



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

June 14, 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 May 10, 2023 regular meeting minutes

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review / discuss Historic Preservation Plan
2. Discussion / update on plans for an August historic preservation celebration with the DDA
3. 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: June 14, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Senior Planner
Re: Approval of the May 10, 2023 regular meeting minutes
Item #: B.1.

Background / Discussion:

Please see the attached May 10, 2023 meeting minutes for review and approval.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:

1. 05-10-23 HPC Minutes Draft



Historic Preservation Commission Regular Meeting

May 10, 2023 - 5:45 PM
1st Floor Conference Room, 301 Walnut Street, Windsor, CO
80550

MINUTES

A. CALL TO ORDER

1. Roll Call

The meeting was called to order at 5:45 P.M.

Present: Melanie Starck
Jean Zuckweiler
Kris Jabs
Ruth Brunner
ToniRae Andres
Vanessa Bouchard

Also Present: Ron Sladek, Tatanka Historical Associates
Ron Steinbach, Town Board Liaison
Eric Lucas, Public Services Director
Laura Browarny, Culture Supervisor
Caitlin Heusser, Museum Curator
Kimberly Lambrecht, Planner II, Staff Liaison

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

Ms. Jabs made a motion to approve the agenda with no changes. Ms. Brunner seconded the motion. Motion passed unanimously.

3. Public Invited to be Heard

Two members of the public attended the meeting, but did not address the Commission.

B. CONSENT CALENDAR

1. Approval of the April 12, 2023 regular meeting minutes

Please see attached April 12, 2023 meeting minutes for review and approval.

Ms. Andres made a motion to approve the consent calendar, which included minutes from the April 12, 2023 regular meeting. Ms. Zuckweiler seconded the motion. The motion passed unanimously.

C. BOARD ACTION

1. None

D. DISCUSSION ITEMS

1. Review DRAFT of Historic Preservation Plan

Ron Sladek (Tatanka Historical Associates) has provided a DRAFT of the Historic Preservation Plan (see attached). Please review prior to the meeting, and be prepared to discuss any questions and comments.

Mr. Ron Sladek, with Tantaka Historical Associates, made opening remarks about the draft

Historic Preservation Plan (the Plan) and reviewed the general format of the Plan. Several minor corrections / adjustments / clarifications were discussed regarding historical data, past survey efforts, education and outreach options, and possible preservation incentives. Mr. Sladek will continue to refine the Plan, and asked that any additional comments be filtered through Ms. Lambrecht by the end of the month. Additionally, Mr. Sladek requested clarification on items to be considered for inclusion in the acknowledgments section of the Plan.

2. Discussion of key Historic Preservation Plan items to be presented to the Town Board at the May 22, 2023 Work Session

Based on a request from the Mayor to present a draft of the Historic Preservation Plan to the Town Board, Staff has begun to assemble a brief PowerPoint presentation to guide the discussion with Town Board. The purpose of the HPC discussion will be to extract a few key items from the Preservation Plan to be included in the presentation.

The HPC and Staff Liaison will make a brief presentation to the Town Board at the May 22, 2023 Town Board Work Session. The HPC reviewed the draft presentation and outlined specific talking points from the Plan, regarding goals and policies and action items, to be presented to the Town Board.

3. Future Meetings Calendar

Please see attached Future Meetings Calendar for review and comment.

Adjustments were made to the Future Meetings Calendar to allow for more discussion of the Historic Preservation Plan in June. Existing calendar items will be shifted accordingly.

E. COMMUNICATIONS

1. Communications from the Historic Preservation Commission

None.

2. Communications from Town Board Liaison

None.

3. Communications from Staff

Mr. Eric Lucas provided an update regarding staff discussion of the possibility of designating Windsor Lake as a local historic landmark. Current thinking is that it is not recommended due to the lake's status as a working reservoir.

F. ADJOURN

MS. ANDRES MADE A MOTION TO ADJOURN AT 7:40 P.M. MS. JABS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.



Kimberly Lambrecht, Planner II, Staff Liaison



MEMORANDUM

Date: June 14, 2023
To: Historic Preservation Commission
From:
Re: None
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 14, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Senior Planner
Re: Review / discuss Historic Preservation Plan
Item #: D.1.

Background / Discussion:

Ongoing discussion regarding the Historic Preservation Plan, particularly those items pertaining to the Goals and Policies, and Five-Year Action Plan sections of the Plan.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: June 14, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Senior Planner
Re: Discussion / update on plans for an August historic preservation celebration with the DDA
Item #: D.2.

Background / Discussion:

In anticipation of an August event as a delayed celebration of Historic Preservation Month, the Commissioners should plan on revisiting a discussion regarding:

- Coordination with the DDA - is the DDA still planning on a 'heritage walk' themed event?
- Date - August 4, 2023?
- Is the Arts & Heritage Center available for an HPC related open house event/activity?
- Serving alcohol: WSHS members and/or HPC members?
- Are there other amenities the Commissioners would like to contribute to the event?
- Use the event as an opportunity to debut an updated/revamped online downtown tour? Caitlin is working with GIS to compile information and would like assistance from the HPC.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Scott Ballstadt, Director of Planning

Attachments:



MEMORANDUM

Date: June 14, 2023
To: Historic Preservation Commission
From: Kimberly Lambrecht
Senior Planner
Re: Future Meetings Calendar
Item #: D.3.

Background / Discussion:

Please see the 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 Calendar - June



HISTORIC PRESERVATION COMMISSION FUTURE MEETINGS DISCUSSION ITEMS

DATE	TOPIC
June 14, 2023 5:45 pm	Historic Preservation Plan – ongoing discussion August Historic Preservation Event with the DDA
July 12, 2023 5:45 pm	Windsor Lake – Historical Research – ongoing discussion
August 9, 2023 5:45 pm	Letters to property owners eligible for Local Historic Designation
September 13, 2023 5:45 pm	Outreach to the Poudre Valley Cemetery
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)
Website updates
Comprehensive Plan Updates (ongoing)

Upcoming Meeting Dates*

<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
<u>Wednesday October 11, 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.