



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

April 8, 2026 - 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. Review and approval of the March 11, 2026 HPC Regular Meeting Minutes.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Members of the Communications Team will present to the HPC
2. Review and Discuss Plans for Upcoming Events
3. Review Future Meetings Calendar

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: April 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the March 11, 2026 HPC Regular Meeting Minutes.
Item #: B.1.

Background / Discussion:

Please see the attached March 11, 2026 Regular Meeting Minutes for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the March 11, 2026 HPC Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 3.11.2026 HPC Regular Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

March 11, 2026 - 5:45 PM
Poudre Conference Room, 200 N. 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 (via Teams)
Kris Jabs, Secretary
Dave Herzer
Ruth Brunner
Jason Hallet, Town Board Liaison

Also Present:

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

Absent:

Jean Zuckewiler
Katherine (Katie) Molnar

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 March 11, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda. Staff Liaison Lambrecht proposed to remove Item D.1 from the March 11, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda due to Communications Staff member Maddy Strasheim is out sick.

Historic Preservation Commissioner Brunner moved to Approve the Review and Adjustment of the March 11, 2026 Historic Preservation Commission Regular Meeting Agenda as amended, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows; Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Ruth Brunner, David Herzer; Nays - None; Motion Approved.

Ms. Lambrecht noted that Communications Staff member Ms. Strasheim has agreed to present the previously described communications materials to the Historic Preservation Commission on April 08, 2026.

3. Public Invited to be Heard None

B. CONSENT CALENDAR

1. Review and approval of the January 14, 2026 HPC Regular Meeting Minutes

Please see the attached January 14, 2026 Regular Meeting Minutes for review and approval. Commission members took a moment to review the draft January 14, 2026 Historic Preservation Commission Regular Meeting minutes. No modifications to the draft Minutes were requested.

Historic Preservation Commissioner Jabs moved to Approve the Review and Approval of the January 14, 2026 Historic Preservation Commission Meeting Minutes, Historic Preservation Commissioner Herzer seconded the motion. Roll call on the vote resulted as follows; Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Ruth Brunner, David Herzer; Nays - None; Motion Passed.

C. BOARD ACTION NONE

1. None

D. DISCUSSION ITEMS

1. Members of the Communications Team will present HPC related items they are working on

Communications team members Madison Strasheim and Casie Ward will be in attendance to share a few of the designs they have been working to support the Historic Preservation Commission in their education and outreach efforts. Communications Staff member Maddi Strasheim was unable to attend and present related items and projects the Communications team are working on. Presentation of items and work update is scheduled to occur at the next Historic Preservation Commission Meeting in April.

2. 250/150/50 (Sesquicentennial) Celebration Update

Following up on previous discussion regarding HPC's involvement in the celebration/activities of the Sesquicentennial. Due to staffing, site construction, and other constraints, several items regarding the Town's plans for celebrating the milestones have changed.

New date: **Saturday June 6, 2026**

New time: **10:00 am - 1:00 pm**

Location: stays the same - the Train Depot building and site.

The site will be undergoing a few upgrades and improvements (primarily landscaping). Pushing the date out a couple of weeks will give construction more time to progress, and it will also align the event with the first Farmers Market of the season. Plans have also been scaled back to simply include educational activities and partner booths, including an HPC booth. This is a much lighter lift for all involved, but may open up an opportunity for the HPC to expand their involvement.

With this updated information, continue to consider how the HPC might be involved and engage with the event.

- set up a booth
- outreach items
- activities

The Commissioners concur that the HPC will host a booth at the June 6 celebration, with the typical display materials. Additionally, the Commissioners will reinvent the existing scavenger hunt questions, or develop a new scavenger-style hunt for historic elements located in and around the Train Depot/Boardwalk Park. Staff will look into acquiring HPC specific swag for the event.

In advance of the June 6 event, HPC would like to host a 'Coffee with the Commissioners' style open house to celebrate Historic Preservation Month in May. This event is tentatively scheduled for May 2, 9:00am - 10:30am at Peculier Ales' new coffee kiosk. Commissioners will have a brief agenda and then will open the meeting to discussion and questions.

3. Commissioner Debriefing of the Saving Places Conference

Commissioners who attended the 2026 Saving Places Conference should be prepared to provide a short debriefing of their experience at the Saving Places Conference - highlights,

lowlights, key takeaways. This should be followed by a written summary to be turned in, as required by History Colorado, in compliance with the receipt of scholarship money for attendance.

☐ A written summary of the course(s)/session(s) attended for *each* attendee that includes the following:

- List of sessions and dates attended or recordings watched (three conference and/or CAMP attendance requ, but please list all sessions).
- Three things the attendee learned (overall, not per session).
- Would the attendee recommend the educational program to other CLGs?
- Date of Commission/Board meeting where information will be shared with others.

(Melanie Starck, ToniRae Andres, Kris Jabs, Ruth Brunner, Dave Herzer and Katie Molnar) Each Commissioner in attendance at this meeting provided highlights of their experience at the Conference. All noted the value that attendance at the Conference brought to them in their roles as Commissioners.

Commissioner Andres:

- Enjoyed the Conference, and thanked the Town Board, Mr. Hallett, Ms. Ybarra for the financial and logistical support.
- Highlighted the session on the 1976 Bicentennial, and the session on repurposing old schools and churches
- Thought the Plenary sessions and their speakers were great.

Commissioner Jabs:

- Found the session regarding the State Historical Fund helpful in leering about grants
- Noted that the National Alliance of Preservation website has useful information and tools.
- Was able to bring back outreach ideas to the Commission

Commissioner Brunner:

- Noted that the non-competitive grants that are available have to benefit the public.
- Attended the Work Force session which talked about training young craftsman
- Enjoyed the neon lighting tour.

Commissioner Herzer:

- Thanked everyone for their support.
- Noted that the skilled workforce is really declining
- Participated in the Evans School Tour
- Took note at the plenary session discussing the current political climate, and how it is impacting people.

Commissioner Starck:

- Attended a session led by a developer focused on smaller developments; a session presenting information on tax credits on commercial versus housing / residential; and a session regarding the Colorado Main Street program resources.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioner Starck attended the commemorative celebration of the Greeley City Hall building (the round building), which will be demolished in the coming weeks. Commissioner Andres would like to do a presentation on the Bicentennial - with information stemming from the session attended at the Saving Places Conference.

2. Communications from Town Board Liaison

Town Board Member Hallett noted several things currently in front of the Town Board:

- Proclamation for Women's History Month
- Review of the proposed King Soopers project
- Noted several items the Front Range MPO is working on.
- Coffee with the Mayor will be Friday March 13,
- The League of Women Voters will host a candidate forum on Thursday March 19, for 6-8pm.
- Noted the friendly wager between the Windsor and Severance Police Departments regarding the Windsor and Severance Basketball teams.

3. Communications from Staff

Ms. Lambrecht reminded those in attendance of the upcoming election; mentioned promotional material received from a consulting firm that could assist with any historical surveys the Commission may be considering; and noted that the house featured in the opening credits of the old Brady Bunch TV show was recently designated as a historic landmark.

F. ADJOURN

HISTORIC PRESERVATION COMMISSIONER BRUNNER MOVED TO ADJOURN, HISTORIC PRESERVATION COMMISSIONER JABS SECONDED THE MOTION. ROLL CALL ON THE VOTE RESULTED AS FOLLOWS; YEAS - MELANIE STARCK, RUTH BRUNNER, TONIRAE ANDRES, KRIS JABS, AND DAVE HERZER; NAYS - NONE; MOTION GRANTED.

UPON A MOTION DULY MADE, CHAIRPERSON M. STARCK ADJOURNED THE MEETING AT 7:17PM.



Kimberly Lambrecht, Long Range Planner, HPC Staff Liaison



MEMORANDUM

Date: April 8, 2026
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: April 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Members of the Communications Team will present to the HPC
Item #: D.1.

Background / Discussion:

Communication team members Madison Strasheim and Casie Ward will be in attendance to share a few of the ideas and designs they have been working on to support the Historic Preservation Commission in their education and outreach efforts.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and Discuss Plans for Upcoming Events
Item #: D.2.

Background / Discussion:

Confirm/Finalize Plans for the May 2, 2026 'Coffee with the Commissioners':

Location: Windsor Lake Coffee at Peculier Ales (301 Main Street)
Time: 9:00 am - 10:30 am
Format? Agenda?
Handouts?

Update on plans for the June 6 50/150/250 Celebration

Location: Near the Train Depot & Farmer's Market Pavilion
Time: 10:00 am - 1:00 pm
HPC to host a booth/table
Activity - Scavenger Hunt?
Handouts?
Swag?

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review Future Meetings Calendar
Item #: D.3.

Background / Discussion:

Please review the attached Future Meetings Calendar.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Calendar - April 2026



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
April 8, 2026 5:45 P.M.	Comms Presentation, May 2 event, June 6 event, proclamation
May 13, 2026 5:45 P.M.	Review mapping of potentially historic properties Final Plans for June 6 event.
June 10, 2026 5:45 P.M.	
July 8, 2026 5:45 P.M.	
August 12, 2026 5:45 P.M.	
September 9, 2026 5:45 P.M.	

Future Topics:

ToniRae – Bicentennial Presentation
 Tour of the Town’s Museum / Historic Artifacts Storage Facility
 Educational materials for outreach
 Letters to property owners eligible for Local Historic Designation
 Outreach to the Poudre Valley Cemetery – need to touch base with Caitlin H.
 Website updates
 Windsor Lake – Historical Research – ongoing discussion
 Local designations for the First United Methodist Church and the Kaplan-Hoover Site
 Commissioner ideas

<u>Upcoming Meeting Dates*</u>		
<u>Wednesday January 14, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday February 11, 2026</u>	5:45 P.M.	Regular HPC Meeting (CANCELLED)
<u>Wednesday March 11, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday April 8, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday May 13, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday June 10, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday July 8, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday August 12, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday September 9, 2026</u>	5:45 P.M.	Regular HPC Meeting
<u>October 14, 2025</u>	5:45 P.M.	Regular HPC Meeting
<u>November 11, 2026</u>	5:45 P.M.	No Meeting – Veteran’s Day
<u>December 9, 2026</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.