



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

April 9, 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 March 12, 2025 Regular Meeting Minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review final DRAFT of the Toolkit Document
2. Saving Places Conference Debriefing
3. Discuss Outreach for Historic Preservation Month (May)
4. Review of the 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: April 9, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review and approval of the March 12, 2025 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached March 12, 2025 Regular Meeting Minutes, for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the March 12, 2025 Regular Meeting Minutes

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 3.12.2025 - HPC Regular Meeting Minutes - DRAFT



Historic Preservation Commission Regular Meeting

March 12, 2025 - 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 5:50 PM

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Dave Herzer (via Teams)

Absent: Kris Jabs, Secretary
Ruth Brunner
Jean Zuckweiler, Alternate

Also Present: Brian Jones, Town Board Liaison
Nancy Frase, Planning Commissioner
Kim Lambrecht, Long Range Planner, Staff Liaison

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 March 12, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda. Due to low meeting attendance, Chairperson Starck recommended that Discussion Item D2 be moved to the April 9, 2025 HPC Regular Meeting; and Discussion Item D3 be deferred to an upcoming HPC Worksession.

Historic Preservation Vice Chairperson Andres moved to Approve the Review and Approval of the March 12, 2025 Historic Preservation Commission Regular Meeting Agenda, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Dave Herzer; Nays - None; Motion Passed.

3. Public Invited to be Heard

Planning Commissioner Nancy Frase was in attendance to observe.

B. CONSENT CALENDAR

1. Review and approval of the January 8, 2025 Regular Meeting Minutes

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

Commission members took a moment to review the draft January 8, 2025 Historic Preservation Commission Regular Meeting Minutes. No modifications to the draft Minutes were requested.

Historic Preservation Vice Chairperson Andres moved to Approve the Review and Approval of the January 8, 2025 Historic Preservation Commission Regular Meeting Minutes, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Dave Herzer; Nays - None; Motion Passed.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review DRAFT Toolkit Document in its Illustrative Form

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.

Ms. Lambrecht presented a DRAFT illustrated version of the Toolkit that was developed by the Town's Communications Division. Commission members took a moment to review the document as presented. Several minor comments were discussed that focused on correcting inconsistencies in terminology and phrasing; adding more detail and/or steps to the workflow; and eliminating redundancies between the Application Process steps and the Workflow. The Commission would like to see the Toolkit rolled out at the May Historic Preservation Month Celebration.

Ms. Lambrecht will continue to work with the Communications team to make corrections, and will provide an updated DRAFT at the next meeting.

2. Saving Places Conference Debriefing

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.)

This item will be deferred to the April 9, 2025 Historic Preservation Commission Regular Meeting.

3. Discuss Outreach for Historic Preservation Month (May)

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

This item will be deferred to a future Historic Preservation Commission Work Session.

4. Review of Future Meetings Calendar

Please review the attached Future Meetings Calendar.

Due to low meeting attendance, and shifting assigned Discussion Items from this meeting to the April meeting, the topic previously assigned to the April meeting will be shifted to a future meeting.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Vice Chairperson T. Andres expressed thanks to the Town Board for providing funding to the Historic Preservation Commission, giving them the opportunity to attend the Saving Places Conference.

2. Communications from Town Board Liaison

Town Board Liaison B. Jones shared that the Town is under contract to purchase 300 acres to be used for Open Space. The property is anticipated to close on March 31, 2025; the results of the February election were such that all proposed Town of Windsor Charter Amendments passed and the initiative to legalize marijuana in the Town did not pass; the Charter Commission is planning to begin efforts again to address additional Charter items that will be placed on the April 2026 ballot; and that the next Coffee with the Mayor would be held on March 14, at 10:00 am, at the Community Recreation Center.

3. Communications from Staff

Ms. Lambrecht gave an update on the status of several Plans that the Planning Division is currently working on, including the Parking Management Plan, the Downtown Master Plan Implementation project, and a Housing Needs Assessment Plan.

Additionally, she revisited information that had previously been emailed to the Historic Preservation Commission, regarding upcoming educational opportunities provided by History Colorado, including the upcoming North Central CLG Regional Forum to be held via Zoom on April 18, 2025.

Ms. Lambrecht also mentioned that Commissioner Herzer has been developing several ideas for the Commission to consider. These items will be reviewed and discussed at a later meeting.

F. ADJOURN

HISTORIC PRESERVATION COMMISSION VICE CHAIRPERSON ANDRES MOVED TO ADJOURN, HISTORIC PRESERVATION COMMISSIONER HERZER SECONDED THE MOTION.

ROLL CALL ON THE VOTE RESULTED AS FOLLOWS: YEAS - MELANIE STARCK, TONIRAE ANDRES, DAVE HERZER; NAYS - NONE: MOTION PASSED.

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 6:55 PM.



Kimberly Lambrecht
Long Range Planner



MEMORANDUM

Date: April 9, 2025
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: April 9, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review final DRAFT of the Toolkit Document
Item #: D.1.

Background / Discussion:

The final DRAFT of the Toolkit, with the Staff and Commissioner comments noted, is currently in the Communications Department's workflow for finalization. Once the corrections are completed, Staff will forward them to the HPC for review. If the final DRAFT is able to be provided prior to the 4/9/2025 meeting, please review for any final comments or technical corrections that may be necessary. Otherwise the Commission may need to be prepared to review the draft at the meeting.

Once the Toolkit is in order, Staff will get the document in the queue for production so that it is ready to be rolled out at the Open House!

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 9, 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 each 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. The paperwork for reimbursement has been submitted to History Colorado.)

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 9, 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. At the March 27, 2025 Work Session, the Commissioners worked with Staff to outline a plan for public outreach to celebrate Historic Preservation Month. Some of the key items that have been addressed are:

- Theme: TBD
- Date: Friday, May 30, 2025
- Location: Historic Halfway Homestead (Park)
- Outdoor event - rain or shine
- Time: 5:00 pm - 7:00 pm
- Speaker(s): Melanie Starck, HPC Chairperson (welcome and introduction to the event, as well as presentation of the plaques to the recent designated properties) and Ms Laura Browarny, Museum Supervisor (presenting background on the designation and ongoing development of the Historic Halfway Homestead property).
- Presentation of Bronze Plaques to 411 Main Street and 513 Main Street
- Partners: TBD
- Activities: Walking Tour of the Site
- Light refreshments and snacks will be served.

At the April 9, 2025 Regular Meeting, Ms. Madison (Maddy) Strasheim with the Town's Communication Department, will attend the meeting to outline ideas and options for advertising leading up to the event, as well as assistance with materials needed for the day of the event.

Notes: The bronze plaques have been ordered. Franklin Bronze has indicated that they are able to meet the May 30 deadline. The certificates that typically accompany the plaques are also being drafted, and will be ready for the Open House, as well....

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 9, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Senior Planner
Re: Review of the 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 - April 2025



**HISTORIC PRESERVATION COMMISSION
FUTURE MEETINGS DISCUSSION ITEMS**

DATE	TOPIC
April 9, 2025 5:45 pm	Saving Place Debrief, Historic Preservation Month Planning, Review Toolkit final draft
May 14, 2025 5:45 pm	Historic Preservation Month Open House final details
June 11, 2025 5:45 P.M.	Discuss any future projects that might warrant a grant Assign Future Topics to tentative meeting dates
July 9, 2025 5:45 P.M.	
August 13, 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
- Commissioner ideas

Upcoming Meeting Dates*

<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.