



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

November 9, 2022 - 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. Approval of the October 12, 2022 minutes

C. BOARD ACTION

1. No Action Items this month

D. DISCUSSION ITEMS

1. CivicClerk Training (Karen Frawley - Town Clerk)
2. Election of 2023 Officers - Chair, Vice-Chair, Secretary
3. Legion Building - discussion of possible local historic designation (Ruth)
4. Update regarding request for website changes (Kim)
5. Review Future Meetings List

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: November 9, 2022
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Approval of the October 12, 2022 minutes
Item #: B.1.

Background / Discussion:

Please see attached draft of the October 12, 2022 meeting minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 10.12.2022 HPC Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

October 12, 2022 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

1. Roll Call

Present:

Jean Zuckweiler
Ruth Brunner
ToniRae Andres
Kris Jabs
Melanie Starck

Also Present:

Kimberly Lambrecht, Town Staff Liaison
Deanna Flanagan, Town Administrative Assistant

Ms. Zuckweiler called the meeting to order at 5:47 p.m.

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Ms. Brunner made a motion to approve the agenda with no changes. The motion was seconded and approved unanimously.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Approval of the August 10, 2022 meeting minutes

Please see attached for draft of August 10, 2022 meeting minutes for review and approval. Ms. Brunner made a motion to approve the August 10, 2022 minutes. Ms. Andres seconded the motion. Motion passed unanimously.

C. BOARD ACTION

1. No action items this month

No action items this month

D. DISCUSSION ITEMS

1. Debriefing of the Comprehensive Plan Update Community Engagement Meeting

Discussed October 6th Visionary Event where the Comprehensive Plan update was discussed. Meeting was recorded- available on Windsor Project Connect page. It was noted that the HPC should ensure that the Historic Preservation Plan is referenced in the Comprehensive Plan Update.

2. CLG Annual Report

Certified Local Government annual report (their fiscal year is Oct 1 2021-Sept 30 2022). Due every year on November 1st. Ms. Lambrecht is completing the CLG report that will be submitted to History Colorado. Discussed HPC data from 2022.

3. Website: review recent updates, discuss other updates

Reviewed current Town of Windsor web page for HPC. Confirmed information is up to date. Discussed adding small photos and links to additional info on designated landmark property list. Discussed adding a link to the WING map and adding a map layer that shows historic properties. Discussed making links to content easier to access by placing them on the first landing page. Discussed ways to make page more user-friendly.

4. Department of the Interior: 'Guidelines on Flood Adaptations for Rehabilitating Historic Buildings'

Ms. Lambrecht offered up a copy of "Guidelines on Flood Adaptations for Rehabilitating Historic Buildings" if any commission members would like to borrow it.

5. Review Future Meetings List

Added "revisit website changes" to future meeting topics. Will push December's topic "Letters to property owners eligible for Local Historic Designation" to another month. Discussed doing a commission retreat in lieu of December meeting.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Zuckweiler is continuing to work on a historic designation application for Windsor Lake. Ms. Brunner has been trying to find out if there are any future plans for the Legion. She would like to see it become a locally designated landmark, but is unsure if the property owners want to follow through with the local landmark application.

2. Communications from Town Board Liaison

Town Board liaison absent.

3. Communications from Staff

Ms. Lambrecht reminded everyone that there will be a public meeting with the preservation plan consultant on November 3rd from 5:30-7:00 in the Town Board chambers at Town Hall. This will be a community input event.

Ms Lambrecht also reminded HPC members that there will be a brief training on the CivicClerk meeting platform software at next month's meeting.

F. ADJOURN

Ms. Starck made a motion to adjourn the meeting at 7:24 p.m. Ms. Andres seconded the motion. Motion passed and meeting adjourned.



Deanna Flanagin, Administrative Assistant



MEMORANDUM

Date: November 9, 2022
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: No Action Items this month
Item #: C.1.

Background / Discussion:

No Action Items this month

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: November 9, 2022
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Review Future Meetings List
Item #: D.5.

Background / Discussion:

Please see the attached Future Meetings Agenda, for review and comment.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Agenda - November



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
October 12, 2022 5:45 pm	Website Updates
November 9, 2022 5:45 pm	Annual Election of Officers
December 14, 2022 5:45 pm	HPC Retreat
January 11, 2023 5:45 pm	Revisit website discussion
February 8, 2023 5:45 pm	Letters to property owners eligible for Local Historic Designation
March 8, 2023 5:45 pm	Outreach to the Poudre Valley Cemetery
April 12, 2023 5:45 pm	

Future Topics:

Printed Walking Tour Maps to distribute
Preservation Plan Meetings
Comprehensive Plan Update

Upcoming Meeting Dates*

<u>Wednesday November 9, 2022</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday December 14, 2022</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday January 11, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday February 8, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday March 8, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>April 12, 2023</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.