



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

January 11, 2023 - 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. Approval of the November 9, 2022 meeting minutes.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Comprehensive Plan Update - consultant team presentation / discussion
2. Website update - outline proposed changes
3. Saving Places Conference
4. 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: January 11, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Approval of the November 9, 2022 meeting minutes.
Item #: B.1.

Background / Discussion:

See attached November 9, 2022 meeting minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 11-09-2022 DRAFT Historic Preservation Commission Minutes



Historic Preservation Commission Regular Meeting

November 9, 2022 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

Ms. Zuckweiler called the meeting to order at 5:45 p.m.

1. Roll Call

Present: Jean Zuckweiler
Ruth Brunner
ToniRae Andres
Kris Jabs
Melanie Starck
Rachel Kline (arrived 5:49)

Also Present: Scott Ballstadt, Town of Windsor, Planning Director
Kimberly Lambrecht, Town of Windsor, Planner II
Caitlin Heusser, Town of Windsor, Museum Curator
Deanna Flanagan, Town of Windsor, Administrative Assistant
Karen Frawley, Town of Windsor, Town Clerk

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Ms. Andres made a motion to approve agenda without changes, Ms. Starck seconded. All in favor, motion passed.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

1. Approval of the October 12, 2022 minutes

Please see attached draft of the October 12, 2022 meeting minutes for review and approval.
Ms. Andres made a motion to approve minutes from October 12, 2022. Ms. Zuckweiler seconded. All in favor, October 12, 2022 minutes approved.

C. BOARD ACTION

1. No Action Items this month

No Action Items this month

D. DISCUSSION ITEMS

1. CivicClerk Training (Karen Frawley - Town Clerk)

Ms. Frawley (Town Clerk) presented the new CivicClerk platform that will be used by Town

Staff to generate the HPC packets, publish the packets and distribute to the HPC. The Commissioners will be able to use the platform to view the packets, prepare for meetings, and make notes.

2. Election of 2023 Officers - Chair, Vice-Chair, Secretary

Nominations:

Jean Zuckweiler nominated Melanie Starck for Chair, Ms. Starck accepted. Ms. Zuckweiler called for a vote, all in favor.

Ms. Jabs nominated ToniRae Andres for Vice Chair. Ms. Zuckweiler called for a vote, all in favor

Ms. Andres nominated Kris Jabs for Secretary. Ms. Zuckweiler called for a vote, all in favor.

It was noted that the HPC needs to confirm that there are places for 5 regular members and 2 alternates. It also needs to be clarified how an alternate and a regular HPC member could switch positions.

It was discussed to amend the bylaws to allow for election of officers to occur at the end of the year, with installation of those officers to occur in January.

3. Legion Building - discussion of possible local historic designation (Ruth)

Ms. Brunner helped to prepare an application for local historic designation of the Legion. Legion owners still need to vote on whether or not to apply. Discussed application procedure. Discussed whether or not there are any current plans to get rid of the Legion building. Town staff is not aware of any current plans to get rid of the building. Mr. Ballstadt noted that he does not believe that the Town currently has any plans to acquire the Legion property. Ms. Brunner noted that there may be a meeting coming up between the Legion and the DDA where they may discuss interest in local historic designation. It was noted that Ms. Brunner provided historic information on the Legion for the meeting. The Commission discussed the importance of having cooperation from property owners for applications.

Submission of a formal application has been tabled until after the next Legion meeting, and the HPC is able to learn more information.

4. Update regarding request for website changes (Kim)

Ms. Lambrecht spoke with the Town of Windsor Communications team and received feedback for the Commission on how the website needs to be set up. Discussed what can and can't be done with the website. Requests for changes can be submitted to the Communications team. A work session could be scheduled in the future just to discuss specific website change requests.

5. Review Future Meetings List

Please see the attached Future Meetings Agenda, for review and comment. Discussed plan to have a board dinner on December 14. Confirmed it would be acceptable as long as the gathering is posted. Ms. Andres agreed to make the reservation and inform the group so the location could be posted. Remainder of Future Meetings list stands.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

The Commission discussed who might wish to attend the Saving Places conference in February.

Ms. Zuckweiler noted that the Commission needs to think about potentially sending out letters

to property owners of historic properties to encourage local designation applications.

2. Communications from Town Board Liaison

Town Board liaison not in attendance.

3. Communications from Staff

Reminder that Commission members need to figure out who can go to the Saving Places conference, preferably by the December dinner.

January 11 Comprehensive Plan consultants will attend the HPC meeting to discuss the Commission's input for the Comprehensive Plan.

Reminder to utilize Project Connect webpage and to encourage others to do the same.

F. ADJOURN

MS. ANDRES MADE A MOTION TO ADJOURN THE MEETING. MS. STARCK SECONDED THE MOTION. ALL IN FAVOR AND THE MEETING ADJOURNED AT 7:20 P.M.



Name, Title



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
January 11, 2023 5:45 pm	Comprehensive Plan Update Revisit website updates discussion
February 8, 2023 5:45 pm	CANCELLED – Saving Places Conference
March 8, 2023 5:45 pm	Update to Bylaws – changing schedule to elect officers
April 12, 2023 5:45 pm	Letters to property owners eligible for Local Historic Designation
May 10, 2023 5:45 pm	Outreach to the Poudre Valley Cemetery

Future Topics:

Printed Walking Tour Maps to distribute
Preservation Plan Meetings
Comprehensive Plan Updates

Upcoming Meeting Dates*

<u>Wednesday January 11, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday February 8, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday March 8, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday April 12, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday May 10, 2023</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.