



## HISTORIC PRESERVATION COMMISSION REGULAR MEETING

May 14, 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 April 9, 2025 Regular Meeting Minutes

#### C. BOARD ACTION

#### D. DISCUSSION ITEMS

1. Final Planning for the Historic Preservation Month Open House Celebration
2. 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:** May 14, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review and approval of the April 9, 2025 Regular Meeting Minutes  
**Item #:** B.1.

**Background / Discussion:**

Please see the attached April 9, 2025 Regular Meeting Minutes, for review and approval.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

Approval of the April 9, 2025 Regular Meeting Minutes.

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**

1. 4.9.2025 - HPC Regular Meeting Minutes - DRAFT



## Historic Preservation Commission Regular Meeting

April 9, 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 5:46 PM.

##### 1. Roll Call

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

Absent: Ruth Brunner

Also Present: Brian Jones, Town Board Liaison  
Kim Lambrecht, Long Range Planner, HPC Staff Liaison  
Nancy Frase, Planning Commissioner  
Adelina Villarreal Ybarra, 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 April 09, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda. Staff recommended that Discussion Item D3 (Discuss Outreach for Historic Preservation Month) be moved to the front of the Discussion Items agenda.

**Historic Preservation Commissioner Starck moved to Approve the Review and Approval of the April 09, 2025 Historic Preservation Commission Agenda, Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck, David Herzer; Nays - None; Motion Passed.**

##### 3. Public Invited to be Heard

Ms. Nancy Frase, Planning Commissioner, joined the meeting to observe.

#### B. CONSENT CALENDAR

##### 1. Review and approval of the March 12, 2025 Regular Meeting Minutes

Please see the attached March 12, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft March 12, 2025 Historic Preservation Commission Regular Meeting Minutes. No modifications to the draft Minutes were requested.

**Historic Preservation Commissioner D. Herzer moved to Approve the Review and Approval of March 12, 2025 Historic Preservation Commission Regular Meeting Minutes, Historic Preservation Commissioner Vice Chair T. Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck, David Herzer; Nays - None; Motion Passed.**

## C. BOARD ACTION

### 1. None

No applicable Agenda items.

## D. DISCUSSION ITEMS

### 1. Review final DRAFT of the Toolkit Document

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! Commissioner members took a moment to review the content of the latest printed draft of the Historical Preservation 'Toolkit'. Ms. Lambrecht noted the Commissioners comments, which will be forwarded the Communications team.

### 2. Saving Places Conference Debriefing

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.) Commissioners who attended gave a brief summary of the highlights and key takeaways they gathered from the Saving Places Conference. Ms. Andres noted that she enjoyed the conference, that it gave her a sense of renewed energy, and it brought forth ideas for outreach and collaboration. Mr. Herzer noted that it was great to see what the whole state is doing, enjoyed the groundwork being laid for the 150 and 250 years celebrations for the State and Nation 2026 birthdays, and appreciated seeing and hearing from History Colorado personnel. Ms. Jabs noted the shift towards understanding that preservation and growth can co-exist. Ms. Starck noted discussions regarding the psychology and emotions that historic structures can evoke, the discovery of personal connections, appreciating what the Town achieves with limited resources and took special note of the importance of challenging the dominant narrative.

### 3. Discuss Outreach for Historic Preservation Month (May)

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.... Ms Strasheim (Communications Coordinator) discussed the historic preservation month outline, and the various methods planned to advertise the event to the public. Members deliberated and asked questions about the examples provided. Ms. Strasheim will continue to develop the materials and will coordinate with Planning Staff to produce final content and documents. Other types of outreach materials were discussed, and will be contemplated for future events (the Commissioners were enthusiastic about the style of graphics proposed for the event materials, and felt the graphics would be great to use for coloring books that may also engage younger people).

#### 4. Review of the Future Meetings Calendar

Please review the attached Future Meetings Calendar. Commissioners discussed beginning to define a timeline for discussion of future topics that have been previously noted, and initiated movement towards consideration of future projects that may warrant a grant.

### E. COMMUNICATIONS

#### 1. Communications from the Historic Preservation Commission

Ms Andres shared information regarding the April 26 Clearview Reads event the Clearview Library is hosting, and encouraged members to attend the event.

#### 2. Communications from Town Board Liaison

Town Board Liaison B. Jones shared that the Town closed on the real estate transaction to acquire the 300 acres of open-space property previously discussed. He also noted that the Town Board approved a second incentive package for the new King Soopers. He stated they are in the process of site planning for the King Soopers store as well as additional pad sites to be added to the east side of the Town of Windsor. Mr. Jones also noted several upcoming events: Coffee with the Mayor, Arbor Day Tree Sale, elementary school visits and Advisory Board Appreciation Night.

3. Communications from Staff

Ms Lambrecht noted that the bronze plaques and accompanying certificates for the recently designated properties were in production, and anticipated to be completed in time for the Open House. Additionally, the Toolkit is also anticipated to be completed in time to roll it out at the event.

F. ADJOURN

**HISTORIC PRESERVATION COMMISSIONER STARCK MOVED TO ADJOURN, HISTORIC PRESERVATION COMMISSIONER ANDRES SECONDED THE MOTION. ROLL CALL ON THE VOTE RESULTED AS FOLLOWS; YEAS - TONIRAE ANDRES, KRIS JABS, RUTH BRUNNER, MELANIE STARCK, DAVID HERZER; NAYS - NONE; MOTION PASSED.**

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 7:17PM



---

Kimberly Lambrecht  
Long Range Planner,  
HPC Staff Liaison



## MEMORANDUM

**Date:** May 14, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Final Planning for the Historic Preservation Month Open House Celebration  
**Item #:** D.1.

**Background / Discussion:**

Staff will update the Commission on the status of the materials being developed for the event - social media, TV slide, bill insert, press release, flyer/postcard, proclamation, plaques/certificates, etc. The Commission may want to discuss any specific tasks that need to be contemplated and/or assigned, including Chairperson Starck's opening comments.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

N/A

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** May 14, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review of the Future Meetings Calendar  
**Item #:** D.2.

**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 - May 2025



## HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
May 14, 2025 5:45 pm	Historic Preservation Month Open House final details Brainstorm Outreach Ideas
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.	
September 10, 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.