



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

July 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 May 13, 2026 HPC Regular Meeting Minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Commissioner Andres Bicentennial Presentation
2. Commissioner Molnar will provide a progress update on the historic properties mapping effort
3. Commissioner debrief regarding participation in the May 2 and June 6 Outreach Events
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: July 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the May 13, 2026 HPC Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached May 13, 2026 HPC Regular Meeting Minutes for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approve the May 13, 2026 HPC Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 05.13.26 HPC Regular Meeting - Minutes_DRAFT



Historic Preservation Commission Regular Meeting

May 13, 2026 - 5:45 PM
Poudre Conference Room, 200 N. 11th Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON STARCK CALLED THE MEETING TO ORDER AT 5:50 P.M.

1. Roll Call

Present: Melanie Starck, Chairperson
Kris Jabs, Secretary
Ruth Brunner
Jean Zuckweiler

Absent: ToniRae Andres, Vice Chairperson
Katie Molnar

Also Present: Kim Lambrecht, Long Range Planner,
Staff Liaison
Ms. Kristie Melendez, Windsor
Severance Historical Society

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 May 13, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda.

Historic Preservation Commissioner Brunner moved to Approve the Review of the May 13, 2026 Historic Preservation Commission Regular Meeting Agenda, Historic Preservation Commissioner Jabs seconded the motion. Roll call on the vote resulted as follows: Yeas - Melanie Starck, Kris Jabs, Ruth Brunner; Jean Zuckweiler; Nays - None; Motion Passed.

3. Public Invited to be Heard

None

B. CONSENT CALENDAR

1. Review and approval of the April 8, 2026 HPC Regular Meeting Minutes

Please see the attached April 8, 2026 Regular Meeting Minutes for review and approval. Commission members took a moment to review the draft April 8, 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 April 8, 2026 Historic Preservation Commission Regular Meeting Minutes; Historic Preservation Commissioner Brunner seconded the motion. Roll call on the vote resulted as follows: Yeas - Yeas - Melanie Starck, Kris Jabs, Ruth Brunner, Jean Zuckweiler; Nays - None. Motion passes unanimously.

C. BOARD ACTION

1. None

None

D. DISCUSSION ITEMS

1. Ms. Kristie Melendez (WSHS) will present information on the Society's next sculpture project.

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

Ms. Melendez shared information about the WSHS's history, mission, past projects, and current plans to commission a new sculpture recognizing the Town of Windsor's sugar beet industry. She shared early sketches of the proposed sculpture, along with information about the sculptor, the schedule, the likely overall cost and the Society's current efforts at fundraising.

2. Commissioner Molnar will provide an update on how the mapping of historic properties is progressing.

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.

Commissioner Molnar was unable to attend the meeting. Her presentation has been postponed to a future date.

3. Finalize Plans for the June 6 50/150/250 Event

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.

Ms. Lambrecht shared the latest information from the Town's Museum Education Coordinator, regarding the event schedule, location, layout of participants, site access, set up and tear down, etc. Commissioners discussed scheduling shifts for those who could not be in attendance for the entire time.

4. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar.

Commissioners reviewed the Future Meetings Calendar and shifted Ms. Molnar's presentation to the June meeting. Additionally, since the November meeting falls on Veterans Day, the Commissioners contemplated looking at another day in November for a Regular Meeting. No decision was made, but the topic will be reconsidered at an upcoming meeting.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Starck shared her plans to attend the Museum/Culture team's tour of historic properties to be held on May 14.

2. Communications from Town Board Liaison

Town Board Liaison Hallett noted several Town Board actions and activities:

- Mr. Hallett is now the Mayor Pro Tem.
- The Town Board will hold a special meeting to address the recent issues regarding golf carts.
- Mr. Hallett has met with Ms. Melendez to further discuss the WSHS sculpture plans.
- The Town Board held their Strategic Plan retreat last month.
- The Colorado Municipal League Conference is coming up in June. Many of the Town Board members will attend.
- Mr. Hallett noted that the June 6 250/150/50 event has been conveyed to the Town Board.

3. Communications from Staff

Ms. Lambrecht noted that renovations to Town Hall have begun in an effort to move the Human Resources and Information Technology departments to Town Hall, to locate in spaces vacated by the Community Development team. construction is scheduled to be completed by Labor Day weekend.

F. ADJOURN

AT 6:46 P.M. HISTORIC PRESERVATION COMMISSIONER JABS MOVED TO ADJOURN.
HISTORIC PRESERVATION COMMISSIONER ZUCKWEILER SECONDED THE MOTION.
MEETING ADJOURNED.



Kimberly Lambrecht, Long Range Planner, Staff Liaison



MEMORANDUM

Date: July 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: None
Item #: C.1.

Background / Discussion:

None

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: July 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Commissioner Andres Bicentennial Presentation
Item #: D.1.

Background / Discussion:

Historic Preservation Commissioner Andres attended a session at the Saving Places Conference that discussed the 1976 Bicentennial Celebration. Ms Andres found the content to be very engaging, and would like to present her takeaways from that session.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: July 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Commissioner Molnar will provide a progress update on the historic properties mapping effort
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: July 8, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Commissioner debrief regarding participation in the May 2 and June 6 Outreach Events
Item #: D.3.

Background / Discussion:

The Commission should plan to provide feedback on the outreach efforts from the May 2 'Coffee with the Commissioners' and the June 6 250/150/50 Celebration. Discussion may include community feedback, level of engagement, consideration for similar future events, and lessons learned.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: July 8, 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. There are several openings in upcoming meetings that provide opportunities to begin work on new topics.

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 - July 2026



**HISTORIC PRESERVATION COMMISSION
FUTURE MEETINGS DISCUSSION ITEMS**

DATE	TOPIC
June 10, 2026 5:45 P.M.	ToniRae Andres Bicentennial presentation May 2/June 6 events debrief
July 8, 2026 5:45 P.M.	ToniRae Andres Bicentennial presentation May 2/June 6 events debrief
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
December 9, 2026 5:45 P.M.	

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
- Saving Place Conference – February 10-13, 2027

<u>Upcoming Meeting Dates*</u>		
<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
<u>January 13, 2027</u>	5:45 P.M.	Regular HPC Meeting
<u>February 10, 2027</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.