



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

September 9, 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 August 12, 2026 HPC Regular Meeting Minutes

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Discuss ideas for Historic Preservation Education and Outreach
2. Revisit Preservation Plan Discussion in Conjunction with the Future Topics List
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. Volunteer Coordinator Process

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: September 9, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Review and approval of the August 12, 2026 HPC Regular Meeting Minutes
Item #: B.1.

Background / Discussion:

Please see the attached August 12, 2026 HPC Regular Meeting Minutes for review and approval.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Approve the August 12, 2026 HPC Regular Meeting Minutes.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 08.12.2026 HPC Regular Meeting Minutes_DRAFT



Historic Preservation Commission Regular Meeting

August 12, 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 5:48 P.M.

1. Roll Call

Present: Melanie Starck, Chairperson
ToniRae Andres, Vice Chairperson
Kris Jabs, Secretary
Ruth Brunner
Katie Molnar (via Teams)

Absent: Jean Zuckweiler, Alternate

Also Present: Jason Hallett, Town Board Liaison
Shane Hale, Town Manager
Laura Browarny, Culture and Engagement Manager
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 August 12, 2026 Historic Preservation Commission (HPC) Regular Meeting Agenda.

Staff Liaison Lambrecht requested that Item C-1 be moved from the Action Agenda to the Discussion Agenda (Item D-1), due to funding for the project being eliminated in the 2027 budget.

Historic Preservation Commissioner Andres moved to approve the Review of the August 12, 2026 Historic Preservation Commission Regular Meeting Agenda, as amended; Historic Preservation Commissioner Molnar seconded the motion. Roll call of the vote resulted as follows: Yeas - Melanie Starck, Toni Rae Andres, Kris Jabs, Ruth Brunner, Katie Molnar; Nays - none; Motion passed.

3. Public Invited to be Heard

No public comment.

B. CONSENT CALENDAR

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

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

Commissioners took a moment to review the July 8, 2026 HPC Regular Meeting Minutes. No modifications to the draft minutes were requested.

Historic Preservation Commissioner Brunner moved to approve the Review of the August 12, 2026 Historic Preservation Commission Regular Meeting Agenda, Historic Preservation Commissioner Jabs seconded the motion. Roll call of the vote resulted as follows: Yeas - Melanie Starck, Toni Rae Andres, Kris Jabs, Ruth Brunner, Katie Molnar; Nays - none; Motion passed.

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

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.

Item moved from the Board Action agenda, to Discussion Item D-1.

Discussion was as follows:

Ms. Browarny reviewed a brief history of the building, noting that beyond the written history of the building, there are very few historic photos/images of it. When the Town took over the building in 2019, plans began to convert the building into a 'Makers Space' that could be programmed for a variety of uses. Current preliminary plans for the proposed rehabilitation were presented, including building plans and elevations. Although the project will not move forward in 2027, plans will continue to be considered for future opportunities. The Commission should be prepared to evaluate a Certificate of Alteration in the future.

D. DISCUSSION ITEMS

1. Review Preservation Plan Action Items and Implementation Strategies - Near Term Items

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.

Commissioners reviewed the Action Item Matrix, and began discussions regarding the next Preservation Plan goals to move towards. Under consideration are:

- *further discussions regarding the removal of the 'old world motif' elevations remaining downtown*
- *ongoing outreach*
- *reviewing the walking tour*
- *possible collaboration with the WDA/Chamber of Commerce*
- *Although tabled for future consideration, the Commissioners would like to keep the creation of a historic district or districts in the discussion.*
- *The Walking tour is established – what further action could/should be taken?*
- *Commissioners also noted that several items from the Matrix have been addressed in the past two years since implementation of the Preservation Plan – creation of a Toolkit, education/outreach).*

2. Review the current Application for a Local Historic Designation

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).

Commissioners looked at the current Windsor application for a Local Historic Designation. There are several variables that could impact whether or not the application should be changed, so the Commissioners decided to schedule a work session to further research and discuss possible changes to the application. In preparation for the future work session, Commissioners will look at similar communities' local landmark application processes. In order to guide the discussion, Commissioner Molnar will put together information regarding the application processes she is familiar with.

The Work Session has been scheduled for Wednesday November 4 at 5:45 pm, in the 1st Floor Conference Room at Town Hall.

3. Review Future Meetings Calendar

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

At the September 9 Regular Meeting, Commissioners would like to include a brainstorming session for new/unique outreach/education opportunities. As previously noted, the Commissioners have set a work session meeting date. Commissioners will continue to review the Future Topics list for inclusion in upcoming discussions.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Commissioner Jabs noted that she volunteered with History Colorado on the 'Colorado Day' events in Denver.

Commissioner Molnar spoke briefly about how the proposed changes to the Section 106 program might impact historic preservation efforts and projects.

2. Communications from Town Board Liaison

Town Board Liaison Hallett noted several items that the Town Board has addressed in recent meetings:

- the proposed Walmart Site Plan was reviewed and approved by Town Board;
- Town Board and Planning Commission held a joint work session to discuss data centers;
- school is starting, keep an eye out for kids;
- the proposed King Soopers ground breaking has been pushed out to September/October;
- Coffee with the Mayor will be held Friday August 14; and
- the MADD organization has partnered with the Police Department to hold a Walk on Saturday, August 15.

3. Communications from Staff

a. HPC at the Farmer's Market - August 15, 2026 from 8:00 am - 12:30 pm.

Scheduled Commissioner time slots to be at the booth.

b. HPC at the Harvest Festival - September 6, 2026 from 8:00 am - 5:00 pm.

Scheduled Commissioner time slots to be at the booth.

F. ADJOURN

AT 7:21 P.M. HISTORIC PRESERVATION COMMISSIONER ANDRES MOVED TO ADJOURN. HISTORIC PRESERVATION COMMISSIONER JABS SECONDED THE MOTION. MEETING ADJOURNED.



Kimberly Lambrecht, Long Range Planner, HPC Staff Liaison



MEMORANDUM

Date: September 9, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Discuss ideas for Historic Preservation Education and Outreach
Item #: D.1.

Background / Discussion:

In the past few years, the Commission has been active in its efforts to reach out to the community to educate and inform the public about the benefits of historic preservation in general, as well as the importance of historic designation of properties. Those efforts have included Open Houses, Coffee with the Commissioners (in a 'meet and greet' format), and booths at various Town events (Farmer's Market, Summer Concerts, Harvest Festival). This discussion will review these past efforts, and consider whether any new activities might present better, more HPC specific types of events.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: September 9, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Revisit Preservation Plan Discussion in Conjunction with the Future Topics List
Item #: D.2.

Background / Discussion:

In an effort to follow up on last month's Historic Preservation Master Plan Action Items Matrix discussion, the Commission should consider reviewing the Action Items Matrix, as it relates to the Future Topics list found on the Future Meetings Calendar. Are there items that can be combined or removed? Does the Future Topics list have items that might take priority over the Action Items Matrix?

The goal of the discussion is to streamline future efforts for the Commission, and begin to outline goals, tasks, events, etc. for the coming year.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: September 9, 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 openings/opportunities in upcoming meetings to address new ideas, Preservation Plan items, or items from the Future Topics list.

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 - September 2026



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
September 9, 2026 5:45 P.M.	Education/Outreach ideas Look at Future Topics List – correlation to Preservation Plan?
October 14, 2026 5:45 P.M.	Election of Officers
November 4, 2026 5:45 P.M.	WORK SESSION – Town Hall, 1 st Floor Conference Room
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 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.



MEMORANDUM

Date: September 9, 2026
To: Historic Preservation Commission
From: Kimberly Lambrecht, Long Range Planner
Re: Volunteer Coordinator Process
Item #: E.3.a.

Background / Discussion:

The Town's Volunteer Services Coordinator is implementing a process to strengthen the volunteer program and ensure that reporting of the efforts by volunteers truly reflects all the ways community members contribute to the well-being of the community. Complete details are not available at this time, but among other things, the Commissioners will be asked to report hours spent on their efforts as a part of the HPC.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

N/A

CC:

Scott Ballstadt, Director of Planning

Attachments: