



## HISTORIC PRESERVATION COMMISSION REGULAR MEETING

September 10, 2025 - 5:45 PM  
Art & Heritage Center, 116 5th 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 August 13, 2025 Regular Meeting Minutes

#### C. BOARD ACTION

1. None

#### D. DISCUSSION ITEMS

1. Review Future Meetings Calendar

#### E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board Liaison
3. Communications from Staff
  - a. Harvest Festival Outreach
  - b. CLG Annual Report
  - c. WSHS Meet and Greet

#### 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:** September 10, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review and approval of the August 13, 2025 Regular Meeting Minutes  
**Item #:** B.1.

**Background / Discussion:**

Please see the attached August 13, 2025 Regular Meeting Minutes, for review and approval.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

Approval of the August 13, 2025 Regular Meeting Minutes.

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**

1. 8.13.2025 HPC Regular Meeting Minutes\_DRAFT



## Historic Preservation Commission Regular Meeting

August 13, 2025 - 5:45 PM

Poudre Room, 200 N. 11<sup>th</sup> 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  
Katie Molnar, Alternate

Absent: Ruth Brunner

Also Present: Jason Hallett, Town Board Liaison  
Kim Lambrecht, Long Range Planner, HPC Staff Liaison  
Adelina Villarreal Ybarra, Administrative Analyst  
Laura Browarny, Culture Supervisor  
Chloe Deffenbaugh, Museum Intern

##### 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 August 13, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda. No changes were proposed.

**Historic Preservation Commissioner Andres moved to approve the Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration, Commissioner Jabs seconded. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Dave Herzer; Nays - None; Motion Passed.**

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

NONE

#### B. CONSENT CALENDAR

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

Please see the attached July 9, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft July 9, 2025 Historic Preservation Commission Regular Meeting Minutes. No modifications to the draft Minutes were requested. **Historic Preservation Commissioner Jabs moved to approve the Review and Approval of the July 9, 2025 Regular Meeting Minutes, Commissioner Andres seconded. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Dave Herzer; Nays - None; Motion Passed.**

#### 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

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.

Ms. Lambrecht noted that Ryan and Lisa White (property owners of 512 Main Street) decided to withdraw their Application for Local Historic Designation of the property. Ms. Browarny further clarified that Mr. and Mrs. White determined that they are still looking at development opportunities for the building, and did not wish to pursue designation at this time.

**Historic Preservation Commissioner Andres moved to cancel the public hearing for the Request to designate 512 Main Street as a Local Historic Landmark, Commissioner Herzer seconded. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Dave Herzer; Nays - None; Motion Passed.**

D. DISCUSSION ITEMS

1. Presentation of research done for the 512 Main Street building.

Ms. Chloe Deffenbaugh, Museums Intern, will present the information she compiled during her research of the 512 Main Street building. Chloe Deffenbaugh, Town of Windsor Museum Intern, introduced herself to all the Commission Members, talked about her background, expressed her interest in Historical Preservation and reviewed what she learned while researching the 512 Main Street property for completion of the Local Historic Landmark Designation application. Commission members discussed Ms. Deffenbaugh's presentation and the information provided, and expressed their gratitude and interest in the time she put into the project and research conducted to complete the application for Local Historic Landmark Designation on behalf of the property owners. Ms. Deffenbaugh also provided visual aids which outlined additional information learned during her research of the 512 Main Street property.

2. Discuss Options for a 'Meet and Greet' event with the Windsor Severance Historical Society

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. Ms. Laura Browarny, Staff Liaison to the Windsor Severance Historical Society (WSHS) reviewed her discussions with the WSHS regarding a 'mixer' with the HPC. The WSHS has proposed getting together at the HPC's September meeting. The HPC would like the meeting to be an informal 'mixer' event to catch up and chat while sharing the common ground of their respective appreciation of history, but also allow for initial discussions on collaboration opportunities to occur. Ms. Browarny noted that the WSHS is preparing to develop a 'magazine' style publication to celebrate upcoming 2026 50-150-250 year anniversaries (train depot, statehood and nation's birthday) where the HPC could assist with content. Ms. Starck proposed a work session to connect and discuss ideas in a more in-depth manner. In order to have a more informal setting, the HPC discussed moving the September meeting to the Arts and Heritage Center, in order to allow for mingling and serving food and beverages. All agreed this would work better, and Ms. Browarny confirmed that the space is available. Commissioners have volunteered to bring some snacks and beverages.

3. Discuss Clearview Library 'Lunch and Learn' opportunity - Commissioner ToniRae Andres

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. Ms. Andres discussed the Clearview Library "Lunch and Learn" opportunity, planned for October 29th - 12:00pm - 1:30pm. The program will begin with a talk/presentation, and then end with time for discussion or questions regarding the Commission and the work it does. Commission Members in attendance can introduce themselves and take the opportunity to talk about the properties that are designated as Local Historic Landmarks in the Town. Ms. Andres will work on content and developing visual aids for the presentation. The Lunch and Learn will focus on more about who the Commission is, and what they do. Ms. Andres has volunteered to attend, and Ms. Jabs will assist in the development of the presentation material, and will attend, as well. Ms. Andres requested assistance from anyone wanting to help out with putting the presentation together. Ms. Browarny mentioned if they are in need of any photos for the presentation to reach out to her or Caitlin Huesser. Jean inquired if there will be a PowerPoint created for this effort that might be used elsewhere.

#### 4. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar. The Commissioners reviewed the Future Meetings Calendar, and have shifted a few items to later in the year in order to accommodate the mixer with the WSHS.

### E. COMMUNICATIONS

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

Ms Katie Molnar has pulled the paperwork for the Methodist Church's National Landmark designation, and is reviewing to determine the effort that may be necessary to submit for a Local Historic Designation.

#### 2. Communications from Town Board Liaison

Town Board Liaison Jason Hallett noted several items that the Town Board is currently looking at:

- the Windsor Downtown Alliance (WDA) will be presenting the results of their public survey regarding conversion of a small segment of 5th Street to a public plaza;
- the Town Board is fully into Budget Season;
- due to the ongoing litigation with the Future Legends organization, Recreation Staff is currently looking for ball fields that can be worked into their programming efforts;
- the Town Board has reviewed the language regarding firearms in public spaces; and
- has begun discussions on concerns regarding how EV bikes are being used in the Town, and what types of regulations may be necessary to promote their safe use.

#### 3. Communications from Staff

##### a. Open House at the Eaton House - HPC Table for Outreach

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. Ms. Lambrecht noted that Staff will be at the booth from 6 pm - 8:30 pm, and that any Commissioners who wish to be available for public engagement during that time, would be welcome.

b. Outreach at Harvest Festival

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. Ms. Lambrecht noted that Staff will be at the booth from 11 am - 5 pm, and that any Commissioners who wish to be available for public engagement during that time, would be welcome.

F. ADJOURN

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



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Name, Title



## MEMORANDUM

**Date:** September 10, 2025  
**To:** Historic Preservation Commission  
**From:**  
**Re:** None  
**Item #:** C.1.

**Background / Discussion:**

**Financial Impact:**

**Relationship to Strategic Plan:**

**Recommendation:**

**CC:**

**Attachments:**



## MEMORANDUM

**Date:** September 10, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review Future Meetings Calendar  
**Item #:** D.1.

**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 - September 2025



**HISTORIC PRESERVATION COMMISSION  
FUTURE MEETINGS DISCUSSION ITEMS**

<b>DATE</b>	<b>TOPIC</b>
September 10, 2025 5:45 P.M.	Mixer with WSHS Discuss possible collaboration efforts
October 8, 2025 5:45 P.M.	Prioritize Main Goals previously discussed Lake Designation – Statement of Significance Last minute details for Lunch and Learn Next steps from WSHS discussion
November 12, 2025 5:45 P.M.	Election of Officers
December 10, 2025 5:45 P.M.	Dinner Meeting?
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 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:** September 10, 2025  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** WSHS Meet and Greet  
**Item #:** E.3.c.

### **Background / Discussion:**

The Windsor Severance Historical Society and the Town of Windsor Historic Preservation Commission have expressed interest in working together on upcoming outreach opportunities. Some possible collaboration ideas are:

- HPC providing support for the WSHS publication;
- Joint efforts in planning and implementing activities for the 50/150/250 celebration(s);
- Setting a date for a future meeting to more formally discuss these efforts.

While the HPC and WSHS get to know each other during this informal 'meet and greet', we will explore ideas to work together in the future.

### **Financial Impact:**

N/A

### **Relationship to Strategic Plan:**

N/A

### **Recommendation:**

N/A

### **CC:**

Scott Ballstadt, Director of Planning

### **Attachments:**