



## Historic Preservation Commission Regular Meeting

June 11, 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 5:47 PM.

##### 1. Roll Call

Present: Melanie Starck, Chairperson  
ToniRae Andres, Vice Chairperson  
Kris Jabs, Secretary  
Jean Zuckewiler, Alternate  
Katherine (Katie) Molnar, Alternate (via Teams)  
Dave Herzer  
Ruth Brunner

Absent: Brian Jones, Town Board Liaison

Also Present: Kim Lambrecht, Long Range Planner, Staff Liaison  
Adelina Villarreal Ybarra, Administrative Analyst

Ms. Molnar briefly discussed her background in Historic Preservation as our newest Historic Preservation Commission Alternate member. Each member went around and introduced themselves to Katie while expressing their excitement for her as the newest Commission Member.

##### 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 June 11, 2025 Historic Preservation Commission (HPC) Regular Meeting Agenda.

**Historic Preservation Commissioner Starck moved to Approve the Review and Approval of the May 14, 2025 Historic Preservation Commission Regular Meeting Agenda, None seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.**

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

NONE

#### B. CONSENT CALENDAR

##### 1. Review and approval of the May 14, 2025 Regular Meeting Minutes

Please see the attached May 14, 2025 Regular Meeting Minutes, for review and approval. Commission members took a moment to review the draft May 14, 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 the May 14, 2025 Historic Preservation Commission Meeting Minutes, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote**

**resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Nays - None; Motion Passed.**

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Historic Preservation Month Open House Debrief / Lessons Learned

In order to plan for future public engagement events, the Commission should plan for a brief discussion regarding the May 30 Open House at the Historic Halfway Homestead. Additionally, the Commission may want to contemplate setting a tentative date, location, theme, etc. for next year's event so as to start the planning process a bit earlier. Commission members who attended the Historic Preservation Month Open House Celebration gave a brief summary of the highlights and key takeaways they gathered from the Historic Preservation Month Open House Celebration Event. Chairperson M. Starck and commission members expressed their gratitude and appreciation for all the assistance and Ms. Lambrecht's efforts and coordination in ensuring a smooth event turnout. The only disadvantage commission members experienced during the Open House was an unforeseen amount of rain, which Ms. Lambrecht confidently led the attendees and commission members through with patience and effective composure. Ms. Jabs mentioned the assistance of the networking tools and publicity utilized successfully informed community members about the Open House Event, which assisted in the great turnout. Mr. Herzer suggested we utilize the same day for our next Historic Preservation Month Open House in May 2026, for an increase in all-inclusive target audience demographics. Members made sure to note errors in set-up and contingency plans should weather conditions change on Event Day for the next Open House Celebration.

2. Outreach / Engagement Opportunities this summer

Staff has tentatively scheduled outreach opportunities at the ***Thursday July 17, 2025 Summer Concert (6:30pm-8:30pm)*** and the ***Saturday July 19, 2025 Farmer's Market (8:00am-12:30pm)***. Staff will coordinate getting a table with information to share, and will ask the Commission to divide up times to be available for engagement at those events. If these dates do not work, we can explore other options. Ms. Lambrecht has scheduled two outreach/engagement opportunities this summer to attend and network at the Town's Summer Concert Series on Thursday, July 17th, and the Town's Farmer's Market on Saturday, July 19th. Ms. Lambrecht and commission members discussed shifts for attendance. Ms. Andres recommended a Lunch N' Learn at Weld Re-4 District schools in town to provide outreach within the community. Ms. Lambrecht suggested outreach and engagement opportunities at our Town's annual Harvest Festival. Commission members agreed if availability with Special Events and sign-up allows for a booth to provide a networking opportunity. Chairperson Starck and Ms. Andres volunteered to compile a scavenger hunt activity for booth attendees at the Summer Concert Series and Farmer's Market Event community members. Ms. Andres proposed partnering with the Clearview Library to arrange special guest visits for 4th grade teachers, noting that this grade level aligns with the target age group's interest in history and corresponds with when history is taught in Colorado schools. Ms. Lambrecht kindly requested ToniRae to pursue those engagement opportunities and coordinate with Clearview Library and the local school district to finalize potential outreach opportunities. Commission members discussed swag ideas, door prizes, and trinket items to provide members of the public as a

tool to keep the audience's interests piqued.

3. Review Future Meeting Calendar

Please review the attached Future Meetings Calendar. There are several items listed under the June 11 date that have been previously noted by the Commission as topics for possible action. Additionally, refer to the list of Future Topics to include any of those items in the discussion of upcoming priorities. The goal will be to determine the next 'project(s)' that the Commission would like to undertake. Commission members discussed several strategies and proposed deliberation on our short-term and long-term goals. Ms. Andres suggested a discussion on the Town of Windsor's Historical Society's 150-250 Celebration. Commission members agreed to start discussions on a collaboration mixer event with Historical Preservation Commission Members and Historical Society Members to create the atmosphere for successful coordination with both the Historical Preservation Commission and our Historical Society for the 150-250 Celebration. Ms. Lambrecht suggested discussion on brainstorming be included for next month's agenda in July.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Zuckweiler inquired about the future celebration date for Historic Preservation Month in the years to follow. Members discussed dates they would feel comfortable celebrating Historic Preservation Month to prevent any schedule conflicts between the target audience. Ms. Andres proposed compiling a quote or outreach opportunity for National Constitution Week in September to contribute a short historical fact from our Historical Preservation Commission. Commissioners agreed the quote and historical fact could be a fantastic outreach opportunity.

2. Communications from Town Board Liaison

Given Town Board Liaison B. Jones' absence; Ms. Lambrecht requested any communications from the Town Board Liaison. No updates or communications from Town Board Liaison at this time.

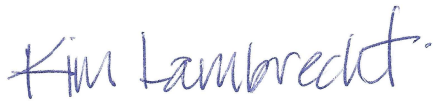
3. Communications from Staff

Ms. Lambrecht expressed updates on Community Development Renovations and optimism about the scheduled move. Staff Liaison also shared Planning's updates on hiring a Housing Needs Assessment Consultant to view Housing in Windsor and all factors surrounding that subject. Ms. Lambrecht also provided an update on Planning's Parking Management Plan which includes data collection at this time.

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 - TONIRAE ANDRES, KRIS JABS, RUTH BRUNNER, MELANIE STARCK; NAYS - NONE; MOTION GRANTED.**

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



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Name, Title