Historic Preservation Commission Regular Meeting

January 14, 2026 - 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 5:47PM.

1. Roll Call

Present:	Melanie Starck, Chairperson ToniRae Andres, Vice Chairperson Kris Jabs, Secretary Jean Zuckewiler, Katherine (Katie) Molnar, (via Teams) Dave Herzer Ruth Brunner Jason Hallet, Town Board Liaison
Absent:	
Also Present:	Kim Lambrecht, Long Range Planner, Staff Liaison Adelina Villarreal Ybarra, Administrative Analyst Laura Browarny, Culture & Engagement Manager

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 January 14, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda.

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

3. Public Invited to be Heard

   None

B. CONSENT CALENDAR

1. Review and approval of the November 12, 2025 HPC Regular Meeting Minutes

   Please see the attached November 12, 2025 Regular Meeting Minutes for review and approval. Commission members took a moment to review the draft November 12, 2025 Historic Preservation Commission Regular Meeting minutes. No modifications to the draft Minutes were requested.

   Historic Preservation Commissioner Andres moved to Approve the Review and Approval of the November 12, 2025 Historic Preservation Commission Meeting Minutes, Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows; Yeas - Melanie Starck, ToniRae Andres, Kris Jabs, Ruth Brunner, Dave Herzer; Nays - None; Motion Passed

C. BOARD ACTION

NONE

1. Election of Officers - Election of Historic Preservation Commission Chairperson

   This item has been included on the agenda for the election of officers for the 2026 calendar year. In accordance with the Historic Preservation Commission by-laws, each calendar year the Historic Preservation Commission shall elect the officers of chairperson, vice-chairperson and secretary for that respective year. Commissioner ToniRae Andres nominated Melanie Starck as Historic Preservation Commission Chairperson. Commissioner Dave Herzer seconded that nomination. Commissioner Melanie Starck was awarded Chairperson of the Historic Preservation Commission by a quorum of yeas.

2. Election of Officers - Election of Historic Preservation Commission Vice-Chairperson

   This item has been included on the agenda for the election of officers for the 2026 calendar year. In accordance with the Historic Preservation Commission by-laws, each calendar year the Historic Preservation Commission shall elect the officers of chairperson, vice-chairperson and secretary for that respective year. Commissioner Kris Jabs nominated ToniRae Andres as Historic Preservation Commission Vice-Chairperson. Chairperson Starck seconded that nomination, and Commissioner ToniRae Andres was awarded Vice-Chairperson of the Historic Preservation Commission by a quorum of yeas.

3. Election of Officers - Election of Historic Preservation Commission Secretary

   This item has been included on the agenda for the election of officers for the 2026 calendar year. In accordance with the Historic Preservation Commission by-laws, each calendar year the Historic Preservation Commission shall elect the officers of chairperson, vice-chairperson and secretary for that respective year. Commissioner Dave Herzer nominated Commissioner Kris Jabs as Historic Preservation Commission Secretary. Commissioner ToniRae Andres seconded that nomination. Kris Jabs was awarded Secretary of the Historic Preservation Commission by a quorum of yeas.

D. DISCUSSION ITEMS

1. 250/150/50 (Sesquisemiquincentennial) Celebration - L. Browarny

   Following up on previous discussions regarding HPC's involvement in the celebration/activities of the Sesquisemiquincentiennial. Ms. Browarny will be in attendance to provide an update, additional thoughts, and answer questions. Laura Browarny - Culture & Engagement Manager, discusses the layout and progress of the Sesquisemiquincentennial Event.

   - The event is planned to occur at the Windsor Train Depot, in celebration of its 50th Anniversary at the current location.
   - It will be held May 23-24, 2026.

   There will be three (3) groups working on various elements of the planning and execution of the event:

   1. The Town's Events team will work on logistics.
   2. The Town's Museums team will work on education and outreach.
   3. The HPC and Windsor Severance Historical Society will focus on other activities.

The HPC set up a subcommittee to serve as the liaison between the Town's Staff and the Commission, and will provide direction to the HPC as to specific planning and execution needs for the event. Ms. Starck and Ms. Brunner will serve on the subcommittee.

Ms. Browarny will coordinate with Ms. Lambrecht (Staff Liaison to the HPC) and the subcommittee.

2. Criteria for approval of a Certificate of Alteration - D. Herzer

Brief discussion to clarify the criteria that applicants can rely upon when to determine if/when a Certificate of Alteration is required. Please refer to *Municipal Code Section 15-16-90 - Landmark alteration certificate required*. and *Section 15-16-130 - Criteria for review of alteration certificate.* Commission member Dave Herzer discussed the documents he researched and observed to determine the criteria that goes into designating a property as a historic landmark, and how that criteria may be used in the evaluation of a Certificate of Alteration (COA). Mr. Herzer requested clarification in what limitations there might be for a designated property to make changes and subsequently how a COA should be evaluated. Commission members discussed the information provided when applying for designation of a property, and how that information might inform the review of a COA, as a basis to look at exterior versus interior changes. The majority of applications for a local historic designation are based on the exterior elements of the structure, since most of the interiors have likely been altered at some point.

Ms. Browarny stated the application appears to be intimidating at first glance, and commented whether there are ways to make the application more clear and user-friendly, and less overwhelming. Ms. Brunner discussed including resources on the HPC website to provide more clear information for properties to pursue a local designation.

3. Continue Discussion regarding properties that may be eligible for a local historic designation

As a follow-up to the discussion regarding outreach to properties that may be eligible for a local designation, Commissioners should plan to share efforts that have been made over the last few weeks. Items that were discussed include development of a list of possible properties, creation of a letter to send to property owners, mapping the specific addresses, etc.

Please see attached for drafts of letters created by Commissioner Andres. Commissioner Molnar previously volunteered to map properties that might be eligible for a local historic designation, and discussed her process and progress on the specific properties that have been presented. Staff and the Commissioners will continue to provide data for her to map, including review of the properties that have been included in each of the past studies and surveys that have been completed. Commissioners noted that any properties that might be contacted may want to have a quick visual drive-by to ensure that they are still a viable option. There are several resources available (GIS layers, parcel numbers, town limits, etc.) for Ms Molnar to use with her mapping data which may serve to outline a pattern of historic properties. The database that Ms. Molar is creating would then be able to create a list of those properties that could be the start of an opportunity for outreach.

The Commissioners continued the discussion of creating an informational letter to send to property owners. Ms. Andres has drafted a couple of options that she and Ms. Jabs will continue to work on. Ms. Brunner noted a great way to provide validity and excitement to the

property owners about the potential for designation. That is to call to their attention the fact that their property showed up in several surveys/studies as being potentially eligible for designation... This type of language should be included in any correspondence to property owners.

Ms. Andres noted that quick work of a visual 'inspection' of the database of properties would occur if three Commissioners volunteered to each take a part of the list. This will aid in verifying and condensing the list. Ms. Lambrecht mentioned we would only be able to make general observations, since we are not certified professionals.

4. Review Future Meetings Calendar

   Please review the attached Future Meetings Calendar. Commissioners noted that the February HPC Regular Meeting will be cancelled due to the Saving Places Conference. Reviewing progress on the mapping of potential historic properties and a debriefing of the Saving Places Conference were added to the March meeting calendar.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

   None.

2. Communications from Town Board Liaison

   Mr. Hallett noted that new six officers sworn in at the January 12 Town Board Meeting; Municipal elections will occur in April for all even-numbered Board Member Districts (2, 4 & 6) and the Mayor this year. Application packets were released January 2 and are due January 26; and there are two upcoming town events and opportunities - the Christmas tree recycling program and the Magical Forest event.

3. Communications from Staff

   Ms. Lambrecht noted that the Colorado 150 submittal to History Colorado was sent in. The submittal, that was compiled by Ms. Heusser (Museum Curator), will be displayed at the Saving Places Conference. Additionally, the HPC is due for its quadrennial evaluation this year. A History Colorado representative will be attending an HPC meeting at some point this year. Finally, Staff discussed final coordination and details for the Commissioners planning to attend the Saving Places Conference February 11-13.

F. ADJOURN

AT 7:17PM, UPON A MOTION DULY MADE, CHAIRPERSON STARCK ADJOURNED THE 01.14.2026 HPC REGULAR MEETING.

_____

Name, Title