



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

June 11, 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 May 14, 2025 Regular Meeting Minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Historic Preservation Month Open House Debrief / Lessons Learned
2. Outreach / Engagement Opportunities this summer
3. Review Future Meeting 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: June 11, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the May 14, 2025 Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached May 14, 2025 Regular Meeting Minutes, for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the May 14, 2025 Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 05.14.2025 - HPC Regular Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

May 14, 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 5:49PM.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Kris Jabs, Secretary
Dave Herzer (via Teams)
Jean Zuckerwiler, Alternate

Absent: Ruth Brunner

Also Present: Shane Hale, Town Manager
Brian Jones, Town Board Liason
Kim Lambrecht, Long Range Planner, HPC Staff Liason
Adelina Villarreal Ybarra, Administrative Analyst
Laura Browarny, Art & Heritage Recreation Supervisor

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 May 14, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda.

Historic Preservation Commissioner Starck moved to Review and Approval of the May 14, 2025 Historic Preservation Commission Agenda, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres; Nays - None; Motion Passed.

3. Public Invited to be Heard

None.

B. CONSENT CALENDAR

1. Review and approval of the April 9, 2025 Regular Meeting Minutes

Please see the attached April 9, 2025 Regular Meeting Minutes, for review and approval. Please see attached April 09, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft April 09, 2025 Historic Preservation Commission Regular Meeting minutes. No modifications to the draft minutes were requested.

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

C. BOARD ACTION

NONE.

D. DISCUSSION ITEMS

1. Final Planning for the Historic Preservation Month Open House Celebration

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. Commission members took a moment to discuss and finalize the materials needed and parking predictions at the Open House Event for Historic Preservation Month at the Dicky Farmhouse. Coordinations with Grandview and School District were requested from Shane Hale, Town Manager. Laura, Art & Heritage Recreation Supervisor agreed to finalize coordination in providing chairs and tables from our Windsor Community Recreation Center Facilities Team. Laura also provided visual aids of the display items for upcoming Open House event on May 30th, 2025. Commissioners agreed upon timeframe to begin set-up for event at 3:00pm.

2. Review of the Future Meetings Calendar

Please review the attached Future Meetings Calendar. Chairperson Andres proposed setting up a mixer with the Windsor Severance Historical Society, in an effort to discuss potential collaborations. Commission members discussed several strategies to accomplish long-term goals and short-term goals. Staff recommended that our June Meeting will review and finalize Future Meetings Calendar.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Andres spoke on 152-250 Anniversary event and reached out to Historical Society members about the event, and potential coordination with museum staff. Ms. Browarny expressed details about the event are to inform residents of the exhibitions illustrated at the event. Chairperson Starck and Ms. Andres proposed to discuss collaboration with Historical Society for our 152-250 Anniversary event at next meeting on June 11, 2025. Ms. Jabs spoke about an experience she and Chairperson Starck took while visiting *Walk Historic Loveland* and provided visual aids for ideas to show the Town's Communication Department on our upcoming future events.

2. Communications from Town Board Liaison

Town Board Liaison B. Jones shared an update on the Town of Windsor's Tree Sale - expressed enjoyment of that experience and encouraged members to participate in our next Annual Tree Sale. Mr. Jones also noted that the Historic Preservation Commission had great representation for the Town Board's Proclamation of Historic Preservation Month. Additionally Mr. Jones noted that the Charter Committee held their last meeting.

3. Communications from Staff

Ms. Browarny noted and encouraged members to visit and explore the new art installations at Kyger Reservoir and Eastman Park Phase 2. Ms. Lambrecht reminded commission members of the upcoming schedule for our networking events this summer; we have the following dates lined up for the Summer Concert Series on July 17, 2025, and the Farmer's Market on July 19, 2025.

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 - TONIRARE ANDRES, MELANIE STARCK, DAVID HERZER; NAYS - NONE; MOTION PASSED.

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 7:14PM

Kim Lambrecht

Kimberly Lambrecht, Long Range Planner, HPC Staff Liaison

DRAFT PRINT



MEMORANDUM

Date: June 11, 2025
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 11, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Historic Preservation Month Open House Debrief / Lessons Learned
Item #: D.1.

Background / Discussion:

In order to plan for future public engagement events, the Commission should plan for a brief discussion regarding the May 30 Open House at the Historic Halfway Homestead. Additionally, the Commission may want to contemplate setting a tentative date, location, theme, etc. for next year's event so as to start the planning process a bit earlier.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: June 11, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Outreach / Engagement Opportunities this summer
Item #: D.2.

Background / Discussion:

Staff has tentatively scheduled outreach opportunities at the **Thursday July 17, 2025 Summer Concert (6:30pm-8:30pm)** and the **Saturday July 19, 2025 Farmer's Market (8:00am-12:30pm)**. Staff will coordinate getting a table with information to share, and will ask the Commission to divide up times to be available for engagement at those events. If these dates do not work, we can explore other options.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: June 11, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review Future Meeting Calendar
Item #: D.3.

Background / Discussion:

Please review the attached Future Meetings Calendar. There are several items listed under the June 11 date that have been previously noted by the Commission as topics for possible action. Additionally, refer to the list of Future Topics to include any of those items in the discussion of upcoming priorities. The goal will be to determine the next 'project(s)' that the Commission would like to undertake.

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 - June 2025



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
June 11, 2025 5:45 P.M.	Discuss any future projects that might warrant a grant Review HPMS Short and Long Term Goals Brainstorm Outreach Ideas Mixer with WSHS 150/250 Celebration 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.	
October 8, 2025 5:45 P.M.	
November 12, 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 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.