



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

April 12, 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 March 8, 2023 regular meeting minutes
2. Approval of the March 30, 2023 work session minutes.

C. BOARD ACTION

1. Resolution 2023-001 - Adoption of an Amendment to the Bylaws concerning the Election of Officers

D. DISCUSSION ITEMS

1. Community Engagement Survey Results
2. Update on the Windsor Lake designation discussion
3. Historic Preservation Month Open House - update and discussion
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: April 12, 2023
To: Historic Preservation Commission
From: Kimbelry Lambrecht
Planner II
Re: Approval of the March 8, 2023 regular meeting minutes
Item #: B.1.

Background / Discussion:

See attached March 8, 2023 meeting minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Planning Director

Attachments:

1. 03-08-2023 HPC Minutes DRAFT



Historic Preservation Commission Regular Meeting

March 8, 2023 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

1. Roll Call

Present:

Melanie Starck
ToniRae Andres
Jean Zuckweiler
Kris Jabs

Also Present:

Ron Steinbach, Town Board liaison
Kim Lambrecht, Town of Windsor, Planner II, staff liaison
Eric Lucas, Town of Windsor, Public Services Director
Deanna Flanagan, Town of Windsor, Administrative Analyst

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

Ms. Zuckweiler made a motion to accept the agenda as is. Ms. Andres seconded the motion. Motion passed unanimously.

3. Public Invited to be Heard

No members of the public in attendance.

B. CONSENT CALENDAR

1. Approval of the January 11, 2023 meeting minutes.

See attached January 11, 2023 meeting minutes for review and approval. Ms. Zuckweiler moved to approve the January, 11, 2023 minutes. Ms. Andres seconded the motion. Motion passed unanimously.

C. BOARD ACTION

D. DISCUSSION ITEMS

1. Review of proposed amendment to the Bylaws to change the date of election of HPC officers

In order to ensure that a majority of the Historic Preservation Commission members are available for an election, and to provide an opportunity for the past and newly elected members to coordinate and transition information and tasks, an amendment to the Bylaws has been proposed to reflect that elections shall occur in November of each year, with the duly elected officers assuming such offices at the first meeting of the following year. A draft resolution along with the draft amendment of the Bylaws are included here, for review and comment. Board Action on this item will occur at the next regularly scheduled meeting.

Discussed proposed bylaw changes to change date of HPC officer elections to November instead of January. Noted one correction needed. Changes to bylaws will be voted on at the

next meeting.
Kris Jabs arrived during this discussion item.

2. Saving Places Conference Debriefing

Please refer to attached summary notes from HPC members who attended the Saving Places Conference - for information.

Ms. Lambrecht and Ms. Zuckweiler attended the 2023 Saving Places conference virtually and shared their feedback.

Ms. Lambrecht shared a few notes from Ms. Brunner who was absent but had attended the conference in-person.

3. Historic Preservation Month - Open House - Tentative Friday May 5, 2023

Caitlin Heusser (Museum Curator) has been coordinating with Michelle Vance, Executive Director of the Downtown Development Authority (DDA) to combine efforts in celebrating **Historic Preservation Month**. The following notes outline current events/activities planned for the downtown area:

“Windsor Downtown Heritage Tour”

- Culture Division will be partnering with the DDA to promote a First Friday event on Friday, May 5th that focuses on downtown Windsor history/preservation
- Self-guided tour around downtown, businesses open late, Tour will start at Art & Heritage Center where participants will receive a passport.
- Caitlin working with downtown businesses and Michelle at DDA to create display posters for historic buildings/businesses with photographs, will stay up all month
- At least 10 sites on tour
- Event from 5-8 PM (tentative)

Does HPC want to hold their Open House at same time?

Open House-Tentatively set for Friday, May 5th. Friday night worked best last year and the 5th is the only time in May the Arts & Heritage center will be available.

There will also be a First Friday event on May 5th from 5-8 p.m. Discussed best start time for the HPC Open House.

Discussed whether or not a speaker should be invited as was done last year.

Noted the Cinco De Mayo holiday that will fall on the same day as the Open House.

Work session to continue planning Open House details set for March 30.

4. Preservation Plan: March 22, 2023 Community Engagement / Preliminary Community Survey

Preservation Plan Updates:

- Ron Sladek (Tatanka Historical Associates) will be facilitating another community engagement session on March 22, 2023 from 5:00 pm - 6:30 pm at Peculier Ales (301 Main Street). Please note this event and plan to attend, if possible.

- A community survey developed by Tatanka has been posted to the Town's Project Connect website. The data gathered from this survey will be used in the development of the Preservation Plan. The survey was released to the public in February, and will be open until March 31. Final results will be compiled and shared with the Commission at the

April meeting.

Community survey closes on March 31st. 24 responses so far, the Commission wants to encourage participation. Discussed best ways to promote the survey.

After survey closes, a draft of the Preservation Plan should be ready around April 1st.

5. Create ad hoc committee to explore website corrections/updates

Voted on creation of ad hoc committee to review Historic Preservation webpage for needed corrections/updates.

Ms. Starck moved to vote to approve ToniRae and Rachel Kline to the ad hoc subcommittee. Roll call on the vote resulted as follows; Yeas - 4; Nays - None; Motion passed unanimously.

6. Future Meetings Calendar

Discussed topics to add to future meeting agendas. April - Review public survey results, possibly review Preservation Plan draft. May - Open House debrief.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

Ms. Zuckweiler noted that she is still working on a local landmark designation application for Windsor Lake. Discussed with Eric Lucas whether or not local landmark designation might affect the management of the Lake. Mr. Lucas stressed that Windsor Lake is a working reservoir and designation would have to be discussed with the Kern Board that manages it. The possible benefits vs. downsides of local landmark designation should be discussed. General opinion was in favor of Ms. Zuckweiler continuing to pursue local historic designation and discussing with the Kern Board. Ms. Zuckweiler noted that the application would not be ready by the April meeting.

2. Communications from Town Board Liaison

Introducing new Town Board liaison, Ron Steinbach. Mr. Steinbach has a bachelor's degree in history, and had previously been a member of the Historic Preservation Commission. He has lived in Windsor since 2008.

3. Communications from Staff

Ms. Lambrecht noted that she had acquired additional historic preservation reference materials. They are available to the Commission upon request.

Charette workshop series for the Comprehensive Plan will be April 4th-7th. More information can be found on the Town website.

F. ADJOURN

MS. ANDRES MADE A MOTION TO ADJOURN. MS. JABS SECONDED THE MOTION. MEETING ADJOURNED AT 7:16 P.M.



Deanna Flanagin, Administrative Analyst



MEMORANDUM

Date: April 12, 2023
To: Historic Preservation Commission
From: Kimbelry Lambrecht
Planner II
Re: Approval of the March 30, 2023 work session minutes.
Item #: B.2.

Background / Discussion:

See attached 03-30-2023 work session minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 03-30-2023 HPC Work Session Minutes DRAFT



Historic Preservation Commission Work Session

March 30, 2023 - 5:00 PM
1st Floor Conference Room
301 Walnut Street, Windsor, CO 80550

MINUTES

A. HISTORIC PRESERVATION MONTH – OPEN HOUSE PLANNING

Present: Melanie Starck
ToniRae Andres
Jean Zuckweiler
Kris Jabs

Also Present: Caitlin Heusser, Town of Windsor, Museum Curator
Kim Lambrecht, Town of Windsor, Planner II, staff liaison

WORK SESSION CALLED TO ORDER AT 5:00 P.M.

Open House Planning

The HPC has agreed to partner with the Downtown Development Authority's (DDA) First Friday Event – Main Street Heritage Walk, celebrating Windsor's historic Main Street.

- HPC will Staff the Arts & Heritage Center during the event and will provide light refreshments and snacks, provide HPC information, and will stamp DDA Heritage Walk passports.
- HPC will provide three (3) framed historic photos as prizes for completed Heritage Walk passports.
- HPC will facilitate a brief 10-15 minute historic preservation presentation during the Open House portion of the event (speaker TBD).

WORK SESSION WAS ADJOURNED AT 6:10 P.M.

A handwritten signature in blue ink that reads "Kim Lambrecht".

Planner II, Staff Liaison

Name, Title



MEMORANDUM

Date: April 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Resolution 2023-001 - Adoption of an Amendment to the Bylaws concerning the Election of Officers
Item #: C.1.

Background / Discussion:

During the course of the previous year, the long-standing Chairperson of the Commission formally announced she would not be seeking re-election to the position, thus opening up the opportunity for other Commissioners to hold that role. In an effort to allow for training of new officers and to provide a smoother transition of duties, the Commission requested that the annual election of new officers be held in a month prior to the officers assuming the role at the first meeting of the following calendar year.

Therefore, the following language is proposed to be amended in Article II, Paragraph (B)(4) of the HPC Bylaws:

Commission officers shall serve for a term of one (1) year. An annual election of officers shall take place during the November meeting of each year, with those elected taking office at the first Commission meeting of the following calendar year.

The HPC Bylaws require that amendments be provided to all members at least ten days prior to voting or that such amendments be read at the previous meeting. The amendment to the Bylaws was read and discussed at the March 8, 2023 meeting.

Financial Impact:

N/A

Relationship to Strategic Plan:

N/A

Recommendation:

Staff recommends that the Historic Preservation Commission approve the Bylaws, as amended, to change the election of officers to November of each calendar year, with the duly elected officers taking office at the first meeting of the following calendar year.

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 04-12-2023 HPC RESOLUTION adopting Amended Bylaws re elections
2. 04-12-2023 HPC Amendment to Bylaws re election dates

**TOWN OF WINDSOR
HISTORIC PRESERVATION COMMISSION**

RESOLUTION NO. 2023 - 01

BEING A RESOLUTION AMENDING PARAGRAPH 4 OF THE BYLAWS OF THE WINDSOR HISTORIC PRESERVATION COMMISSION CONCERNING ELECTION OF OFFICERS

WHEREAS, the Historic Planning Commission desires to amend the existing bylaws from elections taking place the first meeting of the calendar year to the elections being held at the November meeting of each year, with the duly elected officers taking office the first meeting of the following calendar year; and

WHEREAS, this is desired to ensure ample opportunity that a majority of members are available for an election; and

WHEREAS, this is desired in order to provide an opportunity for the past and newly elected officers to coordinate and transition information and tasks; and

WHEREAS, the Historic Preservation Commission desires to amend paragraph 4 of the Historic Preservation Commission Bylaws to reflect that elections shall occur in November of each year with the duly elected officers assuming such offices beginning the first meeting of the following year, in accordance with this Resolution.

NOW, THEREFORE, be it resolved by the Town of Windsor Historic Preservation Commission as follows:

IT IS HEREBY RESOLVED BY THE HISTORIC PRESERVATION COMMISSION OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. That the Windsor Historic Preservation Commission Bylaws are hereby amended as outlined in Exhibit A, attached hereto and incorporated herein by this reference.
2. That the Windsor Historic Preservation Commission hereby authorizes its Chairperson to execute this Resolution and its Secretary to attest thereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of April, 2023.

TOWN OF WINDSOR, COLORADO

By: _____
Chairman

ATTEST:

Secretary



BYLAWS
For the Town of Windsor
Historic Preservation Commission

Article I
Introduction

- A. The Windsor Home Rule Charter and the Windsor Municipal Code authorize the Town of Windsor Historic Preservation Commission to adopt bylaws for the transaction of business.
- B. The within Bylaws have been adopted by the Town of Windsor Historic Preservation Commission.
- C. The Town of Windsor Historic Preservation Commission shall be referred to herein as the “Historic Preservation Commission” or “the Commission”.

Article II
Membership and Officers

- A. The Historic Preservation Commission shall be composed of members appointed by the Town Board of the Town of Windsor in accordance with the provisions of the Windsor Municipal Code.
- B. The Commission shall elect a chair, vice chair, and secretary.
 - 1. The chair shall preside at all regular and special meetings of the Commission and shall decide all points of procedure.
 - 2. The vice chair shall assume the duties and responsibilities of the chair in the chair’s absence.
 - 3. The secretary shall keep, or cause to be kept, all records of the Commission, and shall transmit all appropriate records to the Town Clerk to become part of the official Town Record.

4. Commission officers shall serve for a term of one (1) year. An annual election of officers shall take place during the November meeting of each year, with those elected taking office at the first Commission meeting of the following calendar year.
5. Officer vacancies shall be filled at the next regular meeting of the Commission by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.

Article III Meetings

- A. The chair shall prepare, or cause to be prepared, an agenda for every regular or special meeting of the Commission.
- B. The Commission shall meet at regularly scheduled intervals, no less frequently than quarterly, on a date and a time and location designated by the chair. These regular meetings may be postponed, rescheduled, or canceled upon a vote by the Commission.
- C. The secretary shall prepare, or cause to be prepared and posted, a notice of each regular or special meeting of the Commission. Such notice shall contain the meeting agenda.
- D. Special meetings may be called by the chair at the request of two (2) members, provided that notice of same, including a listing of all items to be considered (agenda), is delivered to each member of the Commission or to his or her residence at least forty-eight (48) hours prior to the time set for such meeting, and further provided that announcement of a special meeting, or any other meeting at which all members of the Commission are present, shall be sufficient notice of such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.
- E. All meetings of the Commission shall be open to the public.
- F. Before official and formal action can be taken on any matter at any meeting of the Commission, a quorum shall be present and in session. A *quorum* is defined for purposes of these Bylaws as any three (3) members. The vice chair shall preside in the absence of the chair. Where both the chair and the vice chair are absent, members present shall by majority vote select a member to preside over the meeting.

- G. The chair may from time to time call for work session meetings for receiving information, hearing presentation, and discussing information, provided that no formal or informal action is taken.
- H. All voting shall be by roll-call vote.
- I. The members of the Commission shall be bound by the Code of Ethics as set forth in Article V of the Town of Windsor Home Rule Charter shown on the Appendix, attached hereto and incorporated herein by this reference, and, to the extent applicable, the Colorado Public Official Disclosure Law.
- J. The order of business for all meetings shall be the order as it appears on the agenda except that the chair may, under special circumstances, rearrange the order of business unless otherwise directed by a majority of the members there present and in session.
- K. The secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all-important facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the Commission or its chair shall direct. The minutes of each meeting shall be approved by the Commission at its next meeting.
- L. When applicable, the secretary shall prepare and transmit to the Town Manager's office, notice of actions of the Commission requiring further action by the Windsor Town Board.
- M. **Virtual Meetings/Participation.** Meetings of the Commission may be held by teleconference or other means of remote communication or in combination of physical participation at a physical location and virtual participation. Virtual participation shall be considered "present in person", and members of the Commission participating virtually may vote at such meeting. All votes shall be recorded in the minutes.

Article IV Committees

- A. There shall be no standing committees of the Commission.
- B. With the consent of the Commission, the chair may appoint ad hoc committees of the Commission for special study or review.

Article V
Alternate Members

- A. **Authorization.** The appointment of alternate members to the Commission is authorized and governed by Section 2-1-70 of the *Windsor Municipal Code*, and all subsequent amendments thereto.
- B. **Attendance.** Alternate members shall attend all meetings and/or work sessions except as otherwise specified by the Chair. Alternate members shall receive notification of all meetings and/or work sessions in the same manner as the regular members of the Commission are notified.
- C. **Preparation.** Alternate members shall be provided all materials provided to regular members in anticipation of meetings and/or work sessions. Alternate members shall review all such materials, and shall be prepared to participate at all meetings and/or work sessions.
- D. **Quorums, Vacancies and Recusals.** At the call of the Chairman, alternate members shall be seated as voting members for the following purposes: (1) to achieve a quorum in accordance with Section III. F. above; or (2) having achieved a quorum, one or more regular members are not in attendance at a meeting; or (3) in the event a regular member for any reason (including recusal) is unable to participate in the discussion and voting relative to an official and formal action.
- E. **Voting.** Provided that all requirements for achieving a quorum and the additional criteria described in Section D., Quorums, Vacancies and Recusals, above are met, alternate members shall be accorded a vote upon any matter requiring action by the Commission. In the event a conflict arises as to whether a regular member or an alternate member is to be seated, the regular member in attendance shall be seated and the alternate member shall not be accorded a vote.

Article VI
Amendments

These Bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read at the last regular meeting of the Commission.

THE WITHIN BYLAWS WERE APPROPRIATELY ADOPTED BY THE TOWN OF WINDSOR HISTORIC PRESERVATION COMMISSION BY MAJORITY VOTE ON THE 12th DAY OF APRIL, 2023

TOWN OF WINDSOR HISTORIC
PRESERVATION COMMISSION

Chair

ATTEST:

Secretary



MEMORANDUM

Date: April 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Community Engagement Survey Results
Item #: D.1.

Background / Discussion:

Please see attached Preservation Plan Community Engagement Survey Results, for review and discussion.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. FINAL_Survey_Responses_Report

Historic Preservation Master Plan Survey

SURVEY RESPONSE REPORT

09 August 2020 - 28 March 2023

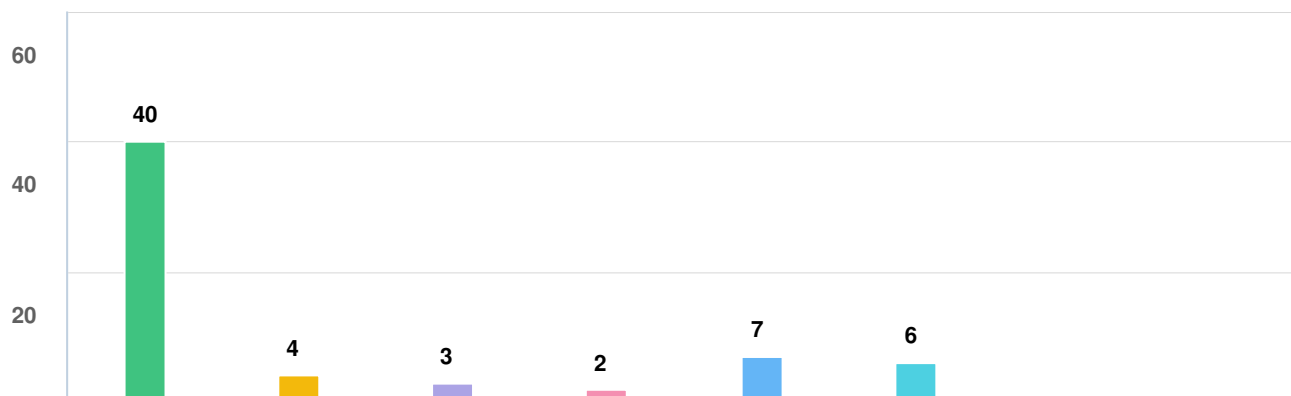
PROJECT NAME:

Historic Preservation Plan



SURVEY QUESTIONS

Q1 Are you a: (select all that apply)



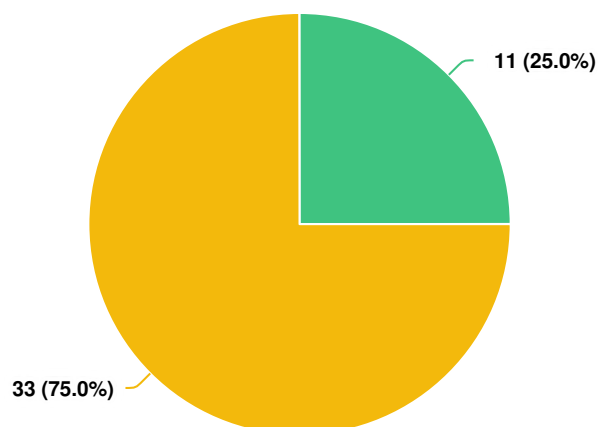
Question options

- Residential Property Owner
- Residential Property Renter
- Business owner or commercial property owner
- Professional historian or consultant
- History buff or volunteer
- Town employee or volunteer
- Developer, contractor or realtor
- Architect or other design professional

Mandatory Question (44 response(s))

Question type: Checkbox Question

Q2 Do you own or have responsibility for a historic resource over 50 years old?



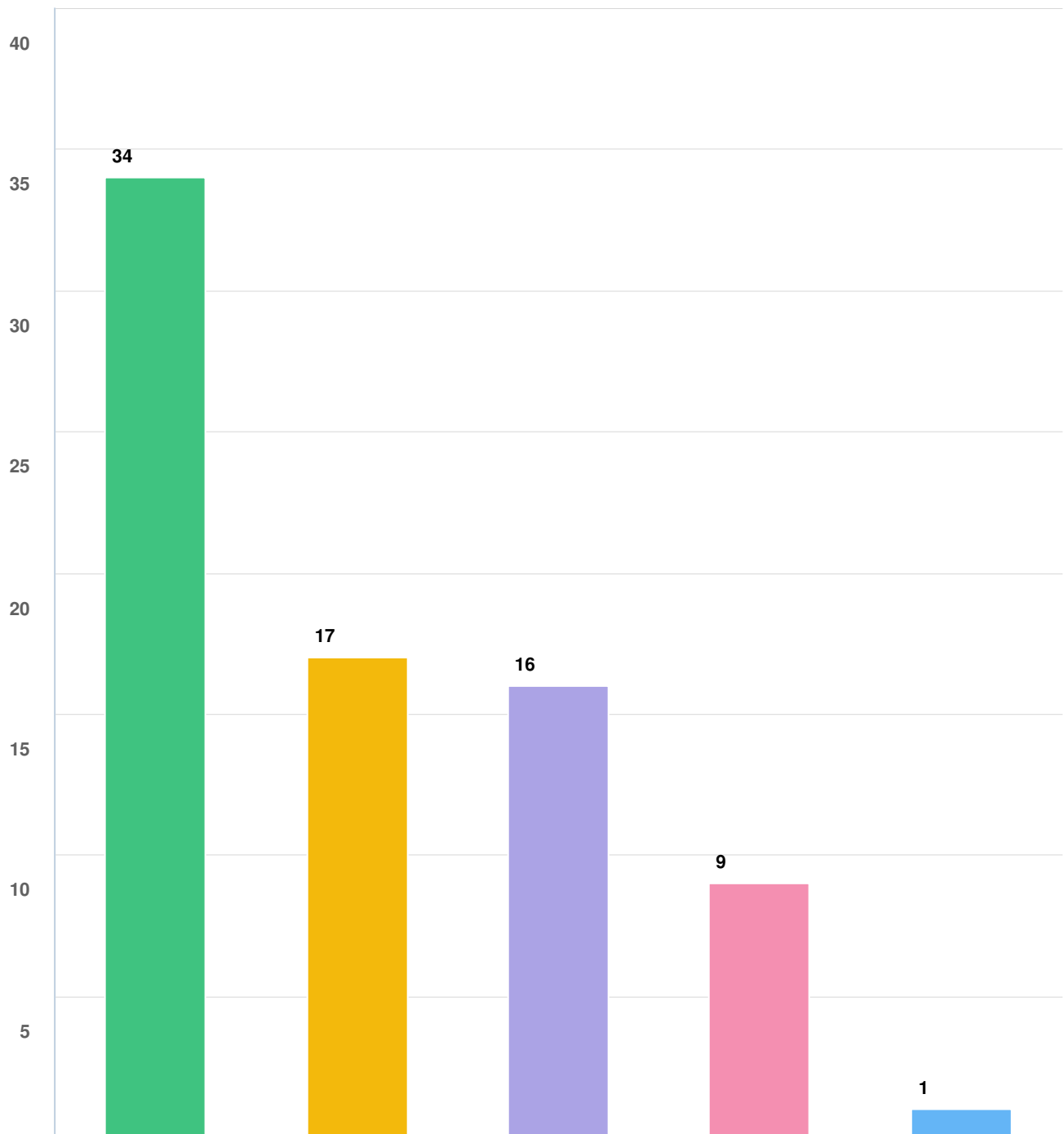
Question options

- Yes
- No

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q3 What brought you to this survey? (select all that apply)



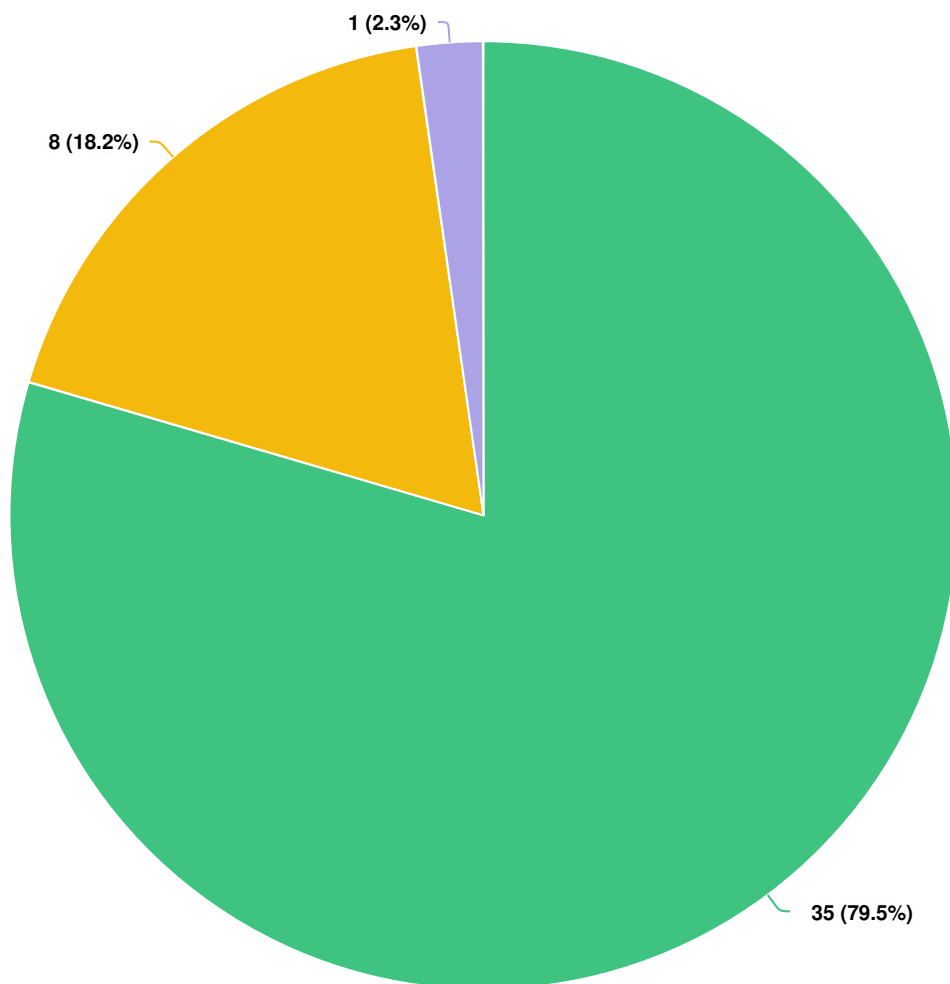
Question options

- ☒ I support historic preservation
- ☒ I want to learn more about historic preservation
- ☒ I have a concern about local historic preservation issues
- ☒ I am concerned about a specific historic resource in the community
- ☐ I do not support historic preservation

Mandatory Question (44 response(s))

Question type: Checkbox Question

Q4 How should historic preservation be regarded in the Town of Windsor?



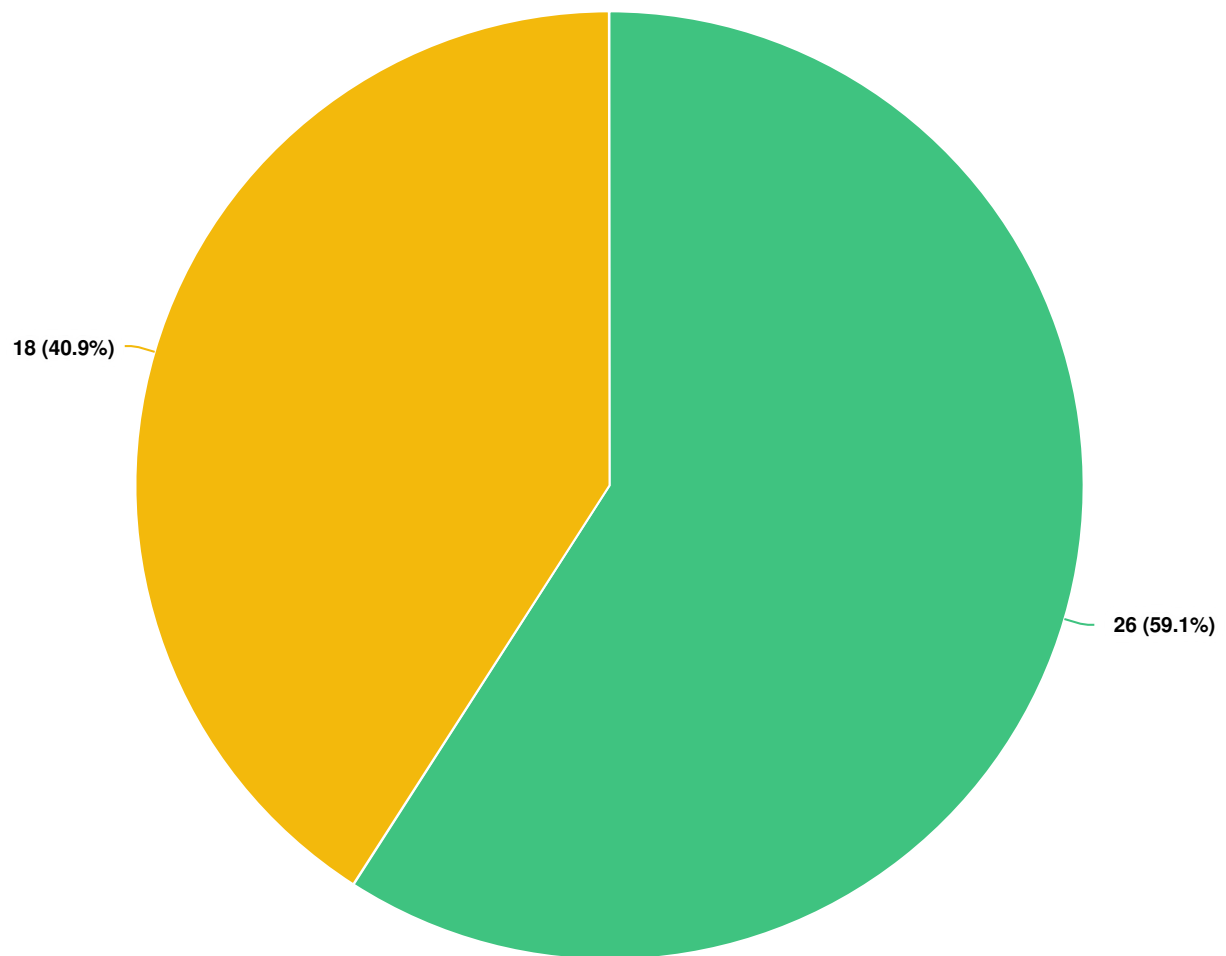
Question options

☒ Very important to preserving the town's character ☐ Somewhat important ☐ Not very important

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q5 | At the present time, only formally landmarked historic properties go through a process called design review. This is triggered when major alterations are proposed. Would you support review for all historic properties (older than fifty years) that a...



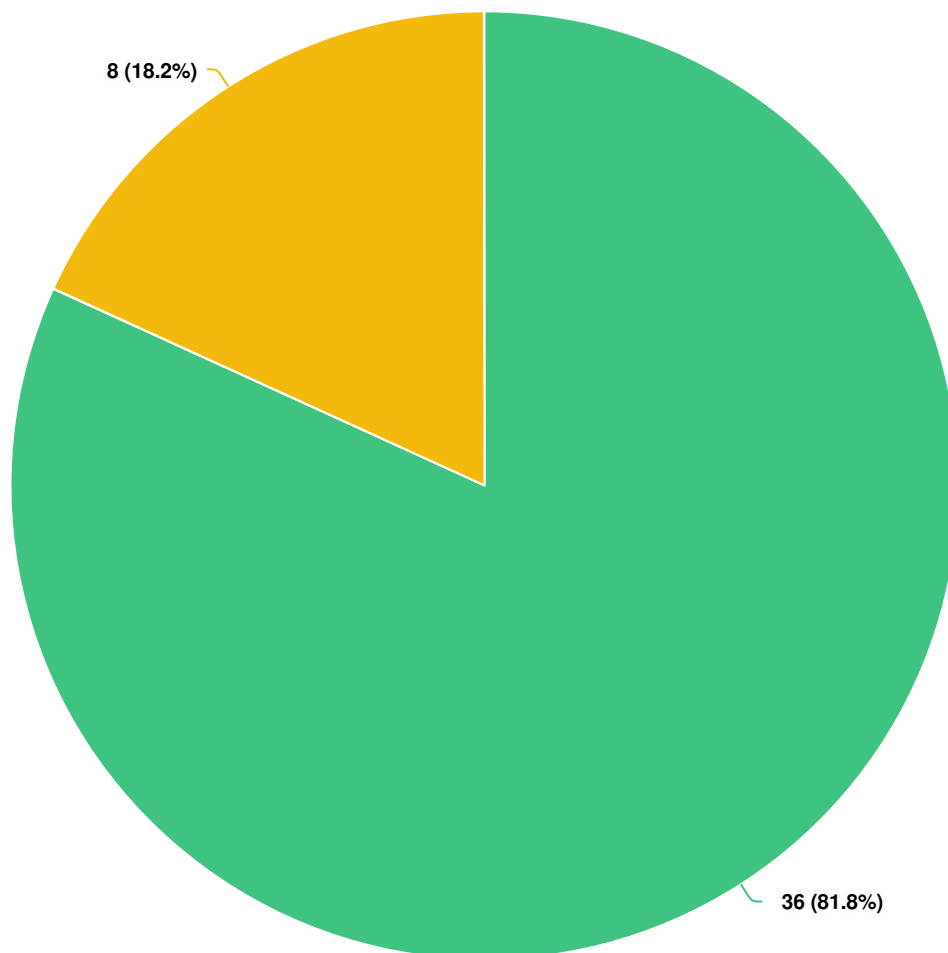
Question options

☒ Yes ☐ No

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q6 | Would you support design review for new development (also known as infill) in the historic areas of town to make sure projects are sensitively designed to be compatible with their historic surroundings?



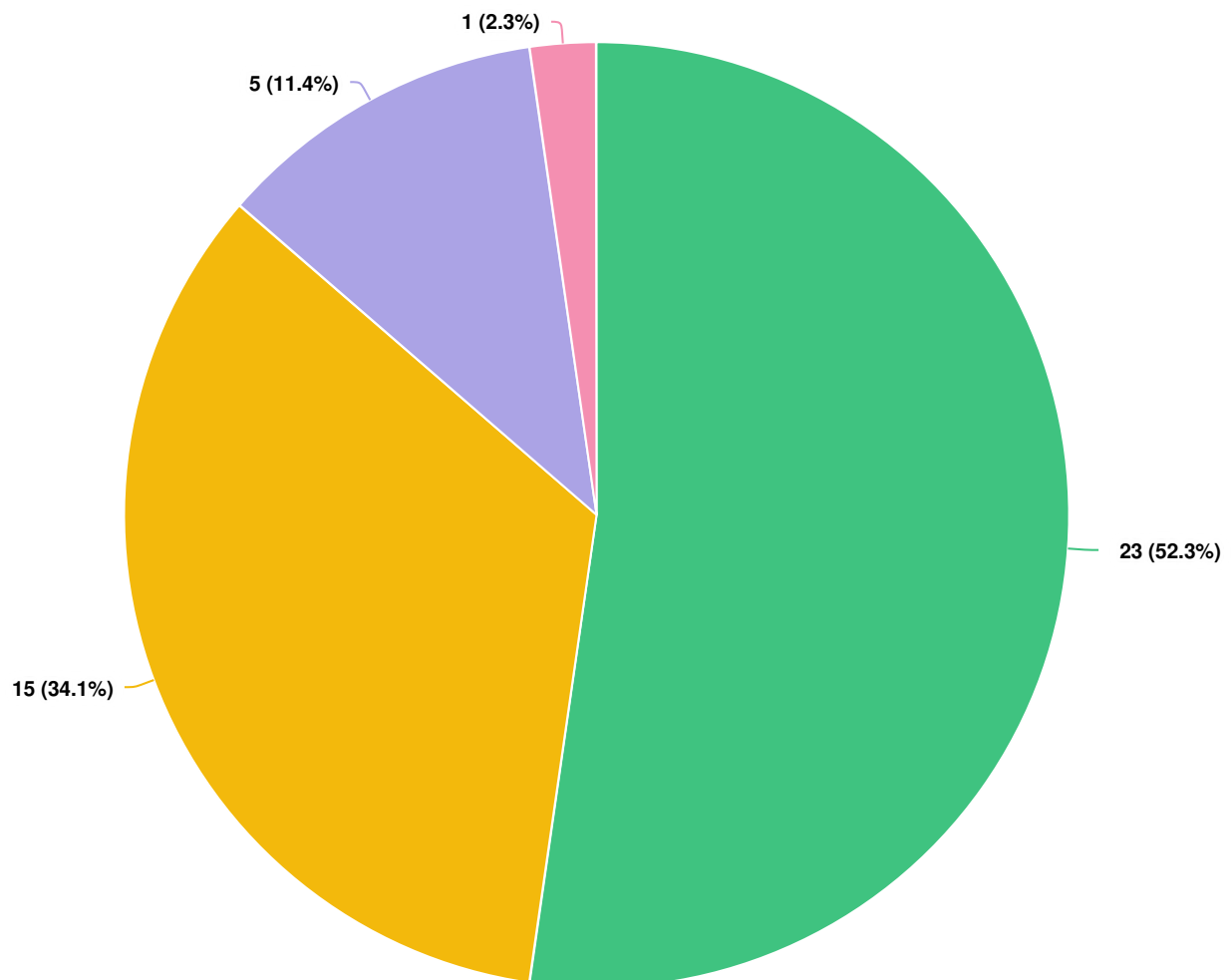
Question options

☒ Yes ☐ No

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q7 Windsor needs to focus on ensuring historic sites, buildings and districts authentically represent the history of our built environment.



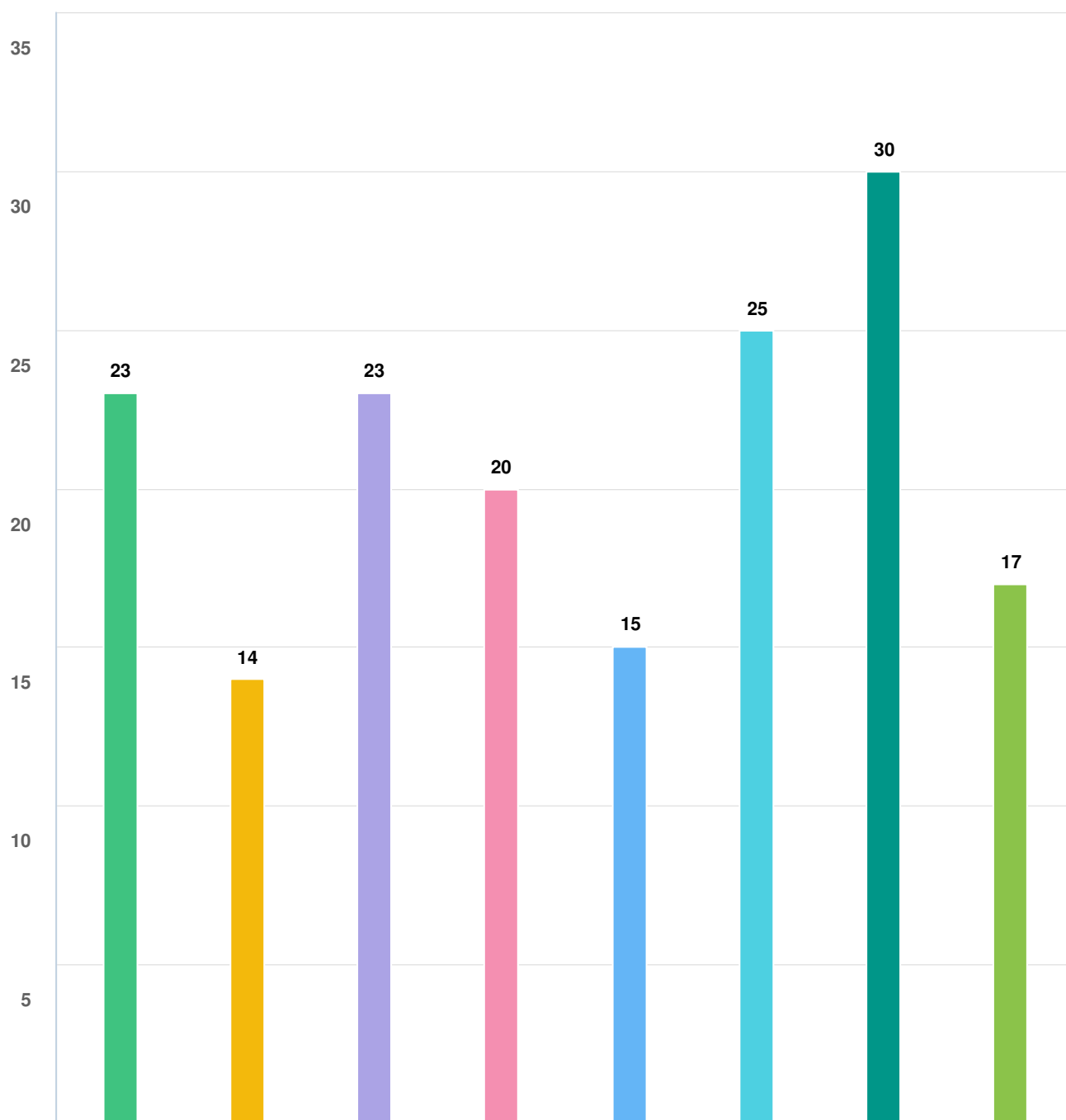
Question options

☒ Strongly agree ☐ Agree ☐ Somewhat disagree ☐ Strongly disagree

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q8 Select those activities you believe are most important for the Town of Windsor to pursue in the future relating to historic preservation:



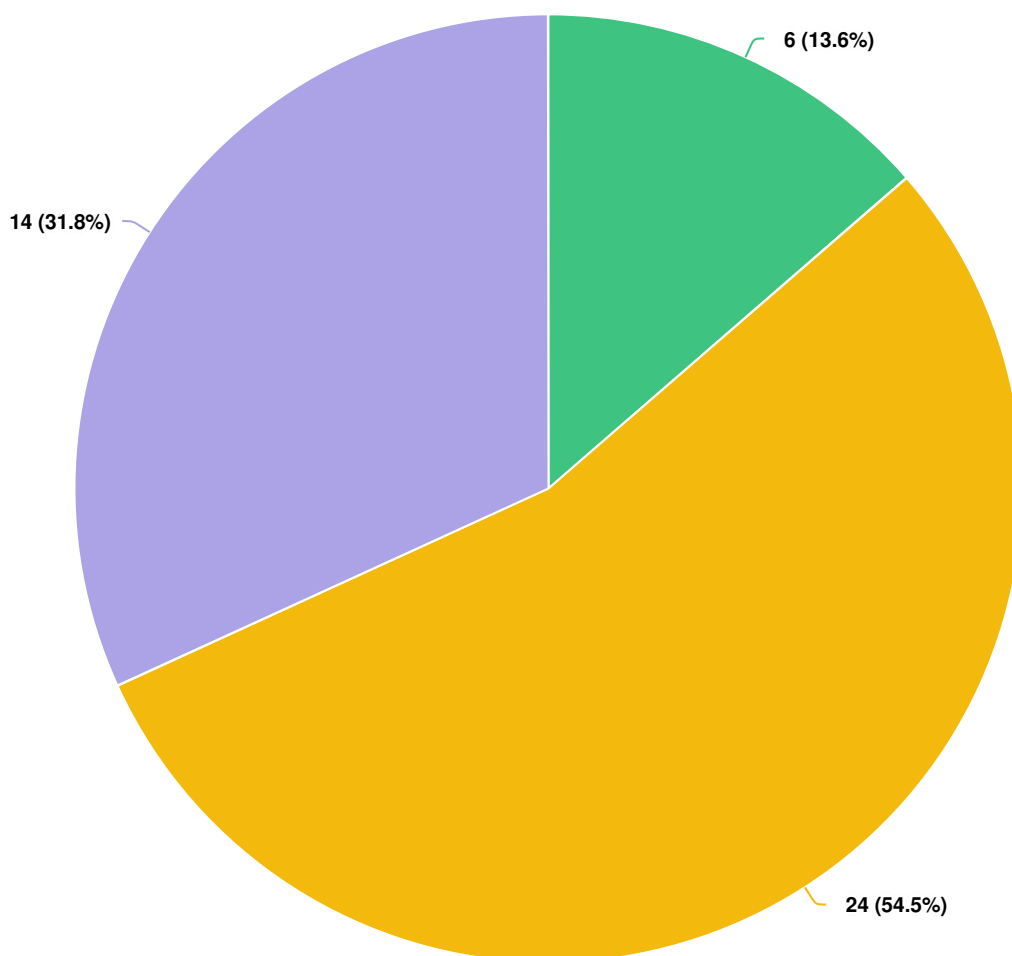
Question options

- Improve preservation education
 ● Focus on heritage tourism
 ● Establish landmarked historic districts
- Landmark historic landscapes
 ● Improve and strengthen regulations
- Create financial or other incentives for owners of historic properties
 ● Continue the documentation of historic resources
- Increase the number of individually landmarked properties

Mandatory Question (44 response(s))

Question type: Checkbox Question

Q9 Typically, historic resources more than 50 years old are documented to determine their significance and eligibility for landmark designation. Some communities allow for historic resources less than 50 years old to be considered for landmark design...



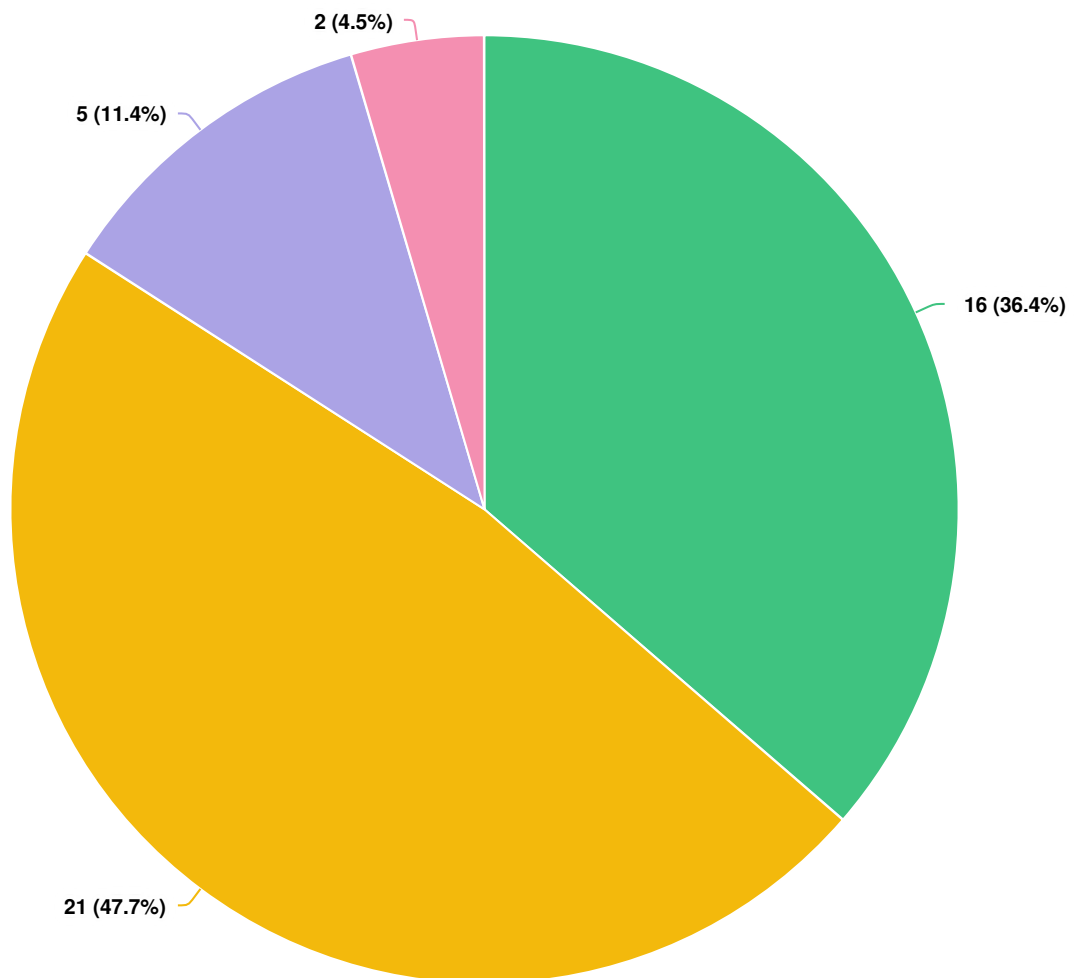
Question options

☐ Yes ☐ Possibly, but only in exceptional cases ☐ No, stick to a 50-year requirement

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q10 | How would you rank historic preservation relative to other civic initiatives in the community, such as sustainability, open space, or trails?



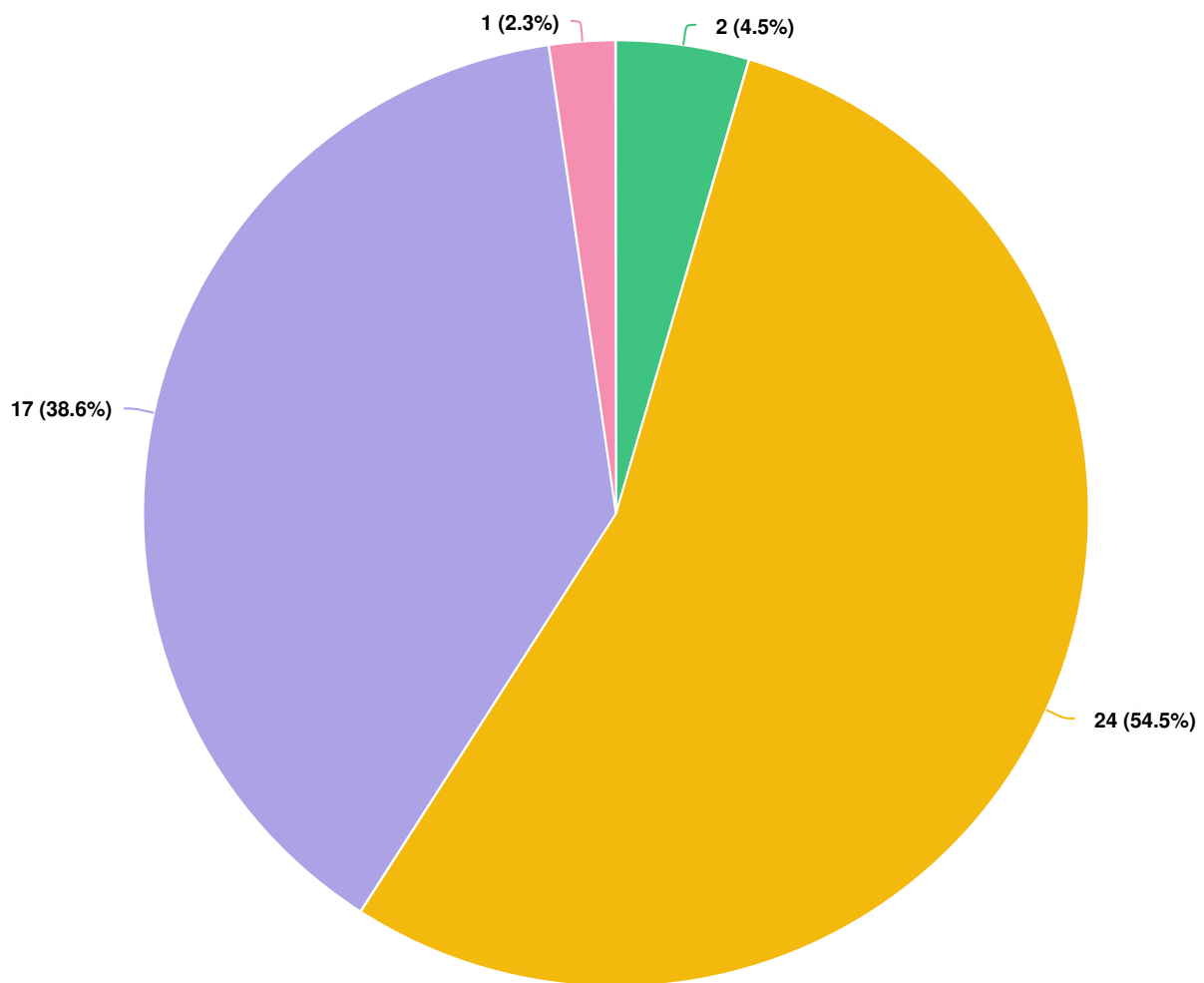
Question options

High priority Some priority Low priority Not a priority at all

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q11 | Would you agree with this statement: “Windsor’s town government provides adequate resources to ensure that its historic preservation program and review process is efficient, effective, and understandable.”



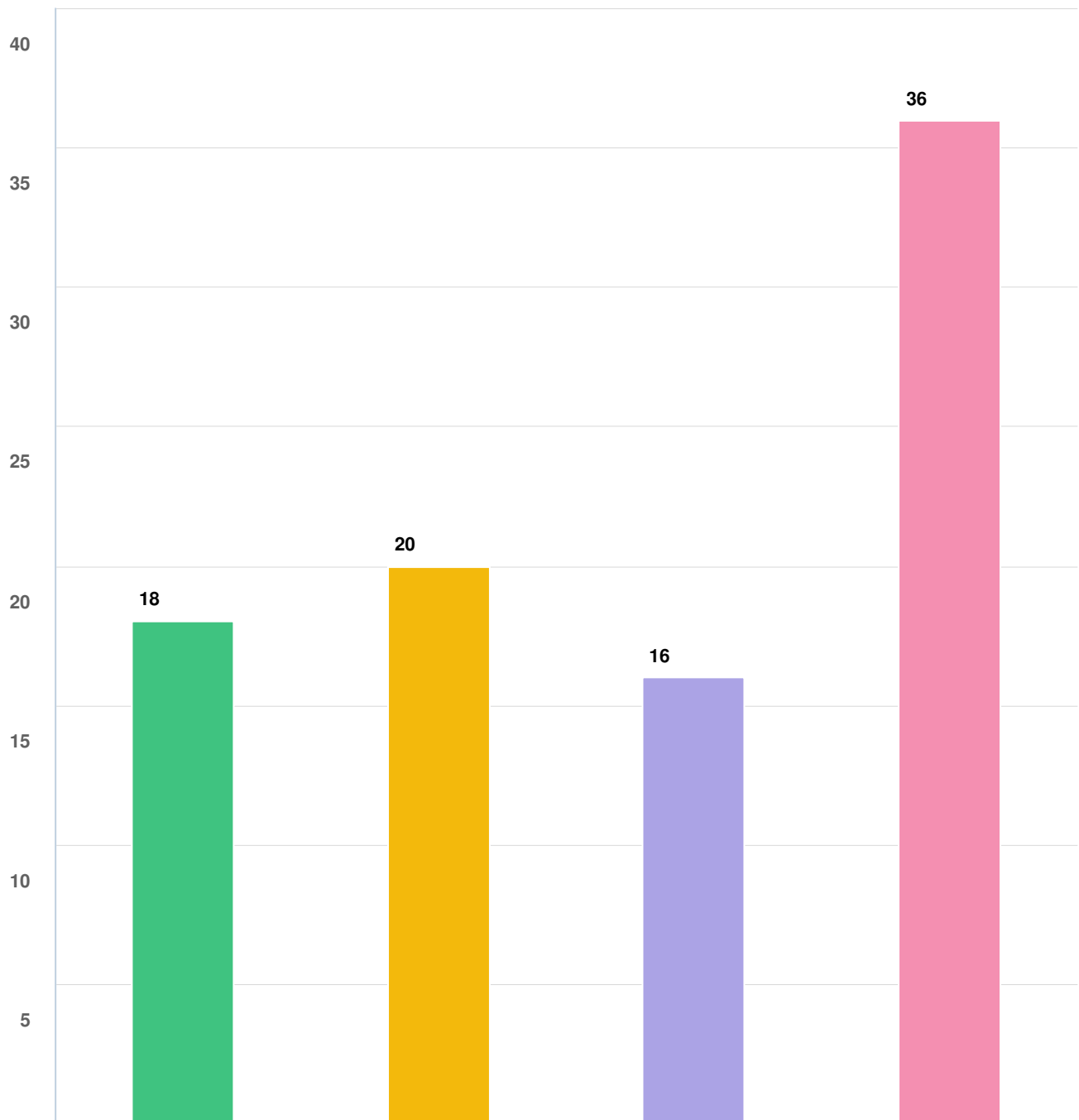
Question options

Strongly agree Agree Disagree Strongly disagree

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q12 What would be the most important improvements for the historic preservation program in Windsor? (select all that apply)



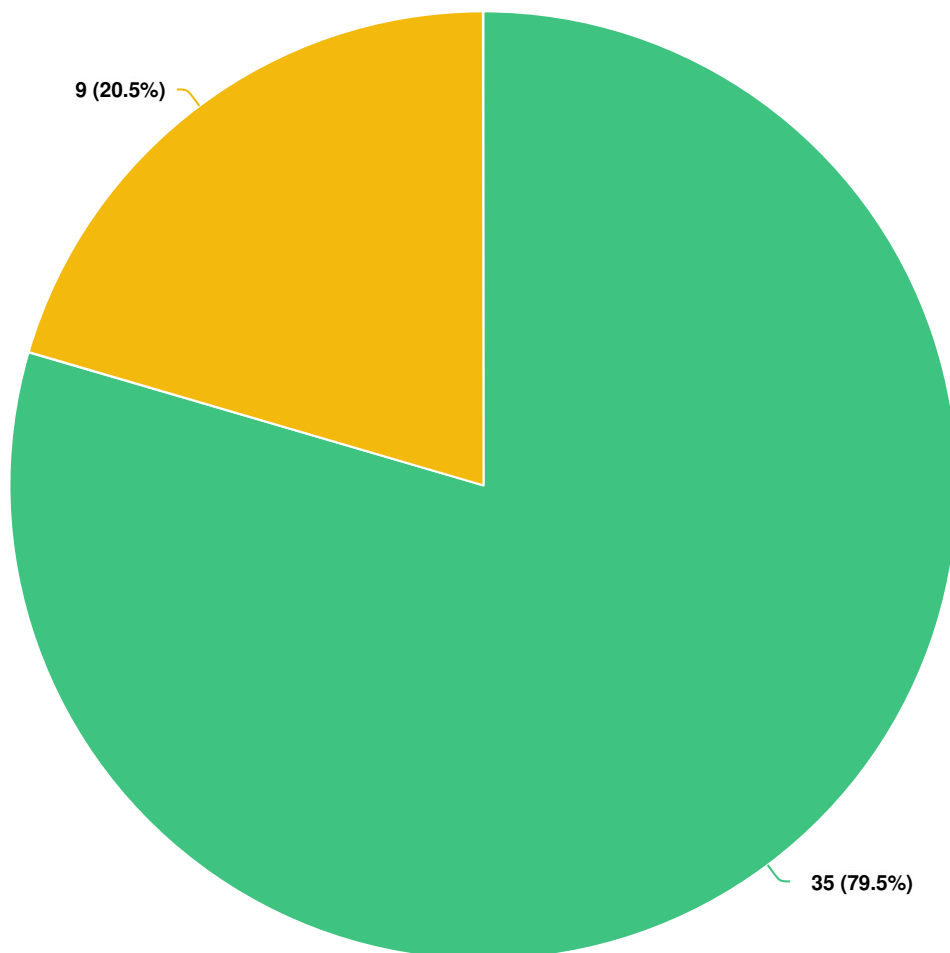
Question options

- Provide more planning staff time and training dedicated to historic preservation
- Develop a stronger review and regulatory process for historic preservation
- Provide more training for Historic Preservation Board members
- Provide better clarity regarding Town requirements for owners of historic properties when seeking to alter or restore their properties

Mandatory Question (44 response(s))

Question type: Checkbox Question

Q13 | Currently the Town of Windsor has 13 individually landmarked properties, but no historic districts. The primary goals of establishing a district would be to honor the area's history and perhaps institute local protections to ensure that the district...



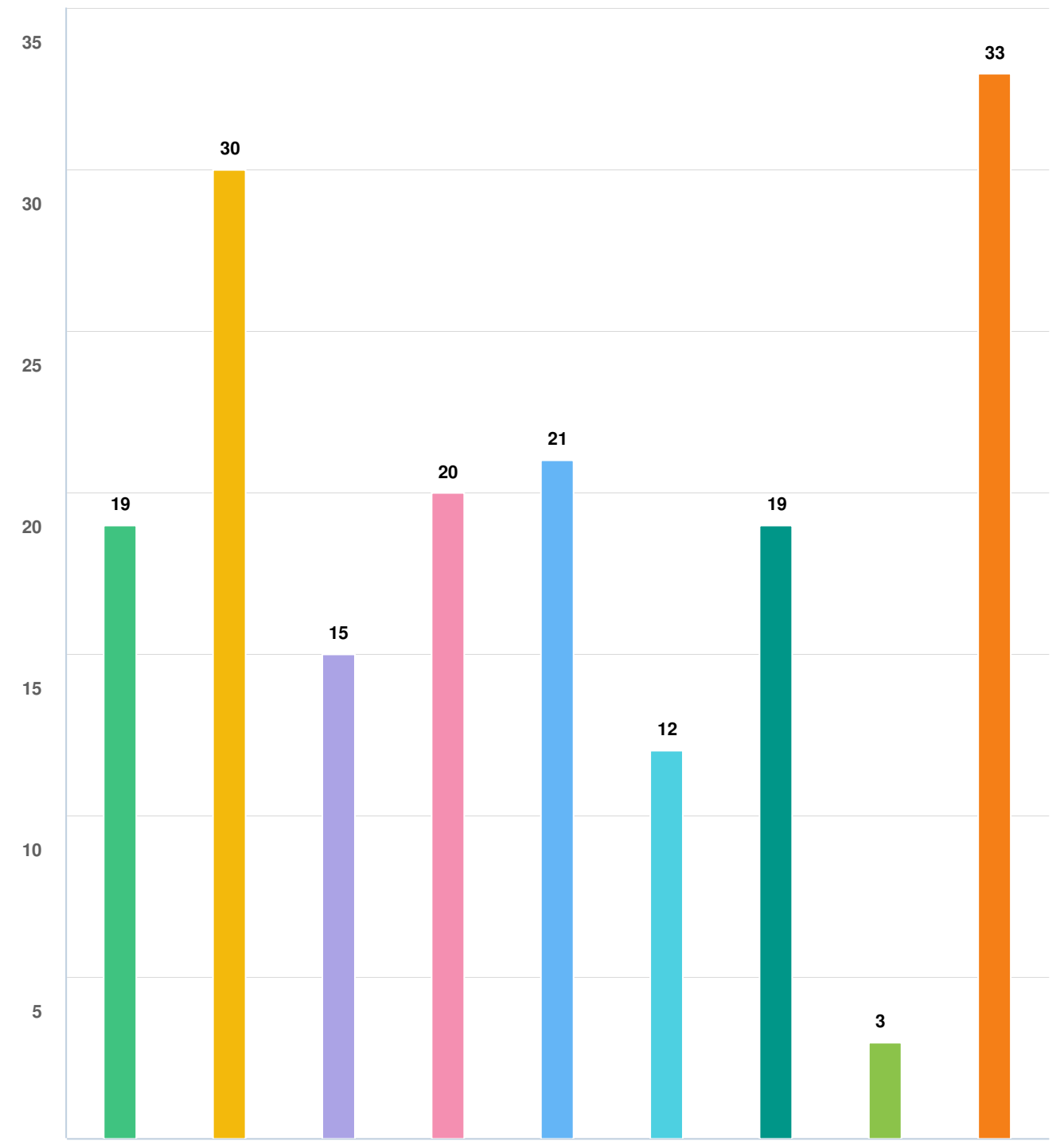
Question options

☒ Yes ☐ No

Mandatory Question (44 response(s))

Question type: Radio Button Question

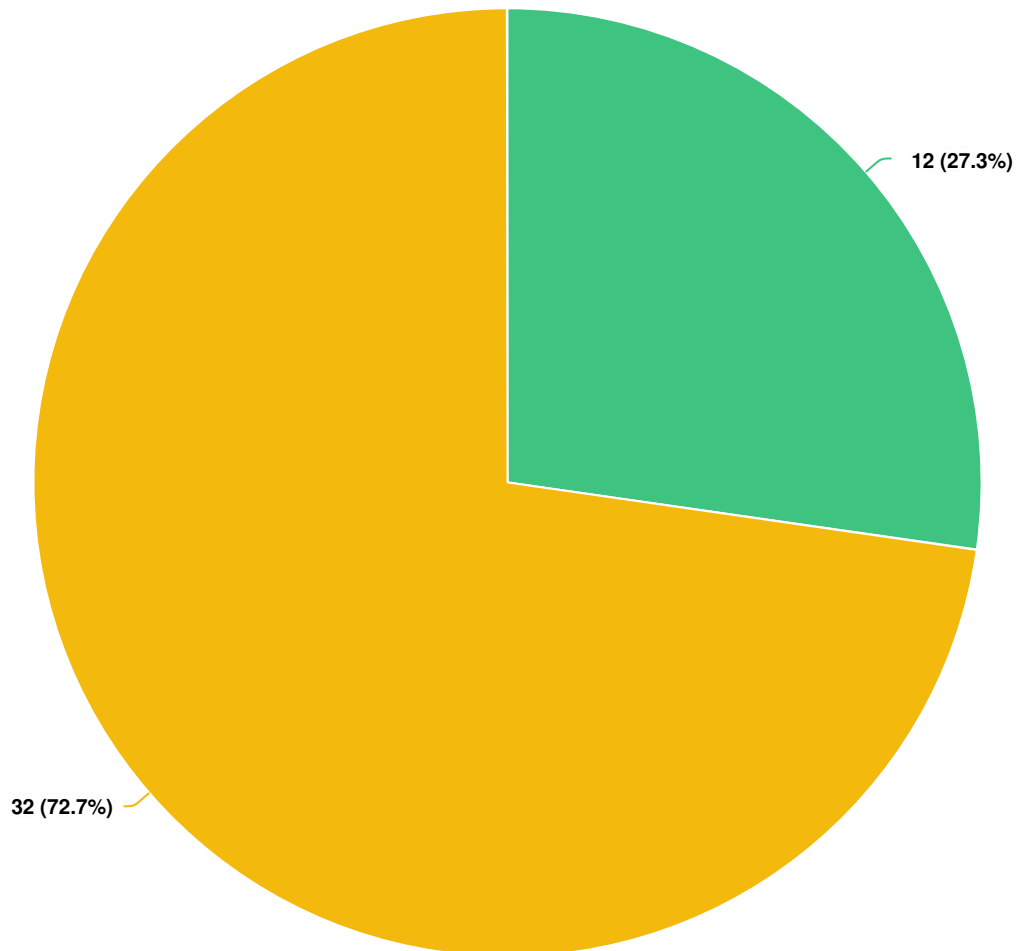
Q14 | Who or what do you think benefits the most from historic preservation (select all that apply)



- Question options**
- Preservation groups
 - Neighborhoods
 - Economic development
 - Tourism
 - Average citizen
 - Environment
 - Property owners
 - Developers / Realtors
 - Future generations

Mandatory Question (44 response(s))
Question type: Checkbox Question

Q15 | Is there enough information available to you from various sources on historic preservation best practices (for example, how to repair old windows or brickwork)?

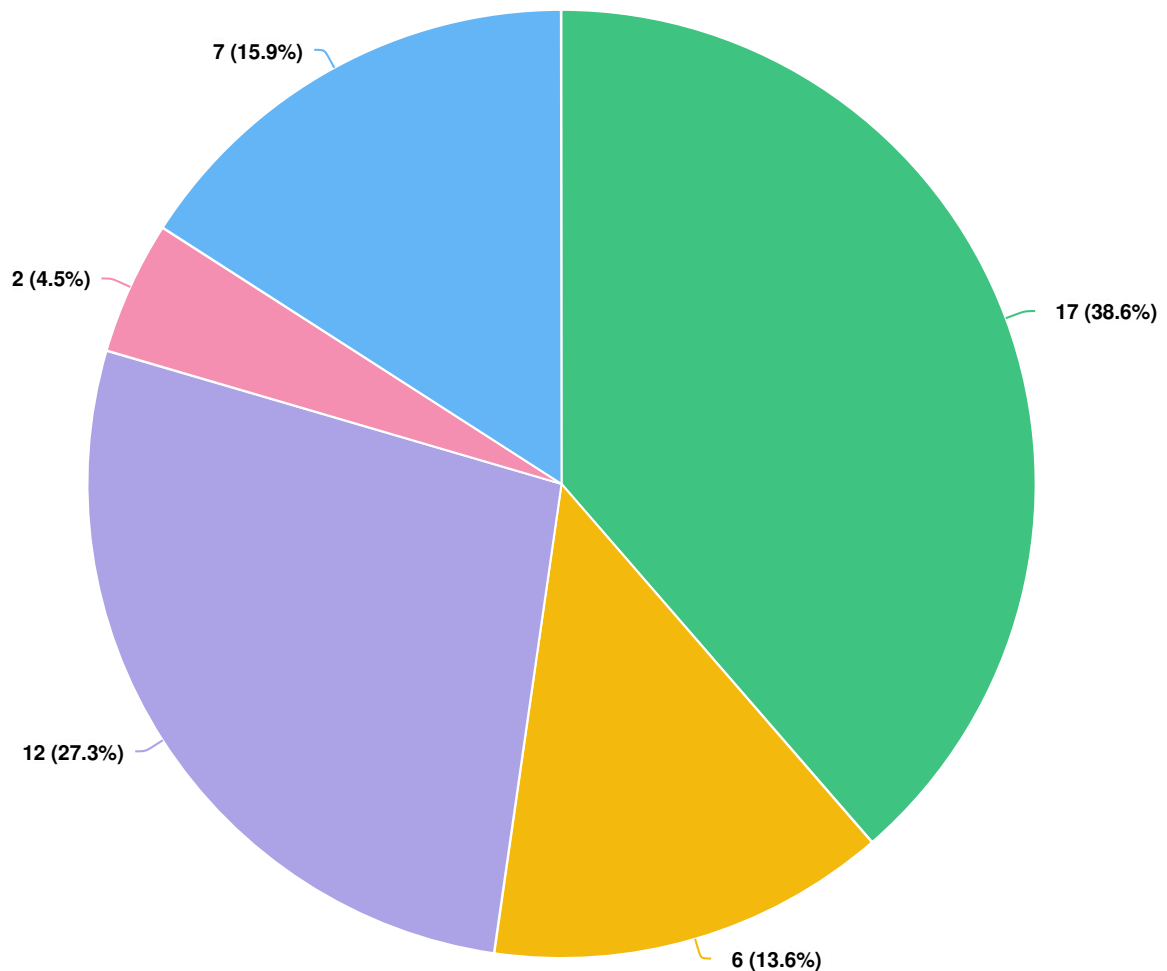


Question options

☒ Yes ☐ No

*Mandatory Question (44 response(s))
Question type: Radio Button Question*

Q16 What would be the best way to make the public more aware of Windsor's historic resources such as important sites, buildings and districts?

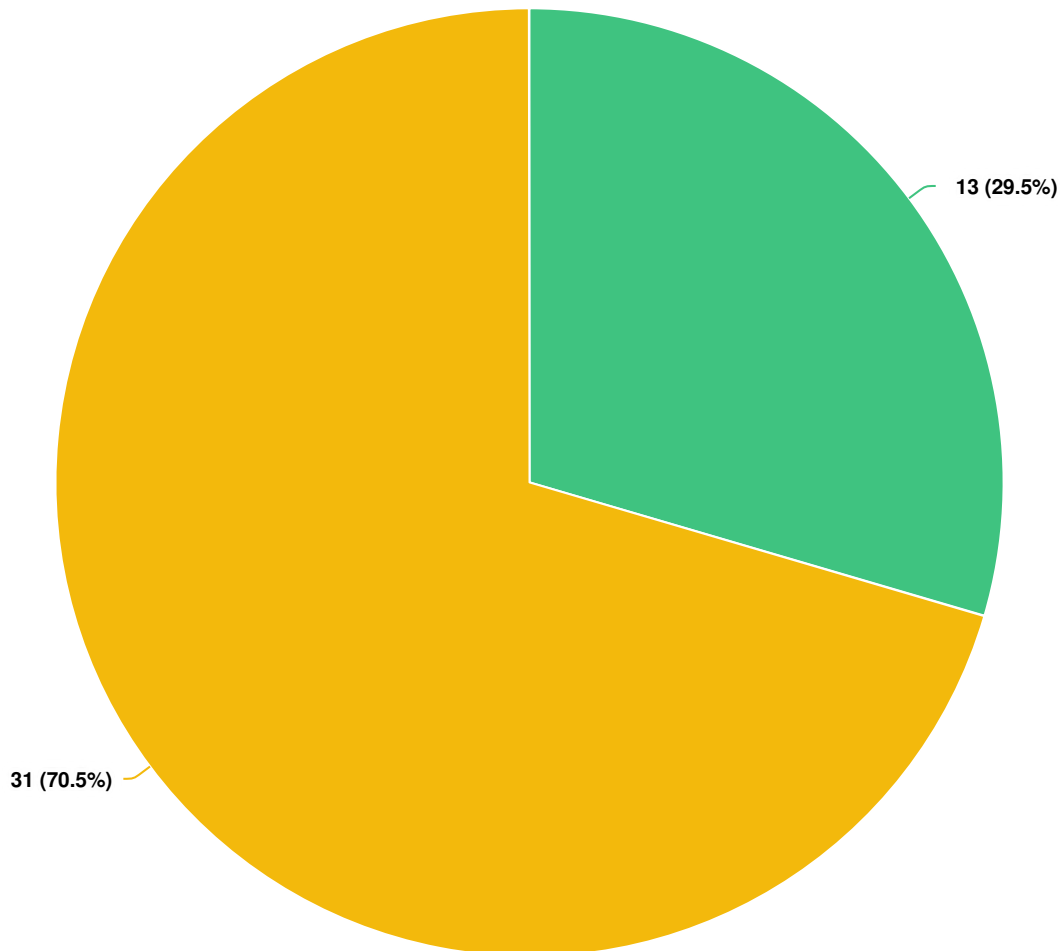


Question options

- Dedicated web pages on the Town website
- Publications
- Tours/Lectures
- Awards for historic preservation
- Integration of local history in school curriculum

Mandatory Question (44 response(s))
Question type: Radio Button Question

Q17 | Are you aware of the Historic Preservation pages on the Town Website (windsorgov.com/HistoricPreservation)?

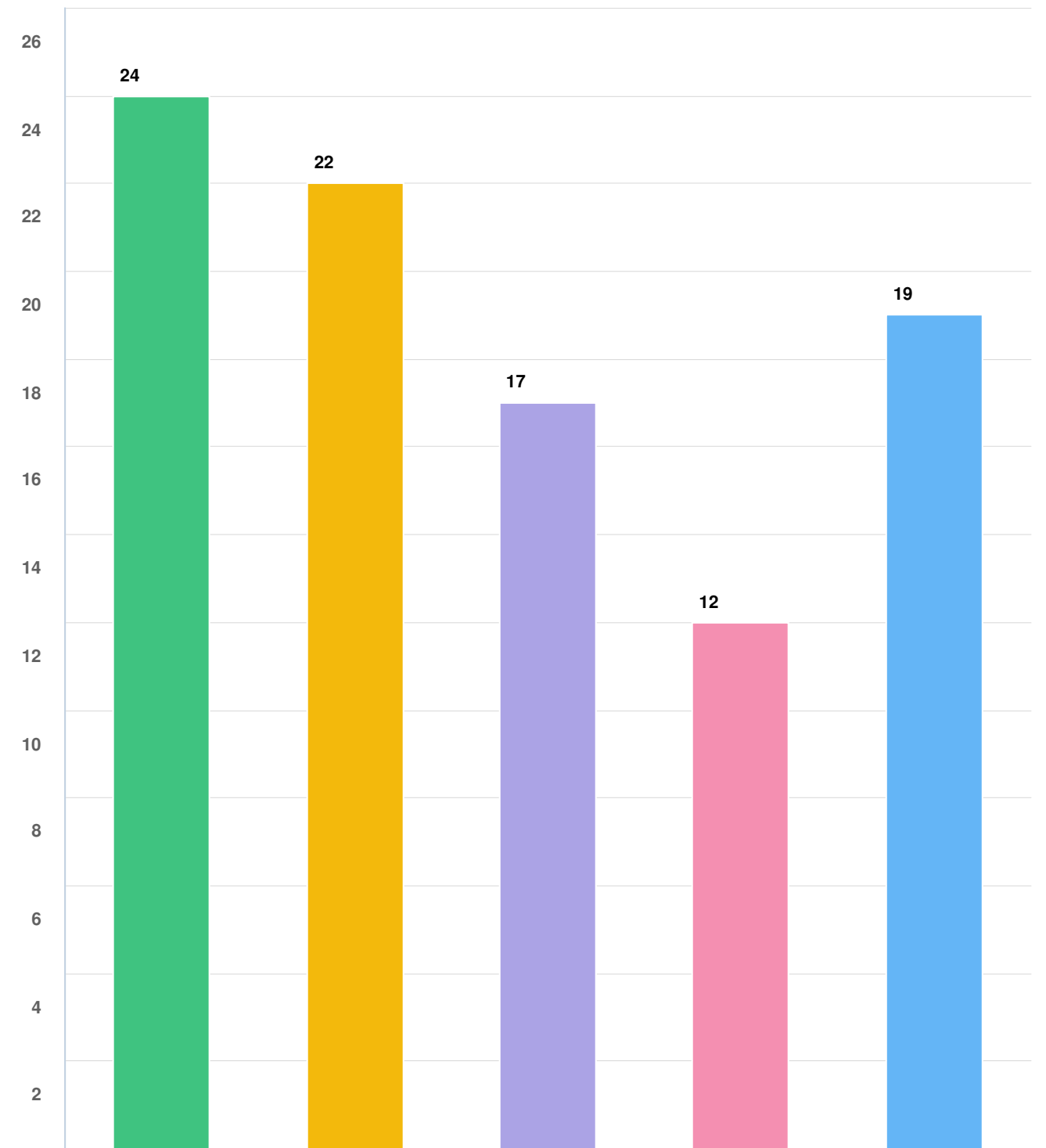


Question options

- ☐ Yes, and I've visited that site ☐ No, I am not aware of this resource

*Mandatory Question (44 response(s))
Question type: Radio Button Question*

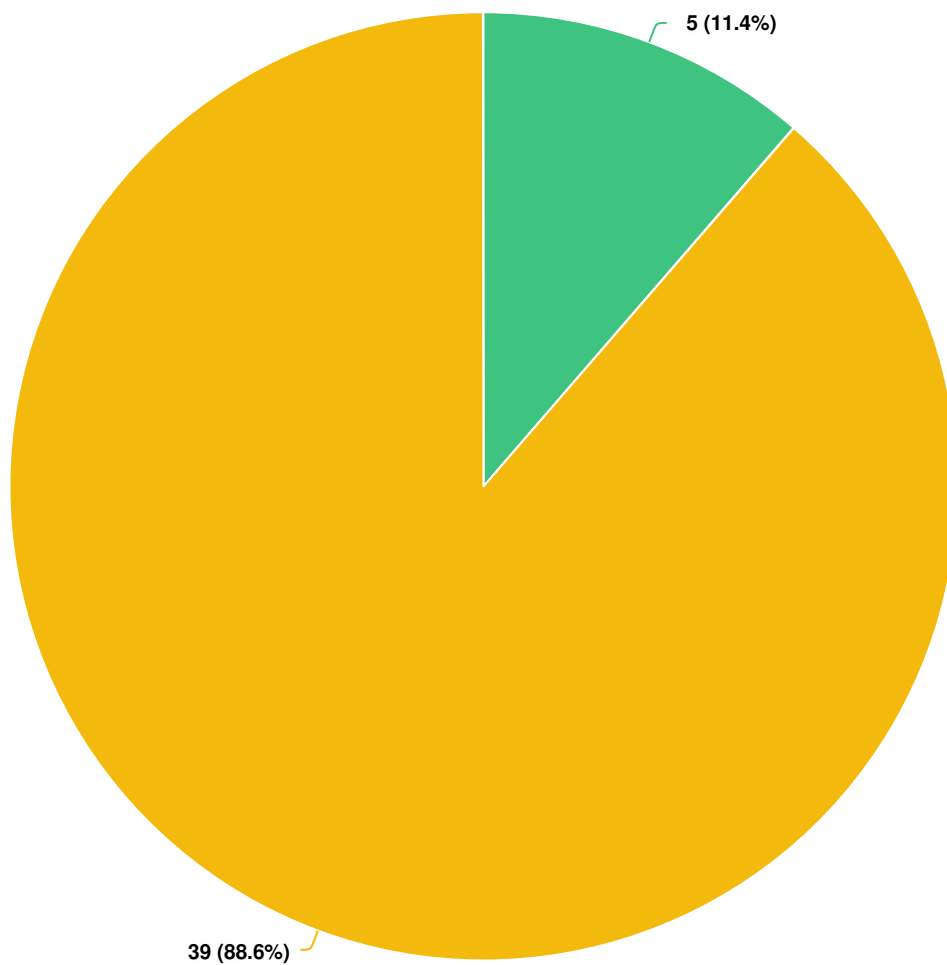
Q18 | If you want to remodel or expand a historic building, where would you go for help (check all that apply)?



Question options
● Town of Windsor ● Historic Preservation Board ● Architect/Planner ● Builder/Contractor ● The Internet

Mandatory Question (44 response(s))
Question type: Checkbox Question

Q19 Do you know where to find an experienced preservation tradesperson or contractor?

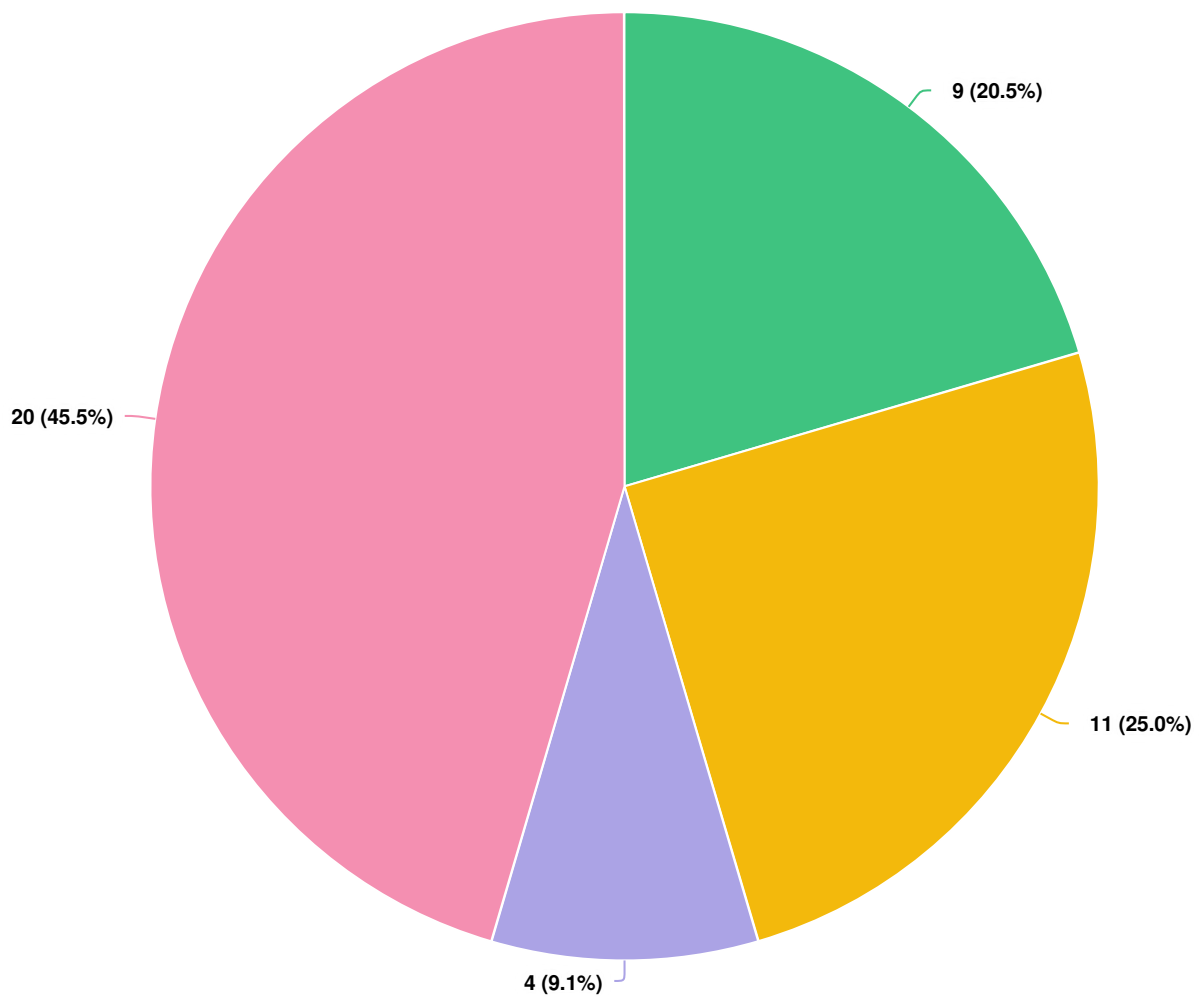


Question options

☒ Yes ☐ No

Mandatory Question (44 response(s))
Question type: Radio Button Question

Q20 How likely are you to repair or restore your building by yourself?



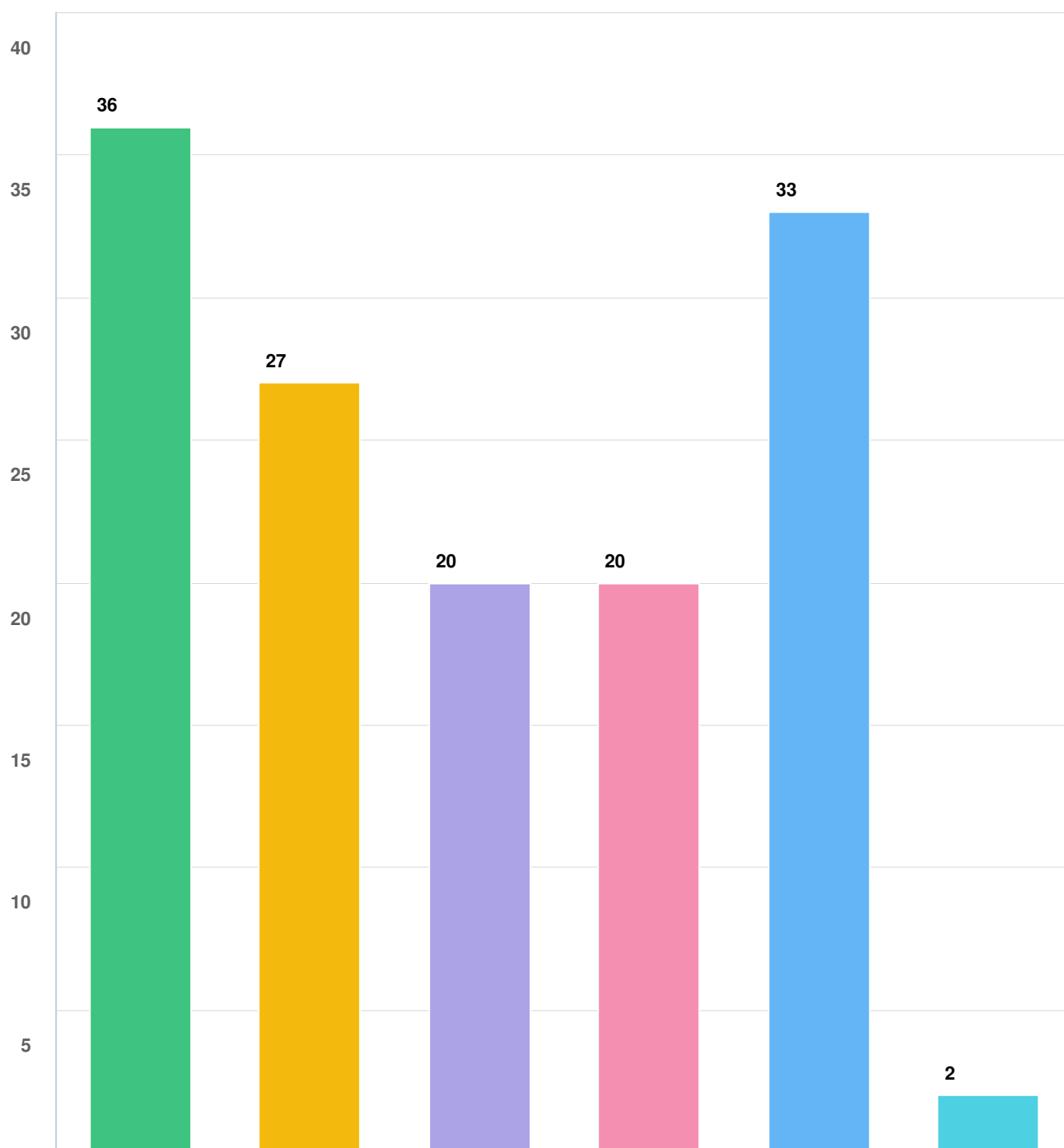
Question options

☒ Very likely ☐ Somewhat likely ☐ Somewhat not likely ☐ Not likely

Mandatory Question (44 response(s))

Question type: Radio Button Question

Q21 | What are the most important roles the Town of Windsor should play in historic preservation? (select all that apply)



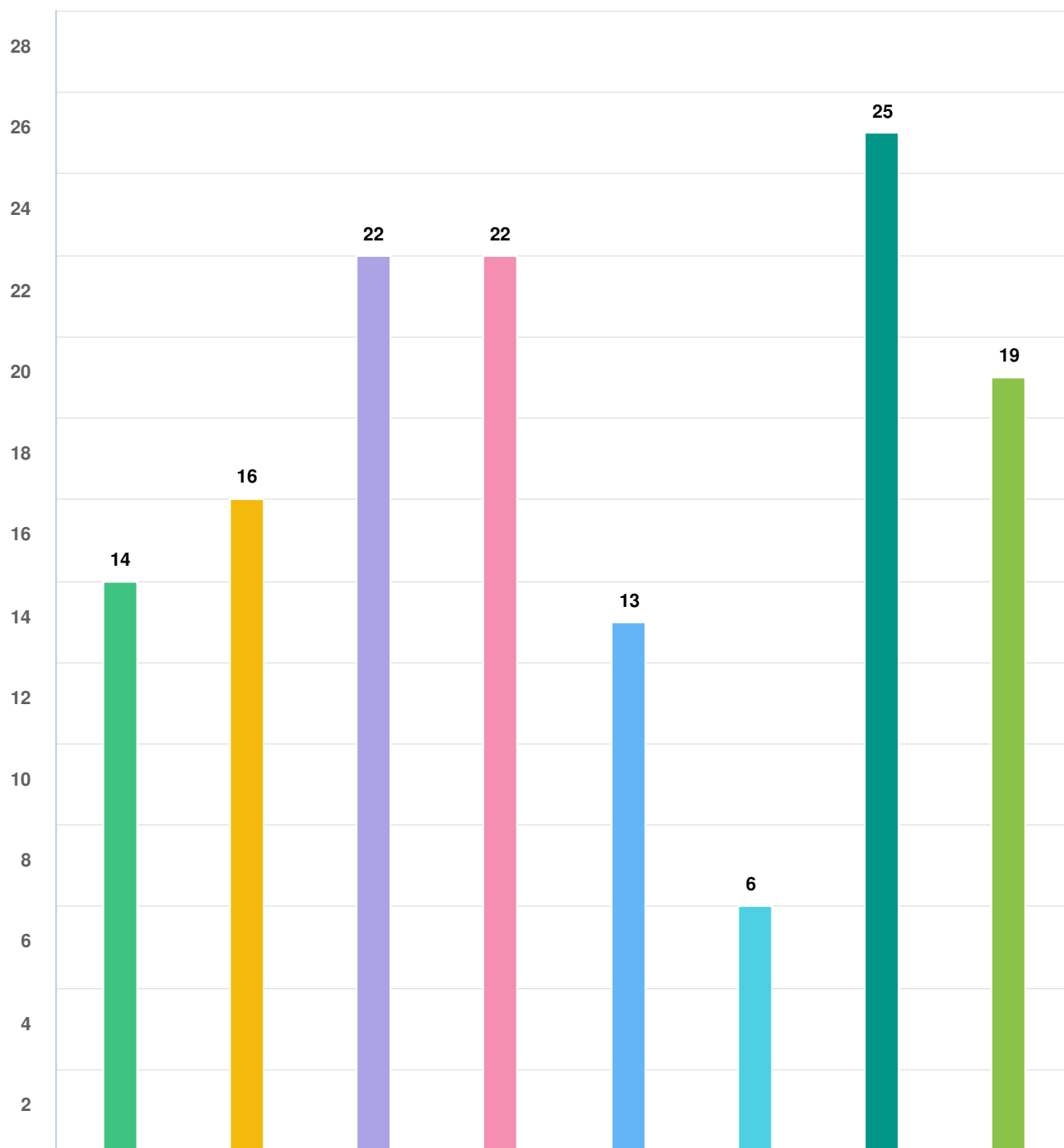
Question options

- Education about historic sites, buildings and districts
- Regulation and design review for historic properties
- Financial and other incentives for property owners
- Technical assistance and support for property owners
- Documentation of historic properties
- The Town should not be involved with historic preservation

Mandatory Question (44 response(s))

Question type: Checkbox Question

Q22 What are the greatest successes of historic preservation in Windsor? (select all that apply)



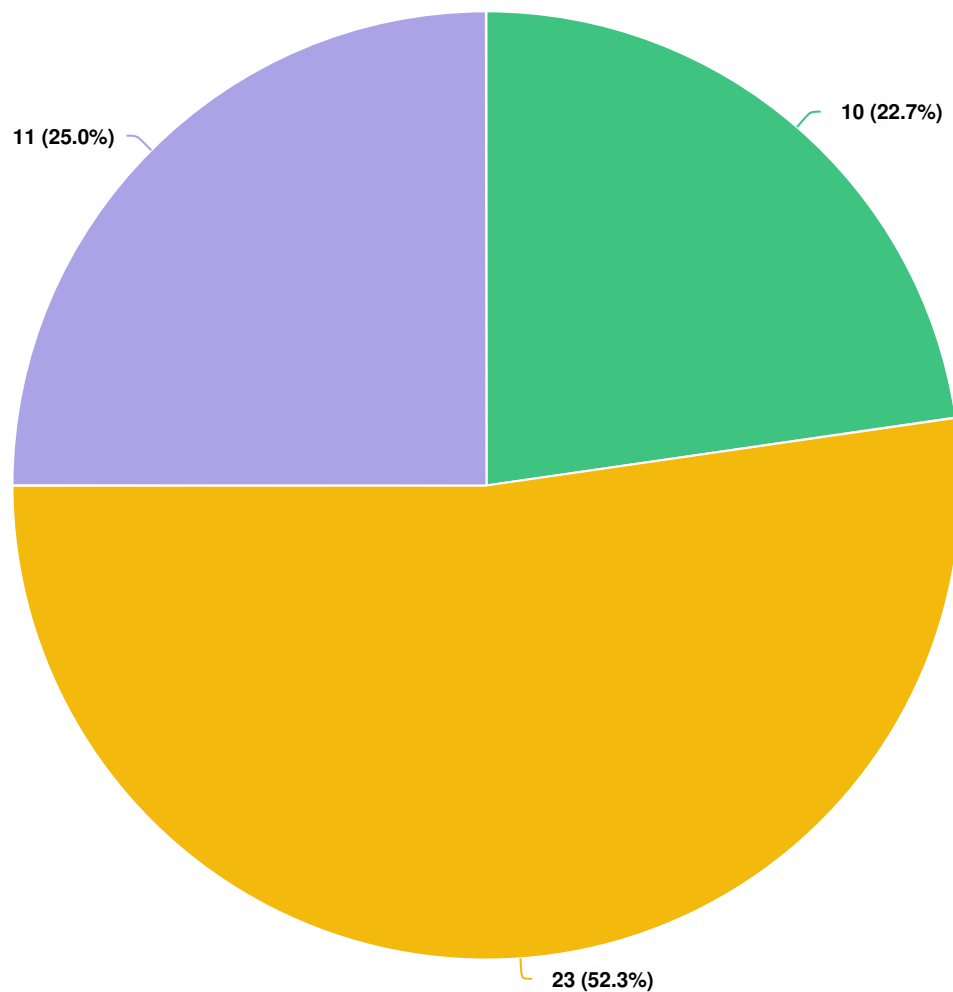
Question options

- Great Western Sugar Company factory
 ● Historic Churches
 ● Town Hall Revitalization
- Windsor Art & Heritage Center (old Town Hall)
 ● Downtown commercial district
 ● Historic residential district
- Windsor History Museum at Windsor Lake
 ● Individual buildings such as the Windsor Mill, and the Yancey & Eureka Blocks

Mandatory Question (44 response(s))

Question type: Checkbox Question

Q23 The arrival of the Kodak plant in the late 1960s prompted the town and downtown business owners to update Windsor's downtown storefronts. An old-world German design motif was decided upon at that time that changed the look of Main Street. Most pre...

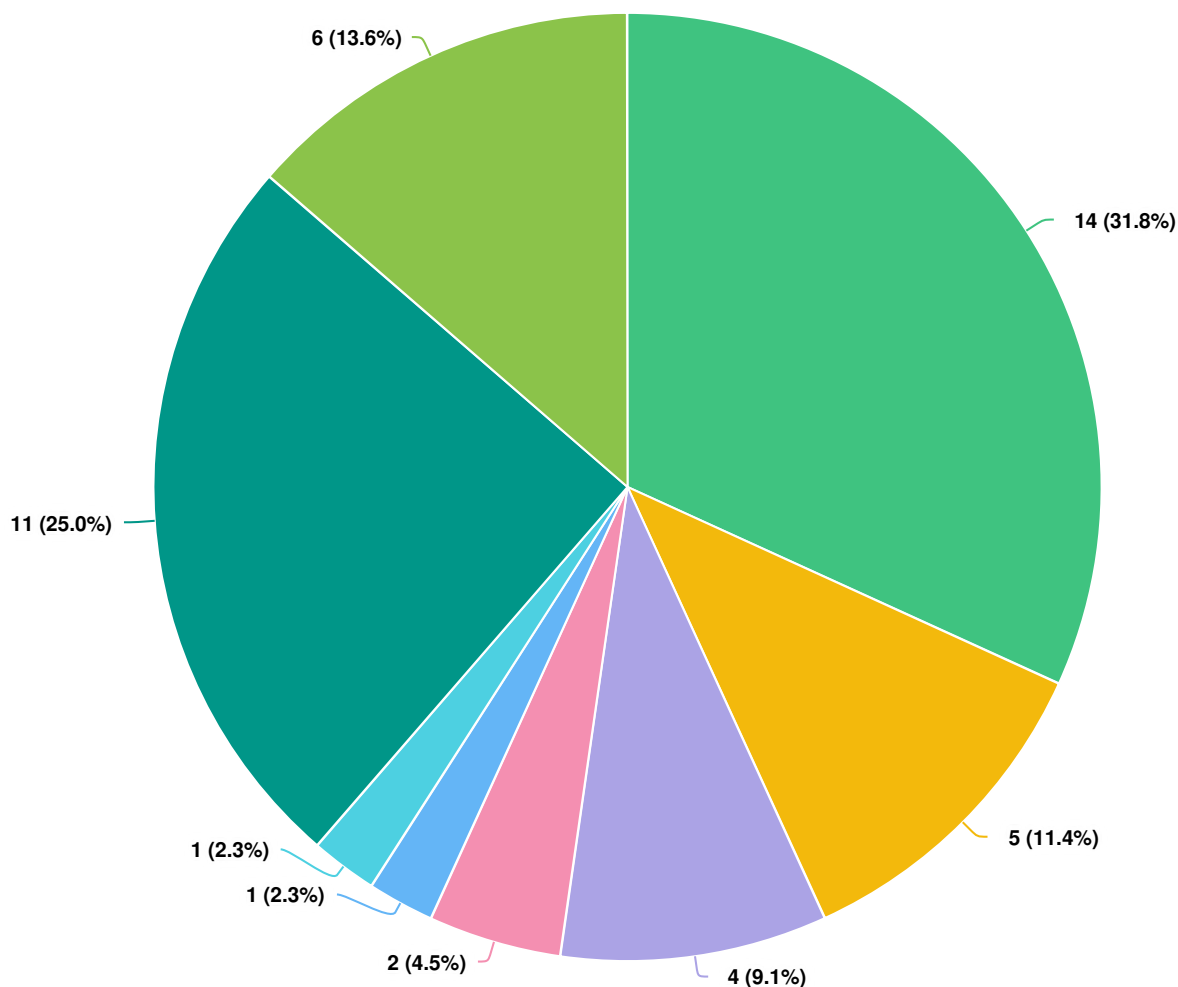


Question options

Yes No Not sure

Mandatory Question (44 response(s))
Question type: Radio Button Question

Q24 What are the greatest shortcomings of historic preservation in Windsor?



Question options

- Buildings demolished or inappropriately remodeled
- Lack of interest/support on the part of town administration
- Lack of adequate preservation information provided by the town
- Lack of adequate incentives
- Lack of adequate regulation or unclear requirements
- Inadequate staff time/resources devoted to preservation planning
- Lack of public interest or support
- No significant shortcomings

Mandatory Question (44 response(s))
Question type: Radio Button Question



MEMORANDUM

Date: April 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Update on the Windsor Lake designation discussion
Item #: D.2.

Background / Discussion:

Discuss any updates and/or new information.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Historic Preservation Month Open House - update and discussion
Item #: D.3.

Background / Discussion:

Refer to Work Session Meeting Minutes for summary of plans and action items.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: April 12, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Planner II
Re: Future Meetings Calendar
Item #: D.4.

Background / Discussion:

Please see attached Future Meetings Calendar for review and comment.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. HPC Future Meetings Agenda - April



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
April 12, 2023 5:45 pm	Community Engagement Survey Results Review Draft Preservation Plan Windsor Lake designation ongoing discussion
May 10, 2023 5:45 pm	Open House debriefing
June 14, 2023 5:45 pm	Letters to property owners eligible for Local Historic Designation
July 12, 2023 5:45 pm	Outreach to the Poudre Valley Cemetery
August 9, 2023 5:45 pm	
September 13, 2023 5:45 pm	
October 11, 2023 5:45 pm	
November 8, 2023 5:45 pm	
December 13, 2023 5:45 pm	

Future Topics:

Printed Walking Tour Maps to distribute
Preservation Plan Meetings / Updates (ongoing)
Comprehensive Plan Updates (ongoing)

Upcoming Meeting Dates*

<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
<u>Wednesday June 14, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday July 12, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday August 9, 2023</u>	5:45 P.M.	Regular HPC Meeting
<u>Wednesday September 13, 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.