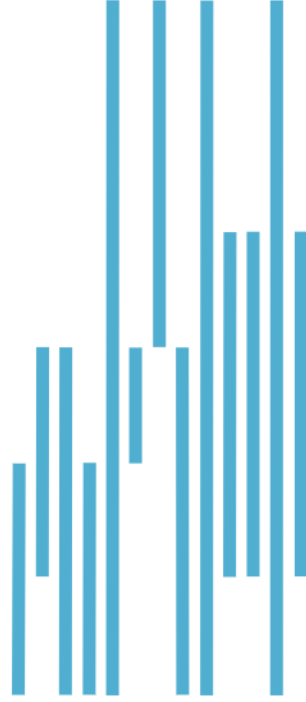
Action Item Matrix

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: August 14, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review list of existing properties on the National Register of Historic Places, and discuss whether including them on the Local Register is warranted - D. Herzer
Item #: D.2.

Background / Discussion:

Review the list of existing properties within the Town, that are on the National Register of Historic Places, and discuss whether including them on the Local Register is warranted.

- Old City Hall (current Arts & Heritage Center) - 116 N. 5th Street
- First United Methodist Church - 503 Walnut Street
- Kaplan - Hoover Site (Bison Arroyo) - River West Neighborhood (Poudre River Corridor)

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. List of Designated Properties_updated 10-13-2022



DESIGNATED HISTORIC PROPERTIES IN WINDSOR

Property Name	Address	Type of Designation	Date of Designation	Other Information
Kaplan-Hoover Site (Bison Arroyo)	Poudre River Trail Corridor	National Register	4/18/2003	
First United Methodist Church	503 Walnut Street	National Register	7/7/2004	CERTIFICATE OF ALTERATION APPROVED BY HPC ON 3/11/2009
Old Town Hall (Art & Heritage Center)	116 N 5 th Street	National Register Local Landmark	1/15/1999 2/28/2022	DESIGNATED BY ORDINANCE #2022-1645
Cheese Factory and Creamery	190 Ash Street	Local Landmark	9/27/2004	DESIGNATED BY ORDINANCE #2004-1195
Windsor Railroad Depot (Part of Museum at Boardwalk Park)	100 N. 5 th Street, Unit B	Local Landmark	3/26/2012	DESIGNATED BY ORDINANCE #2012-1427
Park School Building (Current Town Hall)	301 Walnut Street	Local Landmark	2/10/2014	DESIGNATED BY ORDINANCE # 2014-1468
Eaton House (Part of Museum at Boardwalk Park)	130 N. 5 th Street	Local Landmark	2/9/2015	DESIGNATED BY ORDINANCE #2015-1493
Halfway House	33327 Weld County Road 15	Local Landmark	9/14/2020	DESIGNATED BY ORDINANCE #2020-1614
Halfway Homestead	33327 Weld County Road 15	Local Landmark	9/28/2020	DESIGNATED BY ORDINANCE #2020-1615
Dickey Farmhouse	33327 Weld County Road 15	Local Landmark	9/28/2020	DESIGNATED BY ORDINANCE #2020-1616



DESIGNATED HISTORIC PROPERTIES IN WINDSOR

423 Main Street	423 Main Street	Local Landmark	9/13/2021	DESIGNATED BY ORDINANCE #2021-1628
408 Walnut Street	408 Walnut Street	Local Landmark	2/28/2022	DESIGNATED BY ORDINANCE #2022-1644

Note: Windsor Flour Mill (301 Walnut Street) was removed from the National Register following fire in 2017.



MEMORANDUM

Date: August 14, 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 Meeting 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 - August 2024



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
August 14, 2024 5:45 pm	Follow up discussion – priorities of Preservation Plan Discuss list of National Register properties
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	Annual Dinner Meeting
January 8, 2025 5:45 pm	

Future Topics:

Tour of the Town's Museum / Historic Artifacts Storage Facility
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 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
<u>Wednesday December 11, 2024</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday January 8, 2025</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.