



## **HISTORIC PRESERVATION COMMISSION REGULAR MEETING**

January 14, 2026 - 5:45 PM  
1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

### **AGENDA**

#### **A. CALL TO ORDER**

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Public Invited to be Heard

#### **B. CONSENT CALENDAR**

1. Review and approval of the November 12, 2025 HPC Regular Meeting Minutes

#### **C. BOARD ACTION**

1. Election of Officers - Election of Historic Preservation Commission Chairperson
2. Election of Officers - Election of Historic Preservation Commission Vice-Chairperson
3. Election of Officers - Election of Historic Preservation Commission Secretary

#### **D. DISCUSSION ITEMS**

1. 250/150/50 (Sesquicentennial) Celebration - L. Browarny
2. Criteria for approval of a Certificate of Alteration - D. Herzer
3. Continue Discussion regarding properties that may be eligible for a local historic designation
4. 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:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Review and approval of the November 12, 2025 HPC Regular Meeting Minutes  
**Item #:** B.1.

**Background / Discussion:**

Please see the attached November 12, 2025 Regular Meeting Minutes for review and approval.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

Approval of the November 12, 2025 HPC Regular Meeting Minutes.

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**

1. 11.12.2025 - HPC Regular Meeting Minutes - DRAFT



## Historic Preservation Commission Regular Meeting

November 12, 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 P.M.

##### 1. Roll Call

Present: Melanie Starck, Chairperson  
ToniRae Andres, Vice Chair  
Kris Jabs, Secretary  
Dave Herzer  
Jason Hallett, Town Board Liaison

Absent: Ruth Brunner  
Jean Zuckweiler  
Katie Molnar

Also Present: Addy Ybarra  
Kimberly 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 November 12, 2025 Historic Preservation Commission Regular Meeting Agenda. No changes were proposed.

**Historic Preservation Commissioner Herzer moved to Approve the Review and Approval of the November 12, 2025 HPC Agenda for Consideration; Historic Preservation Commissioner Jabs 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 October 8, 2025 HPC Regular Meeting Minutes.

Please see the attached October 8, 2025 HPC Regular Meeting Minutes for review and approval. Commission members took a moment to review the draft October 8, 2025 HPC Regular Meeting Minutes. No modifications to the draft minutes were requested.

**Historic Preservation Commissioner Jabs moved to Approve the Review and Approval of the October 8, 2025 HPC Regular Meeting Minutes; 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.**

#### C. BOARD ACTION

NONE.

#### D. DISCUSSION ITEMS

##### 1. Prioritize key Commission Goals, as previously discussed.

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?

Several notable items have been brought up over the course of several HPC meetings. Commissioners reviewed these items and considered a prioritization for them:

1. Work with the Culture/Museums team, along with the Preservation Plan, to come up with list of properties that may warrant a local designation.
2. Commissioners should plan to do their own research on the context required for the delineation of a historic district.
3. Consider adding more language to the Historic Preservation Toolkit that speaks to the nuances of restoration versus rehabilitation.

These will be discussed in more detail at a work session that has been scheduled for December 1, 2025, at 5:45 P.M.

The Commissioners also discussed how property owners might be notified of the historical nature of their property - some sort of mailing. Ms. Lambrecht noted that the HPC budget does have a small allowance for printing/mailing.

Additionally, the idea of how History Colorado grant money might be utilized was briefly discussed.

## 2. 250/150/50 (Sesquicentennial) Celebration

Ms. Lambrecht reached out to Ms. Browarny regarding the Town's plans for the 250/150/50 (Sesquicentennial) Celebration. Ms. Browarny 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. Ms. Lambrecht passed along the status of planning work being done by the Culture/Museums team. At this time, no discussion occurred, other than to note that a subcommittee may be formed after the first of the year in order to more effectively engage in the planning process.

## 3. First United Methodist Church - Local Designation

Commissioner Brunner has reached out to the United Methodist Church regarding a Local Designation (to complement the existing National Register listing). Ms. Brunner will update the Commission on the results of her discussions with church members and trustees. Ms. Brunner was not available to provide an update. This topic may be discussed in more detail at a future meeting.

#### 4. Saving Places Conference

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/>

Ms. Lambrecht received confirmation from the Commissioners on who is planning to attend. Staff will work on the registrations prior to the 'early bird' registration deadline. It was also noted that the HPC has received \$1,000.00 in scholarships from History Colorado, to be applied to the cost of registration for the Commissioners.

#### 5. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar. Along with scheduling a Work Session to talk in more detail about properties with a potential for designation, the Commissioners shuffled a few things around on the calendar. Staff will update the Future Meetings Calendar for the January Regular Meeting.

### E. COMMUNICATIONS

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

##### a. Debriefing of the Clearview Library Lunch and Learn - T. Andres

Commissioner Andres provided a debriefing on the Clearview Library 'Lunch and Learn'. The presentation was a success - the Library appreciated the efforts by the Commission. It was held to a full house, with swag distributed and questions answered! There were new faces from the community, interested in preservation, in attendance. Several Commissioners also attended.

#### 2. Communications from Town Board Liaison

Town Board Liaison Hallett noted several items and events occurring in the Town:

- The Jacoby Meadows Senior Housing Ribbon Cutting was held on October 28.
- Coffee with the Mayor will be held on Friday, November 14.
- Staff and the Town Board are finishing up budget discussions in anticipation of review and approval by Town Board on November 24.
- The 'backlots' parking areas are scheduled for improvements (including water and sewer) next year.
- The Town Manager and Town Attorney will be having their annual reviews in the coming weeks.

### 3. Communications from Staff

Ms. Ybarra noted several items that the Community Development team are currently managing and/or facilitating:

- The first phase of installation of fiber optic cable in the Town has been completed. The next phase is being queued up.
- Com Dev continues to process many right-of-way permits - which are required for any entity proposing to do work in the Town's rights-of-way.
- Tax preparation aid for senior citizens will be held at the Community Development Center in early 2026.

### F. ADJOURN

AT 7:05 PM, UPON A MOTION DULY MADE, CHAIRPERSON STARCK ADJOURNED THE 11.12.2025 HPC REGULAR MEETING.




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Kimberly Lambrecht, Long Range Planner | HPC Staff Liaison



## MEMORANDUM

**Date:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Election of Officers - Election of Historic Preservation Commission Chairperson  
**Item #:** C.1.

**Background / Discussion:**

This item has been included on the agenda for the election of officers for the 2026 calendar year. In accordance with the Historic Preservation Commission by-laws, each calendar year the Historic Preservation Commission shall elect the officers of chairperson, vice-chairperson and secretary for that respective year.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

A motion to nominate, followed by a second and vote to approve the appointment of the Chairperson.

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Election of Officers - Election of Historic Preservation Commission Vice-Chairperson  
**Item #:** C.2.

### **Background / Discussion:**

This item has been included on the agenda for the election of officers for the 2026 calendar year. In accordance with the Historic Preservation Commission by-laws, each calendar year the Historic Preservation Commission shall elect the officers of chairperson, vice-chairperson and secretary for that respective year.

### **Financial Impact:**

N/A

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

N/A

### **Recommendation:**

A motion to nominate, followed by a second and vote to approve the appointment of the Vice-Chairperson.

### **CC:**

Scott Ballstadt, Director of Planning

### **Attachments:**



## MEMORANDUM

**Date:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Election of Officers - Election of Historic Preservation Commission Secretary  
**Item #:** C.3.

**Background / Discussion:**

This item has been included on the agenda for the election of officers for the 2026 calendar year. In accordance with the Historic Preservation Commission by-laws, each calendar year the Historic Preservation Commission shall elect the officers of chairperson, vice-chairperson and secretary for that respective year.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

A motion to nominate, followed by a second and vote to approve the appointment of the Secretary.

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** 250/150/50 (Sesquicentennial) Celebration - L. Browarny  
**Item #:** D.1.

**Background / Discussion:**

Following up on previous discussions regarding HPC's involvement in the celebration/activities of the Sesquicentennial. Ms. Browarny will be in attendance to provide an update, additional thoughts, and answer questions.

**Financial Impact:**

N/A

**Relationship to Strategic Plan:**

N/A

**Recommendation:**

N/A

**CC:**

Scott Ballstadt, Director of Planning

**Attachments:**



## MEMORANDUM

**Date:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Criteria for approval of a Certificate of Alteration - D. Herzer  
**Item #:** D.2.

### **Background / Discussion:**

Brief discussion to clarify the criteria that applicants can rely upon when to determine if/when a Certificate of Alteration is required. Please refer to *Municipal Code Section 15-16-90 - Landmark alteration certificate required.* and *Section 15-16-130 - Criteria for review of alteration certificate.*

### **Financial Impact:**

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

### **Recommendation:**

### **CC:**

### **Attachments:**



## MEMORANDUM

**Date:** January 14, 2026  
**To:** Historic Preservation Commission  
**From:** Kimberly Lambrecht, Long Range Planner  
**Re:** Continue Discussion regarding properties that may be eligible for a local historic designation  
**Item #:** D.3.

### **Background / Discussion:**

As a follow-up to the discussion regarding outreach to properties that may be eligible for a local designation, Commissioners should plan to share efforts that have been made over the last few weeks. Items that were discussed include development of a list of possible properties, creation of a letter to send to property owners, mapping the specific addresses, etc.

Please see attached for drafts of letters created by Commissioner Andres.

### **Financial Impact:**

N/A

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

N/A

### **Recommendation:**

N/A

### **CC:**

Scott Ballstadt, Director of Planning

### **Attachments:**

1. Sample Letter 1
2. Sample Letter 2

[Date]

[Address]

RE: [property address]

Dear [Property Owner],

Hello from the Windsor Historical Preservation Commission. Since 2004, Windsor has had a Local Historic Landmark Dedication Program. Did you know your property may be eligible to be included? As a Local Historic Landmark some of the benefits include:

- The Town will provide a historic plaque that can be mounted on the building to help tell the history of the property to the community
- Historic designation acknowledges a property's importance and status within the community
- Financial incentives - ability to apply for grants and state and federal tax credits, these may be available to offset rehabilitation costs and ...
- Historic properties tend to hold their value and appreciate faster than other properties.

A goal from the HPC's Master Plan is to reach out to the community and provide awareness of this program. We are hosting an open house on May xx, 2026 at 6:00 at the Arts and Heritage Center. At that time, we will be providing information on this program, assistance with applications and a question and answer session. We will provide light snacks and beverages and a welcoming atmosphere! We hope to see you there! Please RSVP at xxx-xxx-xxxx or [xxx@gmail.com](mailto:xxx@gmail.com)

We have enclosed our tool kit so you can learn more about... Please also go online to [website link]. These resources will help if you are interested in the historic landmark designation. Please also feel free to contact me directly.

Sincerely,

[Date]

[Address]

Dear [resident],

Hello from the Windsor Historic Preservation Commission (HPC). In November of 2023, the HPC adopted a master plan to guide our town and commission in preserving Windsor's history. As we focus on outreach and education, we are hosting an open house for the community on May xx, 2026 at 6:00 at the Arts and Heritage Center. Along with light snacks and beverages, we will provide some history on the Local Historic Landmark Dedication Program. We hope you will attend if you

- Are curious about the Local Landmark Designation program
- Think you or another property owner you know may be eligible for this program
- Are just interested to learn more about the Windsor Historical Preservation Commission and the benefits of historical designation
- Want to meet some neighbors and celebrate Windsor's history

You and a friend or neighbor can just show up or feel free to RSVP at xxx-xxx-xxxx or [xxx@gmail.com](mailto:xxx@gmail.com)

Please go online to [website link] to learn more about Windsor's HPC!

Sincerely,

*Possibly include a page of 2-3 properties*



## MEMORANDUM

**Date:** January 14, 2026  
**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 - January 2026



## HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

| DATE                           | TOPIC                                                                                                                       |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| January 14, 2026<br>5:45 P.M.  | Update from Culture/Museums RE: 50/150/250 celebration<br>Form sub-committee, follow up discussion from Dec. 1 Work Session |
| February 11, 2026<br>5:45 P.M. | Meeting CANCELLED – Saving Places Conference (February 11-13, 2026)                                                         |
| March 11, 2026<br>5:45 P.M.    | History Colorado Grant Opportunities                                                                                        |
| April 8, 2026<br>5:45 P.M.     |                                                                                                                             |
| May 13, 2026<br>5:45 P.M.      |                                                                                                                             |
| June 10, 2026<br>5:45 P.M.     |                                                                                                                             |
| July 8, 2026<br>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

| <u>Upcoming Meeting Dates*</u>     |           |                                 |
|------------------------------------|-----------|---------------------------------|
| <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             |
| <u>Wednesday June 10, 2026</u>     | 5:45 P.M. | Regular HPC Meeting             |
| <u>Wednesday July 8, 2026</u>      | 5:45 P.M. | Regular HPC Meeting             |
| <u>Wednesday August 12, 2026</u>   | 5:45 P.M. | Regular HPC Meeting             |
| <u>Wednesday September 9, 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.