



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

November 12, 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 October 8, 2025 HPC Regular Meeting Minutes.

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Prioritize key Commission Goals, as previously discussed.
2. 250/150/50 (*Sesquicentennial*) Celebration
3. First United Methodist Church - Local Designation
4. Saving Places Conference
5. Review Future Meetings Calendar

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
 - a. Debriefing of the Clearview Library Lunch and Learn - T. Andres
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: November 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the October 8, 2025 HPC Regular Meeting Minutes.
Item #: B.1.

Background / Discussion:

Please see the attached October 8, 2025 HPC Regular Meeting Minutes for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the October 8, 2025 HPC Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 10.8.2025 - HPC Regular Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

October 8, 2025 - 5:45 PM

Poudre Room, 200 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON MELANIE STARCK CALLED THE MEETING TO ORDER AT 5:48 PM

1. Roll Call

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

Absent: Ruth Brunner
Katie Molnar, Alternate

Also Present: Jason Hallett, Town Board Liaison
Kim Lambrecht, Long Range Planner, HPC Staff 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 October 8, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda.

No changes were proposed.

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

3. Public Invited to be Heard

None.

B. CONSENT CALENDAR

1. Review and approval of the September 10, 2025 Regular Meeting Minutes.

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

Commission members took a moment to review the draft September 10, 2025 Regular Meeting Minutes.

No modifications to the draft Minutes were requested.

Historic Preservation Commissioner Andres moved to Approve the review and Approval of the June 11, 2025 Historic Preservation Commission Regular Meeting Minutes. Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows: Yeas - ToniRae Andres, Kris Jabs, Dave Herzer, Melanie Starck; Nays - None. Motion Passed.

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

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.

After a short presentation by Staff, the Commission held a short discussion regarding awning placement and the proposed color scheme. Additionally, the Commission revisited the process and criteria to be used when evaluating a request for a Certificate of Alteration. Ms. Jabs noted that the application was nicely done, and was a good example of how smooth the process can be.

Historic Preservation Commissioner Andres moved to Approve the Application for a Certificate of Alteration (COA) for 423 Main Street (Lot 24, Block 10, Town of Windsor Subdivision). Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows: Yeas - ToniRae Andres, Kris Jabs, Dave Herzer, Melanie Starck; Nays - None. Motion Passed.

D. DISCUSSION ITEMS

1. Kern Reservoir (Windsor Lake) Designation 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

Ms. Zuckweiler shared a draft of the Statement of Significance for the proposed Kern Reservoir Local Historic Designation application. It was noted that much time and effort has gone into the research and draft document, but there is still much work to be done. The Commission is still in agreement that it is acceptable for the application for designation to proceed without any conditions on the operation of the reservoir. A few items to note:

- Ms. Zuckweiler may reach out to fellow Commissioner Molnar for input on the application.
- Ms. Browarny has reviewed the draft Statement of Significance, and has provided comments.
- Ms. Zuckweiler is still working on the historic narrative and timeline.

- A key goal of the draft documents will be to ensure the content responds to the review criteria.
- Although having a designation application completed in time for the 250/150/50 celebration would be nice, having a thorough and complete application is more important, so hurrying through the process is not recommended.

Commissioners shared that they appreciate Ms. Zuckweiler's work and the amount of historical detail that has been developed.

2. Clearview Library Lunch and Learn - final details

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

Ms Andres and Ms. Jabs took a moment to run through the draft presentation for the October 29 Lunch and Learn. Additionally, Commissioners took a moment to discuss what types of questions might come up and how to respond. Several Commissioners are planning to try and attend the event.

3. Next steps to consider for the 50/150/250 celebration collaboration with WSHS

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.

The Commission took a few minutes to talk about plans for a 250/150/50 celebration in 2026, and how they may best be suited to assist in the efforts of the Town's Culture and Museum's staff, and that of the Windsor Severance Historical Society. A few items that were discussed:

- Will this event 'replace' the typical Historic Preservation Month celebration that the Commission has recently been sponsoring?
- The Commission would like to ensure that the HPC is considered one of the 'sponsors' of the 250/150/50 event.
- Possibly carve out a specific element of the event that is solely from the HPC.
- The Commission talked about highlighting each of the locally designated properties in Windsor at the Eaton House, for presentation during the event.

Ms. Lambrecht will reach out to Ms. Browarny, to see if the Museum's team has begun any planning efforts.

4. Certified Local Government (CLG) Annual Report (DRAFT)

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.

Ms. Lambrecht presented the draft Certified Local Government (CLG) Annual Report, which is presented to History Colorado at the end of each Fiscal Year (October 1 - September 30). The Commission offered one correction to the information - updating the head count at the May Open to at least 60 attendees.

5. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar. Commission members took a moment to review and discuss the Future Meetings Calendar.

Several items were noted to be included on the calendar for November, including: the Election of Officers; planning for the December dinner meeting; and revisiting a discussion on grant opportunities. The Future Meetings Calendar will be adjusted accordingly.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioner Jabs revisited the discussion of the 150/250 celebration, and wanted to confirm the 'title' that Colorado has given to the celebration: *Sesquicentennial*.

2. Communications from Town Board Liaison

Town Board Liaison Hallett noted that the Town Board has passed an ordinance regarding Natural Medicine, as required by the State. Additionally, the Town Board continues to work through and finalize the budgeting process, having met with Staff on the budgets for the General Fund, Operating Revenues and most recently, Capital Improvement Projects (CIP). There are several CIP projects that are being considered: the 'backlots' parking lots, 15th Street sewer, Chestnut Street sewer, and additional ballfields to replace those tied up in the Future Legends litigation. The sewer plant expansion is also well blunder construction, and given the tightness of the budget, rate changes are likely to be expected. The final budget is expected to be presented to the Town Board in November.

3. Communications from Staff

None.

F. ADJOURN

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

AT 7:24, UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE 10.8.2025 HPC REGULAR MEETING.



Kim Lambrecht, Long Range Planner, Staff Liaison



MEMORANDUM

Date: November 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Prioritize key Commission Goals, as previously discussed.
Item #: D.1.

Background / Discussion:

The Commission should plan to revisit previous discussions regarding next actions and/or goals for next year (2026).

Ideas that have recently been brought up are:

- Any other opportunities for new property designations?
- Work with the Culture/Museums team on possible designations?
- Create a list / category of historic properties that are not yet locally designated, and work towards achieving designation.
- Status of possibly working with United Methodist Church on a Local Historic Designation?

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: November 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: 250/150/50 (Sesquicentennial) Celebration
Item #: D.2.

Background / Discussion:

Ms. Lambrecht reached out to Ms. Browary regarding the Town's plans for the 250/150/50 (Sesquicentennial) Celebration. Ms. Browary offered the following update:

- Meetings with internal leadership and staff are ongoing to determine the time and resources available for planning and execution of the event.
- While specific parameters are not yet in place for planning the event, the HPC (at the Direction of the Chair) may consider forming a subcommittee who will be involved in more frequent meetings with the Town Staff and the Windsor Severance Historical Society outside of the HPC Regular Meetings.

At this time, the only action by the HPC may be to form a subcommittee.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: November 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: First United Methodist Church - Local Designation
Item #: D.3.

Background / Discussion:

Commissioner Brunner has reached out to the United Methodist Church regarding a Local Designation (to compliment the existing National Register listing). Ms Brunner will update the Commission on the results of her discussions with church members and trustees.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: November 12, 2025
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Saving Places Conference
Item #: D.4.

Background / Discussion:

The 2026 Saving Places Conference will occur February 11-13, 2026 in Denver at the Doubletree by Hilton (3203 Quebec Street). This is just across from the site of the old Stapleton International Airport. While this site may not be 'historic' quite yet, the Stapleton (now known as Central Park) redevelopment was a significant exercise in land use master planning, developed under the notion of 'new-urbanist' design in that it focused on the creation of pedestrian-friendly connected neighborhoods which were proposed as an attempt to mitigate the previous suburban auto-centric developments of the 60's, 70's and 80's. The 4,700 acre development included residential, mixed-use residential and commercial, office parks, big-box shopping centers and over 1,000 acres of open space and parks.

Applications for scholarships to attend the conference will be released later this month, so please look at your schedules and let me know if you are planning to attend — either in person, or virtually.

<https://www.coloradopreservation.org/saving-places-conference/>

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: November 12, 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 - November 2025



**HISTORIC PRESERVATION COMMISSION
FUTURE MEETINGS DISCUSSION ITEMS**

DATE	TOPIC
November 12, 2025 5:45 P.M.	Election of Officers Prioritize Main Goals previously discussed
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.	
May 13, 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.
- 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 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.