



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

March 12, 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 January 8, 2025 Regular Meeting Minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review DRAFT Toolkit Document in its Illustrative Form
2. Saving Places Conference Debriefing
3. Discuss Outreach for Historic Preservation Month (May)
4. Review of 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: March 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the January 8, 2025 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached January 8, 2025 Regular Meeting Minutes, for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the January 8, 2025 Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 01.08.2025 HPC Regular Meeting Minutes - DRAFT



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

CHAIRPERSON MELANIE STARCK CALLED THE MEETING TO ORDER AT 5:45 PM.

1. Roll Call

Present: Malanie Starck, Chairperson
ToniRae Andres, Vice Chairperson (via Microsoft Teams)
Kris Jabs
Ruth Brunner
Dave Herzer
Jean Zuckweiler, Alternate

Absent:

Also Present: Brian Jones, Town Board Liaison
John Thornhill, Director of Community Development
Leif Lesoing, Water Resource Manager
Kim Lambrecht, Senior Planner
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 took a moment to review the January 08, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda. No modifications to the Agenda were requested.

Historic Preservation Commissioner Jabs moved to Approve the Review and Approval of the January 08, 2025 Historic Preservation Commission Regular Meeting Agenda, Historic Preservation Commissioner Brunner seconded the motion. Roll call on the vote resulted as follows; Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Ruth Brunner; Nays - None; Motion Passed.

Please note that Commission member D. Herzer had to briefly excuse himself for a few moments in the beginning of the meeting, and was not present for this vote.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Review and approval of the November 13, 2024 Regular Meeting Minutes

Commission members took a moment to review the draft November 13, 2024 Historic Preservation Commission Regular Meeting Minutes. No modifications to the draft Minutes were requested.

Historic Preservation Commissioner Brunner moved to Approve the Review and Approval of the November 13, 2024 Historic Preservation Commission Regular Meeting Minutes, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Ruth Brunner; Nays - None; Motion Passed.

Please note that Commission member D. Herzer had to briefly excuse himself for a few moments in the beginning of the meeting, and was not present for this vote.

C. BOARD ACTION

1. No applicable Board Action items.

D. DISCUSSION ITEMS

1. Windsor Lake Designation - Discussion with Water Resources

Town staff John Thornhill, Director of Community Development (who also serves as the Kern Reservoir and Ditch Company Superintendent), and Leif Lesoing, Water Resource Manager, joined the Commission to have a discussion regarding the operations of Kern Reservoir (Windsor Lake). Water Resource Manager L. Lesoing shared a presentation regarding a brief overview of water rights in Colorado and Town of Windsor water resource operations.

Commission member J. Zuckweiler also shared some of the research she has completed on Kern Reservoir's (Windsor Lake) history throughout her time on the HPC. Commission members and Town staff also discussed potential routes for historic designation of Kern Reservoir (Windsor Lake), and factors that would need to be considered if a historic designation was put in place, such as adherence to decree administration requirements.

2. Discussion regarding Historic Districts

Chairperson Starck, Commission members, and staff revisited the topic of Historic Districts. Discussion included potential opportunities to apply for a grant, or grants, through History Colorado. Budgeting to hire a consultant to assist with the processes involved with Historic District designations, and grant application(s) were also discussed. Staff liaison K. Lambrecht to reach out to additional Town staff regarding their knowledge of the grant application process(es).

3. Review Future Meetings Calendar

The February Historic Preservation Commission Regular Meeting has been cancelled, due to

Commission members and Town staff attending the 2025 Saving Places Conference in February.

Preparations for Historic Preservation Month (May) were also briefly discussed. Discussion regarding preparations for an open house event, similar to that held in May, 2024, to be added to the March 2025 HPC Regular Meeting Agenda. Commission members also noted the potential to invite the property owners for two recently designated buildings in Windsor, 411 Main Street and 513 Main Street, to this event in May.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Chairperson M. Starck shared a brief reminder to all regarding the importance of checking carbon monoxide detectors. Commission member T. Andres shared brief updates regarding the Ad Hoc Charter Committee, which she is a member of, and encouraged anyone interested in the proposed Charter amendments to reach out to herself, and/or the Ad Hoc Committee. Commission member T. Andres and Town Board liaison B. Jones also shared that there will be several open house events regarding the proposed Charter amendments in the near future. Commissioner T. Andres to email a list of these events to the HPC. Proposed Charter amendments will be on the ballot for the election February 18, 2025.

2. Communications from Town Board Liaison

Town Board liaison B. Jones shared that Town Board held a holiday dinner in December, which was then followed by a short break in Regular Meetings. Regular Town Board Meetings to resume Monday, January 13, 2025.

3. Communications from Staff

Staff liaison K. Lambrecht shared brief reminders regarding the upcoming Saving Places Conference, including that \$1,000.00 in grant funds from History Colorado can be applied to any costs associated with attendance of the Conference. Each HPC member attending will need to take notes on three sessions attended, to submit to History Colorado in accordance with grant requirements.

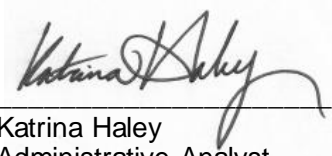
Finalized certificates coinciding with the four plaques presented in 2024 have been received from the Town's Communications department, and will be turned over to Laura Browarny, Recreation Supervisor, to be added to each facility in the near future. The 2025 Budget allots funds for an additional four plaques in 2025, two of which will be allocated to 411 Main Street and 513 Main Street. Further discussion to come regarding additional two designations/plaques in 2025.

Commission members D. Herzer and T. Andres will be submitting applications to reapply for the HPC in the near future. An additional Alternate Commission Member position is also vacant, and is posted on the Town's website.

F. ADJOURN

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

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 07:10 PM.



Katrina Haley
Administrative Analyst

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MEMORANDUM

Date: March 12, 2025
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: March 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review DRAFT Toolkit Document in its Illustrative Form
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 local designation of a historic property. On September 11, 2024, the Commission continued that discussion by reviewing the content for several different categories and topics, developed by several Commissioners. Staff compiled those comments into one comprehensive document, then worked with the Commission to refine the content. That content has been provided to the Communications Division for formatting into a user-friendly handout - please see attached.

The Commission should review the DRAFT document, and be prepared to provide any final comments and/or corrections to the handout, in an effort for the Communications team to finalize the document and prepare it for release to the public.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 2025_01 - Booklet - Historic Preservation Toolkit



HISTORIC PRESERVATION TOOLKIT

Historical Designation – formal recognition of a property or landscape that is generally over 50-years old, for historical, architectural, and/or geographical significance to provide for protection and cultural preservation of the resource.

Historic Preservation IS:

- A celebration of historical significance
- An honoring of distinctive construction/architecture and/or landscapes
- A method to retain character of an area's architecture and culture
- A tool to increase public awareness and education of local history
- A tangible connection to the stories of our past

Historic Preservation IS NOT:

- A limit to growth
- A mandate to memorialize property
- A mandate to improve the property
- Intended to be a restriction on property owner rights

Benefits of Local Historic Designation

Community:

- Formal recognition of a property's importance to the history of Windsor.
- A sense of place – community history and local pride.
- A living piece of history to see and promote education and the character of the community.

Environmental:

- Reuse of existing buildings – an existing building is the greenest building, which promotes sustainability.
- May preserve landscapes and open spaces – which promotes healthy living.
- Supports the livability of our spaces and places.

Economic:

- Eligible to apply for grants and potential tax credits through State and Federal Resources.



Windsor Historical Landmark Designation Application Process

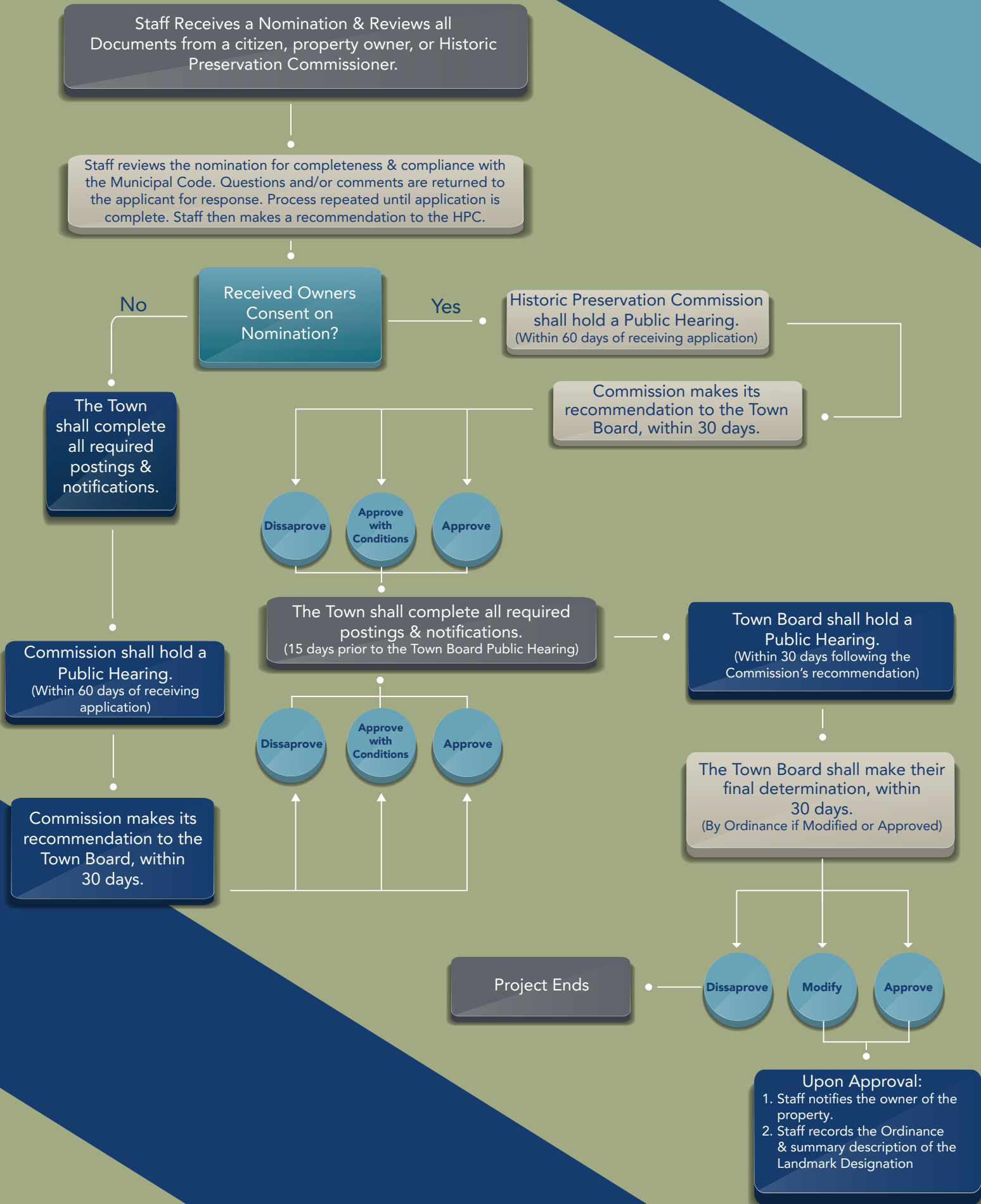
1. Review Historic Preservation Ordinance in the Municipal Code: Chapter 15, Article XVI - Historic Preservation
2. Research the history of the property being designated. Suggestions for resources include:
 - Books on local history, Windsor Art & Heritage Center Archives, Windsor Historic Preservation Commission, Windsor/Severance Historical Society, Local newspaper archives, History Colorado Homepage.
3. You can complete an application for your own property, or you may nominate a property for someone else. (you will need to indicate whether you have obtained owner approval if not your property)
4. Complete the Historical Landmark Designation Application: There is a how-to guide to completing the application here: windsorgov.com/LandmarkDesignationGuide You will also need the following general information:
 - Property details [address, legal description, use (current and historical)]
 - Property owner details (past & present)
 - Other historic designations the property may have received
 - Historical property details (original owner, architect, year built/remodeled)
 - Historical narrative based on available factual information
 - Statement of Significance (architectural, social/cultural, etc.)
 - Architectural description
 - Current & Historical photographs (if available)
 - Bibliography of sources used to complete application.
5. Submit application to planning@windsorgov.com



- 1 Pre-application process – The Planning Department may meet with the owner/applicant to review the proposed property, answer questions, and discuss the effect of designation.
- 2 Submit the Application to the Planning Department.
- 3 Planning Department Staff reviews the application and provides comments.
- 4 Applicant addresses comments.
- 5 Staff forwards the application to the HPC for review (at a public hearing) and recommendation to the Town Board, to approve, conditionally approve or deny the application – within 60-days of receiving a complete application.
- 6 Town Board holds a Public Hearing on the proposed designation – within 30-days of receiving a recommendation from the HPC.
- 7 Town Board approves, conditionally approves or denies the application by Ordinance (two readings).
- 8 Staff notifies the owner/applicant, and records the Ordinance.

***NOTE: if you have a property that does not appear to fit into these categories and criteria, please contact the Planning Department to discuss.**

Local Landmark Designation Process Chart





MEMORANDUM

Date: March 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Saving Places Conference Debriefing
Item #: D.2.

Background / Discussion:

Those Commissioners who attended the Saving Places Conference should plan to give a brief summary of the highlights and key takeaways they gathered from the Conference. (Note, this discussion is one of the requirements for receiving scholarship funding to attend the Conference.)

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: March 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Discuss Outreach for Historic Preservation Month (May)
Item #: D.3.

Background / Discussion:

National Historic Preservation Month occurs in May. Based on previous celebrations which have included education and outreach through Open Houses, the Commission should plan to determine what format of outreach they would like to engage in this year. Items to be discussed/determined include (but may not be limited to):

- Theme
- Date
- Location
- Time
- Speaker(s)
- Partners

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: March 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review of Future Meetings Calendar
Item #: D.4.

Background / Discussion:

Please review the attached Future Meetings Calendar.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Calendar - March 2025



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
February 12, 2025 5:45 pm	Meeting Cancelled due to Saving Places Conference
March 12, 2025 5:45 pm	Historic Preservation Month (May) planning, Review Draft Toolkit, Saving Places Discussion
April 9, 2025 5:45 pm	Assign Future Topics to Meeting dates
May 14, 2025 5:45 pm	Historic Preservation Month
June 11, 2025 5:45 P.M.	Discuss any future projects that might warrant a grant
July 9, 2025 5:45 P.M.	

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 – 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 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
<u>Wednesday August 13, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday September 10, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday October 8, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday November 12, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday December 10, 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.