



Historic Preservation Commission Regular Meeting

September 11, 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
Jean Zuckweiler, Alternate
Dave Herzer, Alternate

Absent: Kris Jabs
Rachel Kline

Also Present: Brian Jones, 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

At this time, staff Liaison K. Lambrecht made a note to introduce Town Board Liaison B. Jones. No modifications to the Agenda were requested by the Commission.

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 - ToniRae Andres, 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 August 14, 2024 Regular Meeting Minutes

Commission members took a moment to review the August 14, 2024 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 August 14, 2024 Historic Preservation Commission Regular Meeting Minutes, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.

C. BOARD ACTION

No applicable Agenda items.

D. DISCUSSION ITEMS

1. Continue Discussion regarding development of a Historic Preservation Toolkit

Chairperson Starck shared a brief recap of the HPC's efforts to create a drafted Tool Kit(s) and what was accomplished at the September 5, 2024 Historic Preservation Commission Work Session. Commission members took time to review the drafted toolkit materials, and discussed feedback on the drafted Tool Kit(s). Commission members noted the importance of ensuring all HPC materials are user-friendly, concise, and uniform across all HPC resources. The Commission also noted the potential need to update various aspects of the Town's website.

2. Discuss the Certificate of Alteration process for locally designated properties - D. Herzer

Commission member D. Herzer shared his various research regarding local, state, and national designations, and the similarities and differences between each. The Commission also discussed reviewing the Municipal Code for potential discrepancies and/or updates to be made in efforts to clarify language regarding historical designations. Staff Liaison K. Lambrecht to follow up with L. Browarny, Recreation Supervisor, regarding various aspects of the Commission's discussion. Due to time constraints, this topic was continued to the Future Meetings Agenda to allow for further discussion.

3. Gateway sign(s) pointing out 'Old Town Windsor' - D. Herzer

Commission members discussed existing signage in the Town of Windsor, examples of varying types of signage in other municipalities, and potential opportunities for additional signage to draw attention to various points of interest throughout Town, including the Downtown area, and areas of significant historical value to the Town. Commission members and staff also discussed potential items to consider when proposing signage updates, including coordination with the Colorado Department of Transportation (CDOT) and the Windsor Downtown Alliance (WDA).

4. Review Future Meetings Calendar

Chairperson M. Starck and the Commission continued the Review of the Future Meetings Calendar to the Commission's next Regular Meeting in the interest of time.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

No applicable Communications items.

2. Communications from Town Board Liaison

Town Board Liaison B. Jones shared brief updates regarding recent Town Board activities, including, but not limited to the following;

- An Ad Hoc Committee is being formed to review, and potentially update the Town Charter. Town Board Liaison B. Jones also shared that he will be a part of this Committee, and stated that if possible, Town Board member R. Steinbach will attend HPC Meetings in B. Jones' absence if any scheduling conflicts arise.
- Brief updates from the September 9, 2024 Town Board Regular Meeting were shared, with note of the public turnout for the cell tower proposed at this Meeting.
- B. Jones reminded the Commission that both Coffee with the Mayor, and the Ribbon Cutting Ceremony for the new Windsor Police Station are Friday, September, 13, 2024, at 10:00am and 1:00pm respectively.

3. Communications from Staff

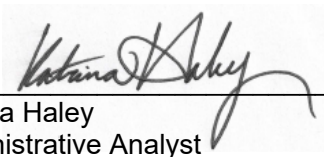
Staff Liaison K. Lambrecht shared brief updates including, but not limited to the following;

- Planning staff has received two applications for local historical designations. Staff to perform an initial review of the applications for completeness, and then send to the HPC. These applications will likely be added to the HPC's October Regular Meeting Agenda for the Commission to review at that time.
- The Urban Land Institute (ULI) is working with Town Planning staff and the WDA to showcase Downtown Windsor. A guided walking tour, and panel discussion event will be held September 10, 2024.

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; NAYS - NONE; MOTION PASSED.

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


Katrina Haley
Administrative Analyst