



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

February 9, 2022

First Floor Conference Room
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

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

1. Roll Call

Board members in attendance:

Jean Zuckweiler
ToniRae Andres
Melanie Starck
Ruth Brunner
Kris Jabs

Absent:

Cheryl Snigg-Cordova

Also in attendance:

Julie Cline, Town Board Liaison
Dr. Lindsey Flewelling, History Colorado/CLG
Caitlin Heusser, Museum Curator
Paul Hornbeck, Senior Planner
Scott Ballstadt, Planning Director
Carlin Malone, Chief Planner
Kim Lambrecht, Planner 1

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

There were no changes to the agenda.

B. CONSENT CALENDAR

1. Upon a duly made motion by Ms. Brunner and seconded by Ms. Zuckweiler, the consent calendar was approved 5-0:
2. Approval of the January 12, 2022 minutes, with one change to remove Ms. Brunner's name from the roll call list of Board members in attendance.

C. BOARD ACTION

1. Public Hearing – Designation of 408 Walnut Street as an Historic Landmark, applicant Caitlin Heusser: Open public hearing - moved by Ms. Andre, seconded by Ms. Starck – passed unanimously.
2. Close public hearing: moved by Ms. Starck, seconded by Ms. Brunner, passed unanimously.

3. Recommendation to Town Board – Designation of 408 Walnut Street as an Historic Landmark - moved by Ms. Andre, seconded by Ms. Jabs, passed unanimously.
4. Designation of 116 5th Street as an Historic Landmark, Town of Windsor, applicant. Open public hearing: moved by Ms. Brunner, seconded by Ms. Starck, passed unanimously.
5. Close public hearing: moved by Ms. Andre, seconded by Ms. Starck, passed unanimously
6. Recommendation to Town Board – Designation of 116 5th Street as an Historic Landmark - moved by Ms. Brunner and seconded by Ms. Andre, passed unanimously.

D. DISCUSSION

1. Discussion on amending the bylaws to have virtual meetings. Board action will occur at next meeting.
2. Historic Preservation Month Open House
 - a. Date and Time of Open House - Friday, May 13, 5:30 pm - 7:30 pm and Saturday, May 14; 10:00 am - 12:00 pm;
 - b. Presenter - Ms. Starck's father, Mr. Ed Stark will discuss "Buildings We've Lost" at 6:30 pm Friday and 11:00 am on Saturday;
 - c. 50 Miniature Paintings exhibit will be in place;
 - d. Historic Halfway Homestead and Eaton House display and information will be shared;
 - e. Larger pictures of the historic properties will be up for display;
 - f. Trivia questions - will have trivia questions for fun – Ms. Brunner will coordinate with Ms. Heusser;
 - g. Survey – tablets will be available at the Open House; it will also be available on the web and social media so it can be available to the whole town. Work with Communications Department.
2. March agenda – discuss various PR options for promoting the Open House; include a representative from the Communications Department.
3. Review Plaque Options: Bronze, oval, include Windsor HPC on the bottom

- a. Board reviewed options, selected preference (Option C), and is ready to order four
4. Saving Places recap – Ms. Zuckweiler and Ms. Lambrecht shared some takeaways from the conference.
5. Certified Local Government (CLG) – Dr. Lindsay Flewelling, Coordinator, was present to observe the meeting, and shared some of the information about her role, and the Certified Local Government resources that are available for assistance.
6. Ms. Cline, Town Board Liaison, shared communications: Five snow storms in January; there will be a new executive director for the Poudre Trail Board. Police department has four people attending AIMS training and will then have a program with the Windsor Police for them to become rookies. The Windsor Police Department also has new body cams.
7. Paul thanked the HPC for support and is excited for the Board and the direction the Board is going; said the Board would be in good hands with Ms. Lambrecht.

E. ADJOURN

Upon a duly made motion by Ms. Starck and seconded by Ms. Andres, the meeting was adjourned at 7:15 p.m.



Kim Lambrecht, Planner 1