



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

August 12, 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 July 8, 2026 HPC Regular Meeting Minutes

C. BOARD ACTION

1. Certificate of Alteration (COA) - Town of Windsor Subdivision, Block 6, Lots 2, 4, 6 and 8 (501 Ash Street) - The Cheese Factory and Creamery (The Creamery) - Laura Browarny (Town of Windsor Culture & Engagement Manager), Owner Applicant

D. DISCUSSION ITEMS

1. Review Preservation Plan Action Items and Implementation Strategies - Near Term Items
2. Review the current Application for a Local Historic Designation
3. Review Future Meetings Calendar

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission
2. Communications from Town Board Liaison
3. Communications from Staff
 - a. HPC at the Farmer's Market - August 15, 2026 from 8:00 am - 12:30 pm.
 - b. HPC at the Harvest Festival - September 6, 2026 from 8:00 am - 5:00 pm.

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: August 12, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the July 8, 2026 HPC Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

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

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approve the July 8, 2026 HPC Regular Meeting Minutes

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 07.08.26 HPC Regular Meeting Minutes - DRAFT



Historic Preservation Commission

Regular Meeting

July 8, 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 5:49 P.M.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Ruth Brunner
Katie Molnar
Jean Zuckweiler

Absent: Kris Jabs, Secretary

Also Present: Jason Hallett, Town Board Liaison
Kim Lambrecht, Long Range Planner, Staff Liaison
Mike Young, Observer

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 July 8, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda.

Historic Preservation Commissioner Andres moved to approve the Review of the July 8, 2026 Historic Preservation Commission Regular Meeting Agenda, Historic Preservation Commissioner Molnar seconded the motion. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Ruth Brunner, Katie Molnar, Jean Zuckweiler; Nays - none; Motion passed.

3. Public Invited to be Heard

No public comment.

B. CONSENT CALENDAR

1. Review and approval of the May 13, 2026 HPC Regular Meeting Minutes

Please see the attached May 13, 2026 HPC Regular Meeting Minutes for review and approval. Commissioners took a moment to review the May 13, 2026 HPC Regular Meeting Minutes. No modification to the draft minutes were requested.

Historic Preservation Commissioner Brunner moved to approve the Review and Approval of the May 13, 2026 Historic Preservation Commission Regular Meeting Minutes, Historic Preservation Commissioner Andres seconded the motion. Roll call on the vote resulted as follows: Yeas - Melanie Starck, ToniRae Andres, Ruth Brunner, Katie Molnar, Jean Zuckweiler; Nays - none; Motion passed.

C. BOARD ACTION

1. None

None

D. DISCUSSION ITEMS

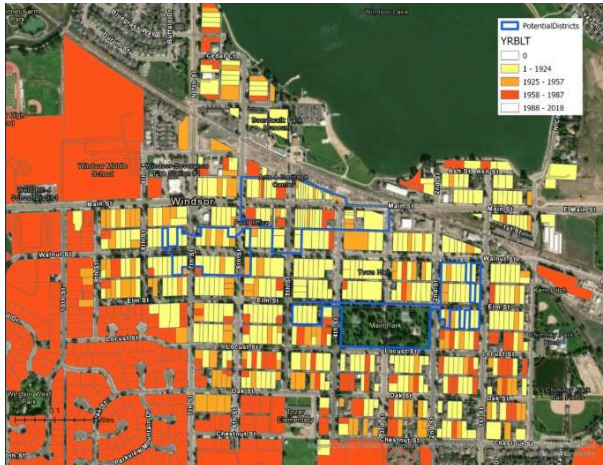
1. Commissioner Andres Bicentennial Presentation

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. See attached presentation by Ms. Andres.

2. Commissioner Molnar will provide a progress update on the historic properties mapping effort

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. Ms. Molnar presented an ongoing mapping effort that combined information gathered in the previous 1997 (Elm & Walnut corridors), 2010 (downtown) and 2019 (Walnut Street) surveys that were completed for the Town. The goal of this effort is to look for historic patterns and verify resources of outreach. As the mapping exercise continues, Ms. Molnar will provide updates.





3. Commissioner debrief regarding participation in the May 2 and June 6 Outreach Events

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. Commissioners discussed results from the various outreach efforts completed so far this year, with the key success coming from the public engagement that occurred at the 250/150/50 Train Depot celebration. Although 'Coffee with the Commissioners' was not as successful as hoped, consideration for moving that type of event to a different location will be considered in the future.

Staff reminded the Commissioners that a space has been reserved at the Farmer's Market on August 15, and Staff will check on opportunities for HPC to host a booth at the Harvest Festival.

4. Review Future Meetings Calendar

Please review the attached Future Meetings Calendar. There are several openings in upcoming meetings that provide opportunities to begin work on new topics.

Commissioners reviewed the Future Meetings Calendar, and requested that time be allotted to revisit the Preservation Plan to look at the near-term goals, and also to include time to look at the local historic designation application and process.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

None.

2. Communications from Town Board Liaison

Town Board Member Hallett noted the following items:

1. The Town Board attended the Colorado Municipal League conference in June. A key takeaway for this year's conference was the role that artificial intelligence (AI) is playing today.
2. Town Board Members Hallett and Steinbach (as members of the housing needs commission) have talked to a workforce housing company.
3. A public meeting was held to gather input on the upcoming update to the Town's Strategic Plan.
4. The King Soopers ground breaking has been delayed.

5. Windsor Lake had it's first blue-green algae outbreak.
6. The Backlots parking project is underway,

3. Communications from Staff

Staff reminded the Commission of the upcoming Boards and Commission Appreciation Night - (July 16, 2026).

F. ADJOURN

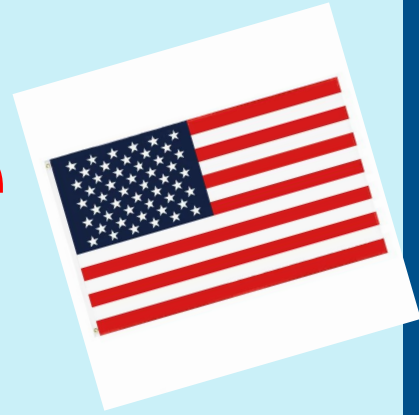
AT 7:25 P.M HISTORIC PRESERVATION COMMISSIONER MOLNAR MOVED TO ADJOURN. HISTORIC PRESERVATION COMMISSIONER ANDRES SECONDED THE MOTION. MEETING ADJOURNED.



Kimberly Lambrecht, Long Range Planner, HPC Staff Liaison

DRAFT

The Built Environment of the Bicentennial



Information and reflections
from the Saving Places
Conference

Memories

- Lessons in school
- Branding
- Coins
- Stamps



Well-intentioned

Controversial

Built Environments

Changed over time...



Colorado State Capitol Old Supreme Chambers - to recognize ethnic heritage of Coloradans and the traditions of individuals and cultural representations



Teller Project - forced the native students into being westernized



**Moving forward?
Worth saving?
So many agencies**

Citations

https://substack-post-media.s3.amazonaws.com/public/images/9f766be6-c432-4735-b7bb-82fb51161ed3_1500x1071.jpeg

https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcTmzNMrods7B_afEDGAIPICNA1pssGcgioTA-gSB5bjDOe4o9EXXVzeryk&s=10

<https://www.wayfair.com/outdoor/pdp/hokku-designs-american-flags-for-outside-us-usa-flag-outdoor-vid-color-fade-resistant-double-stitched-united-states-flag-with-brass-grommets-5935-w114258462.html>

<https://www.wayfair.com/outdoor/pdp/hokku-designs-american-flags-for-outside-us-usa-flag-outdoor-vid-color-fade-resistant-double-stitched-united-states-flag-with-brass-grommets-5935-w114258462.html>



MEMORANDUM

Date: August 12, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Certificate of Alteration (COA) - Town of Windsor Subdivision, Block 6, Lots 2, 4, 6 and 8 (501 Ash Street) - The Cheese Factory and Creamery (The Creamery) - Laura Browarny (Town of Windsor Culture & Engagement Manager), Owner Applicant
Item #: C.1.

Background / Discussion:

The applicant, Ms. Laura Browarny, has submitted an application for a Certificate of Alteration on behalf of the property owner, the Town of Windsor, for the Cheese Factory and Creamery Building (The Creamery), located at 501 Ash Street. Municipal Code Section 15-6-90(a) requires that a Certificate of Alteration be approved prior to any alterations to a designated landmark site:

No person shall carry out or permit to be carried out on a designated landmark site or in a designated historic district any new construction, alteration, removal or demolition of a building or other designated feature without first obtaining a landmark alteration certificate for the proposed work under this Section, as well as any other permits required by this Code or other ordinances of the Town.

The Cheese Factory and Creamery was designated as a local historic landmark in 2004, based on the use of innovative construction, materials or design. The structure was also determined to exemplify the cultural, political, economic or social heritage of the community. It remains in its original location, and reflects the organization of small farmers into cooperatives around the turn of the century in reaction to industrialization and the tariffs imposed by railroad companies for transporting products and crops. Please refer to the attached original designation application.

The major alterations proposed to the Creamery are intended to rehabilitate the structure in order to assist the Town in its ability to program the space in support of the events and activities presented by the Parks, Recreation and Culture Department. ***Rehabilitation is the process of repairing, altering, or adding to a historic building while preserving those portions or features which convey its historical, cultural or architectural values.*** The physical improvements proposed for the building are summarized in the attached narrative prepared by Ms. Browarny. Additional detail regarding the proposed use for the space, along with the proposed physical changes to the structure are shown on the attached preliminary drawings. Note, these drawings are preliminary, and will be updated to align with current building codes and programmatic needs.

Review Criteria:

Section 15-16-130 of the Municipal Code includes review criteria for issuing a Certificate of Alteration. It states that an alteration certificate shall only be issued if:

*...the Commission determines that the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation. The Commission must find that a proposed development is visually **compatible** with designated historic structures located on the property in terms of design, finish, material, scale, mass and height.*

Compatible is defined as follows:

Consistent with, harmonious with and/or enhances the mixture of complementary architectural styles, either of the architecture of an individual structure or the character of the surrounding structures.

The following criteria are provided to assist with determining compatibility:

- (1) *The effect upon the general historical and architectural character of the structure and property.*
- (2) *The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures.*
- (3) *The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site.*
- (4) *The compatibility of accessory structures and fences with the main structure on the site, and with other structures.*
- (5) *The effects of the proposed work in creating, changing, destroying or otherwise impacting the exterior architectural features of the structure upon which such work is done.*
- (6) *The condition of existing improvements and whether they are a hazard to public health and safety.*
- (7) *The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property.*
- (8) *Compliance with the Secretary of the Interior's Standards for Rehabilitation as listed below:*
 - a. *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
 - b. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
 - c. *Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
 - d. *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
 - e. *Distinct features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
 - f. *Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.*
 - g. *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Staff recommends that the Historic Preservation Commission approve the application for a Certificate of Alteration for the Cheese Factory and Creamery building, with the following findings of fact:

1. The proposed work will not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to the original historical designation;
2. The proposed development is visually compatible with the designated historic structure's location on the property in terms of design, finish, material, scale, mass and height.
3. The proposed project will effectively protect, enhance and perpetuate use of the property by the citizens of the Town.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. COA Application-Creamery Renovation 2027
2. Project Narrative_Creamery 2026
3. Preliminary Drawings - DISCOVERY LAB - 2019-11-22 Creamery
4. Application - Local Historic Designation - Creamery



Application for Certificate of Alteration

HISTORIC PROPERTY

Name: _____
Address: _____
Historic Use: _____
Current or Proposed Use: _____
Legal Description: _____

PROPERTY OWNER

Name: _____
Address: _____
Telephone: _____
Email Address: _____

OWNER'S AUTHORIZED REPRESENTATIVE

Name: _____
Address: _____
Telephone: _____
Email Address: _____

SUBMITTAL REQUIREMENTS:

- ☐ Written Narrative of the Proposed Alteration (*include any relevant historical information about the property and/or structure*)
- ☐ Scaled Site Plan
- ☐ Scaled Elevation Drawings (*include every side where there are proposed alterations*)
- ☐ Current Photographs (*in color and of all sides of the structure(s)*)
- ☐ Historical Photographs (*if available*)
- ☐ Existing and Proposed Materials (*texture, color and architectural design and detail; including pictures and/or spec sheets if available*)
- ☐ Names and Addresses of all Adjacent Property Owners

I certify that I am the owner of the above described property and I hereby give my written consent and approval for the proposed project.

Signature of Property Owner

Date



Application for Certificate of Alteration - Windsor Creamery Building Proposed Rehabilitation Project - 2027

Narrative of Proposed Alteration

The Creamery Building is scheduled for rehabilitation in 2027 pending approval of the 2027 CIP budget. Design and construction documents were initially completed in 2019 to renovate the building's interior to make it suitable as a classroom space while preserving the historic character of the building's exterior. Because of the lack of photographic documentation of the original appearance of the Creamery Building, including its windows, doors, and original storefront, the design team attempted to select treatments that are subtle and do not distract from the historical appearance of the exterior, but that are functional for the new use of the building. This includes adding large windows to the front (north) elevation to allow more natural light into the space. The team feels that this alteration does not detract from the historical integrity of the building, and that it is in the spirit of historic building rehabilitation and adaptive reuse.

Below is an abbreviated outline of proposed alterations and treatments.

- Original concrete floor will be preserved except where demolition is required for plumbing.
- Wood ceiling will be removed because of rodent damage, but original rafters will be preserved.
- Any new doors or windows will be secured along masonry coursing to protect existing concrete blocks, and cutting of any new openings will be approved by owner and architect.
- A new roof will be installed; original roof decking will be preserved wherever possible.
- All decorative features of the building façade will be preserved including parapets, cornices, and metal-wrapped horizontal beam.
- All exterior lighting will be appropriate to the era.

Building History and Significance

The Creamery Building was built in June of 1909 by Conrad Rehn using ornamental cement block construction. Its first owner was Bert Springer, who used the building as a garage to store and repair cars as the auto-tourism market in the area began to boom.

In 1911, the Windsor Creamery Company took over the building to house Windsor's first creamery. The location was chosen because of the sturdiness of the building and its proximity

to downtown. The creamery produced high quality butter and cheese but shortly went out business because Windsorites preferred to get their dairy products from the general store or to just make them themselves.

The building was used mainly for storage for decades, with a brief stint as a Public Works workshop in the near past. It withstood the tornado of 2008 with no real damage.

In 2004, the Historic Preservation Commission and Town Board designated the building as a local historic landmark based on the following criteria:

1. Architectural importance: The cast cement block style of construction was a novelty at the time that the Creamery was constructed. Weld County was an early adopter of this building technique, which continued to be popular until around 1940. Between 1907 and 1925, Weld County had eleven concrete building block manufacturers; the most of any county in the state.
2. Social and economic importance: The establishment of the Windsor Creamery Company is an early example of farmer cooperatives that formed in response to growing urbanization and changes in the way goods were shipped via the railroad. Local farmers in Weld County would pledge cows to the enterprise and their milk would help support the new business. The goals for the Creamery rehabilitation are to both preserve and elevate this historical building. Out of respect for the historical significance of its ornamental concrete block construction, a main reason for its designation as a local landmark, the design team has incorporated the original building exterior into their designs. The goal is to maintain the historic look of the building from the outside, while the interior is transformed into a contemporary multi-use space.

The building was used as storage for the Windsor-Severance Historical Society until 2018 when the Town purchased the building. It has since been used as storage for Parks, Rec and Culture until being emptied in 2026 due to safety concerns.

The rehabilitation of the Creamery Building is part of a larger renovation project that includes transforming the existing parking area to the east of the building into a plaza and gathering space. This project also proposes re-routing the alley to create safe passage between the Creamery and Art & Heritage Center.

Historical Photographs

The below photos are the only historical photos of the Creamery Building in the Town of Windsor Museums' collection. Both only show the Creamery in the background. The first shows the east side of the building to the right of the original Town Hall. The second was taken in 1924 and photo shows newspaper editor Roy Ray congratulating the Windsor High School basketball team. The Creamery can be seen in the background to the left (west) of Town Hall behind a tree. The photograph shows the rear (south) elevation of the building, including the now-filled back door and a paned window.



250 N. 11th Street
Windsor, CO 80550

Office: 970-674-3500
Fax: 970-674-3535

www.windsorgov.com

Current Photographs



250 N. 11th Street
Windsor, CO 80550

Office: 970-674-3500
Fax: 970-674-3535

www.windsorgov.com



250 N. 11th Street
Windsor, CO 80550

Office: 970-674-3500
Fax: 970-674-3535

www.windsorgov.com

LAND SURVEY PLAT

Of Lots 2, 4, 6 and 8, Block 6, Town of Windsor,
Situate in the Southwest Quarter of Section 16, Township 6 North, Range 67 West of the 6th P.M.,
Town of Windsor, County of Weld, State of Colorado

PROPERTY DESCRIPTION

Lots 2, 4, 6 and 8, Block 6, Town of Windsor recorded July 19, 1883 at Reception No. 11123 of the Records of Weld County, located in the Southwest Quarter (SW1/4) of Section Sixteen (16), Township Six North (T.6N.), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), Town of Windsor, County of Weld, State of Colorado.

BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the South line of Lots 2, 4, 6 and 8, Block 6, Town of Windsor recorded July 19, 1883 at Reception No. 11123 of the Records of Weld County, as bearing North 88°51'50" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 100.00 feet with all other bearings contained herein relative thereto.

The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."

NOTICE

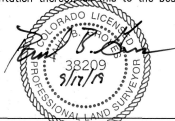
According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon. (13-80-105 C.R.S. 2012)

TITLE COMMITMENT NOTE

This survey does not constitute a title search by King Surveyors to determine ownership or easements of record. For all information regarding easements, rights-of-way and title of records, King Surveyors relied upon Title Commitment Number FOF25155123, dated January 16, 2018 as prepared by Land Title Guarantee Company to delineate the aforesaid information.

SURVEYOR'S STATEMENT

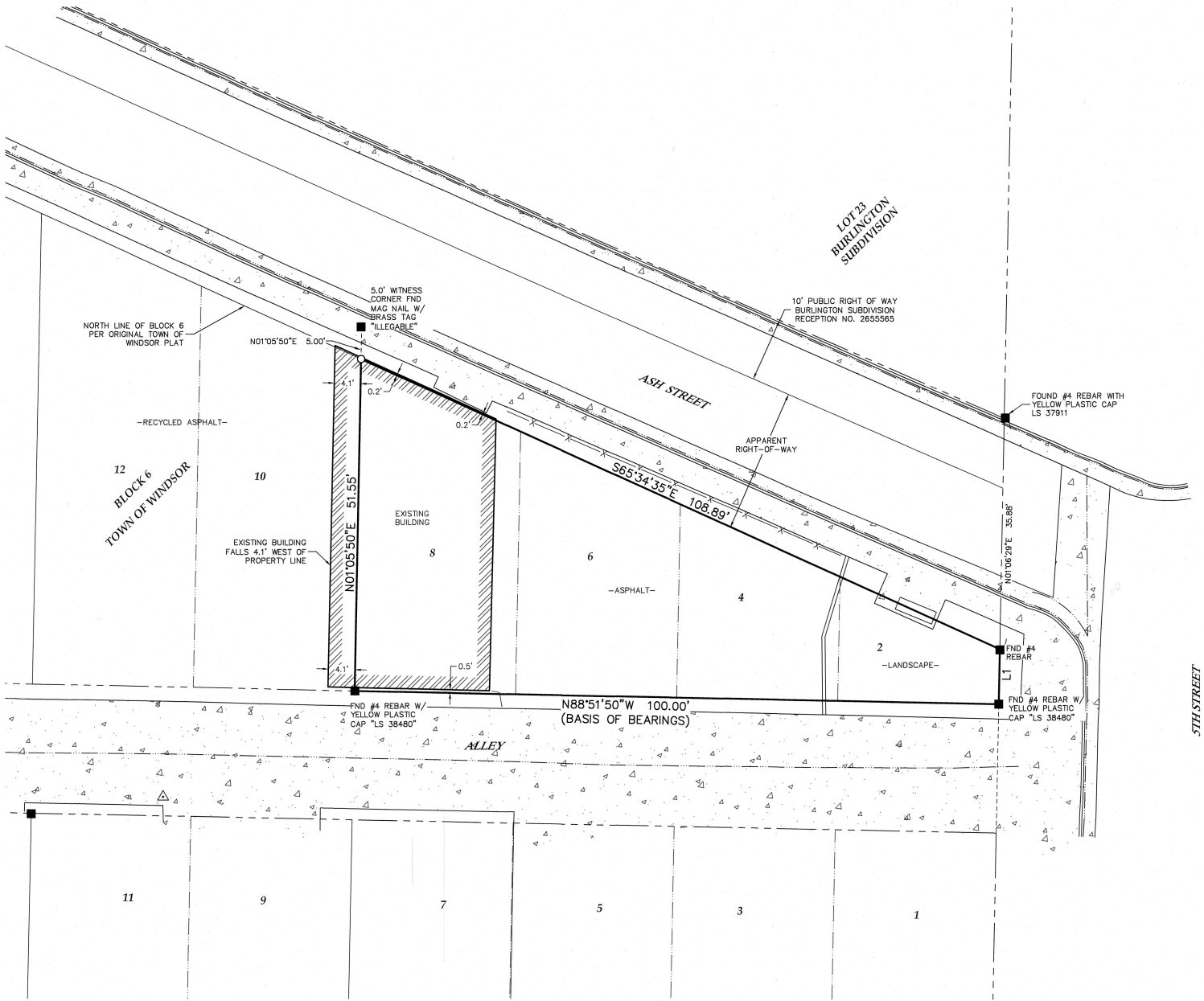
I, Paul B. Groves, a Colorado Licensed Professional Land Surveyor, do hereby state that this Land Survey Plat was prepared from an actual survey under my personal supervision, that the monumentation as indicated hereon was found or set as shown, and that the foregoing plat is an accurate representation thereof, all to the best of my knowledge, information and belief.



Paul B. Groves - On Behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

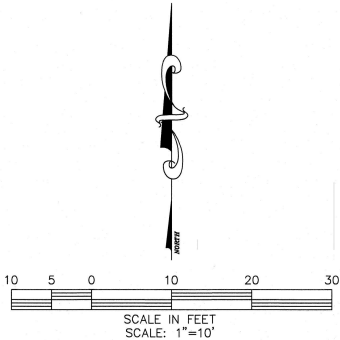


VICINITY MAP
(NOT TO SCALE)



LINE TABLE		
LINE	BEARING	LENGTH
L1	S01°06'29"W	8.50'

LEGEND	
—X—	FENCE LINE
—	ORIGINAL PLATTED LOT LINE (TOWN OF WINDSOR)
- - -	RIGHT-OF-WAY LINE
—	BOUNDARY LINE
—	ADJACENT BOUNDARY LINE
■	FOUND MONUMENT AS DESCRIBED
○	CALCULATED POSITION



DATE: 9/17/2019
FILE NAME: 201905554-LSP
SCALE: 1"=10'
DRAWN BY: DRS
CHECKED BY: PGJ

KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | email: contact@KingSurveyors.com



DATE:
REVIEWS:
LAND SURVEY PLAT
FOR
TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550

PROJECT #:
20190554

1

SHEET 1 OF 1

DISCOVERY LAB
RENOVATION
501 ASH STREET WINDSOR CO 80550

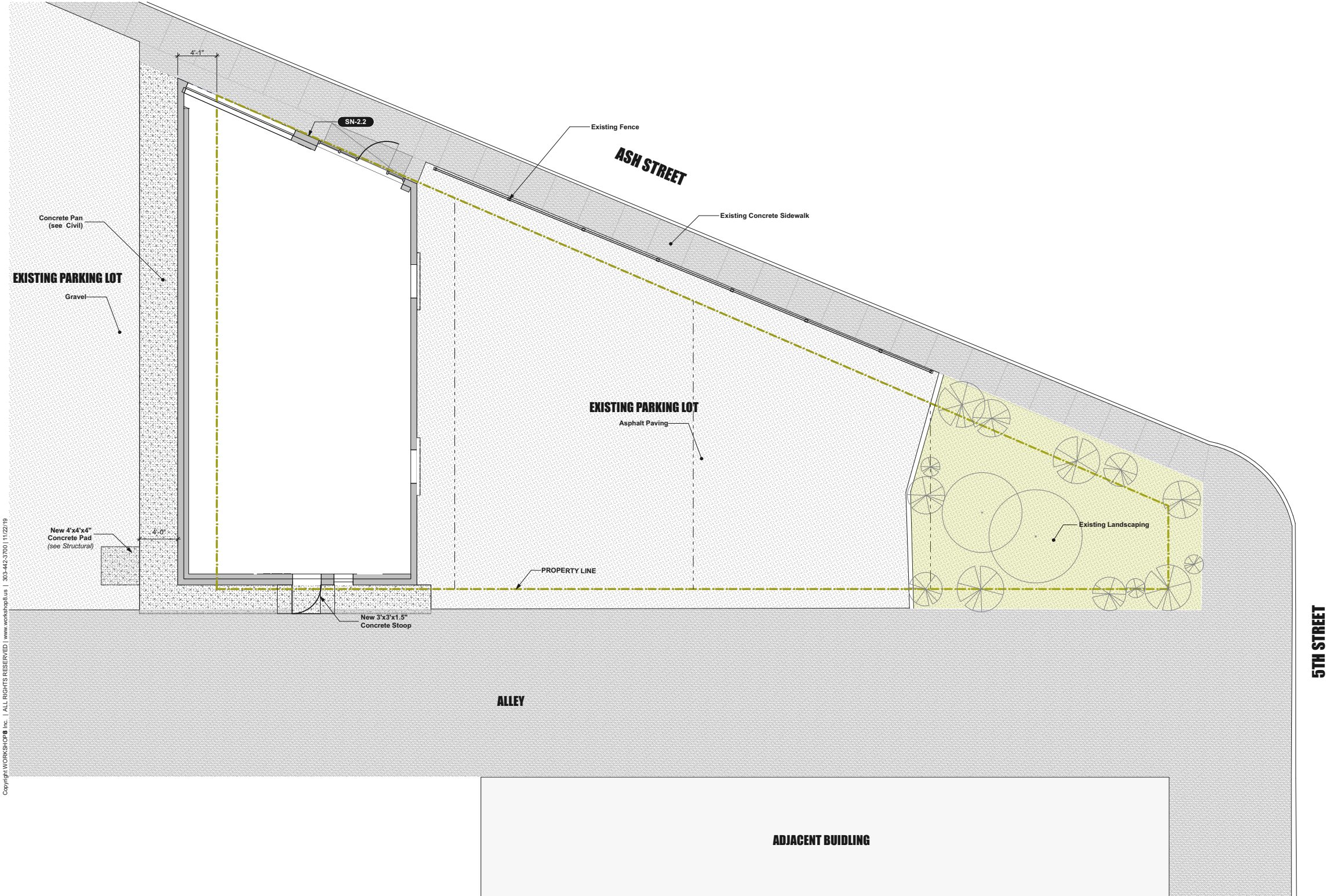
NOT FOR
CONSTRUCTION

22 NOVEMBER 2019
PRICING SET

OFFICIAL RELEASES

08/26 /19 30% DD SET
11/22/19 PRICING SET

PROJECT PROJECT
SURVEY



SITE PLAN KEYNOTES

See A7 & A8 SCHEDULES for additional information.

DIV 10 SPECIALTIES

SN-2.2 Dimensional Signage (Address)

2019-10-29 | MS

SITE PLAN NOTES

1. Architectural Site Plan is for general orientation purposes only. See Civil drawings for additional site information.

DISCOVERY LAB
RENOVATION
501 ASH STREET WINDSOR CO 80550

NOT FOR
CONSTRUCTION

22 NOVEMBER 2019
PRICING SET

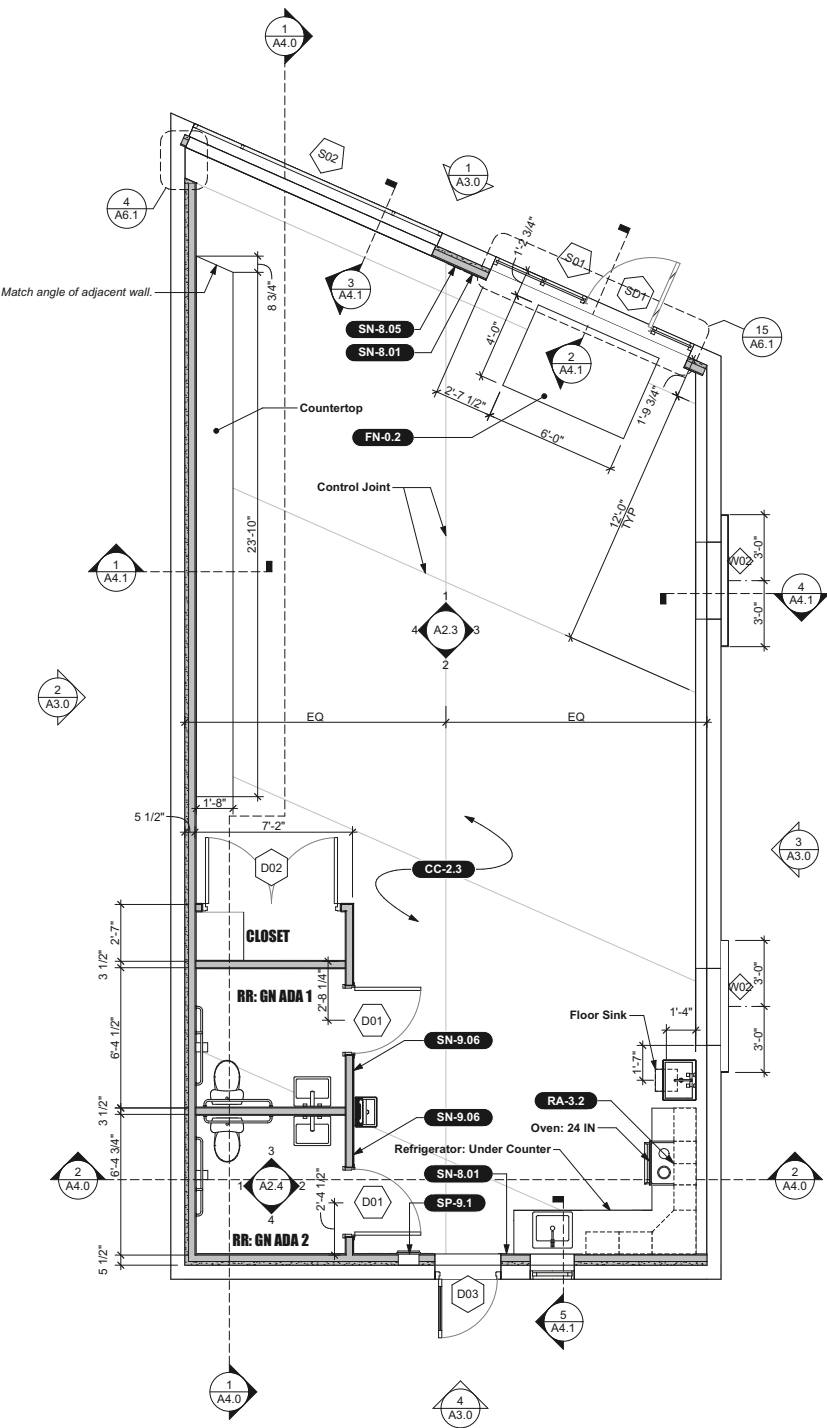
OFFICIAL RELEASES

08/26 /19 30% DD SET
11/22/19 PRICING SET

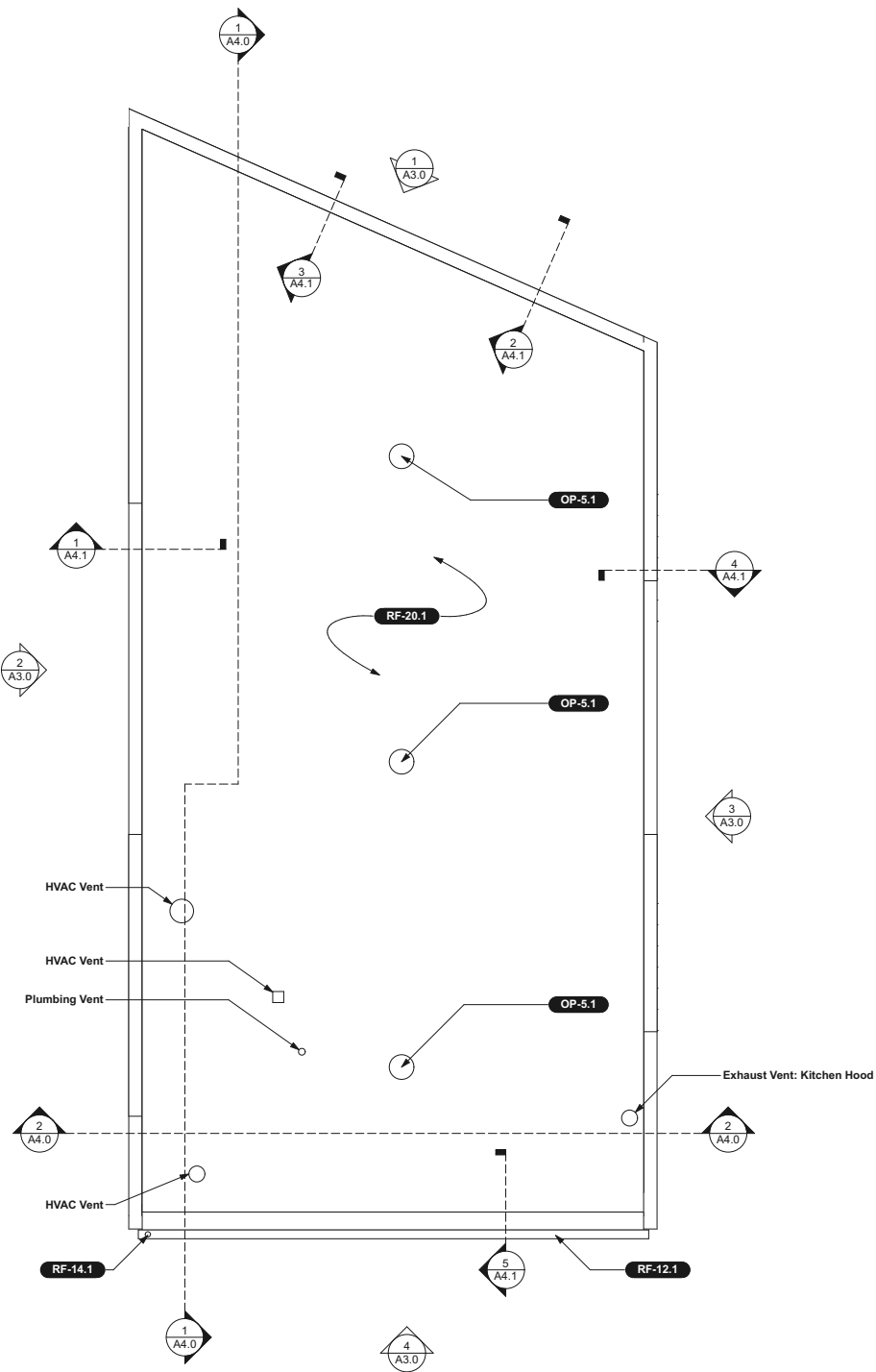
1 SITE PLAN
SCALE: 3/16" = 1'-0"

ARCHITECTURAL
SITE PLAN

A2.0



1 FINISH FLOOR PLAN
SCALE: 1/4" = 1'-0"



2 ROOF PLAN
SCALE: 1/4" = 1'-0"

PLAN KEYNOTES

See A7 & A8 SCHEDULES for additional information.

DIV 03 - CONCRETE

CC-2.3 Cast-in-Place Concrete Floor

DIV 06 - WOOD, PLASTICS, AND COMPOSITES

WP-3.2 MDF Trim: Case

WP-17.1 Wood Paneling

DIV 07 - THERMAL AND MOISTURE PROTECTION

RF-12.1 Half Round Gutter

RF-14.1 Round Downspout

RF-20.1 TPO Roofing

DIV 08 - OPENINGS

DH-7.1 ADA Door Actuator

OP-5.1 Solar Tube

DIV 09 - FINISHES

CI-0.1 Interior Paint

CI-3.1 CMU Sealer

FL-7.2 Resilient Base

TL-0.1 Ceramic Tile

TL-6.1 Metal Tile Edge Finishing

TL-7.1 Tile Grout

DIV 10 - SPECIALTIES

SP-1.2 Corner Guard: Aluminum

SP-9.1 Fire Extinguisher Cabinet

SN-2.1 Dimensional Signage (Building Name)

SN-2.2 Dimensional Signage (Address)

SN-8.01 Exit Signage

SN-8.05 Occupancy Load

SN-9.06 Restroom: Unisex - ADA

TB-1.1 Mirror Unit

TB-1.2 Mirror Unit

TB-2.1 Horizontal Grab Bar: 42 IN

TB-2.2 Vertical Grab Bar: 36 IN

TB-3.1 Paper Towel Dispenser: Automatic

TB-4.03 Hook

TB-4.07 Soap Dispenser: Manual

TB-4.12 Toilet Tissue Dispenser

TB-4.16 Hook

TB-14.1 Underside of ceiling to be tight as possible to existing bottom rafter.

DIV 11 - EQUIPMENT

RA-2.6 Range: Electric

RA-3.2 Ventilation Hood: Ducted

RA-6.4 Refrigerator: Under Counter

DIV 12 - FURNISHINGS

CT-9.1 Composite Countertop

CT-9.2 Composite Countertop

CW-0.1 Cabinet Pull

CW-3.3 Cabinet: Plastic-Laminate

CW-6.1 Metal Bracket

FN-0.2 Entrance Floor Mat & Frame

DIV 22 - PLUMBING

PL-0.4 Toilet: 1-Piece, ADA

PL-1.1 Kitchen Sink

PL-1.2 Utility Sink

PL-1.4 Restroom Sink

PL-7.1 Faucet

PL-7.2 Faucet

PL-7.3 Faucet

PL-9.1 Drinking Fountain / Bottle Filler

DIV 26 - ELECTRICAL

EL-0.1 Ceiling Mount Light

EL-0.7 Track Light

EL-2.4 Recessed Light

EL-3.3 Wall Mount Light

EL-10.3 Exterior Wall Mount Light

EL-10.4 Exterior Wall Mount Light

DIV 26 - ELECTRICAL

EL-0.1 Ceiling Mount Light

EL-0.7 Track Light

EL-2.4 Recessed Light

EL-3.3 Wall Mount Light

EL-10.3 Exterior Wall Mount Light

EL-10.4 Exterior Wall Mount Light

2019-11-14 | MS

PAINT & SEALANT NOTES

1. Provide paint draw-downs for all paint showing color and finish via Submittal.
2. All painted surfaces to receive (1) coat primer and (2) finish coats minimum as required to achieve uniform coverage and finish.
3. Provide on-site interior paint mockups for Architect's approval. Coordinate appropriate locations with Architect.
4. Color transitions to occur at inside corners, unless otherwise noted.
5. Sealants exposed to view shall be custom color as selected by Architect.
6. Where interior block wall is exposed in the north west corner, apply a clear coat waterproof sealer per manufacturer's recommendation.

2019-10-29 | CG

FLOORING NOTES

1. Contractor shall conduct a preinstallation conference prior to flooring installation.
2. Flooring will be and exposed concrete. It shall meet OSHA nonslip guidelines.
3. Control joints shall be sawcut, 1/4" deep. Installer to space as necessary to reduce cracking. Floor control joints shall be saw cut before perimeter walls are installed. See Structural Drawings for desired pattern.
4. Care shall be taken to prevent damage, unwanted staining or marring of concrete floor during construction.
5. Base to be FL-7.2 unless otherwise noted.
6. Install floor sink drain per manufacturer's recommendation.

2019-10-28 | CG

CASEWORK NOTES

1. All lower cabinet doors will include keyed locks.

2019-11-13 | MS

RCP NOTES

1. T&G wood ceiling to be attached to underside of sister framing of a maximum of 24" on center. Underside of ceiling to be tight as possible to existing bottom rafter.
2. Coordinate mechanical equipment with Mechanical Plans.
3. Coordinate lighting with Electrical Plans.
4. Bottom of mechanical duct shall not be below 8'-0" from finish floor

2019-10-29 | CG

ROOFING NOTES

1. All roof penetrations shall be curbed, flashed and sealed to manufacturers recommendations.
2. Coordinate mechanical equipment with Mechanical and Plumbing Plans.
3. Provide the necessary tube extension for each individual SolarTube, field verify.

2019-10-29 | CG

PLAN GRAPHICS LEGEND

	Existing Wall
	New Wall
	Existing Object

MEASURED DRAWING NOTES

1. The measured drawings were prepared through a visual observations by WORKSHOP8.
2. Although WORKSHOP8 made efforts to accurately show existing conditions, the Architect did not make an exhaustive effort to verify all dimensions, locations, and existing conditions.
3. General Contractor should field verify all conditions and dimensions prior to beginning work.
4. Dimensions in renovated areas are from finish face of existing walls, unless otherwise indicated.

2019-10-24 | BL

FLOOR PLAN NOTES

1. Dimensions for new construction are from face of stud, face of CMU, or centerline of steel, unless noted otherwise.
2. Square footage calculations are from outside of sheathing to outside of sheathing and are provided for the convenience of the General Contractor.

2019-10-24 | BL

WORK NOTES

1. General Contractor to coordinate Architectural, MEP and Structural elements. Notify Architect of any conflicts.
2. Add soundproofing to wall around bathroom walls and ceilings.
3. Contractor to provide Shop Drawings for review showing installation details and illustrating compliance with the requirements of NFPA and the UCB Standards prior to any work being performed.
4. Shop Drawings shall be approved by Architect through Submittal. If not noted in SCHEDULES, finish and color will be selected by Architect at time of Submittal review.
5. Use only mold-resistant gypsum board in bathrooms. Use moisture resistant backer material at wet areas or as back for ceramic or porcelain tile. Use glass-fiber mesh tile backer board, Dens-Shield or equal, or cementitious backer board, Durock or equal.
6. Space Solatubes so that no roof rafters shall be cut in the installation process.
7. Where mounting heights are not indicated, mount components at heights directed by Architect.
8. See 22-PL PLUMBING FIXTURES on A8.4 SCHEDULES for wall hung accessories requiring blocking.
9. All Grab Bars to be installed to meet ICC A117.1-2009.
10. Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
11. Caulk all joints or cracks which occur where dissimilar materials intersect each other and the intersection is exposed to view.
12. Accessories such as grab bars, paper dispensers, and soap dishes installed within 2 feet of a urinal, water closet, sink or lavatory must be moisture sealed.
13. All drywall shall be textured with a Level 4 smooth finish.

2019-10-28 | CG

DISCOVERY LAB
RENOVATION
501 ASH STREET WINDSOR CO 80550

NOT FOR
CONSTRUCTION

22 NOVEMBER 2019
PRICING SET

OFFICIAL RELEASES

08/26 /19

11/22/19

30% DD SET

PRICING SET

ARCHITECTURAL
FINISH FLOOR &
ROOF PLAN

A2.1



1 MAIN ENTRANCE



2 MAKER SPACE



3 WASH AREA

**DISCOVERY LAB
RENOVATION
501 ASH STREET WINDSOR CO 80550**

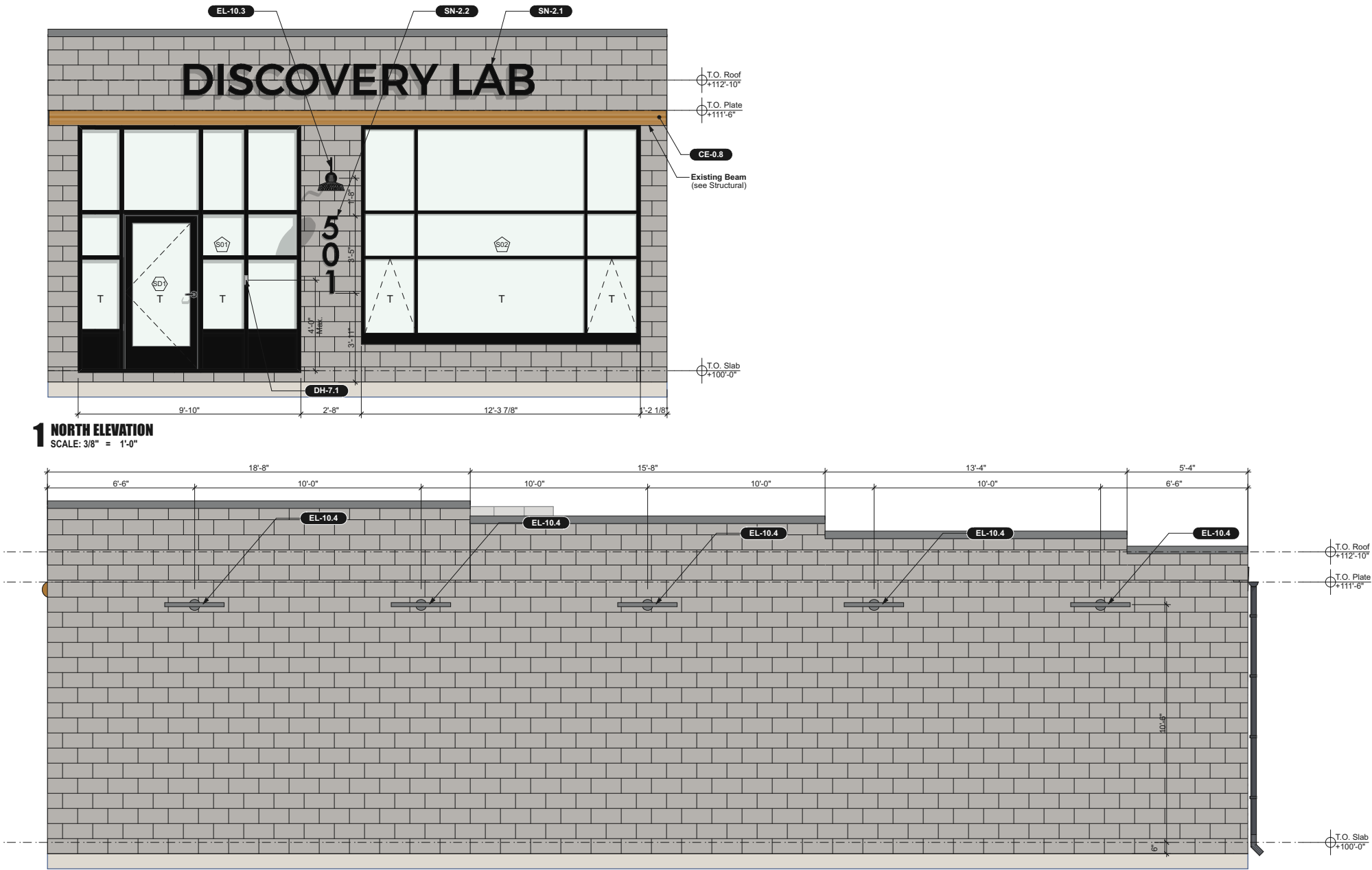
**NOT FOR
CONSTRUCTION**

**22 NOVEMBER 2019
PRICING SET**

OFFICIAL RELEASES
08/26 /19 30% DD SET
11/22/19 PRICING SET

**ARCHITECTURAL
3D VIEWS**

A2.5



ELEVATION KEYNOTES

See A7 & A8 SCHEDULES for additional information.

DIV 07 - THERMAL AND MOISTURE PROTECTION

RF-12.1 Half Round Gutter

RF-14.1 Round Downspout

DIV 08 - OPENINGS

DH-7.1 ADA Door Actuator

DIV 09 - FINISHES

CE-0.8 Exterior Paint

DIV 10 - SPECIALTIES

SN-2.1 Dimensional Signage (Building Name)

SN-2.2 Dimensional Signage (Address)

DIV 26 - ELECTRICAL

EL-10.3 Exterior Wall Mount Light

EL-10.4 Exterior Wall Mount Light

2019-10-29 | BL

EXTERIOR MATERIAL NOTES

- See A8 SCHEDULES for Masonry (MU); Metal (MT); Wood & Plastics (WP); Roofing (RG); Siding & Trim (SD); and Paints & Stains (PE).
- All materials to be installed to Manufacture's Instructions. See Specification Manual for installation requirements and additional information.
- Refer to the 2017 National Park Service standards and guidelines for washing and cleaning exterior masonry for historic buildings.
- Clean west wall, remove loose dirt and dust. Tuck-point any areas larger than 4" prior prepping wall for painting of community mural.

OPENINGS NOTES

- See A7 OPENINGS for Window (W); Door (D); and Storefront (S and SG) information.
- All materials to be installed to Manufacture's Instructions.
- Apply pressure treated blocking along any masonry openings

DISCOVERY LAB
RENOVATION
501 ASH STREET WINDSOR CO 80550

NOT FOR
CONSTRUCTION

22 NOVEMBER 2019
PRICING SET

OFFICIAL RELEASES

08/26 /19 30% DD SET
11/22/19 PRICING SET

EXTERIOR
ELEVATIONS

A3.0



Town of Windsor

Page 1—Historic Property Inventory

FORM A

Application for Designation of a Historic Landmark

Please Type or Print Legibly

Applicant (s) Information	<i>If more than one Applicant, please attach additional sheet.</i>
Owner of Proposed Landmark Property:	<i>Please check one:</i> ☒ Property Owner ☐ City Council (<i>attached meeting minutes initiating action</i>) ☐ Commission Designees ☐ <i>Historic Preservation Commission</i>
Applicant:	Windsor-Severance Historical Society
Address:	301 Walnut Street Windsor, Co 80550
Telephone:	(970) 686-6423

Proposed Landmark Information	<i>One property only per Application Form.</i>
Property Name:	Cheese Factory & Creamery
Address:	190 Ash Street Windsor, CO 80550
Historic Use:	Auto Garage and Cheese Factory & Creamery
Current and Proposed Use:	To house a replication of the Kaplan-Hoover Bisonbed archeological site.
Legal Description:	<i>Please attach copy of officially recorded document containing a legal description.</i>
Brief Description of Historical Qualities Relating to Property:	<i>Please attach additional sheets in necessary.</i> See Attached Sheet



Town of Windsor

Page 2-- Historic Property Inventory

FORM A**Application for Designation of a Historic Landmark**

Detailed Property Information	
Historic Property Name:	Cheese Factory & Creamery
Current Property Name:	Cheese Factory
Address:	190 Ash Street Windsor, CO 80550
Legal Description:	<i>Please attach copy of officially recorded document containing a legal description.</i>
Owner Name & Address:	Windsor-Severance Historical Society
Style:	Ornamental Concrete Block
Building Materials:	Concrete Block, Wood
Additions to main Structure (s) and Year (s) built.	None
Is the structure (s) on Its original site?	Yes <u>X</u> No _____ If no, Date Moved _____
What is the historic use Of the property?	Original use of property is unknown. The property housed an auto garage some time between 1900 and 1910. A cheese factory and creamery operated in the building between 1912 and 1916.
What is the present use Of the property?	Storage
What is the date of Construction?	Estimated: <u>ca. 1900-1910</u> Actual: _____ Original: _____ Source: <i>Highlights in the History of Windsor</i> , edited by Roy Ray. <i>The Poudre Valley</i> newspaper, 1910-1912. (See Brief Description of Historical Qualities Relating to Property for complete source list)

**FORM A****Application for Designation of a Historic Landmark**

Detailed Property Information continued	
Describe the condition of the property.	Building is in fair to poor condition. Significant water damage is visible on the exterior walls. Masonry units need to be rejoined and mortar repaired or replaced. Several masonry units have large holes. The roof does not have a sufficient drainage system which may be contributing to the water damage.
Who was the original architect?	Unknown Source:
Who was the original Builder/Contractor?	Unknown Source:
Who was the original Owner?	Unknown Source:
Are there structures associated with the subject property not Under the ownership of this applicant? Please describe.	No
Detailed description of the architectural characteristics of the property.	<i>Please attach additional sheets if necessary.</i> Oriented to the north, the one-story trapezoidal building is situated on the south side of Ash Street between Fifth and Sixth streets in Windsor, Colorado. Macadam and gravel parking areas exist on the east and west sides, respectively. Behind the building is an east-west alley. A poured concrete sidewalk delimits the northern edge of the property and approaches the north elevation. The building is set back from Ash Street approximately 6.5 feet and sits on a concrete block foundation. Exterior walls consist of rock-faced concrete masonry units with white mortar; each unit has either light brown or red-colored aggregate. A concrete block parapet extends around the east, north, and west elevations increasing in height from rear to front. Roofing materials consists of wood planks covered with black rolled asphalt and corrugated sheet metal. Just below the roofline on the south elevation is a metal gutter with a downspout near the southeast corner of the building. (Continued on Attached Sheet)



FORM A

Application for Designation of a Historic Landmark

The Historic Preservation Commission and City Council will consider the following criteria when reviewing nominations of properties for designation.

Landmarks must be at least fifty (50) years old and meet one (1) or more of the following criteria for architectural, social/cultural, or geographic/environmental significance. A landmark may be less than fifty (50) years old if it is found to be exceptionally important in other criteria.

Age of Site is: 94-104 Years

1. Proposed Historic Landmark. Please check all that apply:

For prehistoric or historic archaeological sites, please go to Form A Section 2, pg. 5.

A) Architectural:

- ☐ 1) Exemplifies specific elements of an architectural style or period.
- ☐ 2) Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, or locally.
- ☐ 3) Demonstrate superior craftsmanship, or high artistic value.
- ☒ 4) Represents innovation in construction, materials, or design.
- ☐ 5) Represents a built environment of a group of people in an era of history.
- ☐ 6) Exhibits a pattern or grouping of elements representing at least one of the above criteria.
- ☐ 7) In a significant historic remodel.

B) Social/Cultural

- ☐ 1) Is a site of an historic event that has an effect upon society.
- ☒ 2) Exemplifies the cultural, political, economic, or social heritage of the community.
- ☐ 3) Is associated with a notable person (s) or the work of a notable person (s).

C) Geographical/Environmental

- ☐ 1) Enhances sense of identity of the community.
- ☐ 2) Is an established and familiar natural setting or visual feature of the community.



FORM A

Application for Designation of a Historic Landmark

2. Each property or site will also be evaluated based on physical integrity using the following criteria *(a property need not meet all of the following criteria)*:
- (A) Shows character, interest, or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation;
 - (B) Retains original location or same historic context if it has been removed; or
 - C) Has been accurately reconstructed or restored based on documentation.



Town of Windsor

Page 6— Historic Property Inventory

FORM A

Application for Designation of a Historic Landmark

Statement of Significance Please provide a brief statement summarizing the applicable criteria checked on previous pages.	<i>Please attach additional sheets if necessary.</i> The Cheese Factory and Creamery retains its original location and reflects innovations in construction methods and materials found throughout Colorado in the early twentieth century. The building also reflects the organization of small farmers into cooperatives around the turn of the century in reaction to industrialization and the tariffs imposed by railroad companies for transporting products and crops.
Photographs of property as it appears today	<i>Include photos from all angles: front, rear, and side elevations.</i>
Please identify all references used during the research of the property. Include titles, author, publisher, publication date, ISBN# (when applicable), and location of source such as public library, etc.	<i>Please attach additional sheets if necessary.</i> Gearhart, Thaddeus. "Ornamental Concrete Block Buildings in Colorado, 1900-1940." National Register of Historic Places Multiple Property Documentation Form. Submitted to Colorado Historical Society on April 4, 1996. Photocopied from Town of Windsor Museum historical research files. Ray Roy, ed. <i>Highlights in the History of Windsor, Colorado</i>. Windsor: Press of the Poudre Valley, 1940. <i>The Poudre Valley</i> (Windsor). 16 April 1910 – 6 April 1912.



Town of Windsor

Page 7- Historic Property Inventory

FORM A

Application for Designation of a Historic Landmark

Please type or print legibly.

FORM A completed by:

Timothy Smith and Cindy Harris

Signature of Preparer:

in Sitti Cindy Harris

Date:

9/16/04

Phone No.

(970) 674-2439

Address:

301 Walnut Street

Signature of Property/Site Owner (s) if different than Preparer:

Barbara & Hawthorne

Date:

9/16/04

Brief Description of Historical Qualities Relating to Property

The building at 190 Ash Street was constructed between 1900 and 1910. Its building materials consist primarily of ornamental concrete block, a construction material employed throughout the United States between approximately 1900 and 1940.¹ Unfortunately, minimal information is available regarding its history before 1911. Local newspaper articles indicate that J. H. Springer used it as an auto garage at some point before 1911.² In addition, an ad in the April 16, 1910 edition of *The Poudre Valley* newspaper reads: "Windsor Auto Livery Garage, 'Remember the Place' Just around the corner north of the town hall."³ Therefore, the building might have been constructed by April 1910. Colorado Business Directories indicate that commercial concrete block manufacturers existed in Colorado as early as 1907; between 1907 and 1925, Weld County was home to eleven manufacturers, the most in the entire state of Colorado.⁴

The building is best known for its time as a cheese factory and creamery. On April 15, 1911, an article entitled "Talk of Cheese Factory as a Local Enterprise" appeared in *The Poudre Valley* newspaper. According to the article, the proposition originated with local Windsor residents in an attempt to encourage dairying in the community and provide a steady and reliable market for milk produced on local farms.⁵ Local businessmen, residents, and city leaders investigated the feasibility of the venture by visiting a similar factory in Fort Lupton.⁶ By May 6, 1911, money had been secured for the business. A committee consisting of R.W. Norris, F.R. Harrington, H.J. Brown, Roy Ray, H.O. Adcock, J.N. Akey, Geo H. Frye, I.A. Challengren, R.A. Cable, and W. E. Hickman soon began soliciting farmers to pledge cows and their milk in support of the new business.⁷ For over seven months, local residents and committee members campaigned for pledges of milk with limited success. By December 1911, enough stock was sold and the milk supply hovered at nearly 300s cows, the opening of the cheese factory was assured.

J.A. Law, a representative of the Hastings Industrial Company of Chicago oversaw the construction of the proposed building on land donated by Lewis Kern. However, just as construction began on the new factory building, the project was abandoned in favor of a site closer to Windsor's downtown business district.⁸ By December 23, 1911, a committee representing the cheese factory purchased the concrete block building at 190

¹ Gearhart, Thaddeus, "Ornamental Concrete Block Buildings in Colorado, 1900 to 1940." National Register of Historic Places Multiple Property Documentation Form. Submitted to Colorado Historical Society on April 4, 1996, 3. Photocopied from Town of Windsor Museum Historical Research Files.

² *The Poudre Valley* (Windsor), 23 December 1911.

³ *The Poudre Valley* (Windsor), 16 April 1910.

⁴ Gearhart, 14.

⁵ *The Poudre Valley* (Windsor), 15 April 1911.

⁶ *The Poudre Valley* (Windsor), 22 April 1911.

⁷ *The Poudre Valley* (Windsor), 6 May 1911.

⁸ *The Poudre Valley* (Windsor), 2 December 1911, 23 December 1911.

Ash Street and three lots from Fort Morgan resident B.A. Utterback for \$1275. The sale included grounds measuring 75 X 60 feet and the building that measured 23 X 45 feet.

An executive committee and representatives from the Hastings Industrial Company sold stock in the venture for \$5 to \$10 allowing local farmers to acquire small blocks of stock. Stockholders then elected a board of directors including H.O. Adcock, E.P. Hickman, S.L. Getchell, W.F. Powers, and F.R. Harrington.⁹ Machinery for the creamery including a big churn, cream agitator, and steam boiler were shipped from Minneapolis, Minnesota in January 1912 and installed in early February.¹⁰ Operations began that same month with hopes of success and profitability. An article in the April 6, 1912 edition of The Poudre Valley newspaper stated, "Windsor creamery is finding a ready market for its product, which is of an excellent quality. The butter has a good flavor and keeps well."¹¹ Although the Windsor Creamery Company operated for four years, it was unprofitable and did not live up to the original expectations. The factory was closed in 1916 and the company dissolved.¹² The Windsor-Severance Historical Society now owns the building.

⁹ *The Poudre Valley* (Windsor), 10 February 1912.

¹⁰ *The Poudre Valley* (Windsor), 27 January 1912, 3 February 1912.

¹¹ *The Poudre Valley* (Windsor), 6 April 1912.

¹² Roy Ray, ed., *Highlights in the History of Windsor, Colorado*. (Windsor: Press of the Poudre Valley, 1940), 85.

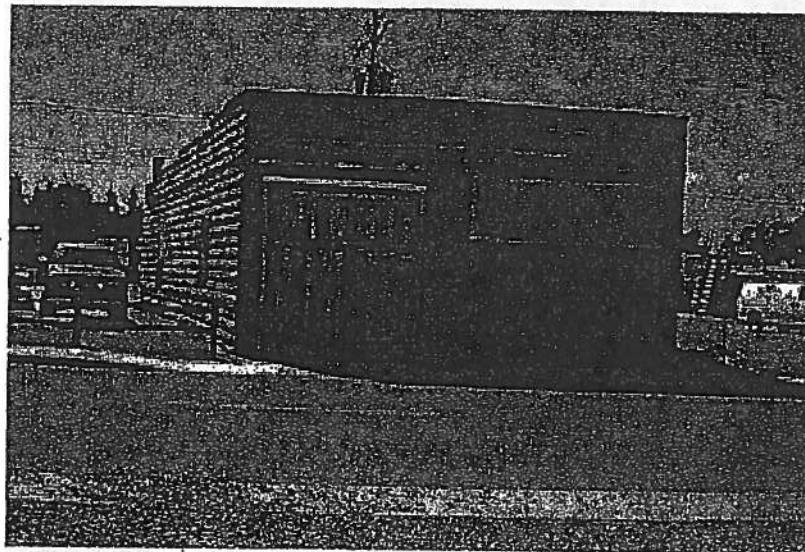
Detailed Description of the Architectural Characteristics of the Property

At the east end of the north elevation is a large four-panel wood-frame sliding door. The white-painted wood door is hung from the upper door frame and slides along a metal track. Directly above the door is a strip of greenish-gray wooden paneling attached to the face of the building. West of the door is a large wood-frame window covered with a combination of gray corrugated metal and yellow corrugated fiberglass. A large wood beam covered with metal piping spans nearly the entire length of the north elevation and is located directly above the sliding door and window. Above this wood beam are two rows of smooth-face concrete blocks. Extending across the top of the north elevation is a concrete cornice with decorative oval motif.

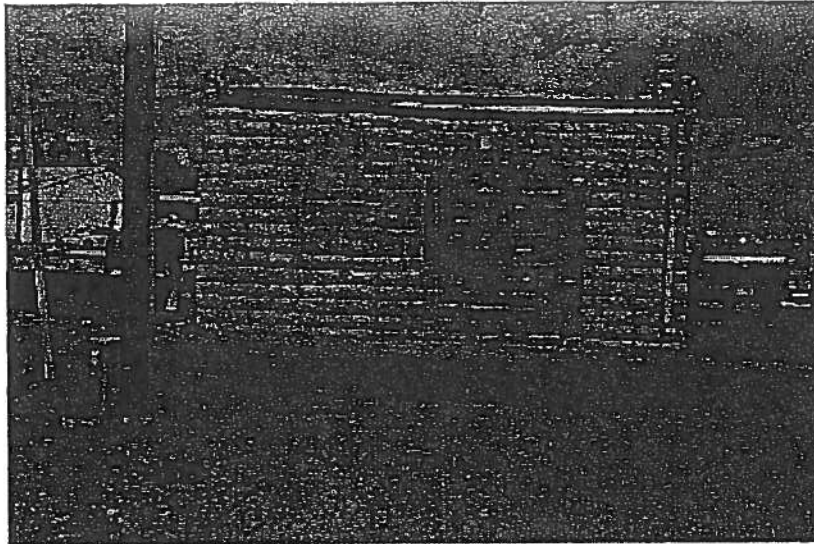
The east elevation contains two wood-frame windows covered with a combination of gray corrugated metal and yellow corrugated fiberglass. A row of evenly spaced concrete blocks extends along the elevation near the bottom of the windows resembling a belt course. The decorative cornice continues for only a few feet along the parapet at the east elevation's north end. Near the south end of the west elevation is a wood plank attached to the exterior walls with three iron rods. An area below the door that once contained either a door or window is now filled in with rock-faced concrete blocks. A portion of the exterior wall on the elevation is painted white. The south elevation fronts the alley. Its exterior wall is a combination of smooth-faced concrete blocks, stone-faced concrete blocks, patterned concrete blocks, and red brick.

Sources

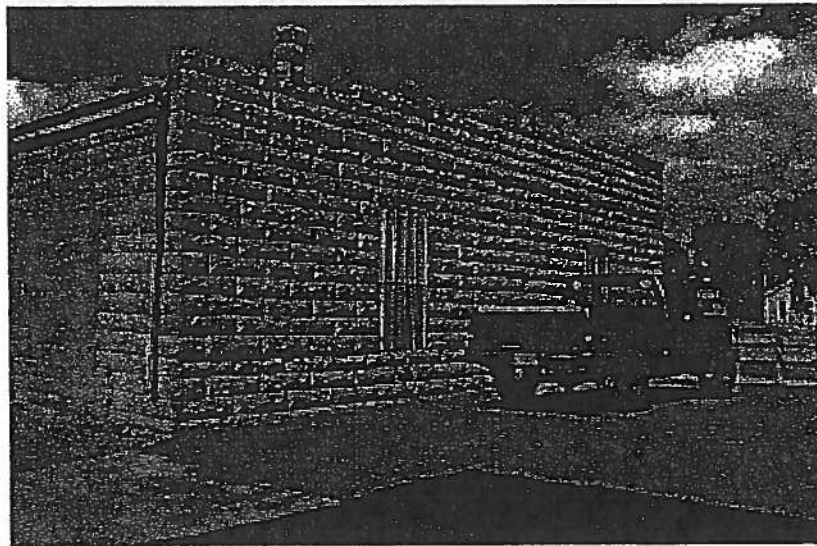
- Gearhart, Thaddeus. "Ornamental Concrete Block Buildings in Colorado, 1900 to 1940."
National Register of Historic Places Multiple Property Documentation Form.
Submitted to National Park Service on April 4, 1996. Photocopied from Town of
Windsor Museum Historical Research File: Concrete Block Construction.
- McAlester, Virginia & Lee McAlester. *A Field Guide to American Architecture*. Alfred
A. Knopf, 1984.
- Smith, Timothy. Architectural Survey conducted on August 26, 2004 for the Town of
Windsor.



190 Ash Street
Windsor Colorado
Front
(north façade)

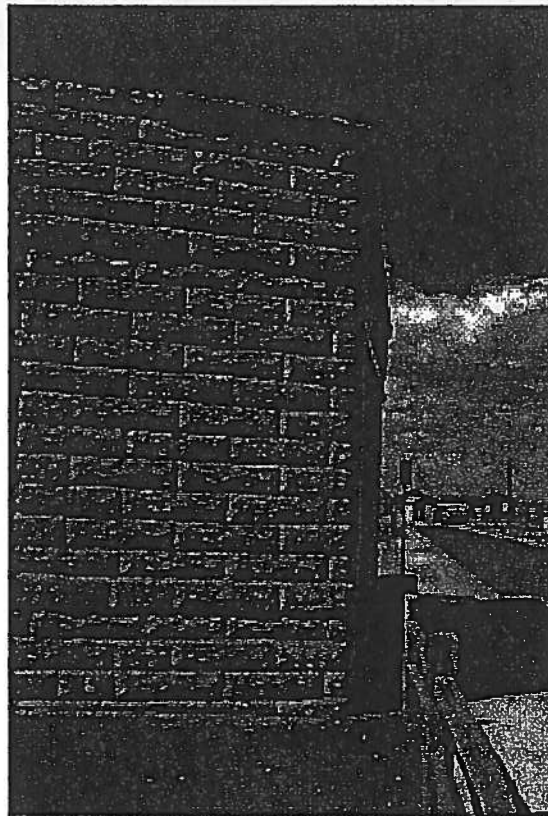


190 Ash Street
Windsor Colorado
Back
(south façade)

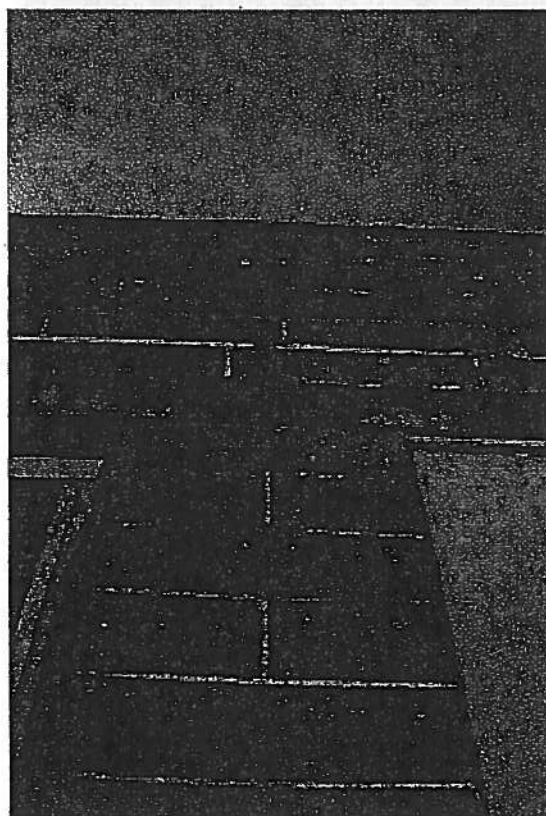
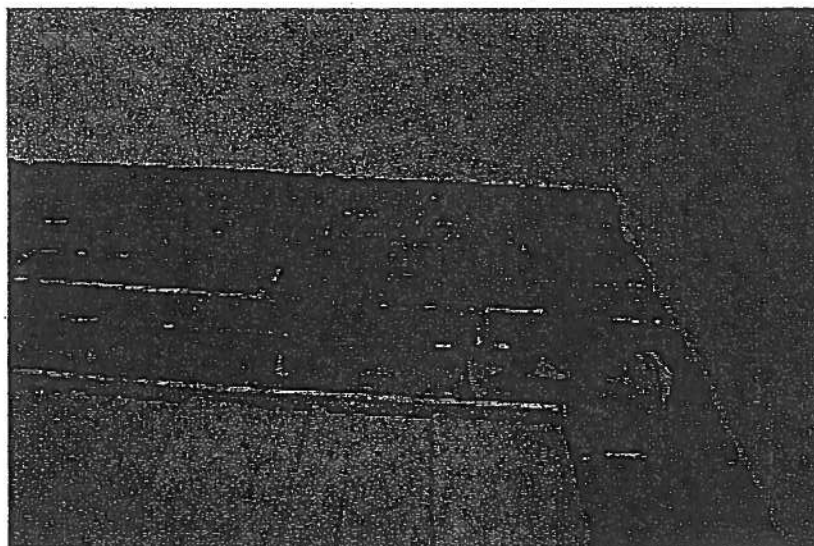


190 Ash Street
Windsor, Colorado
East Side

9/16/2004



190 Ash Street
Windsor Colorado
Detail: Belt Courses



190 Ash Street
Windsor Colorado
Detail: Cornice



MEMORANDUM

Date: August 12, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review Preservation Plan Action Items and Implementation Strategies - Near Term Items
Item #: D.1.

Background / Discussion:

The Historic Preservation Master Plan outlined a series of Goals and Policies to safeguard the historic heritage, architecture and stories of the Town. In order to achieve success and ensure progress, the Plan's goals and policies have action items which align with said goals and policies. These action items have a series of recommendations which support the tasks and include timelines for prioritization and implementation. After completion of the Toolkit, and in an effort to keep the plan active, energized and engaging, the Commission should consider discussing the next action item(s) they would like to work on. The Preservation Plan Action Items Matrix has been attached.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Preservation Plan Action Items Matrix

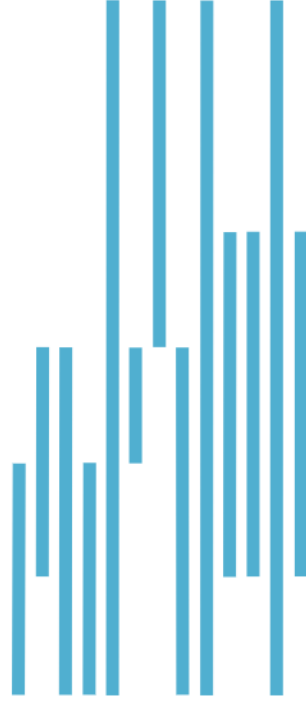
Action Item Matrix

Town of Windsor: Historic Preservation Master Plan

Near Term ← → Long Term

Task Area One - Community Survey and Education

- 1.3b Create an Educational Toolkit
- 1.3c Prioritize Downtown as a Vibrant Core
- 1.3d Maintain the Main Street Community Designation
- 1.3e Survey Residential Buildings and Consider Protecting Neighborhood Districts
- 2.3a Engage a Professional Historian to Document and Evaluate Historic Properties
- 2.3b Apply for State and National Registration for Eligible Sites
- 2.3c Prioritize the Removal of Old-World Motif from Downtown Facades
- 4.1b Establish a Robust Information Program for Rehabilitation/Restoration
- 4.3d Support/Encourage "Saving Places" Colorado Preservation Conference Attendance
- 4.3e Provide Education Opportunities for Elected Officials/Town Staff hosted by the HPC
- 4.3f Create a Guide to Windsor's Working-Class Architecture
- 5.1a Update and Improve Existing Surveys
- 5.8 Complete a Historic Context Study



Task Area Two - Identify Additional Historic Resources and Establish Historic Districts

- 5.2a Begin Local Landmark Process for Properties Already on National and State Registers
- 5.7 Consider the Establishment of Historic Districts
- 5.1c Increase the Number and Diversity of Individually Landmark Properties



Task Area Three - Branding and Community Outreach

- 1.3a Create a Cohesive Digital/Print Style for Outreach Purposes
- 4.2a Facilitate the Launch of a Branding Campaign for Historic Preservation
- 4.3a Engage in Other Education Activities for Residents
- 4.3b Develop a Unified Wayfinding and Interpretive Signage Design
- 4.3h Expand Windsor Online Walking Tour
- 4.4a Reactivate Town Preservation Awards Program and Create Page on Website



Task Area Four - Improvements to the City's Preservation Program

- 3.1a Collaborate with the Downtown Development Authority
- 4.1a Promote State Historic Tax Credit Programs
- 4.1c Implement a Development Program for Certified Neighborhood Organizations
- 5.4a Create/Circulate HPC Design Standards and Review Criteria to Residents
- 5.4b Update Historic Preservation Professionals/Groups List for Historic References
- 5.5a Streamline a Review/Revise Process for Current Landmark Eligibility Criteria





MEMORANDUM

Date: August 12, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review the current Application for a Local Historic Designation
Item #: D.2.

Background / Discussion:

Commissioners have noted that they would like to review the application for a local historic designation in order to determine if adjustments might be made to the application or designation process that might be amended in order to streamline the process or make it more user-friendly. While reviewing the application, Commissioners should also plan to review the Municipal Code (Chapter 15, Article XVI — Historic Preservation) to ensure that any potential changes still remain in compliance with the Code, as well as with the guidelines and regulations that come with the Town of Windsor's designation as a Certified Local Government (Please refer to the Commissioner Orientation Packet).

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. Local Historic Designation Application (2017)



HISTORIC LANDMARK DESIGNATION APPLICATION

SECTION I

HISTORIC PROPERTY

Name: _____
Address: _____
Historic Use: _____
Current or Proposed Use: _____
Legal Description: _____

PROPERTY OWNER

Name: _____
Address: _____
Telephone: _____
Email Address: _____

I certify that I am the owner of the above described property and I hereby give my written consent and approval for the nomination for designation to be a Windsor Historic Landmark.

Signature of Property Owner

Date

PREPARER OF NOMINATION

Name: _____
Address: _____
Telephone: _____
Email Address: _____

I nominate the above named property for recognition as a Windsor Historic Landmark. I have:

- ☐ Obtained the property owner's approval as verified above.
- ☐ Not been able to obtain the property owner's approval (*include documented attempts to secure owner approval*).

Signature of Preparer

Date

SECTION II

Has the property received other historic designation?

☐ No ☐ Yes

Date Designated: _____

Designated by: ☐ State ☐ National

Location of the Historic Property

☐ In Original Location

☐ Not in Original Location; Moved on: _____

If Moved, Address of Original Location: _____

Information on the Historic Property

Name or Original Owner: _____

Source of Information: _____

Name of Original Architect: _____

Source of Information: _____

Name of Original Builder/Contractor: _____

Source of Information: _____

Year of Construction: _____

Source of Information: _____

Year(s) of Remodeling: _____

Source of Information: _____

SECTION III

SUBMITTAL REQUIREMENTS

- ☐ Historical Narrative
- ☐ Statement of Significance (*explain the significance of the property based on one or more of the criteria listed in Section IV*)
- ☐ Architectural Description (*include the condition of the property and if there are any structures associated with the subject property that are not under the ownership of this applicant*)
- ☐ Current Photographs (*in color and of all sides of the structure(s)*)
- ☐ Historical Photographs (*if available*)
- ☐ Bibliography (*cite all books, articles and other sources used in preparing this form*)

SECTION IV

SIGNIFICANCE OF PROPERTY (check all that apply)

Architectural

- ☐ Exemplifies specific elements of an architectural style or period
- ☐ Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide or locally
- ☐ Demonstrates superior craftsmanship of high artistic value
- ☐ Represents innovation in construction, materials or design
- ☐ Represents a built environment of a group of people in an era of history
- ☐ Exhibits a pattern or grouping of elements representing at least one of the above criteria
- ☐ Is a significant historic model

Social/Cultural

- ☐ Is a site of an historic event that has an effect upon society
- ☐ Exemplifies the cultural, political, economic or social heritage of the community
- ☐ Is associated with a notable person(s) or the work of a notable person(s)

Geographical/Environmental

- ☐ Enhances sense of identity in the community
- ☐ Is an established and familiar natural setting or visual feature of the community

SECTION V

OPTIONAL INFORMATION

You may provide other information which might be helpful in determining the eligibility of the property; however such information must be submitted in addition to all the required information on this form. Optional materials may include copies of newspaper clippings, brochures and pamphlets. All materials submitted will become part of the nomination property files and will not be returned.

Completed nomination forms and supporting materials should be submitted to via email to planning@windsorgov.com. If you have any questions or require assistance, please call the Windsor Planning Department at (970) 674-2400.



MEMORANDUM

Date: August 12, 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. There are several opening in upcoming meeting 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 - August 2026



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
August 12, 2026 5:45 P.M.	Discuss designation process/form – make it more user friendly Revisit Preservation Plan, near term goals
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.	
January 13, 2027 5:45 P.M.	
February 10, 2027 5:45 P.M.	CANCELLED – Saving Places Conference

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 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 – CANCELLED – (Saving Places Conference)

* 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.