



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

May 13, 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 April 8, 2026 HPC Regular Meeting Minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Ms. Kristie Melendez (WSHS) will present information on the Society's next sculpture project.
2. Commissioner Molnar will provide an update on how the mapping of historic properties is progressing.
3. Finalize Plans for the June 6 50/150/250 Event
4. 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: May 13, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the April 8, 2026 HPC Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached April 8, 2026 Regular Meeting Minutes for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approval of the April 8, 2026 HPC Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 4.8.2026 HPC Regular Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

April 8, 2026 - 5:45 PM
Poudre Conference Room, 211 N. 11th St, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON MELANIE STARCK CALLED THE MEETING TO ORDER AT 5:46PM.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Kris Jabs, Secretary
Ruth Brunner
Katherine (Katie) Molnar
Jean Zuckewiler (alternate)
Jason Hallet, Town Board Liaison

Absent: Dave Herzer (resigned)

Also Present: Eric Lucas, Deputy Town Manager
Kim Lambrecht, Long Range Planner, Staff Liaison
Adelina Villarreal Ybarra, Administrative Analyst
Maddison Strasheim, Communication Coordinator
Casie Ward, Multimedia Coordinator

As of today's meeting Dave Herzer has resigned as a voting Commissioner on the Historic Preservation Commission. Alternate Katie Molnar will assume the role of a fully seated member. Staff has informed the Town Clerk's office that the HPC has a vacancy. Communications staff introduced themselves to the Commissioners for reference as a new Communications staff member joined us in our meeting, Casie Ward our Multimedia Coordinator.

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 April 08, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda.

Historic Preservation Commissioner Andres moved to Approve the Review of the April 08, 2026 Historic Preservation Commission Regular Meeting Agenda, Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck; Katie Molnar Nays - None; Motion Passed.

3. Public Invited to be Heard

Mr. Mike Young attended the April 8, 2026 Historic Preservation Commission regular meeting as an observer.

B. CONSENT CALENDAR

1. Review and approval of the March 11, 2026 HPC Regular Meeting Minutes.

Please see the attached March 11, 2026 Regular Meeting Minutes for review and approval. Commission members took a moment to review the draft March 11, 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 March 11, 2026 Historic Preservation Commission Meeting Minutes, Historic Preservation Commissioner Brunner seconded the motion. Roll call on the vote resulted as follows; Yeas - ToniRae Andres, Kris Jabs, Ruth Brunner, Melanie Starck, Katie Molnar; Nays - None; Motion passes unanimously.

C. BOARD ACTION

NONE.

1. None

D. DISCUSSION ITEMS

1. Members of the Communications Team will present to the HPC

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. Ms. Madison Strasheim the Communications Coordinator, and Ms. Casie Ward, the Multimedia Coordinator, presented designs for the HPC to use as education and outreach resources for their public engagement events. The presentation included proposed visual aids of local historic properties (both designated and non-designated); an example of a historic walking tour map; an idea to create enamel pins of historic buildings; fun doodles of historic buildings to incentivize the development of future historical landmarks; and images to develop as coloring books for engagement activities. Commissioner members proposed additional ideas on how to use the graphic creations in other ways in order to bring awareness to Historical Preservation efforts. Examples consisted of puzzles, historic buildings of Windsor posters, stickers, and the like. Staff liaison Kim Lambrecht requested an update on the coloring book project, with the plan to have them available for the June 6 event.

2. Review and Discuss Plans for Upcoming Events

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?

Commissioners finalized plans for the *Coffee with the Commissioners* event scheduled to

occur on May 2, 2026. The event will be open to the public, and the Commission will provide light beverages. The event will start with a brief presentation, and then will be open for questions and comments. The communications team will develop social media posts to inform the community of the event.

The HPC will also be a participant in the Town's 50/150/250 celebration event on June 6, 2026. The HPC will host a booth, will develop a scavenger hunt for participants to engage with the nearby historical structures, and will be available to talk about their past work as well as plans for future action and outreach opportunities. To further extend the celebration throughout the year, the Commission will purchase swag to commemorate the event and highlight the Commission.

3. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar. At the May meeting, Ms. Molnar will provide the Commissioners with an update of the historic properties mapping project. Ms. Andres requested an opportunity to give a presentation on the Bicentennial Presentation she attended at the Saving Places Conference in February. Ms. Lambrecht proposed adding it to the Agenda for the Historic Preservation Commission Regular Meeting on June 10, 2026. Ruth Brunner mentioned she was going to be attending the Saving Places Conference in Buena Vista on July 8, 2026 and will provide a few comments at a future meeting.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioner Zuckweiler noted that the Tax Aid group (sponsored by AARP) using the Kern/Kyger Training Room at the Community Development Center has been very pleased with the facility, and expressed gratitude for the opportunity to utilize the building this year. Additionally, Ms. Zuckweiler gave an update on her research for the Kern Reservoir, noting in particular an award she discovered that was noted in the 2003 Kern Board meeting minutes, regarding the 1st Annual Governor's Award given to the Town for the work that had been done to Kern Reservoir and Boardwalk Park.

2. Communications from Town Board Liaison

Town Board Member Hallett provided several updates to Town events and activities, including:

- Results of the election
- The Town Boards Strategic Plan Retreat to be held April 30-May 1.
- Construction on the east side King Soopers has started.
- The Town Board will be attending the CML Conference in June.
- Staff continues to work on the many referrals from the City of Greeley.
- EV golf carts and electric bicycles continue to be a topic of discussion amongst the Town Board.

3. Communications from Staff

- Ms. Strasheim noted that the Communications Team is now hosting podcasts — 'What's the Word Windsor'—where the Comms team interview various Staff members on current topics and events.
- Ms. Ybarra handed out reimbursement checks to the Commissioners for their expenses related to attendance at the Saving Places Conference; noted that the Tax

Aid group would be available at the Community Development Center until April 14; and noted that many people have been stopping in at the Community Development Center to deal with their Red Light Camera citations (unaware that the Police Department had moved).

- Ms. Lambrecht also had several items of note:
 - Deputy Town Manager Eric Lucas attended the HPC meeting in conjunction with the Town Manager's annual review of each of the Boards and Commissions.
 - Save the Date for the Annual Board Appreciation Night, hosted by the Town Clerk's Office. The event will be on July 16, at the Summer Concert Series. More information to come.
 - Save the Date for an HPC outreach event at the Windsor Farmers Market on August 15, 2026. Similar to past summers, the HPC will host an information booth.
 - An opportunity to judge student projects for 'National History Day' was presented.

F. ADJOURN

AT 7:27 PM HISTORIC PRESERVATION COMMISSIONER BRUNNER MOVED TO ADJOURN, HISTORIC PRESERVATION COMMISSIONER ANDRES SECONDED THE MOTION. ROLL CALL ON THE VOTE RESULTED AS FOLLOWS: YEAS - MELANIE STARCK, RUTHER BRUNNER, TONIRAE ANDRES, KRIS JABS, KATIE MOLNAR; NAYS - NONE. MOTION CARRIES.

Kim Lambrecht

Kimberly Lambrecht – Long Range Planner, HPC Staff Liaison



MEMORANDUM

Date: May 13, 2026
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:
None

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: May 13, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Ms. Kristie Melendez (WSHS) will present information on the Society's next sculpture project.
Item #: D.1.

Background / Discussion:

Ms. Kristie Melendez from the Windsor Severance Historical Society (WSHS) will present information on the Society's next sculpture project.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: May 13, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Commissioner Molnar will provide an update on how the mapping of historic properties is progressing.
Item #: D.2.

Background / Discussion:

After discussing options for outreach to property owners whose property may be considered historic, the Commission discussed ways to logically approach and organize the locations of these properties. Commissioner Molnar has been working on a map that shows the location of properties that have been evaluated in the past for potential local historic designation. Ms Molnar will provide a brief update as to the status of the map development.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: May 13, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Finalize Plans for the June 6 50/150/250 Event
Item #: D.3.

Background / Discussion:

The Commissioners should plan on finalizing plans, tasks, schedules, etc. for HPC's participation in the 50/150/250 (Sesquicentennial) Celebration. As a reminder, the details of the event are:

- Date: Saturday June 6, 2026
- Time: 10:00 am - 1:00 pm
- Location: Windsor History Museum (100 5th Street)

More details should be available soon, but please plan to allow extra time for either set up or tear down.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: May 13, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review Future Meetings Calendar
Item #: D.4.

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 - May 2026



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
May 13, 2026 5:45 P.M.	Kristie M (WSHS) sculpture project (April 9 email) Review mapping of potentially historic properties Final Plans for June 6 event.
June 10, 2026 5:45 P.M.	ToniRae Andres Bicentennial presentation May 2/June 6 events debrief
July 8, 2026 5:45 P.M.	
August 12, 2026 5:45 P.M.	
September 9, 2026 5:45 P.M.	
October 14, 2026 5:45 P.M.	
November 11, 2026 5:45 P.M.	CANCELLED – Veteran’s Day Holiday

Future Topics:

- 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 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.