



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

January 8, 2025 - 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 November 13, 2024 Regular Meeting Minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Windsor Lake Designation - Discussion with Water Resources Division
2. Discussion regarding Historic Districts
3. 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: January 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the November 13, 2024 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached November 13, 2024 Regular Meeting Minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 11.13.24 Historic Preservation Commission Regular Meeting Minutes - DRAFT



Historic Preservation Commission Regular Meeting

November 13, 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 06:00 PM.

1. Roll Call

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

Absent: Ruth Brunner

Also Present: Brian Jones, Town Board Liaison
Kimberly Lambrecht, Staff Liaison

At this time, Chair Starck noted the vacancy in one regular (voting) member position (due to Commissioner Kline resigning), and asked Mr. Herzer to fill the position, to which he accepted.

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 November 13, 2024 Historic Preservation Commission Regular Meeting Agenda. Due to the time overlap with the Town's Ad Hoc Charter Review Committee (of which Commissioner Andres and Town Board Member Jones are part of), Chair Starck requested that the Board Action Items be moved to after Discussion Items so that more Commission members could participate.

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 – as amended, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows; Yeas - Dave Herzer, ToniRae Andres, Kris Jabs, Melanie Starck; Nays - None; Motion Passed.

3. Public Invited to be Heard

No members of the public were in attendance.

B. CONSENT CALENDAR

1. Review and approval of the October 9, 2024 Regular Meeting Minutes

Commission members took a moment to review the October 09, 2024 Historic Preservation Commission Regular Meeting Minutes. A correction was noted clarifying that the October 09, 2024 meeting started with Alternate Commissioner Herzer filling in as voting member until a regular seated member arrived, at which time Mr. Herzer relinquished the voting position.

Historic Preservation Commissioner Jabs moved to Approve the Review and Approval of the October 09 2024 Historic Preservation Commission Regular Meeting Minutes – as amended, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - Dave Herzer, ToniRae Andres, Kris Jabs, Melanie Starck; Nays - None; Motion Passed.

C. BOARD ACTION

1. Election of Officers – Election of Historic Preservation Commission Chairperson

Historic Preservation Commissioner Andres nominated current Chair Starck to continue in the role of Chairperson, Historic Preservation Commissioner Herzer seconded the nomination. Roll call on the nomination resulted as follows; Yeas - Dave Herzer, ToniRae Andres, Kris Jabs, Melanie Starck; Nays - None; nomination approved.

2. Election of Officers – Election of Historic Preservation Commission Vice-Chairperson

Historic Preservation Commissioner Jabs nominated current Vice-Chair Andres to continue in the role of Vice-Chairperson, Historic Preservation Commissioner Herzer seconded the nomination. Roll call on the nomination resulted as follows; Yeas - Dave Herzer, ToniRae Andres, Kris Jabs, Melanie Starck; Nays - None; nomination approved.

3. Election of Officers – Election of Historic Preservation Commission Secretary

Historic Preservation Commissioner Andres nominated current Secretary Jabs to continue in the role of Secretary, Historic Preservation Commissioner Herzer seconded the nomination. Roll call on the nomination resulted as follows; Yeas - Dave Herzer, ToniRae Andres, Kris Jabs, Melanie Starck; Nays - None; nomination approved.

D. DISCUSSION ITEMS

1. Continue discussion regarding development of a Historic Preservation Toolkit

Commission members took a moment to revisit the development of the Historic Preservation Toolkit. Several minor comments and corrections were noted in the draft document, along with request to begin looking at the HPC's website to ensure coordination with the contents of the Toolkit. Additionally, discussion ensued to regarding an overall look at the HPC website to update information and coordinate other elements of the website with information provided by History Colorado as it pertains to designations and grants.

Ms. Lambrecht noted that the next steps would be to submit the draft Toolkit document to the Communications Team for formatting. Once Communications has developed a draft, the Commission will have an opportunity to review and comment before final publication.

2. Windsor Lake Designation Discussion

As a follow-up to the research that has been done, and the past discussions that the Commission has held regarding a possible local historic designation of Windsor Lake, staff has learned that the City of Greeley designated the Greeley No. 3 Ditch as a local historic landmark in 1997. That designation was contemplated on the basis of the No. 3 Ditch being an active working water body. The designation included a condition that the ditch continue to operate unencumbered by the designation – i.e. “...must retain all flexibility and sovereignty to operate its ditch...” and “...shall not impose any governmental nor bureaucratic procedures, requirements, nor restrictions on the operation, maintenance, and development of the Greeley No. 3 Ditch”.

Staff presented the document Greeley developed for this purpose. The Commission was supportive of this ‘no conditions’ approach for Windsor Lake, and are very interested in talking more with the Town’s Water Resource staff about a local historic designation, using Greeley’s example as a guideline. Ms. Lambrecht will contact the Water Resource department to schedule a meeting with the Commission.

3. Review Future Meetings Calendar

The Future Meetings Calendar was reviewed. It was noted that Town staff Ms. Haley and Ms. Lambrecht would coordinate a location for the December Annual Dinner Meeting. Ms. Lambrecht will reach out to the Water Resource department to confirm their ability to attend the January 2025 Historic Preservation Commission Regular Meeting. Additionally, Commissioner Herzer inquired about the item noted as Outreach to the Poudre Valley Cemetery – specifically asking what cemetery this refers to? Ms. Lambrecht noted that Caitlin Heusser (Town of Windsor Museum Curator) has more information on this site. Ms. Lambrecht will reach out to Ms. Heusser.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioner Zuckweiler spoke on behalf of Commissioner Brunner regarding the upcoming December 4, 2024 Lunch and Learn presentation by Meg Dunn, to be held at the Clearview Library – inviting anyone to attend.

2. Communications from Town Board Liaison

Town Board Liaison B. Jones shared various updates regarding recent Town Board activities, including brief updates regarding the Ad Hoc Charter Committee, noting that the Committee

completed their review of the Charter and have outlined some items that will be put on the ballot in February, with the remaining items to follow on a ballot in April 2026. Mr. Jones also noted that the Town Board was excited to review the properties that recently received historic designations.

3. Communications from Staff

Staff Liaison K. Lambrecht shared brief updates regarding the Annual Dinner Meeting to be held December 11, 2024; noted that certificates for the (4) previously designated properties were being finalized and printed; noted that the Town Board's Second Reading for the (2) Main Street properties would be held on November 28, 2024; and provided a reminder regarding the upcoming Saving Places conference, which will be held Thursday, January 29, 2025 - Saturday, February 01, 2025, noting that Ms. Haley would be taking care of the conference and hotel registrations for those electing to participate this year.

F. ADJOURN

CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 07:07 PM.



Kimberly Lambrecht
Senior Planner



MEMORANDUM

Date: January 8, 2025
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: January 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Windsor Lake Designation - Discussion with Water Resources Division
Item #: D.1.

Background / Discussion:

At the November 13, 2024 HPC meeting, Staff presented an option to consider, for an approach to a possible local historic designation of Windsor Lake (Kern Reservoir).

The City of Greeley's 1997 designation of the Greeley No. 3 Ditch provided a path forward for the ditch's story to be told, while prioritizing the importance of its 'job' as a working ditch. This was brought to the HPC's attention by the Town's Water Resources Division, who are an integral part of the Lake's operation. The Water Resources team is open to this approach if designation of Lake is to be considered, and per the discussion, the Commission was also open to that path forward. Staff has reached out to Water Resources to join the HPC's January meeting to discuss the nuances of operation of the Lake, and how a possible designation of the Lake might be conditioned, similar to the Greeley No. 3 Ditch.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

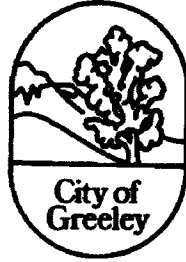
Scott Ballstadt, Director of Planning

Attachments:

1. HIST DESIG GREELEY NO. 3 DITCH

426

No. 3 Ditch



City of Greeley Historic Preservation Commission

CERTIFICATE OF DESIGNATION

At a public hearing on June 9, 1997 the Greeley Historic Preservation Commission approved the application of the City of Greeley Historic Preservation Commission for a request for nomination to the Greeley Historic Register of the Greeley No. 3 Ditch, Greeley, Colorado, in accordance with chapter 16.60, section 06, subsections A 1,2,3; B 4,5; C 1,2 of the Greeley City Code.

A Certificate of Designation is hereby granted for the following property:

That part of the Greeley No. 3 Ditch within the current city limits of the City of Greeley, County of Weld, State of Colorado.

Approval by the Greeley Historic Preservation Commission has been made conditional upon the following requirements:

See Exhibit A, page 2

GREELEY HISTORIC PRESERVATION COMMISSION

ATTEST:

G. William Beardslee, Chairman

Benjamin Fogelberg, Secretary

Date

Date

2557426 B-1615 P-303 07/10/1997 12:57P PG 1 OF 3 REC DOC 1 Form L
Weld County CO JA Suki Tsukamoto Clerk & Recorder 16.00

AGREEMENT

THIS AGREEMENT made by and between the GREELEY HISTORIC PRESERVATION COMMISSION, First Party, and THE GREELEY IRRIGATION COMPANY, Second Party.

WITNESSETH:

WHEREAS, Second Party owns and operates, as a mutual irrigation company, an irrigation canal or ditch which distributes irrigation water to its shareholders who are users of the water attributable to the decrees for irrigation purposes, said canal being known as Greeley No. 3 Ditch; and

WHEREAS, the appropriation and decree therefor is dated April 1, 1870, being an early ditch diverting water for beneficial use from the Cache la Poudre River west of Greeley, Colorado; and

WHEREAS, First Party is a Historical Preservation Commission which operates within the city limits of the City of Greeley, which Commission has, through study determined, due to its historical diversions dated back to June 10, 1870, that said Greeley No. 3 Ditch should be accorded recognition on the Greeley Historic Register; and

WHEREAS, Second Party desires to cooperate with First Party in recognizing historical factors surrounding the Greeley No. 3 Ditch, but must retain all flexibility and sovereignty to operate its ditch, particularly in times of flood, high water, and natural disasters; and

WHEREAS, First Party is willing to recognize and publicize the contributions to the culture and economic status which the Greeley No. 3 Ditch contributes to the betterment of Greeley.

NOW THEREFORE, Second Party consents to the historical designation of the Greeley No. 3 Ditch and recognition signage along the course of its ditch showing the historical significance of Greeley No. 3 Ditch through signage placed on bridges or along the banks of the ditch, being careful the signage does not constitute a closing nor obstruction of the ditch, nor any part thereof. Second Party particularly consents to placement of signage on bridge abutments and in places along the ditch which do not interfere with operation or maintenance of the ditch.

The Second Party shall permit First Party and its employees access to the early minute books and other historical formative correspondence, books and records for the purpose of compiling a history and characterizing the social, cultural, and economic contributions of the Greeley No. 3 Ditch to Greeley and the immediate surrounding area.

It is understood First Party shall not impose any governmental nor bureaucratic procedures, requirements, nor restrictions on the operation, maintenance, and development of the Greeley No. 3 Ditch.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 24th
day of April, 1997.

FIRST PARTY:

**GREELEY HISTORIC
PRESERVATION COMMISSION**

By: 
Chairman

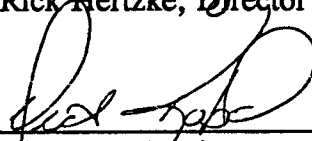
SECOND PARTY:

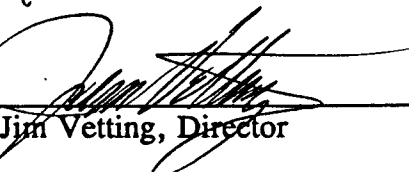
THE GREELEY IRRIGATION COMPANY

By: 
John C. Leone, President

By: 
Harold Wiggett, Vice President

By: 
Rick Hertzke, Director

By: 
Dick Kobel, Director

By: 
Jim Vetting, Director



MEMORANDUM

Date: January 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Discussion regarding Historic Districts
Item #: D.2.

Background / Discussion:

In past meetings, the Commission had discussed an idea brought forth in the Preservation Plan, regarding the designation of Historic Districts. At that time, an understanding of that process was not fully grasped, so the Commission elected to table it until a bit more research could be done to better contemplate if that type of designation would suit Windsor. Based on notes from previous meetings, Staff has simply included this discussion item for the January Meeting to determine if the Commission wishes to further investigate, or continue to table it in lieu of other priorities from the Preservation Plan.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: January 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review Future Meetings Calendar
Item #: D.3.

Background / Discussion:

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

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. HPC Future Meetings Calendar - January 2025



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
January 8, 2025 5:45 pm	Windsor Lake (Kern Reservoir) Discussion Discussion of Historic Districts
February 12, 2025 5:45 pm	
March 12, 2025 5:45 pm	
April 9, 2025 5:45 pm	
May 14, 2025 5:45 pm	
June 11, 2025 5:45 P.M.	
July 9, 2025 5:45 P.M.	

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 – need to touch base with Caitlin H.
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 January 8, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday February 12, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday March 12, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday April 9, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday May 14, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday June 11, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday July 9, 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.