



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

September 11, 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 August 14, 2024 Regular Meeting Minutes

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Continue Discussion regarding development of a Historic Preservation Toolkit
2. Discuss the Certificate of Alteration process for locally designated properties - D. Herzer
3. Gateway sign(s) pointing out 'Old Town Windsor' - D. Herzer
4. Review Future Meetings Calendar

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: September 11, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the August 14, 2024 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached August 14, 2024 Regular Meeting Minutes, for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 08.14.24 Historic Preservation Commission Regular Meeting Minutes - DRAFT



Historic Preservation Commission

Regular Meeting

August 14, 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 05:47 PM.

1. Roll Call

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

Absent: Rachel Kline
Jean Zuckweiler, Alternate

Also Present: Kimberly Lambrecht, Staff Liaison
Katrina Haley, Administrative Analyst

At this time, Staff Liaison K. Lambrecht noted that Brian Jones, the newly appointed Town Board District Two Representative has been appointed as the Historic Preservation Commission (HPC) Town Board Liaison, replacing the prior HPC Town Board Liaison, Ron Steinbach.

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 08.14.24 Historic Preservation Commission Regular Meeting Agenda. No modifications to the Agenda were requested.

Historic Preservation Commissioner Jabs 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 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 July 10, 2024 Regular Meeting Minutes

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

Historic Preservation Commissioner Brunner moved to Approve the Review and Approval of the 07.10.24 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, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

C. BOARD ACTION

No applicable agenda items.

D. DISCUSSION ITEMS

1. Continue Discussion regarding Preservation Plan Action Items and Implementation Strategies

Commission members took a moment to discuss their research on various existing historic preservation 'tool kits' used in other communities. Discussion ensued among Commission members regarding various approaches to creating a 'Tool Kit', potential items for the HPC to focus their efforts around, etc. Commission members also agreed on the importance of ensuring any 'Tool Kit(s)', or any other resources created by the HPC are user-friendly, accessible, and available online.

Through discussion, HPC members created a list of topics to start working to create 'Tool Kit(s)' for. This list includes, but is not limited to the following:

1. Local Designation (What It Is and How to Apply).
2. Benefits of Historic Designation.
3. Historic Designation "Is" -vs- "Is Not" (Dispelling Common Misconceptions About Historically Designated Properties and Highlighting Some of the Benefits).
4. Defining Historic Preservation (Defining Commonly Used Terms - i.e., "Renovation" - vs- "Rehab"/Historic Preservation 101).
5. Windsor Historic Designation Application Process and Timeline.

Commission members then took a moment to assign the topics listed above to various Commission members, in efforts to have each Commission member research ideas for a 'Tool Kit' related to each topic. Topics were assigned as follows:

1. Local Designation (What It Is and How to Apply). - D. Herzer
2. Benefits of Historic Designation. - T. Andres

3. Historic Designation "Is" -vs- "Is Not" (Dispelling Common Misconceptions About Historically Designated Properties and Highlighting Some of the Benefits). - R. Brunner
4. Defining Historic Preservation (Defining Commonly Used Terms - i.e., "Renovation" - vs- "Rehab"/Historic Preservation 101). - K. Jabs
5. Windsor Historic Designation Application Process and Timeline. - M. Starck and D. Herzer

Chairperson M. Starck and Commission members also determined that a Work Session between Regular Meetings would be beneficial to allow time for the HPC to review 'tool kit' drafts, research, and progress made. Town staff to schedule and notice a Work Session for Thursday, September 5, 2024 at 5:30pm.

At this time, Chairperson M. Starck also took a moment to discuss some of her research regarding Historic District designations. Findings shared included, but are not limited to the following:

1. Potential benefits of historic designation (protection/enhancement of property values, financial benefits, benefits to the community, etc.), as well as potential drawbacks.
2. Similarities and differences between local, state, and national designations.
3. Potential areas identified as areas of opportunity for Historic District designation in the Historic Preservation Master Plan.
4. Process(es) of forming Historic Districts.
5. Contributing versus non-contributing properties in Historic District areas.

To close this discussion, Chairperson M. Starck and Commission members agreed to prioritize the drafting of Historic Preservation 'Tool Kit' materials at the upcoming September 5, 2024 Work Session and September 11, 2024 Regular Meeting, but add a Discussion Item for Historic Districts to the Future Meetings Agenda (to be discussed at the October 9, 2024 Regular Meeting, and other future meetings).

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

Commission member D. Herzer briefly shared some of his research regarding the National Register of Historic Places. Discussion ensued regarding various similarities and differences between national, state, and local designations, potential pros and cons of working to locally designate sites that have been designated at the state and/or national level, and more. Staff liaison K. Lambrecht also noted that History Colorado may be a great resource for the Commission to utilize for further research and more information regarding grant funding opportunities.

3. Review Future Meetings Agenda

Chairperson M. Starck and Commission members agreed to prioritize the drafting of Historic Preservation 'Tool Kit' materials at the upcoming September 5, 2024 Work Session and September 11, 2024 Regular Meeting. A Discussion Item for Historic Districts is to be added to the Future Meetings Agenda (to be discussed at the October 9, 2024 Regular Meeting, and other future meetings).

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

No applicable Communication Items.

2. Communications from Town Board Liaison

No applicable Town Board liaison communication items.

3. Communications from Staff

K. Lambrecht shared the following Communications Items, in addition to Communication Items a and b noted below:

1. Board and Commission Appreciation event this upcoming Thursday, August 15, 2024 at the Concert in the Park and encouraged all Commission members to attend.
2. As discussed earlier in the meeting, K. Lambrecht shared that Brian Jones, the newly appointed Town Board District Two Representative has been appointed as the HPC Town Board Liaison, replacing the prior HPC Town Board Liaison, Ron Steinbach.
3. The groundbreaking event for Jacoby Meadows Senior Apartments will be held Thursday, August 15, 2024.

a. Referral from CDOT - Colorado Blvd Realignment

The Colorado Boulevard Realignment project has been determined to have no impact to any neighboring properties that may potentially be considered historic.

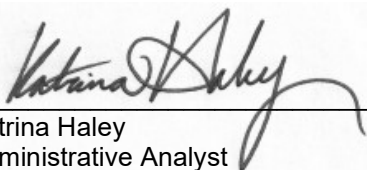
b. No Local Landmark applications this month. The Culture/Museums Staff will continue to explore options.

No Local Landmark applications were received this month. Parks, Recreation, and Culture and Museums staff will continue to explore options.

F. ADJOURN

HISTORIC PRESERVATION COMMISSIONER ANDRES MOVED TO ADJOURN, 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.

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 07:14PM.



Katrina Haley
Administrative Analyst

DRAFT



MEMORANDUM

Date: September 11, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Continue Discussion regarding development of a Historic Preservation Toolkit
Item #: D.1.

Background / Discussion:

On September 5, 2024, the HPC held a work session to discuss the organization and content of a Historic Preservation 'Toolkit', to assist interested parties in learning about historic preservation and what may be involved in the designation of a historic property. The Commission should plan to continue this discussion and begin developing an outline and/or template to be used to plug in content and graphics for the 'Toolkit'.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: September 11, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Discuss the Certificate of Alteration process for locally designated properties - D. Herzer
Item #: D.2.

Background / Discussion:

The Windsor Municipal Code requires locally designated properties to obtain approval for changes [this is called a Certificate of Alteration (COA)]. The Colorado State Historical Preservation Office and the National program do not. Furthermore, being locally designated may not entitle the owner to any benefits, while the other designations do. The discussion will revolve around whether or not the Commission supports this notion, and if the Commission should consider proposing to the Town Board that the requirement of a COA to approve changes to locally designated properties be deleted/amended.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: September 11, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Gateway sign(s) pointing out 'Old Town Windsor' - D. Herzer
Item #: D.3.

Background / Discussion:

An idea to consider, for the Town of Windsor to have a sign(s) that says 'Old Town Windsor' - similar to that found on the way into Timnath. This would generate publicity while we work to become a historic district.



Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:
Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: September 11, 2024
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review Future Meetings Calendar
Item #: D.4.

Background / Discussion:

Please see the attached Future Meetings Calendar, for review and comments. Also, please review the list of Future Topics so those items can be assigned a timeline for possible action.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Calendar - September 2024



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
September 11, 2024 5:45 pm	Ongoing development of a Historic Preservation Toolkit
October 9, 2024 5:45 pm	Discussion on Historic Districts
November 13, 2024 5:45 pm	Election of Officers
December 11, 2024 5:45 pm	Annual Dinner Meeting
January 8, 2025 5:45 pm	
February 12, 2025 5:45 pm	

Future Topics:

2025 Saving Places Conference – Cheyenne Mountain Resort, Colorado Springs (1/29 – 2/1/2025)

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
<u>Wednesday February 12, 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.