



## HISTORIC PRESERVATION COMMISSION REGULAR MEETING

August 13, 2025 - 5:45 PM

Poudre Room, 200 N. 11<sup>th</sup> 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 July 9, 2025 Regular Meeting Minutes

#### C. BOARD ACTION

1. Public Hearing Cancellation - Owner/Applicant Withdrawal of Designation of a Historic Landmark Application - Request to designate 512 Main Street as a Local Historic Landmark - Ryan and Lisa White (Owner/Applicant); Laura Browarny (Culture Supervisor) and Chloe Deffenbaugh (Museum Intern), Applicant's Representative

#### D. DISCUSSION ITEMS

1. Presentation of research done for the 512 Main Street building.
2. Discuss Options for a 'Meet and Greet' event with the Windsor Severance Historical Society
3. Discuss Clearview Library 'Lunch and Learn' opportunity - Commissioner ToniRae Andres
4. Review Future Meetings Calendar

#### E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board Liaison
3. Communications from Staff
  - a. Open House at the Eaton House - HPC Table for Outreach
  - b. Outreach at Harvest Festival

#### 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:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review and approval of the July 9, 2025 Regular Meeting Minutes  
**Item #:** B.1.

**Background / Discussion:**

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

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

Approval of the July 9, 2025 Regular Meeting Minutes

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**

1. 7.9.2025 HPC Regular Meeting Minutes\_DRAFT1



## Historic Preservation Commission Regular Meeting

July 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 5:47 PM.

##### 1. Roll Call

Present: Melanie Starck, Chairperson  
ToniRae Andres, Vice Chairperson  
Jean Zuckweiler, Alternate  
Katie Molnar, Alternate  
Dave Herzer  
Ruth Brunner

Absent: Kris Jabs, Secretary

Also Present: Jason Hallet, Town Board Liaison  
Kim Lambrecht, Long Range Planner, HPC Staff Liaison  
Adelina Villarreal Ybarra, Administrative Analyst

Ms. Lambrecht took a moment to introduce Jason Hallett as the HPC's new Town Board Liaison, and then read a note from Town Board Member Brian Jones, the previous Town Board 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 July 09, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda.

**Agenda accepted as is.**

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

None.

#### B. CONSENT CALENDAR

##### 1. Review and approval of the June 11, 2025 Regular Meeting Minutes

Please see the attached June 11, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft June 11, 2025 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 June 11, 2025 Historic Preservation Commission Regular Meeting Minutes. Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows: Yeas - ToniRae Andres, Ruth Brunner, Dave Herzer, Melanie Starck, Jean Zuckweiler; Nays - None. Motion Passed.**

#### C. BOARD ACTION

NONE.

#### D. DISCUSSION ITEMS

1. Review and discussion of short and long-term goals from the Historic Preservation Master Plan

The Historic Preservation Master Plan includes an extensive list and implementation schedule for action items to be contemplated by the Commission. The successful completion of the *Historic Preservation Toolkit* was the first of many opportunities to achieve the objectives and goals of the Preservation Plan. Attached find the Action Plan (Section 6) of the Preservation Plan for use in reviewing the list of potential actions, with the goal of discussing the short and long-term goals of the plan in order to determine possible next actions by the Commission. After reviewing the Action Item Matrix, and discussing various accomplishments over the last year, the Commission prioritized several items for consideration in the coming months:

1. Designation of Kern Reservoir (Windsor Lake) as a local historic landmark: Ms. Zuckweiler continues to do research on the history of the reservoir, but information for completion of an application is likely in fairly good order.
2. Engage and educate Town Staff, Town Board, and other Boards and Commissions on the value of historic preservation so that they are better able to understand how future development may impact historic structures and places.
3. Update the Walking Tour: This may involve reviewing what has been done in the past and what is currently accessed via the website, and merging / eliminating data.
4. Continuing to find avenues for community outreach.
  - A high priority item is to find an opportunity for a 'Lunch and Learn' style presentation at the Clearview Library. (see item D.3)

Other items discussed:

1. Finding grant opportunities as a Certified Local Government (CLG) through History Colorado to bring in professionals to assist in the HPC's efforts
2. Coordinate with the Windsor Downtown Alliance (WDA) on the Main Street Community designation.

2. Discussion regarding the proposed 150/250 Celebration planned for next year (2026).

Discussion regarding opportunities for the Commission to be a part of the 150/250 celebrations for the year of Colorado Statehood (1876) and the year of the signing of the Declaration of Independence (1776). Additionally, a local celebration of the 50th anniversary of the restoration and opening of the Train Depot as the Windsor Depot Centennial Museum (1976) may also be included in any plans/events that evolve. Initial discussions regarding these events stemmed from possible opportunities to collaborate with the Windsor Severance Historical Society (WSHS), and their celebration plans.

In advance of any event collaboration, the Commission may consider reaching out to the WSHS to participate in an informal 'meet and greet' mixer - either at an event specifically between the HPC and WSHS, or at an existing event (opportunity noted below).

SEVERANCE TOWN HALL  
COMMUNITY CENTER  
1-8 EXTENSION ROOMS  
11:00 11:30 12:00

WINDSOR-SEVERANCE HISTORICAL SOCIETY  
Celebrate With Us!  
FRIDAY, AUGUST 1<sup>ST</sup>, 4:30 - 6:30 PM  
VECINOS MEXICAN GRILL & CANTINA  
385 W 4<sup>TH</sup> AVE . SEVERANCE . (970) 688-4808

- . Hear local history & stories
- . Learn about our organization
- . Enjoy tasty appetizers
- . Cash bar
- . Ribbon Cutting for WSHS

WSHS is a 501(C)3 nonprofit.  
thewshs.org.

SEVERANCE INN  
MIXED DRINKS

WINDSOR-SEVERANCE HISTORICAL SOCIETY  
That the Future May Learn from the Past...

WINDSOR-SEVERANCE HISTORICAL SOCIETY  
50<sup>TH</sup> ANNIVERSARY  
1976-2026

SEVERANCE CHAMBER OF COMMERCE

Colorado Day  
August 1, 2025

The HPC is interested in the opportunity to collaborate with the Windsor Severance Historical Society (WSHS) to prepare for and celebrate the sesquicentennial in 2026. Staff and the Commission will look for an opportunity to meet with WSHS in an informal capacity, in advance of beginning any joint planning efforts.

### 3. Outreach Discussion

Staff has had a request to continue the outreach discussion brought up at last month's meeting, regarding the HPC sponsoring a program with and/or at the Library. If Commissioners have thoughts or ideas about this suggestion, please bring them to the meeting.

Additionally, another outreach opportunity has presented itself. The Art & Heritage Museum is hosting an **open-house**-style event that will be open to all ages at the Eaton House (130 N. 5th Street) on **Friday August 15th from 6pm - 8:30pm**. The event will focus on water-related activities (due to the Eaton House being available for ditch riders and having ties to Colorado water history), and will have booths from partners, food trucks and water-related activities. The HPC has been asked whether or not they would be interested in participating by setting up a booth for the event. The booth can simply be an information table, or, if you'd like, the Commission can focus on a water-related theme.

If the HPC is interested in participating, we will need volunteers to show up that evening to sit at the booth. Staff will coordinate with the Museums group, and will

prepare any material that the Commission would like to include. Staff will have a sign up sheet, if you are interested in participating.

The Commission continued discussion on an opportunity presented by Ms. Andres to do a 'Lunch and Learn' style presentation at Clearview Library. The Commission continues to express interest in the opportunity, so Ms. Andres will continue to pursue scheduling options with the Library (likely in September at the earliest). In the meantime, the Commission will need to prepare an agenda of things to present / discuss.

Additionally, Staff has coordinated with the Museums division to host a table at the Eaton House Open House on August 15. The Commission will check their schedules for availability to attend the event.

#### 4. Review Future Meetings Calendar

Please review the attached Future Meeting Calendar. Several items of interest have been brought up over the last several months as possible future topics of discussion or action. In conjunction with consideration of the Action Items outlined in agenda item D.3, the Commission might consider assigning tentative meeting dates for discussion of these items of interest. Items added to the Future Meetings Calendar:

- Revisit the discussion regarding the designation of Kern Reservoir
- Further prioritize and plan for the high priority goals
- Last minute coordination for the Eaton House Event
- Check in with Ms. Browarny about opportunities to 'mix' with the WSHS

### E. COMMUNICATIONS

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

None

#### 2. Communications from Town Board Liaison

Mr. Hallett noted that the Northern Colorado Water Alliance (of Northern Colorado communities) is banding together to keep northern water in northern Colorado and protect water resources. Also, the audit that the Town typically goes through each year has been finalized and looks good.

#### 3. Communications from Staff

Ms. Lambrecht noted:

- Toolkit has been posted to the Historic Preservation Website.
- A Webinar hosted by History Colorado regarding the availability of grants will be held on July 16. Link to be sent out.
- Community Development will be moving to the newly renovated (former) Police Department building during the last week in July, being open for business on August 4, 2025.
- Staff is working on the HPC's 2026 budget, which is proposed to include money for Commissioners to attend the Saving Places Conference, to be held in Denver, scheduled for February 11-13, 2026,

### F. ADJOURN

UPON A DULY MOTION MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 7:15 PM.

*Kim Lambrecht*

Kim Lambrecht, Long Range Planner, Staff Liaison

DRAFT



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Public Hearing Cancellation - Owner/Applicant Withdrawal of Designation of a Historic Landmark Application - Request to designate 512 Main Street as a Local Historic Landmark - Ryan and Lisa White (Owner/Applicant); Laura Browarny (Culture Supervisor) and Chloe Deffenbaugh (Museum Intern), Applicant's Representative  
**Item #:** C.1.

**Background / Discussion:**

On behalf of the Owner/Applicants, Ryan and Lisa White, Ms. Laura Browarny, Culture Supervisor, has withdrawn the application and request for Local Historic Landmark Designation of 512 Main Street. Therefore, Staff requests that the public hearing be canceled.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

Staff requests that the Historic Preservation Commission cancel the public hearing due to the application for Historic Landmark Designation being withdrawn by the Owner/Applicant.

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Presentation of research done for the 512 Main Street building.  
**Item #:** D.1.

**Background / Discussion:**

Ms. Chloe Deffenbaugh, Museums Intern, will present the information she compiled during her research of the 512 Main Street building.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

N/A

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Discuss Options for a 'Meet and Greet' event with the Windsor Severance Historical Society  
**Item #:** D.2.

**Background / Discussion:**

Ms. Laura Browarny, Culture Supervisor and Staff Liaison to the Windsor Severance Historical Society, has updates regarding HPC - WSHS collaboration on future events, and a potential mixer event.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

N/A

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Discuss Clearview Library 'Lunch and Learn' opportunity - Commissioner ToniRae Andres  
**Item #:** D.3.

**Background / Discussion:**

As has been previously discussed, Commissioner Andres has been in contact with Clearview Library, to develop a public education/engagement opportunity in the form of a 'Lunch and Learn' at the Library. Ms. Andres has more information to report from her discussions with the Library. The Commission should plan to determine what content will be presented, and what format the presentation will take.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

N/A

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review 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 - August 2025



**HISTORIC PRESERVATION COMMISSION  
FUTURE MEETINGS DISCUSSION ITEMS**

<b>DATE</b>	<b>TOPIC</b>
August 13, 2025 5:45 P.M.	Discuss Mixer options with WSHS Last minute thoughts for Eaton House event Lunch and Learn – Clearview Library
September 10, 2025 5:45 P.M.	Prioritize Main Goals previously discussed Lake Designation
October 8, 2025 5:45 P.M.	
November 12, 2025 5:45 P.M.	
December 10, 2025 5:45 P.M.	
January 14, 2026 5:45 P.M.	
February 11, 2026 5:45 P.M.	Meeting CANCELLED – Saving Places Conference (February 11-13, 2026)

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 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
<u>Wednesday January 14, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday February 11, 2026</u>	5:45 P.M.	Regular HPC Meeting (CANCELLED)
<u>Wednesday March 11, 2026</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.



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Open House at the Eaton House - HPC Table for Outreach  
**Item #:** E.3.a.

**Background / Discussion:**

Reminder that the Art & Heritage Museum is hosting an open house at the Eaton House (130 N. 5th Street) on Friday, August 15, 2025, from 6:00 pm - 8:30 pm. The HPC will host an outreach table at the event, and will plan to set up in a similar manner as was done for the Summer Concert Series and Farmer's Market - with plenty of marketing material, along with some swag and the scavenger hunt opportunity. Staff will set up the table at the event, and is looking for volunteers to be present to engage with the community.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

N/A

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** August 13, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Outreach at Harvest Festival  
**Item #:** E.3.b.

**Background / Discussion:**

For the Harvest Festival, the HPC has an opportunity to share a 'Town' table with the Planning Team working on the Housing Needs Assessment. The HPC would have space on **Monday, September 1 from 11 am to 5 pm**. Are there Commissioners interested in and available for outreach during that time? I would anticipate that our outreach materials would be similar to what we have displayed at previous events this year.

**Financial Impact:**

**Relationship to Strategic Plan:**

**Recommendation:**

**CC:**

**Attachments:**