



Historic Preservation Commission Regular Meeting

November 12, 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 5:46 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.



Kimberly Lambrecht, Long Range Planner | HPC Staff Liaison