



Historic Preservation Commission Regular Meeting

May 14, 2025 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON MELANIE STARCK CALLED THE MEETING TO ORDER AT 5:49PM.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Kris Jabs, Secretary
Dave Herzer (via Teams)
Jean Zuckerwiler, Alternate

Absent: Ruth Brunner

Also Present: Shane Hale, Town Manager
Brian Jones, Town Board Liason
Kim Lambrecht, Long Range Planner, HPC Staff Liason
Adelina Villarreal Ybarra, Administrative Analyst
Laura Browarny, Art & Heritage Recreation Supervisor

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 May 14, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda.

Historic Preservation Commissioner Starck moved to Review and Approval of the May 14, 2025 Historic Preservation Commission Agenda, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres; Nays - None; Motion Passed.

3. Public Invited to be Heard

None.

B. CONSENT CALENDAR

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

Please see the attached April 9, 2025 Regular Meeting Minutes, for review and approval. Please see attached April 09, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft April 09, 2025 Historic Preservation Commission Regular Meeting minutes. No modifications to the draft minutes were requested.

Historic Preservation Commissioner Starck moved to Approve the Review and Approval of April 09, 2025 Historic Preservation Commission Meeting Minutes, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Melanie Starck, David Herzer; Nays - None; Motion Passed.

C. BOARD ACTION

NONE.

D. DISCUSSION ITEMS

1. Final Planning for the Historic Preservation Month Open House Celebration

Staff will update the Commission on the status of the materials being developed for the event - social media, TV slide, bill insert, press release, flyer/postcard, proclamation, plaques/certificates, etc. The Commission may want to discuss any specific tasks that need to be contemplated and/or assigned, including Chairperson Starck's opening comments. Commission members took a moment to discuss and finalize the materials needed and parking predictions at the Open House Event for Historic Preservation Month at the Dicky Farmhouse. Coordinations with Grandview and School District were requested from Shane Hale, Town Manager. Laura, Art & Heritage Recreation Supervisor agreed to finalize coordination in providing chairs and tables from our Windsor Community Recreation Center Facilities Team. Laura also provided visual aids of the display items for upcoming Open House event on May 30th, 2025. Commissioners agreed upon timeframe to begin set-up for event at 3:00pm.

2. Review of the Future Meetings Calendar

Please review the attached Future Meetings Calendar. Chairperson Andres proposed setting up a mixer with the Windsor Severance Historical Society, in an effort to discuss potential collaborations. Commission members discussed several strategies to accomplish long-term goals and short-term goals. Staff recommended that our June Meeting will review and finalize Future Meetings Calendar.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Andres spoke on 152-250 Anniversary event and reached out to Historical Society members about the event, and potential coordination with museum staff. Ms. Browarny expressed details about the event are to inform residents of the exhibitions illustrated at the event. Chairperson Starck and Ms. Andres proposed to discuss collaboration with Historical Society for our 152-250 Anniversary event at next meeting on June 11, 2025. Ms. Jabs spoke about an experience she and Chairperson Starck took while visiting *Walk Historic Loveland* and provided visual aids for ideas to show the Town's Communication Department on our upcoming future events.

2. Communications from Town Board Liaison

Town Board Liaison B. Jones shared an update on the Town of Windsor's Tree Sale - expressed enjoyment of that experience and encouraged members to participate in our next Annual Tree Sale. Mr. Jones also noted that the Historic Preservation Commission had great representation for the Town Board's Proclamation of Historic Preservation Month. Additionally Mr. Jones noted that the Charter Committee held their last meeting.

3. Communications from Staff

Ms. Browarny noted and encouraged members to visit and explore the new art installations at Kyger Reservoir and Eastman Park Phase 2. Ms. Lambrecht reminded commission members of the upcoming schedule for our networking events this summer; we have the following dates lined up for the Summer Concert Series on July 17, 2025, and the Farmer's Market on July 19, 2025.

F. ADJOURN

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

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 7:14PM

A handwritten signature in black ink that reads "Kim Lambrecht". The signature is written in a cursive style with a small dot at the end.

Kimberly Lambrecht, Long Range Planner, HPC Staff Liaison