



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