



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

October 8, 2025 - 5:45 PM

Poudre Room, 200 N. 11th 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 September 10, 2025 Regular Meeting Minutes.

C. BOARD ACTION

1. Application for a Certificate of Alteration (COA) - 423 Main Street (Lot 24, Block 10, Town of Windsor Subdivision) - 423 Main LLC (Paul Sacco), Owner

D. DISCUSSION ITEMS

1. Kern Reservoir (Windsor Lake) Designation Discussion
2. Clearview Library Lunch and Learn - final details
3. Next steps to consider for the 50/150/250 celebration collaboration with WSHS
4. Certified Local Government (CLG) Annual Report (DRAFT)
5. Review 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: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the September 10, 2025 Regular Meeting Minutes.
Item #: B.1.

Background / Discussion:

Please see the attached September 10, 2025 Regular Meeting Minutes for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the September 10, 2025 Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 9.10.2025 HPC Regular Meeting Minutes - DRAFT



Historic Preservation Commission Regular Meeting

September 10, 2025 - 5:45 PM
Art & Heritage Center, 116 5th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON MELANIE STARCK CALLED THE MEETING TO ORDER AT 5:47PM.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Dave Herzer
Jean Zuckeweiler, Alternate
Ruth Brunner

Absent: Kris Jabs, Secretary
Katie Molnar, Alternate

Also Present: Jason Hallett, Town Board Liaison
Kim Lambrecht, Long Range Planner, HPC Staff Liaison
Adelina Villarreal Ybarra, Administrative Analyst
Laura Browarny, Culture Supervisor
Windsor Severance Historical Society Members

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 September 10, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda. No changes were proposed.

Historic Preservation Commissioner Andres moved to Approve the Review and Approval of the September 10, 2025 HPC Agenda for Consideration, Historic Preservation Commissioner Brunner seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Melanie Starck, David Herzer, Ruth Brunner; Nays - None; Motion passed.

3. Public Invited to be Heard

None.

B. CONSENT CALENDAR

1. Review and approval of the August 13, 2025 Regular Meeting Minutes

Please see the attached August 13, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft August 13, 2025 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; Nays - None. Motion Passed.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar. Commission members took a moment to review and discuss the Future Meeting Calendar. Commissioner Starck proposed that the Future Meetings Calendar be revisited at the next HPC Regular Meeting on October 08, 2025.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioner Andres noted that work is underway to prepare for the Lunch and Learn at Clearview Library on October 29, 2025. Staff provided a PowerPoint template for the presentation.

Chairperson Starck mentioned that the Tour of Historic Homes in Fort Collins was happening this weekend (September 13-14).

2. Communications from Town Board Liaison

Town Board Liaison Hallett noted that the Town Board and Staff continue to work on the 2026 Budget, and that the Mayor and Town Manager are at a conference in Wisconsin.

Commissioner Brunner commented that the Town Board's ongoing discussions regarding electric bikes and toys is great, and much needed.

3. Communications from Staff

Ms. Browarny (Culture Supervisor) noted that the Culture and Museums team will be hosting several Fall Programs focusing local history at the Eaton and Dickey Houses. Additionally, Ms. Browarny shared that several 'traveling' sculptures will be installed along the Windsor Lake (Kern Reservoir) trail.

Ms. Lambrecht noted that the newly renovated Community Development Center (former Police Department Building) is holding a Ribbon Cutting and Open House on September 19, after Coffee with the Mayor. All are invited.

a. Harvest Festival Outreach

Ms. Lambrecht provided a brief summary of the HPC related outreach that occurred at the Harvest Festival. Many people stopped by the table that was shared with the Housing Needs Assessment team. Harvest Festival visitors enjoyed the images and swag that the Commission shared...

b. CLG Annual Report

Ms. Lambrecht noted that we are officially in History Colorado's annual reporting period that is required by the HPC's classification as a Certified Local Government.

c. WSHS Meet and Greet

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. The Windsor Historic Preservation Commission (HPC) wrapped up the September 10 Regular Meeting with a mixer with the Windsor Severance Historical Society (WSHS). After introductions (Judy Firestien, Tammy Boehler and Greg Martin), the groups collectively looked at how they might collaborate on the upcoming Sesquicentennial celebration in 2026. (150 years for Colorado Statehood and 250 years as a nation) Several items to note:

- The HPC/WSHS decided that a singular event should be planned, in conjunction with the Town of Windsor Museums team.
- The event will likely occur in May - possibly Memorial Day weekend (which is also Historic Preservation Month).
- The event will be located at the Train Depot Museum, which is also celebrating its 50th anniversary in the current location, and as a museum.
- Consideration is being made for a day, or full weekend of events, possibly culminating with an evening gala.

Additionally, the group discussed the possibility of assembling a publication to work in conjunction with the Sesquicentennial. More discussion is necessary. Staff will continue to coordinate between the two entities, with consideration for future joint meetings.

F. ADJOURN

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

UPON A DULY MOTION MADE, CHAIRPERSON M. STARCK ADJOURNED THE FORMAL HPC MEETING AT 6:05PM. AT WHICH TIME THE HPC/WSHS MIXER CONTINUED.



Kimberly Lambrecht, Long Range Planner, HPC Staff Liaison



MEMORANDUM

Date: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Application for a Certificate of Alteration (COA) - 423 Main Street (Lot 24, Block 10, Town of Windsor Subdivision) - 423 Main LLC (Paul Sacco), Owner
Item #: C.1.

Background / Discussion:

The building owner and applicant of 423 Main Street, Mr. Paul Sacco (423 Main LLC) has submitted an application for a Certificate of Alteration for proposed improvements to the front (north) facade. Town of Windsor Municipal Code Section 15-6-90(a) requires that a Certificate of Alteration be approved prior to any alterations to a designated landmark site:

No person shall carry out or permit to be carried out on a designated landmark site or in a designated historic district any new construction, alteration, removal or demolition of a building or other designated feature without first obtaining a landmark alteration certificate for the proposed work under this Section, as well as any other permits required by this Code or other ordinances of the Town.

The alterations proposed to the facade of 423 Main Street include painting the existing cream colored wood trim to black (SW 7020 Black Fox), and adding two (2) fabric awnings over the storefront windows (Sunbrella Fabric - Taupe Tailored Bar Stripe). Additional information can be found in the attached application materials provided by Mr. Sacco.

Review Criteria

Section 15-16-130 of the Municipal Code includes review criteria for issuing a Certificate of Alteration. It states that an alteration certificate shall only be issued if:

...the Commission determines that the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation. The Commission must find that a proposed development is visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.

Compatible is defined as follows:

Consistent with, harmonious with and/or enhances the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.

The following criteria are provided to determine compatibility:

- (1) The effect upon the general historical and architectural character of the structure and property.*
- (2) The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures.*
- (3) The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site.*
- (4) The compatibility of accessory structures and fences with the main structure on the site, and with*

other structures.

(5) The effects of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.

(6) The condition of existing improvements and whether they are a hazard to public health and safety.

(7) The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property.

(8) Compliance with the Secretary of the Interior's Standards for Rehabilitation as listed below:

a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

c. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Staff Recommends that the Historic Preservation Commission approve the application for a Certificate of Alteration for 423 Main Street, with the following findings of fact:

1. The proposed work will not detrimentally alter, destroy or adversely affect any architectural feature which contributes to the original historical designation.
2. The proposed work is visually compatible with the designated historic structures located on the property, in terms of design, finish, materials, scale, mass and height.
3. The proposed work will not negatively impact the continued use of the property.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Certificate of Alteration Application - 423 Main



CERTIFICATE OF ALTERATION
APPLICATION

HISTORIC PROPERTY

Name: 423 MAIN Collective
Address: 423 MAIN ST. Windsor 80550
Historic Use: OFFICES, RESTAURANT, STORES, RETAIL
Current or Proposed Use: OFFICES AND RETAIL
Legal Description: WIN 22871 L24 B10

PROPERTY OWNER

Name: 423 MAIN LLC
Address: 515 LAKEside PL Windsor 80550
Telephone: 970-352-1014
Email Address: SAECO/LAW@GMAIL.COM

OWNER'S AUTHORIZED REPRESENTATIVE

Name: PAUL SACCO
Address: (SAME AS ABOVE)
Telephone:
Email Address:

SUBMITTAL REQUIREMENTS:

- Written Narrative of the Proposed Alteration
Scaled Site Plan
Scaled Elevation Drawings
Current Photographs
Historical Photographs
Existing and Proposed Materials
Names and Addresses of all Adjacent Property Owners

I certify that I am the owner of the above described property and I hereby give my written consent and approval for the proposed project.

Signature of Property Owner

Date: 10/1/25

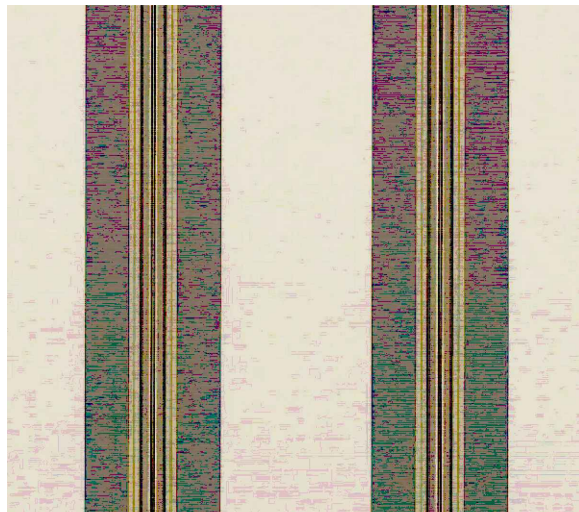
NOTES:

DESIGN RECOMMENDATIONS ARE BASED UPON FIELD INSPECTIO DURING THE SITE VISIT AND/OR INFORMATION PROVIDED BY THE OWNER/TENANT AND ARE CONCEPTUAL ONLY. THEY ARE NOT INTENDED FOR CONSTRUCTION PURPOSES. ADDITIONAL CONSULTATION, OR THE USE OF SPECIALIZED CONSULTANTS INCLUDING A LICENSED ARCHITECT OR ENGINEER, MAY BE REQUIRED FOR ADDITIONAL DESIGN DEVELOPMENT AND FOR INDIVIDUAL ISSUES OR CONCERNS. PRIOR TO BEGINNING ANY WORK, CONSULT WITH LOCAL OFFICIALS TO ENSURE COMPLIANC WITH LOCAL CODES AND ORDINANCES.

COLORADO MAIN STREET RECOMMENDATIONS FOLLOW THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES. ADDITIONAL INFORMATIC ON TECHNICAL GUIDANCE CAN BE FOUND IN PRESERVATION BRIEFS PREPARED BY THE NATIONAL PARK SERVICE.

COLORADO MAIN STREET STAFF IS AVAILABLE TO PROVIDE CONTINUED ASSISTANCE AS THE PROJECT PROGRESSES. PLEASE CONTACT LARRY LUCAS, AIA, WITH ANY QUESTIONS, REQUESTS FOR TECHNICAL INFORMATION OR PROJECT UPDATES.

CONTACT:
 LARRY LUCAS, ARCHITECT
 COLORADO MAIN STREET PROGRAM
 (720) 402-9303
 LARRY.LUCAS@STATE.CO.US



SUNBRELLA FABRIC:
 TAUPLE TAILORED BAR STRIPE

WITH

SHERWIN WILLIAMS PAINT
 BLACK FOX



CONCEPT D

SCALE: NTS

Conceptual Facade Design: 9/30/2025 Scale: NTS
 Drawn by: Larry B. Lucas, II, Architect, Colorado Main Street Program



COLORADO
 Department of Local Affairs
 Division of Local Government



423 ALLEY CO-OP
 423 MAIN STREET
 WINDSOR, CO

SHEET
4
 OF FOUR



PROPOSED LOOK

Materials to be used

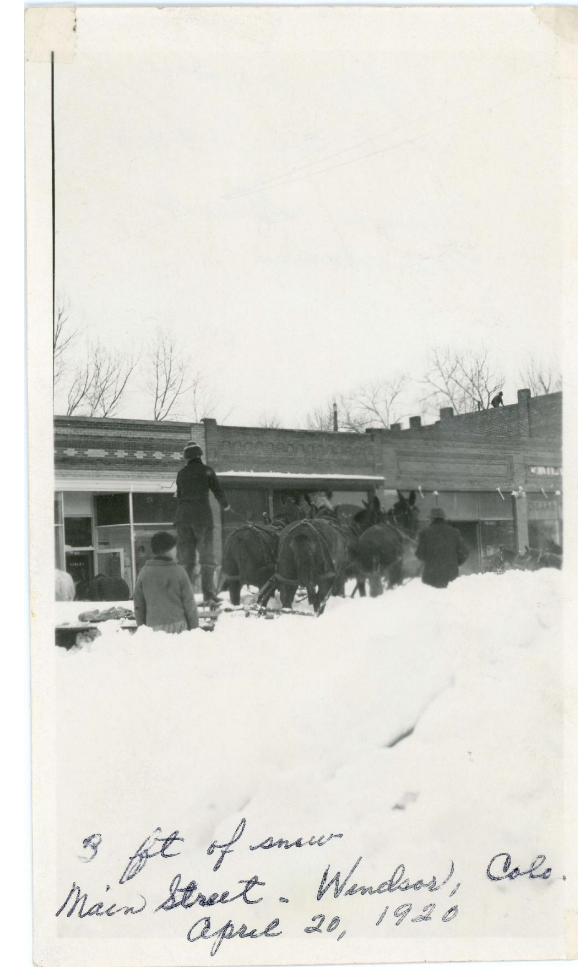
SUNBRELLA SHADE OUTDOOR FABRIC TAUPE TAILORED BAR STRIPE 4945 47" WIDE BY THE YARD

11.99

<https://fabricmaster.net/products/sunbrella-shade-outdoor-fabric-taupe-tailored-bar-stripe-4945-47-wide-by-the-yard?srsltid=AfmBOooaFkEa3bBIeW OLu1o e50fotVVZohLoYphu6QJ JoZZhq1vJn>

Paint SW 7020 Black Fox





VICINITY MAP



NEW HISTORIC LANDMARK IN WINDSOR

Windsor has a new local historical landmark! Last month, the Historic Preservation Commission approved and the Town Board confirmed the addition of 423 Main Street to the local register of historic buildings here in Windsor.

The current owner of the building, Paul Sacco, applied for designation as a way to honor the history of the Main Street building and to recognize that it is one of a few buildings that has had minimal renovation done to the façade. The one-story building is located on the south side of Main Street and is constructed of the red brick that was used to build many of Windsor's original buildings. Some of the historic features that have been preserved include a corbelled cornice along the top of the building, large plate glass windows, and transoms above the windows that would have allowed for better ventilation in the building.

The building was built in 1898 by John T. Perkins and was first operated as the JT Perkins General Merchandise Company. Over the next 120 years, the building would host many different businesses including a drug store, furniture store, a place of worship for St. Alban's Episcopal Church, the Windsor Post Office, and, perhaps most famously, the Sir Loin Steakhouse. Sir Loin was a hotbed for crime while it was open from 1972 to 1977 and witnessed fights, shootings, stabbings, and lawsuits. In 1977 it became Captain John's Seafood House, a still popular, but less infamous, restaurant.

423 Main currently houses many local businesses including Hannah Rachel Boutique. Paul Sacco hopes to continue work to preserve the interior of the building to expose more of the original brick and other historical features. This building joins Windsor's seven other local historic landmarks, but it's the first privately owned building to be added to the list.



Kimberly Lambrecht

From: Paul <saccolaw@gmail.com>
Sent: Wednesday, October 1, 2025 10:20 AM
To: Kimberly Lambrecht
Cc: Michelle Vance
Subject: Re: 423 Main - Exterior Alterations
Attachments: 1930's Front Street Pic.jpg; 1980's Pic Front.jpg; 1920's snow pic front.jpg; FINAL facade drawing_Concept D.pdf; Final Materials .docx; CURRENT Front w signage.jpg; Hist App Completed.pdf; Final awning Taupe.jpg; Historic Listing Art..png; Proposed Look AI.png

You don't often get email from saccolaw@gmail.com. [Learn why this is important](#)

Caution: **External Email**

Hello Kimberly,

Please find enclosed the completed application for 423 Main Street Windsor. The front will only be painted SW Black Fox and Toupe awnings will be added. There are no improvements submitted for the rear of the building. I'm not sure I even need Historic Preservation Commission approval for these changes, but I just wanted to err on the side of caution.

Please submit this app to the Historic Preservation Commission. I am seeking a downtown grant for improvements and want to expedite approvals as soon as possible.

Thank you
Paul

Paul Sacco Mgr.
423 Main LLC
970-352-1014

On Wed, Oct 1, 2025 at 8:27 AM Kimberly Lambrecht <klambrecht@windsorgov.com> wrote:

Good morning, Paul....

I received your voice mail – thank you for checking in regarding your 423 Main property. As a designated local historic landmark, any proposed alterations to the structure will need to go through a Certificate of Alteration (COA) process. The application is very straightforward (please see attached), and does need to be reviewed by the Historic Preservation Commission. The next meeting that the HPC would be able to review the COA is on November 12. The application would need to be submitted by October 15 so Staff has time to review before sending to the HPC.

As part of the Certificate of Alteration application, both the Planning Department and the HPC would need to see a building elevation showing the proposed changes: what parts of the elevation you are painting, the paint color(s), and the awning location(s), materials and colors.

I'm not sure of the schedule for the Windsor Downtown Alliance Grant, but I'm happy to let the WDA know that you are going through the process, with the hopes that they can hold the Grant for you.

I'm tied up in meetings for much of the day, but I will try and give you a call at some point today.

Thanks,

Kim

Kimberly Lambrecht, Assoc. AIA

Long Range Planner

Town of Windsor, Colorado
Community Development | Planning

200 N. 11th St., Windsor, CO 80550

Office: 970-674-2415

Cell: 970-388-5152

windsorgov.com



Community Development has moved. Our new location is 200 N 11TH Street.



MEMORANDUM

Date: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Kern Reservoir (Windsor Lake) Designation Discussion
Item #: D.1.

Background / Discussion:

Interest has been renewed in the discussion regarding the designation of Kern Reservoir (Windsor Lake) as a local historic landmark. The Commission has asked that the topic be revisited, with the focus of the discussion being whether or not the Commission would like to pursue designation of the Reservoir as a Local Historic Landmark, who would spearhead the effort of completing the application, and what kind of timeframe might be expected for this to occur. Please refer to Chapter 15, Article XVI - Historic Preservation, of the Municipal Code for background information regarding the process and procedures of a Local Historic Designation.

Furthermore, Commissioner Zuckweiler has spent countless hours researching the history of the reservoir, and has compiled a Statement of Significance for the reservoir. Please see the attached draft of the Statement of Significance, for review and comment.

A goal to consider is to achieve designation of the Reservoir in advance of the 50/150/250 celebrations, so as to be included in the celebration.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Windsor Lake Statement of Significance (2)

Statement of Significance
Windsor Lake/Kern Reservoir

Windsor Lake/Kern Reservoir meets the Local Historic Designation Section IV Social/Cultural Significance Criteria A, B, and C, and the Geographical/Environmental Significance Criteria for A, and B.

Social/Cultural Significance Criteria A: Is a site of an historic event that has an effect upon Society.

As a geographic low spot, the lake naturally collected runoff from rain and snowmelt. According to Oral Histories of the Northern Arapahoe Tribe, today's Windsor Lake/Kern Reservoir was a watering hole and Buffalo wallow that drew Plains Indian Cultures such as the Arapaho, Shoshone and Cheyenne to the area as they followed bison herds and other game animals on annual migrations. Proximity to the Kaplan-Hoover Bison Bone Bed suggests that pre-historic tribes frequented the area as well.

Native tribes were displaced by white settlers during the middle decades of the 19th Century and by the last half of the 19th Century the lake played an important role in the establishment of irrigation that allowed the semi-arid area to flourish. As more settlers sought to make a life supported by water from the Cache la Poudre River, questions concerning who had rights to available water arose. Consequently, the first-in-time, first-in-right doctrine, developed out of an altercation between farmers in Union Colony (Greeley), and those from Fort Collins. The stakeholders met in Windsor to negotiate a solution. Prior Appropriation (first-in-time, first-in-right) was adopted prior to statehood and then enshrined in the Colorado State Constitution in 1876, and became the model for water use in the semi-arid west.

The Cache la Poudre River valley is largely encompassed within the Cache la Poudre National Heritage Area which recognizes the significance of the establishment of Prior Appropriation as a water management system. To facilitate the system canals, ditches, and reservoirs were established. Windsor Lake/Kern Reservoir, originally The Lake Supply Ditch Company, is listed as Reservoir Claimant No. 1 for the #3 Colorado Water District (Cache la Poudre River), in the #1 Colorado Water Division (South Platte River Basin). This claimant position dates from the water rights dated February 10, 1882.

Social/Cultural Significance Criteria B: Exemplifies the cultural, political, economic, or social heritage of the community.

Both cultural and economic heritage is represented by Agribusiness supported by the reservoir's early role in irrigation. Germans from Russia, the largest of several immigrant groups who came to work in the developing sugar beet industry, brought their expertise in dryland farming with them and facilitated rapid industry growth. In 1903, Windsor Sugar Factory opened in Windsor, which both expanded the opportunity for farming in the area and offered off-season

work for farm hands. Additionally, the plant's water needs began the transition from individual farm and ranch producer owned water rights to ownership of water rights by corporations. Windsor's Sugar Factory became one of numerous Great Western Sugar plants, and in later years Kodak Colorado Division acquired many of the water rights associated with Windsor Lake/Kern Reservoir that Great Western Sugar Company initially accumulated.

In addition to Agribusiness, both commercial and recreational uses of the lake were economically important. In the 1880s and 1890s, prior to refrigeration, ice harvesting was a significant winter business, and Windsor Lake/Kern Reservoir supplied ice locally and to Denver.

Social heritage connections to the lake largely revolve around recreation, both organized and informal. Windsor Park Grounds, developed in 1902 by Vernon McKelvey, son of an early stockholder in Lake Supply Ditch Company, provided a fleet of small boats for rentals and a stocked lake for fishing as well as ball fields, a dance pavilion and a bandstand on the east side of the lake. Mid-century, the lake hosted a private fishing and boating club, which was incorporated on November 3, 1952 and operated for approximately 50 years. Over time the club opened to public access, with management and ownership eventually transferred to the Town of Windsor. Today, the adjacent Boardwalk Park draws many to the lake's shores for celebrations both public and private, and community activities such as the Summer Concert Series and the Fourth of July Fireworks. Over the decades, the lake has become an integral part of the social fabric of the community, its character, and the historic charm of the town.

Social/Cultural Significance Criteria C: Is associated with a notable person(s) or the work of a notable person(s).

Windsor Lake/Kern Reservoir has had several names over time. Initially the lake was known as Hollister Lake, named after the man largely responsible for first creating a lake out of a watering hole in the 1880s. Edward Hollister and his wife Charlotte owned much of the land directly south of the lake, which became part of the original platted Town of Windsor in 1882. On January 21, 1882 Benjamin H. Eaton, Governor of Colorado from 1885-1887, was one of several incorporating stockholders of the Lake Supply Ditch Company. He and two other stockholders were responsible for completing a ditch from the Greeley #2 to fill the lake. Ultimately, B.H. Eaton played a prominent role as investor and builder of canals and reservoirs in Northern Colorado and the Denver area, building simple homes in several areas for housing workers. One of those homes, known as the Eaton House, sits in its original site on the western side of Windsor Lake/Kern Reservoir. By 1903 the lake was owned by Lake Supply and Ditch Company and on January 17, of that year Lake Supply made an agreement which granted for "\$1.00 and other valuable considerations water to the Windsor Sugar Company free and clear of charge for as long as factory operates." In 1907, through reorganization of water rights shareholders, the lake became Kern Reservoir, named after a prominent local landowner Lewis Kern, who owned 20 shares of Lake Supply Ditch Company.

Geographical/Environmental Significance Criteria A: Enhances sense of identity in the community.

Important as a reservoir for irrigation from the earliest days of white settlement and prior to that important to migrating tribes as they followed game, the watering hole that became a lake sustained life and connected people to this place that became Windsor. Used agriculturally and commercially as an economic engine, as well as for leisure, the lake has been there on the edge of town for as long as anyone can remember. Several efforts at recreational use were made with mixed success over time. The private Windsor Boating and Fishing Club operated for decades, beginning in 1952, on Windsor Lake/Kern Reservoir and usually had a waiting list of locals willing to pay a membership fee, in addition to non-residents who could pay to join when no residents were waiting. Over time the lake opened to greater, then full, public access, with management and ownership eventually transferred to the Town. Today, both residents and non-residents enjoy community events at the lake, and many enjoy walking, biking, and skating on the lake trail. Inviting memorial benches along the way encourage contemplation or companionship while commemorating the lives of those who lived before, creating a link between past and present.

Geographical/Environmental Significance Criteria B: Is an established and familiar natural setting or visual feature of the community.

From its earliest days the Town of Windsor's importance grew as the half-way point between the two thriving agricultural communities of Greeley and Fort Collins. The lake has always been an important geographic landmark for residents and travelers alike, providing a sense of place. In the 1960s the U.S. Geologic Survey officially bestowed the name Windsor Lake on the land area containing the body of water, which continues to be the working Kern Reservoir. Generations of long-established families have watched Windsor Lake evolve into the central community gathering spot it is today.

In addition to being a working reservoir and local gathering spot, the lake's proximity to the Cache la Poudre River, just a few miles to the west, makes it an ideal stopping point for migrating birds in the Central Flyway. More than 50% of North American migrating birds use the Central Flyway. The significance of waterways and bodies of water as havens for waterfowl was recognized by locals in the 1960s when the town sank perches on the west end of the lake to encourage avian visitation. Today the prominent white pelicans and black cormorants make a striking image perched on the logs between the blue water and the blue sky with the peaks of the Rockies in the distance.

Windsor Reservoir contributes to residents' sense of place; both for as long as the longest established residents can remember, and as part of the draw for newly arrived residents. As such it deserves the recognition of a Local Historic Designation.



MEMORANDUM

Date: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Clearview Library Lunch and Learn - final details
Item #: D.2.

Background / Discussion:

Commissioner Andres will give an update as to the status of planning for the Lunch and Learn.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Next steps to consider for the 50/150/250 celebration collaboration with WSHS
Item #: D.3.

Background / Discussion:

As a follow-up to the HC/WSHS mixer, the Commission should begin to consider the level of involvement in the preparations of and attendance at the events. The following items were discussed at the mixer:

- The HPC/WSHS decided that a singular event should be planned, in conjunction with the Town of Windsor Culture/Museums team.
- The event will likely occur in May - possibly Memorial Day weekend (May is also Historic Preservation Month).
- The event will likely be located at the Train Depot Museum, which is also celebrating its 50th anniversary in the current location, and as a museum.
- Consideration is being made for a day, or full weekend of events, possibly culminating with an evening gala.

Additionally, the groups discussed the possibility of jointly assembling a publication to work in conjunction with the *Sesquicentennial*. More discussion is necessary. Staff will continue to coordinate between the two entities, with consideration for future joint meetings.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Certified Local Government (CLG) Annual Report (DRAFT)
Item #: D.4.

Background / Discussion:

Please review the attached CLG Annual Report for FY2025, and provide any comments/corrections. The report is due back to History Colorado by November 3, 2025. Staff will include the meeting minutes for the September meeting after they have been approved.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. CLG_Annual_Report_FY_2025 - Town of Windsor - DRAFT for review



History Colorado

Colorado Certified Local Government 2025 Annual Report

Federal Fiscal Year 2025: October 1, 2024 – September 30, 2025

Due Date: November 3, 2025

Please save this file in the original PDF format, DO NOT PRINT AND SCAN.
Submit via email to lindsey.flewelling@state.co.us

Name of CLG:

Name of Commission/Board:

Contact Name:

Contact Title:

Contact Phone:

Contact Email:

Contact Address:

City:

State: CO

Zip:

Website for your historic preservation program:

Provide a list of all local government staff members with duties assigned to your local preservation program and their job titles. Then, list the percentage of their job duties that are related to historic preservation and check each staff member that meets the [Secretary of the Interior’s Professional Qualifications Standards](#). Please include any consultants contracted to perform designation, design, or tax credit reviews on a regular basis.

Name	Title	Percent	SOI Qualified
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Preservation Planning & Operational Documents

1) In Federal Fiscal Year 2025, were any of the following newly developed or revised (check all that apply):

Preservation Ordinance (including Amendments)

By-Laws or Administrative Rules

Preservation Plan

Survey Plan

Design Guidelines

Commission/Board

2) Provide a list of all current Commission/Board Members. Check any Commission/Board Members newly appointed in Federal Fiscal Year 2025 and attach their resumes and/or applications. Also, check all Commission/Board Members that are professionals in preservation-related disciplines and list their profession beside their names.

Preservation-related disciplines include: history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, American studies, American civilization, cultural geography, cultural anthropology, or related disciplines such as building trades, real estate, or law.

Name	New Member	Preservation Professional	Discipline(s)
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3) If 40% of the current Commission/Board is not comprised of preservation-related professionals, please describe your efforts to recruit.

4) How does the Commission/Board seek additional expertise in the fields of architecture, architectural history or archaeology when needed?

- 5) Do the members of the Commission/Board represent the general ethnic diversity of the community?
- 6) List the [SHPO-approved](#) educational/training sessions attended by Commission/Board Members in Federal Fiscal Year 2025. Please list name of session or conference (list conference, not individual sessions when a conference was attended) and the name(s) of Commission/Board Member that attended.
- 7) What is your Commission/Board's regular meeting schedule? (Day and Time - i.e. First Thursday of the month at 6pm)
- 8) Please list the number of meetings and dates held in Federal Fiscal Year 2025:

Regular Meetings	Special Meetings	Work/Study Sessions
<u>Total Number</u>	<u>Total Number</u>	<u>Total Number</u>
<u>Dates</u>	<u>Dates</u>	<u>Dates</u>

Historic Contexts & Surveys

9) List any **Historic Context Studies** completed in Federal Fiscal Year 2025.

10) List any **Cultural/Historic Resource Surveys** completed in Federal Fiscal Year 2025.

11) How many resources were **inventoried** in Federal Fiscal Year 2025?

Inventoried means any buildings, structures, objects, or sites for which the Commission/Board obtained information not previously held. This information may come from newly surveyed properties or properties nominated that had not been surveyed. Inventoried properties can be either eligible or non-eligible for listing.

Designations

12) How many contributing resources (buildings, structures, objects, sites) are **locally designated** in total? This count includes **all** listings since the Commission/Board was originally formed. For Districts, count all contributing buildings, structures and sites individually.

13) How many contributing resources (buildings, structures, objects, sites) were **locally designated** in Federal Fiscal Year 2025? For Districts, count contributing buildings, structures and sites individually.

Please list newly designated properties. For Districts, list name with number of contributing resources in parenthesis.

Project Review

- 14) How many design review applications were considered by the Commission/Board for **designated** resources in Federal Fiscal Year 2025?
- a. Total Reviewed
 - b. Review by Full Commission
 - c. Review by Design Review Subcommittee Only
 - d. Reviewed by Staff Only
- 15) How many design review applications were considered by the Commission/Board for **non-designated** resources in Federal Fiscal Year 2025?
- a. Total Reviewed
 - b. Review by Full Commission
 - c. Review by Design Review Subcommittee Only
 - d. Reviewed by Staff Only
- 16) If reviewed separately, how many demolition reviews were conducted by the Commission/Board or Staff in Federal Fiscal Year 2025?
- 17) Did your County/Municipality comment or participate in any **Section 106 Reviews** as a consulting party in Federal Fiscal Year 2025?
- If yes, list name of project or property and the Federal Agency initiating the review.

Preservation Incentives

- 18) Does your County/Municipality have any local incentives programs for preservation or for the benefit of historic properties? Please check all that apply.
- Tax incentive program
 - Government-funded loan program
 - Government-funded grant program
 - Zoning variances/Use Allowances
 - Acquisition of historic properties through purchase or donation
 - Preservation Awards
 - Plaques
 - Other (Please describe)

Narrative Questions

19) Did your Board/Commission develop, sponsor, or participate in any **public outreach, education, or interpretive events/meetings/tours/materials** in Federal Fiscal Year 2025?

If yes, please describe.

20) What CLG accomplishment/achievement/event in Federal Fiscal Year 2025 makes the Commission/Board most proud?

21) Describe any problems – operational, political or financial – encountered by the CLG in Federal Fiscal Year 2025.

22) Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2026.

Attachment Checklist

All documents listed below are **required** for a complete report unless listed as “if applicable” or “if adopted.” Providing a link to an online document, if downloadable, may be substituted for actual attachment of a document when available. Please include all documents as **separate attachments**.

All meeting minutes for Federal Fiscal Year 2025 (unless previously submitted)

List of **all** locally designated properties (from inception of local listing)

Resumes or applications for commission/board members appointed in FY25 (if applicable)

Sample of Public Notice announcing commission/board meeting

Sample advertisement for new commission/board members

Current preservation ordinance and amendments (if adopted during FY25)

Current by-laws or administrative rules for the commission/board (if adopted during FY25)

Current Preservation Plan or preservation chapter in Comprehensive Plan (if adopted during FY25)

Current Survey Plan (if adopted during FY25)

Historic Context Studies completed in FY2025 or date submitted to SHPO (if applicable)

Cultural/Historic Resource Surveys completed in FY2025 or date submitted to SHPO (if applicable)

Please provide links to any online documents or additional details:



MEMORANDUM

Date: October 8, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review Future Meetings Calendar
Item #: D.5.

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 - October 2025



**HISTORIC PRESERVATION COMMISSION
FUTURE MEETINGS DISCUSSION ITEMS**

DATE	TOPIC
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)
March 11, 2026 5:45 P.M.	
April 8, 2026 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 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
<u>Wednesday April 8, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday May 13, 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.